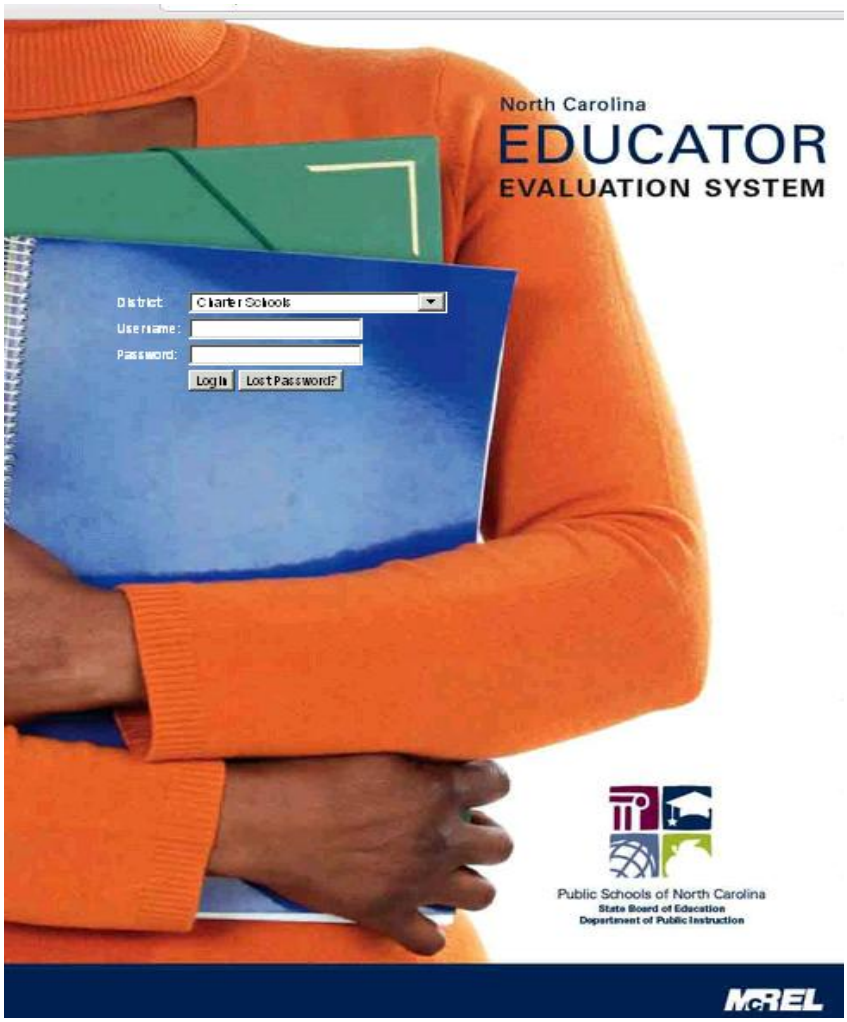
Online Software Manual for the North Carolina Educator Evaluation System

TEACHER



http://mxweb.media-x.com/home/ncval

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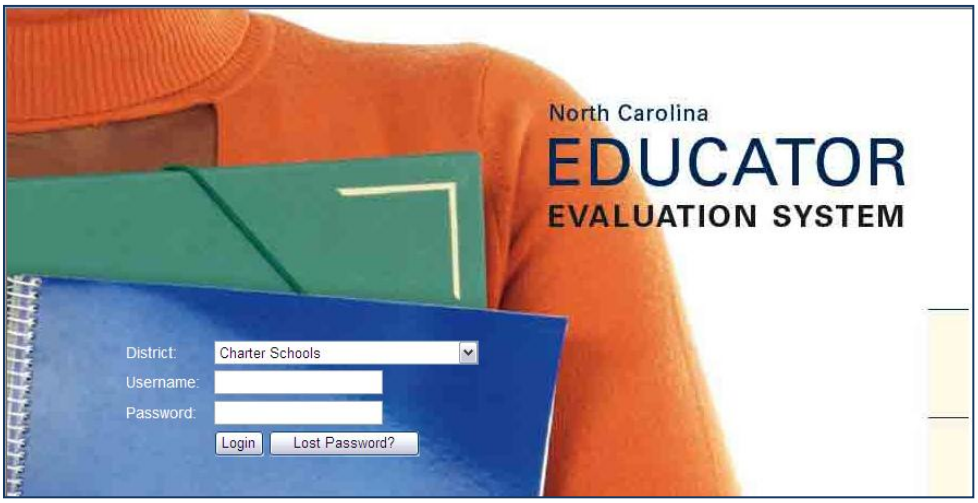
Initial Login to the System

Initial Login to the System

This manual provides step-by-step instructions for a teacher to complete a professional development plan or preliminary professional development plan (if applicable), conduct a self assessment, and view observations, summary rating form, and record of teacher evaluation activities.

Log into: https://mxweb.media-x.com/home/ncval/
Select the correct school district
Type in the username that was provided to you (UID number)
Type in the password that was provided to you: 123456
Click **Login**



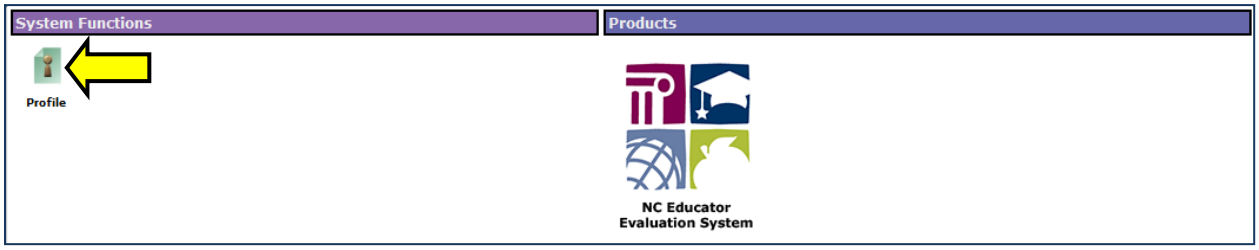
Profile

Profile

The Profile button is used to identify your personal information, provides the ability to edit information and change your password. If any of your personal information is not correct, contact your Human Resources Department.

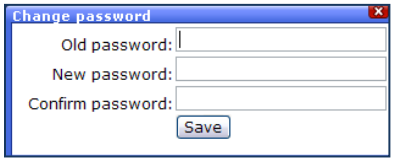
To change your password follow these steps:
Log into: https://mxweb.media-x.com/home/ncval/
Select the correct school district
Type in the username that was provided to you (UID number)
Type in your password.
Click **Login**

Click on the **Profile** icon.

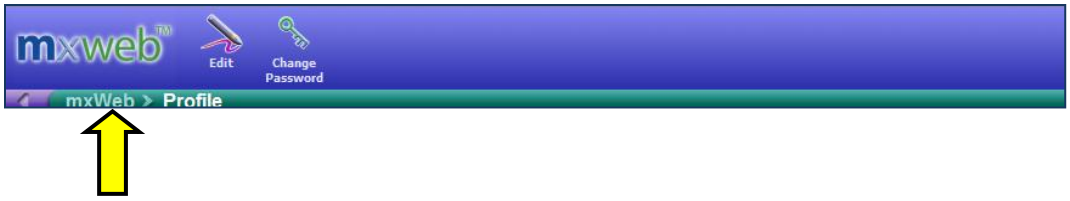


Click on the **Change Password** icon.

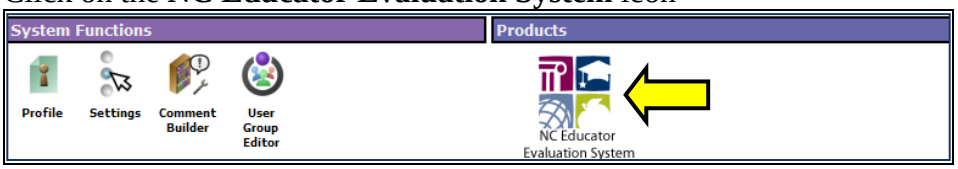
Type in the original password (123456)
Type in a unique password for yourself that is at least six characters long and contains a number and a capital letter.
Click **Save**.



Click on **mxWeb**.



Click on the **NC Educator Evaluation System** icon



Read and accept the End User License Agreement. Look for the check mark at the bottom:
This occurs on your first login only. Be sure to scroll to the bottom to find the point of acceptance.

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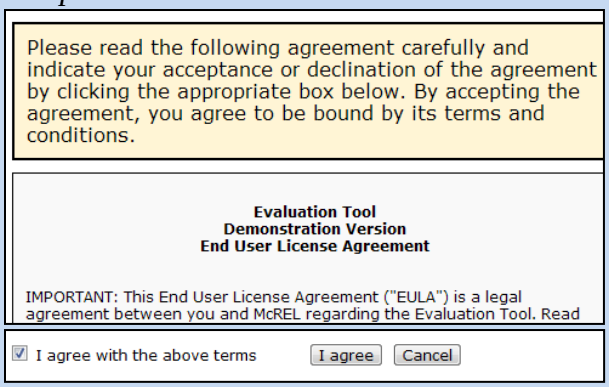
This occurs on your first login only. Be sure to scroll to the bottom to find the point of acceptance.



New Preliminary Professional Development Plan

OR

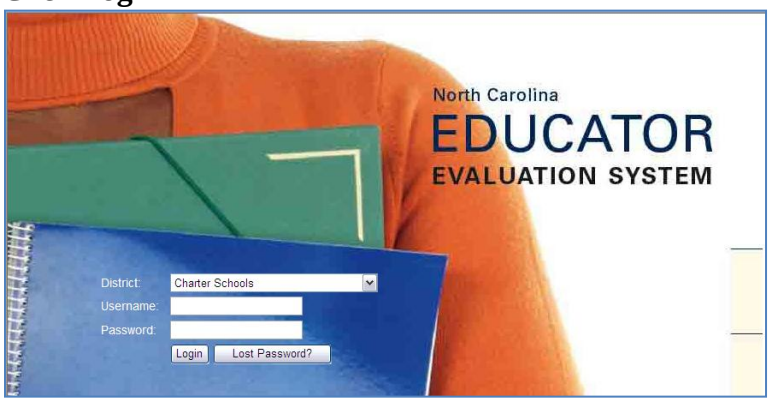
Professional Development Plan

New Preliminary Professional Development Plan
OR Professional Development Plan

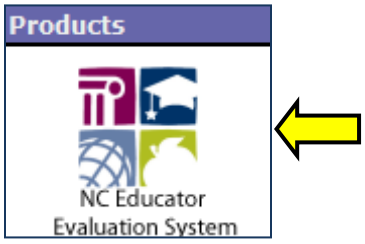
> ***Note***: If you do not have a Professional Development Plan, you must complete a New Preliminary Professional Development Plan.

To view your forms:

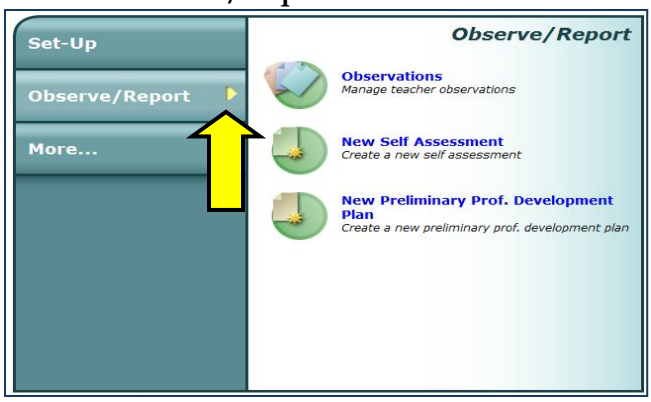
Type in website
Log into: https://mxweb.media-x.com/home/ncval/
Select the correct school district
Type in the username that was provided to you (UID number)
Type in your password
Click **Login**



Click on the **NC Educator Evaluation System** icon.



Click on **Observe/Report**.



Click on **Observations**.

Click on the **Observer Task** tab to view your Observations, Professional Development Plan, Record of Teacher Evaluation Activities, and Summary Rating Sheet.

Click on the **Teacher Task** tab to view your Self Assessments and Preliminary Development Plans.

Note: A drop down menu is provided to view data from a previous year. Use the drop down menu to choose the appropriate school year. The default is set for the current school year.

Complete a New Preliminary Professional Development Plan OR Professional Development Plan

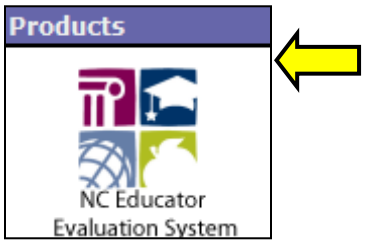
The New Preliminary Professional Development Plan and Professional Development Plan are nearly identical. The following directions will step you through the process of creating a New Preliminary Professional Development Plan.

The New Preliminary Professional Development Plan is created by the teacher. The teacher and the administrator have the ability to add content to the form.

The Professional Development Plan is created by the administrator. The teacher and the administrator have the ability to add content to the form.

Once an administrator signs either of the forms, then they are locked.

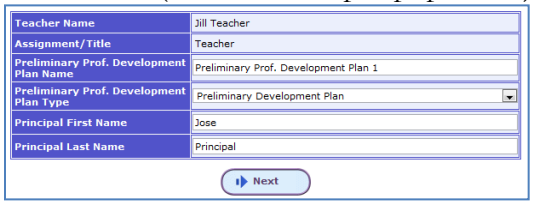
Click on the **NC Educator Evaluation System** icon.



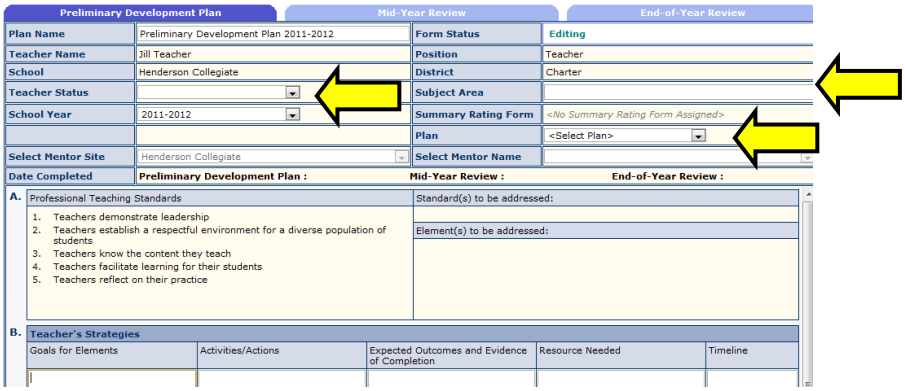
Click on **Observe/Report**.

Click on **New Preliminary Prof. Development Plan**.

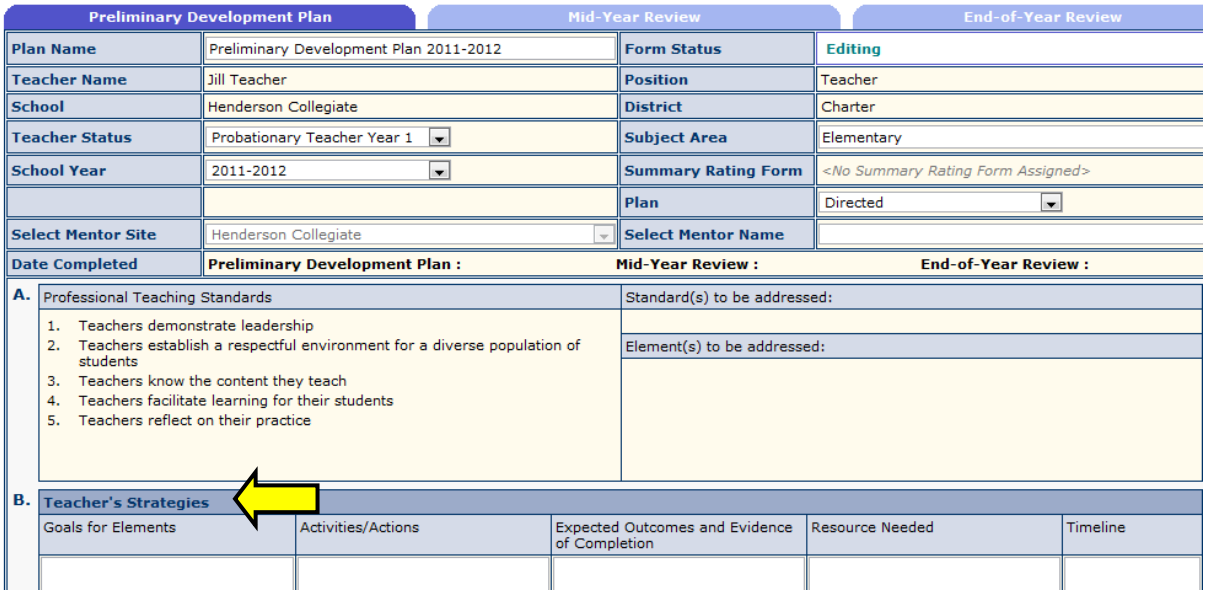
Click **Next.** (The fields are pre-populated.)



Use the drop down menus to select your **Teacher Status**, fill in your **Subject Area**, and select your **Plan** at the top of the page before filling out the rest of the form.



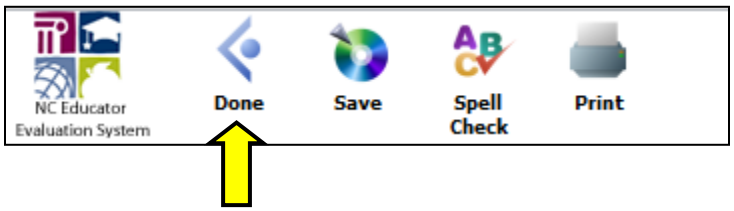
The teacher and administrator have editing privileges to complete Section B: **Teacher's Strategies**.



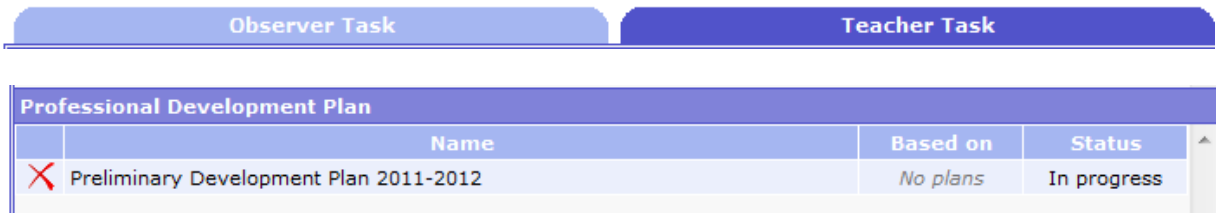
Note: No one can type in Section A (Professional Teaching Standards, Standard(s) to be addressed:, and Element(s) to be addressed:). This section will self populate if an observation is marked **Developing** or **Not Demonstrated**

Click **Save**

Click **Done**



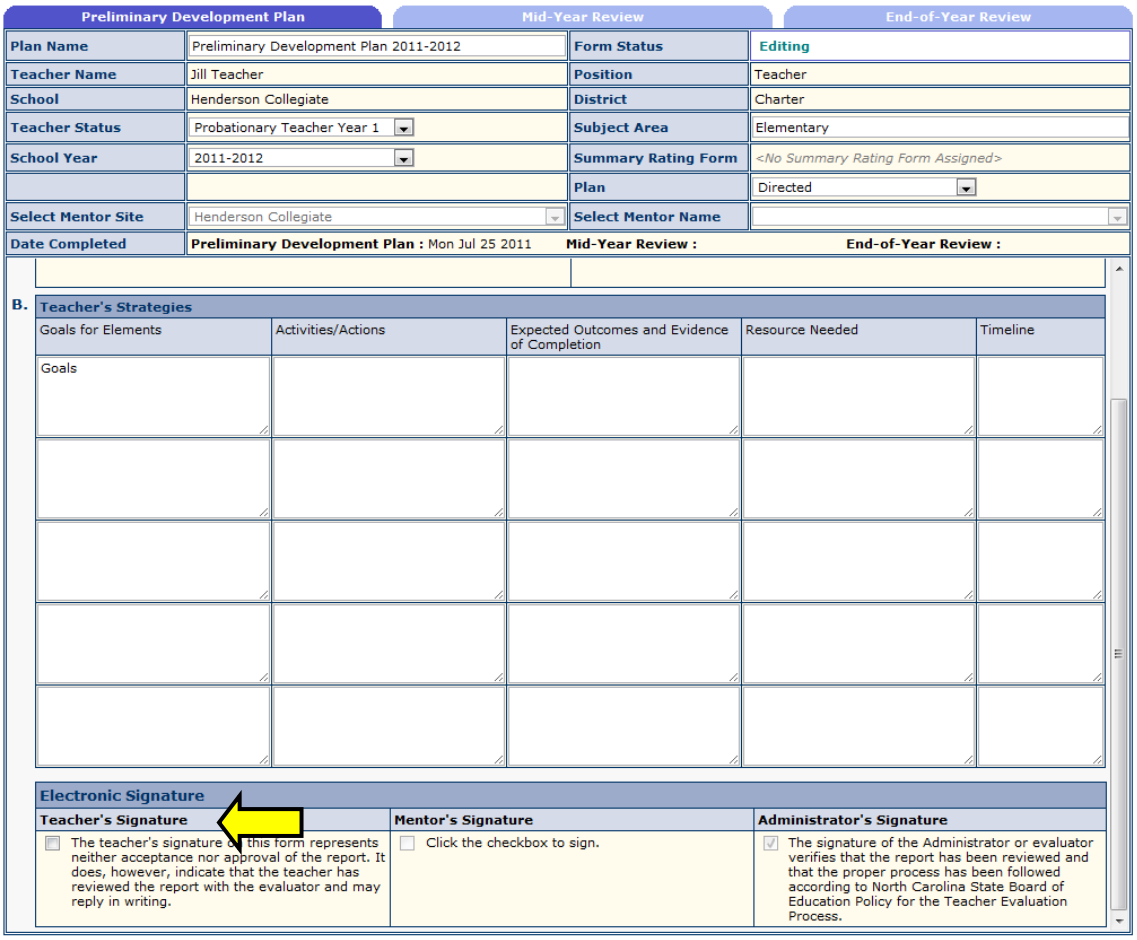
You will now see the Preliminary Professional Development Plan listed in the Teacher Task tab under Professional Development Plan.



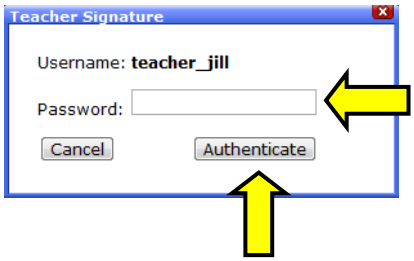
Note: After the teacher and administrator have completed filling out Section B, the administrator will sign the form. This will lock the form and no other changes can be made.

After the administrator signs the form, the teacher may now login and sign the Preliminary Development Plan.

Click on the box next to **Teacher's Signature.**



The pop-up box below will appear. Type in your **Password** and click **Authenticate**.



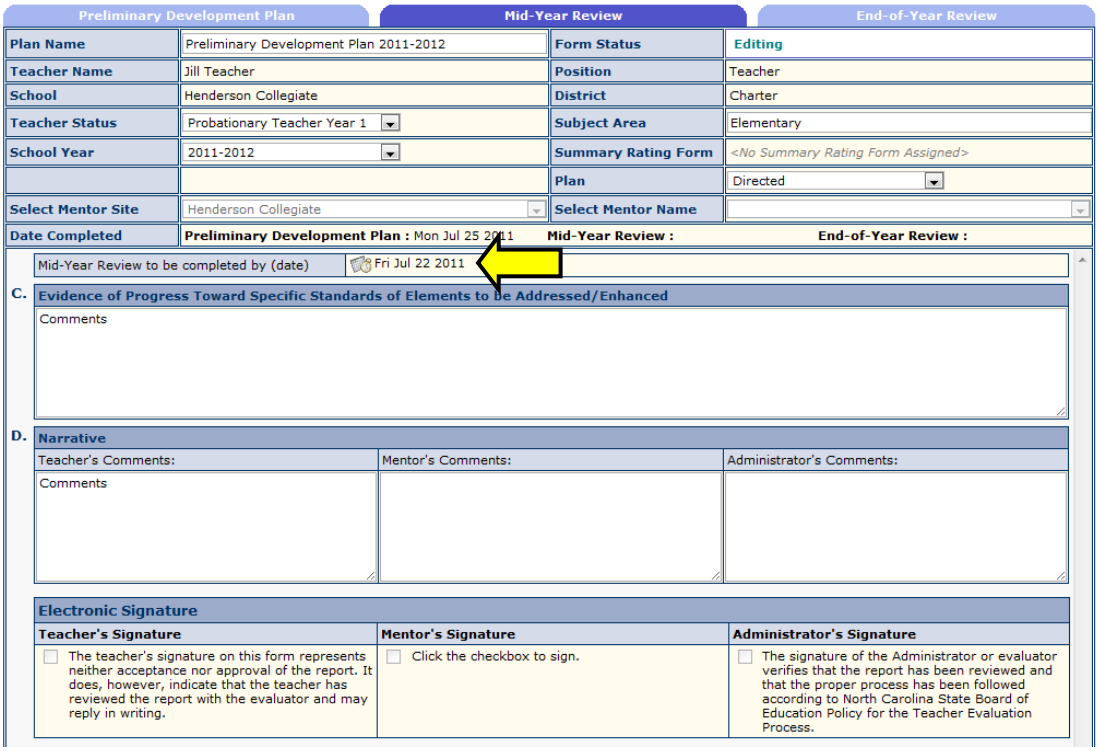
When it is time to complete the Mid-Year Review of the Preliminary Development Plan, click on the **Mid-Year Review** tab.

Click on the calendar and clock icon to set the date of the Mid-Year Review.

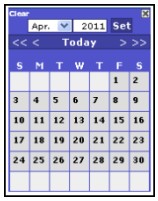
The teacher and administrator have editing privileges to complete section C: **Evidence of Progress Toward Specific Standards of Elements to be Addressed/Enhanced**.

The teacher may type comments into section D: **Narrative** prior to the administrator signing the form. Once the administrator signs the form, it is locked.

Follow the same procedures as above to sign and complete the Mid-Year Review.



Choose the date you are completing your self-evaluation by clicking **Today** or by clicking the day in the calendar and then **Set**.



***Note*:** You may click **<**, **<<** or **>**, **>>** to navigate through previous or next months and years.

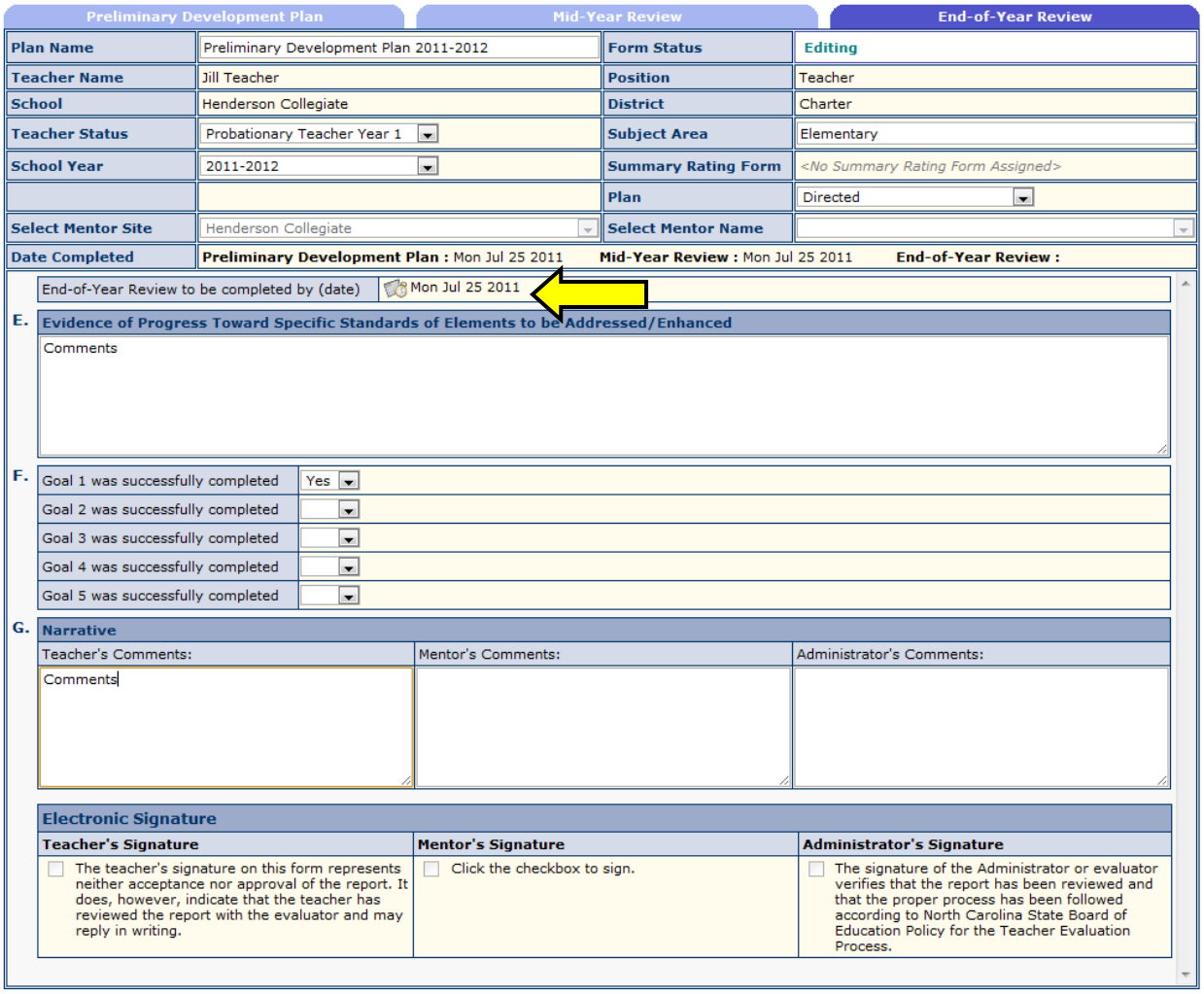
When it is time to complete the End-of-Year Review of the Preliminary Development Plan, click on the **End-of-Year Review** tab.

Click on the calendar and clock icon to set the date of the End-of-Year Review.

The teacher and administrator have editing privileges to complete section E: **Evidence of Progress Toward Specific Standards of Elements to be Addressed/Enhanced** and section F: Goals.

The teacher may type comments into section G: **Narrative** prior to the administrator signing the form. Once the administrator signs the form, it is locked.

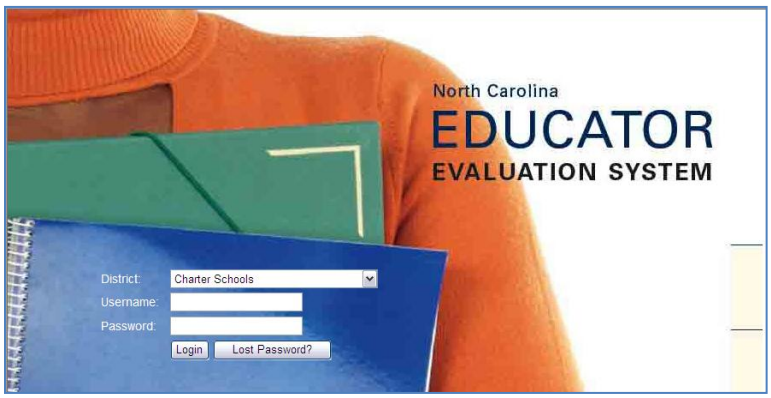
Follow the same procedures as above to sign and complete the End-of-Year Review.



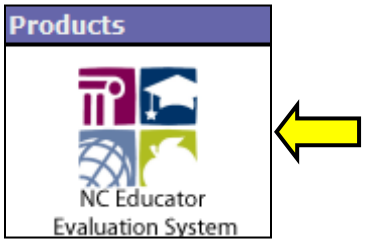
New Self Assessment

New Self Assessment

Log into: https://mxweb.media-x.com/home/ncval/
Select the correct school district
Type in the username that was provided to you (UID number)
Type in the password that was provided to you: 123456
Click **Login**



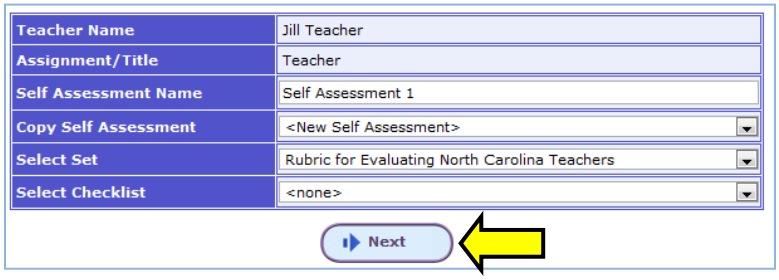
Click on the **NC Educator Evaluation System** icon.



Click on **Observe/Report**.

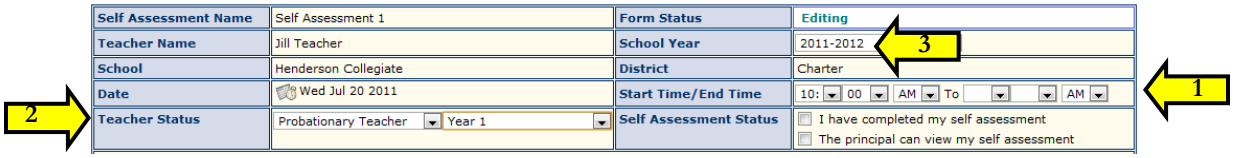
Click on **New Self Assessment**.

Click **Next**. (The fields are pre-populated.)



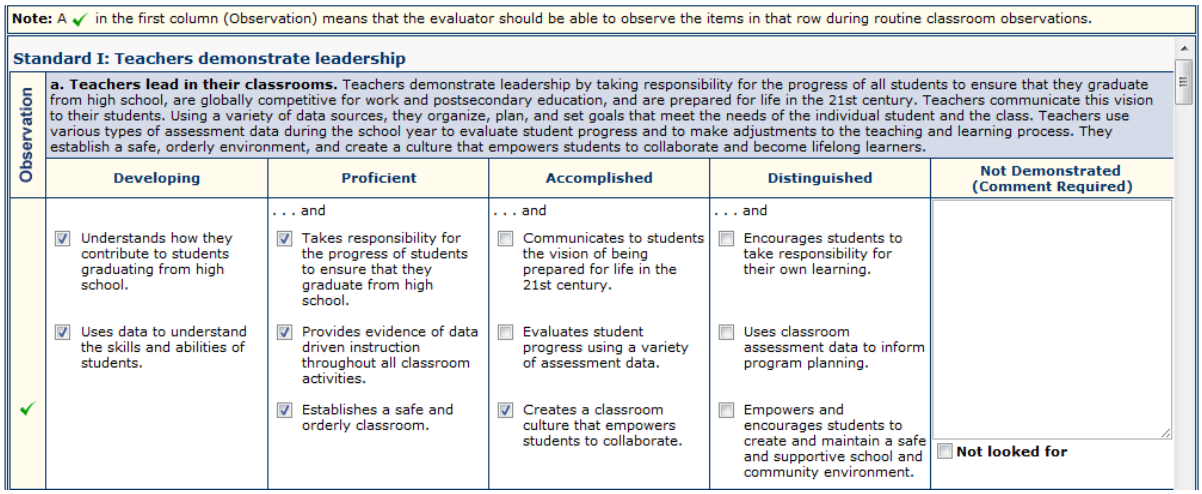
Note: You may change the name of the plan by deleting the text in the box next to "Observation Name" and type your naming convention. McREL suggests leaving the Observation Name as it is (see Record of Teacher Activities form.)

Use the drop downs to choose the **Start Time (1)** (the time you begin your self-evaluation), **Teacher Status (2)** (Probationary or Career Status Teacher, as well as the year number), and the **School Year (3).**

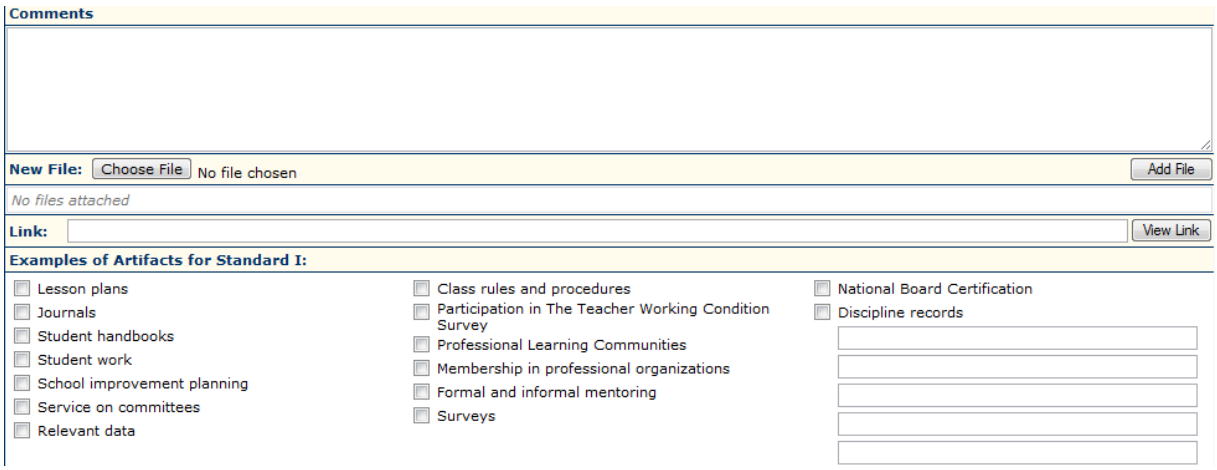


***Note*:** The **End Time** will be entered at the end of your evaluation.

Begin reading and filling out your Self Assessment by clicking in the appropriate boxes. Once you click in a box, a checkmark will appear (see sample below).

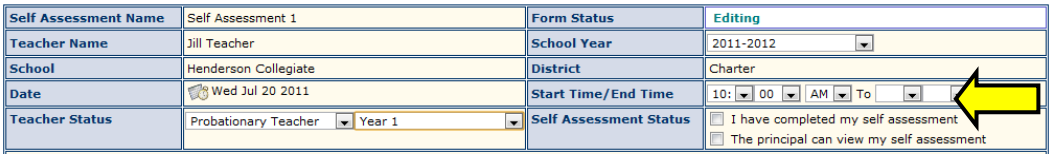


You may type in **Comments**, attach a **File** (**.**txt, PDF, .doc, .docx, ppt, pptx), include a web **Link**, check the boxes of **Example of Artifacts**, and add additional examples of artifacts in the empty boxes.



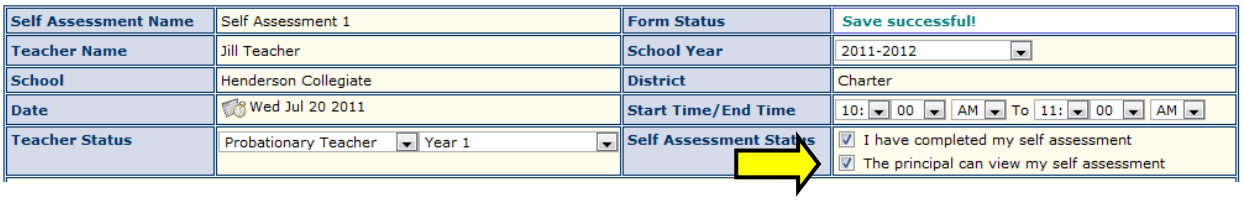
> ***SUGGESTION:*** *In the event that you will conduct more than one Self Assessment, type a date next to any comments that you have included.*

Once you have completed all of the standards of your self-assessment, use the drop downs following the word **To** in order to choose your **End Time**.

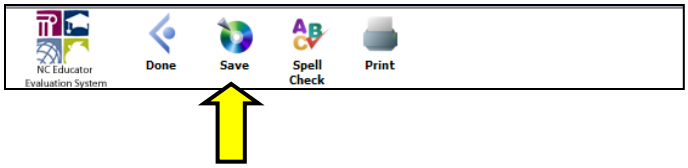


After you have completed your self assessment, check the box next to **I have completed my self assessment**.

You may give your principal permission to view your self assessment by checking the box next to **The principal can view my self assessment**.

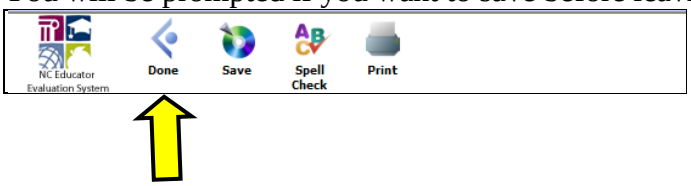


Click on the **Save** icon.



You may click on the **Print** icon to print out your Self Assessment (The print icon opens the Self Assessment in a new window).

Click on the **Done** icon.
You will be prompted if you want to save before leaving.

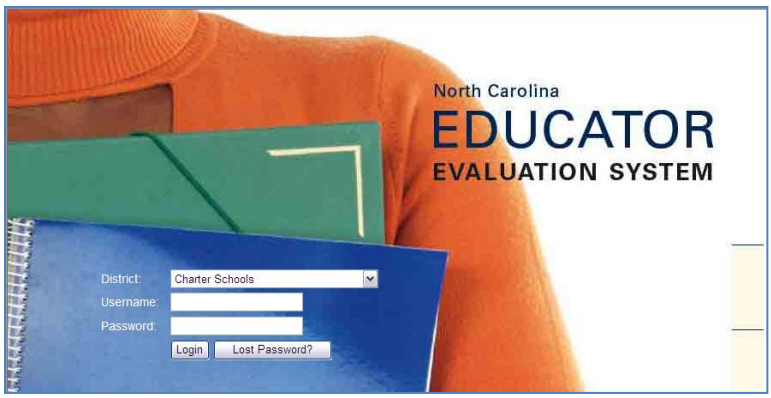


Note: Even before you completely finish the Self Assessment, it is advisable to click on the **Save** icon to save the information that you have entered so far. Incidentally, the system will not indicate any skipped standards/elements. It is your responsibility to ensure that the Self Assessment is complete.

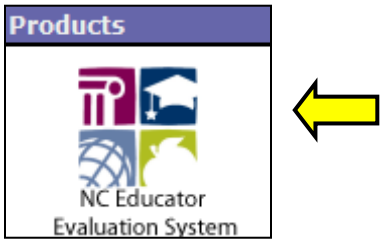
View Observations

View Observations

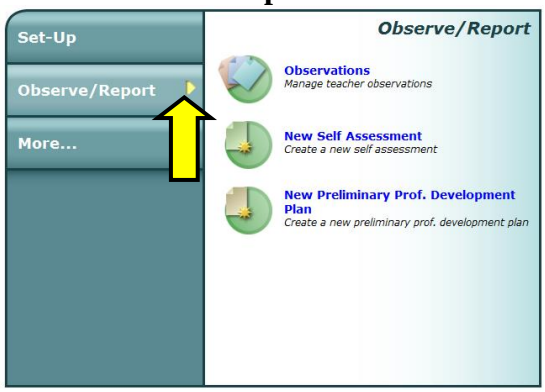
Log into: https://mxweb.media-x.com/home/ncval/
Select the correct school district
Type in the username that was provided to you (UID number)
Type in your password
Click **Login**



Click on the **NC Educator Evaluation System** icon.

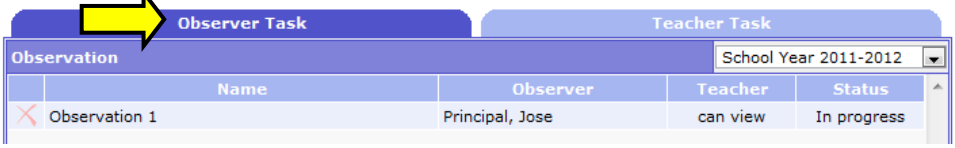


Click on **Observe/Report**.

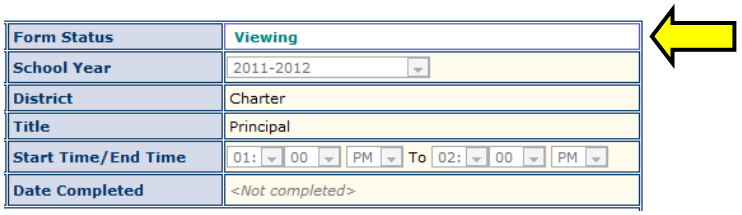


Click on **Observations**.

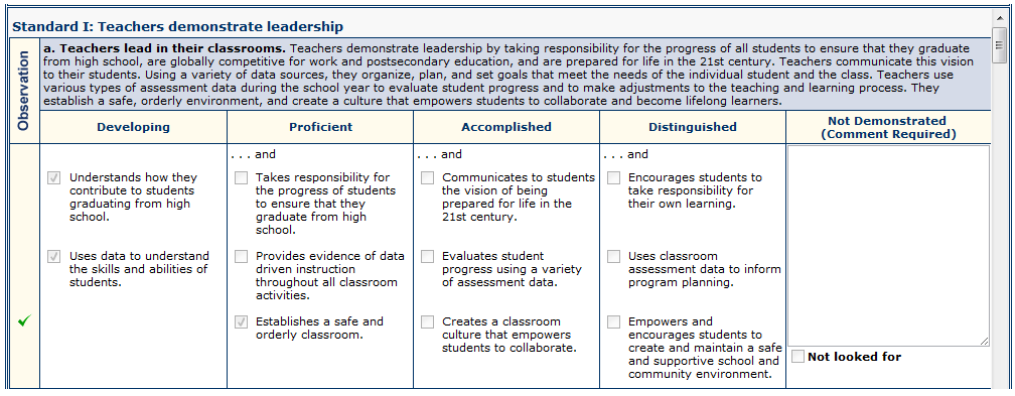
Click on the **Observer Task** tab.
Click on the observation name to view the observation.



You will be in the Viewing status meaning that no changes can be made to the observation. The boxes are grayed out (see example on the next page).



Form Status	**Viewing**
School Year	2011-2012
District	Charter
Title	Principal
Start Time/End Time	01: 00 PM To 02: 00 PM
Date Completed	*<Not completed>*



Standard I: Teachers demonstrate leadership

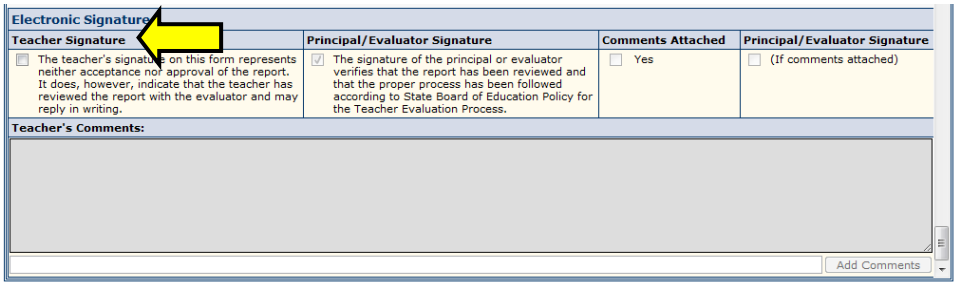
Observation

a. Teachers lead in their classrooms. Teachers demonstrate leadership by taking responsibility for the progress of all students to ensure that they graduate from high school, are globally competitive for work and postsecondary education, and are prepared for life in the 21st century. Teachers communicate this vision to their students. Using a variety of data sources, they organize, plan, and set goals that meet the needs of the individual student and the class. Teachers use various types of assessment data during the school year to evaluate student progress and to make adjustments to the teaching and learning process. They establish a safe, orderly environment, and create a culture that empowers students to collaborate and become lifelong learners.

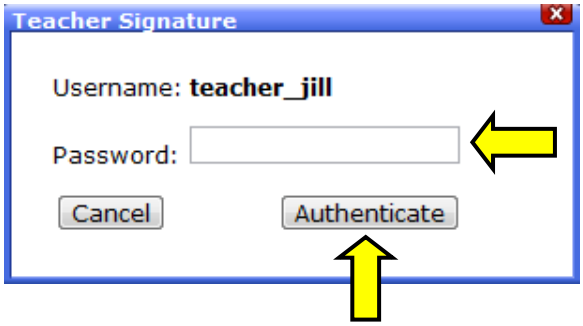
Developing	Proficient	Accomplished	Distinguished	Not Demonstrated (Comment Required)
	. . . and	. . . and	. . . and	
☑ Understands how they contribute to students graduating from high school.	☐ Takes responsibility for the progress of students to ensure that they graduate from high school.	☐ Communicates to students the vision of being prepared for life in the 21st century.	☐ Encourages students to take responsibility for their own learning.	
☑ Uses data to understand the skills and abilities of students.	☐ Provides evidence of data driven instruction throughout all classroom activities.	☐ Evaluates student progress using a variety of assessment data.	☐ Uses classroom assessment data to inform program planning.	
✓	☑ Establishes a safe and orderly classroom.	☐ Creates a classroom culture that empowers students to collaborate.	☐ Empowers and encourages students to create and maintain a safe and supportive school and community environment.	☐ Not looked for

Sign by clicking in the **Teacher's Signature** box.

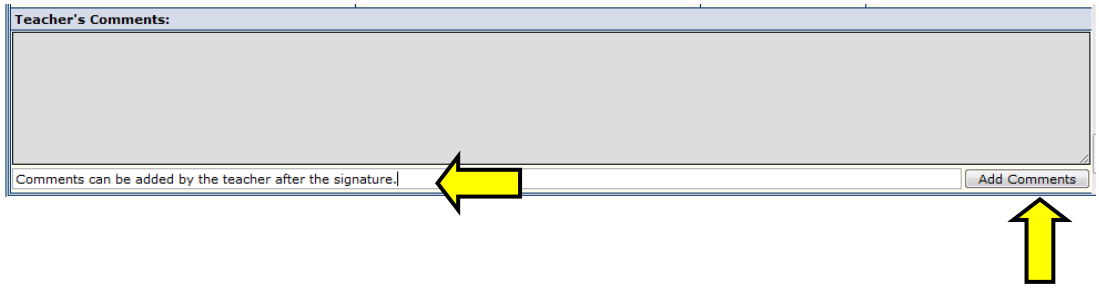
Note: The principal/evaluator must always sign first.



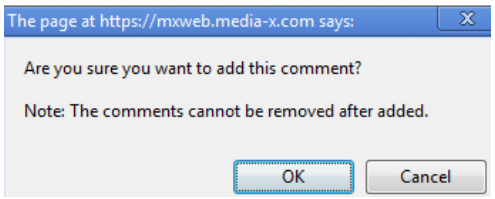
Enter the password in the dialog box that pops up to authenticate your signature.
Click on **Authenticate** after having entered your password.



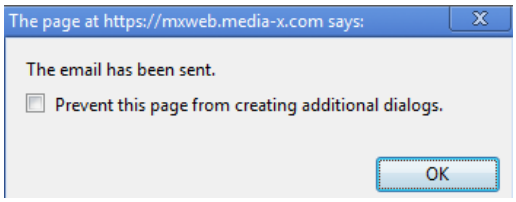
After the principal authenticates their signature, the teacher may sign the form. After both principal and the teacher have signed, the teacher may add comments to the form. The teacher must login to their own account using their own UID and Password to add comments.



After clicking on the Add Comments box, a warning will pop-up.



Click **OK** and a pop-up box will appear.

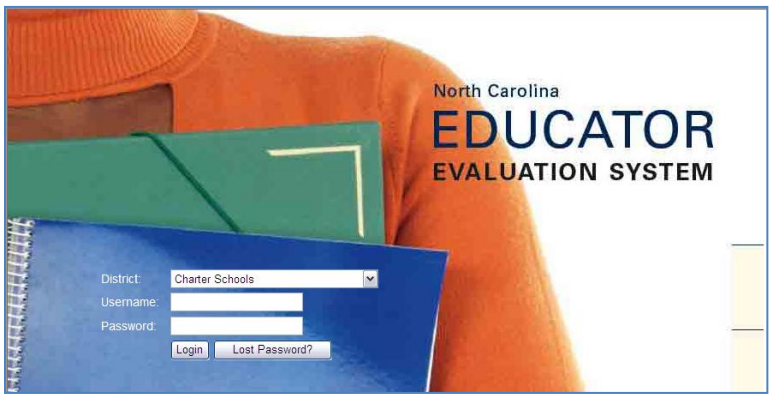


The comment has been added.

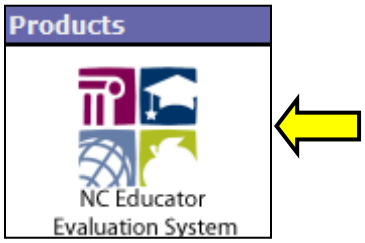
View Summary Rating Form

View Summary Rating Form

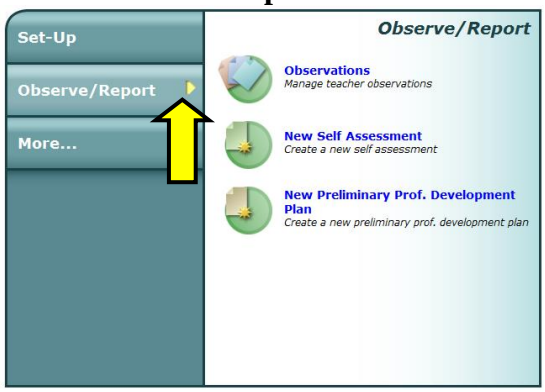
Log into: https://mxweb.media-x.com/home/ncval/
Select the correct school district
Type in the username that was provided to you (UID number)
Type in your password
Click **Login**



Click on the **NC Educator Evaluation System** icon.



Click on **Observe/Report**.

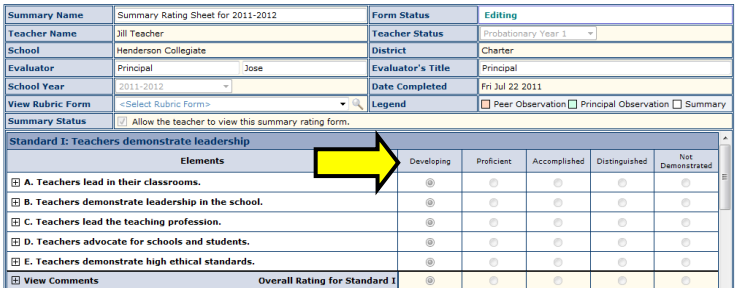


Click on **Observations**.

Click on the **Observer** Task tab.
Click on the observation name to view the observation.

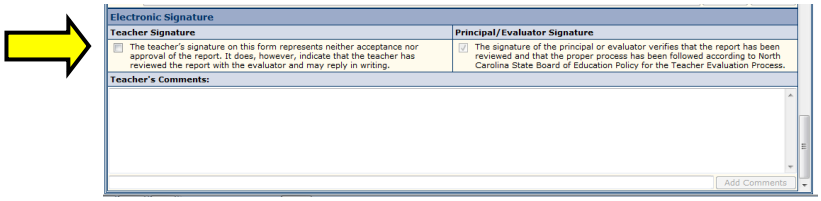
Click on the **Summary Rating Sheet** in the "Forms" box.

The ratings can be viewed on the right-hand side as checked radio buttons.

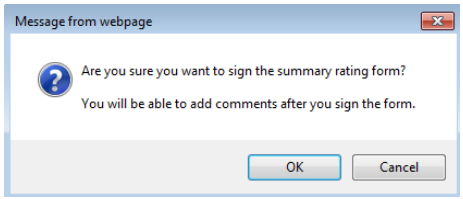


One of the following ratings is assigned to each standard element and to the standard as a whole **(Overall Rating)**: **Developing, Proficient, Accomplished, Distinguished, Not Demonstrated.** Click on any of the + signs to view a summary of the respective element's descriptors.

Sign by clicking in the **Teacher's Signature** box.

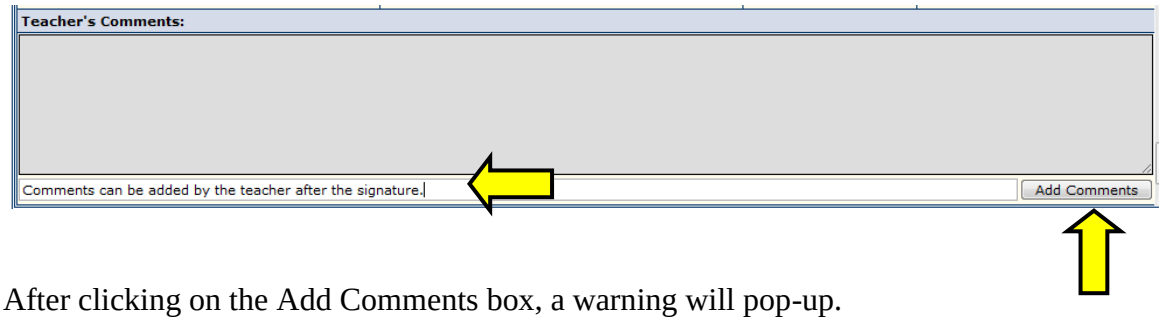


After clicking on the check box, a warning will pop-up.

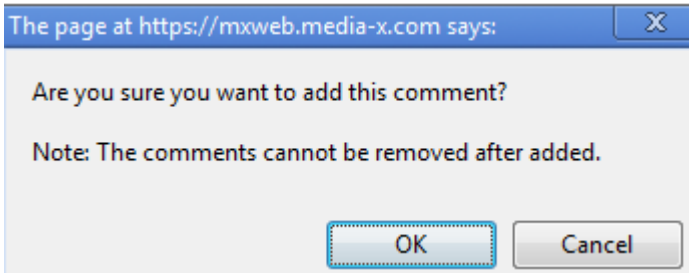


Authenticate the signature.

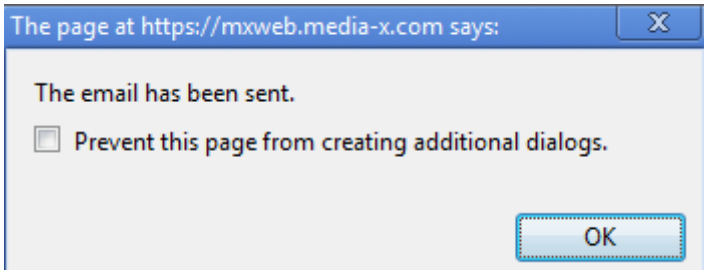
After the principal authenticates their signature, the teacher may sign the form. After both principal and the teacher have signed, the teacher may add comments to the form. The teacher must login to their own account using their own UID and Password to add comments.



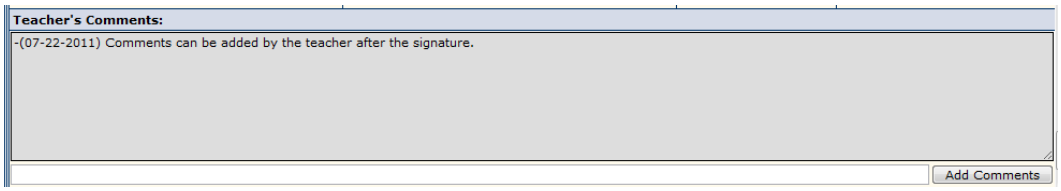
After clicking on the Add Comments box, a warning will pop-up.



Click **OK** and a pop-up box will appear.



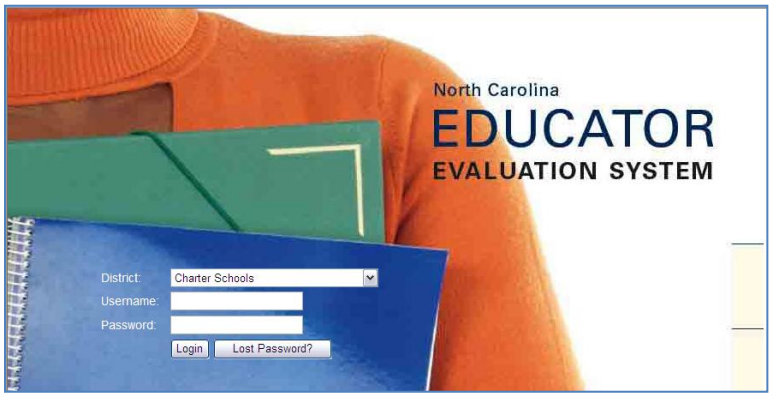
The comments have been added.



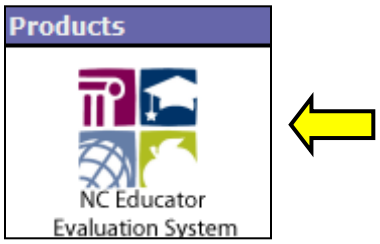
View Record of Teacher Evaluation Activities

View Record of Teacher Evaluation Activities

Log into: https://mxweb.media-x.com/home/ncval/
Select the correct school district
Type in the username that was provided to you (UID number)
Type in your password
Click **Login**



Click on the **NC Educator Evaluation System** icon.



Click on **Observe/Report**.

Click on **Observations**.

Click on the **Observer Task** tab.
Click on the observation name to view the observation.

Click on the **Record of Teacher Evaluation Activities** in the "Forms" box.

The form will indicate when each activity was electronically signed by the teacher and the evaluator.

Note: Standard and Elements to be addressed are pre-populated if the evaluation rubric was marked as **Developing** and/or **Not Demonstrated**

Record Name	Record of Teacher Evaluation Activities for 2011-2012	**Form Status**	**Viewing**
Teacher Name	Jill Teacher	**Teacher ID**	teacher_jill@school.net
Position/Assignment	Elementary Teacher		
School Name	Henderson Collegiate	**School Year**	2011-2012
Evaluator Name	Jose Principal	**Evaluator Title**	Principal

Teacher Background (Briefly describe the teacher's educational background, years of experience, teaching assignment, and any other factors that may impact the evaluation):

Principal types here

The North Carolina Teacher Evaluation is based, in part, on informal and formal observations and conferences conducted on the following dates:

Activity	Date	Teacher Signature	Date	Evaluator Signature
Orientation		☐ Click the checkbox to sign		☐ Click the checkbox to sign
Pre-Observation Conference		☐ Click the checkbox to sign		☐ Click the checkbox to sign
Observation #1	07-22-2011	☑ Jill Teacher	07-22-2011	☑ Jose Principal
Post-Observation Conference #1	07-22-2011	☑ Jill Teacher	07-22-2011	☑ Jose Principal
Pre-Observation Conference (optional)		☐ Click the checkbox to sign		☐ Click the checkbox to sign
Observation #2	07-22-2011	☑ Jill Teacher	07-22-2011	☑ Jose Principal
Post-Observation Conference #2	07-22-2011	☑ Jill Teacher	07-22-2011	☑ Jose Principal
Pre-Observation Conference (optional)		☐ Click the checkbox to sign		☐ Click the checkbox to sign
Observation #3	07-22-2011	☑ Jill Teacher	07-22-2011	☑ Jose Principal
Post-Observation Conference #3	07-22-2011	☑ Jill Teacher	07-22-2011	☑ Jose Principal
Pre-Observation Conference (optional)		☐ Click the checkbox to sign		☐ Click the checkbox to sign
Observation #4 (if required)				
Post-Observation Conference #4 (if required)				
Summary Evaluation Conference	07-22-2011	☑ Jill Teacher	07-22-2011	☑ Jose Principal
Professional Development Plan Completed	07-22-2011	☑ Jill Teacher	07-22-2011	☑ Jose Principal
Professional Development Plan Completed Mid-Year Review	07-22-2011	☑ Jill Teacher	07-22-2011	☑ Jose Principal
Professional Development Plan Completed End-Of-Year Review	07-22-2011	☑ Jill Teacher	07-22-2011	☑ Jose Principal

This form will allow you to confirm attendance at orientation and pre-observation conferences. Click in the appropriate checkbox(es) to sign. You will be prompted by a pop-up dialog box to authenticate your signature by entering your password.

The North Carolina Teacher Evaluation is based, in part, on informal and formal observations and conferences conducted on the following dates:

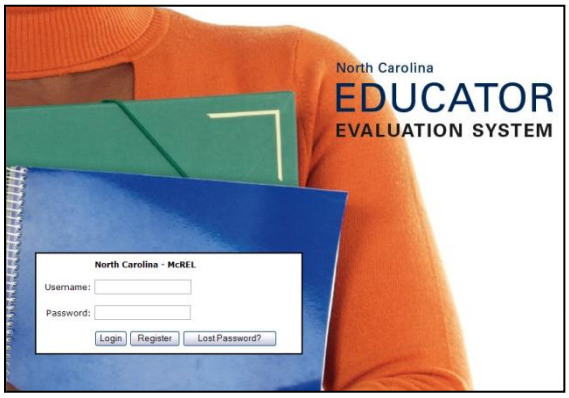
Activity	Date	Teacher Signature	Date	Evaluator Signature
Orientation		☐ Click the checkbox to sign		☐ Click the checkbox to sign
Pre-Observation Conference		☐ Click the checkbox to sign		☐ Click the checkbox to sign
Observation #1	07-22-2011	☑ Jill Teacher	07-22-2011	☑ Jose Principal
Post-Observation Conference #1	07-22-2011	☑ Jill Teacher	07-22-2011	☑ Jose Principal
Pre-Observation Conference (optional)		☐ Click the checkbox to sign		☐ Click the checkbox to sign
Observation #2	07-22-2011	☑ Jill Teacher	07-22-2011	☑ Jose Principal

The following pages will provide step by step instructions for a teacher to conduct an evaluation on a peer.

Peer Evaluation

Peer Evaluation

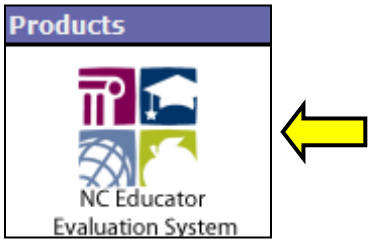
Log into: https://mxweb.media-x.com/home/ncval/
Select the correct school district
Type in the username that was provided to you (UID number)
Type in your password
Click **Login**



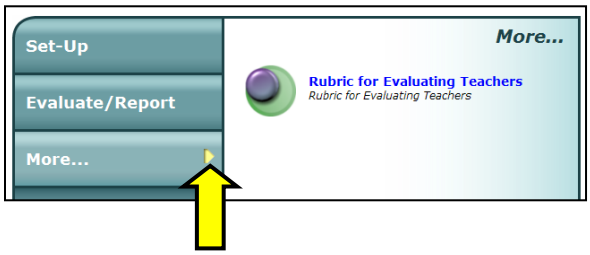
Directions for Completing a Peer Evaluation

To complete a peer evaluation, you must login to the system. All of the following steps are completed using the online system.

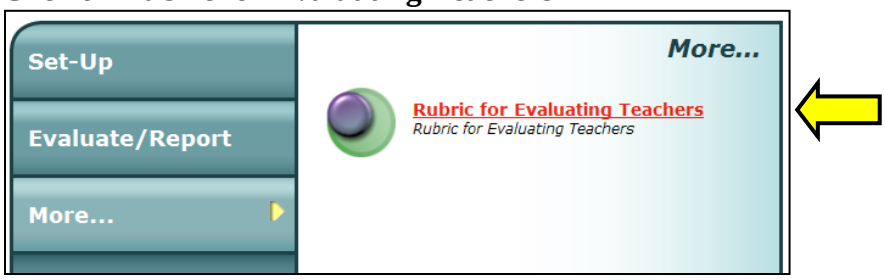
Click on the **NC Educator Evaluation System** icon



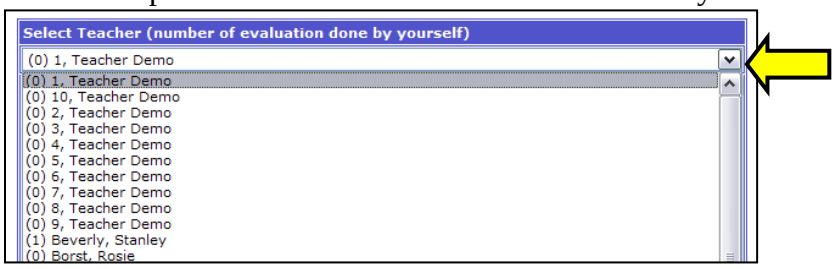
Click on **More**



Click on **Rubric for Evaluating Teachers**

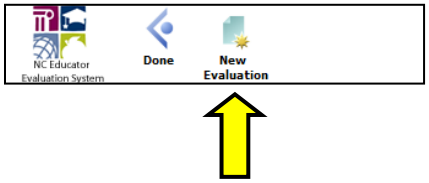


Use the drop down menu to choose the teacher whom you will be evaluating.

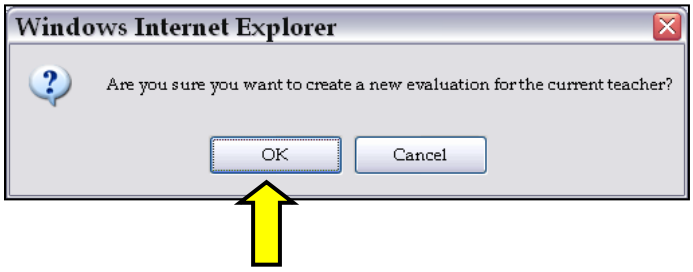


> ***Note**: You will ONLY be able to see the evaluations that you have conducted. You cannot see other teachers' self assessments or the principals' evaluations.*

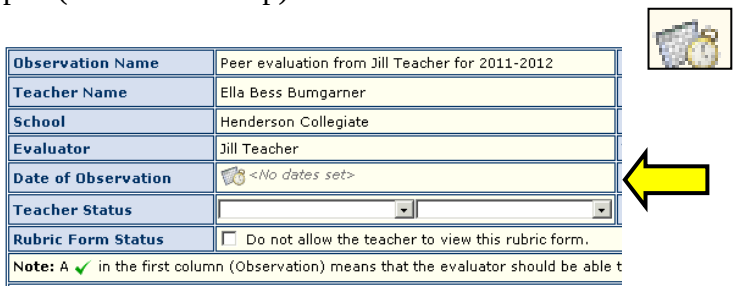
Click on the **New Evaluation** icon



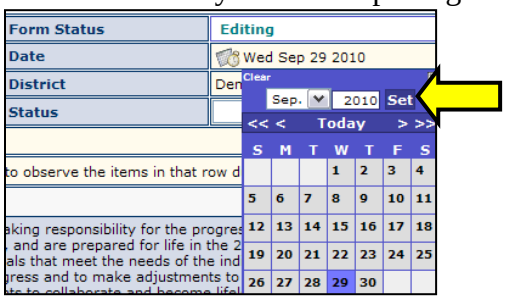
This pop-up box will appear.
Click **OK**



Click on the **Calendar and Clock** icon that is located next to <No dates set>. The calendar will open (see the next step).

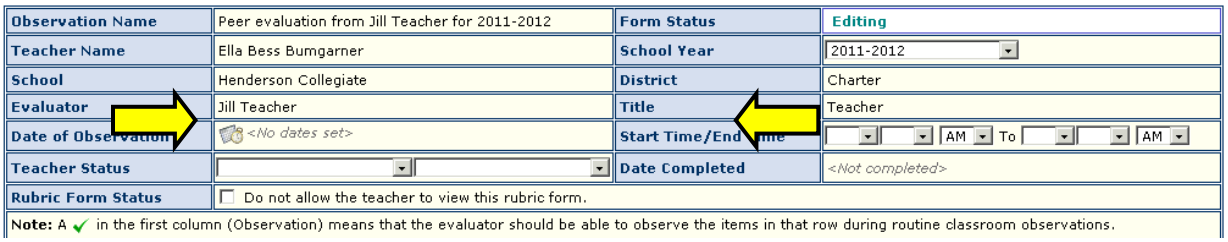


Choose the date you are completing the peer evaluation and then click **Set**.

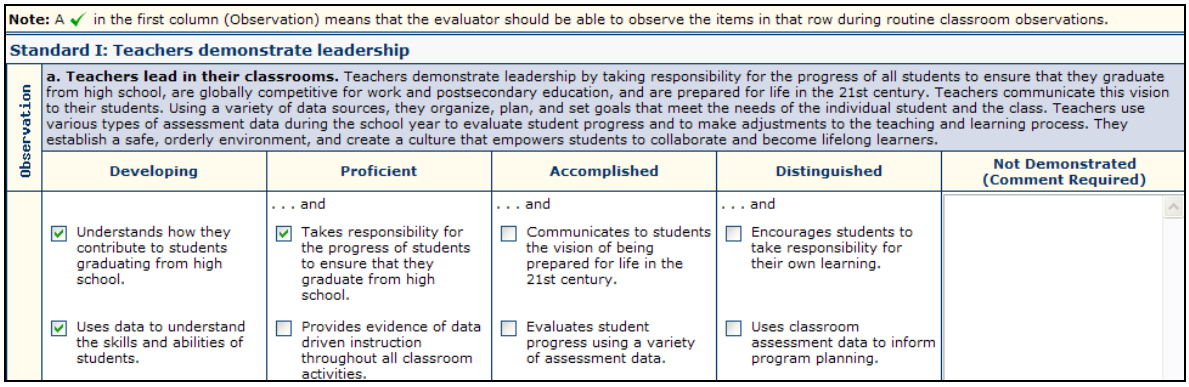


Use the drop downs to choose the **Start Time** (the time you begin the peer evaluation), **Status** (Probationary or Career Status Teacher), and **Year.**

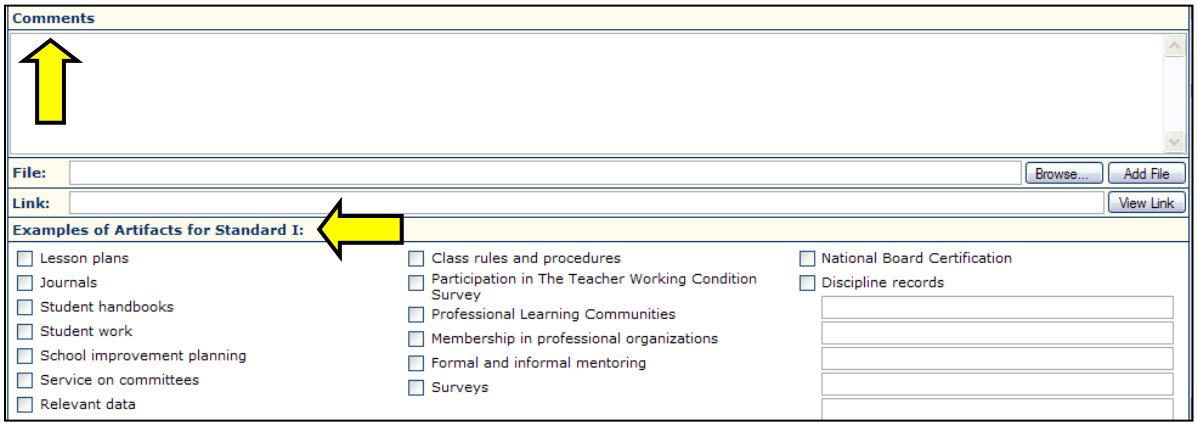
***Note*: End Time** will be entered at the end of your evaluation.



Begin reading and filling out the rubric by clicking in the appropriate boxes. Once you click in a box, a checkmark will appear (see sample below).

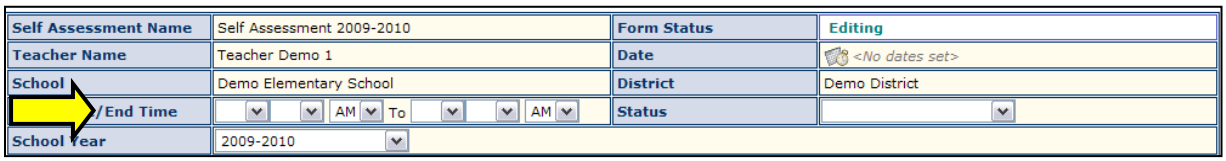


You may type in **Comments**, attach a **File** (.txt, PDF, .doc, .docx, ppt, pptx), include a web **Link**, and check the boxes of **Example of Artifacts**.

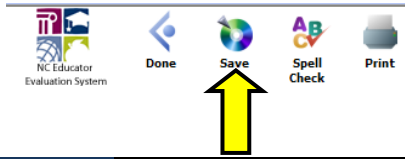


SUGGESTION: In the event that you will conduct more than one peer evaluation on the teacher, type a date next to any comments that you have included.

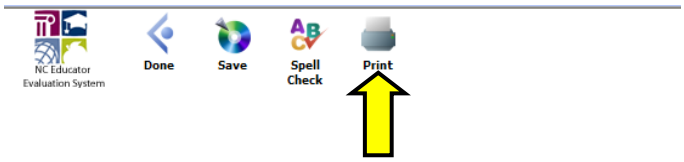
Once you have completed all of the standards in the rubric, use the drop downs to choose your **End Time**.



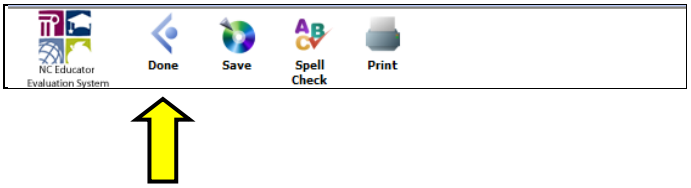
Click on the **Save** icon.



You may click on the **Print** icon to print out the Peer Evaluation. (The print icon opens the peer evaluation in a new window).

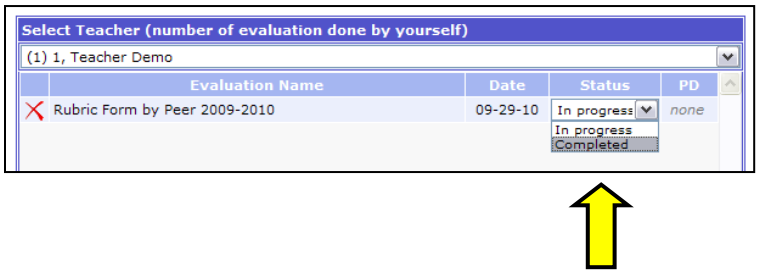


Click on the **Done** icon.

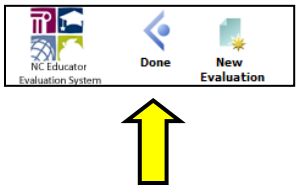


Note: *If you do not completely finish the Peer Evaluation, click on the Save icon and it will save the information that you have completed. The system will not indicate if you skipped any standards.*

Once you have completed the Peer Evaluation, change the **Status** to **Completed**.



Click on the **Done** icon.



You have completed the Peer Evaluation and the teacher that you evaluated may now view the evaluation.

Mid-continent Research for Education and Learning

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