NORTH CAROLINA
DCDEE
Division of Child Development and Early Education
5 Star Rated License • Prekindergarten • Subsidized Early Education for Kids
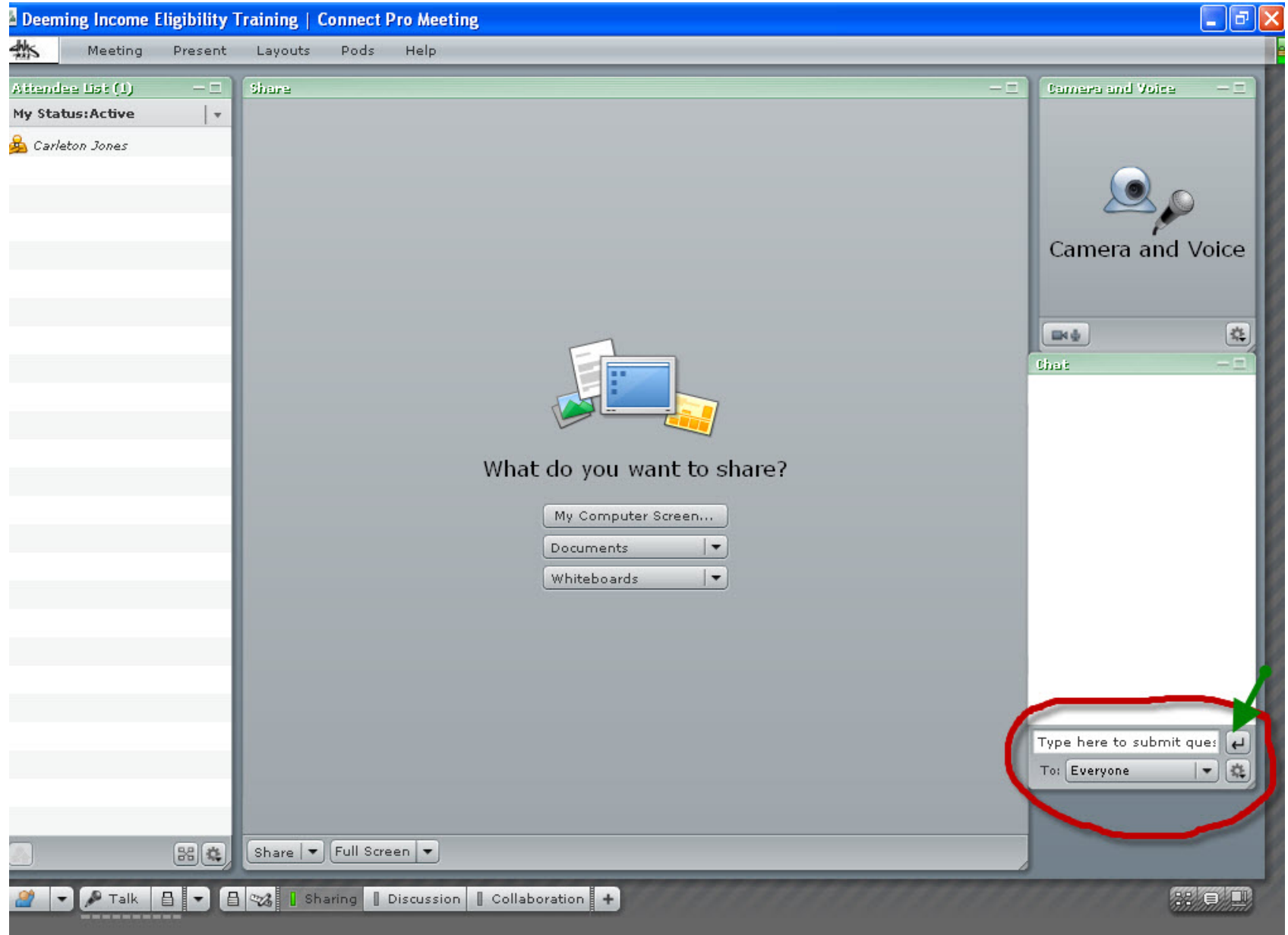
Updates for NC McREL Online Evaluation System

WEBINAR TRAININGS 2012

Adriane Mingo

Sharon Spigner

Webinar FYIs

- Please reduce all possible distractions in environment

- Features you will use and see:

  - Chat

- Mute is enabled for all participants

- Session will not automatically end if we run past time

- Type your questions and comments in the chat box

Agenda

1. Introduction – Getting started

2. Review of Evaluation Processes

3. Introduce updates using the Online Evaluation System

4. Implementation Plan

5. Closing / Question & Answer

UID – User Identification Number

- This is the number you will use to log into the online system

- The UID was emailed to you last year

- Unique to you and is used in lieu of a social security number

- If you forgot your UID, email:

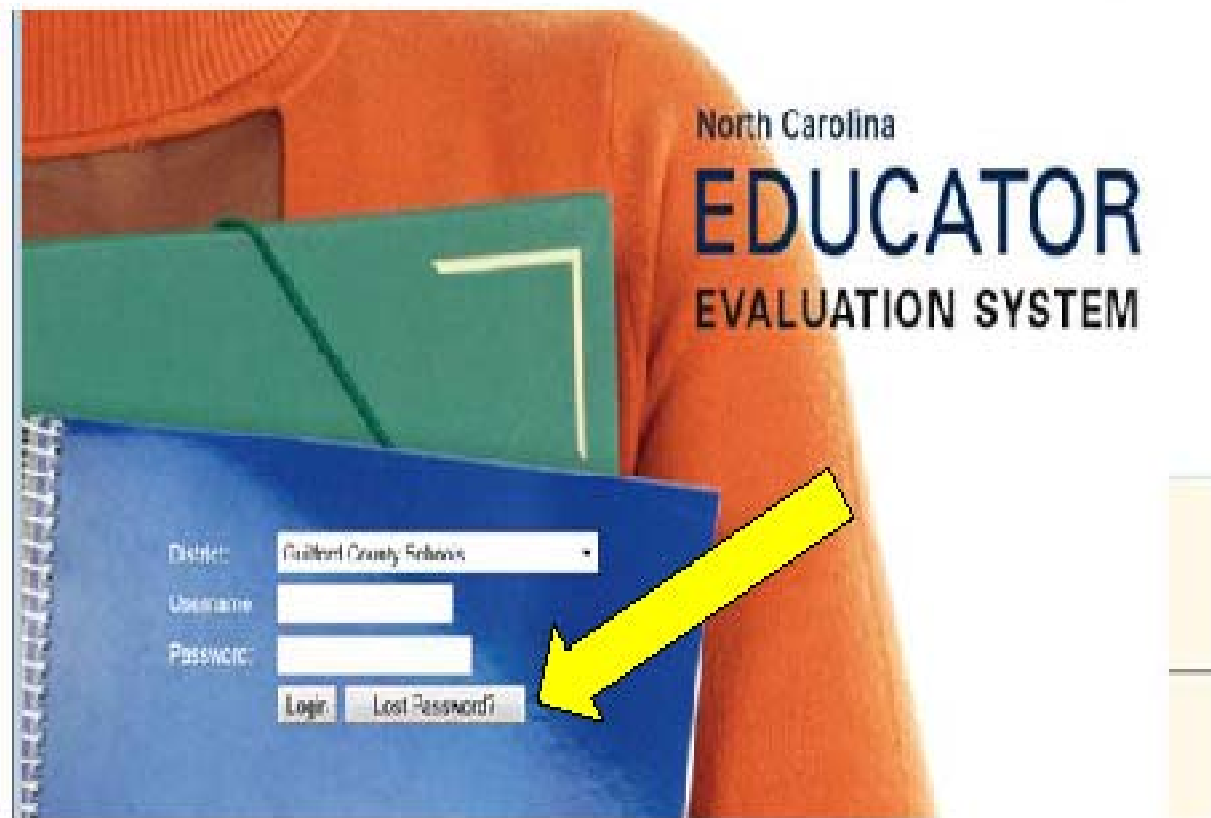 Sharon Spigner at sharon.spigner@dhhs.nc.gov   or Carolyn Stephenson at cstephenson228@bellsouth.net

Password

- Your password is the same one you created last year.

- Must contain at least 6 characters including a number and capital letter

For example: **Happy2day**

- Be sure to select something you will not easily forget! ! ! ! ! Do not share this with anyone

- To ensure you always remember your password, you may consider writing it in a secure and safe place

STEP 1: If you forgot your password, click the LOST PASSWORD? button on the homepage.
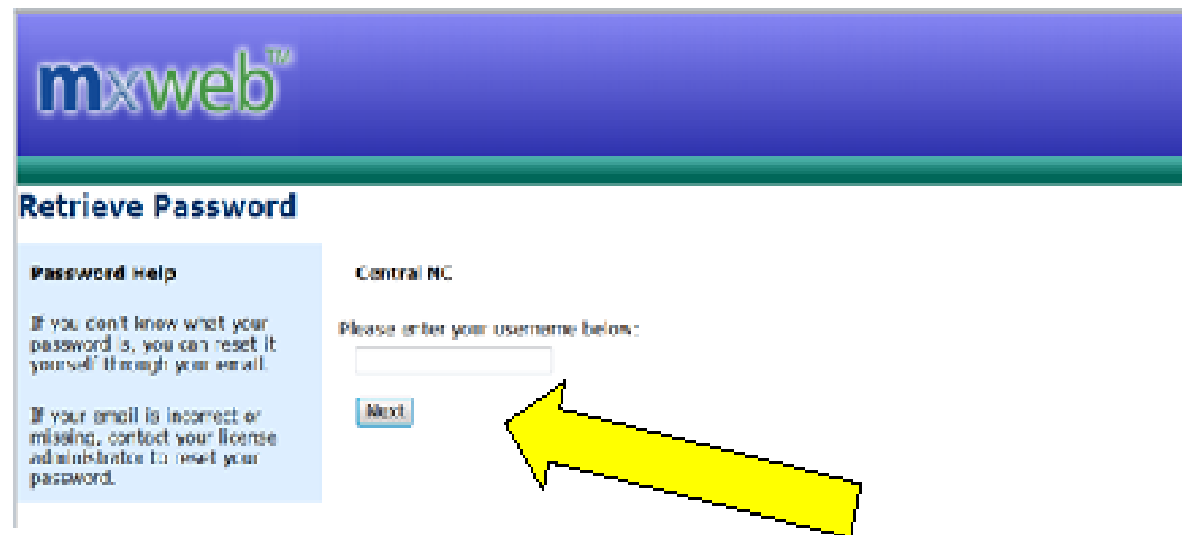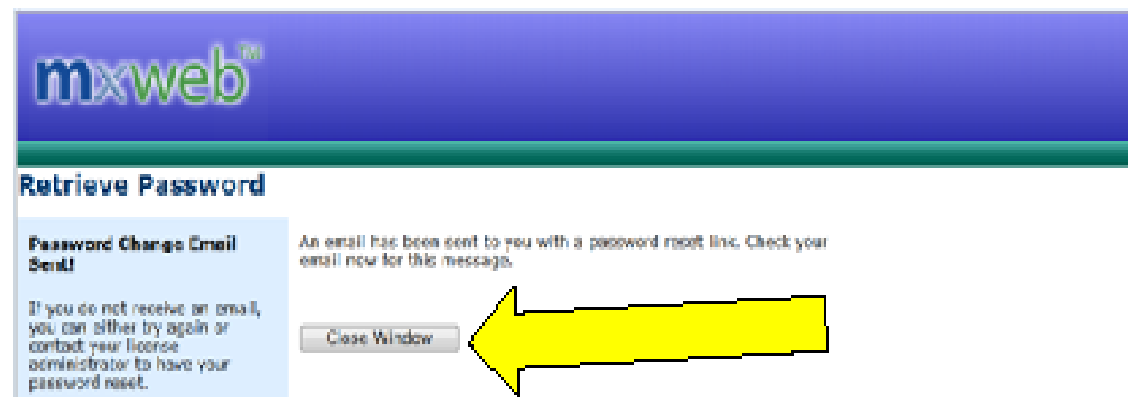
STEP 2: A window will open. Enter in your 10-digit username Click NEXT.
Note: Your username is also your UID.

mxweb™

Retrieve Password

Password Help

If you don't know what your password is, you can reset it yourself through your email.

If your email is incorrect or missing, contact your license administrator to reset your password.

Central NC

Please enter your username below:

[   ]

[Next]

After clicking NEXT, you will receive the following confirmation that an email has been sent to you. Click CLOSE WINDOW.

mxweb™

Retrieve Password

Password Change Email Sent!

If you do not receive an email, you can either try again or contact your license administrator to have your password reset.

An email has been sent to you with a password reset link. Check your email now for this message.

[Close Window]

STEP 3: A message from mxweb@media-x.com will appear in your email inbox (see example below).
Click on the link (or copy and paste the link) to an internet browser to proceed.
NOTE: If no message appears, contact your email system administrator to confirm that the domain name of mxweb@media-x.com is allowed.

-----Original Message-----
From: mxweb@media-x.com [mailto:mxweb@media-x.com]
Sent: Friday, July 22, 2011 3:23 PM
To: NCFFS User
Subject: MxWeb password reset request

This message was sent to you because a request for your mxweb password to be reset was made on the mxWeb website.

To reset your password, click the link below:
https://mxweb.media
x.com/Profile/Profile_LostPassword3.php?username=abcsmith&system=236&ResetCode=TI
GAUTNQQVARRB7TNQXGMTNVHORWNGJG

After clicking on the link, the following window will open to display your new password. Write your password down is a secure place. Click CLOSE WINDOW.

Reset Password
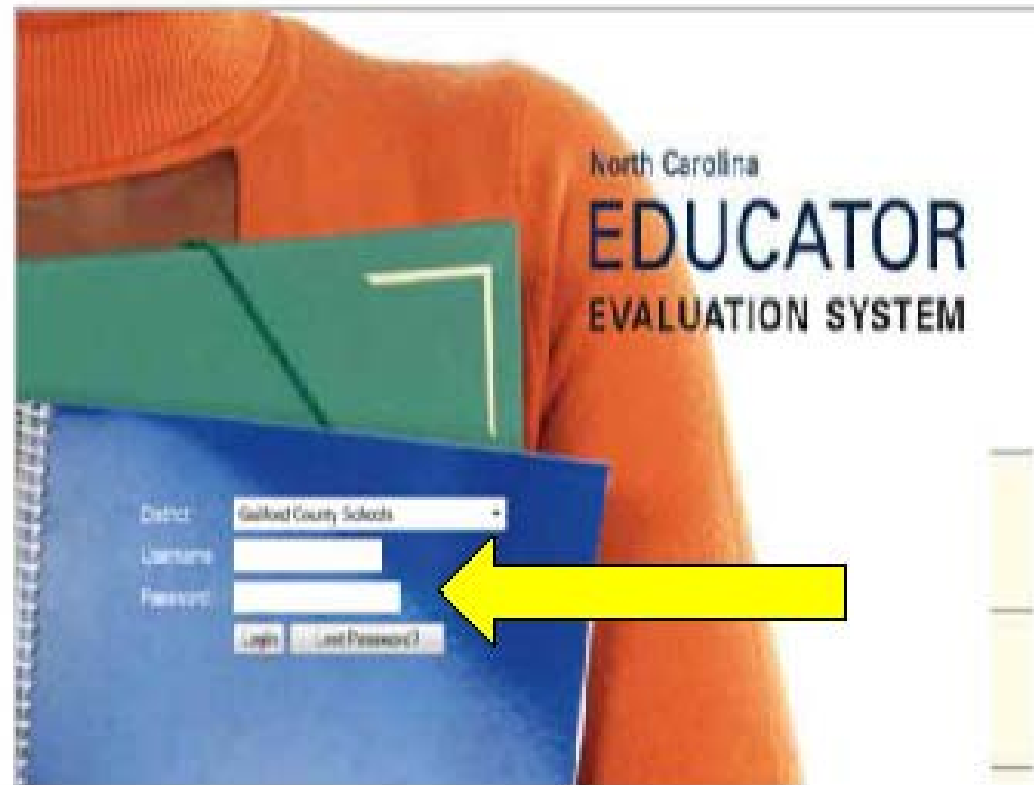
Your password has been successfully reset to be:

7277wwm

Please write this password down before continuing!
Return to your login page to re-login

Close Window

STEP 4: Return to the homepage to login with your new password. Enter your 10-digit username and your new 8-character password.

Note: Your username is also your UID.

STEP 5 (optional): After logging in, if you wish to change your password to one of your own choosing, click on **PROFILE**.

System Functions	Products

Profile

Admin Functions

Manage Users   Manage Licenses   Site Manager   Group Manager   Build Permission Sets

NC Educator
Evaluation System
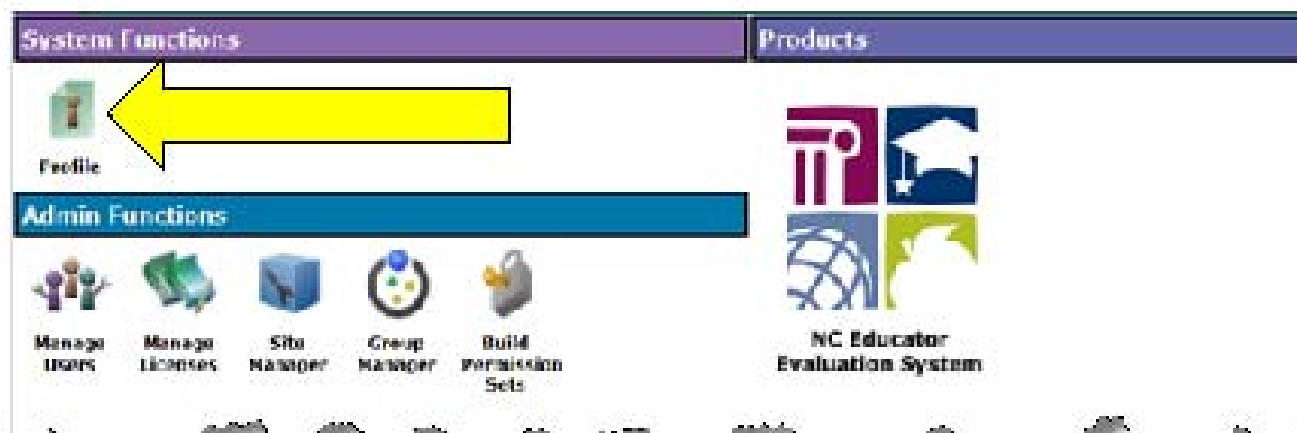
Next, click on the CHANGE PASSWORD icon, and follow the instructions provided.

mxweb   338   Change Password

mxWeb > Profile

Profile:

Current Role
Role: Administrator Group, Central NC

Select your active role
Administrator
Central NC

Connection Settings
For mobile and desktop applications
IP Host: mxweb.media-x.com
System ID: 338
User Name:
Password: [Same as login]

Top 5 Frequently Asked Questions

1. How does a user add artifacts?

2. How does a teacher add comments to his/her rubric?

3. How often is the demo site refreshed?

4. Is the mentor able to sign the preliminary PDP?

5. Will the online system undergo many changes during the 2011-2012 school year?

For school year 2011-2012

Teachers use the McREL Online System to:

- Enter in your Self Assessment by <u>October 30th</u>
- Enter in your Professional Development Plan
    - Preliminary Professional Development Plan by <u>October 30th</u>
    - Mid-Year Review by <u>January 30th</u>
    - End-of-Year Review by <u>May 20th</u>

After the Summary Evaluation Conference, teachers are <u>required to complete</u> and <u>enter all data using the online system</u>:

* Preliminary Professional Development Plan (PDP) for 2012-13

* Self Assessment (using the Rubric for Evaluating Teachers)

Both need to be entered before June 12, 2012.

Role of the Evaluator

- **Evaluator** will within 10 days of the observation record all observations online.

- Review the online process with the site administrator and teacher before the observation.

  - Contact them via email or phone of your observation schedule.

    * Date and time of observation and post conference

    * Internet capability (how and when the teacher can sign the observation under their login)

  - First, electronically sign the observation under their login

Role of the Teacher

1. Teacher must electronically sign the observation under the evaluator's login.

2. Teacher will within 7 days of the evaluator and teacher signing electronically:

   - Add comments to the observation (optional)

   - Change the "Tea Status" to "Completed"

Important Tips

- All Teachers and Evaluators must electronically sign the Rubric for Evaluating Teachers and Summary Rating Form in the online system under the Evaluator's login in order for the teacher to be able to write comments.

REMINDER

- **FULL** USE OF THE ONLINE TOOL IS REQUIRED FOR ALL TEACHERS

Professional Development Plans

- Every teacher must have a Professional Development Plan that identifies goals and strategies for improving performance.

- The Professional Development Plan types
  - Individual Growth Plan
  - Monitored Growth Plan
  - Directed Growth Plan

PDP Roll-over

- PDPs created during the 2010-11 school year did roll over to the 2011-12 view.

- The following slides will assist with this process:

  Note: The evaluator is the principal

Principal will log into their account, select observations for teachers and identify the teacher of choice. Notice, the default school year is 2011- 2012; and as the principal, you are currently on the OBSERVER TASK tab:

	Observer Task		Teacher Task	
Observation			School Year 2011-2012	▼

		...ne	Observer	...acher	Status
No observations for the current teacher for the year 2011-2012.					

Next OB	# OB
-	0
-	0
-	0
-	0
-	0
-	0
-	0
-	0
-	0
-	0
-	0
-	0
-	0
-	0
-	0
-	0
-	0
-	0

School Year 2011-2012 ▼

Form				
		Name	Teacher	Status
No forms for the current teacher for the year 2011-2012.				

You know that you created observations and a summary rating evaluation at the end of the previous school year for this teacher. You are able to see those forms by clicking on the down arrow for SCHOOL YEAR.

However, you are not seeing the PDP that should have rolled over. Effective 7/1/11, the PDP is now a form that is co-authored. By clicking on the TEACHER TASK tab, you will see the PDP which was created last year and subsequently rolled over to the current school year:

Observer Task | Teacher Task

Self Assessment   School Year 2011-2012

Name	Principal	Status

No self assessments for the current teacher for the year 2011-2012

You may access this form as the principal and edit as appropriate. In addition, the teacher may log in to their account to edit this same form.

Professional Development Plan

Name	Based on	Status
Professional Development Plan based on 2010-2011	2010-2011 plan	In progress

PDP Roll-over Summary

- The PDP the principal created during 2010-11 school year, does indeed, roll over to the TEACHER TASK tab for the 2011-12 school year.

- Both the evaluator and evaluate may write on the PDP for the current school year. The teacher will then provide details as to the goals they want to accomplish and the principal may edit as necessary.

- At a point in time when the principal and teacher agree, the principal will sign the PDP, and schedule the mid-year review to update and sign. And finally, end of year review. The teacher will sign as appropriate, but as a reminder, the evaluator will always sign first.

- In the spring of 2012, a new PDP will be generated by the online tool after the summary rating form has been electronically signed.

- Process will continue.

Main Menu > System Functions

↓
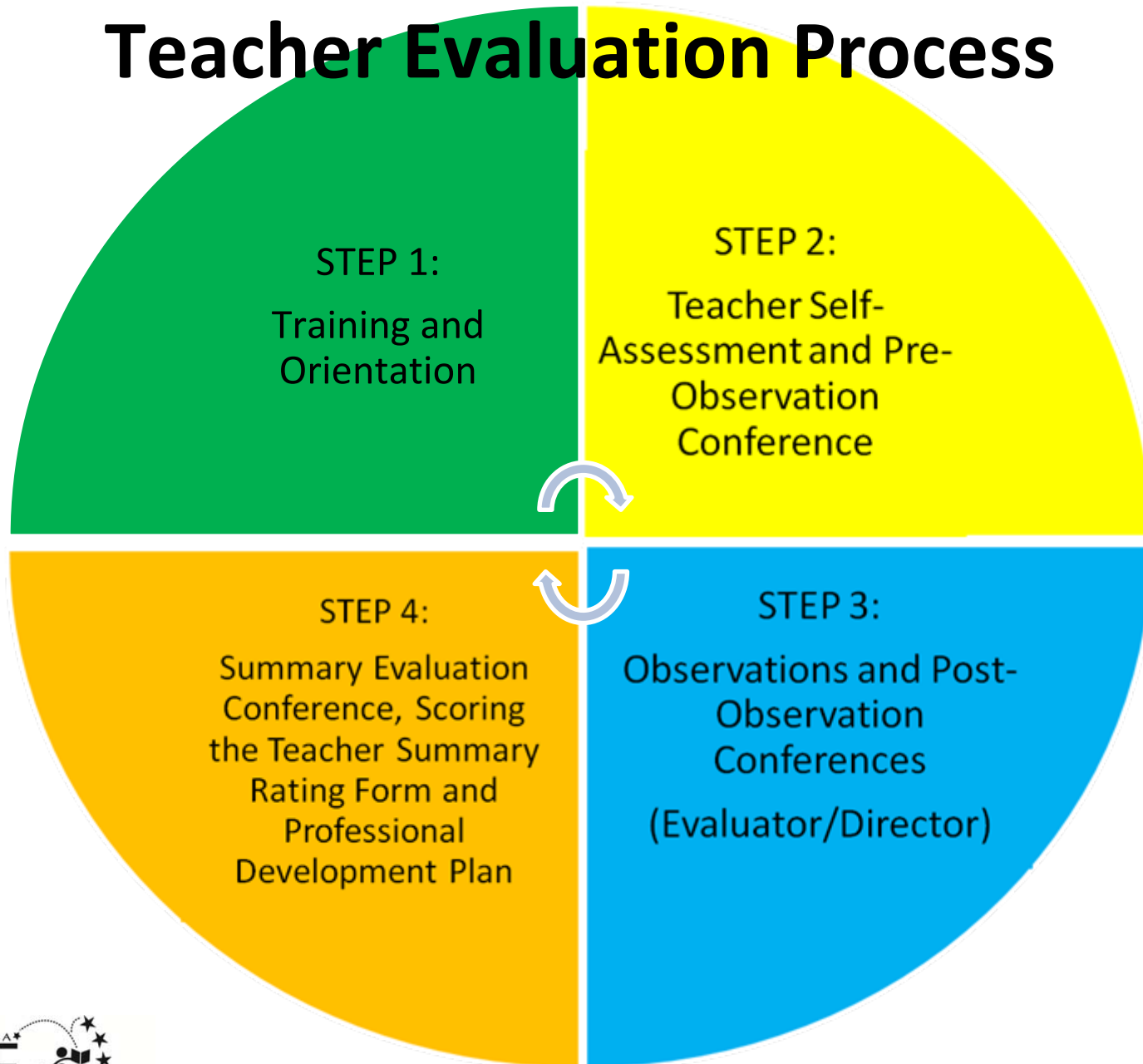
1. Profile

2. User Group Editor

Products> NC Educator Evaluation System Icon >

Terms

- Observer task is your assigned evaluator

  - Observation # (1-4) Rubric for Evaluating Teachers

    - Summary Rating Sheet

    - Professional Development Plan PDP

    - Record of Teacher Evaluation Activities

- Teacher task is the teacher

    - Self Assessment

    - Professional Development Plan

Teacher Evaluation Process

STEP 1:

Training and Orientation

STEP 2:

Teacher Self-Assessment and Pre-Observation Conference

STEP 4:

Summary Evaluation Conference, Scoring the Teacher Summary Rating Form and Professional Development Plan

STEP 3:

Observations and Post-Observation Conferences

(Evaluator/Director)

Online Instrument Manuals -

Principal/AP, <u>Teacher</u>, Peer

<div style="background-color: #2e9b5b; height: 3em;"></div>

- Principal/AP Evaluations - Principal Manual, p. 22-32
- Teacher Directions Manuals
- Peer Directions Manuals

Available @

www.ncpublicschools.org/profdev/training/online-evaluation

To practice:

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

– Username: teacher (#1-10)

– Password: 123456 or the password you selected last year

Using the UID:

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

– District: | Office of Early Learning |

– Username: | UID |

– Password: | 123456 |

- Login   - Lost Password

New Resources for Support

- User guide for teachers and peers
- User guide for principals
- User guide for superintendents

- New updated users guides are posted on the front page of the online tool now, but remember they will be updated quarterly.

Contact Information

- Questions about NC Educator Evaluation Tools?

Contact your mentor or evaluator

- Technical Support Questions?

Contact your mentor or evaluator

- Questions about Standards?

Contact your mentor or evaluator

Training Materials located @
www.ncpublicschools.org/profdev/training

Questions? ? ? ? ?

- Thank you for your time and attention today. Your facilitators will be on the webinar for the next 15 minutes. Please type any questions in the chat box. Remember to practice, practice, practice.

- Print a copy of the "Teachers Directions" to guide you through the process.