

Principal Instructions on how to add Peer Observers—

1. Login to Home Base NCEES and click the **My Staff** tab.
2. Click the **Administration Staff Management** link at the top and then the **Add** button to add a new Peer Observer Administrator.
3. Search by First or Last name on the person you want to make a Peer Observer, then scroll to the bottom and click the **Search** button.
4. Click the button next to the returned name, scroll to the bottom and click the **Select** button.
5. Click the **Finish** button (unnecessary click, I know).
6. Scroll down to “**2. Choose Plan**” and select **Comprehensive Evaluation 2018-2019**.
7. Scroll to “**3. Choose Teacher**” and add a check in the box(es) on the teacher(s) you want this Peer Observer to conduct an observation on.
8. Scroll to “**4. Choose Rights**” and select **Peer Observer** and click the **Add** and **Done** buttons.

Teacher Instructions on how to conduct a Peer Observation—

1. Login to Home Base NCEES and click the **Staff Evaluations** tab.
2. Click on the Educator’s name, and then click the **Peer Observation** tab.
3. Click the **Pre-Observation Conference Peer** link.
4. Fill out the appropriate pre-observation conference details. Fields in **red** are required.
5. Click the **Save & Exit** button, and then the **Acknowledge** button at the bottom of the page.
6. *The teacher then acknowledges the pre-observation conference.*
7. Click the **Formal Observation Peer** link.
8. Click the **Start New** button, enter the observation details and click the **Save** button.
9. Going through all five (5) standards, you must select an applicable rating for each element. Be sure to check all applicable boxes left to right. If you click the **Not Demonstrated** check box, a text box is displayed to enter comments.
10. Add comments after each standard as necessary.
11. Click the **Save & Exit** button when you are finished entering checkmarks and comments.
12. Click the dropdown arrow on the **Menu** header.
 - Select **Continue** if you need to edit the form.
 - Select **Share** to share the observation with the educator.
 - Select **Finalize** when you are finished.
13. The Observation status is now set to **Complete** with the date/time stamp.
14. Within ten (10) days, click the **Post-Observation Conference** link.
15. Fill out the appropriate post-observation conference details.
16. Click the **Save & Exit** button and then the **Acknowledge** button.
17. *The educator then acknowledges the post-observation conference/adds an optional written response.*
18. If a written response was added, you then need to acknowledge their written response.
19. Finally, click the **Lock Peer Observation** and click the **Lock Activities** button.
20. The Peer Observation container’s status is now set to **Locked** with the date/time stamp.

Menu	By	Created Date	Status	Shared
A	<input checked="" type="checkbox"/> BRIAN PROPST	11/29/2018 at 9:30 AM	In Progress	<input checked="" type="checkbox"/>

- Feedback
- Continue
- UnShare
- Finalize
- Notes
- Manage Files
- Delete

Note: the option to **Finalize** will only appear once the observation is shared with the educator and all 25 observation elements have at least one checkmark.