

Teacher Evaluation PDP and Self Assessment Quick Reference

- All teachers must attend an Orientation Session at the beginning of each school year.
- How to Log In to the System:
 - Go to www.caldwellschools.com
 - Click Teachers & Staff Tab
 - Click NC Teacher Evaluation
 - Change the first drop down box to Caldwell County Schools
 - Enter your Username – 10 Digit Number assigned to you
 - This cannot be changed
 - This will be your Username no matter what county you may teach
 - Enter your Password
 - Initially set to 123456
 - You must change this to a personalized password
- What if I forgot my UID
 - Go to www.caldwellschools.com
 - Click Teachers & Staff Tab
 - Click Lookup My CEUs
 - 2 Ways to Search
 - Type in your Time Keeper Login as Employee ID
 - Type in your Social Security Number as SSN
 - Your UID is at the top of your CEU report before CEUs
 - NOTE: This report can only be accessed by a CCS Computer
- Creating a Professional Development Plan
 - At the Login Screen Click on the Icon NC Educator Evaluation System
 - Click Create New Professional Development Plan
 - Enter Teacher Status (ex. Career Year 3)
 - Select School Year
 - Type in Subject Area
 - Select Individual, Monitored, or Directed as it applies to you
 - If you are a Beginning Teacher, Select your Mentor's Name
 - Skip Standards and Elements Boxes – as of now you cannot type in these
 - Example: Fill in **all Parts** of Goal 1
 - Goals for Elements
 - To increase communication with stakeholders...
 - Activities/Actions
 - Make at least 10 contacts a month
 - Expected Outcomes and Evidence of Completion
 - Increased parental involvement and awareness and better student achievement

- Monthly communication log
 - Better relationships with students, parents, stakeholders
 - Resources Needed
 - Phone, Email, Communication Log, Attendance at Extracurricular Activities, Parent Conferences
 - Timeline
 - Monthly, Complete June 2012
 - Go to Next Set of Boxes
 - Fill in **all Parts** of Goal 2
 - Goals for Elements
 - Activities/Actions
 - Expected Outcomes and Evidence of Completion
 - Resources Needed
 - Timeline
 - Goals 3 - ... - Can fill in if desired (school requires 2 Goals)
 - Click Save
 - Click Done
- What if I need to go back and change my PDP/Add to?
 - At the Login Screen Click on the Icon NC Educator Evaluation System
 - Click Observations
 - Click the Teacher Tasks Tab
 - Click on your PDP for the current year (in bottom half of screen)
 - To Access Mid Year/End of Year click on the appropriate tab
 - Click Save
 - Click Done
 - I cannot sign my PDP
 - An administrator must sign off electronically before the teacher can sign
 - I have more than 1 PDP
 - You need to click the Red “X” beside each PDP that is not the current/active PDP
 - An administrator cannot do this for you
 - Creating a Self Assessment
 - At the Login Screen Click on the NC Educator Evaluation System
 - Click Create New Self Assessment
 - Select Date of Self Assessment
 - Select Teacher Status
 - Select School Year
 - Select Start and End Time (just pick a time – not a big deal)
 - Click if the Principal Can View
 - Select Boxes in Each Standard and Element as it applies to you personally
 - Type in any comments
 - Once your are finished, select the box (at the top below time) “I have completed my Self Assessment)

- Click Save
 - Click Done
- What if I don't finish or want to go back and review my Self Assessment?
 - At the Login Screen Click on the NC Educator Evaluation System
 - Click Observations
 - Click the Teacher Tasks Tab
 - Click on your Current Year Self Assessment (top box)
 - Click Save
 - Click Done
- What if I have too many Self Assessments?
 - At the Login Screen Click on the NC Educator Evaluation System
 - Click Observations
 - Click the Teacher Tasks Tab
 - You need to click the Red "X" beside each that is not for this year
 - An administrator cannot do this for you
- What if I cannot see any of these options
 - Try to user a different internet browser
 - Google Chrome
 - Mozilla Firefox
 - Go to a different computer and sign in there