

NCEES Cheat Sheet

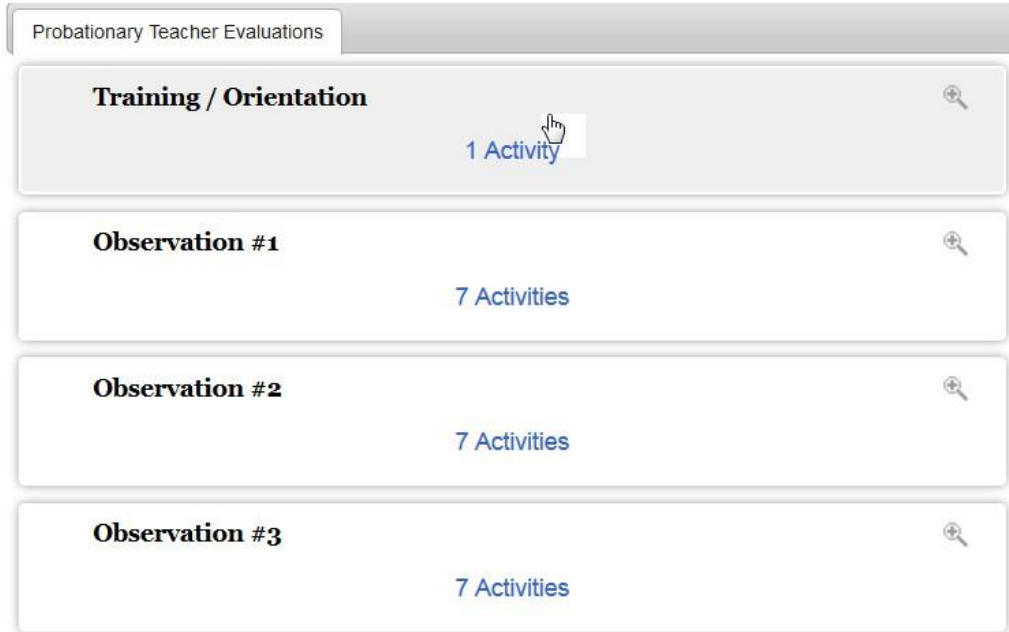
Teachers

Getting Started

- Log into NcEdCloud IAM (www.ncedcloud.mcnc.org)
- Enter your username (UID NUMBER) and password.
- On the menu, click on NCEES
- Click on the tab “My Evaluations.”
- You will see two choices. One is your Evaluation Type and the other is Professional Development Plan.
- If your evaluation type is correct click the “Start Plan” button under the name of your evaluation type.
- If you do not see a “Start Plan” button and your plan title is blue then your plan has already been started.
- It will take you to the next screen. Click the “My Evaluation” tab to return to the My Evaluations screen.
- Click the “Start Plan” button under Professional Development Plan. Note that this year the state has already started the PDP so it may already be in place.
- It will take you to the next screen. Click the “My Evaluations” tab to return to the My Evaluations screen.

Signing Off on Orientation/Training

- The title of your evaluation plan should now be blue. Click on the title. For example click on “Probationary Teacher Evaluation.”
- You will see the following containers.



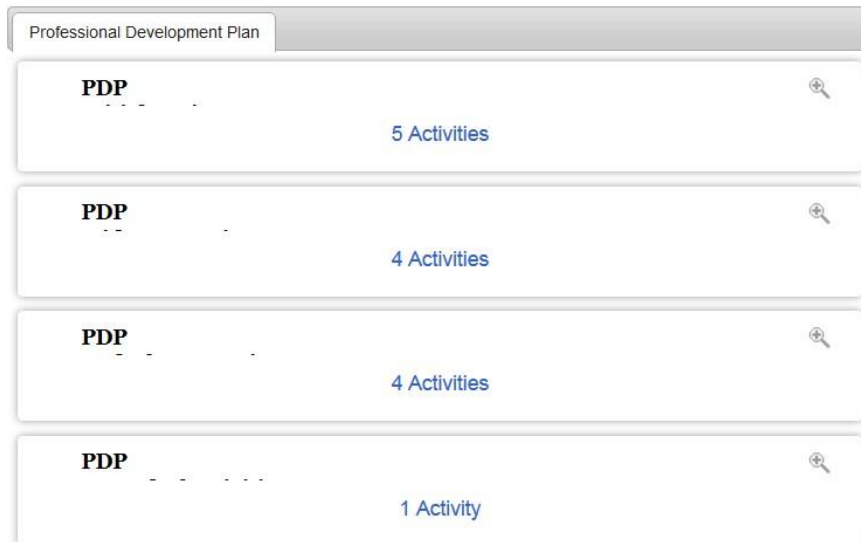
- Expand the Training/Orientation container by clicking on “1 Activity.”
- Click on “Training/Orientation.”
- Enter the date you completed the Orientation/Training.
- Click on “Save.”
- Click on “Actions” at the top of your screen and select “Mark Complete. “
- On the right side of the Training/Orientation Box you will see these icons.



- Click on the icon with two arrows to send.

Completing Your Self Evaluation

- On your My Evaluations page click on “Professional Development Plan.”
- You will see the following containers.



- Expand the container PDP Initial Review by clicking on “5 Activities.”
- Click on “Self Assessment.”
- Complete your Self Assessment. If you need to leave before completing it click “Save Changes.”
- When it is completed you can click “Share” to share it with administrators and mentors. Note: You do not have to share your self assessment and the system defaults to “Not Shared.”
- Click “Save and Exit.” This will take you to the Self Assessment Summary Screen.
- Review your self-assessment.
- Click on the down arrow beside number 1 and select finalize. Note that you will not be able to finalize unless you have marked every element. You should never mark “Not Looked For “ on a self-assessment.
- A “Mark Complete” button will appear. Click “Mark Complete.”
- This will take you back to your PDP Container.

Creating Your PDP

- Click on “5 Activities” under Initial PDP.
- Click on PDP Details.
- Click on “New” beside Professional Development Plan.
- Complete the fields on the form.
- Click Save.
- A “New” Button will appear beside “Teacher’s Strategies.”
- Click on “New.”
- Enter the information for your first goal. You have to complete all of the boxes. Click “Save” when you have completed the goal.
- Click “New” to add subsequent goals. Click “Save” after each goal is created.
- When you have completed all of your goals click on “Actions” at the top of the screen and select “Mark Complete.”
- It will return you to the PDP Initial Review Screen. Click on the “Send” icon. This is the icon in the PDP Details box with two arrows.



- **You will not be able to Sign Off on your PDP until your administrator has added comments, acknowledged your PDP, and clicked send.** Your administrator will receive an email that your PDP is completed. After meeting with your administrator and mentor if applicable they will sign off on your PDP after entering comments.
- Once your evaluator has signed you will return to your PDP and click on PDP Teacher Signature.
- View the comments and click “Acknowledge” on the signature form at the bottom.
- Click on “Actions” and select “Mark Complete.”
- Click on the “Send” icon in the Teacher Signature Box.

NCEES Cheat Sheet for Mentors

Professional Development Plans

Note: A teacher must have started the process before you will have access to their PDP. Please see the teacher directions for more information.

- Click on the **Staff Evaluations** tab.
- Find the name of the teacher you are evaluating. Click on their name beside Professional Development Plan.
- Expand the Initial Review container by clicking "5 Activities."
- Click on "PDP Mentor Signature."
- Review the PDP with your teacher.
- Click on "New" beside Comments if you would like to add any to this section. Add comments.
- Click "Save."
- Click "Acknowledge" on the signature form.
- Click "Actions" at the top of the plan and select "Mark Complete."
- It will return you to the Initial PDP Container.

NCEES Cheat Sheet for Peer Observers

Completing an Observation

- Click on the **Staff Evaluations** tab.
- Find the name of the teacher you are evaluating. Click on their name.
- You do not have to complete the Pre-Observation options.
- Click on “Formal Observation.”
- Click on “Start New.”
- The following box will appear. Enter the start and end time of your observation and click “Save.” Note that you your end time may not be correct and you will have the option of editing the end time at the conclusion of your observation.



- You will begin marking the elements. **Remember to mark the elements left to right. If you click “Not Demonstrated” a comment box will appear. You must mark each element. If you are not observing it you must click “Not Looked For.”**
- When you are finished scroll to the top of the screen and click “Save Changes.”
- Update the time you completed the observation by clicking the Edit box seen here found on the left side of your screen.



- When you are ready to share the results with the teacher click “Share.”
- Click “Save and Exit.”
- This will take you to the **Manage Plan** screen.
- Click on the down arrow under menu. You have several options. You can share, delete, and finalize from this screen. If the Rubric is complete click “Finalize.”
- A “Mark Complete” button will appear. Click on “Mark Complete.”
- Click the “Send” icon in the Formal Observation box.

Post-Observation Conference

- Click on **Staff Evaluations**.
- Click on the name of the teacher you are observing. Their name will be listed twice. Click on their name beside their evaluation plan.
- Click “Post-Observation Conference.”
- Enter the date of the Observation.
- Add Comments.
- Enter date of the Post-Observation Conference.
- Attach artifacts if needed.
- Click “Save.”
- Click “Acknowledge.”
- Click “Mark Complete.”
- Click the “Send” icon.



- The teacher completes the Post-Observation Conference – Teacher Signature section.
- The teacher does have the option of adding a written response to the evaluation.
- If the teacher does not wish to enter a written response the evaluator clicks on Written Response Acknowledgement. Then click on “Mark Complete.”
- If the teachers does wish to enter a written response you will receive an email when they have submitted their comments. Return to this screen. Click on “Written Response Acknowledgement.”
- View the teachers Written Response.
- Check the box acknowledging that you have received the written response.
- Click “Save.”
- Click “Mark Complete.”