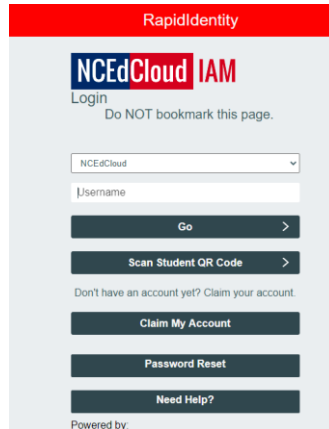


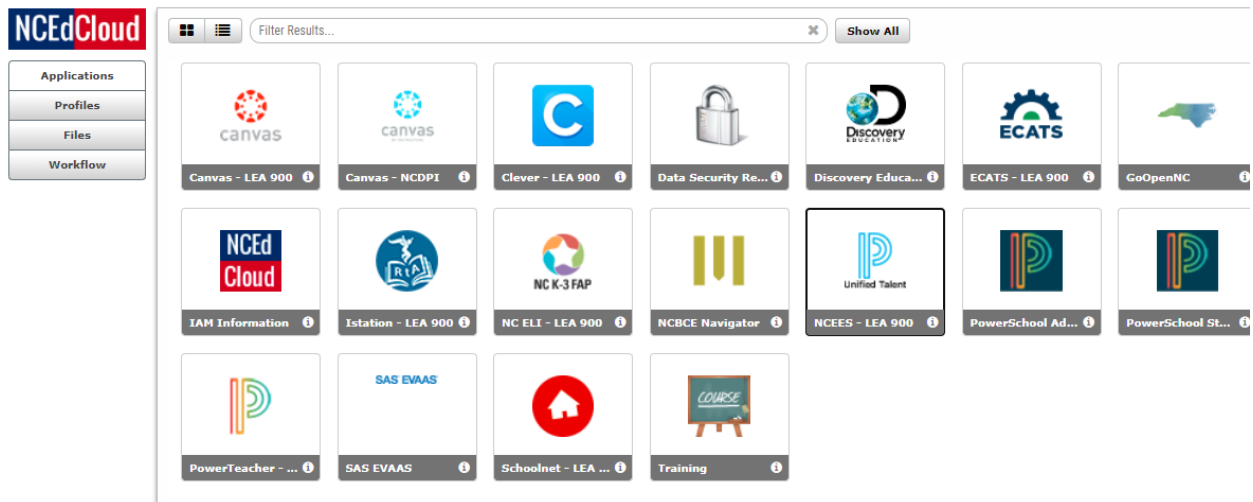
Beginning of the Year NCEES Tips and Reminders for 2020-2021

1. At the NCEdCloud Login Screen displayed below, enter your ten-digit UID number for the User ID and click “Go”. On the next page enter your password and click “Go”. <https://idp.ncedcloud.org/idp/AuthnEngine#/authn>



The image shows the NCEdCloud IAM Login screen. At the top, it says "RapidIdentity" in a red box. Below that is the "NCEdCloud IAM" logo. The text "Login" is followed by "Do NOT bookmark this page." There is a dropdown menu for "NCEdCloud" and a text input field for "Username". Below these are several buttons: "Go", "Scan Student QR Code", "Don't have an account yet? Claim your account.", "Claim My Account", "Password Reset", and "Need Help?". At the bottom, it says "Powered by:".

2. When you have accessed the NCEdCloud portal, locate and click the NCEES icon that is pasted below.



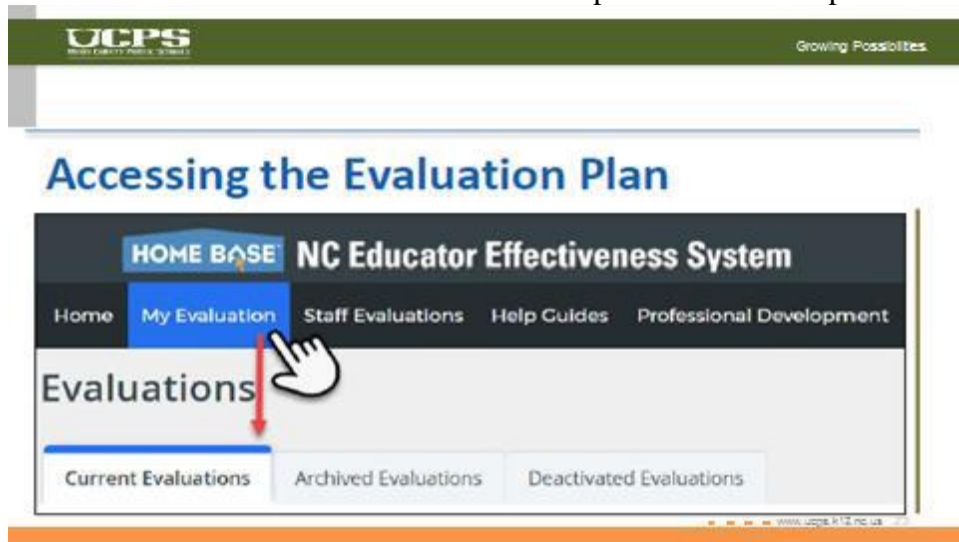
As you begin your evaluation activities for the 2020-2021 school year, please consider the information below regarding the NCEES Online Evaluation Tool.

1. The first step that evaluators must take to assure that the evaluation process is carried out with fidelity in the NCEES Online Evaluation Tool is to assign the correct Plan Type and PDP Type from the “My Staff” tab. The system no longer defaults to a plan; therefore, the user will see “Not Selected” in the “Plan Type” window.

Teacher Plan Type	PDP Type
<input type="text" value="-Not Selected-"/>	<input type="text" value="-Not Selected-"/>
<input type="text" value="-Not Selected-"/>	<input type="text" value="-Not Selected-"/>

2. Once the principal or designee selects the appropriate evaluation Plan Type and PDP Type for each employee, the plans will populate overnight.
3. After the correct plans populate overnight, the employees can then go to the “My Evaluation” tab to start their plans. The plans will not display on the “Staff Evaluations” page until either the employee or the administrator starts the plans. An administrator with “Site Administrator” rights may start the plans from the “All Staff” tab.

Note: Employees must start their plans, complete orientation activities, self-assessment, and PDP Details before evaluators/observers can complete their next steps.



4. The categories of licensed personnel listed below have observation rubrics, a summary evaluation form, and a Professional Development Plan in the NCEES. Therefore, employees in these categories should be evaluated in the NCEES Online Evaluation Tool according to established timelines and procedures. (See “UCPS 2020-2021 Evaluation Timelines”.)
<https://www.ucps.k12.nc.us/cms/lib/NC01910453/Centricity/Domain/2794/Timelines%20for%20Evaluation%20Procedures%207-22-2020%20PDF.pdf>

Administrators

- a. Principal
- b. Assistant Principal

Instructional and Instructional Support

- a. Career Development Coordinator
 - 1. Comprehensive
 - 2. Standard
 - b. Instructional Technology Facilitator
 - 1. Comprehensive
 - 2. Standard
 - c. School Library Media Coordinator
 - 1. Comprehensive
 - 2. Standard
 - d. School Counselor
 - 1. Comprehensive
 - 2. Standard
 - e. School Psychologist
 - 1. Comprehensive
 - 2. Standard
 - f. School Social Worker
 - 1. Comprehensive
 - 2. Standard
 - g. Teacher
 - 1. Comprehensive
 - 2. Standard
 - 3. Abbreviated
 - h. Teacher Leadership Specialist
 - 1. Comprehensive
 - 2. Standard
5. All teachers and support staff assigned to the Comprehensive Evaluation Plan must have a peer observation. For beginning teachers, the peer observer should not be the beginning teacher’s mentor.

6. All beginning teachers must have a peer observation as well as a mentor assigned to his or her PDP.

REMINDER: Evaluation instruments for Speech-Language Pathologists and other licensed categories of personnel that are not in the NCEES Online Tool may be accessed from the HR Support Services Website at <https://www.ucps.k12.nc.us/Page/5888>

7. NCEES users may access valuable information from the “Help Guides” tab of the NCEES Online Evaluation Tool. The guides are annually updated by NCDPI.

Orientation Requirement

Within two weeks of the employee’s first day of work in any school year, the principal/supervisor should provide an orientation for the employee with a copy of or directions for obtaining access to a copy of the following:

1. The appropriate Rubric for Evaluating North Carolina Teachers and Support Staff <https://www.ucps.k12.nc.us/Page/5888>
2. A schedule for completing all components of the evaluation process. Copies may be provided by electronic means. (See “*UCPS 2020-2021 Evaluation Timelines*”.)
<https://www.ucps.k12.nc.us/cms/lib/NC01910453/Centricity/Domain/2794/Timelines%20for%20Evaluation%20Procedures%207-22-2020%20PDF.pdf>
3. The SBE Policy on the applicable Performance Appraisal Process. (Scroll to see SBE Evaluation Policies.)
<https://www.ucps.k12.nc.us/Page/5888>