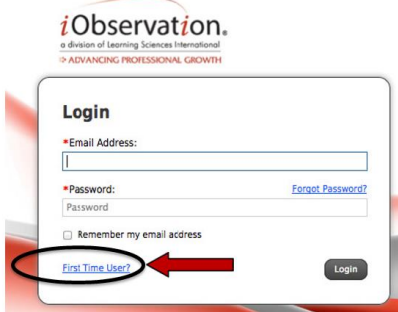


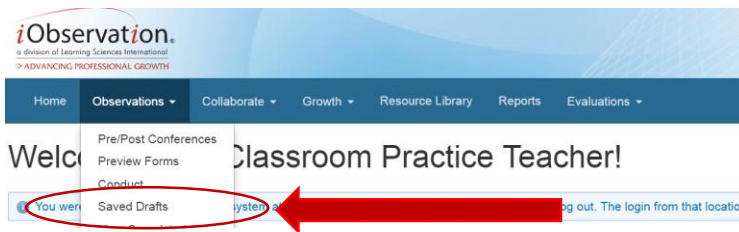
Getting Started with NCT Evaluations

Non-Classroom Teacher Instructions

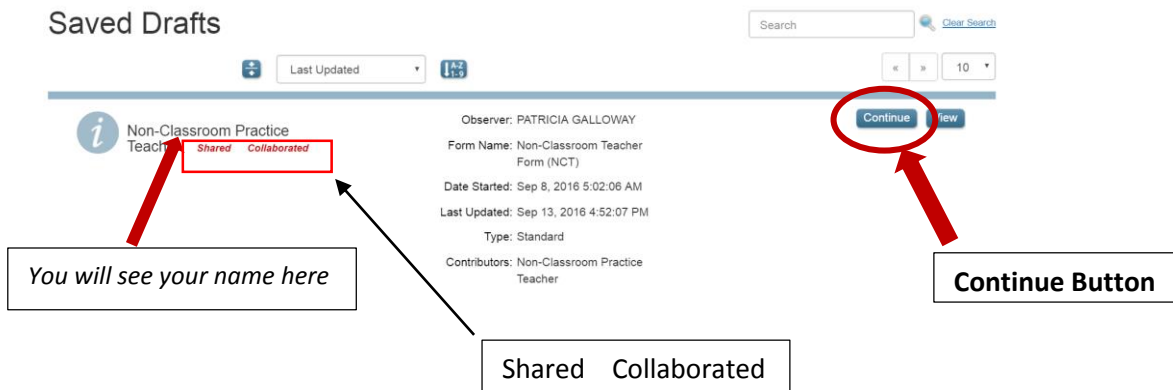
1. The Administrator will **“Open”** an Observation (where NCTs will build their evaluation goals). The Observation will be marked **shared** and **collaborated** with teacher.
2. NCTs Log into iObservation using any browser. Enter **EffectiveEducators.com** into the address bar. Use your St. Lucie Schools email address to log-in and the password you set up when you established your account.



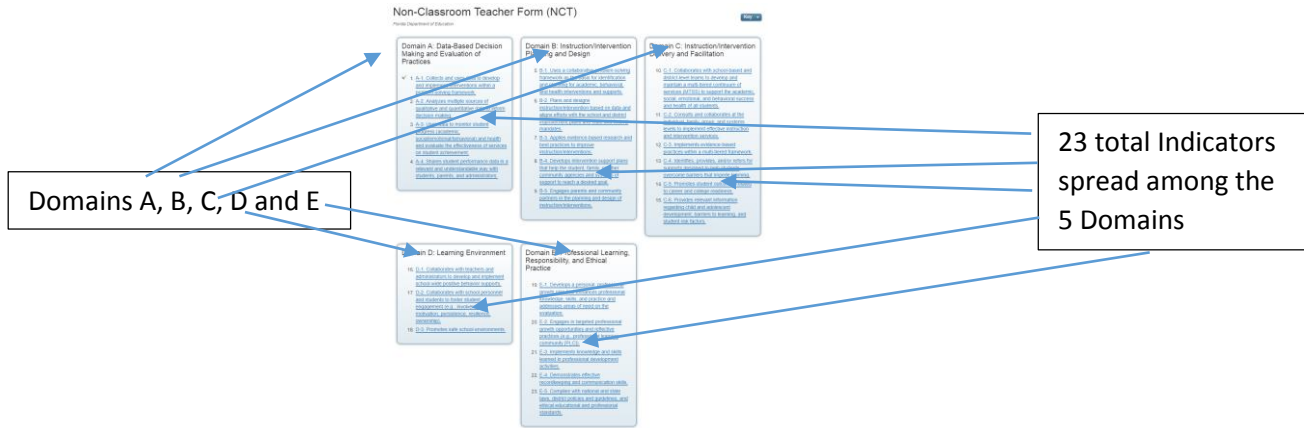
3. From your iObservation home page, hover your cursor over the **“Observations”** tab and select **“Saved Drafts”**.



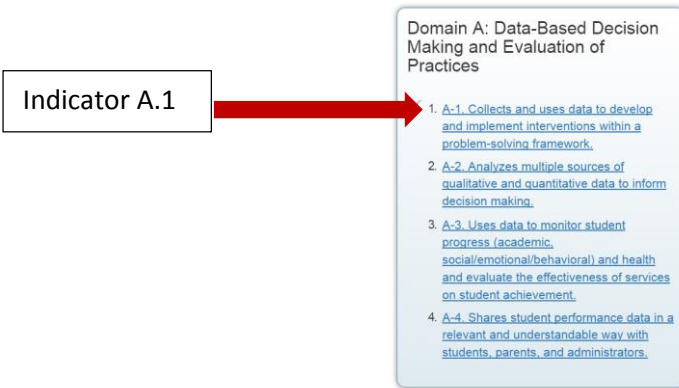
4. From the **“Saved Drafts”** page, click the **“Continue”** button. You will notice the **“Shared”** and **“Collaborated”** notations following your name. This means that the administrator has opened sharing and collaboration to allow both you and your administrator to view the Indicator Goals you create in each Domain. Each time either you or your administrator make a note or change in the Evaluation the other party will receive an email of notification.



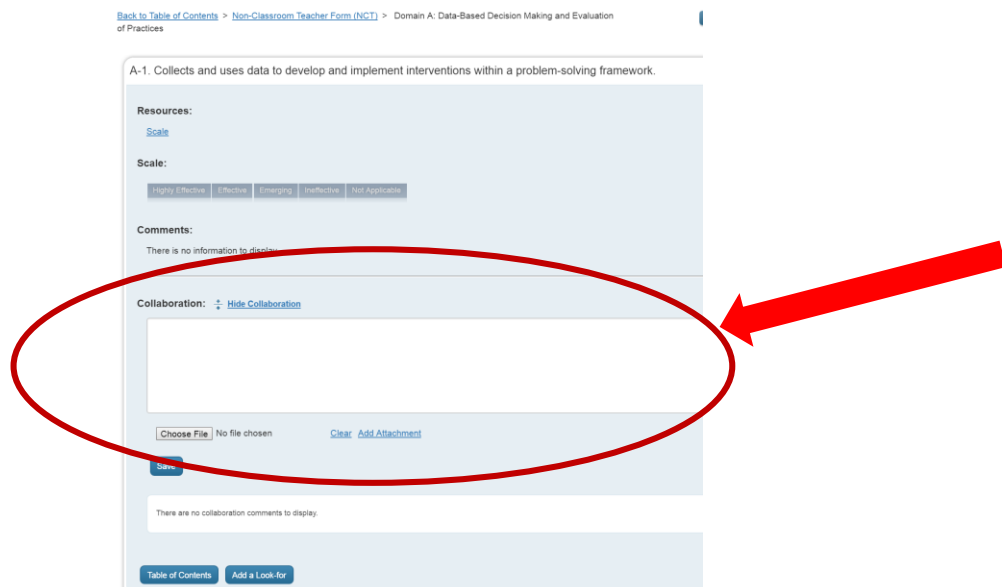
5. Guided by the Indicators provided in each of the five Domains (A, B, C, D, and E) the NCT will **identify goals for Two (2) Indicators in each Domain** aligned to the NCT job responsibilities. Administrative approval will come later in the process.



6. To choose an Indicator in any Domain, click on the selected **indicator link** to open the window to write the Indicator Goal.



7. After clicking on an indicator a page will open where you will enter your goal and evidence that will be presented to show proficiency in the **“Collaboration”** field.



8. **IMPORTANT:** After entering the goal and evidence, be sure to click the **“Save”** button. If you fail to SAVE, your entry will not be retained.

Collaboration: [Hide Collaboration](#)

Goal A1: By the end of the year, I will use data to develop and implement instruction within a problem solving framework through my analysis of data collected from teaching and learning related initiatives, and I expect to see these results evident in qualitative and quantitative feedback data, student performance data, Gantt charts, grant reports, progress-monitoring plans, and teacher/administrator surveys.

No file chosen [Clear](#) [Add Attachment](#)

Be sure to SAVE

9. After saving the Goal for each Indicator, the Goal will appear as shown below. To continue creating Goals for Two (2) Indicators for each Domain, Click the **“Table of Contents”** button to return to the NCT Evaluation Form to select your next Indicator.

You *Date Created: Sep 8, 2016 5:06:07 AM* *Date Edited: Sep 8, 2016 5:22:36 AM*

Goal A1: By the end of the year, I will use data to develop and implement instruction within a problem solving framework through my analysis of data collected from teaching and learning related initiatives, and I expect to see these results evident in qualitative and quantitative feedback data, student performance data, Gantt charts, grant reports, progress-monitoring plans, and teacher/administrator surveys.

No file chosen [Clear](#) [Add Attachment](#)

10. Once a total of ten (10) goals are created (two [2] for each Domain) Click the “Save and Close” Button. You will notice that all of the Indicators selected are also shown in list form on this page.

The screenshot shows a web interface for creating an evaluation plan. At the top, there are fields for 'Location: ACCOUNTING/PAYROLL' and 'Current Status: Online'. Below these are 'Type' (Formal, Informal) and 'Evaluation' (Results count towards annual evaluation) options. In the top right corner, the 'Save and Close' button is circled in red, with a red arrow pointing to a box labeled 'Save and Close'. On the left side, a list of indicators is shown, with a red oval around the first five items (E-4, E-2, D-3, D-1, C-2) and a red arrow pointing to a box labeled 'Selected Indicators'.

11. Once you have “Saved and Closed” your Evaluation Plan it will be visible to your administrator since it was established as a “Share” and “Collaborate” observation.



Your administrator will invite you to a meeting to discuss your Evaluation Goals and the Evidence you have identified will demonstrate proficiency for each Indicator.

After approval “as is”, or with recommended “changes”, your administrator will note in the “Comment” box that the goal is approved.


The screenshot shows the details of an evaluation plan. At the top, there is a 'Comments' section with a red oval around the text 'Goal 1A approved 9-8-16' and a red arrow pointing to it. Below the comments is a 'Collaboration' section with a 'Hide Collaboration' link and a large empty text area. At the bottom, there is a 'Save' button and a section for 'Your Date Created' and 'Date Edited' with 'Remove' and 'Edit' links. The bottom section contains the text: 'Goal A1: By the end of the year, I will use data to develop and implement instruction within a problem solving framework through my analysis of data collected from teaching and learning related initiatives, and I expect to see these results evident in qualitative and quantitative feedback data, student performance data, Gantt charts, grant reports, progress-monitoring plans, and teacher/administrator surveys. 9-8-16 Facilitated Teacher Leader Academy and tallied and uploaded qualitative and quantitative feedback data. Data will be utilized in planning the next session of TLA.'

12. From the “Draft Observation” page, after Goals have been established you will note icons attached to Indicators.


Domain A: Data-Based Decision Making and Evaluation of Practices

- ✓ 1. [A-1. Collects and uses data to develop and implement interventions within a problem-solving framework.](#) 
- ✓ 2. [A-2. Analyzes multiple sources of qualitative and quantitative data to inform decision making.](#) 
- 3. [A-3. Uses data to monitor student progress \(academic, social/emotional/behavioral\) and health and evaluate the effectiveness of services on student achievement.](#)
- 4. [A-4. Shares student performance data in a relevant and understandable way with students, parents, and administrators.](#)


A “**Yellow**” checkmark means that an administrator has made a comment on the noted Indicator you have selected to evidence as part of your evaluation

✓ 1. [A-1. Collects and uses data to develop and implement interventions within a problem-solving framework.](#) 


A “**Grey**” checkmark means that it is a selected Indicator you have chosen to evidence as part of your evaluation.

✓ 2. [A-2. Analyzes multiple sources of qualitative and quantitative data to inform decision making.](#) 

A “**Dialog Bubble**” means that you have written, saved and closed a note (goal and indicators) in the “Collaborate” Box.

✓ 2. [A-2. Analyzes multiple sources of qualitative and quantitative data to inform decision making.](#) 

13. To edit your goals or to add evidence to selected Indicators Click on the Indicator link you wish to edit.

✓ 2. [A-2. Analyzes multiple sources of qualitative and quantitative data to inform decision making.](#) 

14. Then, Click on the “Remove” or “**Edit**” button. Do not” Remove” unless you are sure you wish to delete it. Your administrator will receive an email indicating a revision. You can edit to add evidence statements or action steps.

Save□

You *Date Created: Sep 8, 2016 5:06:59 AM* [Remove](#) | [Edit](#)

Goal A2: By the end of the year, I will use multiple sources of qualitative and quantitative data to inform decision making through my analysis of data collected from talent development sessions and grant initiatives, and I expect to see these results evident in qualitative and quantitative feedback data, student performance data, Gantt charts, grant reports, progress-monitoring plans, and teacher/administrator surveys.