CLIFF NOTES to MCREL TEACHER EVALUTAION

1. Go to McRel Teacher Evaluation <https://mxweb.media-x.com/home/ncval/>
2. In the drop down box select Wake County
3. Enter your UID number – This can be found in the upper right hand corner of your on-line paystub.
4. Enter your password- if you have never logged in before your password is 123456
5. A screen will pop up asking you to agree to above terms. Read the terms and click AGREE.
6. Click NC TEACHER EVALUATION system
7. Click on Observe/Report
8. Click on New Self Assessment.
9. Read the Self Assessment

*-------------------------------You can do the above before your PLT or during the PLT-----------------*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_You need info from Armstrong before completing below\_\_\_\_\_\_\_\_\_\_\_\_*

1. Listen to the Administrative Overview of the different Levels
	1. Not Demonstrated= No evidence
	2. Developing= Evidence of Value but not clear evidence of implementation
	3. Proficient= Working great in your classroom for your learners
	4. Accomplished= It is going so great your entire team is replicating
	5. Distinguished= You are changing our entire school or county
2. Complete your on-line self assessment
3. Click Completed or Principal can view
	1. If you click “complete”. We will need to schedule a longer pre-conference for you to share your thoughts.
	2. If you click “Principal can view” Ruth Ann and I will view before your preconference and we will focus on a few of the standards.
4. Change Mary Page to Michael Armstrong on your screen.
5. Change your password. When you exit it will allow you an option to change your password.

*-------------------Up to this point should be complete by FRIDAY, September 9th-----------------------------------*

1. Click NC TEACHER EVALUATION system
2. Click on Observe/Report
3. Click on Preliminary PDP plan
4. Complete the Plan based on PLT discussions. Right maximum of TWO goals.
5. A goal should be something to change not documentation of things you are currently doing.