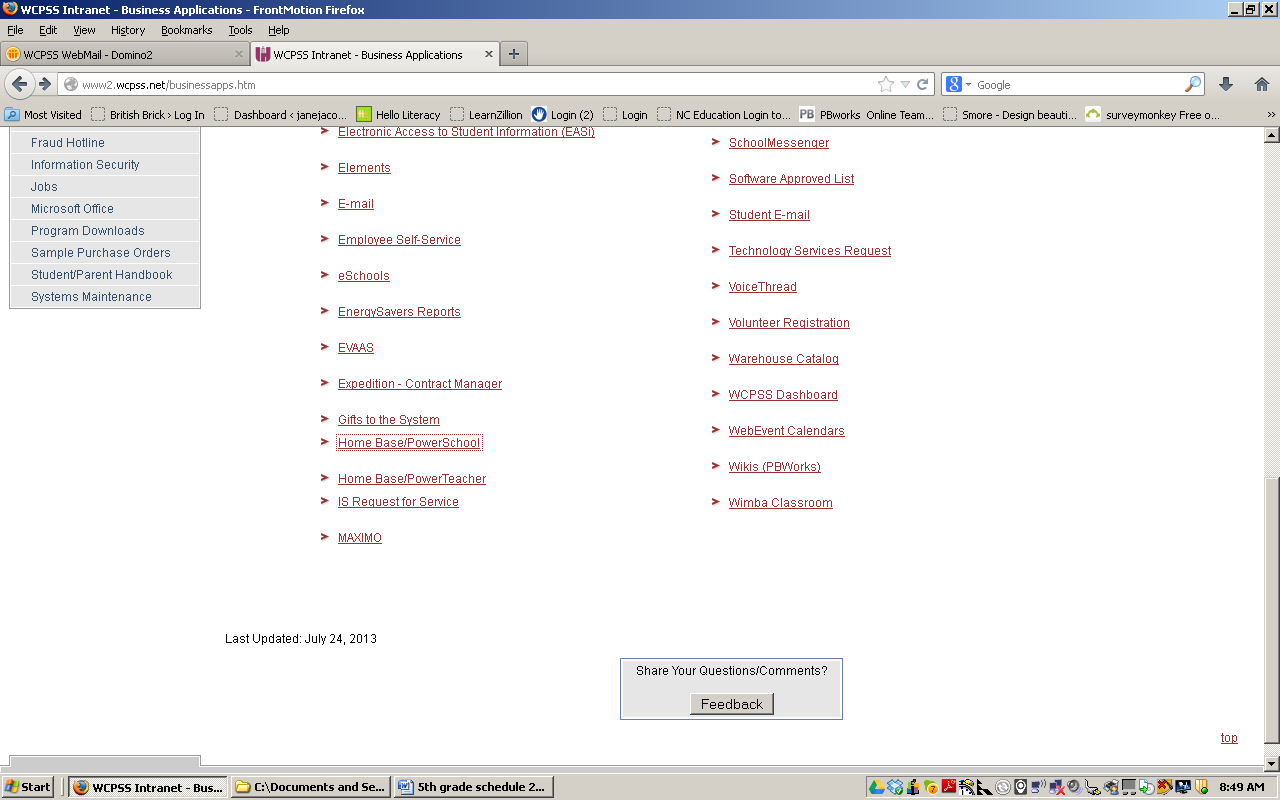
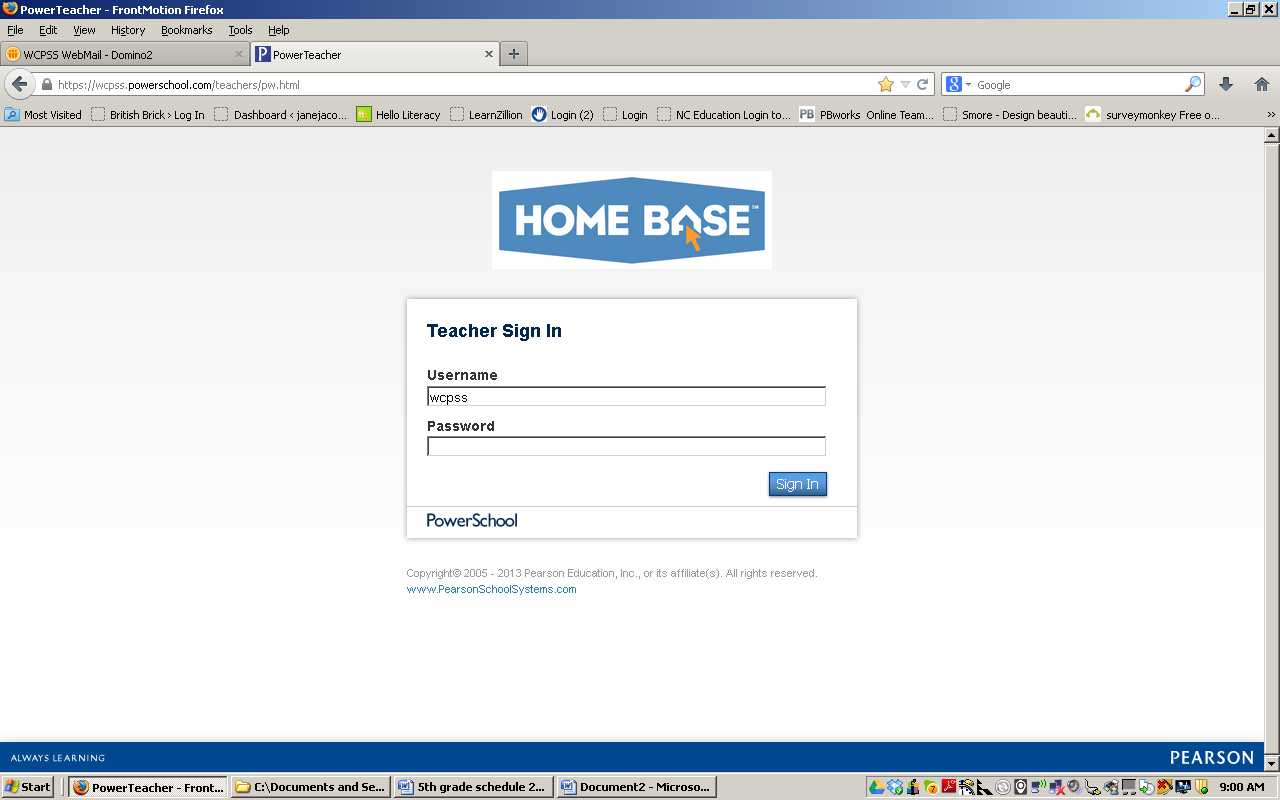
Step 1: Completing your self assessment:

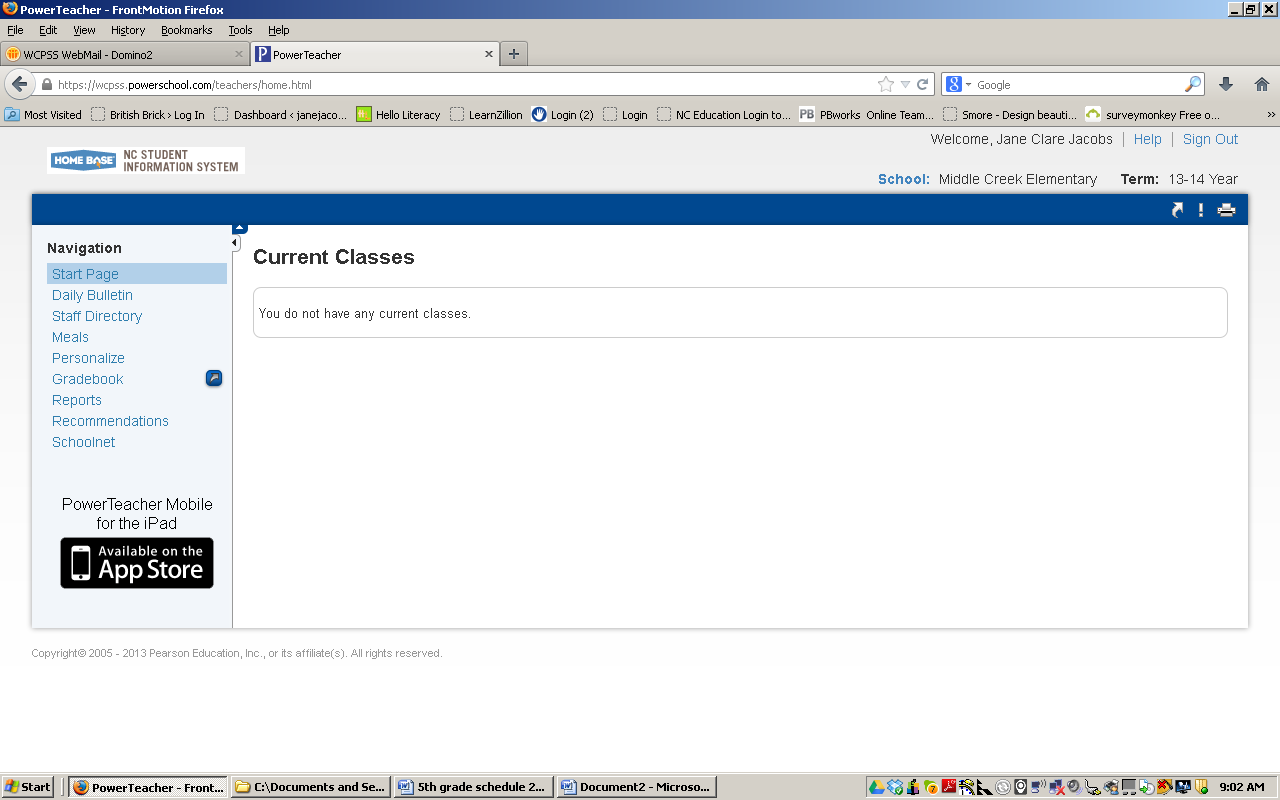
1. Log into Home Base/PowerTeacher from the Business Applications page on the intranet.



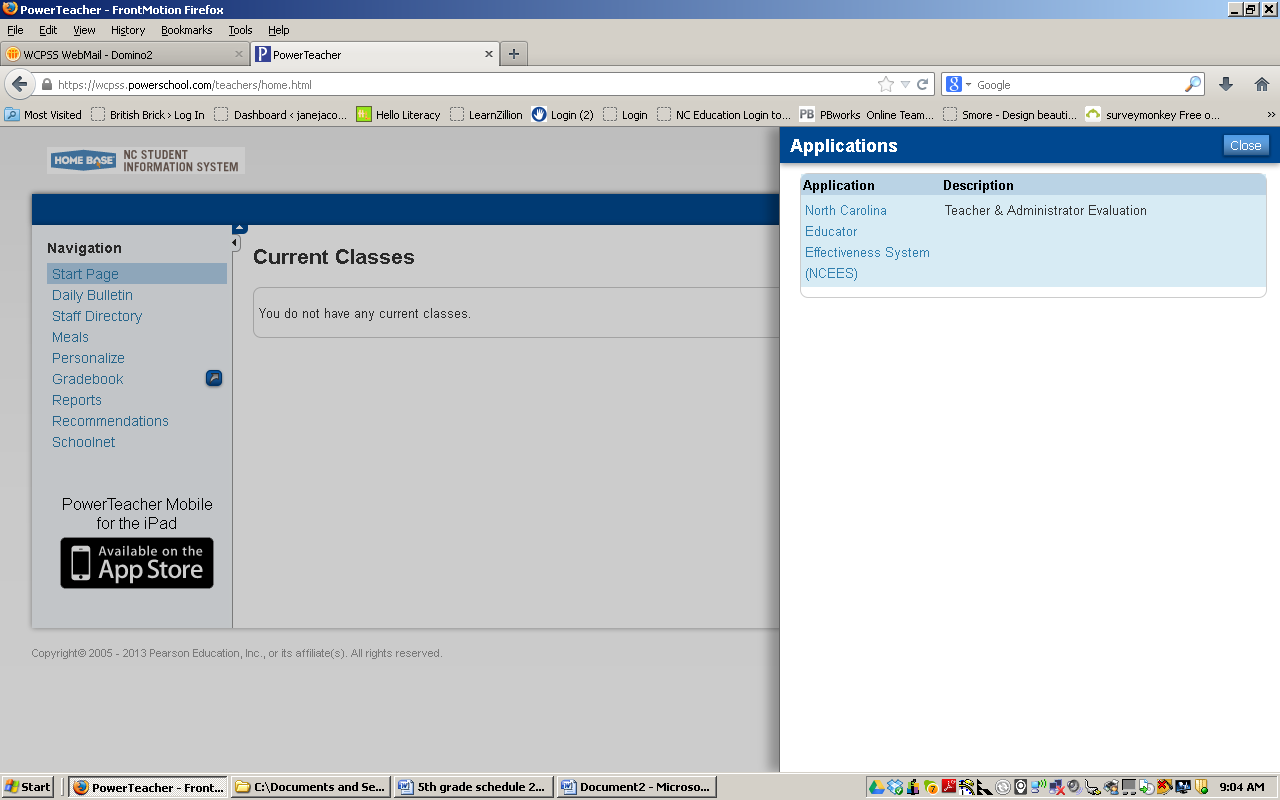
1. Click on the PowerTeacher tab.
2. At the Home Base login page, your username is wcpss followed by your 6-digit employee number, your password is your email password.



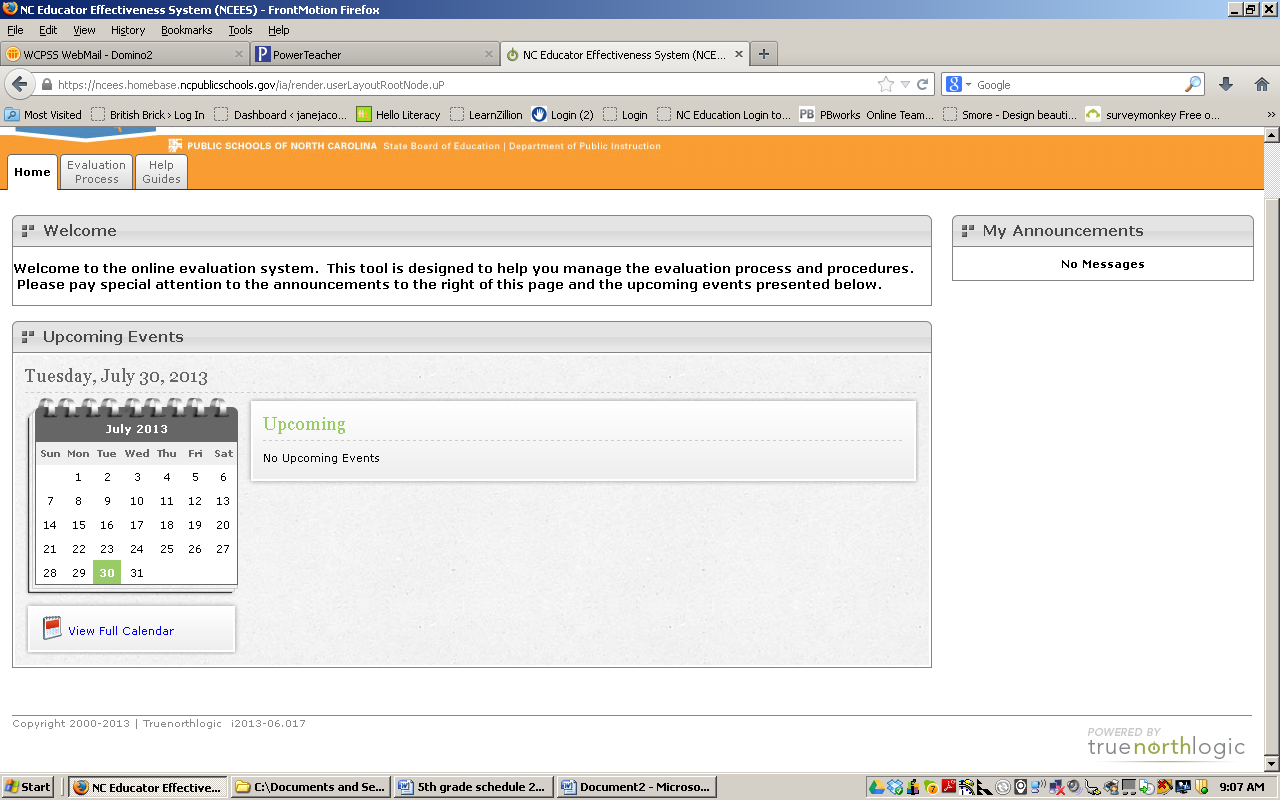
1. Once you are in PowerTeacher, click on the arrow in the top right corner to take you to the available apps (see below).



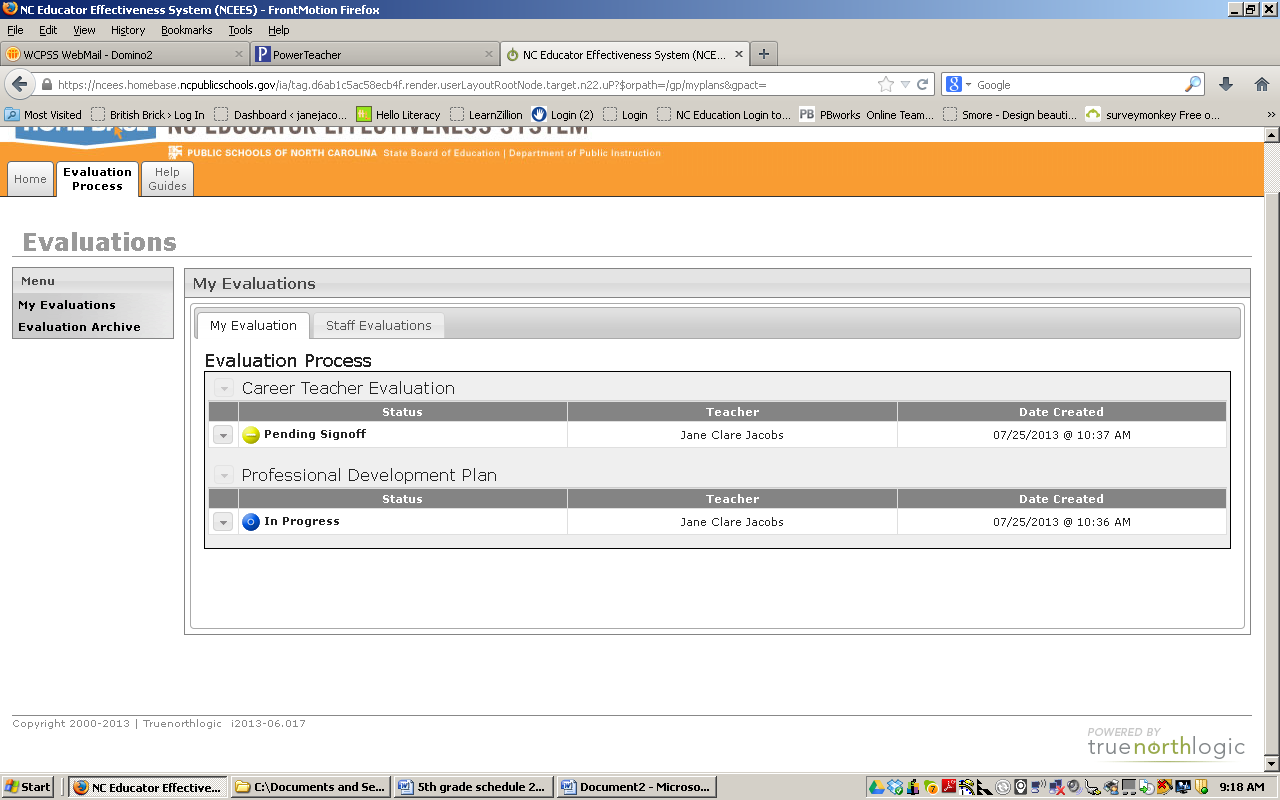
1. When the app screen appears, click on North Carolina Educator Effectiveness System.



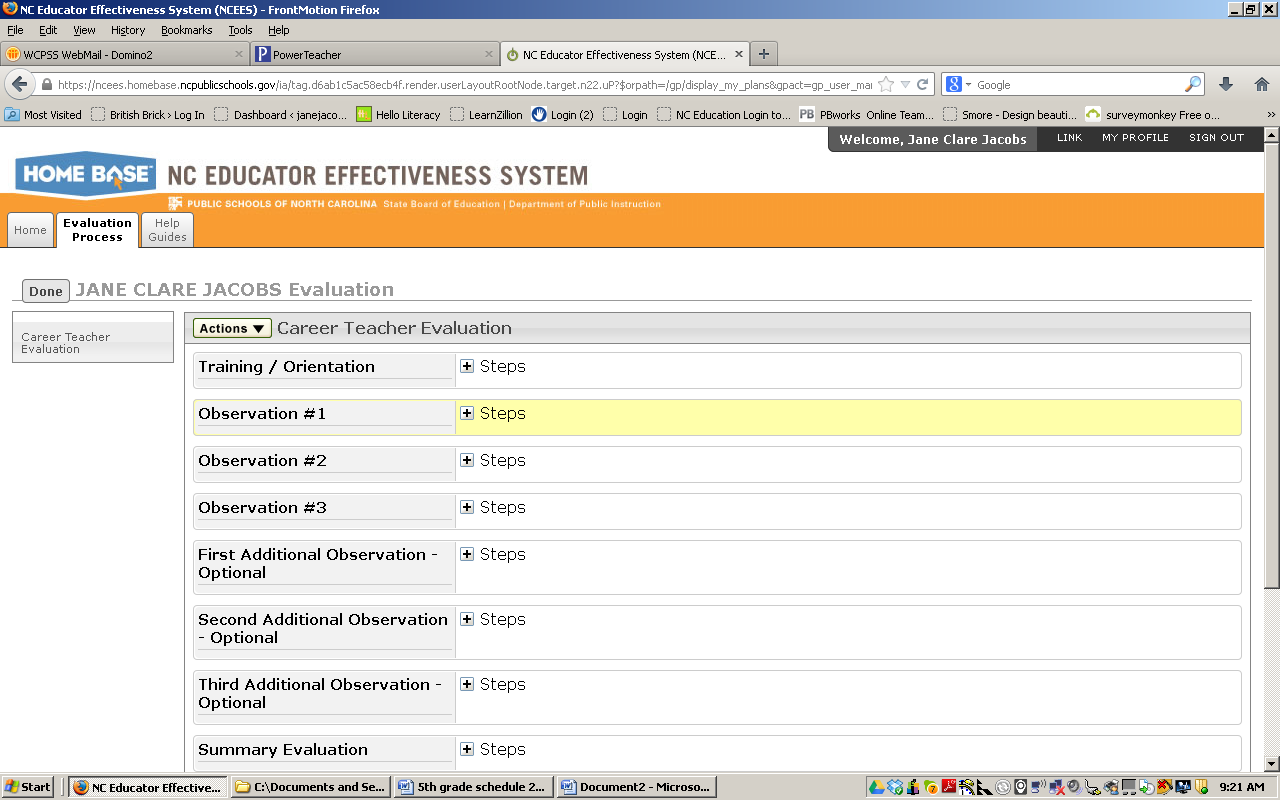
1. If prompted, select Wake County from the drop down menu.
2. You are now in the NCEES system.



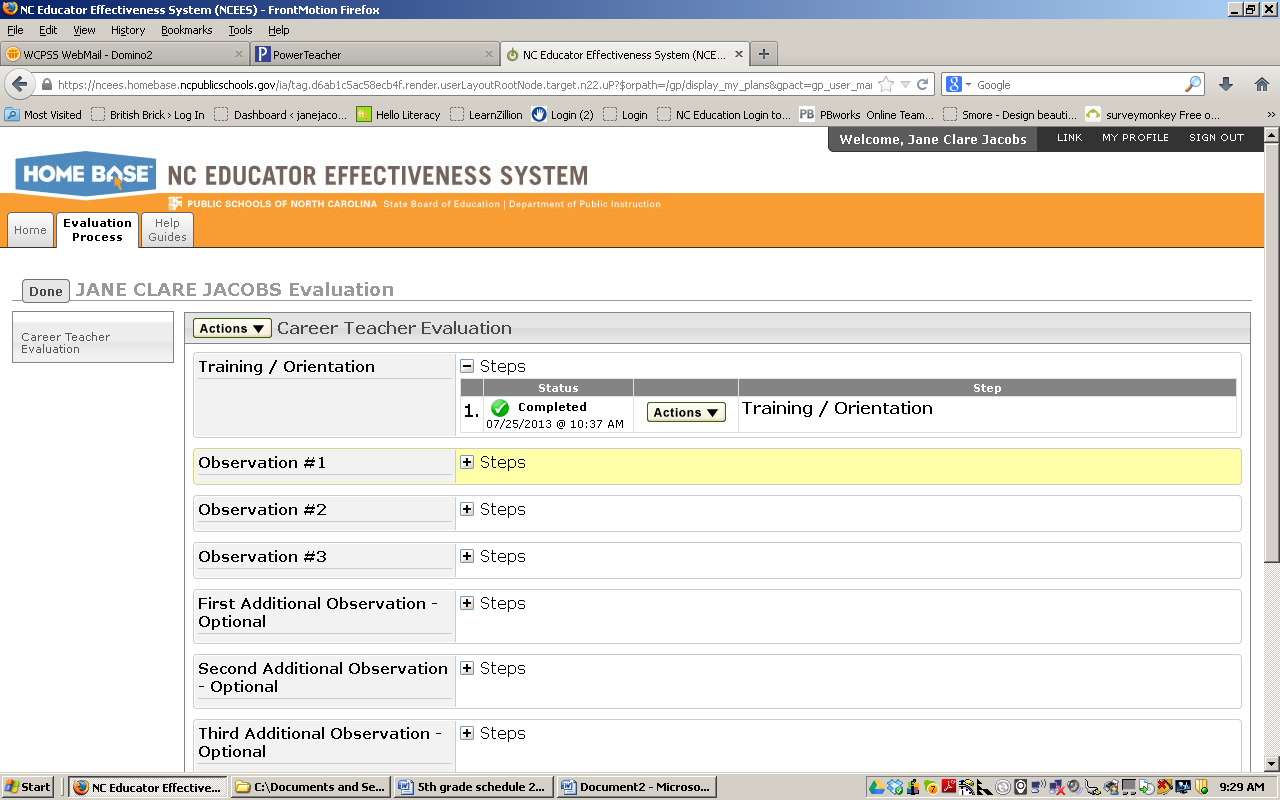
1. There are 3 tabs at the top of your page. Click on the Evaluation Process tab to begin.
2. You should see 2 sections – your teacher evaluation and your professional development plan. Click on the arrow to the left of the status of your teacher evaluation:



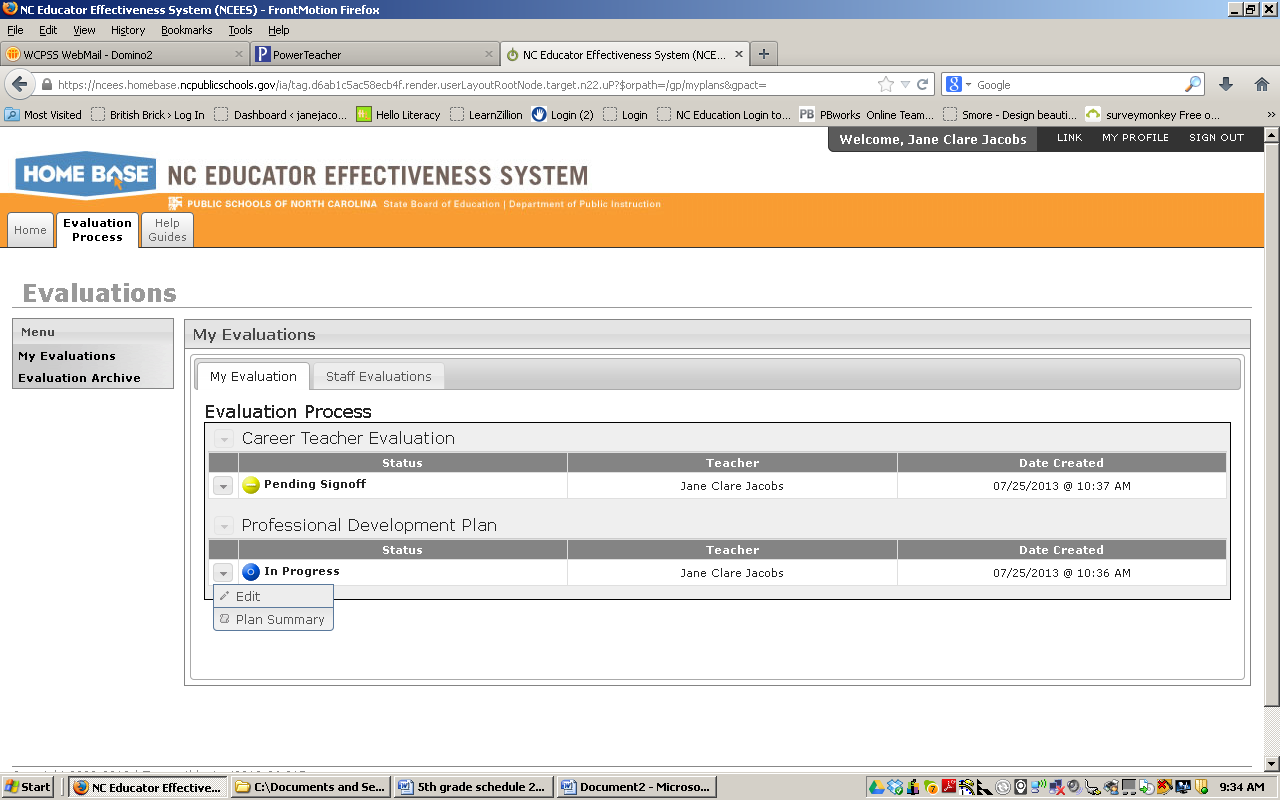
1. Select edit from the drop down menu.
2. By the training/orientation section, click the + sign by the word steps.



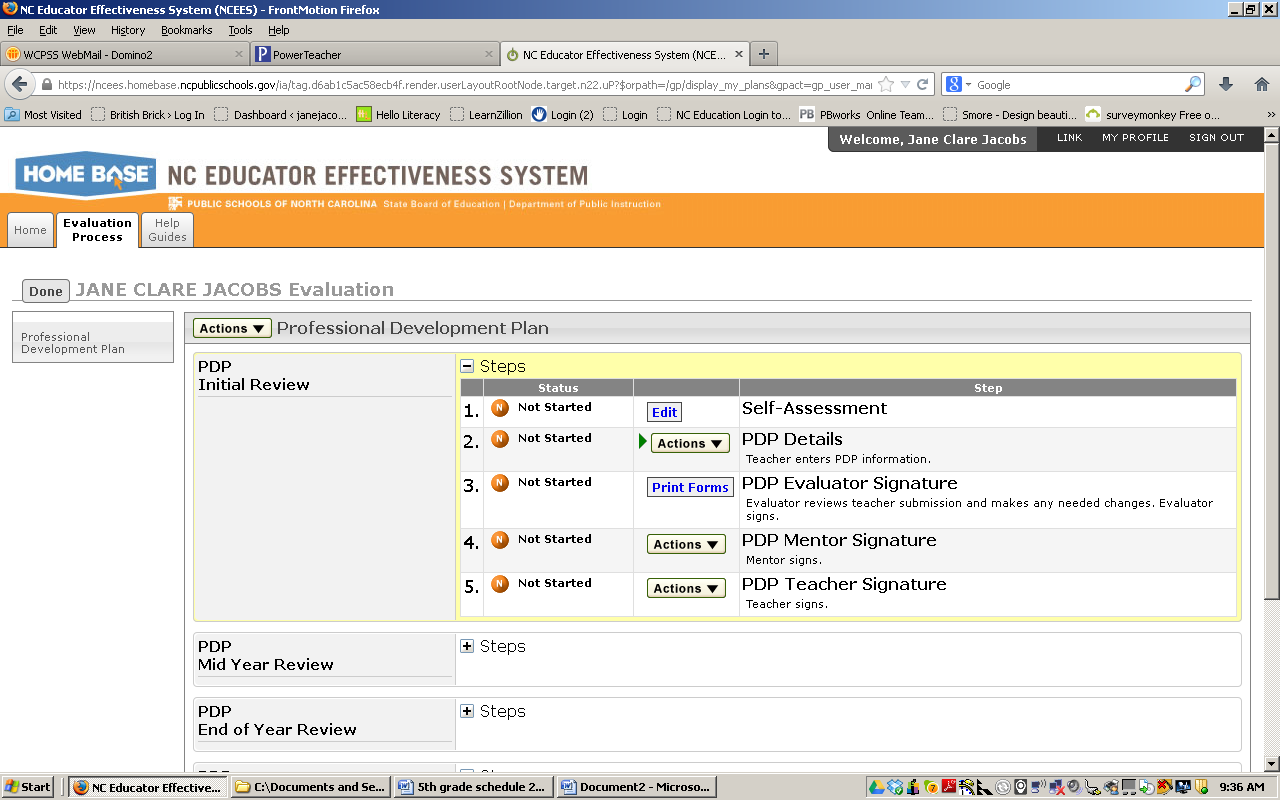
1. Click on the Actions button and then click edit.
2. Enter the date by clicking on the calendar icon. We received the information about the evaluation process on July 1st.
3. Select save.
4. Click Mark Complete from the actions button.
5. The following message will appear: ‘The step Training/Orientation is now complete’. Click OK.
6. From the same Actions tab, now click send. This is very important!!!!



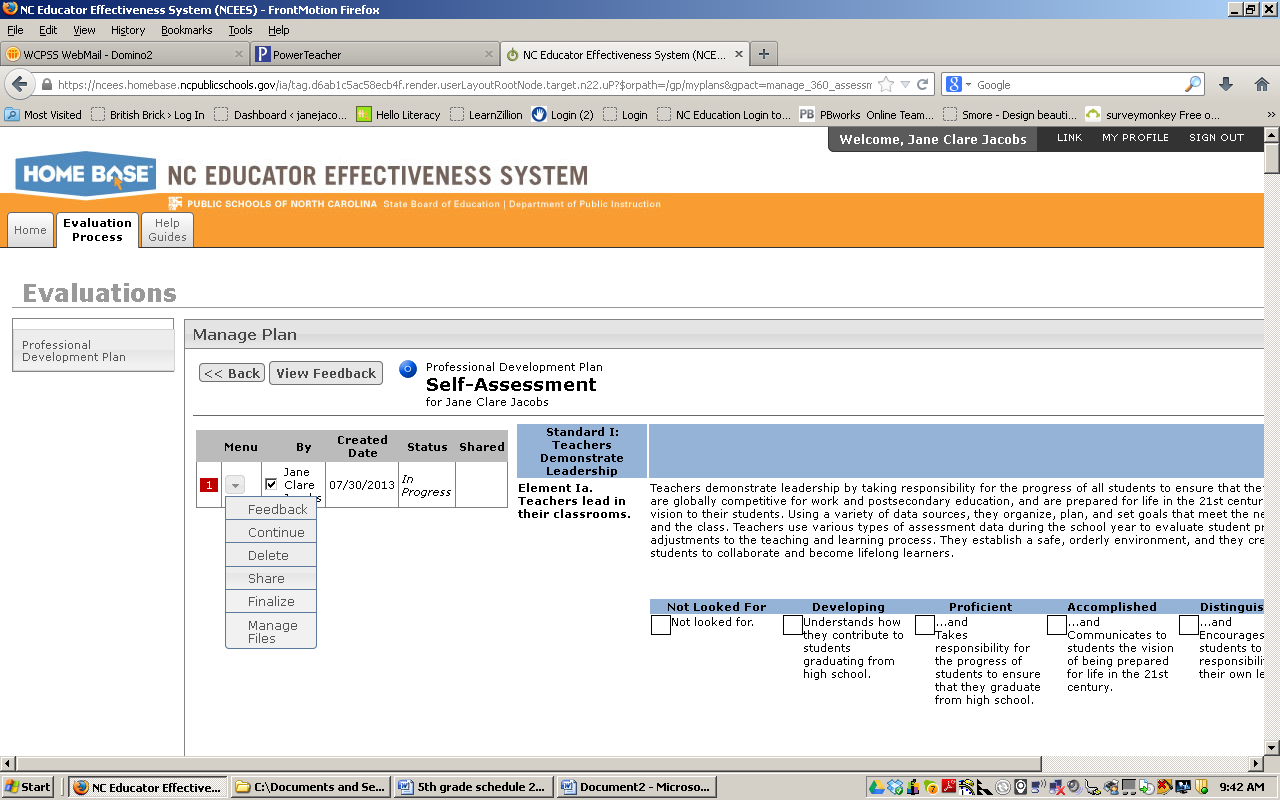
1. The status will be changed to completed.
2. Click Mark Complete.
3. Now click Done on the left side of the screen by your name to take you back to the main screen.
4. From the Professional Development Plan section, click on the arrow to the left of the status, and select start.



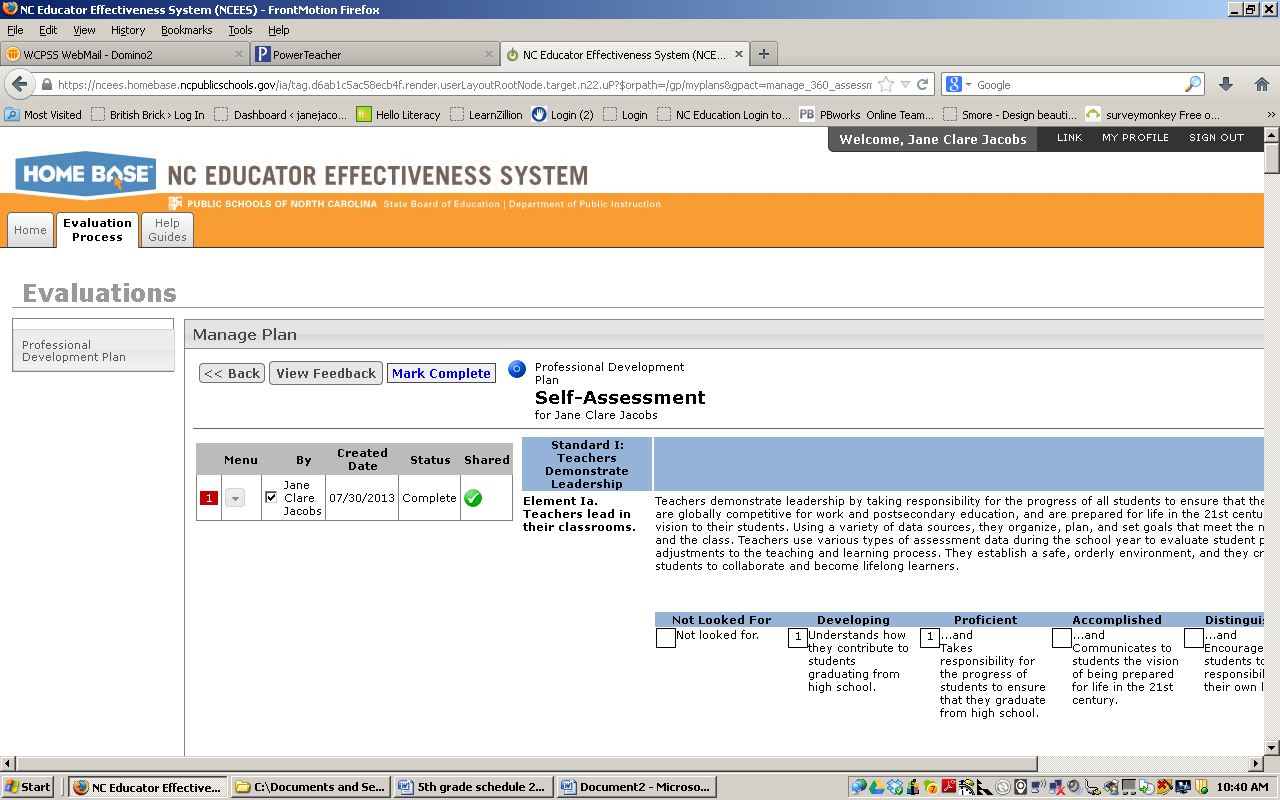
1. By the PDP Initial Review section, click on the + sign by steps to see your options.



1. By the self assessment, click edit.
2. Complete the self assessment. When you are done, click save changes at the top left of the page.
3. Click share so that your evaluator can see your self assessment (this is optional!)
4. Click save and exit.
5. You will be taken to the manage plan page. From here, click on the arrow below menu, and click finalize.



1. When you have clicked finalize, mark complete will come up as an option. Click on mark complete.



1. You will see a green arrow by PDP details, showing you that this is your next step!

Possible PDP goals:

* Discovery Education
* mClass
* PowerSchool Gradebook
* Mimio