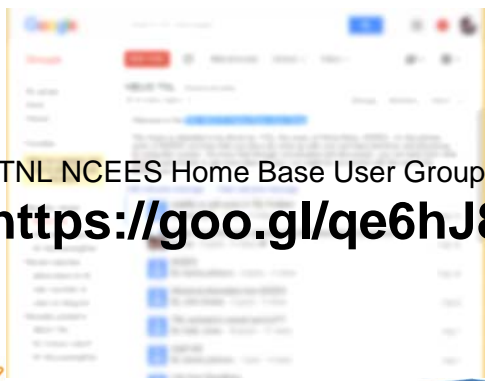



PLUG IN & CONNECT
HOME BASE SYMPOSIUM 2017


How to Become the King or Queen of NCEES Reporting

Brian Propst, Buncombe County Schools



TNL NCEES Home Base User Group:
<https://goo.gl/qe6hJ8>



 **Minimum Observations Requirements** TOP 1 - Attachment 3

Evaluation Cycle Type	Formal Observation (with post-conference)	Formal Observation (with post-conference)	Formal Observation (with post-conference)	Peer Observation (with post-conference)	Formal or Informal Observation	Formal or Informal Observation	Summary Rating Form
Comprehensive Evaluation Cycle	X	X	X	X			X
Standard Evaluation Cycle	X				X	X	X
Abbreviated Evaluation Cycle					X <small>Standards 1-3 only</small>	X <small>Standards 1-4 only</small>	X <small>Standards 1-4 only</small>

Teaching Experience	Evaluation Cycle Type
Less than 3 years	Comprehensive
Greater than 3 years	Any Cycle
Career Status or 4 yr Contract	

Reports... Login Mentor Peer >1 Plan Orientation Exception PDP Other

Mentor Relationships Report


Purpose: Lists all Mentors in your district and the educators linked to them.

Module: Quick Reports

Report: Mentor Relationships Report 2016-2017

When to run: August

Export: PDF, CSV



Reports... Login Mentor Peer >1 Plan Orientation Exception PDP Other

Peer Observer Relationships

Purpose: Lists all Mentors in your district and the educators linked to them.

Module: Quick Reports

Report: Peer Observer Relationships 2016-2017

When to run: December, April

Export: PDF, CSV



Reports... Login Mentor Peer >1 Plan Orientation Exception PDP Other

Users with more than one Plan


Purpose: Which educators have multiple evaluation plans and need one deleted?

Module: Quick Reports

Report: Users with more than one active evaluation plan 2016-2017

When to run: monthly

Export: PDF



Reports... Login Mentor Peer >1 Plan Orientation Exception PDP Other

Orientation Dates (Basic or Advanced)


Purpose: Shows educators who have completed the Training/Orientation container on their Evaluation.

Module: Quick Reports

Report: Orientation Dates 2016-2017

When to run: **September**

Export: CSV



Reports... Login Mentor Peer >1 Plan Orientation Exception PDP Other

Exception Report (Basic or Advanced)


Purpose: Shows the educators' completion status of observations #1, #2, #3, and Peer, in addition to the Summary Evaluation Conference.

Module: Quick Reports

Report: Evaluation Completion Exception Report 2016-2017

When to run: **November, January, March, May**

Export: PDF, CSV



Reports... Login Mentor Peer >1 Plan Orientation Exception PDP Other

PDP Signatures (Basic or Advanced)


Purpose: Shows the educators' completion status of their Beginning, Mid-year, and End-of-year reviews.

Module: Quick Reports

Report: PDP Signature Completion Status 2016-2017

When to run: **September, February, June**

Export: PDF, CSV



Reports... Login Mentor Peer >1 Plan Orientation Exception PDP Other


Other Reports

Reporting > Quick Reports...

- ASW Reports
- More than one district
- Observation start/end times
- Post-conferences

System Administration > Ad-Hoc Reporting





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Questions?
Brian Propst, HR Information Systems Manager
Buncombe County Schools | brian.propst@bcsemail.org

