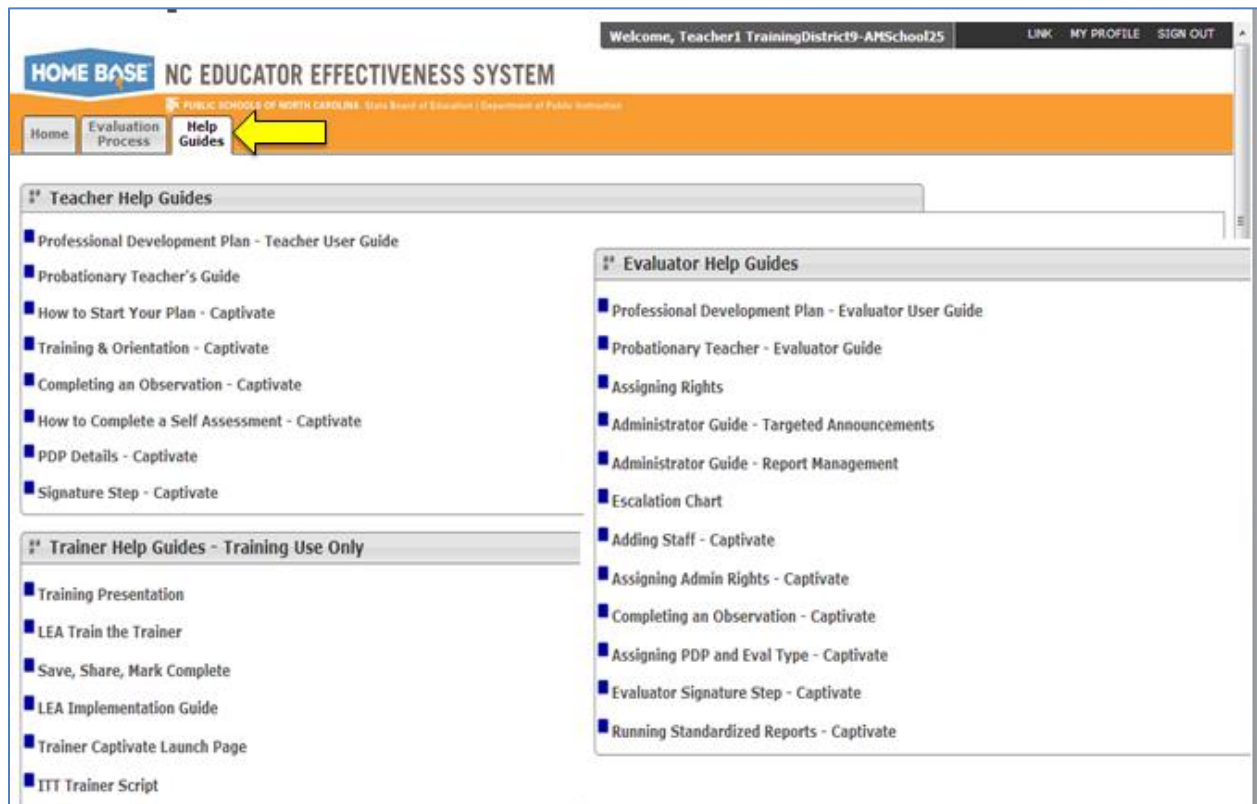


Educator Evaluation Online Tool Help Guides



HOME BASE NC EDUCATOR EFFECTIVENESS SYSTEM

Public Schools of North Carolina | State Board of Education | Department of Public Instruction

Welcome, Teacher1 TrainingDistrict19-AMSchool25 LINK MY PROFILE SIGN OUT

Home Evaluation Process **Help Guides**

Teacher Help Guides

- Professional Development Plan - Teacher User Guide
- Probationary Teacher's Guide
- How to Start Your Plan - Captivate
- Training & Orientation - Captivate
- Completing an Observation - Captivate
- How to Complete a Self Assessment - Captivate
- PDP Details - Captivate
- Signature Step - Captivate

Trainer Help Guides - Training Use Only

- Training Presentation
- LEA Train the Trainer
- Save, Share, Mark Complete
- LEA Implementation Guide
- Trainer Captivate Launch Page
- ITT Trainer Script

Evaluator Help Guides

- Professional Development Plan - Evaluator User Guide
- Probationary Teacher - Evaluator Guide
- Assigning Rights
- Administrator Guide - Targeted Announcements
- Administrator Guide - Report Management
- Escalation Chart
- Adding Staff - Captivate
- Assigning Admin Rights - Captivate
- Completing an Observation - Captivate
- Assigning PDP and Eval Type - Captivate
- Evaluator Signature Step - Captivate
- Running Standardized Reports - Captivate

Help Guides

By clicking on the tab **Help Guides**, users can access a number of documents and short videos. There are three channels within the Help Guides tab.

- Teacher Help Guides
- Evaluator Help Guides
- Trainer Help Guides – Training Use Only

These documents and captivate video clips will provide help and support as you complete documents within the online tool. The guides also provide steps for navigating within the online tool.