QUALIFIED EVALUATORS

Principals, assistant principals, university faculty and other instructional leaders are eligible to serve as qualified evaluators. All designated observers must participate in required certification training and demonstrate proficiency in the NIET observation process by successfully completing an online certification test to be certified.

This online test consists of two parts:

1. Part One: Lesson Analysis

For this portion of the test, each applicant views a video of a teacher conducting a lesson, which they score using the performance indicators on the rubric. Scores for the "Lesson Analysis" part of the test are calculated by comparing the applicant's ratings against a benchmark rating for each indicator. The benchmark ratings are derived from the average of a team of expert raters' scores. There are passing metrics embedded into the programming of this assessment.

2. Part Two: Conference Plan

After viewing and scoring the lesson, each applicant will answer a series of questions about the post conference process. There are eight multiple choice questions.

Directions

You will need to log in to the SC Portal with the username and password provided. From the menu of choices listed, please select "Online Certification."

STEP 1a. OBSERVE A LESSON

First you will be asked to watch an entire video recorded lesson. Please note that you may pause the video momentarily, but it is required to view the entire video in order to evaluate it.

STEP 1b. EVALUATE THE LESSON

Having completed watching the video, you are now ready to evaluate it. When you click the NEXT button, you will be presented with the Instruction Rubric. Select the best score for each indicator.

When you click NEXT, your scores are compared to the team of raters' scores and when you receive a passing score, you are prompted to continue to Step 2.

STEP 2. POST-CONFERENCE

In this portion of the Observer Certification, you will be presented a series of questions regarding the post-conference. Upon successful completion of this step, you will be presented an opportunity to print your certificate!

IF YOU DO NOT PASS

If you do not successfully complete either portion of the process, you can retake the test in 24 hours. You are encouraged to take advantage of your online and printed resources to prepare for the next opportunity. You will have a maximum of 3 interactions with the testing materials before you are locked

out of the system. **"Interactions" count as starting the test and then either failing or stopping the test in any fashion.**

IF YOU HAVE TECHNICAL DIFFICULTY

Try the following trouble shooting tips:

A) Check that your web browser is the most up-to-date version.

To ensure that the web browser you are using the most up-to-date version by visiting the below link while current in your default web browser:

http://www.whatbrowser.org

B) If you believe you have a pop up blocker issue, please try the following tips:

1. **Firefox**
    1. Click on the Open Menu button (it looks like 3 horizontal bars, located in the top right corner of the browser), then select Options (for Mac, start from the Firefox menu under the Finder and select Preferences). You can also use the Tools menu if you press F10 or the ALT key.
    2. Click the Content tab.
    3. The checkbox listed is Block pop-up windows; across from that click the Exceptions box.
    4. Enter teachfortexas.org and click Allow, then OK (if applicable).
2. **Safari**
    1. From the Safari menu, choose Preferences... and click the Security tab.
    2. Ensure the Block pop-up windows option is not checked. Unchecking this option will allow pop-ups.
    3. To block pop-ups once again, check the Block pop-up windows checkbox.
3. **Chrome**
    1. Find a page that has pop-ups blocked for you.
    2. At the end of the address bar, click on the pop-up blocker icon.
    3. Click the link for the pop-up window you'd like to see.
    4. To always see pop-ups for www.scadeptsupport.org , select "Always show pop-ups from www.scadeptsupport.org".
4. **Internet Explorer**
    1. Please ensure that you are using either Mozilla Firefox or Safari Internet Browsers to view www.scadeptsupport.org in order to be able to view all of the content correctly. Internet Explorer tends to lend itself to having firewall issues.

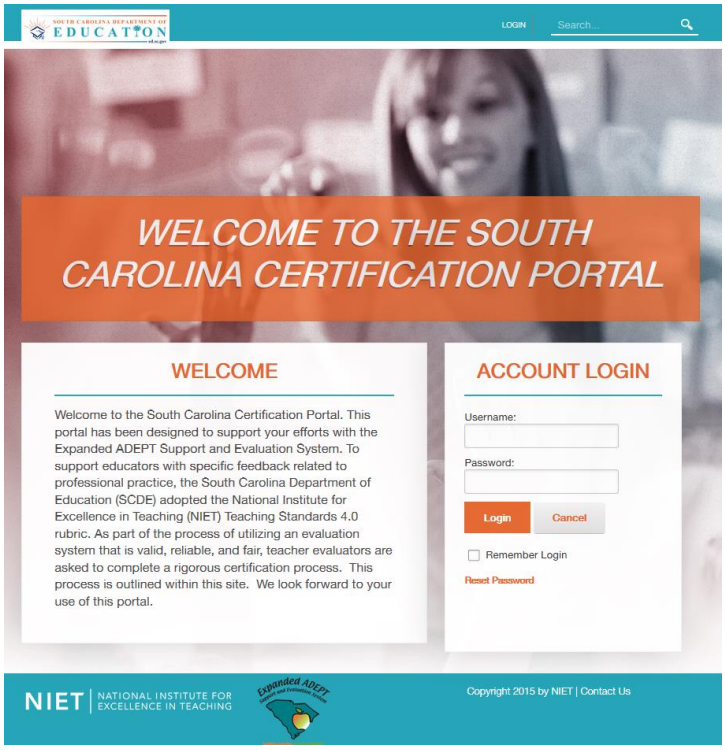
C) Finally, if you believe the issue is that your Adobe Flash Player needs to be updated, please follow the following steps:

a. Please ensure that you have downloaded the latest version of Adobe Flash Player http://get.adobe.com/flashplayer/.
b. Once you have downloaded Adobe Flash Player, you need to refresh the page by holding Control and clicking F5 in order for the browser to recognize that Flash has been installed.

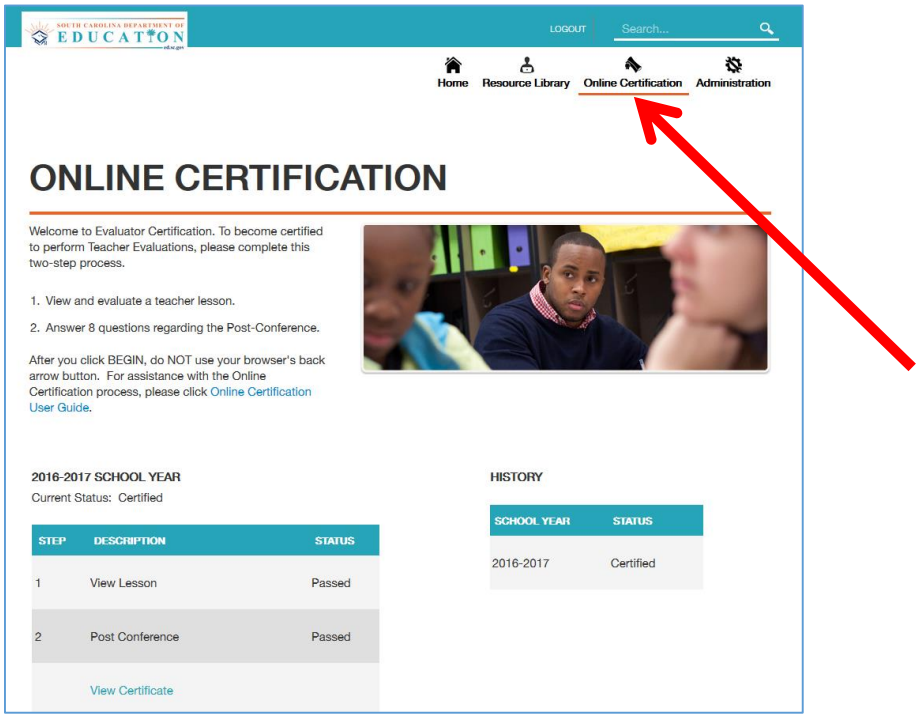
If you are still experiencing technology issues, please contact us at support@niet.org or call us at (479) 249-8091. Our support team responds to user requests Monday – Friday 8:00 am CST – 5:30pm CST. Should you need support outside those hours please contact us so that we can see how we might be able to accommodate you.

NAVIGATING THE SC PORTAL CERTIFICATION ASSESSMENTS

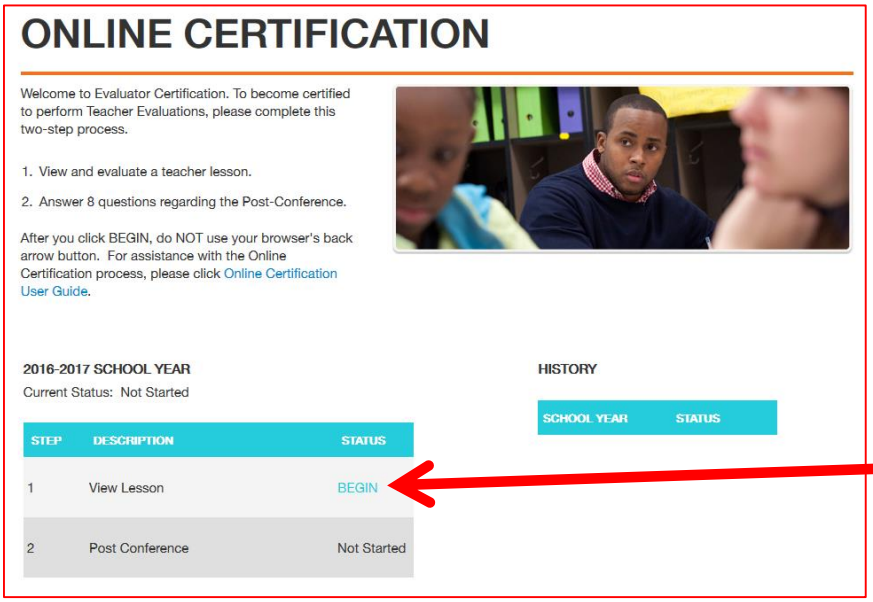
1. Go to http://www.scadeptsupport.org .



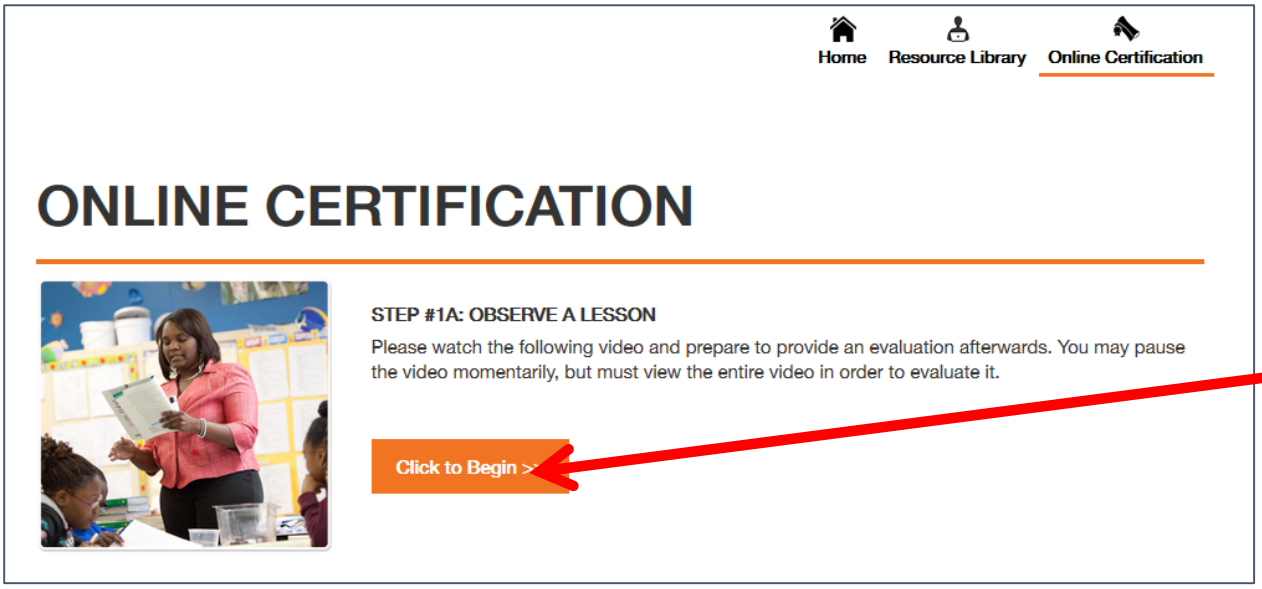
2. Once there, you will see a screen like the one below. Click on the "Online Certification" tab.



3. Now you are officially in the Certification “space”. You will begin by clicking on the “Begin” button as seen below to begin Part 1 of a 2 Part certification process.



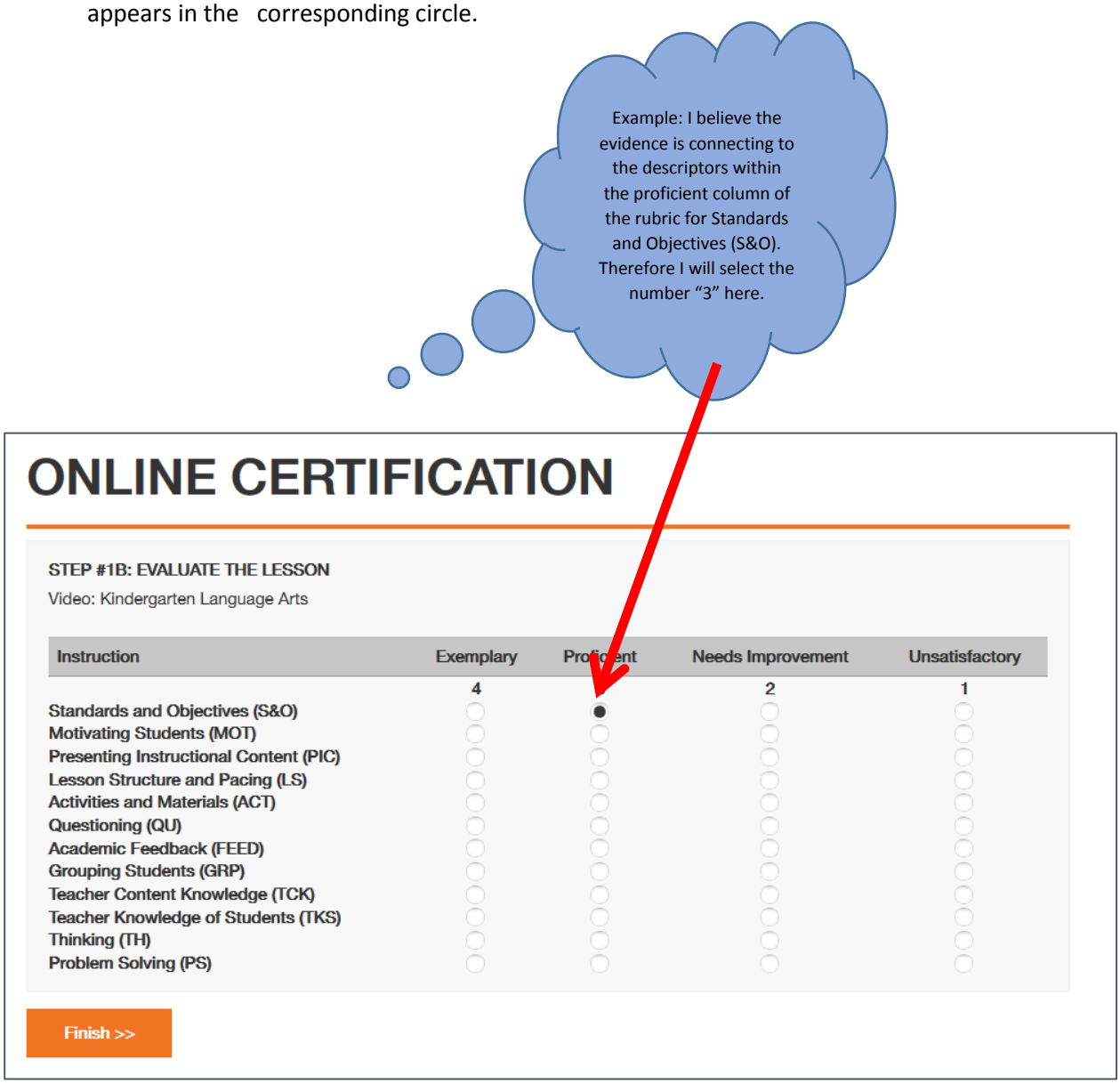
4. The next screen that comes up is the “landing” page for you to begin to actually take your certification assessment. Before you “Click to Begin”, make sure you have at least 2 hours of time set aside to take and complete Part 1 of the certification assessment. Each video is anywhere from 40 – 60 minutes in length. Then you will need to allot time to categorize your evidence and process through it all to come up with proficiency ratings according to the NIET 4 point Rubric. Having a rubric, handbook, notes from your training, etc. is advised. It is expected that individuals take their certification alone (NOTE: The portal produces random videos for each user and will lock you out from moving forward on your attempt to certify if it registers that you try to start/stop a certification attempt more than twice. You will needto gain written/email permission from a person that holds the role of “district administrator” in order for NIET’s technical support team to be able to move forward with a reset request.)



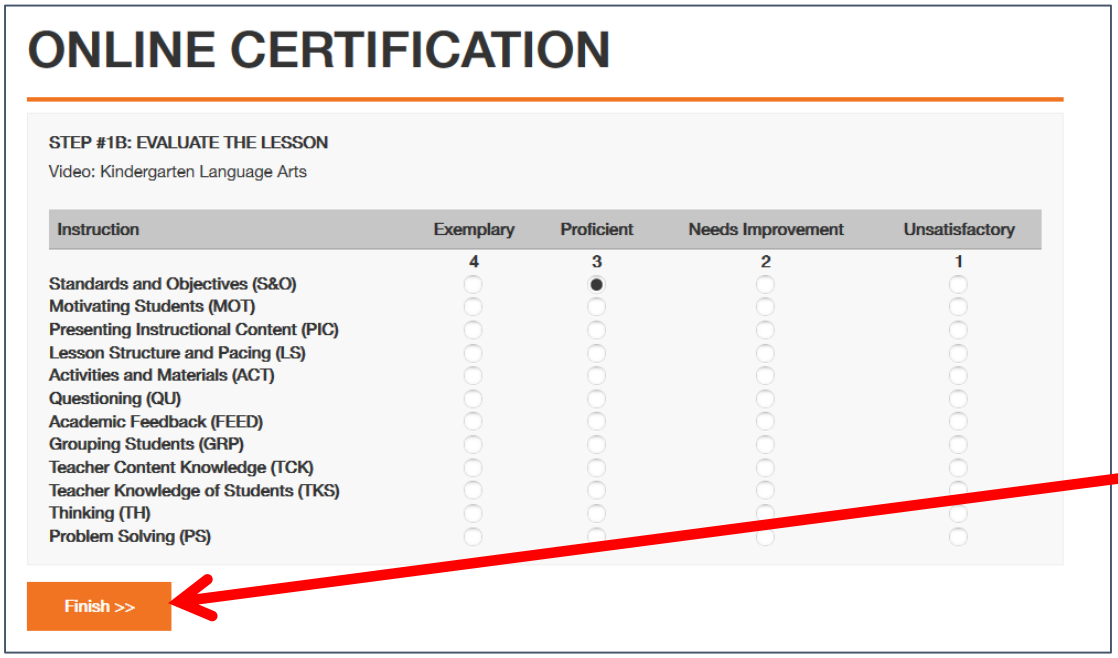
5. Once you click on the “Click to Begin” button, a random video will come up for you to watch and script. While you can pause the video and replay the video any number of times, you cannot exit from your web browser, hit the “back” arrow by your web browser, or select a different area within the SC Portal to visit once the video is playing. If any of those things do occur, the SC Portal will register that the user is not accepting the video assigned to them and will likely lock the user out of the certification process. Again, you will need to get written/email permission from someone with “district administrator” access in order for NIET’s technical support team to be able to move forward with a reset request. Once you have watched the video in and are satisfied with your script, you will need to click on the “X” button in the upper left corner order to submit your proficiency ratings. It is always a good idea to note on a piece of paper the video you were assigned by looking for the lesson #, grade level of students seen, subject being taught, and listening for the name of teacher (if applicable), BEFORE clicking the “Next” button.

[Use the toggle button here to pause, play, rewind, and fast forward the video as needed. Please note that depending on your bandwidth, it may take some time for the video to fully buffer. Do not click away from this screen while waiting on the video to finish buffering.]

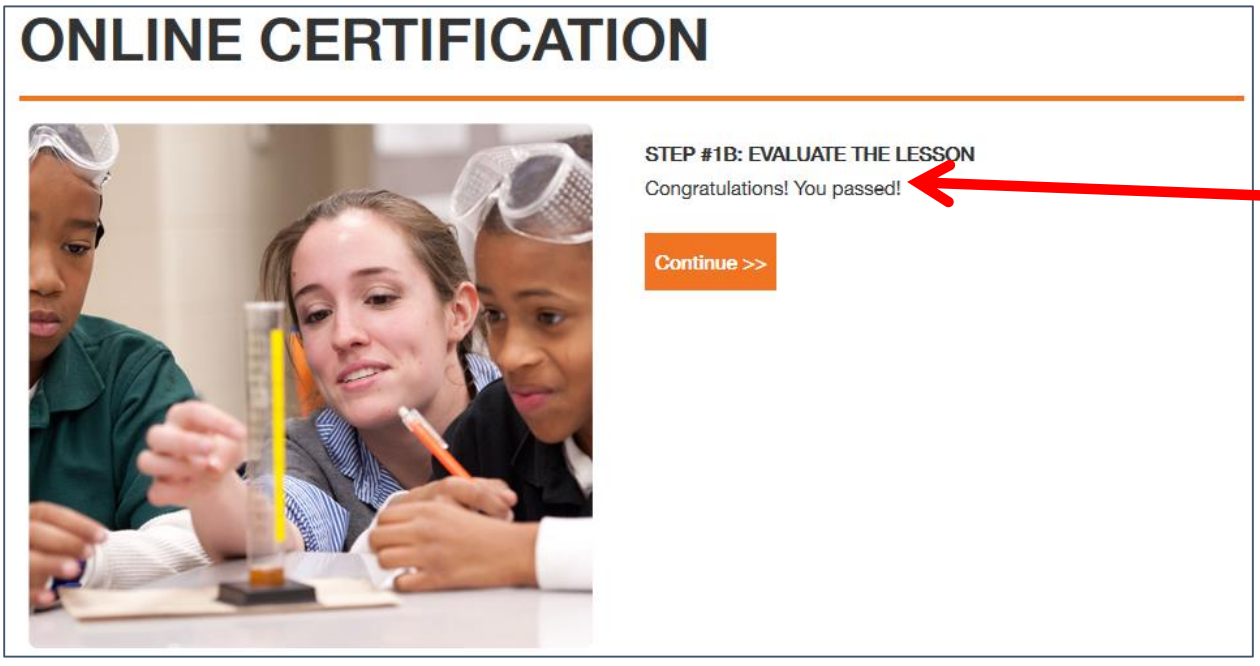
6. Once you click on the "X" as seen in step #5 of these directions, you should see a screen that looks like the below image. After you have categorized your evidence, considered how it connects to the rubric Descriptors and Indicators, and processed what the preponderance of evidence is suggesting, you may begin to select your proficiency ratings. You would do this by hovering your mouse over the number that you think is appropriate and clicking so that a dot appears in the corresponding circle.



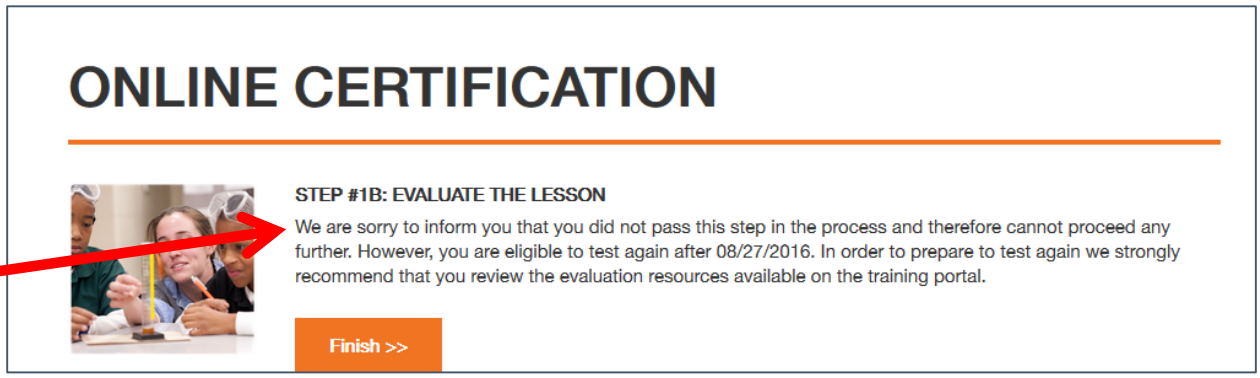
7. Once you have selected a proficiency rating for each Indicator, you can hit the "Finish" button. You will not be able to change your answers, so please only hit the "Finish" button when you are certain the selected values match your intended proficiency ratings. Again, it is always a good idea to note on a piece of paper what ratings you selected to go along with which Indicator.



8. The next screen will show you whether you passed…



…or whether you will need to attempt to recertify in the future.

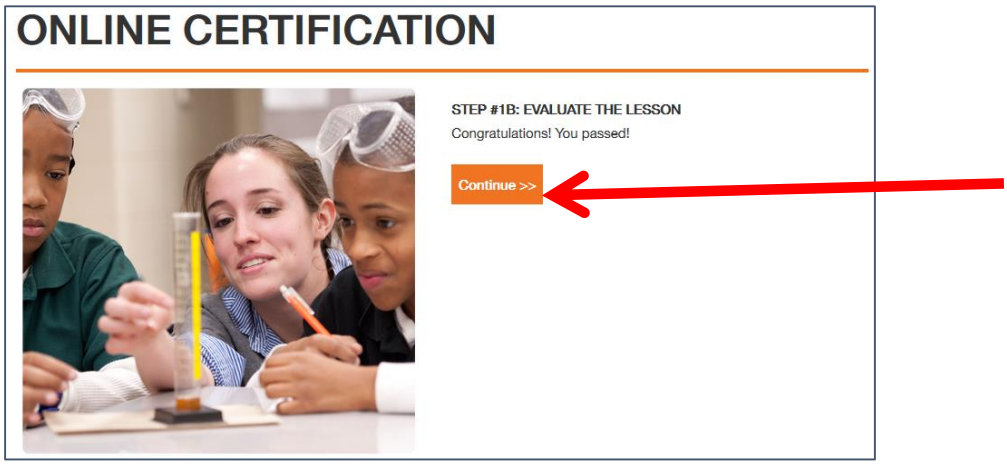


(NOTE: At no time will the official rater's scores or evidence be shared with a user as "feedback". This is because the videos are all "live" possibilities for other users to get assigned to them within the Portal. Instead, we recommend contacting the person with "district administrative rights" to request a feedback session with them. If you do not know who this person is, you can contact support@niet.org and we'd be more than happy to assist you.)

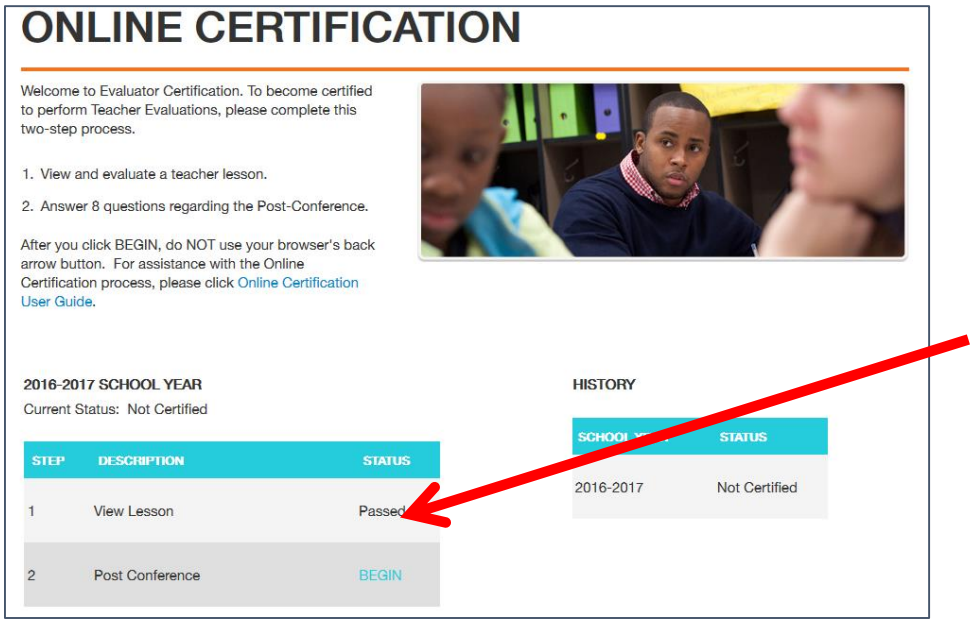
If you receive the below screen, you will have to contact the person with "district administrative rights" for next steps.

9. When you pass Part 1 of the certification assessment, you may choose to either click "Continue" which will take you right to the 8 multiple choice questions about the Post Conferences or you may choose to exit from the "Online Certification" tab altogether.

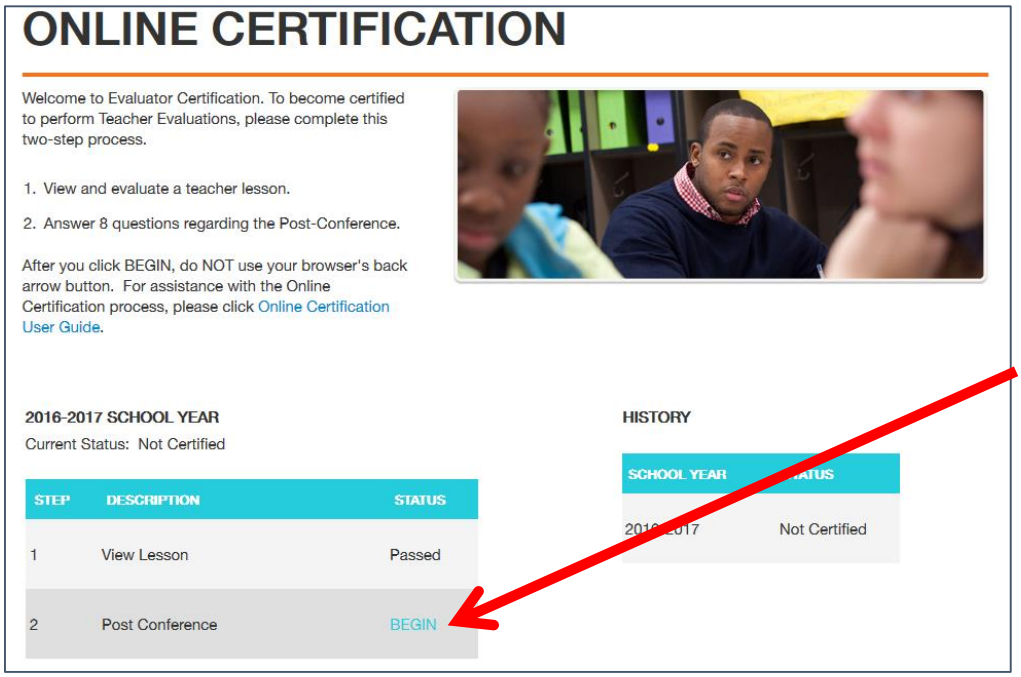
Option 1: Click "Continue" to move right into 8 Multiple Choice questions about the Post Conference:



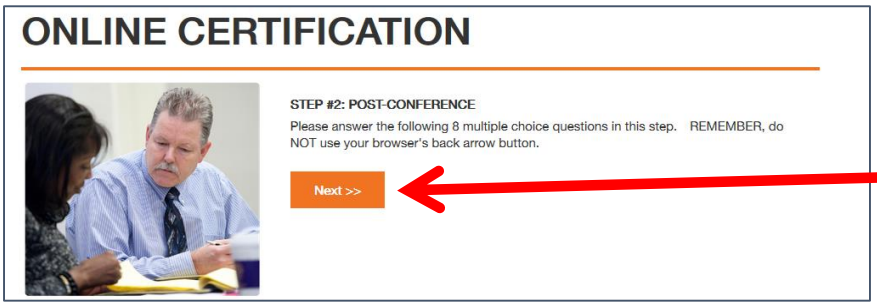
Option 2: Click out of the "Online Certification" tab within the NIET BPC Portal or out of the Portal altogether. No matter what, your successful attempt for Part 1 will remain registered within the Portal as seen here:



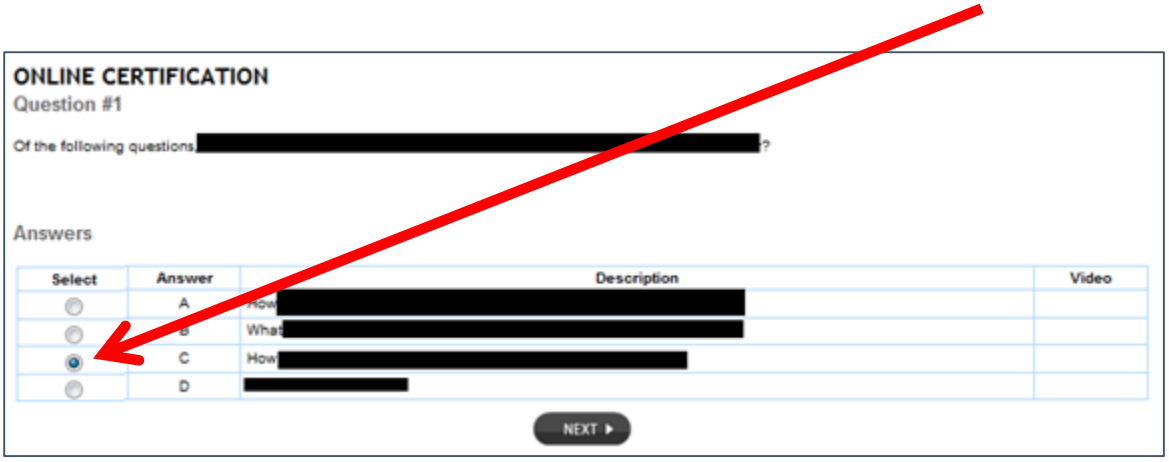
10. When you are ready to begin Part 2 of the certification process, click "Begin" as seen here:



11. You will now be on the "landing page" for Part 2 of the certification process. Before you click "Next", make sure you have at least 1 hour of time set aside to take and complete Part 2 of the certification assessment. There will be a total of 8 multiple choice questions, but some of them will require you to watch video clips ranging from 1 – 6 minutes in length before you can arrive at an answer. Having a rubric, handbook, notes from your training, etc. is advised. It is expected that individuals take their certification alone (NOTE: Just as in Part 1 of the certification process, the portal produces random questions for each user and will lock you out from moving forward on your attempt to certify if it registers that you try to start/stop a certification attempt. You will need written/email permission from the person with "district administrative" rights in order for NIET's technical support team to be able to move forward with a reset request.)



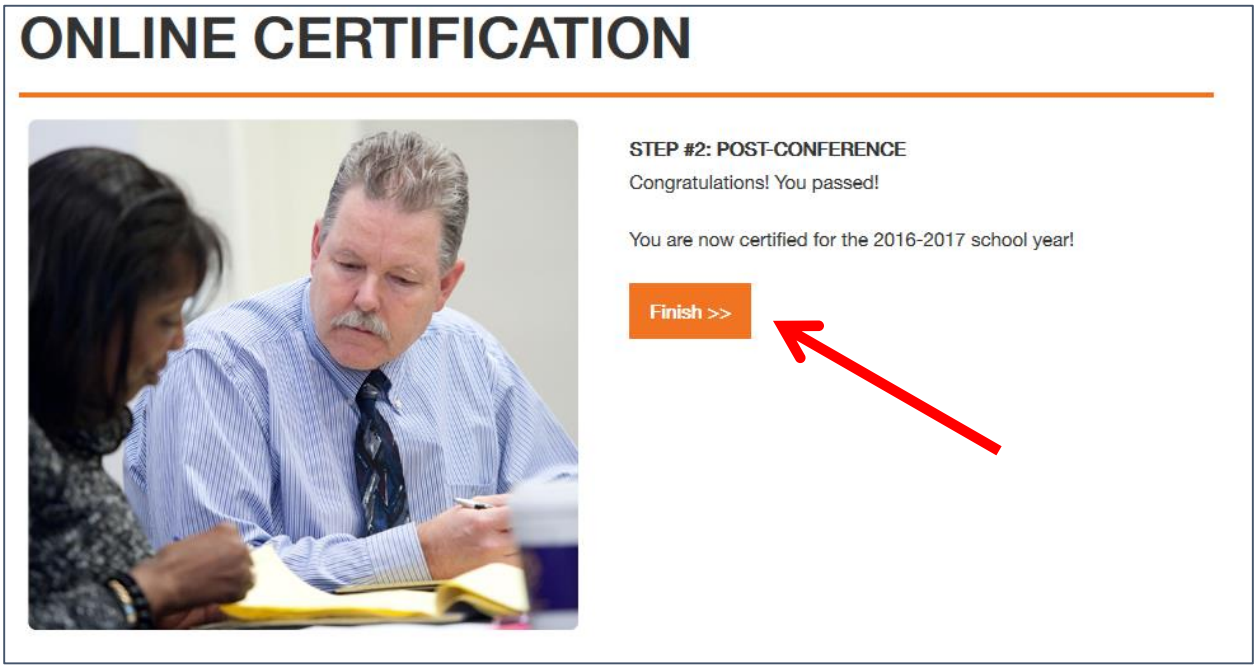
12. Once you click on the "Next" button, a random question will come up for you to answer. You cannot exit from your web browser, hit the "back" arrow by your web browser, or select a different area within the NIET SC Portal to visit once the questions begin to be displayed. If any of those things do occur, the SC Portal will register that the user is not accepting the question assigned to them and will likely lock the user out of the certification process. Again, you will need permission from your project director in order for NIET's technical support team to be able to move forward with a reset request. Below is an example of what a question screen might look like. Notice, to select an answer you would need to hover your mouse over the circle in the "Select" column that you think is the correct answer and click so that a dot appears in the corresponding circle.



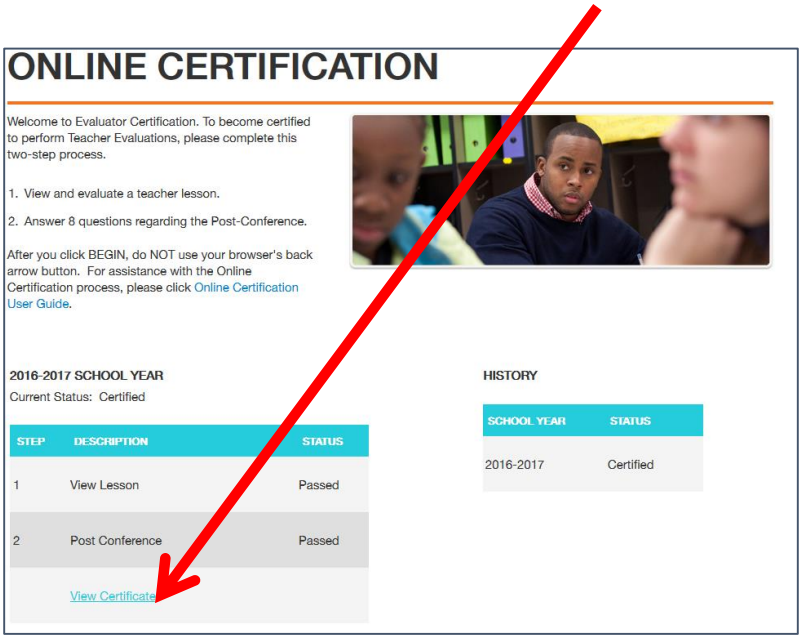
13. Please note what a multiple choice question may look like that asks you to watch a video; it is seen below. Notice where you would click to watch the video:

(NOTE: At times there might be a question that asks you to choose the video clip. To watch the video clips for each of the multiple choice answer, you would click on their links to the far right in the "Video" column.)

14. Once you answer all 8 questions you will see one of two screens:
Option 1: You passed and your certification certificate will now be accessible to you.

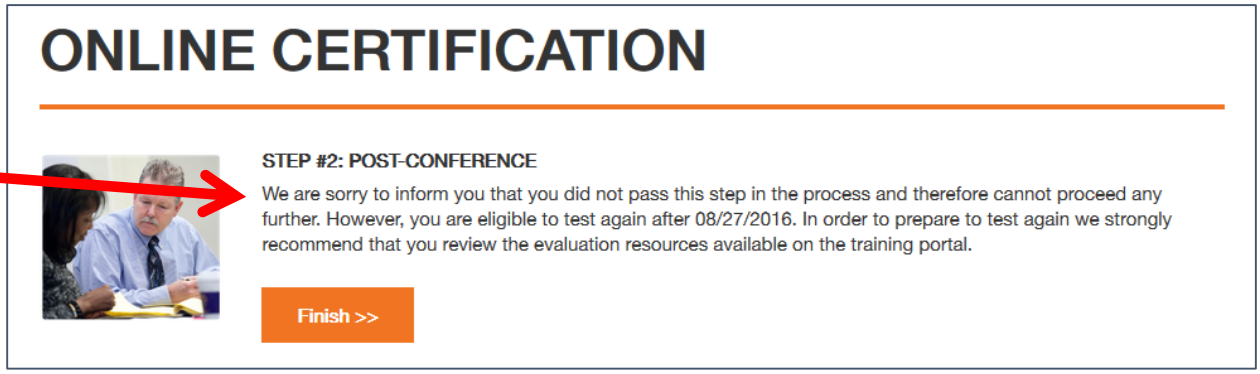


When you click on “Finish”, it will take you back to this screen where you can now print out your certification certificate by clicking here:

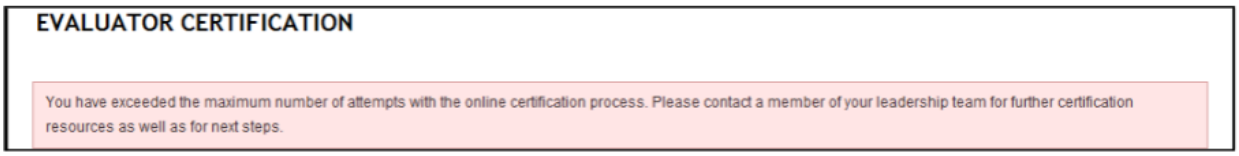


The certificate will pop up and look something like the below image. Please download and save this certificate as the site does not house certificates after they expire. Also, the site does not have a way for you access previous certificates when they are renewed.

Option 2: You did not pass and will be instructed to try again.



If you receive the below screen, you will have to contact the person with "district administrative rights" for next steps.



We are excited that you are a part of our portal family and look forward to supporting you in the future. Should you have any questions related to the technology or content within the Portal, please feel free to contact our support team at support@niet.org or call us at (479) 249-8091. Our support team responds to user requests Monday – Friday 8:00 am CST – 5:30pm CST. Should you need support outside those hours please contact us so that we can see how we might be able to accommodate you.

Sincerely,
The NIET Support Team