

# Analysis of Student Work – Principal Guide, Part 1

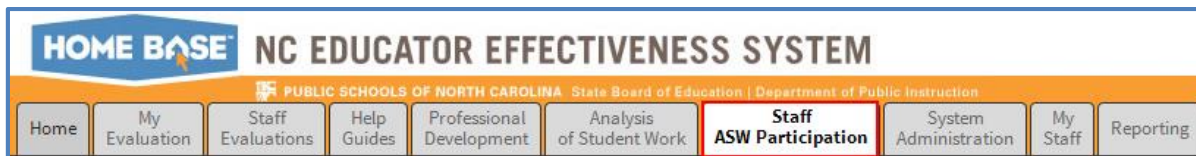
Audience: Principal



This document is designed to help principals complete the steps of the Analysis of Student Work Process.

## Navigating to the Plan

- Open HomeBase and navigate to the North Carolina Educator Effectiveness System portion of the portal.
- Click on the tab titled **Staff ASW Participation**.



- Click directly on the **teacher's name** to open the ASW Plan. This will display all of the associated activities.

	Status	Archived	Name	Program	Location	Last Updated	Started
1.			educator, asw	Analysis of Student Work	Training School 1	5/12/2014	2/21/2014
2.			educator 3, Asw	Analysis of Student Work	Training School 1	5/7/2014	5/7/2014
3.			Educator2, Asw	Analysis of Student Work	Training School 1	5/23/2014	4/28/2014
4.			educator4, Asw	Analysis of Student Work	Training School 1	5/12/2014	5/12/2014
5.			educator5, Asw	Analysis of Student Work	Training School 1	5/8/2014	5/7/2014
6.			educator6, Asw	Analysis of Student Work	Training School 1	5/8/2014	5/8/2014

## Analysis of Student Work Plan

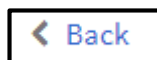
You will first see the activity labeled **Validate Class Schedule**. *This activity is designed for the teacher to complete. To open the activity and view the work that has been done, you can click directly on the title of the activity to open it and view its content.*

### Validate Class Schedule

- Click on **Validate Class Schedule** to open and view the activity.



- Click on the **Back** link to return to the ASW Plan.

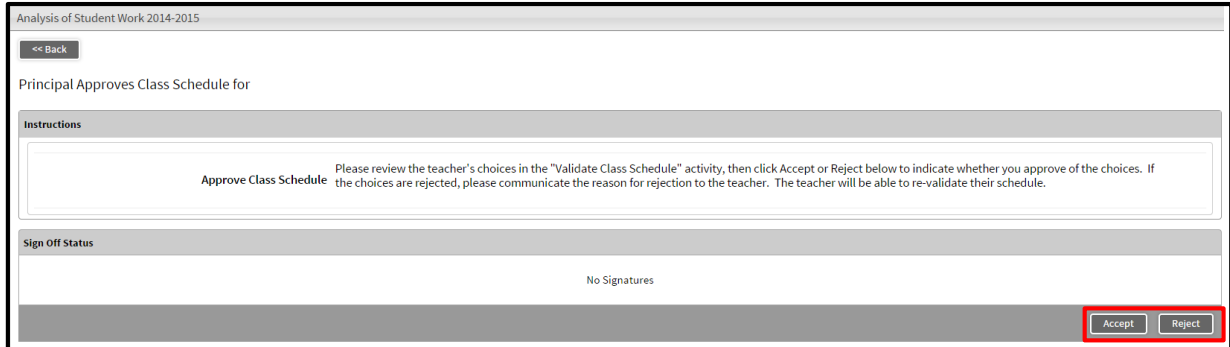


## Principal Approves Class Schedule

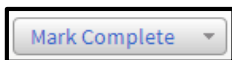
- Click on **Current Step** within the **Principal Approves Class Schedule** activity.



- In the section labeled **Signoff Status**, click **Accept** to accept the validated schedule and allow the teacher to move forward in the process or **Reject** to return the validated schedule to the teacher for further editing.



- Once you have indicated your approval or rejection, scroll to the top of the page and click **Mark Complete**.

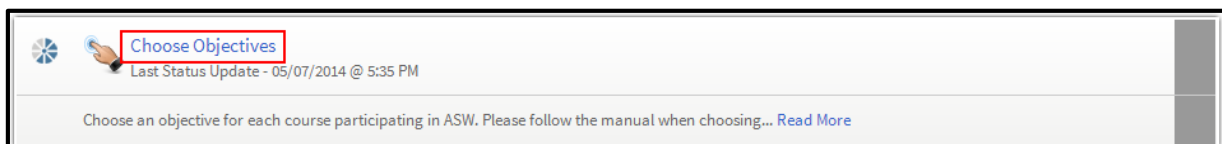


- Click **Advance to Next Activity** to move forward in the plan.

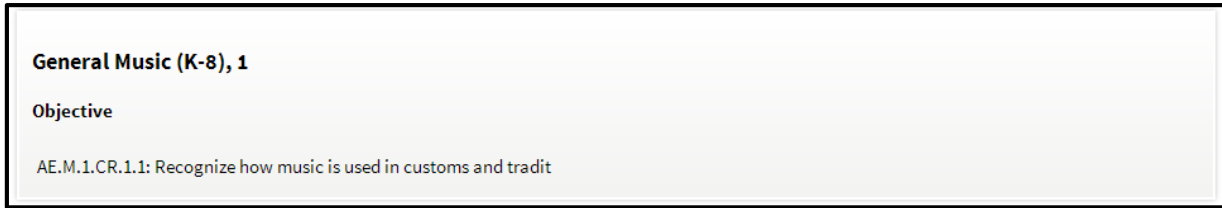


## Choose Objectives

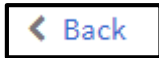
- In this activity, you will view the classes that were selected by the system and the objectives that were chosen by the teacher.
- Click on **Choose Objectives** to open and view the activity.



- Each course title, along with the selected objective(s) will display.

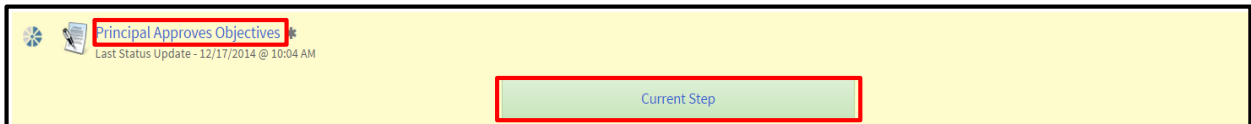


- When finished viewing the courses and objectives, click the **Back** link to return to the ASW Plan.

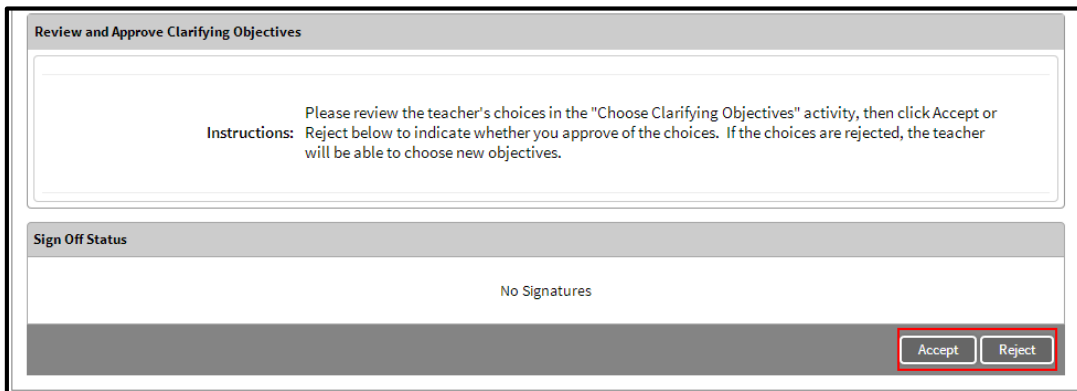


### Principal Approves Objectives

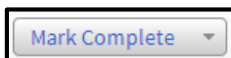
- Click on **Principal Approves Objectives** to open the activity and indicate your response.



- In the section labeled **Signoff Status**, click **Accept** to accept the objectives and allow the teacher to move forward in the process or **Reject** to return to the objectives to the teacher for further editing.



- Once you have indicated your approval or rejection, scroll to the top of the page and click **Mark Complete**.



- Click **Advance to Next Activity** to move forward in the plan.



- Once the course objectives have been approved, the teacher will begin collecting evidence for the specified classes and objectives.