

Middlebury Schools Employee

Using the McREL Teacher Evaluation System

<https://mxweb.media-x.com/home/mcval/>

If you forget your password to McREL, you need to email Sara Rabensteine at sara@mcsin-k12.org, tell her you forgot your password, and ask her to reset it to 123456. Then you can log in using "123456" and change your password to one you will remember or write down somewhere.

How to Log In (first time only):

Login using the username given to you by MCS (should be your district log in, all lowercase. Example: Jane Smith would be smithj).

The first time you log in, your password is generic. The password is: 123456

After logging in, go to Settings and change your time zone.

Then go to Profile and click on the Change Password icon to create your own password. We suggest using your email password. *You will only do this the first time you log in.*

Next, you will click on the McREL Educator Evaluation System icon, accept the EULA and you may begin.

How to Log-In (any other time):

Use your username and the password you created (likely your email password).

How to Create a New Self Assessment

1. Log in
2. Click on the McREL Educator Evaluation System
3. There are two tab options: "Set Up" and "Appraise/Report." You want to be on "Appraise/Report."
4. Click on New Self-Assessment
5. Next to "Self Assessment Name," title the self assessment with "Self-Assessment, the year" (for this year 2010-2011)
6. Click Next
7. Click on the *Rubric for Evaluating Teachers* link under the heading **Form**.
8. In the boxes at the top, use the drop down boxes to fill in start/ end times, date, year (2010-2011), and Career Status.
9. Click on boxes in the rubric as needed.

How to save an incomplete self-assessment

This would be used if you started a new self-assessment or opened a previously started incomplete self-assessment, but did not finish.

1. Following the steps above to create a new self-assessment.
2. At the top of the screen, click on the “Save” icon. **If you do not click “Save” before you click done, all your work will be lost.**
3. Next to the Form Status Label, the words “Save Successful” will appear, and then it will change back to “Editing.”
4. Use the back arrow on the left labeled “Done” to go back to a previous screen or the arrow icon labeled “Log Out” on the top right to end your session.

How to continue work on a previously incomplete self-assessment

1. Log in.
2. Click on the McREL Educator Evaluation System
3. Click on *Appraisals*
4. Click the *Evalutee* tab
5. Under the Self-Assessments heading, click on the self-assessment that you are working on for that school year.
6. Click on the *Rubric for Evaluating Teachers* link under the heading **Form**.
7. Continue working.

How to save a complete self-assessment

1. When finished filling in the rubric, click on the “Save” icon at the top of the screen. **If you do not click “Save” before you click done, all your work will be lost.**
2. Use the back arrow on the left labeled “Done” to go back to a previous screen. Do not use the back arrow of your browser.
3. Click on the box next to “I completed my self assessment and now my evaluator can view it” when you are finished. This would give your evaluator access to the completed self-assessment.