Teacher Effectiveness Reporting Guidance

STARS Teacher Effectiveness Report – Quick Facts

Item	Requirement
Reporting System	STARS-Personnel
Report Name	Teacher Effectiveness
Report Opens in STARS	April 15th
Due Date	June 30th
Resources & Background Information	NDDPI Website-Teacher Effectiveness Reporting
NDDPI Contact	Arlene Wolf, Office of School Approval & Opportunity

Approved Evaluation Models

Model
CP^{2}R
Danielson
Marshall
Marzano
***Innovation Waiver Approved Evaluation Model –** Must have NDDPI prior-approval*

Step-by-Step Reporting Instructions

Step 1 — Log into STARS

• Go to the **STARS login page** • Enter your **Login ID** • Enter your **Password** • Click **Login**	**Login** Please enter your State of North Dakota Login ID Login ID: _____ Password: _____ Login

Step 2 — Open the Teacher Effectiveness Report

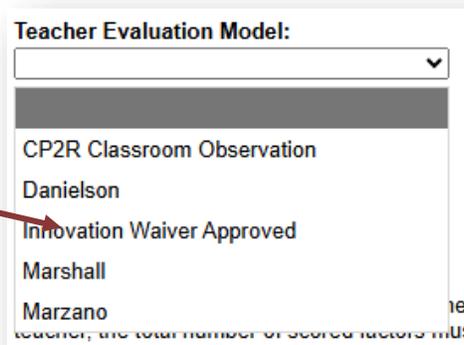|	
• Select **Personnel** from the menu	...and Directories Personnel School Calen...
• Choose **Teacher Effectiveness** • Select your **District (Entity)** • Select the **School Year (2025-2026)** • Click **Select Report**	**Teacher Effectiveness** ⊙ Entity DPI-PLANT ▾ School Year 2022-2023 ▾ Due Date 6/30/2023 Status NOT SUBMITTED Select Report

Step 3 — Select Evaluation Model

• Choose the Approved **Teacher Evaluation Model** *Only districts that have an evaluation model approved under their Innovative Waiver may select **"Innovation Waiver Approved."**	**Teacher Evaluation Model:** _____ ▾ CP2R Classroom Observation Danielson Innovation Waiver Approved Marshall Marzano

Step 4 — Enter Number of Teachers Evaluated

- Enter the total **number of teachers evaluated** during the reporting year.

  o These are individuals employed as a teacher during each of the first 3 years an individual holds such a position

For reporting purposes, each teacher should be counted <u>once,</u> even if multiple observations or evaluations occurred during the year.

Number of Teachers Evaluated:
```
10
```
Last Year: 2

Step 5 — Enter the Number of Factors per Teacher

- Enter the total number of evaluation factors that were <u>applied consistently across all teachers</u> included in the report.

- All teachers included in the report must be evaluated on the <u>same number of factors in STARS.</u>

*For example: If your model contains 22 possible factors, but only 10 were consistently used across all teachers, enter **10**.*

Number of Factors Evaluated per Teacher:
```
10
```
Last Year: (N/A)

Step 6 — Enter Evaluation Counts

- Enter the Level Rating Totals for all relevant teachers in the appropriate category.

LEVEL 0 or 1 = Ineffective Rating

LEVEL 2 = Developing

LEVEL 3 = Effective

LEVEL 4 = Highly Effective

Total Number of Level Zero and Level One Ratings:
```
10
```
Last Year: (N/A)

Total Number of Level Two Ratings:
```
20
```
Last Year: (N/A)

Total Number of Level Three Ratings:
```
60
```
Last Year: 1

Total Number of Level Four Ratings:
```
10
```
Last Year: 1

> ⚠️ The most common submission error occurs when the **total number of ratings does not equal the number of teachers evaluated multiplied by the number of factors evaluated per teacher.**

Step 7 — Check Your Work

1. Multiply the Number of Teachers Evaluated and the Total Number of Factors Evaluated per Teacher.

10 x 10 = 100

2. **Add** the total number of ALL ratings (Level 0-4)

10+20+60+10=100

These two numbers **MUST** match or you will not be able to submit this report.

Number of Teachers Evaluated:
10
Last Year: 2

Number of Factors Evaluated per Teacher:
10
Last Year: (N/A)

Total Number of Level Zero and Level One Ratings:
10
Last Year: (N/A)

Total Number of Level Two Ratings:
20
Last Year: (N/A)

Total Number of Level Three Ratings:
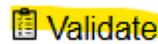60
Last Year: 1

Total Number of Level Four Ratings:
10
Last Year: 1

Step 8 — Save, Validate, & Submit

1. Select **Save** in the upper right corner.
2. Select **Validate** to check your report for errors.
3. If validation errors appear, refer to **Common Validation Errors & Fixes** below.
4. If no errors are reported, select **Submit** to complete the report.

💾 Save   📋 Validate   ✓ Submit

Common Validation Errors & Fixes

Validation Error: Teacher Evaluation Model is required.

Cause: you left the model field blank

Fix: Select a model from the dropdown, hit 'Save' again, and revalidate

Validation Error: Please enter at least a zero in 'Number of Level Two Ratings'

Cause: you left a rating field blank

Fix: enter a number, if **no teachers** received this rating **on any of the commonly evaluated factors**, enter a '0', hit 'Save' again, and revalidate.

Validation: Total sum of all ratings must equal: 'Number of Teachers Evaluated' multiplied by 'Number of Factors Evaluated per Teacher'.

Cause: the sum of all the ratings does not equal the number of teachers x number of factors

Fix: ensure the sum of all the ratings matches the product of the number of teachers x number of factors

For example, if I evaluated 10 teachers on 10 factors (10 x 10 = 100), then the total of all my ratings should equal 100