

CREATING AND COMPLETING THE MCREL SELF-ASSESSMENT: How To and Things to Remember Due Date: September 25, 2015

- Log in to McREL (access McREL from District Website under “Resources”)
- From the Home screen, click the “Evaluation Home” tab on the left to begin the self-assessment
- Click “2015-2016 Self-Assessment” to create a new self-assessment
- Be sure to enter your identifying information in the spaces at the top of the form (name, date, school, district)
- Complete the self-assessment to highlight your strengths and your areas for growth
- After completing the initial self-assessment at the beginning of the year, you can choose to create a new self-assessment to capture any growth throughout the year
- Your self-assessment will not be shared with the evaluator until you choose to share it
 - Your self assessment can not be shared until it is completed
 - Share by clicking “Yes” under “*I have completed my self-assessment*” and “Yes” under “*My evaluator may view my self-assessment*”

Finished

* I have completed my self assessment:
 Yes No

My evaluator may view my self assessment:
 Yes No

You must click "Save and Next" in order for your changes to be saved.

- It does not need to be completed in one sitting
- Always click “Save & Next” before leaving the page
 - The website will not save automatically
- Use Safari to access this website
 - Firefox will cause issues when printing the self-evaluation
- Each July, artifacts, self-assessments, and observations from the previous year will be archived
 - You will have access to these archived materials in the subsequent school years