

This TIP SHEET reviews multiple ways to run reports in NCEES to identify staff participation in Professional Development Courses. The ability to run a report is based on the role and rights assigned in NCEES. If you have questions about these access rights, please contact your district NCEES Coordinator.

- 1. Site Administrators** in a district (*these are usually lead principals and others that have been assigned NCEES Site Admin Rights to help run reports or assign NCEES access rights*) can run a report in Staff Dashboards that shows either (1) percentages of course completions by staff or (2) details of who has completed a course.

NCEES assigned District Administrators can also run these Dashboard reports.

To navigate there select System Administration > Staff Dashboards

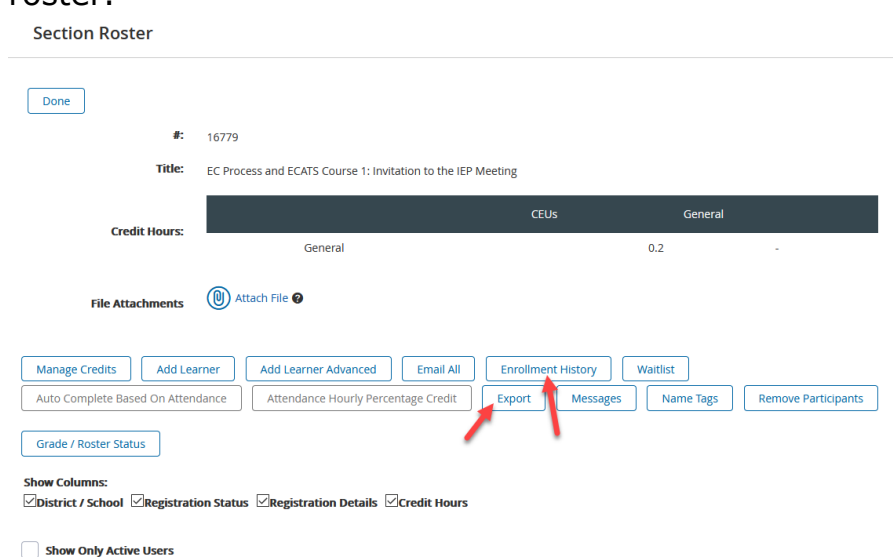
There is also System Administration > Course Dashboards that they can use.

- 2. Site Administrators** and **District Administrators** can navigate to Reporting > Select the Quick Reports Module. There they can print the Office Administrator Transcript Report. They can download and using Excel sort and filter.

- District Administrators** can also run PD Ad-Hoc Reports.
Go to System Administration > applications: Ad-Hoc Reporting Restricted. There are Course, Roster and Transcript reports that can be created.

Help Guide is here: [Ad-Hoc Reporting Basics for District Administrators v2 2019](#)

- Office Administrators** and **Instructors** can run the Enrollment History Report or Export the roster from "View Roster".
Enrollment History is helpful because it records all the dates for Registration, Completion, Complete-pending survey for each staff on the roster.



If you have questions about running reports in NCEES or about access rights, please contact your district NCEES Coordinator.

A list of the Course names and NCCES Course #s is on the next page to assist with looking up the information.

These are 11 complete Canvas courses guiding learners through the special education process, the related North Carolina Policies Governing Services for Students with Disabilities, and the navigation of the user interface for Every Child Accountability and Tracking System (ECATS) for completion of compliant documentation within that process. Each course consists of “modules” and each module within the specific course must be completed to earn certification of completion. Additionally, 4aCPW is a stand-alone module covering the Communication Plan Worksheet in depth and may be completed as a part of Course 4a-Present Level of Academic Achievement and Functional Performance and the Consideration of Special Factors or independently. These courses are accessed through the North Carolina Educator Effectiveness System (NCEES).

Course Title	NCEES Course #
EC Process and ECATS Course 1: Invitation to the IEP Team Meeting	16779
EC Process and ECATS Course 2: Initial Referral and Consent for Evaluation	16780
EC Process and ECATS Course 3: Determining Eligibility and Consent for Services	16781
EC Process and ECATS Course 4a: Present Levels of Academic Achievement and Functional Performance (PLAAFP) and Consideration of Special Factors	16782
Module 4aCPW: Communication Plan Worksheet	16789
EC Process and ECATS Course 4b: Postsecondary Transition	16783
EC Process and ECATS Course 4c: Annual Goals, Short-Term Objectives, and Benchmarks	16784
EC Process and ECATS Course 4d: Least Restrictive Environment (LRE) and Extended School Year (ESY)	16785
EC Process and ECATS Course 5: Reevaluation	16786
EC Process and ECATS Course 6: Prior Written Notice (PWN)	16787
EC Process and ECATS Course 7: Disciplinary Change in Placement and Manifestation Determination	16788
EC Process and ECATS Course 8: Monitoring Progress on IEP Goals, Benchmarks and Short-Term Objectives	18608

NEW COURSE

EC Process and ECATS Course 8: Monitoring Progress on IEP Goals, Benchmarks and Short-Term Objectives: This course will guide you on monitoring the progress resulting from the implementation of the IEP. The learner will understand writing annual goals with measurement in mind, data collection methods, and aligning criterion to successfully monitor student progress. The course will familiarize the learner with the ECATS basic progress monitoring set-up, the advanced set-up to monitor multiple skills, benchmarks, and short-term objectives. It demonstrates the steps to create groups for monitoring and provides examples of measurable goals aligned with data collection measurements and criterion.