

1. In Microsoft Word, click Tools; Macro; Security---Be sure the security level is at medium. Click OK.
2. Go to the web site: [www.ncoes.net](http://www.ncoes.net)
3. On the left, find the button for the 2009 NC DHHS Teacher Evaluation Process.
4. The IGP and Observations for are available for download. You must save them to your computer before you type on them.
5. After you click on the form, you should see dialogue box where you have to choose to "ENABLE MACROS." Be sure to choose that.
6. The form should download at that point; be sure to save it to a network drive or flash drive so that you have a backup to whatever you might save on your desktop or hard drive.
7. Now you should be able to type your information into the form.