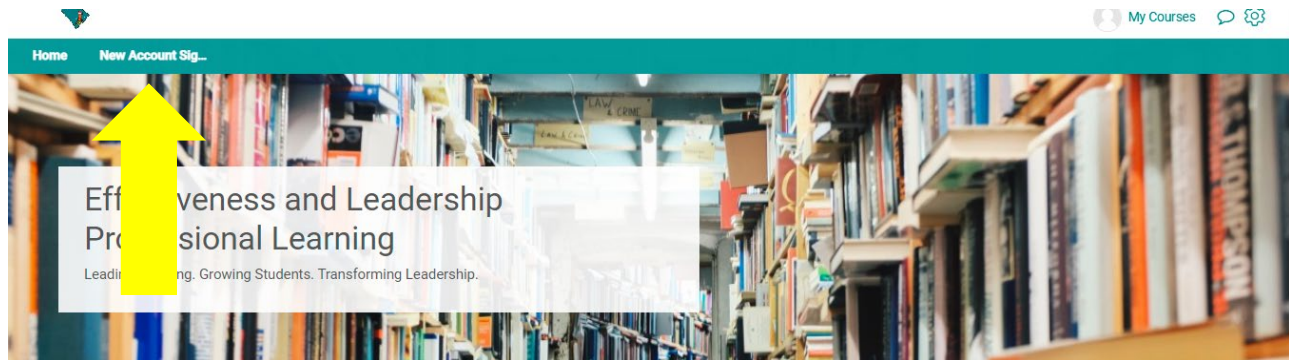


Quick Guide for Special Areas Evaluators

To Set Up Your Account:

1. Log onto Moodle at <https://scleaders.mrooms.net>. At the top left-hand side, click on “New Account Signup”.



2. Fill in the Registration Page, using your work email address.

A screenshot of the Moodle 'New account' registration page. The page has a teal header with 'Home' and 'New Account Sig...' links. Below the header, the title 'New account' is displayed. To the right of the title is a 'Collapse all' link. Below the title is a section titled 'Choose your username and password' with a dropdown arrow. This section contains two input fields: 'Username' (with the value 'bflythe') and 'Password' (with masked characters). Below these fields is a text block explaining password requirements: 'The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 special character(s) such as *, -, or #'. Below this is a section titled 'More details' with a dropdown arrow. This section contains four input fields: 'Email address', 'Email (again)', 'First name', and 'Last name'. Each input field has a red 'Required' label next to it.

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3. You will receive an email from no-reply@ed.sc.gov that will require your response. Please check your Spam/Junk files for this email if it does not arrive in your mailbox within 24 hours. Verify your email.
4. Send an email to your District Special Areas Manager indicating that you have registered your account in Moodle.
5. Once your District Special Areas Manager has enrolled you into the appropriate training, log back into Moodle to take your self-paced online training. You will need to be able to access Microsoft PowerPoint on your device. It is imperative that you listen to all voice recorded slides in order to be prepared to be an effective evaluator. It may be helpful to use two devices or a printer during the training. You will also need to have a copy of the 2020 Guidelines for your appropriate Special Area.
6. At the end of the Evaluator Training, you will receive a Certificate of Completion. Send a copy of your Certificate of Completion to your District Special Areas Manager who will report it to SCDE for import into SCLead.
7. After you have been granted your Special Areas Evaluator credential in SCLead.org, you may be assigned to an evaluation team.