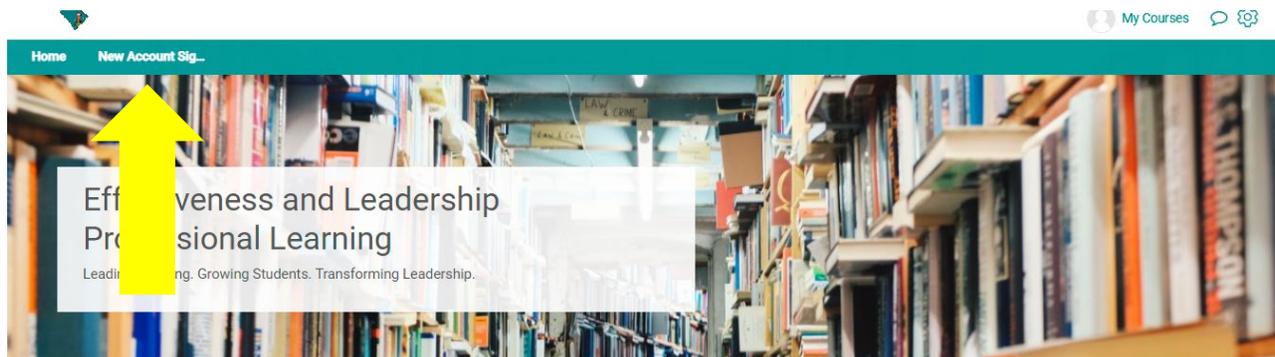


# Quick Guide for Special Areas Evaluators

## 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.

Home New Account Sig...

## New account

[Collapse all](#)

Choose your username and password ^

Username Required

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 as \*, -, or #

Password Required

More details ^

Email address Required

Email (again) Required

First name Required

Last name Required

# Quick Guide for Special Areas Evaluators

3. You will receive an email from [no-reply@ed.sc.gov](mailto: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 SCLed.
7. After you have been granted your Special Areas Evaluator credential in SCLed.org, you may be assigned to an evaluation team.