

District/School: Creating ADEPT Evaluation Records

Each educator being evaluated using Expanded ADEPT will first need to have an evaluation record created in SCLead.org. to begin the evaluation process. The superintendent, district ADEPT Administrator, and/or a Principal can use the Evaluations Tool (under the ADEPT Tools menu) to create evaluation records for individual educators, groups of educators, or all educators for a school at one time. Please note, the ADEPT Plan must be completed for the district in SCLead.org before the ADEPT Evaluation Tool can be used.

Step 1: Go to Districts & Schools on the navigation bar at the top of the page.

Step 2: Click Evaluations under the ADEPT Tools menu.

The screenshot shows the SCDE website interface. At the top, the logo for the South Carolina Department of Education is visible, along with links for Help, Account, and Logout. The navigation bar includes Home, Districts & Schools, Evaluations, and Reports. The main content area is titled 'Sweetgrass1294 County School District (6302)' and shows a 'District Dashboard' for the 2017-2018 and 2018-2019 academic years. The dashboard includes a sidebar with links for Dashboard, Schools, Staff, ADEPT Plans, Announcements, ADEPT TOOLS, Evaluations, Evaluation Teams, Orientations, PADEPP TOOLS, Evaluations, Evaluation Teams, and Annual Assurances. The ADEPT TOOLS section is highlighted with a red arrow. The dashboard displays progress for ADEPT Orientations, ADEPT Evaluations, and PADEPP Evaluations for both years, with all progress currently at 0%.

Academic Year	ADEPT Orientations	ADEPT Evaluations	PADEPP Evaluations
2017-2018	0% (0 of 6)	0% (0 of 6)	0% (0 of 1)
2018-2019	0% (0 of 6)	0% (0 of 6)	0% (0 of 1)

Step 3: Verify the correct academic year is displayed. Enter Search criteria to identify the educator(s) you'd like to create an evaluation record for and click **Search**.

You can search by:

- School (suggested method)
- Name
- CID

A district-level user can select multiple schools by holding the **Shift** key and clicking with the mouse on each location desired.

If you leave the Name and CID boxes empty, the search will return all educators for the location(s) of the search.

A Principal will only have access to his/her school.

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Bulk Evaluations (ADEPT)

This tool allows you to create evaluations in bulk for the selected academic year. If an evaluation already exists for a given user they will not appear in search results.

1. Select Academic Year

Academic Year
The academic year for which the evaluation process and guidelines were being oriented.

2018-2019

2. Search for Educators

By School(s)

Sweetgrass1294 Administration
Sweetgrass1294 Elementary School

By Name

By CID(s)

Next

Step 4: Select the checkbox for the educator(s) desired. Click **Select All** to add an evaluation for all educators included in the search results. Click **Submit**.

NOTE: If you do not see an educator on the list, this would indicate either the educator already has an evaluation record created in SCLead.org for the academic year selected or the educator's staff record is not coded for the location(s) indicated in the state's PCS system. Check with your district's PCS administrator for next steps to add or delete an educator from the school's roster.

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3. Select Educator(s)

Select All (6)


Person	School	CID	Evaluation Type
<input type="checkbox"/> Sweetgrass1294, Counselor (Elementary) Educator Guidance Counselor	Sweetgrass1294 Elementary School	849305	School Guidance Counselor
<input type="checkbox"/> Sweetgrass1294, Librarian (Elementary) Educator Library Media Specialist	Sweetgrass1294 Elementary School	990442	Library Media Specialist
<input type="checkbox"/> Sweetgrass1294, Speech-Therapist (Elementary) Educator Speech Therapist	Sweetgrass1294 Elementary School	919412	Speech-Language Therapist
<input type="checkbox"/> Sweetgrass1294, Teacher1 (Elementary) Educator Classroom Teacher	Sweetgrass1294 Elementary School	856957	Classroom-Based Teacher
<input type="checkbox"/> Sweetgrass1294, Teacher2 (Elementary) Educator Classroom Teacher	Sweetgrass1294 Elementary School	813872	Classroom-Based Teacher
<input type="checkbox"/> Sweetgrass1294, Teacher3 (Elementary) Educator Classroom Teacher	Sweetgrass1294 Elementary School	972339	Classroom-Based Teacher

4. Confirm and Submit

You are about to create evaluation records for the **2018-2019** Academic Year.

Submit Cancel

A confirmation message will display to confirm the evaluation records have been created. You can now access the evaluations on the evaluations tab.

 Sweetgrass1294 County School District (6302)

District Dashboard

Correction

Dashboard

Schools

Staff

ADEPT Plans

Bulk Evaluations (0)

✓ The bulk evaluations have successfully been created!

Contact [SCLead.org](https://www.sclead.org) support if you have problems accessing or using the Evaluations tool.

1-877-314-1412 or www.sclead.org/Help/Support.