

Creating an Evaluation for an Individual Educator and Add the Evaluation Team

Instructions for the Superintendent, ADEPT or PADEPP Administrator and Principals

Evaluations can be created for an individual educator or principal rather than using the Evaluation tool, if desired. ADEPT evaluations can be created by the Superintendent, ADEPT Administrator or principal. PADEPP evaluations can be created by the Superintendent or PADEPP Administrator.

**See the Evaluation Tool User Guide to create evaluations for multiple educators at one time.*

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

Step 2: Select **Schools** to navigate to the school in which the educator is staffed.

The screenshot shows the South Carolina Department of Education website. The top navigation bar includes links for Home, Districts & Schools, Evaluations, and Reports. The 'Districts & Schools' link is highlighted. The main content area displays the 'District Dashboard' for Sweetgrass1294 County School District (6302). The left sidebar contains a list of links: Dashboard, Schools, Staff, ADEPT Plans, Announcements, ADEPT TOOLS, Evaluations, Evaluation Teams, Orientations, PADEPP TOOLS, Evaluations, Evaluation Teams, and Annual Assurances. The 'Schools' link is highlighted with a red arrow. The main content area shows progress indicators for ADEPT and PADEPP evaluations for the 2017-2018 and 2018-2019 school years.

Step 3: Select **Dashboard** for the school in which the educator is staffed.

The screenshot shows the 'Schools' page for Sweetgrass1294 County School District (6302). The left sidebar contains a list of links: Dashboard, Schools, Staff, ADEPT Plans, Announcements, ADEPT TOOLS, Evaluations, Evaluation Teams, and Annual Assurances. The 'Schools' link is highlighted. The main content area displays a table of schools with columns for Name, Code, and Current. The 'Dashboard' link for Sweetgrass1294 Elementary School is highlighted with a red arrow.

Name	Code	Current
Sweetgrass1294 Administration	000	True
Sweetgrass1294 Elementary School	001	True

Step 4: Select **Staff** to view of staff located at selected school.

Sweetgrass1294 Elementary School (001)

School Dashboard

Dashboard
Staff
Announcements

ADEPT TOOLS
Evaluations
Evaluation Teams
Orientations

PADEPP TOOLS
Evaluations

School Staff (10)

Add School Staff

Evaluated (7) Non-Evaluated (3) Inactive (0)

Filter: Filter by name, role, position

Person	Role	Position	Evaluation Type
Sweetgrass1294, Principal (Elementary)	Principal	Principal	Principal
Sweetgrass1294, Teacher1 (Elementary)	Educator	Classroom Teacher	Classroom-Based Teacher

Step 5: Click on the name of the educator you would like to create the evaluation for.

Sweetgrass1294 Elementary School (001)

School Dashboard

Dashboard
Staff
Announcements

ADEPT TOOLS
Evaluations
Evaluation Teams
Orientations

PADEPP TOOLS
Evaluations
Evaluation Teams

Back to district

School Staff (10)

Add School Staff

Evaluated (7) Non-Evaluated (3) Inactive (0)

Filter: Filter by name, role, position

Person	Role	Position	Evaluation Type
Sweetgrass1294, Principal (Elementary)	Principal	Principal	Principal
Sweetgrass1294, Teacher1 (Elementary)	Educator	Classroom Teacher	Classroom-Based Teacher
Sweetgrass1294, Teacher2 (Elementary)	Educator	Classroom Teacher	Classroom-Based Teacher
Sweetgrass1294, Teacher3 (Elementary)	Educator	Classroom Teacher	Classroom-Based Teacher
Sweetgrass1294, Librarian (Elementary)	Educator	Library Media Specialist	Library Media Specialist

Step 6: Click **Add Evaluation**

Home Districts & Schools Evaluations Reports

Principal (Elementary) Sweetgrass1294

Educator Profile

Profile
ADDITIONAL
Education
Training
LICENSURE
Experience
Employment
Certification

Principal (Elementary) Sweetgrass1294
983960

Evaluations

Add Evaluation Restore

There are no evaluation records.

Step 7: Select or verify the General Settings for the evaluation and click **submit**.

Home Districts & Schools Evaluations Reports

Principal (Elementary) Sweetgrass1294

Educator Profile [Correction](#)

Profile [+ Add Evaluation](#)

ADDITIONAL

Education

Training

LICENSURE

Experience

Employment

Certification

General Settings

Person Principal (Elementary) Sweetgrass1294

Academic Year 2018-2019

District Sweetgrass1294 County School District

Evaluation Type Principal

[Submit](#) [Cancel](#)

Step 8: The Settings page of the evaluation will now display. Select **Edit** next to **General Settings** if you need to make any changes to the settings of the evaluation such as type, level, scope, ADPET Settings, if ADEPT Evaluation, or the locations for the evaluation. Click **Submit** to save any changes made to General Settings.

Home Districts & Schools Evaluations Reports

Principal (Elementary) Sweetgrass1294

2018-2019 Evaluation | Sweetgrass1294 County School District | PADEPP [Correction](#)

Status [Settings](#)

CONFERENCES

Orientation Conference

Mid-Year Conference

End-of-Year Conference

Annual Assurances

EVALUATION

Required Standards

Observations

Principal Professional Development Plan

Evaluation Settings

Evaluation Model [Edit](#)

Model PADEPP

The process by which the educator is evaluated, e.g. 2006 ADEPT, Expanded ADEPT, PADEPP.

General Settings [Edit](#)

Type Principal

The type of evaluation for this educator, e.g. Classroom-Based Teacher, Library Media Specialists, Principal.

Level Formative

The level of evaluation, e.g. Summative, Formative, or GBE.

Source SCL

Reminder: The location(s) selected for the evaluation will determine who can be added to the evaluation team. Only those who have access to the location(s) selected for the evaluation can be added to the evaluation team for the educator.

NOTE: The Level for ADEPT Evaluations and Scope for PADEPP evaluations will be assigned based on the results reported from the previous academic year.

Home
Districts & Schools
Evaluations
Reports

Principal (Elementary) Sweetgrass1294

2018-2019 Evaluation | Sweetgrass1294 County School District | PADEPP

Correction

Status
Settings

Edit Evaluation Settings

General Settings

Type
The type of evaluation for this educator, e.g. Classroom-Based Teacher, Library Media Specialists, Principal.

Principal

PADEPP Settings

Scope
The scope of the evaluation, full or partial.

Partial

Locations

District
This is the district of the evaluation. This cannot be changed.
Sweetgrass1294 County School District

School(s)
An evaluation could be shared between multiple schools.

School Name
Home School?

☐ Sweetgrass1294 Administration
☐

☒ Sweetgrass1294 Elementary School
☐

Submit
Cancel

Step 9: Select **Status** for the evaluation to add the Evaluation Team members.

Home
Districts & Schools
Evaluations
Reports

Principal (Elementary) Sweetgrass1294

2018-2019 Evaluation | Sweetgrass1294 County School District | PADEPP

Correction

Status
Settings

Evaluation Settings

Evaluation Model

Model
The process by which the educator is evaluated, e.g. 2006 ADEPT, Expanded ADEPT, PADEPP.
PADEPP

Edit

General Settings

Type
The type of evaluation for this educator, e.g. Classroom-Based Teacher, Library Media Specialists, Principal.
Principal

Edit

Level
Summative

Step 10: From the status page, click **Add Evaluator** to add evaluation team.

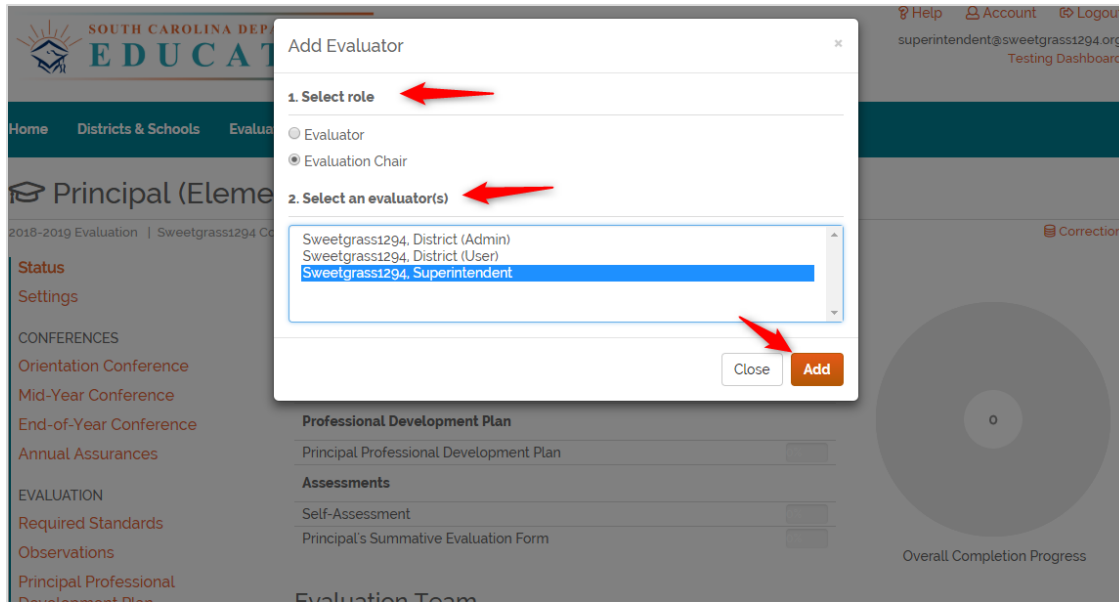
The screenshot shows the 'Principal (Elementary) Sweetgrass1294' status page. The left sidebar contains a navigation menu with sections: Status, Settings, CONFERENCES, EVALUATION, Results, and Educator Profile. The 'Settings' section is expanded, showing options like Orientation Conference, Mid-Year Conference, End-of-Year Conference, Annual Assurances, Required Standards, Observations, Principal Professional Development Plan, Assessments, and Attachments. The 'EVALUATION' section is also expanded, showing 'Required Standards' and 'Observations'. The 'Observations' option is highlighted with a red arrow. The main content area is titled 'Overall Status' and includes sections for 'Conferences', 'Professional Development Plan', 'Assessments', and 'Evaluation Team'. The 'Evaluation Team' section has an 'Add Evaluator' button. Below this is a table with columns: Member, Role, Permissions, and Assignment Level. The table currently shows 'No records found.' At the bottom, there is a 'Correction' button and a note about the overall completion progress.

Member	Role	Permissions	Assignment Level
No records found.			

Step 11: Select the Role*, Permissions (if ADEPT Evaluation) and the user(s) you would like to add to the TEAM. (See Reminder below for information on roles and permissions for evaluations.) Click **Add**.

NOTE: The list of available evaluators includes those who are credentialed for the evaluation type and have access to the location for the evaluation. If an evaluator from another school is needed, add the school under general settings on the settings page of the evaluation.

* PADEPP evaluations must have an Evaluation Chair. If there will only be one evaluator for the PADEPP evaluation, that person must be assigned as the Evaluation Chair. The Evaluation Chair will complete the Principal's Summative Evaluation Form if there is more than one member of the Evaluation Team; however, each team member would need to complete an Evaluator Assessment.



REMINDER: Definitions for Evaluation Roles and Permissions

Roles:

- Evaluation Chair – Team member who will guide the evaluation process and ensure the process is followed with fidelity. The evaluation chair would ensure required forms are signed and evaluation or SLO conferences occur when scheduled. If using the consensus process, the evaluation chair would be the only team member able to complete the observation consensus form. In most cases, the evaluation chair would be the principal or trained administrative designee.
- Evaluator – Team member contributing to the evaluation process. This member should be added as evaluator.

Permissions:

- Allow Student Growth & Professional Goals – Allows the team member to view, edit and sign SLO/PDGP preliminary, mid-course and summative conference forms.
- Allow Observations – Allows the team member to conduct and sign/complete observations as well as view completed observations by other team members. *
- Allow Professionalism – Allows the team member to complete the Professionalism review as well as view the educator's professionalism self-reflection.

**Scripting notes are never shared with any educator, team member or administrator.*

Contact SCLead.org support if you have problems creating an evaluation or setting the evaluation team.

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

