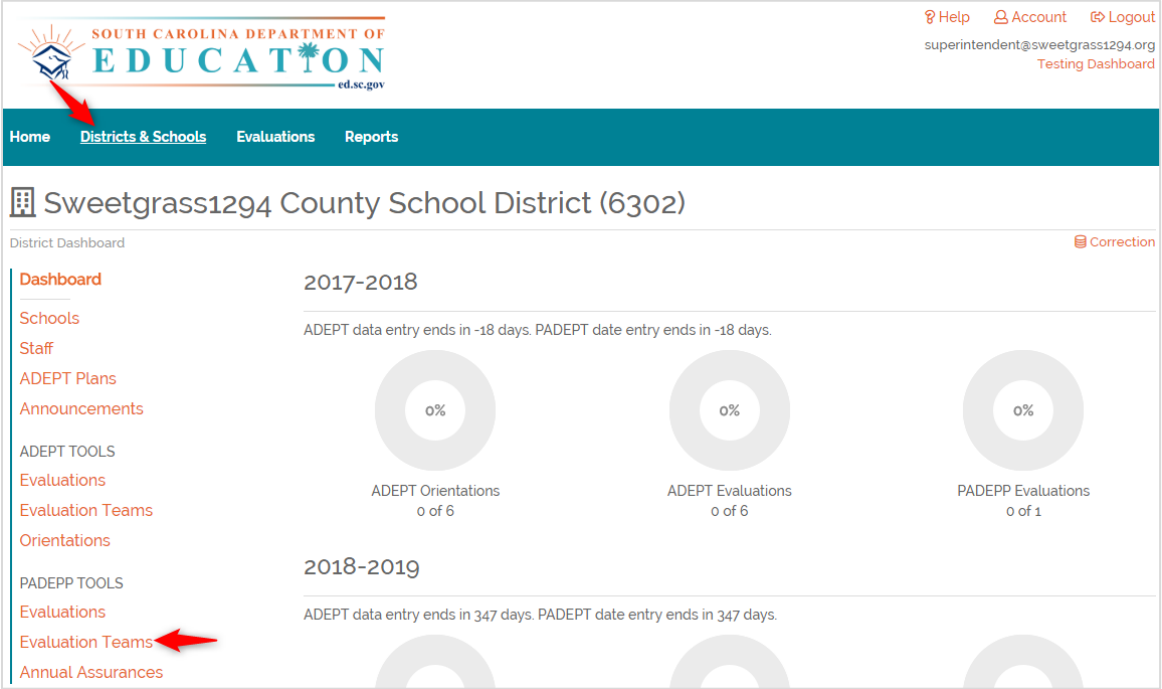
Creating PADEPP Evaluation Teams Quick Guide

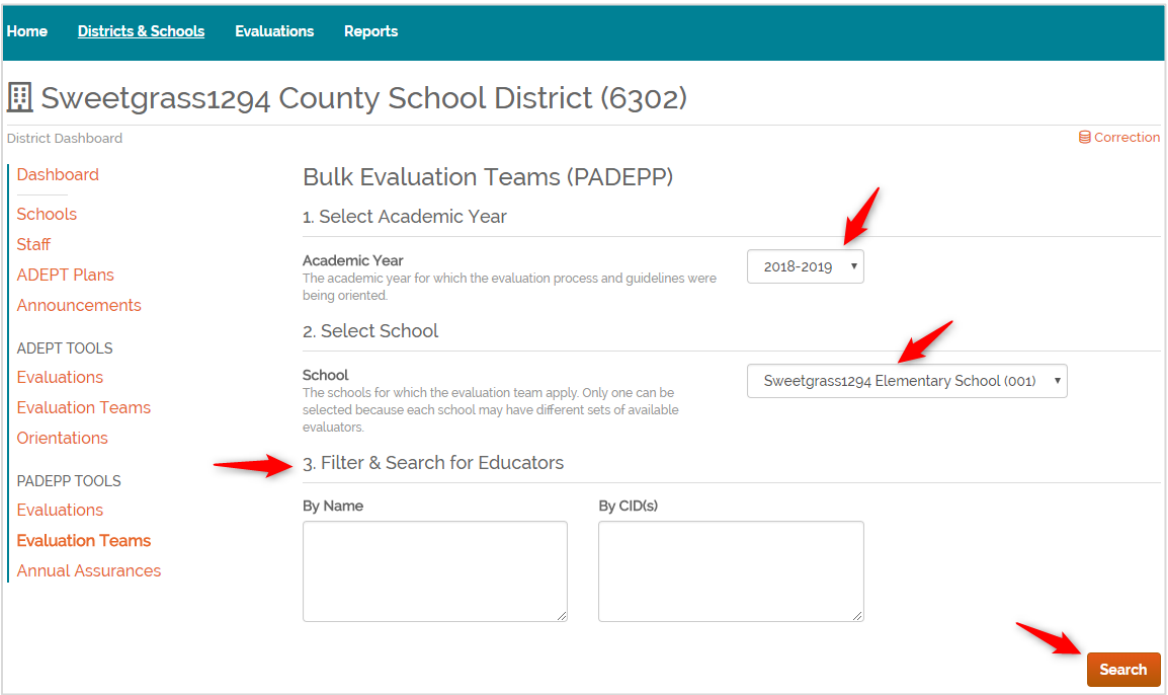
Superintendents and PADEPP Administrators can create evaluation teams for principals by utilizing the Evaluation Teams tool under PADEPP Tools menu. This tool allows an evaluation team to be assigned to a principal along with the team member's role for the evaluation.

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

Step 2: Click ***Evaluation Teams*** under PADEPP Tools

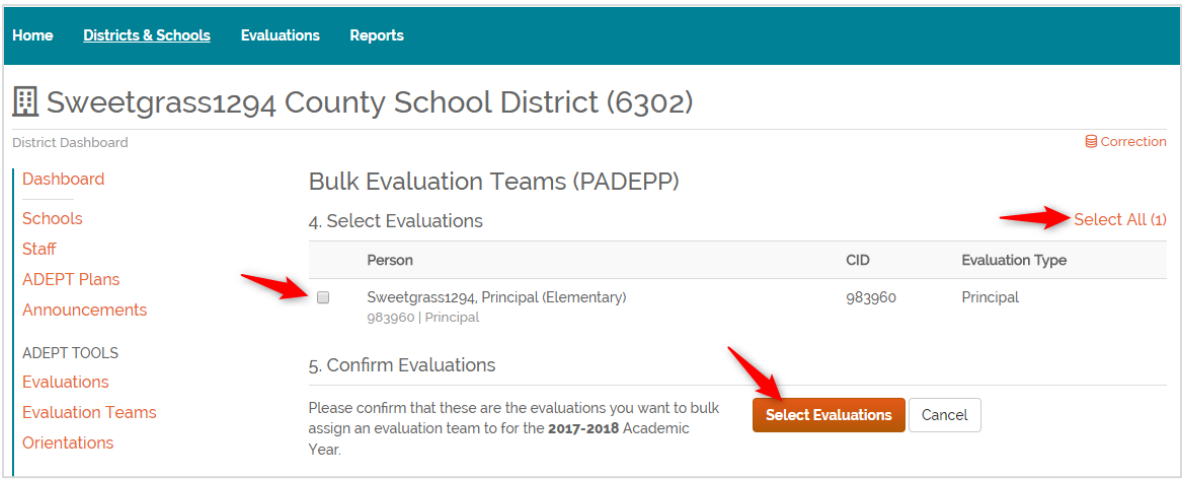


Step 3: Verify the correct academic year is displayed. Select the appropriate School. Enter Search criteria to identify the educator(s) you'd like to create an evaluation team for and click ***Search***.



Step 4: Select the checkbox for the principal(s) desired. Click ***Select All*** to add the evaluation team for all principals included in the search results. Click ***Select Evaluations***.

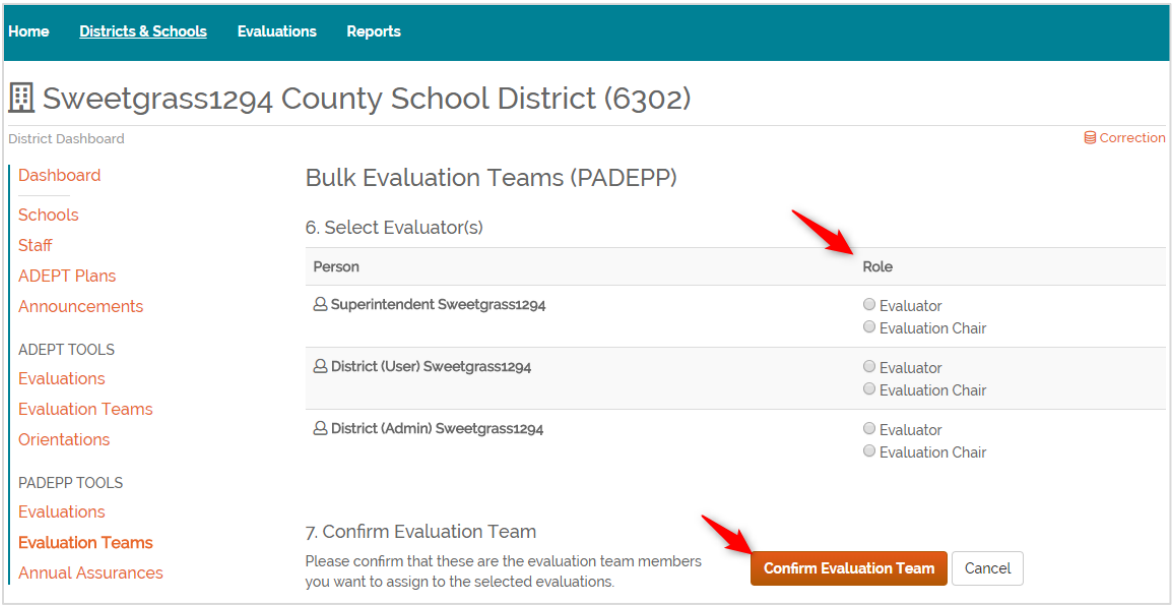
NOTE: *If you do not see a principal on the list, this would indicate the principal does not have an evaluation record created in SCLead.org for the current academic year.*



Step 5: A list of evaluators who are credentialed and have permission to the location for the evaluation[1] will display (see screenshot below) and can be added to the evaluation team for the selected principal(s).

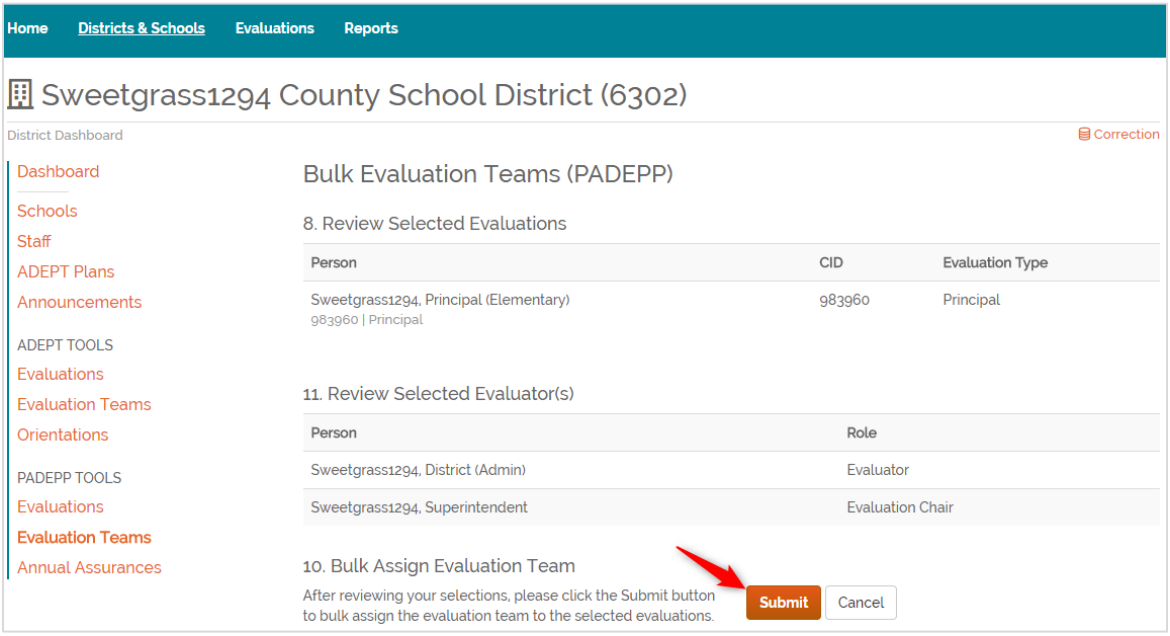
For each evaluator you would like to add to the team, click the appropriate role of the team member selected.

After selections have been made, click ***Confirm Evaluation Team***.

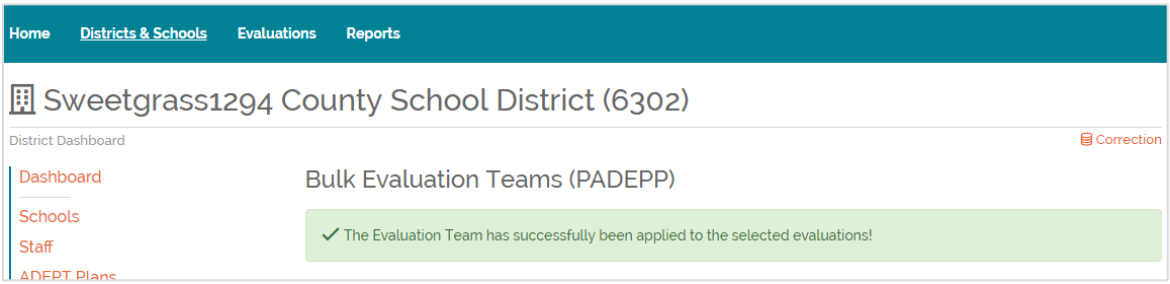


REMINDER: The Evaluation Chair is the team member who will guide the evaluation process and ensure the process is followed with fidelity. Each member of the evaluation team will be required to complete an evaluator assessment.

Step 6: The system will show you the selections you have made to confirm you are assigning the team as desired. Click ***Submit*** if the selections are correct.



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



Contact SCLead.org support if you have problems accessing the Evaluations Team tool.

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