

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

The screenshot shows the South Carolina Department of Education website. The top navigation bar includes Home, Districts & Schools, Evaluations, and Reports. The main content area is titled "Sweetgrass1294 County School District (6302)". On the left sidebar, under "PADEPP TOOLS", the "Evaluation Teams" link is highlighted with a red arrow. The dashboard displays progress for 2017-2018 and 2018-2019. For 2017-2018, ADEPT Orientations are 0 of 6, ADEPT Evaluations are 0 of 6, and PADEPP Evaluations are 0 of 1. For 2018-2019, ADEPT data entry ends in 347 days and PADEPT date entry ends in 347 days.

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**.

The screenshot shows the "Bulk Evaluation Teams (PADEPP)" form. The form is divided into three steps: 1. Select Academic Year (2018-2019), 2. Select School (Sweetgrass1294 Elementary School (001)), and 3. Filter & Search for Educators. The "By Name" and "By CID(s)" fields are empty. A red arrow points to the "Search" button at the bottom right.

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.

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4. Select Evaluations Select All (1)

Person	CID	Evaluation Type
<input type="checkbox"/> Sweetgrass1294, Principal (Elementary) 983960 Principal	983960	Principal

5. Confirm Evaluations

Please confirm that these are the evaluations you want to bulk assign an evaluation team to for the **2017-2018** Academic Year.

Select Evaluations Cancel

Step 5: A list of evaluators who are credentialed and have permission to the location for the evaluation¹ 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**.

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6. Select Evaluator(s)

Person	Role
<input type="checkbox"/> Superintendent Sweetgrass1294	<input type="radio"/> Evaluator <input type="radio"/> Evaluation Chair
<input type="checkbox"/> District (User) Sweetgrass1294	<input type="radio"/> Evaluator <input type="radio"/> Evaluation Chair
<input type="checkbox"/> District (Admin) Sweetgrass1294	<input type="radio"/> Evaluator <input type="radio"/> Evaluation Chair

7. Confirm Evaluation Team

Please confirm that these are the evaluation team members you want to assign to the selected evaluations.

Confirm Evaluation Team Cancel

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.

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8. Review Selected Evaluations

Person	CID	Evaluation Type
Sweetgrass1294, Principal (Elementary) 983960 Principal	983960	Principal

11. Review Selected Evaluator(s)

Person	Role
Sweetgrass1294, District (Admin)	Evaluator
Sweetgrass1294, Superintendent	Evaluation Chair

10. Bulk Assign Evaluation Team

After reviewing your selections, please click the Submit button to bulk assign the evaluation team to the selected evaluations.

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

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✓ The Evaluation Team has successfully been applied to the selected evaluations!

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

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