

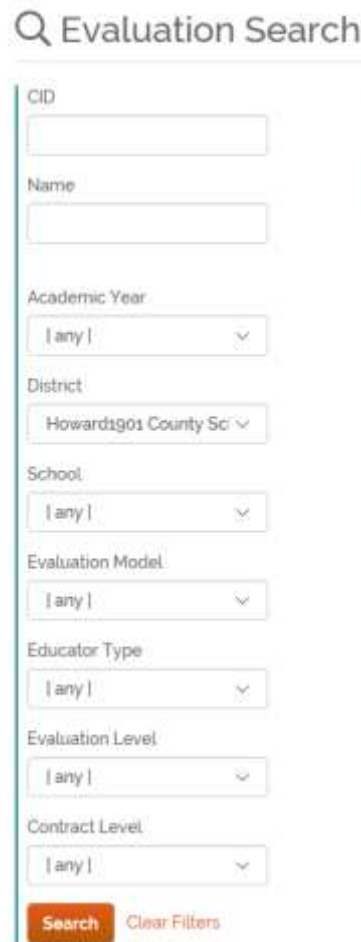
Correcting an educator's contract level/evaluation type for the current year

- Select the “Evaluations” tab on the top menu bar



Q Evaluation Search

- Type in the search details of the educator's evaluation you wish to locate

A form titled "Q Evaluation Search" with a light gray border. It contains several input fields and dropdown menus. The fields are: CID (text input), Name (text input), Academic Year (dropdown menu with "any" selected), District (dropdown menu with "Howard1901 County Sci" selected), School (dropdown menu with "any" selected), Evaluation Model (dropdown menu with "any" selected), Educator Type (dropdown menu with "any" selected), Evaluation Level (dropdown menu with "any" selected), and Contract Level (dropdown menu with "any" selected). At the bottom, there are two buttons: "Search" (orange) and "Clear Filters" (light gray).

- When the list populates, select “Details” next to the evaluation you wish to correct

abcdistrict, Teacher2 (Elementary) 937507

Howard1901 County School District

Howard1901 Elementary School

2018-2019 Classroom-Based Teacher

Formative

Expanded ADEPT (SCTS) Model

Overall Status

Unknown

Next Contract

No Data

Next Level

Unknown

Hire Status

Unknown

OR

SG

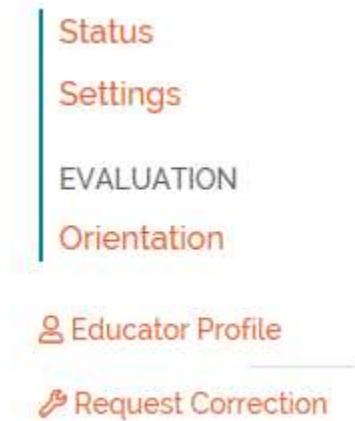
OBS

PRO

C

Details

- Choose “Settings” on the left side of the screen



- Select “Edit” under the ADEPT Settings to correct the record

Status

Settings

EVALUATION

Orientation

Educator Profile

Request Correction

Evaluation Settings

Evaluation Model

Model

Expanded ADEPT (SCTS)

The process by which the educator is evaluated, e.g. 21098 ADEPT, Expanded ADEPT, RADEPT

Edit

ADEPT Settings

Type

Classroom-Based Teacher

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

Evaluation Level

Formative

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

Contract Level

No Data

The contracting level of the educator

Source

SCL

The source of this data record: PDS, ADS, or SCL. If Local, SCL is the source.

Edit