

Setting up evaluations

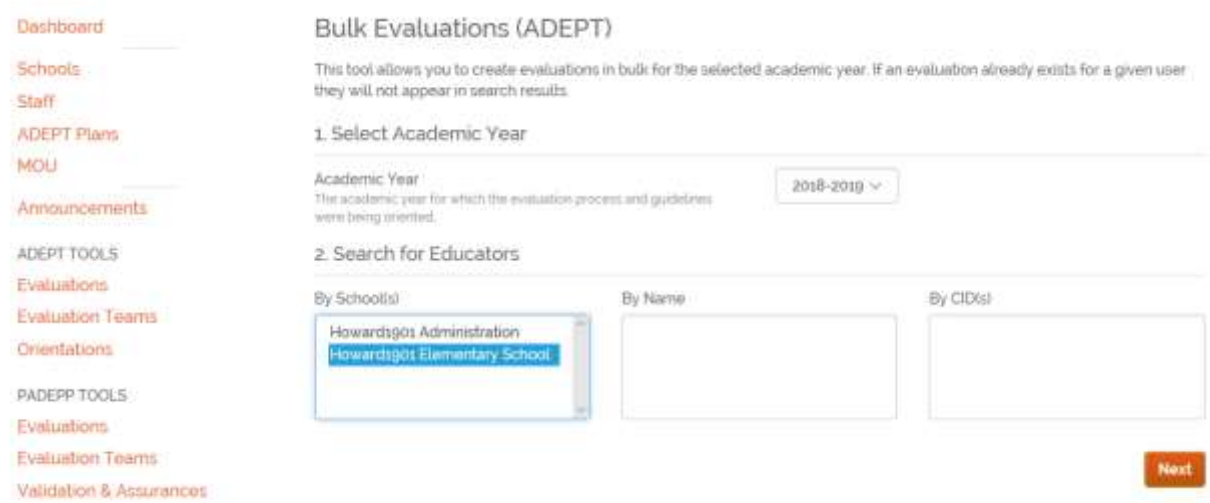
- Go to the district's dashboard



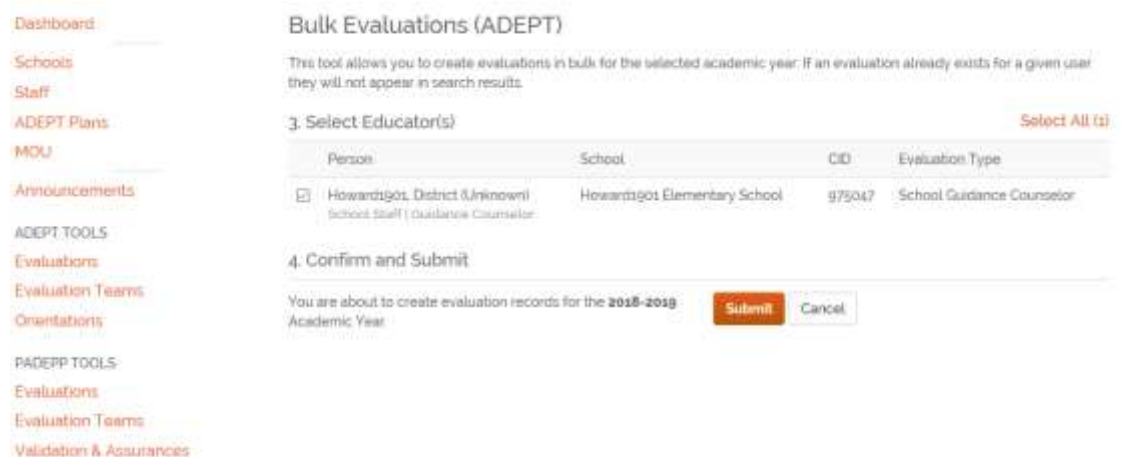
- Locate and select “Evaluations” on the left side of the screen under “ADEPT Tools”. Evaluations can be created in bulk by school using this feature.



- Select the school and click “Next”



- Select the individual educators that need to have evaluations created, or simply click “Select All” to include all staff in the school



- Click Submit (Note: this process will need to be completed for each school in the district)