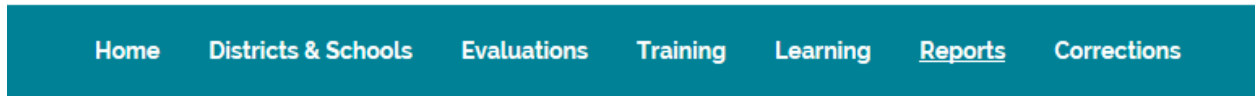


Staff Evaluations Report in SCLead

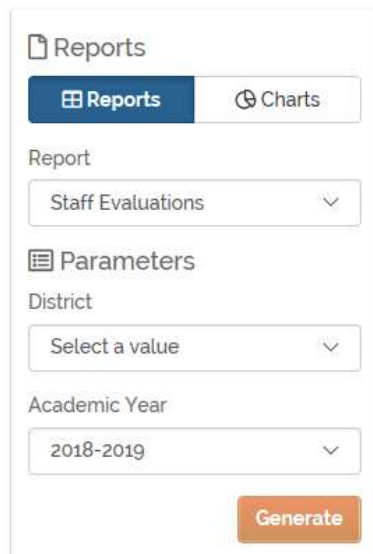
- Select the “Reports” tab on the top menu bar



Reports

- Under Reports, choose “Staff Evaluations” (make sure the year is 2018-2019) and click “Generate”

Reports

A white form titled 'Reports' with a document icon. It has two tabs: 'Reports' (active, dark blue) and 'Charts' (grey). Below the tabs is a 'Report' dropdown menu with 'Staff Evaluations' selected. Underneath is a 'Parameters' section with a list icon. It contains a 'District' dropdown menu with 'Select a value' selected, and an 'Academic Year' dropdown menu with '2018-2019' selected. At the bottom right is an orange 'Generate' button.

- Review the spreadsheet to ensure all educators are accounted for and contract levels are accurate (Tip: sort by alpha order).