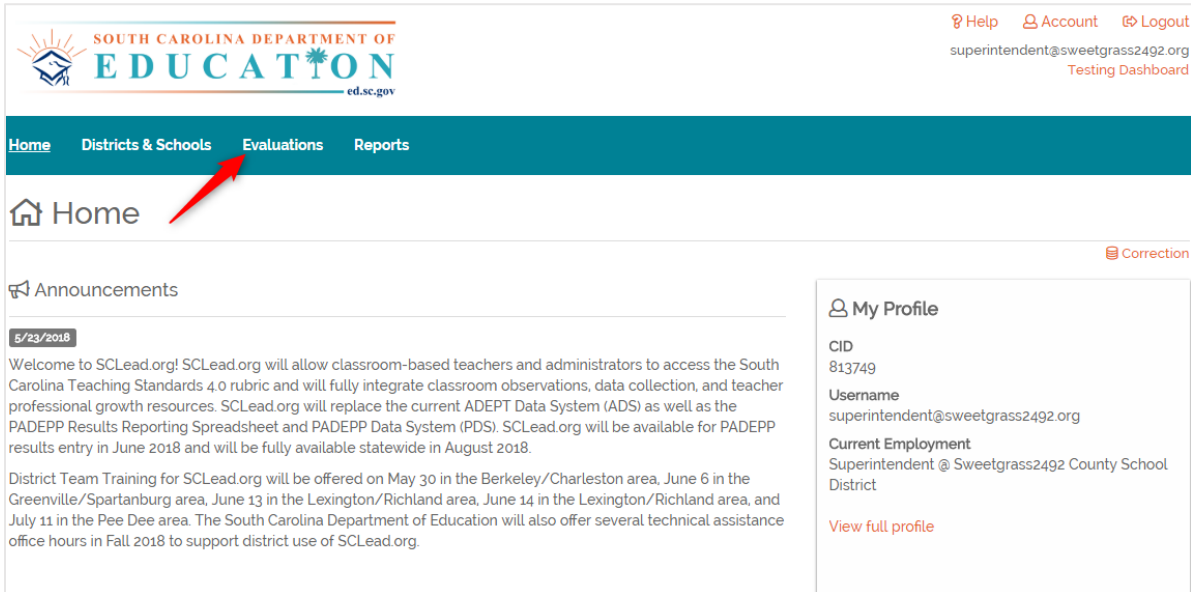


PADEPP – Evaluator Completion of Results

Once all required elements of the evaluation have been completed, the Evaluation Chair will need to complete the results page of the evaluation. This guide will provide directions for completing the Results and marking the evaluation as complete.

Step 1: Click **Evaluations** in the navigation menu bar.



SOUTH CAROLINA DEPARTMENT OF EDUCATION
ed.sc.gov

Help Account Logout
superintendent@sweetgrass2492.org
Testing Dashboard

Home Districts & Schools **Evaluations** Reports

Home

Announcements

5/23/2018

Welcome to SCLead.org! SCLead.org will allow classroom-based teachers and administrators to access the South Carolina Teaching Standards 4.0 rubric and will fully integrate classroom observations, data collection, and teacher professional growth resources. SCLead.org will replace the current ADEPT Data System (ADS) as well as the PADEPP Results Reporting Spreadsheet and PADEPP Data System (PDS). SCLead.org will be available for PADEPP results entry in June 2018 and will be fully available statewide in August 2018.

District Team Training for SCLead.org will be offered on May 30 in the Berkeley/Charleston area, June 6 in the Greenville/Spartanburg area, June 13 in the Lexington/Richland area, June 14 in the Lexington/Richland area, and July 11 in the Pee Dee area. The South Carolina Department of Education will also offer several technical assistance office hours in Fall 2018 to support district use of SCLead.org.

My Profile

CID
813749

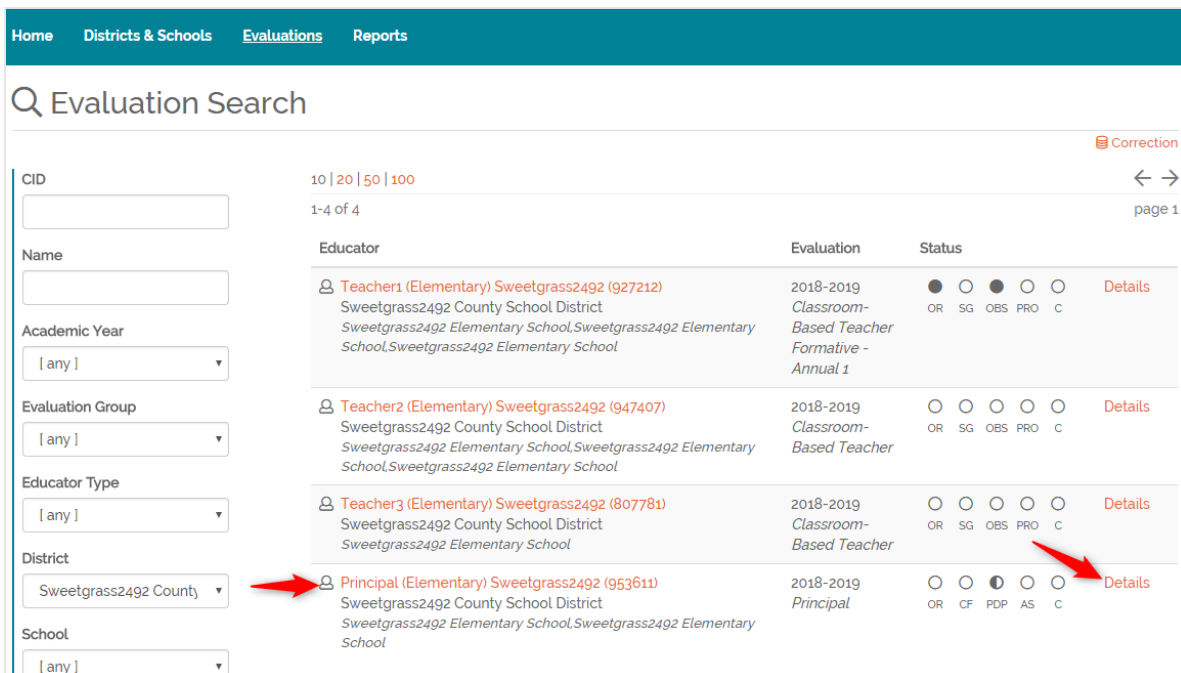
Username
superintendent@sweetgrass2492.org

Current Employment
Superintendent @ Sweetgrass2492 County School District

[View full profile](#)

Step 2: Locate the evaluation record and click **Details**.

Reminder: Use the search options to quickly locate a record. The search options entered are retained until you clear or complete another search.



Home Districts & Schools **Evaluations** Reports

Evaluation Search

Correction

CID 10 | 20 | 50 | 100
1-4 of 4 page 1

Name

Academic Year [any]

Evaluation Group [any]

Educator Type [any]

District Sweetgrass2492 County

School [any]

Educator	Evaluation	Status	
Teacher1 (Elementary) Sweetgrass2492 (927212) Sweetgrass2492 County School District Sweetgrass2492 Elementary School, Sweetgrass2492 Elementary School, Sweetgrass2492 Elementary School	2018-2019 Classroom-Based Teacher Formative - Annual 1	<input checked="" type="radio"/> OR <input type="radio"/> SG <input type="radio"/> OBS <input type="radio"/> PRO <input type="radio"/> C	Details
Teacher2 (Elementary) Sweetgrass2492 (947407) Sweetgrass2492 County School District Sweetgrass2492 Elementary School, Sweetgrass2492 Elementary School, Sweetgrass2492 Elementary School	2018-2019 Classroom-Based Teacher	<input type="radio"/> OR <input type="radio"/> SG <input type="radio"/> OBS <input type="radio"/> PRO <input type="radio"/> C	Details
Teacher3 (Elementary) Sweetgrass2492 (807781) Sweetgrass2492 County School District Sweetgrass2492 Elementary School	2018-2019 Classroom-Based Teacher	<input type="radio"/> OR <input type="radio"/> SG <input type="radio"/> OBS <input type="radio"/> PRO <input type="radio"/> C	Details
Principal (Elementary) Sweetgrass2492 (953611) Sweetgrass2492 County School District Sweetgrass2492 Elementary School, Sweetgrass2492 Elementary School	2018-2019 Principal	<input type="radio"/> OR <input type="radio"/> CF <input checked="" type="radio"/> PDP <input type="radio"/> AS <input type="radio"/> C	Details

Step 3: Click **Results**.

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Principal (Elementary) Sweetgrass2492

2018-2019 Evaluation | Sweetgrass2492 County School District | PADEPP

Correction

Status

Settings

CONFERENCES

Orientation Conference

Mid-Year Conference

End-of-Year Conference

Annual Assurances

EVALUATION

Required Standards

Observations

Principal Professional Development Plan

Assessments

Attachments

Results

Educator Profile

Overall Status

Conferences

Orientation Conference100%

Mid-Year Conference100%

End-of-Year Conference100%

Professional Development Plan

Principal Professional Development Plan100%

Assessments

Self-Assessment100%

Principal's Summative Evaluation Form100%

100

Overall Completion Progress

Evaluation Team

Add Evaluator

Member	Role	Permissions	Assignment Level	
Superintendent Sweetgrass2492	Evaluation Chair	Observations	District-Level	Remove
District (User) Sweetgrass2492	Evaluator	Observations	District-Level	Remove

Step 4: Click **Edit** next to **Final Rating**.

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Principal (Elementary) Sweetgrass2492

2018-2019 Evaluation | Sweetgrass2492 County School District | PADEPP

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Annual Assurances

EVALUATION

Required Standards

Observations

Principal Professional Development Plan

Assessments

Attachments

Results

Educator Profile

Evaluation Results

Final Rating & Comments

Edit

Overall Summative Rating

The evaluation rating from the Final Worksheet

Exemplary

Evaluation Type

The scope of next year's evaluation

Unknown

Hire Status

The hire status of next year's evaluation

Unknown

Completion

This evaluation cannot be signed because it is missing one or more of the following:

Overall Summative Rating

Evaluation Complete?

The completion status of the evaluation. A signature from the either the Evaluation Chair or Superintendent must be present before an evaluation can be completed.

Not Complete

Step 5: Select the **Evaluation Type** and **Hire Status** and click **Submit**.

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Principal (Elementary) Sweetgrass2492

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[Results](#)

Edit Evaluation Results

[Back](#)

Final Rating & Comments

Overall Summative Rating The evaluation rating from the Final Worksheet	Exemplary
Evaluation Type The scope of next year's evaluation	<div>Unknown</div>
Hire Status The hire status of next year's evaluation	<div>Unknown</div>
<div><div>Submit</div><div>Cancel</div></div>	

Created 7/27/2018 3:52:51 PM by 109417

Step 6: Click **Edit** next to **Completion**.

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Principal (Elementary) Sweetgrass2492

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Evaluation Results

[Edit](#)

Final Rating & Comments

Overall Summative Rating The evaluation rating from the Final Worksheet	Exemplary
Evaluation Type The scope of next year's evaluation	Partial Evaluation
Hire Status The hire status of next year's evaluation	Re-Hired

Completion

Evaluation Complete? The completion status of the evaluation. A signature from the either the Evaluation Chair or Superintendent must be present before an evaluation can be completed.	Not Complete
---	--------------

Edit

Step 7: Click the checkbox for **Evaluation Complete?** and click **Submit**.

The screenshot shows a web application interface for principal evaluations. At the top is a navigation bar with links: Home, Districts & Schools, Evaluations, and Reports. Below this is a header for 'Principal (Elementary) Sweetgrass2492'. A breadcrumb trail indicates '2018-2019 Evaluation | Sweetgrass2492 County School District | PADEPP'. A 'Correction' link is visible in the top right. The left sidebar contains a list of navigation items: Status, Settings, CONFERENCES (Orientation Conference, Mid-Year Conference, End-of-Year Conference, Annual Assurances), EVALUATION (Required Standards, Observations, Principal Professional Development Plan, Assessments). The main content area is titled 'Evaluation Results' and includes a 'Back' button. Below this is the 'Completion' section, which contains the 'Evaluation Complete?' checkbox (highlighted with a red arrow) and a text explanation: 'The completion status of the evaluation. This will impact reports and charts within this website.' At the bottom of this section are 'Submit' and 'Cancel' buttons (the 'Submit' button is highlighted with a red arrow). A footer section shows the creation and modification dates: 'Created 7/24/2018 1:22:40 PM by 109417' and 'Modified 7/26/2018 2:02:49 PM by 109417'.

The evaluation record is now complete. If changes are needed for the evaluation, the completion checkbox can be removed and updates made, provided the academic year is still open for principal evaluation.

Contact SCLead.org support if you have problems accessing or completing the Evaluation Results.

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