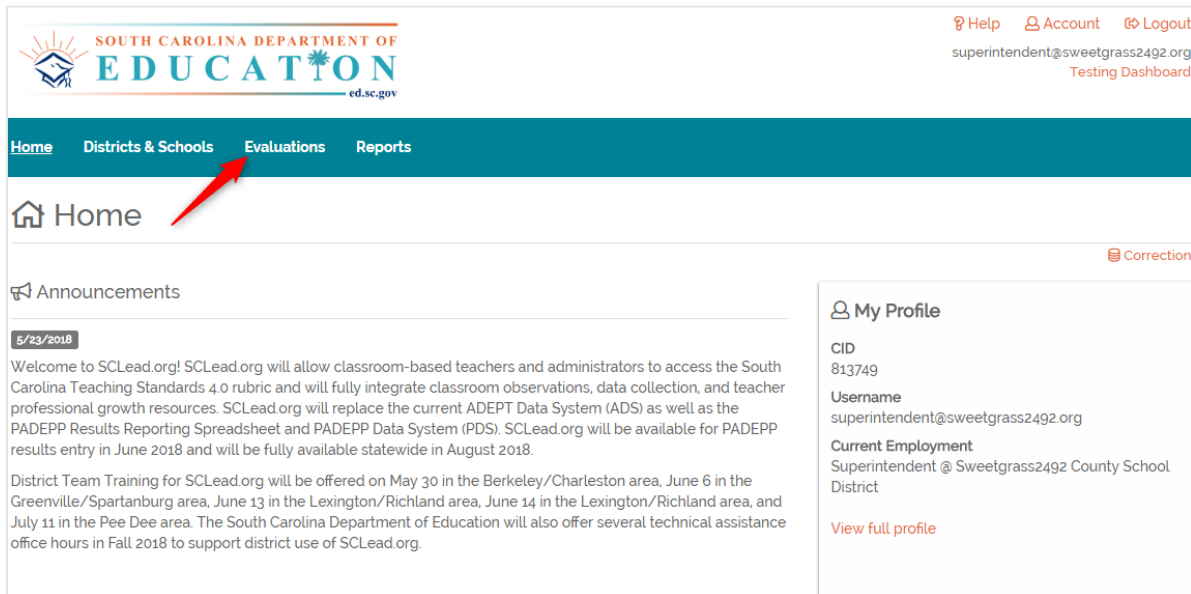# PADEPP – Evaluator Completion of Observations

SCLead.org allows the evaluation team to record observations for the PADEPP evaluation. Please refer to state guidelines for information on conducting high-quality school visits.

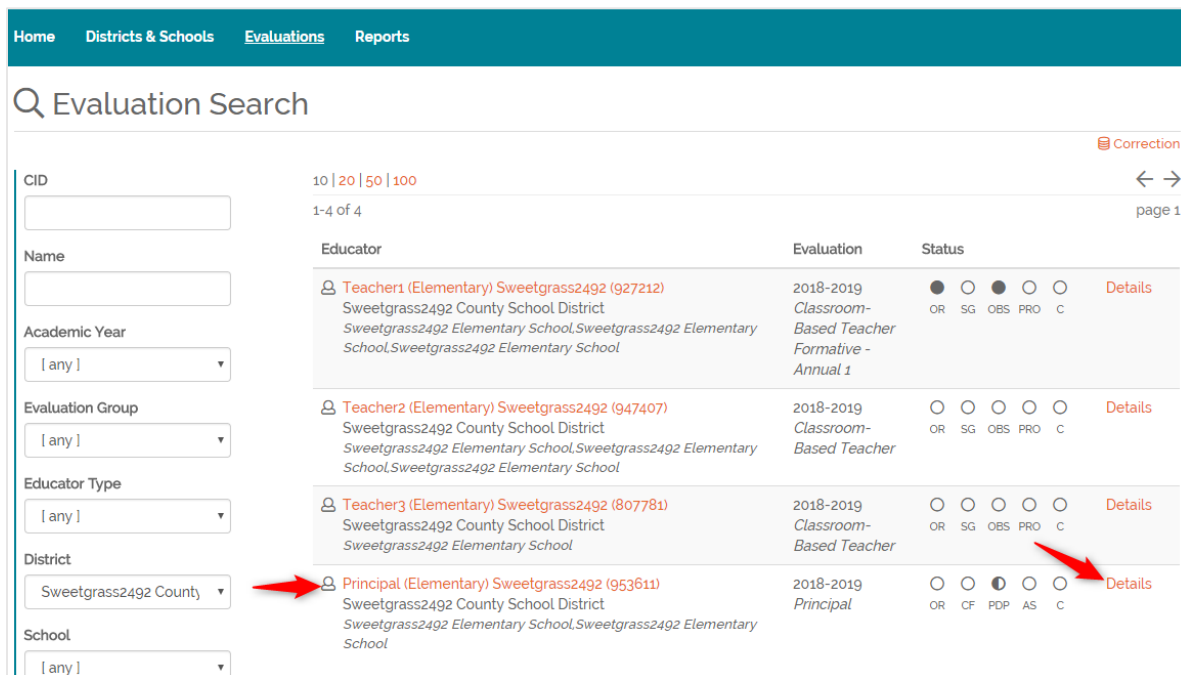Reminder: Observations entered in SCLead.org are not shared with the Principal.

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

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.

Step 3: Click *Observations*.

Step 4: Click *Add Observation*.

Step 4: Enter the Observation date, semester, check if announced and click *Submit.*

Step 5: Click on each Standard to enter observation ratings, comments and evidence.

Reminder: All standards will show for the Full and Induction evaluation scopes. The standards checked in the Required Standards from will determine which Standards are included if the evaluation scope is Partial.

Step 6: Enter Evidence and Supporting Data for each Criterion of the standard, as applicable. Attachments can be added as well. Select and overall rating for the Standard and click **_Save_**.

Complete Step 5 and 6 for each required standard.

Step 7: Click **_Basic Details_** to mark the observation as complete.

Step 8: Click *Edit*.

Step 9: Select *Complete* for the status and click *Submit.*

The observation is now considered complete and can serve as specific evidence of the Principal's practice; however, the observation will not be visible to the Principal.

Contact SCLead.org support if you have problems accessing or completing the Conference Forms.

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