

PADEPP – Evaluator Completion of Observations

SCLed.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 SCLed.org are not shared with the Principal.

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

The screenshot shows the SCLed.org homepage. At the top right, there are links for Help, Account, and Logout, along with the user's email (superintendent@sweetgrass2492.org) and a Testing Dashboard link. The navigation menu bar includes Home, Districts & Schools, Evaluations, and Reports. A red arrow points to the 'Evaluations' menu item. Below the navigation bar, there is a 'Home' link with a house icon and a 'Correction' link. The main content area features an 'Announcements' section with a date filter for 5/23/2018. The announcement text states: 'Welcome to SCLed.org! SCLed.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. SCLed.org will replace the current ADEPT Data System (ADS) as well as the PADEPP Results Reporting Spreadsheet and PADEPP Data System (PDS). SCLed.org will be available for PADEPP results entry in June 2018 and will be fully available statewide in August 2018. District Team Training for SCLed.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 SCLed.org.' To the right of the announcement is a 'My Profile' section showing the user's CID (813749), Username (superintendent@sweetgrass2492.org), and Current Employment (Superintendent @ Sweetgrass2492 County School District), with a 'View full profile' link.

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.

The screenshot shows the SCLed.org Evaluation Search page. The navigation bar includes Home, Districts & Schools, Evaluations, and Reports. The page title is 'Evaluation Search'. On the left side, there are search filters for CID, Name, Academic Year, Evaluation Group, Educator Type, District, and School. The main content area displays a table of evaluation records. The table has columns for Educator, Evaluation, and Status. The records are as follows:

Educator	Evaluation	Status	Details
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	OR ● SG ○ OBS ○ PRO ○ C ○	Details
Teacher2 (Elementary) Sweetgrass2492 (947407) Sweetgrass2492 County School District Sweetgrass2492 Elementary School, Sweetgrass2492 Elementary School, Sweetgrass2492 Elementary School	2018-2019 Classroom-Based Teacher	OR ○ SG ○ OBS ○ PRO ○ C ○	Details
Teacher3 (Elementary) Sweetgrass2492 (807781) Sweetgrass2492 County School District Sweetgrass2492 Elementary School	2018-2019 Classroom-Based Teacher	OR ○ SG ○ OBS ○ PRO ○ C ○	Details
Principal (Elementary) Sweetgrass2492 (953611) Sweetgrass2492 County School District Sweetgrass2492 Elementary School, Sweetgrass2492 Elementary School	2018-2019 Principal	OR ○ CF ● PDP ○ AS ○ C ○	Details

Red arrows point to the 'Details' link for the Principal record and the 'Details' link for the Teacher3 record. The page also shows a 'Correction' link, a search icon, and pagination information (1-4 of 4, page 1).

Step 3: Click *Observations*.

Home | Districts & Schools | Evaluations | Reports

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 Conference	100%
Mid-Year Conference	100%
End-of-Year Conference	0%

Professional Development Plan

Principal Professional Development Plan	68%
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Assessments

Self-Assessment	0%
Principal's Summative Evaluation Form	0%

Evaluation Team

[Add Evaluator](#)

Member	Role	Permissions	Assignment Level	
Superintendent Sweetgrass2492	Evaluation Chair	Observations	District-Level	Remove
District/Use Sweetgrass2492	Evaluator	Observations	District-Level	Remove

Overall Completion Progress

44

Step 4: Click *Add Observation*.

Home | Districts & Schools | Evaluations | Reports

Principal (Elementary) Sweetgrass2492

2018-2019 Evaluation | Sweetgrass2492 County School District | PADEPP Correction | Print to PDF

Status
Settings

CONFERENCES

- Orientation Conference
- Mid-Year Conference
- End-of-Year Conference
- Annual Assurances

EVALUATION

- Required Standards
- Observations**

Observations

[Add Observation](#) [Restore](#)

The principal evaluation instrument is based on standards and criteria that have been adopted by the SBE.

Each standard is important in principal evaluation because each encompasses a core, fundamental area of principals' practice. The nine standards are deeply interconnected as a principal's practice in one area can influence their practice in other areas. Further, principals may need to focus on particular standards depending on the needs of the school each year. Because of this, the standards are not weighted. It is imperative that the principal and evaluator collaborate and determine the standards of focus and priority at the beginning of each school year.

ⓘ There are no observations.

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

Home | Districts & Schools | Evaluations | Reports

Principal (Elementary) Sweetgrass2492

2018-2019 Evaluation | Sweetgrass2492 County School District | PADEPP Correction

Add Observation
[Back](#)

Observation Date
The date the observation will take place
mm/dd/yyyy

Observer
The person doing the observation
Superintendent Sweetgrass2492

Semester
The semester the observation took place in
N/A

School
The school the observation took place at
Sweetgrass2492 Elementary School

Announced?
Whether or not the observation is announced

Submit **Cancel**

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.

Home | Districts & Schools | Evaluations | Reports

Principal (Elementary) Sweetgrass2492

2018-2019 Evaluation | Sweetgrass2492 County School District | PADEPP Correction | Print to PDF

Observation Details
The principal evaluation instrument is based on standards and criteria that have been adopted by the SBE.
[Back](#) [Edit](#) [Remove](#) [Delete](#)

Type
The type of observation
Observation

Semester
The semester the observation took place in
Fall Semester

Observation Date
The date the observation will take place
9/6/2018 2:44:00 PM

Observer
The person who is observing the educator
Superintendent Sweetgrass2492

STANDARDS

- Standard 2 [ⓘ](#) NR
- Standard 8 [ⓘ](#) NR
- Standard 9 [ⓘ](#) NR

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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**.

Basic Details

STANDARDS

- Standard 2 ⓪ NR
- Standard 8 ⓪ NR
- Standard 9 ⓪ NR

← Back to observations

Attachments

Name

Choose File No file chosen + Add

Criterion 2.6 Preparation of Students

Exemplary	Proficient	Needs Improvement
Collaborates with teachers and staff on a regular basis to promote the preparation of students to live productively in and contribute to the diverse cultural contexts of a global society.	Collaborates with teachers and staff to promote the preparation of students to live productively in and contribute to the diverse cultural contexts of a global society.	Rarely collaborates with teachers and staff to promote the preparation of students to live productively in and contribute to the diverse cultural contexts of a global society.

Evidence/Supporting Data

Attachments

Name

Choose File No file chosen + Add

Standard 2 Rating

N/A

Save

Complete Step 5 and 6 for each required standard.

Step 7: Click **Basic Details** to mark the observation as complete.

Home Districts & Schools Evaluations Reports

Principal (Elementary) Sweetgrass2492

2018-2019 Evaluation | Sweetgrass2492 County School District | PADEPP

Correction | Print to PDF

Basic Details

STANDARDS

- Standard 2 ⓪ E
- Standard 8 ⓪ E
- Standard 9 ⓪ P

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Standard 9: Principal's Professional Development

An effective educational leader fosters the academic success and well-being of each student by using available resources and opportunities for professional growth.

Criterion 9.1 Principal Professional Development Plan

Exemplary	Proficient	Needs Improvement
Develops and implements an appropriate annual professional development plan on the basis of three required areas: identified strengths and weaknesses, the district strategic or school renewal plan, and area(s) of student growth.	Develops and implements a plan for professional development on the basis of two of the three required areas.	Develops and implements plan for professional development on the basis of one of the three required areas.

Evidence/Supporting Data

Evidence and supporting data for Criterion 9.1

Step 8: Click **Edit**.

Home Districts & Schools Evaluations Reports

Principal (Elementary) Sweetgrass2492

2018-2019 Evaluation | Sweetgrass2492 County School District | PADEPP Correction Print to PDF

Basic Details

STANDARDS

Standard 2	E
Standard 8	E
Standard 9	P

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Observation Details

The principal evaluation instrument is based on standards and criteria that have been adopted by the SBE.

[Back](#) [Edit](#) [Remove](#) [Delete](#)

Type	Observation
Semester	Fall Semester
Observation Date	9/6/2018 2:44:00 PM

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

Home Districts & Schools Evaluations Reports

Principal (Elementary) Sweetgrass2492

2018-2019 Evaluation | Sweetgrass2492 County School District | PADEPP Correction

Basic Details

STANDARDS

Standard 2	E
Standard 9	P

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Edit Observation Details

[Back](#)

Observation Date	09/06/2018 2:44 PM
Observer	Superintendent Sweetgrass2492
Status	In Progress
Semester	
School	Sweetgrass2492 Elementary School
Announced?	<input checked="" type="checkbox"/>

[Submit](#) [Cancel](#)

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.