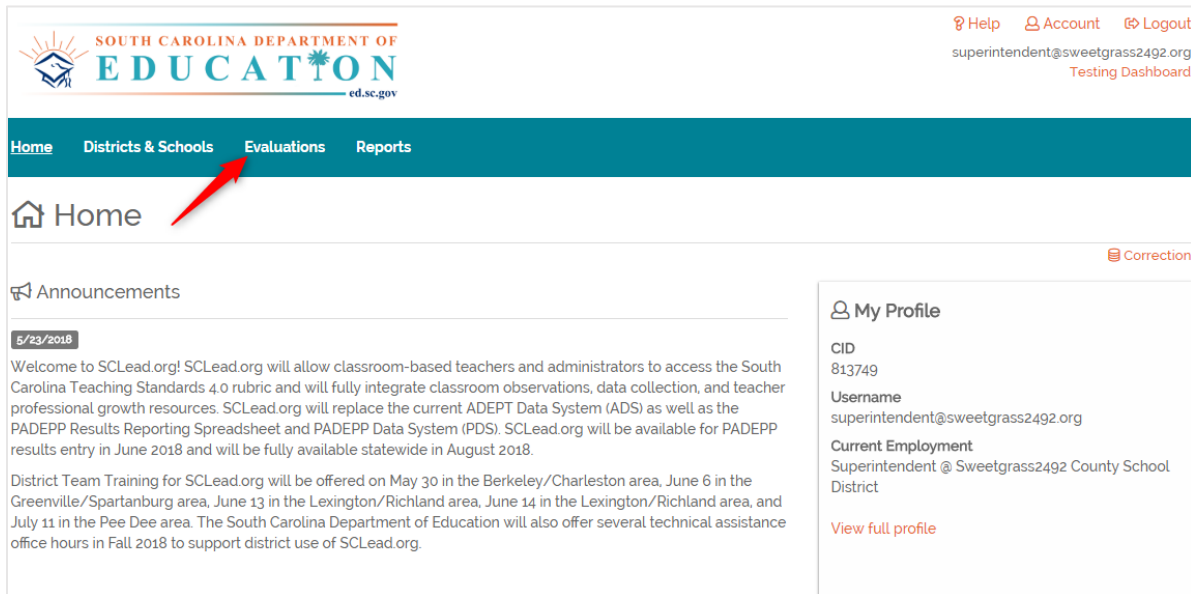


## PADEPP – Evaluator Completion of Summative Evaluation Worksheet

If there is more than one evaluator for a Principal's evaluation, each evaluator will need to complete an evaluator assessment. Once each member has completed the evaluator assessment, the Evaluation Chair will need to complete the Principal's Summative Evaluation Form Worksheet. Each member of the evaluation team will need to enter his/her signature once the Evaluation Chair has completed and signed. This guide will provide steps for completing the worksheet.

**Reminder:** The Principal's Summative Evaluation Form Worksheet will not be shared with the Principal.

**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

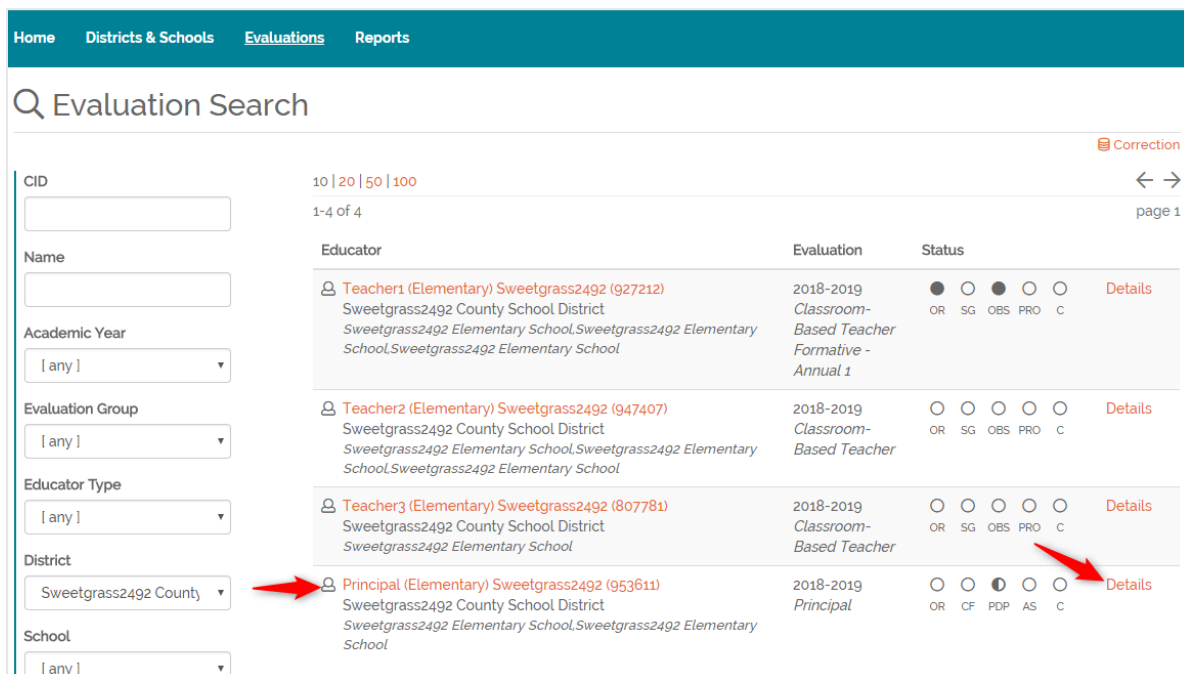
Username  
superintendent@sweetgrass2492.org

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.



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Evaluation Search

Correction

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

Name	Educator	Evaluation	Status	
	<b>Teacher1 (Elementary) Sweetgrass2492 (927212)</b> 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 checked="" type="radio"/> OBS <input type="radio"/> PRO <input type="radio"/> C	<a href="#">Details</a>
	<b>Teacher2 (Elementary) Sweetgrass2492 (947407)</b> 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	<a href="#">Details</a>
	<b>Teacher3 (Elementary) Sweetgrass2492 (807781)</b> 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	<a href="#">Details</a>
	<b>Principal (Elementary) Sweetgrass2492 (953611)</b> 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	<a href="#">Details</a>

Step 3: Click **Assessment**.

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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

Overall Status

Conferences

Orientation Conference100%

Mid-Year Conference100%

End-of-Year Conference

Professional Development Plan

Principal Professional Development Plan68%

Assessments

Self-Assessment100%

Principal's Summative Evaluation Form

61

Overall Completion Progress

Evaluation Team

Add Evaluator

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

Educator Profile

Step 4: Click **Start Principal's Summative Evaluation Form Worksheet**.

End-of-Year Conference

Annual Assurances

EVALUATION

Required Standards

Observations

Principal Professional Development Plan

Assessments

Attachments

Results

Educator Profile

Evaluator Assessments

The Evaluator Assessment allows a principal evaluator to rate and make comments on the evaluated standards.

Principal Evaluator Assessment

Created: 7/27/2018 3:54:35 PM by Superintendent Sweetgrass2492

Status: Complete

Principal Evaluator Assessment

Created: 7/27/2018 7:17:01 PM by District (User) Sweetgrass2492

Status: Complete

Principal's Summative Evaluation Form Worksheet (Optional)

The Evaluator Assessment allows a principal evaluator to rate and make comments on the evaluated standards.

Start Principal Summative Evaluation Worksheet

Principal's Summative Evaluation Form

**Step 5:** Click **Edit**.

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Principal (Elementary) Sweetgrass2492

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Principal's Summative Evaluation Form Worksheet (Optional)

Back

Edit

The worksheet allows the evaluation team to come to a consensus on the scoring of the principal evaluation. One should be created if there is more than one Evaluator Assessment for this evaluation.

Please resolve the following issues:

The Final Rating must be selected for this assessment before signatures can be added

All standards must be scored before signatures can be added

N/A - This rating has not been made

E - Exemplary

P - Proficient

NI - Needs Improvement

U - Unsatisfactory

Standard Ratings

Performance Standard	Principal's Self-Assessment	Evaluator 1 Assessment	Evaluator 2 Assessment	Final Rating
Standard 2: Instructional Leadership	E	E	P	NR

**Note:** If the Principal has completed the Self-Assessment, the self-assessment ratings will be displayed. The ratings from each completed evaluator assessment will also display to assist in selecting a final Rating.

**Step 6:** Select a **Final Rating** for each standard, add comments for each standard, add additional comments and attachments, as applicable, select the **Overall Summative Rating**, click **Save**.

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Domain Ratings

Performance Standard	Principal's Self-Assessment	Evaluator 1 Assessment	Evaluator 2 Assessment	Final Rating
Standard 2: Instructional Leadership	E	E	P	E
Comments:				
Standard 8: Staff Development				
P	P	P	P	P
Comments:				
Standard 9: Principal's Professional Development				
E	E	E	E	E
Comments:				

Additional Comments

You have 4000 characters remaining

Attachments

Name	Description	Created By
No attachments found.		
<div>Choose File</div> No file chosen		<div>+ Add</div>

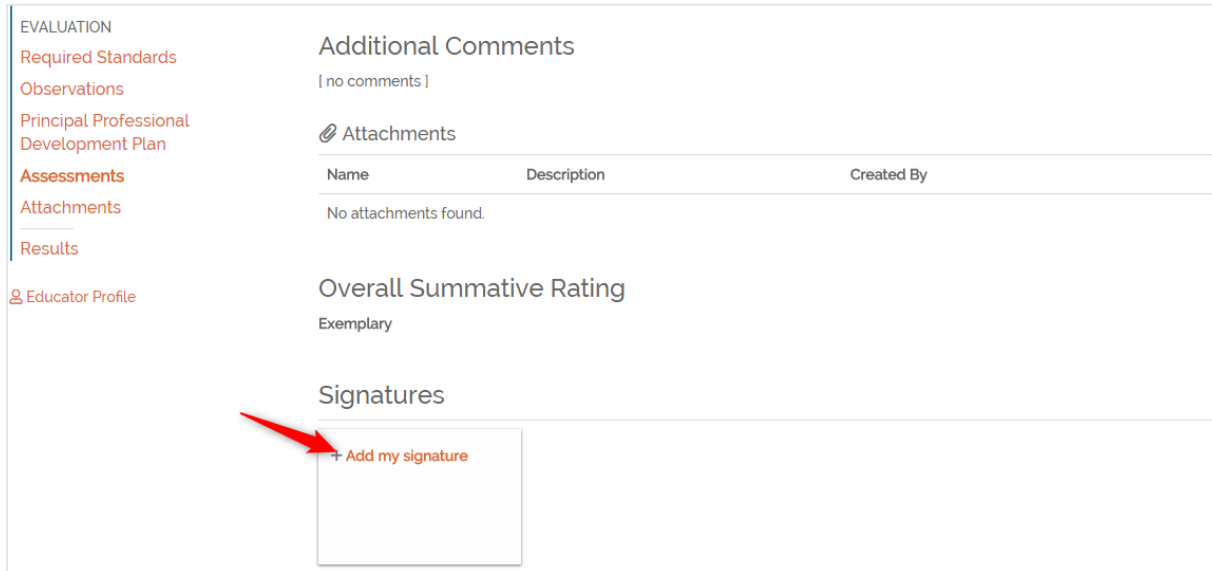
Overall Summative Rating

Exemplary

Cancel

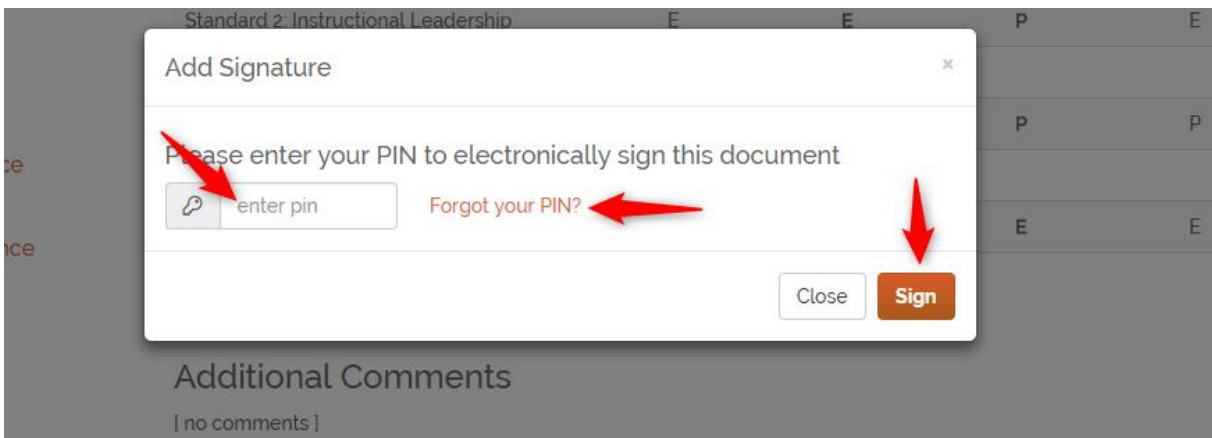
Save

**Step 7:** Click **Add my signature**.



The screenshot shows a web interface for an evaluation form. On the left is a sidebar with links: EVALUATION, Required Standards, Observations, Principal Professional Development Plan, Assessments, Attachments, Results, and Educator Profile. The main content area has sections for 'Additional Comments' (with a '[ no comments ]' link), 'Attachments' (with a table header: Name, Description, Created By; and a message 'No attachments found.'), 'Overall Summative Rating' (set to 'Exemplary'), and 'Signatures'. In the 'Signatures' section, there is a red arrow pointing to a button labeled '+ Add my signature'.

**Step 8:** Enter your PIN in the **Enter PIN** box. If you do not remember your PIN, click **Forgot your PIN?** and the system will display your PIN. Click **Sign**.



The screenshot shows a modal dialog titled 'Add Signature'. It contains the text 'Please enter your PIN to electronically sign this document'. Below this text is a text input field with a key icon and the placeholder text 'enter pin'. To the right of the input field is a link that says 'Forgot your PIN?'. At the bottom right of the dialog are two buttons: 'Close' and 'Sign'. Three red arrows point to the 'enter pin' field, the 'Forgot your PIN?' link, and the 'Sign' button.

**Reminder:** Each member of the Evaluation Team will need to electronically sign for the Principal's Summative Evaluation Form Worksheet to be complete.

*Contact [SCLead.org](http://SCLead.org) support if you have problems accessing or completing the Principal's Summative Evaluation Form Worksheet.*

*1-877-314-1412 or [www.sclead.org/Help/Support](http://www.sclead.org/Help/Support).*