

# Superintendent and District ADEPT Administrators User Guide for SCLead

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## Login to SCLead

 This section applies to all authorized SCLead users.

All SCLead users must have a state-issued CID and credentials for log in to a Single Sign-On (SSO) account.

Use the following URL to access the SCLead site [www.SCLead.org](http://www.SCLead.org)

The first page you see is the landing page.

 Bookmark (favorite) this page in your browser, only the above URL will give you consistent access to the SCLead site.

Click the star at the top of the page.



When the page is bookmarked the star will fill in to indicate it is a favorite URL.



## SCLead.org

### South Carolina Leadership, Effectiveness, Advancement & Development

DATA MANAGEMENT SYSTEM



#### Benefits

##### For Teachers

- On-demand access to personal evaluation history and ADEPT evaluation documents
- On-demand access to professional development resources aligned with SCTS 4.0
- On-demand access to ADEPT evaluation documents
- Ability to track areas of reinforcement and refinement for professional development
- Ability to store evaluation artifacts (e.g. SLO process, lesson plans, student work samples)
- Ability to electronically sign evaluation documents

[More information on ADEPT...](#)

##### For Principals

- On-demand access to personal evaluation history and PADEPP evaluation documents
- On-demand access to professional development resources aligned with SCTS 4.0 and PADEPP standards
- At-a-glance snapshot of evaluation completion status for all teachers
- Ability to use SCTS 4.0 data to inform school planning and to personalize teacher professional development
- Ability to staff evaluation teams online

[More information on PADEPP...](#)

##### For Districts

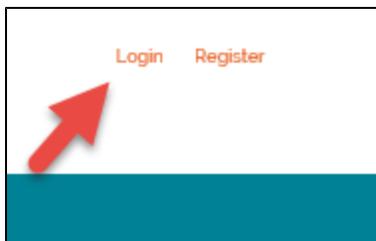
- On-demand access to evaluation data and teacher certification area(s) in one location
- On-demand access to professional development resources aligned with SCTS 4.0 and PADEPP standards
- Ability to disaggregate evaluation data by school, grade, course, or contract level
- Ability to use aggregate performance data on SCTS 4.0 indicators to plan professional development
- Ability to enter and access annual district ADEPT plan
- Ability to post district ADEPT and PADEPP announcements

[More information on SCDE's Website...](#)

 Be sure to only log in with your personal credentials. Do not share credentials with other users. Log out after each use of the SCLead system.

 Automatic logout will occur after an idle period.

Click the **Login** link at the top of the page, if you already have login credentials.



Clicking the link displays the South Carolina Lead (SCDE) single sign-on (SSO) login screen.

 If you do not yet have login credentials, click the **Register** link to request login credentials.

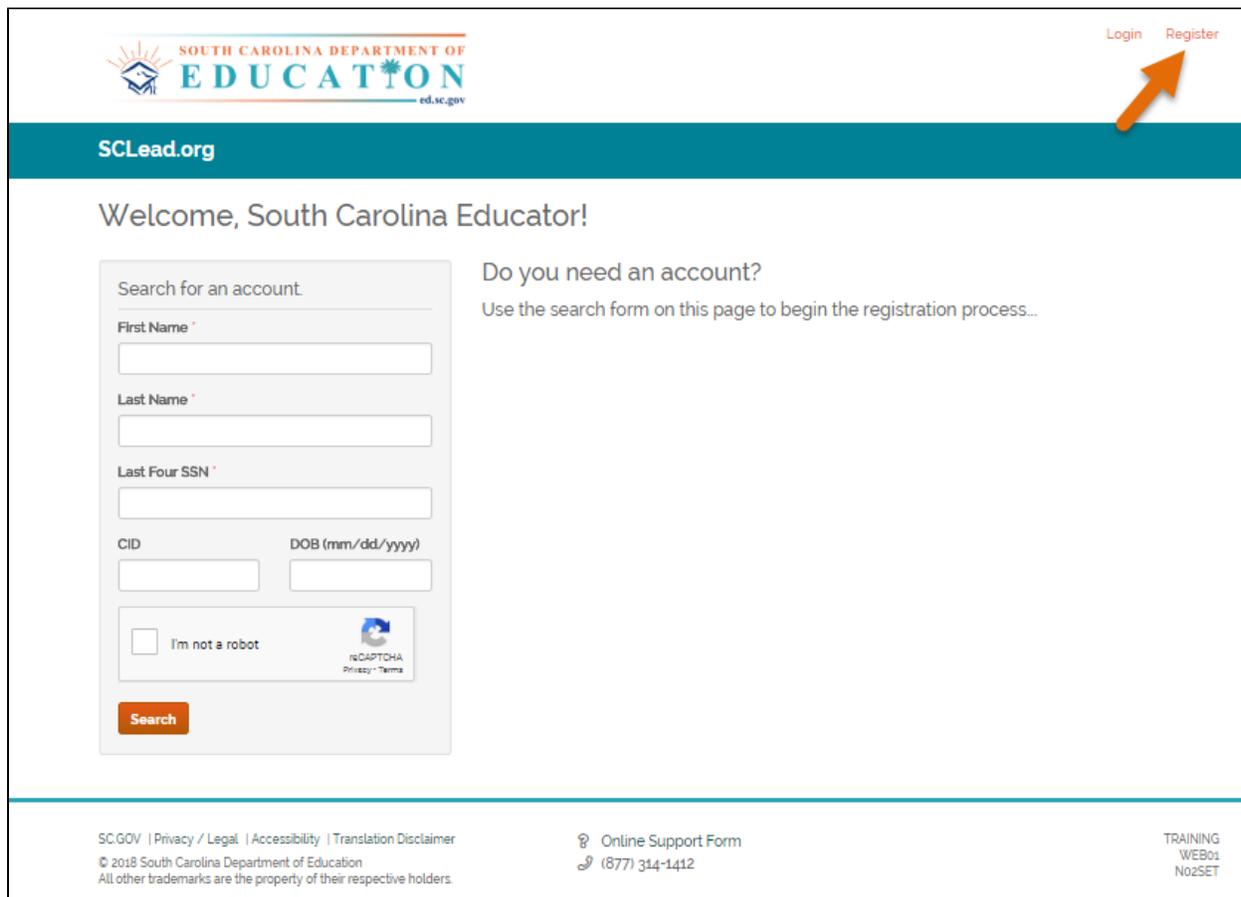


- › Register for Access to SCLead
  - Account Found
  - Account not Found
- › Forgot Password
  - CAPTCHA
  - Email Address Password Reset
- › Change Password
- › Password Standards for SCLead

## Register for Access to SCLead

If you do not have login credentials, click the Register link to open the **Search for an account** page.

To find your account in SCLead enter, **First Name, Last Name, Date of Birth, CID,** and **Last Four of SSN** and click the **Search** button.



The screenshot shows the SCLead.org website interface. At the top right, there are links for "Login" and "Register", with an orange arrow pointing to the "Register" link. Below the header is a teal navigation bar with "SCLead.org" text. The main content area features a "Welcome, South Carolina Educator!" message. On the left is a search form titled "Search for an account" with fields for "First Name", "Last Name", "Last Four SSN", "CID", and "DOB (mm/dd/yyyy)". It also includes a reCAPTCHA "I'm not a robot" checkbox and a "Search" button. To the right of the form is the text "Do you need an account? Use the search form on this page to begin the registration process...". The footer contains copyright information for SC.GOV, links for "Privacy / Legal | Accessibility | Translation Disclaimer", "Online Support Form", and "(877) 314-1412", along with training identifiers "TRAINING WEB01 No2SET".

## Account Found

When a matching account is found it will display in the **Search Results**. Click the **This is me** link to claim the account.



SOUTH CAROLINA DEPARTMENT OF  
**EDUCATION**  
ed.sc.gov

[Login](#) [Register](#)

**SCLead.org**

Welcome, South Carolina Educator!

Search for an account.

First Name \*

Last Name \*

Date of Birth

CID

Last Four SSN \*

Search Results

First	Last	Middle	
Danielle	Abadie	Renee	<a href="#">This is me!</a>

You can then claim and personalize the account. When you have entered the information, click the **Register** button.

## Welcome, South Carolina Educator!

### Search for an account.

First Name \*

Last Name \*

Date of Birth

CID

Last Four SSN \*

### Create your account

Person

Abadie, Danielle Renee (229542)

Username

Username must be unique in the system: no one else can already have the one you are entering.

Email

Emails must be unique in the system: you will receive a confirmation at this address. This will also serve as your password reset point of contact.

Password

Passwords must be at least 8 characters long, contain a number, capital letter, and a special character like ! # \$ % ^ & .

Confirm password

Please enter the same password as above.

## Account not Found

 You cannot login to SCLed unless you are a person in the system, this includes finding your credentials through the register link.

If you do not have an account and believe that you should have an account, contact your administrator.

The request to establish an account must go through the State. Updated account files are processed nightly in the system.

 If you are a recent hire it may take one or two business days to establish your account information in the system, depending on the timeline for entering your information at the State level.

If you try to find an account and one does not exist, you will receive a message from the system similar to the response below.



SOUTH CAROLINA DEPARTMENT OF  
**EDUCATION**  
ed.sc.gov

[Login](#) [Register](#)

SCLed.org

Welcome, South Carolina Educator!

Search for an account.

First Name \*

Last Name \*

Date of Birth

CID

Last Four SSN \*

Search Results

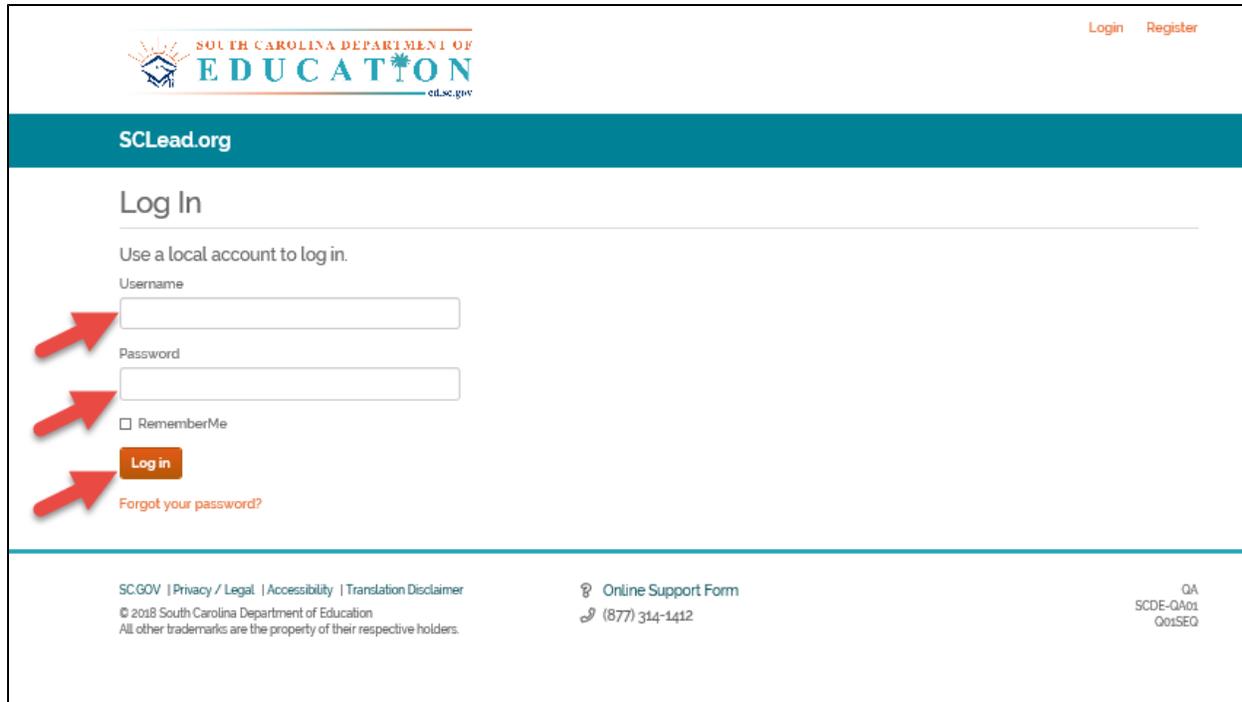
 Sorry, we did not find any records.

## Login to SCLead

When the Log In window appears, enter your login credentials (username and password) in the fields.

 Do not bookmark (favorite) the Log In page illustrated below. Attempting to recall this page as a bookmarked site will result in errors.

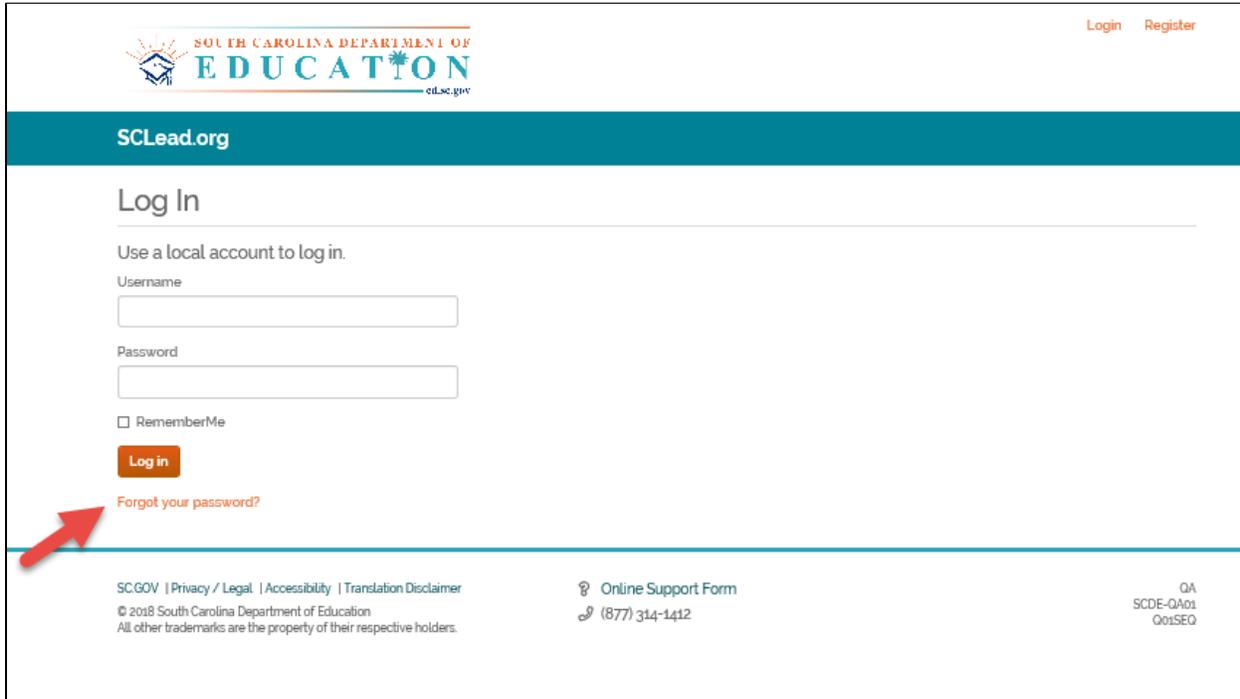
Enter your **Username** and **Password** and click the **Log in** button.



The screenshot shows the SCLead.org login page. At the top left is the South Carolina Department of Education logo. At the top right are links for "Login" and "Register". Below the logo is a teal header with "SCLead.org". The main content area is titled "Log In" and contains the text "Use a local account to log in." Below this are three input fields: "Username", "Password", and a "Remember Me" checkbox. A "Log in" button is positioned below the "Remember Me" checkbox. A link for "Forgot your password?" is located below the "Log in" button. Three red arrows point to the Username, Password, and Log in button fields. At the bottom of the page, there is a footer with three columns of text: "SC.GOV | Privacy / Legal | Accessibility | Translation Disclaimer", "Online Support Form (877) 314-1412", and "QA SCDE-QA01 001SEO".

## Forgot Password

Click the **Forgot your password?** link on the **Log In** window to reset your password.



 [Login](#) [Register](#)

**SCLead.org**

### Log In

Use a local account to log in.

Username

Password

RememberMe

**Log in**

[Forgot your password?](#)

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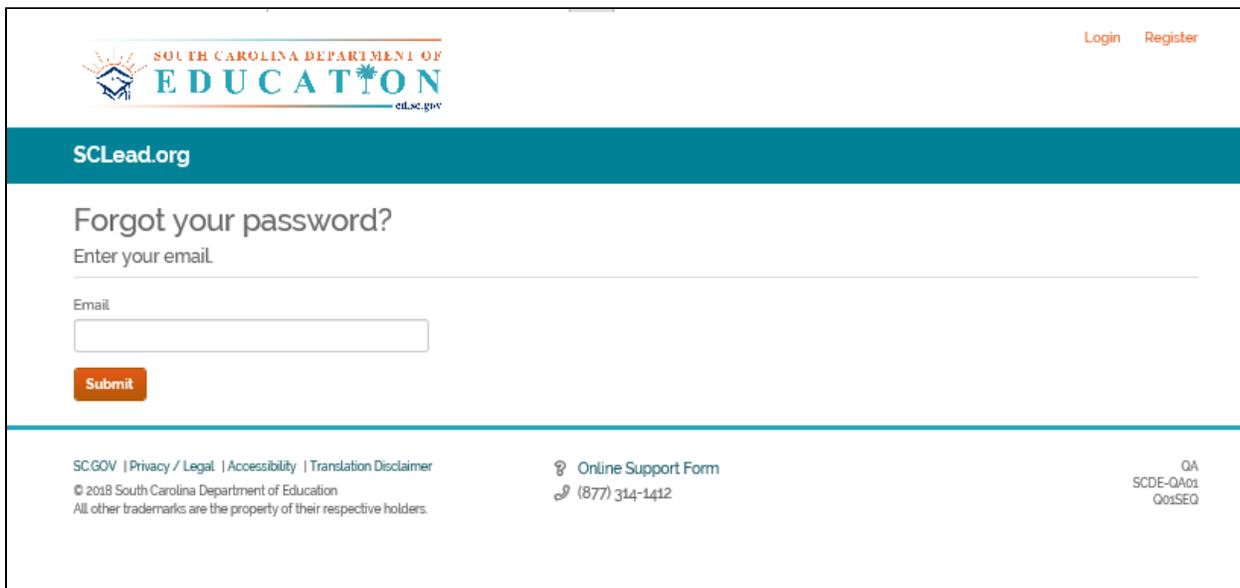
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[Online Support Form](#)  
(877) 314-1412

QA  
SCDE-QA01  
Q01SEQ

A page displays to enter the full email address associated with your account profile.

Enter your **Email** address and click the **Submit** button.



 [Login](#) [Register](#)

**SCLead.org**

### Forgot your password?

Enter your email.

Email

**Submit**

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[Online Support Form](#)  
(877) 314-1412

QA  
SCDE-QA01  
Q01SEQ



A **Forgot Password** confirmation message appears advising to check your email to reset your password.

Login Register

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SCLead.org

## Forgot password

Please check your email to reset your password.

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📞 Online Support Form  
☎ (877) 314-1412

QA  
SCDE-QA01  
Q01SEO

## CAPTCHA

You may be asked to enter CAPTCHA responses.

Follow the instructions on the screen to enter the CAPTCHA information.

CAPTCHA is utilized to verify the user is a human and not a computer generated script.

## Email Address Password Reset

The system will send a link to the email address associated with your identity management account to reset your password.

⚠️ If you copy and paste the new temporary password, do not copy spaces before and/or after the new temporary password.

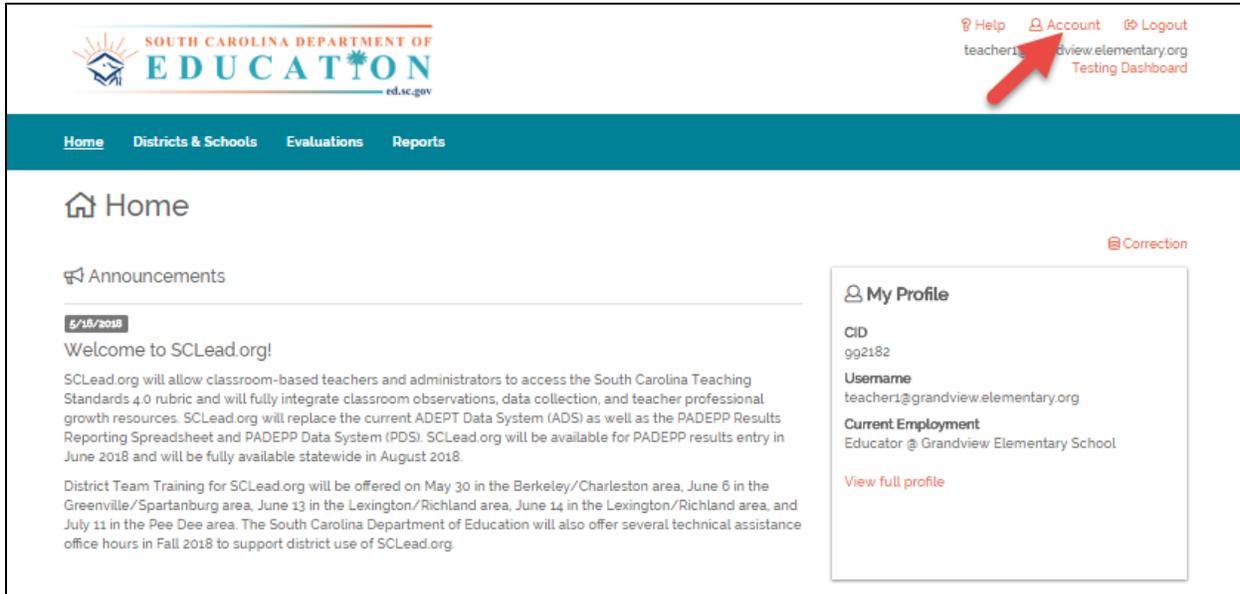
Login with the temporary password.

The system will prompt to update the password.

The new password must meet [password standards](#) defined by the state.

## Change Password

Select the **Account** link at the top of the page, once you are logged in to **Change your password**.



The screenshot shows the user interface of the South Carolina Department of Education. At the top left is the logo. At the top right, there are links for Help, Account, and Logout. The Account link is highlighted with a red arrow. Below the logo is a navigation bar with links for Home, Districts & Schools, Evaluations, and Reports. The main content area is titled Home and contains an Announcements section with a date of 6/18/2018. The announcement is titled "Welcome to SCLead.org!" and contains text about the new system. On the right side, there is a My Profile section with fields for CID, Username, and Current Employment. A red arrow points to the Account link in the top right corner.

[Help](#) [Account](#) [Logout](#)  
teacher1@grandview.elementary.org  
Testing Dashboard

[Home](#) [Districts & Schools](#) [Evaluations](#) [Reports](#)

 Home

 Announcements

**6/18/2018**

**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.

[Correction](#)

**My Profile**

**CID**  
gg2182

**Username**  
teacher1@grandview.elementary.org

**Current Employment**  
Educator @ Grandview Elementary School

[View full profile](#)

The **Account** page displays and supports a change of password and also supports updating additional user controlled account information.

Click the link labeled **Change** to the right of the **Password** information.

[Home](#)   [Districts & Schools](#)   [Evaluations](#)   [Reports](#)

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## Sign-in & Security

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<b>User Id</b> <small>Universal, non-changing identifier</small>	103000
<b>Username</b> <small>This is the name used to login with</small>	teacher1@grandview.elementary.org <a href="#">change</a>
<b>Email</b> <small>This email address receives notifications and is used for password resets</small>	teacher1@grandview.elementary.org <a href="#">resend verification email</a> <a href="#">change</a>
<b>Password</b> <small>The secret password for logging in; you can change your password here.</small>	..... <a href="#">change</a> 
<b>Lockout Enabled</b> <small>A value that indicates whether lockout enabled</small>	Enabled <a href="#">disable</a>
<b>Locked Ending</b> <small>The date time value (in UTC) when lockout ends, any time in the past is considered not locked out</small>	[ blank ]
<b>Failed Logins</b> <small>The number of failed login attempts</small>	0
<b>Created</b> <small>The date time value (in UTC) when the user was created</small>	5/24/2018 8:27:0g PM

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## Multi-Factor Authentication

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<b>Multi-Factor Authentication</b> <small>A value that indicates whether two-factor authentication is enabled for the user</small>	Disabled <a href="#">enable</a>
<b>Phone Number</b> <small>Phone number is used for multi-factor authentication, i.e. text messages</small>	<a href="#">set phone number</a>

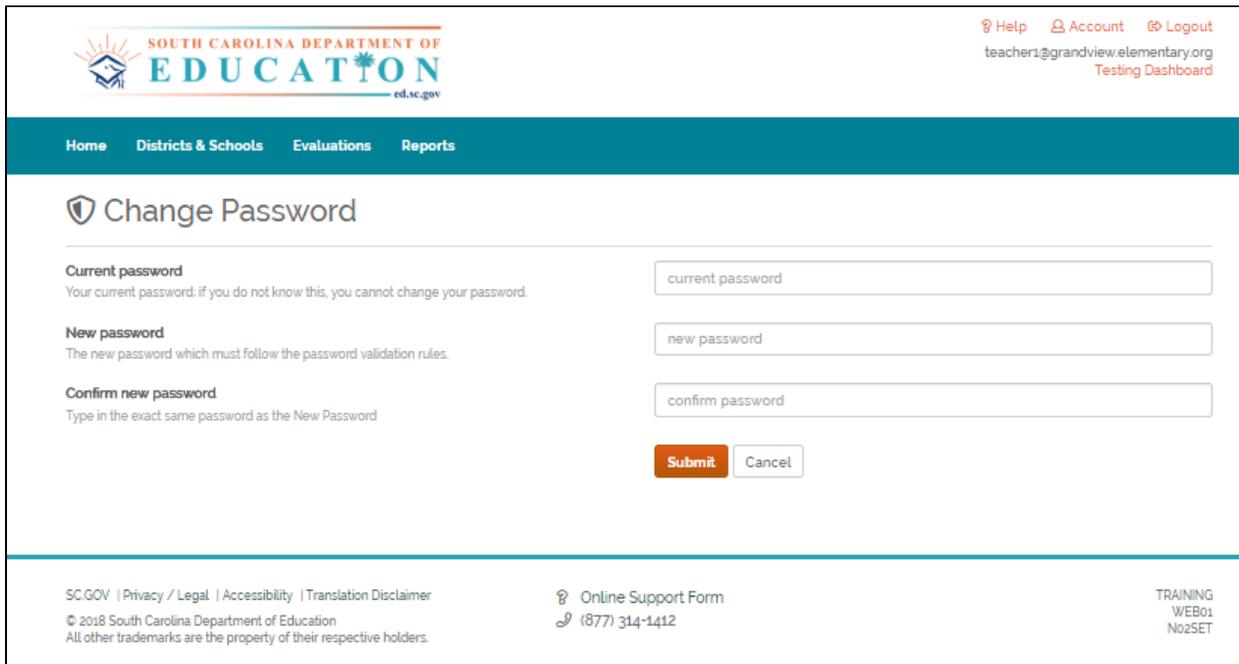
The link will open a SCLead **Change Password** window.

Enter the **current password**, and then enter the **new password** and enter it again to **confirm new password**.

Click the **Submit** button to change your password.

 If youPa copy and paste the new password, do not copy spaces before and/or after the new password.

The new password must meet password standards.



The screenshot shows the SCLead Change Password interface. At the top, there is a navigation bar with the South Carolina Department of Education logo on the left and links for Help, Account, Logout, and a Testing Dashboard on the right. Below the navigation bar is a teal header with menu items: Home, Districts & Schools, Evaluations, and Reports. The main content area is titled "Change Password" and contains three input fields: "Current password" (with a placeholder "current password"), "New password" (with a placeholder "new password"), and "Confirm new password" (with a placeholder "confirm password"). Below the input fields are "Submit" and "Cancel" buttons. At the bottom of the page, there is a footer with copyright information, an Online Support Form link, and training identifiers (TRAINING WEB01 No2SET).

## Password Standards for SCLead

 This section applies to all authorized SCLead users.

The specifications below are subject to change by the state without notice and are provided here as a convenience.

Passwords must have at least:

- 6 and no more than 100 characters.
- one non alphanumeric character (For example \$, #, !).
- one lowercase letter (a-z).
- one uppercase letter (A-Z).
- one number (0-9).

## Home Page or Dashboard in SCLead

- › Announcements
- › My Profile Box
- › View Full Profile
- › Corrections Link
- › Help
  - Submit Support Ticket
- › Account Information
- › Logout

**i** This section applies to all authorized SCLead users.

When you log in to SCLead, the first page displayed is your **Home** page or **Dashboard**.

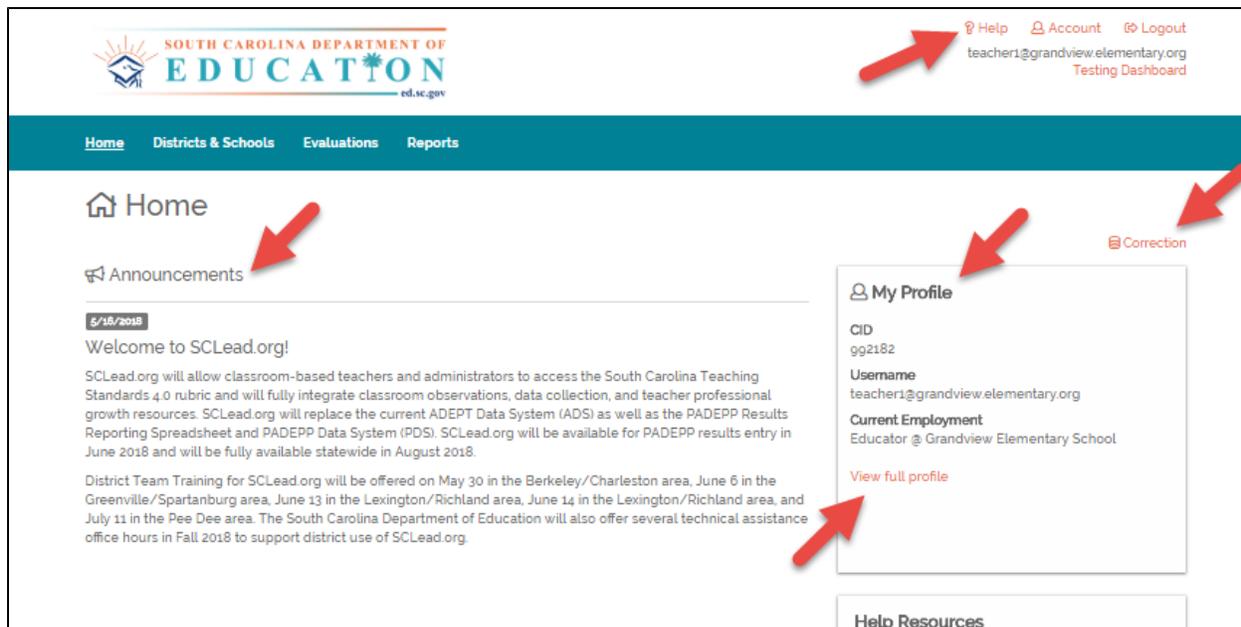
Your **Dashboard** displays a list of **announcements**, **profile** information, with links to a **view full profile**, forms for **corrections**, with links to **help**, complete **account** information, and a **logout** link at the top right of the page.

The tabs at the top of the page appear based on the user's role with direct access to pages the user will need.

In this example **Districts and Schools**, **Educators** and **Reports**.

The **Dashboard** is personalized based on your role and responsibilities.

**i** The dashboard for an educator provides the information the educator needs, while the dashboard for an evaluator or administrator will provide the additional information he or she requires.



The screenshot shows the SCLead user interface. At the top left is the South Carolina Department of Education logo. On the top right, there are links for Help, Account, and Logout, along with the user's email (teacher1@grandview.elementary.org) and the role (Testing Dashboard). A teal navigation bar contains tabs for Home, Districts & Schools, Evaluations, and Reports. The main content area is titled 'Home' and includes an 'Announcements' section with a date filter for 6/15/2018. A 'My Profile' box displays the user's CID (gg2182), Username (teacher1@grandview.elementary.org), and Current Employment (Educator @ Grandview Elementary School), with a 'View full profile' link. A 'Correction' link is also visible. At the bottom, there is a 'Help Resources' section.

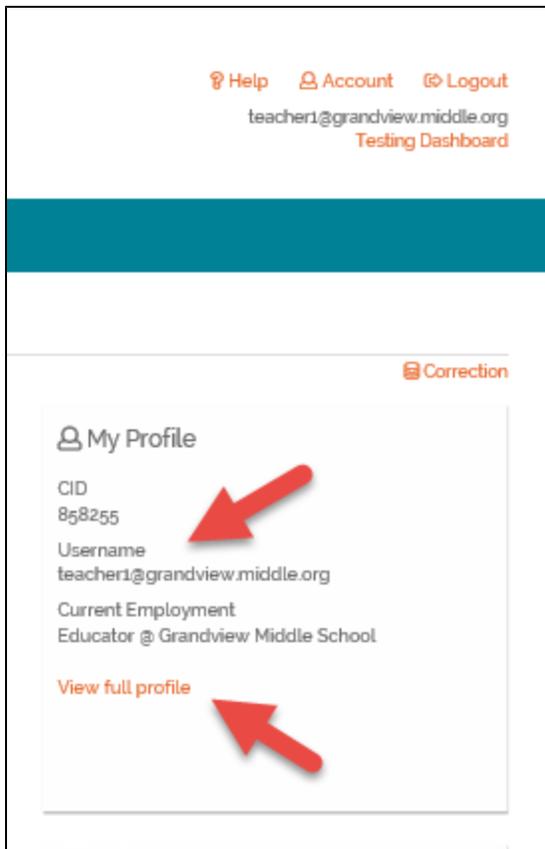
## Announcements

**Announcements** display on the **Home** page Dashboard and assist SCDE and RANDA Solutions in communicating to all SCLead users about release dates, special announcements, due dates, and deadlines that may be approaching. District and school administrators may optionally use the **Announcements** feature to post messages to users within the District and school.

## My Profile Box

**My Profile** information displays on the **Home** page Dashboard.

**Username** , **Current Employment** and a link to **View full profile** displays.



The screenshot shows a user interface with a teal header bar. In the top right corner, there are links for [Help](#), [Account](#), and [Logout](#). Below these links, the user's email address `teacher1@grandview.middle.org` and a [Testing Dashboard](#) link are displayed. A red arrow points to the `teacher1@grandview.middle.org` text. Below the teal bar, there is a white box titled "My Profile" with a "Correction" icon in the top right corner. The profile information includes: CID 858255, Username `teacher1@grandview.middle.org`, and Current Employment Educator @ Grandview Middle School. A red arrow points to the `teacher1@grandview.middle.org` text. At the bottom of the profile box, there is a [View full profile](#) link, with a red arrow pointing to it.

## View Full Profile

Select the **View Full Profile** link to display a more complete view of your profile.

The links on the left side of the window display aspects of the full profile.

The content sections of the **View Full Profile** page are detailed in the **Educator Profile** portion of the user guide.



[Help](#) [Account](#) [Logout](#)  
[teacher1@grandview.elementary.org](mailto:teacher1@grandview.elementary.org)  
[Testing Dashboard](#)

[Home](#) [Districts & Schools](#) [Evaluations](#) [Reports](#)

### Teacher1 (Elementary) Grandview

Educator Profile [Correction](#)

**Profile**

ADDITIONAL

Education

Training

Credentials

LICENSURE

Experience

Employment

Certification



Teacher1 (Elementary) Grandview  
992182

Evaluations

Year	District	Model	Type	Level	
2018-2019	Grandview County School District	Expanded ADEPT (SCTS)	Classroom-Based Teacher	Summative	<a href="#">Details</a>

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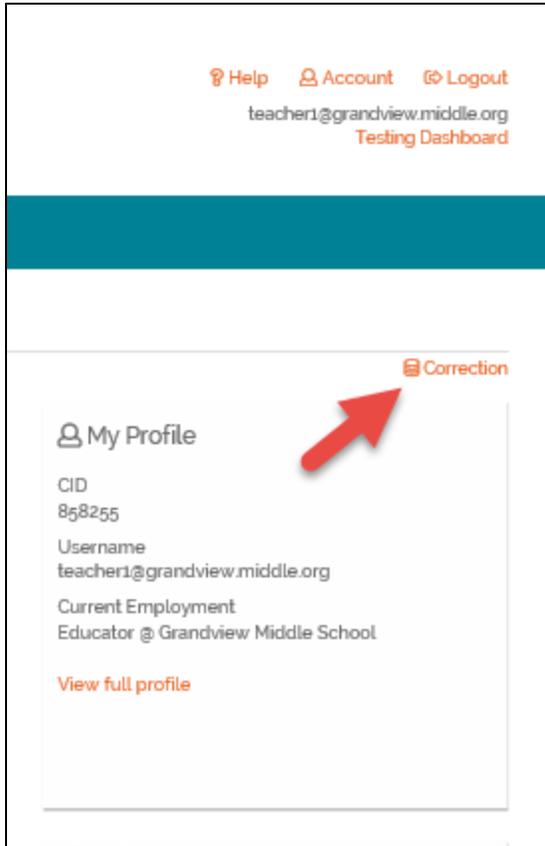
[Online Support Form](#)

(877) 314-1412

TRAINING  
WEB01  
No2SET

## Corrections Link

**Correction** link appears above **My Profile** on the **Home** page Dashboard



Clicking the **Corrections** link displays a form to notify about incorrect data.

**i** Information reported for correction will be examined for error sources and if needed sent to the State for data correction.

Enter a description of the data correction request and click the **Submit** button.

To cancel the data correction request click the **X** in the top right corner or click the **Hide** button.

 Data Correction Request ✕

Please provide a detail explanation of the data correction request:

Hide

Submit



## Submit Support Ticket

Complete the **Contact Support** form. Include as much information as possible to help resolve your issue quickly.

Select **Browser, Operating System, and Hardware** from the drop down lists and enter as much information as possible regarding the error conditions.

Click the **I'm not a robot**. Captcha images will display, select the images as instructed on the screen.

When you have completed the form, click the **Submit** button.



[Help](#) [Account](#) [Logout](#)  
 teacher1@grandview.middle.org  
[Testing Dashboard](#)

[Home](#) [Districts & Schools](#) [Evaluations](#) [Reports](#)

### Contact Support Correction

<p>Contact Name: <input type="text"/></p> <p>Email: <input type="text"/></p> <p>Phone: <input type="text"/></p> <p>District Name: <input type="text"/></p> <p>School Name: <input type="text"/></p> <p>Subject: <input type="text"/></p> <p>Description: <input style="height: 40px;" type="text"/></p>	<p>Browser: <input type="text" value="--None--"/></p> <p>Operating System: <input type="text" value="--None--"/></p> <p>Hardware: <input type="text" value="--None--"/></p> <p>Steps to reproduce the problem: <input style="height: 30px;" type="text"/></p> <p>What error messages are displayed: <input style="height: 30px;" type="text"/></p> <p>What pages the problem occurs on: <input style="height: 30px;" type="text"/></p>
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I'm not a robot
 



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Online Support Form

(877) 314-1412

QA  
SCDE-QA01  
001SEQ

## Account Information

This page provides information for your account sign-on and security, with links to change information, if desired.

You may change your **Username, Email, Password**, and **Enable** or **Disable** the lockout feature.

The bottom portion of the page supports **Multifactor Authentication**.

Modify the features as desired. **Multi Factor Authentication** is recommended to be enabled, it enhances security because it requires more than one method of authentication from independent categories of credentials to verify the user's identity for a login.

## Sign-in & Security

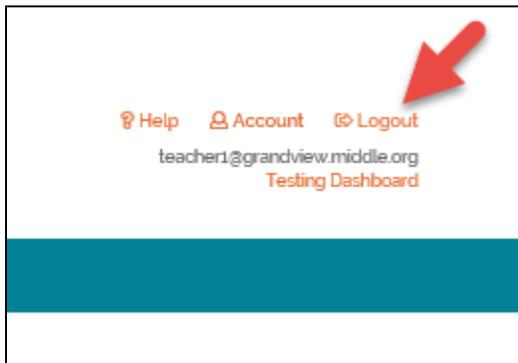
<b>User Id</b> Universal, non-changing identifier	103001
<b>Username</b> This is the name used to login with	teacher1@grandview.middle.org <a href="#">change</a>
<b>Email</b> This email address receives notifications and is used for password resets	teacher1@grandview.middle.org <a href="#">resend verification email</a> <a href="#">change</a>
<b>Password</b> The secret password for logging in; you can change your password here.	..... <a href="#">change</a>
<b>Lockout Enabled</b> A value that indicates whether lockout enabled	Enabled <a href="#">disable</a>
<b>Locked Ending</b> The date time value (in UTC) when lockout ends, any time in the past is considered not locked out	[ blank ]
<b>Failed Logins</b> The number of failed login attempts	0
<b>Created</b> The date time value (in UTC) when the user was created	5/24/2018 8:27:09 PM

## Multi-Factor Authentication

<b>Multi-Factor Authentication</b> A value that indicates whether two-factor authentication is enabled for the user	Disabled <a href="#">enable</a>
<b>Phone Number</b> Phone number is used for multi-factor authentication, i.e. text messages	<a href="#">set phone number</a>
<b>Authenticator App</b> Use an app on an Android or iOS device to sign in	<a href="#">configure</a>
<b>Recovery codes</b> Login in with recovery code in the event you do not have your device.	N/A

## Logout

Click the logout link to log off the SCLead application.



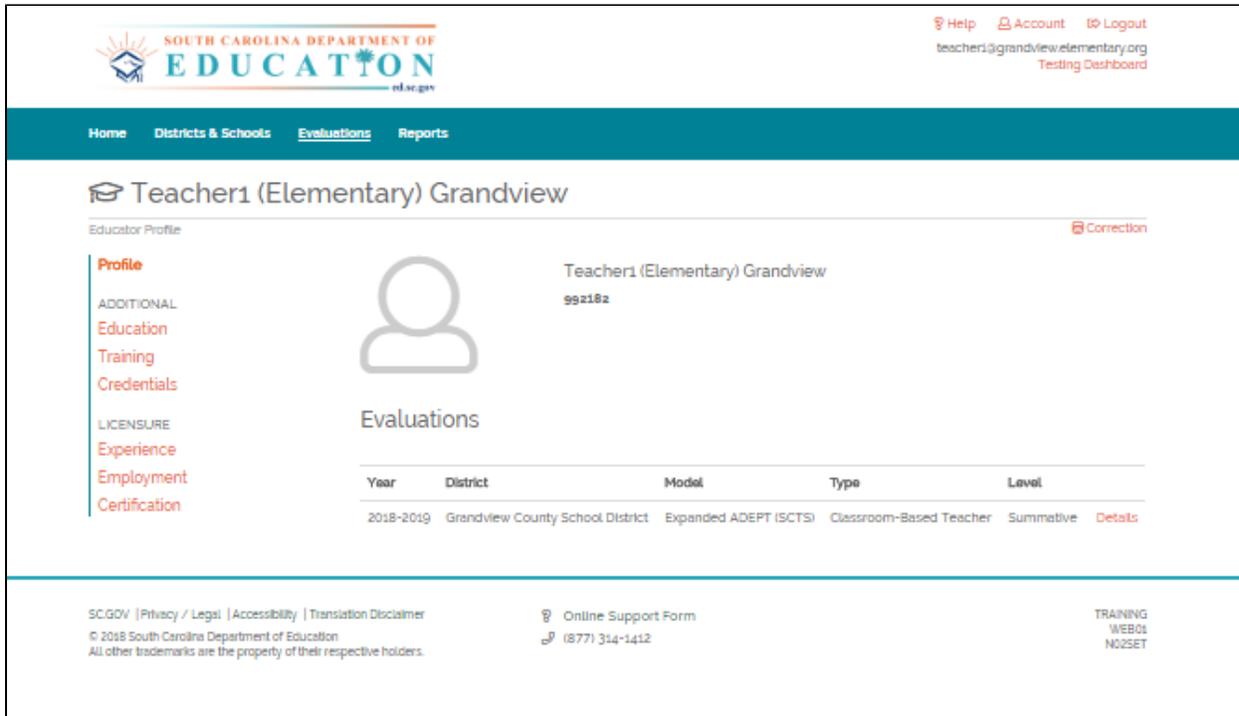
## Navigation in SCLed

**i** This section applies to all authorized SCLed users.

Links to each segment of the SCLed workflow appear in a list on the left side of the screen. Click on the link to access the desired segment.

The tabs across the top of the page are one click navigation to the selected segment of SCLed.

Tabs display based on role, which means users will have only the tabs he or she requires based on role and responsibilities.



The screenshot displays the SCLed interface for an educator profile. At the top, the South Carolina Department of Education logo is on the left, and navigation links for Help, Account, and Logout are on the right. Below the logo is a teal navigation bar with tabs for Home, Districts & Schools, Evaluations, and Reports. The main content area is titled "Teacher1 (Elementary) Grandview" and includes an "Educator Profile" section with a "Correction" link. A sidebar on the left lists profile categories: Profile (selected), Education, Training, Credentials, Licensure, Experience, Employment, and Certification. The profile details show the name "Teacher1 (Elementary) Grandview" and ID "992182". Below this is an "Evaluations" table with one entry for the 2018-2019 school year.

Year	District	Model	Type	Level	
2018-2019	Grandview County School District	Expanded ADEPT (SCTS)	Classroom-Based Teacher	Summative	<a href="#">Details</a>

At the bottom of the page, there is a footer with links for SC.GOV, Privacy / Legal, Accessibility, and Transition Disclaimer. It also includes contact information for an Online Support Form and a phone number (877) 314-1412. On the right side of the footer, it identifies the system as TRAINING WEB01 N02SET.

Navigation is dynamic to provide links on the left sidebar appropriate to the page of the workflow, as illustrated in the following evaluation page.

Click on the link in the left sidebar to open the page named in the list.



[Help](#) [Account](#) [Logout](#)  
[teacher1@grandview.elementary.org](mailto:teacher1@grandview.elementary.org)  
[Testing Dashboard](#)

Home
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## Teacher1 (Elementary) Grandview

2018-2019 Evaluation | Grandview County School District | ADEPT [Correction](#)

**Status**

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EVALUATION

[Orientation](#)

[Observations](#)

[Student Growth & Professional Goals](#)

[Professionalism](#)

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MENTORING

[Mentoring Notes](#)

[Educator Profile](#)

### Overall Status

✔ This evaluation has been completed and is unavailable for editing.

Prerequisites	
Educator Orientation	100%
Preliminary Cycle (Fall)	
Observations	100%
Student Learning Objectives	100%
Professional Goals	100%
Final Cycle (Spring)	
Observations	100%
Student Learning Objectives	100%
Professionalism	100%
Final Conference	100%



Overall Completion Progress

### Evaluation Team

Member	Role	Permissions
District (Staff) Grandview	Mentor	
Principal (Elementary) Grandview	Evaluation Chair	Observations Student Growth & Professional Goals Professionalism
Elementary (Staff) Grandview	Evaluator	Observations Student Growth & Professional Goals Professionalism

Created 5/24/2018 3:31:51 PM by 102983  
Modified 5/25/2018 8:31:17 AM by 102988

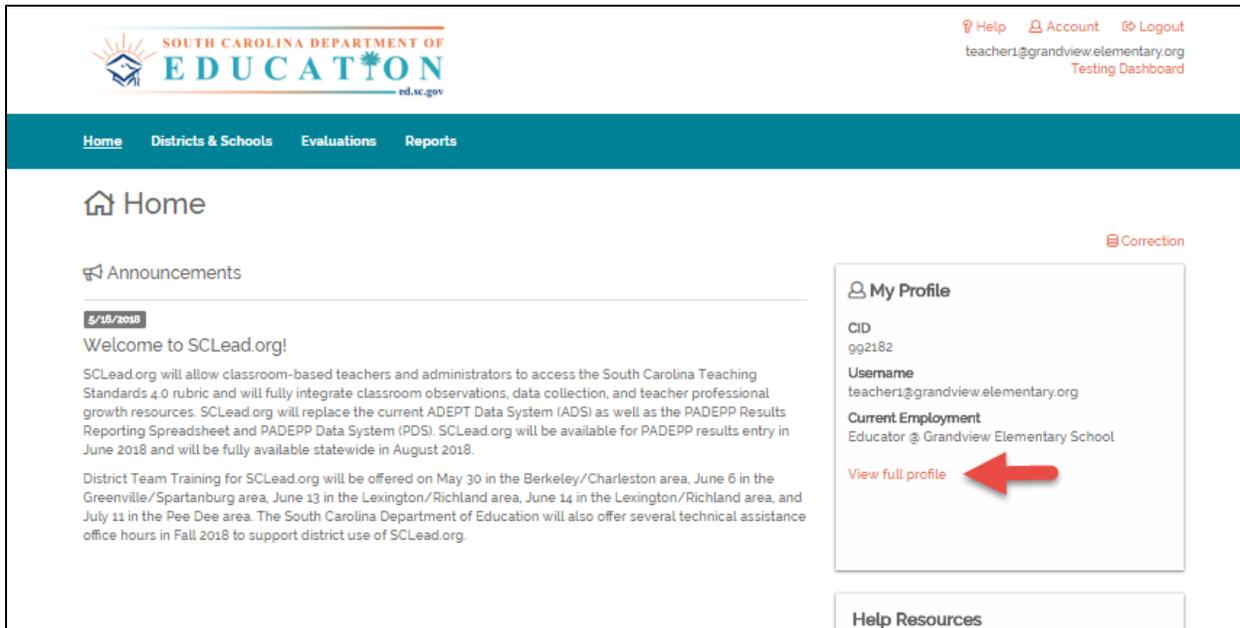
## Educator Profile

 This section applies to all SCLead users.

Once logged into SCLead, your **Home** page or **Dashboard** will open.

On the right side under **My Profile** the **Username** and **Current Employment** information displays.

Click on the **View full profile** link to open your profile page.



The screenshot shows the SCLead Home page. At the top left is the South Carolina Department of Education logo. At the top right are links for Help, Account, Logout, and a Testing Dashboard. A teal navigation bar contains links for Home, Districts & Schools, Evaluations, and Reports. The main content area is titled 'Home' and features an 'Announcements' section with a date filter for 5/16/2018. The announcement text reads: '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.' On the right side, there is a 'My Profile' box containing the following information: CID: 992182, Username: teacher1@grandview.elementary.org, and Current Employment: Educator @ Grandview Elementary School. A red arrow points to the 'View full profile' link in the My Profile box. Below the My Profile box is a 'Help Resources' section.

- Profile Page
  - Education
  - Training
  - Credentials
  - Experience
  - Employment
  - Certification

## Profile Page

The **Profile** page displays links in the left sidebar to additional information about the educator.

Teachers, principals, and superintendents can all view his or her own profile information.



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[teacher1@grandview.elementary.org](mailto:teacher1@grandview.elementary.org)  
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### Teacher1 (Elementary) Grandview

Educator Profile [Correction](#)

**Profile**

ADDITIONAL

Education

Training

Credentials

LICENSURE

Experience

Employment

Certification



Teacher1 (Elementary) Grandview  
**992482**

#### Evaluations

Year	District	Model	Type	Level	
2018-2019	Grandview County School District	Expanded ADEPT (SCTS)	Classroom-Based Teacher	Summative	<a href="#">Details</a>

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TRAINING  
WEB01  
N02SET

## Education

The **Education** page lists the educator's information including the **Year, Provider, Semester, Result,** and **Program.**



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 teacher1@grandview.elementary.org  
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### Teacher1 (Elementary) Grandview

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**Profile**

ADDITIONAL

**Education**

Training

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### Education

This information shows the Educator Preparation Programs for this person.

Year	Provider	Semester	Result	Program(s)
1999-2000	Anderson University	N/A	Pass	

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## Training

**Training** in SCLead contains information such as Safe-T and Mentor training.



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### Teacher1 (Elementary) Grandview

Educator Profile [Correction](#)

**Profile**

ADDITIONAL  
Education

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### Training

This page will show any records of training events such as Evaluator Training, Mentor Training, etc.

Event	Level	Pass	Completed
SAFE-T Evaluator Upgrade Training	E	1	True

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## Credentials

**Credentials** contains information such as evaluator training and mentor training.

A teachers can **view** his or her own **Credentials**.

A principal and superintendent can only **view** his or her own credentials.

Principal and superintendents can **view** credentials for other educators for whom they have responsibility.

**i** Only State level users are able to **view** and **edit** credentials for mentoring, teacher evaluation, principal evaluation. Credential data is pulled directly from State databases.



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[principal@grandviewelementary.org](mailto:principal@grandviewelementary.org)  
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### Principal (Elementary) Grandview

Educator Profile [Correction](#)

Profile

ADDITIONAL

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**Credentials**

LICENSURE

Experience

Employment

Certification

#### Credentials

Credentials may be earned by attending and completing training events such as Evaluator Training, Mentor Training, etc.

Type	Begin Date	End Date	Initial
Teacher Evaluator	1/1/2016		True

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NOZSET

## Experience

**Experience** lists the educator's experience history for each **Year**, **District**, **Days**, **FTE**, **Credit**, and **Code**.



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 teacher1@grandviewelementary.org  
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### Teacher1 (Elementary) Grandview

[Correction](#)

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**Experience**

Employment

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#### Experience

Experience data from the credentialing system.

Year	District	Days	FTE	Credit	Code
2000	Richland School District Two	190	1.0	1.0	C

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## Employment

**Employment** page lists the educator's employment history, with **Current Staff Records** at the top, followed by **Historical Staff Records**.

Detail includes **Year, District, School, Role, and End** date.



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### Principal (Elementary) Grandview

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#### Employment

This information shows current and historical employment information.

Current Staff Records

District	School	Role	End
Grandview County School District	Grandview Elementary School	Principal	

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### Teacher1 (Elementary) Grandview

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#### Employment

This information shows current and historical employment information.

Current Staff Records

District	School	Role	End
Grandview County School District	Grandview Elementary School	Educator	

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## Certification

Certification lists the educator's **Issued Programs** and **Issued Subjects**.

Under the **Issued Subjects**, the information includes the **Subject, Begin Date, End Date, Permit** (True or False), and **Current** (True or False).



[Redacted Name]

[Correction](#) | [Feedback](#)

Educator Profile

**Evaluations**

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**Certification**

### Certification

These are the certification records from the certification system.

#### Issued Programs

Program	Program Type	Agency	Current
Professional Certificate	A		True

#### Issued Subjects

Subject	Begin Date	End Date	Permit	Current
Early Childhood	7/1/2013	6/30/2018	False	True
Elementary	7/1/2013	6/30/2018	False	True
Sp. Ed. - Learning Disabilities	7/1/2013	6/30/2018	False	True
Early Childhood	4/29/2009	6/30/2013	False	False
Elementary	4/29/2009	6/30/2013	False	False
Sp. Ed. - Learning Disabilities	4/29/2009	6/30/2013	False	False
Early Childhood	7/1/2008	6/30/2013	False	False
Elementary	7/1/2008	6/30/2013	False	False
Sp. Ed. - Learning Disabilities	7/1/2008	6/30/2013	False	False
Sp. Ed. - Learning Disabilities	1/30/2008	6/30/2008	False	False
Sp. Ed. - Learning Disabilities	7/1/2006	6/30/2007	False	False
Sp. Ed. - Learning Disabilities	7/1/2005	6/30/2006	True	False

## Help

 This section applies to all SCLead users.

To access the **Help** page, click on the **Help** button at the top of the page.

The **Help** page, illustrated below, includes how to **Contact Support**, provides **Release Notes**, with links on the bottom of the page to user guides, training videos, and links for reference.

## Help

[Correction](#) | [Feedback](#)

Sed at nisi ut arcu dictum scelerisque. Praesent varius augue nisi, tincidunt varius nulla rhoncus et. Cras imperdiet metus tortor, sed gravida urna elementum id. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. In rutrum lacus id mi elementum ultrices. Phasellus placerat odio quis orci sodales, eu consequat risus feugiat. Nunc dapibus diam libero, in mollis lacus ullamcorper at. Mauris porttitor rutrum mauris, quis iaculis urna rhoncus nec. Maecenas lobortis ultricies sollicitudin. Ut iaculis lacus id mauris faucibus scelerisque. Mauris ut aliquam eros. In rhoncus risus nunc. Aenean aliquet at mi ac ultrices. Sed molestie leo vel neque volutpat, quis semper nunc egestas. Donec non rhoncus leo, vel imperdiet nisl.

### Contact Support

Phone  
(877) 314-1412

Email  
support@randasolutions.com

Online  
[Submit Support Ticket](#)

### Release Notes

[View All](#)

**12/18/2017**

#### **Mauris suscipit**

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Mauris suscipit, dui sed hendrerit semper, libero tellus iaculis lectus, sit amet rhoncus augue tellus sit amet diam..

**12/18/2017**

#### **In rutrum risus aros**

Mauris suscipit, dui sed hendrerit semper, libero tellus iaculis lectus, sit amet rhoncus augue tellus sit amet diam. In rutrum risus eros, ac scelerisque nisi vestibulum eu. Sed rutrum porta auctor. Phasellus dapibus pellentesque mauris sodales tristique. Maecenas tristique sed quam vitae sodales. Fusce venenatis sem et velit maximus tincidunt. Vestibulum justo magna, dictum vitae mauris ac, commodo commodo risus. Nunc commodo porttitor lorem non imperdiet. Integer venenatis turpis non nibh facilisis sodales. Praesent condimentum aliquet consectetur. Sed egestas commodo mi, tristique posuere velit semper sed.

### Documentation

[Training Videos](#)

[Evaluation System User Guide \[PDF\]](#)

[Practical Guides for Evaluating Educators with the State Model System](#)

[Superintendent/Designee User Guide \[PDF\]](#)

[Teacher User Guide \[PDF\]](#)

[Principal User Guide \[PDF\]](#)

[Training Videos](#)

### Videos

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### Links

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[Practical Guides for Evaluating Educators with the State Model System](#)

[Superintendent/Designee User Guide \[PDF\]](#)

[Teacher User Guide \[PDF\]](#)

[Principal User Guide \[PDF\]](#)

[Training Videos](#)

## Support Contact Information

There are multiple options to select for technical needs.

You may call or email for support.

You may also select **Submit Support Ticket**.

 **Contact Support**

Phone  
(877) 314-1412

Email  
support@randasolutions.com

Online  
[Submit Support Ticket](#)

Clicking the **Submit Support Ticket** link displays a **Contact Support** page.

Complete the **Contact Support** form. Include as much information as possible to help resolve your issue quickly.

Click the **I'm not a robot**. Captcha images will display, select the images as instructed on the screen.

Select **Browser, Operating System, and Hardware** from the drop down lists and enter as much information as possible regarding the error conditions.



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superintendent@sclead.org  
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[Home](#) [Districts & Schools](#) [Educators](#) [EPP](#) [Training](#)

## Contact Support

[Correction](#) | [Feedback](#)

Contact Name:	<input type="text"/>	Browser:	--None-- <input type="button" value="v"/>
Email:	<input type="text"/>	Operating System:	--None-- <input type="button" value="v"/>
Phone:	<input type="text"/>	Hardware:	--None-- <input type="button" value="v"/>
District Name:	<input type="text"/>	Steps to reproduce the problem:	<input type="text"/>
School Name:	<input type="text"/>	What error messages are displayed:	<input type="text"/>
Subject:	<input type="text"/>	What pages the problem occurs on:	<input type="text"/>
Description:	<input type="text"/>		

I'm not a robot   
reCAPTCHA  
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## ADEPT Implementation Plans in SCLead

---

- Cover Sheet
- Evaluation Instrument
- District Choice
- Evaluation Timeline
- Attachments
- Signatures and Assurances

 ADEPT implementation plans need to be completed by the superintendent or District ADEPT administrator, before ADEPT or PADEPP evaluations can be established in the district.

Select the ***Districts and Schools*** tab, then select the ***ADEPT Plans*** in the left sidebar.

Select or define the current school year.

### Cover Sheet

The ADEPT Plans ***Cover Sheet*** displays to define the details of the ADEPT Plans.

Enter the ***Date of Submission of Plan***

Identify the ***ADEPT Administrator, the ADEPT Contact, and ADEPT Data Entry*** information.

## Grandview County School District (6892)

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[Correction](#) | [Print to PDF](#)

**2018-2019 ADEPT Plan**  
Grandview County School District

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### 2018-2019 District EXPANDED ADEPT Implementation Plan

Instructions to school districts: Please complete the entire Expanded ADEPT Plan template, as indicated below, and return the completed plan along with a copy of the district's school calendar for 2018-2019 as e-mail attachments to your Office of Educator Effectiveness and Leadership Development (OEELD) ADEPT Regional Contact.

If a consortium has developed one alternative, aligned evaluation system for each member district, the consortium director should submit one plan on behalf of the districts. The plan must include a cover sheet with signatures from each representing superintendent. Districts that have plans submitted on their behalf must still provide their individual evaluation timeline calendars and district calendars.

The deadline for submission is June 1, 2018. Thank you.

**School District**

**Date of submission of plan**

#### Administrator

The administrator responsible for submitting the ADEPT Plan.

**Name**

**Title/Position**

**Phone Number**

**Email Address**

#### 2018-2019 District ADEPT Contact

The person of contact at the District for the ADEPT Plan.

**Name**

**Phone Number**

**Email**

#### ADEPT Data Entry

Only specify this if the person is different than the specified District ADEPT Contact.

**Name**

**Phone Number**

**Email**

## Evaluation Instrument

Select the appropriate information for the **Evaluation Instrument** for the district.

Add **Comments** and **Attachments** as needed.

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### Grandview County School District (6892)

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**2018-2019 ADEPT Plan**  
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## Evaluation Instrument

The district will use the following professional standards to evaluation and promote teacher performance and effectiveness:

- 2006 Adept:** All School Counselors, Library Media Specialists, and Speech Language Therapists will be evaluated under the 2006 ADEPT Guidelines.
- SCTS 4.0 (Formative and Summative):** The district will use the SCTS standards in evaluating and providing feedback to teachers at all contract levels.
- Locally developed:** Districts that have an approved, aligned (as defined in the system guidelines) approach to evaluating teachers.

Educators	2006 Adept	SCTS 4.0*	Locally Developed Model
Classroom-Based Teachers		⊕	⊖
Library Media Specialists	⊕		⊖
School Guidance Counselors	⊕		⊖
Speech Therapists	⊖		⊕

\* Note: DEELD has set up a process for districts to seek approval for the use of SAFE-T In 2018-2019 for educators undergoing a second summative evaluation after a previously unsuccessful SAFE-T evaluation. Contact the ADEPT regional office for your district for more details.

### Scoring Approach

The district will use the following scoring approach for SCTS 4.0.

Contract Levels	Average Approach	Consensus Approach
Induction	⊕	⊖
Annual Formative and Summative	⊕	⊖
Continuing Formative (Comprehensive)	⊖	⊕
Continuing Summative	⊖	⊕

Locally-developed systems assurances:

- If the district proposes using one or more locally-developed evaluation models, to include the use of locally-developed observation rubrics, they must be preapproved by SCDE. In the event that your locally-developed model has not already been vetted and approved by the SCDE, the district must provide a comprehensive evaluation guide for the proposed model(s). Alternate observation models for teachers (including special area educators) must meet all current requirements of the ADEPT statute, regulation, and guidelines (see page 1 of this document for online links).
- The district must report all formal evaluation results to the SCDE in a format that is consistent with the state's ADEPT formal evaluation models.
- The district must receive approval from the SCDE prior to implementing any locally designed, alternate model prior to using the model for evaluating teachers.

Correction | Print to PDF

District Comments (optional)

If the district proposes using one or more locally-developed evaluation models, to include the use of locally-developed observation rubrics, they must be preapproved by SCDE. In the event that your locally-developed model has not already been vetted and approved by the SCDE, the district must provide a comprehensive evaluation guide for the proposed model(s). Alternate observation models for teachers (including special area educators) must meet all current requirements of the ADEPT statute, regulation, and guidelines (see page 1 of this document for online links).

 Attachments

Name	Description	Created By
Excel_xlsx_Test_File.xlsx	test excel	Superintendent Grandview 

No file chosen

## District Choice

Make the selections and define the **Evaluation Weighting**. Add as many **Attachments** as needed.

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Grandview County School District (6892)

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**2018-2019 ADEPT Plan**  
Grandview County School District

Cover Sheet

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### District Choice

The district will implement one or more District Choice measures for the 2018-2019 school year. When selecting a District Choice option, the district should consider data sources that produce useful information to inform a teacher's professional growth. Ideally, the information should suggest a course of action that would result in a change in the teacher's instructional practice and lead to a student's success at meeting the Profile of the South Carolina Graduate.

Note: Test-score based measures are no longer required as part of the state model for evaluating teachers. In the event your district is electing to use classroom-level EVAAS data within your evaluation system, indicate that in the table below.

Classroom level, test score based measures provided by state-contracted vendor	<input checked="" type="checkbox"/>
District-wide test score measures provided by state-contracted vendor	<input checked="" type="checkbox"/>
School-wide test score measures provided by state-contracted vendor	<input checked="" type="checkbox"/>
Test score measures based on formative assessments or locally procured assessments and calculated by a district-contracted vendor	<input type="checkbox"/>
Surveys of students	<input type="checkbox"/>
District-wide student learning objectives	<input type="checkbox"/>
Teacher self-reflection	<input type="checkbox"/>
Other option (please describe below and attach documentation): Alternate Proposal (must include):	<input type="checkbox"/>

- a description of the data source,
- how the evidence will be evaluated,
- the criteria for rating the success of the teacher in meeting that goal,
- justification for how the information will improve teacher professional practice leading to increased student learning and
- mechanisms for how the school will track the use of the data source and the resulting changes to instruction and student outcomes.

In the space provided below, please describe how your district will incorporate these measures into the evaluation model and how (if at all) they impact overall evaluation ratings.

If the district proposes using one or more locally-developed evaluation models, to include the use of locally-developed observation rubrics, they must be preapproved by SCDE. In the event that your locally-developed model has not already been vetted and approved by the SCDE, the district must provide a comprehensive evaluation guide for the proposed model(s). Alternate observation models for teachers (including special area educators) must meet all current requirements of the ADEPT statute, regulation, and guidelines (see page 1 of this document for online links).

### Evaluation Weight

Please indicate a weight applied to the evaluation score on a scale of 0%-30%.

30

 %

Attachments

Name	Description	Created By
Doc_Test_File.doc	test doc	Superintendent Grandview

Choose File
No file chosen

+ Add

## Evaluation Timeline

Define the **Evaluation Timeline** for the district and as as many **Attachments** as needed.

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### Grandview County School District (6892)

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**2018-2019 ADEPT Plan**  
Grandview County School District

Cover Sheet

Evaluation Instrument

District Choice

**Evaluation Timeline**

Attachments

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### Expanded ADEPT Evaluation Timeline

1. The district is required to disseminate this approved timeline to all educators and evaluators who are involved in the formal evaluation process during the 2018-2019 school year
2. The district is responsible for developing and disseminating timelines for collecting additional data that apply to special area personnel (i.e., library media specialists, school guidance counselors, and speech-language therapists, respectively) if any of these educators are undergoing formal evaluation in the district during the 2018-2019 school year.

Note: Districts opting to use an alternate evaluation instrument must use the same evaluation timeline dates for implementation. All participants in the evaluation process must be given a copy of the appropriate evaluation timeline.

#### District Calendar for 2018-2019

<b>Beginning Date for Teachers</b> <small>The beginning date for teachers in the 2018-2019 school year</small>	04/29/2018
<b>Beginning Date for Students</b> <small>The beginning date for students in the 2018-2019 school year</small>	04/30/2018

#### Prerequisites

These activities must be accomplished prior to the beginning of the preliminary evaluation cycle.

<b>Evaluator Training</b> <small>Training of all evaluators on the district approach to Expanded ADEPT for 2018-2019</small>	05/01/2018
<b>Number of Evaluators Trained</b> <small>The number of evaluators trained on the district approach to Expanded ADEPT for 2018-2019</small>	300
<b>Number of Evaluators Certified</b> <small>The number of evaluators certified on the district approach to Expanded ADEPT for 2018-2019</small>	287

**How will you train new evaluators for the coming year?**  
Check all that apply

District-led Training  
 Multi-district or Consortium-led Training  
 SCDE Training

**2018-2019 ADEPT Plan**  
Grandview County School District

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<b>Principal Training</b> Training of all principals on the district approach to Expanded ADEPT for 2018-2019	05/02/2018
<b>Number of Principals Trained</b> The number of principals trained on the district approach to Expanded ADEPT for 2018-2019	159
<b>Number of Principals Certified</b> The number of principals certified on the district approach to Expanded ADEPT for 2018-2019	159
<b>Evaluator Setup</b> Selection, assignment, and briefings	05/03/2018
<b>Educator Formal Evaluation Orientation</b> Orientations for educators scheduled for formal (summative) evaluation	05/04/2018
<b>Educator District Approach Orientation</b> Orientations of all educators on the district approach to Expanded ADEPT for 2018-2019	05/05/2018
<b>District Training Teams' Deadline</b> Deadline for district training teams certified and prepared to train evaluators on SC Teaching Standards 4.0 Rubric	05/06/2018
<b>Evaluator Training Deadline</b> Deadline for all evaluators trained on SC Teaching Standards 4.0 Rubric	05/07/2018
<b>Evaluator Certification Deadline</b> Deadline for all evaluators certified on SC Teaching Standards 4.0 Rubric	05/08/2018
<b>Evaluator Refresher Training Date</b> Date of refresher training for evaluators who are unsuccessful on the certification exam (if needed)	05/09/2018
<b>Evaluator Selection &amp; Assignment Date</b> Evaluator selection, assignment, and briefings	05/10/2018
<b>First Summative Teacher Orientation Date</b> Date for full one-day teacher orientation to SC Teaching Standards 4.0 Rubric for teachers undergoing first summative (must be aligned with one-day teacher training on SC ADEPT Support Portal)	05/11/2018

2018-2019 ADEPT Plan  
Grandview County School District

- [Cover Sheet](#)
- [Evaluation Instrument](#)
- [District Choice](#)
- [Evaluation Timeline](#)
- [Attachments](#)
- [Signatures & Assurances](#)

[← Back to district](#)

### Preliminary Evaluation Cycle

Minimum length = 45 student attendance days, beginning after the date that the teachers receive their orientation.

<b>Beginning date of the Preliminary Evaluation Cycle</b> <small>Must be after the teacher orientation.</small>	<input type="text" value="05/12/2018"/>
<b>Deadline for conducting Beginning of Year Conferences</b> <small>SLO, GBE, etc.</small>	<input type="text" value="05/13/2018"/>
<b>Ending date for classroom observations</b> <small>The formal evaluation period must consist of two evaluation cycles that are roughly equal length (i.e., each cycle must cover approximately 45 working days, with the total period being no less than 90 working days).</small>	<input type="text" value="05/14/2018"/>
<b>Deadline for conducting preliminary evaluation consensus meetings</b> <small>Consensus Approach only</small>	<input type="text" value="05/15/2018"/>
<b>Deadline for conducting Middle of Year Conferences</b> <small>SLO, GBE, etc.</small>	<input type="text" value="05/16/2018"/>
<b>Deadline for conducting preliminary evaluation conferences with teachers</b>	<input type="text" value="05/17/2018"/>

### Final Evaluation Cycle

Minimum length = 45 student attendance days, beginning after the date that the teachers' preliminary conferences have been held.

<b>Beginning date of the Final Evaluation Cycle</b>	<input type="text" value="05/18/2018"/>
<b>Ending date for classroom observations</b>	<input type="text" value="05/19/2018"/>
<b>Deadline for conducting final evaluation consensus meetings</b> <small>Consensus Approach only</small>	<input type="text" value="05/20/2018"/>
<b>Deadline for conducting End of Year Conferences</b> <small>SLO, GBE, etc.</small>	<input type="text" value="05/21/2018"/>
<b>Deadline for conducting final evaluation conferences with teachers</b>	<input type="text" value="05/22/2018"/>
<b>Deadline for submitting evaluation summaries to the district office</b>	<input type="text" value="05/23/2018"/>

 Please submit a copy of your district's 2018-19 school year calendar along with this plan.

### Attachments

Name	Description	Created By
<a href="#">BCE Test Plan.pdf</a>	test.pdf	Superintendent Grandview 

## Attachments

If additional attachments are required, use the **Attachments** link on the left sidebar to include additional attachments

[Home](#) | [Districts & Schools](#) | [Evaluations](#) | [Reports](#)

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**Grandview County School District (6892)**

[District Dashboard](#) | [District Settings](#)

**2018-2019 ADEPT Plan**  
Grandview County School District

- [Cover Sheet](#)
- [Evaluation Instrument](#)
- [District Choice](#)
- [Evaluation Timeline](#)
- Attachments**
- [Signatures & Assurances](#)

[← Back to district](#)

[Correction](#) | [Print to PDF](#)

### 2018-2019 ADEPT Plan Attachments

[Attachments](#)

Name	Description	Created By
No attachments found.		
<input type="button" value="Choose File"/> No file chosen		<input type="button" value="+ Add"/>

## Signatures and Assurances



[Help](#) | [Account](#) | [Logout](#)  
 superintendent@grandview.org  
 Testing Dashboard

---

**Grandview County School District (6892)**

[District Dashboard](#) | [District Settings](#)

**2018-2019 ADEPT Plan**  
Grandview County School District

- [Cover Sheet](#)
- [Evaluation Instrument](#)
- [District Choice](#)
- [Evaluation Timeline](#)
- [Attachments](#)
- Signatures & Assurances**

[← Back to district](#)

[Correction](#) | [Print to PDF](#)

### Assurance Form

Upon SCDE receipt of this signed assurance form, your 2018-2019 Expanded ADEPT Implementation Plan will be considered approved. Signature indicates the district assures continuing contract teachers up for recertification in June 2019 will be observed and receive feedback during school year 2018-2019 (observations are not required to be summative). Professional Practice must be assessed using an instrument with at minimum three effectiveness levels. The district is encouraged to make this plan publicly available via the web or other media.

**ADEPT Plan Comments**

**District & Assurance Signatures**

By signing this document, you assure that your continuing contract teachers up for recertification in June 2019 will receive observations and feedback during school year 2018-2019 (observations are not required to be summative). You also assure that you will observe your teachers (induction, Annual, and Continuing) with an observation instrument with at minimum three effectiveness levels.

*05/24/2018 03:31 PM*  
 Superintendent Grandview  
 Superintendent

## Administration for Superintendents

- Announcements
  - Create Announcement
  - Edit Announcement
- Schedule Bulk Orientation
- Dashboard and District Details
  - Progress Graphics
- School Details or District Details
  - Addresses
  - Emails
  - Phone Numbers
  - Websites
- Staff Management
  - Add School (or District) Staff
  - Staff Details

### Announcements

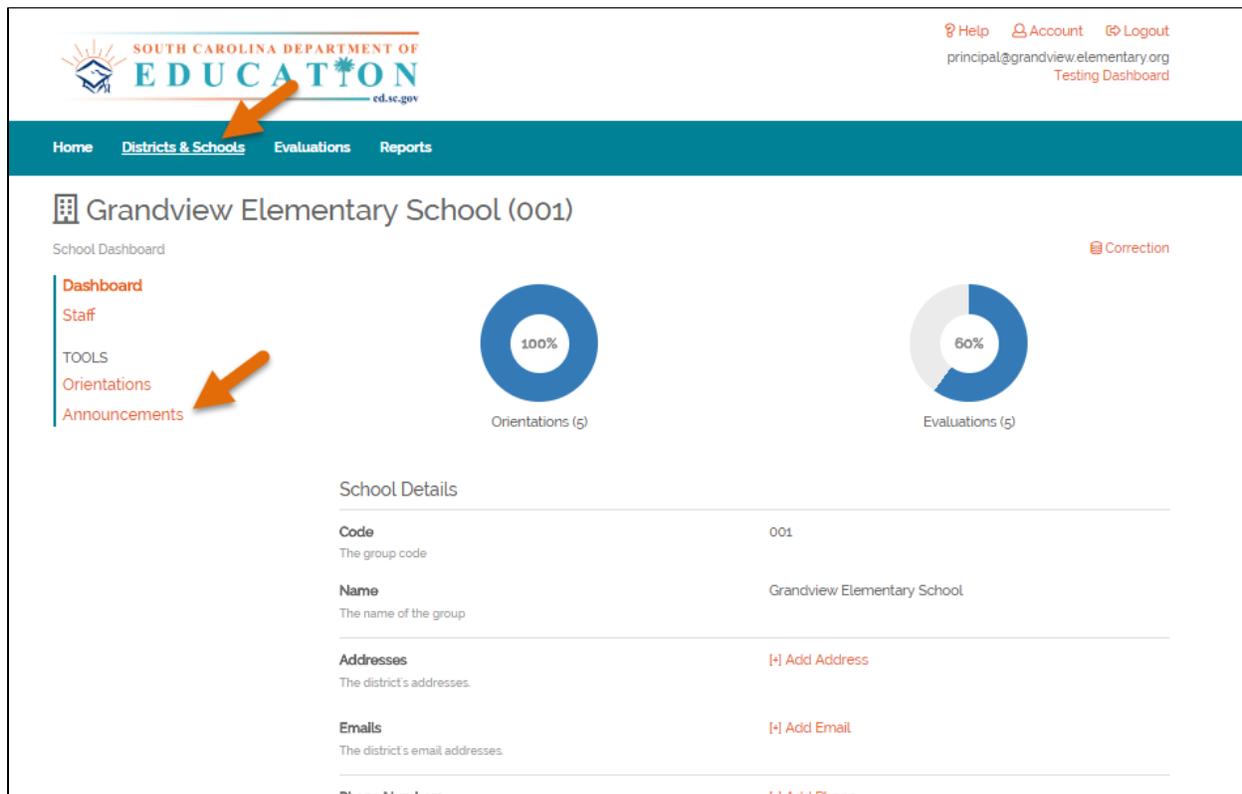
Announcements appear on the SCLead users **Home** page dashboard and can be used effectively to communicate information en mass to groups of educators.

Principals and superintendents have access to the announcements tool to communicate information to all or a select group of SCLead users.

Select the **Districts** and **Schools** tab, select the appropriate district or school from the list, if you have responsibility for the district or for more than one school.

Select the **Announcements** link on the left sidebar of the window to display the **Announcements** tool.

**i** The announcements tool functions the same way for both schools and districts.

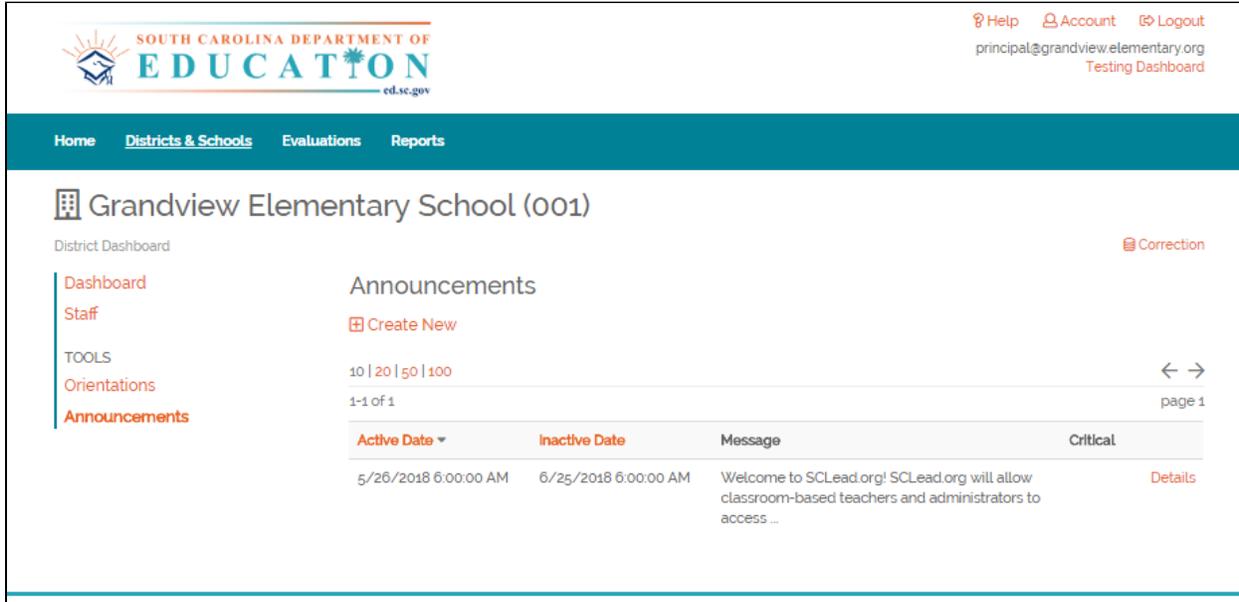


The screenshot shows the SCLead user interface for Grandview Elementary School (001). The top navigation bar includes 'Home', 'Districts & Schools' (selected), 'Evaluations', and 'Reports'. The main content area displays the school dashboard with two progress charts: 'Orientations (5)' at 100% and 'Evaluations (5)' at 60%. A sidebar on the left lists 'Announcements' as a tool, highlighted with an orange arrow. The top right corner contains links for Help, Account, Logout, and a Testing Dashboard.

School Details	
<b>Code</b> The group code	001
<b>Name</b> The name of the group	Grandview Elementary School
<b>Addresses</b> The district's addresses.	[+] Add Address
<b>Emails</b> The district's email addresses.	[+] Add Email
<b>Phone Numbers</b>	[+] Add Phone

A window displays with the current announcements under the **Announcements** list .

Select the **+Create New** link to open a page to add a new announcement.



The screenshot shows the Grandview Elementary School (001) District Dashboard. The top navigation bar includes Home, Districts & Schools, Evaluations, and Reports. The main content area is titled "Grandview Elementary School (001)" and includes a "Correction" button. A sidebar on the left lists navigation options: Dashboard, Staff, TOOLS, Orientations, and Announcements. The main content area displays the "Announcements" section with a "Create New" button and pagination controls (10 | 20 | 50 | 100, 1-1 of 1, page 1). A table of announcements is shown below:

Active Date	Inactive Date	Message	Critical
5/26/2018 6:00:00 AM	6/25/2018 6:00:00 AM	Welcome to SCLead.org! SCLead.org will allow classroom-based teachers and administrators to access ...	Details

## Create Announcement

The **Active** space automatically populates with the current date and time for the announcement. Select and change the date and time if desired.

The **Inactive** space populates with an expiration date. Select and change the date and time if desired.

**Official** identifies an official announcement. If appropriate, click to check the box.

**URL** supports linking to additional resources as needed. If reference to a URL is appropriate, enter the URL here.

**Body** is where you enter the announcement text.

**Attachment** supports adding an attachment to the message. Examples of attachments would be if a form needs to be completed or additional documentation is needed to communicate the information.

Click the **Submit** button to post the announcement.

Home [Districts & Schools](#) Evaluations Reports

## Grandview Elementary School (001)

District Dashboard [Correction](#)

- Dashboard
- Staff
- TOOLS
- Orientations
- Announcements**

### Create Announcement

[⏪ Back](#)

**Active**  
The date the announcement will be active and visible

**Inactive**  
The date the announcement becomes inactive and no longer visible

**Critical**  
Determines if the announcement is critical

**URL**  
Optional URL to an additional resource

**Body**  
The text of the announcement (supports Markdown)

**Attachment**  
An optional upload that is attached to the announcement text  No file chosen

The following is an example of an announcement.

Home [Districts & Schools](#) [Evaluations](#) [Reports](#)

## Grandview Elementary School (001)

District Dashboard [Correction](#)

- Dashboard
- Staff
- TOOLS
- Orientations
- Announcements**

### Announcement Details

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

<b>Active</b> The date the announcement will be active and visible	5/26/2018 6:00:00 AM
<b>Inactive</b> The date the announcement becomes inactive and no longer visible	6/25/2018 6:00:00 AM
<b>Critical</b> Determines if the announcement is critical	False
<b>URL</b> Optional URL to an additional resource	(none)
<b>Body</b> The text of the announcement (supports Markdown)	
<p>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.</p> <p>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.</p>	
<b>Attachment</b> An optional upload that is attached to the announcement text	(none)

## Edit Announcement

To edit the announcement, select the **Details** link for the announcement you wish to edit, and then select the **Edit** link at the top of the announcement.

The announcement will display for editing.

Make the changes and click the **Submit** button to re-post the announcement.

## Grandview Elementary School (001)

District Dashboard

 Correction

- Dashboard
- Staff
- TOOLS
- Orientations
- Announcements**

### Edit Announcement

**Active**

The date the announcement will be active and visible

**Inactive**

The date the announcement becomes inactive and no longer visible

**Critical**

Determines if the announcement is critical

**URL**

Optional URL to an additional resource

**Body**

The text of the announcement (supports Markdown)

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

**Attachment**

An optional upload that is attached to the announcement text

No file chosen

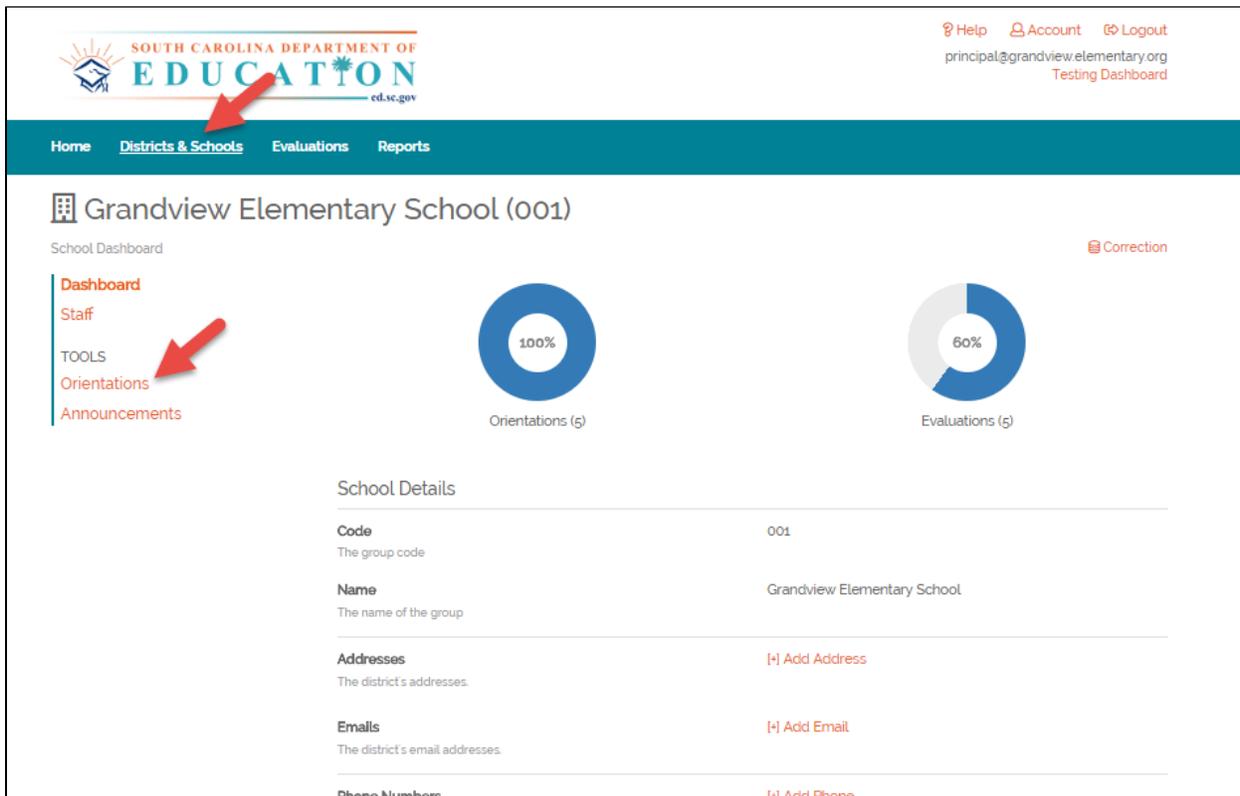
## Schedule Bulk Orientation

Principals can schedule orientation, individually or in bulk for the school(s) for which he or she has responsibility.

Superintendents can schedule orientation individually, in bulk for the district, for one or more schools, or for all schools in the district.

Select the **District and Schools** tab, then select the **Orientation** link on the left sidebar to open the orientation tool.

**i** The bulk orientation tool functions the same way for both districts and schools, the only difference is the list of schools or district offices for displayed for bulk orientation.



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Help Account Logout  
principal@grandview.elementary.org  
Testing Dashboard

Home **Districts & Schools** Evaluations Reports

### Grandview Elementary School (001)

School Dashboard Correction

**Dashboard**  
Staff  
TOOLS  
**Orientations**  
Announcements

100%  
Orientations (5)

60%  
Evaluations (5)

#### School Details

<b>Code</b> The group code	001
<b>Name</b> The name of the group	Grandview Elementary School
<b>Addresses</b> The district's addresses.	<a href="#">[+] Add Address</a>
<b>Emails</b> The district's email addresses.	<a href="#">[+] Add Email</a>
<b>Phone Numbers</b>	<a href="#">[+] Add Phone</a>

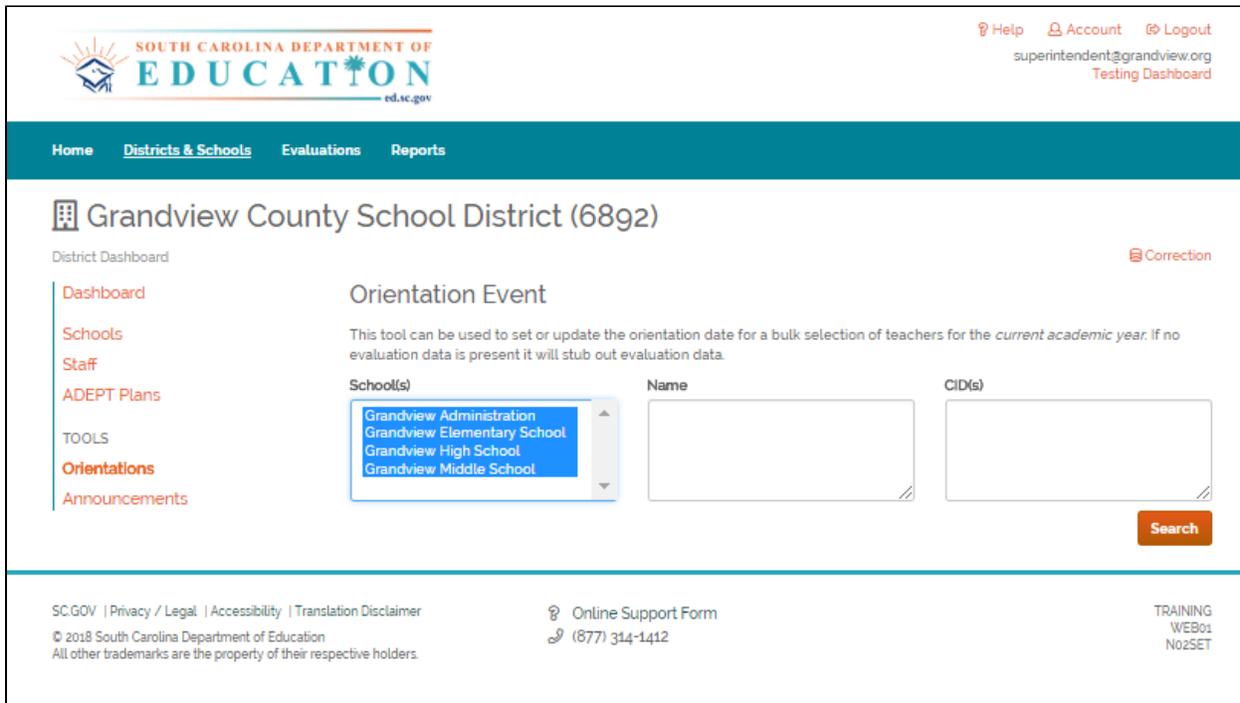
The following example illustrates an entire district and lists all orientation groups for the district.

Principals will only see schools in the list for which he or she has responsibility.

To display all educators and CIDs in a school for orientation, select the school name and click the **Search** button.

To display all schools, educators, and CIDs in a district for orientation, select to highlight the schools and click the **Search** button.

This example show all schools in district selected.



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Help Account Logout  
superintendent@grandview.org  
Testing Dashboard

Home Districts & Schools Evaluations Reports

## Grandview County School District (6892)

District Dashboard Correction

**Orientation Event**

This tool can be used to set or update the orientation date for a bulk selection of teachers for the *current academic year*. If no evaluation data is present it will stub out evaluation data.

School(s)	Name	CID(s)
<ul style="list-style-type: none"> <li>Grandview Administration</li> <li>Grandview Elementary School</li> <li>Grandview High School</li> <li>Grandview Middle School</li> </ul>	<input type="text"/>	<input type="text"/>

**Search**

---

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Online Support Form  
(877) 314-1412

TRAINING  
WEB01  
NO2SET

Clicking the **Search** button displays all educators for the selection.

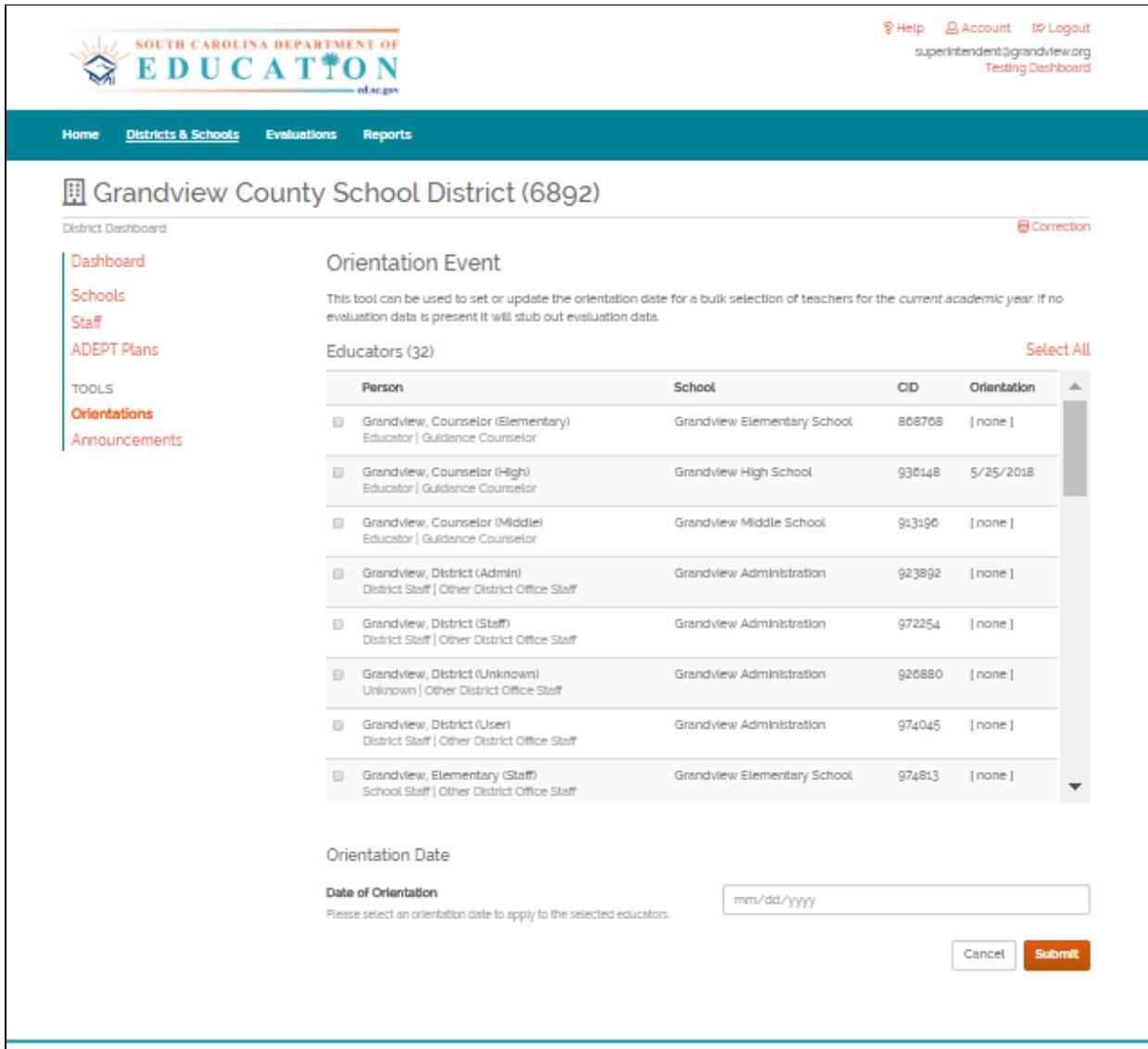
Click the box to the left of the educator's name to select individual educators.

To select all educators, click the **Select All** link at the top left of the list.

Enter the orientation date, either enter the date in the box or click the box to display a calendar to select the date.

Clicking the **Submit** button schedules the orientation for all educators selected.

Scheduling educators for orientation will also enter an evaluation for each of the educators. Each educator will have the orientation event appended to his or her evaluation progress under the **Orientation** link.



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Help Account Logout  
superintendent@grandview.org  
Testing Dashboard

Home Districts & Schools Evaluations Reports

**Grandview County School District (6892)**

District Dashboard Correction

Dashboard  
Schools  
Staff  
ADEPT Plans  
TOOLS  
Orientations  
Announcements

### Orientation Event

This tool can be used to set or update the orientation date for a bulk selection of teachers for the current academic year. If no evaluation data is present it will stub out evaluation data.

Educators (32) Select All

Person	School	CID	Orientation
<input type="checkbox"/> Grandview, Counselor (Elementary) Educator   Guidance Counselor	Grandview Elementary School	868708	[ none ]
<input type="checkbox"/> Grandview, Counselor (High) Educator   Guidance Counselor	Grandview High School	936148	5/25/2018
<input type="checkbox"/> Grandview, Counselor (Middle) Educator   Guidance Counselor	Grandview Middle School	943196	[ none ]
<input type="checkbox"/> Grandview, District (Admin) District Staff   Other District Office Staff	Grandview Administration	923892	[ none ]
<input type="checkbox"/> Grandview, District (Staff) District Staff   Other District Office Staff	Grandview Administration	972254	[ none ]
<input type="checkbox"/> Grandview, District (Unknown) Unknown   Other District Office Staff	Grandview Administration	926880	[ none ]
<input type="checkbox"/> Grandview, District (User) District Staff   Other District Office Staff	Grandview Administration	974045	[ none ]
<input type="checkbox"/> Grandview, Elementary (Staff) School Staff   Other District Office Staff	Grandview Elementary School	974813	[ none ]

Orientation Date

**Date of Orientation**

Please select an orientation date to apply to the selected educators.

A confirmation window displays to confirm scheduling of the orientation event.

## Grandview County School District (6892)

District Dashboard

[Correction](#)

[Dashboard](#)

[Schools](#)

[Staff](#)

[ADEPT Plans](#)

TOOLS

[Orientations](#)

[Announcements](#)

### Orientation Event

✓ The bulk orientations have successfully been created!

## Dashboard and District Details

A school dashboard is provided in SCLead for principals and superintendents to view evaluation progress and define information about the school.

## Progress Graphics

Graphic results information appears at the top of the page including evaluation progress, orientation and evaluator progress.

As orientations and evaluations progress throughout the year the progress meters will update to reflect current results.

**i** Progress graphics display at the individual, school, and district levels.



[Help](#) [Account](#) [Logout](#)  
[principal@grandview.elementary.org](mailto:principal@grandview.elementary.org)  
[Testing Dashboard](#)

[Home](#) [Districts & Schools](#) [Evaluations](#) [Reports](#)

### Grandview Elementary School (001)

School Dashboard [Correction](#)

**Dashboard**

Staff

TOOLS

Orientations

Announcements



50%

Orientations (10)



30%

Evaluations (10)

**School Details**

<b>Code</b>	001
<small>The group code</small>	
<b>Name</b>	Grandview Elementary School
<small>The name of the group</small>	
<b>Addresses</b>	<a href="#">[+] Add Address</a>
<small>The district's addresses.</small>	
<b>Emails</b>	<a href="#">[+] Add Email</a>
<small>The district's email addresses.</small>	
<b>Phone Numbers</b>	<a href="#">[+] Add Phone</a>
<small>The district's phone numbers.</small>	
<b>Websites</b>	<a href="#">[+] Add Website</a>
<small>The district's websites.</small>	

## School Details or District Details

School details include the name and group code and provide tools to define addresses, email addresses, phone numbers and websites. Principals (or designee) enters this information for his or her school.

 The details for the school or district function the same, although a school is illustrated.

## Addresses

Select the **+Add Address** link to open the address tool.

School Details	
<b>Code</b> The group code	001
<b>Name</b> The name of the group	Grandview Elementary School
<b>Addresses</b> The district's addresses.	<a href="#">+ Add Address</a>
<b>Emails</b> The district's email addresses.	<a href="#">+ Add Email</a>
<b>Phone Numbers</b> The district's phone numbers.	<a href="#">+ Add Phone</a>
<b>Websites</b> The district's websites.	<a href="#">+ Add Website</a>



The Add Address form will display.

**Type** select the address type from the drop down list.

Enter *Address* information, including, City, State, and **Postal Code**.

Click the **Submit** button.

## Grandview Elementary School (001)

School Dashboard

 Correction

**Dashboard**

Staff

TOOLS

[Orientations](#)

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[← Back to district](#)

### Add Address

**Address Type**

The type of address.

Unknown ▼

**Address Line 1**

The first line of the address, typically the house/building number and street name.

**Address Line 2**

The second line of the address, e.g. apartment or suite number.

**Address Line 3**

The third line of the address, if applicable.

**City**

The address's city.

**State**

The city's state.

AK ▼

**Postal Code**

The postal code of the address.

Submit

Cancel

The form will return with the address added.

Repeat as needed for additional addresses.

## Grandview Elementary School (001)

School Dashboard

[Correction](#)

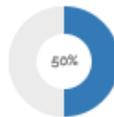
**Dashboard**

[Staff](#)

TOOLS

[Orientations](#)

[Announcements](#)



Orientations (10)



Evaluations (10)

### School Details

**Code**

The group code

001

**Name**

The name of the group

Grandview Elementary School

**Addresses**

The district's addresses.

**Office**

3500 Grandview Drive  
Grandview, SC 12345

[Edit](#) | [Delete](#)

[+ Add Address](#)

**Emails**

The district's email addresses.

[+ Add Email](#)

**Phone Numbers**

The district's phone numbers.

[+ Add Phone](#)

**Websites**

The district's websites.

[+ Add Website](#)

## Emails

Select the [+Add Email](#) link to display the Add Email form.

Select the **Email Type** from the drop down list.

Enter the **Email Address**.

If the email address is to receive notifications, click to check the Notification box.

Click the **Submit** button.

Repeat to add more email addresses, if desired.

## Grandview Elementary School (001)

School Dashboard

[Correction](#)

**Dashboard**

Staff

TOOLS

[Orientations](#)

[Announcements](#)

[← Back to district](#)

### Add Email

**Email Type**

The type of address.

Unknown ▼

**Email Address**

The email address.

**Notifications?**

Indicates whether or not the email address should receive notifications.

The form updates with the new information.

Select the **+Add Email** link to add more email addresses.

### School Details

**Code**

The group code

001

**Name**

The name of the group

Grandview Elementary School

**Addresses**

The district's addresses.

**Office**

3000 Grandview Drive  
Grandview, SC 12345

[Edit](#) | [Delete](#)

[+ Add Address](#)

**Emails**

The district's email addresses.

**Work**

Grandview\_Elementary@ed.sc.gov  
receives notifications

[Edit](#) | [Delete](#)

[+ Add Email](#)

## Phone Numbers

Select the **+Add Phone** link to add phone numbers.

The **Add Phone** form displays.

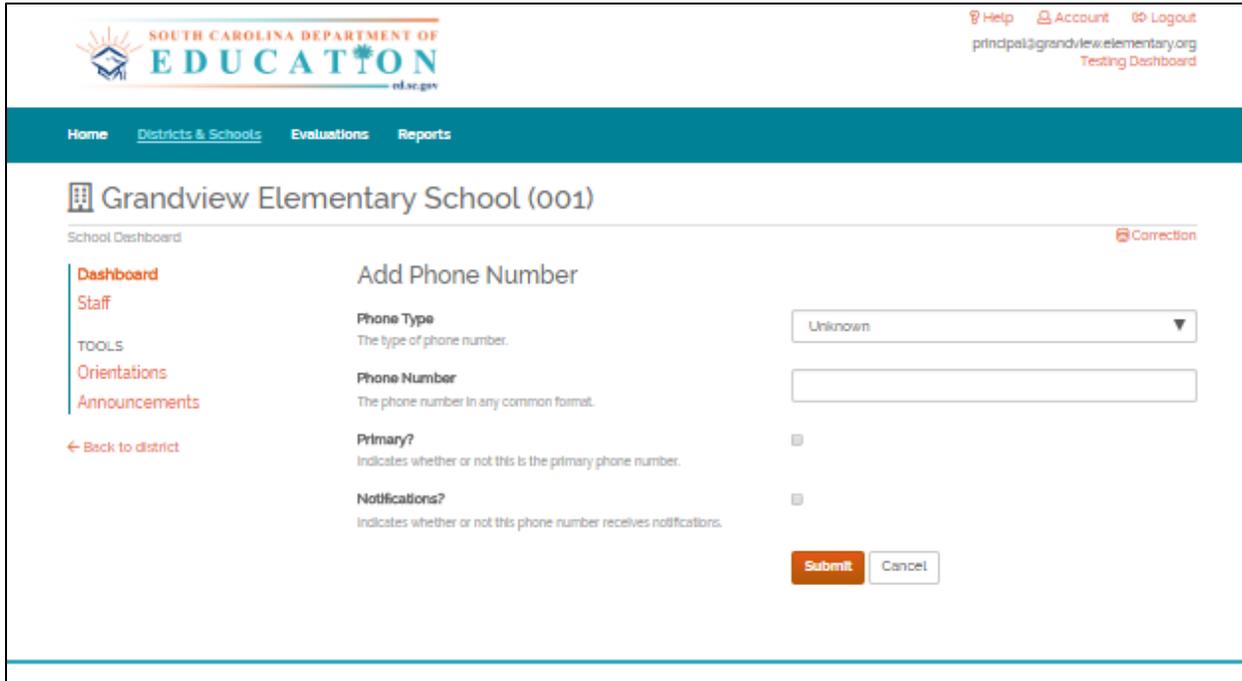
Select the **Phone Type** from the drop down list.

Enter the **Phone Number**.

If this is the primary phone number check the box next to **Primary?**

If this phone number is to receive notifications, check the box next to **Notifications?**

Click the **Submit** button to add the phone number.



The screenshot shows the 'Add Phone Number' form within the Grandview Elementary School (001) dashboard. The form includes a dropdown menu for 'Phone Type' (currently set to 'Unknown'), a text input field for 'Phone Number', and two checkboxes for 'Primary?' and 'Notifications?'. A 'Submit' button and a 'Cancel' button are located at the bottom right of the form. The dashboard header includes navigation links for Home, Districts & Schools, Evaluations, and Reports. The top right corner contains links for Help, Account, Logout, and a Testing Dashboard. A 'Correction' link is visible in the top right of the form area.

The form updates with the new phone number information.

Click the **+Add Phone** link to add as many phone numbers as desired.

### School Details

<b>Code</b> The group code	001
<b>Name</b> The name of the group	Grandview Elementary School

---

<b>Addresses</b> The district's addresses	<div><p><b>Office</b> 3000 Grandview Drive Grandview, SC 12345</p><p><a href="#">Edit</a>   <a href="#">Delete</a></p></div> <p><a href="#">+ Add Address</a></p>
<b>Emails</b> The district's email addresses.	<div><p><b>Work</b> Grandview_Elementary@ed.sc.gov receives notifications</p><p><a href="#">Edit</a>   <a href="#">Delete</a></p></div> <p><a href="#">+ Add Email</a></p>
<b>Phone Numbers</b> The district's phone numbers.	<div><p><b>Office (Primary)</b> 221-221-2212 receives notifications</p><p><a href="#">Edit</a>   <a href="#">Delete</a></p></div> <p><a href="#">+ Add Phone</a></p>
<b>Websites</b> The district's websites.	<p><a href="#">+ Add Website</a></p>

## Websites

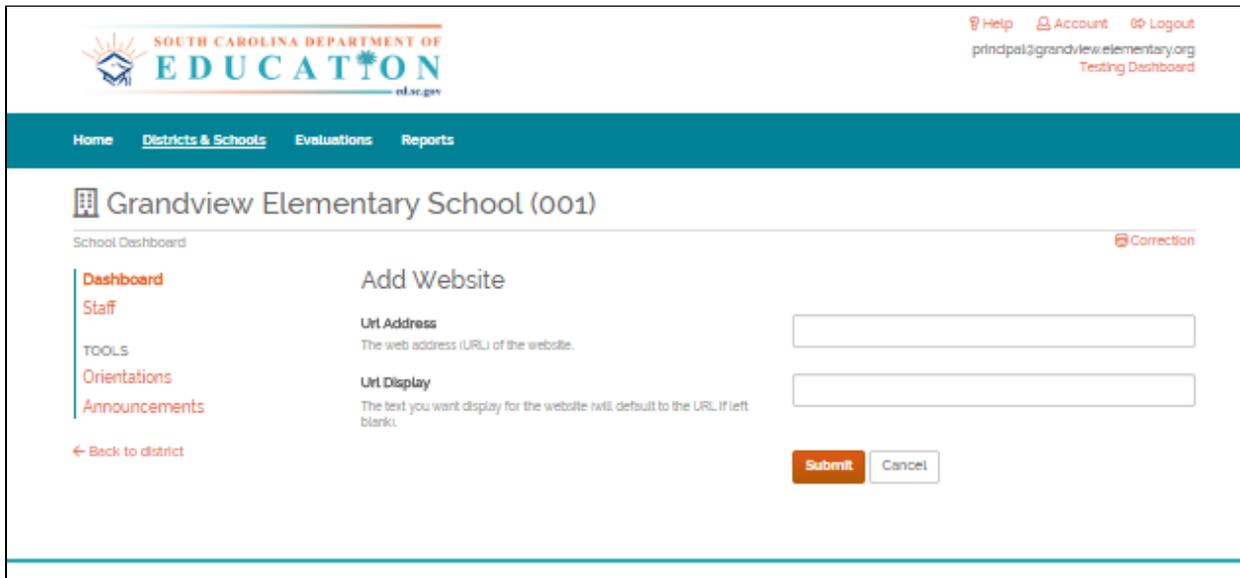
Website information can be added by selecting the **+Add Website** link.

The **Add Website** form displays.

Enter or copy and paste the **URL Address** of the website.

Enter the information you would like to have displayed for the link to the website.

Click the **Submit** button to enter the information.



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Help Account Logout  
principal@grandview.elementary.org  
Testing Dashboard

Home Districts & Schools Evaluations Reports

### Grandview Elementary School (001)

School Dashboard Correction

**Dashboard**  
Staff  
TOOLS  
Orientations  
Announcements

← Back to district

#### Add Website

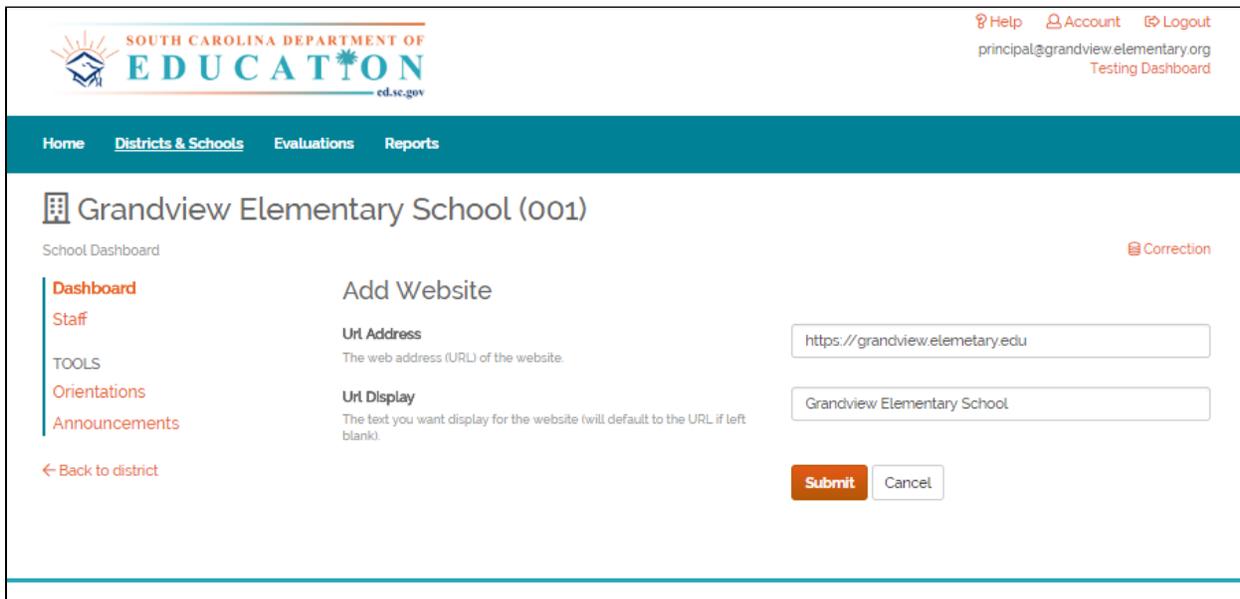
**Url Address**  
The web address (URL) of the website.

**Url Display**  
The text you want display for the website (will default to the URL if left blank).

Submit Cancel

The following shows the **URL Address** and **URL Display** entries.

Select the **Submit** button to complete the process.



SOUTH CAROLINA DEPARTMENT OF  
**EDUCATION**  
ed.sc.gov

Help Account Logout  
principal@grandview.elementary.org  
Testing Dashboard

Home Districts & Schools Evaluations Reports

### Grandview Elementary School (001)

School Dashboard Correction

**Dashboard**  
Staff  
TOOLS  
Orientations  
Announcements

← Back to district

#### Add Website

**Url Address**  
The web address (URL) of the website.

**Url Display**  
The text you want display for the website (will default to the URL if left blank).

Submit Cancel

The details panel updates with the new information.

#### Addresses

The district's addresses.

##### Office

3600 Grandview Drive  
Grandview, SC 12345

[Edit](#) | [Delete](#)

[\[+\] Add Address](#)

#### Emails

The district's email addresses.

##### Work

Grandview\_Elementary@ed.sc.gov  
*receives notifications*

[Edit](#) | [Delete](#)

[\[+\] Add Email](#)

#### Phone Numbers

The district's phone numbers.

##### Office (Primary)

221-221-2212  
*receives notifications*

[Edit](#) | [Delete](#)

[\[+\] Add Phone](#)

#### Websites

The district's websites.

Grandview Elementary School

[Edit](#) | [Delete](#)

[\[+\] Add Website](#)

## Staff Management

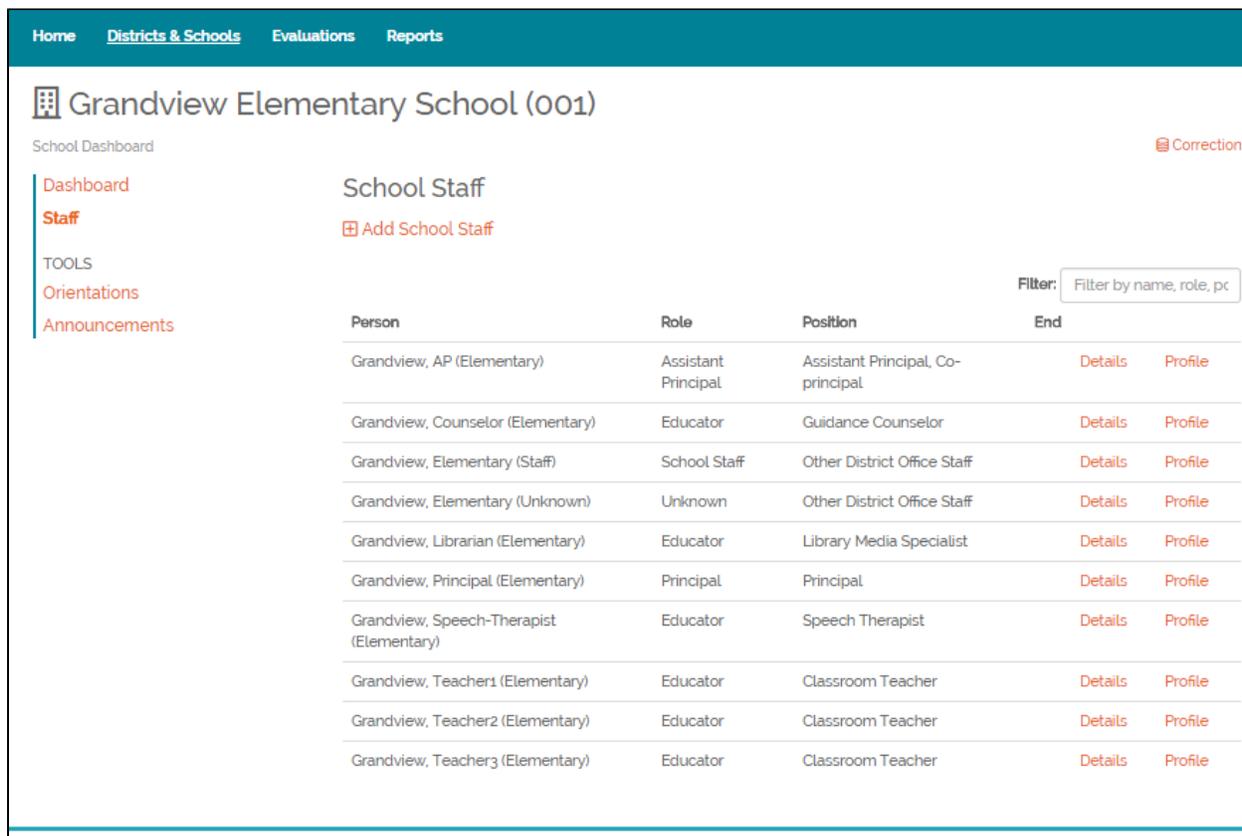
Click the **Staff** link to display a list of school staff.

Each member of the school staff is listed by name under the **Person** column, **District** if this is a district roster, **Role**, **Positions** and on the left of each entry there are links to the staff member's **Details** and **Profile** information. The **Profile** link displays the [educator profile](#) information.

Principals and Superintendents will have an **Add School Staff** link which will display a window for adding staff to the school.

Principals and Superintendents can search, add, edit, delete, and view staff records.

 Staff tools function the same for both schools and districts, although the school is illustrated.



Home [Districts & Schools](#) Evaluations Reports

Grandview Elementary School (001)

School Dashboard 

Dashboard  
**Staff**  
TOOLS  
Orientations  
Announcements

School Staff  
[Add School Staff](#)

Filter:

Person	Role	Position	End
Grandview, AP (Elementary)	Assistant Principal	Assistant Principal, Co-principal	<a href="#">Details</a> <a href="#">Profile</a>
Grandview, Counselor (Elementary)	Educator	Guidance Counselor	<a href="#">Details</a> <a href="#">Profile</a>
Grandview, Elementary (Staff)	School Staff	Other District Office Staff	<a href="#">Details</a> <a href="#">Profile</a>
Grandview, Elementary (Unknown)	Unknown	Other District Office Staff	<a href="#">Details</a> <a href="#">Profile</a>
Grandview, Librarian (Elementary)	Educator	Library Media Specialist	<a href="#">Details</a> <a href="#">Profile</a>
Grandview, Principal (Elementary)	Principal	Principal	<a href="#">Details</a> <a href="#">Profile</a>
Grandview, Speech-Therapist (Elementary)	Educator	Speech Therapist	<a href="#">Details</a> <a href="#">Profile</a>
Grandview, Teacher1 (Elementary)	Educator	Classroom Teacher	<a href="#">Details</a> <a href="#">Profile</a>
Grandview, Teacher2 (Elementary)	Educator	Classroom Teacher	<a href="#">Details</a> <a href="#">Profile</a>
Grandview, Teacher3 (Elementary)	Educator	Classroom Teacher	<a href="#">Details</a> <a href="#">Profile</a>

### Add School (or District) Staff

Clicking the **Add Staff** link displays a window for adding additional staff.

The **District** and **School** are pre-populated on the form.

Click the **+ Select Person** button to locate the **Person** you want to add to the school staff.

This displays a pop-up window to search for and locate the staff member you want to add.

Home **Districts & Schools** Evaluations Reports

## Grandview Elementary School (001)

School Dashboard Correction

- Dashboard
- Staff
- TOOLS
- Orientations
- Announcements

[← Back to district](#)

### Add School Staff

[⏪ Back](#)

**District**  
The district of this staff record  
Grandview County School District

**School**  
The school for this staff record  
Grandview Elementary School

**Person**  
The person for this staff record

**Role**  
The role for this staff record

**Evaluation Type**  
The evaluation type for this staff record

**Position**  
The position for this staff record

Type in the **Search** field to display a list of staff members matching your entry.

Select the person from the list and click the button in front of the name(s).

Home **Districts & Schools** Evaluations Reports

## Grandview Elementary School (001)

School Dashboard Correction

- Dashboard
- Staff
- TOOLS
- Orientations
- Announcements

[← Back to district](#)

### Add Staff

Search for the individual you would like to staff:

- Grandview, AP (Elementary) (999758)
- Grandview, AP (High) (860748)
- Grandview, AP (Middle) (939790)
- Grandview, Counselor (Elementary) (868768)
- Grandview, Counselor (High) (936148)
- Grandview, Counselor (Middle) (913196)
- Grandview, District (Admin) (923892)
- Grandview, District (Staff) (972254)
- Grandview, District (Unknown) (926880)
- Grandview, District (User) (974045)

*showing the top 100 of 35 matches*

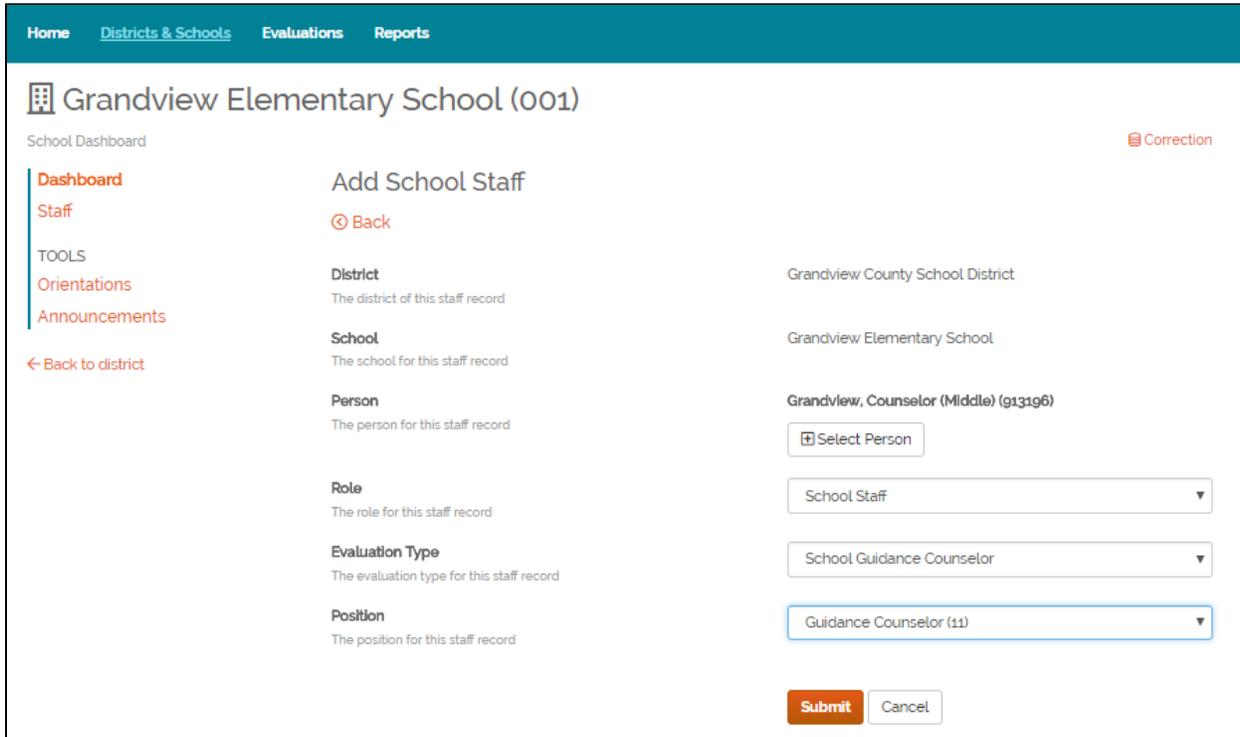
**Position**  
The position for this staff record

The **Person** selected from the **Add Person** pop-up window displays on the form.

Select the **Role**, **Evaluation Type**, and **Position** from the drop down lists.

Click the **Submit** button to submit the staff addition.

Click the **Cancel** button to cancel the **Add School Staff** request.



The screenshot shows the 'Add School Staff' form for Grandview Elementary School (001). The form is part of a 'School Dashboard' and includes a 'Correction' link. The left sidebar contains navigation options: Dashboard, Staff, TOOLS, Orientations, Announcements, and a 'Back to district' link. The main form area is titled 'Add School Staff' and includes a 'Back' button. The form fields are as follows:

- District:** Grandview County School District
- School:** Grandview Elementary School
- Person:** Grandview, Counselor (Middle) (913196) with a 'Select Person' button.
- Role:** School Staff (dropdown menu)
- Evaluation Type:** School Guidance Counselor (dropdown menu)
- Position:** Guidance Counselor (11) (dropdown menu)

At the bottom of the form are 'Submit' and 'Cancel' buttons.

## Staff Details

The **Staff Details** form displays for the new staff member.

Verify the information and if needed, select the **Edit** button to make any changes to the information.

## Grandview Elementary School (001)

School Dashboard

 Correction

Dashboard

**Staff**

TOOLS

Orientations

Announcements

[← Back to district](#)

### Staff Details

[⏪ Back](#) [✎ Edit](#) [🗑 Delete](#)

**District**

The district of this staff record

Grandview County School District

**School**

The school of this staff record

Grandview Elementary School

**Person**

The person for this staff record

Counselor (Middle) Grandview

**Technical Proficiency Date**

The technical proficiency date of the staff record

**Role**

The role for this staff record

School Staff

**Evaluation Type**

The evaluation type for this staff record

School Guidance Counselor

**Position**

The position for this staff record

Guidance Counselor

**End Date**

The termination date of the staff record

**PADEPP Administrator**

Enables administrative record keeping with the scope of this District & School

**ADEPT Administrator**

Enables administrative record keeping with the scope of this District & School

## Assign ADEPT or PADEPP Administrator

⚠ State Administrators can assign a person as an ADEPT or PADEPP Administrator.

⚠ Superintendents can assign a person as an ADEPT Administrator.

Locate the staff member you wish to assign ADEPT Permissions, select **Details** to display the staff member's details.

The PADEPP and ADEPT information displays but is not able to be selected until you click the **Edit** link.

Home
Districts & Schools
Evaluations
Reports

---

Grandview High School (003)

Correction

School Dashboard

Dashboard

**Staff**

TOOLS

Orientations

Announcements

← Back to district

### Staff Details

⌂ Back
✎ Edit
🗑 Delete

<b>District</b>	Grandview County School District
The district of this staff record	
<b>School</b>	Grandview High School
The school of this staff record	
<b>Person</b>	AP (High) Grandview
The person for this staff record	
<b>Technical Proficiency Date</b>	
The technical proficiency date of the staff record	
<b>Role</b>	Assistant Principal
The role for this staff record	
<b>Evaluation Type</b>	Principal
The evaluation type for this staff record	
<b>Position</b>	Assistant Principal, Co-principal
The position for this staff record	
<b>End Date</b>	
The termination date of the staff record	
<b>PADEPP Administrator</b>	<input type="checkbox"/>
Enables administrative record keeping with the scope of this District & School	
<b>ADEPT Administrator</b>	<input type="checkbox"/>
Enables administrative record keeping with the scope of this District & School	

Created 5/24/2018 3:27:09 PM by 102137

Modified 5/24/2018 3:27:09 PM by 102137

When the form displays, click in the box to the left of the ADEPT Administrator space and click the **Submit** button.

Home
Districts & Schools
Evaluations
Reports

Grandview High School (003)

Correction

School Dashboard

- Dashboard
- Staff
- TOOLS
- Orientations
- Announcements
- ← Back to district

### Edit Staff Details

⊙ Back

<b>District</b> <small>The district of this staff record</small>	Grandview County School District
<b>School</b> <small>The school for this staff record</small>	Grandview High School
<b>Person</b> <small>The person for this staff record</small>	AP (High) Grandview
<b>Technical Proficiency Date</b> <small>The technical proficiency date of the staff record</small>	
<b>Role</b> <small>The role for this staff record</small>	Assistant Principal ▼
<b>Evaluation Type</b> <small>The evaluation type for this staff record</small>	Principal ▼
<b>Position</b> <small>The position for this staff record</small>	Assistant Principal, Co-principal ▼
<b>End Date</b> <small>The termination date of the staff record</small>	mm/dd/yyyy
<b>ADEPT Administrator</b> <small>Enables administrative record keeping with the scope of this District &amp; School</small>	<input checked="" type="checkbox"/>

Created 5/24/2018 3:27:09 PM by 102137  
Modified 5/24/2018 3:27:09 PM by 102137

The form updates to reflect the ADEPT Administrator assignment

Home
Districts & Schools
Evaluations
Reports

---

## Grandview High School (003)

School Dashboard Correction

- Dashboard
- Staff
- TOOLS
- Orientations
- Announcements
- ← Back to district

### Staff Details

⏪ Back   ⏩ Edit   🗑️ Delete

<b>District</b> <small>The district of this staff record</small>	Grandview County School District
<b>School</b> <small>The school of this staff record</small>	Grandview High School
<b>Person</b> <small>The person for this staff record</small>	AP (High) Grandview
<b>Technical Proficiency Date</b> <small>The technical proficiency date of the staff record</small>	
<b>Role</b> <small>The role for this staff record</small>	Assistant Principal
<b>Evaluation Type</b> <small>The evaluation type for this staff record</small>	Principal
<b>Position</b> <small>The position for this staff record</small>	Assistant Principal, Co-principal
<b>End Date</b> <small>The termination date of the staff record</small>	
<b>PADEPP Administrator</b> <small>Enables administrative record keeping with the scope of this District &amp; School</small>	<input type="checkbox"/>
<b>ADEPT Administrator</b> <small>Enables administrative record keeping with the scope of this District &amp; School</small>	<input checked="" type="checkbox"/>

---

Created 5/24/2018 3:27:09 PM by 102137  
Modified 5/28/2018 8:33:45 PM by 102983

## Evaluations in SCLeAD Superintendent User Guide

**i** Superintendents are able to manage evaluations for principals and educators and also assign both PADEPP and ADEPT administrator in SCLeAD.

- Roles and Responsibilities
- Evaluation List and Search
- Add Evaluation
- Evaluation Details
  - Add Evaluation Team Members
  - Add Evaluator
  - Add Mentor
- Evaluation Settings
  - Evaluation Model
  - Evaluation General Settings
- Progress Charts
- Remove and Restore an Evaluation



- Remove Evaluation
- Restore Evaluation

## **Roles and Responsibilities**

Each educator has access to his or her own evaluation.

A user who is part of an evaluation team has access to evaluations for the educators for whom they have evaluation team responsibility.

Principals and Superintendents have access to a list of evaluations in their geographic jurisdiction, for example a principal will have access to the evaluations in his or her school and a superintendent will have access to a list of the evaluations in the district. A search capability facilitates locating a specific evaluation.

## Evaluation List and Search

Click on the **Evaluations** tab located at the top of the screen to view and manage evaluations.

Evaluations for your geographic area appear in a list showing the **Educator, Location, Evaluation** (type), and **Status**.

Select the evaluation you want to view and click the **Details** link to access the evaluation details.

When there are many evaluations, the **Evaluation Search** tool supports search by **CID, Name, Evaluation Group** (ADEPT, PADEPP), **Educator Type, District, School,** and **Contract Level**. Enter more information to perform a more granular search and click the **Search** button.



[Help](#) [Account](#) [Logout](#)  
[principal@grandviewelementary.org](mailto:principal@grandviewelementary.org)  
[Testing Dashboard](#)

Home
Districts & Schools
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Reports

### 🔍 Evaluation Search

Correction
← →
page 1

**CID**

**Name**

**Evaluation Group**

**Educator Type**

**District**

**School**

**Contract Level**

Search

1-8 of 8

Educator	Location	Evaluation	Status	Details
Librarian (Elementary) Grandview (875186)	Grandview County School District Grandview Elementary School	2018-2019 ADEPT Library Media Specialist	● ● ● OR SUM C	<a href="#">Details</a>
Principal (Elementary) Grandview (968932)	Grandview County School District Grandview Elementary School, Grandview Elementary School	2018-2019 PADEPP Principal	● ● ● ● ● OR CF PDP AS C	<a href="#">Details</a>
Speech-Therapist (Elementary) Grandview (896006)	Grandview County School District Grandview Elementary School	2018-2019 ADEPT Speech- Language Therapist	● ○ ○ OR SUM C	<a href="#">Details</a>
Teacher1 (Elementary) Grandview (992182)	Grandview County School District Grandview Elementary School, Grandview Elementary School, Grandview Elementary School	2018-2019 ADEPT Classroom- Based Teacher	● ● ● ● ● OR OBS SG PRD C	<a href="#">Details</a>
Teacher2 (Elementary) Grandview (827617)	Grandview County School District Grandview Elementary School	2018-2019 ADEPT Classroom- Based Teacher	● ○ ○ ○ ○ OR OBS SG PRD C	<a href="#">Details</a>

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📞 Online Support Form  
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TRAINING  
WEB01  
N025T

## Add Evaluation

Scheduling orientation adds an evaluation to the educator.

Settings for the **Evaluation Model** and **Evaluation General Settings** can be edited by principals and superintendents when needed.

## Evaluation Details

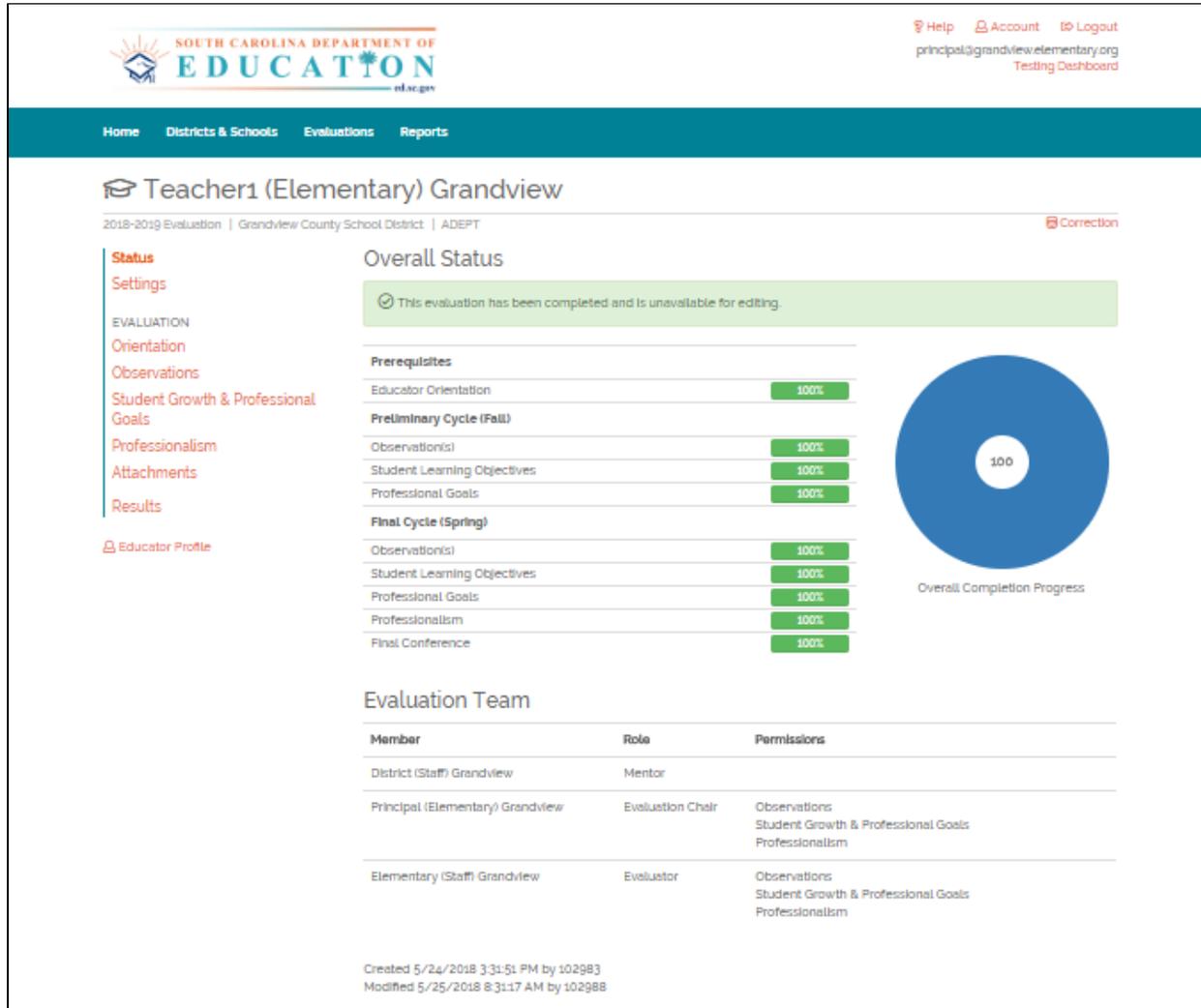
Clicking the **Details** link displays the educator's evaluation workflow. The first window to appear is the **Status** screen.

A list of the evaluation steps and a **Overall Completion Progress** graphic displays on the left side of the window.

The right side of the window displays links to the evaluation workflow steps.

To view the evaluation workflow forms, select and click the desired link in the left sidebar.

The evaluation team members display on the bottom of the evaluation window.



The screenshot shows the evaluation workflow interface for Teacher1 (Elementary) Grandview. The page includes a navigation menu with links for Home, Districts & Schools, Evaluations, and Reports. The main content area displays the overall status, a list of evaluation steps with completion percentages, and the evaluation team members.

**Overall Status**

This evaluation has been completed and is unavailable for editing.

**Prerequisites**

Educator Orientation	100%
----------------------	------

**Preliminary Cycle (Fall)**

Observation(s)	100%
Student Learning Objectives	100%
Professional Goals	100%

**Final Cycle (Spring)**

Observation(s)	100%
Student Learning Objectives	100%
Professional Goals	100%
Professionalism	100%
Final Conference	100%

**Overall Completion Progress**

100

**Evaluation Team**

Member	Role	Permissions
District (Staff) Grandview	Mentor	
Principal (Elementary) Grandview	Evaluation Chair	Observations Student Growth & Professional Goals Professionalism
Elementary (Staff) Grandview	Evaluator	Observations Student Growth & Professional Goals Professionalism

Created 5/24/2018 3:31:51 PM by 102983  
Modified 5/25/2018 8:31:17 AM by 102988

## Add Evaluation Team Members

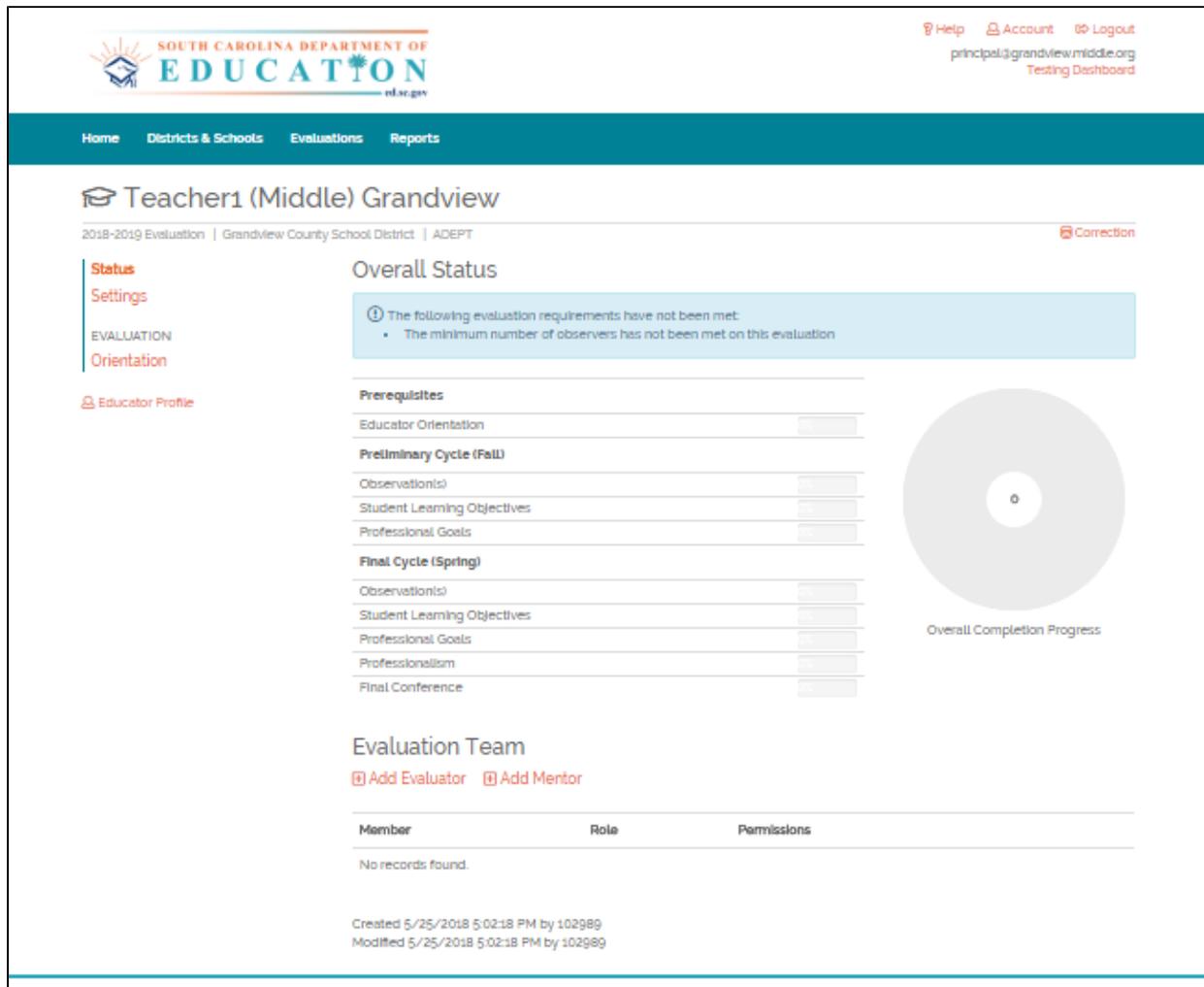
Evaluation team members can only be added when the evaluation is added.

Any evaluation team members must have training and credentials to be an evaluator or mentor.

This example displays for a principal who scheduled orientation, which then created a new evaluation.

This principal is authorized to add evaluators and mentors and will see links to **+Add Evaluator** and **+Add Mentor** at the top of the **Evaluation Team** section.

Users who do not have permission to add evaluators and mentors will not see the links to add evaluators and mentors.



The screenshot shows the evaluation dashboard for 'Teacher1 (Middle) Grandview'. The page includes a navigation menu with 'Home', 'Districts & Schools', 'Evaluations', and 'Reports'. The main content area is titled 'Teacher1 (Middle) Grandview' and includes a '2018-2019 Evaluation' section for 'Grandview County School District' and 'ADEPT'. A 'Correction' link is visible in the top right. The 'Overall Status' section displays a warning: 'The following evaluation requirements have not been met: The minimum number of observers has not been met on this evaluation'. Below this, the 'Prerequisites' section lists various requirements with progress indicators. The 'Evaluation Team' section includes links for '+ Add Evaluator' and '+ Add Mentor', and a table with columns for 'Member', 'Role', and 'Permissions'. The table currently shows 'No records found.' The page footer indicates it was created and modified on 5/25/2018.

## Add Evaluator

Clicking the **+ Add Evaluator** link displays a pop-up window to make your entries.

The **Evaluator** button is pre-selected, if the team member is to be an **Evaluation Chair** select the appropriate button.

Make your selections and start typing the name of the evaluator you wish to add, the system will display matches for the information you type.

**!** The evaluator must be qualified with evaluator training and also be identified as an evaluator, by an administrator with permissions to add evaluators, before the person can be added to an **Evaluation Team**.

## Add Evaluator ✕

### 1. Select role

- Evaluator
- Evaluation Chair

### 2. Select permissions

- Allow Observations
- Allow Student Growth & Professional Goals
- Allow Professionalism

### 3. Find an evaluator

Close

Add

This is an example of the **Add Evaluator** form with entries. Click **Add** button to add the person to the evaluation team.

ew County School District | ADEPT

### Add Evaluator

**1. Select role**

- Evaluator
- Evaluation Chair

**2. Select permissions**

- Allow Observations
- Allow Student Growth & Professional Goals
- Allow Professionalism

**3. Find an evaluator**

*showing the top 100 of 5 matches*

- Grandview, AP (Middle)
- Grandview, District (Staff)
- Grandview, Middle (Staff)
- Grandview, Middle (Unknown)
- Grandview, Principal (Middle)

No records found.

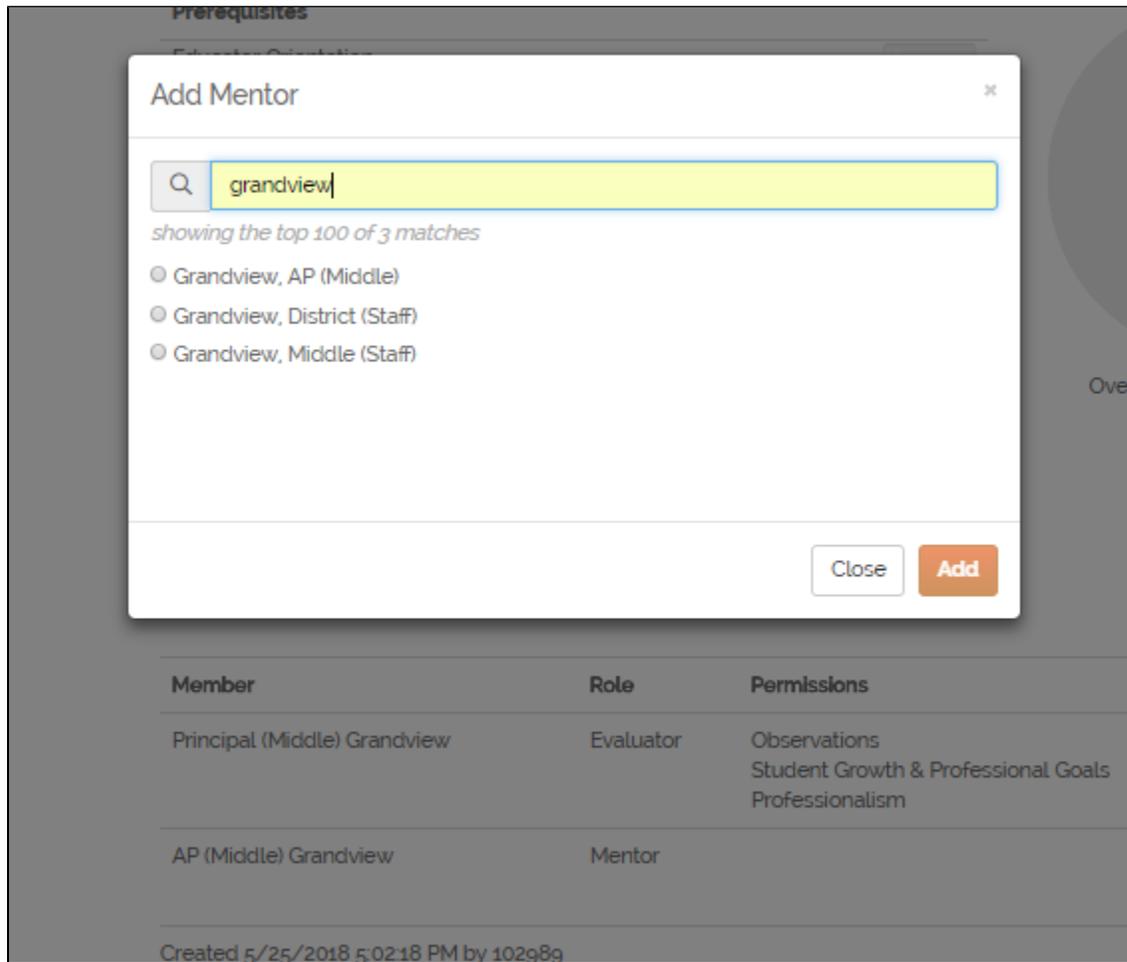
Created 5/25/2018 5:02:18 PM by 102989

## Add Mentor

Clicking the **+ Add Mentor** link displays a pop-up window to make your entries.

Type 3 or more characters to search for and locate the mentor.

Select the mentor from the list and click the **Add** button.



The screenshot shows a web application interface with a pop-up window titled "Add Mentor". The background is a table with columns "Member", "Role", and "Permissions".

**Prerequisites**

**Add Mentor** [Close] [Add]

Q grandview|

showing the top 100 of 3 matches

- Grandview, AP (Middle)
- Grandview, District (Staff)
- Grandview, Middle (Staff)

Member	Role	Permissions
Principal (Middle) Grandview	Evaluator	Observations Student Growth & Professional Goals Professionalism
AP (Middle) Grandview	Mentor	

Created 5/25/2018 5:02:18 PM by 102989

### Evaluation Team Members Added

As you add each evaluation team member the **Evaluation Team** list updates with the new information.

To remove an **Evaluation Team** member, click the **remove** link to the left of the team member.

### Evaluation Team

[+ Add Evaluator](#)
[+ Add Mentor](#)

Member	Role	Permissions	
Principal (Middle) Grandview	Evaluator	Observations Student Growth & Professional Goals Professionalism	<a href="#">Remove</a>
AP (Middle) Grandview	Mentor		<a href="#">Remove</a>

Created 5/25/2018 5:02:18 PM by 10298g  
 Modified 5/25/2018 5:02:18 PM by 10298g

### Evaluation Settings

Principals and Superintendents can edit the evaluation settings for an educator. This might occur if an educator or staff is not assigned to the correct evaluation model.

Select the **Evaluations** tab to display the list of evaluations.

 The only evaluations that will display are those evaluation for the schools where you have responsibility.

Click the **Details** link for the evaluation you wish to view.

## Q Evaluation Search

[Correction](#)

10 | 20 | 50 | 100

1-10 of 13

page 1

CID	Educator	Location	Evaluation	Status	
<input type="text"/>	<b>Counselor (Elementary)</b> Grandview (868768)	Grandview County School District Grandview Elementary School	2018-2019 ADEPT School Guidance Counselor	<input type="radio"/> OR <input type="radio"/> SUM <input type="radio"/> C	<a href="#">Details</a>
<input type="text"/>	<b>Elementary (Staff)</b> Grandview (g74813)	Grandview County School District Grandview Elementary School	2018-2019 ADEPT Unknown	<input type="radio"/> OR <input type="radio"/> SUM <input type="radio"/> C	<a href="#">Details</a>
<input type="text"/>	<b>Elementary (Unknown)</b> Grandview (842337)	Grandview County School District Grandview Elementary School	2018-2019 ADEPT Unknown	<input type="radio"/> OR <input type="radio"/> SUM <input type="radio"/> C	<a href="#">Details</a>
<input type="text"/>	<b>Librarian (Elementary)</b> Grandview (875166)	Grandview County School District Grandview Elementary School	2018-2019 ADEPT Library Media Specialist	<input checked="" type="radio"/> OR <input checked="" type="radio"/> SUM <input checked="" type="radio"/> C	<a href="#">Details</a>
<input type="text"/>	<b>Principal (Elementary)</b> Grandview (g68g32)	Grandview County School District Grandview Elementary School, Grandview Elementary School	2018-2019 PADEPP Principal	<input checked="" type="radio"/> OR <input checked="" type="radio"/> CF <input checked="" type="radio"/> PDP <input checked="" type="radio"/> AS <input checked="" type="radio"/> C	<a href="#">Details</a>
<input type="text"/>	<b>Principal (Elementary)</b> Grandview (g68g32)	Grandview County School District Grandview Elementary School	2018-2019 PADEPP Principal	<input type="radio"/> OR <input type="radio"/> CF <input type="radio"/> PDP <input type="radio"/> AS <input type="radio"/> C	<a href="#">Details</a>
<input type="text"/>	<b>Speech-Therapist (Elementary) Grandview</b> (895006)	Grandview County School District Grandview Elementary School	2018-2019 ADEPT Speech- Language Therapist	<input checked="" type="radio"/> OR <input type="radio"/> SUM <input type="radio"/> C	<a href="#">Details</a>

The evaluation page for the educator will display.

To change or correct the evaluation model for this educator, select the **Settings** link in the left sidebar.

## Elementary (Staff) Grandview

2018-2019 Evaluation | Grandview County School District | ADEPT

[Correction](#)

- Status**
- [Settings](#)
- [EVALUATION](#)
- [Orientation](#)
- [Educator Profile](#)

### Overall Status

#### Evaluation Status

Orientation	<input type="checkbox"/>
Preliminary Summary Form	<input type="checkbox"/>
Final Summary Form	<input type="checkbox"/>
Results	<input type="checkbox"/>



### Evaluation Team

[Add Evaluator](#)

Member	Role	Permissions
No records found.		

Created 5/26/2018 11:34:41 AM by 102g83  
Modified 5/26/2018 11:34:41 AM by 102g83

The educator's **Evaluation Settings** page will display.

## Evaluation Model

To change the **Evaluation Model**, select the **Edit** link.

Home Districts & Schools Evaluations Reports

## Elementary (Staff) Grandview

2018-2019 Evaluation | Grandview County School District | ADEPT [Correction](#)

**Status**

**Settings**

EVALUATION

Orientation

[Educator Profile](#)

### Evaluation Settings

**Evaluation Model** [Edit](#)

**Model** Other / Locally Developed Model

The process by which the educator is evaluated, e.g. 2006 ADEPT, Expanded ADEPT, PADEPP.

---

**General Settings** [Edit](#)

**Type** Unknown

The type of evaluation for this educator, e.g. Classroom-Based Teacher, Library Media Specialists, Principal.

**Level** Unknown

The level of evaluation, e.g. Summative, Formative, or GBE.

**Source** SCL

The source of this data record: PDS, ADS, or SCL. If Local, SCL is the source.

---

**ADEPT Settings**

**Contract Level** No Data

The contracting level of the educator.

**Program Type** Unknown

The type of certification program for this evaluation.

**Competency Level** Unknown

The competency level for this evaluation.

**Subject** Unknown

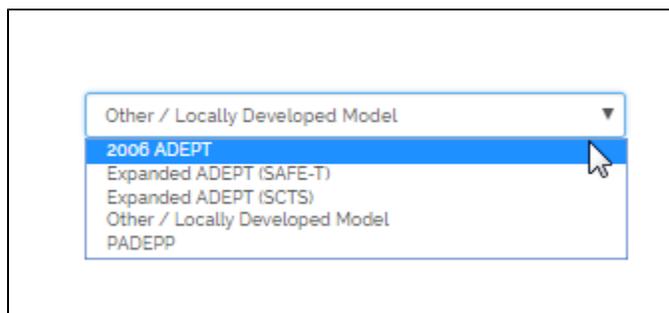
The Subject Area the educator provides.

**Content Area** Unknown

The **Edit Evaluation Model** page will display.

Click the drop down arrow to display the list of available evaluation models and select from the list.

This is an example of the drop down list choices.



Click the **Submit** button to make the change to the educator's evaluation model.

The educator's evaluation will update to the new model.



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## Elementary (Staff) Grandview

2018-2019 Evaluation | Grandview County School District | ADEPT [Correction](#)

[Status](#)

[Settings](#)

EVALUATION

Orientation

[Educator Profile](#)

### Edit Evaluation Model

Evaluation Model

**Model**  
The process by which the educator is evaluated, e.g. 2006 ADEPT, Expanded ADEPT, PADEPP.

▼
 Other / Locally Developed Model

Submit
Cancel

### Evaluation General Settings

Principals and superintendents can edit the educator's evaluation **General Settings**.  
 Select the **Edit** link for the **General Settings** to open the form.



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## Elementary (Staff) Grandview

2018-2019 Evaluation | Grandview County School District | ADEPT [Correction](#)

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### Evaluation Settings

Evaluation Model [Edit](#)

**Model** 2006 ADEPT  
The process by which the educator is evaluated, e.g. 2006 ADEPT, Expanded ADEPT, PADEPP.

---

**General Settings** [Edit](#)

**Type** Unknown  
The type of evaluation for this educator, e.g. Classroom-Based Teacher, Library Media Specialists, Principal.

**Level** Unknown  
The level of evaluation, e.g. Summative, Formative, or GBE.

**Source** SCL  
The source of this data record: PDS, ADS, or SCL. If Local, SCL is the source.

The **Edit Evaluation Settings** window opens.

Select the **Type**, **Level**, **Contract Level**, **Program Type**, **Competency Level**, **Subject**, and **Content Area** from the drop down lists.

## Elementary (Staff) Grandview

2018-2019 Evaluation | Grandview County School District | ADEPT

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### Edit Evaluation Settings

#### General Settings

**Type**

The type of evaluation for this educator, e.g. Classroom-Based Teacher, Library Media Specialists, Principal.

Unknown ▼

**Level**

The level of evaluation, e.g. Summative, Formative, or GBE.

Unknown ▼

#### ADEPT Settings

**Contract Level**

The contracting level of the educator.

No Data ▼

**Program Type**

The type of certification program for this evaluation.

Unknown (U) ▼

**Competency Level**

The competency level for this evaluation.

Unknown ▼

**Subject**

The Subject Area the educator provides.

Unknown (U) ▼

**Content Area**

The content Area for this evaluation.

Unknown ▼

#### Locations

**District**

This is the district of the evaluation. This cannot be changed.

Grandview County School District

**School(s)**

An evaluation could be shared between multiple schools.

School Name	Home School?
<input checked="" type="checkbox"/> Grandview Administration	<input type="radio"/>

The following illustrates selections for each of the **General Settings**.

Verify your selections and when finished, click the **Submit** button to make your changes.

## Elementary (Staff) Grandview

2018-2019 Evaluation | Grandview County School District | ADEPT

[Correction](#)

- Status
- Settings**
- EVALUATION
- Orientation
- [Educator Profile](#)

### Edit Evaluation Settings

#### General Settings

**Type**  
The type of evaluation for this educator, e.g. Classroom-Based Teacher, Library Media Specialists, Principal.

Library Media Specialist ▼

**Level**  
The level of evaluation, e.g. Summative, Formative, or GBE.

Summative ▼

#### ADEPT Settings

**Contract Level**  
The contracting level of the educator.

Continuing ▼

**Program Type**  
The type of certification program for this evaluation.

Professional Certificate (A) ▼

**Competency Level**  
The competency level for this evaluation.

Elementary ▼

**Subject**  
The Subject Area the educator provides.

Administrator (7A) ▼

**Content Area**  
The content Area for this evaluation.

English/Language Arts ▼

#### Locations

**District**  
This is the district of the evaluation. This cannot be changed.

Grandview County School District

**School(s)**  
An evaluation could be shared between multiple schools.

School Name	Home School?
<input type="checkbox"/> Grandview Administration	<input type="radio"/>
<input checked="" type="checkbox"/> Grandview Elementary School	<input type="radio"/>
<input type="checkbox"/> Grandview Middle School	<input type="radio"/>
<input type="checkbox"/> Grandview High School	<input type="radio"/>

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

## Progress Charts

The aggregate data for the selection displays in the graphics on the right to reflect the progress of each step in the evaluation process.

Progress charts display the completions status of various activities.

## Teacher1 (Elementary) Grandview

2018-2019 Evaluation | GrandView County School District | ADEPT

[Correction](#)

**Status**

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[Student Growth & Professional Goals](#)

[Professionalism](#)

[Attachments](#)

[Results](#)

MENTORING

[Mentoring Notes](#)

[Educator Profile](#)

### Overall Status

This evaluation has been completed and is unavailable for editing.

**Prerequisites**

Educator Orientation 100%

**Preliminary Cycle (Fall)**

Observation(s) 100%

Student Learning Objectives 100%

Professional Goals 100%

**Final Cycle (Spring)**

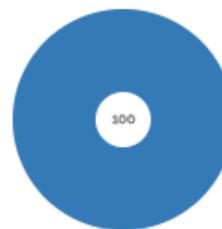
Observation(s) 100%

Student Learning Objectives 100%

Professional Goals 100%

Professionalism 100%

Final Conference 100%



Overall Completion Progress

### Evaluation Team

Member	Role	Permissions
District (Staff) Grandview	Mentor	
Principal (Elementary) Grandview	Evaluation Chair	Observations Student Growth & Professional Goals Professionalism
Elementary (Staff) Grandview	Evaluator	Observations Student Growth & Professional Goals Professionalism

Created 5/24/2018 3:31:51 PM by 102983  
Modified 5/25/2018 8:31:17 AM by 102988

## Remove and Restore an Evaluation

Principals and Superintendents can remove or restore an ADEPT evaluation at any stage of the evaluation.

Select the **Evaluations** tab and locate the evaluation to be removed.

Select the **Details** link to display the evaluation.

## Q Evaluation Search

 Correction

CID

10 | 20 | 50 | 100

← →

Name

1-10 of 13

page 1

Evaluation Group  
[ any ] ▼

Educator Type  
[ any ] ▼

District  
Grandview County Sc ▼

School  
Grandview Elementa ▼

Contract Level  
[ any ] ▼

**Search**

Educator	Location	Evaluation	Status	
Counselor (Elementary) Grandview (868708)	Grandview County School District Grandview Elementary School	2018-2019 ADEPT School Guidance Counselor	○ ○ ○ OR SUM C	<a href="#">Details</a>
Elementary (Staff) Grandview (974813)	Grandview County School District Grandview Elementary School	2018-2019 ADEPT Unknown	○ ○ ○ OR SUM C	<a href="#">Details</a>
Elementary (Unknown) Grandview (842337)	Grandview County School District Grandview Elementary School	2018-2019 ADEPT Unknown	○ ○ ○ OR SUM C	<a href="#">Details</a>
Librarian (Elementary) Grandview (875166)	Grandview County School District Grandview Elementary School	2018-2019 ADEPT Library Media Specialist	● ● ● OR SUM C	<a href="#">Details</a>
Principal (Elementary) Grandview (968932)	Grandview County School District Grandview Elementary School, Grandview Elementary School	2018-2019 PADEPP Principal	● ● ● ● ● OR CF PDF AS C	<a href="#">Details</a>
Principal (Elementary) Grandview (968932)	Grandview County School District Grandview Elementary School	2018-2019 PADEPP Principal	○ ○ ○ ○ ○ OR CF PDF AS C	<a href="#">Details</a>
Speech-Therapist (Elementary) Grandview (895006)	Grandview County School District Grandview Elementary School	2018-2019 ADEPT Speech- Language Therapist	● ○ ○ OR SUM C	<a href="#">Details</a>



When the **Overall Status** page displays, select the **Settings** link.

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---

## 🎓 Speech-Therapist (Elementary) Grandview

2018-2019 Evaluation | Grandview County School District | ADEPT 🔍 Correction

**Status**

**Settings** 

EVALUATION

[Orientation](#)

[Summary](#)

[Attachments](#)

[Results](#)

[👤 Educator Profile](#)

### Overall Status

Evaluation Status	
Orientation	100%
Preliminary Summary Form	0%
Final Summary Form	0%
Results	0%



Overall Completion Progress

### Evaluation Team

[+ Add Evaluator](#)

Member	Role	Permissions	
Principal (Elementary) Grandview	Evaluator	Observations	<a href="#">Remove</a>

Created 5/24/2018 8:15:09 PM by 102988  
Modified 5/24/2018 8:17:06 PM by 102988

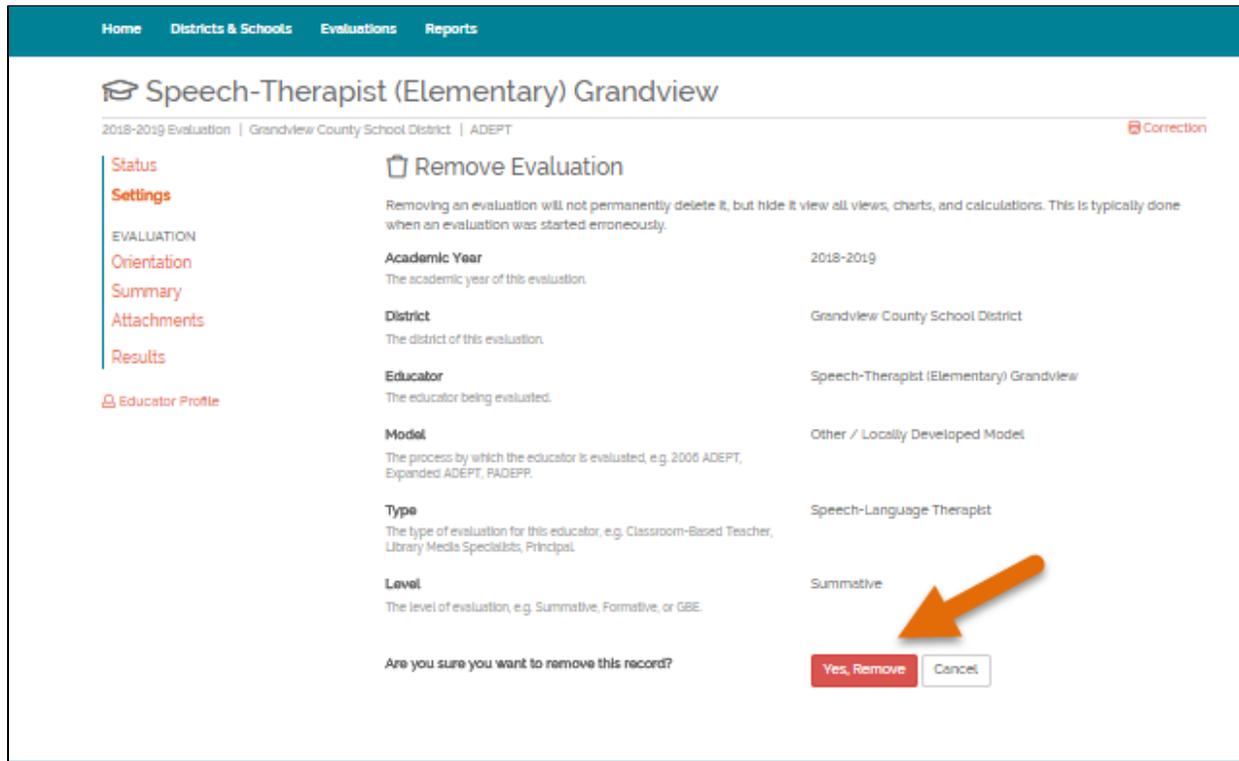
## Remove Evaluation

When the evaluation **Settings** page displays, scroll to the bottom of the page and locate the **Remove Evaluation** space.

Click the **Remove** link.

<ul style="list-style-type: none"> <li>Status</li> <li><b>Settings</b></li> <li>EVALUATION</li> <li>Orientation</li> <li>Summary</li> <li>Attachments</li> <li>Results</li> <li> Educator Profile</li> </ul>	<p><b>General Settings</b> <span style="float: right;"> Edit</span></p> <p><b>Type</b> The type of evaluation for this educator, e.g. Classroom-Based Teacher, Library Media Specialists, Principal. <span style="float: right;">Speech-Language Therapist</span></p> <p><b>Level</b> The level of evaluation, e.g. Summative, Formative, or GBE. <span style="float: right;">Summative</span></p> <p><b>Source</b> The source of this data record: PDS, ADS, or SCL. If Local, SCL is the source. <span style="float: right;">SCL</span></p> <p><b>ADEPT Settings</b></p> <p><b>Contract Level</b> The contracting level of the educator. <span style="float: right;">Continuing</span></p> <p><b>Program Type</b> The type of certification program for this evaluation. <span style="float: right;">Unknown</span></p> <p><b>Competency Level</b> The competency level for this evaluation. <span style="float: right;">Unknown</span></p> <p><b>Subject</b> The Subject Area the educator provides. <span style="float: right;">Unknown</span></p> <p><b>Content Area</b> The content Area for this evaluation. <span style="float: right;">Unknown</span></p> <p><b>Locations</b></p> <p><b>District</b> This is the district of the evaluation. <span style="float: right;">Grandview County School District</span></p> <p><b>School(s)</b> An evaluation could be shared between multiple schools.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">School Name</th> <th style="width: 30%;">Home School?</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/> Grandview Elementary School</td> <td></td> </tr> </tbody> </table> <p><b> Remove Evaluation</b></p> <p><b>Remove this evaluation</b> Removing an evaluation will not permanently delete it, but hide it view all views, charts, and calculations. This is typically done when an evaluation was started erroneously.</p> <p style="text-align: right;"><b>Remove</b> </p>	School Name	Home School?	<input checked="" type="checkbox"/> Grandview Elementary School	
School Name	Home School?				
<input checked="" type="checkbox"/> Grandview Elementary School					

A confirmation window displays. To confirm the removal of the evaluation, click the **Yes Remove** button.

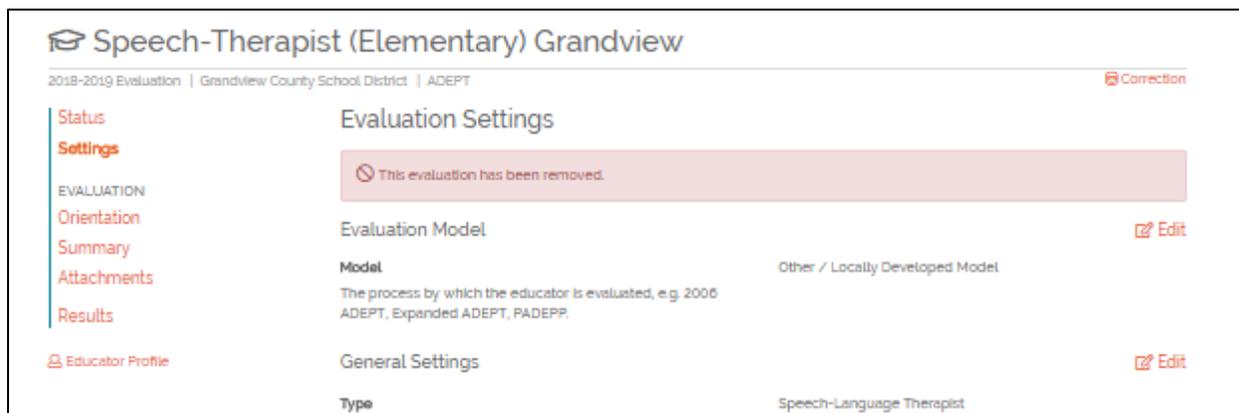


The screenshot shows the 'Speech-Therapist (Elementary) Grandview' page with a 'Remove Evaluation' modal. The modal contains the following information:

- Remove Evaluation**: Removing an evaluation will not permanently delete it, but hide it view all views, charts, and calculations. This is typically done when an evaluation was started erroneously.
- Academic Year**: 2018-2019
- District**: Grandview County School District
- Educator**: Speech-Therapist (Elementary) Grandview
- Model**: Other / Locally Developed Model
- Type**: Speech-Language Therapist
- Level**: Summative

At the bottom of the modal, it asks 'Are you sure you want to remove this record?' with two buttons: 'Yes, Remove' (highlighted with an orange arrow) and 'Cancel'.

A confirmation message appears at the top of the page to confirm the evaluation has been removed.



The screenshot shows the 'Speech-Therapist (Elementary) Grandview' page with the 'Evaluation Settings' section. A red message box at the top states: 'This evaluation has been removed.' The settings below are:

- Evaluation Model**: Other / Locally Developed Model (with an 'Edit' link)
- Model**: Other / Locally Developed Model
- General Settings**: (with an 'Edit' link)
- Type**: Speech-Language Therapist

## Restore Evaluation

An evaluation that has been removed can be restored.

On the **Evaluation Settings** page, scroll to the bottom of the page and locate the **Restore** space.

Click the **Restore** link.

### ADEPT Settings

**Contract Level**

The contracting level of the educator.

Continuing

**Program Type**

The type of certification program for this evaluation.

Unknown

**Competency Level**

The competency level for this evaluation.

Unknown

**Subject**

The Subject Area the educator provides.

Unknown

**Content Area**

The content Area for this evaluation.

Unknown

### Locations

**District**

This is the district of the evaluation.

Grandview County School District

**School(s)**

An evaluation could be shared between multiple schools.

School Name

Home School?

Grandview Elementary School

### Restore Evaluation

**Restore this evaluation**

Restoring an evaluation that has been removed will make it visible in all views, charts, and calculations. This is typically done when an evaluation was removed erroneously.

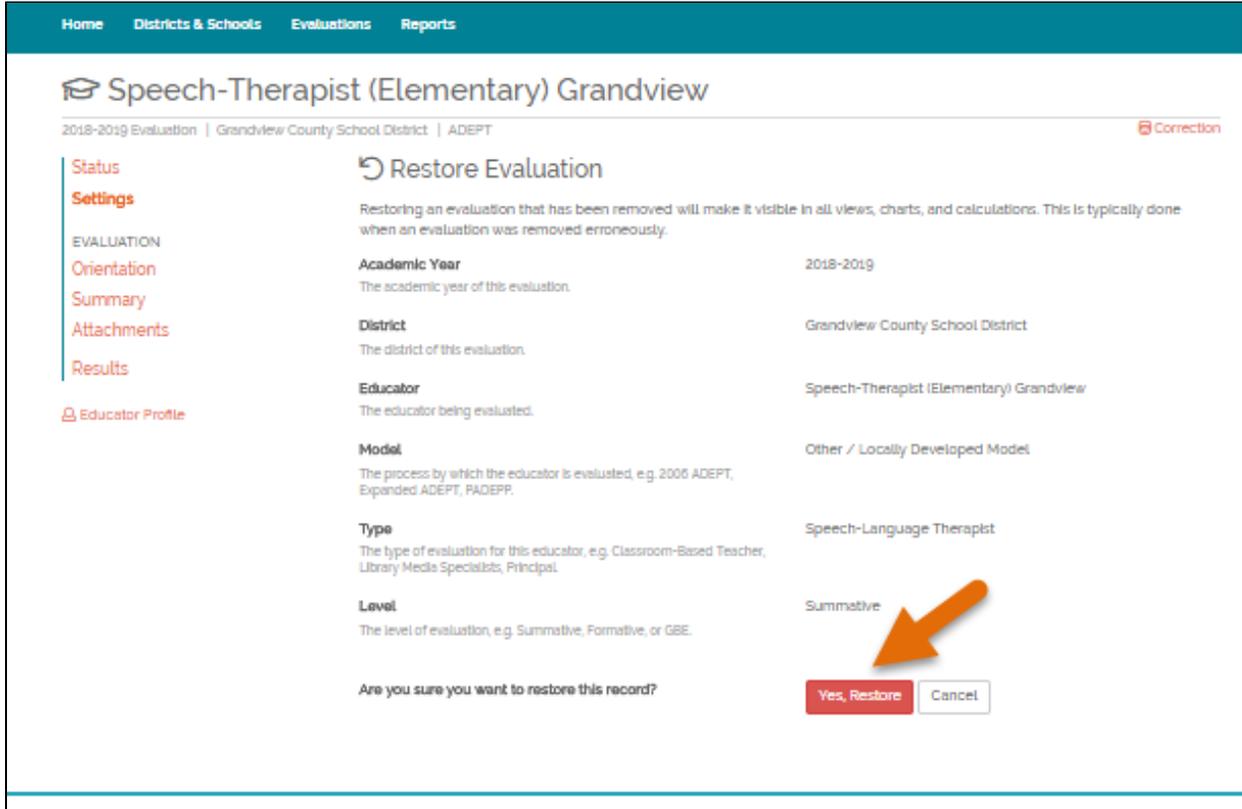
Restore



A confirmation displays to confirm restoring the evaluation.

Click the **Yes Restore** button to restore the evaluation.

The evaluation is restored with all of the details in the evaluation prior to it being removed.



The screenshot shows a web interface for 'Speech-Therapist (Elementary) Grandview'. The page title is 'Speech-Therapist (Elementary) Grandview' and the breadcrumb is '2018-2019 Evaluation | Grandview County School District | ADEPT'. A 'Correction' button is visible in the top right. On the left is a navigation menu with 'Settings' highlighted. The main content area is titled 'Restore Evaluation' and contains the following information:

- Restoring an evaluation that has been removed will make it visible in all views, charts, and calculations. This is typically done when an evaluation was removed erroneously.**
- Academic Year:** 2018-2019 (The academic year of this evaluation.)
- District:** Grandview County School District (The district of this evaluation.)
- Educator:** Speech-Therapist (Elementary) Grandview (The educator being evaluated.)
- Model:** Other / Locally Developed Model (The process by which the educator is evaluated, e.g. 2006 ADEPT, Expanded ADEPT, PADEPP.)
- Type:** Speech-Language Therapist (The type of evaluation for this educator, e.g. Classroom-Based Teacher, Library Media Specialists, Principal.)
- Level:** Summative (The level of evaluation, e.g. Summative, Formative, or GBE.)

At the bottom, a confirmation question asks: 'Are you sure you want to restore this record?'. There are two buttons: 'Yes, Restore' (highlighted with an orange arrow) and 'Cancel'.

## Expanded ADEPT for Superintendents

### Skip and Unskip

Principals, Superintendents, and evaluators are able to **Skip** and **Unskip** observations.

Select the Expanded ADEPT evaluation, then select the **Observations** link.

## Teacher3 (Middle) Grandview

2018-2019 Evaluation | Grandview County School District | ADEPT

[Correction](#)

- Status
- Settings
- EVALUATION
- Orientation
- Observations
- Student Growth & Professional Goals
- Professionalism
- Attachments
- Results
- [Educator Profile](#)

### Overall Status

#### Prerequisites

Educator Orientation 100%

#### Preliminary Cycle (Fall)

Observation(s) 100%

Student Learning Objectives 0%

Professional Goals 0%

#### Final Cycle (Spring)

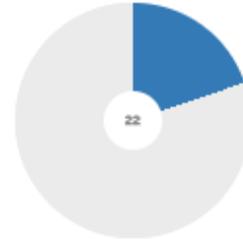
Observation(s) 0%

Student Learning Objectives 0%

Professional Goals 0%

Professionalism 0%

Final Conference 0%



Overall Completion Progress

### Evaluation Team

[Add Evaluator](#) [Add Mentor](#)

Member	Role	Permissions	
Principal (Middle) Grandview	Evaluation Chair	Observations Student Growth & Professional Goals Professionalism	<a href="#">Remove</a>
Middle (Staff) Grandview	Evaluator	Observations Student Growth & Professional Goals Professionalism	<a href="#">Remove</a>

Created 5/26/2018 11:34:41 AM by 102983  
Modified 5/27/2018 7:24:50 PM by 102989

When the **Observation Forms** display, below the **Final Observation Spring Semester** click the **Skip Final Observations** to perform the skip.

The button is a toggle and once it is clicked it will change to read **Unskip Final Observation**



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## Teacher3 (Middle) Grandview

2018-2019 Evaluation | Grandview County School District | ADEPT [Correction](#)

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### Observation Forms

Preliminary Observations (Fall Semester)

All fall semester integral classroom observations must be announced. Each observation must cover a complete lesson and must address all SCTS indicators identified in the Planning, Instruction, and Environment domains.

[Add Observation](#)
[Add Walkthrough](#)
[Add Consensus Meeting](#)
[Restore](#)

Date	Observer	Type	Status	Details
5/22/2018 7:23:00 PM	Principal (Middle) Grandview	Observation	Completed	<a href="#">Details</a>
5/30/2018 7:24:00 PM	Principal (Middle) Grandview	Observation	Completed	<a href="#">Details</a>

Final Observations (Spring Semester)

All spring semester observations must be unannounced. Each observation must cover a complete lesson and must address all SCTS indicators identified in the Planning, Instruction, and Environment domains.

[Add Observation](#)
[Add Walkthrough](#)
[Add Consensus Meeting](#)
[Restore](#)

Final observations may be skip according to policy.

This example shows the final observation has been skipped - to unskip the final observation, click the button again.

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---

## Teacher3 (Middle) Grandview

2018-2019 Evaluation | Grandview County School District | ADEPT [Correction](#)

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- [Orientation](#)
- Observations**
- [Student Growth & Professional Goals](#)
- [Professionalism](#)
- [Attachments](#)
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- [Educator Profile](#)

### Observation Forms

#### Preliminary Observations (Fall Semester)

All fall semester integral classroom observations must be announced. Each observation must cover a complete lesson and must address all SCTS indicators identified in the Planning, Instruction, and Environment domains.

[Add Observation](#)
[Add Walkthrough](#)
[Add Consensus Meeting](#)
[Restore](#)

Date	Observer	Type	Status
5/22/2018 7:23:00 PM	Principal (Middle) Grandview	Observation	Completed <a href="#">Details</a>
5/30/2018 7:24:00 PM	Principal (Middle) Grandview	Observation	Completed <a href="#">Details</a>

#### Final Observations (Spring Semester)

All spring semester observations must be unannounced. Each observation must cover a complete lesson and must address all SCTS indicators identified in the Planning, Instruction, and Environment domains.

[Add Observation](#)
[Add Walkthrough](#)
[Add Consensus Meeting](#)
[Restore](#)

Final observations are skipped according to policy.

Unskip Final Observations

## Coaching Questions

To support your planning for the post-conference, possible coaching questions for each indicator are included.

Select the Expanded ADEPT Evaluation, select **Observation**,

Select the **Post Conference Forms** then select the **Coaching Questions** tab.

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### Teacher1 (Elementary) Grandview

2018-2019 Evaluation | GrandView County School District | ADEPT  Correction

Observation

Pre-Conference

Scripting & Scoring

Post-Conference

← Back to evaluation

### Post-Conference Forms

The purpose of the pre-conference is to collect evidence related to planning and to give the educator the opportunity to provide context for the lesson.

✔ This evaluation has been completed and is unavailable for editing.

Observation Summary

Planning Sheet

Coaching Questions

#### Standards and Objectives

- How do you decide on the standards/objectives you will teach?
- How do you identify the sub-objectives for a lesson?
- How do you decide on the method you will use to communicate the standards/objectives to students?
- How do you utilize a visual of the standards/objectives during a lesson?
- How do you communicate your expectations to the students?
- How will you obtain evidence that most students have demonstrated mastery of the objective?

#### Motivating Students

- How do you organize the content of a lesson so that it is meaningful and relevant to the students?
- How do you develop learning experiences that provide opportunities for students to ask questions and explore?
- How do you reinforce and reward the efforts of all students?
- Why is it important for students to have opportunities to develop their own questions and explore for the answers?
- How does motivation impact student achievement?

#### Presenting Instructional Content

- How do you decide on the types of visuals you will use during a lesson?
- Why is it important for the teacher to model his/her expectations for students?
- How do you plan for effective modeling during a lesson?
- How do students clearly know your expectations for their assignments and for what they are to learn?
- When planning a lesson, how do you decide on the sequencing of the instruction within the lesson?
- When planning a lesson, how do you decide on the manner in which the different elements of the lesson will be segmented?
- How do you maintain focus in a lesson on the learning objectives?

#### Lesson Structure and Pacing

- How do you decide on the manner in which you will segment the different parts of a lesson?
- How do you plan for effective closure within a lesson?
- How do you plan for the pacing of a lesson that provides opportunities for students who progress at different rates?
- How do you ensure that instructional time is used efficiently throughout a lesson so that all students remain actively engaged in learning?

#### Activities and Materials

- How do you decide on the types of materials you will use during a lesson?
- How do you decide on the types of activities you will use during a lesson?
- How do you develop activities that are aligned to the learning objective?

#### Questioning

- How do you decide on the standards/objectives you will teach?
- When planning a lesson, how do you decide on the sequencing of the instruction within the lesson?
- When planning a lesson, how do you decide on the manner in which the different elements of the lesson will be segmented?