Principals SCLead User Guide

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  - Experience
  - Employment
  - Certification
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Login to SCLead

This section applies to all authorized SCLead users.

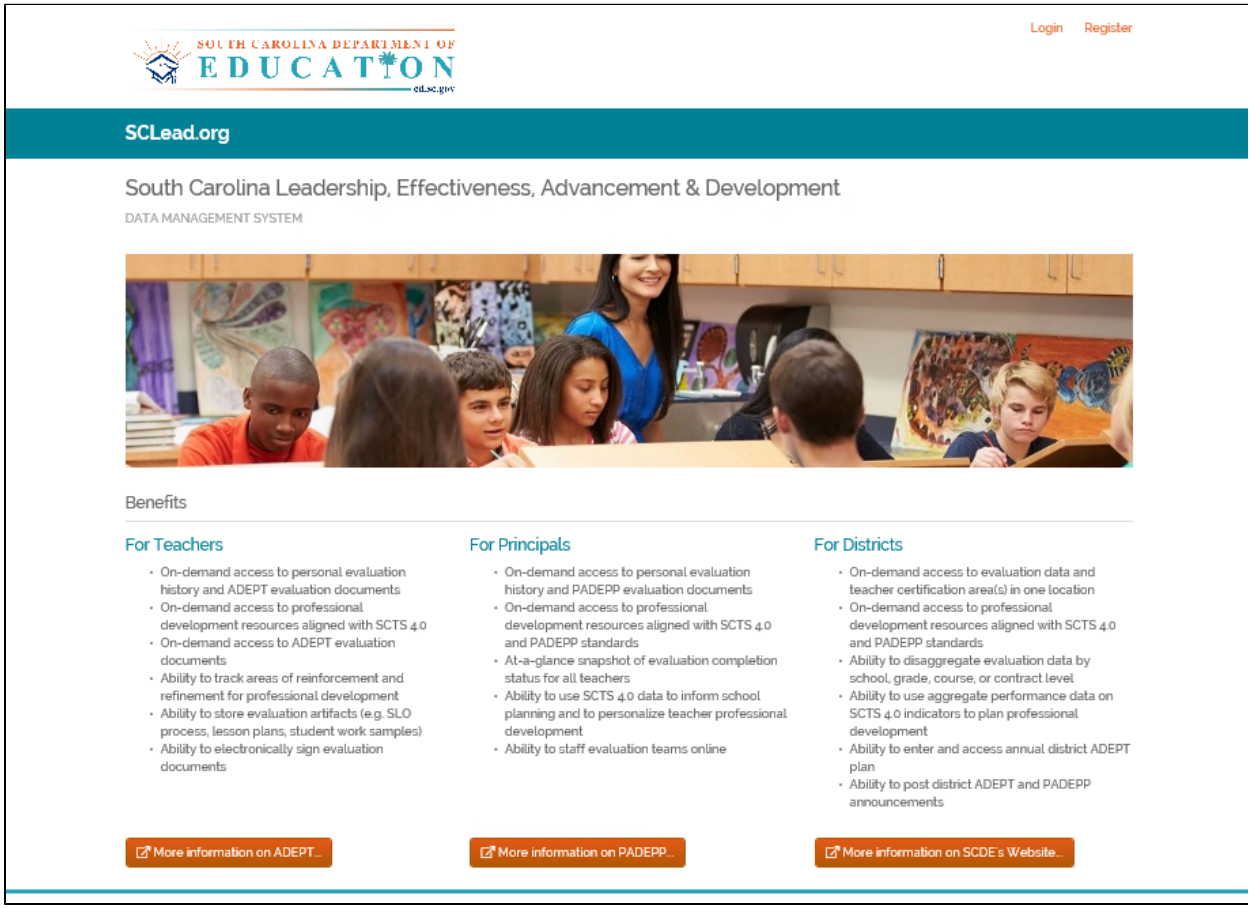
> All SCLead users must have a state-issued CID and credentials for log in to a Single Sign-On (SSO) account.

Use the following URL to access the SCLead site www.SCLead.org

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.

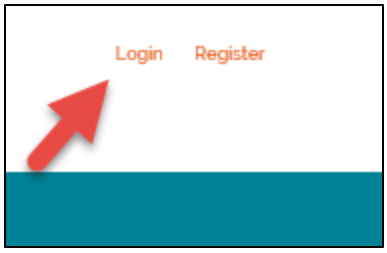
When the page is bookmarked the star will fill in to indicate it is a favorite URL.



⚠ 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.

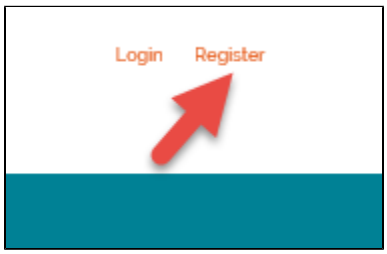
ℹ Automatic logout will occur after an idle period.

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
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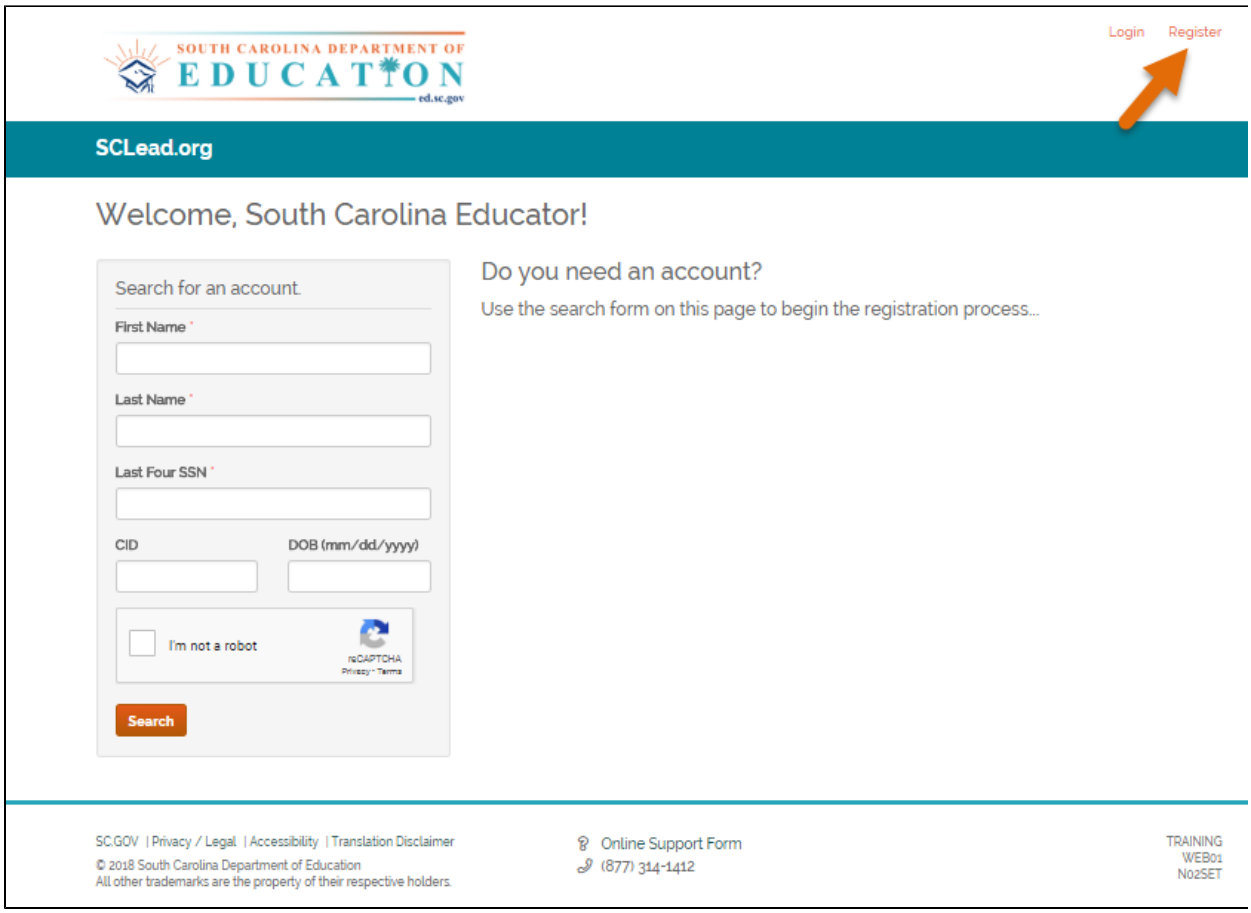
- Password Standards for SCLead

Register for Access to SCLead

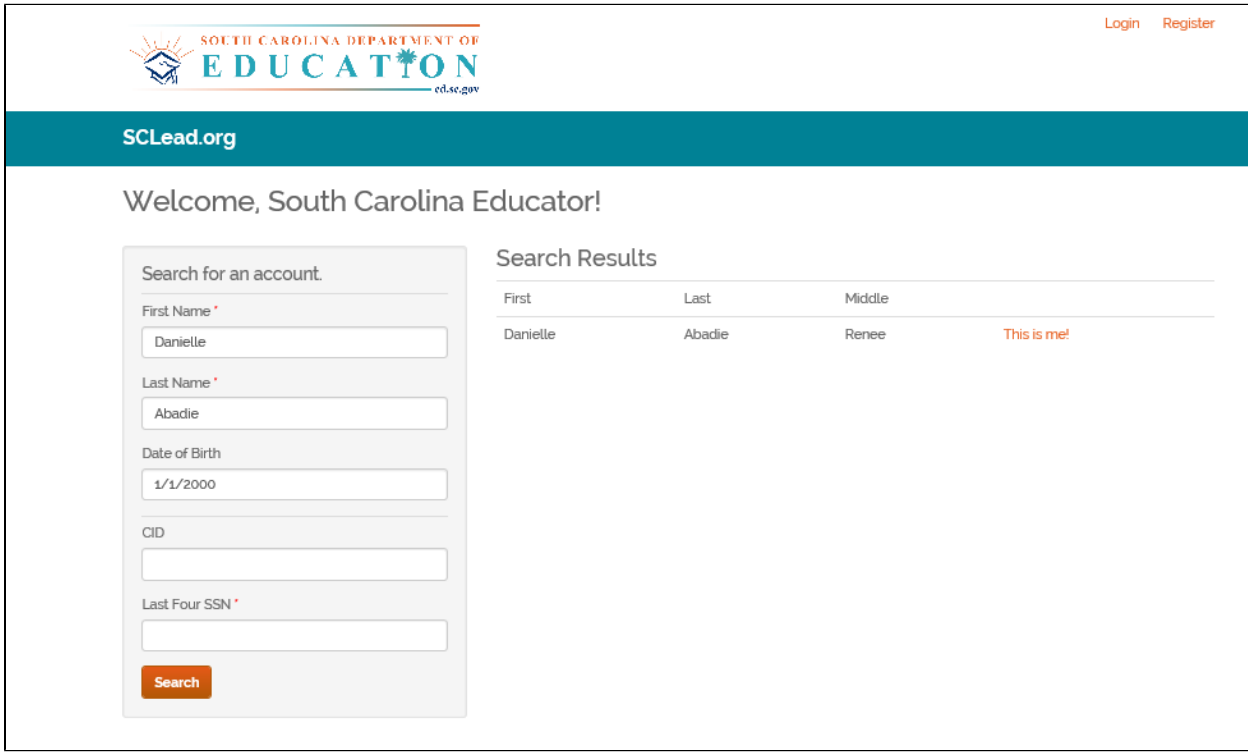
If you do not have login credentials, click the Register link to open the ***Search for an account*** page.

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.



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.



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

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ed.sc.gov

Login Register

SOUTH CAROLINA DEPARTMENT OF EDUCATION
ed.sc.gov

SCLead.org

Welcome, South Carolina Educator!

Search for an account.

First Name *
Danielle

Last Name *
Abadie

Date of Birth
1/1/2000

CID

Last Four SSN *

Search

Create your account

Person — Abadie, Danielle Renee (229542)

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

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.
email

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

Confirm password
Please enter the same password as above.
confirm password

Register

Account not Found

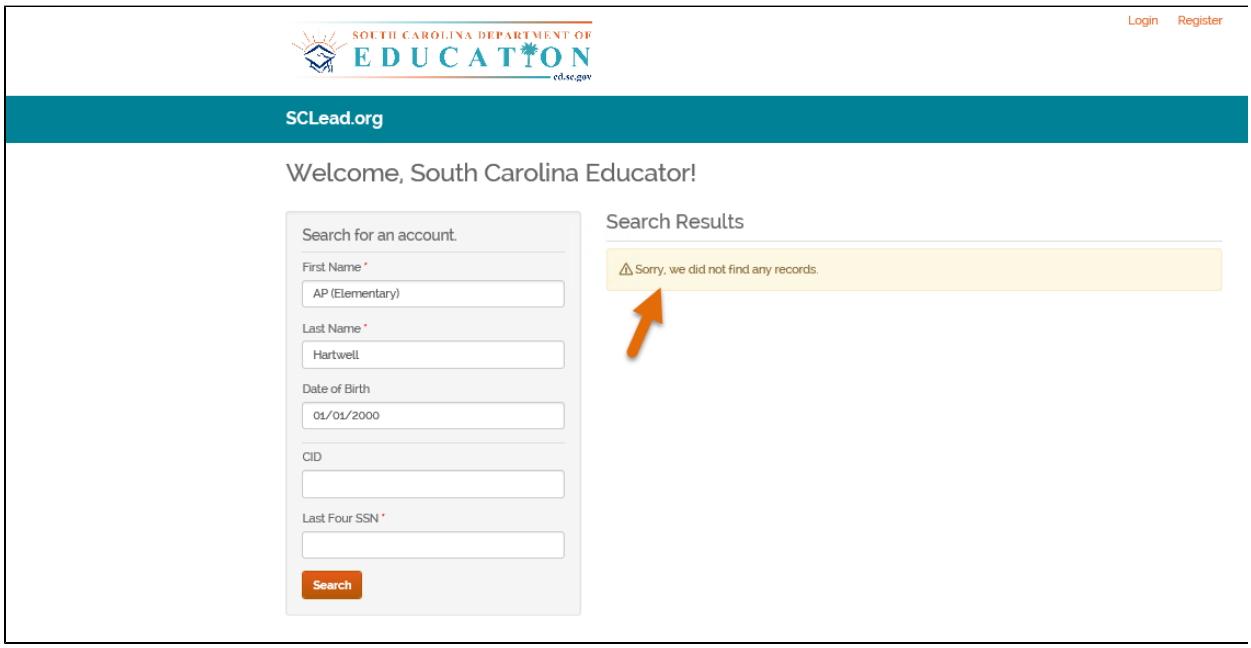
⚠️ You cannot login to SCLead unless you are a person in the system, this includes finding your credentials through the register link.

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.

ℹ️ 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.

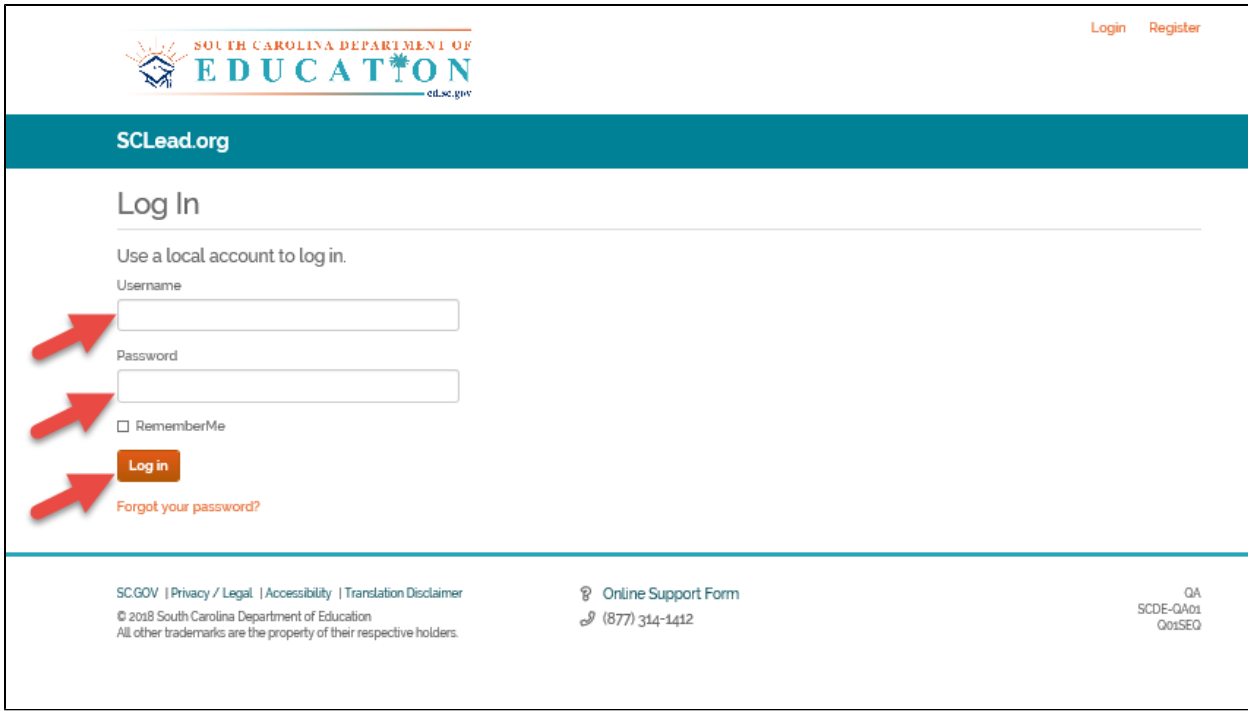


Login to SCLead

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

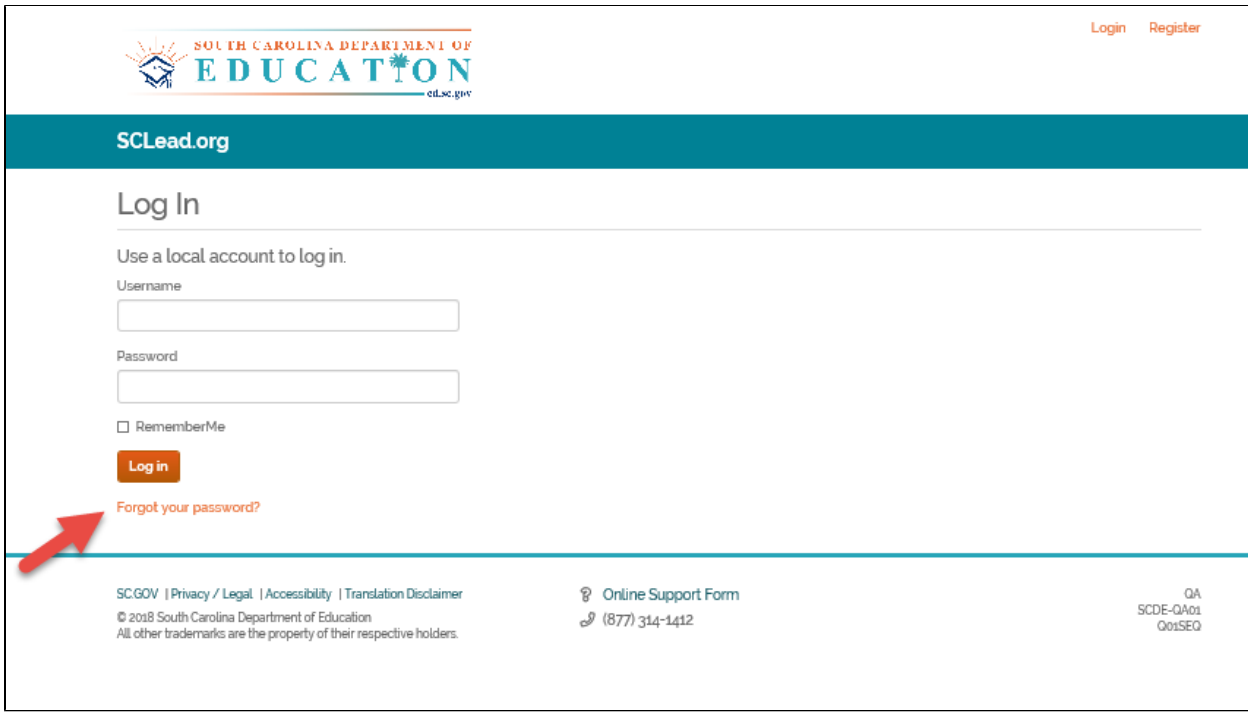
> ⚠ Do not bookmark (favorite) the Log In page illustrated below. Attempting to recall this page as a bookmarked site will result in errors.

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



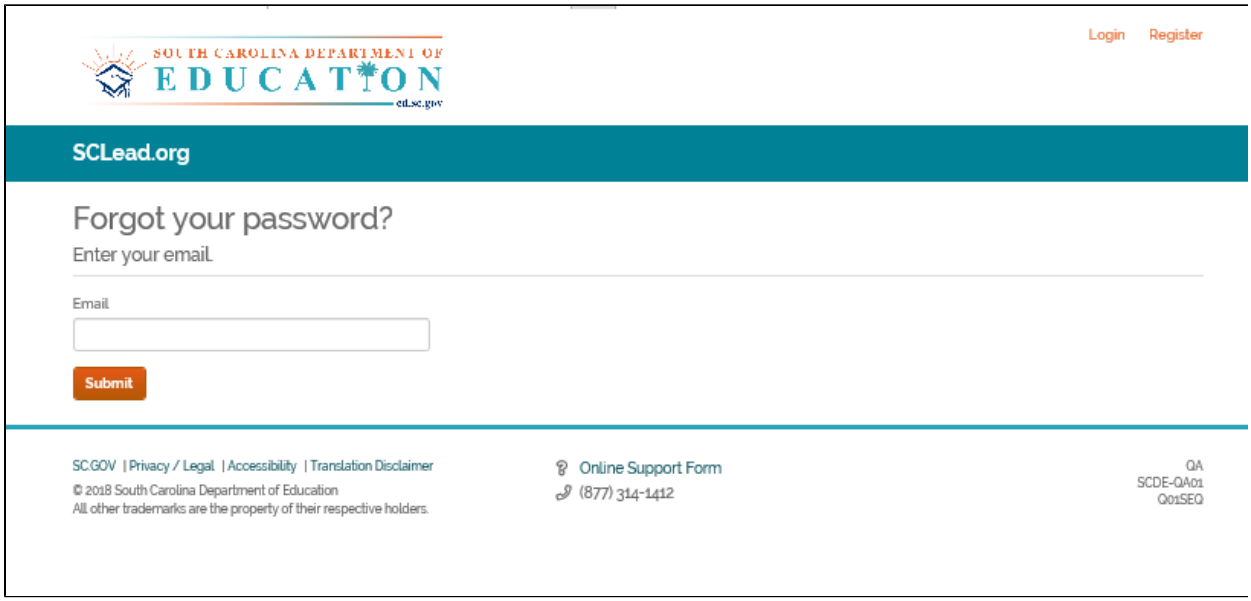
Forgot Password

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

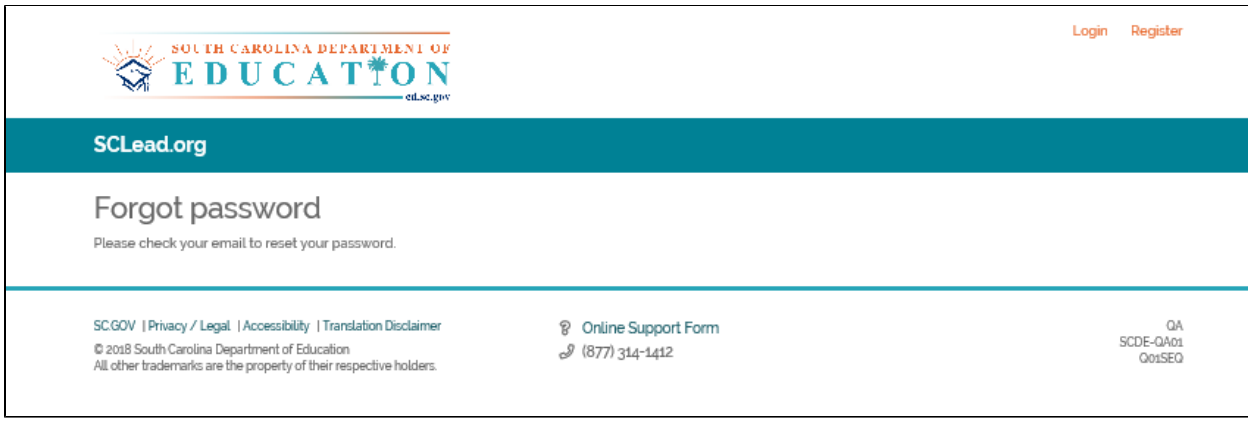


A page displays to enter the full email address associated with your account profile.

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



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



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.

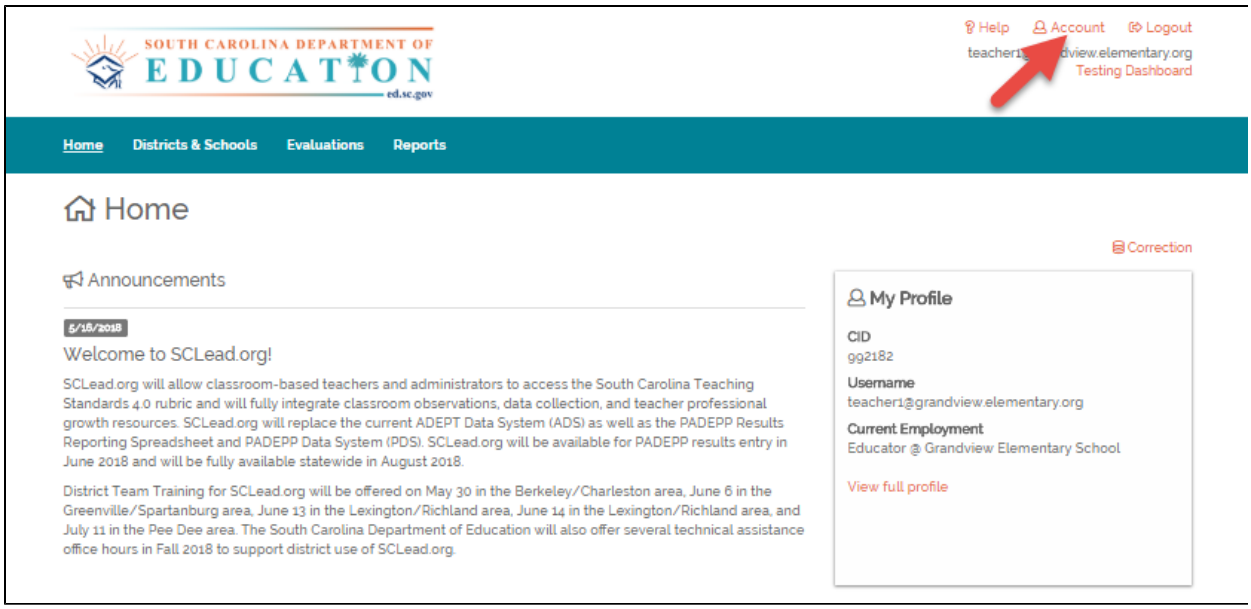
Login with the temporary password.

The system will prompt to update the password.

The new password must meet password standards defined by the state.

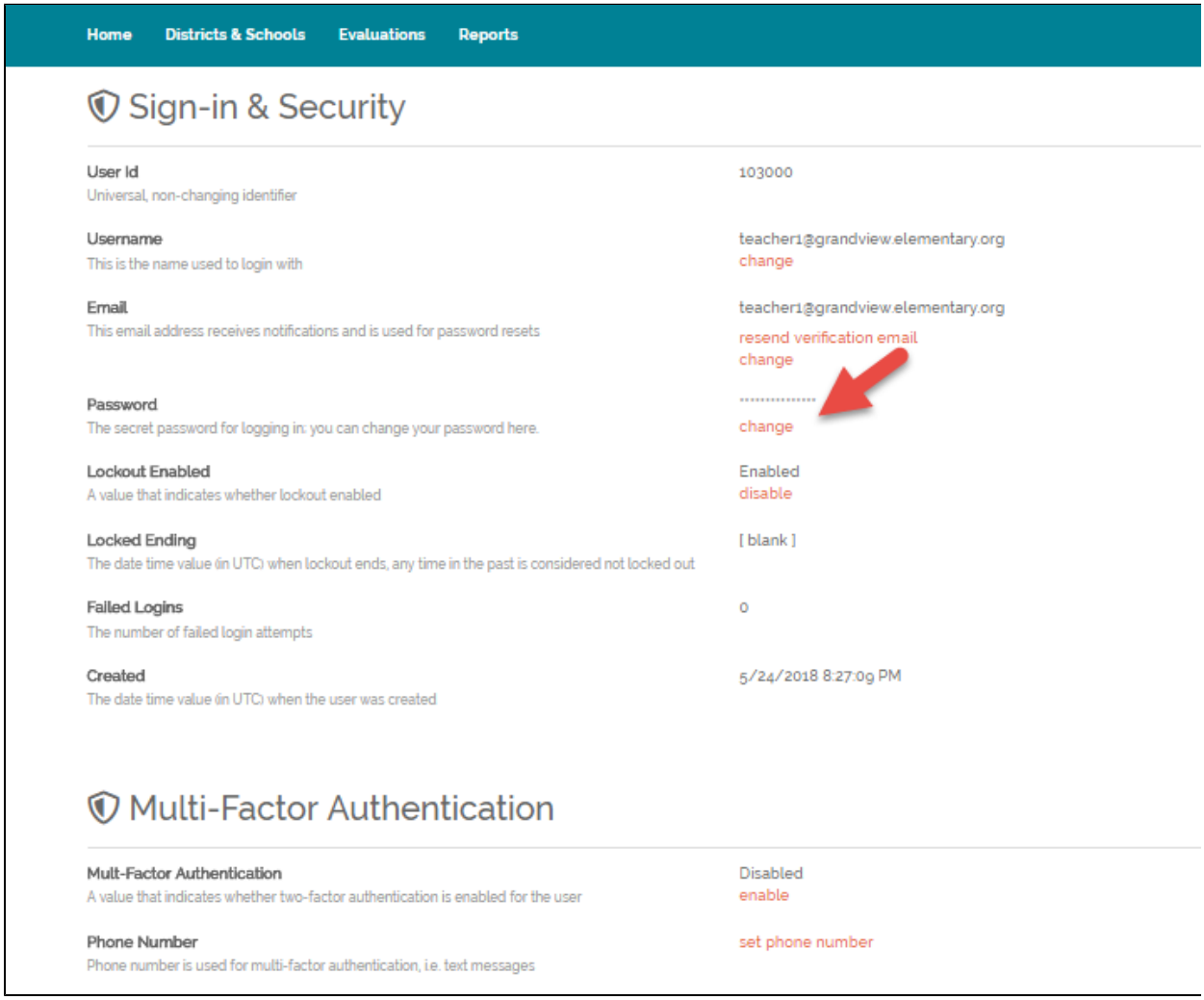
Change Password

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



The ***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.



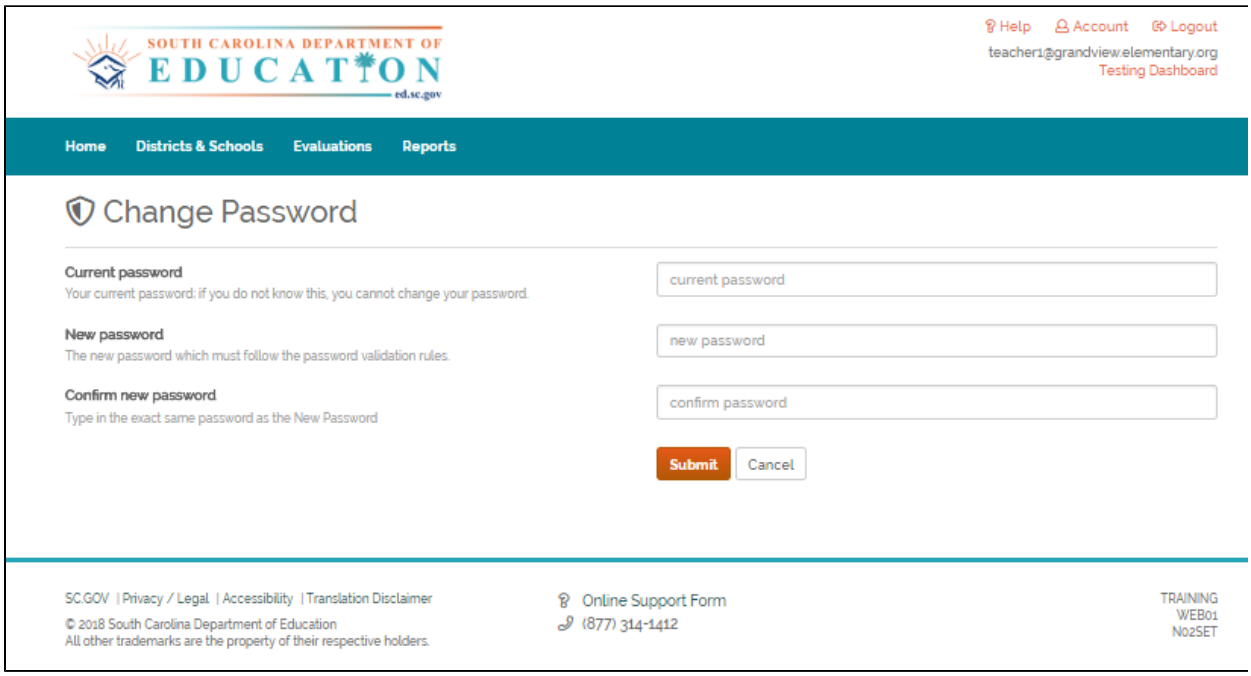
The link will open a SCLead ***Change Password*** window.

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.



Password Standards for SCLead

ℹ️ 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 <u>must have at least:</u>

- 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

This section applies to all authorized SCLead users.

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

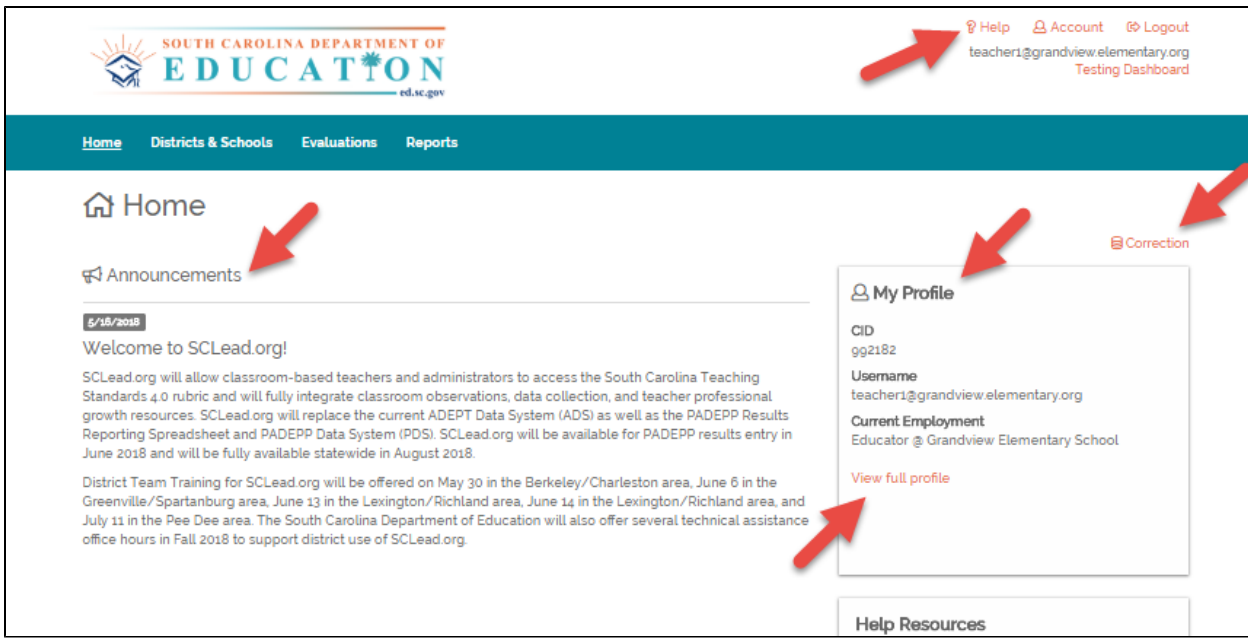
Your ***Dashboard*** displays a list of ***announcements*** , ***profile*** information, with links to a ***view full profile*** , forms for ***corrections*** , with links to ***help*** , complete ***account*** information, and a ***logout*** link at the top right of the page.

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.

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.



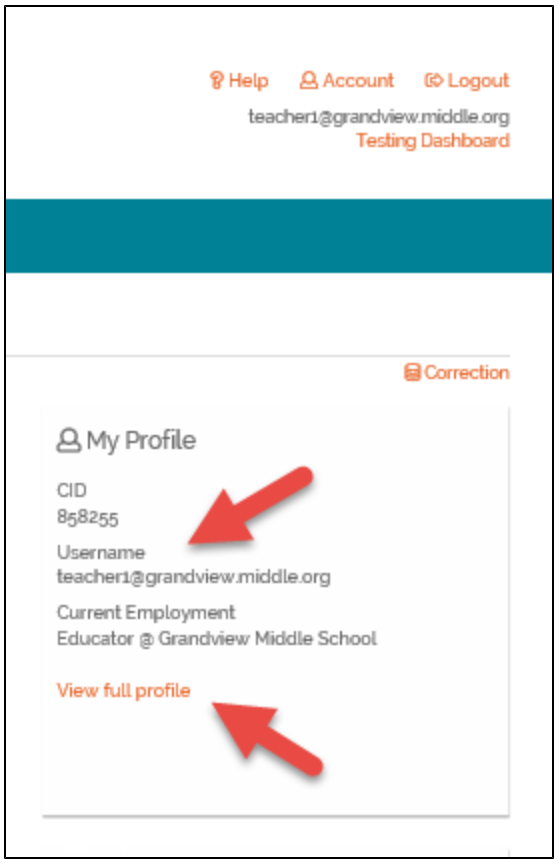
Announcements

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.

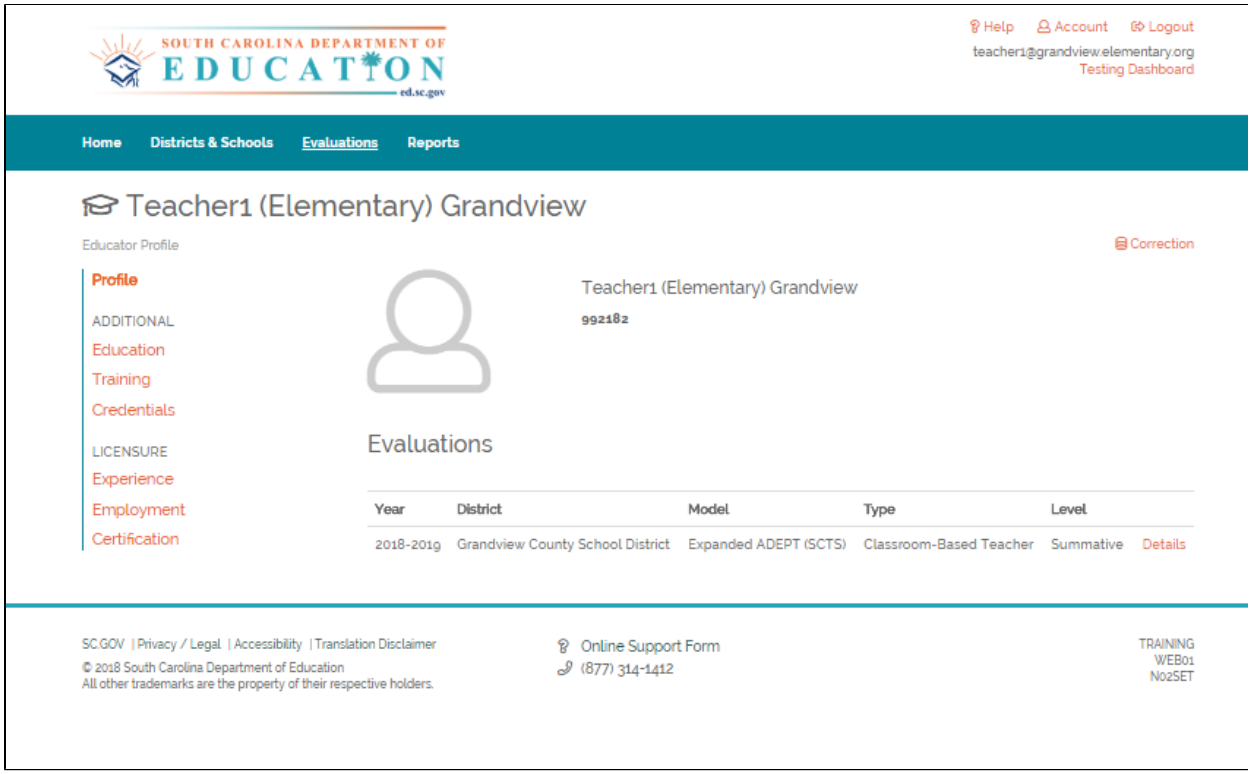


View Full Profile

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

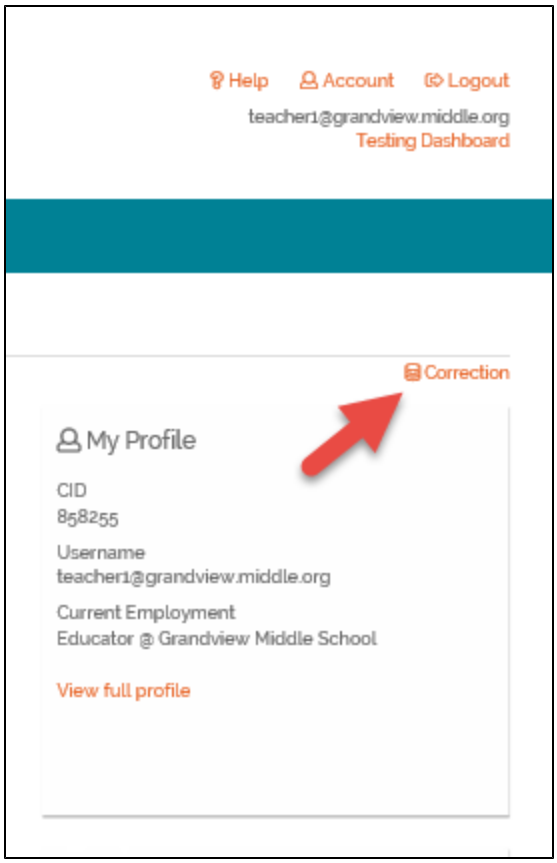
The links on the left side of the window display aspects of the full profile.

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



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.

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.

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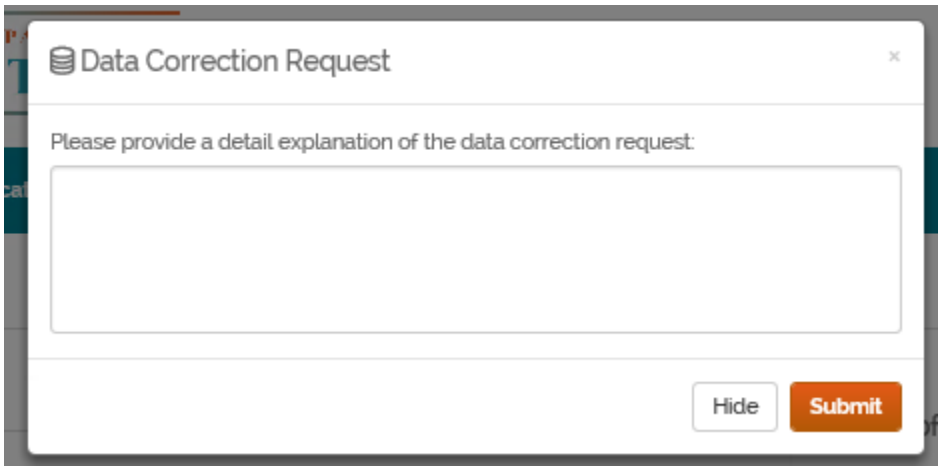


Help

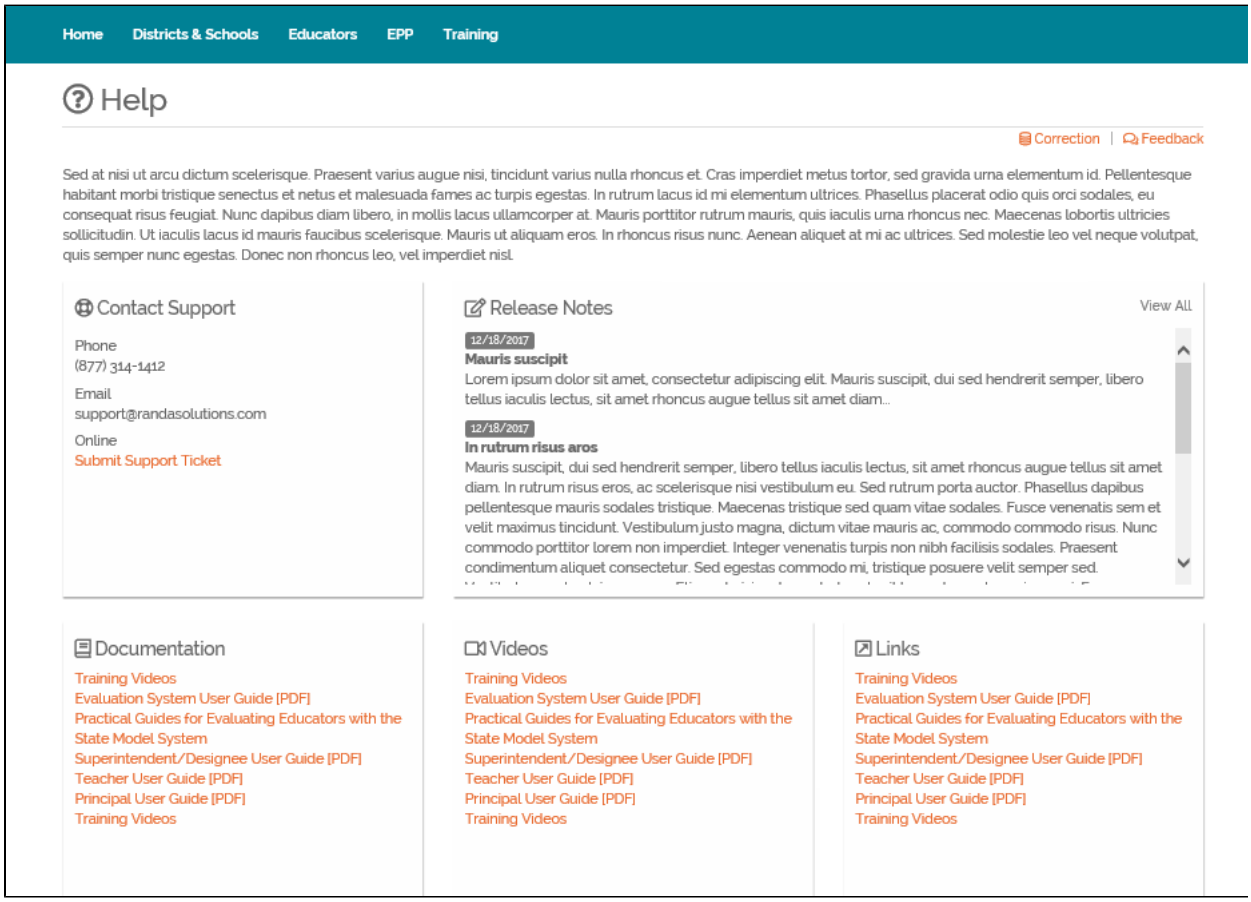
Clicking the ***Help*** button at the top of the page displays a help window with information and links to additional resources.

The ***Help*** page includes phone and email support to report your problem.

Use the ***Submit Support Ticket*** link to submit a report ticket.

Release Notes provides information about recent changes.

Documentation, Videos, and ***Links*** provide easy access to additional resources.



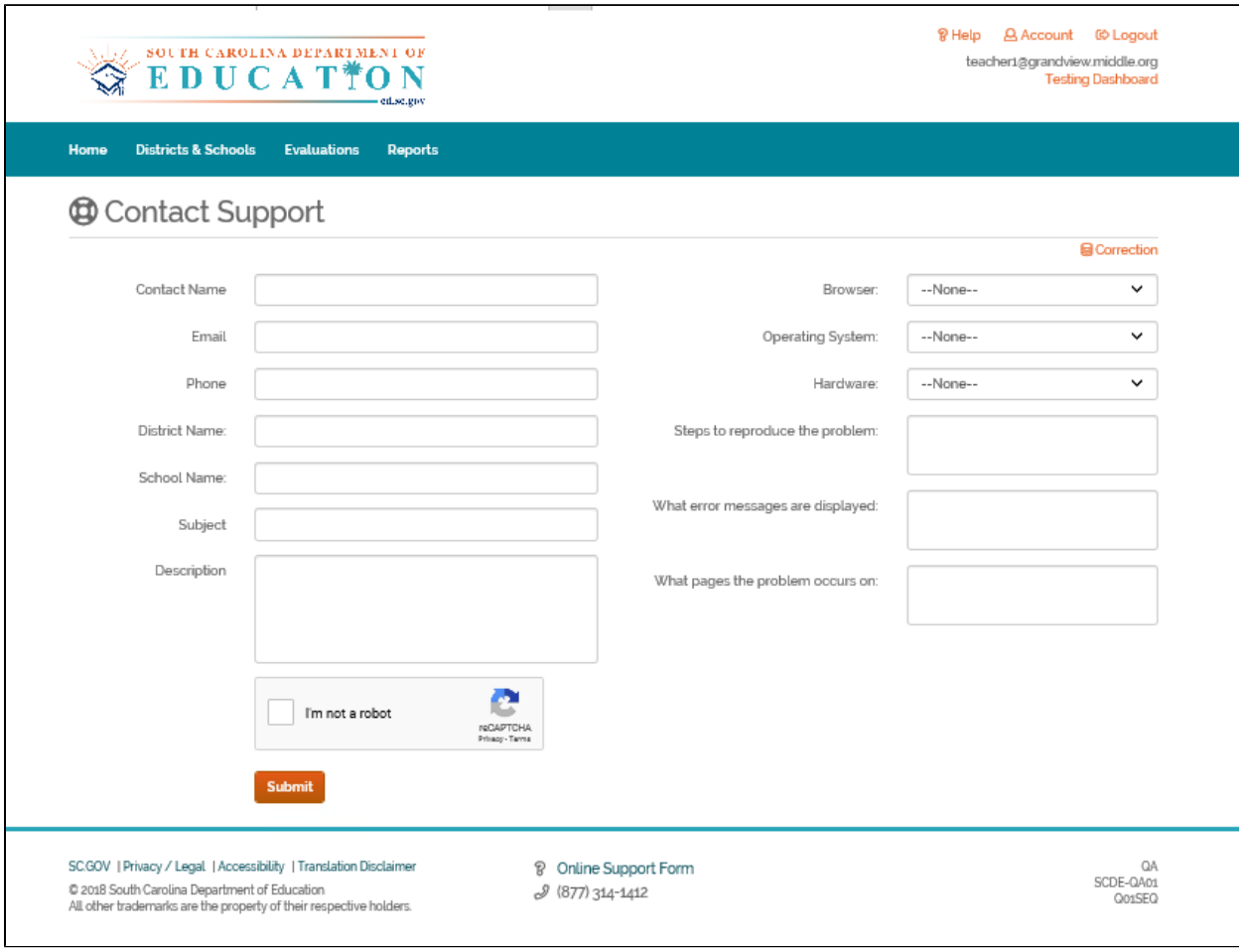
Submit Support Ticket

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.



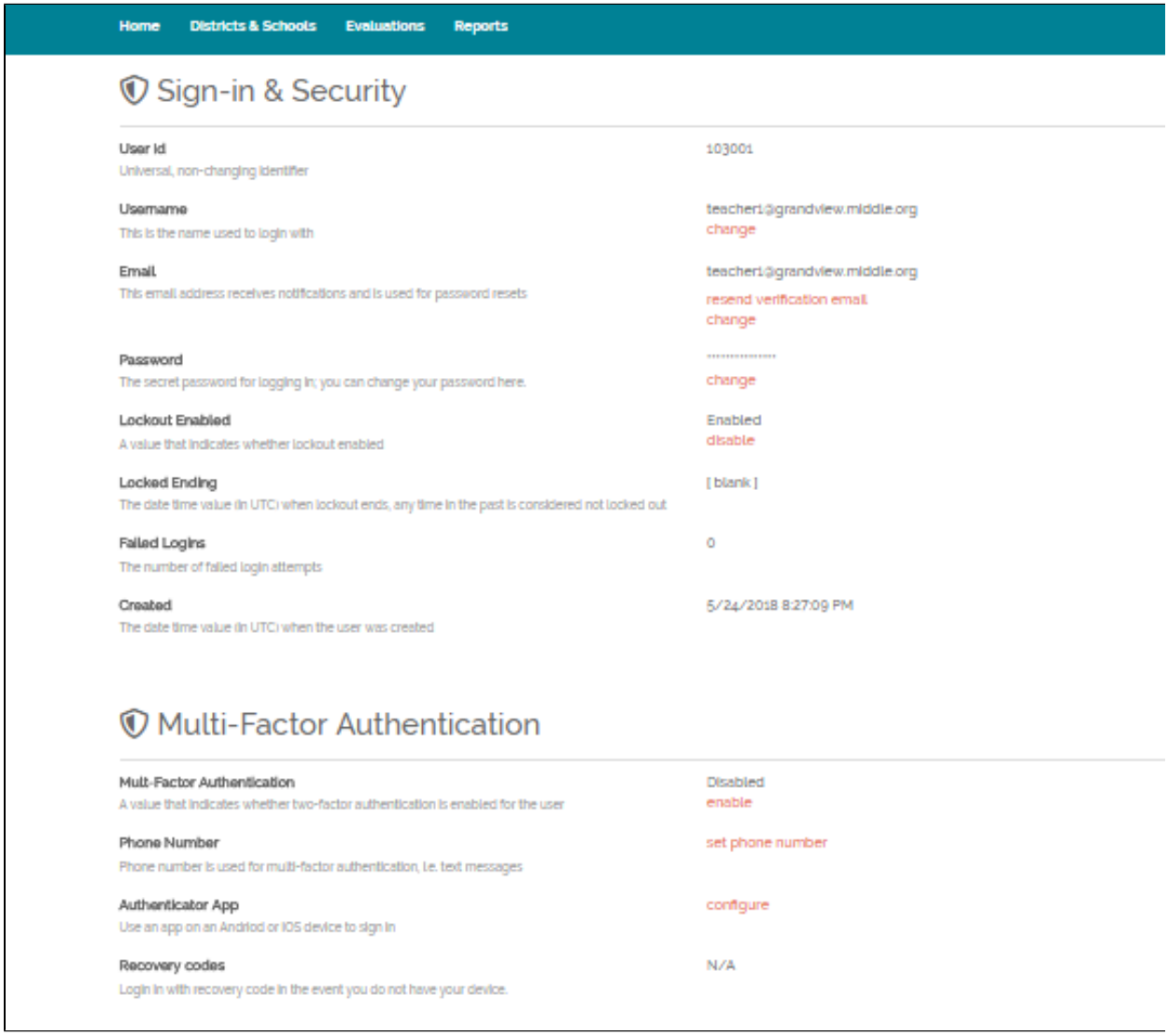
Account Information

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.

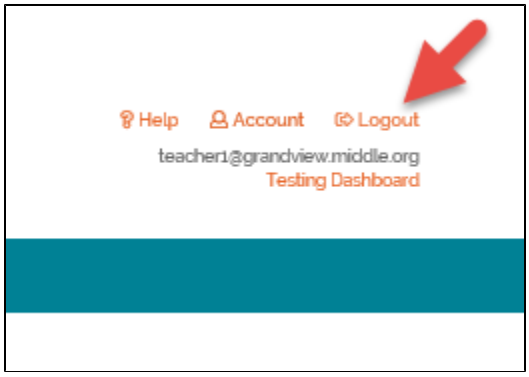
The bottom portion of the page supports ***Multifactor Authentication.***

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.



Logout

Click the logout link to log off the SCLead application.



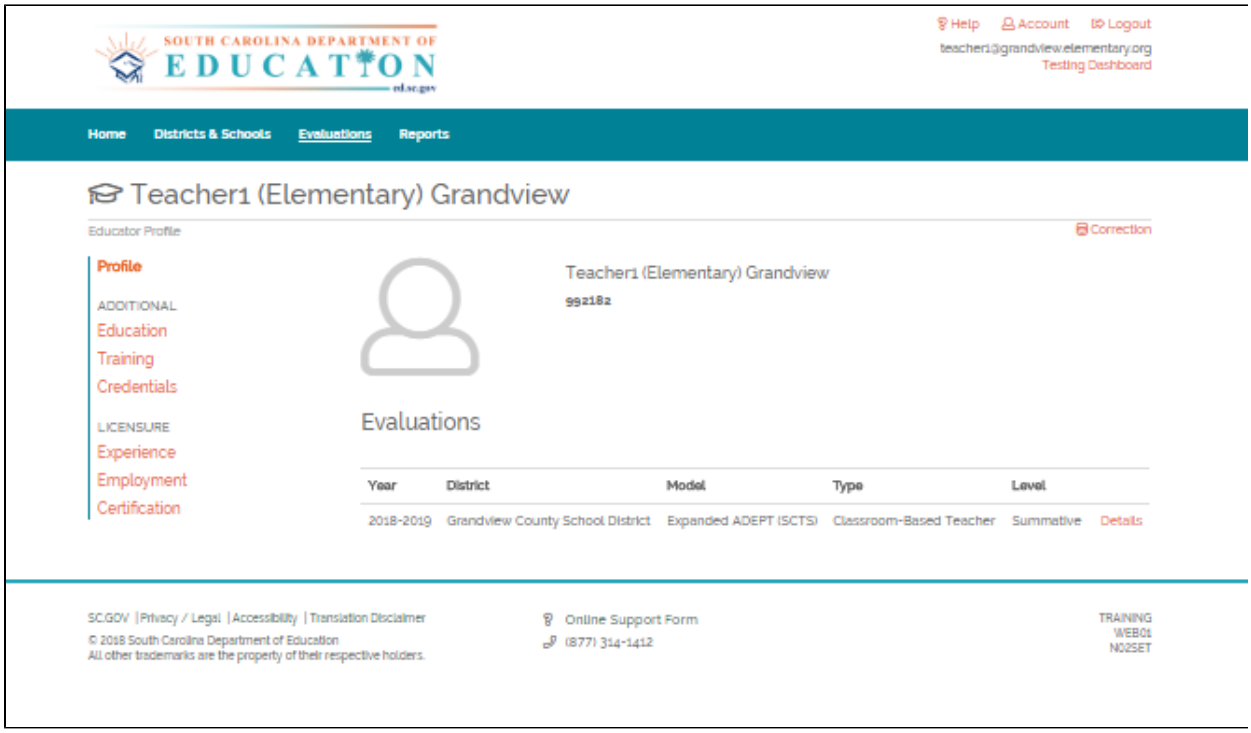
Navigation in SCLead

This section applies to all authorized SCLead users.

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

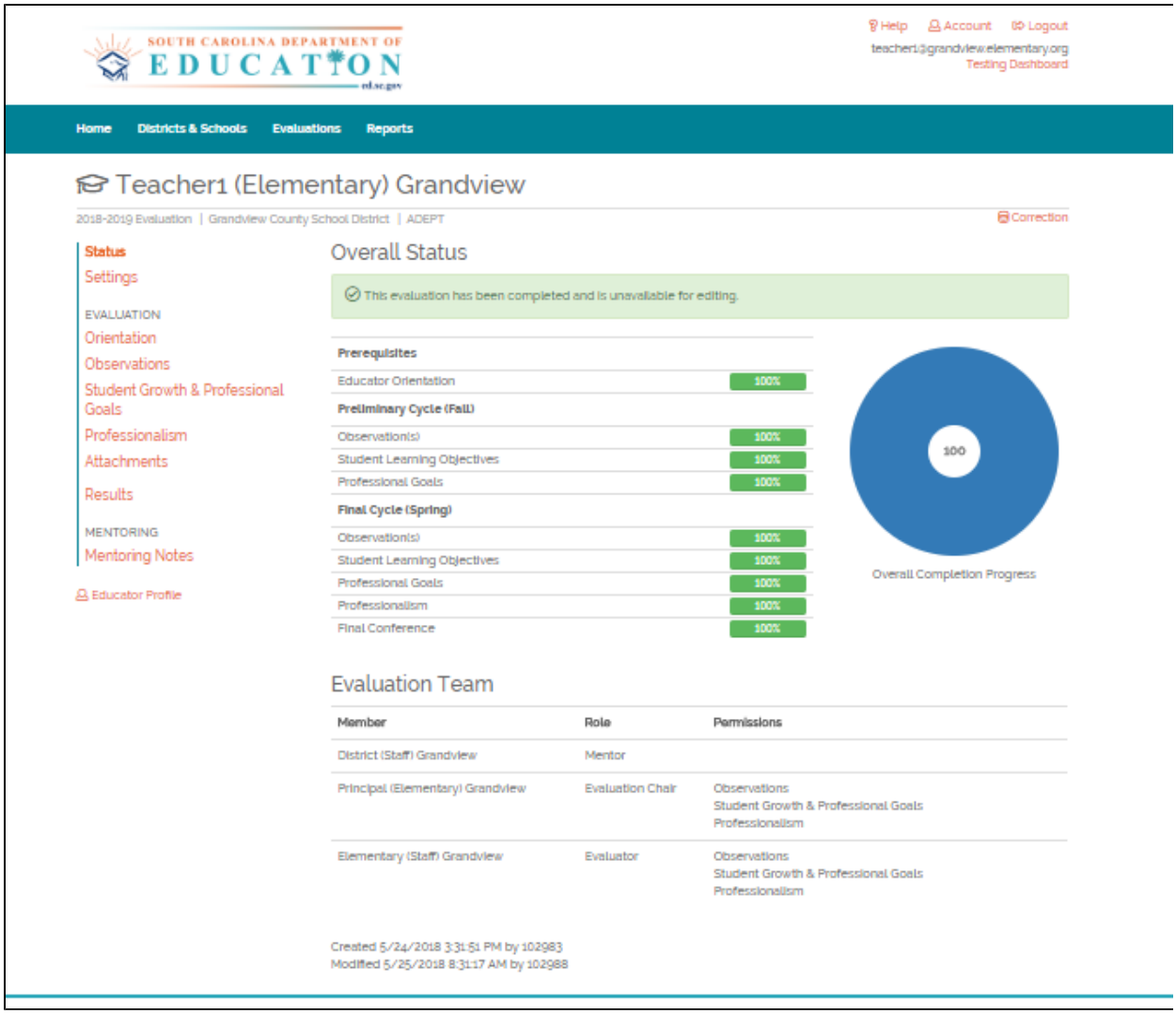
The tabs across the top of the page are one click navigation to the selected segment of SCLead.

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



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.



Educator Profile in SCLead

Principals can view all aspect of his or her own educator profile.

A principal can view the ***Educator Profile*** and links for the staffed educators in his or her school, and also perform the following actions.

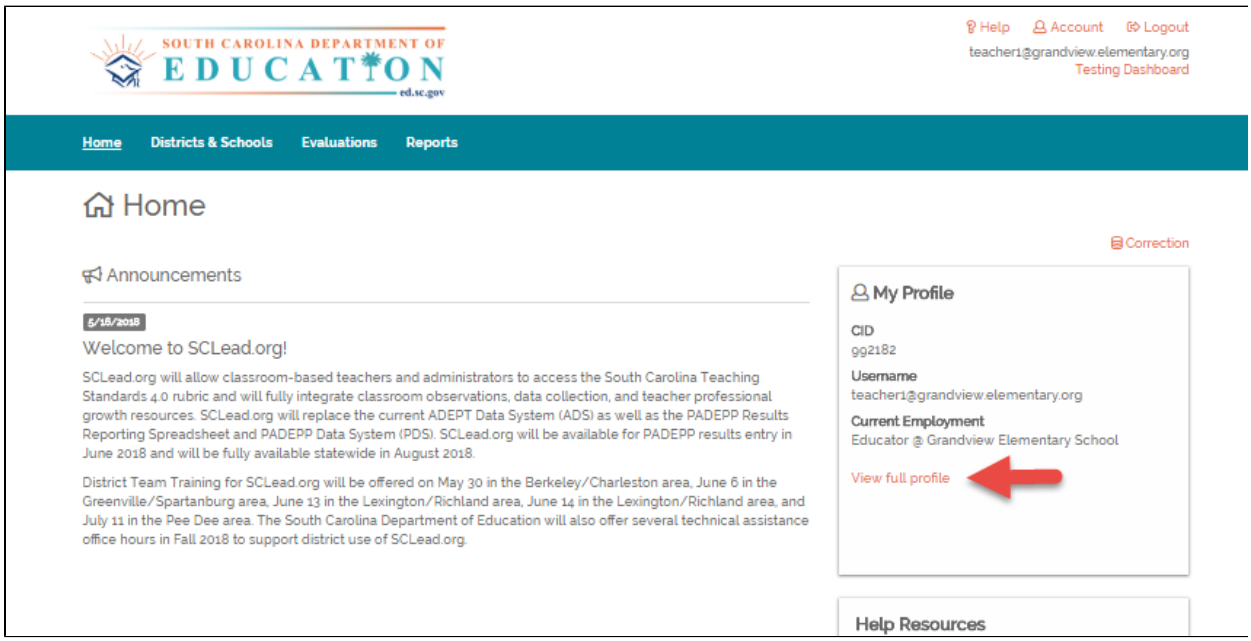
Principal Permissions for Educator Profile
Credentials - view, add, edit, and delete details,

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.

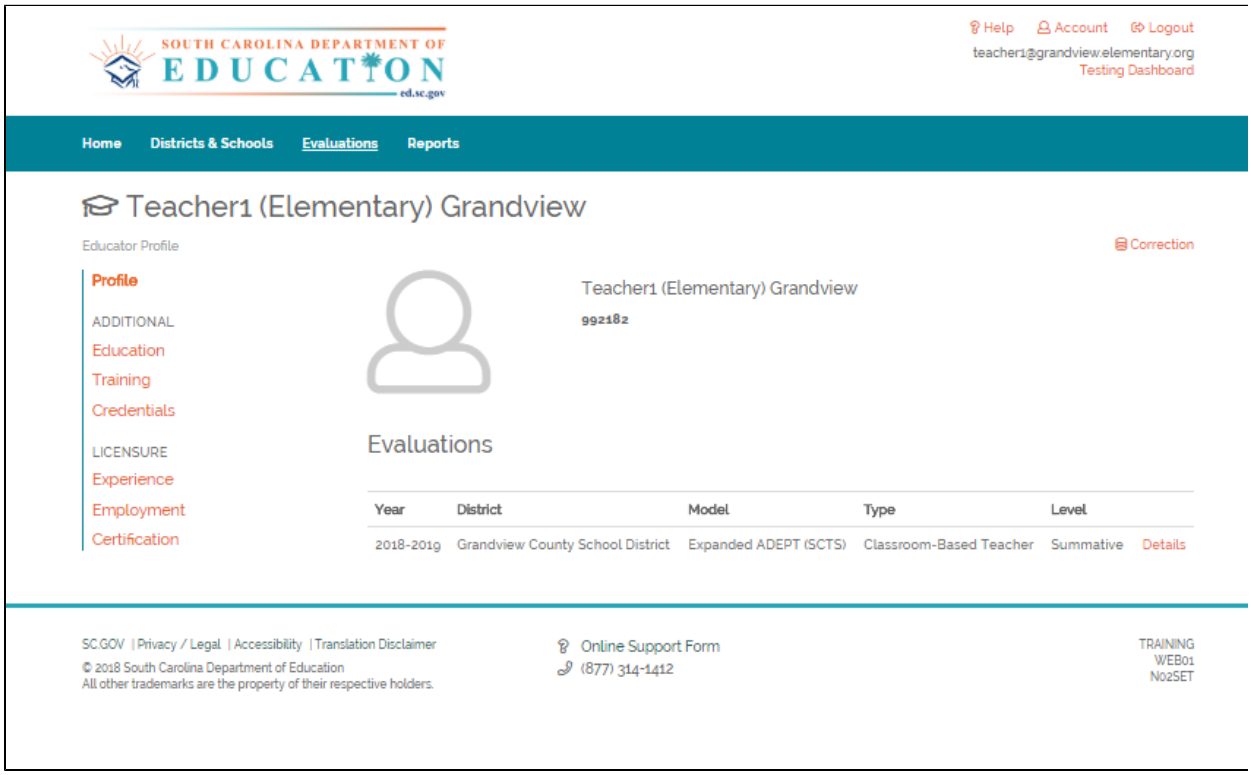


- Profile Page
  - Education
  - Training
  - Credentials
  - Experience
  - Employment
  - Certification

Profile Page

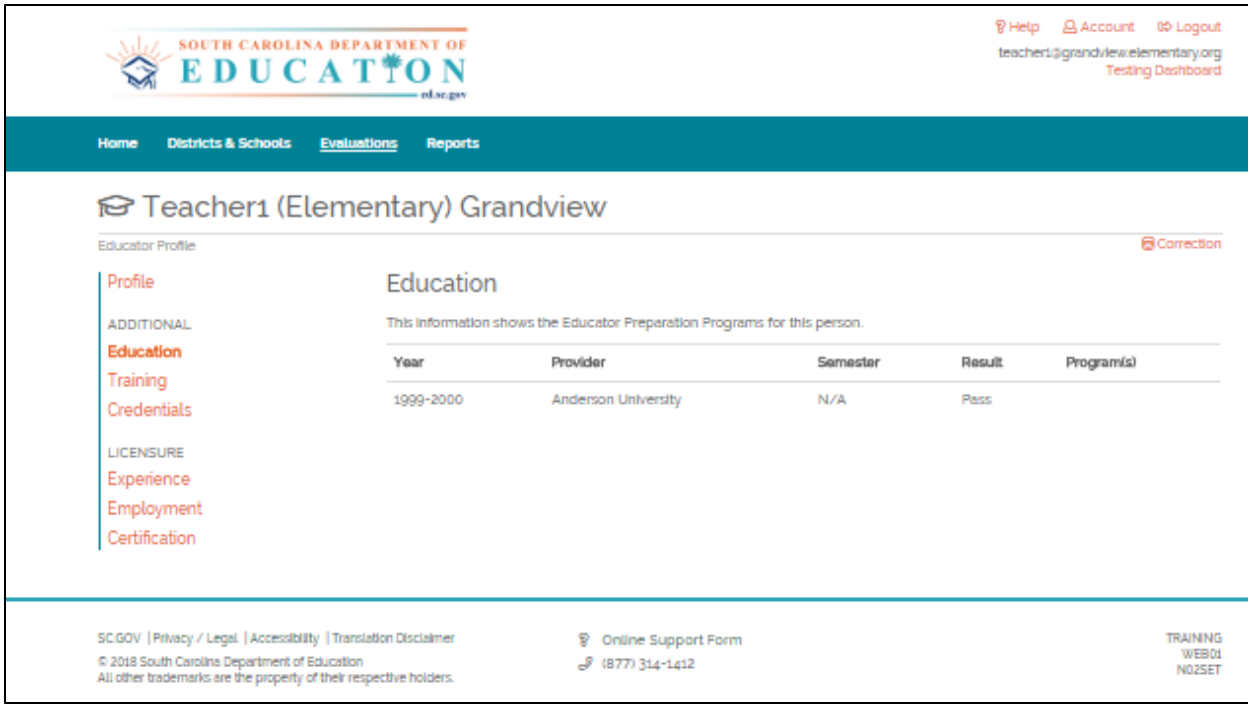
The ***Profile*** page displays links in the left sidebar to additional information about the educator.

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



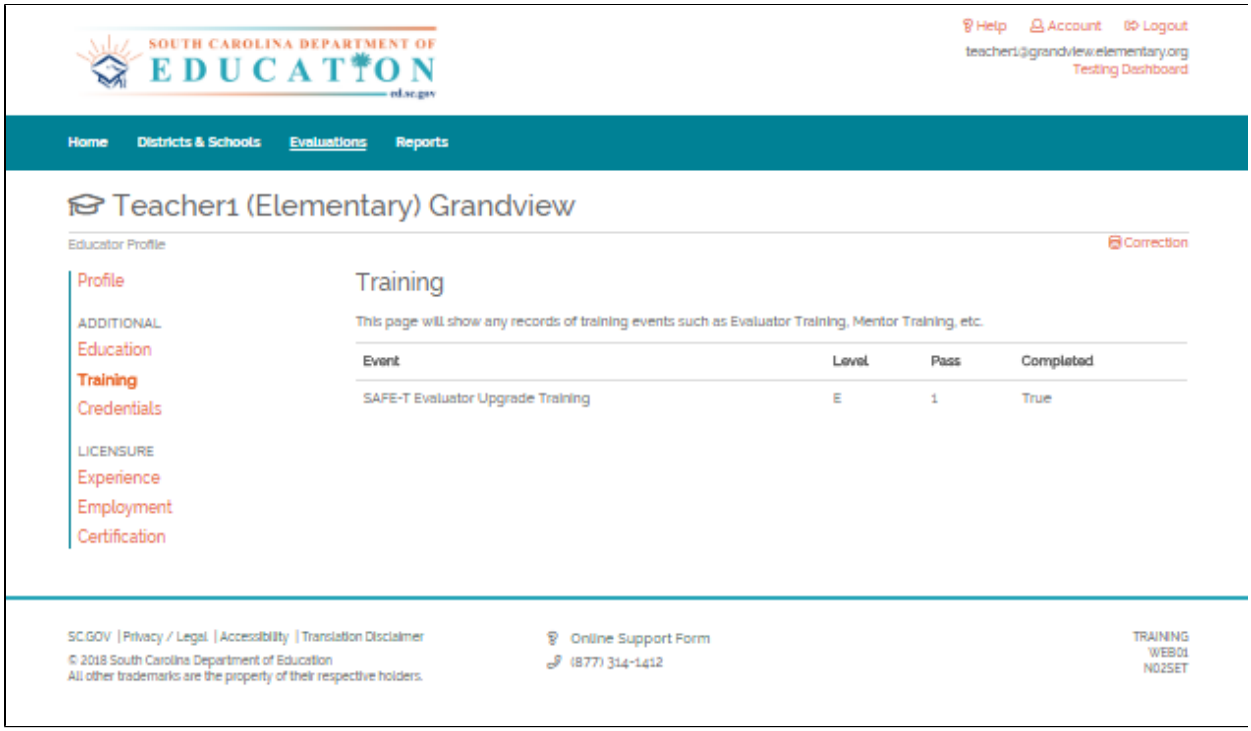
Education

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



Training

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



Credentials

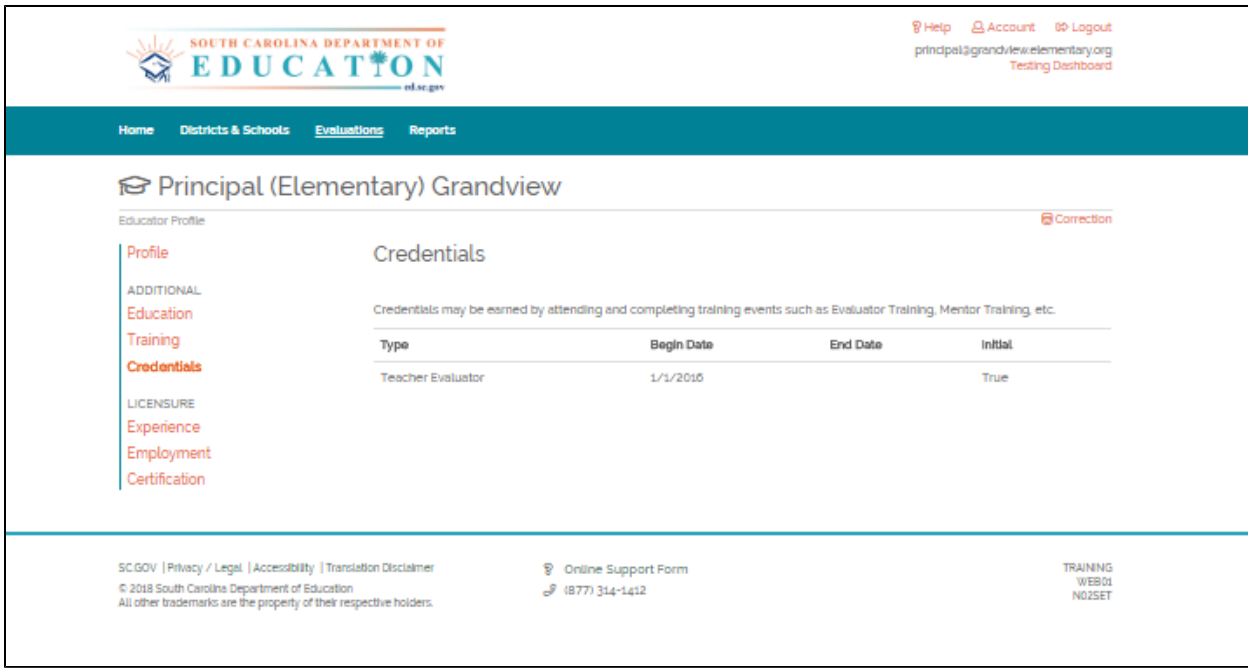
Credentials contains information such as evaluator training and mentor training.

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

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

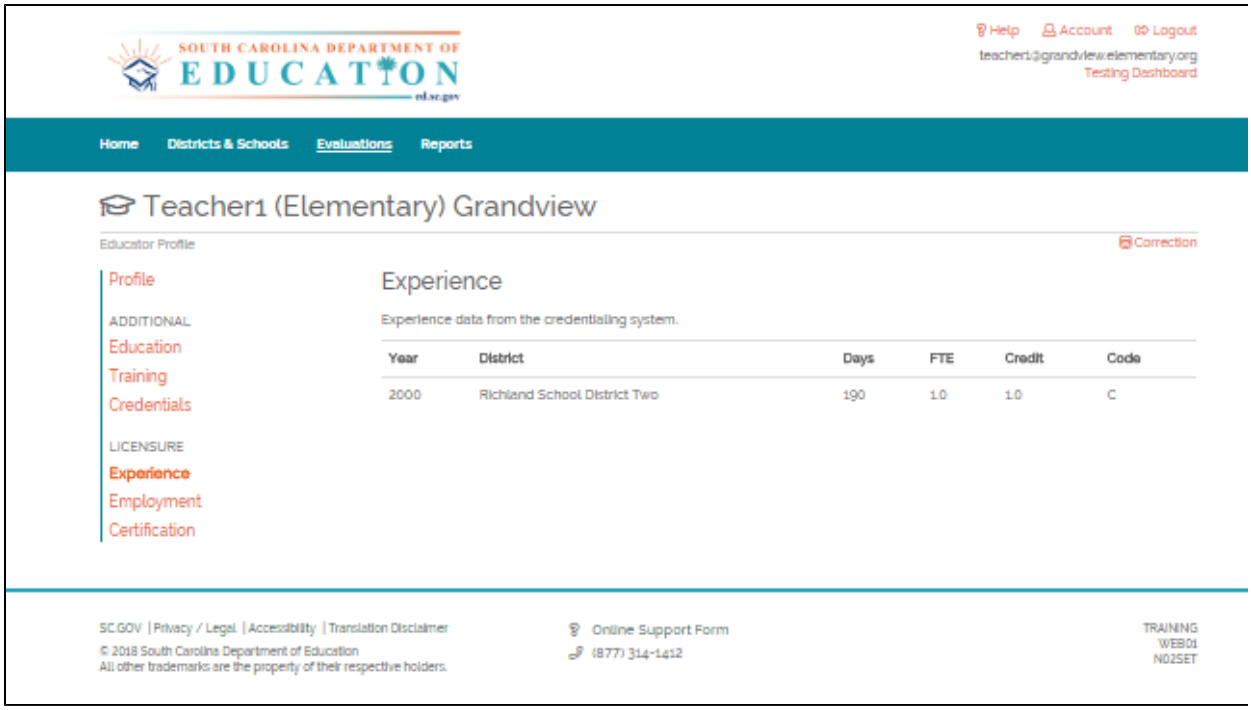
Principal and superintendents can ***view*** credentials for other educators for whom they have responsibility.

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.



Experience

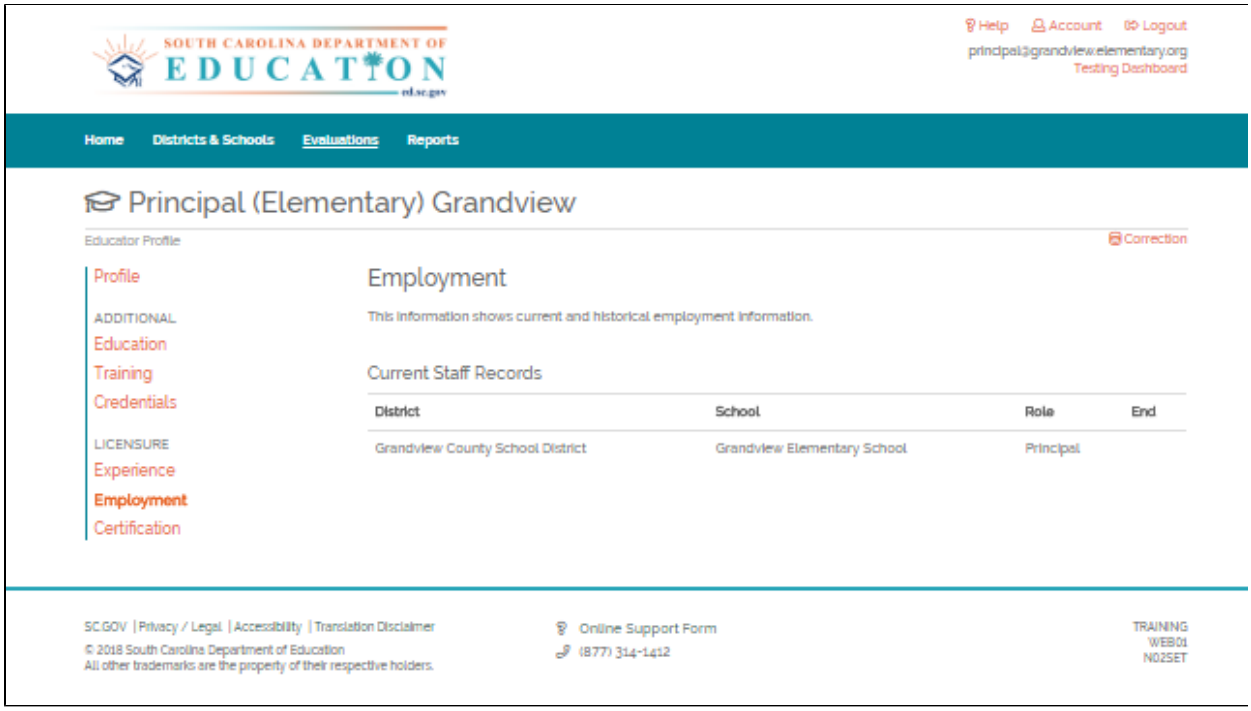
Experience lists the educator's experience history for each ***Year, District, Days, FTE, Credit,*** and ***Code.***

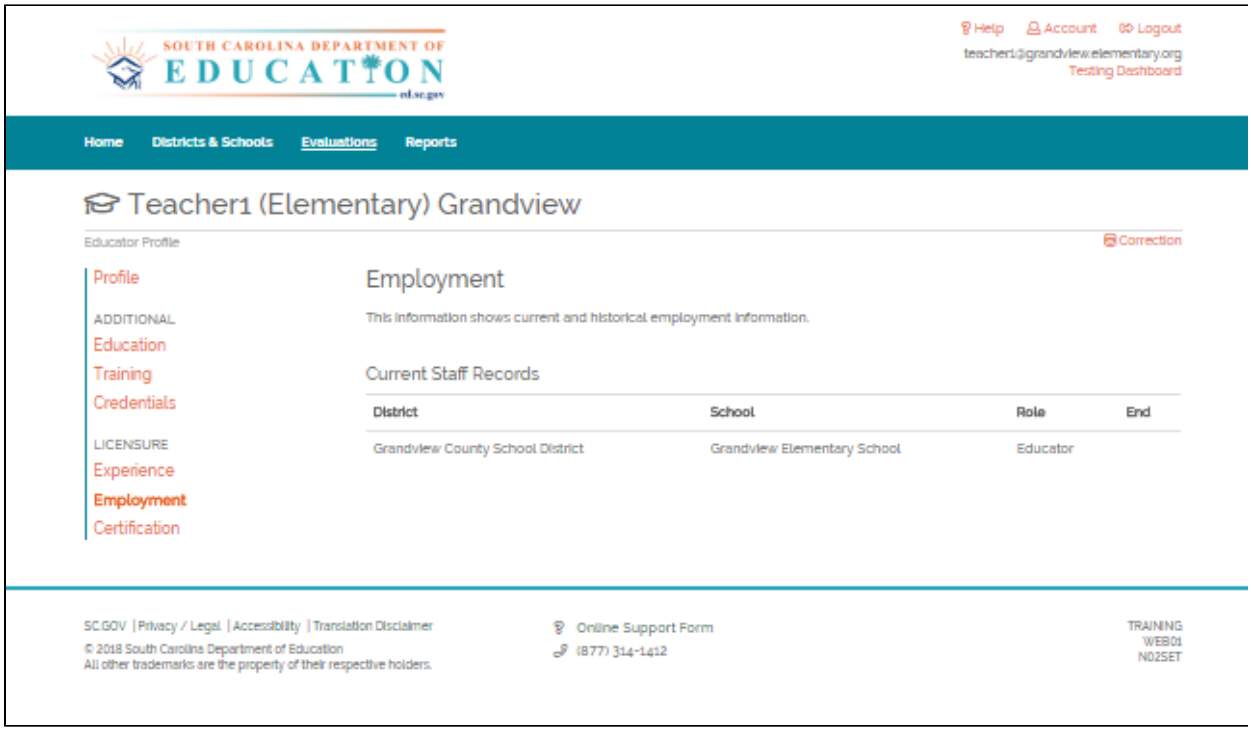


Employment

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.





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 Fales), and ***Current*** (True or False).

Educator Profile

Correction | Feedback

Evaluations

ADDITIONAL

Education

Training

Credentials

LICENSURE

Experience

Employment

Certification

Certification

These are the certification records from the certification system.

Issued Programs

Program	Program Type	Agency	Current
Professional Certificate	A		True

Issued Subjects

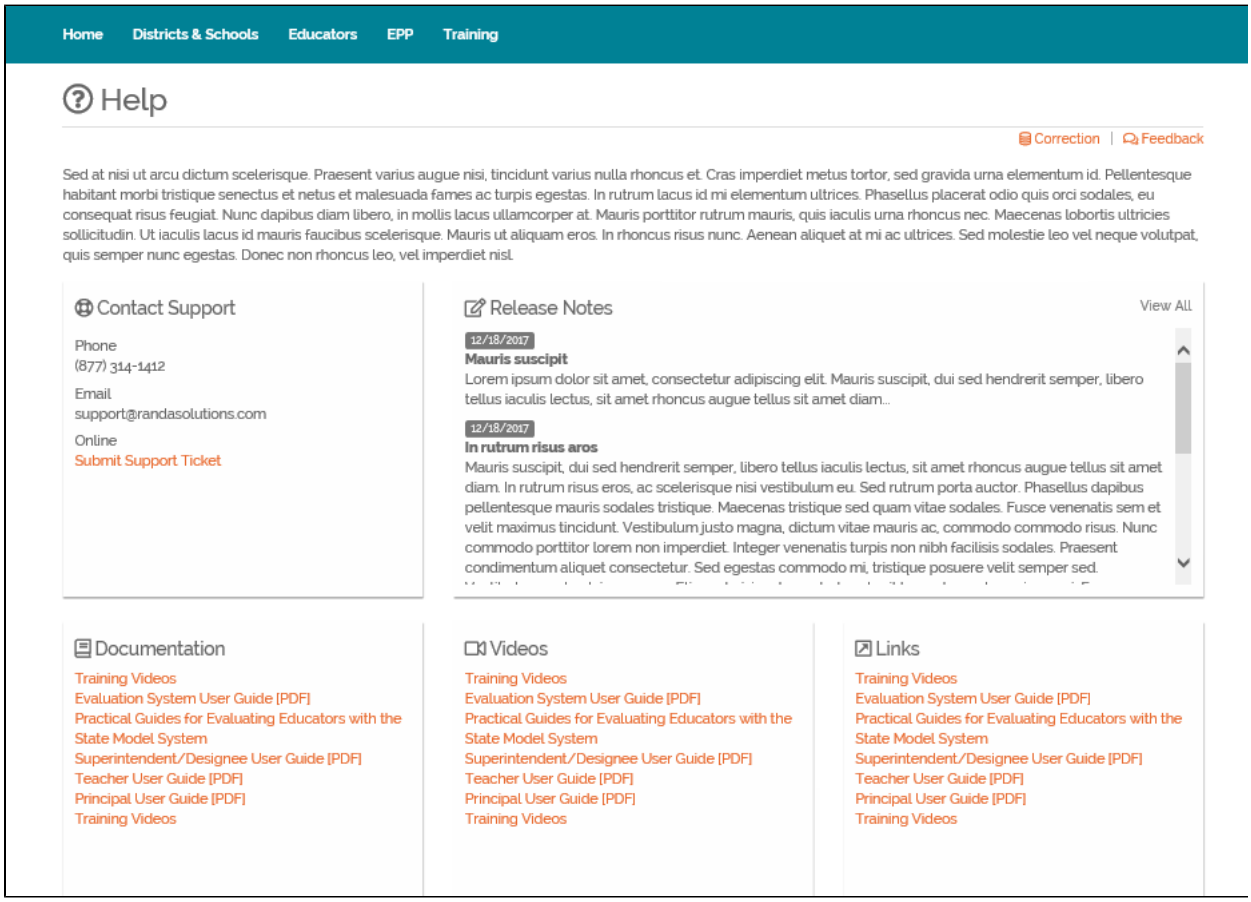
Subject	Begin Date	End Date	Permit	Current
Early Childhood	7/1/2013	6/30/2018	False	True
Elementary	7/1/2013	6/30/2018	False	True
Sp. Ed. - Learning Disabilities	7/1/2013	6/30/2018	False	True
Early Childhood	4/29/2009	6/30/2013	False	False
Elementary	4/29/2009	6/30/2013	False	False
Sp. Ed. - Learning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

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.

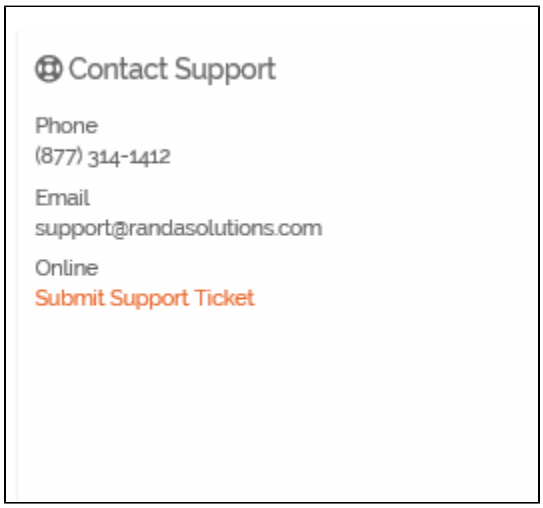


Support Contact Information

There are multiple options to select for technical needs.

You may call or email for support.

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

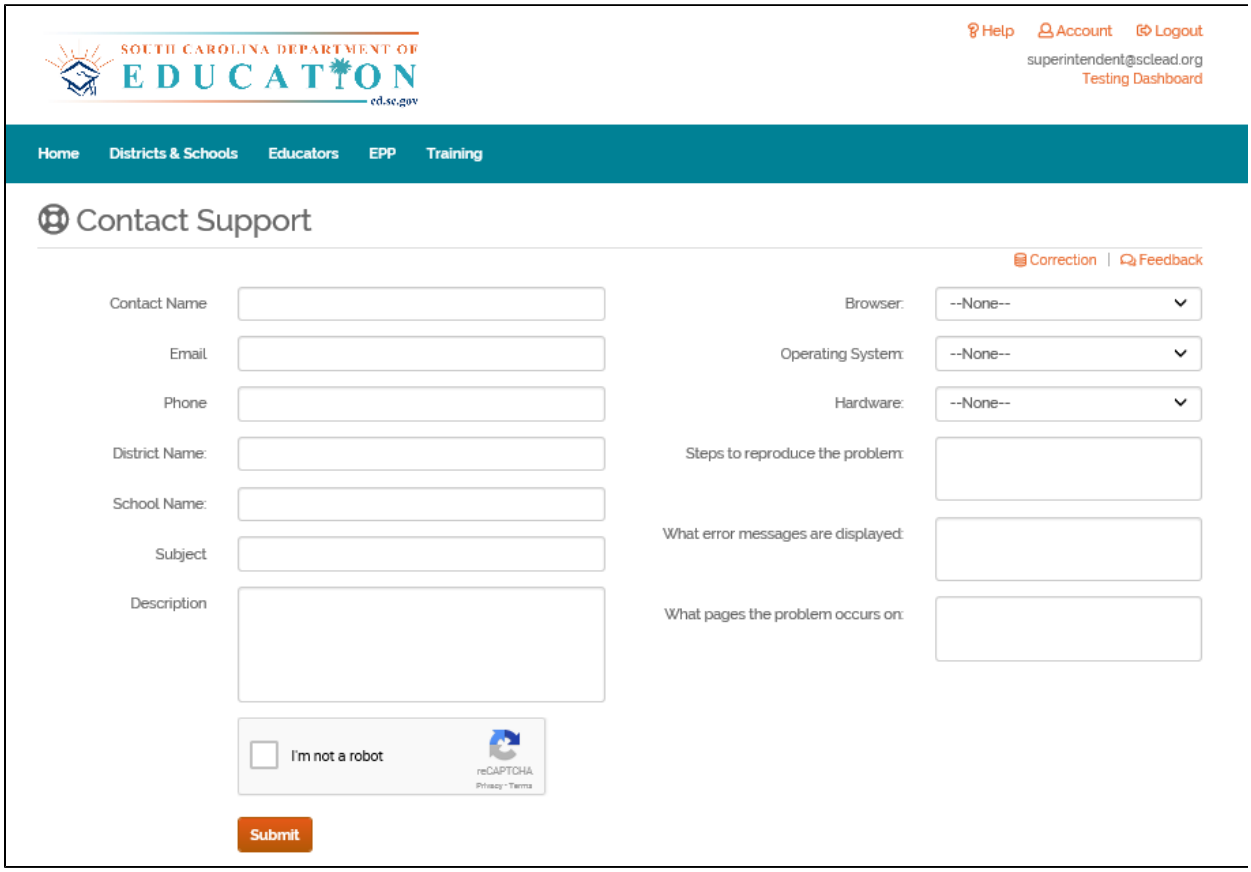


Clicking the ***Submit Support Ticket*** link displays a ***Contact Support*** page.

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 possilbe regarding the error conditions.



Evaluations 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.

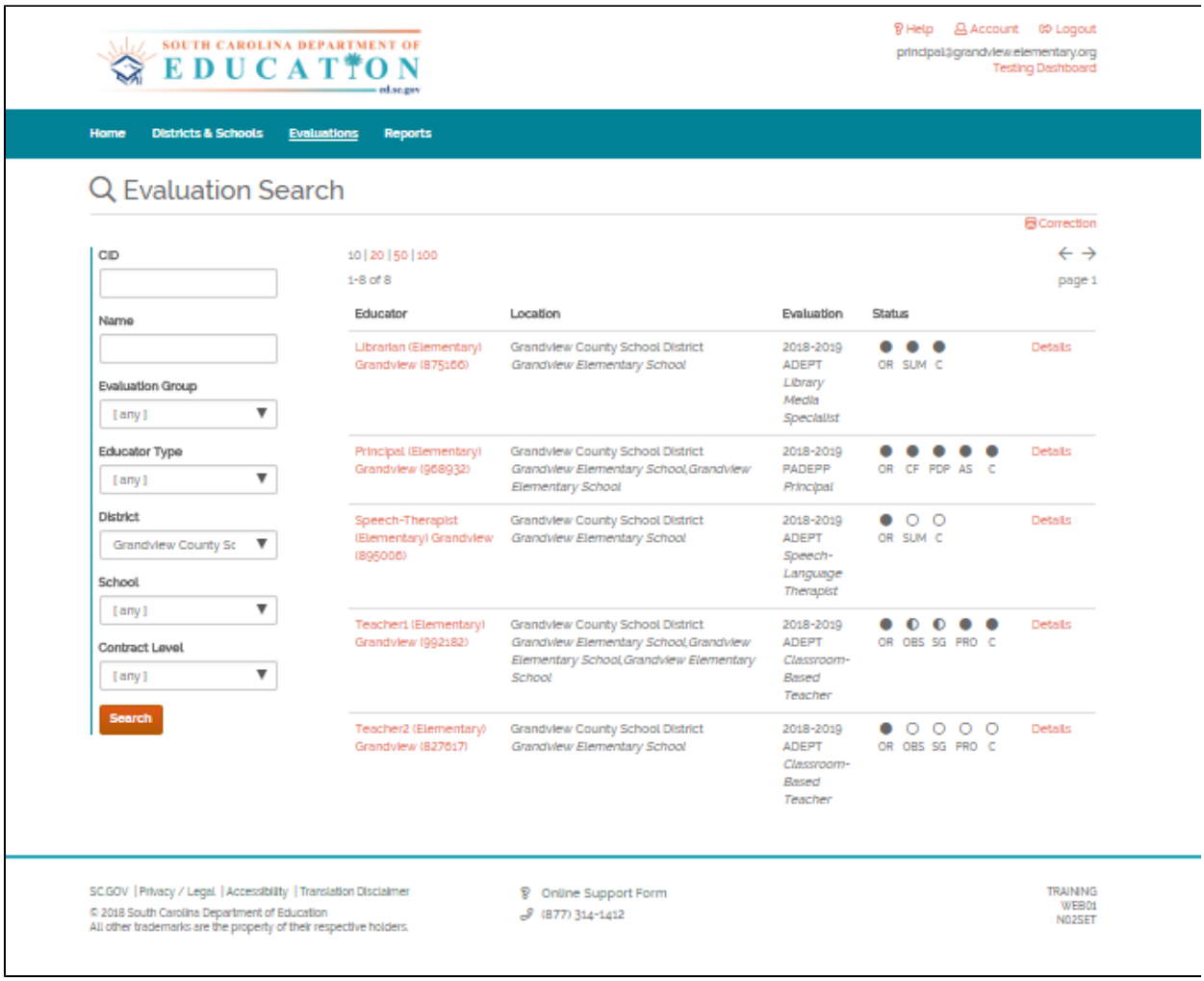
Evaluation List and Search

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.



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

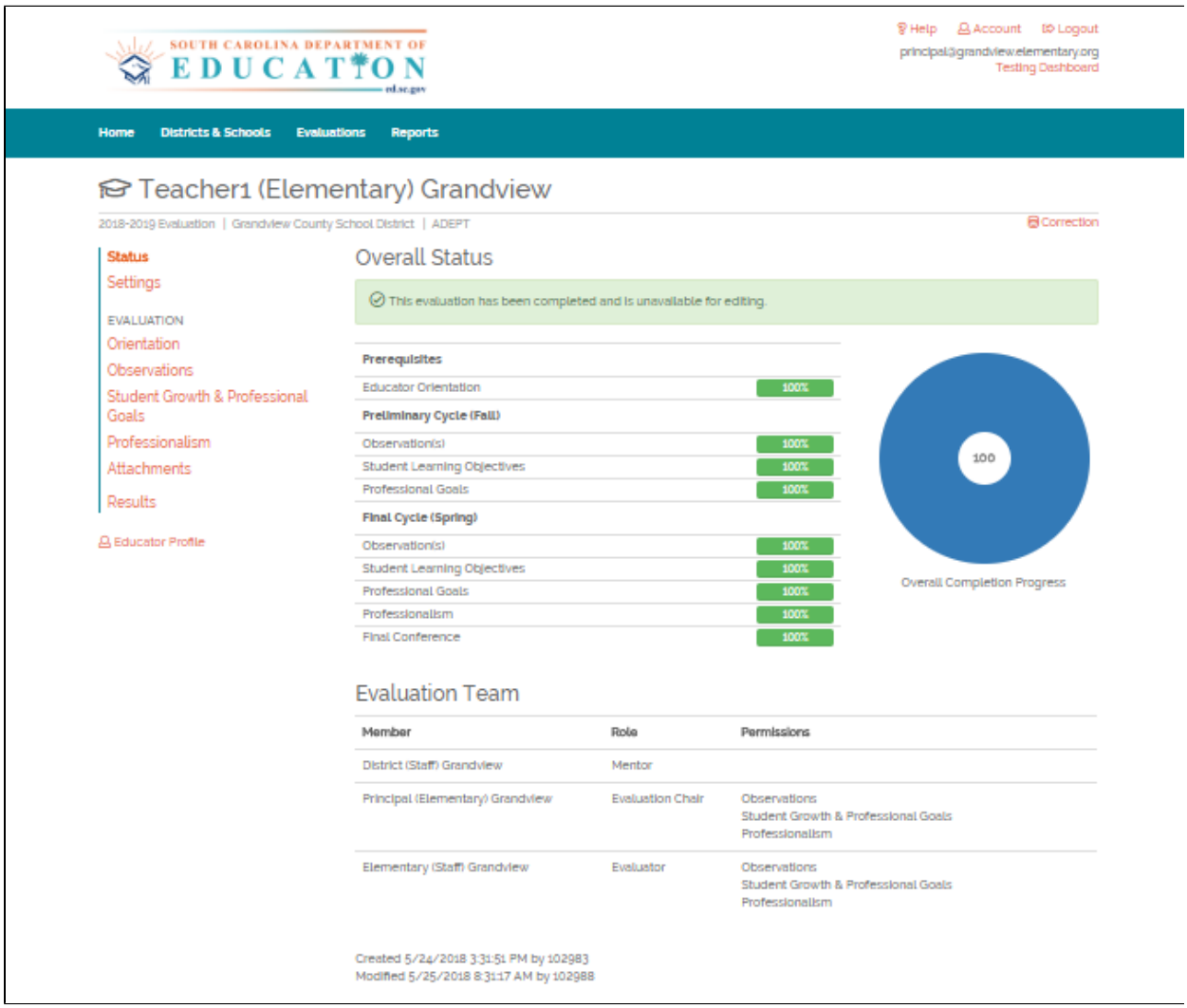
Clicking the ***Details*** link displays the educator's evaluation workflow. The first window to appear is the ***Status*** screen.

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.



Add Evaluation Team Members

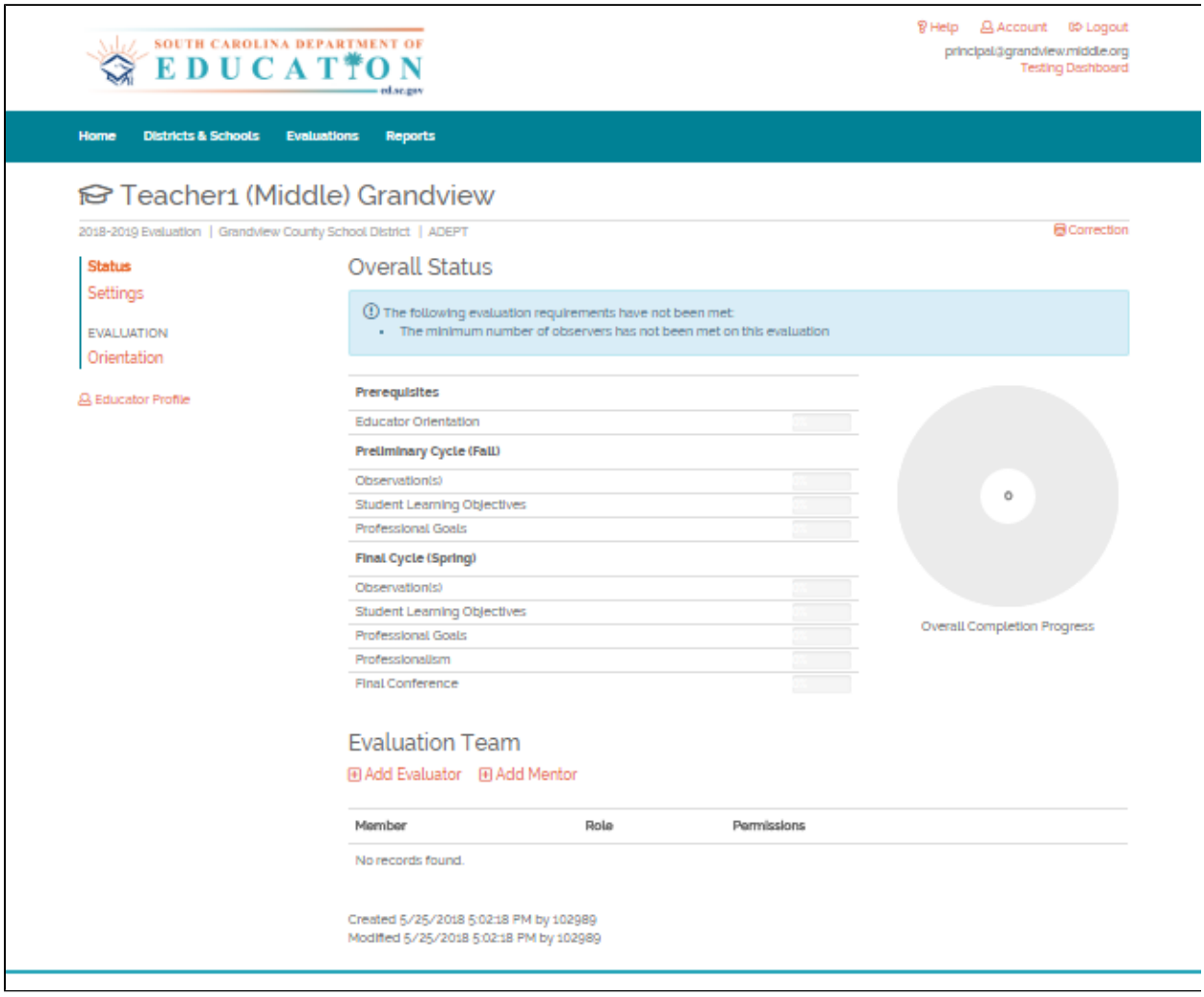
Evaluation team members can only be added when the evaluation is added.

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

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.



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.***

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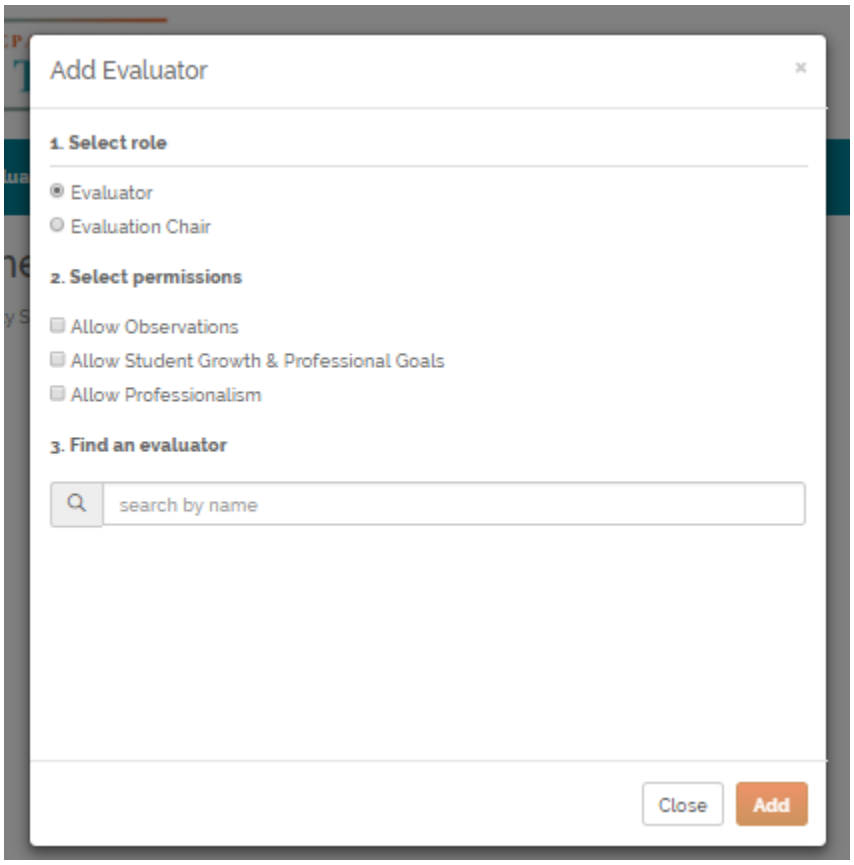
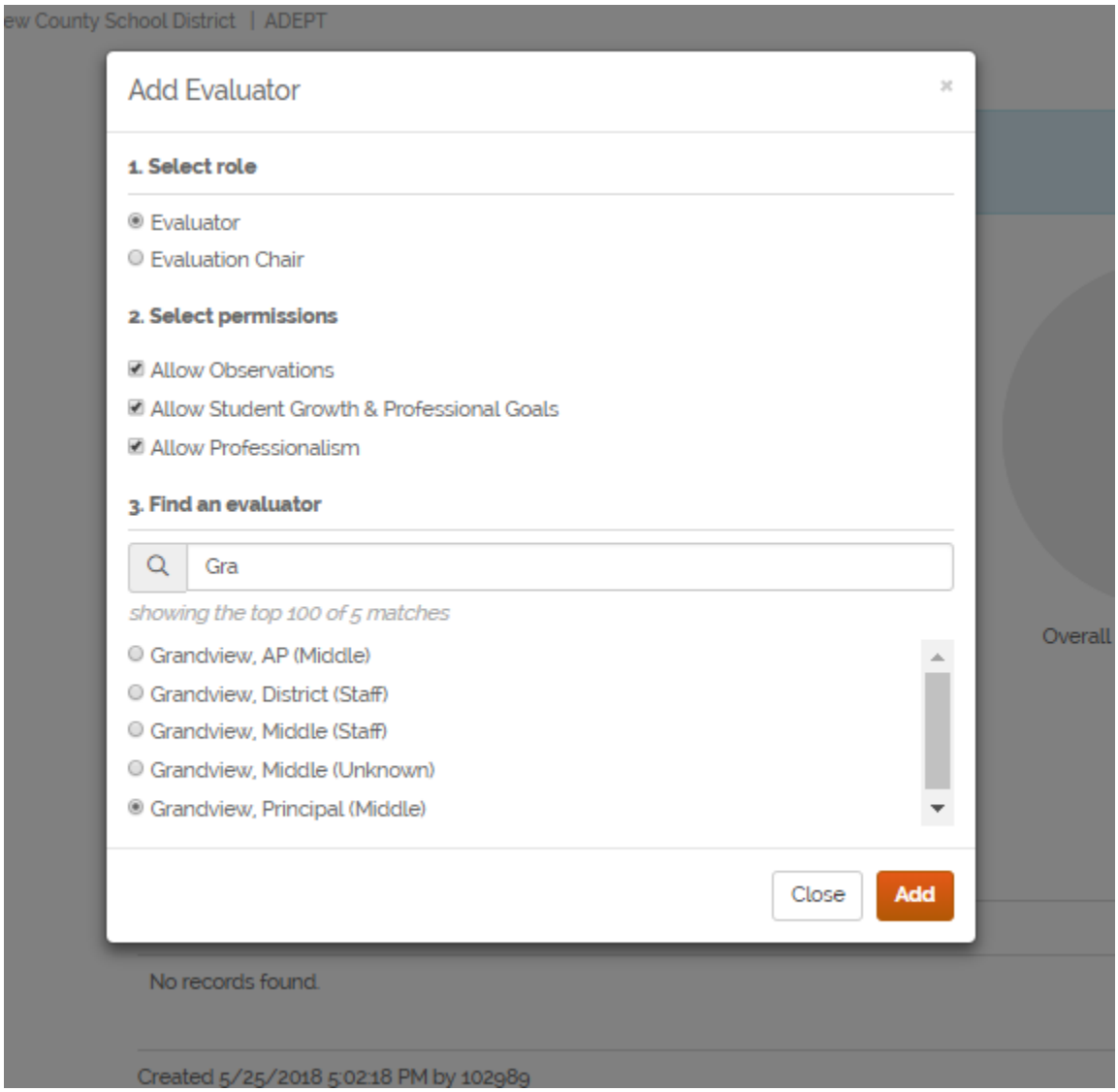


This is an example of the ***Add Evaluator*** form with entries. Click ***Add*** button to add the person to the evaluation team.

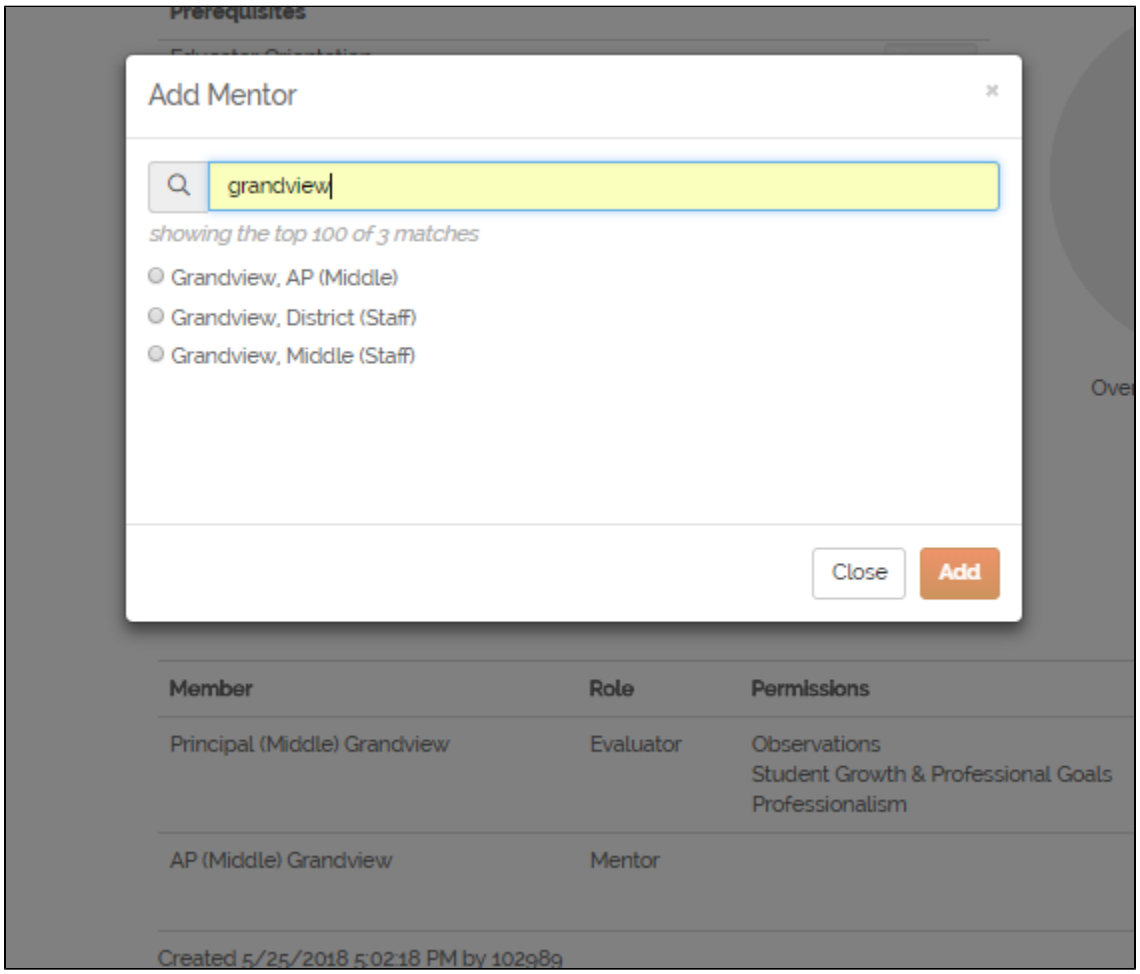


Add Mentor

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.



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	Remove
AP (Middle) Grandview	Mentor		Remove

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

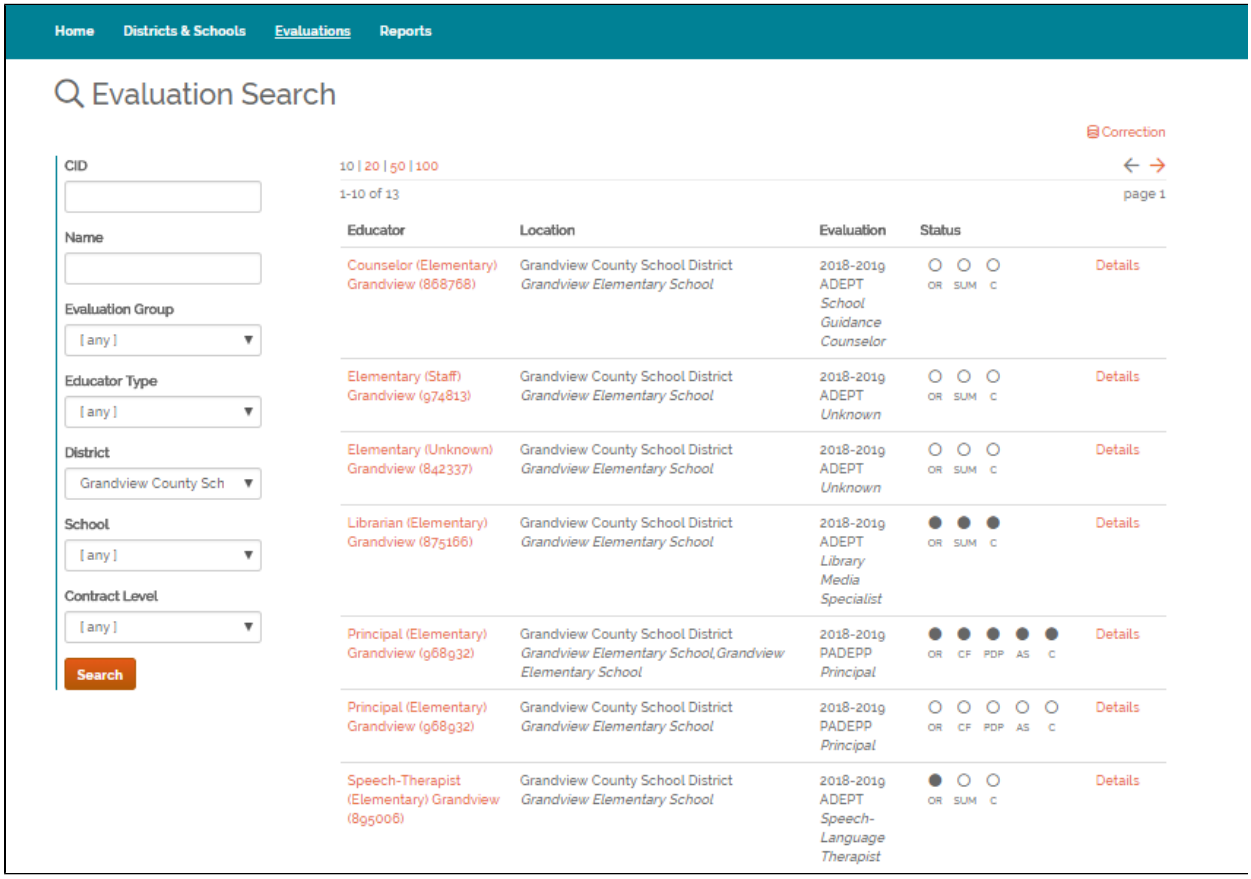
Evaluation Settings

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.

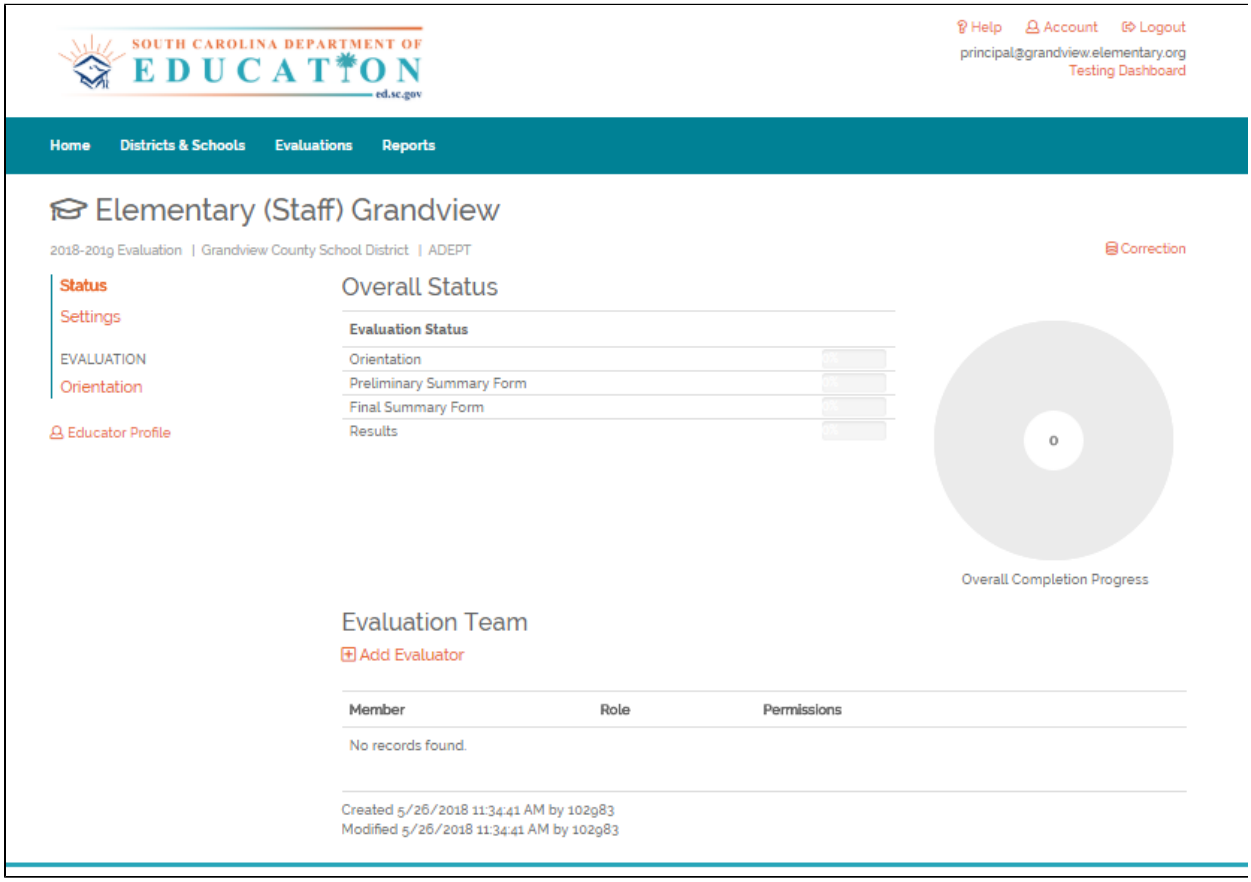
⚠️ The only evaluations that will display are those evaluation for the schools where you have responsibility.

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



The evaluation page for the educator will display.

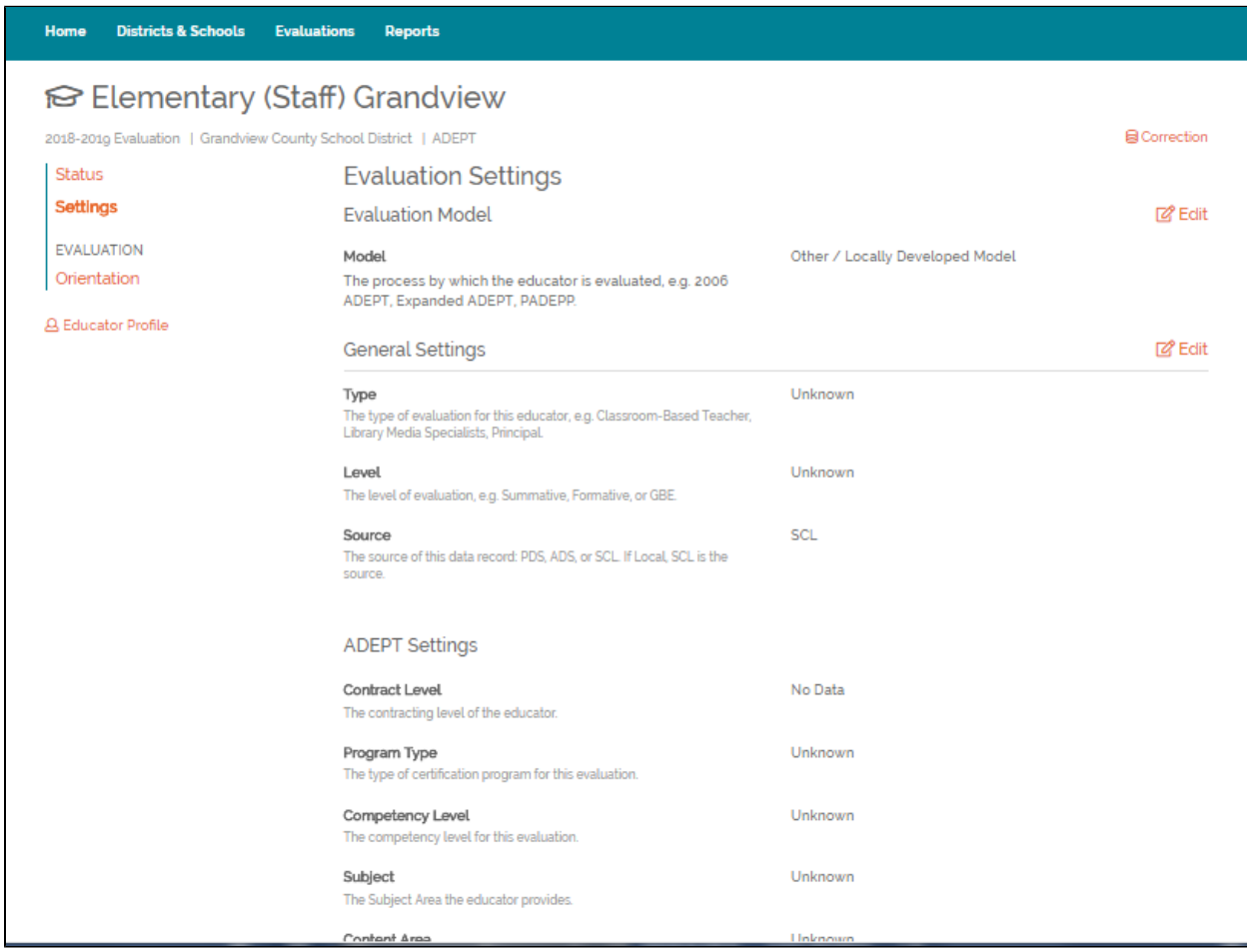
To change or correct the evaluation model for this educator, select the ***Settings*** link in the left sidebar.



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

Evaluation Model

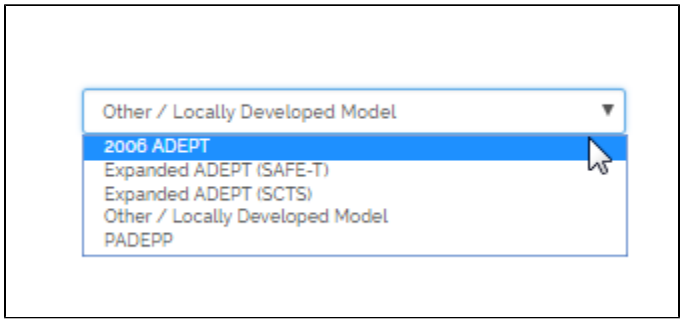
To change the ***Evaluation Model,*** select the ***Edit*** link.



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

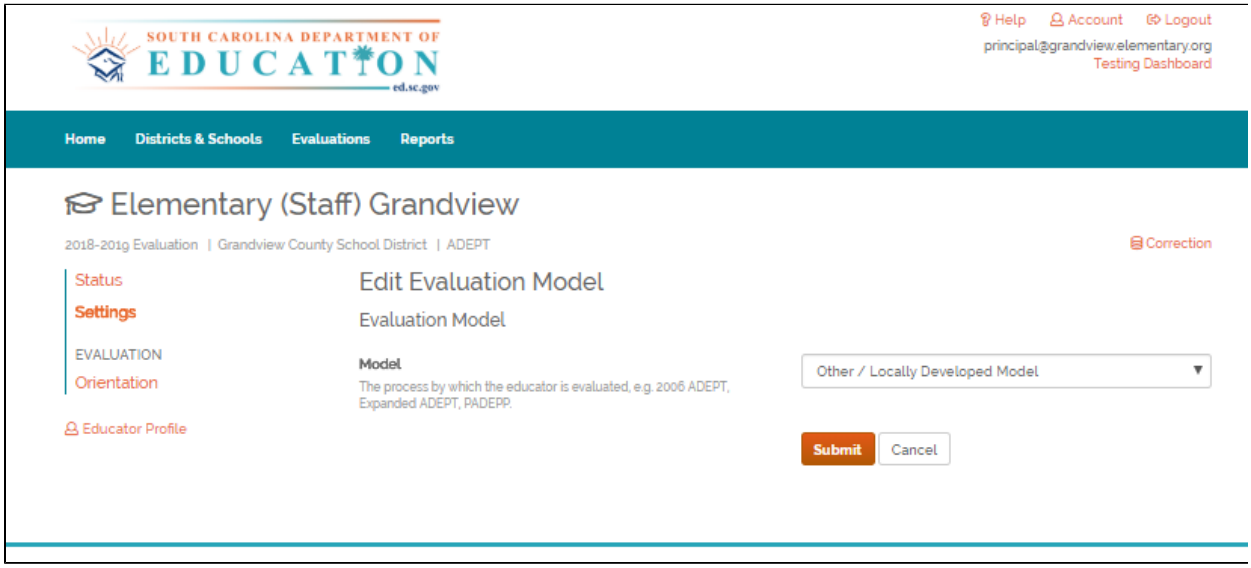
Click the drop down arrow to display the list of available evaluation models and select from the list.

This is an example of the drop down list choices.



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

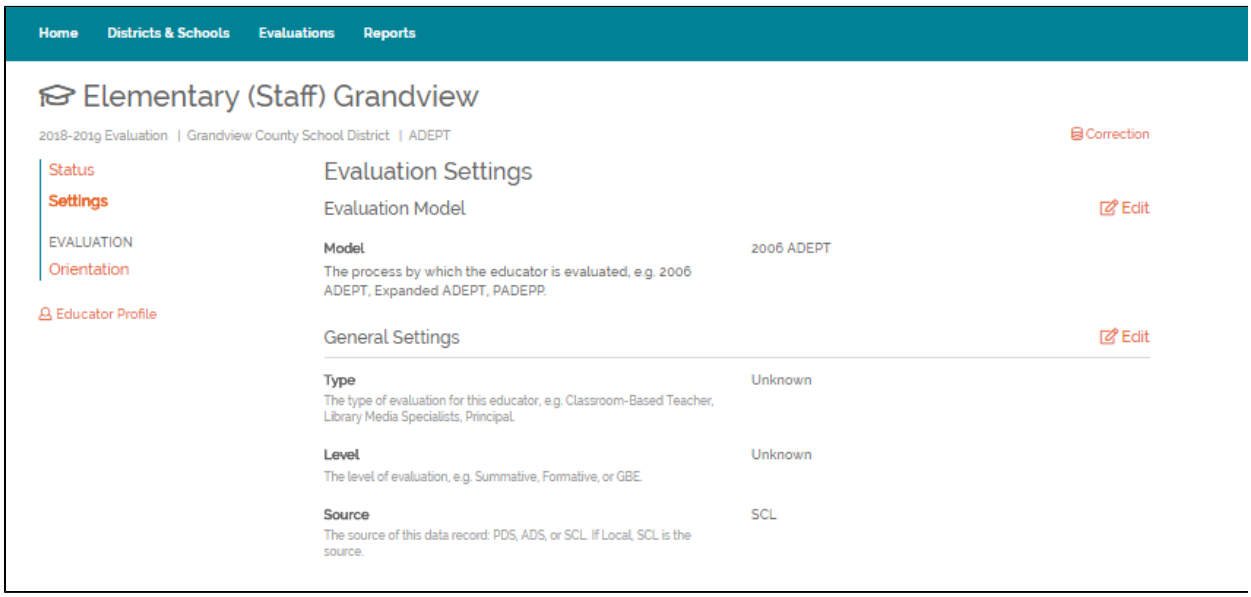
The educator's evaluation will update to the new model.



Evaluation General Settings

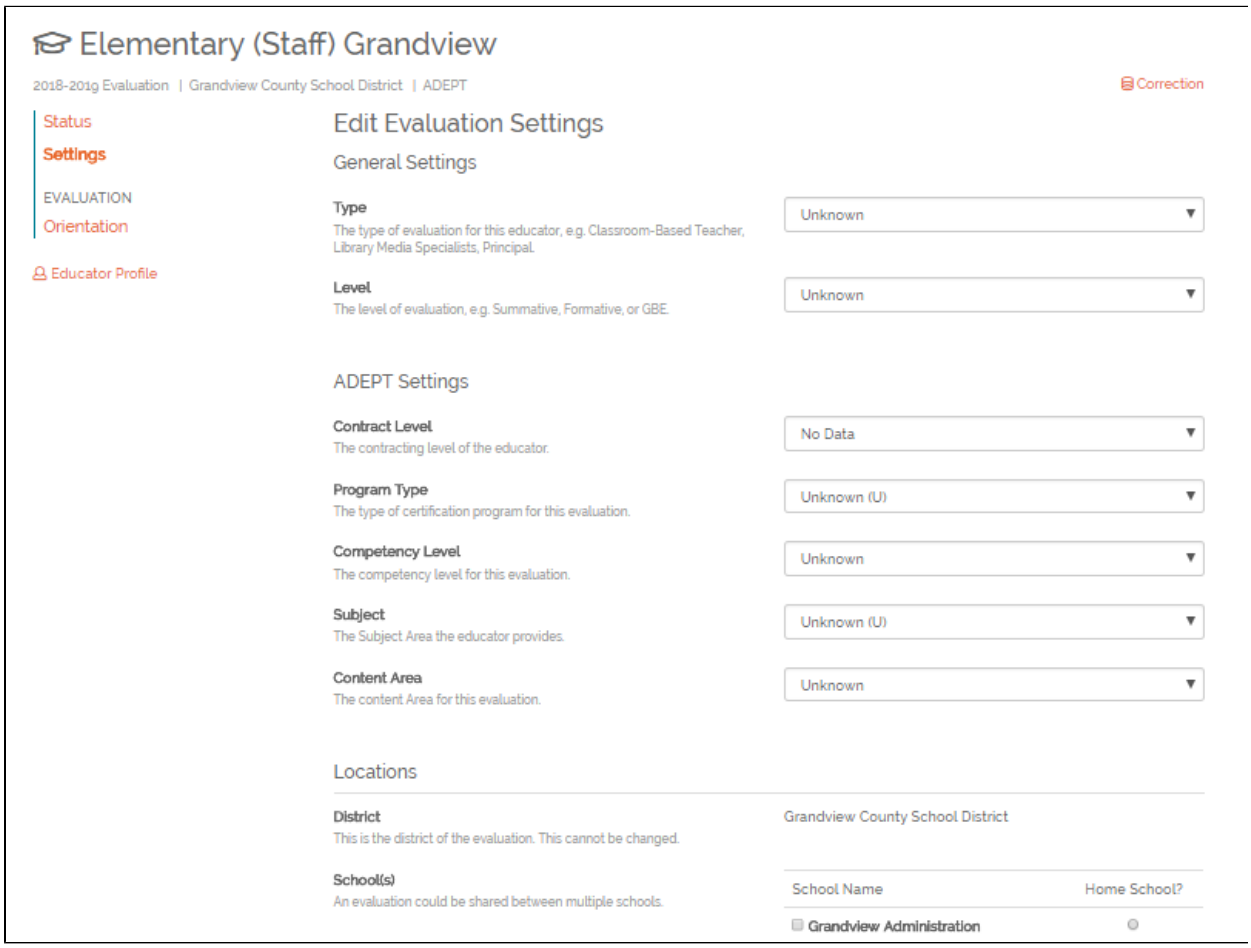
Principals and superintendents can edit the educator's evaluation ***General Settings***.

Select the ***Edit*** link for the ***General Settings*** to open the form.



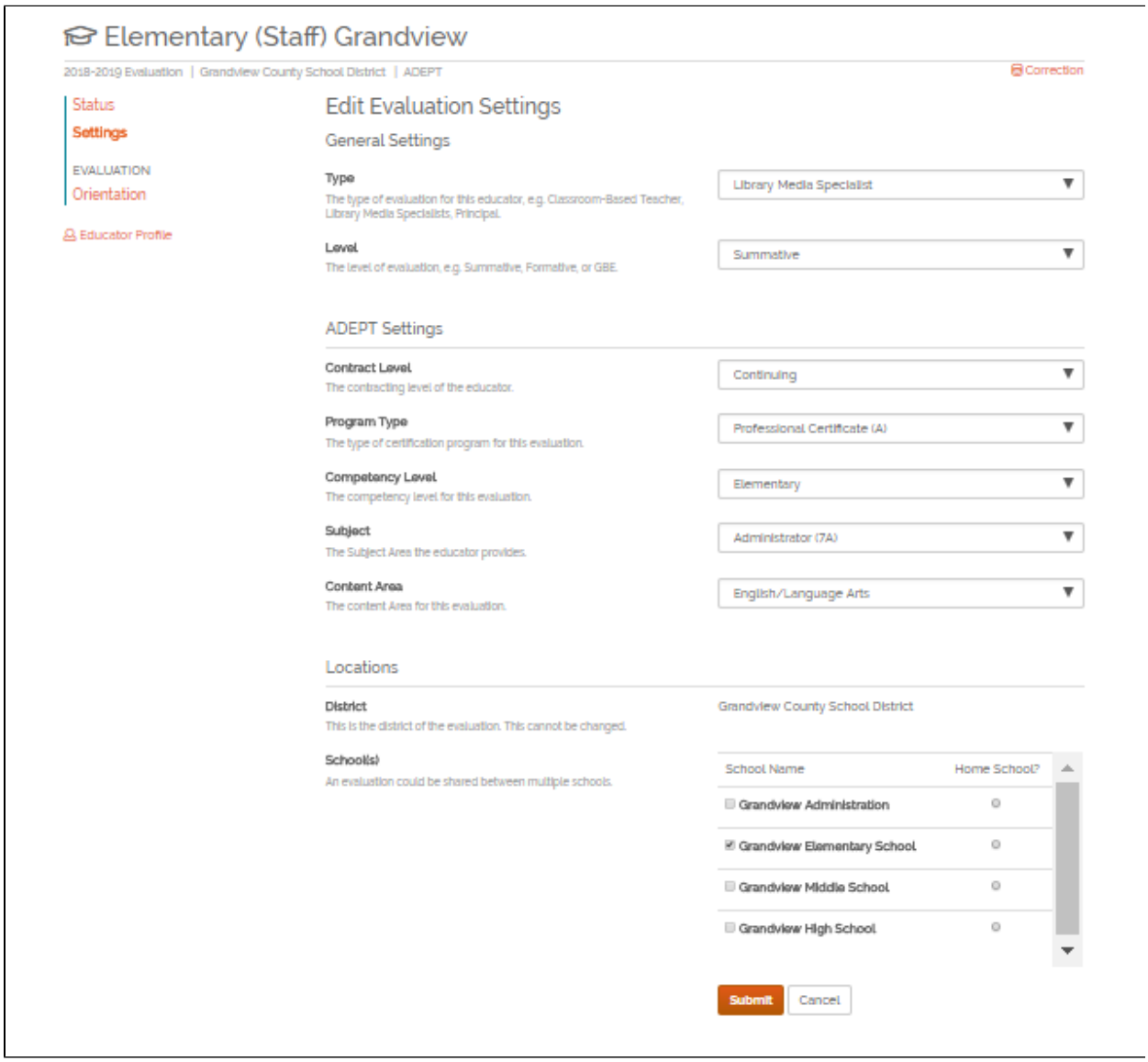
The ***Edit Evaluation Settings*** window opens.

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



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

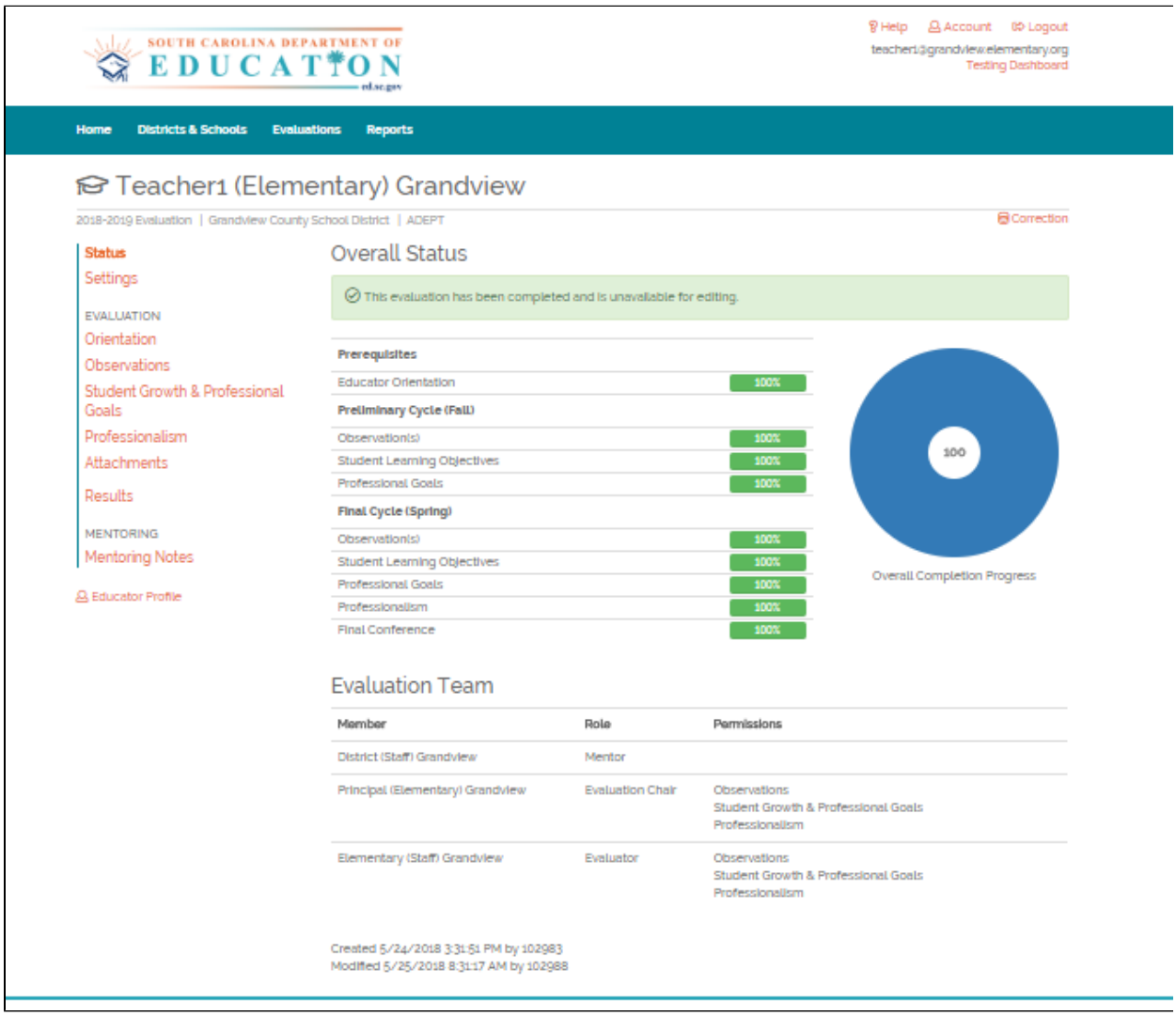
Verify your selections and when finished, click the ***Submit*** button to make your changes.



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.



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.

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Home | Districts & Schools | Evaluations | Reports

Evaluation Search

Correction

CID

Name

Evaluation Group: [any]

Educator Type: [any]

District: Grandview County Sc

School: Grandview Elementa

Contract Level: [any]

Search

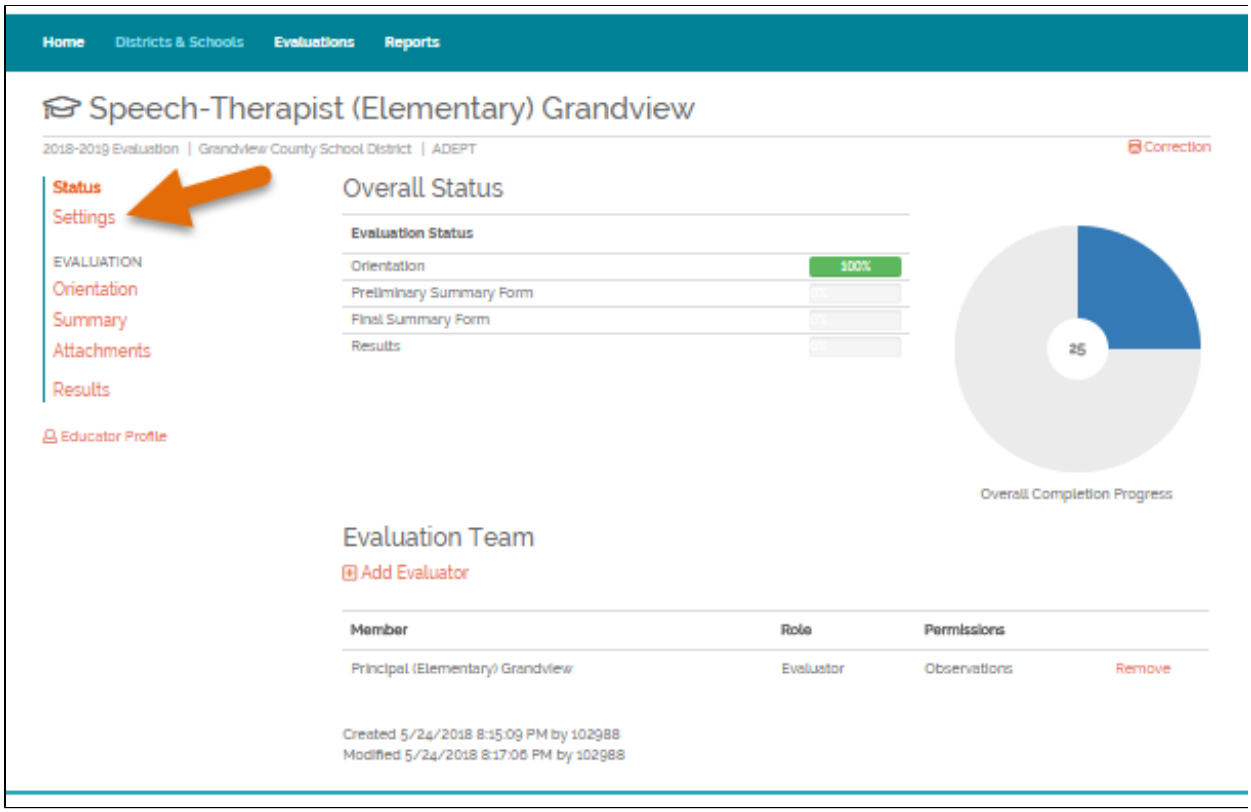
10 | 20 | 50 | 100

1-10 of 13

page 1

Educator	Location	Evaluation	Status	
Counselor (Elementary) Grandview (868768)	Grandview County School District *Grandview Elementary School*	2018-2019 ADEPT *School Guidance Counselor*	○ OR ○ SUM ○ C	Details
Elementary (Staff) Grandview (974813)	Grandview County School District *Grandview Elementary School*	2018-2019 ADEPT *Unknown*	○ OR ○ SUM ○ C	Details
Elementary (Unknown) Grandview (842337)	Grandview County School District *Grandview Elementary School*	2018-2019 ADEPT *Unknown*	○ OR ○ SUM ○ C	Details
Librarian (Elementary) Grandview (875166)	Grandview County School District *Grandview Elementary School*	2018-2019 ADEPT *Library Media Specialist*	● OR ● SUM ● C	Details
Principal (Elementary) Grandview (968932)	Grandview County School District *Grandview Elementary School,Grandview Elementary School*	2018-2019 PADEPP *Principal*	● OR ● CF ● PDP ● AS ● C	Details
Principal (Elementary) Grandview (968932)	Grandview County School District *Grandview Elementary School*	2018-2019 PADEPP *Principal*	○ OR ○ CF ○ PDP ○ AS ○ C	Details
Speech-Therapist (Elementary) Grandview (895006)	Grandview County School District *Grandview Elementary School*	2018-2019 ADEPT *Speech-Language Therapist*	● OR ○ SUM ○ C	Details

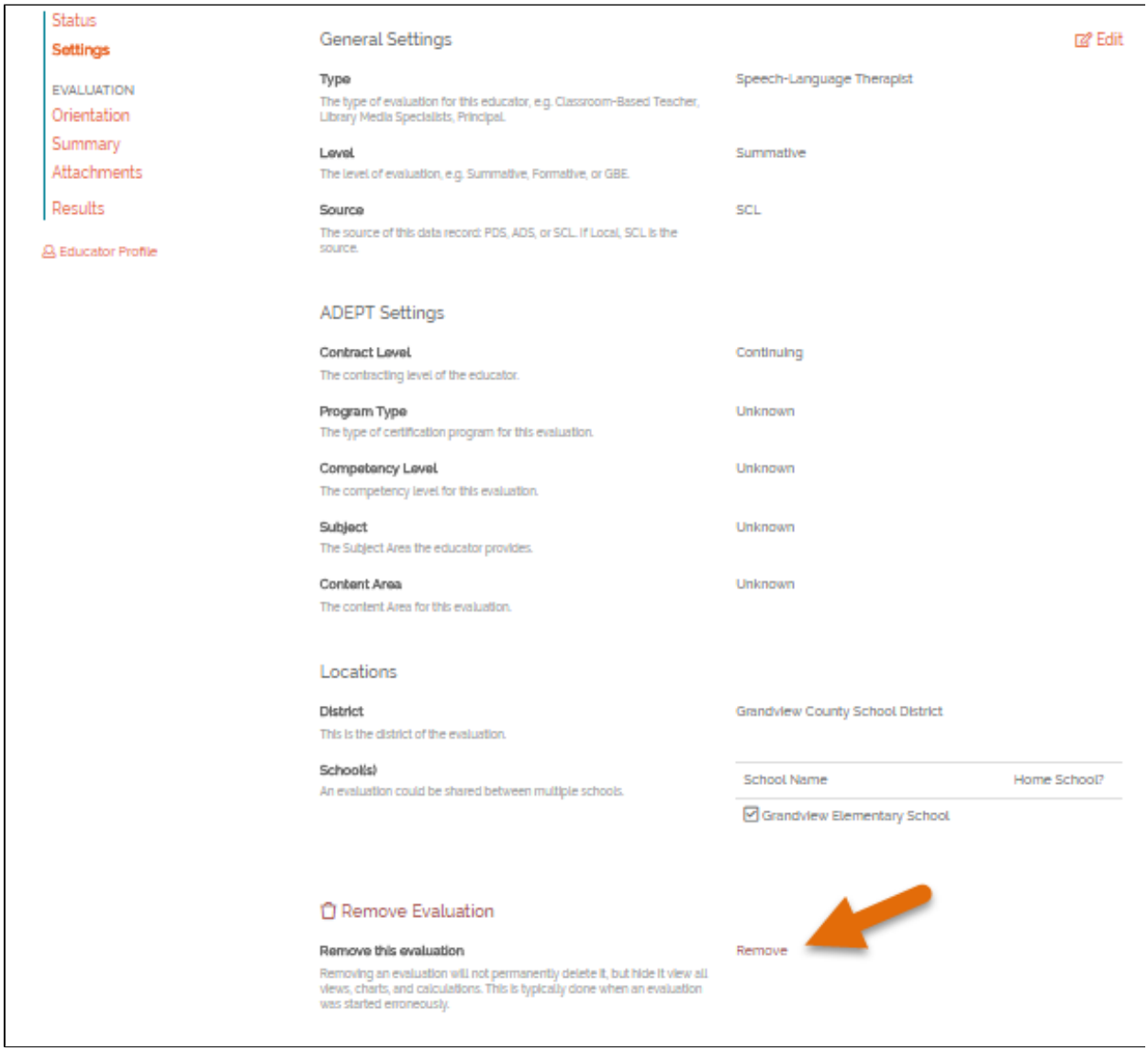
When the ***Overall Status*** page displays, select the ***Settings*** link.



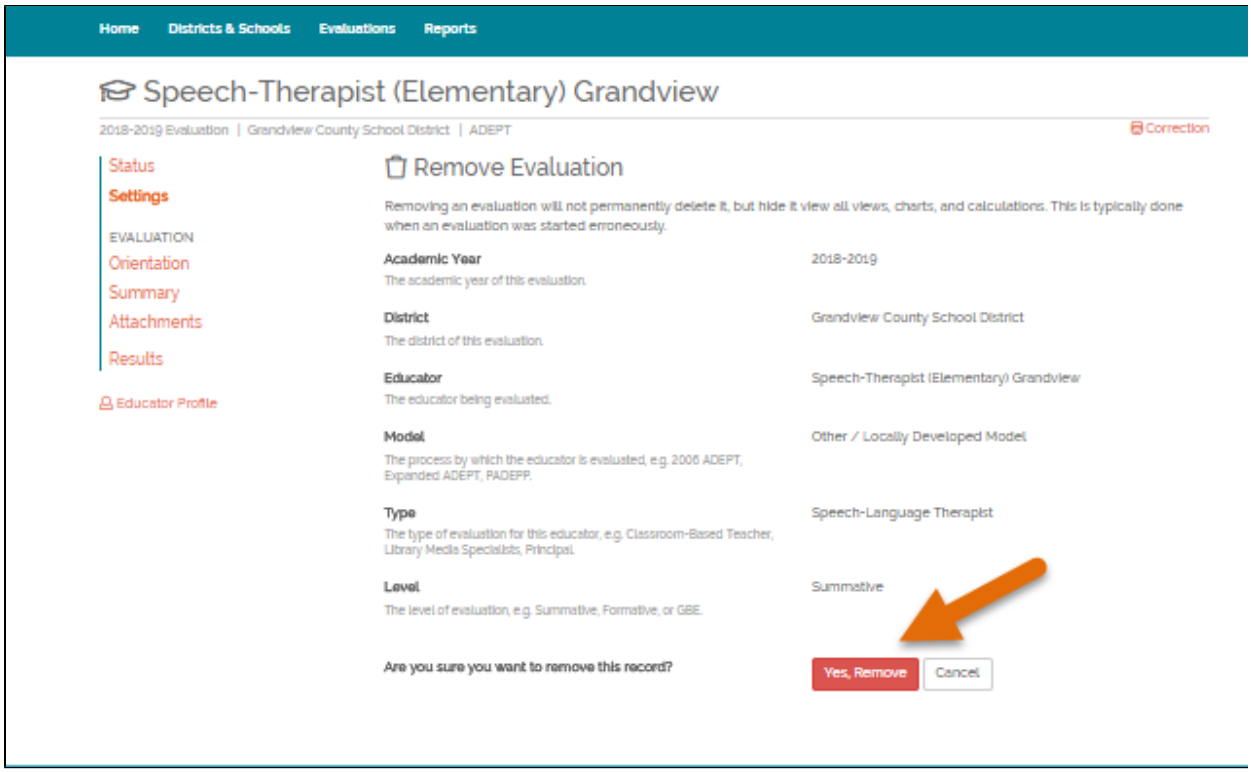
Remove Evaluation

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

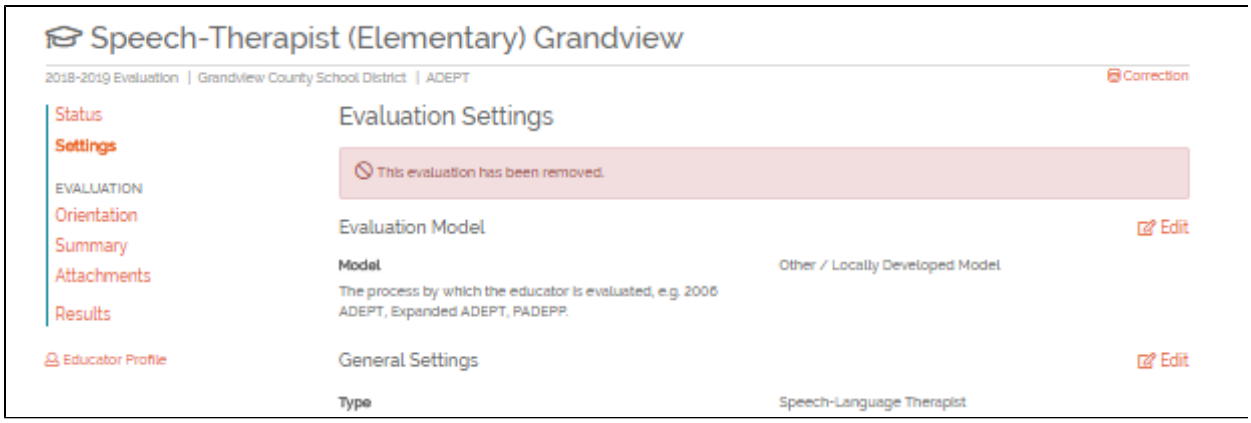
Click the ***Remove*** link.



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



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



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.

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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

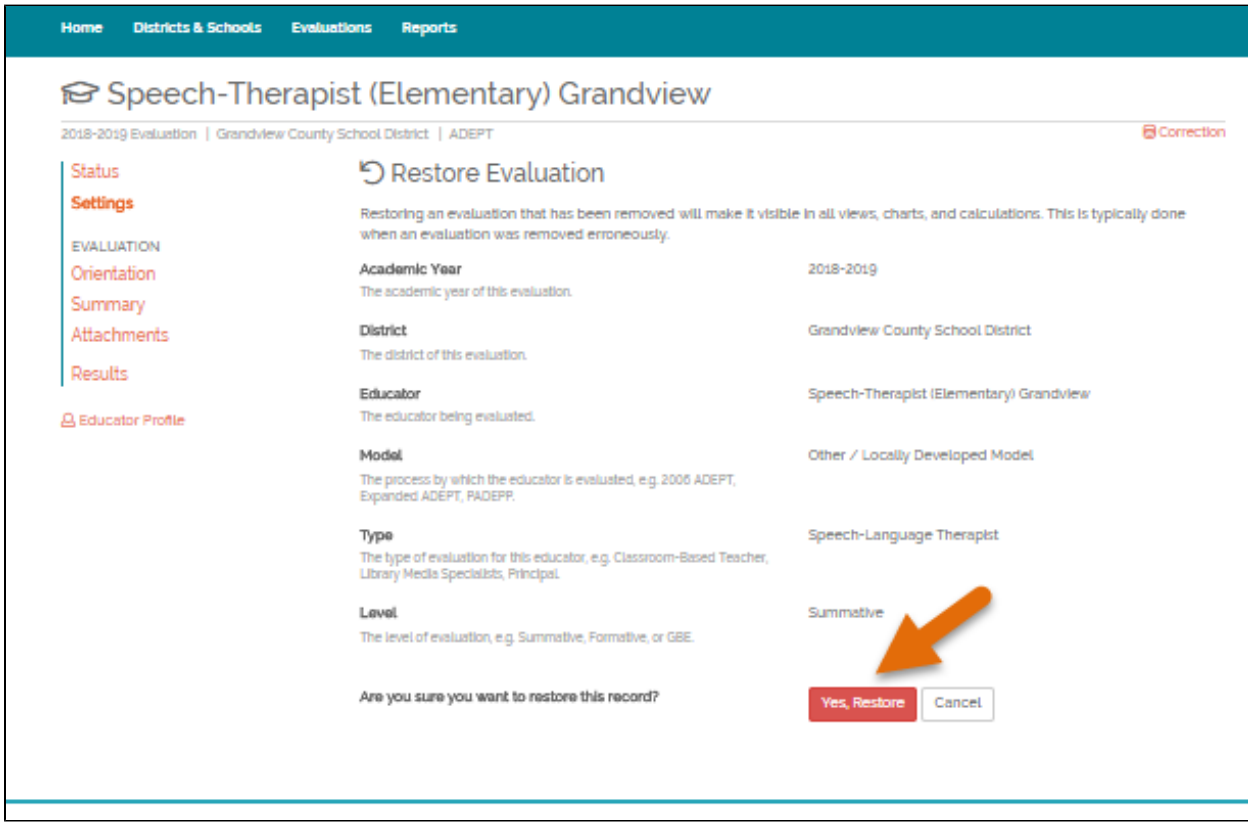
Restore Evaluation

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.



2006 ADEPT

Orientation scheduling for 2006 ADEPT is conducted the same way as other evaluation models.

Evaluation Summary Forms

2006 ADEPT uses ***Preliminary Evaluation Forms*** and ***Final Evaluation Forms.***

Staff members using the 2006 ADEPT model will have the evaluation instrument populated with these forms.

The ***Evaluation*** tab will have a ***Summary*** link in the left sidebar.

Clicking the ***Summary*** link will display the forms.

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

Home Districts & Schools Evaluations Reports

Librarian (Elementary) Grandview

2018-2019 Evaluation | Grandview County School District | ADEPT

Correction

Status
Settings

EVALUATION
Orientation
Summary
Attachments

Results

Educator Profile

Evaluation Summary Forms

This evaluation has been completed and is unavailable for editing.

Preliminary Evaluation Summary Form

This form is to be completed by the evaluation team following the preliminary consensus meeting.

	Rubric	Date
Preliminary Evaluation Form	APS for Library Media Specialists	5/24/2018

Final Evaluation Summary Form

This form is to be completed by the evaluation team following the final consensus meeting.

	Rubric	Date
Final Evaluation Form	APS for Library Media Specialists	5/24/2018

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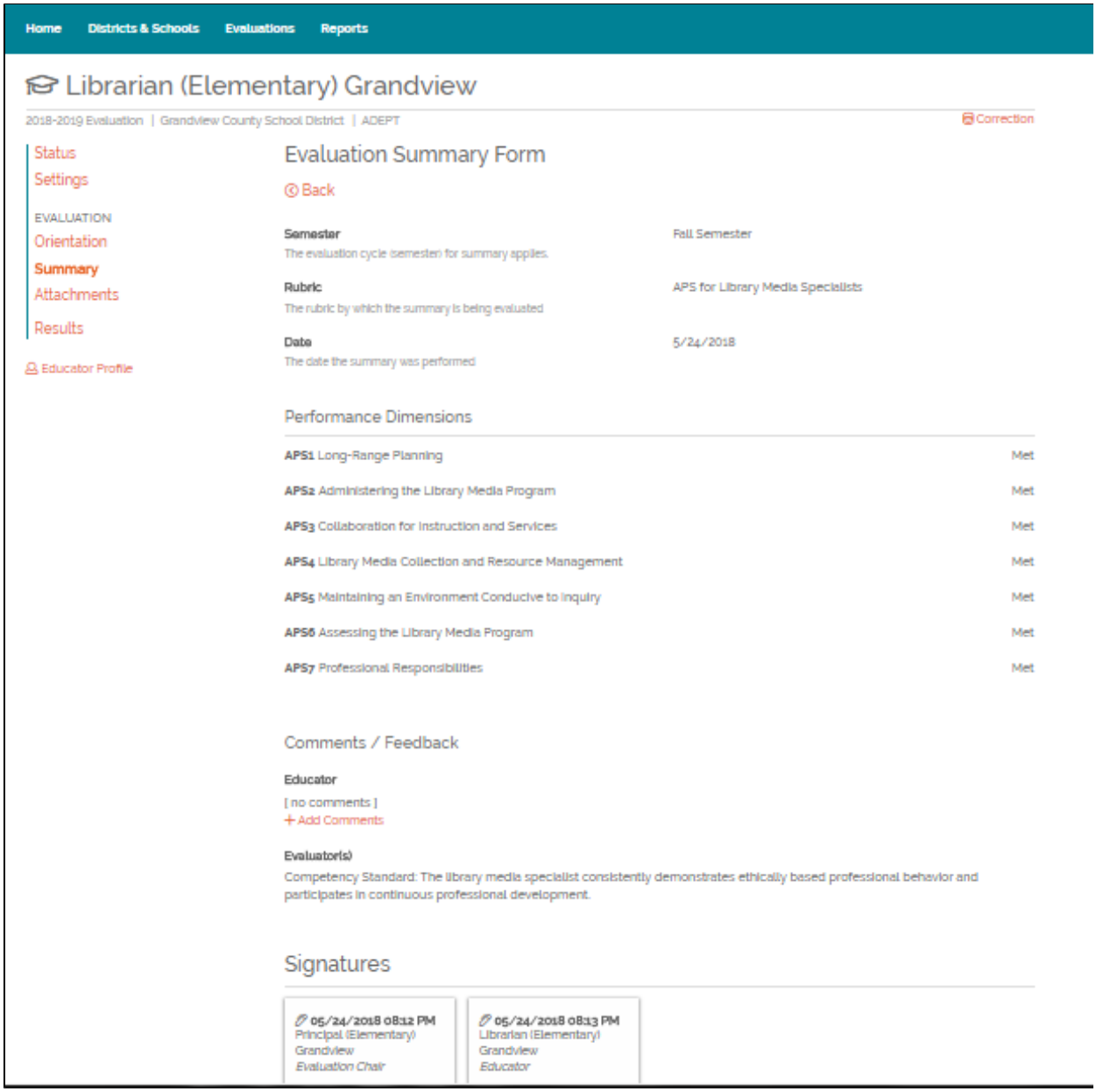
Preliminary Evaluation Form

Click the ***Preliminary Evaluation Form*** to display the form.

The following illustrates a completed ***Preliminary Evaluation Form*** and the pin signatures of the staff member and principal following the preliminary evaluation.



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Final Evaluation Form

The following illustrates the completed ***Final Evaluation Form*** for 2006 ADEPT evaluations.

Home | Districts & Schools | Evaluations | Reports

Librarian (Elementary) Grandview

2018-2019 Evaluation | Grandview County School District | ADEPT

Correction

Status
Settings

EVALUATION
Orientation
Summary
Attachments
Results

Educator Profile

Evaluation Summary Form

Back

Semester The evaluation cycle (semester) for summary applies.	Spring Semester
Rubric The rubric by which the summary is being evaluated	APS for Library Media Specialists
Date The date the summary was performed	5/24/2018

Performance Dimensions

APS1 Long-Range Planning	Met
APS2 Administering the Library Media Program	Met
APS3 Collaboration for Instruction and Services	Met
APS4 Library Media Collection and Resource Management	Met
APS5 Maintaining an Environment Conducive to Inquiry	Met
APS6 Assessing the Library Media Program	Met
APS7 Professional Responsibilities	Met

Comments / Feedback

Educator

[no comments]
+ Add Comments

Evaluator(s)

Competency Standard: The library media specialist consistently demonstrates ethically based professional behavior and participates in continuous professional development.

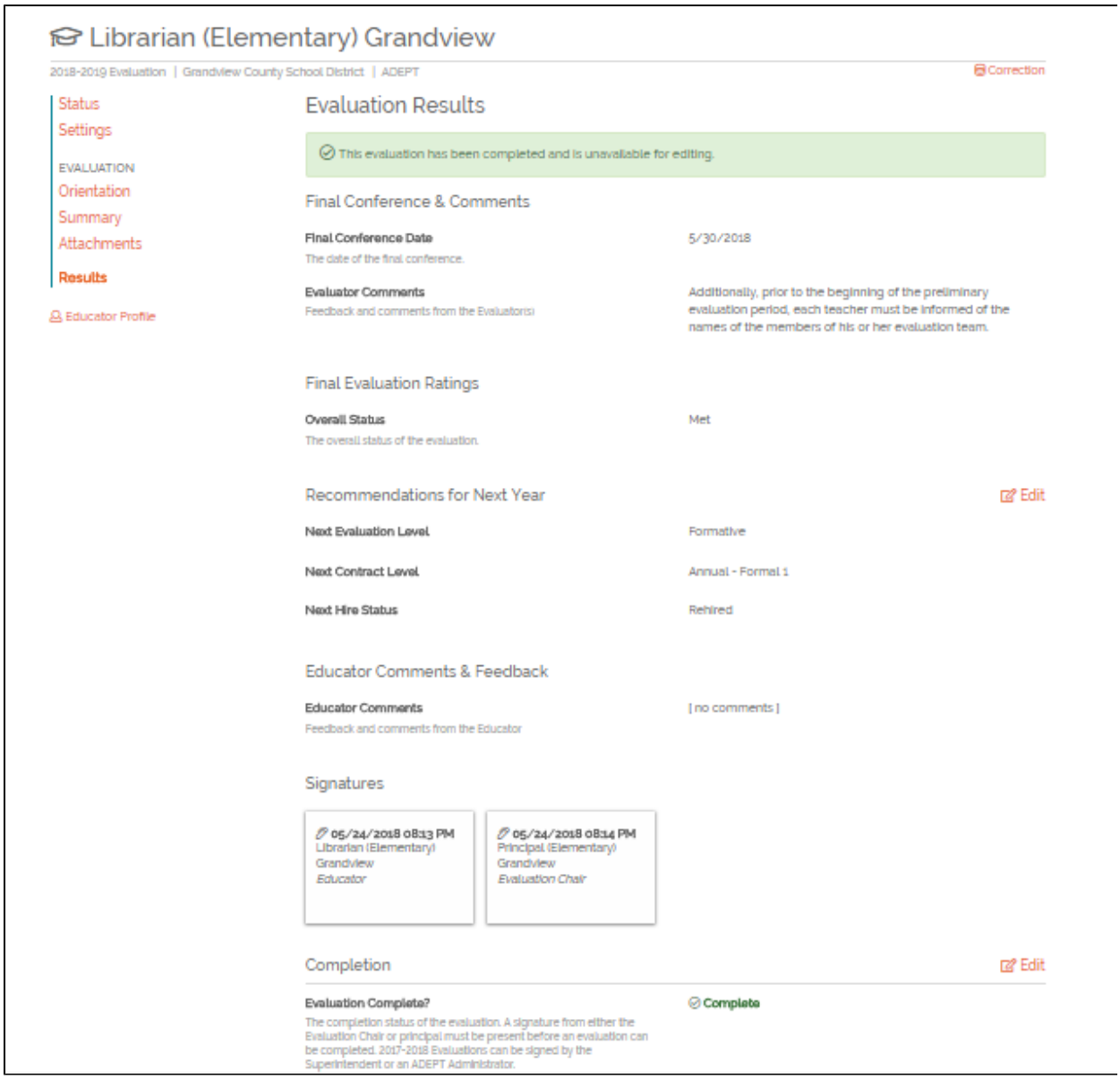
Signatures

05/24/2018 08:12 PM Principal (Elementary) Grandview *Evaluation Chair*	05/24/2018 08:13 PM Librarian (Elementary) Grandview *Educator*

Results

The following illustrates ***Evaluation Results*** for 2006 ADEPT evaluations, including the principal's ability to make ***Recommendations for Next Year***.

Select the ***+Edit*** link to assign or make changes to the ***Recommendations for Next Year.***

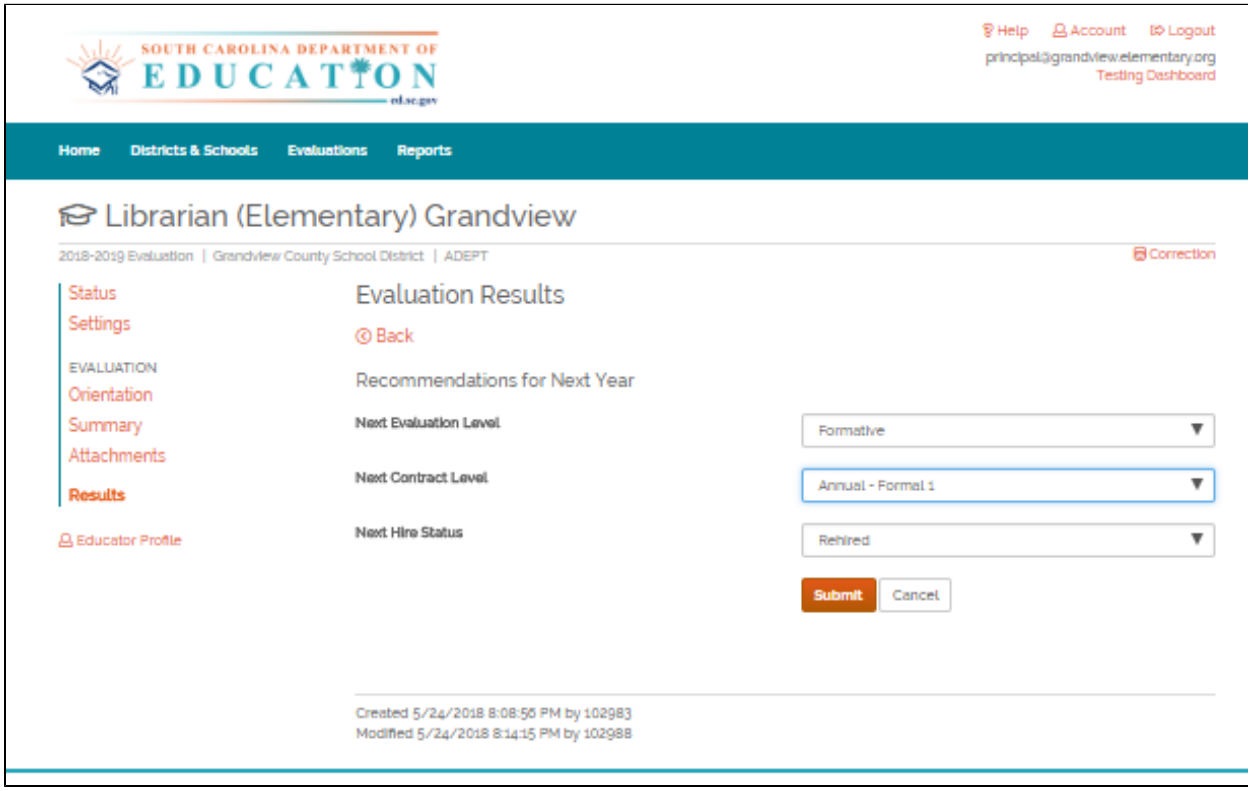


Recommendations for Next Year

The following illustrates the ***Recommendations for Next Year*** form for the 2006 ADEPT evaluation model.

Click the drop down arrow and select from the list for each of the items and click the ***Submit*** button.

The form will update with the changes and also be updated on the ***Results*** form.



Expanded ADEPT

Skip and Unskip

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

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

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Home | Districts & Schools | Evaluations | Reports

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	
Professional Goals	
Final Cycle (Spring)	
Observation(s)	
Student Learning Objectives	
Professional Goals	
Professionalism	
Final Conference	

Overall Completion Progress

Evaluation Team

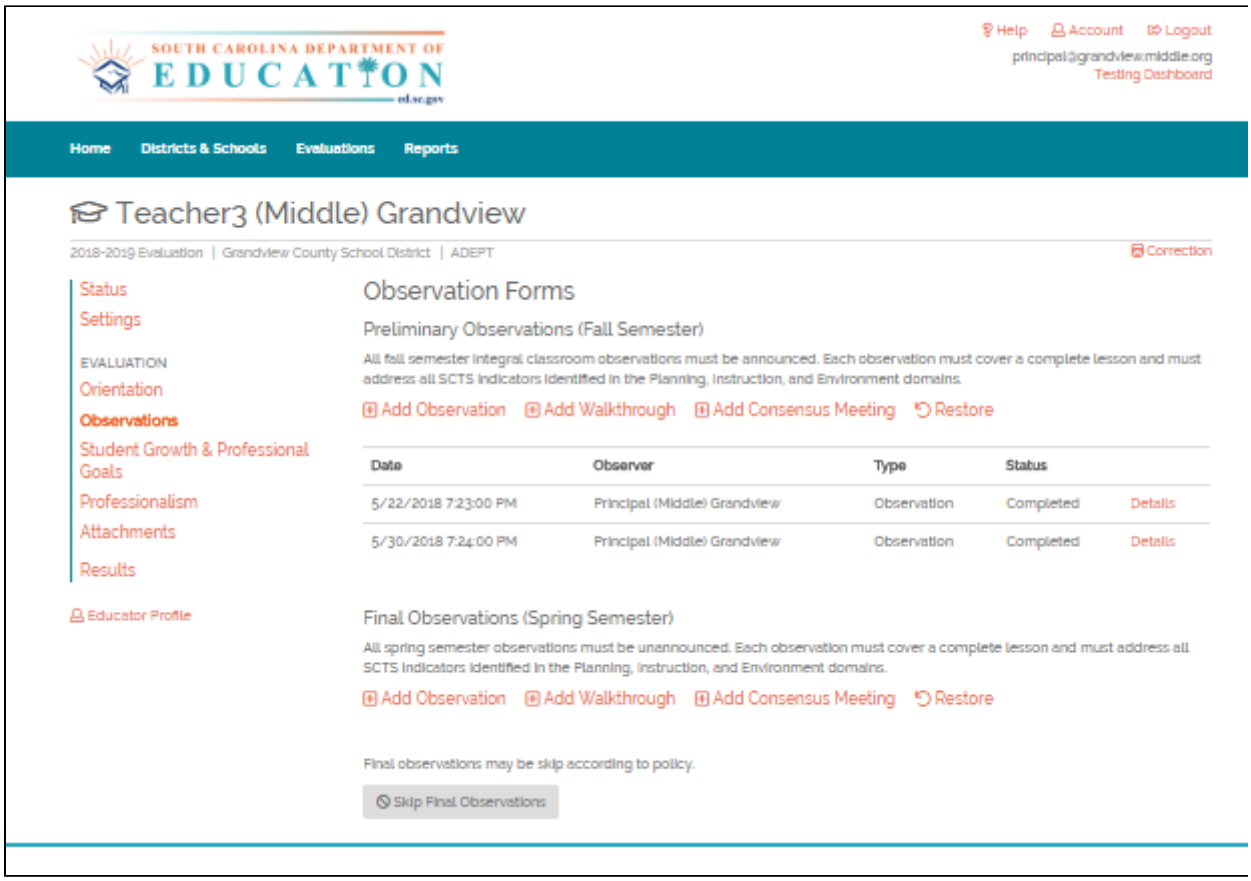
Add Evaluator Add Mentor

Member	Role	Permissions	
Principal (Middle) Grandview	Evaluation Chair	Observations Student Growth & Professional Goals Professionalism	Remove
Middle (Staff) Grandview	Evaluator	Observations Student Growth & Professional Goals Professionalism	Remove

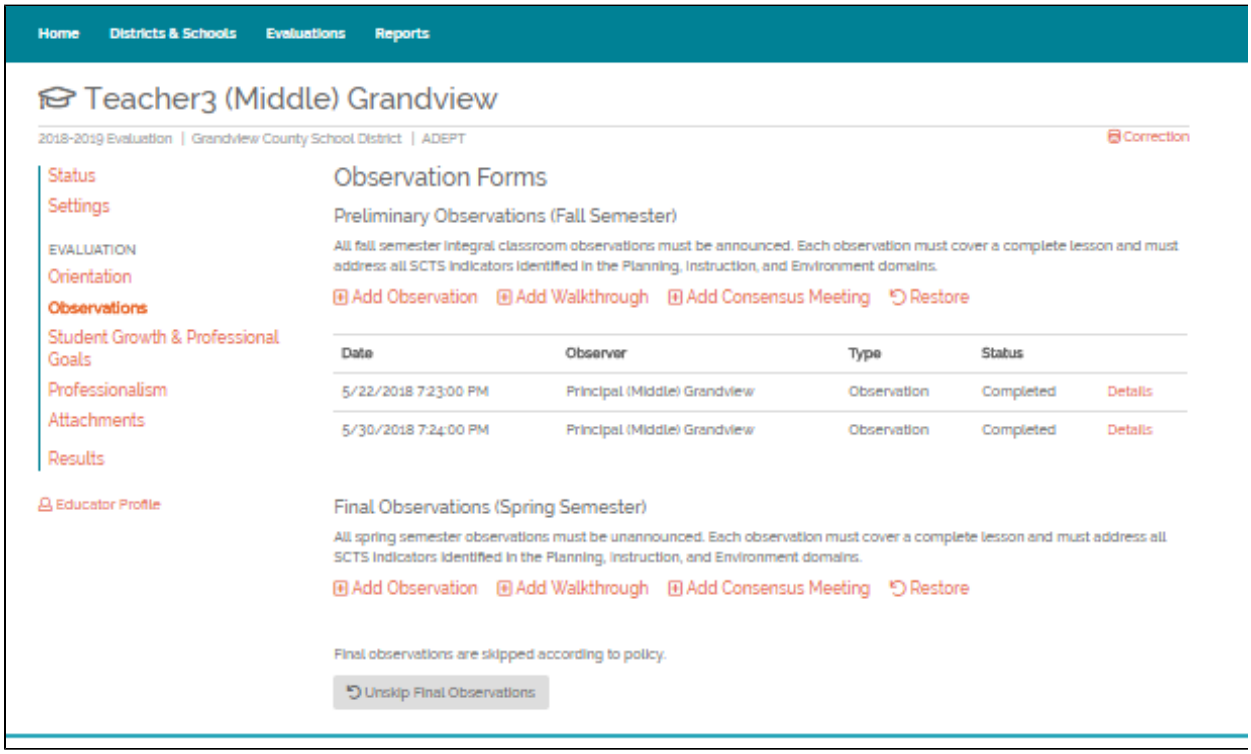
Created 5/26/2018 11:34:41 AM by 102983
Modified 5/27/2018 7:24:56 PM by 102989

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***



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

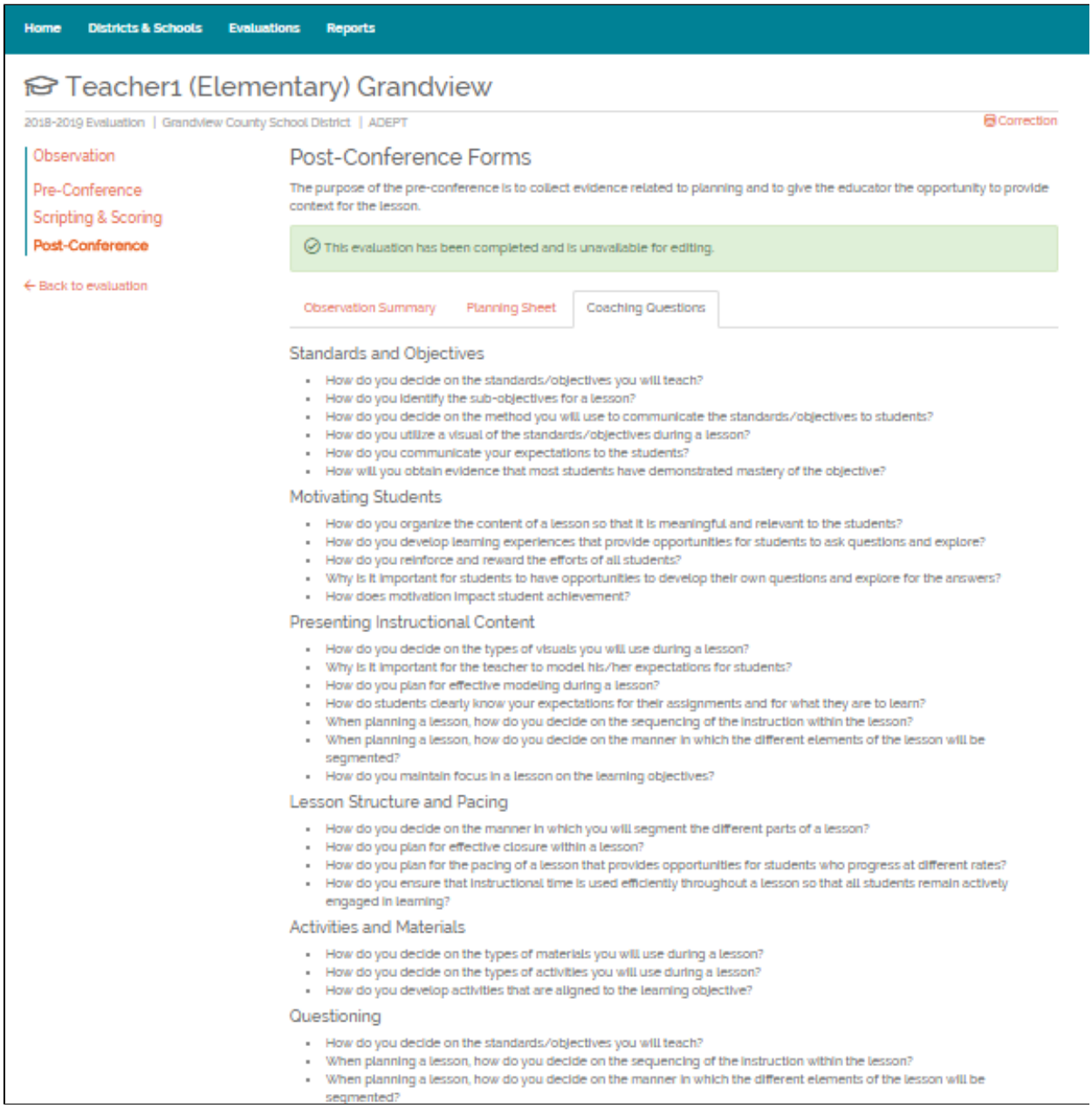


Coaching Questions

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.



Expanded ADEPT SAFE-T Process Flow

This process is the same with 2 evaluators. The evaluators can and will edit, modify and sign off on the same evaluation forms.
You do not create observations with this evaluation model type or fill out an existing form for Preliminary and Final Evaluations.

Superintendent

Superintendent completes the ADEPT Implementation plans.
⚠️ PADEPP or ADEPT evaluations cannot be created until the superintendent completes the ADEPT Plans.

Orientation

- **Option 1** - Use the Orientation Tool to create a bulk orientation event for all principals in a district or school.
- **Option 2** - Manually Add a principal evaluation and create the orientation on the fly while creating the evaluation.

Add Evaluation Team Members

- Add Evaluation team members to teacher evaluation by going to Evaluation Status and adding evaluator(s) to the Evaluation Team.
- Modify Evaluation Settings Evaluation Model to Expanded ADEPT (SAFE-T). Modify any other setting needed.

Superintendent, Evaluator(s) or Evaluation Chair

- If bulk orientation was not chosen, then set up Orientation Conference if needed.

Evaluator(s) or Evaluation Chair

- Sign Orientation

Teacher

- Sign Orientation to activate the evaluation.

Evaluator(s) or Evaluation Chair

- Start, Complete and Sign the Preliminary Evaluation Form in the Summary section

Teacher

- Sign Preliminary Evaluation Form in the Summary section

Evaluator(s) or Evaluation Chair

- Start, complete and sign the Final Evaluation Form in the Summary section

Teacher

- Sign Final Evaluation Form

Evaluator(s) or Evaluation Chair

- Fill out and sign Evaluation results but do not mark complete yet.

Teacher

- Sign Evaluation results

Superintendent, Evaluator(s) or Evaluation Chair

- Mark Evaluation as complete

Administration

Announcements

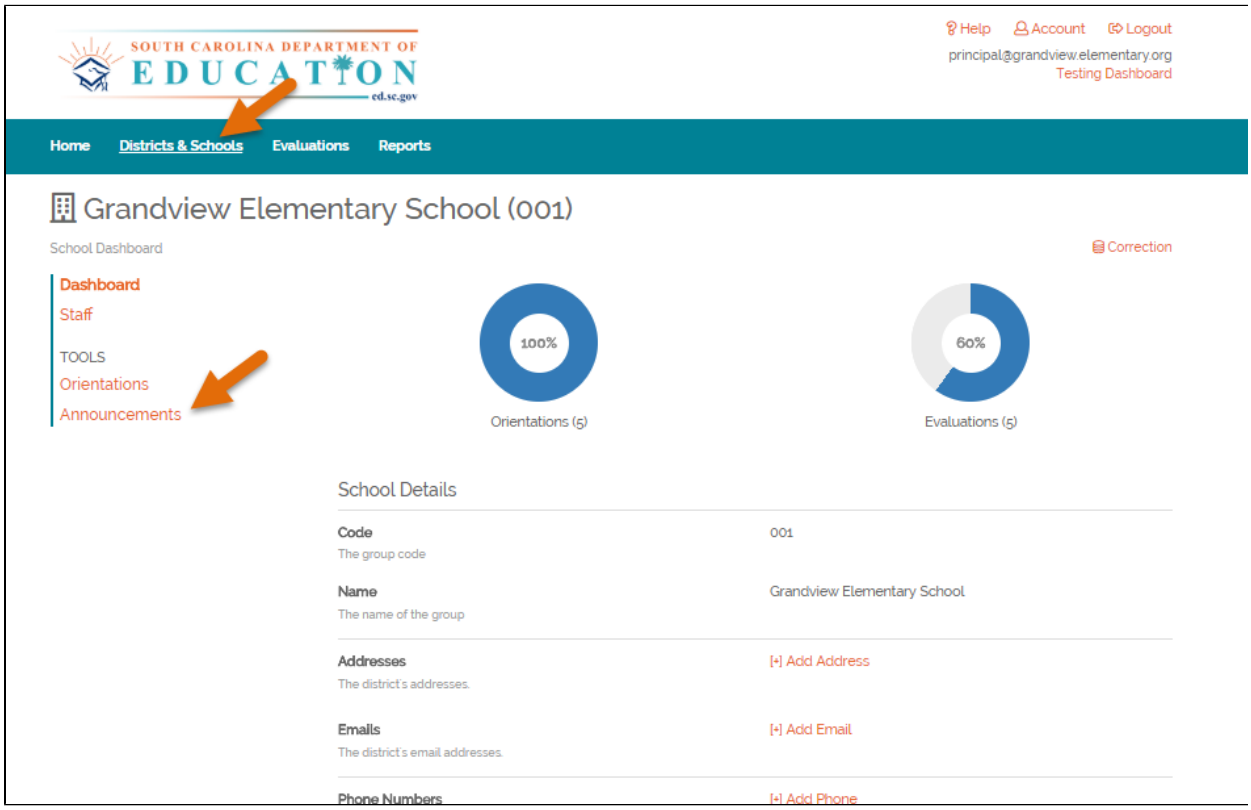
Announcements appear on the SCLead users ***Home*** page dashboard and can be used effectively to communicate information en mass to groups of educators.

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.

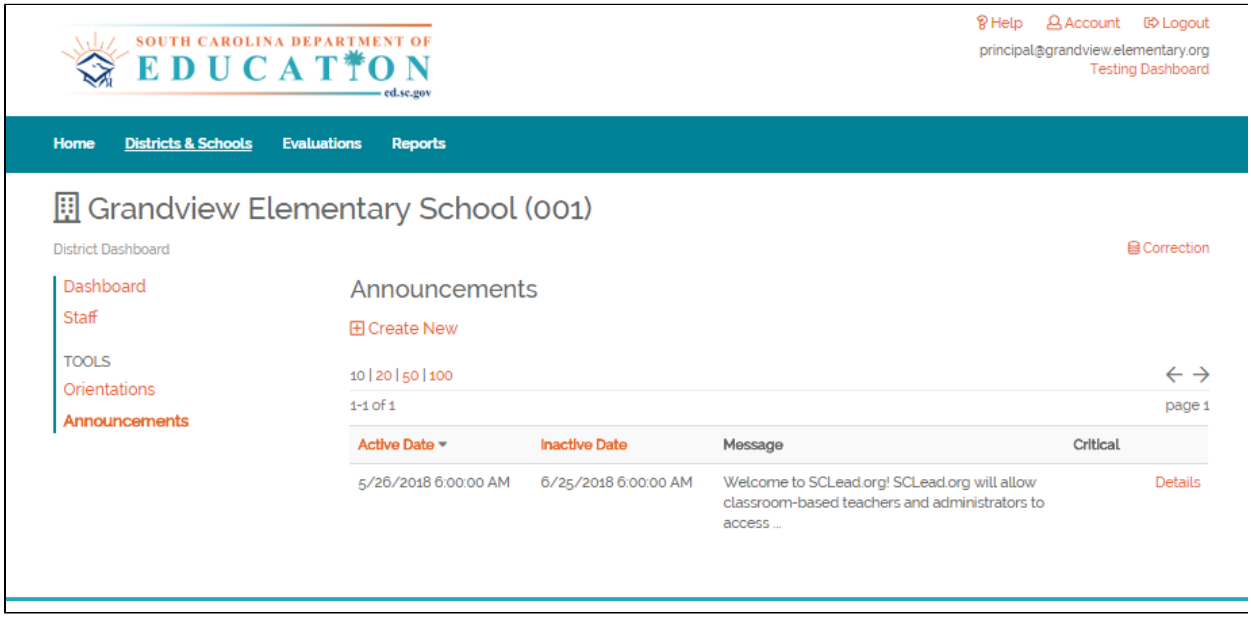
Select the ***Announcements*** link on the left sidebar of the window to display the ***Announcements*** tool.

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



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.*



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.

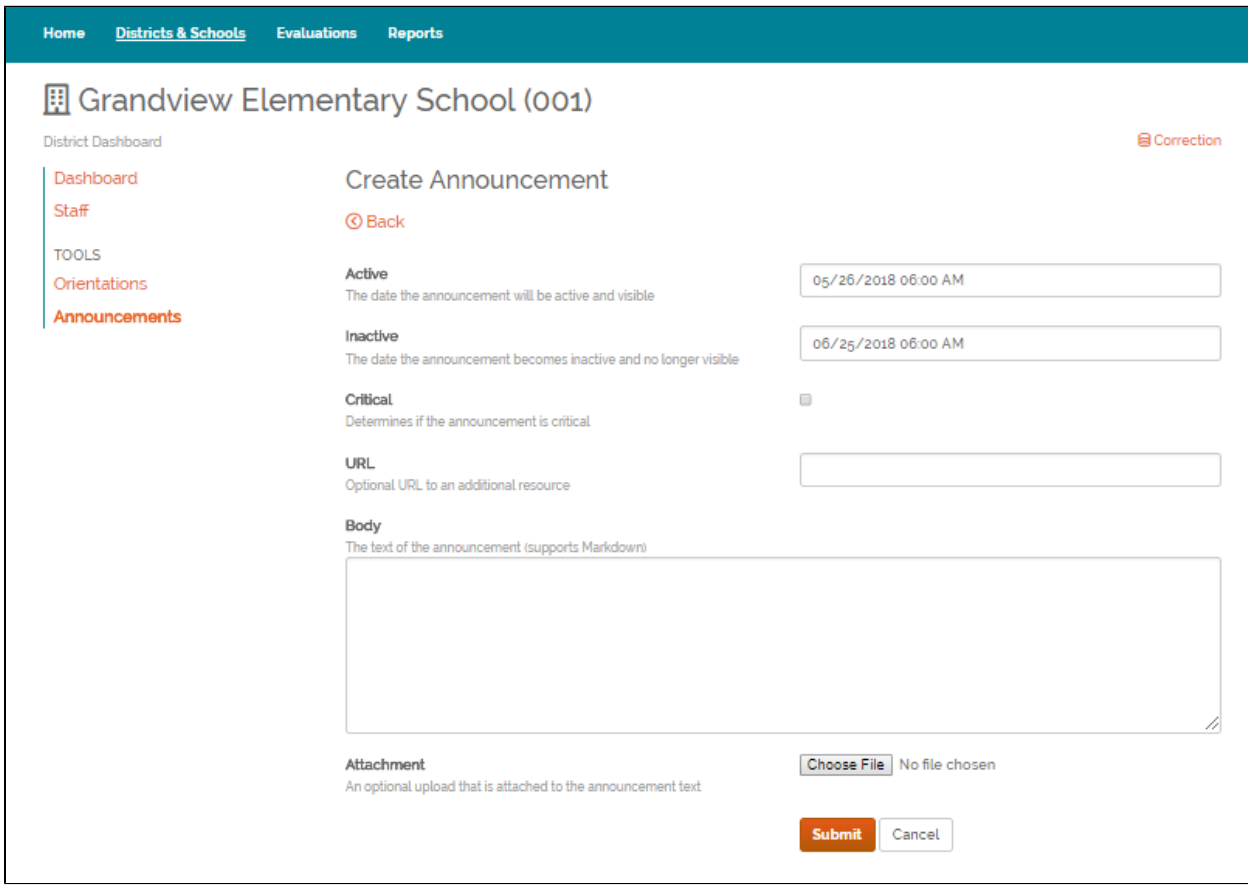
Official identifies an official announcement. If appropriate, click to check the box.

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

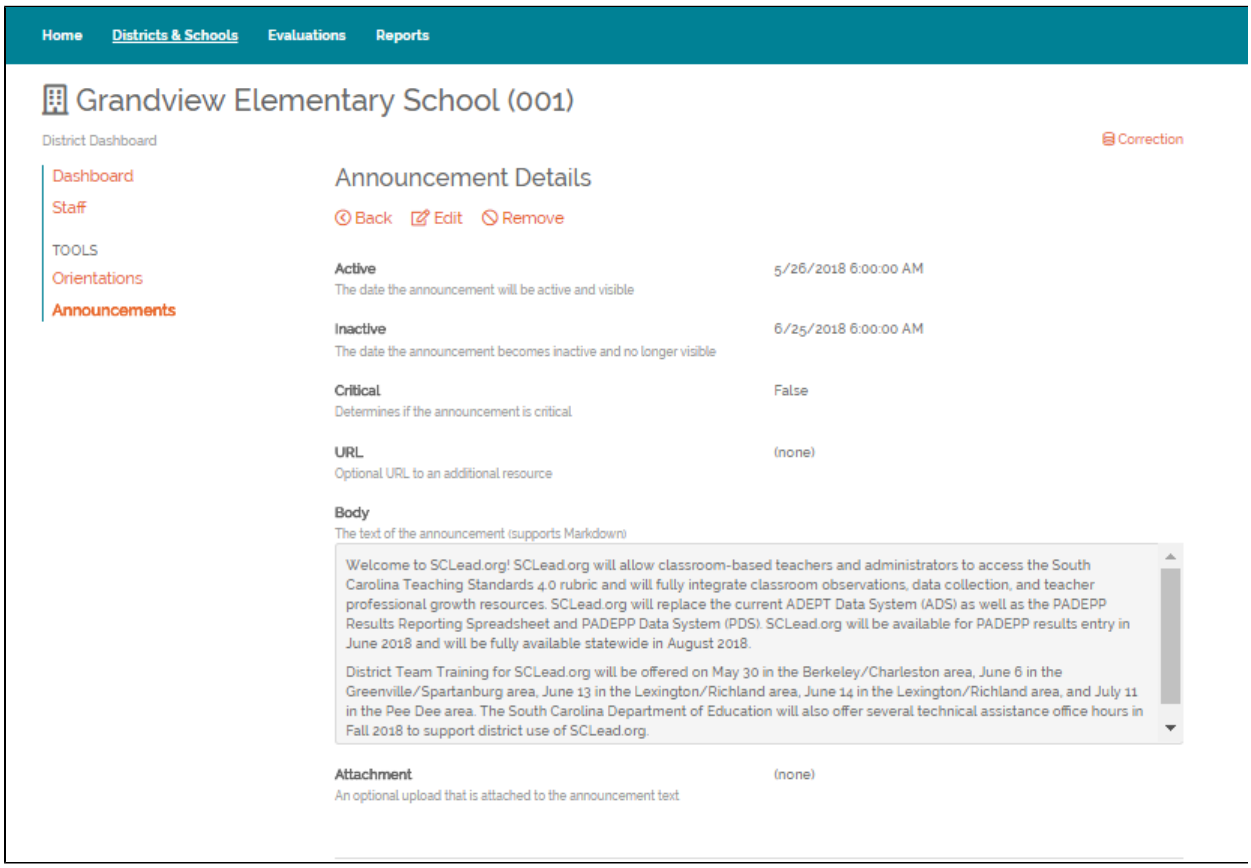
Body is where you enter the announcement text.

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.



The following is an example of an announcement.



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.

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

Home | Districts & Schools | Evaluations | Reports

Grandview Elementary School (001)

District Dashboard

Correction

- Dashboard
- Staff

TOOLS

- Orientations
- Announcements

Edit Announcement

Active
The date the announcement will be active and visible
05/26/2018 06:00 AM

Inactive
The date the announcement becomes inactive and no longer visible
06/25/2018 06:00 AM

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
Choose File No file chosen

Submit Cancel

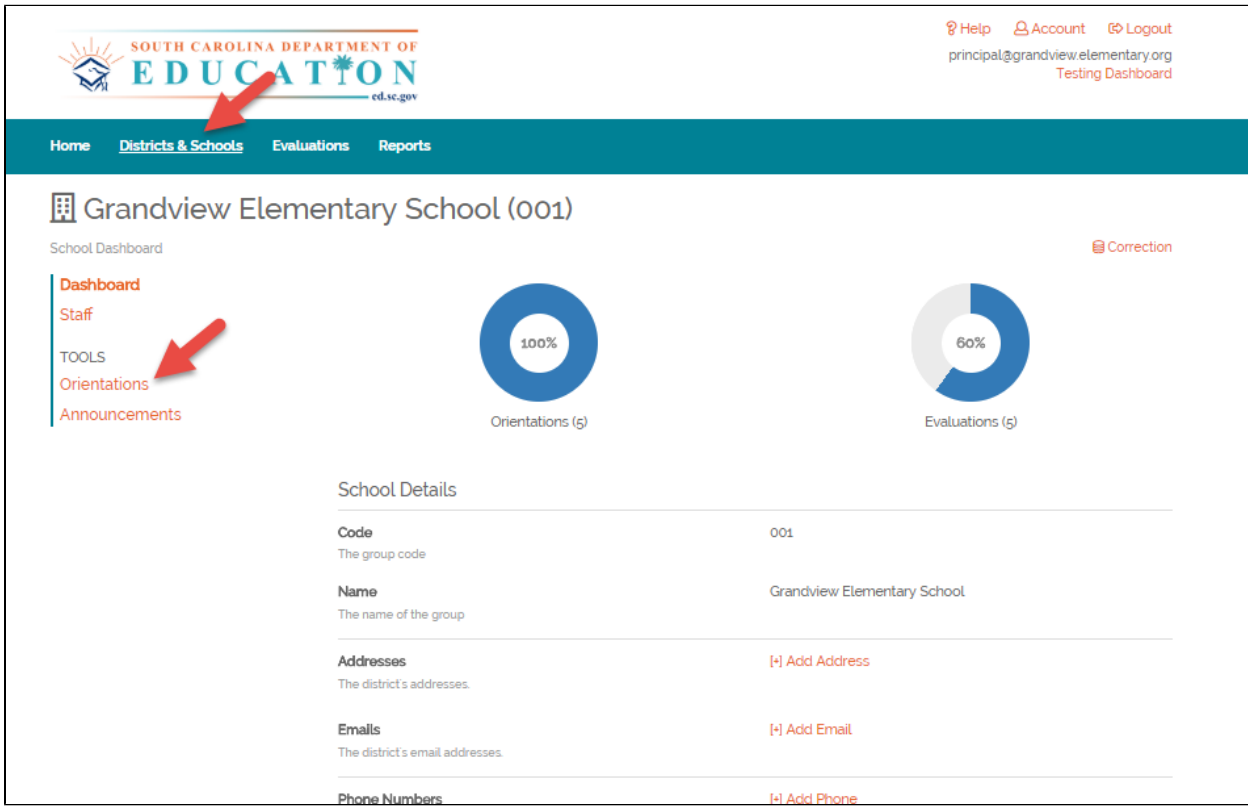
Schedule Bulk Orientations in SCLead

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.

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.



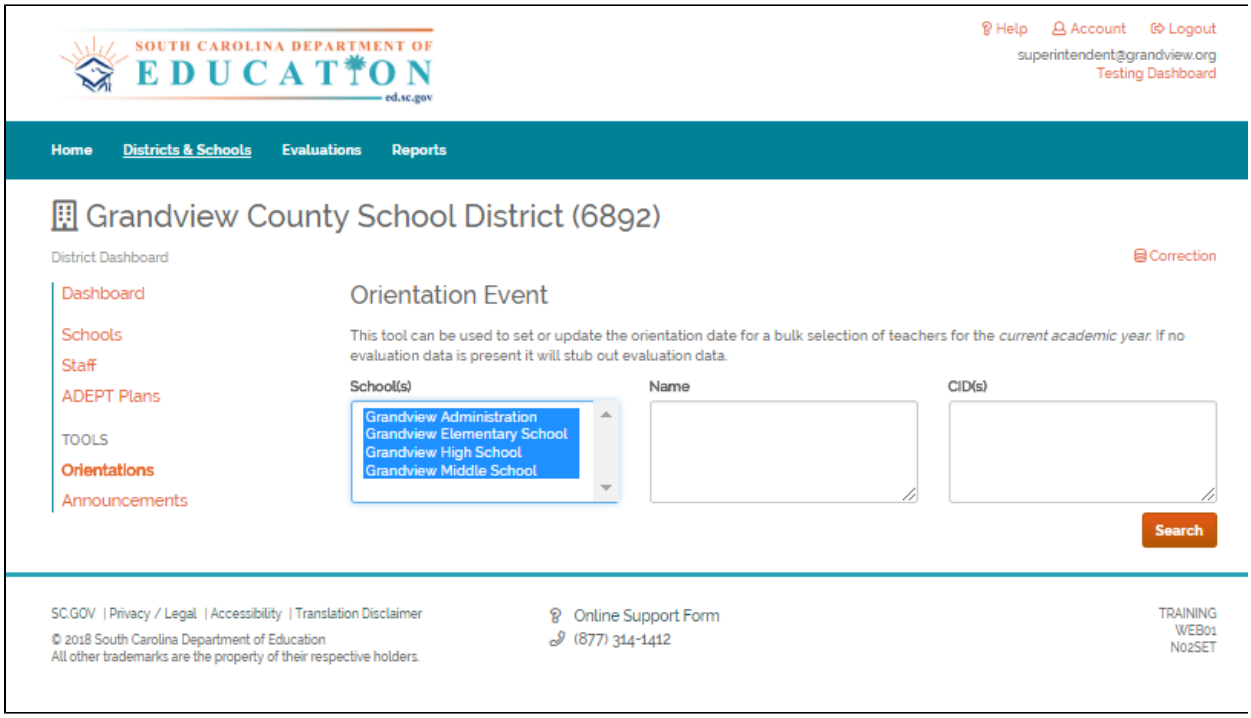
The following example illustrates an entire district and lists all orientation groups for the district.

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.



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

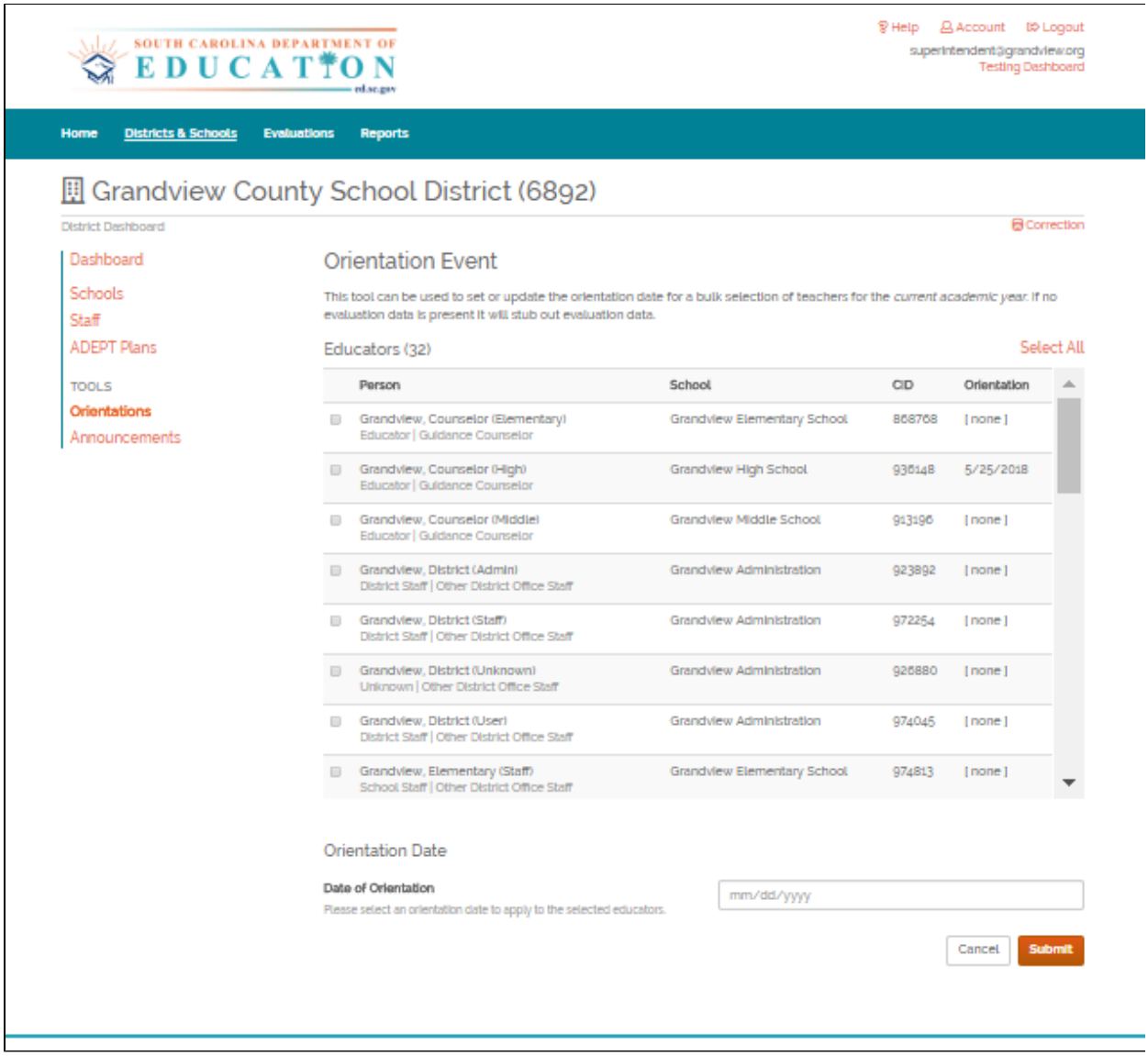
Click the box to the left of the educator's name to select individual educators.

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.



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

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Grandview County School District (6892)

District Dashboard

Correction

Orientation Event

✓ The bulk orientations have successfully been created!

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School Dashboard and Details SCLead

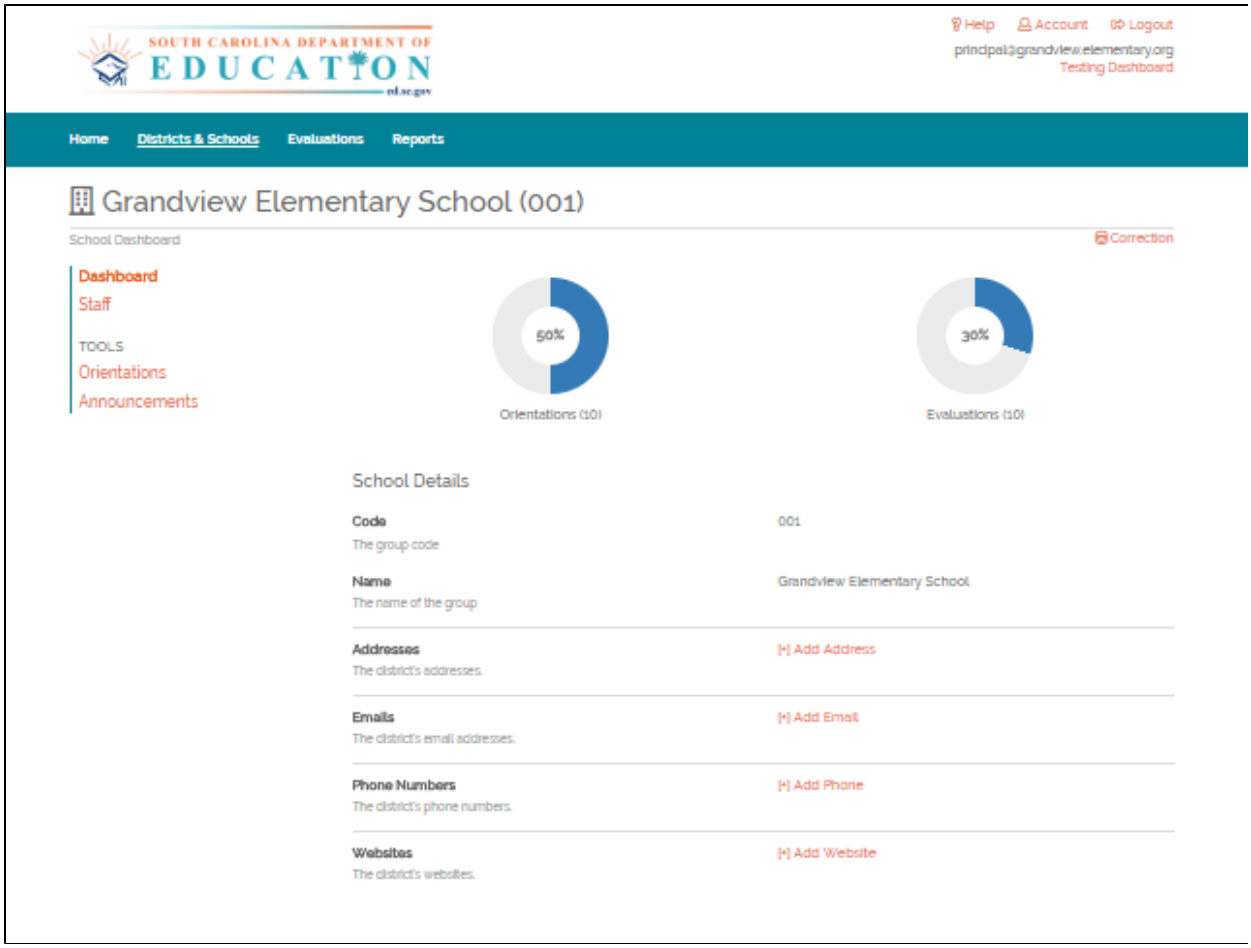
A school dashboard is provided in SCLead for principals and superintendents to view evaluation progress and define information about the school.

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.

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



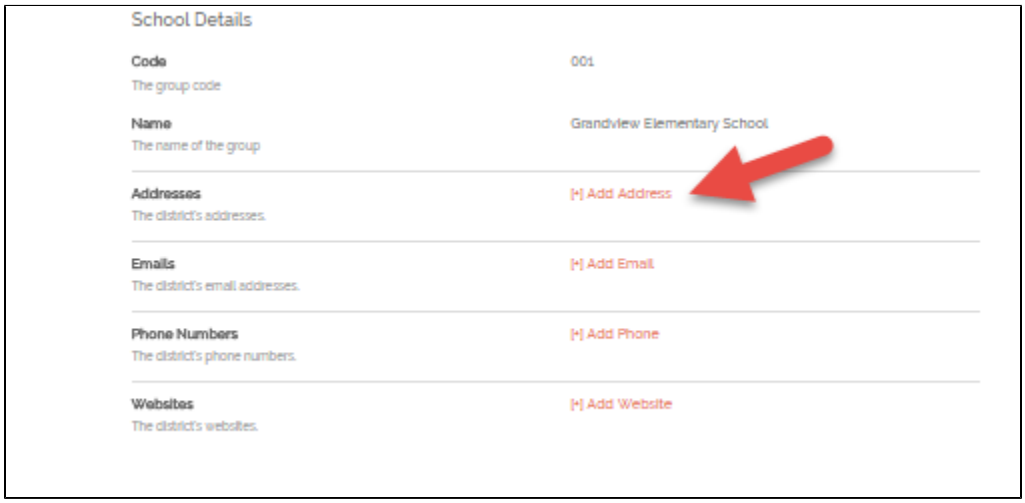
School Details or District Details

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.

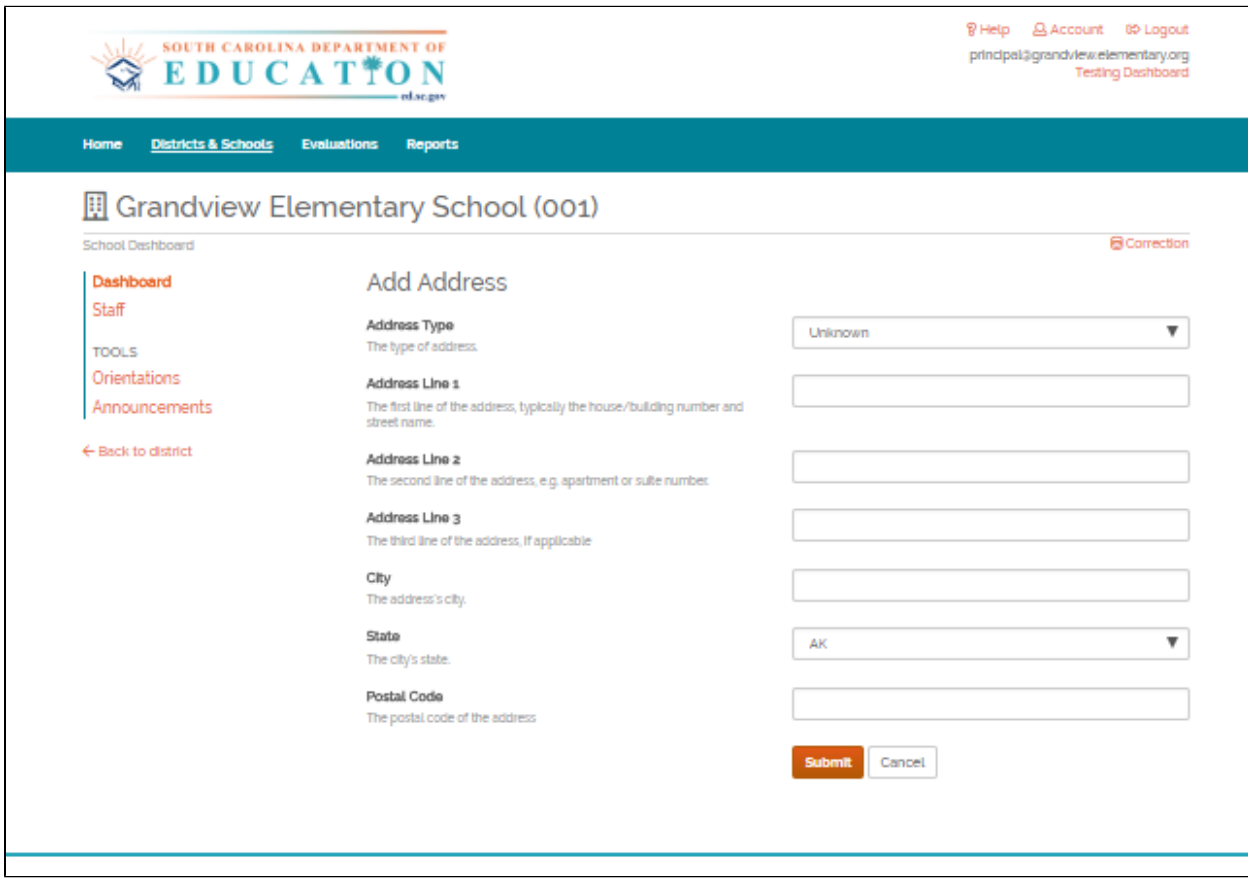


The Add Address form will display.

Type select the address type from the drop down list.

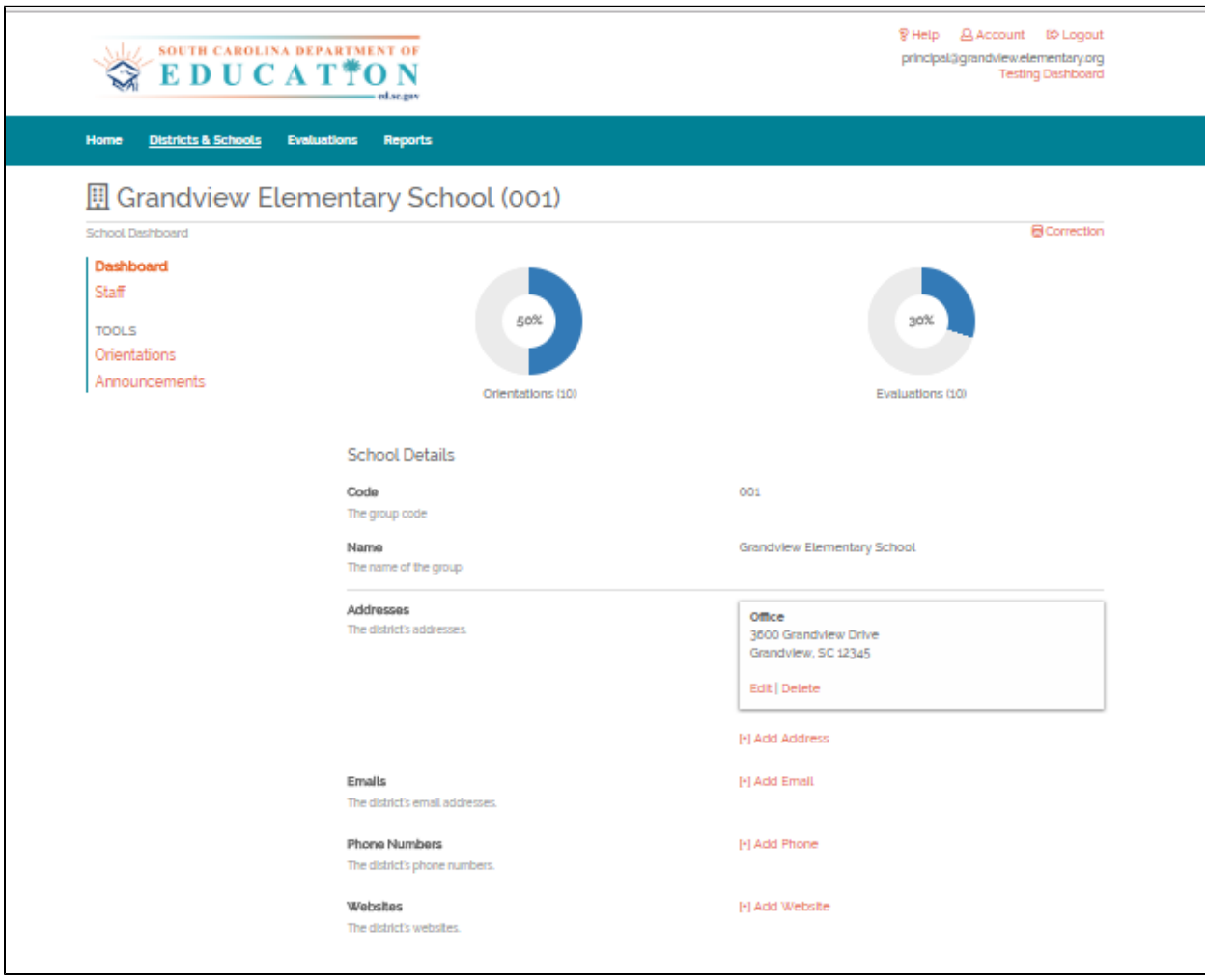
Enter *Address* information, including, City, State, and ***Postal Code.***

Click the ***Submit*** button.



The form will return with the address added.

Repeat as needed for additional addresses.



Emails

Select the *+Add Email* link to display the Add Email form.

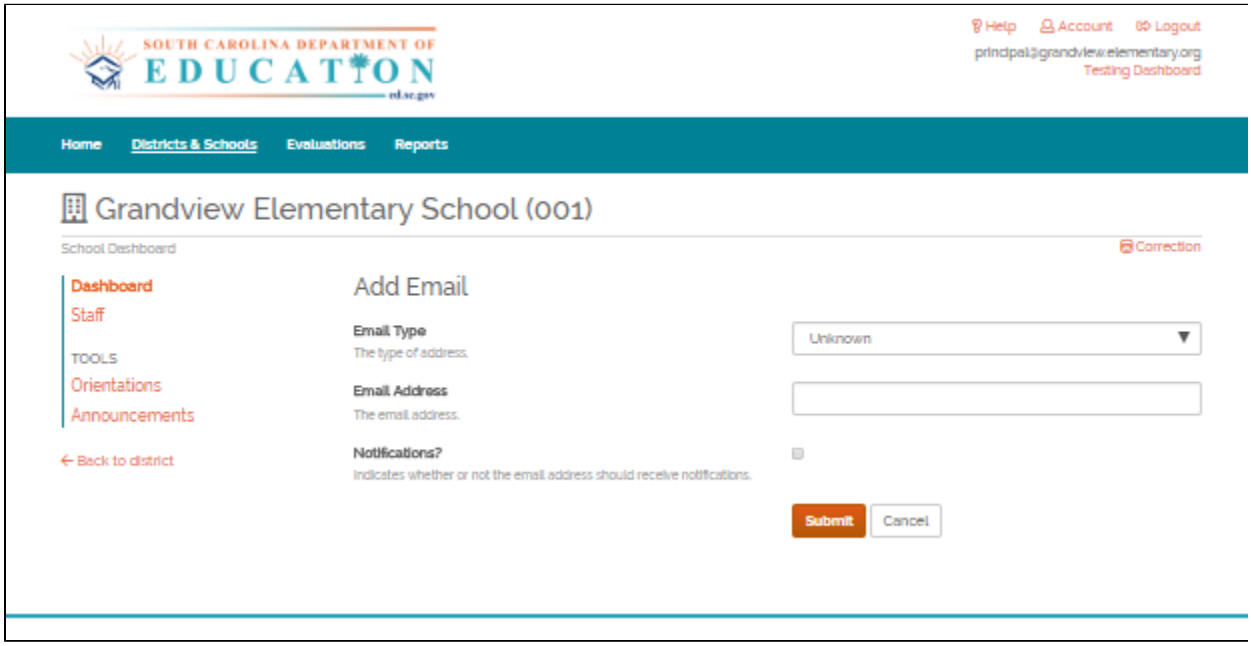
Select the ***Email Type*** from the drop down list.

Enter the ***Email Address.***

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

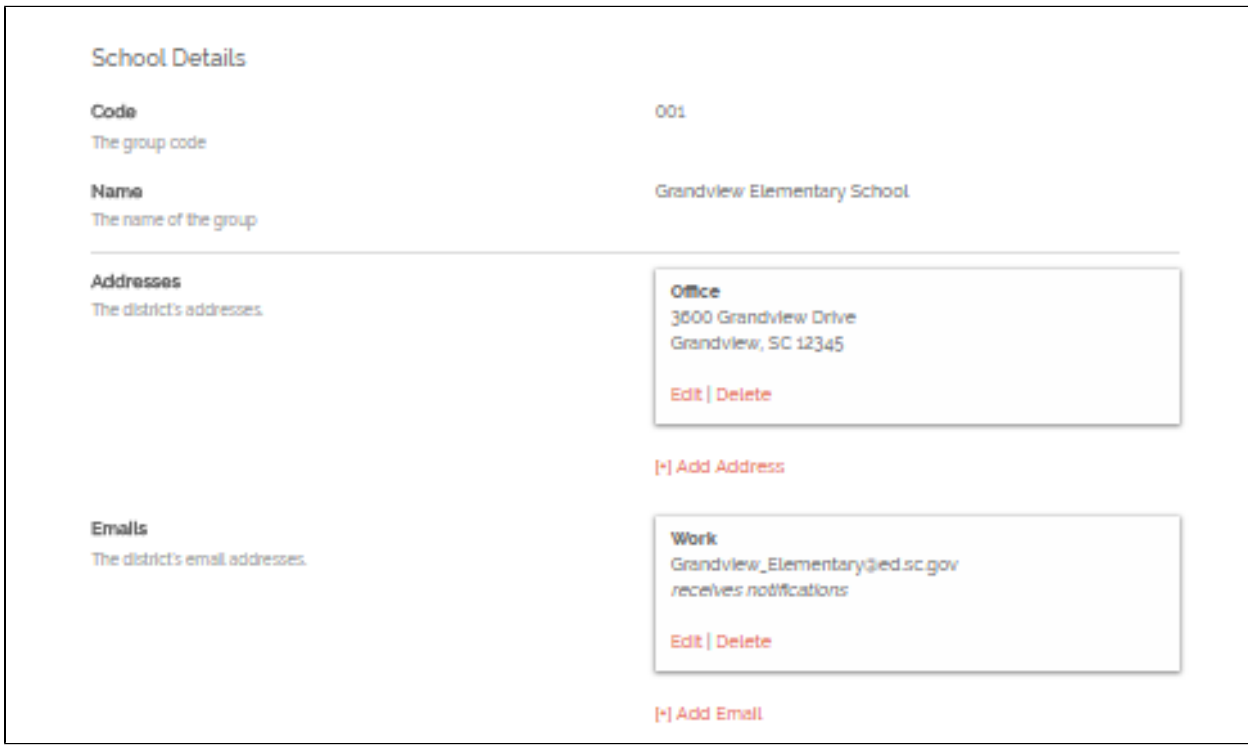
Click the ***Submit*** button.

Repeat to add more email addresses, if desired.



The form updates with the new information.

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



Phone Numbers

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

The ***Add Phone*** form displays.

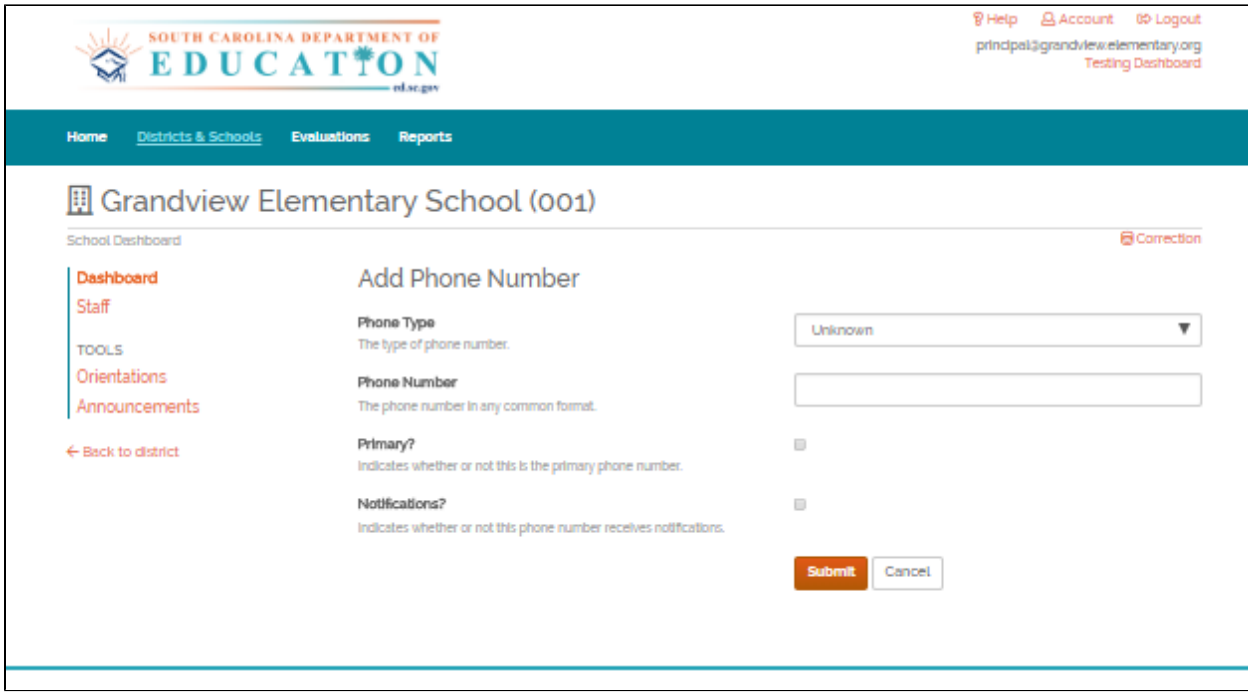
Select the ***Phone Type*** from the drop down list.

Enter the ***Phone Number.***

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

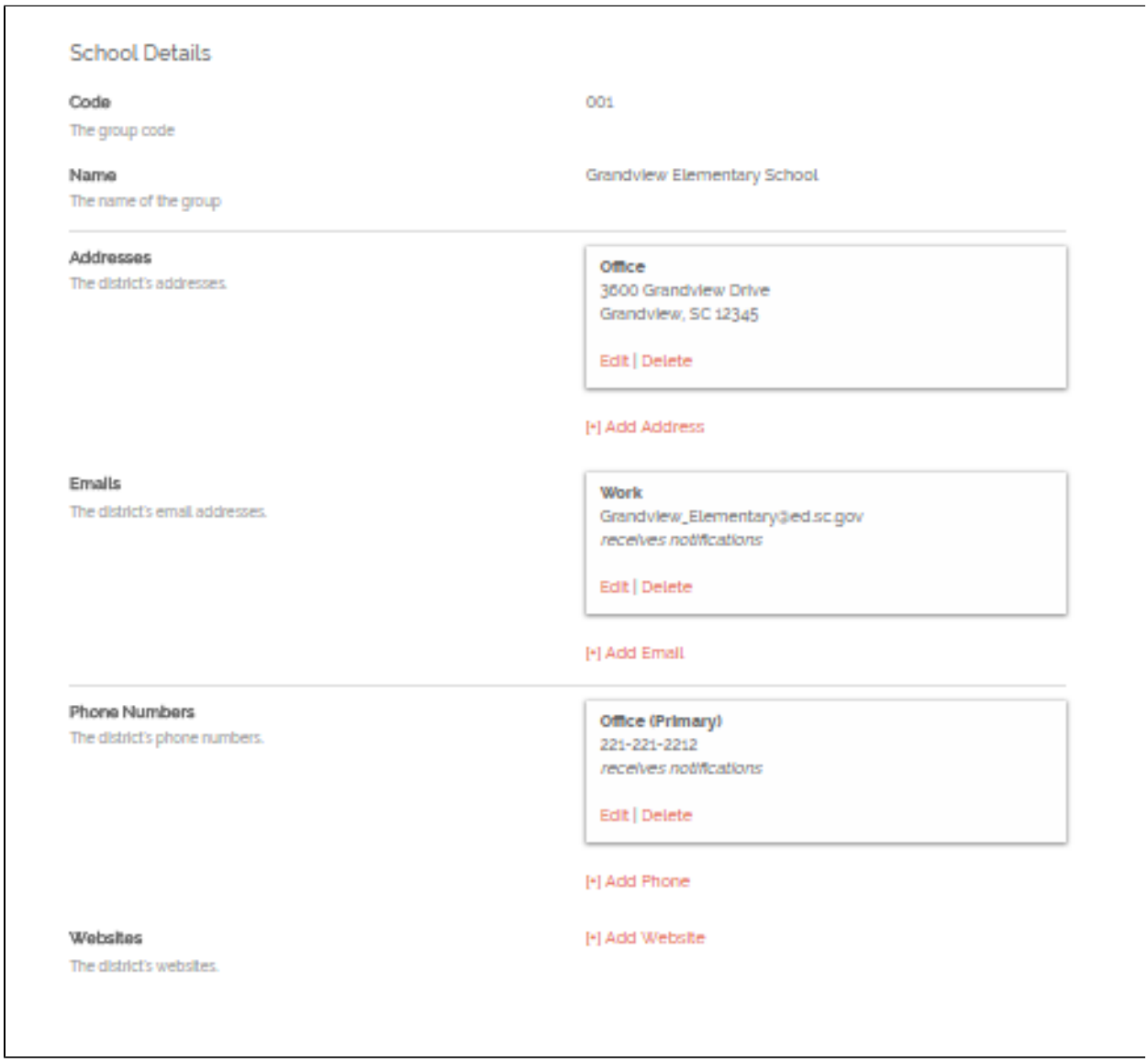
If this phone number is to receive notifications, check the box next to ***Notifications?***

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



The form updates with the new phone number information.

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



Websites

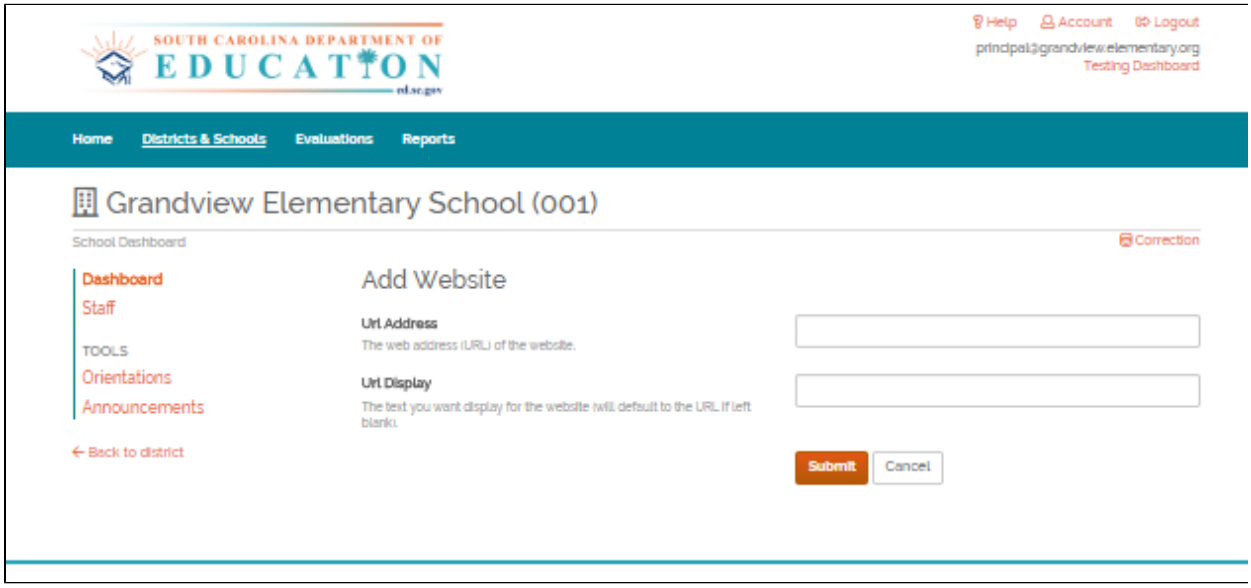
Website information can be added by selecting the ***+Add Website*** link.

The ***Add Website*** form displays.

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

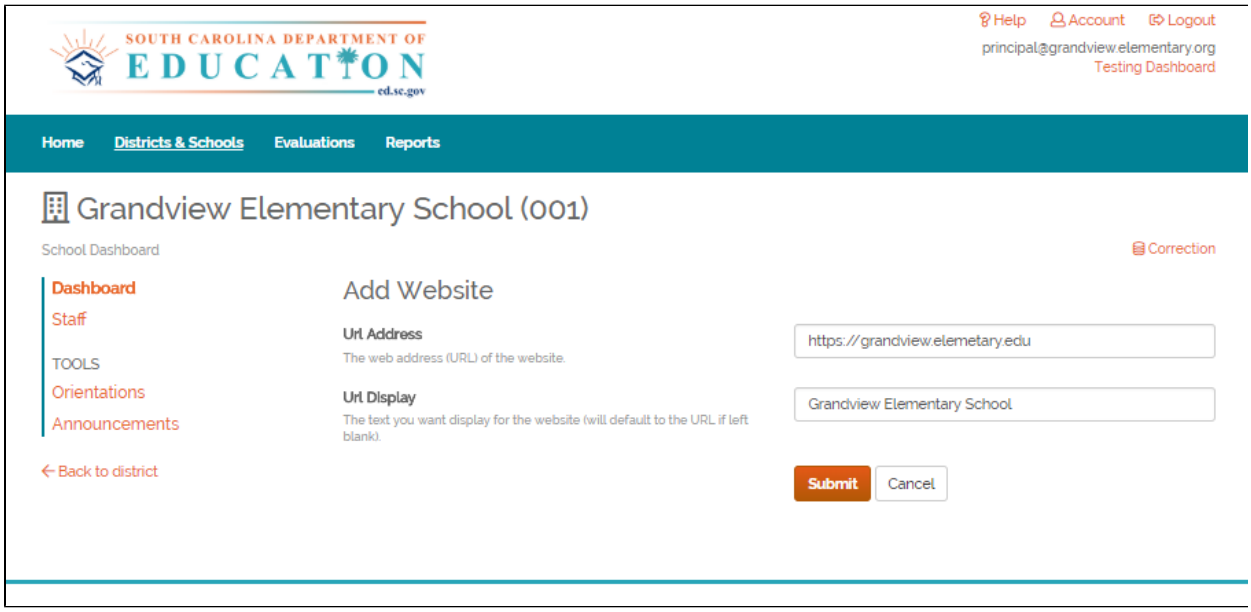
Enter the information you would like to have displayed for the link to the website.

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



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

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



The details panel updates with the new information.

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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

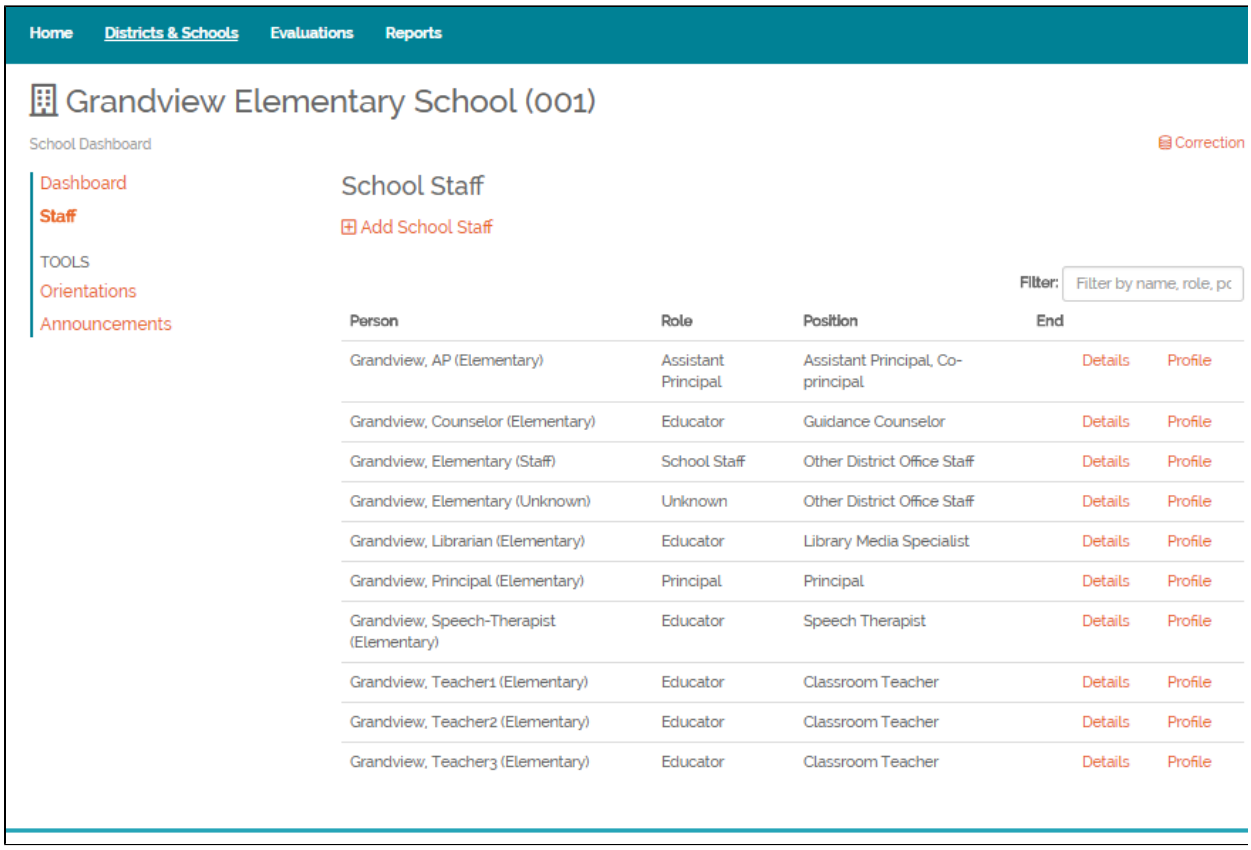
Click the ***Staff*** link to display a list of school staff.

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.



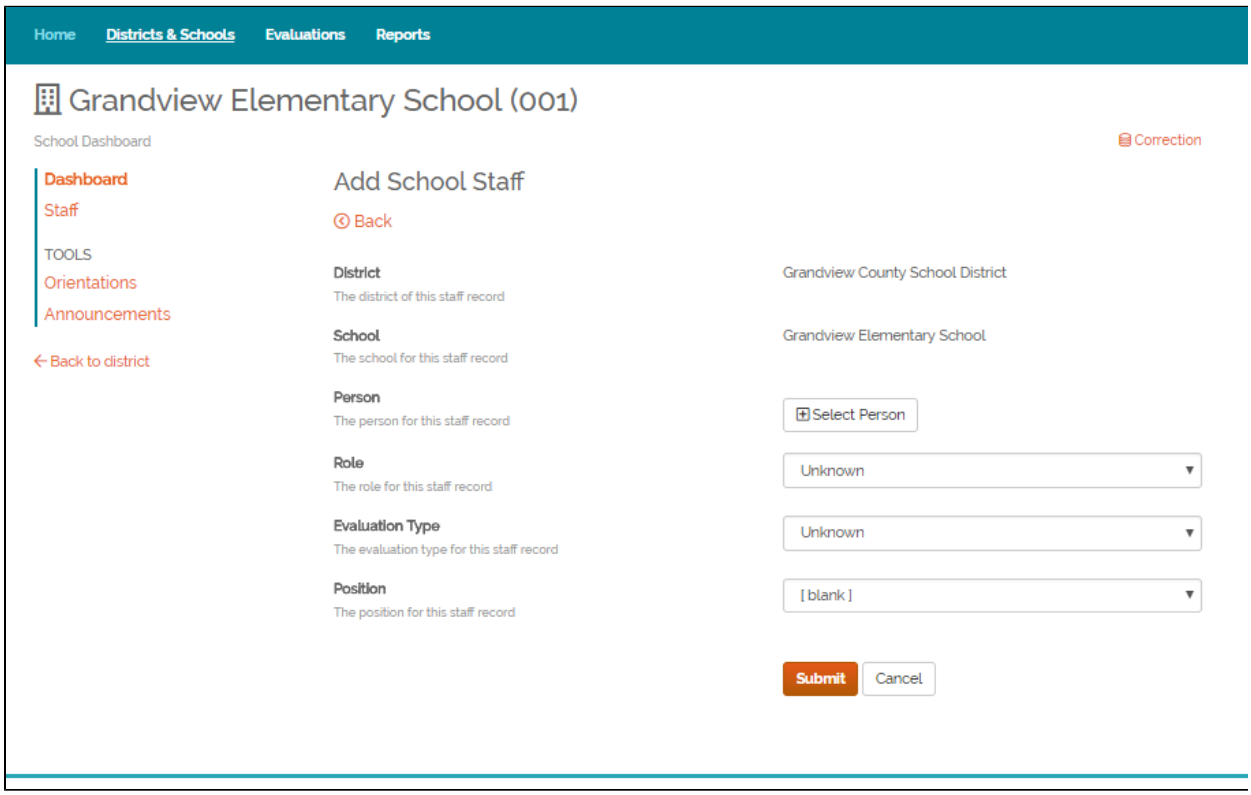
Add School (or District) Staff

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

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

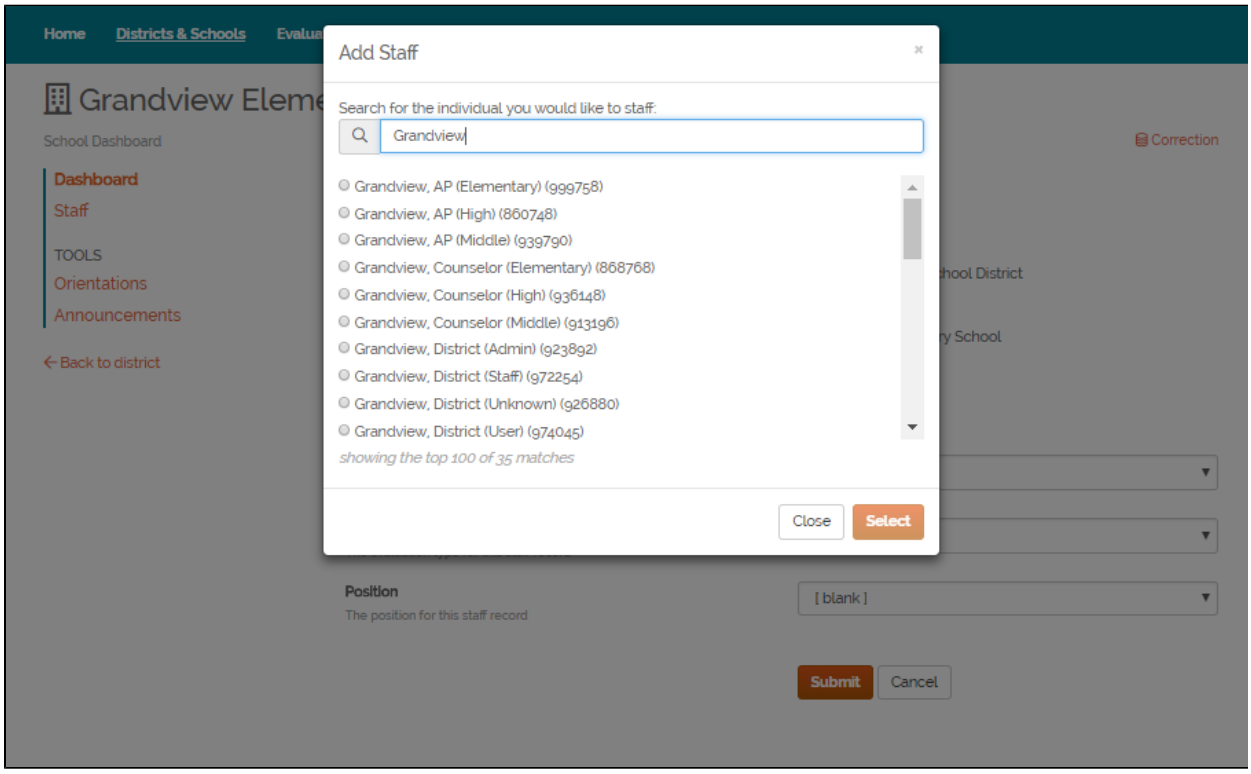
Click the ***+ Select Person*** button to locate the ***Person*** you want to add to the school staff.

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



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 from of the name(s).

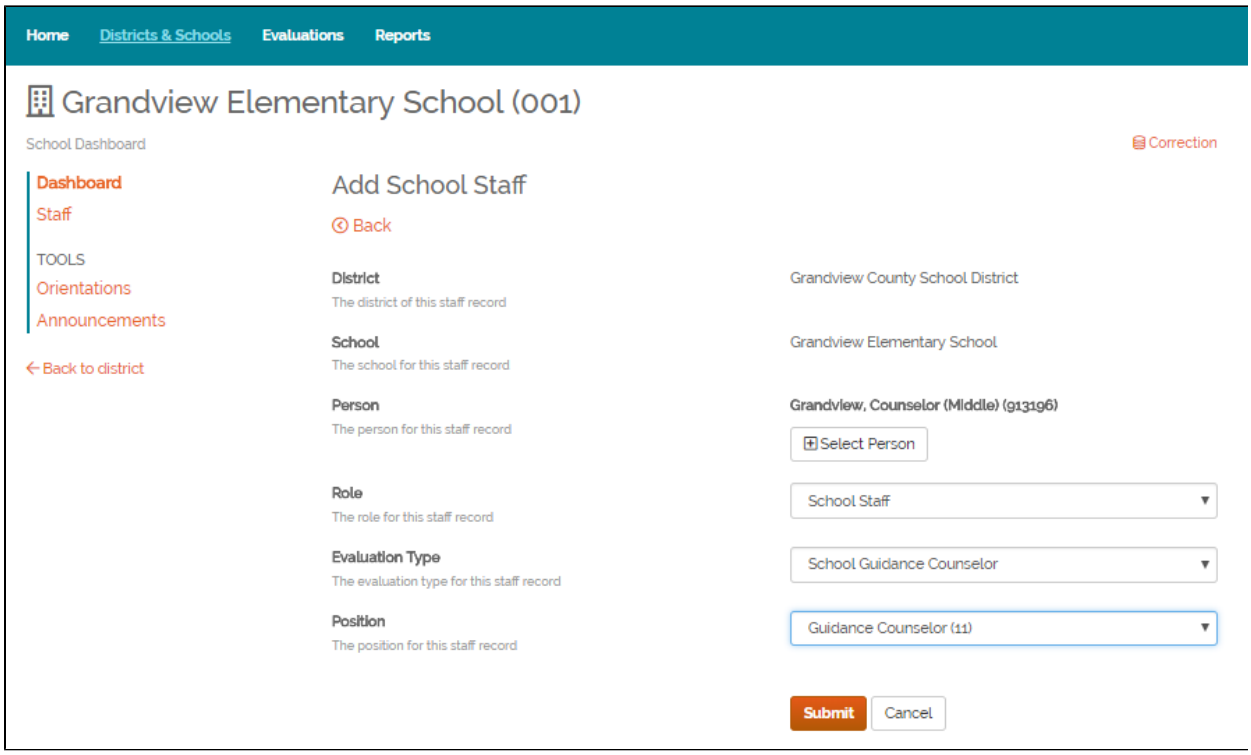


The ***Person*** selected from the ***Add Person*** pop-up window displays on the form.

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.



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.

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Home | Districts & Schools | Evaluations | Reports

Grandview Elementary School (001)

School Dashboard

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- 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	☐