

# Teachers SCLed User Guide

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## Evaluations in SCLed

- Orientation for ADEPT Teacher Role
- Evaluations for ADEPT

## Login to SCLead

**i** 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.




Login Register

**SCLead.org**

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

DATA MANAGEMENT SYSTEM



**Benefits**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>For Teachers</b></p> <ul style="list-style-type: none"> <li>• On-demand access to personal evaluation history and ADEPT evaluation documents</li> <li>• On-demand access to professional development resources aligned with SCTS 4.0</li> <li>• On-demand access to ADEPT evaluation documents</li> <li>• Ability to track areas of reinforcement and refinement for professional development</li> <li>• Ability to store evaluation artifacts (e.g. SLO process, lesson plans, student work samples)</li> <li>• Ability to electronically sign evaluation documents</li> </ul> | <p><b>For Principals</b></p> <ul style="list-style-type: none"> <li>• On-demand access to personal evaluation history and PADEPP evaluation documents</li> <li>• On-demand access to professional development resources aligned with SCTS 4.0 and PADEPP standards</li> <li>• At-a-glance snapshot of evaluation completion status for all teachers</li> <li>• Ability to use SCTS 4.0 data to inform school planning and to personalize teacher professional development</li> <li>• Ability to staff evaluation teams online</li> </ul> | <p><b>For Districts</b></p> <ul style="list-style-type: none"> <li>• On-demand access to evaluation data and teacher certification area(s) in one location</li> <li>• On-demand access to professional development resources aligned with SCTS 4.0 and PADEPP standards</li> <li>• Ability to disaggregate evaluation data by school, grade, course, or contract level</li> <li>• Ability to use aggregate performance data on SCTS 4.0 indicators to plan professional development</li> <li>• Ability to enter and access annual district ADEPT plan</li> <li>• Ability to post district ADEPT and PADEPP announcements</li> </ul> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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

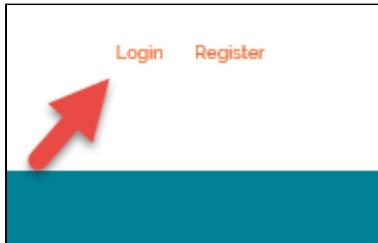
[More information on PADEPP...](#)

[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.

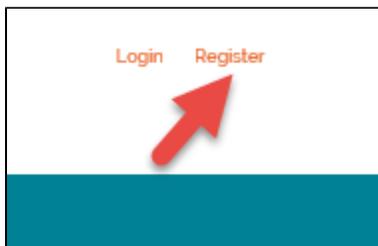
**i** Automatic logout will occur after an idle period.

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.

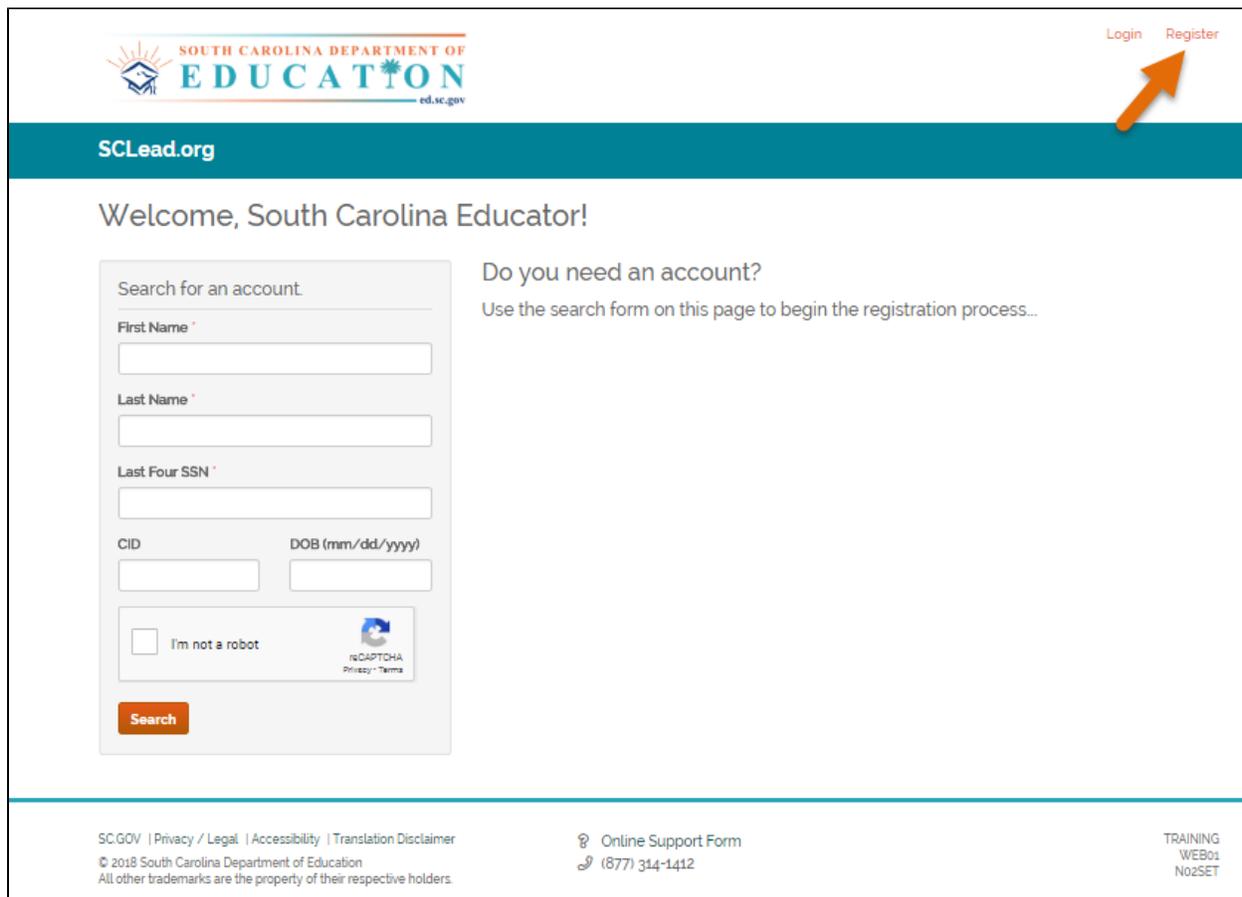


- Register for Access to SCLead
  - Account Found
  - Account not Found
- Forgot Password
  - CAPTCHA
  - Email Address Password Reset
- Change Password
- Password Standards for SCLead

## 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, the text asks "Do you need an account?" and instructs users to "Use the search form on this page to begin the registration process...". The footer contains copyright information for SC.GOV, links to "Privacy / Legal | Accessibility | Translation Disclaimer", "Online Support Form", and contact number "(877) 314-1412". On the far right, it lists "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.

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



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

**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.



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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

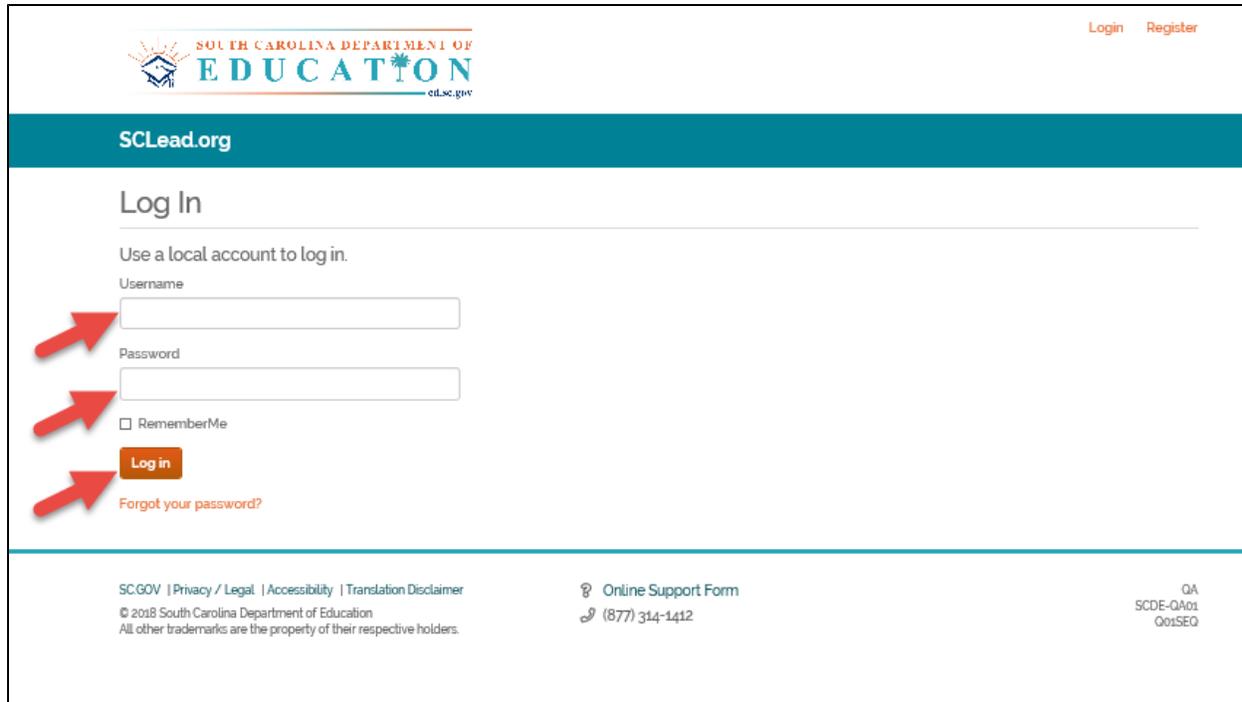
 Sorry, we did not find any records.

## 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.

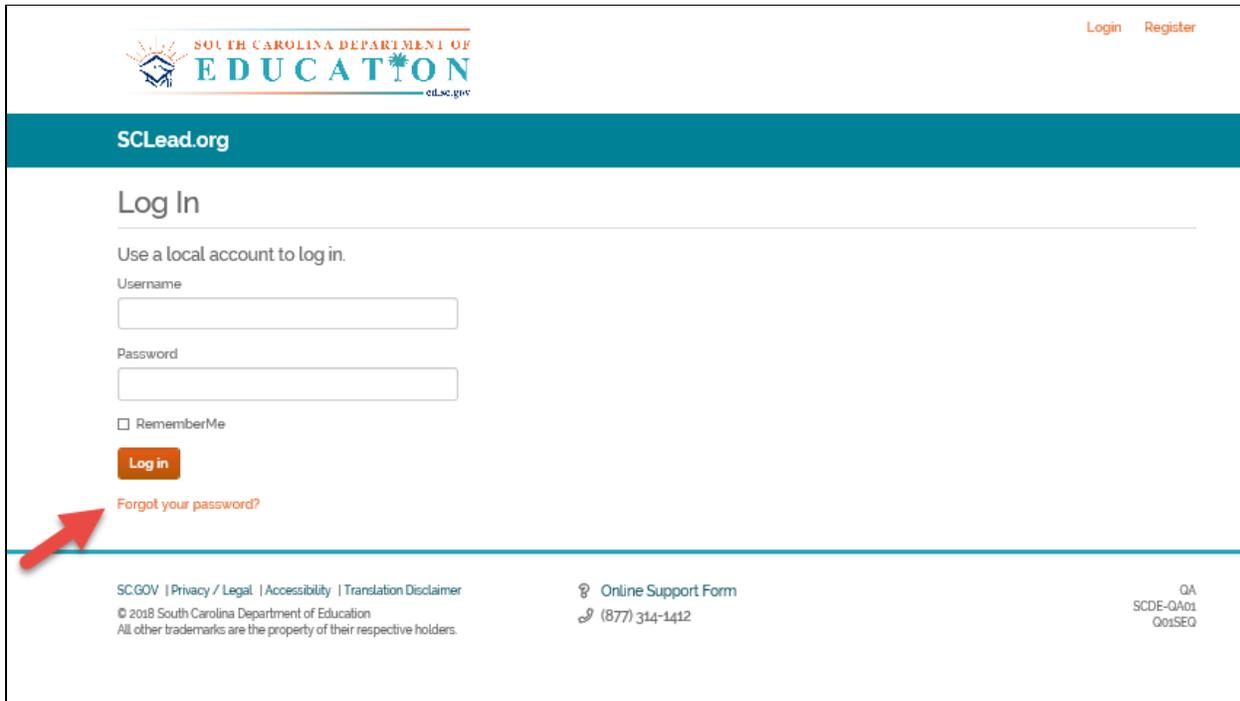
Enter your **Username** and **Password** and click the **Log in** button.



The screenshot shows the SCLead.org login interface. 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 includes the instruction "Use a local account to log in." There are two input fields: "Username" and "Password". A "Remember Me" checkbox is located below the password field. A "Log in" button is positioned below the checkbox, and a "Forgot your password?" link is located below the button. Three red arrows point to the Username field, the Password field, and the "Log in" button. 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**

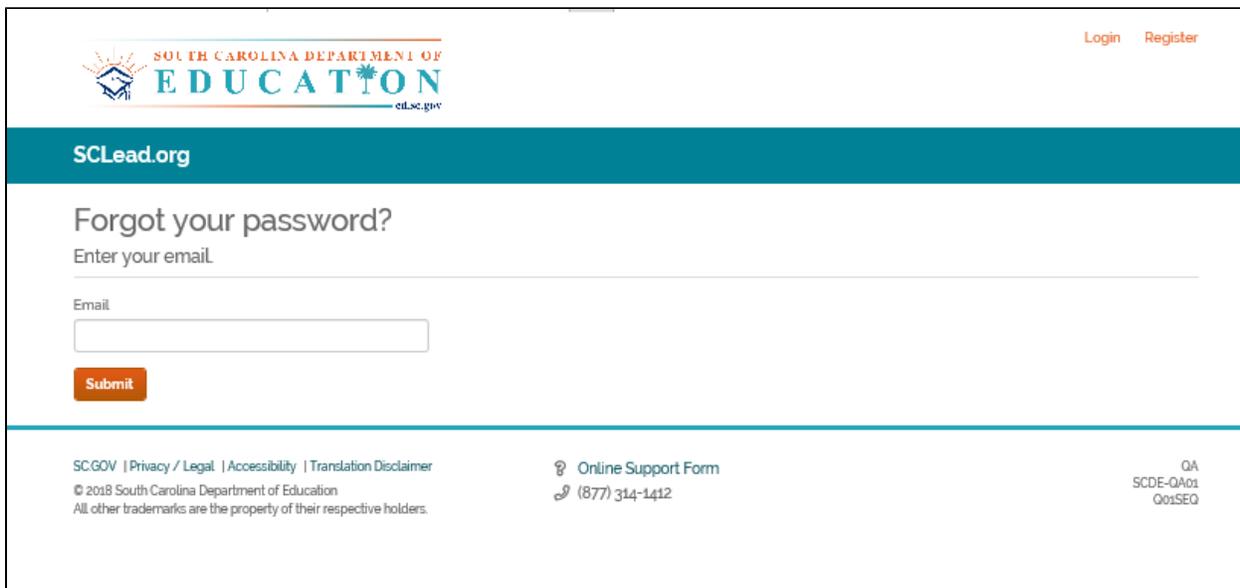
[Forgot your password?](#)

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

Login Register  
**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  
Q01SE0

## 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.

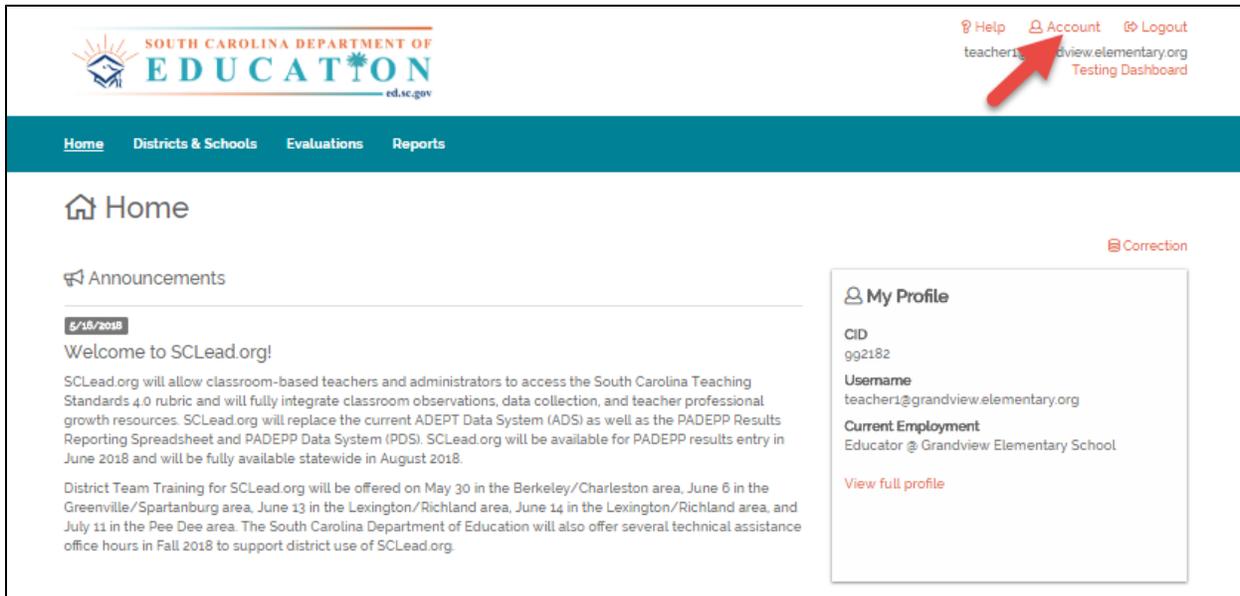
Login with the temporary password.

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 department's logo. On the top right, there are navigation links: Help, Account, and Logout. The Account link is highlighted with a red arrow. Below the logo, there is a teal navigation bar with 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 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 showing user details like CID, Username, and Current Employment, along with a "View full profile" link.

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

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.

My Profile

CID  
gg2182

Username  
teacher1@grandview.elementary.org

Current Employment  
Educator @ Grandview Elementary School

View full profile

Correction

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

## Sign-in & Security

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

## Multi-Factor Authentication

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

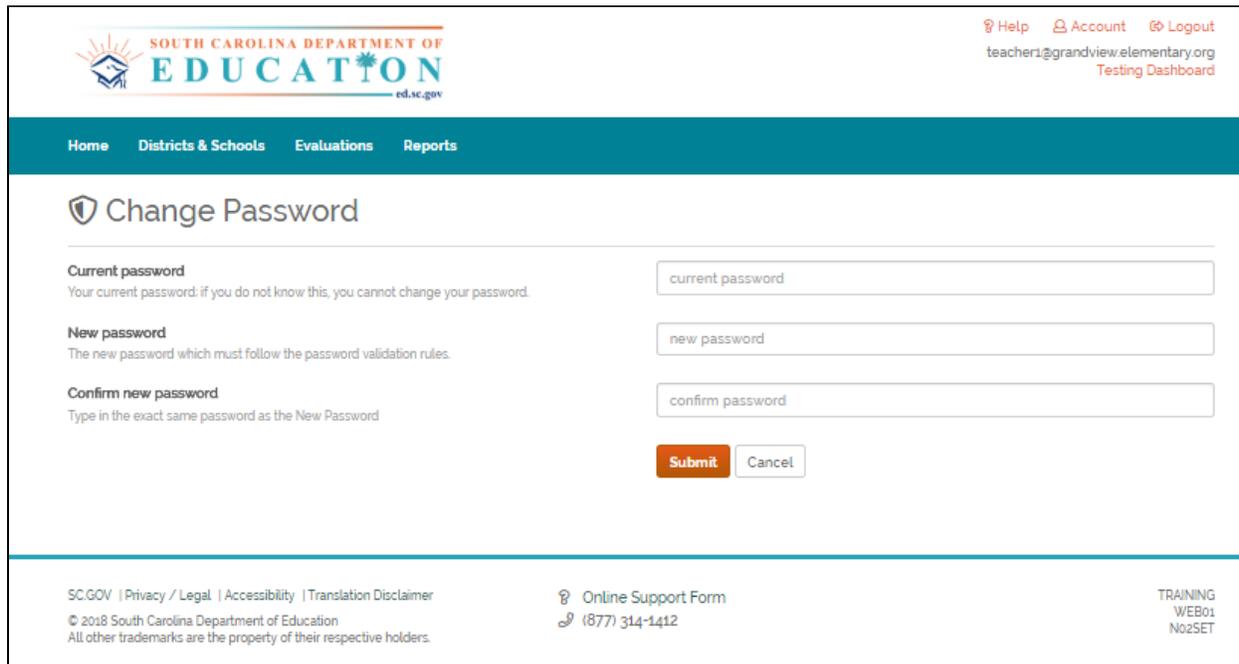
The link will open a SCLead **Change Password** window.

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 the text "Change Password". The main content area contains three input fields: "Current password" (with a note: "Your current password: if you do not know this, you cannot change your password."), "New password" (with a note: "The new password which must follow the password validation rules."), and "Confirm new password" (with a note: "Type in the exact same password as the New Password"). Below the input fields are two buttons: "Submit" (in orange) and "Cancel". At the bottom of the page, there is a footer with links for SC.GOV, Privacy / Legal, Accessibility, and Translation Disclaimer; an Online Support Form with the phone number (877) 314-1412; and training information for WEB01 and No2SET.

## Password Standards for SCLead

**i** 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

 This section applies to all authorized SCLead users.

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

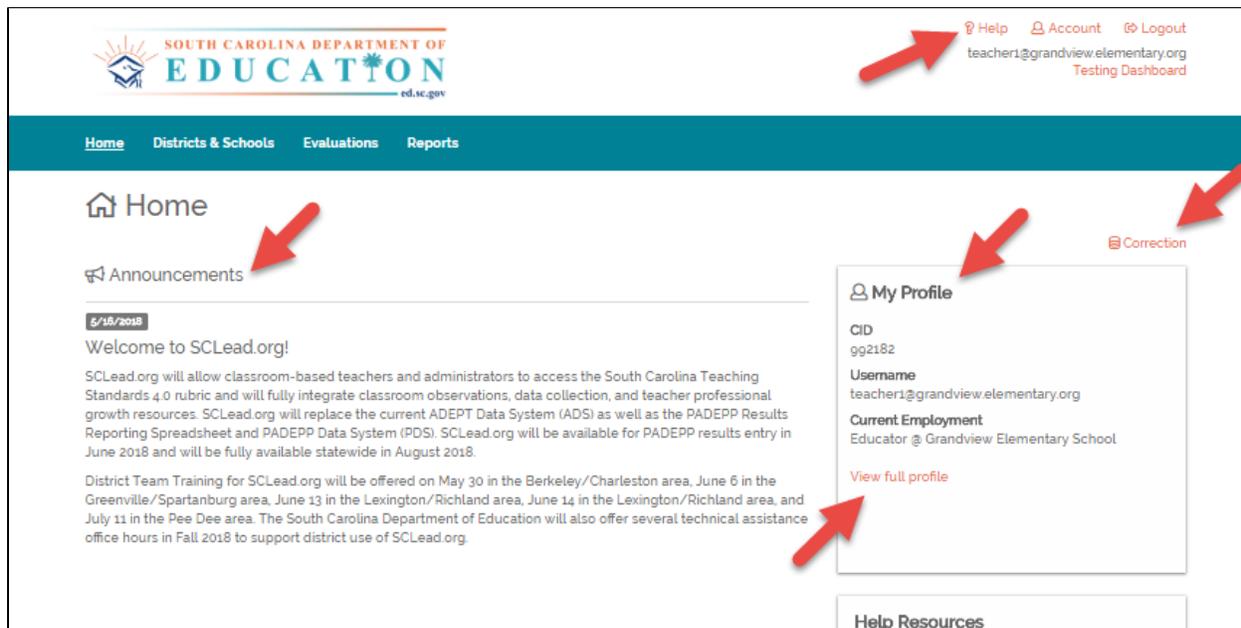
Your **Dashboard** displays a list of **announcements**, **profile** information, with links to a **view full profile**, forms for **corrections**, with links to **help**, complete **account** information, and a **logout** link at the top right of the page.

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.



The screenshot shows the SCLead Home page for an educator. At the top, the South Carolina Department of Education logo is on the left, and user information is on the right, including links for Help, Account, and Logout, along with the email address teacher1@grandview.elementary.org and a Testing Dashboard link. Below this is a teal navigation bar with tabs for Home, Districts & Schools, Evaluations, and Reports. The main content area is titled 'Home' and features an 'Announcements' section with a date filter (6/16/2018) and a welcome message. A 'My Profile' box displays user details: 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. A 'Help Resources' section is at the bottom.

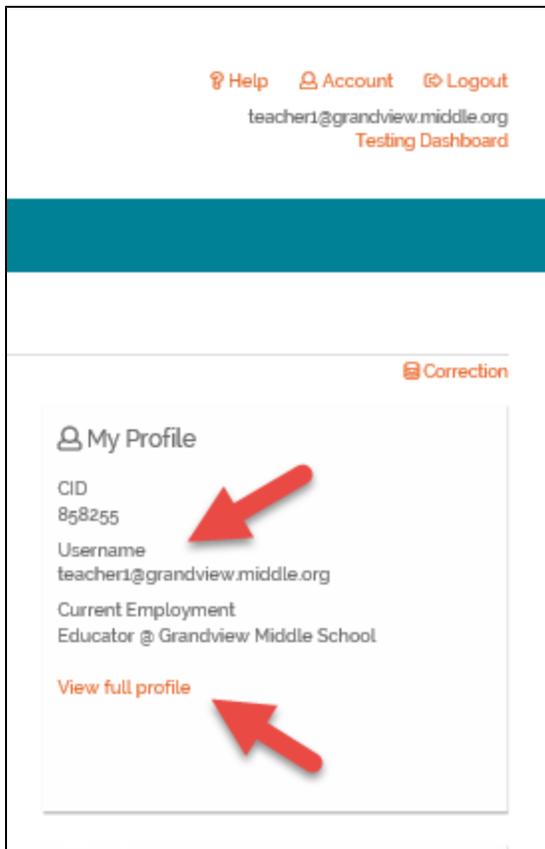
## Announcements

**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 "Correction" link. The main content area is titled "My Profile" and contains the following information: CID 858255, Username `teacher1@grandview.middle.org`, and Current Employment Educator @ Grandview Middle School. A red arrow points to the "View full profile" link at the bottom of the profile box.

## 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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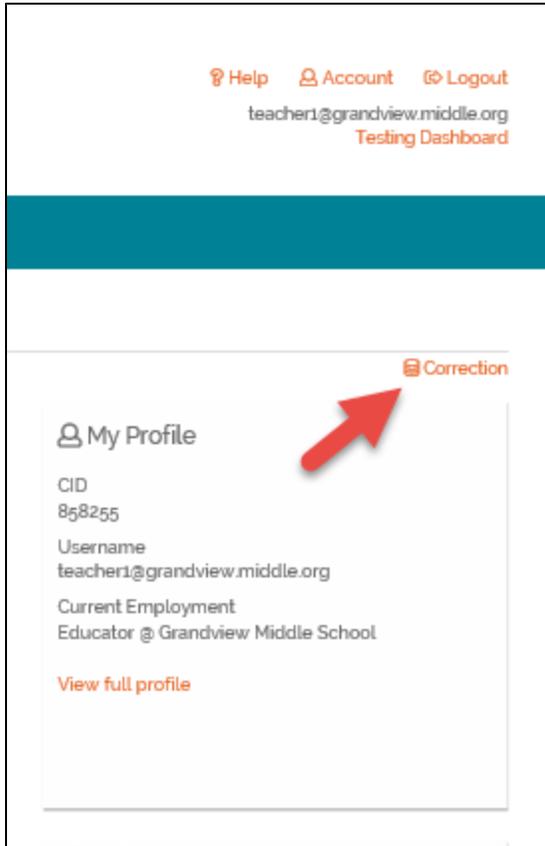
[Online Support Form](#)

(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: 20px;" type="text"/></p> <p>What error messages are displayed: <input style="height: 20px;" type="text"/></p> <p>What pages the problem occurs on: <input style="height: 20px;" type="text"/></p> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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

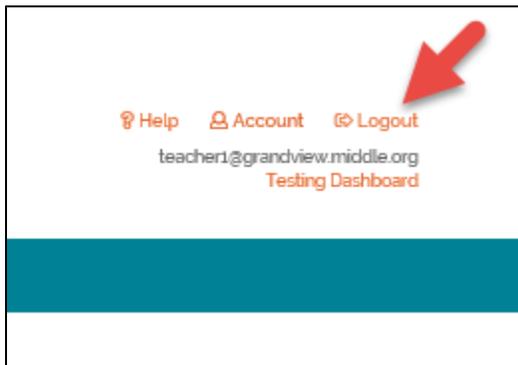
|                                                                                                                           |                                                                                                      |
|---------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| <b>User Id</b><br>Universal, non-changing identifier                                                                      | 103001                                                                                               |
| <b>Username</b><br>This is the name used to login with                                                                    | teacher1@grandview.middle.org<br><a href="#">change</a>                                              |
| <b>Email</b><br>This email address receives notifications and is used for password resets                                 | teacher1@grandview.middle.org<br><a href="#">resend verification email</a><br><a href="#">change</a> |
| <b>Password</b><br>The secret password for logging in; you can change your password here.                                 | .....<br><a href="#">change</a>                                                                      |
| <b>Lockout Enabled</b><br>A value that indicates whether lockout enabled                                                  | Enabled<br><a href="#">disable</a>                                                                   |
| <b>Locked Ending</b><br>The date time value (in UTC) when lockout ends, any time in the past is considered not locked out | [ blank ]                                                                                            |
| <b>Failed Logins</b><br>The number of failed login attempts                                                               | 0                                                                                                    |
| <b>Created</b><br>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><br>A value that indicates whether two-factor authentication is enabled for the user | Disabled<br><a href="#">enable</a> |
| <b>Phone Number</b><br>Phone number is used for multi-factor authentication, i.e. text messages                        | <a href="#">set phone number</a>   |
| <b>Authenticator App</b><br>Use an app on an Android or iOS device to sign in                                          | <a href="#">configure</a>          |
| <b>Recovery codes</b><br>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.



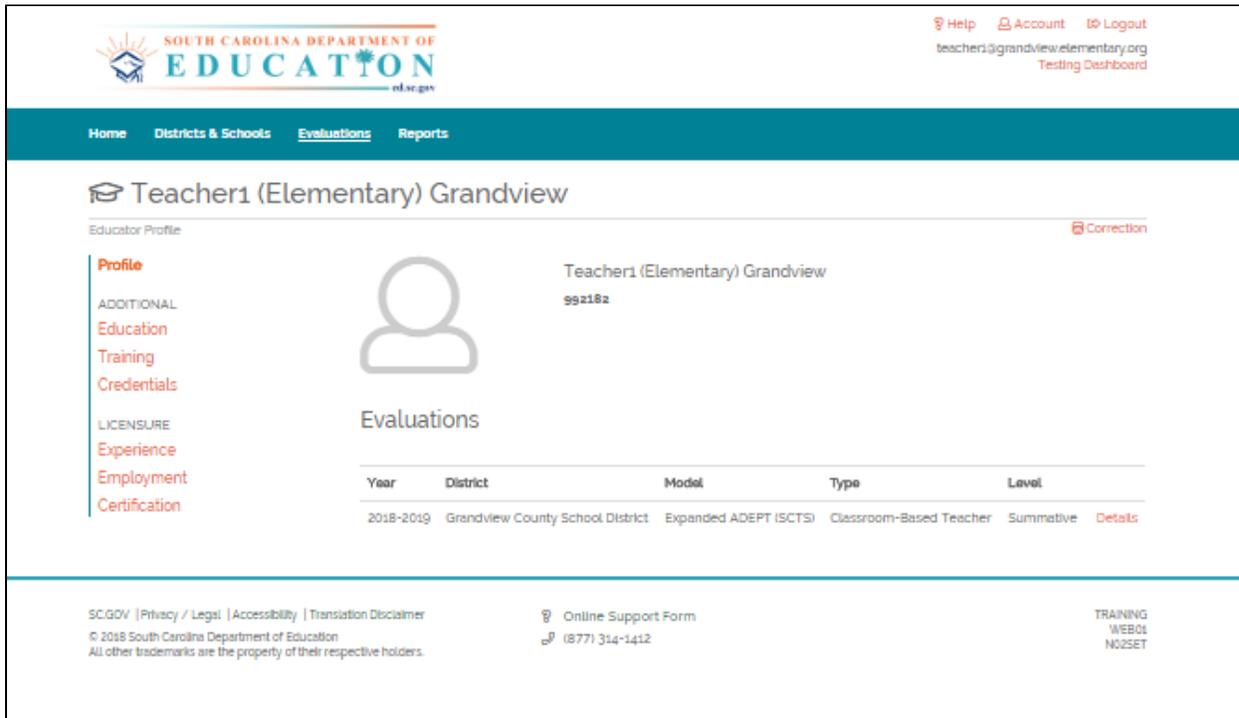
## Navigation in SCLead

**i** 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.



The screenshot shows the SCLead interface for a user named Teacher1 (Elementary) Grandview. The page includes a navigation menu with 'Home', 'Districts & Schools', 'Evaluations', and 'Reports'. The 'Evaluations' section is active, displaying the user's profile and a table of evaluation records.

**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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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
Districts & Schools
Evaluations
Reports

## Teacher1 (Elementary) Grandview

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

**Status**

[Settings](#)

EVALUATION

[Orientation](#)

[Observations](#)

[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)    |      |
| 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<br>Student Growth & Professional Goals<br>Professionalism |
| Elementary (Staff) Grandview     | Evaluator        | Observations<br>Student Growth & Professional Goals<br>Professionalism |

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

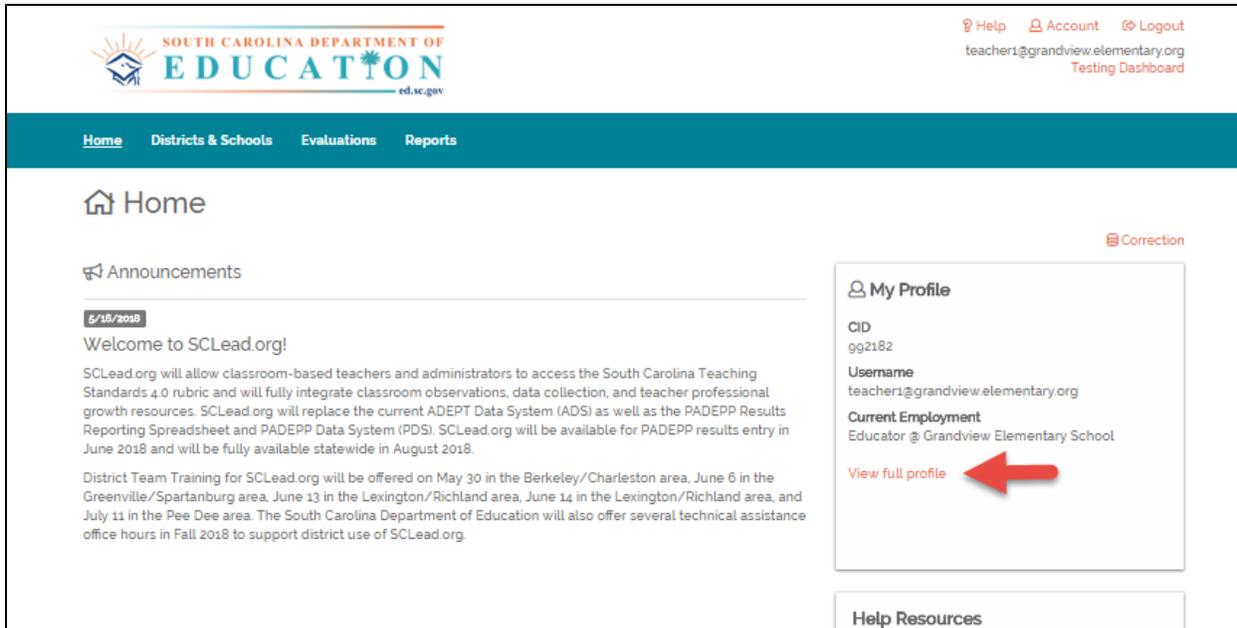
## Educator Profile

 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, and Logout, along with the user's email (teacher1@grandview.elementary.org) and a Testing Dashboard link. 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 5/18/2018. 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." To the right of the announcement is a "My Profile" box containing the user's 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 this box. Below the 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.



[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  
**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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## Education

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



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

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

### Teacher1 (Elementary) Grandview

[Correction](#)

**Profile**

ADDITIONAL

**Education**

Training

Credentials

LICENSURE

Experience

Employment

Certification

#### 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@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

### 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.



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

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

### Principal (Elementary) Grandview

Educator Profile [Correction](#)

Profile

ADDITIONAL

Education

Training

**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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WEB 01  
NOZSET

## Experience

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



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

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

### Teacher1 (Elementary) Grandview

[Correction](#)

**Profile**

ADDITIONAL

[Education](#)

[Training](#)

[Credentials](#)

LICENSURE

**[Experience](#)**

[Employment](#)

[Certification](#)

### 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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WEB01  
N025ET

## 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.



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

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

### Principal (Elementary) Grandview

[Correction](#)

**Profile**

ADDITIONAL  
[Education](#)

[Training](#)

[Credentials](#)

LICENSURE  
[Experience](#)

**Employment**

[Certification](#)

#### 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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WEB01  
NO2SET



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

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

### Teacher1 (Elementary) Grandview

[Correction](#)

**Profile**

ADDITIONAL  
[Education](#)

[Training](#)

[Credentials](#)

LICENSURE  
[Experience](#)

**Employment**

[Certification](#)

#### 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**

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

 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

[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](#)

### 🔗 Links

[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](#)

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

[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"/> |                                    |                                           |

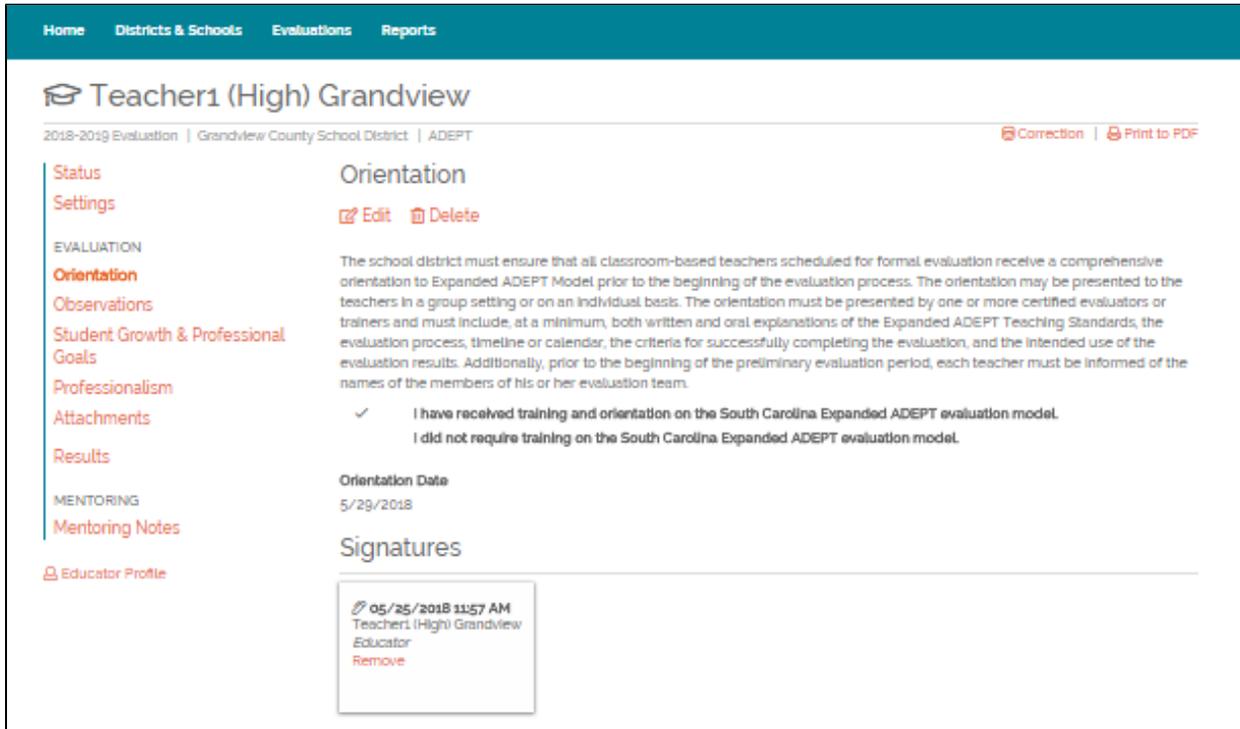
I'm not a robot   
reCAPTCHA  
Privacy - Terms

## Orientation for ADEPT Teacher Role

**i** This section applies to educators evaluated using the ADEPT model.

**i** SCDE requires all users to complete a comprehensive ADEPT orientation before fully utilizing the SCLed site, either in an individual or group setting.

The following illustration shows the Expanded ADEPT orientation policy and requirements.



The screenshot shows a web interface for the ADEPT orientation. At the top, there is a navigation bar with links for Home, Districts & Schools, Evaluations, and Reports. Below this, the page title is "Teacher1 (High) Grandview". The breadcrumb trail indicates the path: 2018-2019 Evaluation | Grandview County School District | ADEPT. There are links for "Correction" and "Print to PDF".

The main content area is divided into two columns. The left column contains a sidebar with various menu items: Status, Settings, EVALUATION (Orientation, Observations, Student Growth & Professional Goals, Professionalism, Attachments, Results), MENTORING (Mentoring Notes), and Educator Profile. The right column is titled "Orientation" and includes "Edit" and "Delete" buttons. The text explains that the school district must ensure all classroom-based teachers receive a comprehensive orientation to the Expanded ADEPT Model before the evaluation process. It lists requirements such as presenting the orientation in a group or individual setting, including written and oral explanations of standards and criteria, and informing teachers of their evaluation team members.

Below the text, there are two radio button options:
 

- I have received training and orientation on the South Carolina Expanded ADEPT evaluation model.
- I did not require training on the South Carolina Expanded ADEPT evaluation model.

The "Orientation Date" is listed as 5/29/2018. The "Signatures" section shows a digital signature box with the text:
 

- 05/25/2018 11:57 AM
- Teacher1 (High) Grandview
- Educator
- Remove

After the principal schedules an orientation event, the educators evaluation is added to the **Evaluation** tab.

⚠ Before the orientation event is scheduled, the educator will not have an evaluation listed.



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

Home
Districts & Schools
Evaluations
Reports

## Evaluation Search

**CID**

**Name**

**Evaluation Group**

**Educator Type**

**District**

**School**

**Contract Level**

Search

10 | 20 | 50 | 100  
1-1 of 1

| Educator                           | Location                                                  | Evaluation                              | Status                                                                                                                        | Details                 |
|------------------------------------|-----------------------------------------------------------|-----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| Teacher1 (High Grandview (918738)) | Grandview County School District<br>Grandview High School | 2018-2019 ADEPT Classroom-Based Teacher | <input type="radio"/> OR <input type="radio"/> OBS <input type="radio"/> SG <input type="radio"/> PRO <input type="radio"/> C | <a href="#">Details</a> |

[Correction](#)

← →  
page 1

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WEB01  
N025T

## Status

Clicking the **Details** link displays the **Overall Status** page with the evaluation steps and progress meter showing no steps completed.



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

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

### Teacher1 (High) Grandview

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

**Status**

[Settings](#)

EVALUATION

[Orientation](#)

[Educator Profile](#)

#### Overall Status

**!** The following evaluation requirements have not been met:

- The minimum number of observers has not been met on this evaluation

| Prerequisites               |     |
|-----------------------------|-----|
| Educator Orientation        | 0/1 |
| Preliminary Cycle (Fall)    |     |
| Observation(s)              | 0/1 |
| Student Learning Objectives | 0/1 |
| Professional Goals          | 0/1 |
| Final Cycle (Spring)        |     |
| Observation(s)              | 0/1 |
| Student Learning Objectives | 0/1 |
| Professional Goals          | 0/1 |
| Professionalism             | 0/1 |
| Final Conference            | 0/1 |



Overall Completion Progress

#### Evaluation Team

| Member            | Role | Permissions |
|-------------------|------|-------------|
| No records found. |      |             |

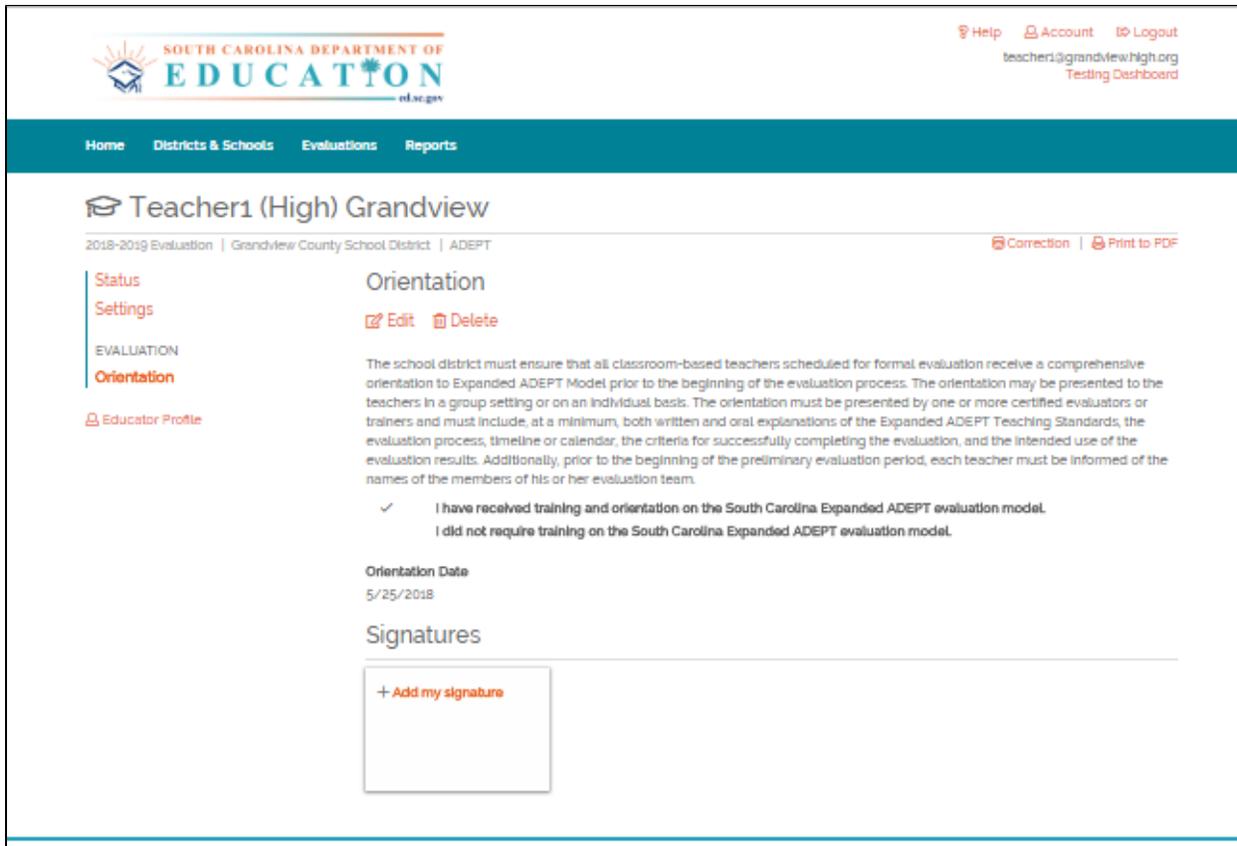
Created 5/25/2018 11:53:28 AM by 102990  
Modified 5/25/2018 11:53:28 AM by 102990

## Orientation

Selecting the **Orientation** link displays the orientation form with the scheduled date.

When the orientation is scheduled by the principal or administrator, the first checkbox is selected stating, "***I have received training and orientation for the South Carolina Expanded ADEPT evaluation model.***"

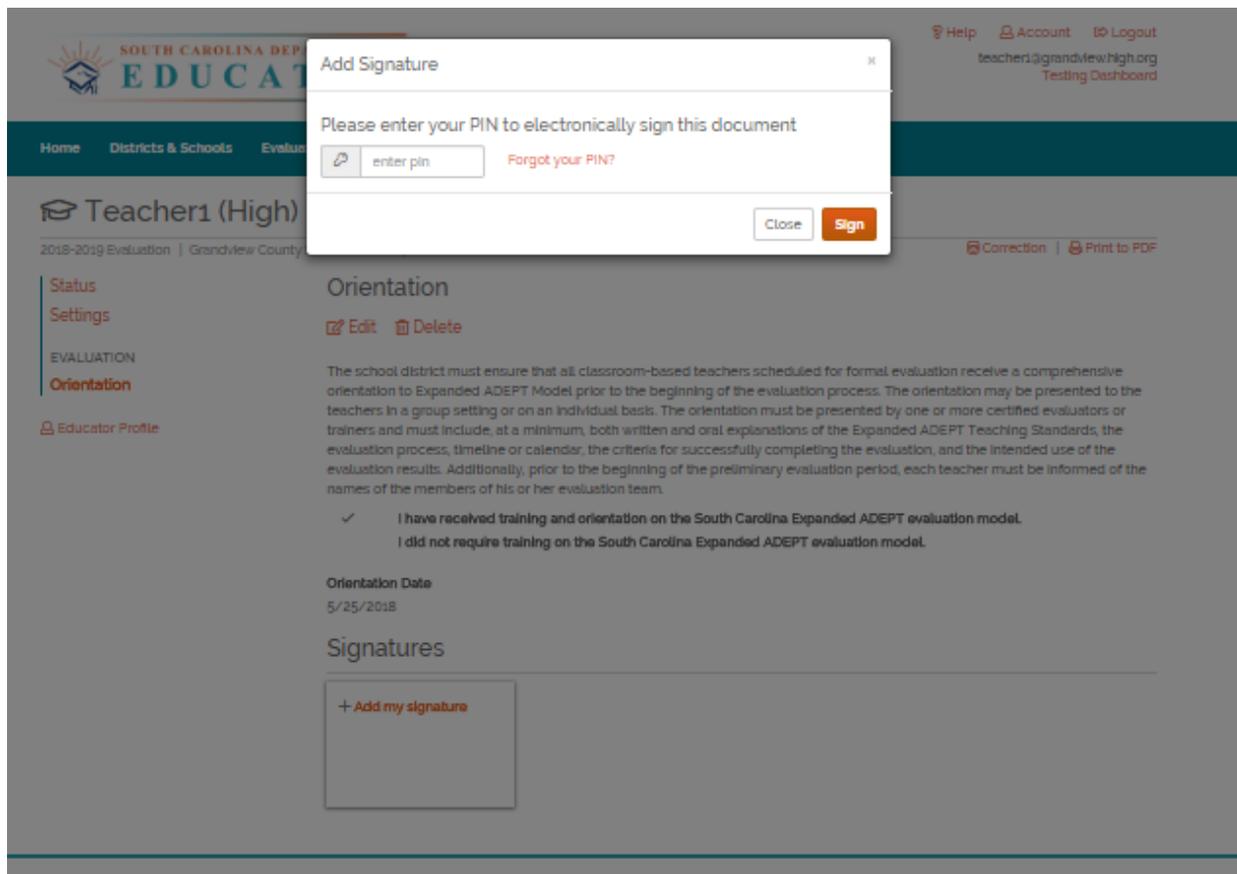
The orientation date displays on the form with the date the educator is scheduled for ADEPT orientation training.



The screenshot shows the user interface for the orientation form. At the top, there is a navigation bar with the South Carolina Department of Education logo and links for Help, Account, Logout, and a Testing Dashboard. Below the navigation bar, the page title is "Teacher1 (High) Grandview". The main content area is divided into a sidebar on the left and a main panel on the right. The sidebar contains links for Status, Settings, EVALUATION, Orientation (highlighted), and Educator Profile. The main panel displays the "Orientation" form, which includes a description of the orientation process, a checkbox for "I have received training and orientation on the South Carolina Expanded ADEPT evaluation model." (checked), and a field for "Orientation Date" (5/25/2018). At the bottom, there is a "Signatures" section with a button to "+ Add my signature".

Once orientation is completed, the next step to complete the **Orientation** form is for the educator to affix his or her signature.

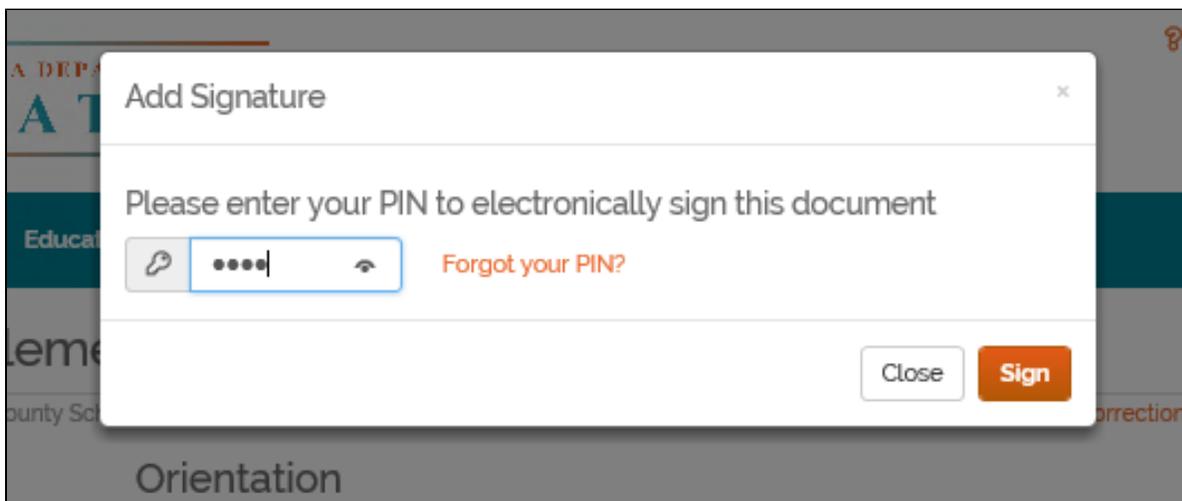
Select the **+Add my signature** link to display a pop-up window to affix your pin signature. Each educator is assigned a unique personal PIN signature code for SCLead.



The screenshot shows the SCLead Orientation form for a teacher. A pop-up window titled "Add Signature" is open, prompting the user to "Please enter your PIN to electronically sign this document". The pop-up contains an "enter pin" input field, a "Forgot your PIN?" link, and "Close" and "Sign" buttons. The background form shows the "Orientation" section with a description of the process, a checklist of training completion, and an "Orientation Date" of 5/25/2018. A "+ Add my signature" button is visible in the "Signatures" section.

If you forgot your PIN, click the **Forgot your PIN?** assistance to display your PIN.

Enter your PIN and click the Sign button.



This is a close-up of the "Add Signature" pop-up window. It displays the instruction "Please enter your PIN to electronically sign this document". Below the instruction is an input field containing four dots (representing a masked PIN) and a "Forgot your PIN?" link. At the bottom of the pop-up are "Close" and "Sign" buttons.

The Orientation form updates with the date time and name of the PIN signature.

After the teacher has signed the **Orientation** form, the principal or administrator will also sign the form.



Help Account Logout  
teacher1@grandviewhigh.org  
Testing Dashboard

Home Districts & Schools Evaluations Reports

## Teacher1 (High) Grandview

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

- Status
- Settings
- EVALUATION
  - Orientation**
  - Observations
  - Student Growth & Professional Goals
  - Professionalism
  - Attachments
  - Results
- MENTORING
  - Mentoring Notes
- Educator Profile

### Orientation

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

The school district must ensure that all classroom-based teachers scheduled for formal evaluation receive a comprehensive orientation to Expanded ADEPT Model prior to the beginning of the evaluation process. The orientation may be presented to the teachers in a group setting or on an individual basis. The orientation must be presented by one or more certified evaluators or trainers and must include, at a minimum, both written and oral explanations of the Expanded ADEPT Teaching Standards, the evaluation process, timeline or calendar, the criteria for successfully completing the evaluation, and the intended use of the evaluation results. Additionally, prior to the beginning of the preliminary evaluation period, each teacher must be informed of the names of the members of his or her evaluation team.

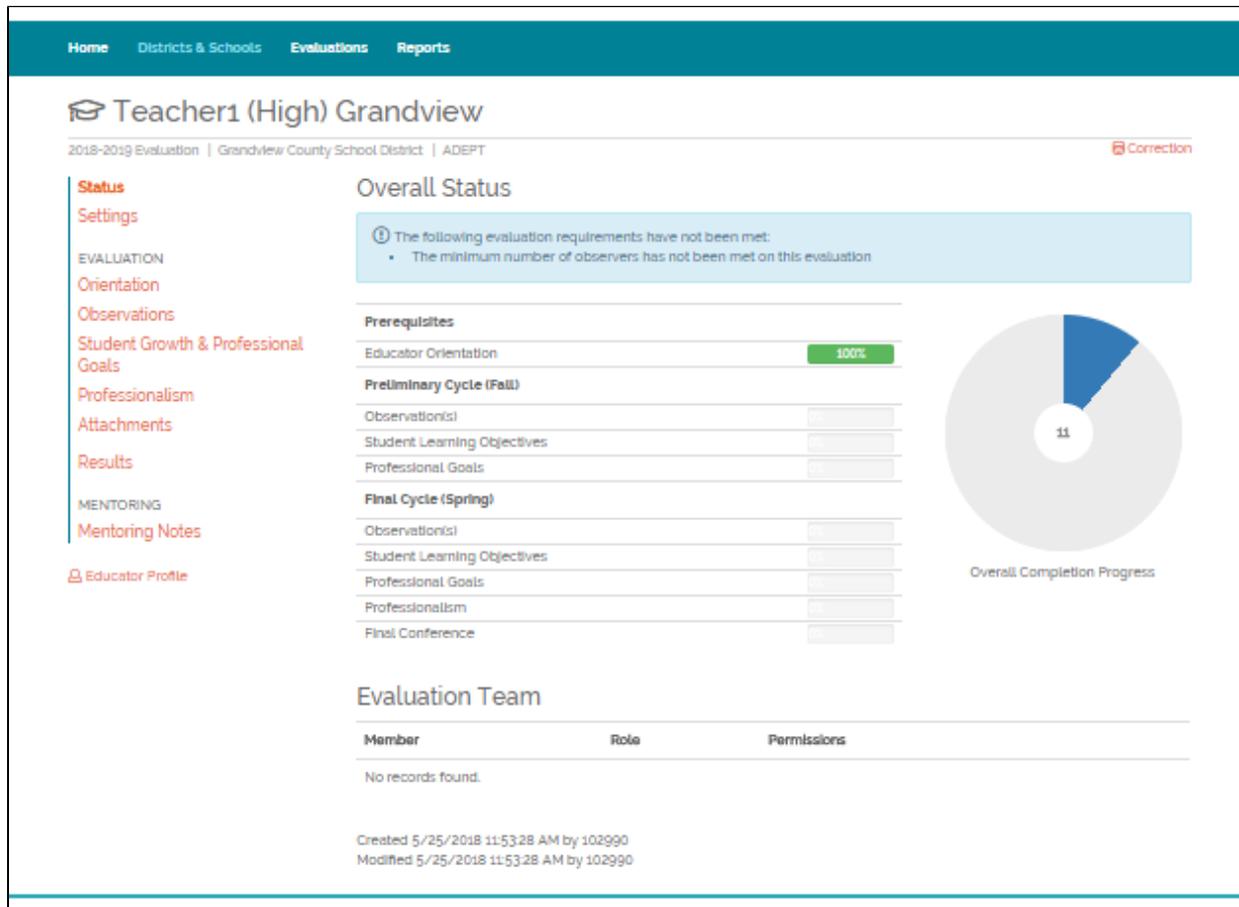
I have received training and orientation on the South Carolina Expanded ADEPT evaluation model.  
 I did not require training on the South Carolina Expanded ADEPT evaluation model.

**Orientation Date**  
5/25/2018

### Signatures

05/25/2018 11:57 AM  
Teacher1 (High) Grandview  
Educator  
[Remove](#)

The orientation progress meter and steps on the **Overall Status** page then updates to show the orientation completed.



**Teacher1 (High) Grandview**

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

**Status**

Settings

EVALUATION

Orientation

Observations

Student Growth & Professional Goals

Professionalism

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Results

MENTORING

Mentoring Notes

⚙️ Educator Profile

### Overall Status

ⓘ The following evaluation requirements have not been met:

- The minimum number of observers has not been met on this evaluation

**Prerequisites**

Educator Orientation 100%

**Preliminary Cycle (Fall)**

Observation(s) 0%

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%

**Evaluation Team**

| Member            | Role | Permissions |
|-------------------|------|-------------|
| No records found. |      |             |

Created 5/25/2018 11:53:28 AM by 102990  
Modified 5/25/2018 11:53:28 AM by 102990

## Evaluations for ADEPT

- Status
- Settings
- Orientation for ADEPT Teacher Role
- Status
  - Orientation
- Observations
  - Observation Details
    - Self-Reflection Form
    - Post-Conference
- Student Growth & Professional Goals
- Professionalism
  - Self-Review
  - Professionalism Review
- Attachments
- Results
- Mentoring Notes

The educator profile opens to **Evaluations** and lists current and historical evaluations.

Select the evaluation and click the **Details** link to view the details window.

## 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> |

## Status

The page opens to **Status** and displays the **Overall Status** of the evaluation workflow.

This page lists the evaluation steps and status of each, followed by the **Evaluation Team** members.



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

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### Teacher1 (Elementary) Grandview

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

**Status**

Settings

EVALUATION

Orientation

Observations

Student Growth & Professional Goals

Professionalism

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MENTORING

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[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<br>Student Growth & Professional Goals<br>Professionalism |
| Elementary (Staff) Grandview     | Evaluator        | Observations<br>Student Growth & Professional Goals<br>Professionalism |

Created 5/24/2018 3:31:54 PM by 102983  
Modified 5/25/2018 8:31:17 AM by 102988

## Settings

**Settings** page displays both the **General Settings** and the evaluation model settings.

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Teacher1 (Elementary) Grandview

Correction

2018-2019 Evaluation | Grandview County School District | ADEPT

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### Evaluation Settings

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

#### Evaluation Model

|                                                                                                         |                       |
|---------------------------------------------------------------------------------------------------------|-----------------------|
| <b>Model</b>                                                                                            | Expanded ADEPT (SCTS) |
| <small>The process by which the educator is evaluated, e.g. 2006 ADEPT, Expanded ADEPT, PADEPP.</small> |                       |

#### General Settings

|                                                                                                                              |                         |
|------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| <b>Type</b>                                                                                                                  | Classroom-Based Teacher |
| <small>The type of evaluation for this educator, e.g. Classroom-Based Teacher, Library Media Specialists, Principal.</small> |                         |
| <b>Level</b>                                                                                                                 | Summative               |
| <small>The level of evaluation, e.g. Summative, Formative, or GBE.</small>                                                   |                         |
| <b>Source</b>                                                                                                                | SCL                     |
| <small>The source of this data record: PDS, ADS, or SCL. If Local, SCL is the source.</small>                                |                         |

#### ADEPT Settings

|                                                                       |            |
|-----------------------------------------------------------------------|------------|
| <b>Contract Level</b>                                                 | Continuing |
| <small>The contracting level of the educator.</small>                 |            |
| <b>Program Type</b>                                                   | Unknown    |
| <small>The type of certification program for this evaluation.</small> |            |
| <b>Competency Level</b>                                               | Unknown    |
| <small>The competency level for this evaluation.</small>              |            |
| <b>Subject</b>                                                        | Unknown    |
| <small>The Subject Area the educator provides.</small>                |            |
| <b>Content Area</b>                                                   | Unknown    |
| <small>The content Area for this evaluation.</small>                  |            |

#### Locations

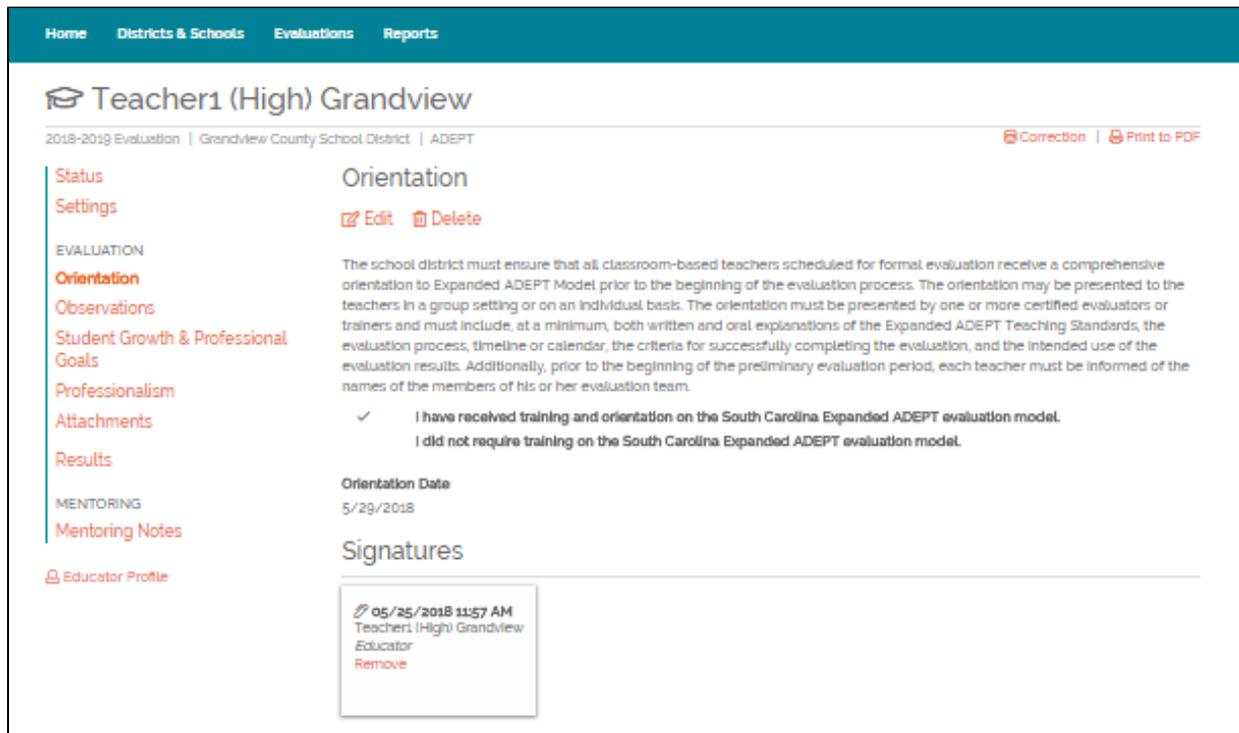
|                                                                        |                                                                                                                                                                                                                                                                                                                 |  |  |             |              |
|------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|-------------|--------------|
| <b>District</b>                                                        | Grandview County School District                                                                                                                                                                                                                                                                                |  |  |             |              |
| <small>This is the district of the evaluation.</small>                 |                                                                                                                                                                                                                                                                                                                 |  |  |             |              |
| <b>School(s)</b>                                                       | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid #ccc; width: 50%;"></td> <td style="border-bottom: 1px solid #ccc; width: 50%;"></td> </tr> <tr> <td style="font-size: 0.8em;">School Name</td> <td style="font-size: 0.8em;">Home School?</td> </tr> </table> |  |  | School Name | Home School? |
|                                                                        |                                                                                                                                                                                                                                                                                                                 |  |  |             |              |
| School Name                                                            | Home School?                                                                                                                                                                                                                                                                                                    |  |  |             |              |
| <small>An evaluation could be shared between multiple schools.</small> |                                                                                                                                                                                                                                                                                                                 |  |  |             |              |

## Orientation for ADEPT Teacher Role

**i** This section applies to educators evaluated using the ADEPT model.

**i** SCDE requires all users to complete a comprehensive ADEPT orientation before fully utilizing the SCLead site, either in an individual or group setting.

The following illustration shows the Expanded ADEPT orientation policy and requirements.



The screenshot displays the 'Teacher1 (High) Grandview' page in the SCLEAD system. The page is divided into a left sidebar with navigation options and a main content area. The main content area is titled 'Orientation' and includes a description of the policy, a checklist for training completion, an orientation date, and a signature section.

**Navigation:** Home | Districts & Schools | Evaluations | Reports

**Page Title:** Teacher1 (High) Grandview

**Breadcrumbs:** 2018-2019 Evaluation | Grandview County School District | ADEPT

**Actions:** [Correction](#) | [Print to PDF](#)

**Left Sidebar:**

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

**Main Content Area:**

### Orientation

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

The school district must ensure that all classroom-based teachers scheduled for formal evaluation receive a comprehensive orientation to Expanded ADEPT Model prior to the beginning of the evaluation process. The orientation may be presented to the teachers in a group setting or on an individual basis. The orientation must be presented by one or more certified evaluators or trainers and must include, at a minimum, both written and oral explanations of the Expanded ADEPT Teaching Standards, the evaluation process, timeline or calendar, the criteria for successfully completing the evaluation, and the intended use of the evaluation results. Additionally, prior to the beginning of the preliminary evaluation period, each teacher must be informed of the names of the members of his or her evaluation team.

I have received training and orientation on the South Carolina Expanded ADEPT evaluation model.  
 I did not require training on the South Carolina Expanded ADEPT evaluation model.

**Orientation Date:** 5/29/2018

### Signatures

[05/25/2018 11:57 AM](#)  
 Teacher1 (High) Grandview  
 Educator  
[Remove](#)

After the principal schedules an orientation event, the educators evaluation is added to the **Evaluation** tab.

⚠ Before the orientation event is scheduled, the educator will not have an evaluation listed.



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

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## 🔍 Evaluation Search

**CID**

**Name**

**Evaluation Group**

**Educator Type**

**District**

**School**

**Contract Level**

Search

10 | 20 | 50 | 100

1-1 of 1

✖ Correction

← →

page 1

| Educator                              | Location                                                     | Evaluation                                    | Status                                                                                                                        |                         |
|---------------------------------------|--------------------------------------------------------------|-----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| Teacher1 (High Grandview<br>(918738)) | Grandview County School<br>District<br>Grandview High School | 2018-2019 ADEPT<br>Classroom-Based<br>Teacher | <input type="radio"/> OR <input type="radio"/> OBS <input type="radio"/> SG <input type="radio"/> PRO <input type="radio"/> C | <a href="#">Details</a> |

SC.GOV | [Privacy](#) / [Legal](#) | [Accessibility](#) | [Transition Disclaimer](#)

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[Online Support Form](#)

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TRAINING  
WEB01  
N02SET

## Status

Clicking the **Details** link displays the **Overall Status** page with the evaluation steps and progress meter showing no steps completed.



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

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

### Teacher1 (High) Grandview

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

**Status**

[Settings](#)

EVALUATION

[Orientation](#)

[Educator Profile](#)

#### Overall Status

**!** The following evaluation requirements have not been met:

- The minimum number of observers has not been met on this evaluation

| Prerequisites               |     |
|-----------------------------|-----|
| Educator Orientation        | 0/1 |
| Preliminary Cycle (Fall)    |     |
| Observation(s)              | 0/1 |
| Student Learning Objectives | 0/1 |
| Professional Goals          | 0/1 |
| Final Cycle (Spring)        |     |
| Observation(s)              | 0/1 |
| Student Learning Objectives | 0/1 |
| Professional Goals          | 0/1 |
| Professionalism             | 0/1 |
| Final Conference            | 0/1 |



Overall Completion Progress

#### Evaluation Team

| Member            | Role | Permissions |
|-------------------|------|-------------|
| No records found. |      |             |

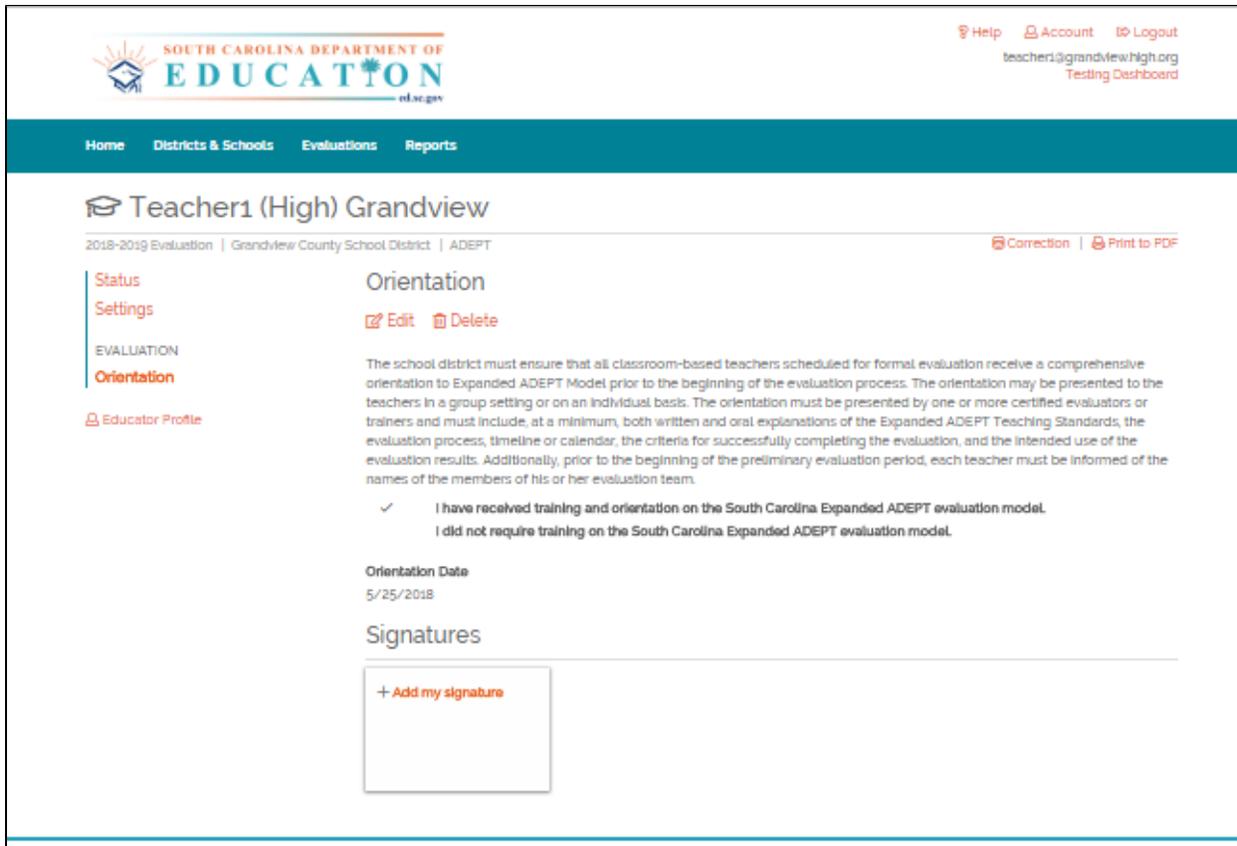
Created 5/25/2018 11:53:28 AM by 102990  
Modified 5/25/2018 11:53:28 AM by 102990

## Orientation

Selecting the **Orientation** link displays the orientation form with the scheduled date.

When the orientation is scheduled by the principal or administrator, the first checkbox is selected stating, "***I have received training and orientation for the South Carolina Expanded ADEPT evaluation model.***"

The orientation date displays on the form with the date the educator is scheduled for ADEPT orientation training.



The screenshot shows the user interface for the orientation form. At the top, there is a navigation bar with the South Carolina Department of Education logo and links for Help, Account, Logout, and a Testing Dashboard. Below the navigation bar, the page title is "Teacher1 (High) Grandview". The main content area is titled "Orientation" and includes a description of the orientation process. A checkbox is checked, indicating that the user has received training and orientation. The orientation date is listed as 5/25/2018. There is a section for signatures with a button to add a signature.

**Orientation**

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

The school district must ensure that all classroom-based teachers scheduled for formal evaluation receive a comprehensive orientation to Expanded ADEPT Model prior to the beginning of the evaluation process. The orientation may be presented to the teachers in a group setting or on an individual basis. The orientation must be presented by one or more certified evaluators or trainers and must include, at a minimum, both written and oral explanations of the Expanded ADEPT Teaching Standards, the evaluation process, timeline or calendar, the criteria for successfully completing the evaluation, and the intended use of the evaluation results. Additionally, prior to the beginning of the preliminary evaluation period, each teacher must be informed of the names of the members of his or her evaluation team.

I have received training and orientation on the South Carolina Expanded ADEPT evaluation model.  
 I did not require training on the South Carolina Expanded ADEPT evaluation model.

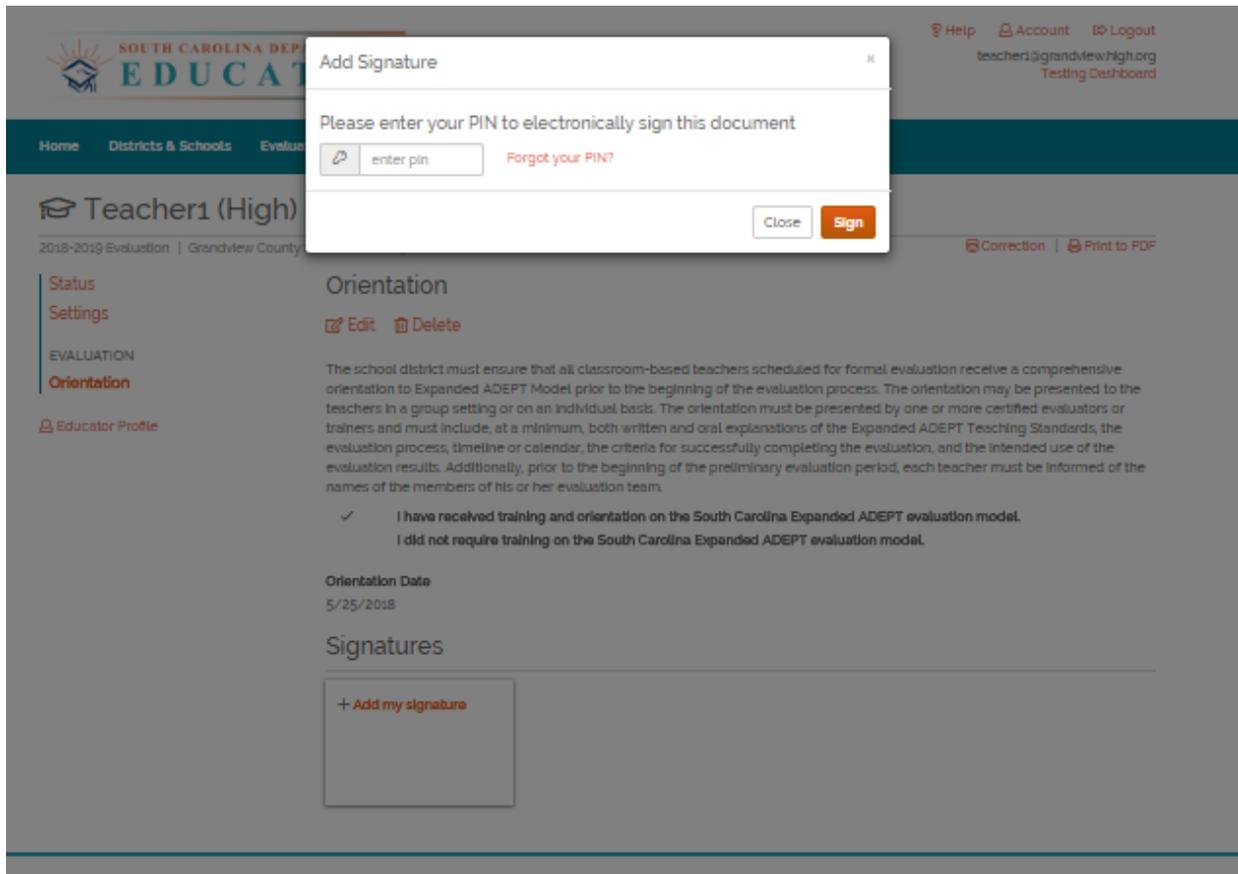
**Orientation Date**  
5/25/2018

**Signatures**

[+ Add my signature](#)

Once orientation is completed, the next step to complete the **Orientation** form is for the educator to affix his or her signature.

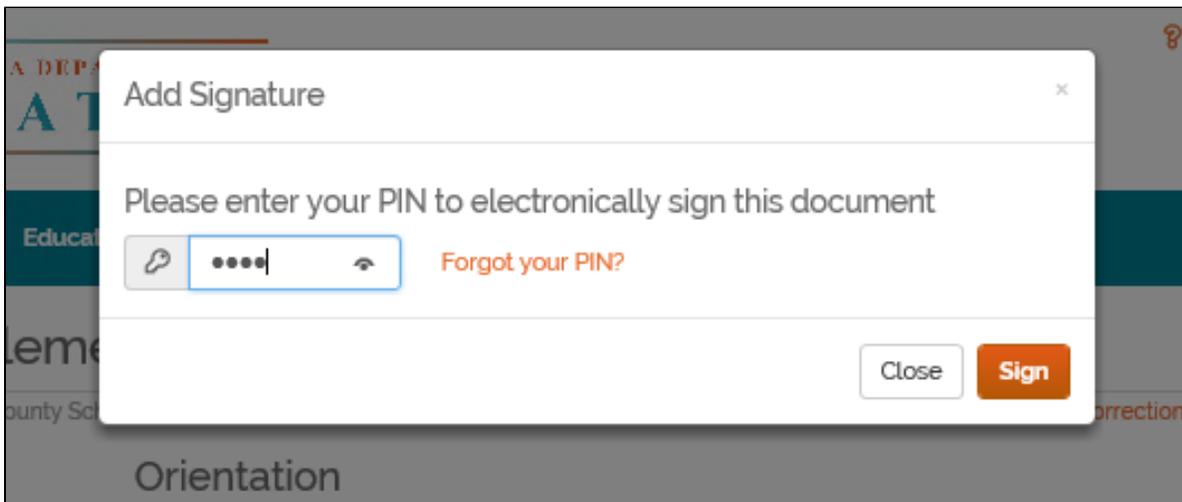
Select the **+Add my signature** link to display a pop-up window to affix your pin signature. Each educator is assigned a unique personal PIN signature code for SCLead.



The screenshot shows the SCLead Orientation form for a teacher. A pop-up window titled "Add Signature" is open, prompting the user to "Please enter your PIN to electronically sign this document". The pop-up contains an "enter pin" input field, a "Forgot your PIN?" link, and "Close" and "Sign" buttons. The background form shows the "Orientation" section with a description of the process, a checklist of training completion, and an "Orientation Date" of 5/25/2018. A "+ Add my signature" button is visible in the "Signatures" section.

If you forgot your PIN, click the **Forgot your PIN?** assistance to display your PIN.

Enter your PIN and click the Sign button.



This is a close-up of the "Add Signature" pop-up window. It displays the instruction "Please enter your PIN to electronically sign this document". Below the instruction is an input field with a PIN mask (four dots) and a "Forgot your PIN?" link. At the bottom of the pop-up are "Close" and "Sign" buttons.

The Orientation form updates with the date time and name of the PIN signature.

After the teacher has signed the **Orientation** form, the principal or administrator will also sign the form.



Help Account Logout  
teacher1@grandviewhigh.org  
Testing Dashboard

Home Districts & Schools Evaluations Reports

## Teacher1 (High) Grandview

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

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  - Orientation**
  - Observations
  - Student Growth & Professional Goals
  - Professionalism
  - Attachments
  - Results
- MENTORING
  - Mentoring Notes
- Educator Profile

### Orientation

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

The school district must ensure that all classroom-based teachers scheduled for formal evaluation receive a comprehensive orientation to Expanded ADEPT Model prior to the beginning of the evaluation process. The orientation may be presented to the teachers in a group setting or on an individual basis. The orientation must be presented by one or more certified evaluators or trainers and must include, at a minimum, both written and oral explanations of the Expanded ADEPT Teaching Standards, the evaluation process, timeline or calendar, the criteria for successfully completing the evaluation, and the intended use of the evaluation results. Additionally, prior to the beginning of the preliminary evaluation period, each teacher must be informed of the names of the members of his or her evaluation team.

I have received training and orientation on the South Carolina Expanded ADEPT evaluation model.  
 I did not require training on the South Carolina Expanded ADEPT evaluation model.

**Orientation Date**  
5/25/2018

### Signatures

05/25/2018 11:57 AM  
Teacher1 (High) Grandview  
Educator  
[Remove](#)

The orientation progress meter and steps on the **Overall Status** page then updates to show the orientation completed.

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---

## Teacher1 (High) Grandview

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

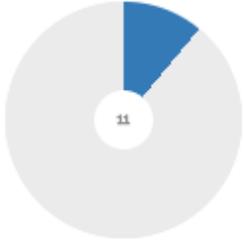
- Status**
- Settings
- EVALUATION
- Orientation
- Observations
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- Professionalism
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- MENTORING
- Mentoring Notes
- [Educator Profile](#)

### Overall Status

ⓘ The following evaluation requirements have not been met:

- The minimum number of observers has not been met on this evaluation

| Prerequisites               |                                                                              |
|-----------------------------|------------------------------------------------------------------------------|
| Educator Orientation        | <div style="width: 100%; background-color: green; height: 10px;"></div> 100% |
| Preliminary Cycle (Fall)    |                                                                              |
| Observation(s)              | <div style="width: 0%; background-color: #ccc; height: 10px;"></div> 0%      |
| Student Learning Objectives | <div style="width: 0%; background-color: #ccc; height: 10px;"></div> 0%      |
| Professional Goals          | <div style="width: 0%; background-color: #ccc; height: 10px;"></div> 0%      |
| Final Cycle (Spring)        |                                                                              |
| Observation(s)              | <div style="width: 0%; background-color: #ccc; height: 10px;"></div> 0%      |
| Student Learning Objectives | <div style="width: 0%; background-color: #ccc; height: 10px;"></div> 0%      |
| Professional Goals          | <div style="width: 0%; background-color: #ccc; height: 10px;"></div> 0%      |
| Professionalism             | <div style="width: 0%; background-color: #ccc; height: 10px;"></div> 0%      |
| Final Conference            | <div style="width: 0%; background-color: #ccc; height: 10px;"></div> 0%      |



Overall Completion Progress

### Evaluation Team

| Member            | Role | Permissions |
|-------------------|------|-------------|
| No records found. |      |             |

Created 5/25/2018 11:53:28 AM by 102990  
Modified 5/25/2018 11:53:28 AM by 102990

## Observations

Select the **Observations** link to display the list of observations.

The **Date** of the observations, **Observer**, **Type** and **Status** displays in the list for **Preliminary Observations (Fall Semester)** and **Final Observations (Spring Semester)**.

Select the **Details** link to the left of the observation to view the information.



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

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### Teacher1 (Elementary) Grandview

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

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- Professionalism
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#### Observation Forms

This evaluation has been completed and is unavailable for editing.

##### 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.

| Date                 | Observer                         | Type              | Status    |                         |
|----------------------|----------------------------------|-------------------|-----------|-------------------------|
| 5/24/2018 4:10:00 PM | Elementary (Staff) Grandview     | Observation       | Completed | <a href="#">Details</a> |
| 5/31/2018 4:14:00 PM | Principal (Elementary) Grandview | Observation       | Completed | <a href="#">Details</a> |
| 5/30/2018 4:38:00 PM | Principal (Elementary) Grandview | Consensus Meeting | Completed | <a href="#">Details</a> |
| 5/23/2018 8:28:00 AM | Principal (Elementary) Grandview | Walkthrough       | 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.

| Date                 | Observer                         | Type              | Status    |                         |
|----------------------|----------------------------------|-------------------|-----------|-------------------------|
| 6/7/2018 4:10:00 PM  | Elementary (Staff) Grandview     | Observation       | Completed | <a href="#">Details</a> |
| 5/31/2018 4:15:00 PM | Principal (Elementary) Grandview | Observation       | Completed | <a href="#">Details</a> |
| 6/7/2018 4:38:00 PM  | Principal (Elementary) Grandview | Consensus Meeting | Completed | <a href="#">Details</a> |

## Observation Details

The **Observation Details** page displays including an **Attachments** tool to add attachments for artifacts and documents.

Two additional links are available on the **Observation Details** page, **Self-Reflection** and **Post-Conference**.



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

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### Teacher1 (Elementary) Grandview

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

Observation

Self-Reflection

Post-Conference

← Back to evaluation

## Observation Details

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

⌚ Back

|                                               |                                       |
|-----------------------------------------------|---------------------------------------|
| <b>Type</b>                                   | Observation                           |
| The type of observation                       |                                       |
| <b>Semester</b>                               | Fall Semester                         |
| The semester the observation took place in    |                                       |
| <b>Observation Date</b>                       | 5/31/2018 4:14:00 PM                  |
| The date the observation will take place      |                                       |
| <b>Observer</b>                               | Principal (Elementary) Grandview      |
| The evaluator who is observing the principal  |                                       |
| <b>School</b>                                 | Grandview Elementary School           |
| The school the observation will take place at |                                       |
| <b>Rubric</b>                                 | South Carolina Teaching Standards 4.0 |
| The rubric used for this observation          |                                       |
| <b>Status</b>                                 | Completed                             |
| The status of the observation                 |                                       |

 Attachments

| Name                  | Description | Created By |
|-----------------------|-------------|------------|
| No attachments found. |             |            |

### Self-Reflection Form

A teacher selects the score for each element as part of his or her **Self-Reflection**.

**i** The Self-Reflection Form becomes available for the day the observation is scheduled, teachers will not be able to access his or her self reflection form until the scheduled observation.

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---

## Teacher1 (Elementary) Grandview

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- [Observation](#)
- [Self-Reflection](#)
- [Post-Conference](#)

[← Back to evaluation](#)

### Post-Conference Teacher Reflection

Following each required observation, the teacher must complete the Self-Evaluation Report. The purpose of this report is to allow the teacher to reflect on the observed lessons and provide self-scores for indicators in the Planning, Instruction, and Environment Domains.

#### Planning

|                     | Score |   |   |   |   |
|---------------------|-------|---|---|---|---|
| Instructional Plans | 1     | 2 | 3 | 4 | Ⓜ |
| Student Work        | 1     | 2 | 3 | 4 | Ⓜ |
| Assessment          | 1     | 2 | 3 | 4 | Ⓜ |

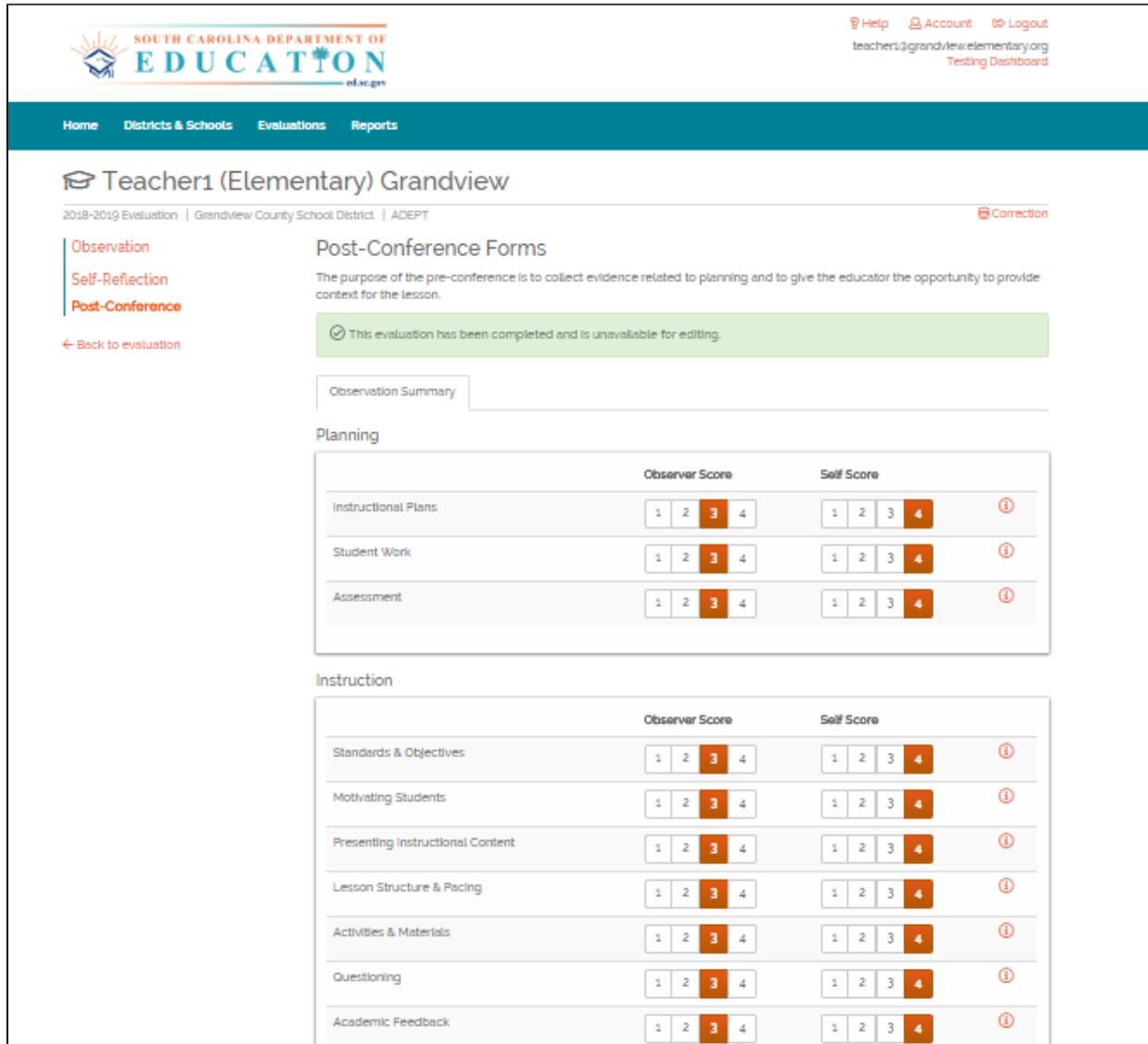
#### Instruction

|                                  | Score |   |   |   |   |
|----------------------------------|-------|---|---|---|---|
| Standards & Objectives           | 1     | 2 | 3 | 4 | Ⓜ |
| Motivating Students              | 1     | 2 | 3 | 4 | Ⓜ |
| Presenting Instructional Content | 1     | 2 | 3 | 4 | Ⓜ |
| Lesson Structure & Pacing        | 1     | 2 | 3 | 4 | Ⓜ |
| Activities & Materials           | 1     | 2 | 3 | 4 | Ⓜ |
| Questioning                      | 1     | 2 | 3 | 4 | Ⓜ |
| Academic Feedback                | 1     | 2 | 3 | 4 | Ⓜ |
| Grouping Students                | 1     | 2 | 3 | 4 | Ⓜ |
| Teacher Content Knowledge        | 1     | 2 | 3 | 4 | Ⓜ |
| Teacher Knowledge of Students    | 1     | 2 | 3 | 4 | Ⓜ |
| Thinking                         | 1     | 2 | 3 | 4 | Ⓜ |

### Post-Conference

The **Post-Conference** compares the Observer Score and Self Score in a side by side scoring matrix.

**i** This form becomes available after the post-conference occurs.



The screenshot shows the 'Post-Conference Forms' page for 'Teacher1 (Elementary) Grandview'. The page includes a navigation menu with 'Home', 'Districts & Schools', 'Evaluations', and 'Reports'. The main content area is titled 'Post-Conference Forms' and contains a message: 'This evaluation has been completed and is unavailable for editing.' Below this, there is an 'Observation Summary' section and two scoring matrices: 'Planning' and 'Instruction'. Each matrix compares 'Observer Score' and 'Self Score' across various categories. The 'Planning' matrix includes 'Instructional Plans', 'Student Work', and 'Assessment'. The 'Instruction' matrix includes 'Standards & Objectives', 'Motivating Students', 'Presenting Instructional Content', 'Lesson Structure & Pacing', 'Activities & Materials', 'Questioning', and 'Academic Feedback'. Each category has a 1-4 rating scale, with the number 3 highlighted in orange. A 'Correction' link is visible in the top right corner.

The bottom of the **Post-Conference** form includes **Reinforcement Indicator** and **Refinement Indicator** and pin signature space for the teacher and the evaluator to sign following the post-conference.

- Observation
- Self-Reflection
- Post-Conference**

← Back to evaluation

|                 |                |                |   |
|-----------------|----------------|----------------|---|
| Thinking        | 1 2 <b>3</b> 4 | 1 2 3 <b>4</b> | ① |
| Problem Solving | 1 2 <b>3</b> 4 | 1 2 3 <b>4</b> | ① |

**Environment**

|                           | Observer Score | Self Score     |   |
|---------------------------|----------------|----------------|---|
| Managing Student Behavior | 1 2 <b>3</b> 4 | 1 2 <b>3</b> 4 | ① |
| Expectations              | 1 2 <b>3</b> 4 | 1 2 <b>3</b> 4 | ① |
| Environment               | 1 2 <b>3</b> 4 | 1 2 <b>3</b> 4 | ① |
| Respectful Culture        | 1 2 <b>3</b> 4 | 1 2 <b>3</b> 4 | ① |

**Reinforcement Indicator**

Managing Student Behavior

**Reinforcement Objective**

Indicate what assessment will be used as a post assessment and how it is aligned to the baseline assessment. Indicate what assessment will be used as a post assessment and how it is aligned to the baseline assessment.

**Reflection**

Indicate what assessment will be used as a post assessment and how it is aligned to the baseline assessment.

**Refinement Indicator**

Problem Solving

**Refinement Objective**

Indicate what assessment will be used as a post assessment and how it is aligned to the baseline assessment. Indicate what assessment will be used as a post assessment and how it is aligned to the baseline assessment. Indicate what assessment will be used as a post assessment and how it is aligned to the baseline assessment.

**Signatures**

|                                                                                         |                                                                                |
|-----------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| <p>05/24/2018 0439 PM<br/>Principal (Elementary)<br/>Grandview<br/>Evaluation Chair</p> | <p>05/24/2018 0420 PM<br/>Teacher1 (Elementary)<br/>Grandview<br/>Educator</p> |
|-----------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|

## Student Growth & Professional Goals

Select the **Student Growth & Professional Goals** link to open the form.

Educators can add, remove, edit, view and print, add comments, sign and remove his or her pin signature for **Student Growth & Professional Goals**.

The following is a sample of a completed form for illustration purposes.

Home
Districts & Schools
Evaluations
Reports

Teacher1 (Elementary) Grandview

Correction

2018-2019 Evaluation | Grandview County School District | ADEPT

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

### Student Growth & Professional Goals

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

#### Student Growth

The SLO serves to measure the impact of teaching performance on student growth, determined by the teacher's ability to set appropriate goals for student learning and development, accurately measure and analyze student growth, and to plan, implement, and adjust instruction to ensure maximum student progress.

- The SLO will be required annually of all classroom based-teachers and used as an artifact to support the SCTs indicators.
- For teachers undergoing summative evaluation, the evaluation team will review and score the SLO as supporting evidence for the teacher's overall evaluation rating (see Evaluation Rating).
- The SLO may serve as the teacher's Professional Growth and Development Plan (PGDPI), if no SCTs indicators are scored as Unsatisfactory or Needs Improvement during the summative evaluation period.
- At the discretion of the employing district, a PGDP may be required of a teacher, even if no SCTs indicators are identified as Unsatisfactory or Needs Improvement.

| SLO Name                                                                                                     | Purpose           | Type       | Approach |
|--------------------------------------------------------------------------------------------------------------|-------------------|------------|----------|
| <p><b>SLO One</b><br/>Created 5/24/2018 4:08:11 PM by 103000<br/>Modified 5/24/2018 4:08:11 PM by 103000</p> | Professional Goal | Individual | Course   |

#### Professional Goals

If it is determined that the teacher requires a PGDP that focuses on additional areas of professional growth outside of the SLO, the following requirements must be met:

- On the basis of the results of the preliminary and final evaluations, the evaluation team and/or designated supervisor(s) must collaborate with the teacher to develop an appropriate PGDP.
- The plan must include any areas of refinement that were identified during the evaluation.
- If multiple areas of refinement were identified, the areas must be prioritized so that no more than three areas are to be addressed at any given time.
- If no areas of weakness were identified, the plan must support continued improvements in professional knowledge and skills.

| Name                                                                                                        | Indicator(s)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Goal 1</b><br/>Created 5/24/2018 4:09:04 PM by 103000<br/>Modified 5/24/2018 4:09:04 PM by 103000</p> | <p>Student Work<br/>Standards &amp; Objectives<br/>Motivating Students<br/>Presenting Instructional Content<br/>Expectations</p> <ol style="list-style-type: none"> <li>1. The educator is prompt, prepared, and participates in professional development meetings, bringing student artifacts (student work) when requested.</li> <li>2. The educator appropriately attempts to implement new learning in the classroom following presentation in professional development meetings.</li> <li>3. The educator develops and works on a yearly plan for new learning based on analyses of school improvement plans and new goals, self-assessment, and input from the teacher leader and principal observations.</li> </ol> |

The bottom of the form has comments and feedback areas for both the educator and evaluator

Comments / Feedback

**Educator**

[ no comments ]

**Evaluators)**

[ no comments ]

---

Created 5/24/2018 4:06:13 PM by 103000  
Modified 5/24/2018 4:06:13 PM by 103000

## Professionalism

Select the **Professionalism** link to open the form.

The following is an example of a completed form.

The **Professionalism** form supports both an educator **Self-Review** and a **Professionalism Review**.



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

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

### Teacher1 (Elementary) Grandview

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

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

#### Professionalism

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

##### Professionalism Self-Review

During the evaluation period, the teacher must complete the Professional Self-Review. The purpose is for the teacher to reflect on his or her professional performance.

|                               | Signature(s)                                             |                         |
|-------------------------------|----------------------------------------------------------|-------------------------|
| Professional Self-Review Form | Grandview, Teacher1 (Elementary)<br>5/24/2018 4:09:37 PM | <a href="#">Details</a> |

##### Professionalism Review

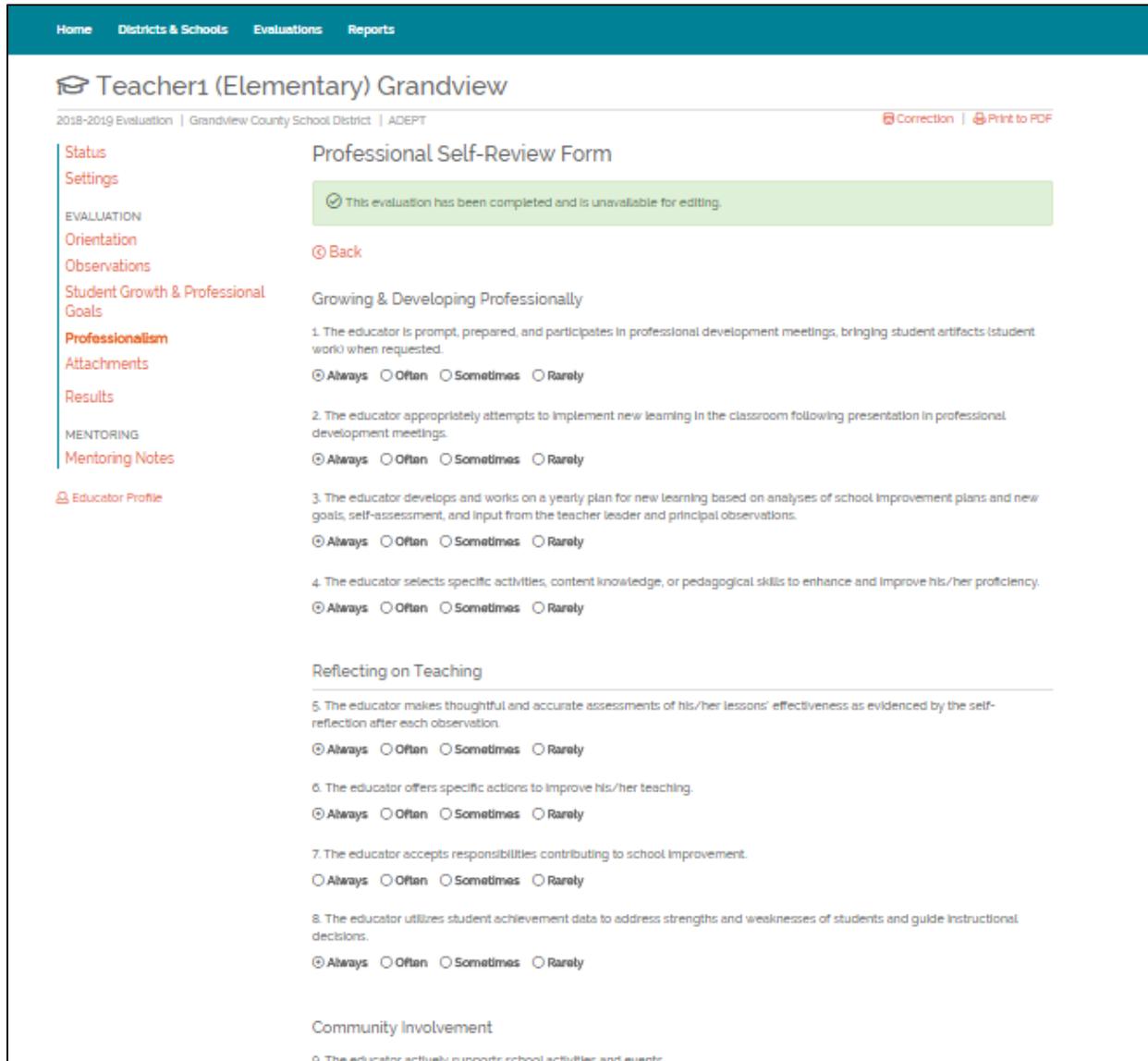
During the summative evaluation period, the building principal (or designated school- or district-level administrator as appropriate) must complete the Professionalism Scoring Rubric. The purpose of this review is to generate evaluation ratings for indicators in the Professionalism Domain of the SCTS rubric.

|                          | Signature(s)                                                                                                                                                                   |                         |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| Professional Review Form | Grandview, Elementary (Staff)<br>5/24/2018 4:24:14 PM<br>Grandview, Principal (Elementary)<br>5/24/2018 4:28:39 PM<br>Grandview, Teacher1 (Elementary)<br>5/24/2018 4:29:05 PM | <a href="#">Details</a> |

## Self-Review

The **Professionalism Self-Review** form supports educator self scoring based on a list of questions.

Each educator can create, delete, remove, view and print, sign and remove signature on his or her **Professionalism Self-Review** form.



The screenshot shows a web interface for a 'Professional Self-Review Form'. At the top, there is a navigation bar with 'Home', 'Districts & Schools', 'Evaluations', and 'Reports'. Below this, the page title is 'Teacher1 (Elementary) Grandview'. A breadcrumb trail shows '2018-2019 Evaluation | Grandview County School District | ADEPT'. On the right, there are links for 'Correction' and 'Print to PDF'. A left sidebar contains a menu with items like 'Status', 'Settings', 'EVALUATION', 'Orientation', 'Observations', 'Student Growth & Professional Goals', 'Professionalism', 'Attachments', 'Results', 'MENTORING', 'Mentoring Notes', and 'Educator Profile'. The main content area is titled 'Professional Self-Review Form' and contains a green message box stating 'This evaluation has been completed and is unavailable for editing.' Below this is a 'Back' button. The form is divided into sections: 'Growing & Developing Professionally' (with 4 questions), 'Reflecting on Teaching' (with 4 questions), and 'Community Involvement' (with 1 question). Each question is followed by radio button options: 'Always', 'Often', 'Sometimes', and 'Rarely'. The 'Always' option is selected for all questions shown.

The bottom of the **Professionalism Self-Review** form includes an area for **Comments** and **PIN Signature**.

#### Community Involvement

9. The educator actively supports school activities and events.

Always  Often  Sometimes  Rarely

#### School Responsibilities

10. The educator accepts leadership responsibilities and/or assists in peers contributing to a safe and orderly school environment.

Always  Often  Sometimes  Rarely

#### Comments

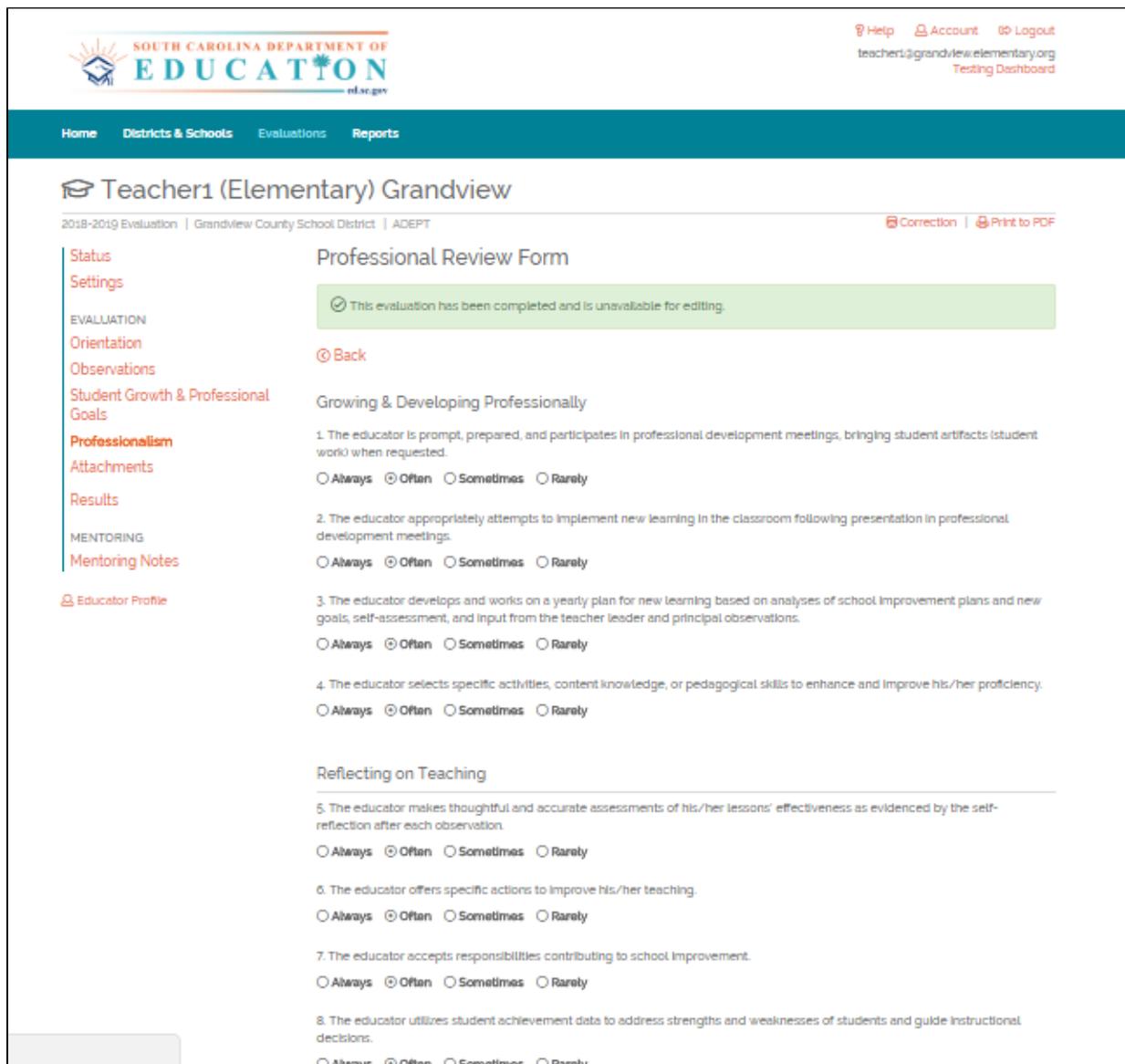
Indicate what assessment will be used as a post assessment and how it is aligned to the baseline assessment.

#### Signatures

  
05/24/2018 04:09 PM  
Teacher1 (Elementary)  
Grandview  
Educator

## Professionalism Review

Select the **Back** link if needed to return to the **Professionalism** page and select the **details** link for the **Professionalism Review** portion of the form.



The screenshot shows the 'Professionalism Review Form' for Teacher1 (Elementary) Grandview. The page includes a navigation menu on the left with categories like 'EVALUATION' and 'MENTORING'. The main content area displays the form title, a completion status message, and a list of evaluation items with radio button options for 'Always', 'Often', 'Sometimes', and 'Rarely'. The items are grouped under 'Growing & Developing Professionally' and 'Reflecting on Teaching'.

**Professionalism Review Form**

This evaluation has been completed and is unavailable for editing.

[Back](#)

**Growing & Developing Professionally**

- The educator is prompt, prepared, and participates in professional development meetings, bringing student artifacts (student work) when requested.  
 Always  Often  Sometimes  Rarely
- The educator appropriately attempts to implement new learning in the classroom following presentation in professional development meetings.  
 Always  Often  Sometimes  Rarely
- The educator develops and works on a yearly plan for new learning based on analyses of school improvement plans and new goals, self-assessment, and input from the teacher leader and principal observations.  
 Always  Often  Sometimes  Rarely
- The educator selects specific activities, content knowledge, or pedagogical skills to enhance and improve his/her proficiency.  
 Always  Often  Sometimes  Rarely

**Reflecting on Teaching**

- The educator makes thoughtful and accurate assessments of his/her lessons' effectiveness as evidenced by the self-reflection after each observation.  
 Always  Often  Sometimes  Rarely
- The educator offers specific actions to improve his/her teaching.  
 Always  Often  Sometimes  Rarely
- The educator accepts responsibilities contributing to school improvement.  
 Always  Often  Sometimes  Rarely
- The educator utilizes student achievement data to address strengths and weaknesses of students and guide instructional decisions.  
 Always  Often  Sometimes  Rarely

The bottom of the **Professionalism Review** page includes a space for **Comments** and **Signatures** for the educator, evaluation chair and evaluator to sign the completed form.

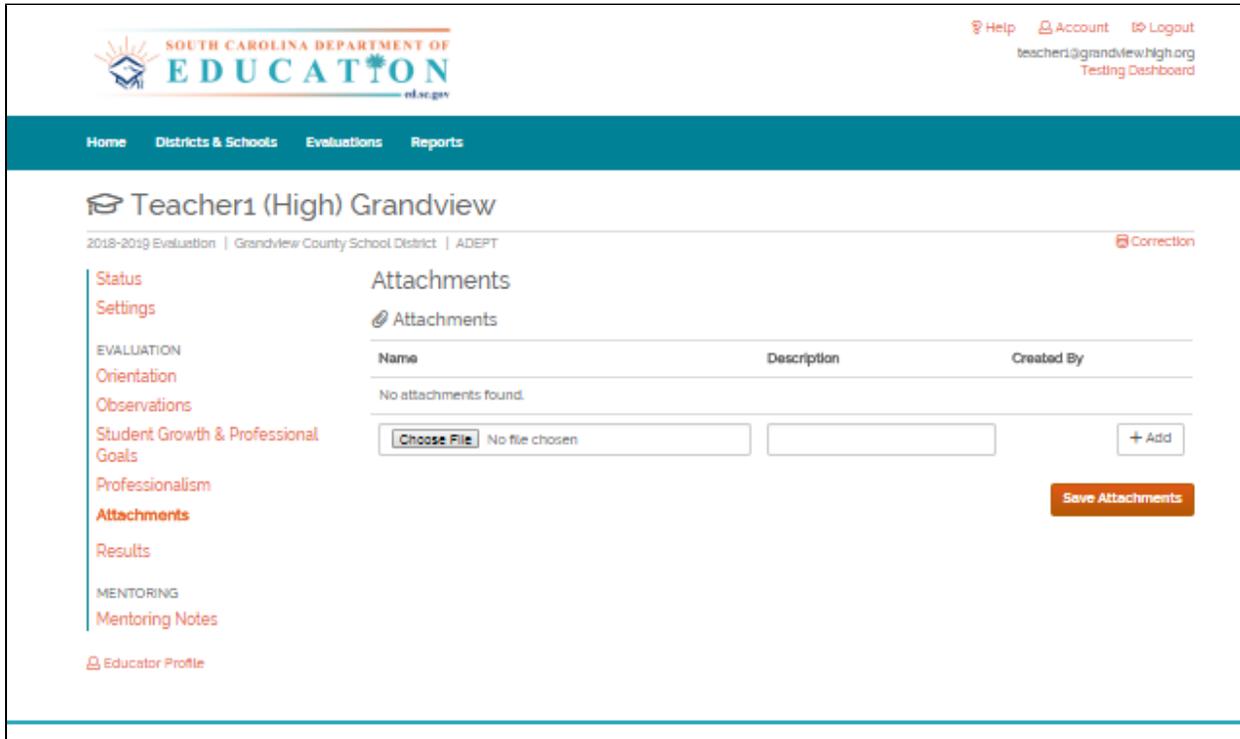
## Attachments

The **Attachments** page supports upload and attachment of artifacts and evidence as needed.

**Choose File** button opens a search window for your computer. Select the file to attach and upload the file.

Add a **Description** as needed and select the **+ADD** button to attach the file.

The **Created By** information is added by the system to identify who added the attachment.



The screenshot shows the user interface for the Attachments page. At the top, there is a navigation bar with the South Carolina Department of Education logo and user information: Help, Account, Logout, teacher1@grandview.high.org, and Testing Dashboard. Below the navigation bar is a teal header with links for Home, Districts & Schools, Evaluations, and Reports. The main content area is titled "Teacher1 (High) Grandview" and includes a breadcrumb trail: 2018-2019 Evaluation | Grandview County School District | ADEPT. A "Correction" icon is visible in the top right of the main area. On the left, there is a sidebar menu with options: Status, Settings, EVALUATION (Orientation, Observations, Student Growth & Professional Goals, Professionalism), Attachments (highlighted), Results, MENTORING (Mentoring Notes), and Educator Profile. The main content area is titled "Attachments" and shows a table with columns for Name, Description, and Created By. The table is currently empty, displaying "No attachments found." Below the table, there is a "Choose File" button, a text input field containing "No file chosen", and a "+ Add" button. A "Save Attachments" button is located at the bottom right of the main content area.

## Results

The **Evaluation Results** page includes **Final Conference & Comments**, **Observations of Professional Practice**, **Final Evaluation Ratings**, **Educator Comments and Feedback**, and on the bottom of the form a space for **Signatures** and confirmation of evaluation **Completion**.

A teacher can add comments, view and print, sign and remove signature from his or her own **Results**.

Home
Districts & Schools
Evaluations
Reports

Teacher1 (Elementary) Grandview

2018-2019 Evaluation | Grandview County School District | ADEPT

Correction

**Status**

Settings

EVALUATION

Orientation

Observations

Student Growth & Professional Goals

Professionalism

Attachments

**Results**

MENTORING

Mentoring Notes

Educator Profile

### Evaluation Results

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

#### Final Conference & Comments

|                                           |                                                                                                                                                                                                                           |
|-------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Final Conference Date</b>              | 6/7/2018                                                                                                                                                                                                                  |
| The date of the final conference.         |                                                                                                                                                                                                                           |
| <b>Evaluator Comments</b>                 | Indicate what assessment will be used as a post assessment and how it is aligned to the baseline assessment. Indicate what assessment will be used as a post assessment and how it is aligned to the baseline assessment. |
| Feedback and comments from the Evaluators |                                                                                                                                                                                                                           |

#### Observations of Professional Practice

| Domain          | Score | Weighted | Performance Level |
|-----------------|-------|----------|-------------------|
| Planning        | 3.00  | 0.60     | Proficient        |
| Instruction     | 3.21  | 1.60     | Proficient        |
| Environment     | 3.00  | 0.60     | Proficient        |
| Professionalism | 3.00  | 0.30     | Proficient        |

#### Final Evaluation Ratings

|                                                                                                                |            |      |
|----------------------------------------------------------------------------------------------------------------|------------|------|
| <b>Overall Composite Rating/Score</b>                                                                          | Proficient | 3.10 |
| This is the composite score for observations and the professionalism rubric.                                   |            |      |
| <b>Student Learning Objective Rating/Score</b>                                                                 | Proficient | 0.00 |
| The score of the student learning objective.                                                                   |            |      |
| <b>Final Overall Composite Rating/Score</b>                                                                    | Proficient | 3.10 |
| The final score when the SLO score is added to (or subtracted from) the observation/professionalism composite. |            |      |
| <b>Overall Status</b>                                                                                          | Met        |      |

#### Educator Comments & Feedback

|                                         |                 |
|-----------------------------------------|-----------------|
| <b>Educator Comments</b>                | [ no comments ] |
| Feedback and comments from the Educator |                 |

The bottom of the results form includes Educator Comments & Feedback and Signatures for both the educator and evaluator

### Educator Comments & Feedback

#### Educator Comments

Feedback and comments from the Educator

[ no comments ]

### Signatures

 05/24/2018 04:29 PM  
Teacher1 (Elementary)  
Grandview  
Educator

 05/24/2018 04:35 PM  
Principal (Elementary)  
Grandview  
Evaluation Chair

### Completion

#### Evaluation Complete?

The completion status of the evaluation. A signature from the either the Evaluation Chair or principal must be present before an evaluation can be completed. 2017-2018 Evaluations can be signed by the Superintendent or an ADEPT Administrator.

Complete

 Edit

Created 5/24/2018 4:11:59 PM by 102995  
Modified 5/25/2018 8:29:15 AM by 102988

## Mentoring Notes

**Mentoring Notes** supports coach mentors and information sharing between the educator and mentor.

Select the **+Add Mentoring Note** link to add additional notes.

Select the **Details** link for a mentoring note to view the contents.



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

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

### Teacher1 (Elementary) Grandview

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

- Status
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- Professionalism
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- Results
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- Mentoring Notes
- [Educator Profile](#)

### Mentoring

[+ Add Mentoring Note](#)

This is a list of all the mentor notes added by the mentors for this evaluation.

| Id | Attachment                              | Created By                  | Created On           |                         |
|----|-----------------------------------------|-----------------------------|----------------------|-------------------------|
| 4  | <a href="#">PDF_Test_File.pdf</a>       | Grandview, District (Staff) | 5/25/2018 1:20:50 PM | <a href="#">Details</a> |
| 5  | [ none ]                                | Grandview, District (Staff) | 5/25/2018 1:27:16 PM | <a href="#">Details</a> |
| 6  | <a href="#">Excel_xls_Test_File.xls</a> | Grandview, District (Staff) | 5/25/2018 1:27:34 PM | <a href="#">Details</a> |