

## ADEPT – Evaluation Import

SCLead.org has an ADEPT evaluation import tool available only to districts who have the import feature enabled by the Office of Educator Effectiveness and Leadership Development. If your district would like to use the import tool, please contact your ADEPT Regional Contact in the Office of Educator Effectiveness and Leadership Development.

The Evaluation Importer generates a spreadsheet template with all educators currently staffed in SCLead.org. Do not use this template to add staff or edit staff details. However, the import process will create evaluation records for the current school year *if an evaluation record does not already exist* **and** the educator is staffed at a district school in PCS. Do not alter the template format (headings, order of columns, etc.). Altering the import template will cause the import to fail.

Access to the Evaluation Importer is restricted to Superintendents and district level ADEPT administrators, if enabled. Districts can import data on all required evaluation components for classroom-based teachers and special area educators.

Please note the following:

- Districts are **not required** to use the import template if SCLead.org manages the evaluation process and stores all evaluation data.
- Any data imported **will override** existing SCLead.org data.
- Districts have the flexibility to import data in batches (i.e., by contract level, school, last name). Remember to filter the template and delete educators not intended for each batch.
- The Evaluation Importer generates a template based on the latest staff listing in PCS and latest data entered in SCLead.org.

When the import template is downloaded, it will display any existing evaluation settings, summaries, results and recommendations in SCLead.org. The evaluation data in the template can be changed, as necessary, and will overwrite existing data. After import data is scored/calculated and uploaded in SCLead.org, the contract and evaluation level will display on the settings page of the evaluation record. Indicator data and professionalism scores will display on the summary form, and the Student Learning Objective rating and recommendations for next year will display on the results page of the evaluation record.

If all the required elements for an evaluation are included in the import, SCLead.org will add an electronic signature for the person completing the import on the summary form and the results page and will indicate that the evaluation is completed.

**NOTE: Before beginning this process,** notify the Office of Educator Effectiveness and Leadership Development to turn on the Evaluation Importer tool for your district.

**Step 1:** Go to Districts & Schools on the navigation bar at the top of the page.

**Step 2:** Click **Evaluation Importer** under ADEPT Tools.

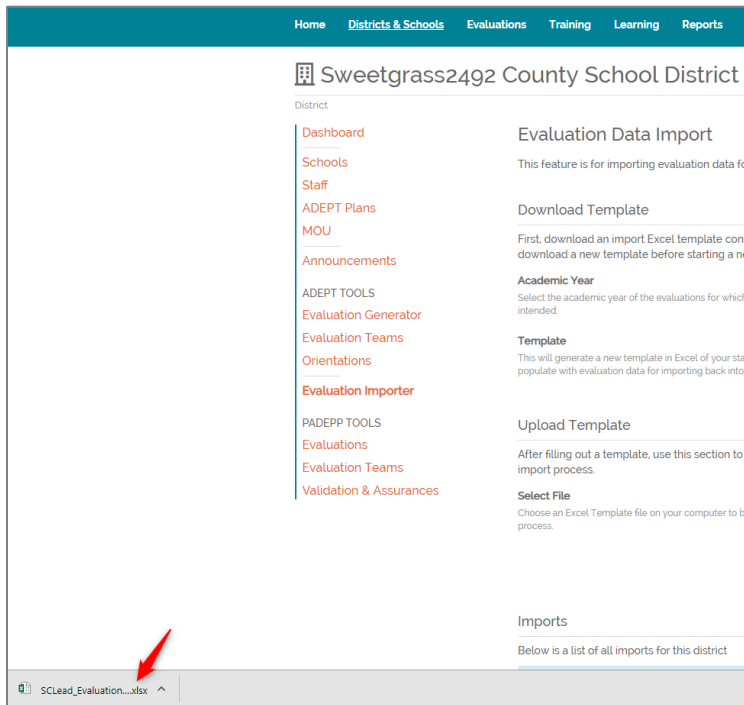
The screenshot shows the South Carolina Department of Education website. The top navigation bar includes links for Home, Districts & Schools, Evaluations, Training, Learning, Reports, and Corrections. The 'Districts & Schools' link is highlighted with a red arrow. Below the navigation bar, the page title is 'Sweetgrass2492 County School District (6556)'. The left sidebar contains a list of links: Dashboard, Schools, Staff, ADEPT Plans, MOU, Announcements, ADEPT TOOLS, Evaluation Generator, Evaluation Teams, Orientations, Evaluation Importer (highlighted with a red arrow), PADEPP TOOLS, Evaluations, and Evaluation Teams. The main content area displays a dashboard for the 2018-2019 school year. It includes a progress bar for ADEPT data entry (83% complete, 5 of 6 orientations) and a progress bar for PADEPP data entry (0% complete, 0 of 1 evaluations and 0 of 1 assurances). The 'Evaluation Importer' link is highlighted with a red arrow.

**Step 3:** Generate an import template. The academic year will be selected for you. Click **Download**.

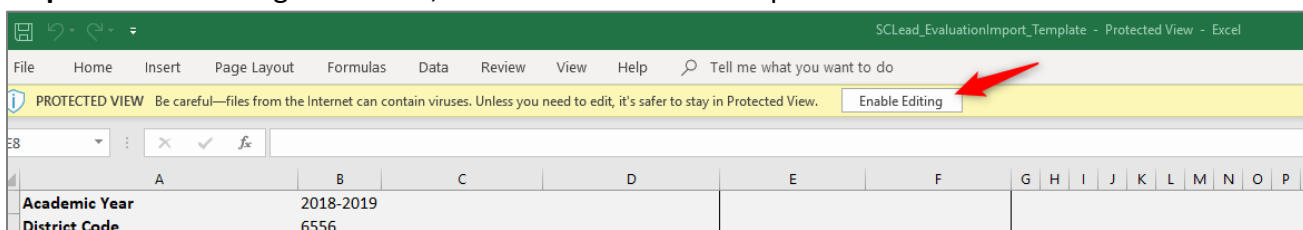
The screenshot shows the 'Evaluation Data Import' page for the Sweetgrass2492 County School District (6556). The page title is 'Evaluation Data Import'. The left sidebar contains a list of links: Dashboard, Schools, Staff, ADEPT Plans, MOU, Announcements, ADEPT TOOLS, Evaluation Generator, Evaluation Teams, Orientations, Evaluation Importer (highlighted with a red arrow), PADEPP TOOLS, Evaluations, and Evaluation Teams. The main content area displays the 'Evaluation Data Import' section. It includes a description: 'This feature is for importing evaluation data for the district.' Below this, there is a 'Download Template' section. The 'Download Template' section includes a description: 'First, download an import Excel template containing all staff and their evaluation data in your district. It is strongly encouraged to download a new template before starting a new import so you have the latest data from SCLed.' Below the description, there is a dropdown menu for 'Academic Year' set to '2018-2019'. Below the dropdown, there is a 'Download' button highlighted with a red arrow. Below the 'Download' button, there is a 'Template' section with a description: 'This will generate a new template in Excel of your staff which you can populate with evaluation data for importing back into SCLed.' Below the 'Template' section, there is an 'Upload Template' section with a description: 'After filling out a template, use this section to upload the evaluation data. The next screen will guide you through the rest of the import process.' Below the 'Upload Template' section, there is a 'Select File' section with a description: 'Choose an Excel Template file on your computer to begin the import.' Below the 'Select File' section, there is a 'Choose File' button and a 'No file chosen' message.

**Step 4:** SCLead.org will generate a template which will download to your computer. Locate and open the file.

**Note:** *The location of the file will be dependent on your computer and download settings. In most cases, you can find the file in the downloads folder of your computer. When you click download, your browser may also give you the option to open the file from the web page, dependent on the browser you are using.*



**Step 5:** Enable editing for the file, if the file downloaded in protected view.



**Step 6:** Enter the data for the targeted evaluations.

**Note:** *Each educator in the template will need at minimum the contract level and evaluation level selected from the drop-down menu before the file can be uploaded into SCLead.org. If you do not want to import any data for that evaluation, the row can be deleted from the file. Please note, educators not on district/school rosters in SCLead.org cannot be added to the template.*

Each educator group has a separate tab in the Excel file. The evaluation data should be entered for each educator listed on each tab. If any evaluation data has either been imported or manually entered in SCLead.org previously, the data will populate in the template. This data can be edited as needed.

- Teacher (Formative – Summative)

- Teacher (GBE – LOA)
- Library Media Specialist
- School guidance Counselor
- Speech – Language Therapist

**Important:** If an educator does not show on a tab within the Excel file, the educator is not staffed in the district/school. A staff assignment will need to be added in PCS for the educator. The evaluation import tool cannot be used to add or remove staff assignments.

In addition, the school, CID, first name and last name cannot be changed in the template. Any changes to staff should be made within PCS/SCLead.org as applicable before you attempt an import for that educator. Once staff changes appear in SCLead.org, download a new template and enter data for targeted educators.

When entering the contract and evaluation levels, enter the contract level first. Next you can select an evaluation level.

The evaluation settings, results, and recommendations are dropdown fields for all evaluation types. The SCTS 4.0 Rubric indicator scores for Teacher (Formative -Summative) should be entered as numbers 1, 2, 3, or 4. The ADEPT Performance Standards for the Special Area evaluations are dropdowns with selections Met/Not Met.

Academic Year	District Code	District Name	School	CID	Last Name	First Name	Contract Level	Evaluation Level	Instructional Plans	Student Work	Assessment	Standards & Objectives	Motivating Students
2018-2019	6556	Sweetgrass2492 County School District	001 - Sweetgrass2492 Elementary School	927212	Sweetgrass2492	Teacher1 (Elementary)	Annual 1	Formative					
			001 - Sweetgrass2492 Elementary School	947407	Sweetgrass2492	Teacher2 (Elementary)							

**Step 7:** Once desired data has been entered into the Excel file, save a copy of the Excel file to your computer.

**Step 8:** Upload the completed Excel file in SCLead.org under the District & Schools tab.

**Step 9:** Click **Choose File** to add the saved Excel file from your computer to SCLead.org.

The screenshot shows the SCLead.org interface for the Sweetgrass2492 County School District (6556). The top navigation bar includes links for Home, Districts & Schools, Evaluations, Training, Learning, Reports, and Corrections. The left sidebar lists various tools and resources, including Dashboard, Schools, Staff, ADEPT Plans, MOU, Announcements, ADEPT TOOLS, Evaluation Generator, Evaluation Teams, Orientations, Evaluation Importer, PADEPP TOOLS, Evaluations, Evaluation Teams, and Validation & Assurances. The main content area is titled 'Evaluation Data Import' and contains the following sections:

- Evaluation Data Import**: This feature is for importing evaluation data for the district.
- Download Template**: First, download an import Excel template containing all staff and their evaluation data in your district. It is strongly encouraged to download a new template before starting a new import so you have the latest data from SCLead.
- Academic Year**: Select the academic year of the evaluations for which this template is intended. The dropdown menu shows '2018-2019'.
- Template**: This will generate a new template in Excel of your staff which you can populate with evaluation data for importing back into SCLead. A 'Download' button is present.
- Upload Template**: After filling out a template, use this section to upload the evaluation data. The next screen will guide you through the rest of the import process.
- Select File**: Choose an Excel Template file on your computer to begin the import process. A 'Choose File' button is present, with a red arrow pointing to it. The text 'No file chosen' is displayed next to the button.
- Upload**: An 'Upload' button is located at the bottom of the 'Upload Template' section.

**Step 10:** Once the file has been selected, click **Upload**.

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### Evaluation Data Import

This feature is for importing evaluation data for the district.

#### Download Template

First, download an import Excel template containing all staff and their evaluation data in your district. It is strongly encouraged to download a new template before starting a new import so you have the latest data from SCLead.

Academic Year
2018-2019

Select the academic year of the evaluations for which this template is intended.

Template
This will generate a new template in Excel of your staff which you can populate with evaluation data for importing back into SCLead.
Download

#### Upload Template

After filling out a template, use this section to upload the evaluation data. The next screen will guide you through the rest of the import process.


Select File
Choose an Excel Template file on your computer to begin the import process.
Choose File
SCLead\_EvaluationImport\_Template.xlsx

Upload

**Step 11:** You will be redirected to the Import Process page and advance through the 5 steps noted. Successful progress through each step will be denoted by a green checkmark.

Once the file has been uploaded (**#1**), click **Validate (#2)**. This step will ensure the file is in the required format for successful data import. If any validation errors are found with the template, SCLead.org will provide information on items to be corrected. Once the corrections have been made to the file, return to **Step 8** to begin the import again. If no corrections are required, you will advance to the next step listed on the page.

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Import Process

This is the details page for the evaluation data import. You can download the file for the import here: [download file.](#)

1. Upload

The file was transferred from the user's desktop to SCLed and stored securely.  
Performed on 1/14/2019 4:26:11 PM by 109417

2. Validate Template

The uploaded file is compared against the approved template to see if any alterations have been made.

3. Transform Template

The data in the validated template is transformed from Excel into our database format.

4. Validate Data

The transformed data is validated to ensure it meets all business requirements.

5. Apply Data

The validated data is applied to the official evaluation records.

[⌕ Cancel](#)

Created 1/14/2019 4:26:11 PM by 109417  
Modified 1/14/2019 4:26:11 PM by 109417

**Step 12:** Click **Transform Template (#3)**. This step will transform your template into a format to be imported to the system database.

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#### Import Process

This is the details page for the evaluation data import. You can download the file for the import here: [download file](#).

- 1. Upload**

The file was transferred from the user's desktop to SCLead and stored securely.  
Performed on 1/14/2019 4:26:11 PM by 109417
- 2. Validate Template**

The uploaded file is compared against the approved template to see if any alterations have been made.  
Performed on 1/14/2019 4:27:43 PM by 109417
- 3. Transform Template**

The data in the validated template is transformed from Excel into our database format.
- 4. Validate Data**

The transformed data is validated to ensure is meets all business requirements.
- 5. Apply Data**

The validated data is applied to the official evaluation records.

[Cancel](#)

**Step 13:** Click **Validate (#4)**. This step will ensure all data entered are valid in accordance with evaluation requirements. If any data errors are found, the system will provide a list of those errors. Once the errors are corrected in the template, return to **Step 8** to begin the import process again.

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#### Import Process

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Performed on 1/14/2019 4:26:11 PM by 109417
- 2. Validate Template**

The uploaded file is compared against the approved template to see if any alterations have been made.  
Performed on 1/14/2019 4:27:43 PM by 109417
- 3. Transform Template**

The data in the validated template is transformed from Excel into our database format.  
Performed on 1/14/2019 4:31:42 PM by 109417
- 4. Validate Data**

The transformed data is validated to ensure is meets all business requirements.
- 5. Apply Data**

The validated data is applied to the official evaluation records.

[Cancel](#)

Created 1/14/2019 4:26:11 PM by 109417  
Modified 1/14/2019 4:31:42 PM by 109417

**Step 14:** Click **Apply**. SCLead.org will now add the validated data to the educator's evaluation record.



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Import Process

This is the details page for the evaluation data import. You can download the file for the import here: [download file](#).

1. Upload

The file was transferred from the user's desktop to SCLead and stored securely.

Performed on 1/14/2019 4:48:36 PM by 109417

✓

2. Validate Template

The uploaded file is compared against the approved template to see if any alterations have been made.

Performed on 1/14/2019 4:48:38 PM by 109417

✓

3. Transform Template

The data in the validated template is transformed from Excel into our database format.

Performed on 1/14/2019 4:48:39 PM by 109417

✓

4. Validate Data

The transformed data is validated to ensure it meets all business requirements.

Performed on 1/14/2019 4:48:41 PM by 109417

✓

5. Apply Data

The validated data is applied to the official evaluation records.

✓ Apply

⏮ Cancel

Created 1/14/2019 4:48:36 PM by 109417

Modified 1/14/2019 4:48:41 PM by 109417

At this stage in the process the import COMPONENT is complete; however, time is needed for the evaluations to be calculated/scored by the system. Click **Refresh** to see an update on the system's progress in calculating/scoring the evaluations uploaded. You can also return to this screen later as well to view the status.

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✓ The import has been completed successfully.

ⓘ 2 evaluations are being processed within the next half-hour to determine the Domain Averages, Overall Composite, and Final Scores. [Refresh](#)

#### Import Process

This is the details page for the evaluation data import. You can download the file for the import here: [download file](#).

<b>1. Upload</b> The file was transferred from the user's desktop to SCLead and stored securely. Performed on 1/14/2019 4:48:36 PM by 109417	✓
<b>2. Validate Template</b> The uploaded file is compared against the approved template to see if any alterations have been made. Performed on 1/14/2019 4:48:38 PM by 109417	✓
<b>3. Transform Template</b> The data in the validated template is transformed from Excel into our database format. Performed on 1/14/2019 4:48:39 PM by 109417	✓
<b>4. Validate Data</b> The transformed data is validated to ensure it meets all business requirements. Performed on 1/14/2019 4:48:41 PM by 109417	✓
<b>5. Apply Data</b> The validated data is applied to the official evaluation records. Performed on 1/14/2019 4:51:51 PM by 109417	✓

Notice when you return to the **Evaluation Importer**, a list of previous imports will be provided along with the status of the current import. Click **Details** next to the desired import to review the import details. The successfully imported file will be stored in SCLead.org.

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Download Template

First, download an import Excel template containing all staff and their evaluation data in your district. It is strongly encouraged to download a new template before starting a new import so you have the latest data from SCLead.

Academic Year

Select the academic year of the evaluations for which this template is intended.

2018-2019

Template

This will generate a new template in Excel of your staff which you can populate with evaluation data for importing back into SCLead.

Download

Upload Template

After filling out a template, use this section to upload the evaluation data. The next screen will guide you through the rest of the import process.

Select File

Choose an Excel Template file on your computer to begin the import process.

Choose File No file chosen

Upload

Imports

Below is a list of all imports for this district

Id	Status	Total Records		
20	Processing	6	Created 1/14/2019 4:48:36 PM by 109417 Modified 1/14/2019 4:51:51 PM by 109417	Details
19	Errors	6	Created 1/14/2019 4:26:11 PM by 109417 Modified 1/14/2019 4:34:43 PM by 109417	Details

**Note:** Below is an example of a data validation error that would cause you to fix corrections noted and start the import process again.

Click the “i” icon to view the data error(s).

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**The import has errors and cannot be completed.**

#### Import Process

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- 4. Validate Data**  
 The transformed data is validated to ensure it meets all business requirements.  
 Performed on 1/14/2019 4:34:43 PM by 109417
- 5. Apply Data**  
 The validated data is applied to the official evaluation records.

Created 1/14/2019 4:26:11 PM by 109417  
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In this scenario, the template had evaluation data for a Speech-Language Therapist; however, the evaluation level and contract level were not selected for the educator. The educator in question was located on row 7 of the Speech-Language Therapist worksheet.

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**The import has errors and cannot be completed.**

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 Performed on 1/14/2019 4:34:43 PM by 109417
- 5. Apply Data**  
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Created 1/14/2019 4:26:11 PM by 109417  
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### Validate Data Results

**There were errors validating the data.**

Worksheet	Row	Message
Speech-Language Therapist	7	The evaluation level is blank or invalid: ""
Speech-Language Therapist	7	The contract level is blank or invalid: ""

[Close](#)

Once the error is corrected on the import template, return to the **Evaluation Importer** in SCLead.org under the District & Schools tab (**Step 8 of this document**) and start the import process again.

Contact SCLead.org support if you have problems accessing or completing ADPET evaluations.  
 1-877-314-1412 or <https://sclead.org/Help/Support>