

## ADEPT Evaluation Results – Special Areas

There are several components to evaluation results. Results will be entered by the principal, evaluation chair or evaluator and district ADEPT Administrator. This guide provides instructions for entering the results for special area evaluations. These steps are the same for all evaluation levels for special areas.

### **Special Area Evaluations (Includes GBE):**

1. Educator Comments – added by the educator (not required)
2. Final Conference Date – added by the principal, evaluation chair or evaluator
3. Evaluator comments – added by the principal, evaluation chair or evaluator (not required)
4. Final Overall Status – added by the principal, evaluation chair or evaluator
5. Recommendations for Next Year (Next Evaluation and Contract Level and Hire Status) – Entered by the ADEPT Administrator.
6. Signatures – Entered by the principal, evaluation chair and/or evaluator and the district ADEPT Administrator and educator.
7. Completion status – Set by the district ADEPT Administrator. *If the educator is unavailable to sign the results, the reason can be added to the completion status by the district ADEPT administrator.*

**Step 1:** Click **Evaluations** on the navigation menu bar.

The screenshot shows the SCDE website interface. At the top, the logo for the South Carolina Department of Education is on the left, and links for Help, Account, and Logout are on the right. Below the logo is the text 'SOUTH CAROLINA DEPARTMENT OF EDUCATION' and 'ed.sc.gov'. A navigation bar contains links for Home, Districts & Schools, Evaluations, and Reports. A red arrow points to the 'Evaluations' link. Below the navigation bar, the 'Home' section is visible, featuring a 'Correction' button and an 'Announcements' section. The 'Announcements' section contains two entries: one dated 6/21/2018 about SCLead updates and another dated 5/23/2018 about the SCLead.org platform. On the right side, there is a 'My Profile' section displaying user information: CID 983960, Username principal@sweetgrass1294.elementary.org, and Current Employment Principal @ Sweetgrass1294 Elementary School. A 'View full profile' link is also present.

## Step 2: Locate the evaluation and click **Details**.

[Home](#) [Districts & Schools](#) [Evaluations](#) [Training](#) [Learning](#)

Evaluation Search

CID

Name

Academic Year

[ any ]

District

Sweetgrass2404 County

School

Sweetgrass2404 Eleme

Evaluation Model

[ any ]

Educator Type

[ any ]

10 | 20 | 50 | 100

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page 1

You are currently using filters to limit the search results.

Educator	Evaluation	Status	
<a href="#">Sweetgrass2404, Librarian (Elementary)</a> 816990 Sweetgrass2404 County School District Sweetgrass2404 Elementary School	2018-2019 Library Media Specialist Continuing - Formative 2006 ADEPT Model	<input type="radio"/> OR <input type="radio"/> SUM <input type="radio"/> C	<a href="#">Details</a>
<a href="#">Sweetgrass2404, Principal (Elementary)</a> 856945 Sweetgrass2404 County School District Sweetgrass2404 Elementary School	2018-2019 Principal PADEPP Model	<input type="radio"/> OR <input type="radio"/> CF <input type="radio"/> PDP <input type="radio"/> AS <input type="radio"/> C	<a href="#">Details</a>
<a href="#">Sweetgrass2404, Teacher2 (Elementary)</a> 908739 Sweetgrass2404 County School District Sweetgrass2404 Elementary School	2018-2019 Classroom-Based Teacher Annual 4 - GBE Expanded ADEPT (SCTS) Model	<input checked="" type="radio"/> OR <input type="radio"/> SG <input type="radio"/> C	<a href="#">Details</a>
<a href="#">Sweetgrass2404, Teacher3 (Elementary)</a> 821931 Sweetgrass2404 County School District Sweetgrass2404 Elementary School	2018-2019 Library Media Specialist Annual 1 - Summative 2006 ADEPT Model	<input checked="" type="radio"/> OR <input type="radio"/> SUM <input type="radio"/> C	<a href="#">Details</a>

## Step 3: Click **Results**.

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Librarian (Elementary) Sweetgrass2404 (816990)

2018-2019 Evaluation | Sweetgrass2404 County School District | Continuing

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Overall Status

Evaluation Status

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

Overall Completion Progress

75

Evaluation Team

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

Member	Role	Permissions	Assignment Level
Principal (Elementary) Sweetgrass2404	Evaluator	Student Growth & Professional Goals	District-Level

**Step 4:** Click **Edit** to add the Final Conference Date and Evaluator Comments (if needed). This can be completed by the Principal, Evaluation Chair or an evaluator from the assigned evaluation team.

Librarian (Elementary) Sweetgrass2404 (816990)

2018-2019 Evaluation | Sweetgrass2404 County School District | Continuing [Print to PDF](#)

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[Educator Profile](#)

### Evaluation Results

#### Educator Comments & Feedback

<b>Educator Comments</b> Feedback and comments from the Educator	[ no comments ]
<b>Final Conference &amp; Comments</b>	<a href="#">Edit</a>
<b>Final Conference Date</b> The date of the final conference.	[ blank ]
<b>Evaluator Comments</b> Feedback and comments from the Evaluator(s)	[ no comments ]
<b>Final Evaluation Ratings</b>	<a href="#">Edit</a>
<b>Overall Status</b> The overall status of the evaluation.	Unknown

**Step 5:** Enter the Final Conference Date and Evaluator Comments (if needed). Click **Submit**.

Librarian (Elementary) Sweetgrass2404 (816990)

2018-2019 Evaluation | Sweetgrass2404 County School District | Continuing

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#### Final Conference


<b>Final Conference Date</b> The date of the final conference.	<input type="text" value="mm/dd/yyyy"/>
<b>Evaluator Comments</b> Feedback and comments from the Evaluator(s)	<div><div></div><div>You have 4000 characters remaining</div></div>
	<div><div>Submit</div><div>Cancel</div></div>

**Step 6:** Click **Edit** to enter the Overall Status This can be completed by the Principal, Evaluation Chair or an evaluator from the assigned evaluation team.

**Final Evaluation Ratings**  Edit

**Overall Status** Unknown  
The overall status of the evaluation.


**Signatures**

 This evaluation cannot be signed because it is missing one or more of the following:


- Overall Status

No signatures found


**Step 7:** Select the Overall Status from the dropdown and click **Submit**.

 Librarian (Elementary) Sweetgrass2404 (816990)

2018-2019 Evaluation | Sweetgrass2404 County School District | Continuing

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 Educator Profile


**Overall Status** Unknown  
The overall status of the evaluation. Not all option may be available depending on the results of the observations or summary evaluations.

**Submit** Cancel

**Step 8:** The principal, evaluation chair, evaluator and/or educator can now add an electronic signature to the results. Click **Add my signature**.

**Note:** The district ADEPT administrator will not sign until the he/she has entered recommendations.

**Evaluator Comments** notes for educator  
Feedback and comments from the Evaluator(s)

**Final Evaluation Ratings**  Edit

**Overall Status** Met  
The overall status of the evaluation.

**Signatures**

**+ Add my signature**

**Note:** If the **Add my signature** link is not visible, a required element for results has not been completed. Please see the yellow message box to identify the missing required elements to sign.

### Final Evaluation Ratings

Edit

<b>Student Learning Objective Rating/Score</b> The score of the student learning objective.	N/A	0.00
<b>Overall Status</b> The overall status of the evaluation.	Unknown	

### Signatures

⚠ This evaluation cannot be signed because it is missing one or more of the following:

- Student Learning Objective Rating/Score
- Overall Status

No signatures found

**Step 9:** This step will be completed by the district ADEPT administrator. Click **Edit** to add Recommendations for Next Year to include evaluation level, contract level and hire status.

### Recommendations for Next Year

Edit

<b>Next Evaluation Level</b>	Unknown
<b>Next Contract Level</b>	No Data
<b>Hire Status</b>	Unknown

### Signatures

⚠ This evaluation cannot be signed because it is missing one or more of the following:

- Next Year's Recommended Evaluation Level
- Next Year's Recommended Contract Level
- Next Year's Recommended Hire Status

🕒 01/23/2019 01:09 PM  
Elementary (Staff)  
Sweetgrass2404  
Evaluator

**Step 10:** Select the next evaluation level, next contract level and hire status. Click **Submit**.

Teacher2 (Elementary) Sweetgrass2404 (908739)

2018-2019 Evaluation | Sweetgrass2404 County School District | Annual 4

Status

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Recommendations for Next Year

Next Evaluation Level

Next Contract Level

Hire Status

Unknown

No Data

Unknown

Submit

Cancel

Created 1/17/2019 1:49:19 PM by 110463

Modified 1/18/2019 10:05:52 AM by 110463

**Step 11:** The district ADEPT administrator can add his/her signature. Click **Add my signature**.

Recommendations for Next Year

Edit

Next Evaluation Level

Next Contract Level

Hire Status

Formative

Annual 2

Rehired

Signatures

+ Add my signature

**Note:** Signatures can be added in any order. However, if the evaluation has been marked as complete, signatures can no longer be added.

**Step 12:** The district ADEPT Administrator will mark the evaluation as complete. Once complete, the evaluation cannot be edited. Click **Edit** to add the completion status.

Signatures

01/23/2019 01:09 PM

Elementary (Staff)

Sweetgrass2404

Evaluator

01/23/2019 01:12 PM

District (Staff)

Sweetgrass2404

District Staff

Remove

Completion

Edit

Evaluation Complete?

Not Complete

The completion status of the evaluation. A signature from either the Evaluation Chair or principal must be present before an evaluation can be completed.

Created 1/16/2019 3:14:46 PM by 110463

**Note:** If the edit option is not displayed, it would indicate the required district-level signature has not been added to the results page. Either a district ADEPT administrator or Superintendent is required to sign the results page.

Signatures

01/23/2019 01:09 PM

Elementary (Staff)

Sweetgrass2404

Evaluator

+ Add my signature

Completion

⚠ This evaluation cannot be completed because it is missing the appropriate district-level signature(s).

Evaluation Complete?

Not Complete

The completion status of the evaluation. A signature from either the Evaluation Chair or principal must be present before an evaluation can be completed.

Created 1/16/2019 3:14:46 PM by 110463

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**Step 13:** Check the box for **Evaluation Complete?** If the educator has not signed the results page, please select a reason the educator did not sign. Click **Submit**.

Teacher3 (Elementary) Sweetgrass2404 (821931)

2018-2019 Evaluation | Sweetgrass2404 County School District | Continuing

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#### Completion

**Evaluation Complete?** ☐

The completion status of the evaluation. This will impact reports and charts within this website.

**Why did the Educator not sign this record?**

Please select a reason why there is no Educator signature.

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

Created 1/16/2019 3:14:46 PM by 110463  
Modified 1/23/2019 10:41:39 AM by 110468

The evaluation is now complete. If the record needs to be edited, the district ADEPT administrator can remove the complete check box to open the evaluation provided the academic year has not closed.

*Contact [SCLead.org](https://sclead.org) support for technical assistance.*

*1-877-314-1412 or <https://sclead.org/help/support>.*