

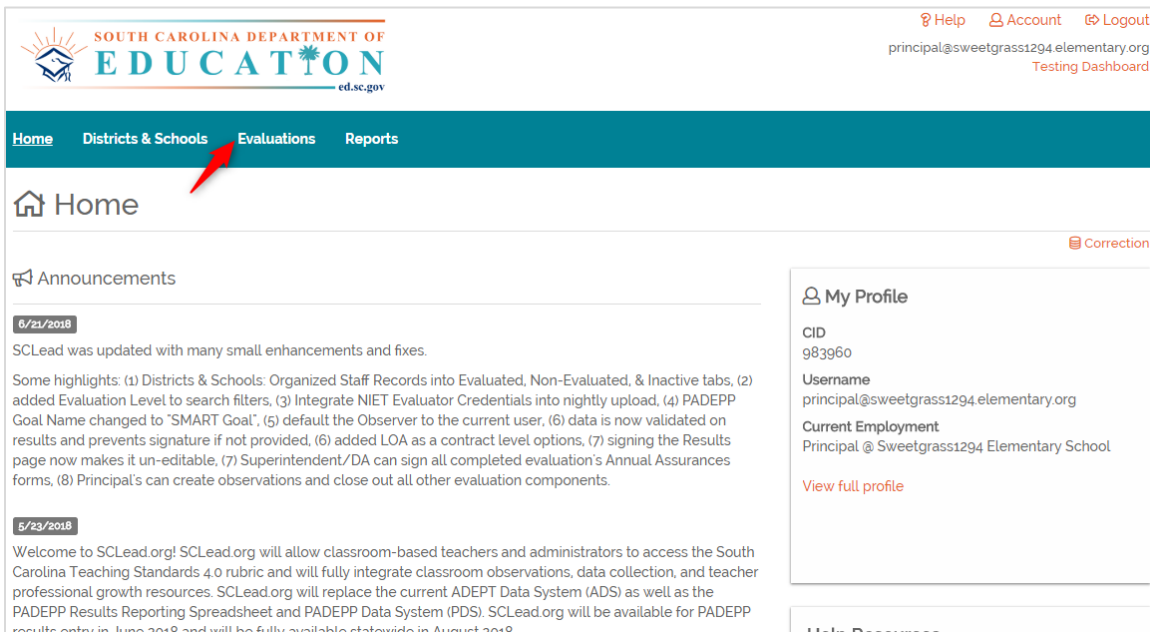
ADEPT Evaluation Results – Classroom Teacher Formative or Summative

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 a classroom - based teacher, formative or summative, evaluation.

Classroom Teacher Formative/Summative Evaluations: For this evaluation type, any required observations, the professional review, and the SLO rating must be entered before the Overall Composite Rating will be calculated.

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. Indicator scores and Overall Composite Rating/Score – calculated and added automatically by SCLead.org
5. Student Learning Objective Rating/Score – added by the principal, evaluation chair or evaluator
6. Final Overall Composite Rating/Score – calculated automatically by SCLead.org once all requirements have been met.
7. Recommendations for Next Year (Next Evaluation and Contract Level and Hire Status) – Entered by the district ADEPT Administrator.
8. Signatures – Entered by the principal, evaluation chair, and/or evaluator and the district ADEPT Administrator and educator.
9. 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 displays the SCLead.org web application. At the top, the South Carolina Department of Education logo is on the left, and links for Help, Account, and Logout are on the right. Below the logo is a teal navigation bar with the following links: Home, Districts & Schools, Evaluations (highlighted with a red arrow), and Reports. The main content area is divided into two sections. On the left, there is an 'Announcements' section with two entries: one dated 6/21/2018 about SCLead updates and another dated 6/23/2018 welcoming users to the platform. On the right, there is a 'My Profile' sidebar showing 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 Reports

Evaluation Search

Correction

CID 10 | 20 | 50 | 100 1-7 of 7 page 1

Name

Academic Year [any]

Evaluation Group [any]

Educator Type [any]

District Sweetgrass1294 County

School

Educator	Evaluation	Status	
Teacher1 (Elementary) Sweetgrass1294 (856957) Sweetgrass1294 County School District Sweetgrass1294 Elementary School, Sweetgrass1294 Elementary School, Sweetgrass1294 Elementary School	2018-2019 Classroom- Based Teacher	<input checked="" type="radio"/> OR <input type="radio"/> SG <input type="radio"/> OBS <input type="radio"/> PRO <input type="radio"/> C	Details
Teacher2 (Elementary) Sweetgrass1294 (813872) Sweetgrass1294 County School District Sweetgrass1294 Elementary School, Sweetgrass1294 Elementary School, Sweetgrass1294 Elementary School	2018-2019 Classroom- Based Teacher	<input type="radio"/> OR <input type="radio"/> SG <input type="radio"/> OBS <input type="radio"/> PRO <input type="radio"/> C	Details
Teacher3 (Elementary) Sweetgrass1294 (972339) Sweetgrass1294 County School District Sweetgrass1294 Elementary School, Sweetgrass1294 Elementary School, Sweetgrass1294 Elementary School	2018-2019 Classroom- Based Teacher	<input type="radio"/> OR <input type="radio"/> SG <input type="radio"/> OBS <input type="radio"/> PRO <input type="radio"/> C	Details
Librarian (Elementary) Sweetgrass1294 (990442) Sweetgrass1294 County School District Sweetgrass1294 Elementary School	2018-2019 Library Media Specialist	<input type="radio"/> OR <input type="radio"/> SUM <input type="radio"/> C	Details

Step 3: Click **Results**.

Home Districts & Schools Evaluations Learning

Teacher3 (Elementary) Sweetgrass2404 (821931)

2018-2019 Evaluation | Sweetgrass2404 County School District | Annual 1

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Overall Status

Prerequisites

Educator Orientation 100%

Preliminary Cycle (Fall)

Observation(s) 50%

Student Learning Objectives

Professional Goals

Final Cycle (Spring)

Observation(s)

Student Learning Objectives

Professional Goals

Professionalism

Final Results

Overall Completion Progress

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

Teacher3 (Elementary) Sweetgrass2404 (821931)

2018-2019 Evaluation | Sweetgrass2404 County School District | Continuing Print to PDF

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Educator Comments & Feedback

Educator Comments [no comments]

Feedback and comments from the Educator

Final Conference & Comments Edit

Final Conference Date [blank]

The date of the final conference.

Evaluator Comments [no comments]

Feedback and comments from the Evaluator(s)

Step 5: Enter the Final Conference Date and Evaluator Comments. Click **Submit**.

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Final Conference

Final Conference Date

The date of the final conference.

mm/dd/yyyy

Evaluator Comments

Feedback and comments from the Evaluator(s)

You have 4000 characters remaining

Submit


Cancel

Note: *SCLead.org will calculate the Observations of Professional Practice Scores by domain automatically as observations are completed. The Professionalism score is also calculated by the system.*

Final Conference & Comments				Edit
Final Conference Date		5/8/2019		
The date of the final conference.				
Evaluator Comments		Evaluator Comments for educator		
Feedback and comments from the Evaluator(s)				
Observations of Professional Practice				
Domain	Score	Weighted Score	Performance Level	
Planning (20 %)	3.33	0.67	Proficient	
Instruction (50 %)	3.33	1.67	Proficient	
Environment (20 %)	3.00	0.60	Proficient	
Professionalism (10 %)	4.00	0.40	Exemplary	


Step 6: Click **Edit** to enter Student Learning Objective Rating/Score. This can be completed by the Principal, Evaluation Chair or an evaluator from the assigned evaluation team.

Note: *SCLead.org will calculate the Overall Composite Rating/Score and the final Overall Composite Rating/Score. The Overall Status is system generated and will display once all evaluation requirements have been met.*

Environment (20 %)	3.00	0.60	Proficient
Professionalism (10 %)	4.00	0.40	Exemplary
<div>Final Evaluation Ratings</div> <div>  Edit </div>			
Overall Composite Rating/Score		Proficient	3.33
This is the composite score for observations and the professionalism rubric.			
Student Learning Objective Rating/Score		N/A	0.00
The score of the student learning objective.			
Final Overall Composite Rating/Score		Proficient	3.33
The final score when the SLO score is added to (or subtracted from) the observation/professionalism composite			


Note: *The Edit option for Final Evaluation Ratings will only display once all evaluation observation/professionalism requirements have been complete. If the Edit option is not displaying, please refer to the blue message box at the top of the page to identify which element(s) is missing.*

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Teacher3 (Elementary) Sweetgrass2404 (821931)


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 Educator Profile

Evaluation Results




 The following requirements have not been met:

- The minimum number of 2 observation(s) for the Fall Semester semester have not completed.
- The minimum number of 2 observer(s) for the Fall Semester semester have not completed.
- The minimum number of 2 observation(s) for the Spring Semester semester have not completed.
- The minimum number of 2 observer(s) for the Spring Semester semester have not completed.
- A Final Professional Review is required.


Educator Comments & Feedback

Educator Comments

[no comments]

Feedback and comments from the Educator

Final Conference & Comments

 Edit

Final Conference Date

[blank]

The date of the final conference.

Step 7: Select the Student Learning Objective Score/Rating from the dropdown and click **Submit**.

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Evaluation Ratings

Student Learning Objective Score/Rating

The score of the student learning objective.

N/A

Submit

Cancel

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

Modified 1/23/2019 10:57:09 AM by 110468

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.*

Final Evaluation Ratings

Edit

Overall Composite Rating/Score This is the composite score for observations and the professionalism rubric.	Proficient	3.33
Student Learning Objective Rating/Score The score of the student learning objective.	Exemplary	0.25
Final Overall Composite Rating/Score The final score when the SLO score is added to (or subtracted from) the observation/professionalism composite	Proficient	3.58
Overall Status	Met	

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.

Student Learning Objective Rating/Score The score of the student learning objective.	N/A	0.00
Final Overall Composite Rating/Score The final score when the SLO score is added to (or subtracted from) the observation/professionalism composite	Proficient	2.93

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

Completion

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

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

Next Evaluation Level	Unknown
Next Contract Level	No Data
Hire Status	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)

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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

Not Complete

Evaluation 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

Edit

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?

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**.

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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.

None

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>.