

ADEPT Evaluation – User Guide for Educators

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For technical assistance, please contact SCLead.org support.

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

ADEPT – Evaluation Process Overview - Teacher

Each educator being evaluated using the South Carolina Teaching Standards will have an evaluation record in SCLead.org. A step-by-step process for teachers to complete the evaluation process is below. Please see specific user guides for instructions on completing each step of the process.

Note: The evaluation documents for educators being evaluated on special area evaluations (i.e., Library Media Specialists, School Guidance Counselors, Speech-Language Therapists) will be covered in a separate document.

Beginning of Year – Evaluation Setup:

1. ADEPT administrator or principal will create an evaluation record for each educator.
2. ADEPT administrator or principal will set the teacher's Evaluation Team for each evaluation¹.
3. ADEPT administrator or principal will enter the date for the Orientation conference.

Beginning of Year – Form Completion:

1. Teacher will enter electronic signature on the Orientation conference form.
2. If requested by the district, the teacher will enter Student Growth & Professional Goals.²
3. Each Student Learning Objective (SLO) entered needs both the teacher and the evaluator's signature on the Preliminary Conference page. Each Professional Goal, if required, also needs the teacher and evaluator's signature for the Preliminary Review.

Throughout year:

1. Evaluator(s) will add observations, as required by contract level, in SCLead.org. The evaluator and teacher will sign the post conference form(s). If the district is using the consensus approach, only the Area of Reinforcement and Area of Refinement will be displayed on the Post-conference page after each observation. If the district using the average approach to scoring, evaluator scores will be visible.

Mid-Year Form Completion:

1. Each SLO entered needs both the teacher and the evaluator's signature on the Mid-Course Conference page.

If the district is using the consensus approach, the Consensus Meeting form needs to be completed by the Evaluation Chair after classroom observations are completed. Each member of the evaluation team also needs to sign the Consensus Post-conference Meeting form. During or after the preliminary cycle conference, the teacher will sign the Consensus Post-Conference form.

End-of-Year process:

1. Teacher will complete the Professionalism Self Self-Review, if applicable.³
2. Evaluator will complete the Professionalism Review.
3. If the contract level for the teacher is using the consensus approach, the Consensus Meeting form would need to be completed by the Evaluation Chair. Each member of the evaluation team would sign the Consensus Post-conference Meeting form. Then the teacher would also sign.
4. Evaluation Chair will complete the Evaluation Results to include providing the SLO Rating/Score. Under Consensus, once completed by the Evaluation chair, each member of the evaluation team and the teacher will sign the Consensus Meeting Observation Summary form. The evaluation can then be marked complete.

¹The Principal will have permissions as the evaluation chair, even if not listed as a member of the evaluation team.

²Entering SLO progress monitoring data in SCLead.org is at the discretion of each district; however, all districts will need to report an SLO rating in the results section of the evaluation at the end of the year.

³The district can request the Professionalism Self-Review and Evaluator Review be completed in the Preliminary and/or Final Cycles. Only the Final Cycle Professionalism rating will be counted toward the overall observation rating in the Results section of the evaluation.

Educator: Completing the ADEPT Orientation

The first step in the expanded ADEPT evaluation process is to confirm the educator's orientation to the evaluation process has occurred. The educator will need to add his/her electronic signature to the Orientation form in SCLead.org.

Step 1: Access Evaluation record for the current academic year. There are two ways to access evaluation records.

Option 1 – Step 1: From the homepage, click **View full profile** in the **My Profile** box.

SOUTH CAROLINA DEPARTMENT OF EDUCATION
ed.sc.gov

Help Account Logout
teacher1@sweetgrass1294.elementary.org
Testing Dashboard

Home Evaluations

Home

Announcements

6/21/2018
SCLead was updated with many small enhancements and fixes.
Some highlights: (1) Districts & Schools: Organized Staff Records into Evaluated, Non-Evaluated, & Inactive tabs, (2) added Evaluation Level to search filters, (3) Integrate NIET Evaluator Credentials into nightly upload, (4) PADEPP Goal Name changed to "SMART Goal", (5) default the Observer to the current user, (6) data is now validated on results and prevents signature if not provided, (6) added LOA as a contract level options, (7) signing the Results page now makes it un-editable, (7) Superintendent/DA can sign all completed evaluation's Annual Assurances forms, (8) Principal's can create observations and close out all other evaluation components.

5/23/2018
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

My Profile
CID
856957
Username
teacher1@sweetgrass1294.elementary.org
Current Employment
Educator @ Sweetgrass1294 Elementary School
[View full profile](#)

Option 1 – Step 2: Click **Details** for the evaluation for the current academic year.

Home Evaluations

Teacher1 (Elementary) Sweetgrass1294

Educator Profile

Profile
ADDITIONAL
Education
Training
LICENSURE
Experience
Employment
Certification

Teacher1 (Elementary) Sweetgrass1294
856957

Evaluations

Year	District	Model	Type	Level	
2018-2019	Sweetgrass1294 County School District	Expanded ADEPT (SCTS)	Classroom-Based Teacher	Unknown	Details

Option 2 – Step 1: Click *Evaluations* from the navigation menu bar.

Home

Evaluations

Home

Announcements

Correction

My Profile

CID
856957

Username
teacher1@sweetgrass1294.elementary.org

Current Employment
Educator @ Sweetgrass1294 Elementary School

View full profile

Option 2 – Step 2: Click **Details** for the current academic year evaluation.

[Home](#) [Evaluations](#)

Evaluation Search

CID

Name

Academic Year

[any]

Evaluation Group

10 | 20 | 50 | 100

1-1 of 1

Correction


← →

page 1


Educator	Evaluation	Status	
<div><div></div><div>Teacher1 (Elementary) Sweetgrass1294 (856957)</div><div>Sweetgrass1294 County School District</div><div>Sweetgrass1294 Elementary School,Sweetgrass1294 Elementary School,Sweetgrass1294 Elementary School</div></div>	2018-2019 Classroom- Based Teacher	<div><div></div>OR</div> <div><div></div>SG</div> <div><div></div>OBS</div> <div><div></div>PRO</div> <div><div></div>C</div>	<div>Details</div>

Step 2: Select ***Orientation*** in the Evaluation section.

[Home](#)
[Evaluations](#)



2018-2019 Evaluation | Sweetgrass1294 County School District | ADEPT


 Correction

Status

Settings

EVALUATION

Orientation

 Educator Profile

Overall Status

Prerequisites


Educator Orientation

Preliminary Cycle (Fall)

Observation(s)

Student Learning Objectives

Professional Goals



Step 3: Click **Add my signature**.

Note: *If the orientation selection or orientation date is not populated or is not correct, please contact your evaluation chair.*

Home Evaluations

Teacher1 (Elementary) Sweetgrass1294

2018-2019 Evaluation | Sweetgrass1294 County School District | ADEPT

Correction | Print to PDF

Status

Settings

EVALUATION

Orientation

Educator Profile

Orientation

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

8/3/2018

Signatures

+ Add my signature

Step 4: Enter your **PIN** in the PIN entry box. A PIN has been automatically assigned to you by the system. Click **Forgot your PIN?** to view the PIN assigned to you. Enter the PIN displayed and click **Sign**.

SOUTH CAROLINA DEPARTMENT OF EDUCATION

teacher1@sweetgrass

Add Signature

Please enter your PIN to electronically sign this document

[Forgot your PIN?](#)

Close Sign

The Educator Orientation form is now complete in SCLed.org, and the evaluation process can continue.

Teacher1 (Elementary) Sweetgrass1294

2018-2019 Evaluation | Sweetgrass1294 County School District | ADEPT

[Correction](#) | [Print to PDF](#)

Status

Settings

EVALUATION

Orientation

Student Growth & Professional Goals

Observations

Professionalism

Attachments

Results

MENTORING

Mentoring Notes

[Educator Profile](#)

Orientation

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

8/3/2018

Signatures

[07/18/2018 03:46 PM](#)
Teacher1 (Elementary)
Sweetgrass1294
Educator
[Remove](#)

Educator: Student Growth & Professional Goals

SCLead.org has the option to record Student Growth and Professional Goals data for educators evaluated under Expanded ADEPT. The use of the SLO worksheets in SCLead.org is a district level decision; however, each educator will need an SLO rating provided in the evaluation results. Here are instructions for an educator to enter SLO data in SCLead.org.

Educators can enter more than one Student Learning Objective. The educator can also enter the data for a separate Professional Goal, if required. Each goal will have a signature option for preliminary, mid-course, and summative conferences.

Please note, the SLO data can be entered after the Evaluation Orientation has been signed by the educator.

Step 1: Access Evaluation record for the current academic year. There are two ways to access evaluation records.

Option 1 – Step 1: From the homepage, click **View full profile** in the **My Profile** box.

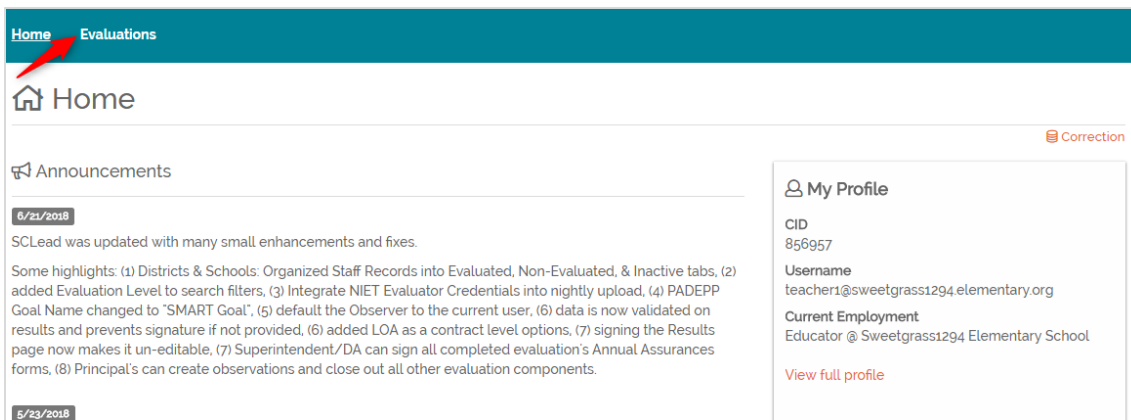
The screenshot shows the SCLead.org homepage. At the top, there is a header with the South Carolina Department of Education logo and navigation links: Help, Account, Logout, and a Testing Dashboard. Below the header is a teal navigation bar with 'Home' and 'Evaluations' links. The main content area is divided into sections: 'Announcements' on the left and 'My Profile' on the right. The 'My Profile' box contains fields for CID, Username, and Current Employment, along with a 'View full profile' link highlighted by a red arrow.

Option 1 – Step 2: Click **Details** for the evaluation for the current academic year.

The screenshot shows the profile page for 'Teacher1 (Elementary) Sweetgrass1294'. The page has a teal header with 'Home' and 'Evaluations' links. Below the header is a section for the educator's profile, including a name, a placeholder for a photo, and a list of tabs: Profile, ADDITIONAL, Education, Training, LICENSURE, Experience, Employment, and Certification. The 'Evaluations' section is highlighted, showing a table with columns: Year, District, Model, Type, Level, and a 'Details' link. A red arrow points to the 'Details' link for the 2018-2019 evaluation.

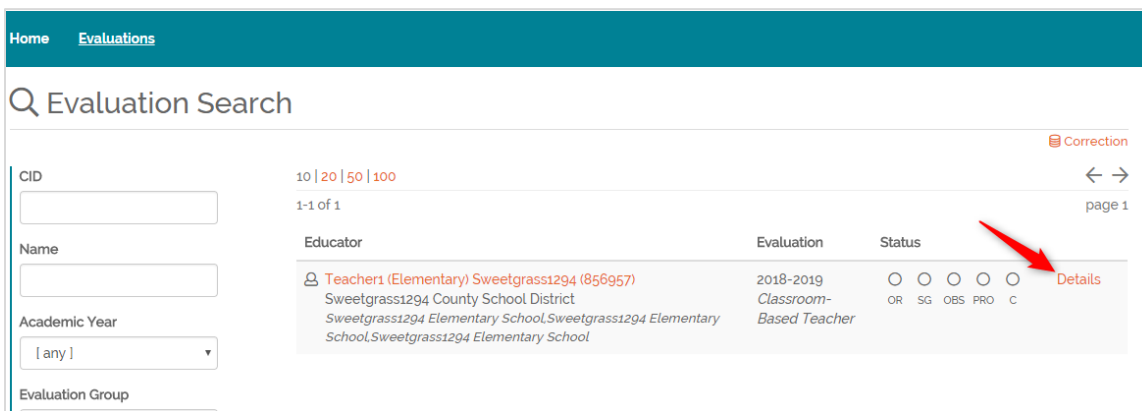
Year	District	Model	Type	Level	Details
2018-2019	Sweetgrass1294 County School District	Expanded ADEPT (SCTS)	Classroom-Based Teacher	Unknown	Details

Option 2 – Step 1: Click **Evaluations** from the navigation menu bar



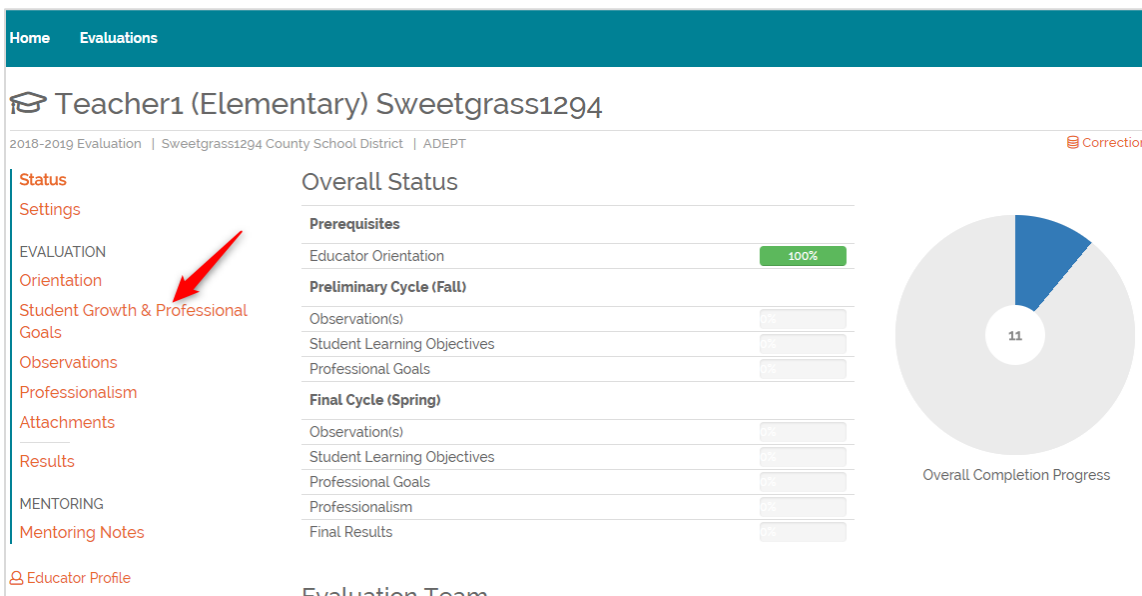
The screenshot shows the top navigation bar with 'Home' and 'Evaluations' links. A red arrow points to the 'Evaluations' link. Below the navigation bar, the 'Home' section is visible, along with an 'Announcements' section dated 6/21/2018. A 'My Profile' section on the right displays user information: CID 856957, Username teacher1@sweetgrass1294.elementary.org, and Current Employment Educator @ Sweetgrass1294 Elementary School. A 'View full profile' link is also present.

Option 2 – Step 2: Click **Details** for the current academic year evaluation



The screenshot shows the 'Evaluation Search' page. It includes search filters for CID, Name, Academic Year, and Evaluation Group. A table lists search results for 'Teacher1 (Elementary) Sweetgrass1294 (856957)'. The 'Details' link in the table is highlighted with a red arrow. The table columns are Educator, Evaluation, and Status. The 'Status' column shows radio buttons for OR, SG, OBS, PRO, and C.

Step 2: Select **Student Growth & Professional Goals** in the Evaluation section



The screenshot shows the 'Teacher1 (Elementary) Sweetgrass1294' evaluation page. The left sidebar contains a list of links: Status, Settings, EVALUATION, Orientation, Student Growth & Professional Goals, Observations, Professionalism, Attachments, Results, MENTORING, and Mentoring Notes. A red arrow points to the 'Student Growth & Professional Goals' link. The main content area displays the 'Overall Status' section, which includes 'Prerequisites' (Educator Orientation at 100%), 'Preliminary Cycle (Fall)' (Observation(s), Student Learning Objectives, Professional Goals), and 'Final Cycle (Spring)' (Observation(s), Student Learning Objectives, Professionalism, Final Results). A pie chart on the right shows 'Overall Completion Progress' with a value of 11.

Step 3: To add a Student Growth Goal, click **Add Student Learning Objective**

The screenshot shows the 'Teacher1 (Elementary) Sweetgrass1294' interface. The top navigation bar includes 'Home', 'Evaluations', and 'Reports'. The left sidebar lists various sections: Status, Settings, EVALUATION (Orientation, Student Growth & Professional Goals, Observations, Professionalism, Attachments, Results), MENTORING (Mentoring Notes), and Educator Profile. The main content area is titled 'Student Growth & Professional Goals' and includes an 'Edit' button. Below this, the 'Student Growth' section is active, displaying a description of SLOs and a list of requirements. A red arrow points to the '+ Add Student Learning Objective' button in the top right corner of the main content area. The 'Professional Goals' section is also visible at the bottom, with an 'Add Goal' button.

Step 4: Enter the data for the Student Learning Objective. The data requested is the same data previously requested onstate provided SLO forms. SCLead.org did add a section allowing the educator to align the goal with the SCTS 4.0 rubric indicators, as applicable. Once goal data has been entered, click **Save**.

The screenshot shows the 'Teacher1 (Elementary) Sweetgrass1294' interface with the 'Add Student Learning Objective' form. The top navigation bar and left sidebar are the same as in the previous screenshot. The main content area is titled '+ Add Student Learning Objective' and includes an 'Overview' section. The form contains several fields for entering SLO data: 'SLO Purpose' (with two radio button options), 'SLO Name', 'SLO Content Area(s)', 'SLO Grade Level(s)', 'SLO Type' (with two radio button options), and 'SLO Approach' (with two radio button options). A red arrow points to the 'Add Student Learning Objective' button in the top right corner of the main content area.

IX. Instructional Strategies

A. Describe the best instructional practices you will use to teach this content to students. Include how instruction will be differentiated based on data. What interventions will be used if more assistance is needed during the learning progress?

You have 4000 characters remaining

B. Around which SCTS 4.0 Rubric Indicator(s) will you focus your professional learning?

Planning

- ☐ Instructional Plans
- ☐ Student Work
- ☐ Assessment

Instruction

- ☐ Standards & Objectives
- ☐ Motivating Students
- ☐ Presenting Instructional Content

Save Cancel

Once the goal data has been entered, the system will generate the Preliminary, Mid-Course, and Summative Conference forms.

Step 5: At the bottom of the Preliminary conference form, click **Add my signature** to electronically sign the Preliminary Conference.

MENTORING

Mentoring Notes

Educator Profile

☒ Teacher Content Knowledge

☒ Thinking

Environment

☒ Managing Student Behavior

Signatures

SLO Preliminary Conference Signatures

+ New SLO Preliminary Conference signature

Add my signature

Created 7/19/2018 1:59:23 PM by 109350

Modified 7/19/2018 2:01:06 PM by 109350

Step 6: Enter your **PIN** in the PIN entry box. PIN's are automatically assigned by the system. Click **Forgot your PIN?** to view your assigned PIN. Once you enter your PIN, click **Sign**.

Once your Mid-Course Conference has occurred, repeat steps 1 and 2 to access your SLO to sign the mid-course conference form.

Step 7: Click on the SLO name to access the conference forms for signature.

Teacher1 (Elementary) Sweetgrass1294

2018-2019 Evaluation | Sweetgrass1294 County School District | ADEPT

Correction

Status

Settings

EVALUATION

Orientation

Student Growth & Professional Goals

Observations

Professionalism

Attachments

Results

MENTORING

Mentoring Notes

Educator Profile

Student Growth & Professional Goals

Edit

Student Growth

Add Student Learning Objective

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 (PGDP), 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
SLO1-2018/19 <small>Created 7/19/2018 1:59:23 PM by 109350 Modified 7/19/2018 2:01:06 PM by 109350</small>	Professional Growth and Development Plan	Individual	Class

Step 8: Click **Mid-Course Conference** and then click **Edit** to enter On-going Progress Monitoring/Reflections.

Home Evaluations Reports

Teacher1 (Elementary) Sweetgrass1294

2018-2019 Evaluation | Sweetgrass1294 County School District | ADEPT

Status SLO1-2018/19

Settings ⌚ Back ✎ Edit

EVALUATION

Orientation Preliminary Conference Mid-Course Conference Summative Conference

Student Growth & Professional Goals

Observations X. On-going Progress Monitoring/Reflections [blank]

Professionalism The SLO progress monitoring allows the teacher to reflect on student progress and the impact of his or her own instructional practice throughout the SLO process.

Attachments

Results

MENTORING

Mentoring Notes

⌚ Educator Profile

Name	Description	Created By
No attachments found.		

Step 9: Enter the On-going Progress Monitoring/Reflections, **Add** any support documents, as desired, and click **Submit**.

Home Evaluations Reports

Teacher1 (Elementary) Sweetgrass1294

2018-2019 Evaluation | Sweetgrass1294 County School District | ADEPT Correction

Status SLO1-2018/19

Settings ⌚ Back

EVALUATION

Orientation Preliminary Conference Mid-Course Conference Summative Conference

Student Growth & Professional Goals

Observations X. On-going Progress Monitoring/Reflections

Professionalism The SLO progress monitoring allows the teacher to reflect on student progress and the impact of his or her own instructional practice throughout the SLO process.

Attachments

Results

MENTORING

Mentoring Notes

⌚ Educator Profile

Add on-going progress monitoring and reflection on goal

Name	Description	Created By
No attachments found.		

Choose File No file chosen

+ Add

Submit Cancel

Step 10: Click **Add my signature** to sign the Mid-Course conference.

Goals

Observations

Professionalism

Attachments

Results

MENTORING

Mentoring Notes

Educator Profile

X. On-going Progress Monitoring/Reflections Add on-going pro

The SLO progress monitoring allows the teacher to reflect on student progress and the impact of his or her own instructional practice throughout the SLO process.

Attachments

Name	Description	Created
No attachments found.		

Signatures

SLO Mid-Course Conference Signatures

+ New SLO Mid-Course Conference signature

Add my signature

To access the goals for the Summative Conference, repeat steps 1, 2, and 8 above.

Step 11: Click **Summative Conference**.

Home Evaluations Reports

Teacher1 (Elementary) Sweetgrass1294

2018-2019 Evaluation | Sweetgrass1294 County School District | ADEPT

Correction | Print to PDF

SLO1-2018/19

Back Edit

Preliminary Conference Mid-Course Conference Summative Conference

SLO Purpose

Select the appropriate purpose of this Student Learning Objective.

☒ This SLO serves as the Professional Growth and Development Plan

☐ This SLO serves as one of multiple goals of the Professional Growth and Development Plan.

Step 12: Click **Edit**.

Teacher1 (Elementary) Sweetgrass1294

2018-2019 Evaluation | Sweetgrass1294 County School District | ADEPT Correction

Status SLO1-2018/19

Settings [Back](#) [Edit](#)

EVALUATION

Orientation Preliminary Conference Mid-Course Conference Summative Conference

Student Growth & Professional Goals

Observations XI. Conference Reflection

Professionalism A. Percentage of Students Who Met Growth Targets
[blank]

Attachments B. Reflection on Data
How does the data inform your instructional practice, goal setting, or your professional development for next year?
[blank]

Results

MENTORING

Mentoring Notes

[Educator Profile](#)

Signatures

SLO Summative Conference Signatures

+ New SLO Summative Conference signature

Add my signature

Step 13: Enter Conference Reflection A & B and click **Submit**.

Teacher1 (Elementary) Sweetgrass1294

2018-2019 Evaluation | Sweetgrass1294 County School District | ADEPT Correction

Status SLO1-2018/19

Settings [Back](#)

EVALUATION

Orientation Preliminary Conference Mid-Course Conference Summative Conference

Student Growth & Professional Goals

Observations XI. Conference Reflection

Professionalism A. Percentage of Students Who Met Growth Targets

Attachments

Results

MENTORING

Mentoring Notes

[Educator Profile](#)

Submit Cancel

Step 14: Click **Add my signature** to electronically sign the Summative Conference.

The screenshot shows a web interface for SLO Summative Conference Signatures. On the left is a sidebar with navigation links: Goals, Observations, Professionalism, Attachments, Results, MENTORING, Mentoring Notes, and Educator Profile. The main content area is titled 'XI. Conference Reflection' and contains two columns of text. The right column includes the text 'A. Percentage of', '% of students w', 'B. Reflection on', 'How does the d', 'setting, or your', and 'reflection on go'. Below the text is a section titled 'Signatures'. It features a teal button labeled 'SLO Summative Conference Signatures' and a white button labeled '+ New SLO Summative Conference signature'. The white button has a red arrow pointing to the text 'Add my signature'.

This process would be repeated for each goal.

Educator: Observation Self-Reflection

SCLead.org allows educators to complete a Self-Reflection for each observation conducted throughout the year. This guide provides the steps for an educator to complete the observation Self-Reflection to include self scores, selecting an area of reinforcement and refinement and provide feedback on the observation. This guide will also provide steps on signing the Post-Conference form.

Step 1: Access Evaluation record for the current academic year. There are two ways to access evaluation records.

Option 1 – Step 1: From the homepage, click **View full profile** in the **My Profile** box.

The screenshot shows the SCLead.org homepage. At the top, there is a header with the South Carolina Department of Education logo and navigation links: Help, Account, and Logout. Below the header is a teal navigation bar with 'Home' and 'Evaluations' links. The main content area is titled 'Home' and contains an 'Announcements' section with two entries dated 6/21/2018 and 5/23/2018. On the right side, there is a 'My Profile' box containing user information: CID 856957, Username teacher1@sweetgrass1294.elementary.org, and Current Employment Educator @ Sweetgrass1294 Elementary School. A red arrow points to the 'View full profile' link in this box.

Option 1 – Step 2: Click **Details** for the evaluation for the current academic year.

The screenshot shows the 'Teacher1 (Elementary) Sweetgrass1294' profile page. The page has a teal header with 'Home' and 'Evaluations' links. Below the header, the page is titled 'Teacher1 (Elementary) Sweetgrass1294'. On the left, there is a sidebar with links: Profile, ADDITIONAL, Education, Training, LICENSURE, Experience, Employment, and Certification. The main content area shows the 'Evaluations' section with a table of evaluation records. A red arrow points to the 'Details' link in the table.

Year	District	Model	Type	Level	
2018-2019	Sweetgrass1294 County School District	Expanded ADEPT (SCTS)	Classroom-Based Teacher	Unknown	Details

Option 2 – Step 1: Click **Evaluations** from the navigation menu bar.

Home Evaluations

Home

Correction

Announcements

6/21/2018

SCLed was updated with many small enhancements and fixes.

Some highlights: (1) Districts & Schools: Organized Staff Records into Evaluated, Non-Evaluated, & Inactive tabs, (2) added Evaluation Level to search filters, (3) Integrate NIET Evaluator Credentials into nightly upload, (4) PADEPP Goal Name changed to "SMART Goal", (5) default the Observer to the current user, (6) data is now validated on results and prevents signature if not provided, (6) added LOA as a contract level options, (7) signing the Results page now makes it un-editable, (7) Superintendent/DA can sign all completed evaluation's Annual Assurances forms, (8) Principal's can create observations and close out all other evaluation components.

6/23/2018

My Profile

CID
856957

Username
teacher1@sweetgrass1294.elementary.org

Current Employment
Educator @ Sweetgrass1294 Elementary School

[View full profile](#)

Option 2 – Step 2: Click **Details** for the current academic year evaluation.

Home Evaluations

Evaluation Search

Correction

CID 10 | 20 | 50 | 100

1-1 of 1

Name

Academic Year [any]

Evaluation Group

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 type="radio"/> OR <input type="radio"/> SG <input type="radio"/> OBS <input type="radio"/> PRO <input type="radio"/> C	Details

page 1

Step 2: Select **Observations** in the Evaluation section.

Home Evaluations

Teacher1 (Elementary) Sweetgrass1294

2018-2019 Evaluation | Sweetgrass1294 County School District | ADEPT

Correction

Status

Settings

EVALUATION

Orientation

Student Growth & Professional Goals

Observations

Professionalism

Attachments

Results

MENTORING

Mentoring Notes

[Educator Profile](#)

Overall Status

Prerequisites

Educator Orientation 100%

Preliminary Cycle (Fall)

Observation(s) 0%

Student Learning Objectives 100%

Professional Goals 0%

Final Cycle (Spring)

Observation(s) 0%

Student Learning Objectives 0%

Professional Goals 0%

Professionalism 0%

Final Results 0%

Evaluation Team

Member	Role	Permissions	Assignment Level
District (Staff) Sweetgrass1294	Mentor		District-Level

Overall Completion Progress

22

Step 3: Click **Details** next to the observation record.

Note: *If you do not see the observation, please contact your observer to release the self-reflection.*

[Home](#) [Evaluations](#)

Teacher1 (Elementary) Sweetgrass1294

2018-2019 Evaluation | Sweetgrass1294 County School District | ADEPT [Correction](#)

[Status](#)
[Settings](#)
EVALUATION
[Orientation](#)
Student Growth & Professional Goals
[Observations](#)
Professionalism
[Attachments](#)
[Results](#)
MENTORING

Observation Forms

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	
7/20/2018 1:16:00 PM	Principal (Elementary) Sweetgrass1294	Observation	In Progress	Details

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.

Step 4: Click **Self-Reflection**.

[Home](#) [Evaluations](#)

Teacher1 (Elementary) Sweetgrass1294

2018-2019 Evaluation | Sweetgrass1294 County School District | ADEPT [Correction](#) | [Print to PDF](#)

[Observation](#)
[Self-Reflection](#)
[← Back to evaluation](#)

Observation Details

[⌕ Back](#)

Type

The type of observation

Observation

Semester

The semester the observation took place in

Fall Semester

Observation Date

The date the observation will take place

7/20/2018 1:16:00 PM

Step 5: Select the box for the rating desired for each indicator. Once selected the rating box will highlight dark orange. The scores selected will save automatically.

Teacher1 (Elementary) Sweetgrass1294

2018-2019 Evaluation | Sweetgrass1294 County School District | ADEPT Correction

Observation

Self-Reflection

[← 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	i
Student Work	1	2	3	4	i
Assessment	1	2	3	4	i

Instruction

	Score				
Standards & Objectives	1	2	3	4	i

Step 6: At the bottom of the Self-Reflection form, select a **Reinforcement Indicator**, **Refinement Indicator** and the associated **Objectives** for each. In addition, there is a section to add a general observation **Reflection**. Click **Save**.

Note: The Self-Reflection data entered will be available to your observer as soon as you hit **Save**.

Observation

Self-Reflection

[← Back to evaluation](#)

Environment

	Score				
Managing Student Behavior	1	2	3	4	i
Expectations	1	2	3	4	i
Environment	1	2	3	4	i
Respectful Culture	1	2	3	4	i

Reinforcement Indicator

Planning: Student Work

Reinforcement Objective

reinforcement objectives provided by teacher

You have 3956 characters remaining

Refinement Indicator

Instruction: Standards & Objectives

Refinement Objective

refinement objective provided by the teacher

You have 3956 characters remaining

Reflection

teacher's reflection of the observation

You have 3961 characters remaining

Save

Once the Post-Conference has occurred and the evaluator has signed the Post-Conference form, the educator can enter his/her electronic PIN signature. Repeat steps 1-3 to access the observation.

Step 7: Click **Post-Conference**. This will display the Observation Summary form.

Note: If your contract level uses the average approach to observation scoring, the evaluator's observation scores, the self-score, reinforcement and refinement indicators along with associated notes will be displayed. If your contract level uses a consensus approach, the evaluator's scores will not be shown, and a separate Consensus Post-conference Meeting form will be entered which will then display the consensus observation scores. The same steps provided in this document would be completed for the consensus observation.

Home Evaluations

Teacher1 (Elementary) Sweetgrass1294

2018-2019 Evaluation | Sweetgrass1294 County School District | ADEPT

Correction | Print to PDF

Observation
Self-Reflection
Post-Conference ←

← Back to evaluation

Observation Details

⊕ Back

Type Observation
The type of observation

Semester Fall Semester
The semester the observation took place in

Step 8: At the bottom of the Observation Summary, click **Add my signature**.

Reinforcement Objective
reinforcement objective notes for observation

Refinement
refinement ob

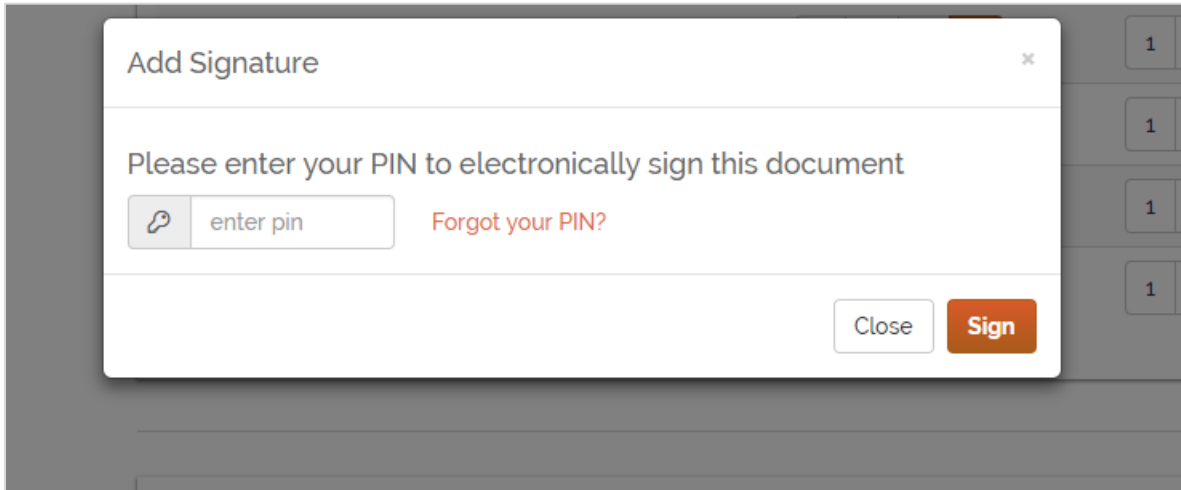
Reflection
Evaluator's reflection for the observation, which are viewable once the evaluator

Signatures

07/22/2018 12:00 PM
Principal (Elementary)
Sweetgrass1294
Evaluator

+ Add my signature

Step 9: Enter your PIN in the enter PIN box. If you do not remember or know your PIN, click ***Forgot your PIN?*** and the system will show your PIN. Click ***Sign.***



The image shows a screenshot of a web application interface. A modal dialog box titled "Add Signature" is centered on the screen. The dialog has a close button (an 'x' icon) in the top right corner. Below the title, the text "Please enter your PIN to electronically sign this document" is displayed. Underneath this text, there is a PIN entry field. The field has a small icon of a keyhole on the left and the placeholder text "enter pin". To the right of the input field is a link that says "Forgot your PIN?" in red text. At the bottom right of the dialog, there are two buttons: a "Close" button and a "Sign" button. The "Sign" button is orange and has white text, while the "Close" button is white with a grey border and grey text. In the background, partially obscured by the dialog, is a table with four rows, each containing the number "1" in a cell.

Educator: Completing the ADEPT Educator Professionalism Self-Review

SCLead.org allows the **educator** to complete a Professionalism Self-Review to reflect on his or her professional performance. This guide provides the steps for an educator to complete the Professionalism Self-Review and review and sign the Professionalism Review completed by the evaluator.

Step 1: Access Evaluation record for the current academic year. There are two ways to access evaluation records.

Option 1 – Step 1: From the homepage, click **View full profile** in the **My Profile** box.

The screenshot shows the SCLead.org homepage. At the top, there is a header with the South Carolina Department of Education logo and navigation links for Help, Account, and Logout. Below the header is a teal navigation bar with 'Home' and 'Evaluations' links. The main content area is divided into sections. On the left, there is an 'Announcements' section with two entries. On the right, there is a 'My Profile' box containing user information and a 'View full profile' link, which is highlighted by a red arrow.

Announcements

6/21/2018
SCLead was updated with many small enhancements and fixes.
Some highlights: (1) Districts & Schools: Organized Staff Records into Evaluated, Non-Evaluated, & Inactive tabs, (2) added Evaluation Level to search filters, (3) Integrate NIET Evaluator Credentials into nightly upload, (4) PADEPP Goal Name changed to "SMART Goal", (5) default the Observer to the current user, (6) data is now validated on results and prevents signature if not provided, (6) added LOA as a contract level options, (7) signing the Results page now makes it un-editable, (7) Superintendent/DA can sign all completed evaluation's Annual Assurances forms, (8) Principal's can create observations and close out all other evaluation components.

5/23/2018
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

My Profile
CID: 856957
Username: teacher1@sweetgrass1294.elementary.org
Current Employment: Educator @ Sweetgrass1294 Elementary School
[View full profile](#)

Option 1 – Step 2: Click **Details** for the evaluation for the current academic year.

The screenshot shows the profile page for 'Teacher1 (Elementary) Sweetgrass1294'. The page has a teal header with 'Home' and 'Evaluations' links. Below the header, there is a section for 'Educator Profile' with a sidebar containing links for Profile, Education, Training, Licensure, Experience, Employment, and Certification. The main content area shows the educator's name and ID, followed by an 'Evaluations' table. A red arrow points to the 'Details' link in the table.

Teacher1 (Elementary) Sweetgrass1294
Educator Profile
Correction

Profile
ADDITIONAL
Education
Training
LICENSURE
Experience
Employment
Certification

Evaluations

Year	District	Model	Type	Level	
2018-2019	Sweetgrass1294 County School District	Expanded ADEPT (SCTS)	Classroom-Based Teacher	Unknown	Details

Option 2 – Step 1: Click **Evaluations** from the navigation menu bar.

The screenshot shows the top navigation bar with 'Home' and 'Evaluations' tabs. A red arrow points to the 'Evaluations' tab. Below the navigation bar is a 'Home' button with a house icon. To the right is a 'Correction' button. The main content area is divided into two sections. On the left is an 'Announcements' section with a date '6/21/2018' and a paragraph of text. On the right is a 'My Profile' section with fields for 'CID' (856957), 'Username' (teacher1@sweetgrass1294.elementary.org), and 'Current Employment' (Educator @ Sweetgrass1294 Elementary School). A 'View full profile' link is at the bottom of the profile section.

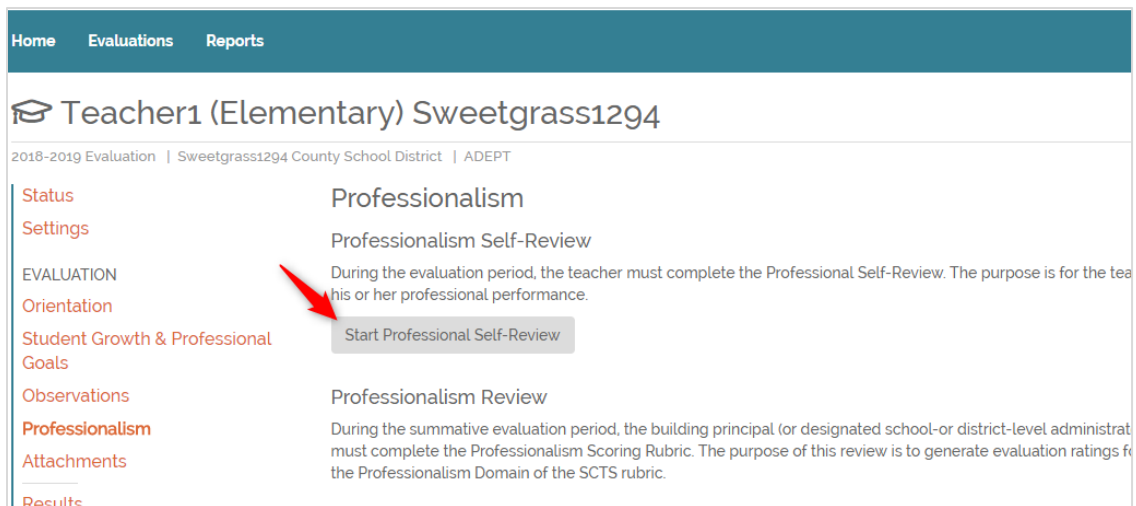
Option 2 – Step 2: Click **Details** for the current academic year evaluation.

The screenshot shows the 'Evaluation Search' page. It has a search bar at the top. Below the search bar are filters for 'CID', 'Name', 'Academic Year', and 'Evaluation Group'. To the right of the filters is a table of evaluations. The table has columns for 'Educator', 'Evaluation', and 'Status'. A red arrow points to the 'Details' link in the 'Status' column of the first row. The first row shows 'Teacher1 (Elementary) Sweetgrass1294 (856957)' as the educator, '2018-2019 Classroom-Based Teacher' as the evaluation, and 'OR SG OBS PRO C' as the status. The 'Details' link is highlighted in red.

Step 2: Select **Professionalism** in the Evaluation section.

The screenshot shows the 'Teacher1 (Elementary) Sweetgrass1294' evaluation page. The page has a header with 'Home' and 'Evaluations' tabs. Below the header is a section for '2018-2019 Evaluation | Sweetgrass1294 County School District | ADEPT'. The main content area is divided into two sections. On the left is a sidebar with a list of sections: 'Status', 'Settings', 'EVALUATION', 'Orientation', 'Student Growth & Professional Goals', 'Observations', 'Professionalism', 'Attachments', and 'Results'. A red arrow points to the 'Professionalism' section. On the right is the 'Overall Status' section, which contains a table of prerequisites and cycles. The table has columns for 'Prerequisites', 'Preliminary Cycle (Fall)', and 'Final Cycle (Spring)'. The 'Professionalism' section is highlighted in red.

Step 3: Click **Start Professional Self-Review**.



Home Evaluations Reports

Teacher1 (Elementary) Sweetgrass1294

2018-2019 Evaluation | Sweetgrass1294 County School District | ADEPT

Status
Settings
EVALUATION
Orientation
Student Growth & Professional Goals
Observations
Professionalism
Attachments
Results

Professionalism

Professionalism Self-Review

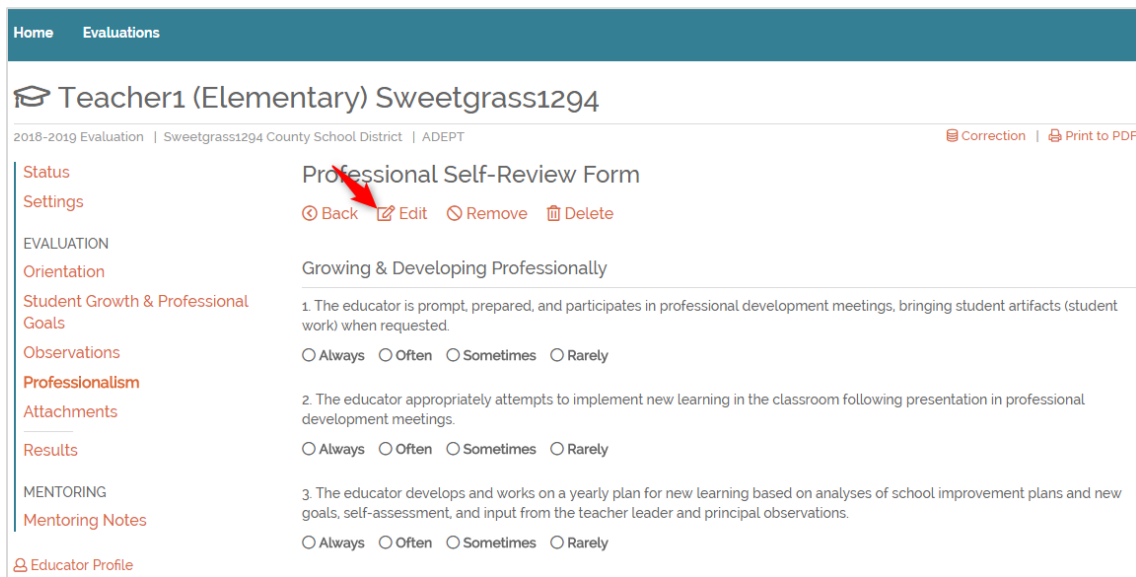
During the evaluation period, the teacher must complete the Professional Self-Review. The purpose is for the teacher to reflect on his or her professional performance.

Start Professional Self-Review

Professionalism Review

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

Step 4: Click **Edit** to enter the ratings for each indicator for the Professionalism domain.



Home Evaluations

Teacher1 (Elementary) Sweetgrass1294

2018-2019 Evaluation | Sweetgrass1294 County School District | ADEPT [Correction](#) | [Print to PDF](#)

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Student Growth & Professional Goals
Observations
Professionalism
Attachments
Results
MENTORING
Mentoring Notes
[Educator Profile](#)

Professional Self-Review Form

[Back](#) [Edit](#) [Remove](#) [Delete](#)

Growing & Developing Professionally

1. The educator is prompt, prepared, and participates in professional development meetings, bringing student artifacts (student work) when requested.

☐ Always ☐ Often ☐ Sometimes ☐ Rarely

2. The educator appropriately attempts to implement new learning in the classroom following presentation in professional development meetings.

☐ Always ☐ Often ☐ Sometimes ☐ Rarely

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.

☐ Always ☐ Often ☐ Sometimes ☐ Rarely

Step 5: Select the radio button for the rating desired for each indicator.

Home Evaluations

Teacher1 (Elementary) Sweetgrass1294

2018-2019 Evaluation | Sweetgrass1294 County School District | ADEPT [Correction](#)

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Mentoring Notes
[Educator Profile](#)

Professional Self-Review Form

[Back](#)

Growing & Developing Professionally

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☒ Always ☐ Often ☐ Sometimes ☐ Rarely

2. The educator appropriately attempts to implement new learning in the classroom following presentation in professional development meetings.

☒ Always ☐ Often ☐ Sometimes ☐ Rarely

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.

☐ Always ☐ Often ☐ Sometimes ☐ Rarely

Step 6: Enter Comments, if desired.

[Educator Profile](#)

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

You have 4000 characters remaining

[Save](#) [Cancel](#)

Step 7: Click **Save**. If you leave the page without clicking save, the selections you have made will not be saved.

Note: The Professional Self-Review will not be shared with your evaluator until you have entered your electronic signature.

[Educator Profile](#)

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

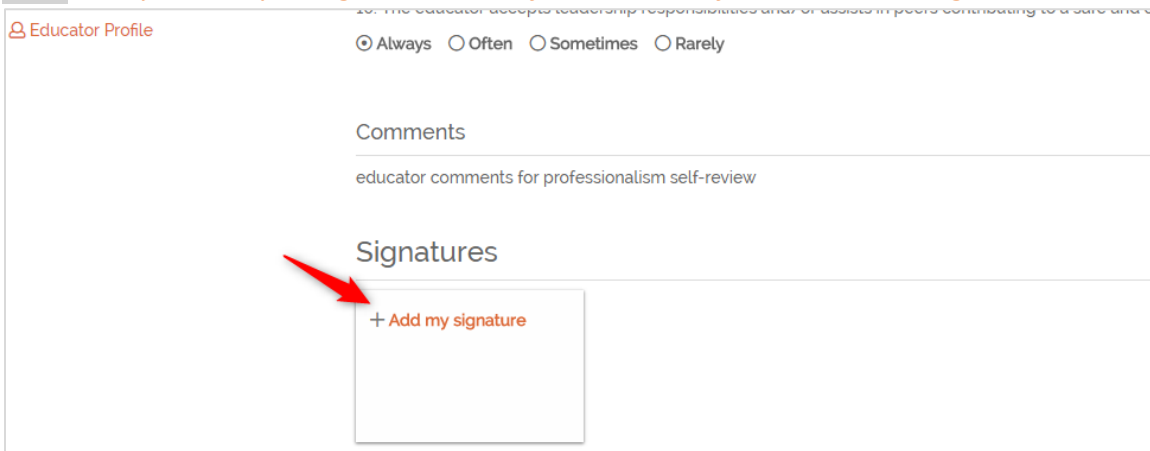
educator comments for professionalism self-review

You have 3951 characters remaining

[Save](#) [Cancel](#)

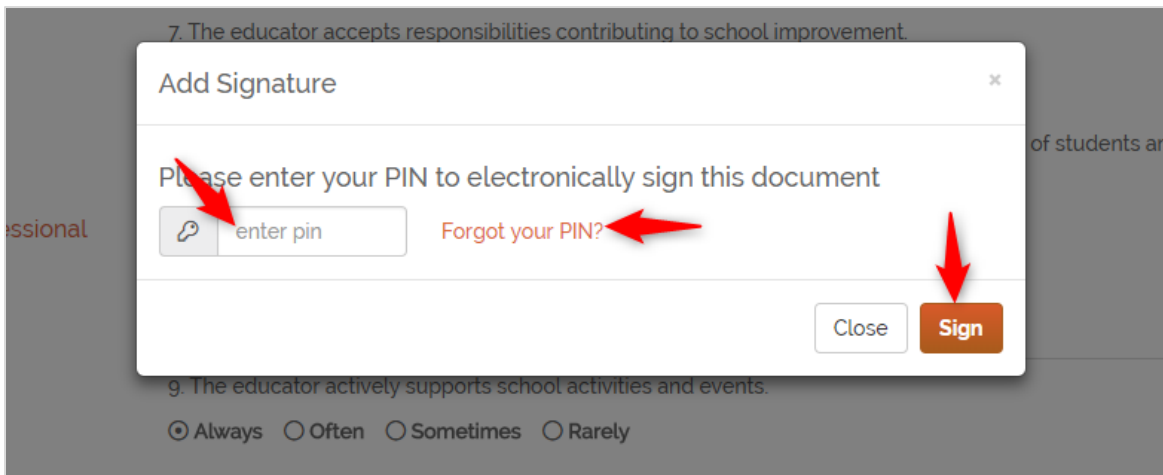
Step 8: When you are ready to share your Professionalism Self-Review, scroll to the bottom of the page and click **Add my signature**.

Note: Once you enter your signature, the Professionalism Self-Review can no longer be edited.



The screenshot shows the 'Educator Profile' section of a form. It includes radio buttons for frequency: 'Always' (selected), 'Often', 'Sometimes', and 'Rarely'. Below this is a 'Comments' section with the placeholder text 'educator comments for professionalism self-review'. The 'Signatures' section is highlighted with a red arrow pointing to a box containing the text '+ Add my signature'.

Step 9: Enter your PIN in the PIN entry box. If you do not remember your PIN, click **Forgot your PIN?** and the system will show your PIN. Click **Sign**.



The screenshot shows a modal dialog box titled 'Add Signature'. It contains the text 'Please enter your PIN to electronically sign this document'. Below this text is a PIN entry field with a red arrow pointing to it. To the right of the field is a link 'Forgot your PIN?' with a red arrow pointing to it. At the bottom right of the dialog are two buttons: 'Close' and 'Sign', with a red arrow pointing to the 'Sign' button.

To review and sign the Professionalism Review completed by the evaluator, repeat Step 1 and Step 2 above to access the Professionalism Review.

Step 10: Click **Details** on the Professionalism Review Form.

Home
Evaluations
Reports

Teacher1 (Elementary) Sweetgrass1294

2018-2019 Evaluation | Sweetgrass1294 County School District | ADEPT

Correction

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EVALUATION
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Observations
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Results
MENTORING
Mentoring Notes
Educator Profile

Professionalism

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	Sweetgrass1294, Teacher1 (Elementary) 7/22/2018 1:11:33 PM	Details

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	Sweetgrass1294, Principal (Elementary) 7/22/2018 1:41:53 PM	Details

Step 11: Once reviewed, click **Add my signature** to electronically sign the Professionalism Review.

Educator Profile

10. The educator accepts leadership responsibilities and/or assists in peers contributing to a safe and orderly :
☐ Always ☒ Often ☐ Sometimes ☐ Rarely

Comments

evaluator's comments for the professionalism review

Signatures

07/22/2018 01:41 PM
Principal (Elementary)
Sweetgrass1294
Principal

+ Add my signature

Note: SCLead.org will maintain the evaluation records and the educator will be able to access these records at any time, even for prior years. If desired, a copy of each form can be printed or saved by clicking **Print to PDF**.

Home
Evaluations

Teacher1 (Elementary) Sweetgrass1294

2018-2019 Evaluation | Sweetgrass1294 County School District | ADEPT

Correction | Print to PDF

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

Professional Review Form

⌂ 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.

Accessing Professional Learning

SCLead.org has incorporated Professional Learning content from Edivate. Content is available for all educators and principals. The content is organized into three categories: general content, content aligned with the SCTS 4.0 rubric and content aligned to PADEPP Standards. The Professional Learning videos can be assigned by the evaluator, principal, superintendent and District ADEPT administrator or self-assigned by the educator/principal. Professional learning can be assigned in the Learning section of the educator’s profile, the student growth section of the evaluation or in the post conference section of an observation. The professional learning video can be previewed before it is assigned to the educator.

Once assigned, the educator and principal can access the professional learning assignments in the educator profile, or the Learning tab. Educators can also access professional learning assignments in the student growth & professional goals section of the evaluation.

This guide will review the three ways to access and complete professional learning assignments.


Contents

Access Learning from Educator’s Profile.....	29
Access Learning from Student Growth & Professional Goals	34
Access Learning from the Learning tab.....	39

Access Learning from Educator's Profile

An educator or principal can access professional learning assignments in his/her educator profile.

Step 1: Click **View full profile** from the My Profile section of the Home page.



Help Account Logout
teacher3@sweetgrass2404.elementary.org
Testing Dashboard

Home Evaluations Learning

Home

Announcements

5/23/2018

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
821931

Username
teacher3@sweetgrass2404.elementary.org

Current Employment
Educator @ Sweetgrass2404 Elementary School

[View full profile](#)


Step 2: Click **Learning**.

Home Evaluations Learning

Teacher3 (Elementary) Sweetgrass2404

Educator Profile

Profile
ADDITIONAL
Education
Training
Credentials
Learning
LICENSURE
Experience
Employment
Certification



Teacher3 (Elementary) Sweetgrass2404
821931

Evaluations

Year	District	Model	Type	Level
2018-2019	Sweetgrass2404 County School District	Expanded ADEPT (SCTS)	Classroom-Based Teacher	Summative Details

Step 3: Any professional learning videos assigned to the educator will display. Click the **Play** button for the video to begin watching.

Teacher3 (Elementary) Sweetgrass2404

Educator Profile

Profile

ADDITIONAL

Education

Training

Credentials

Learning

LICENSURE

Experience

Employment

Certification

Professional Learning Assignments

This is a list of Professional Learning assignments assigned to this educator.

Add Assignment

Active (4)

Completed (0)

Removed (0)

Sync

Video	Due	Category	Viewing %	
Differentiation: Elements for Planning-Elementary	1/31/2019	Ongoing Professional Development	11	Details
Classic: A Teacher's Simple Five-Step Planning Process	2/26/2019	Ongoing Professional Development	0	Details
A Teacher's Tool Box-Content Enhancement Routines - Elementary	[blank]	None	0	Details
Assessment as Motivation	[blank]	None	0	Details

Note: The first time you preview a learning video, the system will ask you to accept Edivate's license agreement. There will be an error message display. The error can be closed by clicking the "x", but it is not required. Enter your initials and click **I accept**.

Professional Learning Player

License Agreement

An error occurred. Please try again later.

Agreement

Initials

I Do Not Accept

I Accept

Edivate

Assign

Close

Step 4: Click anywhere in the video to begin playing. The video controls can be used to pause, fast forward or rewind the video. If you fast forward, the video will not reflect as viewed.

Professional Learning Player

Classic: A Teacher's Simple Five-Step Planning Process

Questions Resources Other Segments

Reflection Questions

What did you learn from this video segment?

Auto-save

Click to Play

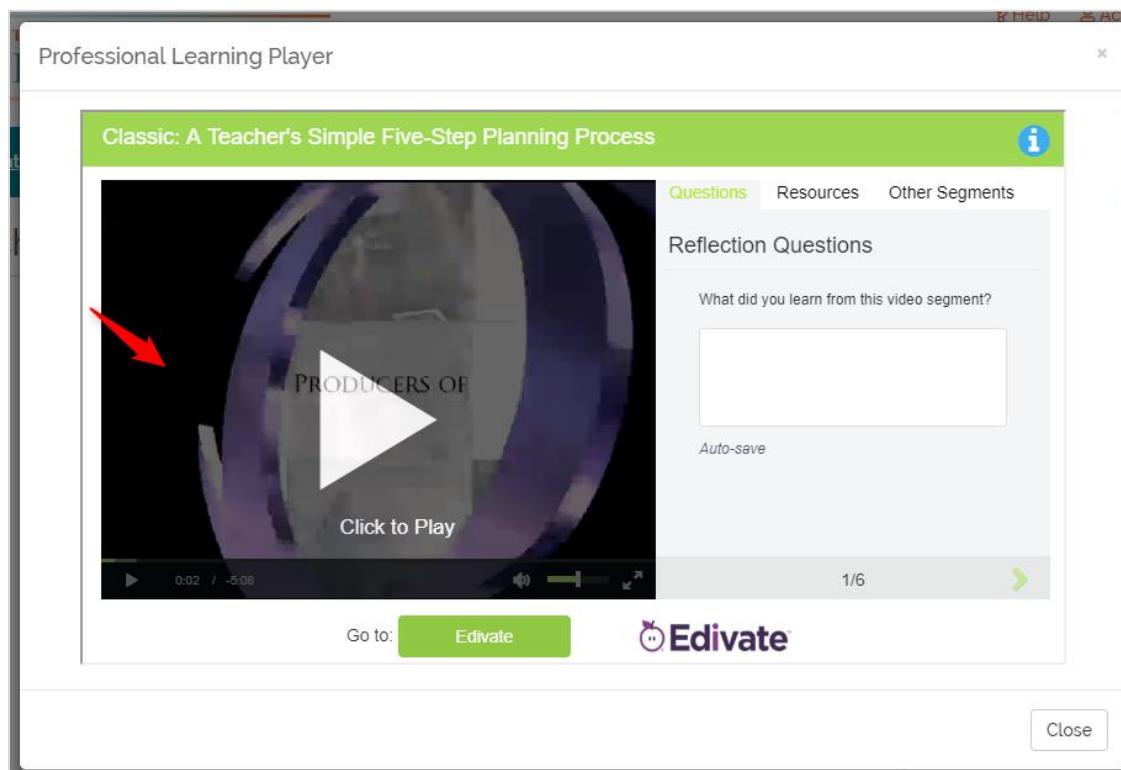
0:02 / -5:08

1/6

Go to: Edivate

Edivate

Close



Step 5: After watching the video, 3 reflection questions will be available. An additional 3 questions will be available 72 hours after completing the video. Type your answer in the field below each question. Your answers will save automatically. Click the arrow to advance to the next question.

Note: Each video will have a tab for additional resources and other related segments for the video.

The screenshot shows the 'Professional Learning Player' window. At the top, a green header bar contains the title 'Classic: A Teacher's Simple Five-Step Planning Process' and an information icon. Below the header, there are three tabs: 'Questions' (selected), 'Resources', and 'Other Segments'. The main content area is divided into two sections. On the left, a video player shows a teacher in a classroom. On the right, under the 'Reflection Questions' heading, is the question 'In what ways will this new learning impact your current practice?'. Below the question is a large text input field. A red arrow points to this input field. Below the input field, it says 'Auto-save'. At the bottom of the reflection questions section, there is a progress indicator '2/6' and a green arrow pointing right. Below the video player, there is a 'Go to:' button labeled 'Edivate' and the Edivate logo. A red arrow points to the Edivate logo. At the bottom right of the window, there is a 'Close' button.

Step 6: Once the video is complete, click **Close** to exit.

The screenshot shows the 'Professional Learning Player' window. At the top, a green header bar contains the title 'Classic: A Teacher's Simple Five-Step Planning Process' and an information icon. Below the header, there are three tabs: 'Questions' (selected), 'Resources', and 'Other Segments'. The main content area is divided into two sections. On the left, a video player is shown as a black rectangle. On the right, under the 'Reflection Questions' heading, is the question 'What did you learn from this video segment?'. Below the question is a large text input field. A red arrow points to this input field. Below the input field, it says 'Auto-save'. At the bottom of the reflection questions section, there is a progress indicator '1/6' and a green arrow pointing right. Below the video player, there is a 'Go to:' button labeled 'Edivate' and the Edivate logo. At the bottom right of the window, there is a 'Close' button. A red arrow points to the 'Close' button.

Note: The Viewing % will not update instantly. To update your progress, click **Sync**.

Teacher3 (Elementary) Sweetgrass2404

Educator Profile

Profile

ADDITIONAL

Education

Training

Credentials

Learning

LICENSURE

Experience

Employment

Certification

Professional Learning Assignments

This is a list of Professional Learning assignments assigned to this educator.

Add Assignment

Active (4)Completed (0)Removed (0)

Sync

Video	Due	Category	Viewing %	
Differentiation: Elements for Planning-Elementary	1/31/2019	Ongoing Professional Development	11	Details
Classic: A Teacher's Simple Five-Step Planning Process	2/26/2019	Ongoing Professional Development	80	Details
A Teacher's Tool Box-Content Enhancement Routines - Elementary	[blank]	None	0	Details

Access Learning from Student Growth & Professional Goals

Educators can access their assigned professional learning videos in the Student Growth & Professional Goal section of the evaluation.

Step 1: Click **View full profile** from the My Profile section of the Home page.

SOUTH CAROLINA DEPARTMENT OF EDUCATION
ed.sc.gov

Help Account Logout
teacher3@sweetgrass2404.elementary.org
Testing Dashboard

Home Evaluations Learning

Home

Announcements

6/23/2018

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.

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My Profile

CID
821931

Username
teacher3@sweetgrass2404.elementary.org

Current Employment
Educator @ Sweetgrass2404 Elementary School

[View full profile](#)

Step 2: Click **Details** for the current evaluation.

Home Evaluations Learning

Teacher3 (Elementary) Sweetgrass2404

Educator Profile

Profile

ADDITIONAL
Education
Training
Credentials
Learning

LICENSURE
Experience
Employment
Certification

Teacher3 (Elementary) Sweetgrass2404
821931

Evaluations

Year	District	Model	Type	Level	
2018-2019	Sweetgrass2404 County School District	Expanded ADEPT (SCTS)	Classroom-Based Teacher	Summative	Details

Step 3: Click **Student Growth & Professional Goals**.

[Home](#)
[Evaluations](#)
[Learning](#)

Teacher3 (Elementary) Sweetgrass2404 (821931)

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

Status

Settings

EVALUATION

Orientation

Student Growth & Professional Goals

Observations

Professionalism

Attachments

Results

MENTORING

Mentoring Notes

Educator Profile

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

16

Overall Completion Progress

Evaluation Team

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

Step 4: Any professional learning videos assigned to the educator will display. Click the **Play** button for the video to begin watching.

Professional Learning
Add Assignment

These are your Professional Learning Assignments. There are separated in three statuses: Active, Completed, and Remove. After viewing video, click the "Sync" button to update the View Percentage. Once you view 100% of the video it will move to the Completed tab.

Active (4)
Completed (0)
Removed (0)
Sync

Video	Due	Category	Viewing %	
Differentiation: Elements for Planning-Elementary	1/31/2019	Ongoing Professional Development	11	Details
Classic: A Teacher's Simple Five-Step Planning Process	2/26/2019	Ongoing Professional Development	80	Details
A Teacher's Tool Box-Content Enhancement Routines - Elementary	[blank]	None	0	Details
Assessment as Motivation	[blank]	None	0	Details

Comments / Feedback

Note: The first time you preview a learning video, the system will ask you to accept Edivate's license agreement. There will be an error message display. The error can be closed by clicking the "x", but it is not required. Enter your initials and click **I accept**.

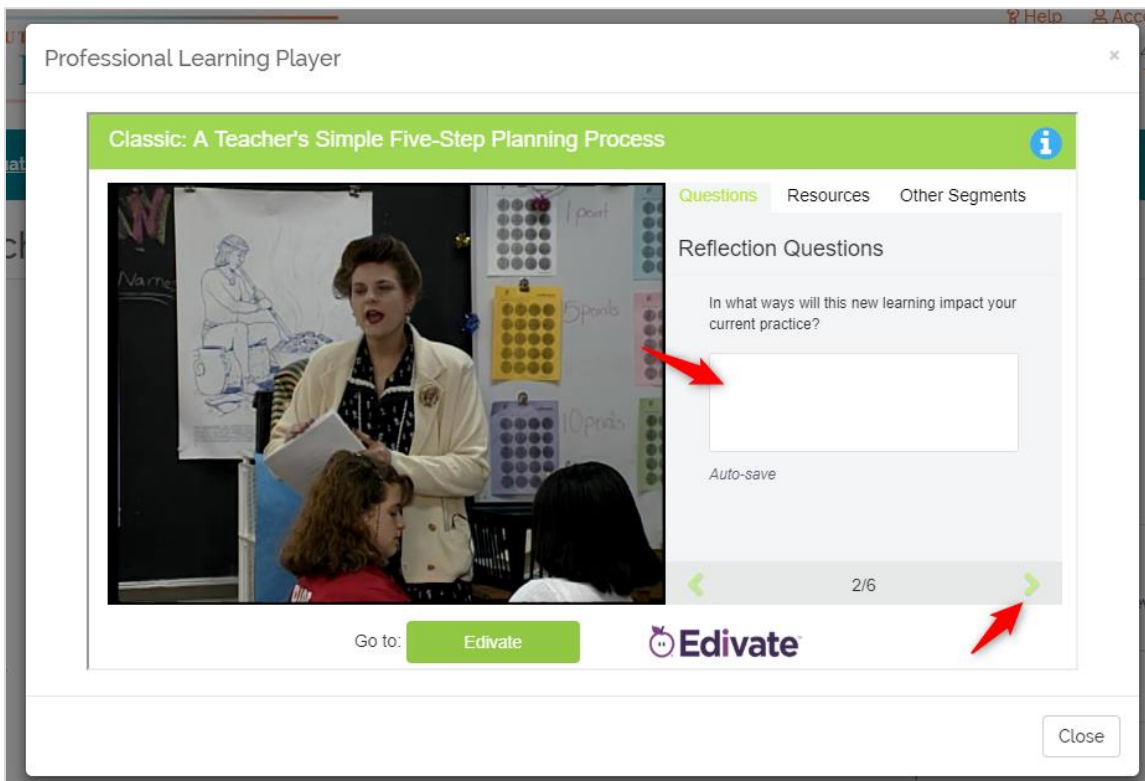
The screenshot shows a window titled "Professional Learning Player". Inside, a black banner at the top reads "License Agreement" and "An error occurred. Please try again later." Below this, there is a form with a label "Agreement" and a dropdown menu. Underneath, there is a label "Initials" followed by a text input field. To the right of the input field are two buttons: "I Do Not Accept" and "I Accept". A red arrow points to the "Initials" input field, and another red arrow points to the "I Accept" button. At the bottom of the window, there is an "Assign" button on the left and a "Close" button on the right. The Edivate logo is centered at the bottom of the main content area.

Step 5: Click anywhere in the video to begin playing. The video controls can be used to pause, fast forward or rewind the video. If you fast forward, the video will not reflect as viewed.

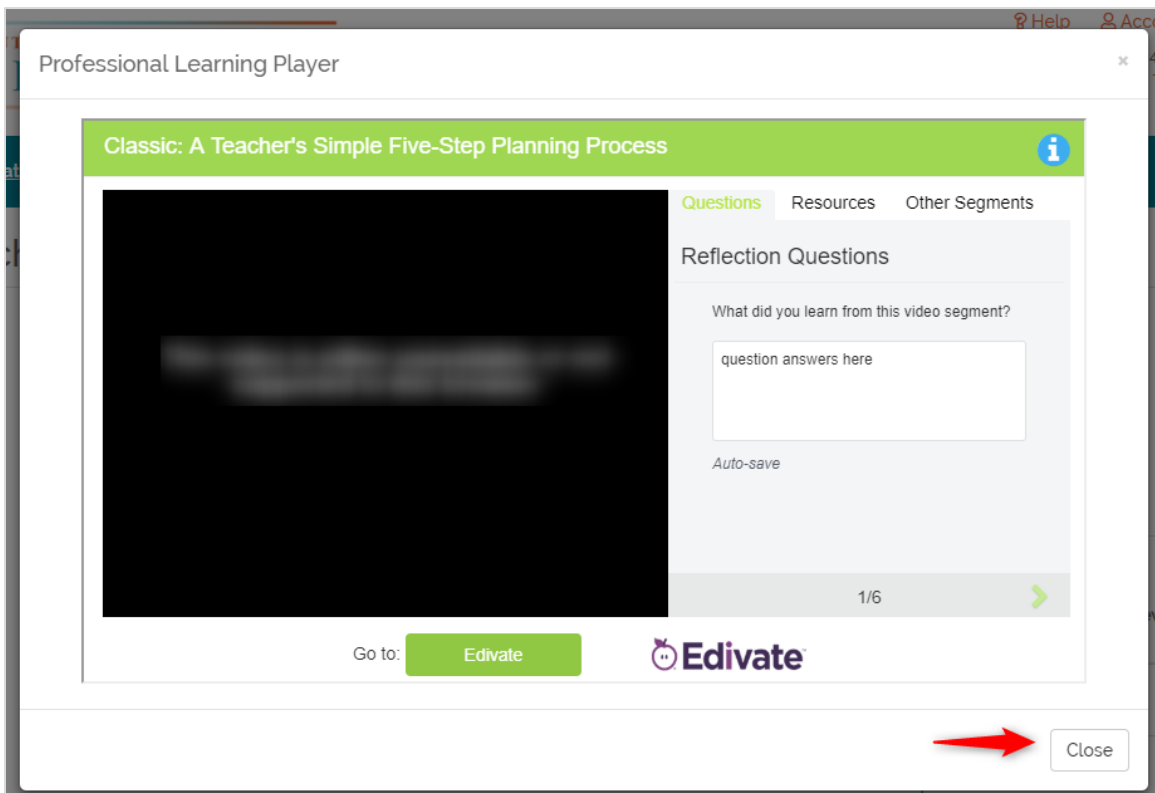
The screenshot shows a window titled "Professional Learning Player". Inside, a green header bar reads "Classic: A Teacher's Simple Five-Step Planning Process". Below the header, there is a video player on the left and a sidebar on the right. The video player shows a large white play button in the center of a dark, abstract background. A red arrow points to the play button. Below the video player, there is a "Click to Play" text. The sidebar on the right has tabs for "Questions", "Resources", and "Other Segments". Under the "Questions" tab, there is a section titled "Reflection Questions" with a text input field and an "Auto-save" label. At the bottom of the sidebar, there is a "Go to:" label and a green button labeled "Edivate". The Edivate logo is also at the bottom of the main content area. A "Close" button is at the bottom right of the window.

Step 6: After watching the video, 3 reflection questions will be available. An additional 3 questions will be available 72 hours after completing the video. Type your answer in the field below each question. Your answers will save automatically. Click the arrow to advance to the next question.

Note: Each video will have a tab for additional resources and other related segments for the video.



Step 7: Once the video is complete, click **Close** to exit.



Note: The Viewing % will not update instantly. To update your progress, click **Sync**.

Teacher3 (Elementary) Sweetgrass2404

Educator Profile

Profile

ADDITIONAL

Education

Training

Credentials

Learning

LICENSURE

Experience

Employment

Certification

Professional Learning Assignments

This is a list of Professional Learning assignments assigned to this educator.

Add Assignment

Active (4)Completed (0)Removed (0)

Sync

Video	Due	Category	Viewing %	
Differentiation: Elements for Planning-Elementary	1/31/2019	Ongoing Professional Development	11	Details
Classic: A Teacher's Simple Five-Step Planning Process	2/26/2019	Ongoing Professional Development	80	Details
A Teacher's Tool Box-Content Enhancement Routines - Elementary	[blank]	None	0	Details

Access Learning from the Learning tab

Educators can view their professional learning assignments by accessing the Learning tab of SCLead.org.

Step 1: Click **Learning**.

SOUTH CAROLINA DEPARTMENT OF EDUCATION
ed.sc.gov

Help Account Logout
teacher3@sweetgrass2404.elementary.org
Testing Dashboard

Home Evaluations **Learning**

Home

Announcements

5/23/2018

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
821931

Username
teacher3@sweetgrass2404.elementary.org

Current Employment
Educator @ Sweetgrass2404 Elementary School

[View full profile](#)

The learning dashboard will display. The dashboard shows the progress of assignments and a quick view of assignments due within the next 30 days.

Home Evaluations **Learning**

Professional Learning

- Dashboard
- Assignments
- Assignees
- CONTENT
- Library
- SCTS 4.0
- PADEPP Standards
- MORE INFO
- Account Information

Dashboard

Welcome to your Professional Development dashboard. Here you will find your assignment for ongoing growth and development as a South Carolina educator. You can also peruse, watch, and assign videos for your own development.

Progress

The following charts show your progress in completing professional development items.

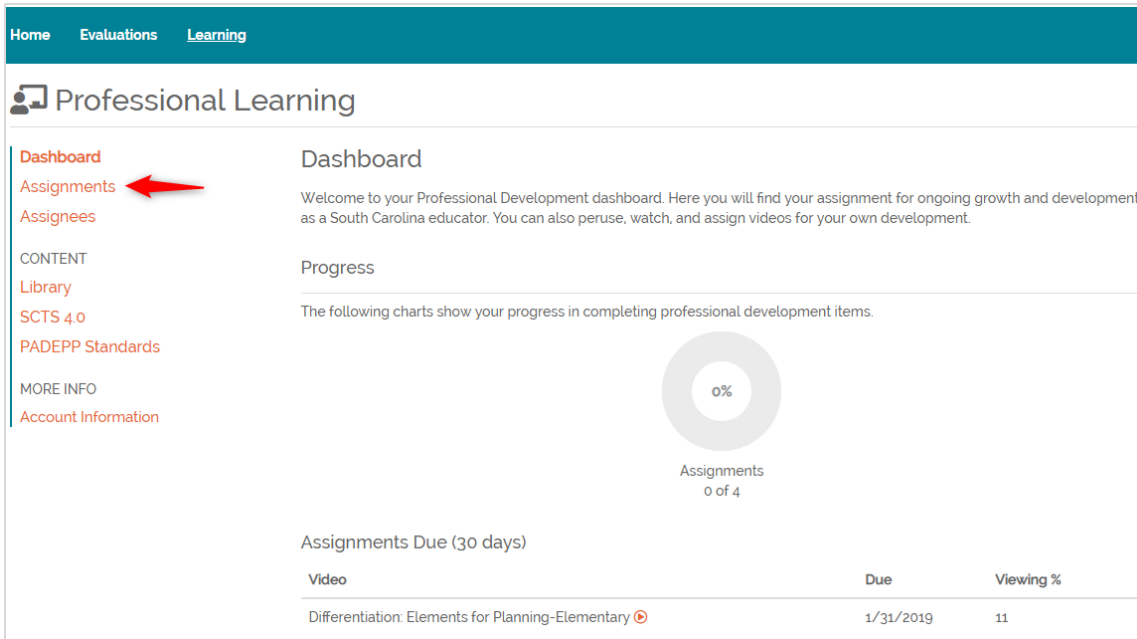
0%

Assignments
0 of 4

Assignments Due (30 days)

Video	Due	Viewing %
Differentiation: Elements for Planning-Elementary	1/31/2019	11

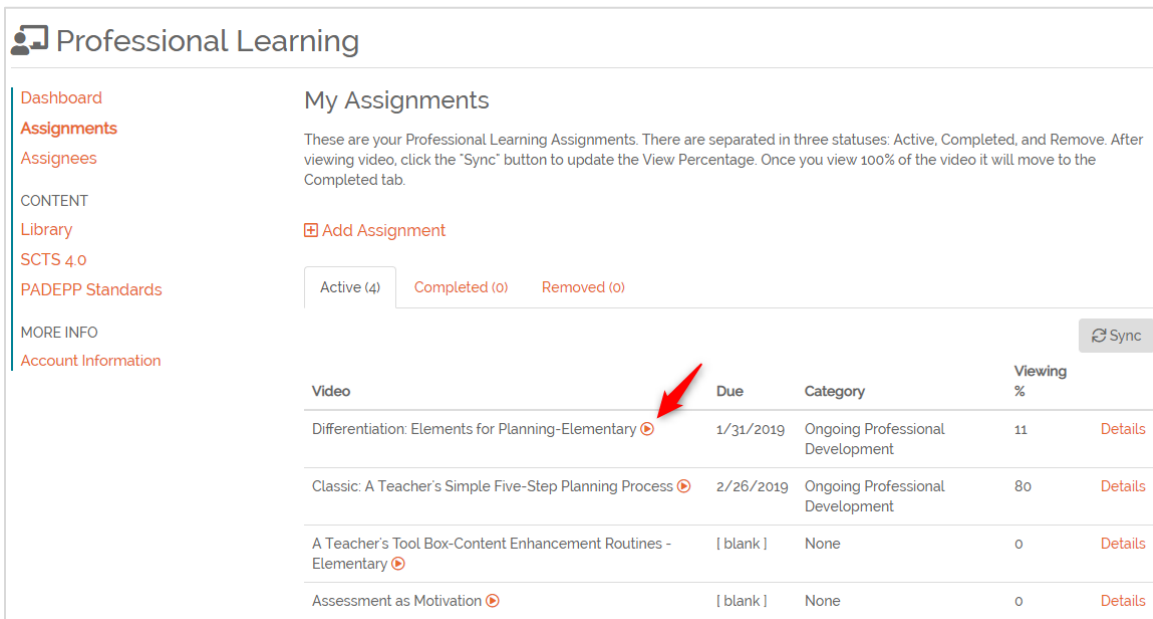
Step 2: Click **Assignments**.



The screenshot shows the 'Professional Learning' dashboard. On the left sidebar, the 'Assignments' link is highlighted with a red arrow. The main content area has a 'Dashboard' heading and a welcome message. Below this is a 'Progress' section with a donut chart showing 0% completion for 0 of 4 assignments. At the bottom, there is a table titled 'Assignments Due (30 days)'.

Video	Due	Viewing %
Differentiation: Elements for Planning-Elementary	1/31/2019	11

Step 3: Any professional learning videos assigned to the educator will display. Click the **Play** button for the video to begin watching.



The screenshot shows the 'My Assignments' page. It includes a heading, a description of assignment statuses, and an 'Add Assignment' button. Below are tabs for 'Active (4)', 'Completed (0)', and 'Removed (0)'. A 'Sync' button is in the top right. A table lists the assignments, with a red arrow pointing to the first row's video title.

Video	Due	Category	Viewing %	
Differentiation: Elements for Planning-Elementary	1/31/2019	Ongoing Professional Development	11	Details
Classic: A Teacher's Simple Five-Step Planning Process	2/26/2019	Ongoing Professional Development	80	Details
A Teacher's Tool Box-Content Enhancement Routines - Elementary	[blank]	None	0	Details
Assessment as Motivation	[blank]	None	0	Details

Note: The first time you preview a learning video, the system will ask you to accept Edivate's license agreement. There will be an error message display. The error can be closed by clicking the "x", but it is not required. Enter your initials and click **I accept**.

Professional Learning Player

License Agreement

An error occurred. Please try again later.

Agreement

Initials

I Do Not Accept I Accept

Edivate

Assign Close

Step 4: Click anywhere in the video to begin playing. The video controls can be used to pause, fast forward or rewind the video. If you fast forward, the video will not reflect as viewed or completed.

Professional Learning Player

Classic: A Teacher's Simple Five-Step Planning Process

Questions Resources Other Segments

Reflection Questions

What did you learn from this video segment?

Auto-save

Click to Play

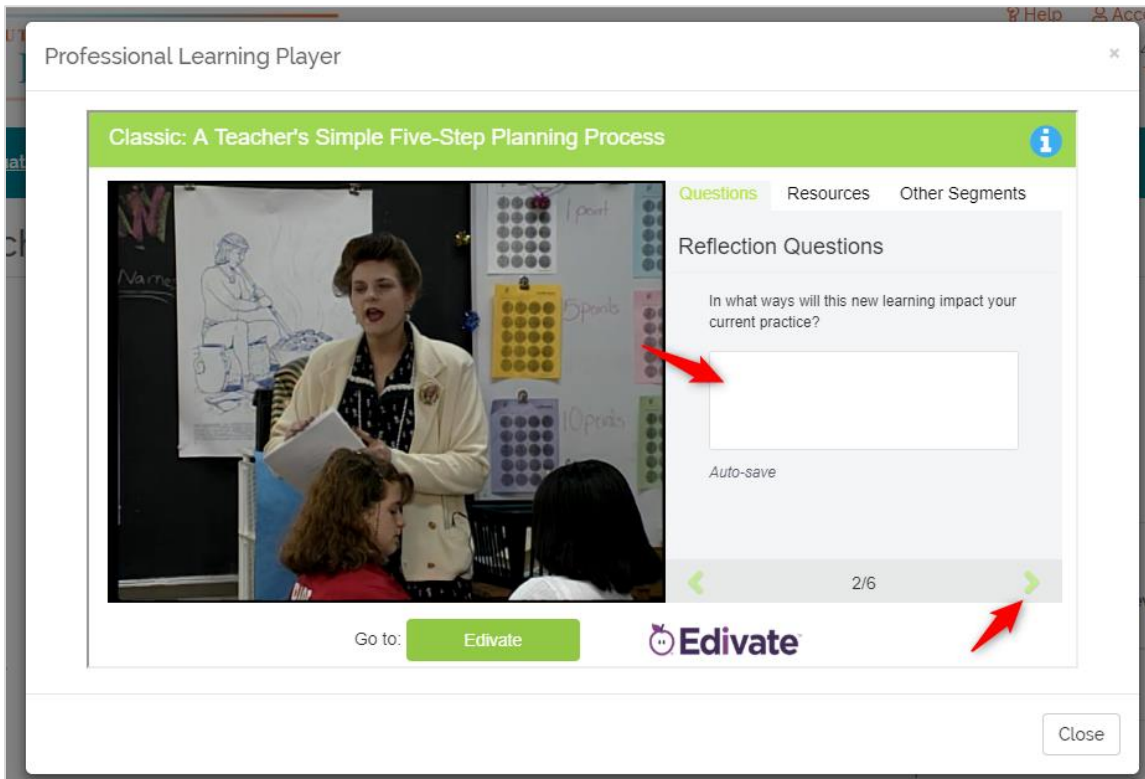
Go to: Edivate

Edivate

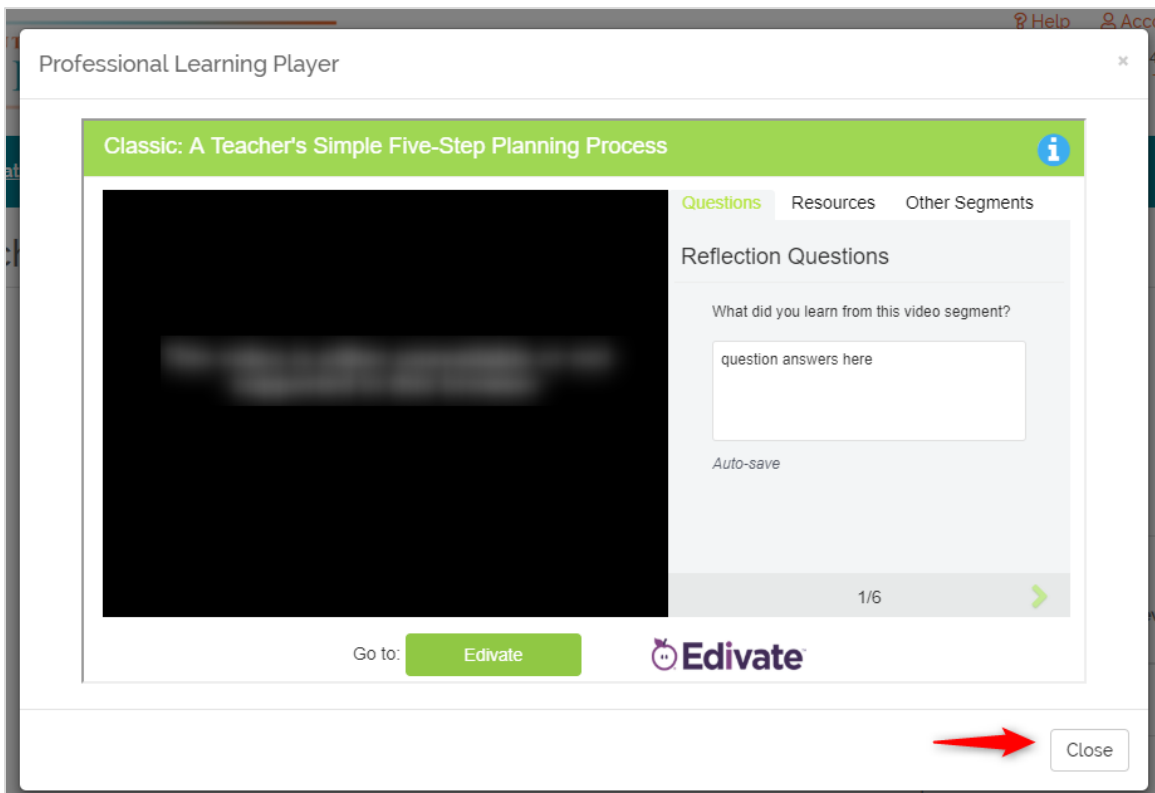
Close 1/6

Step 5: After watching the video, 3 reflection questions will be available. An additional 3 questions will be available 72 hours after completing the video. Type your answer in the field below each question. Your answers will save automatically. Click the arrow to advance to the next question.

Note: Each video will have a tab for additional resources and other related segments for the video.



Step 6: Once the video is complete, click **Close** to exit.



Note: The Viewing % will not update instantly. To update your progress, click **Sync**.

Teacher3 (Elementary) Sweetgrass2404

Educator Profile

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Professional Learning Assignments

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Add Assignment

Active (4)Completed (0)Removed (0)

Sync

Video	Due	Category	Viewing %	
Differentiation: Elements for Planning-Elementary	1/31/2019	Ongoing Professional Development	11	Details
Classic: A Teacher's Simple Five-Step Planning Process	2/26/2019	Ongoing Professional Development	80	Details
A Teacher's Tool Box-Content Enhancement Routines - Elementary	[blank]	None	0	Details

Contact [SCLead.org](https://scllead.org) support if you have problems assigning professional learning.

1-877-314-1412 or <https://scllead.org/Help/Support>.