

ADEPT Evaluation User Guide for Special Areas – Administrator

Contents

ADEPT – Evaluation Process Overview – Special Areas	2
District/School: Creating ADEPT Evaluation Records.....	3
District/School: Creating ADEPT Evaluation Teams	6
District/School: Creating ADEPT Orientation Records	11
Evaluator: ADEPT Evaluation Summary Forms – Special Areas	14
Evaluator: Student Growth & Professional Goals	19
Assigning Professional Learning.....	24
Assigning a Professional Learning Video from an Educator’s Profile	25
Assigning a Professional Learning Video Within an Observation	31
Assign Learning from Student Growth & Professional Goals	39
Closing an Evaluation	45
ADEPT Evaluation Results – Special Areas	50

ADEPT – Evaluation Process Overview – Special Areas

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

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. Educator will enter electronic signature on the Orientation conference form.
2. If educator's evaluation contract level and evaluation level is Continuing GBE, the educator will enter a student growth & professionalism goal.²
3. For those using the Professional Goals Form, the Preliminary Review must be completed.
4. For those using SLO in lieu of Professional Goals, the evaluator will sign the SLO Preliminary Conference.
5. If educator's evaluation and contract level is Continuing Formative, Start a Preliminary Evaluation

Mid-Year Form Completion (or Fall Semester):

1. For those using SLO in lieu of Professional Goals, the evaluator will complete the SLO Mid-Conference Form.

End-of-Year process:

1. For those using the Professional Goals Form, the Final Review must be completed.
2. For those using SLO in lieu of Professional Goals, the evaluator will complete the SLO Summative Conference Form
3. If educator's evaluation and contract level is Continuing Formative, Final Evaluation Summary Form must be completed.
4. The Evaluation Chair will complete the Evaluation Results.

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

² Special Areas educators are under the 2006 ADEPT Evaluation Model, which requires the educator to have a Professional Goal. SLO may be done in lieu of the Professional Goal. The 2006 ADEPT Evaluation Model does not require the SLO score. SLO rating is not a score modifier for Special Areas. Hence, the SLO score is not an available feature in the results section.

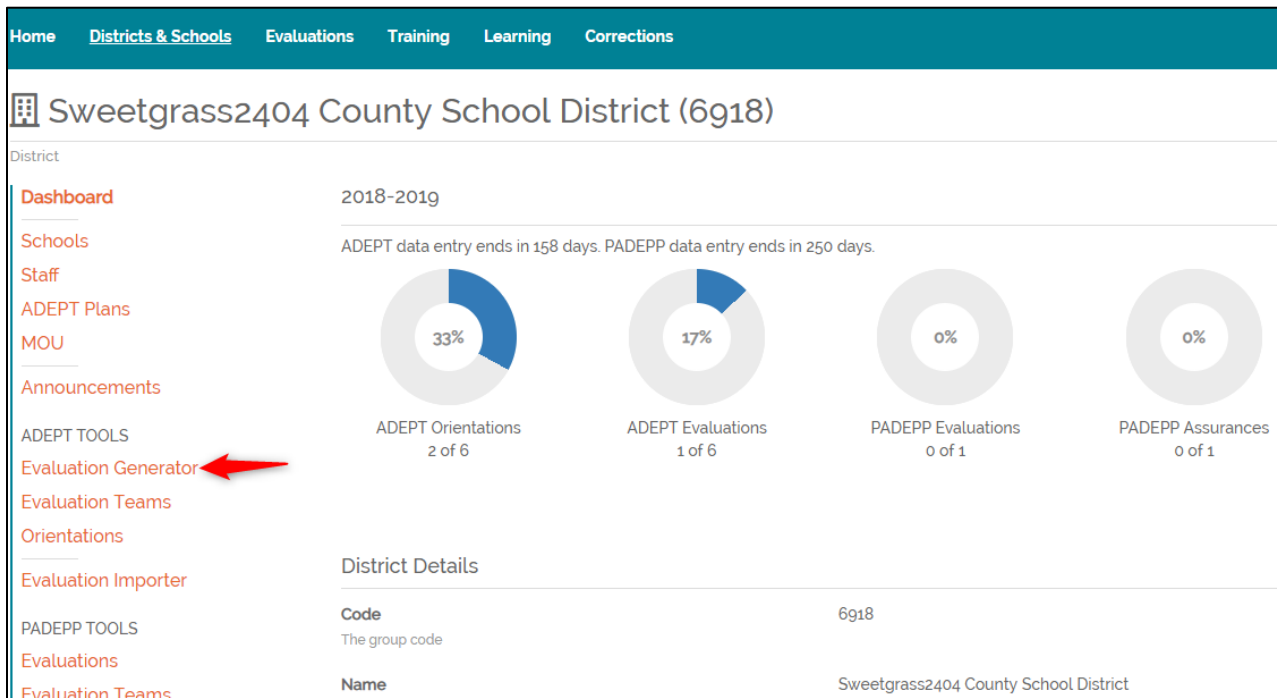
*Contact SCLead.org support if you have problems accessing or completing ADPET evaluations.
1-877-314-1412 or <https://sclead.org/Help/Support>*

District/School: Creating ADEPT Evaluation Records

Each educator being evaluated using Expanded ADEPT will first need to have an evaluation record created in SCLead.org. to begin the evaluation process. The Superintendent, district ADEPT Administrator, and/or a Principal can use the Evaluations Tool (under the ADEPT Tools menu) to create evaluation records for individual educators, groups of educators, or all educators for a school at one time. Please note, the ADEPT Plan must be completed for the district in SCLead.org before the ADEPT Evaluation Tool can be used.

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

Step 2: Click **Evaluation Generator** under the ADEPT Tools menu.



Step 3: Verify the correct academic year is displayed. Enter Search criteria to identify the educator(s) you'd like to create an evaluation record for and click **Search**.

You can search by:

- School (suggested method)
- Name
- CID

A district-level user can select multiple schools by holding the **Shift** key and clicking with the mouse on each location desired.

If you leave the Name and CID boxes empty, the search will return all educators for the location(s) of the search.

A Principal will only have access to his/her school.

Home
Districts & Schools
Evaluations
Reports

Sweetgrass1294 County School District (6302)
Correction

Dashboard
Schools
Staff
ADEPT Plans
Announcements
ADEPT TOOLS
Evaluations
Evaluation Teams
Orientations
PADEPP TOOLS
Evaluations
Evaluation Teams
Annual Assurances

Bulk Evaluations (ADEPT)

This tool allows you to create evaluations in bulk for the selected academic year. If an evaluation already exists for a given user they will not appear in search results.

1. Select Academic Year

Academic Year
The academic year for which the evaluation process and guidelines were being oriented.

2018-2019

2. Search for Educators

By School(s)

Sweetgrass1294 Administration
Sweetgrass1294 Elementary School

By Name

By CID(s)

Next

Step 4: Select the checkbox for the educator(s) desired. Click **Select All** to add an evaluation for all educators included in the search results. Click **Submit**.

NOTE: If you do not see an educator on the list, this would indicate either the educator already has an evaluation record created in SCLead.org for the academic year selected or the educator's staff record is not coded for the location(s) indicated in the state's PCS system. Check with your district's PCS administrator for next steps to add or delete an educator from the school's roster.

Home
Districts & Schools
Evaluations
Reports

Sweetgrass1294 County School District (6302)
Correction

Dashboard
Schools
Staff
ADEPT Plans
Announcements
ADEPT TOOLS
Evaluations
Evaluation Teams
Orientations
PADEPP TOOLS
Evaluations
Evaluation Teams
Annual Assurances

Bulk Evaluations (ADEPT)

This tool allows you to create evaluations in bulk for the selected academic year. If an evaluation already exists for a given user they will not appear in search results.

3. Select Educator(s)

Select All (6)


Person	School	CID	Evaluation Type
<input type="checkbox"/> Sweetgrass1294, Counselor (Elementary) Educator Guidance Counselor	Sweetgrass1294 Elementary School	849305	School Guidance Counselor
<input type="checkbox"/> Sweetgrass1294, Librarian (Elementary) Educator Library Media Specialist	Sweetgrass1294 Elementary School	990442	Library Media Specialist
<input type="checkbox"/> Sweetgrass1294, Speech-Therapist (Elementary) Educator Speech Therapist	Sweetgrass1294 Elementary School	919412	Speech-Language Therapist
<input type="checkbox"/> Sweetgrass1294, Teacher1 (Elementary) Educator Classroom Teacher	Sweetgrass1294 Elementary School	856957	Classroom-Based Teacher
<input type="checkbox"/> Sweetgrass1294, Teacher2 (Elementary) Educator Classroom Teacher	Sweetgrass1294 Elementary School	813872	Classroom-Based Teacher
<input type="checkbox"/> Sweetgrass1294, Teacher3 (Elementary) Educator Classroom Teacher	Sweetgrass1294 Elementary School	972339	Classroom-Based Teacher

4. Confirm and Submit


You are about to create evaluation records for the **2018-2019** Academic Year.

Submit Cancel

A confirmation message will display to confirm the evaluation records have been created. You can now access the evaluations on the evaluations tab.

 Sweetgrass1294 County School District (6302)

District Dashboard

 Correction

Dashboard

Schools

Staff

ADEPT Plans

Bulk Evaluations (0)

✓ The bulk evaluations have successfully been created!

Contact SCLead.org support if you have problems accessing or using the Evaluations tool.

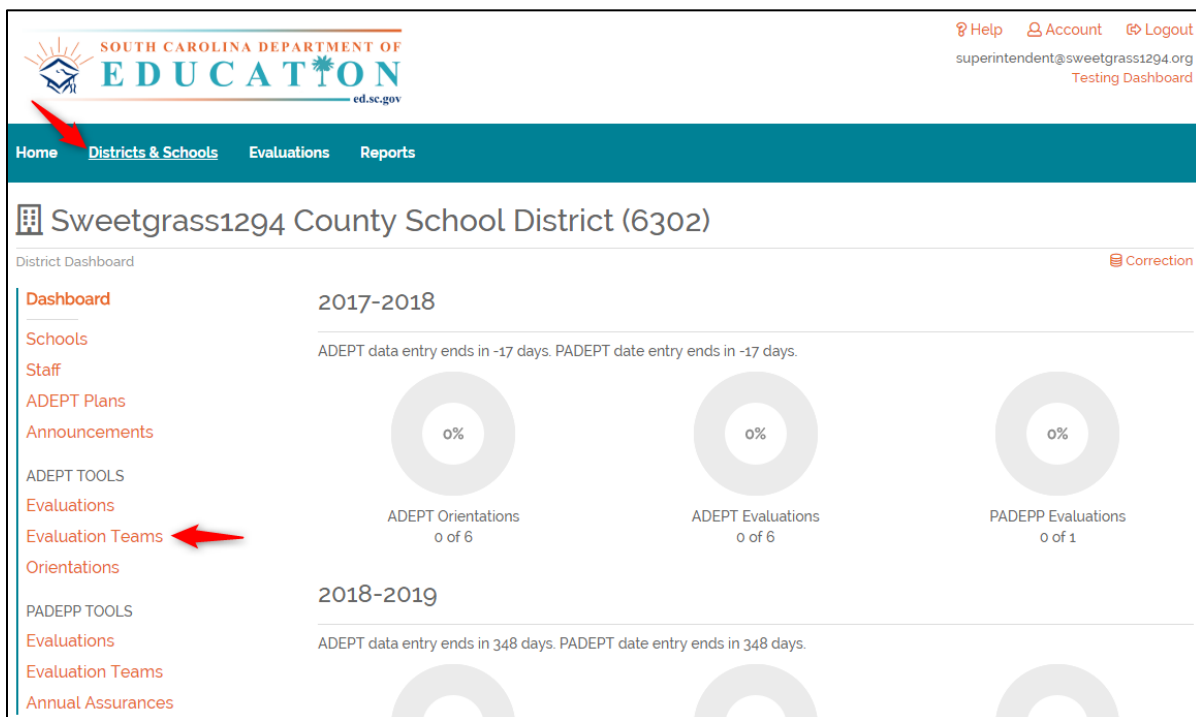
1-877-314-1412 or <https://scllead.org/Help/Support>.

District/School: Creating ADEPT Evaluation Teams

Superintendents, ADEPT Administrators, and Principals can create evaluation teams for multiple educators by utilizing the Evaluation Teams tool under the ADEPT Tools menu. This tool allows an evaluation team to be assigned to an educator along with the team member's role and the permission(s) assigned to the team member.

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

Step 2: Click Evaluation Teams under ADEPT Tools menu



Step 3: Verify the correct academic year is displayed. Select the appropriate School. Enter Search criteria to identify the educator(s) you'd like to create an evaluation team for and click **Search**.

You can search by:

- Name
- CID
- Contract Level

To select multiple contract levels, hold the **Shift** key and click on each contract level desired.

NOTE: If you leave the filter options empty, the search will return all educators for the location of the search.

A Principal will only have access to his/her school.

Home
Districts & Schools
Evaluations
Reports

Sweetgrass1294 County School District (6302)
Correction

Dashboard
Schools
Staff
ADEPT Plans
Announcements
ADEPT TOOLS
Evaluations
Evaluation Teams
Orientations
PADEPP TOOLS
Evaluations
Evaluation Teams
Annual Assurances

Bulk Evaluation Teams (ADEPT)

1. Select Academic Year

Academic Year
The academic year for which the evaluation process and guidelines were being oriented.

2018-2019

2. Select School

School
The schools for which the evaluation team apply. Only one can be selected because each school may have different sets of available evaluators.

Sweetgrass1294 Elementary School (001)

3. Filter & Search for Educators

By Name
By CID(s)
By Contract Level(s)

No Data
Continuing
Letter of Agreement
Annual 4
Annual 3
Annual 2

Search

Step 4: Select the checkbox for the educator(s) desired. Click **Select All** to add the evaluation team for all educators included in the search results. Click **Select Evaluations**.

NOTE: If you do not see an educator on the list, this would indicate the educator does not have an evaluation record created in SCLead.org for the current academic year.

Home
Districts & Schools
Evaluations
Reports

Sweetgrass1294 County School District (6302)
Correction

Dashboard
Schools
Staff
ADEPT Plans
Announcements
ADEPT TOOLS
Evaluations
Evaluation Teams
Orientations
PADEPP TOOLS
Evaluations
Evaluation Teams
Annual Assurances

Bulk Evaluation Teams (ADEPT)

4. Select Evaluations

Select All (6)

Person	CID	Evaluation Type
<input type="checkbox"/> Sweetgrass1294, Counselor (Elementary) 849305 School Guidance Counselor	849305	School Guidance Counselor
<input type="checkbox"/> Sweetgrass1294, Librarian (Elementary) 990442 Library Media Specialist	990442	Library Media Specialist
<input type="checkbox"/> Sweetgrass1294, Speech-Therapist (Elementary) 919412 Speech-Language Therapist	919412	Speech-Language Therapist
<input checked="" type="checkbox"/> Sweetgrass1294, Teacher1 (Elementary) 856957 Classroom-Based Teacher	856957	Classroom-Based Teacher
<input checked="" type="checkbox"/> Sweetgrass1294, Teacher2 (Elementary) 813872 Classroom-Based Teacher	813872	Classroom-Based Teacher
<input checked="" type="checkbox"/> Sweetgrass1294, Teacher3 (Elementary) 972339 Classroom-Based Teacher	972339	Classroom-Based Teacher

5. Confirm Evaluations

Please confirm that these are the evaluations you want to bulk assign an evaluation team to for the **2018-2019** Academic Year.

Select Evaluations Cancel

Step 5: A list of evaluators who are credentialed and have permission to the location for the evaluation¹ will display (see screenshot below) and can be added to the evaluation team for the selected educator(s).

For each evaluator you would like to add to the team, click the appropriate role of the team member selected. Also, select the permission(s) for each team member.

NOTE: A mentor can also be selected and assigned to the evaluations selected under #7, Select Mentor(s).

After selections have been made, click **Confirm Evaluation Team**.

Bulk Evaluation Teams (ADEPT)

6. Select Evaluator(s)

Person	Role	Permission(s)
<input type="checkbox"/> District (Staff) Sweetgrass1294	<input type="radio"/> Evaluator <input type="radio"/> Evaluation Chair	<input type="checkbox"/> Allow Student Growth & Professional Goals <input type="checkbox"/> Allow Observations <input type="checkbox"/> Allow Professionalism
<input type="checkbox"/> Principal (Elementary) Sweetgrass1294	<input checked="" type="radio"/> Evaluator <input type="radio"/> Evaluation Chair	<input checked="" type="checkbox"/> Allow Student Growth & Professional Goals <input checked="" type="checkbox"/> Allow Observations <input type="checkbox"/> Allow Professionalism
<input type="checkbox"/> Elementary (Unknown) Sweetgrass1294	<input type="radio"/> Evaluator <input type="radio"/> Evaluation Chair	<input checked="" type="checkbox"/> Allow Student Growth & Professional Goals <input type="checkbox"/> Allow Observations <input type="checkbox"/> Allow Professionalism
<input type="checkbox"/> Elementary (Staff) Sweetgrass1294	<input checked="" type="radio"/> Evaluator <input type="radio"/> Evaluation Chair	<input type="checkbox"/> Allow Student Growth & Professional Goals <input checked="" type="checkbox"/> Allow Observations <input type="checkbox"/> Allow Professionalism

7. Select Mentor(s)

☒ ☐ District (Staff) Sweetgrass1294

8. Confirm Evaluation Team

Please confirm that these are the evaluation team members you want to assign to the selected evaluations.

Confirm Evaluation Team Cancel

REMINDER: Definitions for Evaluation Roles and Permissions

Roles:

- Evaluation Chair – Team member who will guide the evaluation process and ensure the process is followed with fidelity. The evaluation chair would ensure required forms are signed and evaluation or SLO conferences occur when scheduled. If using the consensus process, the evaluation chair would be the only team member able to complete the observation consensus form. In most cases, the evaluation chair would be the principal or trained administrative designee.
- Evaluator – Team member contributing to the evaluation process. This member should be added as evaluator.

Permissions:

- Allow Student Growth & Professional Goals – Allows the team member to view, edit and sign SLO/PDGP preliminary, mid-course and summative conference forms.

- Allow Observations – Allows the team member to conduct and sign/complete observations as well as view completed observations by other team members. *
- Allow Professionalism – Allows the team member to complete the Professionalism review as well as view the educator’s professionalism self-reflection.

**Scripting notes are never shared to any educator, team member or administrator.*

Mentors:

Mentors will be able to view the educator’s SLO and can enter mentoring notes for the educator. Mentor notes are only visible to the mentor and the educator.

Step 6: The system will show you the selections you have made to confirm you are assigning the team as desired. Click **Submit** if the selections are correct.

Sweetgrass1294 County School District (6302)

District Dashboard
Correction

Dashboard
Schools
Staff
ADEPT Plans
Announcements
ADEPT TOOLS
Evaluations
Evaluation Teams
Orientations
PADEPP TOOLS
Evaluations
Evaluation Teams
Annual Assurances

Bulk Evaluation Teams (ADEPT)

g. Review Selected Evaluations

Person	CID	Evaluation Type
Sweetgrass1294, Teacher1 (Elementary) 856957 Classroom-Based Teacher	856957	Classroom-Based Teacher
Sweetgrass1294, Teacher2 (Elementary) 813872 Classroom-Based Teacher	813872	Classroom-Based Teacher
Sweetgrass1294, Teacher3 (Elementary) 972339 Classroom-Based Teacher	972339	Classroom-Based Teacher

10. Review Selected Evaluator(s)

Person	Role	Permission(s)
Sweetgrass1294, Elementary (Staff)	Evaluator	Allow Observations
Sweetgrass1294, Principal (Elementary)	Evaluator	Allow Student Growth & Professional Goals Allow Observations

11. Review Selected Mentor(s)

Person
Sweetgrass1294, District (Staff)

12. Bulk Assign Evaluation Team

After reviewing your selections, please click the Submit button to bulk assign the evaluation team to the selected evaluations.

Submit
Cancel

A confirmation message will display to confirm the evaluation records have been created. You can now access the evaluations on the evaluations tab.

Home
Districts & Schools
Evaluations
Reports

Sweetgrass1294 County School District (6302)

District Dashboard
Correction

Dashboard
Schools
Staff
ADEPT Plans

Bulk Evaluation Teams (ADEPT)

✓ The Evaluation Team has successfully been applied to the selected evaluations!

REMINDER: These steps can be repeated to update the team members or the permissions for the team members; however, the tool cannot be used to remove a team member. The option to remove a team member is located on the status page of the educator's evaluation.

Contact SCLead.org support if you have problems accessing the Evaluations Team tool.

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

¹If the educator serves multiple locations or if an evaluation team member needs to be added from another school, you can edit the locations for the evaluation on the settings page of the educator's evaluation page. Here is a summary of the steps; however, full instructions can be found in the Add Evaluation User Guide.

- Go to Evaluations
- Click **Details** next to the evaluation you would like to work with
- Click **Settings**
- Click **Edit** next to the **ADEPT Settings** section
- Click the checkbox for the location(s) desired for the evaluation. The evaluation team can be selected from each location assigned to the evaluation.
- Click **Submit**

District/School: Creating ADEPT Orientation Records

ADEPT evaluations require an evaluation orientation to occur for each educator. For educators on induction contracts or undergoing summative evaluation, this orientation is comprehensive. For educators undergoing goals-based evaluation, this is an overview of the process.

SCLead.org has a tool to allow the Superintendent, ADEPT Administrator or a Principal to set the orientation dates in bulk. The tool can also be used to update the orientation conference date in bulk for orientation forms which have already been created.

Use the Orientation tool for the following for multiple educators at one time.

- Create the Orientation conference form to be signed by the educator
- Set or update the date the conference has occurred or will occur

The below instructions are based on a district level user. A principal can follow the same steps; however, the principal will only have permission to use the Orientation Tool for his/her school.

Step 1: Go to **District & Schools**.

Step 2: Click **Orientations**.

The screenshot shows the SCDE website interface. At the top, there is a header with the SCDE logo and navigation links: Help, Account, Logout, superintendent@sweetgrass1294.org, and Testing Dashboard. Below the header is a teal navigation bar with links: Home, Districts & Schools, Evaluations, and Reports. A red arrow points to the 'Districts & Schools' link. The main content area is titled 'Sweetgrass1294 County School District (6302)' and shows a 'District Dashboard'. The dashboard is divided into two sections: '2017-2018' and '2018-2019'. Each section displays progress for ADEPT Orientations, ADEPT Evaluations, and PADEPP Evaluations. In the 2017-2018 section, ADEPT Orientations are 0% (0 of 6), ADEPT Evaluations are 0% (0 of 6), and PADEPP Evaluations are 0% (0 of 1). In the 2018-2019 section, ADEPT data entry ends in 347 days and PADEPP data entry ends in 347 days. A red arrow points to the 'Orientations' link in the left sidebar.

Step 3: Verify the desired Academic Year is displayed. Enter Search criteria to identify the educators you'd like to set the orientation conference date for and click **Search**. You can search by:

- School
- Name
- CID
- Contract Level

If you leave the Name and CID boxes empty, the search will return all educators for the location(s) of the search.

Home
Districts & Schools
Evaluations
Reports

Sweetgrass1294 County School District (6302)

District Dashboard
Correction

Dashboard
Schools
Staff
ADEPT Plans
Announcements
ADEPT TOOLS
Evaluations
Evaluation Teams
Orientations
PADEPP TOOLS
Evaluations
Evaluation Teams
Annual Assurances

Orientations Events

This tool can be used to set or update the orientation date for a set of teachers for the selected academic year. You must use the Bulk Evaluations tool to first create the evaluation. This tool will only add Orientation event records to existing Evaluations.

1. Select Academic Year

Academic Year
The academic year for which the educator is being oriented.

2018-2019

2. Search for Educators

By School(s)
By Name
By CID(s)

Sweetgrass1294 Administration
Sweetgrass1294 Elementary School

By Contract Level(s)
No Data
Continuing
Letter of Agreement
Annual 4
Annual 3

Search

Step 4: Select the checkbox for the educator(s) desired. Click **Select All** to add the orientation for all educators included in the search results.

Home
Districts & Schools
Evaluations
Reports

Sweetgrass1294 County School District (6302)

District Dashboard
Correction

Dashboard
Schools
Staff
ADEPT Plans
Announcements
ADEPT TOOLS
Evaluations
Evaluation Teams
Orientations
PADEPP TOOLS

Orientations Event

This tool can be used to set or update the orientation date for a set of teachers for the selected academic year. You must use the Bulk Evaluations tool to first create the evaluation. This tool will only add Orientation event records to existing Evaluations.

3. Select Educator(s)

Select All (3)

Person	School(s)	Orientation
<input checked="" type="checkbox"/> Sweetgrass1294, Teacher1 (Elementary) 856957 Classroom-Based Teacher	Sweetgrass1294 Elementary School	[none]
<input checked="" type="checkbox"/> Sweetgrass1294, Teacher2 (Elementary) 813872 Classroom-Based Teacher	Sweetgrass1294 Elementary School	[none]
<input type="checkbox"/> Sweetgrass1294, Teacher3 (Elementary) 972339 Classroom-Based Teacher	Sweetgrass1294 Elementary School	[none]

Step 5: Enter the date for the orientation conference. * Click **Submit**.

* This date can be edited until the orientation conference form is signed by the educator.

Home Districts & Schools Evaluations Reports

Sweetgrass1294 County School District (6302)

District Dashboard Correction

Dashboard
Schools
Staff
ADEPT Plans
Announcements
ADEPT TOOLS
Evaluations
Evaluation Teams
Orientations
PADEPP TOOLS
Evaluations
Evaluation Teams
Annual Assurances

Orientation Event

This tool can be used to set or update the orientation date for a set of teachers for the selected academic year. You must use the Bulk Evaluations tool to first create the evaluation. This tool will only add Orientation event records to existing Evaluations.

3. Select Educator(s) Select All (3)

Person	School	Orientation
<input checked="" type="checkbox"/> Sweetgrass1294, Teacher1 (Elementary) 856957 Classroom-Based Teacher	Sweetgrass1294	[none]
<input checked="" type="checkbox"/> Sweetgrass1294, Teacher2 (Elementary) 813872 Classroom-Based Teacher	Sweetgrass1294	[none]
<input type="checkbox"/> Sweetgrass1294, Teacher3 (Elementary) 972339 Classroom-Based Teacher	Sweetgrass1294	[none]

4. Select the Orientation Date

Date of Orientation
Please select an orientation date to apply to the selected educators.

5. Confirm and Submit

You are about to create orientation records for the **2018-2019** Academic Year.

Submit Cancel

A confirmation message will display to confirm the evaluation and the orientation conference forms have been created. You can access the evaluations on the evaluations tab.

Home Districts & Schools Evaluations Reports

Sweetgrass1294 County School District (6302)

District Dashboard Correction

Dashboard
Schools
Staff
ADEPT Plans
Announcements

Orientation Event

✓ The bulk orientations have successfully been created!

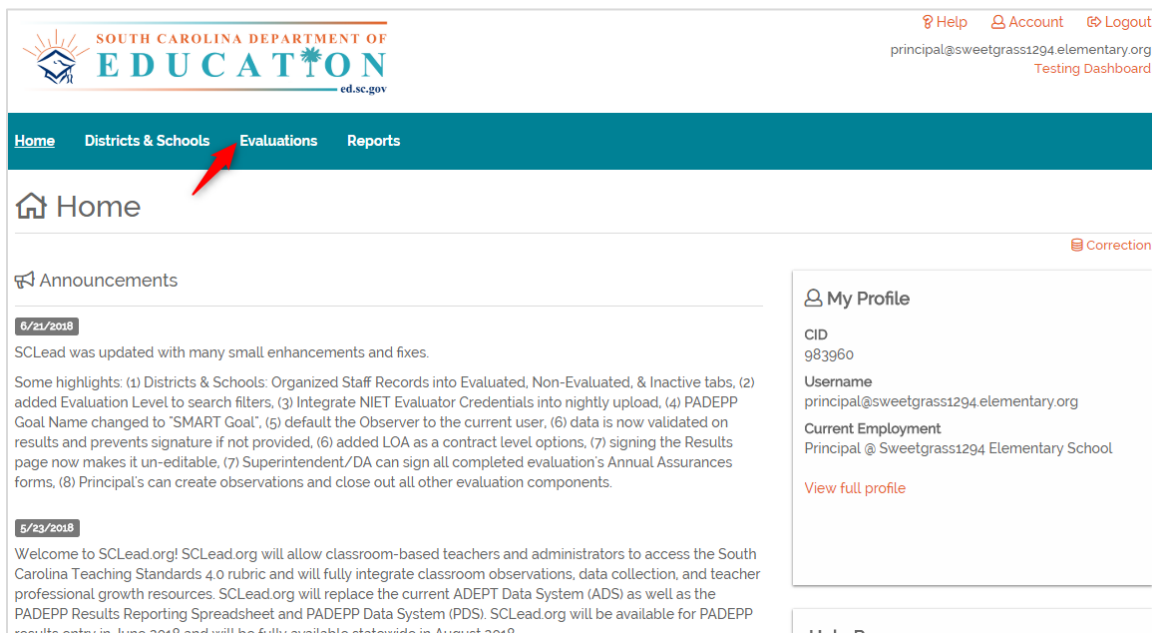
Contact [SCLead.org](https://sclead.org) support if you have problems accessing or using the Evaluations tool.

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

Evaluator: ADEPT Evaluation Summary Forms – Special Areas

This guide provides instructions for evaluators on completing the preliminary and final evaluation forms for special area educators (i.e., Library Media Specialists, School Guidance Counselors, Speech-Language Therapists). This guide does not apply to Induction Formative contract and evaluation levels nor to Continuing GBE.

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



SOUTH CAROLINA DEPARTMENT OF EDUCATION
ed.sc.gov

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

Home Districts & Schools **Evaluations** Reports

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 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.

My Profile

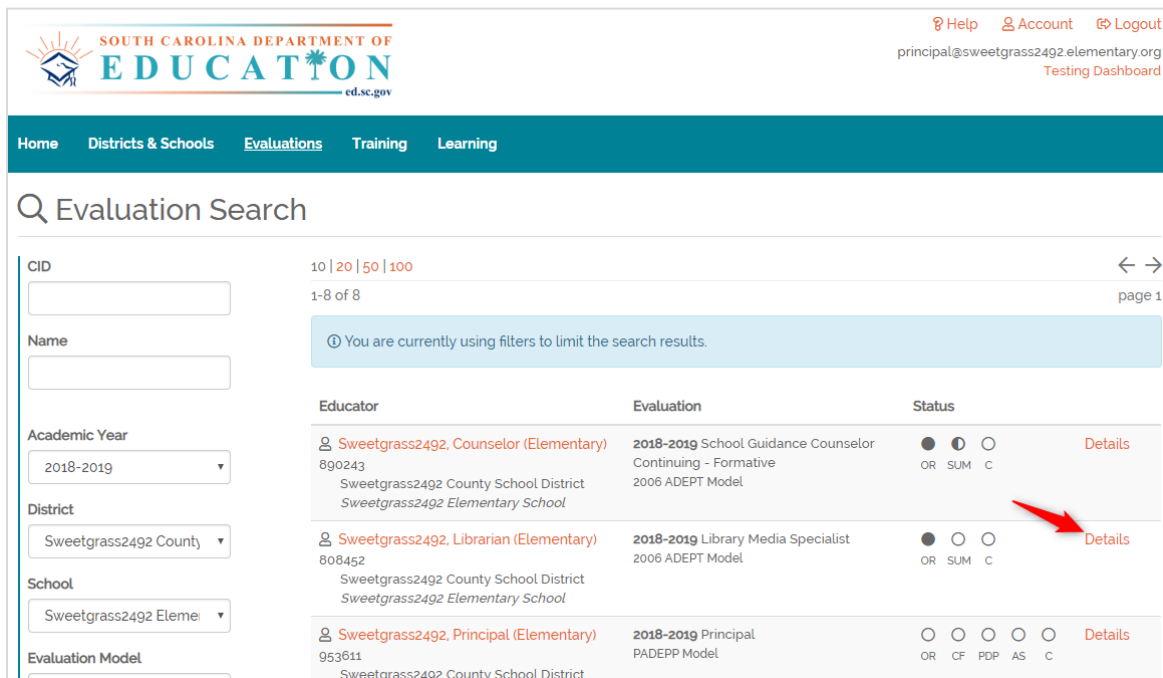
CID
983960

Username
principal@sweetgrass1294.elementary.org

Current Employment
Principal @ Sweetgrass1294 Elementary School

View full profile

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



SOUTH CAROLINA DEPARTMENT OF EDUCATION
ed.sc.gov

Help Account Logout
principal@sweetgrass2492.elementary.org
Testing Dashboard

Home Districts & Schools **Evaluations** Training Learning

Evaluation Search

CID
10 | 20 | 50 | 100
1-8 of 8
page 1

Name
① You are currently using filters to limit the search results.

Educator	Evaluation	Status	
Sweetgrass2492, Counselor (Elementary) 890243 Sweetgrass2492 County School District Sweetgrass2492 Elementary School	2018-2019 School Guidance Counselor Continuing - Formative 2006 ADEPT Model	<input checked="" type="radio"/> OR <input type="radio"/> SUM <input type="radio"/> C	Details
Sweetgrass2492, Librarian (Elementary) 808452 Sweetgrass2492 County School District Sweetgrass2492 Elementary School	2018-2019 Library Media Specialist 2006 ADEPT Model	<input checked="" type="radio"/> OR <input type="radio"/> SUM <input type="radio"/> C	Details
Sweetgrass2492, Principal (Elementary) 953611 Sweetgrass2492 County School District	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	Details

Step 3: Click *Summary*.

The screenshot shows the 'Counselor (Elementary) Sweetgrass2492 (890243)' page. The left sidebar has a menu with 'Status', 'Settings', 'EVALUATION', 'Orientation', 'Summary' (highlighted with a red arrow), 'Attachments', 'Results', and 'Educator Profile'. The main content area is titled 'Overall Status' and includes an 'Evaluation Status' table with rows for 'Orientation' (100%), 'Preliminary Summary Form', 'Final Summary Form', and 'Final Results'. To the right is a donut chart showing 'Overall Completion Progress' at 25%. At the bottom, there is an 'Evaluation Team' section with 'Add Evaluator' and 'Add Mentor' buttons.


Step 4: Click *Start Preliminary Evaluation*. (Click *Start Final Evaluation* and follow same steps for the spring semester evaluation.)

The screenshot shows the 'Evaluation Summary Forms' section. The left sidebar is the same as in Step 3. The main content area has a heading 'Evaluation Summary Forms' and two sections: 'Preliminary Evaluation Summary Form' with a description and a 'Start Preliminary Evaluation' button (highlighted with a red arrow), and 'Final Evaluation Summary Form' with a description.

Step 5: Enter/change the date of the preliminary summary and click *Submit*.

The screenshot shows the 'Add Evaluation Summary Form' form. The left sidebar is the same as in Step 3. The main content area has a heading 'Add Evaluation Summary Form' and two fields: 'Rubric' (a dropdown menu set to 'APS for School Guidance Counselors') and 'Date' (a text box containing '11/14/2018'). Both fields are highlighted with red arrows. At the bottom right are 'Submit' and 'Cancel' buttons, with the 'Submit' button also highlighted with a red arrow.

Step 6: Click **Edit** to add the ratings.

 **Counselor (Elementary) Sweetgrass2492 (890243)**

2018-2019 Evaluation | Sweetgrass2492 County School District | Continuing Print to PDF

[Status](#)
[Settings](#)
EVALUATION
[Orientation](#)
[Summary](#)
[Attachments](#)
[Results](#)
[Educator Profile](#)

Evaluation Summary Form

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

Semester The evaluation cycle (semester) for summary applies.	Fall Semester
Rubric The rubric by which the summary is being evaluated	APS for School Guidance Counselors
Date The date the summary was performed	11/14/2018

Performance Dimensions

APS1 Long-Range Planning
Competency Standard: The school guidance counselor develops an annual long range plan based on identified

Step 7: Select **Met** or **Not Met** for each standard, enter any evaluator comments to share with the educator and click **Submit**.

activities and individual/group counseling services that promote student educational, career, and personal/social development.

APS5 Providing Consultation Services
Competency Standard: The school guidance counselor provides effective direct and indirect consultation services to deliver appropriate information and assistance to parents/guardians, students, and colleagues.

APS6 Coordinating Guidance and Counseling Services
Competency Standard: The school guidance counselor effectively coordinates guidance and counseling program services within the school and with community programs and agencies.

APS7 Professional Responsibilities
Competency Standard: The school guidance counselor consistently demonstrates ethically based professional behavior and participates in continuous professional development.

☐ Met ☐ Not Met

☐ Met ☐ Not Met

☐ Met ☐ Not Met

Comments


Evaluator Comments
Comments from the evaluator(s)

You have 4000 characters remaining


Submit

Cancel

If you'd like to make any changes to the review, click **Edit**.

 Counselor (Elementary) Sweetgrass2492 (890243)

2018-2019 Evaluation | Sweetgrass2492 County School District | Continuing

 Print to PDF

Status

Settings


EVALUATION

Orientation





Summary

Attachments

Results

 Educator Profile

Evaluation Summary Form

 Back  Edit  Remove  Delete

Semester

Fall Semester

The evaluation cycle (semester) for summary applies.

Rubric

APS for School Guidance Counselors

The rubric by which the summary is being evaluated

Date

11/14/2018

The date the summary was performed

Performance Dimensions

APS1 Long-Range Planning

Competency Standard: The school guidance counselor develops an annual long range plan, based on identified student needs that reflect individual student learning needs and school goals.

Met

Note: *The educator will not see the ratings or comments until the evaluator has entered his/her electronic signature.*

Step 8: When you are ready to share the evaluation summary form with the educator, click **Add my signature** at the bottom of the page.

APS7 Professional Responsibilities

Competency Standard: The school guidance counselor consistently demonstrates ethically based professional behavior and participates in continuous professional development.

Met

Comments / Feedback

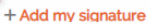
Educator

[no comments]

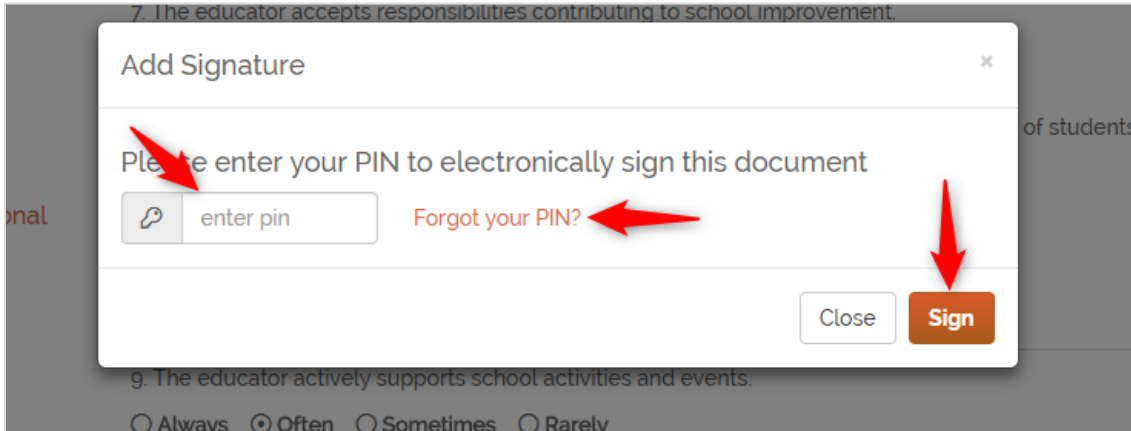
Evaluator(s)

comments for educator

Signatures

 Add my signature

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



The screenshot shows a modal dialog box titled "Add Signature" with a close button (X) in the top right corner. The main text inside the dialog reads "Please enter your PIN to electronically sign this document". Below this text is a PIN entry field consisting of a small icon of a person and a text box containing the placeholder "enter pin". To the right of the text box is a red link that says "Forgot your PIN?". At the bottom right of the dialog are two buttons: a "Close" button and a "Sign" button. Three red arrows are overlaid on the image: one points to the PIN entry text box, another points to the "Forgot your PIN?" link, and a third points to the "Sign" button.

Once your signature is added, the evaluation summary form will be available to the educator to review and sign.

Contact [SCLlead.org](https://scllead.org) support if you have problems accessing or completing the Professionalism Review.

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

Evaluator: 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 evaluator who has permission to view and edit Student Growth & Professional Goals, to review and sign the conference forms for each SLO and or Professional Goals.

Note: Principals will have access to Student Growth & Professional Goals even if he/she is not listed on the educator's evaluation team.

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.

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

The screenshot displays the SCLead.org web application interface. At the top, the South Carolina Department of Education logo is visible on the left, and links for Help, Account, and Logout are on the right. Below the logo, the navigation menu bar is teal with links for Home, Districts & Schools, Evaluations, and Reports. A red arrow points to the 'Evaluations' link. The main content area shows a 'Home' section with a house icon, a 'Correction' button, and an 'Announcements' section with two entries dated 6/21/2018 and 5/23/2018. On the right, there is a 'My Profile' section showing user details like CID, Username, and Current Employment.

South Carolina Department of Education
ed.sc.gov

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

Home Districts & Schools **Evaluations** Reports

Home

Correction

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 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.

My Profile
CID
983960
Username
principal@sweetgrass1294.elementary.org
Current Employment
Principal @ Sweetgrass1294 Elementary School
View full profile

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

Home
Districts & Schools
Evaluations
Reports

Q Evaluation Search
Correction

CID

10 | 20 | 50 | 100

1-7 of 7

page 1

Name

Academic Year

Evaluation Group

Educator Type

District

School

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

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

Home
Districts & Schools
Evaluations
Reports

Teacher1 (Elementary) Sweetgrass1294

2018-2019 Evaluation | Sweetgrass1294 County School District | ADEPT

Correction

Status

Settings

EVALUATION

Orientation

Student Growth & Professional Goals

Observations

Professionalism

Attachments

Results

Educator Profile

Overall Status

Prerequisites

Educator Orientation

100%

Preliminary Cycle (Fall)

Observation(s)

Student Learning Objectives

Professional Goals

50%

Final Cycle (Spring)

Observation(s)

Student Learning Objectives

Professional Goals

Professionalism

Final Results

16

Overall Completion Progress

Step 4: Click on the SLO or Professional Goal name you would like to review and sign.

Home

Districts & Schools

Evaluations

Reports

Teacher1 (Elementary) Sweetgrass1294

2018-2019 Evaluation | Sweetgrass1294 County School District | ADEPT

Correction

Status

Settings

EVALUATION

Orientation

Student Growth & Professional Goals

Observations

Professionalism

Attachments

Results

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 Created 7/19/2018 1:59:23 PM by 109350 Modified 7/19/2018 2:01:06 PM by 109350	Professional Growth and Development Plan	Individual	Class

Step 5: At the bottom of the Preliminary Conference Form, click **Add my signature**.

Student Growth & Professional Goals

Observations

Professionalism

Attachments

Results

Educator Profile

description of best instructional practices used to teach content to students

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

Planning

Instructional Plans

Instruction

Teacher Content Knowledge

Thinking

Environment

Managing Student Behavior

Signatures

SLO Preliminary Conference Signatures

07/19/2018 02:10 PM
Teacher1 (Elementary)
Sweetgrass1294
Educator

+ New SLO Preliminary Conference signature

Add my signature

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**.

Add Signature

Please enter your PIN to electronically sign this document

enter pin

Forgot your PIN?

Close Sign

Repeat steps 1-4 to access the Mid-Course Conference form.

Step 7: Click **Mid-Course Conference** and click **Add my signature** to sign the Mid-Course Conference.

Home Districts & Schools 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

Educator Profile

SLO1-2018/19

Back Edit Remove Delete

Preliminary Conference Mid-Course Conference Summative Conference

X. On-going Progress Monitoring/Reflections

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.

Add on-going progress monitoring and reflection on goal

Attachments

Name	Description	Created By
No attachments found.		

Signatures

SLO Mid-Course Conference Signatures	07/19/2018 03:10 PM Teacher1 (Elementary) Sweetgrass1294 Educator	+ New SLO Mid-Course Conference signature Add my signature
--------------------------------------	--	---

Repeat steps 1-4 to access the Summative Conference form.

Step 8: Click **Summative Conference** and click **Add my signature** to sign the Summative Conference.

Home Districts & Schools Evaluations Reports

Teacher1 (Elementary) Sweetgrass1294

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

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

SLO1-2018/19
⌂ Back ✎ Edit ⌂ Remove 🗑 Delete

Preliminary Conference Mid-Course Conference **Summative Conference**

XI. Conference Reflection

A. Percentage of Students Who Met Growth Targets
% of students who met growth targets
B. Reflection on Data
How does the data inform your instructional practice, goal setting, or your professional development for next year? reflection on goal data

Signatures

SLO Summative Conference Signatures

07/19/2018 03:38 PM
Teacher1 (Elementary)
Sweetgrass1294
Educator

+ New SLO Summative Conference signature
Add my signature

Once the conference forms have been signed for all SLO's and the Professional Goals, as applicable, the Student Growth & Professional Goals status can be marked as complete. To access this page, repeat steps 1-3.

Reminder: The Student Growth and Professional Goals rating will be entered in the results section of the evaluation.

Contact SCLead.org support if you have problems accessing or completing the Student Growth & Professional Goals forms.

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

Assigning Professional Learning

SCLead.org has incorporated Professional Learning content from Edviate. 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 or self-assigned by the educator or principal who seek their own professional growth. Professional Learning can be assigned in multiple ways: 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.

This guide will review the three ways to assign Professional Learning videos to educators (to include principals). The steps can also be used by a principal or educator to self-assign professional learning.

Assigning a Professional Learning Video from an Educator's Profile

The educator, the Superintendent, ADEPT administrator or Principal can assign professional learning in the educator's profile. For a principal, the Superintendent or PADEPP administrator can assign professional learning in the principal's profile.

Note: Access to an educator's profile is limited to the educator, Superintendents, ADEPT administrators, and principals. Other roles serving as an evaluator would need to assign professional learning within the educator's evaluation. The educator's profile can be accessed in multiple ways: under staff list, the evaluation tab, or educator's own homepage.

This guide shows steps to access Professional Learning under Evaluations Tab.

Professional learning can only be assigned to Principals by Superintendents or PADEPP administrators.

For educators undergoing ADEPT Evaluation, professional learning assigned from the educator's profile will also populate in the Student Growth & Professional Goals section of the evaluation for the current year.

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

SOUTH CAROLINA DEPARTMENT OF EDUCATION
ed.sc.gov

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

Home Districts & Schools **Evaluations** Reports

Home

Correction

Announcements

6/21/2018
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My Profile
CID
983960
Username
principal@sweetgrass1294.elementary.org
Current Employment
Principal @ Sweetgrass1294 Elementary School
View full profile

Help Resources

Step 2: Locate the educator and click his/her name to open the educator's profile.

Evaluation Search

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


Name:

You are currently using filters to limit the search results.

Educator	Evaluation	Status	
Sweetgrass2404, Counselor (Elementary) 933524 Sweetgrass2404 County School District	2018-2019 School Guidance Counselor Annual 1 - Formative 2006 ADEPT Model	<input type="radio"/> OR <input type="radio"/> SUM <input type="radio"/> C	Details
Sweetgrass2404, Librarian (Elementary) 816990 Sweetgrass2404 County School District <i>Sweetgrass2404 Elementary School</i>	2018-2019 Library Media Specialist Continuing - GBE 2006 ADEPT Model	<input type="radio"/> OR <input type="radio"/> C	Details
Sweetgrass2404, Principal (Elementary) 856945 Sweetgrass2404 County School District <i>Sweetgrass2404 Elementary School</i>	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	Details
Sweetgrass2404, Speech-Therapist	2018-2019 Speech-Language Therapist	<input type="radio"/> <input type="radio"/> <input type="radio"/>	Details

Step 3: Click *Learning*.

Home
Districts & Schools
Evaluations
Training
Learning
Reports
Corrections

 Librarian (Elementary) Sweetgrass2404

Educator Profile

Profile

ADDITIONAL

Education

Training

Credentials

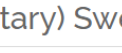
Learning

LICENSURE

Experience

Employment

Certification



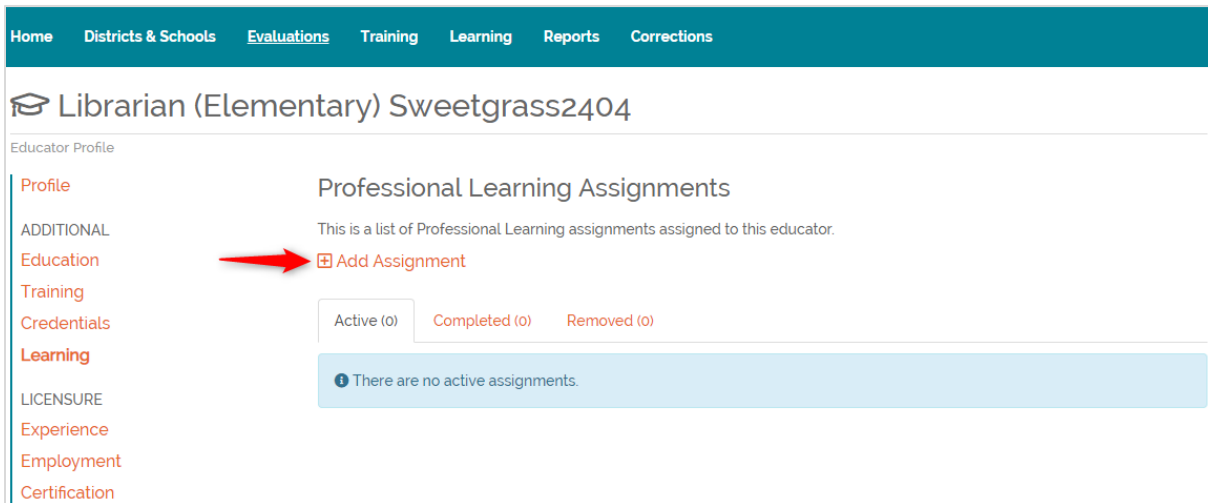
Librarian (Elementary) Sweetgrass2404
816990

Evaluations

Add Evaluation
Restore
Missing Evaluation

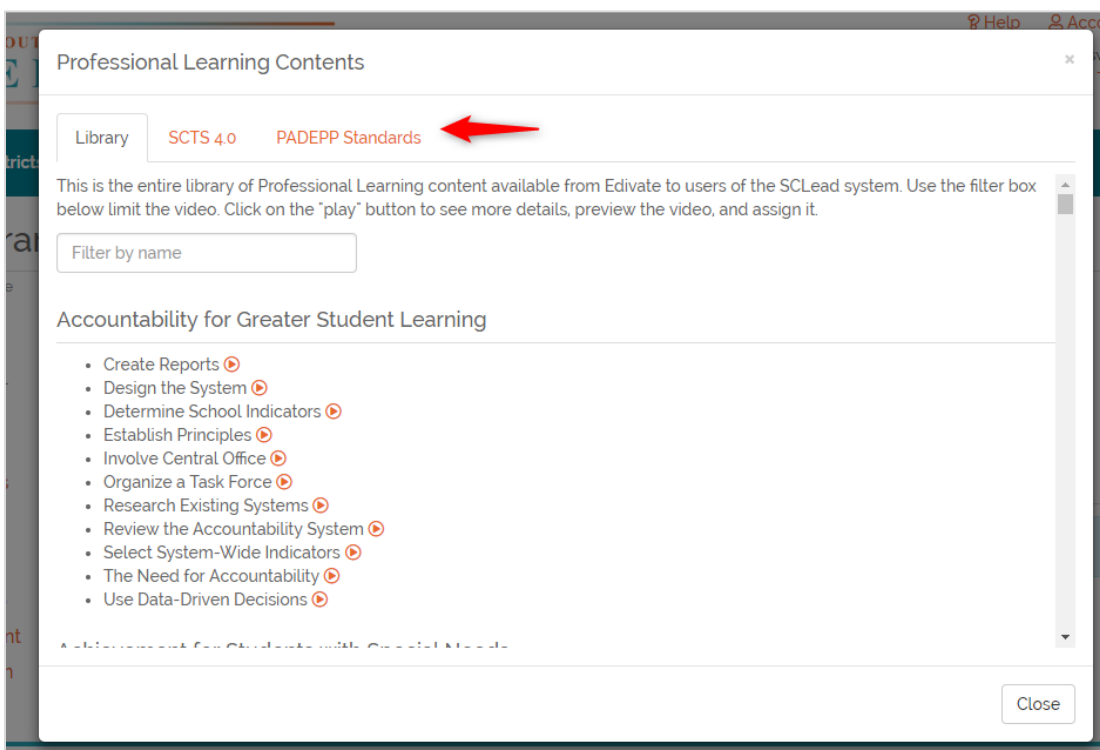
Year	District	Model	Type	Level	
2018-2019	Sweetgrass2404 County School District	2006 ADEPT	Library Media Specialist	GBE	Details

Step 4: Click *Add Assignment*.



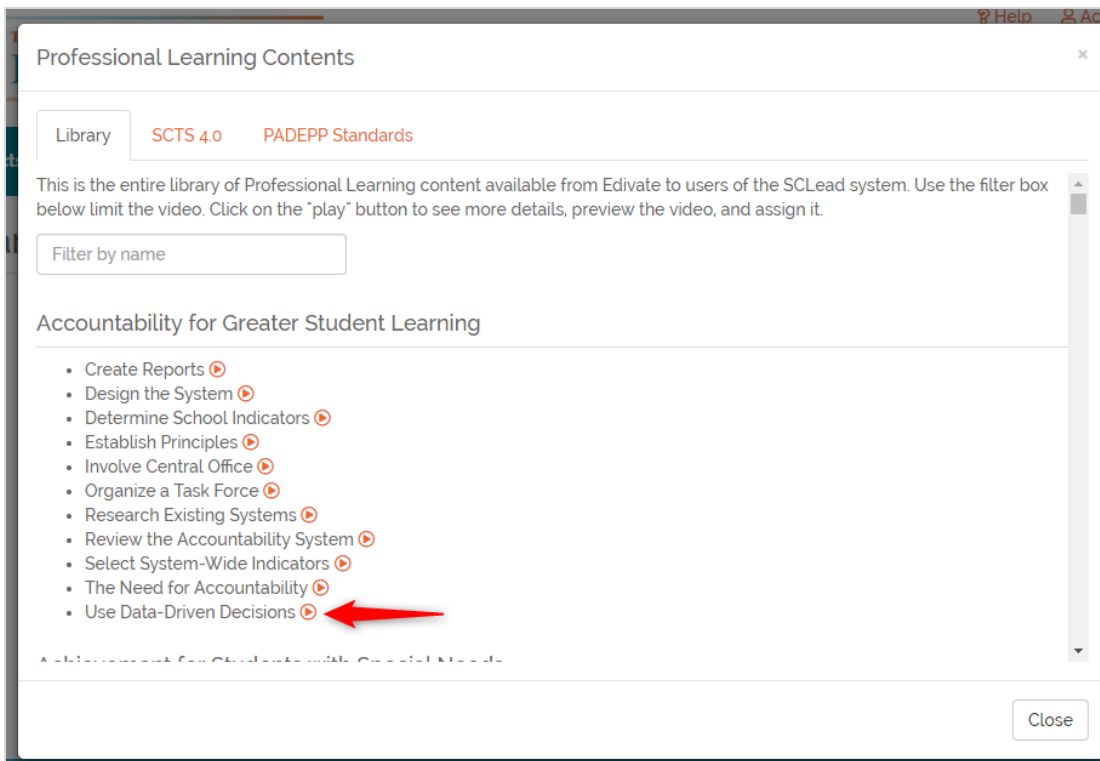
The screenshot shows the 'Librarian (Elementary) Sweetgrass2404' profile page. On the left is a sidebar with navigation links: Profile, ADDITIONAL Education, Training, Credentials, Learning (highlighted), LICENSURE Experience, Employment, and Certification. The main content area is titled 'Professional Learning Assignments' and includes the text 'This is a list of Professional Learning assignments assigned to this educator.' Below this are three tabs: 'Active (0)', 'Completed (0)', and 'Removed (0)'. A red arrow points to the 'Add Assignment' button located between the 'Education' link in the sidebar and the 'Active (0)' tab. A light blue message box at the bottom states 'There are no active assignments.'

Step 5: A window will open to display the available professional learning content. The content is organized into three tabs. Click on the tab with the content you would like to review and assign. You may scroll or use the filter to help you narrow videos related to the topic you wish to assign.

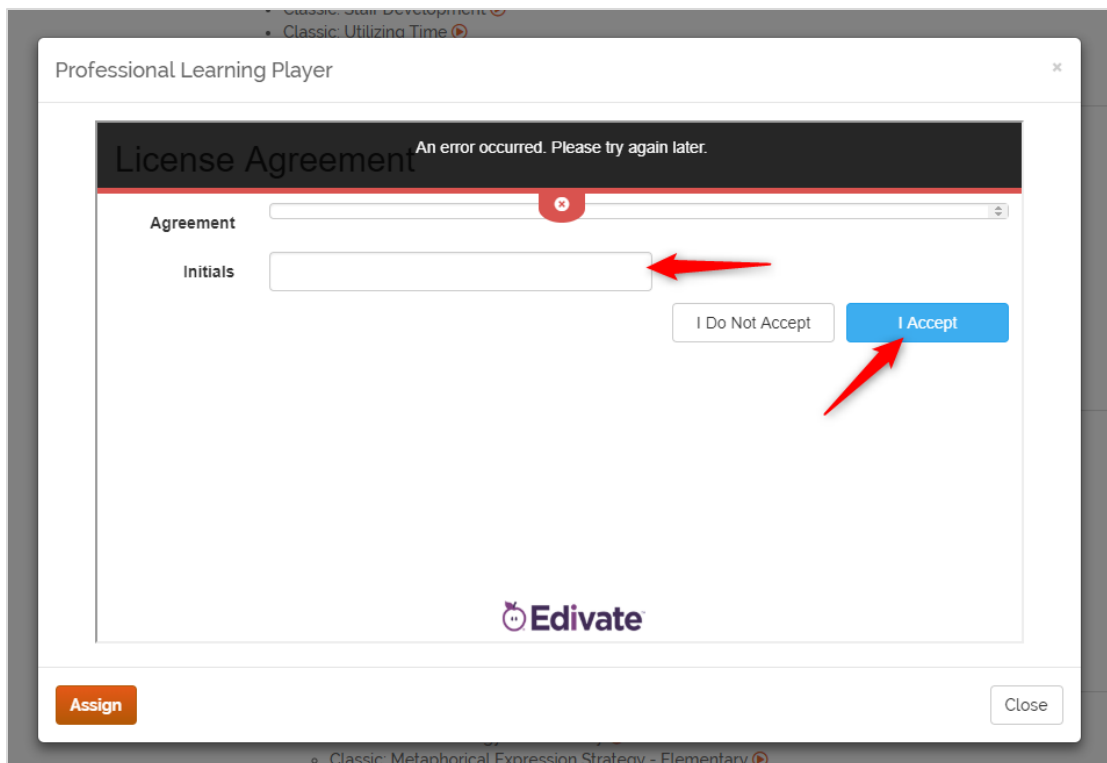


The screenshot shows a 'Professional Learning Contents' window. At the top are three tabs: 'Library', 'SCTS 4.0', and 'PADEPP Standards', with a red arrow pointing to the 'PADEPP Standards' tab. Below the tabs is a descriptive paragraph: 'This is the entire library of Professional Learning content available from Edviate to users of the SCLead system. Use the filter box below limit the video. Click on the "play" button to see more details, preview the video, and assign it.' Below this is a 'Filter by name' input field. The main content area is titled 'Accountability for Greater Student Learning' and contains a list of 11 items, each with a play button icon: 'Create Reports', 'Design the System', 'Determine School Indicators', 'Establish Principles', 'Involve Central Office', 'Organize a Task Force', 'Research Existing Systems', 'Review the Accountability System', 'Select System-Wide Indicators', 'The Need for Accountability', and 'Use Data-Driven Decisions'. A 'Close' button is located in the bottom right corner.

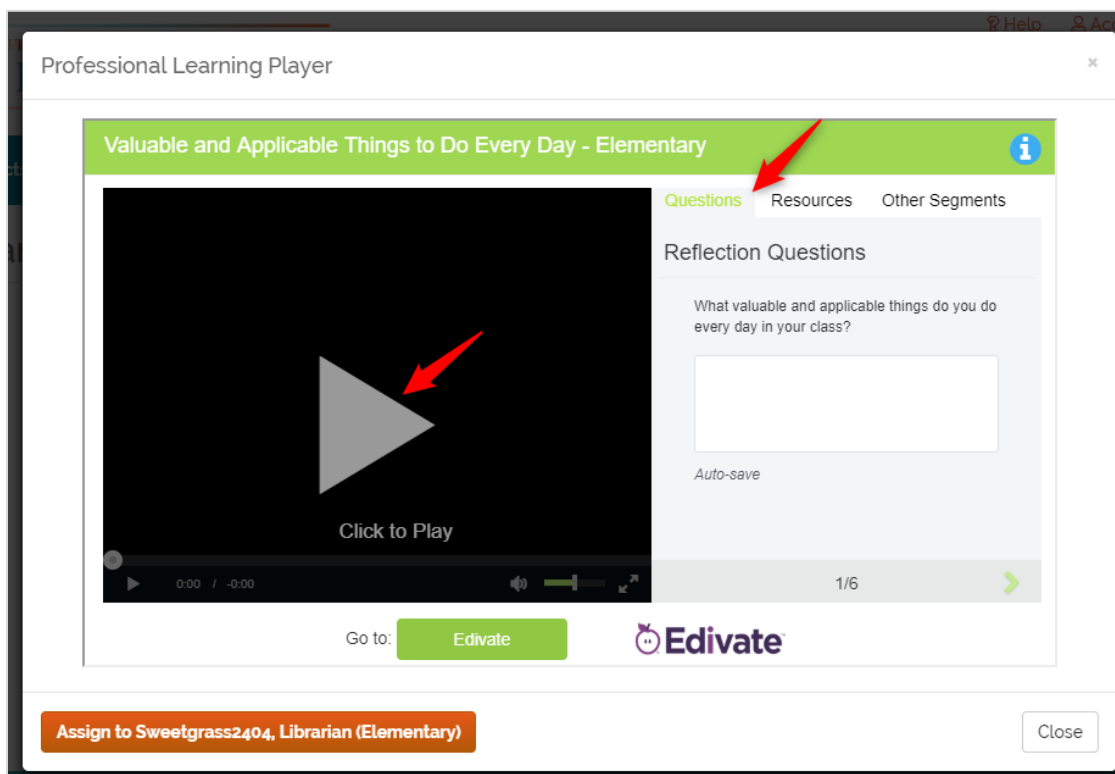
Step 6: Click the **Play** button to preview and assign the content.



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



Step 7: Click in the video player to preview the video. You can also fast-forward, if needed. You can also review the reflection questions associated with the video.



Step 8: Click **Assign to** [Educator's Name] at the bottom left of window to assign to the educator.

Professional Learning Player

Valuable and Applicable Things to Do Every Day - Elementary

Questions Resources Other Segments

Reflection Questions

What valuable and applicable things do you do every day in your class?

Auto-save

1/6

Go to: [Edivate](#)

[Assign to Sweetgrass2404, Librarian \(Elementary\)](#)

Close

Step 9: The video has now been assigned to the educator. The assignment can be edited to add a due date, add a category or delete the assignment. Click **Details** to review/edit the assignment.

Librarian (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 (1) Completed (0) Removed (0)

Sync

Video	Due	Category	Viewing %	
Valuable and Applicable Things to Do Every Day - Elementary	[blank]	None	0	Details

Step 10: Click **Edit** to add a due date and/or category.

Librarian (Elementary) Sweetgrass2404

Educator Profile

Profile

ADDITIONAL

Education

Training

Credentials

Learning

LICENSURE

Experience

Employment

Certification

Assignment Details

[⏪ Back](#) [✎ Edit](#) [🚫 Remove](#) [🗑 Delete](#)

Content Name
The name of the video content. Valuable and Applicable Things to Do Every Day - Elementary

Due Date
The due date of the assignment. [blank]

Category
The category of the assigned video. None

Viewing Percentage
The category of the assigned video. 0 %

Reflection Question Status

Step 11: Select the **Due Date**, **Category** and then click **Submit**.

Librarian (Elementary) Sweetgrass2404

Educator Profile

Profile

ADDITIONAL

Education

Training

Credentials

Learning

LICENSURE

Experience

Employment

Certification

Edit Assignment

[⏪ Back](#)

Content Name
The name of the video content. Valuable and Applicable Things to Do Every Day - Elementary

Due Date
The due date of the assignment.


Category
The category of the assigned video.

The professional learning video is available to the educator for completion.

Assigning a Professional Learning Video Within an Observation

The principal or evaluator with permissions to view/complete observations can assign a professional learning video to an educator within the post-conference section of the observation. The professional learning options available within the observation will be filtered to those which apply to the selected reinforcement and refinement indicators.


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





[Help](#)
[Account](#)
[Logout](#)

principal@sweetgrass1294.elementary.org
[Testing Dashboard](#)

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

 Home

 Correction

 Announcements


6/21/2018

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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.

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 My Profile

CID

983960

Username

principal@sweetgrass1294.elementary.org


Current Employment

Principal @ Sweetgrass1294 Elementary School

View full profile

Step 2: Click **Details** to open the educator's evaluation record.

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

 Evaluation Search

CID

Name

Academic Year

[any]


District



Sweetgrass2404 County

10 | 20 | 50 | 100

1-1 of 1

page 1

 You are currently using filters to limit the search results.

Educator	Evaluation	Status	
 Sweetgrass2404, Teacher3 (Elementary) 821931 Sweetgrass2404 County School District Sweetgrass2404 Elementary School	2018-2019 Classroom-Based Teacher Annual 1 - Summative Expanded ADEPT (SCTS) Model	<div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> <div>OR SG OBS PRO C</div>	 Details

Step 3: Click **Observations**.

Home
Districts & Schools
Evaluations
Learning

Teacher3 (Elementary) Sweetgrass2404 (821931)

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

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

Overall Status

Prerequisites

Educator Orientation100%

Preliminary Cycle (Fall)

Observation(s)0%

Student Learning Objectives0%

Professional Goals0%

Final Cycle (Spring)

Observation(s)0%

Student Learning Objectives0%

Professional Goals0%

Professionalism0%

Final Results0%

Overall Completion Progress

Step 4: Click **Details** for the observation.

Home
Districts & Schools
Evaluations
Learning

Teacher3 (Elementary) Sweetgrass2404 (821931)

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

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

Observation Forms

Preliminary Observations (Fall Semester)

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.

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.

Add Observation
Add Walkthrough
Restore

Date	Observer	Type	Status	
11/6/2018 9:50:00 AM	Principal (Elementary) Sweetgrass2404	Observation	In Progress	Details
1/25/2019 12:56:00 PM	Elementary (Staff) Sweetgrass2404	Observation	In Progress	Details

Step 5: Click **Post Conference**.

Home
Districts & Schools
Evaluations
Learning

Teacher3 (Elementary) Sweetgrass2404 (821931)

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

Observation
Pre-Conference
Scripting & Scoring
Post-Conference
Attachments
Back to evaluation

Observation Details

Back
Edit
Remove
Delete

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

1/25/2019 12:56:00 PM

Step 6: Click **Professional Learning**.

Teacher3 (Elementary) Sweetgrass2404 (821931)

2018-2019 Evaluation | Sweetgrass2404 County School District | Annual 1 Print to PDF

Observation

Pre-Conference

Scripting & Scoring

Post-Conference

Attachments

← Back to evaluation

Post-Conference Forms

Observation Summary **Planning Sheet** Coaching Questions Professional Learning

Planning

	Observer Score				Self Score			
Instructional Plans	1	2	3	4	1	2	3	4
Student Work								

Step 7: Click the **Play** button next to the video to preview and assign the content. The content listed has been filtered to the reinforcement and refinement selected in the post conference form.

Post-Conference Forms

The Professional Learning tab provides recommended content based on the selected Reinforcement and Refinement Indicators.

Observation Summary Planning Sheet Coaching Questions **Professional Learning**

These are the Professional Learning videos aligned to the South Carolina Teaching Standards 4.0 and relevant to the selected Reinforcement and Refinement Indicators. Use the filter box below limit the video. Click on the "play" button to see more details, preview the video, and assign it.

type to filter content...

PLANNING Instructional Plans

- Classic: A Teacher's Simple Five-Step Planning Process ▶
- Classic: Framework for Planning ▶
- Classic: Planning ▶
- Classic: Planning Activities ▶
- Differentiation: Elements for Planning-Elementary ▶
- Heidi Hayes Jacobs Mapping to the Core: Planning for Curriculum Success - Part 1 ▶
- Heidi Hayes Jacobs Mapping to the Core: Planning for Curriculum Success - Part 2 ▶
- Heidi Hayes Jacobs Mapping to the Core: Planning for Curriculum Success - Part 3 ▶
- Heidi Hayes Jacobs Mapping to the Core: Planning for Curriculum Success - Part 4 ▶
- Planning Conversations Map ▶
- Planning Phase: Assess Evaluability ▶
- Planning Targets of Learning - Elementary ▶
- Planning Targets of Learning - Secondary ▶

INSTRUCTION Lesson Structure & Pacing

- "A Day of Project-Based Learning at White Oak Elementary, Part 2 of 3" ▶
- "Building a Project-Based Learning Culture at White Oak Elementary, Part 3 of 3" ▶
- "Implementing Project-Based Learning at White Oak Elementary, Part 1 of 3" ▶
- 8th Grade STEM: Fun With Functions ▶
- 9th Grade STEM: Systems of Equations and Phone Plans ▶

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", given 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

Classic: Utilizing Time

Step 8: Click in the video player to preview the video. You can also fast-forward, if needed. You can also review the reflection questions associated with the video.

Professional Learning Player

Differentiation: Elements for Planning-Elementary

Questions Resources Other Segments

Reflection Questions

Describe your previous experiences with the Elements for Planning for differentiation.

Auto-save

Click to Play

0:00 / -0:00

1/6

Go to: Edivate

Edivate

Assign to Sweetgrass2404, Teacher3 (Elementary) Close

Classic: Metaphorical Expression Strategy - Elementary

Step 9: Click **Assign to** [Educator's Name] at the bottom left of window to assign to the educator.

Professional Learning Player

Differentiation: Elements for Planning-Elementary

Questions Resources Other Segments

Reflection Questions

Describe your previous experiences with the Elements for Planning for differentiation.

Auto-save

1/6

Go to: Edivate

Assign to Sweetgrass2404, Teacher3 (Elementary)

Close

Step 10: The video has now been assigned to the educator. A confirmation message will be displayed.

Teacher3 (Elementary) Sweetgrass2404 (821931)

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

Observation

Pre-Conference

Scripting & Scoring

Post-Conference

Attachments

Back to evaluation

Post-Conference Forms

The Professional Learning tab provides recommended content based on the selected Reinforcement and Refinement Indicators.

Observation Summary Planning Sheet Coaching Questions Professional Learning

✓ The Professional Learning Video was assigned.

These are the Professional Learning videos aligned to the South Carolina Teaching Standards 4.0 and relevant to the selected Reinforcement and Refinement Indicators. Use the filter box below limit the video. Click on the "play" button to see more details, preview the video, and assign it.

type to filter content...

Step 11: To view the assignment and/or make edits such as adding a due date or category, go to **Student Growth & Professional Goals**.

Note: An evaluator will only be able to complete these steps if he/she has evaluation team permissions to view/edit Student Growth & Professional Goals.

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

Student Growth & Professional Goals

Student Growth

[Add SLO](#)
[Restore SLO](#)

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 during the summative or formative 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.

Step 12: The videos assigned will show in the **Professional Learning** section. Click **Details** to review/edit the assignment.

Professional Goals

[Add Goal](#)
[Restore Goal](#)

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

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

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 (2)

Completed (0)

Removed (0)

Sync

Video	Due	Category	Viewing %	
Differentiation: Elements for Planning-Elementary	[blank]	None	0	Details
Classic: A Teacher's Simple Five-Step Planning Process	[blank]	None	0	Details

Step 13: Click **Edit** to add a due date and/or category.

Teacher3 (Elementary) Sweetgrass2404 (821931)

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

Status	Assignment Details	
Settings	Back Edit Remove Delete	
EVALUATION		
Orientation		
Student Growth & Professional Goals		
Observations		
Professionalism		
Attachments		
Results		

Content Name	Differentiation: Elements for Planning-Elementary
The name of the video content.	
Due Date	[blank]
The due date of the assignment	
Category	None
The category of the assigned video.	
Viewing Percentage	0 %

Step 14: Select the **Due Date**, **Category** and then click **Submit**.

Teacher3 (Elementary) Sweetgrass2404 (821931)

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

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

Content Name	Differentiation: Elements for Planning-Elementary
The name of the video content.	
Due Date	01/31/2019
The due date of the assignment	
Category	Ongoing Professional Development
The category of the assigned video.	

[Educator Profile](#)

[Request Correction](#)

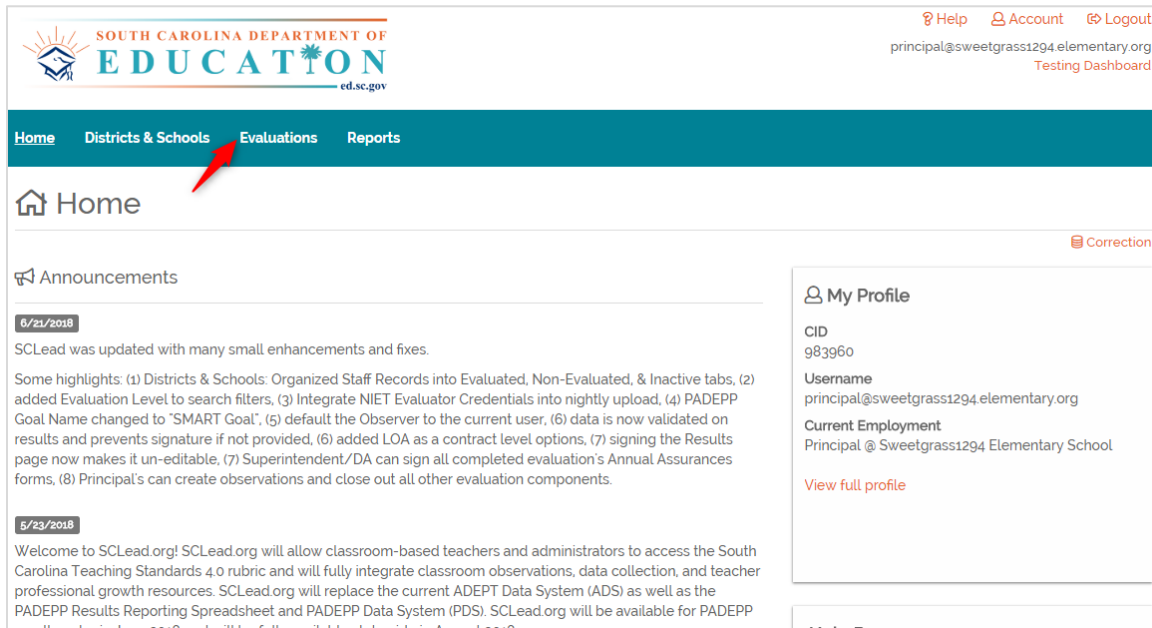
[Submit](#) [Cancel](#)

The professional learning video is available to the educator for completion.

Assign Learning from Student Growth & Professional Goals

The principal or evaluator with permissions to the access Student Growth & Professional Goals can assign professional learning to an educator within the Student Growth & Professional Goals section of the evaluation.

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



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

Home Districts & Schools **Evaluations** Reports

Home

Correction

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 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.

My Profile

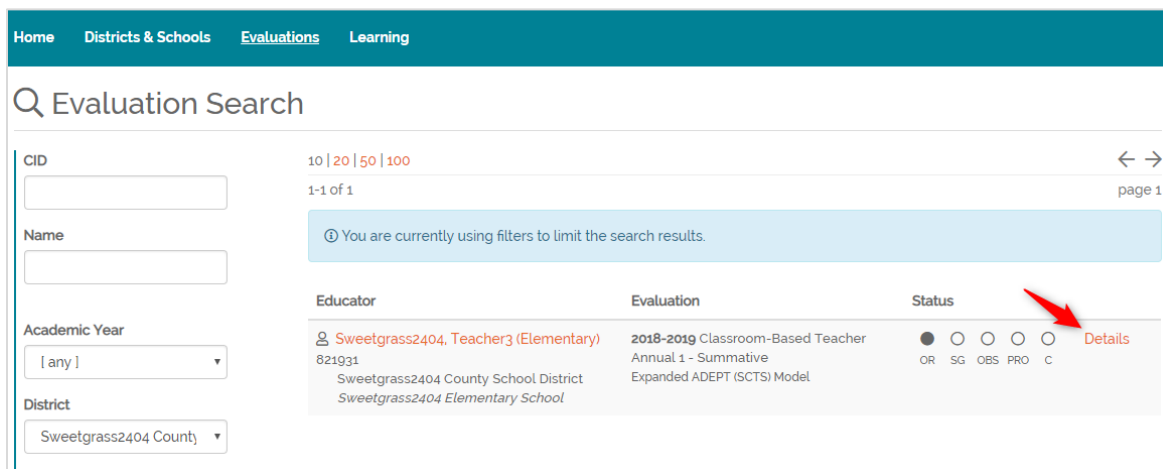
CID
983960

Username
principal@sweetgrass1294.elementary.org

Current Employment
Principal @ Sweetgrass1294 Elementary School

[View full profile](#)

Step 2: Click **Details** to open the educator's evaluation.



Home Districts & Schools **Evaluations** Learning

Evaluation Search

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

Name

Academic Year [any]

District Sweetgrass2404 County

① You are currently using filters to limit the search results.

Educator	Evaluation	Status
Sweetgrass2404, Teacher3 (Elementary) 821931 Sweetgrass2404 County School District Sweetgrass2404 Elementary School	2018-2019 Classroom-Based Teacher Annual 1 - Summative Expanded ADEPT (SCTS) Model	OR SG OBS PRO C Details

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

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

Student Growth & Professional Goals

Student Growth

Add SLO Restore SLO

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 during the summative or formative 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.

Step 4: Scroll to the Professional Learning section and click *Add Assignment*.

Professional Goals

Add Goal Restore Goal

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

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

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 (2)

Completed (0)

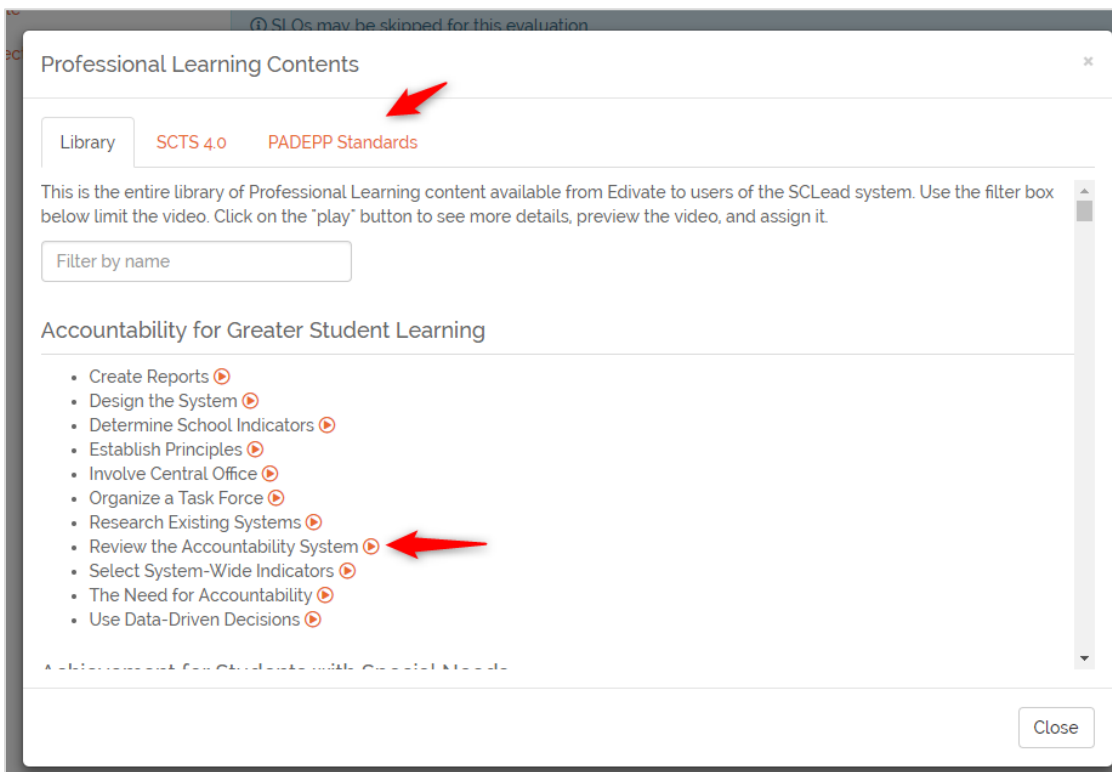
Removed (0)

Sync

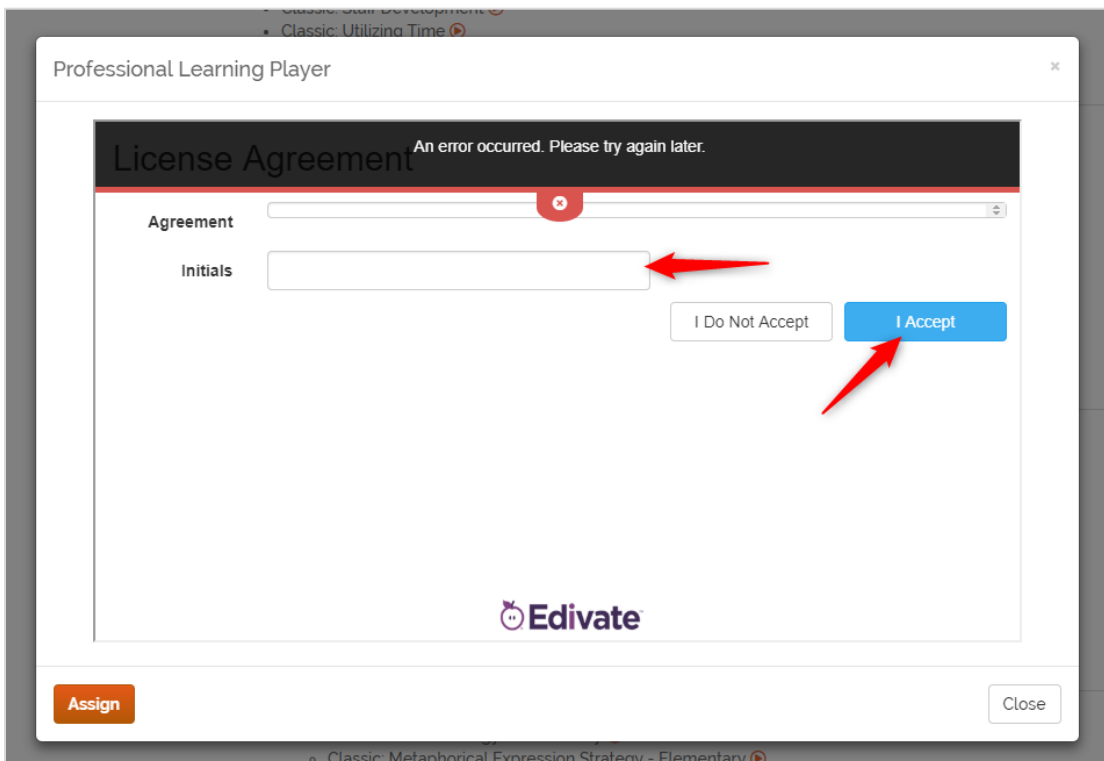
Video	Due	Category	Viewing %
-------	-----	----------	-----------

40

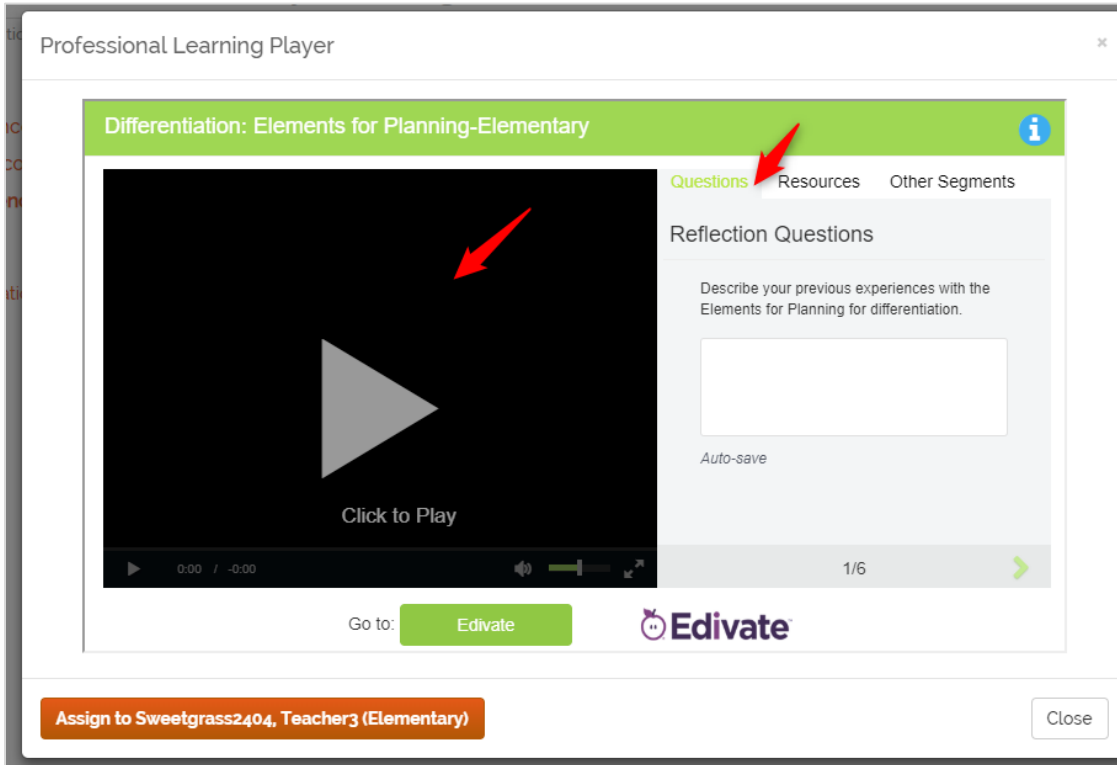
Step 5: Select the category (tab) for the content to be assigned. Click the **Play** button next to the video to preview and assign a video to an educator. You may scroll or use the filter to help you narrow videos related to the topic you wish to assign.



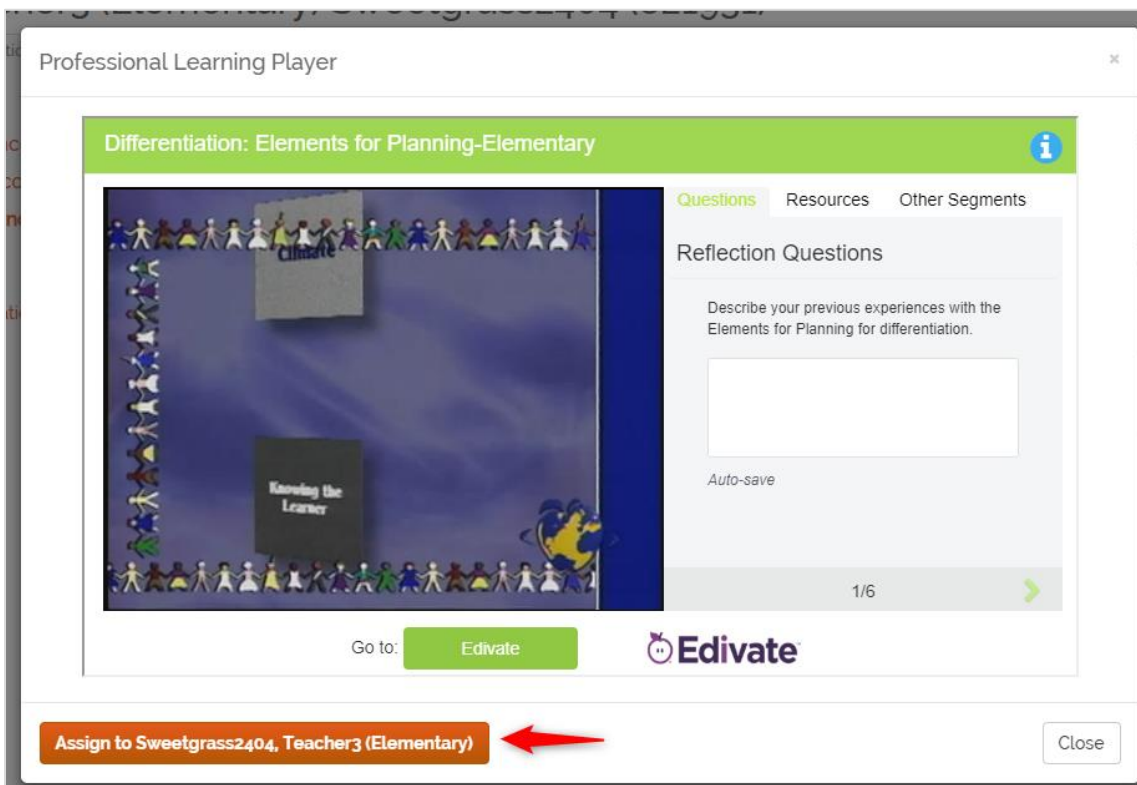
Note: The first time you preview a learning video, the system will ask you to accept Edivate's license agreement. There will be an error message display. The error can be closed by clicking the "x", given it is not required. Enter your initials and click **I accept**.



Step 6: Click in the video player to preview the video. You can also fast-forward if needed. You can also review the reflection questions associated with the video.



Step 7: Click **Assign to** [Educator's Name] at the bottom left of window to assign to the educator.



Step 8: The video has now been assigned to the educator. A confirmation message will be displayed.

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

Student Growth & Professional Goals

Student Growth

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

✓ The Professional Learning Video was assigned.

Add SLO

Restore SLO

Step 9: The videos assigned will show in the *Professional Learning* section. Click *Details* to review/edit the assignment.

Professional Goals

Add Goal

Restore Goal

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

- On the basis of the results of the preliminary and final evaluations, the evaluation team and/or designated supervisor(s) must collaborate with the teacher to develop an appropriate PGDP.
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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 (2)

Completed (0)

Removed (0)

Sync

Video	Due	Category	Viewing %	
Differentiation: Elements for Planning-Elementary	[blank]	None	0	Details
Classic: A Teacher's Simple Five-Step Planning Process	[blank]	None	0	Details

Step 10: Click *Edit* to add a due date and/or category.

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

Assignment Details

Back

Edit

Remove

Delete

Content Name

The name of the video content.

Differentiation: Elements for Planning-Elementary

Due Date

The due date of the assignment

[blank]

Category

The category of the assigned video.

None

Viewing Percentage

0 %

Step 11: Select the **Due Date**, **Category** and then click **Submit**.

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
Educator Profile
Request Correction

Edit Assignment

[Back](#)

Content Name
The name of the video content.

Differentiation: Elements for Planning-Elementary

Due Date
The due date of the assignment

01/31/2019

Category
The category of the assigned video.

Ongoing Professional Development

Submit **Cancel**

The professional learning video is available to the educator for completion.

Note: The viewing status of the professional learning task is updated as the educator completes the activity. Click **Sync** to refresh the status of the assignment.

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 (3)
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

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

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

Closing an Evaluation

The Superintendent, District ADEPT administrator, Principal and school level ADEPT administrator can close an evaluation during the school year if circumstances prevent the evaluation from being completed. Circumstances under which an evaluation would be closed prior to the end of the year may include retirement, resignation, extended absence, etc. A Superintendent, PADEPP administrator or the Evaluation Chair can also close a PADEPP evaluation. The steps to close the evaluation are the same for all evaluation types and are included in this guide.

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

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

Home Districts & Schools **Evaluations** Reports

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
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My Profile
CID
983960
Username
principal@sweetgrass1294.elementary.org
Current Employment
Principal @ Sweetgrass1294 Elementary School
View full profile

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	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	OR SG OBS PRO C	Details
	Teacher2 (Elementary) Sweetgrass1294 (813872) Sweetgrass1294 County School District Sweetgrass1294 Elementary School.Sweetgrass1294 Elementary School.Sweetgrass1294 Elementary School	2018-2019 Classroom- Based Teacher	OR SG OBS PRO C	Details
	Teacher3 (Elementary) Sweetgrass1294 (972339) Sweetgrass1294 County School District Sweetgrass1294 Elementary School.Sweetgrass1294 Elementary School.Sweetgrass1294 Elementary School	2018-2019 Classroom- Based Teacher	OR SG OBS PRO C	Details
	Librarian (Elementary) Sweetgrass1294 (990442) Sweetgrass1294 County School District Sweetgrass1294 Elementary School	2018-2019 Library Media Specialist	OR SUM C	Details

Academic Year [any]

Evaluation Group [any]

Educator Type [any]

District Sweetgrass1294 County

School

Step 3: Click **Settings**.

HomeDistricts & SchoolsEvaluationsTrainingLearningReportsCorrections

Teacher2 (Elementary) Sweetgrass2404 (908739)

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

Status

Settings

EVALUATION

Orientation

Student Growth & Professional Goals

Observations

Professionalism

Summary

Attachments

Results

Educator Profile

Overall Status

Prerequisites

Educator Orientation

Preliminary Cycle (Fall)

Observation(s)

Student Learning Objectives

Professional Goals

Final Cycle (Spring)

Observation(s)

Student Learning Objectives

Professional Goals

Professionalism

Final Results

0

Overall Completion Progress

Step 4: Scroll to the **Close Evaluation** section and click **Close**.

Summary

Attachments

Results

Educator Profile

Request Correction

Type

The type of evaluation for this educator, e.g. Classroom-Based Teacher, Library Media Specialists, Principal.

Classroom-Based Teacher

Evaluation Level

The level of evaluation, e.g. Summative, Formative, or GBE.

Formative

Contract Level

The contracting level of the educator.

Annual 1

Source

The source of this data record: PDS, ADS, or SCL. If Local, SCL is the source.

SCL

Imported

Indicates whether this evaluation was imported.

☒ more info...

Locations

District

This is the district of the evaluation.

Sweetgrass2404 County School District

School(s)

An evaluation could be shared between multiple schools.

School Name

Home School?

Close Evaluation

Close this evaluation

Closing an evaluation is typically done when an educator leaves or retires during the middle of a school year.

Close

Remove Evaluation

The **Close Evaluation** form will open.

46

Step 5: Select an option for **Closure Reason**.

Home Districts & Schools Evaluations Training Learning Reports Corrections

Teacher2 (Elementary) Sweetgrass2404 (908739)

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

Status **Settings**

EVALUATION
Orientation
Student Growth & Professional Goals
Observations
Professionalism
Summary
Attachments
Results

Educator Profile
Request Correction

Close Evaluation

Closing an evaluation is typically done when an educator leaves or retires during the middle of a school year. For ADEPT, this will set the Overall Status to Incomplete and the Evaluation Complete indicator will be set to True.

Closure

Closure Reason
The reason this evaluation record is closed.

Recommendations for Next Year

Next Evaluation Level

Next Contract Level

Hire Status

PIN

PIN
Please enter your personal identification number.

Forgot your PIN?

Close Evaluation Cancel

Step 6: Set the **Recommendations for Next Year** by selecting an option for **Next Evaluation Level**, **Next Contract Level**, and **Hire Status**. Please note, the levels in the screen shot below are for demonstration purposes only.

Home Districts & Schools Evaluations Training Learning Reports Corrections

Teacher2 (Elementary) Sweetgrass2404 (908739)

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

Status **Settings**

EVALUATION
Orientation
Student Growth & Professional Goals
Observations
Professionalism
Summary
Attachments
Results

Educator Profile
Request Correction

Close Evaluation

Closing an evaluation is typically done when an educator leaves or retires during the middle of a school year. For ADEPT, this will set the Overall Status to Incomplete and the Evaluation Complete indicator will be set to True.

Closure

Closure Reason
The reason this evaluation record is closed.

Recommendations for Next Year

Next Evaluation Level

Next Contract Level

Hire Status

PIN

PIN
Please enter your personal identification number.

Forgot your PIN?

Close Evaluation Cancel

Step 7: Enter your PIN in the PIN entry box. If you do not remember your PIN, click ***Forgot my PIN?*** and the system will show your PIN.

Home Districts & Schools Evaluations Training Learning Reports Corrections

Teacher2 (Elementary) Sweetgrass2404 (908739)

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

Status **Settings**

EVALUATION
Orientation
Student Growth & Professional Goals
Observations
Professionalism
Summary
Attachments
Results

Educator Profile
Request Correction

Close Evaluation

Closing an evaluation is typically done when an educator leaves or retires during the middle of a school year. For ADEPT, this will set the Overall Status to Incomplete and the Evaluation Complete indicator will be set to True.

Closure

Closure Reason
The reason this evaluation record is closed. Extended leave

Recommendations for Next Year

Next Evaluation Level
Formative

Next Contract Level
Annual 1

Hire Status
Rehired

PIN

PIN
Please enter your personal identification number.

Forgot your PIN?

Close Evaluation Cancel

Step 8: Click ***Close Evaluation.***

Home Districts & Schools Evaluations Training Learning Reports Corrections

Teacher2 (Elementary) Sweetgrass2404 (908739)

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

Status **Settings**

EVALUATION
Orientation
Student Growth & Professional Goals
Observations
Professionalism
Summary
Attachments
Results

Educator Profile
Request Correction

Close Evaluation

Closing an evaluation is typically done when an educator leaves or retires during the middle of a school year. For ADEPT, this will set the Overall Status to Incomplete and the Evaluation Complete indicator will be set to True.

Closure

Closure Reason
The reason this evaluation record is closed. Extended leave

Recommendations for Next Year

Next Evaluation Level
Formative

Next Contract Level
Annual 1

Hire Status
Rehired

PIN

PIN
Please enter your personal identification number.

Forgot your PIN?

Close Evaluation Cancel

The Evaluation has now been closed. If the evaluation should be reopened, click the **Reopen**.

The source of this data record: PDS, ADS, or SCL. If Local, SCL is the source.

Imported
Indicates whether this evaluation was imported.

☒ [more info...](#)

Locations

District
This is the district of the evaluation.

Sweetgrass2404 County School District

School(s)
An evaluation could be shared between multiple schools.


School Name

Home School?

⊗ Evaluation Closed

This evaluation has been closed.
Closing an evaluation is typically done when an educator leaves or retires during the middle of a school year.

Extended leave
Closed on 1/16/2019 3:01:17 PM by Sweetgrass2404,
Superintendent

[↺ Reopen](#) 

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

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

49

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 displayed on the left, and links for Help, Account, and Logout are on the right. Below the logo, the navigation menu bar contains links for Home, Districts & Schools, Evaluations, and Reports. A red arrow points to the 'Evaluations' link. The main content area is divided into two columns. The left column features a 'Home' section with a house icon and an 'Announcements' section with two entries dated 6/21/2018 and 5/23/2018. The right column features a 'My Profile' section with fields for CID, Username, and Current Employment, along with a 'View full profile' link. A 'Correction' link is also visible in the top right corner of the main content area.

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

1-4 of 4

page 1

You are currently using filters to limit the search results.

Educator	Evaluation	Status	
Sweetgrass2404, Librarian (Elementary) 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	Details
Sweetgrass2404, Principal (Elementary) 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	Details
Sweetgrass2404, Teacher2 (Elementary) 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	Details
Sweetgrass2404, Teacher3 (Elementary) 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	Details

Step 3: Click **Results**.

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

Librarian (Elementary) Sweetgrass2404 (816990)

2018-2019 Evaluation | Sweetgrass2404 County School District | Continuing

Status

Settings

EVALUATION

Orientation

Summary

Attachments

Results

Educator Profile

Overall Status

Evaluation Status

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

75

Overall Completion Progress

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](#)

Status
Settings
EVALUATION
Orientation
Summary
Attachments
Results

[Educator Profile](#)

Evaluation Results

Educator Comments & Feedback

Educator Comments Feedback and comments from the Educator	[no comments]
Final Conference & Comments	Edit
Final Conference Date The date of the final conference.	[blank]
Evaluator Comments Feedback and comments from the Evaluator(s)	[no comments]
Final Evaluation Ratings	Edit
Overall Status 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

Status
Settings
EVALUATION
Orientation
Summary
Attachments
Results

[Educator Profile](#)


Evaluation Results

[Back](#)

Final Conference


Final Conference Date The date of the final conference.	<input type="text" value="mm/dd/yyyy"/>
Evaluator Comments 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

Status Evaluation Results
Settings  Back

EVALUATION
Orientation
Summary
Attachments
Results

 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

Student Learning Objective Rating/Score The score of the student learning objective.	N/A	0.00
Overall Status 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

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)

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

Status

Settings

EVALUATION

Orientation

Student Growth & Professional Goals

Attachments

Results

Educator Profile

Request Correction

Evaluation Results

[Back](#)

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

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

Status
Settings
EVALUATION
Orientation
Student Growth & Professional Goals
Observations
Professionalism
Attachments
Results
Educator Profile
Request Correction

Evaluation Results

[⌂ Back](#)

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.

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