

Educator: Completing the ADEPT Observation Self-Reflection

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

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

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

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

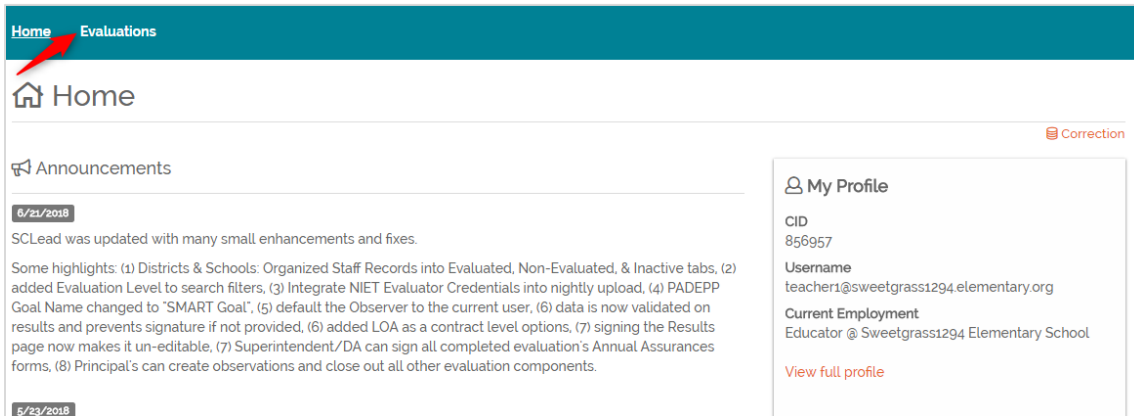
Option 1 – Step 2: Click **Details** for the evaluation for the current academic year.

The screenshot shows the Educator Profile page for Teacher1 (Elementary) Sweetgrass1294. The page has a teal header with 'Home' and 'Evaluations' links. Below the header, the user's name and ID (856957) are displayed. A sidebar on the left lists various profile sections: Profile, ADDITIONAL Education, Training, LICENSURE Experience, Employment, and Certification. The main content area is titled 'Evaluations' and contains a table with the following data:

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

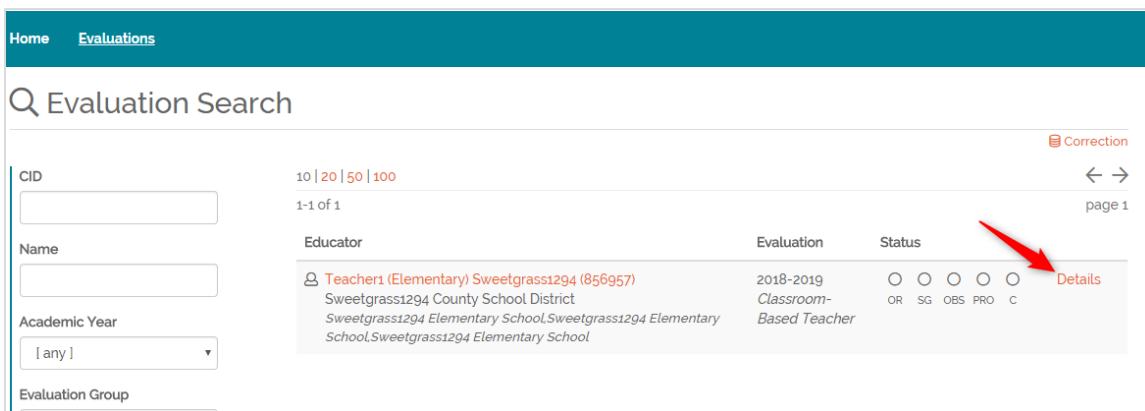
A red arrow points to the 'Details' link in the last column of the table.

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



The screenshot shows the top navigation bar with 'Home' and 'Evaluations'. A red arrow points to 'Evaluations'. Below the bar is a 'Home' header with a house icon. To the right is a 'Correction' link. The main content area is divided into two sections. On the left, under 'Announcements', there is a date '6/21/2018' and a paragraph of text about SCLed updates. On the right, under 'My Profile', there is a user profile for 'teacher1@sweetgrass1294.elementary.org' with a 'View full profile' link.

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



The screenshot shows the 'Evaluation Search' page. It has a search bar and filters for 'CID', 'Name', 'Academic Year', and 'Evaluation Group'. The results table shows one entry for 'Teacher1 (Elementary) Sweetgrass1294 (856957)'. The table has columns for 'Educator', 'Evaluation', and 'Status'. The 'Status' column has radio buttons for 'OR', 'SG', 'OBS', 'PRO', and 'C'. A red arrow points to the 'Details' link next to the 'C' radio button.

Educator	Evaluation	Status
Teacher1 (Elementary) Sweetgrass1294 (856957) Sweetgrass1294 County School District Sweetgrass1294 Elementary School, Sweetgrass1294 Elementary School, Sweetgrass1294 Elementary School	2018-2019 Classroom-Based Teacher	<input type="radio"/> OR <input type="radio"/> SG <input type="radio"/> OBS <input type="radio"/> PRO <input checked="" type="radio"/> C

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

Home
Evaluations

Teacher1 (Elementary) Sweetgrass1294

2018-2019 Evaluation | Sweetgrass1294 County School District | ADEPT

Correction

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

Overall Status

Prerequisites

Educator Orientation	100%
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Preliminary Cycle (Fall)

Observation(s)	0%
Student Learning Objectives	100%
Professional Goals	0%

Final Cycle (Spring)

Observation(s)	0%
Student Learning Objectives	0%
Professional Goals	0%
Professionalism	0%
Final Results	0%

Overall Completion Progress

Evaluation Team

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

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

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

Home
Evaluations

Teacher1 (Elementary) Sweetgrass1294

2018-2019 Evaluation | Sweetgrass1294 County School District | ADEPT

Correction

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

Observation Forms

Preliminary Observations (Fall Semester)

All fall semester integral classroom observations must be announced. Each observation must cover a complete lesson and must address all SCTS indicators identified in the Planning, Instruction, and Environment domains.

Date	Observer	Type	Status
7/20/2018 1:16:00 PM	Principal (Elementary) Sweetgrass1294	Observation	In Progress

Final Observations (Spring Semester)

All spring semester observations must be unannounced. Each observation must cover a complete lesson and must address all SCTS indicators identified in the Planning, Instruction, and Environment domains.

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

Home
Evaluations

Teacher1 (Elementary) Sweetgrass1294

2018-2019 Evaluation | Sweetgrass1294 County School District | ADEPT

Correction | Print to PDF

Observation
Self-Reflection

Back to evaluation

Observation Details

Back

Type: Observation
The type of observation

Semester: Fall Semester
The semester the observation took place in

Observation Date: 7/20/2018 11:00 PM
The date the observation will take place

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

Teacher1 (Elementary) Sweetgrass1294

2018-2019 Evaluation | Sweetgrass1294 County School District | ADEPT

Correction

Observation
Self-Reflection

Back to evaluation

Post-Conference Teacher Reflection

Following each required observation, the teacher must complete the Self-Evaluation Report. The purpose of this report is to allow the teacher to reflect on the observed lessons and provide self-scores for Indicators in the Planning, Instruction, and Environment Domains.

Planning

	Score	
Instructional Plans	1 2 3 4	i
Student Work	1 2 3 4	i
Assessment	1 2 3 4	i

Instruction

	Score	
Standards & Objectives	1 2 3 4	i

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

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

Observation

Self-Reflection

← Back to evaluation

Environment

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

Reinforcement Indicator

Planning: Student Work

Refinement Indicator

Instruction: Standards & Objectives

Reinforcement Objective

reinforcement objectives provided by teacher

You have 3956 characters remaining

Refinement Objective

refinement objective provided by the teacher

You have 3956 characters remaining

Reflection

teacher's reflection of the observation

You have 3961 characters remaining

Save

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

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

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

Home Evaluations

Teacher1 (Elementary) Sweetgrass1294

2018-2019 Evaluation | Sweetgrass1294 County School District | ADEPT

Correction | Print to PDF

Observation

Self-Reflection

Post-Conference

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Observation Details

⌂ Back

Type

Observation



The type of observation

Semester

Fall Semester

The semester the observation took place in


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

Reinforcement Objective reinforcement objective notes for observation	Refinement refinement ob
Reflection Evaluator's reflection for the observation, which are viewable once the evaluato	
Signatures	
 07/22/2018 12:00 PM Principal (Elementary) Sweetgrass1294 Evaluator	 + Add my signature

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

Add Signature

Please enter your PIN to electronically sign this document

 enter pin [Forgot your PIN?](#)

Close

Sign

Contact SCLead.org support if you have problems accessing or completing the self-reflection and post-conference forms.

1-877-314-1412 or www.sclead.org/Help/Support.

For Policy related questions, please contact your evaluator or school administrator.