

Educator: Completing the ADEPT Orientation

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

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

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

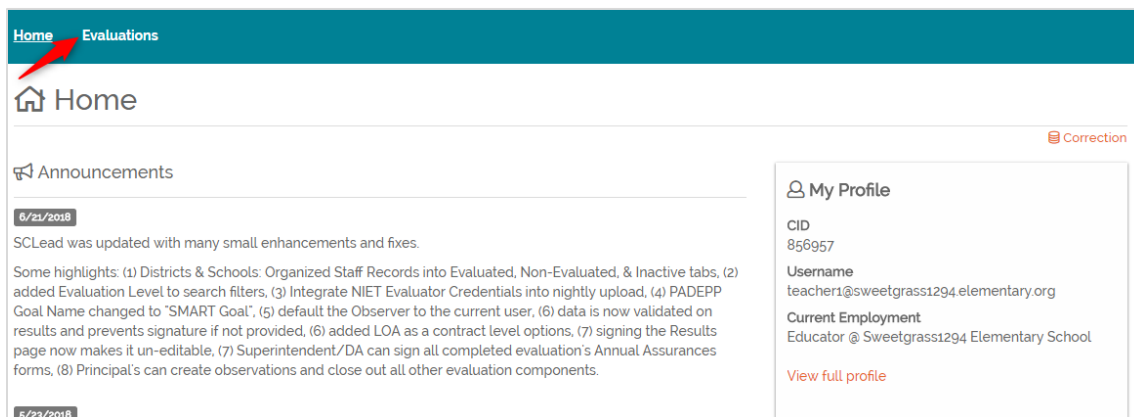
The screenshot shows the SCLead.org homepage. At the top, there is a header with the South Carolina Department of Education logo and navigation links for Help, Account, and Logout. Below the header is a teal navigation bar with 'Home' and 'Evaluations' links. The main content area is divided into sections: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

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

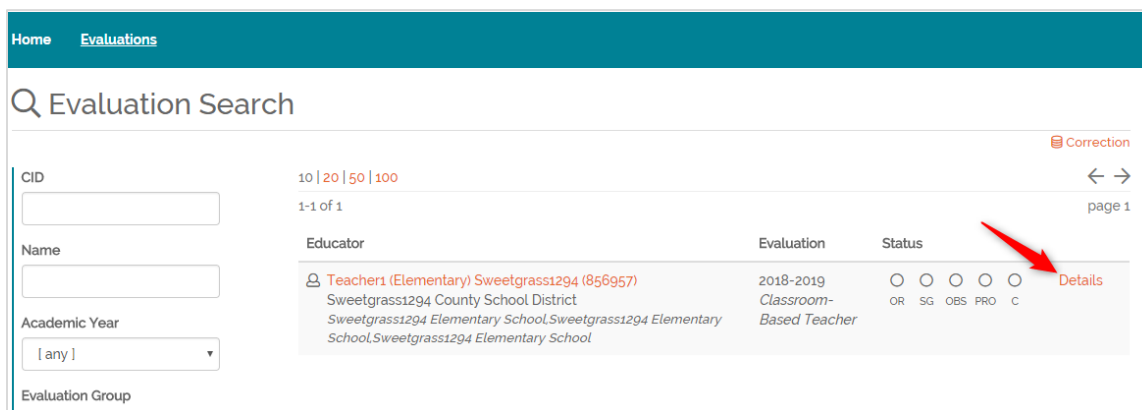
The screenshot shows the profile page for 'Teacher1 (Elementary) Sweetgrass1294'. The page has a teal header with 'Home' and 'Evaluations' links. Below the header is a section for the educator's profile, including a name, email, and a 'Correction' link. To the left of the profile is a sidebar with links for Profile, Education, Training, Licensure, Experience, Employment, and Certification. Below the profile section is an 'Evaluations' table. A red arrow points to the 'Details' link in the table.

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

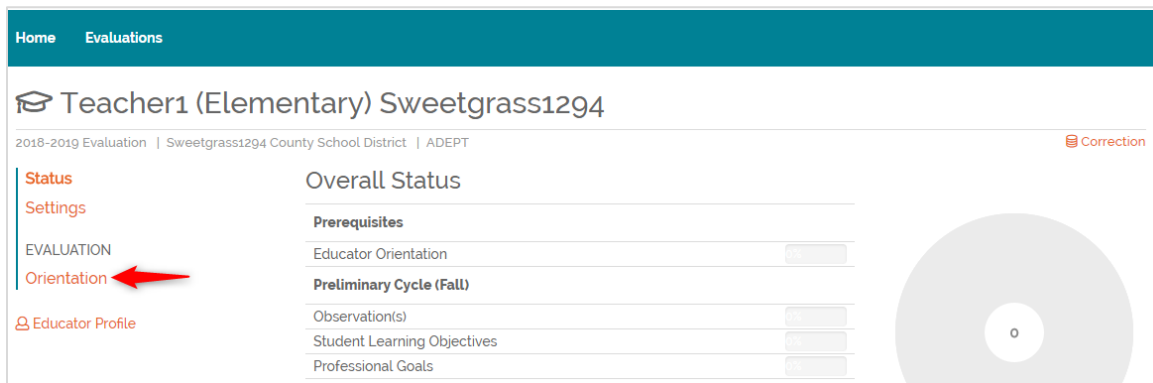
Option 2 – Step 1: Click **Evaluations** from the navigation menu bar.



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



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



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

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

Home Evaluations

Teacher1 (Elementary) Sweetgrass1294

2018-2019 Evaluation | Sweetgrass1294 County School District | ADEPT

Correction | Print to PDF

Status

Settings

EVALUATION

Orientation

Educator Profile

Orientation

The school district must ensure that all classroom-based teachers scheduled for formal evaluation receive a comprehensive orientation to Expanded ADEPT Model prior to the beginning of the evaluation process. The orientation may be presented to the teachers in a group setting or on an individual basis. The orientation must be presented by one or more certified evaluators or trainers and must include, at a minimum, both written and oral explanations of the Expanded ADEPT Teaching Standards, the evaluation process, timeline or calendar, the criteria for successfully completing the evaluation, and the intended use of the evaluation results. Additionally, prior to the beginning of the preliminary evaluation period, each teacher must be informed of the names of the members of his or her evaluation team.

☒ I have received training and orientation on the South Carolina Expanded ADEPT evaluation model.

☐ I did not require training on the South Carolina Expanded ADEPT evaluation model.

Orientation Date

8/3/2018

Signatures

+ Add my signature

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

SOUTH CAROLINA DEPARTMENT OF EDUCATION

teacher1@sweetgrass

Evaluations

Teacher1 (Elementary)

2018-2019 Evaluation | Sweetgrass1294 County School District | ADEPT

Correction

Add Signature

Please enter your PIN to electronically sign this document

enter pin

Forgot your PIN?

Close

Sign

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

Home
Evaluations

Teacher1 (Elementary) Sweetgrass1294

2018-2019 Evaluation | Sweetgrass1294 County School District | ADEPT

Correction
Print to PDF

Status

Settings

EVALUATION

Orientation

Student Growth & Professional Goals

Observations

Professionalism

Attachments

Results

MENTORING

Mentoring Notes

Educator Profile

Orientation

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✓

I have received training and orientation on the South Carolina Expanded ADEPT evaluation model.

I did not require training on the South Carolina Expanded ADEPT evaluation model.

Orientation Date

8/3/2018

Signatures

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

Contact SCLead.org support if you have problems accessing or completing the Educator Orientation.

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

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