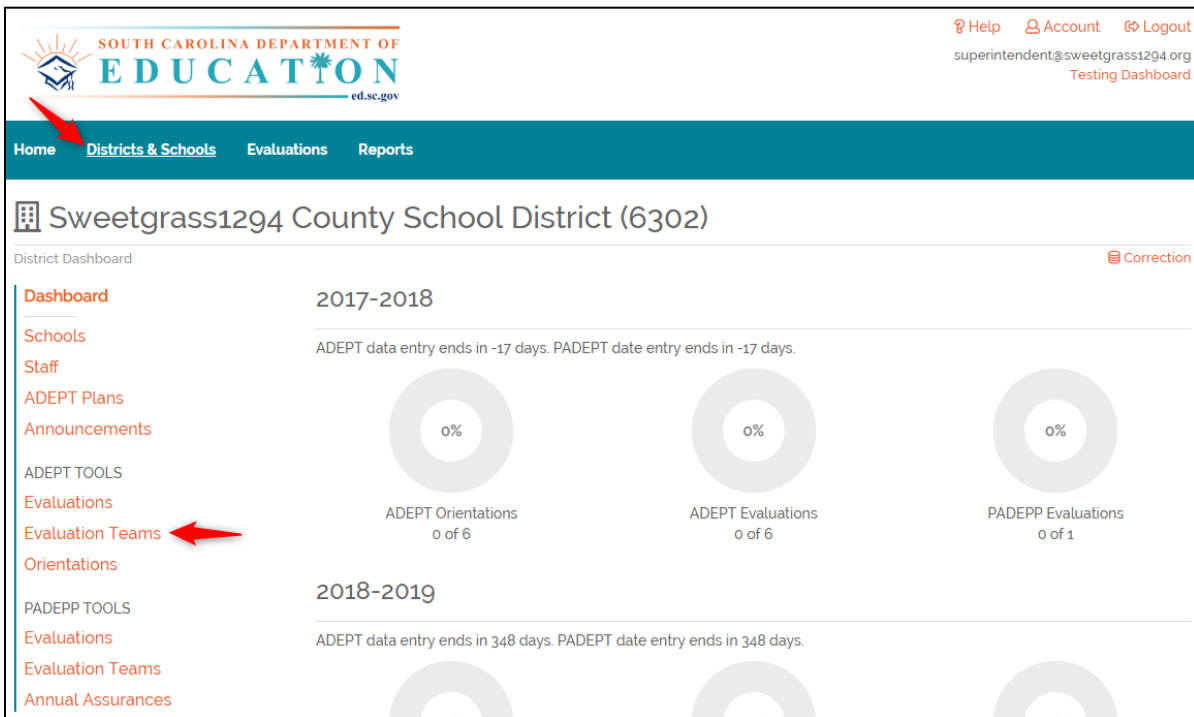


District/School: Creating ADEPT Evaluation Teams

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)

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)

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

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)

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)

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**.

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

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**