

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 District Dashboard. At the top, there is a header with the SCDE logo and navigation links: Home, Districts & Schools, Evaluations, and Reports. A red arrow points to the 'Districts & Schools' link. Below the header, the dashboard is titled 'Sweetgrass1294 County School District (6302)'. On the left, there is a sidebar with a list of links: Dashboard, Schools, Staff, ADEPT Plans, Announcements, ADEPT TOOLS, Evaluations, Evaluation Teams, Orientations (highlighted with a red arrow), PADEPP TOOLS, Evaluations, Evaluation Teams, and Annual Assurances. The main content area shows progress for the 2017-2018 and 2018-2019 academic years. For 2017-2018, ADEPT data entry ends in -18 days and PADEPT data entry ends in -18 days. The progress bars show 0% for ADEPT Orientations (0 of 6), ADEPT Evaluations (0 of 6), and PADEPP Evaluations (0 of 1). For 2018-2019, ADEPT data entry ends in 347 days and PADEPT data entry ends in 347 days. The progress bars show 0% for ADEPT Orientations (0 of 6), ADEPT Evaluations (0 of 6), and PADEPP Evaluations (0 of 1).

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.

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Sweetgrass1294 County School District (6302)

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Orientations

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.

- Select Academic Year

Academic Year
The academic year for which the educator is being oriented.
2018-2019
- Select for Educators

By School(s)

Sweetgrass1294 Administration
Sweetgrass1294 Elementary School

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 orientation for all educators included in the search results.

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Orientations

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.

- Select Educator(s)

☒
Sweetgrass1294, Teacher1 (Elementary)
856957 | Classroom-Based Teacher

Sweetgrass1294 Elementary School

[none]

☒
Sweetgrass1294, Teacher2 (Elementary)
813872 | Classroom-Based Teacher

Sweetgrass1294 Elementary School

[none]

☐
Sweetgrass1294, Teacher3 (Elementary)
972339 | Classroom-Based Teacher

Sweetgrass1294 Elementary School

[none]

Select All (3)

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.

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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.

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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>.