

## Evaluator: Creating and Completing an ADEPT Observation -

### Average Scoring Approach

Observation data must be reported in SCLead.org. Please refer to South Carolina Teaching Standards Process Manual or ADEPT Guidelines for the required number of observations to be completed for each educator by contract level. SCLead.org will support both the Average and Consensus scoring approach for each contract level. Each district selected a scoring approach for each contract level in the district's ADEPT Plan. SCLead.org will apply that scoring approach to all evaluation observations and calculate the overall ratings in the system.

This guide will focus on observations using the **AVERAGE SCORING APPROACH**. This approach will average all indicator scores within a domain from ALL completed observations, provided the observation was not entered as a Walkthrough. The average for each domain will show on the Results tab of the evaluation record.

Under the Average approach, credentialed evaluators will be able to enter scripting notes\*, indicator scores, Area of Reinforcement, Area of Refinement, and reflections and observer comments. Ratings entered on the Post-Conference form will be shared with the educator.

*Note: Principals with a SCTS 4.0 evaluator credential will be able to enter observations and view completed observations **even if** he/she is not listed on the educator's evaluation team. However, an evaluator's scripting notes saved in SCLead.org will not be shared with the teacher or any other evaluator.*

*\*Entering scripting notes in SCLead.org is an OPTIONAL feature. However, utilizing the scripting function will allow the observer to see scripting notes/evidence associated with each indicator to assist in scoring each indicator.*

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

The screenshot shows the SCLead.org web application. At the top, the South Carolina Department of Education logo is on the left, and links for Help, Account, and Logout are on the right. Below the logo is a teal navigation bar with the following links: 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 has a 'Home' section with a house icon and a 'Correction' button. Below this is an 'Announcements' section with two entries: one dated 6/21/2018 about updates and fixes, and another dated 5/23/2018 about the new system. The right column features a 'My Profile' section with a user icon and the following details: CID 983960, Username principal@sweetgrass1294.elementary.org, and Current Employment Principal @ Sweetgrass1294 Elementary School. A 'View full profile' link is also present.

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

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

Evaluation Search

CID

Name

Academic Year

[ any ]

Evaluation Group

[ any ]

Educator Type

[ any ]

District

Sweetgrass1294 County

School

10 | 20 | 50 | 100

1-7 of 7

page 1

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

**Step 3:** Click **Observations**.

[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](#)

Overall Status

Prerequisites

Educator Orientation100%

Preliminary Cycle (Fall)

Observation(s)50%

Student Learning Objectives100%

Professional Goals50%

Final Cycle (Spring)

Observation(s)50%

Student Learning Objectives50%

Professional Goals50%

Professionalism50%

Final Results50%

22

Overall Completion Progress

**Step 4:** Click **Add Observation** under the Preliminary/Fall Semester or Final/Spring Semester, as desired.

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

**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.  
[Add Observation](#) [Add Walkthrough](#) [Restore](#)

**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.  
[Add Observation](#) [Add Walkthrough](#) [Restore](#)

[Educator Profile](#)

**Note:** The educator will not see the observation record listed here until the evaluator selects the “Allow Self-Reflection” button on the Scripting & Scoring Page (described in Step 14).

**Step 5:** Enter the Observation date and time.

Teacher1 (Elementary) Sweetgrass1294

2018-2019 Evaluation | Sweetgrass1294 County School District | ADEPT [Correction](#)

**Add Observation**  
[Back](#)

**Type**  
The type of observation (Formal or Walkthrough)  
Observation

**Semester**  
The semester the observation took place in  
Fall Semester

**Observation Date**  
The date the observation will take place  
07/20/2018 1:16 PM

**Observer**  
The person doing the observation

**School**  
The school the observation took place at

**Rubric**  
The rubric used during this observation

[Educator Profile](#)

**Step 6:** Verify or select the school where the observation will occur and click **Submit**.

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](#)

### Add Observation

[Back](#)

**Type**  
The type of observation (Formal or Walkthrough) Observation

**Semester**  
The semester the observation took place in Fall Semester

**Observation Date**  
The date the observation will take place 07/20/2018 11:16 PM

**Observer**  
The person doing the observation Principal (Elementary) Sweetgrass1294

**School**  
The school the observation took place at Sweetgrass1294 Elementary School (001)

**Rubric**  
The rubric used during this observation South Carolina Teaching Standards 4.0

**Submit** Cancel

The observation forms will now appear on the left. Each observation will have a pre-conference form, scripting & scoring, and a post-conference form. If the observation is unannounced, the pre-conference form can be skipped.

**Step 7:** Click **Pre-Conference** if the observation will occur in the Preliminary/Fall cycle.

Teacher1 (Elementary) Sweetgrass1294

2018-2019 Evaluation | Sweetgrass1294 County School District | ADEPT

**Observation**  
**Pre-Conference**  
Scripting & Scoring  
Post-Conference  
[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 7/20/2018 11:16:00 PM

**Observer**  
The person who is observing the educator Principal (Elementary) Sweetgrass1

**School**  
Sweetgrass1294 Elementary School

**Step 8:** Click **Edit** to enter the Pre-Conference information.

Teacher1 (Elementary) Sweetgrass1294

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

Observation

**Pre-Conference**

Scripting & Scoring

Post-Conference

← Back to evaluation

### Pre-Conference Planning Sheet

[Edit](#)

The purpose of the pre-conference is to collect evidence related to planning and to give the educator the opportunity to provide context for the lesson.

- It is best practice for teachers to be notified of the date and time for the pre-conference at least three school days in advance.
- Absent unusual circumstances (e.g., weather, absences, illness, etc.) announced observations should occur no later than two school days following the pre-conference.
- If the evaluator is unable to observe the intended lesson, a new pre-conference must be scheduled and conducted.
- During the pre-conference, the evaluator can ask questions and collect evidence prior to the upcoming observation. Additionally, teachers can ask their evaluators clarifying questions about the SCTS 4.0 rubric and/or specific Indicators within the rubric.

**Step 9:** Enter the Pre-Conference date. You may also choose to add questions about the lessons. Click **Save**.

Teacher1 (Elementary) Sweetgrass1294

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

Observation

**Pre-Conference**

Scripting & Scoring

Post-Conference

← Back to evaluation

### Pre-Conference Planning Sheet

The purpose of the pre-conference is to collect evidence related to planning and to give the educator the opportunity to provide context for the lesson.

- It is best practice for teachers to be notified of the date and time for the pre-conference at least three school days in advance.
- Absent unusual circumstances (e.g., weather, absences, illness, etc.) announced observations should occur no later than two school days following the pre-conference.
- If the evaluator is unable to observe the intended lesson, a new pre-conference must be scheduled and conducted.
- During the pre-conference, the evaluator can ask questions and collect evidence prior to the upcoming observation. Additionally, teachers can ask their evaluators clarifying questions about the SCTS 4.0 rubric and/or specific Indicators within the rubric.

#### Pre-Conference Date

Date

The date the Pre-Conference (before the observation takes place).

#### Introduction & Greeting

- Greeting / Set the Tone
- Establish the length of the conference (~10-20 minutes)
- Review the Process
- Ask a general question

#### Questions About the Lesson

You have 4000 characters remaining

#### Closing

- Summary of next steps (if needed)
- Confirm logistics for observation (when, where, where observer can sit)

[Save](#)

**Step 10:** When ready to enter scripting and/or scoring, click **Scripting & Scoring**.

Teacher1 (Elementary) Sweetgrass1294

2018-2019 Evaluation | Sweetgrass1294 County School District | ADEPT

Correction | Print to PDF

Observation

Pre-Conference

Scripting & Scoring

Post-Conference

← 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

**Step 11:** Scripting notes can be entered and aligned to the rubric, if desired, by checking each indicator box as applicable. Enter a section of notes and click **Add Scripting Notes** to save a section of notes.

Teacher1 (Elementary) Sweetgrass1294

2018-2019 Evaluation | Sweetgrass1294 County School District | ADEPT

Correction

Observation

Pre-Conference

Scripting & Scoring

Post-Conference

← Back to evaluation

Observation Scripting & Scoring

The purpose of classroom observations is to gather information about the teacher's typical teaching performance.

Scripting Scoring Self-Reflection

Scripting Note

You have 4000 characters remaining

Planning

☐ Instructional Plans

☐ Student Work

☐ Assessment

Instruction

☐ Standards & Objectives

☐ Motivating Students

☐ Presenting Instructional Content

☐ Lesson Structure & Pacing

☐ Activities & Materials

Environment

☐ Managing Student Behavior

☐ Expectations

☐ Environment

☐ Respectful Culture

Add Scripting Note

**Step 12:** When you are ready to enter the observation scores, click **Scoring** within the **Scripting & Scoring** section of the observation. To see the rating descriptions for an indicator, click the **i** icon to the right of the scoring boxes.

**Note:** *The educator will not see the scores entered until the Post-Conference form is signed by the observer.*

Home Districts & Schools Evaluations Reports

Teacher1 (Elementary) Sweetgrass1294

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

Observation  
Pre-Conference  
**Scripting & Scoring**  
Post-Conference

← Back to evaluation

### Observation Scripting & Scoring

The purpose of classroom observations is to gather information about the teacher's typical teaching performance.

Scripting Scoring Self-Reflection

#### Planning

	Score	
Instructional Plans	<div>1 2 3 4</div>	<span>i</span>
Student Work	<div>1 2 3 4</div>	<span>i</span>
Assessment	<div>1 2 3 4</div>	<span>i</span>

**Step 13:** Click the box for the score desired for each indicator. SCLead.org requires each indicator to be scored for the observation to be complete in accordance with policy.

**Note:** *Click the icon next to each indicator to view the scripting notes, if you used the scripting function and aligned evidence to an indicator.*

Teacher1 (Elementary) Sweetgrass1294

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

Observation  
Pre-Conference  
**Scripting & Scoring**  
Post-Conference

← Back to evaluation

### Observation Scripting & Scoring

The purpose of classroom observations is to gather information about the teacher's typical teaching performance.

Scripting Scoring Self-Reflection

#### Planning

	Score	
Instructional Plans	<div>1 2 3 4</div>	<span>i</span>
Student Work	<div>1 2 3 4</div>	<span>i</span>
Assessment	<div>1 2 3 4</div>	<span>i</span>

**Step 14:** When you are ready for the educator to enter his/her self-reflection, click the **Self Reflection** tab of the **Scripting & Scoring** section of the observation and click **Allow Educator Self-Reflection**.

**Note:** While this is step 14 in the user guide, this step can be completed as soon as the observation record has been created. Allowing the educator to self-score WILL NOT SHARE any indicator scores entered by the observer. The educator will NOT have access to observer scripting notes at any time, even after the observation is completed. The educator will not see the indicator scores until the observer has entered his/her signature on the Post-Conference form.

Home Districts & Schools Evaluations Reports

Teacher1 (Elementary) Sweetgrass1294

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

Observation  
Pre-Conference  
**Scripting & Scoring**  
Post-Conference

← Back to evaluation

### Self-Reflection

The purpose of classroom observations is to gather information about the teacher's typical teaching performance.

Scripting Scoring **Self-Reflection**

After completing your observation scoring, the observer should allow the Educator to begin the Self-Reflection form. The observer's scores will not be shared with the educator until the Post-Conference form is signed.

**Allow Educator Self-Reflection**

**Step 15:** To complete the observation, click **Post-Conference** within the observation. The page will show the Observation Summary and if the educator has entered Self-scores, the educator scores will show on the Post-Conference form.

Home Districts & Schools Evaluations Reports

Teacher1 (Elementary) Sweetgrass1294

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

Observation  
Pre-Conference  
Scripting & Scoring  
**Post-Conference**

← Back to evaluation

### Post-Conference Forms

The purpose of the pre-conference is to collect evidence related to planning and to give the educator the opportunity to provide context for the lesson.

Observation Summary **Planning Sheet** Coaching Questions

#### Planning

	Observer Score	Self Score	
Instructional Plans	<div>1 2 3 4</div>	<div>1 2 3 4</div>	<span>i</span>
Student Work	<div>1 2 3 4</div>	<div>1 2 3 4</div>	<span>i</span>
Assessment	<div>1 2 3 4</div>	<div>1 2 3 4</div>	<span>i</span>



**Step 16:** Select the reinforcement and refinement indicators, enter reinforcement and refinement objectives, and any reflection notes for the educator. Click **Save**.

Pre-Conference  
Scripting & Scoring  
Post-Conference

← Back to evaluation

Respectful Culture

1 2 3 4 1 2 3 4 ⓘ

Reinforcement Indicator [ blank ]

Refinement Indicator [ blank ]

Reinforcement Objective

Refinement Objective

You have 4000 characters remaining

You have 4000 characters remaining

Reflection

You have 4000 characters remaining

Save

**Step 17:** Once you are ready for the teacher to see the observations scores, click **Add my signature**.

Reflection

Evaluator's reflection for the observation, which are viewable once the evaluator has signed the post-conference from.

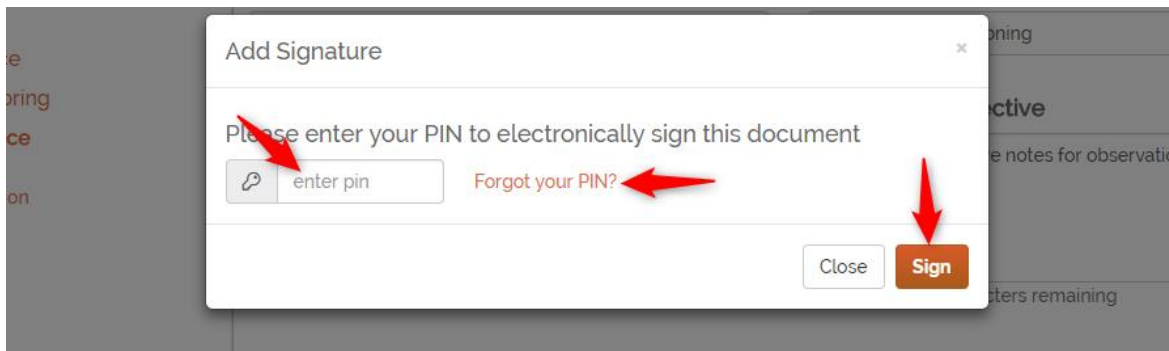
You have 3881 characters remaining

Save

Signatures

+ Add my signature

**Step 18:** In the Add Signature window, enter your PIN in the PIN entry box. If you do not remember your PIN, click **Forgot your PIN?** and the system will show you the PIN. Click **Sign**.



The observation is now complete. The educator can see the Post-Conference form and enter his/her signature. This process would be repeated for each observation conducted throughout the year. The average of the indicators will calculate automatically in the Results section of the evaluation record.

*Note: The steps can be used to add a Walkthrough observation. However, if scores are added to the walkthrough, the scores will not be included in the educator's observation average.*

*Contact [SCLead.org](https://sclead.org) support if you have problems accessing or completing observations.*

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