

## Evaluator: Creating and Completing an ADEPT Observation – Consensus 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 the scoring approach to observations and calculate overall ratings in the system.

This guide will focus on observations using the **CONSENSUS SCORING APPROACH**. In SCLead.org, ratings must be entered for each observation; however, ratings will not be visible to the educator, even when the Post-Conference form is signed by an individual observer. A Consensus Meeting observation summary will be added at the end of each observation cycle by the evaluation chair. The scores from the Consensus Meeting Observation Summary will be visible to the educator once the Evaluation Chair signs the Consensus Meeting Observation Summary form.

The Consensus ratings from the preliminary and final observation cycles will be averaged together to calculate the domain scores and will display in the Results section of the evaluation record for the teacher and evaluation team.

Under the Consensus approach, credentialed evaluators will be able to enter scripting notes\*, indicator scores, Area of Reinforcement, Area of Refinement, and reflections and observer comments. However, only ratings entered on the Consensus Meeting Observation Summary 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 observers 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 the URL principal@sweetgrass1294.elementary.org and a link to the Testing Dashboard. The navigation menu bar is teal and contains links for Home, Districts & Schools, Evaluations, and Reports. A red arrow points to the 'Evaluations' link. The main content area has a 'Home' section with a 'Correction' button and an 'Announcements' section with two entries dated 6/21/2018 and 5/23/2018. A 'My Profile' sidebar on the right displays user information: CID 983960, Username principal@sweetgrass1294.elementary.org, and Current Employment Principal @ Sweetgrass1294 Elementary School, with a 'View full profile' link.

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

Home Districts & Schools Evaluations Reports

### Evaluation Search

Correction

CID 10 | 20 | 50 | 100 1-7 of 7 page 1

Name

Academic Year [any]

Evaluation Group [any]

Educator Type [any]

District Sweetgrass1294 County

School

Educator	Evaluation	Status	
<b>Teacher1 (Elementary) Sweetgrass1294 (856957)</b> 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>
<b>Teacher2 (Elementary) Sweetgrass1294 (813872)</b> 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>
<b>Teacher3 (Elementary) Sweetgrass1294 (972339)</b> 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>
<b>Librarian (Elementary) Sweetgrass1294 (990442)</b> 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 Correction

**Status**

Settings

EVALUATION

Orientation

Student Growth & Professional Goals

**Observations**

Professionalism

Attachments

Results

Educator Profile

#### Overall Status

**Prerequisites**

Educator Orientation 100%

**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%

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

Educator Profile

**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](#)

**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

**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 1:16 PM

**Observer**

The person doing the observation

**School**

The school the observation took place at

**Rubric**

The rubric used during this observation

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

**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

**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

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 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 1:16:00 PM

**Observer**  
The person who is observing the educator

Principal (Elementary) Sweetgrass1

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

Sweetgrass1294 Elementary School

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

Teacher1 (Elementary) Sweetgrass1294

2018-2019 Evaluation | Sweetgrass1294 County School District | ADEPT

**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

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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.

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- If the evaluator is unable to observe the intended lesson, a new pre-conference must be scheduled and conducted.
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Pre-Conference Date

Date

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

07/20/2018 1:26 PM

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 observation 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

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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 icon to the right of the scoring boxes.

*Note: The educator will not see the scores entered. Only the scores on the Consensus Meeting Observation Summary form will be shared with the educator.*

Home Districts & Schools Evaluations Reports

Teacher1 (Elementary) Sweetgrass1294

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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	1	2	3	4	<span>i</span>
Student Work	1	2	3	4	<span>i</span>
Assessment	1	2	3	4	<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

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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	1 2 3 4	<span>i</span>
Student Work	1 2 3 4	<span>i</span>
Assessment	1 2 3 4	<span>i</span>

Instruction...

**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 indicator scores entered by the observer under the Consensus approach. 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 Evaluation Chair has entered his/her signature on the Consensus Meeting Observation Summary form.

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Teacher1 (Elementary) Sweetgrass1294

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

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### 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 self-scores will show on the Post-Conference form. The screenshot below is ONLY what the evaluator will see. Prior to team’s completion of the Consensus Meeting Observation Summary Form, teachers will ONLY see their self-score ratings, the Area of Reinforcement, and the Area of Refinement.

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Pre-Conference
Scripting & Scoring
Post-Conference

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### 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	1 2 3 4	1 2 3 4	i
Student Work	1 2 3 4	1 2 3 4	i
Assessment	1 2 3 4	1 2 3 4	i



**Step 16:** Select the reinforcement and refinement indicators, enter reinforcement and refinement objectives. During the post-conference you may choose to add additional reflection notes. Click **Save**.

The screenshot shows a web form for a post-conference evaluation. On the left is a sidebar with three tabs: 'Pre-Conference', 'Scripting & Scoring', and 'Post-Conference', with 'Post-Conference' being the active tab. Below the tabs is a link that says '← Back to evaluation'. The main content area is titled 'Respectful Culture' and has two sets of rating buttons (1, 2, 3, 4), with the '4' button in each set highlighted in orange. To the right of the buttons is an information icon. Below the ratings are four input fields: 'Reinforcement Indicator' and 'Refinement Indicator' are dropdown menus, both currently showing '[ blank ]'. Below these are 'Reinforcement Objective' and 'Refinement Objective' text areas. At the bottom is a large 'Reflection' text area. Each of these four text areas has a small icon in the bottom right corner and a character count at the bottom: 'You have 4000 characters remaining'. A red arrow points to the 'Save' button in the bottom right corner of the form.

**Step 17:** Click **Add my signature**. This will enable the teacher to see the Area of Reinforcement and Refinement, as well as send your scores to the Evaluation Chair and/or other evaluator(s) on the Consensus team.

The screenshot shows two sections of the form. The top section is titled 'Reflection' and contains a text area with the placeholder text 'Evaluator's reflection for the observation, which are viewable once the evaluator has signed the post-conference from.' Below the text area is a character count: 'You have 3881 characters remaining'. A 'Save' button is in the bottom right corner of this section. The bottom section is titled 'Signatures' and contains a button labeled '+ Add my signature'. A red arrow points to this button.

**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 assigned to you by the system. Click **Sign**.

**The observation is now complete for the observer.**

The educator can see the Consensus Post-Conference form (Area of Reinforcement and Refinement ONLY) and must enter his/her pin. However, the educator will NOT see the scores for the observation. The Consensus Post-Conference form will only show the educator the reinforcement and refinement indicators, the associated objectives and the evaluator's reflection notes.

*Note: These steps can also be used to add a Walkthrough observation. If scores are added to the walkthrough form, those scores will NOT be included in the educator's observation average.*

### **CONSENSUS MEETING PROCESS:**

Once all observations have been completed for the cycle (the number of observations required will vary by contract and level), the Evaluation Chair MUST complete a Consensus Meeting Observation Summary form in SCLead.org. To begin this process, the Evaluation Chair will complete the steps below.

**Step 19:** Click **Add Consensus Meeting**.

2018-2019 Evaluation | Sweetgrass2492 County School District | ADEPT

**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](#) [Add Consensus Meeting](#) [Restore](#)

Date	Observer	Type	Status
8/24/2018 1:00:00 PM	Principal (Elementary) Sweetgrass2492	Observation	Completed <a href="#">Details</a>
9/24/2018 8:00:00 AM	Elementary (Staff) Sweetgrass2492	Observation	Completed <a href="#">Details</a>

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](#) [Add Consensus Meeting](#) [Restore](#)

**Step 20:** Enter the Consensus Meeting date and time as the Observation date.

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 1:16 PM

**Observer**  
The person doing the observation

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

**Rubric**  
The rubric used during this observation

Calendar view for July 2018 showing the date 07/20/2018 1:16 PM selected.

**Step 21:** Verify or select the school where the educator is assigned 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 1:16 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

**Step 22:** Click **Scoring**.

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Teacher1 (Elementary) Sweetgrass2492

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**Observation**  
**Scoring**  
Post-Conference  
Back to evaluation

**Observation Details**  
Back Edit Remove Delete

**Type**  
The type of observation  
Consensus Meeting

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

**Step 23:** The page will show the indicator scores from each completed observation. Click the box for the desired consensus score.

Planning

Observer Score(s)

Consensus Score

Instructional Plans

O1

1

2

3

4

O2

1

2

3

4

1

2

3

4

Student Work

O1

1

2

3

4

O2

1

2

3

4

1

2

3

4

Assessment

O1

1

2

3

4

O2

1

2

3

4

1

2

3

4

Instruction

Observer Score(s)

Consensus Score

Standards & Objectives

O1

1

2

3

4

**Step 24:** Click **Post-Conference**

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Teacher1 (Elementary) Sweetgrass2492

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Back to evaluation

Observation Details

Back
Edit
Remove
Delete

Type

The type of observation

Consensus Meeting

Semester

The semester the observation took place in

Fall Semester

Observation Date

The date the observation will take place

10/18/2018 3:27:00 PM

Observer

Principal (Elementary) Sweetgrass2492

**Step 25:** Optional: Select a Reinforcement and Refinement Indicator, enter objectives for each selection and a reflection for the educator, if desired. Click **Save**.

*Note: The Consensus Meeting scores will not be shown to the educator until the Evaluation Chair has added his/her signature.*

The screenshot shows a 'Post-Conference' form. At the top left is a 'Back to evaluation' link. The form contains several sections: 'Reinforcement Indicator' with a dropdown menu showing 'Planning: Student Work'; 'Refinement Indicator' with a dropdown menu showing 'Instruction: Questioning'; 'Reinforcement Objective' with a text area containing 'reinforcement objectives for the educator' and a character count of 3959; 'Refinement Objective' with a text area containing 'refinement objectives for the educator' and a character count of 3962; 'Reflection' with a large text area containing 'reflection and comments for the educator' and a character count of 3960; and a 'Save' button. Below these sections is a 'Signatures' section with a '+ Add my signature' button. Red arrows point to each of these elements: the Reinforcement Indicator dropdown, the Refinement Indicator dropdown, the Reinforcement Objective text area, the Refinement Objective text area, the Reflection text area, and the Save button.

**Step 26:** Click **Add my signature**.

This screenshot shows a closer view of the 'Reflection' and 'Signatures' sections. The 'Reflection' section has a text area with 'reflection and comments for the educator' and a 'Save' button. Below it is the 'Signatures' section with a '+ Add my signature' button. A red arrow points to the '+ Add my signature' button.

The Consensus Meeting Observation Summary will be considered complete once all evaluation team members assigned to observe AND the educator have signed the Consensus Meeting Observation Summary form. The scores from the consensus meeting will be used to calculate the overall observation ratings in the Results section of the evaluation.

*Contact SCLead.org support if you have problems accessing or completing observations.*

*1-877-314-1412 or <https://slead.org/help/support>.*