

Creating PADEPP Evaluation Records Quick Guide

Each principal being evaluated using PADEPP will first need to have an evaluation record created in SCLead.org to begin the evaluation process. The superintendent or district PADEPP Administrator can use the Evaluations Tool (under the PADEPP Tools menu) to create evaluation records for multiple principals at one time.

Step 1: Go to ***Districts & Schools*** on the navigation bar at the top of the page.

Step 2: Click ***Evaluations*** under the PADEPP Tools menu.

The screenshot shows the SCDE District Dashboard. At the top, there's 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's a sidebar with various links. Under the 'PADEPP TOOLS' section, the 'Evaluations' link is highlighted with a red arrow. The main content area shows progress for 2017-2018 and 2018-2019. For 2017-2018, there are three donut charts: ADEPT Orientations (0 of 6), ADEPT Evaluations (0 of 6), and PADEPP Evaluations (0 of 1). For 2018-2019, the progress is partially visible.

Step 3: Verify the correct academic year is displayed. Enter Search criteria to identify the principal(s) you'd like to create an evaluation record for and click ***Search***.

You can search by:

- School (suggested method)
- Name
- CID

Search multiple schools by holding the ***Shift*** key and clicking with the mouse on each location desired.

If you leave the Name and CID boxes empty, the search will return all educators for the location(s) of the search.

Home Districts & Schools Evaluations Reports

Sweetgrass1294 County School District (6302)

District Dashboard Correction

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Bulk Evaluations (PADEPP)

This tool allows you to create evaluations in bulk for the selected academic year. If an evaluation already exists for a given user they will not appear in search results.

1. Select Academic Year

Academic Year
The academic year for which the evaluation process and guidelines were being oriented.

2018-2019

2. Search for Educators

By School(s)

Sweetgrass1294 Administration
Sweetgrass1294 Elementary Sch

By Name

By CID(s)

Next

Step 4: Select the checkbox for the principal(s) desired. Click **Select All** to add an evaluation for all principals included in the search results. Click **Submit**.

NOTE: If you do not see a principal in the list, this would indicate either the principal already has an evaluation record created in SCLead.org for the academic year selected or the principal's staff record is not coded correctly in the state's PCS system. Check with your district's PCS administrator for next steps.

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3. Select Educator(s)

Select All (1)

Person	School	CID	Evaluation Type
<input checked="" type="checkbox"/> Sweetgrass1294, Principal (Elementary) Principal Principal	Sweetgrass1294 Elementary School	983960	Principal

4. Confirm and Submit

You are about to create evaluation records for the **2017-2018** Academic Year.

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.

Sweetgrass1294 County School District (6302)

District Dashboard Correction

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Bulk Evaluations (0)

✓ The bulk evaluations have successfully been created!

Contact SCLead.org support if you have problems accessing or using the Evaluations tool.

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