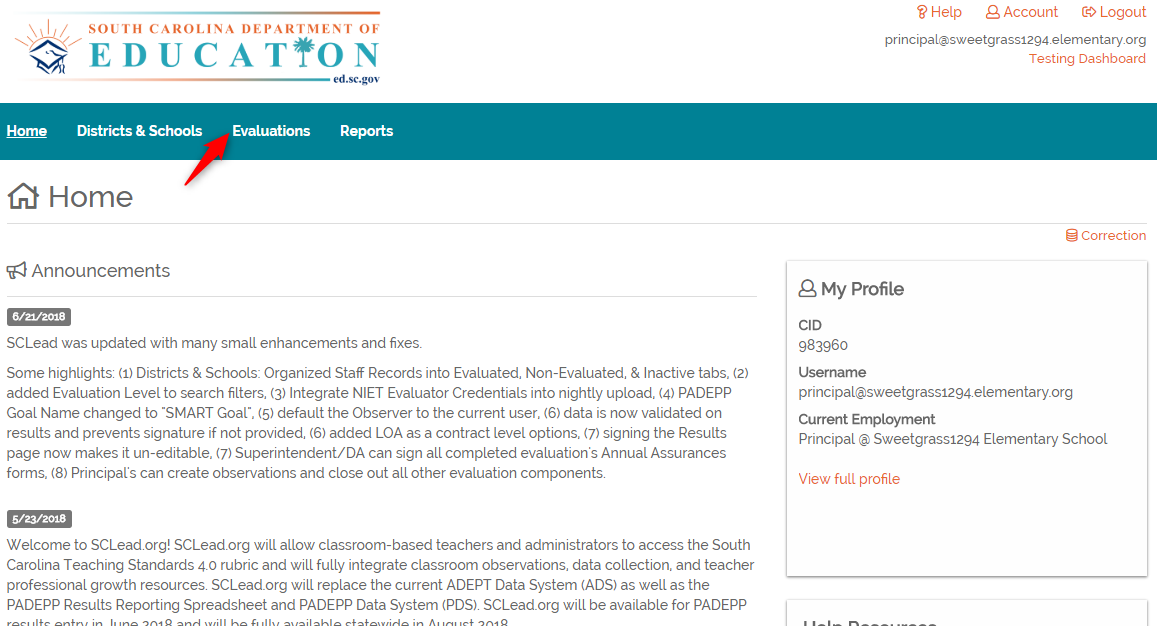
**Evaluator: Student Growth & Professional Goals**

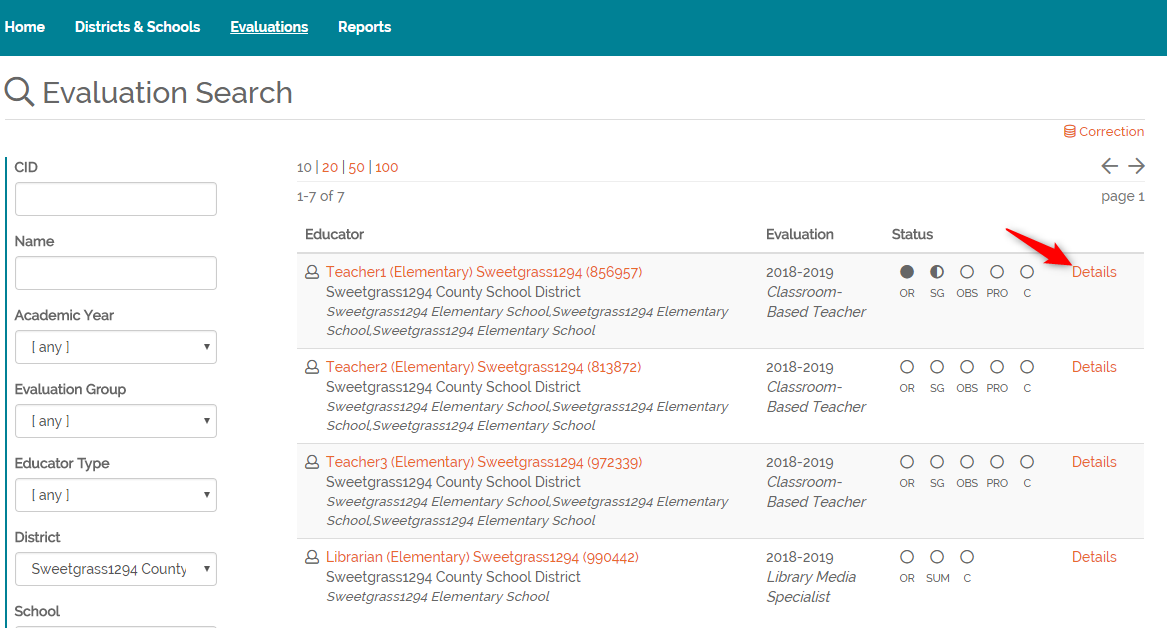
SCLead.org has the option to record Student Growth and Professional Goals data for educators evaluated under Expanded ADEPT. The use of the SLO worksheets in SCLead.org is a district level decision; however, each educator will need an SLO rating provided in the evaluation results. Here are instructions for an evaluator who has permission to view and edit Student Growth & Professional Goals, to review and sign the conference forms for each SLO and or Professional Goals.

*Note: Principals will have access to Student Growth & Professional Goals even if he/she is not listed on the educator’s evaluation team.*

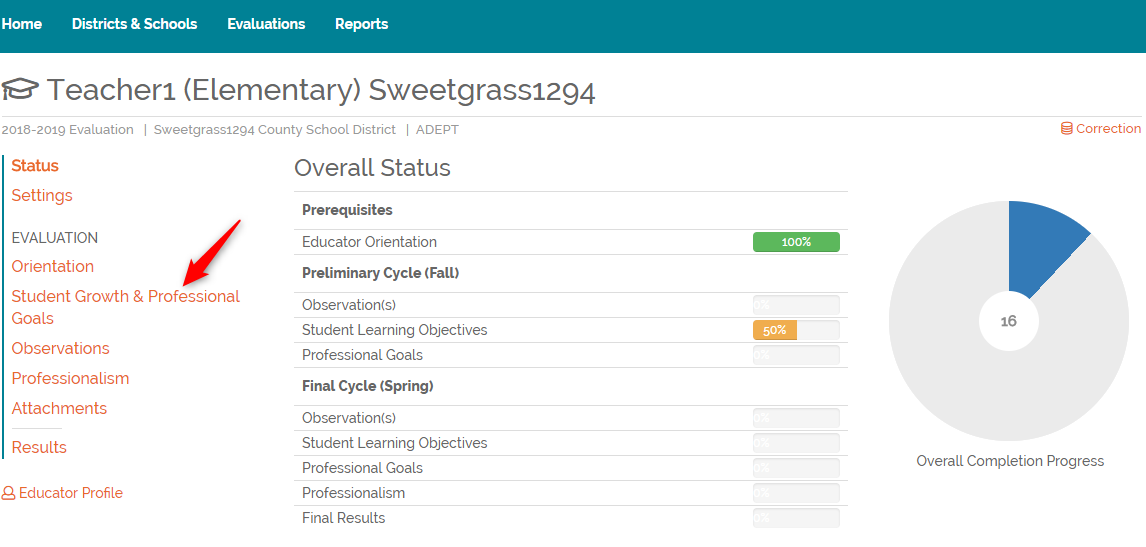
Educators can enter more than one Student Learning Objective. The educator can also enter the data for a separate Professional Goal, if required. Each goal will have a signature option for preliminary, mid-course, and summative conferences.

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

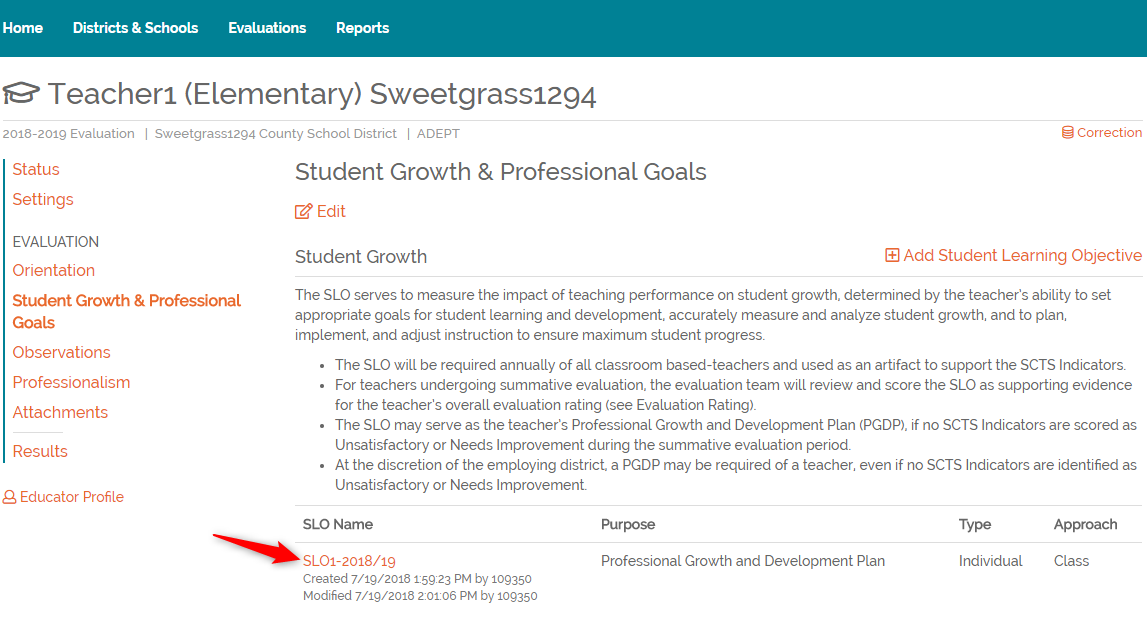


**Step 2**: Locate the evaluation and click ***Details.***

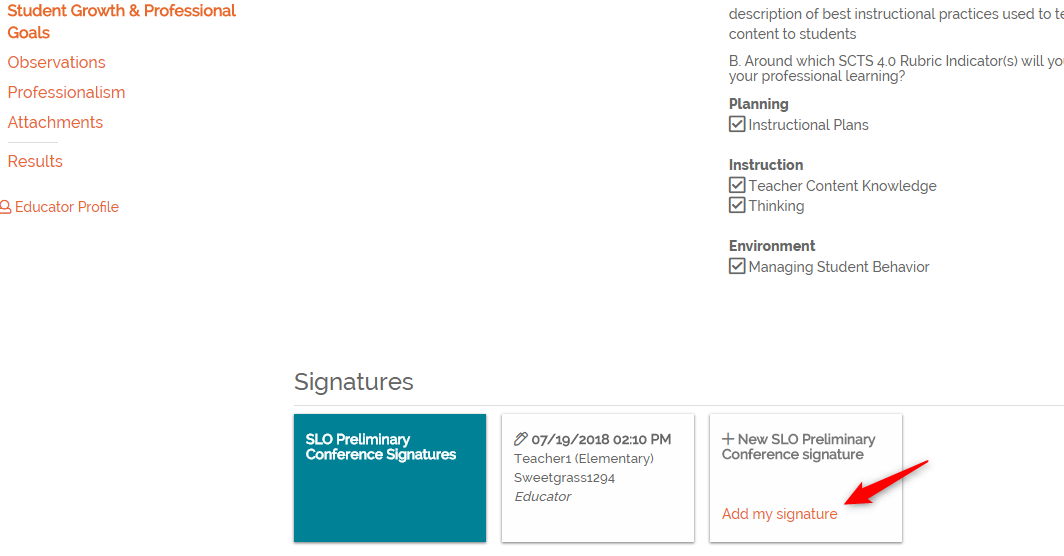
**Step 3**: Click ***Student Growth & Professional Goals.***



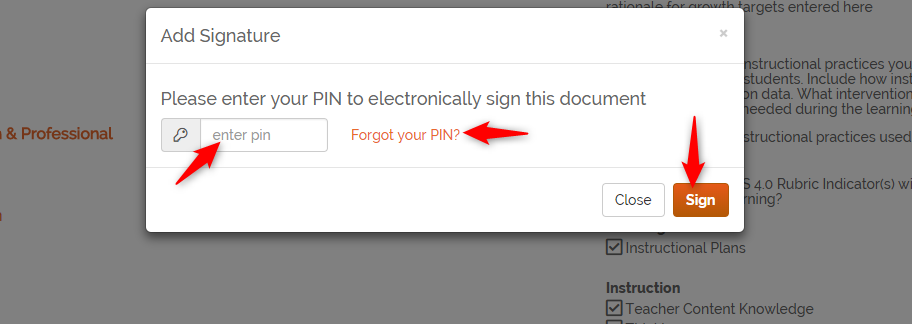
**Step 4**: Click on the SLO or Professional Goal name you would like to review and sign.



**Step 5**: At the bottom of the Preliminary Conference Form, click ***Add my signature.***

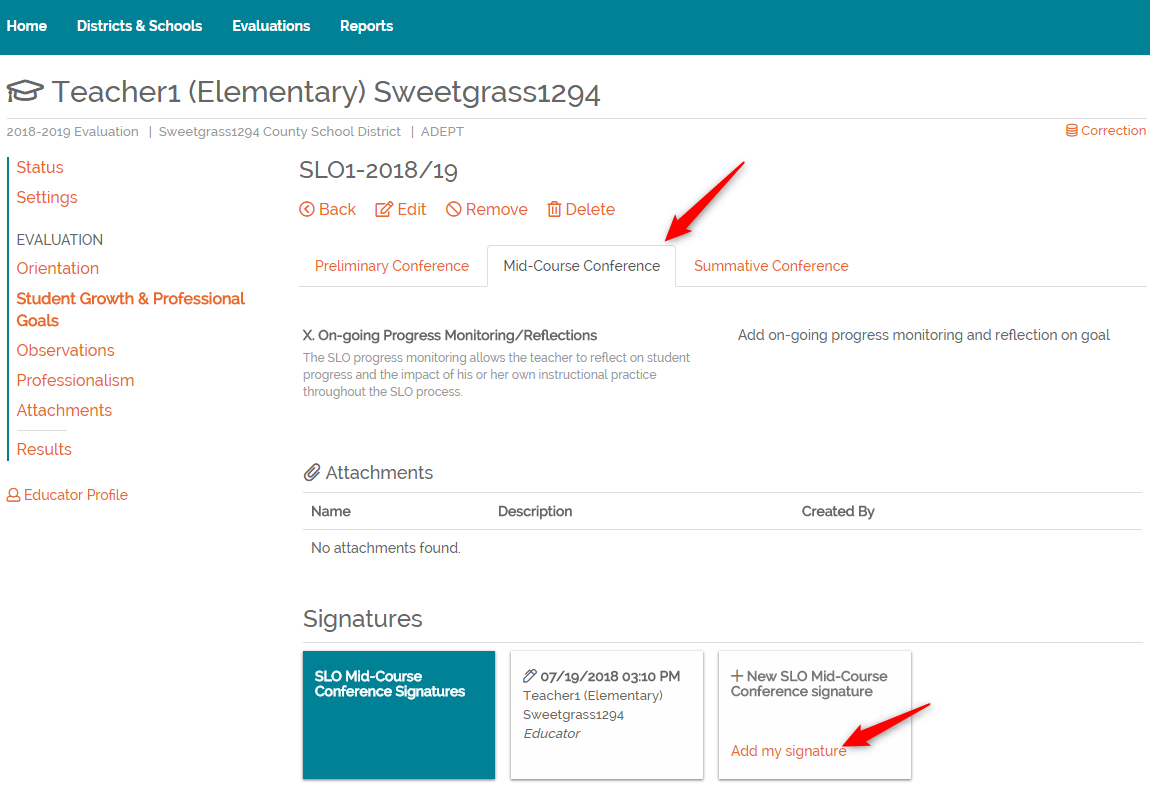


**Step 6**: Enter your ***PIN*** in the PIN entry box. PIN’s are automatically assigned by the system. Click ***Forgot your PIN?*** to view your assigned PIN. Once you enter your PIN, click ***Sign.***



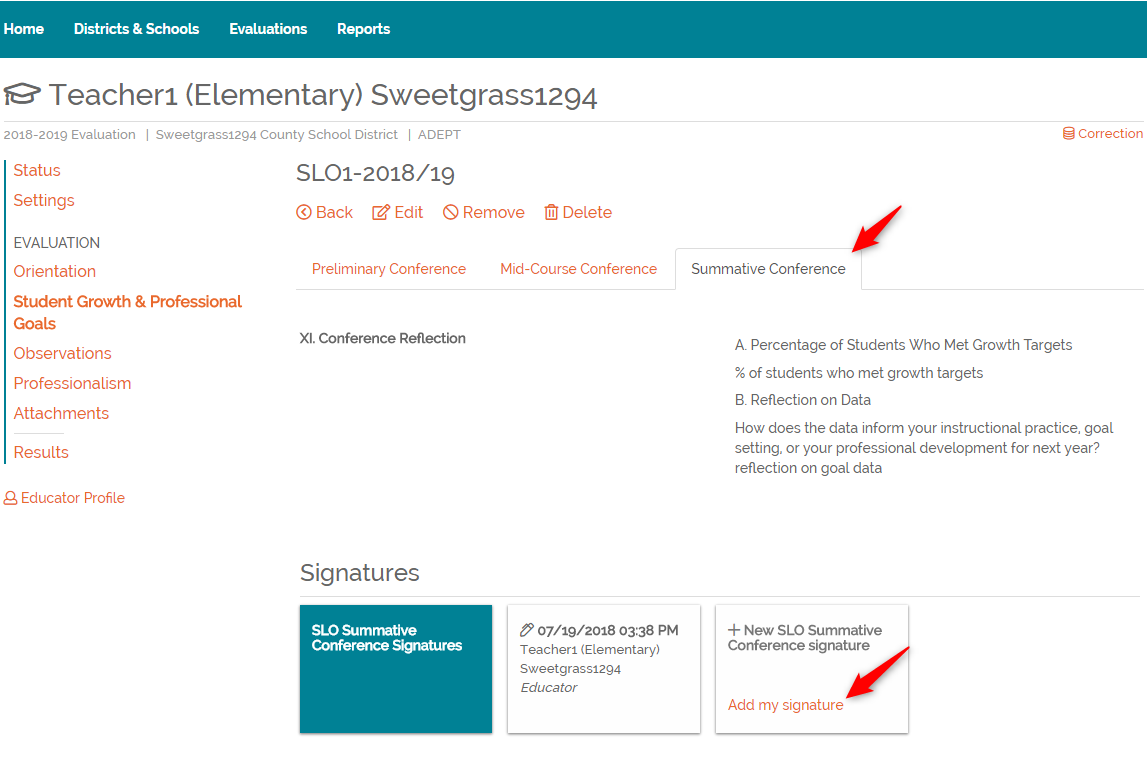
Repeat steps 1-4 to access the Mid-Course Conference form.

**Step 7**: Click ***Mid-Course Conference*** and click ***Add my signature*** to sign the Mid-Course Conference.



Repeat steps 1-4 to access the Summative Conference form.

**Step 8**: Click ***Summative Conference*** and click ***Add my signature*** to sign the Summative Conference.



Once the conference forms have been signed for all SLO’s and the Professional Goals, as applicable, the Student Growth & Professional Goals status can be marked as complete. To access this page, repeat steps 1-3.

Reminder: The Student Growth and Professional Goals rating will be entered in the results section of the evaluation.

*Contact SCLead.org support if you have problems accessing or completing the Student Growth & Professional Goals forms.*

*1-877-314-1412 or* [*https://sclead.org/Help/Support*](https://sclead.org/Help/Support)*.*