

## Understanding Bubbles & Bars for Classroom-Based Educators on Expanded SCTS 4.0 Evaluation Model

**BUBBLES.** Under the Evaluations tab, status bubbles can be used to monitor the progress of Educators' evaluations. The number of bubbles and labels that appear vary based on the evaluation record's contract and evaluation level.

The screenshot shows the 'Evaluations Search' page. On the left, there are search filters: CID (with a range of 10 | 20 | 50 | 100 and 1-10 of 187,714 results), Name, Academic Year (dropdown), District (dropdown), and School (dropdown). A blue banner states: 'You are currently using filters to limit the search results.' The main table has columns for Educator, Evaluation, Status, and Details. Two evaluation records are shown, both for '2021-2022 Classroom-Based Teacher Continuing - GBE Expanded ADEPT (SCTS)'. Each record has three status bubbles: 'OR' (half-filled), 'SG' (half-filled), and 'C' (empty). A tooltip for the 'C' bubble shows: 'Overall Status: Met', 'Next Contract: Continuing', 'Next Level: GBE', and 'Hire Status: Rehired'.

Educator	Evaluation	Status	Details
[Redacted]	2021-2022 Classroom-Based Teacher Continuing - GBE Expanded ADEPT (SCTS)	OR SG C	Details
[Redacted]	2020-2021 Classroom-Based Teacher Continuing - GBE Expanded ADEPT (SCTS)	OR SG C	Details

Overall Status: Met

Next Contract: Continuing

Next Level: GBE

Hire Status: Rehired

*Image of Evaluations Tab/Evaluations Search Page*

The status bubbles represent progress (half-filled) or completion (fully filled) of an evaluation component.

- OR for Orientation
- SG for Student Growth and Professional Goals
- OBS for Observations
- PRO for Professionalism
- C for Evaluation Completed

Hover your mouse over the letters below the status bubbles to know what the bubbles represent. To monitor evaluation progress efficiently, it is important to understand when the bubbles get half or fully filled in. The completion bubble and bars logic are as follows.

**ORIENTATION:** This status bubble fully fills once the Educator signs. An educator-signed orientation activates the evaluation record in SCLead.org. A fully filled "OR" status bubble means the Evaluator and Educator can enter data in SCLead.org for that evaluation record.

**Status**  
**Settings**

EVALUATION  
**Orientation**  
Student Growth & Professional Goals  
Observations  
Professionalism  
Attachments  
Results

Educator Profile  
Request Correction

### Orientation

✔ This evaluation has been completed and is unavailable for editing.

The school district must ensure that all educators scheduled for formal evaluation receive a comprehensive orientation to the ADEPT model prior to the beginning of the evaluation process. The orientation may be presented to the educators in a group setting or on an individual basis. The orientation must be presented by one or more certified evaluators or trainers and must include, at a minimum, both written and oral explanations of the evaluation instrument, the evaluation process, timeline or calendar, the criteria for successfully completing the evaluation, and the intended use of the evaluation results. Additionally, prior to the beginning of the preliminary evaluation period, each educator must be informed of the names of the members of his or her evaluation team.

✔ I have received an orientation to the district's approach to the Expanded ADEPT evaluation model.  
✔ I did not require an orientation to the district's approach to the Expanded ADEPT evaluation model.

Orientation Date  
8/8/2018

**Signatures**

11/16/2018 03:11 PM  
Educator

*Image of Orientation Page*

**STUDENT GROWTH & PROFESSIONAL GOALS (SLO or Student Growth):** This status bubble partially fills once some SLO data/information is entered under Preliminary Conference Tab and signed by either the Educator, the Evaluator, Evaluator Chair/Principal.

This status bubble fully fills when the SLO is skipped. This may also fully fill once all of the following are done:

- The SLO Purpose, Name and Content are entered under Preliminary Conference Tab and signed by the Educator AND the Evaluator with SLO Permission or Evaluator Chair with SLO Permission/Principal.
- Mid-Course Conference Tab is signed by the Educator AND the Evaluator or Evaluator Chair/Principal.
- Summative Conference Tab is signed by the Educator AND the Evaluator or Evaluator Chair/Principal.

**Status**  
**Settings**

EVALUATION  
**Orientation**  
**Student Growth & Professional Goals**  
Observations  
Professionalism  
Attachments  
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Educator Profile  
Request Correction

✔ This evaluation has been completed and is unavailable for editing.

⌂ Back

Preliminary Conference Mid-Course Conference Overall Rating Summative Conference

**SLO Purpose**  
Select the appropriate purpose of this Student Learning Objective.

Ⓐ This SLO serves as the Professional Growth and Development Plan  
Ⓑ This SLO serves as one of multiple goals of the Professional Growth and Development Plan.

**SLO Name**  
A short name to easily handle this student learning objective.

**SLO Content Area(s)**  
Enter the content area to which this SLO applies.

*Image of SLO Conference Tabs*

**STUDENT GROWTH & PROFESSIONAL GOALS (Professional Goals):** This status bubble partially fills once Preliminary Review section is signed by either the Educator, the Evaluator, Evaluator Chair/Principal.

### Professional Goal

[Back](#) [Remove](#) [Delete](#)

Work toward completion of continuing educational hours for recertification. [Edit](#)

**Goal Area**  
To complete professional development in the area of middle school science content.

**Goal Strategies**  
Complete teacher professional development this year.

**Goal Outcome**  
Participate and complete a professional development activity.

**Goal Evidence**  
A obtain a certificate of completion of a professional development activity.

**How Goal Affects Student Growth**  
Enrich classroom instruction in content area.

**Indicators**  
Instructional Plans  
Presenting Instructional Content

**Attachments**

Name	Description	Created By
No attachments.		

**Preliminary Review** [Edit](#)

**Review Date** [ blank ]  
The date of the preliminary performance review.

**Result** [ blank ]  
The result of the preliminary performance review.

**Comments** [ blank ]  
The comments of the preliminary performance review.

Information about the Preliminary Review must be entered by the evaluator before it can be signed.

*Image of Professional Goals Section*

The “SG” status bubble will also fully fill once all of the following are done:

- The Preliminary Review section is signed by the Educator AND the Evaluator or Evaluator Chair/Principal.
- The Mid-Year Review section is signed by the Educator AND the Evaluator or Evaluator Chair/Principal.
- The Final Review section is signed by the Educator AND the Evaluator or Evaluator Chair/Principal.

**OBSERVATION:** This status bubble partially fills once an observation is entered and signed by the Evaluator.

The “OBS” status bubble fully fills once all of the following are done:

- All required Observations have Observer signatures
- All required Consensus meetings have Evaluation Chair/Principal signature AND Observers signatures

**PROFESSIONALISM:** This status bubble partially fills once the Professionalism Review section has either a Preliminary Review or Final Review entered and signed by the Evaluator OR Educator

The “PRO” status bubble will fully fill once all of the following are done:

- The Professionalism Review section’s latest Final Review added is signed by the Educator AND the Evaluator or Evaluator Chair; OR
- The Professionalism Review section’s latest Final Review added is signed by the Principal.

**COMPLETION:** This status bubble fully fills once the Evaluation is completed. An evaluation is deemed completed when all of the following are done:

- The requirements as described in the blue informational message on the Results page are met, including appropriate signatures as described in previous paragraphs and
- The Results page has Final Evaluation Ratings, Recommendations for Next Year, Signatures of Evaluation Chair/Principal, AND District Administrator (if Principal has no completion rights); and
- The Completion box is marked completed by
  - The District Administrator; or
  - The Principal with Completion Rights; or
  - The auto-complete feature for GBE evaluations. \*See Auto-completion.

**\*Auto-completion:** This feature completes all eligible open evaluations for the current academic year for Classroom-Based Teachers, School Counselors, Librarians, and Speech-Language Professionals who are on a Continuing contract with a GBE evaluation. Auto-completion sets Overall Status and/or Recommendations for the evaluations as (*Continuing GBE/Met/Rehired*) if not already set.

### Final Evaluation Ratings

[Edit](#)

⚠ The Composite Score is incomplete. Evaluation is missing the final professionalism score.

#### Overall Composite Rating/Score

N/A

0.00

This is the composite score for observations and the professionalism rubric.

### Recommendations for Next Year

[Edit](#)

Next Evaluation Level

No Data

Next Contract Level

No Data

Hire Status

Unknown

### Signatures

⚠ This evaluation cannot be signed because one or more requirements have not been met.

⚠ This evaluation cannot be signed because it is missing one or more of the following:

- Student Learning Objective Rating/Score
- Overall Status

⚠ This evaluation cannot be signed because it is missing one or more of the following:

- Next Year's Recommended Evaluation Level
- Next Year's Recommended Contract Level
- Next Year's Recommended Hire Status

No signatures found

### Completion

[Edit](#)

⚠ This evaluation cannot be completed because it is missing the appropriate signature(s).

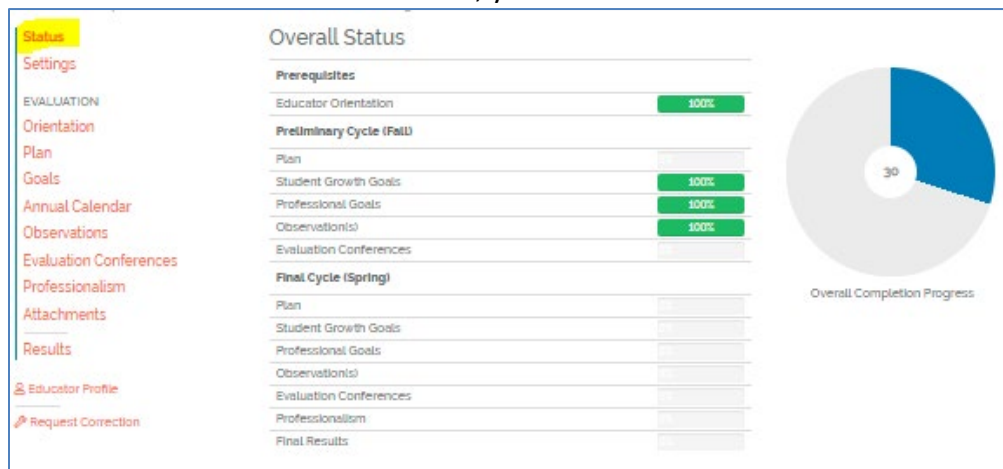
#### Evaluation Complete?

Not Complete

The completion status of the evaluation. A signature from either the Evaluation Chair or principal must be present before an evaluation can be completed.

*Image of Results Page*

**BARS.** Inside each evaluation record, you will find the Status Bars under the Status Page.



*Image of Status Page*

**EDUCATOR ORIENTATION:** This bar fills to 100% once the Educator signs. An Educator-signed orientation activates the evaluation record in SCLead.org. A 100% status bar means the Evaluator and Educator can enter data in SCLead.org for that evaluation record.

**PRELIMINARY CYCLE (FALL) OR FINAL CYCLE (SPRING) OBSERVATION(S).** The percentage on the bar varies on the number of observations entered. The bar will be at 100% if the following are done:

- All required and additional (if any) observations have Educator and Observer signatures AND
- Must have observation completed (Signed by Evaluator and Observer) by minimum required observers AND
- If under Consensus Approach, all Consensus Meetings must have Educator, All Evaluators AND Evaluator Chair/Principal signatures.

**PRELIMINARY CYCLE (FALL) STUDENT GROWTH GOALS (SLO).** The percentage on the bar varies on the number of SLOs entered. The bar will be at 100% if the following are done for each SLO entered:

- The SLO Purpose, Name and Content are entered under Preliminary Conference Tab and signed by the Educator AND the Evaluator or Evaluator Chair/Principal.

**FINAL CYCLE (SPRING) STUDENT GROWTH GOALS (SLO).** The percentage on the bar varies on the number of SLOs entered. The bar will be at 100% if the following are done for each SLO entered:

- Mid-Course Conference Tab is signed by the Educator AND the Evaluator or Evaluator Chair/Principal.
- Summative Conference Tab is signed by the Educator AND the Evaluator or Evaluator Chair/Principal.

**PRELIMINARY CYCLE (FALL) PROFESSIONAL GOALS.** The percentage on the bar varies on the number of Goals entered. The bar will be at 100% if the following are done for each Professional Goal entered:

- The Preliminary Review section is signed by the Educator AND the Evaluator or Evaluator Chair/Principal.

**FINAL CYCLE (SPRING) PROFESSIONAL GOALS.** The percentage on the bar varies on the number of Goals entered. The bar will be at 100% if the following are done for each Goal entered:

- The Mid-Year Review section is signed by the Educator AND the Evaluator or Evaluator Chair/Principal.
- The Final Review section is signed by the Educator AND the Evaluator or Evaluator Chair/Principal.

**PROFESSIONALISM:** This bar fills to 100% once the Professionalism Review section has the latest entered Final Review signed by the Educator AND Evaluator, or Evaluation Chair or Principal.

**FINAL RESULTS:** This bar fills to 100% once the following are done on the Results Page:

- The requirements as described in the blue informational message on the Results page are met, including appropriate signatures as described in previous paragraphs and
- The Results page has Final Evaluation Ratings, Recommendations for Next Year, Signatures of Evaluation Chair/Principal, AND District Administrator (if Principal has no completion rights); and
- The Completion box is marked completed by
  - The District Administrator; or
  - The Principal with Completion Rights; or
  - The auto-complete feature for GBE evaluations. \*See Auto-completion.

**\*Auto-completion:** This feature completes all eligible open evaluations for the current academic year for Classroom-Based Teachers, School Counselors, Librarians, and Speech-Language Professionals who are on a Continuing contract with a GBE evaluation. Auto-completion also sets Overall Status and/or Recommendations for the evaluations as (*Continuing GBE/Met/Rehired*) if not already set.