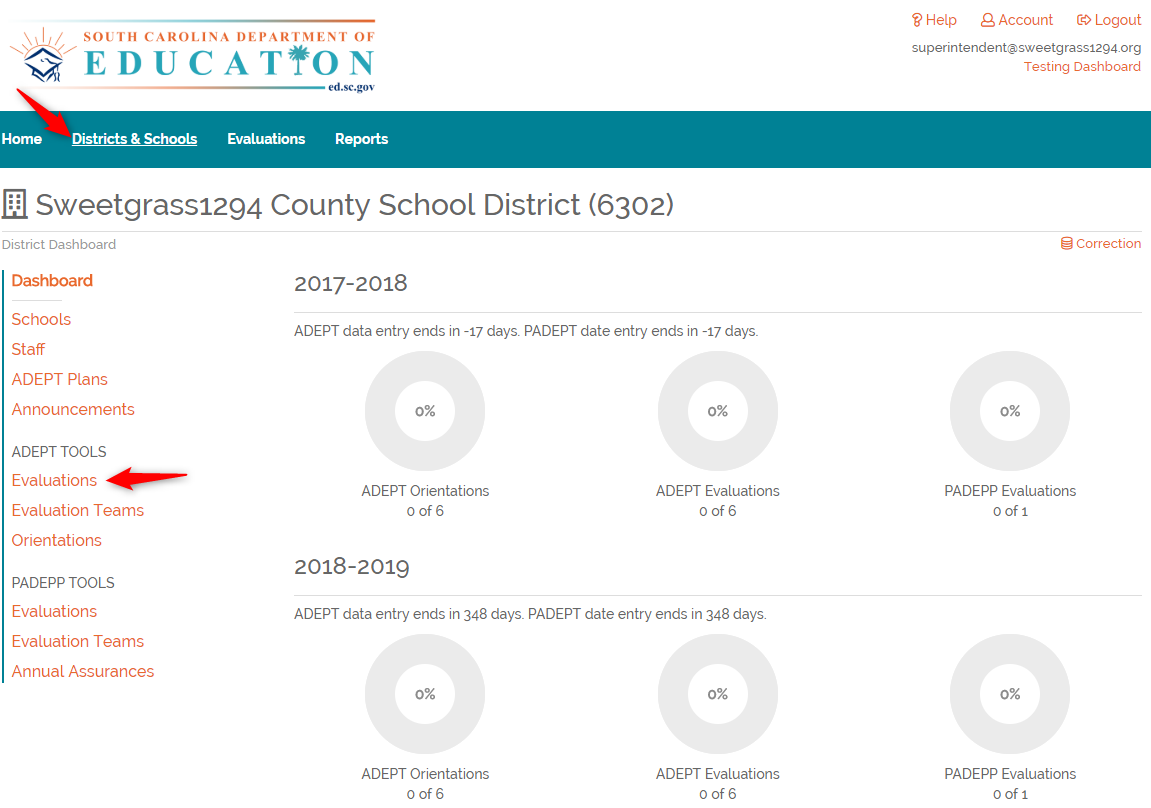
**Creating ADEPT Evaluation Records Quick Guide**

Each educator being evaluated using Expanded ADEPT will first need to have an evaluation record created in SCLead.org. to begin the evaluation process. The superintendent, district ADEPT Administrator, and/or a Principal can use the Evaluations Tool (under the ADEPT Tools menu) to create evaluation records for individual educators, groups of educators, or all educators for a school at one time. Please note, the ADEPT Plan must be completed for the district in SCLead.org before the ADEPT Evaluation Tool can be used.

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

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



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

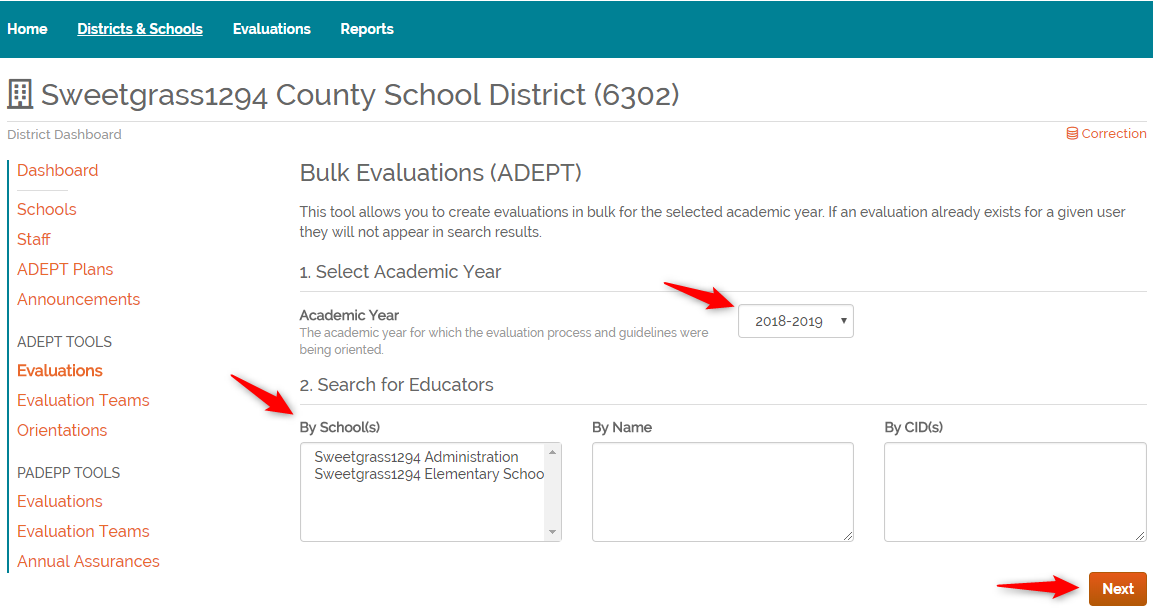
You can search by:

* School (suggested method)
* Name
* CID

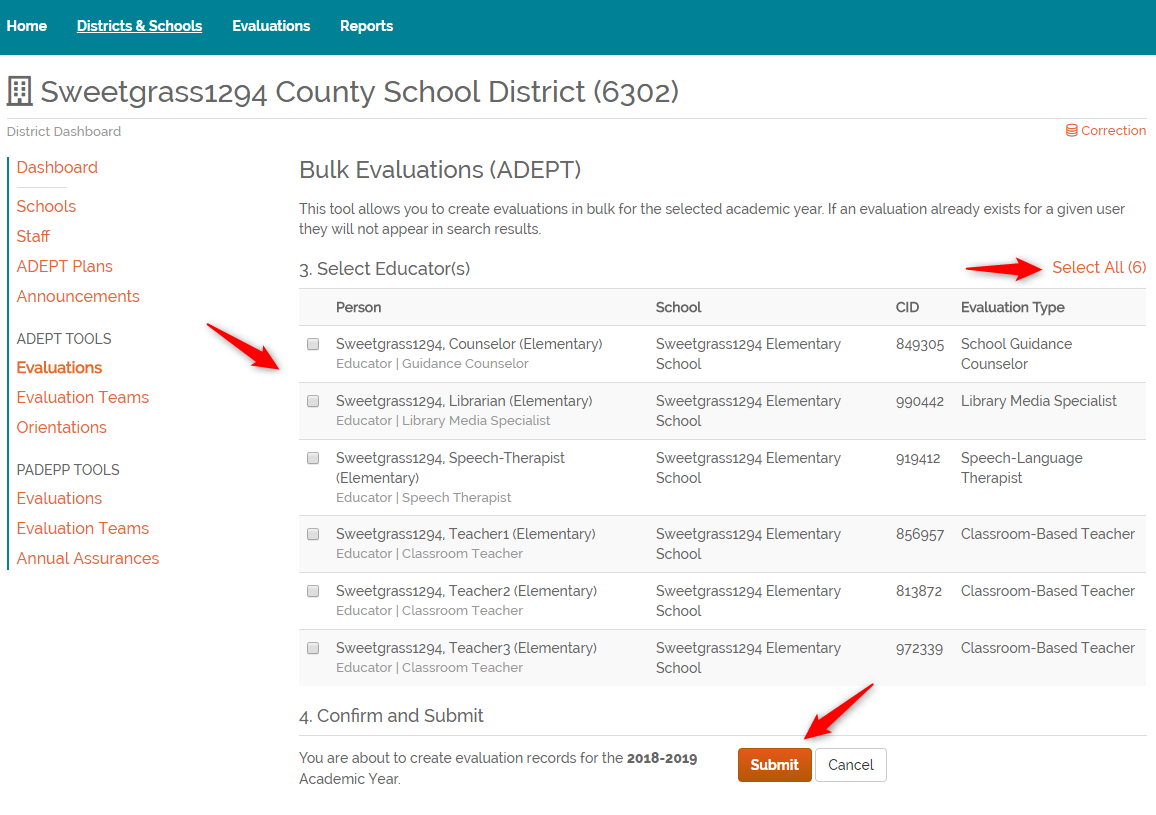
A district-level user can select multiple schools by holding the ***Shift*** key and clicking with the mouse on each location desired.

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

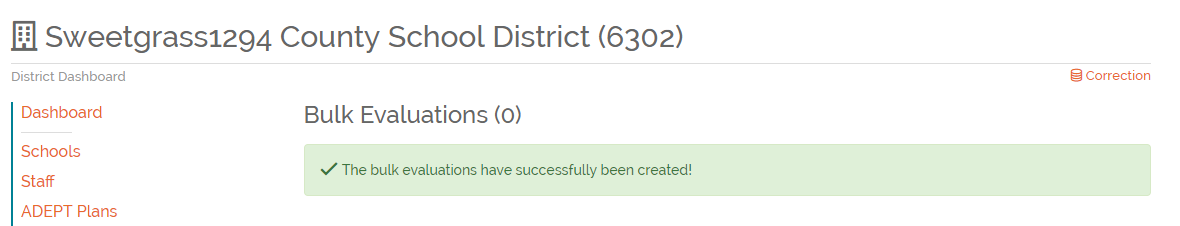
*A Principal will only have access to his/her school.*



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

NOTE: *If you do not see an educator on the list, this would indicate either the educator already has an evaluation record created in SCLead.org for the academic year selected or the educator’s staff record is not coded for the location(s) indicated in the state’s PCS system. Check with your district’s PCS administrator for next steps to add or delete an educator from the school’s roster.*

A confirmation message will display to confirm the evaluation records have been created. You can now access the evaluations on the evaluations tab.



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

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