

## Creating PADEPP Evaluation Teams Quick Guide

Superintendents and PADEPP Administrators can create evaluation teams for principals by utilizing the Evaluation Teams tool under PADEPP Tools menu. This tool allows an evaluation team to be assigned to a principal along with the team member's role for the evaluation.

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

**Step 2:** Click **Evaluation Teams** under PADEPP Tools

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Testing Dashboard

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**Sweetgrass1294 County School District (6302)**

District Dashboard Correction

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**2017-2018**  
ADEPT data entry ends in -18 days. PADEPT date entry ends in -18 days.

ADEPT Orientations 0 of 6  
ADEPT Evaluations 0 of 6  
PADEPP Evaluations 0 of 1

**2018-2019**  
ADEPT data entry ends in 347 days. PADEPT date entry ends in 347 days.

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

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**Bulk Evaluation Teams (PADEPP)**

1. Select Academic Year

Academic Year  
The academic year for which the evaluation process and guidelines were being oriented. 2018-2019

2. Select School

School  
The schools for which the evaluation team apply. Only one can be selected because each school may have different sets of available evaluators. Sweetgrass1294 Elementary School (001)

3. Filter & Search for Educators

By Name  
By CID(s)

Search

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

**NOTE:** *If you do not see a principal on the list, this would indicate the principal does not have an evaluation record created in SCLead.org for the current academic year.*

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### Bulk Evaluation Teams (PADEPP)

4. Select Evaluations Select All (1)

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

5. Confirm Evaluations

Please confirm that these are the evaluations you want to bulk assign an evaluation team to for the **2017-2018** Academic Year.

**Select Evaluations** Cancel

**Step 5:** A list of evaluators who are credentialed and have permission to the location for the evaluation<sup>1</sup> will display (see screenshot below) and can be added to the evaluation team for the selected principal(s).

For each evaluator you would like to add to the team, click the appropriate role of the team member selected.

After selections have been made, click **Confirm Evaluation Team**.

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### Bulk Evaluation Teams (PADEPP)

6. Select Evaluator(s)

Person	Role
<input type="checkbox"/> Superintendent Sweetgrass1294	<input type="radio"/> Evaluator <input type="radio"/> Evaluation Chair
<input type="checkbox"/> District (User) Sweetgrass1294	<input type="radio"/> Evaluator <input type="radio"/> Evaluation Chair
<input type="checkbox"/> District (Admin) Sweetgrass1294	<input type="radio"/> Evaluator <input type="radio"/> Evaluation Chair

7. Confirm Evaluation Team

Please confirm that these are the evaluation team members you want to assign to the selected evaluations.

**Confirm Evaluation Team** Cancel

**REMINDER:** The Evaluation Chair is the team member who will guide the evaluation process and ensure the process is followed with fidelity. Each member of the evaluation team will be required to complete an evaluator assessment.

**Step 6:** The system will show you the selections you have made to confirm you are assigning the team as desired. Click **Submit** if the selections are correct.

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### Bulk Evaluation Teams (PADEPP)

8. Review Selected Evaluations

Person	CID	Evaluation Type
Sweetgrass1294, Principal (Elementary) 983960   Principal	983960	Principal

11. Review Selected Evaluator(s)

Person	Role
Sweetgrass1294, District (Admin)	Evaluator
Sweetgrass1294, Superintendent	Evaluation Chair

10. Bulk Assign Evaluation Team

After reviewing your selections, please click the Submit button to bulk assign the evaluation team to the selected evaluations.

**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.

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### Bulk Evaluation Teams (PADEPP)

✓ The Evaluation Team has successfully been applied to the selected evaluations!

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

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