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## SCLead.org FAQs, August 2018

### Registration and Set-up

#### **1. How do the principals and teachers get their login for SCLead.org?**

First time users (educators, school staff & administrators, district staff & administrators) can register on SCLead.org. Watch How to Register Video <https://vimeo.com/272598904/1ad5eb55cd>  
Always enter Legal First Name, Last Name (as name appears on certificate) and last 4 of SSN, DOB or CID.  
Educators with CIDs but records can't be found may register leaving DOB blank.

#### **2. Where can I find my CID?**

You may check by viewing your [Certification Status](#)  
Once you enter your credentials and verify you are not a robot, click on the printer icon to reveal your full 6-digit CID which is labeled as the License Number.

#### **3. How do I add a staff member/educator that is not showing in our district in SCLead?**

SCLead pulls information from the PCS Staff listing. If the educator has been in PCS from either your district or another district, you can use the add staff function within District and Schools to add someone to your district.

#### **4. How do I delete a staff member/educator that is no longer in our district but still showing in our district in SCLead?**

SCLead pulls information from the PCS Staff listing. The staff member would need to be removed from PCS, once available. It is possible to update the evaluation type to unknown for the record in SCLead.org to prevent an evaluation record from being created for your district/school; however, this will need to also be completed in PCS as soon as the system is available.

#### **5. How can I move a Principal to a new location?**

Under the District Dashboard, go to the correct school, Add Staff under Evaluated set the role and evaluation type to Principal.

#### **6. Why is a certified SCTS 4.0 Evaluator not showing in SCLead?**

SCLead pulls SCTS 4.0 Evaluator information from NIET. If the information of the staff member/educator did not transfer successfully (due to wrong CID or duplicate CID matches, etc.). See directions in the EELD newsletter for adding/deleting SCTS 4.0 evaluators and mentors.

#### **7. Where does SAFE-T Evaluator Credential pull from?**

SCLead pulls SAFE-T Evaluator information from the SAFE-T Portal in ADS.

#### **8. Why is a certified SCTS 4.0 Mentor not showing in SCLead?**

SCLead pulls information from CERRA for trainings held at state and district levels. CERRA's trainings from this summer are in the process of being added. To check the list of mentors in SCLead, use the Reports Tab (on top), choose Staff Credentials (for Report), click generate and open the spreadsheet.



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## Evaluations and Permissions

### **1. What are the different user permission levels?**

Superintendent & District ADEPT Administrator: All ADEPT Records in their district

Principal: All ADEPT Records at his/her school within the last 5 years and own PADEPP evaluation records and profile

Assistant Principals: None, unless assigned as School ADEPT Administrator or on an Evaluation Team

Educators: Own Evaluation Records and Profile (Credentials, Training, Contact Details, etc.)

### **2. How can I add Administrator rights to the Assistant Principal?**

Under the School Dashboard, go to Staff, locate the AP under Non-Evaluated Staff, click on the Details then Edit.

Change the role to staff member and check the ADEPT box. This can be done only for school level AP as ADEPT Admin. District Level ADEPT Admin role can only be assigned by the Superintendent.

### **3. How can we add evaluators from other schools in our district?**

Under the School Dashboard, go to Staff, add the evaluator as a non-evaluated School Staff at the school he/she will be evaluating at.

### **4. Is it required for schools to have an evaluation team?**

A team is only required at the Annual and Continuing Summative and Annual Formative levels.

### **5. Do we need to create an evaluation record for every educator including special areas (media specialists, school counselors and speech therapists)?**

Yes.

### **6. Do we need to create an evaluation record for Literacy Coaches?**

No. Literacy Coaches (PCS Code 87) don't need ADEPT.

### **7. If our SLO rating is different from the state, can our form be uploaded into the system instead of using the state form? Can we utilize Enrich data?**

Yes. Evaluators can upload your local rubric as an attachment to the SLO. Schools and districts can also make forms for locally-created SLO available under announcements.

### **8. Can we add a second Professional Self-Review and Professional Review (one for each cycle)?**

This will be possible in the near future.

### **9. Will the educators see the scores when we submit them?**

When using Average Approach, the educators will only see their scores after the Post-Conference is signed.

When using Consensus Approach, the educators will only see their scores after the Consensus Form is signed.

### **10. Why can't I see the other forms on our dashboard (Student Growth & Professionalism Goals, Observations, Professionalism, Attachments or Results)?**

Those will only appear after Orientation Forms have been signed by the educator.

### **11. Does everyone need to sign the Pre-Conference and Post-Conference Forms?**

No. Only the Post-Conference Forms.