



SOUTH CAROLINA
STATE DEPARTMENT
OF EDUCATION

ADS ADEPT DATA – HOW TO
OFFICE OF EDUCATOR EVALUATION

04/19/2013

ADS ADEPT Data – How To O.E.E.

This “How To” workbook will walk you through the process of “updating” the ADS ADEPT Data for a given teacher. The new ADS ADEPT Data has been modified to separate the Contract from the ADEPT Level. The New Contract values are: Induction 1, Induction 2, Induction 3, Annual 1, Annual 2, Annual 3, Annual 4, Continuing and Letter of Agreement. The New ADEPT Level values are: Formative, Summative and GBE. The “No Data” options are available ONLY in certain, specific scenarios. **This workbook ONLY shows you how to fill out the screens!!!!** The logic to which options to choose when is given by the Office of Educator Evaluation in their updated ADS Flow Chart. PLEASE refer to that if you are given more than one option for any given Next Contract or Next ADEPT Level screens!

FYI – The information in the screen shots below are from the Agency Test Database and have fictitious data for real names. What would be considered Teacher PII data has been blocked.

ADS ADEPT Data – How To
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The screenshot displays the ADEPT Data System interface. At the top, the header includes the text "ADEPT Data System" and "Division of School Effectiveness" on the left, and the South Carolina State Department of Education logo and name on the right. Below the header is a navigation menu with links for Home, Search, Reports, Forms, Training, Administration, and Logout. A status bar below the menu shows the user's role as "Sharon Crenshaw | Agency Administrator | Modify Privileges | View Only mode - No updates" and the current school year as "2012 - 2013".

The main content area features a prominent button labeled "View or Modify ADEPT Data". Below this, there is a link "Click here for Admin Search" and a prompt "Select from below to search educators:". The search form includes three input fields: a dropdown menu for "Select a Contract Level:" with "All Levels" selected, a dropdown menu for "Select a District:" with "STATE DEPARTMENT OF" selected, and a text input field for "Last Name:". A "Search" button is positioned below the text input field.

At the bottom of the page, a footer contains the copyright notice: "COPYRIGHT (C) 2013 SOUTH CAROLINA DEPARTMENT OF EDUCATION. ALL RIGHTS RESERVED."

The Search Page has not changed except for that the NEW values are in the drop down for Contract Level! You can select All Levels or select certain Contract Levels.

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| Sharon Crenshaw | Agency Administrator | Modify Privileges | View Only mode - No updates | School Year 2012 - 2013

Educator Status - Teacher PII

District: Charleston 01 | | | | Year: 2012 - 2013 | Certificate: Professional Certificate

Current Year ADEPT Status				Next Year ADEPT Status			
Year	District	Contract Level	Recom. Level	Contract Results	Hire Status	Contract Status	Next Recom. Level
UPDATE	2013	Charleston 01	Induction 1	Formative	No Data	No Data	No Data

ADEPT Evaluation Summaries
 No current evaluation summaries [Add Summary](#)

* If you are entering information for a formal evaluation from a SAFE-T evaluation you MUST upload the summary. BETA (TOPS) Schools DO NOT enter summaries.

ADEPT Status History [Add Status Record \(Admin Only\)](#)

Edit (Admin Only)	Year	District	Contract Level	Recom. Level	Contract Results	Hiring Status	Contract Status	Next Recom. Level
Edit	2013	Charleston 01	Induction 1	Formative	No Data	No Data	No Data	No Data
Edit	2012	Charleston 01	Induction	No Data	No Data	Resigned	Induction	No Data
Edit	2011	Charleston 01	Induction	No Data	No Data	Rehired	No Data	No Data

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The system will return the selected Teacher’s ADEPT data with the current 2012 – 2013 record on top. You can “update” the 2013 record by clicking the “Update” button.

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| Sharon Crenshaw | Agency Administrator | Modify Privileges | View Only mode - No updates | School Year 2012 - 2013

Teacher PII - ADS

District: Charleston 01

| Year: 2012 - 2013 | Certificate: Critical Needs Certificate

ADEPT History: Year 2012 ID: 376827

District:	Current Contract:	ADEPT Results:	Next Year Contract:	Next Year Hiring Status:
1001	Induction	No Data	Induction	Resigned

ADEPT Update: Year 2013 ID: 376827

District:	Current Contract	Recom. Level	ADEPT Results:	Next Contract	Recom. Next Level	Next Year Hiring Status:
Charleston 01	Induction 1	Formative			No Data	

Current Update process

Current Contract	Recom. Level	ADEPT Results	Next Contract	Recom. Next Level	Next Year Hiring Status
Induction 1	Formative	No Data	No Data	No Data	No Data

Update the Current Contract Level:

Contract Level:

- Induction 1
- Induction 2
- Induction 3
- Annual 1
- Annual 2
- Annual 3
- Annual 4
- Continuing
- Letter of Agreement
- No Data

[Exit Update](#)

The system will return the ADS Data record to modify. The screen will display the last historical record, which in this screen is the 2012 record. Under that, the system will display the current 2013 record as it looks right now. The record displayed is the current 2013 record but the values in the record will change as you walk through the update and answer the questions. You MUST hit the "Submit" button on each screen to walk through the update. The first question is asking if you need to change their "Current" 2013 Contract Level.

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| Sharon Crenshaw | Agency Administrator | Modify Privileges | **View Only mode - No updates** | School Year: 2012 - 2013

Teacher PII - ADS

District: Charleston 01 | [] | [] | [] Year: 2012 - 2013 | Certificate: Critical Needs Certificate

ADEPT History: Year 2012 ID: 376827

District:	Current Contract:	ADEPT Results:	Next Year Contract:	Next Year Hiring Status:
1001	Induction	No Data	Induction	Resigned

ADEPT Update: Year 2013 ID: 376827

District:	Current Contract	Recom. Level	ADEPT Results:	Next Contract	Recom. Next Level	Next Year Hiring Status:
Charleston 01	Induction 1	Formative			No Data	

Current Update process

Current Contract	Recom. Level	ADEPT Results	Next Contract	Recom. Next Level	Next Year Hiring Status
Induction 1	Formative	No Data	No Data	No Data	No Data

Update the recommended ADEPT contract Level:

Recommended ADEPT Levels:

- Formative
- Summative
- GBE
- No Data

[Start Over](#) || [Exit Update](#)

The second question is asking if you need to change the “Current” 2013 ADEPT Level.

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| Sharon Crenshaw | Agency Administrator | Modify Privileges | **View Only mode - No updates** | School Year 2012 - 2013

Teacher PII -ADS

District: Charleston 01 | | | | Year: 2012 - 2013 | Certificate: Critical Needs Certificate

ADEPT History: Year 2012 ID: 376827

District:	Current Contract:	ADEPT Results:	Next Year Contract:	Next Year Hiring Status:
1001	Induction	No Data	Induction	Resigned

ADEPT Update: Year 2013 ID: 376827

District:	Current Contract	Recom. Level	ADEPT Results:	Next Contract	Recom. Next Level	Next Year Hiring Status:
Charleston 01	Induction 1	Formative			No Data	

Current Update process

Current Contract	Recom. Level	ADEPT Results	Next Contract	Recom. Next Level	Next Year Hiring Status
Induction 1	Formative	No Data	No Data	No Data	No Data

What were this educator's overall ADEPT results this year?

Met
 Not Met
 Incomplete
 No Data

[Start Over](#) || [Exit Update](#)

ADSChange: N - ADSResults: No Data - ADSLevel: F - ADSContinue: No Data - ADSNoContinueR: No Data - nextYear: No Data

The third question is asking what their ADEPT Results were for the “Current” 2013 record.

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[| Sharon Crenshaw](#) | [Agency Administrator](#) | [Modify Privileges](#) | View Only mode - No updates | [School Year 2012 - 2013](#)

Teacher PII - ADS

District: *Charleston 01* | | | | Year: *2012 - 2013* | Certificate: *Critical Needs Certificate*

ADEPT History: Year 2012 ID: 376827

District:	Current Contract:	ADEPT Results:	Next Year Contract:	Next Year Hiring Status:
1001	Induction	No Data	Induction	Resigned

ADEPT Update: Year 2013 ID: 376827

District:	Current Contract	Recom. Level	ADEPT Results:	Next Contract	Recom. Next Level	Next Year Hiring Status:
Charleston 01	Induction 1	Formative			No Data	

Current Update process

Current Contract	Recom. Level	ADEPT Results	Next Contract	Recom. Next Level	Next Year Hiring Status
Induction 1	Formative	Met	No Data	No Data	No Data

Will this educator be returning to your school district next school year?

YES
 NO

[Start Over](#) || [Exit Update](#)

The Fourth question is asking if the Teacher is returning for the “Next” 2014 year. If they are NOT, the Fifth question will be asking “Why” they are NOT returning. Retiring, Resigning, End of Program, etc. If they are returning, then the Fifth Question is about the “Next” year options. Even if they are NOT returning, you will still have to answer what you would have put them on for “Next” year if they did return.

ADS ADEPT Data – How To O.E.E.

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| Sharon Crenshaw | Agency Administrator | Modify Privileges | View Only mode - No updates | School Year 2012 - 2013

Teacher PII - ADS

District: Charleston 01 | | | Year: 2012 - 2013 | Certificate: Critical Needs Certificate

ADEPT History: Year 2012 ID: 376827

District:	Current Contract:	ADEPT Results:	Next Year Contract:	Next Year Hiring Status:
1001	Induction	No Data	Induction	Resigned

ADEPT Update: Year 2013 ID: 376827

District:	Current Contract	Recom. Level	ADEPT Results:	Next Contract	Recom. Next Level	Next Year Hiring Status:
Charleston 01	Induction 1	Formative			No Data	

Current Update process

Current Contract	Recom. Level	ADEPT Results	Next Contract	Recom. Next Level	Next Year Hiring Status
Induction 1	Formative	Met	No Data	No Data	Rehired

What is their contract level for next year?

- Induction 1
- Induction 2
- Induction 3
- Annual 1
- Annual 2
- Annual 3
- Annual 4
- Continuing
- No Data

[Start Over](#) || [Exit Update](#)

The Sixth question is asking what you are recommending for them for their “Next” 2014 year Contract Level. This is where the system will apply the logic and ONLY give you options that a valid based on what you answered for their “Current” Contract Level, their “Current” ADEPT Level and their Results of the ADEPT process. If the option is NOT valid, then you will not be able to select it.

ADS ADEPT Data – How To O.E.E.

| Sharon Crenshaw | Agency Administrator | Modify Privileges | **View Only mode - No updates** | School Year 2012 - 2013

Teacher PII - ADS

District: Charleston 01 | | | Year: 2012 - 2013 | Certificate: Critical Needs Certificate

ADEPT History: Year 2012 ID: 376827

District:	Current Contract:	ADEPT Results:	Next Year Contract:	Next Year Hiring Status:
1001	Induction	No Data	Induction	Resigned

ADEPT Update: Year 2013 ID: 376827

District:	Current Contract	Recom. Level	ADEPT Results:	Next Contract	Recom. Next Level	Next Year Hiring Status:
Charleston 01	Induction 1	Formative			No Data	

Current Update process

Current Contract	Recom. Level	ADEPT Results	Next Contract	Recom. Next Level	Next Year Hiring Status
Induction 1	Formative	Met	Annual 1	No Data	Rehired

What type of ADEPT Process are you recommending for this educator for the next school year?

Formative
 Summative
 GBE
 No Data

Submit

[Start Over](#) || [Exit Update](#)

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The Seventh Question will ask what ADEPT Level you are putting them on for the “Next” 2014 year. Again, logic is applied to make sure that ONLY valid options are available.

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| Sharon Crenshaw | Agency Administrator | Modify Privileges | **View Only mode - No updates** | School Year 2012 - 2013

Teacher PII - ADS

District: Charleston 01 | | | | Year: 2012 - 2013 | Certificate: Critical Needs Certificate

Here is your updated ADEPT status for 2013 - click "SUBMIT ADEPT RECORD" below to enter into database.

ADEPT UPDATE: Year 2013 ID: 376827

District:	Current Contract:	Recom. Level:	ADEPT Results:	Next Year Contract:	Recom. Next Level:	Next Year Hiring Status:
Charleston 01	Induction 1	Formative	Met	Annual 1	Summative	Rehired

[SUBMIT ADEPT RECORD](#)

[Start Over](#) || [Cancel Update](#) || [Select New Educator](#)

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The next screen will display what responses you gave and you MUST "Submit" the ADEPT Record in order to the update to take effect. If you do not, the "Current" 2013 record will stay the same as it was before you started the process.

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Teacher PII - ADS

District: Charleston 01 | | | Year: 2012 - 2013 | Certificate: Critical Needs Certificate

This ADEPT Record has been committed || [Return to Educator Status](#) || [Select New Educator](#)

ADEPT UPDATE: Year 2013 ID: 376827

District:	Current Contract:	Recom. Level:	ADEPT Results:	Next Year Contract:	Recom. Next Level:	Next Year Hiring Status:
Charleston 01	Induction 1	Formative	Met	Annual 1	Summative	Rehired

[Return to Educator Status](#) || [Select New Educator](#)

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The system will make the change after the “Submit” button is clicked and will set the values chosen.