

Missing 2015-16 Level of Overall Effectiveness Data in TNCompass: Instructions for District Administrators

All remaining 2015-16 data must be submitted into TNCompass by **COB Friday, Dec. 23, 2016**. This includes observation data and achievement data, such as graduation rate and ACT scores. **Failure to enter data by Dec. 23 will result in teachers and/or administrators not receiving an LOE for 2015-16.** Without their LOEs, these educators will also be missing professional development points (PDPs), which automatically populate for educators with LOEs of three or higher. Also, please note that teacher-level data for the 2015-16 Human Capital Data Reports will be pulled from TNCompass on Dec. 28, and missing LOEs will impact the accuracy of district data reports.

How to Prepare a List of Educators with Missing LOEs

District administrators can prepare the following report in TNCompass to determine which educators are missing LOEs by following these steps:

1. Select the **Reports** tab.
2. For **Academic Year**, select 2015-16.
3. For **Report Type**, select Reports.
4. For **Report**, select Evaluation Scores by Educator.
5. For **Educator Type**, select Teacher or Administrator (note: to check the status for teachers and administrators, a district administrator must pull a separate report for each role).
6. For **Report Format**, select Excel.
7. Click **Generate**.
8. In the Excel document, filter **column T** (LOE Status) to show only "Pending Required Score(s)" – this will provide the list of educators who are missing scores required to generate an LOE and who were not marked as PYE for the selected year.
9. Note that, in column T, two other indications may also appear. "LOE score calculated" indicates an LOE is available for that educator for the selected year; "LOE scoring not enabled" indicates an educator who was marked as PYE for the selected, and therefore will not receive an LOE.

How to Enter Missing Data Locally

District administrators can enter missing observation or achievement scores by following these steps:

1. On the individual educator's 2015-16 evaluation page, locate the measure that is currently missing data.
2. Enter the missing score into the Score box or the Override Score box. The list on the following page shows measures that can only be entered as override scores and not as original scores.
3. **If scores for all required evaluation components are entered into the educator's evaluation record, the LOE will automatically calculate. If an LOE does not automatically calculate once the data is entered, there is still outstanding data for that educator.**

Please note that, for the following measures, the option to enter the original score will not be available. These measures can only be entered as override scores:

- Composite (school level)
- Composite (system level)
- CTE Concentrator (school level)
- CTE Concentrator (system level)
- CTE Concentrator: Literacy (school level)
- CTE Concentrator: Literacy (system level)
- CTE Concentrator: Literacy and Numeracy (school level)
- CTE Concentrator: Literacy and Numeracy (system level)
- CTE Concentrator: Numeracy (school level)
- CTE Concentrator: Numeracy (system level)
- CTE Concentrator: Science (school level)
- CTE Concentrator: Science (system level)
- CTE Concentrator: Social Studies (school level)
- CTE Concentrator: Social Studies (system level)
- CTE Students (school level)
- CTE Students (system level)
- CTE Students: Literacy (school level)
- CTE Students: Literacy (system level)
- CTE Students: Literacy and Numeracy (school level)
- CTE Students: Literacy and Numeracy (system level)
- CTE Students: Numeracy (school level)
- CTE Students: Numeracy (system level)
- CTE Students: Science (school level)
- CTE Students: Science (system level)
- CTE Students: Social Studies (school level)
- CTE Students: Social Studies (system level)
- Early Grades Composite (school level)
- Early Grades Composite (system level)
- Early Grades Literacy (school level)
- Early Grades Literacy (system level)
- Early Grades Literacy and Numeracy (school level)
- Early Grades Literacy and Numeracy (system level)
- Early Grades Numeracy (school level)
- Early Grades Numeracy (system level)
- EOC Composite (school level)
- EOC Composite (system level)
- EOC Literacy (school level)
- EOC Literacy (system level)
- EOC Literacy and Numeracy (school level)
- EOC Literacy and Numeracy (system level)
- EOC Numeracy (school level)
- EOC Numeracy (system level)
- EOC Science (school level)
- EOC Science (system level)
- EOC Social Studies (school level)
- EOC Social Studies (system level)
- Literacy (school level)
- Literacy (system level)
- Literacy and Numeracy (school level)
- Literacy and Numeracy (system level)
- Numeracy (school level)
- Numeracy (system level)
- SAT 10 Composite (school level)
- SAT 10 Literacy (school level)
- SAT 10 Literacy and Numeracy (school level)
- SAT 10 Numeracy (school level)
- Science (school level)
- Science (system level)
- Social Studies (school level)
- Social Studies (system level)
- State-Wide: Composite
- TCAP Composite (school level)
- TCAP Composite (system level)
- TCAP Literacy (school level)
- TCAP Literacy (system level)
- TCAP Literacy and Numeracy (school level)
- TCAP Literacy and Numeracy (system level)
- TCAP Numeracy (school level)
- TCAP Numeracy (system level)
- TCAP Science (school level)
- TCAP Science (system level)
- TCAP/EOC Composite (school level)
- TCAP/EOC Composite (system level)
- TCAP/EOC Literacy (school level)
- TCAP/EOC Literacy (system level)
- TCAP/EOC Literacy and Numeracy (school level)
- TCAP/EOC Literacy and Numeracy (system level)
- TCAP/EOC Numeracy (school level)
- TCAP/EOC Numeracy (system level)
- TCAP/EOC Science (school level)
- TCAP/EOC Science (system level)
- TCAP/EOC Social Studies (school level)
- TCAP/EOC Social Studies (system level)