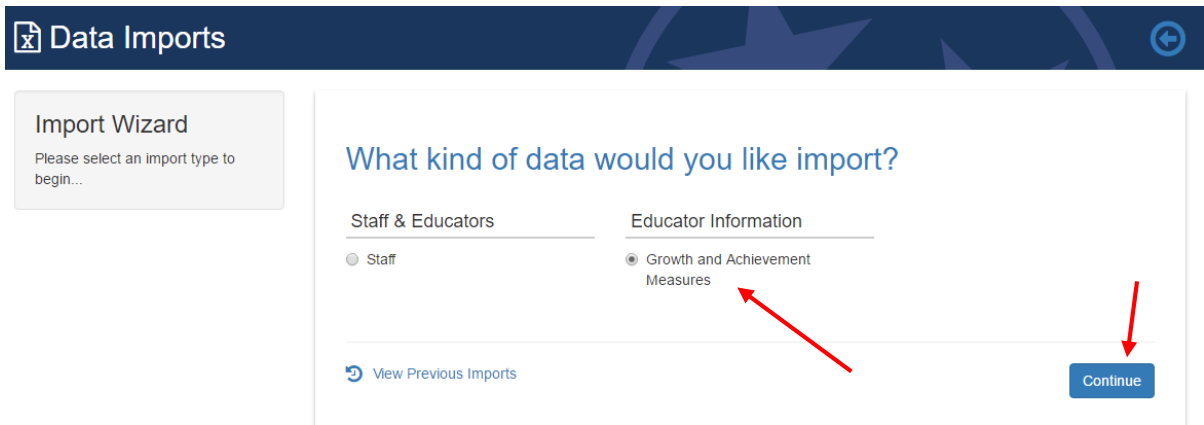# Data Import Instructions for District Administrators

Important Notes:
- It is the district administrator's responsibility to ensure the edits in the Excel file are accurate and match an available measure in TNCompass.
- For the changes to occur, a district must import the Excel spreadsheet into TNCompass.
- A district administrator can repeat this process as often as necessary, but the system will only update evaluations that are "not signed," as long as the department has not locked the growth/achievement selection capability for the given academic year.

Steps to import growth and achievement measures and criteria:

1. Select the **Administration** tab.

2. Select **Import Wizard** in **Data Management** section.

3. Select the radio button next to **Growth and Achievement Measures** and then select continue.

4. Select the district or school(s) desired to upload Growth and Achievement Measures and click on the blue **Generate Template** button in the bottom center of screen.

📊 Data Imports

Import Wizard
- ✓ Generate Template
- ✓ Select File & Import Data
- ✓ Validate Data
- ✓ Process Data

Growth and Achievement Measures Data Import

Please generate a file using the selections below.

Select location(s)

[filter...]

- ⌄ ⊟ Tennessee Department Of Education
  - ⌄ ⊟ Upper Cumberland Core Regional Office (004)
    - ⌄ ⊟ Airways School District (00040)
      - ☑ Delta Charter School (0005)
      - ☐ Southwest Middle School (0006)
      - ☐ Republic High School (0010)
      - ☐ Allegiant Academy (0025)
      - ☑ United Elementary School (0030)
      - ☑ Frontier Elementary School (0000)

[Generate Template]

[Cancel]   ☐ I already have a template.   [Continue]

5. TNCompass will generate a file that downloads automatically with preloaded information for the locations selected in step 4. The file is called "TNCompass_Growth_Achievement_ImportTemplate" and is available in the "download" section of the browser or in the "Temporary Internet File/Downloads" on the computer.

- Southwest Middle School (0006)
- ☐ Republic High School (0010)
- ☐ Allegiant Academy (0025)
- ☑ United Elementary School (0030)
- ☑ Frontier Elementary School (0000

[Gener]

📄 TNCompass_Growth....xlsx

6. After opening the file, click on "Enable Editing" in the top center of the Excel file. This file contains a list of all staff members assigned to the selected location(s) and the growth and/or achievement measures currently selected for each staff member. If the measure is not the desired measure for the educator, the measure ID and name can be edited to the correct measure. There is a second tab in the spreadsheet, "All Available Measures," that provides a list of all available measures for the academic year with the corresponding TNCompass measure ID.

The correct Growth and/or Achievement Measure ID must be entered in column F and/or I in order for the change to apply in TNCompass. Refer to the "All Available Measures" tab for a list of measures and IDs.

22	2015-2016	Achievement Measure	State Assessments	354	TCAP: WIDA ACCESS (system level)
23	2015-2016	Achievement Measure	School-Wide TVAAS	101	School-Wide: Composite
24	2015-2016	Achievement Measure	School-Wide TVAAS	102	School-Wide: CTE Concentrator
25	2015-2016	Achievement Measure	School-Wide TVAAS	103	School-Wide: CTE Concentrator: Literacy
26	2015-2016	Achievement Measure	School-Wide TVAAS	104	School-Wide: CTE Concentrator: Literacy and Numeracy
27	2015-2016	Achievement Measure	School-Wide TVAAS	105	School-Wide: CTE Concentrator: Numeracy
28	2015-2016	Achievement Measure	School-Wide TVAAS	106	School-Wide: CTE Concentrator: Science
29	2015-2016	Achievement Measure	School-Wide TVAAS	107	School-Wide: CTE Concentrator: Social Studies
30	2015-2016	Achievement Measure	School-Wide TVAAS	108	School-Wide: CTE Students
31	2015-2016	Achievement Measure	School-Wide TVAAS	109	School-Wide: CTE Students: Literacy
32	2015-2016	Achievement Measure	School-Wide TVAAS	110	School-Wide: CTE Students: Literacy & Numeracy
33	2015-2016	Achievement Measure	School-Wide TVAAS	111	School-Wide: CTE Students: Numeracy
34	2015-2016	Achievement Measure	School-Wide TVAAS	112	School-Wide: CTE Students: Science
35	2015-2016	Achievement Measure	School-Wide TVAAS	113	School-Wide: CTE Students: Social Studies
36	2015-2016	Achievement Measure	School-Wide TVAAS	114	School-Wide: EOC Composite
37	2015-2016	Achievement Measure	School-Wide TVAAS	115	School-Wide: EOC Literacy
38	2015-2016	Achievement Measure	School-Wide TVAAS	116	School-Wide: EOC Literacy and Numeracy

7. After making the desired edits to the file, save the file. Click "save", to save the file to the download (temporary internet file) folder. Click "save as" to save the file to another location on your computer.

8. Return to the TNCompass website and follow steps 1 through 3 above. On the location selection page, click the statement in the bottom right, "I already have a template," and select **Continue**.

9. On the next page, select *Choose File* to upload the updated template and select *Continue*.

If the error message "*Sorry, an error occurred unexpectedly. Please contact support if the problem persists.*" is displayed when clicking continue, this is an indication there is an invalid character in the growth and/or achievement ID column in the file chosen. Growth and achievement ID's will not contain letters or symbols.

10. The next page shows a preview of the file. In this example, the system recognized 81 records in the file to be validated. Click on the blue **Validate** button at the bottom right of the page to continue.

11. The next page will show the results of validation. In this example, 81 records will be merged. Click on the blue **Process** button at the bottom right of page to import the file.

If the summary shows "Ignore", this is an indication of an error with a record within the file. The error is most likely an invalid growth or achievement measure ID.

Click on the **Download full report** for a report that will include a column for the result of the validation.

F	G	H	I	J	P	
Growth	Growth Measure	Achievement Measure Categc	Achiev	Achievement Measure Type	Import Operatic	Import Notes
0		State Assessments	76	TCAP: Science (classroom level)	Ignore	Growth: Measure ID is missing or does not exist
328	System-Wide: CTE Concentrator: Social Studies	State Assessments	76	TCAP: Science (classroom level)	Merge	
328	System-Wide: CTE Concentrator: Social Studies	State Assessments	76	TCAP: Science (classroom level)	Merge	
328	System-Wide: CTE Concentrator: Social Studies	State Assessments	76	TCAP: Science (classroom level)	Merge	
328	System-Wide: CTE Concentrator: Social Studies	State Assessments	76	TCAP: Science (classroom level)	Merge	
328	System-Wide: CTE Concentrator: Social Studies	State Assessments	76	TCAP: Science (classroom level)	Merge	

12. The next page confirms the file was successfully imported.

Data Imports

Import Wizard
- Select File & Import Data
- Validate Data
- Process Data
- Complete

This import was **Processed** on 4/8/2016 1:15:22 PM (Central) by Michael Huerta.

TNCompass_Growth_Achievement_ImportTemplate.xlsx

Educator Information > Growth and Achievement Measures
Created 4/8/2016 1:08:34 PM (Central) by Michael Huerta
This preview only shows the first ten records. There are **81** record(s) total.

Academic Year	District Id	License Number	Educator Name	Educator Type	Growth Measure TNCompass ID	Growth Measure
2015-2016	00040	000215914	Dunlap, Kermit	Teacher	322	System-Wide: Composi
2015-2016	00040	000204732	Berg, Brianna	Teacher	309	School-Wide: TCAP Co
2015-2016	00040	000211824	Thornton, Lillian	Teacher	297	School-Wide: EOC Nun
2015-2016	00040	000261149	Stokes, Keegan	Administrator	281	School-Wide: Composit
2015-2016	00040	000261149	Stokes, Keegan	Teacher	281	School-Wide: Composit
2015-2016	00040	000239574	Pruitt, Whilemina	Teacher	295	School-Wide: EOC Liter
2015-2016	00040	000258263	Flynn, Elliott	Teacher	294	School-Wide: EOC Con
2015-2016	00040	000581961	Pena, Wang	Teacher	310	School-Wide: TCAP Lite
2015-2016	00040	000562687	Miles, Raya	Teacher	309	School-Wide: TCAP Co
2015-2016	00040	000577744	Carrillo, Jaden	Teacher	294	School-Wide: EOC Con

Start a new import

Download full report