

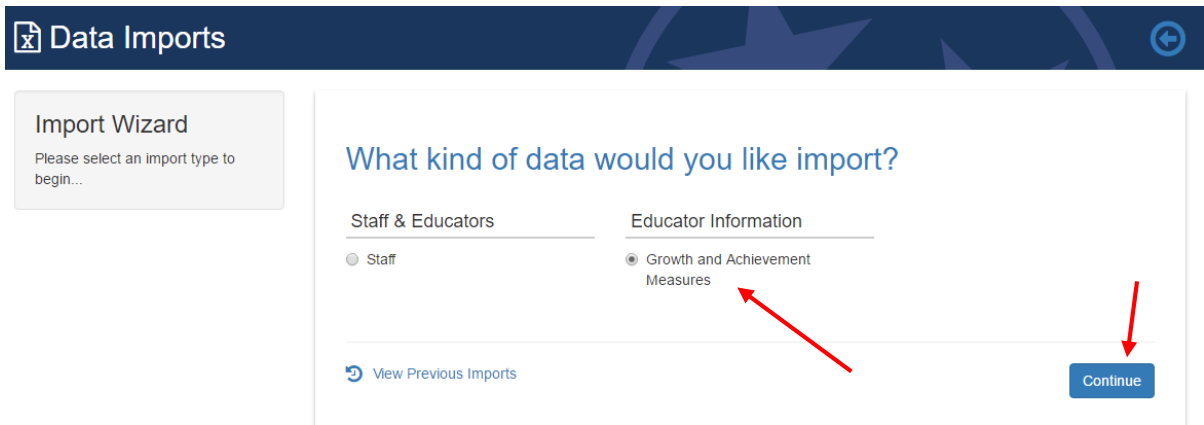
Data Import Instructions for District Administrators

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)

- 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

- 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)

TNCompass_Growth...xlsx

- 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.

| Academic Year | District ID | License Number | Educator Name | Educator Type | Growth Measure TNCompass ID | Growth Measure | Achievement Measure Category | Achievement Measure |
|---------------|-------------|----------------|-------------------|---------------|-----------------------------|-------------------------------|------------------------------|---------------------|
| 2015-2016 | 00040 | 000108337 | Boyer, Emi | Teacher | 281 | School-Wide: Composite | School-Wide TVAAS | |
| 2015-2016 | 00040 | 000134469 | Francis, Gillian | Administrator | 281 | School-Wide: Composite | School-Wide TVAAS | |
| 2015-2016 | 00040 | 000143449 | Burris, Martina | Teacher | 322 | System-Wide: Composite | School-Wide TVAAS | |
| 2015-2016 | 00040 | 000153104 | Floyd, Lillian | Teacher | 303 | School-Wide: SAT 10 Composite | School-Wide TVAAS | |
| 2015-2016 | 00040 | 000167652 | Rowe, Jonas | Teacher | 309 | School-Wide: TCAP Composite | State Assessments | |
| 2015-2016 | 00040 | 000169203 | Craft, Shelley | Teacher | 281 | School-Wide: Composite | School-Wide TVAAS | |
| 2015-2016 | 00040 | 000170785 | Hutchinson, Victo | Teacher | 294 | School-Wide: EOC Composite | School-Wide TVAAS | |
| 2015-2016 | 00040 | 000182798 | Merritt, Xaviera | Teacher | 303 | School-Wide: SAT 10 Composite | School-Wide TVAAS | |
| 2015-2016 | 00040 | 000187763 | Ramirez, Samuel | Teacher | 303 | School-Wide: SAT 10 Composite | School-Wide TVAAS | |
| 2015-2016 | 00040 | 000191053 | Wright, Colette | Teacher | 322 | System-Wide: Composite | School-Wide TVAAS | |
| 2015-2016 | 00040 | 000204732 | Berg, Brianna | Teacher | 309 | School-Wide: TCAP Composite | State Assessments | |
| 2015-2016 | 00040 | 000208667 | Cameron, Aubrey | Teacher | 295 | School-Wide: EOC Literacy | School-Wide TVAAS | |
| 2015-2016 | 00040 | 000209125 | Sandoval, Freder | Teacher | 303 | School-Wide: SAT 10 Composite | School-Wide TVAAS | |
| 2015-2016 | 00040 | 000209161 | Berry, Adria | Teacher | 309 | School-Wide: TCAP Composite | School-Wide TVAAS | |
| 2015-2016 | 00040 | 000209767 | Craft, Paloma | Teacher | 294 | School-Wide: EOC Composite | School-Wide TVAAS | |
| 2015-2016 | 00040 | 000210287 | Puckett, Jordan | Teacher | 309 | School-Wide: TCAP Composite | School-Wide TVAAS | |
| 2015-2016 | 00040 | 000211824 | Thornton, Lillian | Teacher | 297 | School-Wide: EOC Numeracy | School-Wide TVAAS | |
| 2015-2016 | 00040 | 000211967 | Wall, Gail | Teacher | 309 | School-Wide: TCAP Composite | School-Wide TVAAS | |
| 2015-2016 | 00040 | 000212885 | Dickson, Ginger | Teacher | 303 | School-Wide: SAT 10 Composite | School-Wide TVAAS | |
| 2015-2016 | 00040 | 000213279 | Shaffer, Kylie | Teacher | 294 | School-Wide: EOC Composite | School-Wide TVAAS | |

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 |

| Template | All Available Measures |
|----------|------------------------|
|----------|------------------------|

- 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.

| | A | B | C | D | E | F | G |
|----|---------------|-------------|----------------|-------------------|---------------|-----------------------------|-------------------------------|
| 1 | Academic Year | District ID | License Number | Educator Name | Educator Type | Growth Measure TNCompass ID | Growth Measure |
| 2 | 2015-2016 | 00040 | 000108337 | Boyer, Emi | Teacher | 309 | School-Wide: TCAP Composite |
| 3 | 2015-2016 | 00040 | 000134469 | Francis, Gillian | Administrator | 281 | School-Wide: Composite |
| 4 | 2015-2016 | 00040 | 000143449 | Burris, Martina | Teacher | 322 | System-Wide: Composite |
| 5 | 2015-2016 | 00040 | 000153104 | Floyd, Lillian | Teacher | 303 | School-Wide: SAT 10 Composite |
| 6 | 2015-2016 | 00040 | 000167652 | Rowe, Jonas | Teacher | 309 | School-Wide: TCAP Composite |
| 7 | 2015-2016 | 00040 | 000169203 | Craft, Shelley | Teacher | 281 | School-Wide: Composite |
| 8 | 2015-2016 | 00040 | 000170785 | Hutchinson, Victo | Teacher | 294 | School-Wide: EOC Composite |
| 9 | 2015-2016 | 00040 | 000182798 | Merritt, Xaviera | Teacher | 303 | School-Wide: SAT 10 Composite |
| 10 | 2015-2016 | 00040 | 000187763 | Ramirez, Samuel | Teacher | 303 | School-Wide: SAT 10 Composite |
| 11 | 2015-2016 | 00040 | 000191053 | Wright, Colette | Teacher | 322 | System-Wide: Composite |
| 12 | 2015-2016 | 00040 | 000204732 | Berg, Brianna | Teacher | 309 | School-Wide: TCAP Composite |
| 13 | 2015-2016 | 00040 | 000208667 | Cameron, Aubrey | Teacher | 295 | School-Wide: EOC Literacy |
| 14 | 2015-2016 | 00040 | 000209125 | Sandoval, Freder | Teacher | 303 | School-Wide: SAT 10 Composite |
| 15 | 2015-2016 | 00040 | 000209161 | Berry, Adria | Teacher | 309 | School-Wide: TCAP Composite |
| 16 | 2015-2016 | 00040 | 000209767 | Craft, Belama | Teacher | 281 | School-Wide: EOC Composite |

- 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**.

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

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

Data Imports

Import Wizard

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

Growth and Achievement Measures Data Import

Please select a file containing the Growth and Achievement Measures data.


TNCompass_Growth_Achievement_ImportTemplate.xlsx

Cancel



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.

Error

 **Sorry, an error occurred unexpectedly. Please contact support if the problem persists.**

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.

 Data Imports


Import Wizard

- Select File & Import Data
- Validate Data**
- Process Data

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 Nur |
| 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 | Fruitt, Whilemina | Teacher | 295 | School-Wide: EOC Liter |
| 2015-2016 | 00040 | 000258263 | Flynn, Elliott | Teacher | 294 | School-Wide: EOC Corr |
| 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 Corr |

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.

Data Imports

Import Wizard

- Select File & Import Data
- Validate Data
- Process Data**

This import was **Validated** on 4/8/2016 1:09:29 PM (Central) by Michael Huerta

Summary

- Merge (81)

[Download full report](#)

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 Nurr |
| 2015-2016 | 00040 | 000261149 | Stokes, Keegan | Administrator | 281 | | School-Wide: Composi |
| 2015-2016 | 00040 | 000261149 | Stokes, Keegan | Teacher | 281 | | School-Wide: Composi |
| 2015-2016 | 00040 | 000239574 | Pruitt, Whilemina | Teacher | 295 | | School-Wide: EOC Liter |
| 2015-2016 | 00040 | 000258263 | Flynn, Elliott | Teacher | 294 | | School-Wide: EOC Corr |
| 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 Corr |

Buttons: Cancel Import, Revalidate, **Process**

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.

Data Imports

Import Wizard

- Select File & Import Data
- Validate Data
- Process Data**

This import was **Validated** on 4/21/2016 10:18:28 AM (Central) by Susan Superintendent (00030)

Summary

- Ignore (1)
- Merge (5)

[Download full report](#)

TNCompass_Growth_Achievement_ImportTemplate1.xlsx

Educator Information > Growth and Achievement Measures
Created 4/21/2016 10:18:26 AM (Central) by Susan Superintendent (00030)
This preview only shows the first ten records. There are 6 record(s) total.

| Academic Year | District Id | License Number | Educator Name | Educator Type | Growth Measure | TNCompass ID | Growth Measure |
|---------------|-------------|----------------|--------------------------------|---------------|----------------|--------------|----------------------|
| 2015-2016 | 00030 | 932551343 | Principal (00030-0015), Paul | Administrator | 0 | | |
| 2015-2016 | 00030 | 949432323 | Assistant (00030-0015), Angela | Administrator | 328 | | System-Wide: TCAP Co |

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 Category | Achievement Measure Score | Achievement Measure Type | Import Operation | 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

✔ 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 Nur |
| 2015-2016 | 00040 | 000261149 | Stokes, Keegan | Administrator | 281 | School-Wide: Composi |
| 2015-2016 | 00040 | 000261149 | Stokes, Keegan | Teacher | 281 | School-Wide: Composi |
| 2015-2016 | 00040 | 000239574 | Pruitt, Whilemina | Teacher | 295 | School-Wide: EOC Liter |
| 2015-2016 | 00040 | 000258283 | Flynn, Elliott | Teacher | 294 | School-Wide: EOC Corr |
| 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 Corr |

Start a new import
Download full report