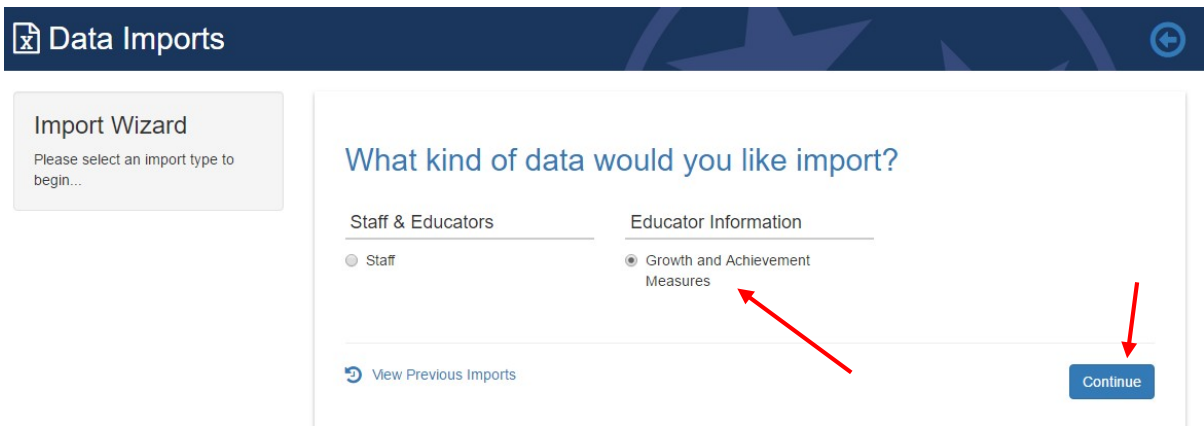# Data Import Instructions for District Administrators:
Growth and Achievement Measure Selections After the Due Date

- It is the district administrator's responsibility to ensure the edits in the Excel file are accurate and match an available measure in TNCompass.
- Submit a written request for the historical data edit on district letterhead that includes the signature of the educator(s), the Director of Schools (or his/her designee), and school year impacted.
- For the changes to occur, the district should also provide an updated and accurate Growth and Achievement Measures template to the department at TEAM.Questions@tn.gov.

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.

	A	B	C	D	E	F	G	H	
1	Academic Year	District ID	License Number	Educator Name	Educator Type	Growth Measure TNCompass ID	Growth Measure	Achievement Measure Category	Achievemer
2	2015-2016	00040	000108337	Boyer, Emi	Teacher	281	School-Wide: Composite	School-Wide TVAAS	
3	2015-2016	00040	000134469	Francis, Gillian	Administrator	281	School-Wide: Composite	School-Wide TVAAS	
4	2015-2016	00040	000143449	Burris, Martina	Teacher	322	System-Wide: Composite	School-Wide TVAAS	
5	2015-2016	00040	000153104	Floyd, Lillian	Teacher	303	School-Wide: SAT 10 Composite	School-Wide TVAAS	
6	2015-2016	00040	000167652	Rowe, Jonas	Teacher	309	School-Wide: TCAP Composite	State Assessments	
7	2015-2016	00040	000169203	Craft, Shelley	Teacher	281	School-Wide: Composite	School-Wide TVAAS	
8	2015-2016	00040	000170785	Hutchinson, Victc	Teacher	294	School-Wide: EOC Composite	School-Wide TVAAS	
9	2015-2016	00040	000182798	Merritt, Xaviera	Teacher	303	School-Wide: SAT 10 Composite	School-Wide TVAAS	
10	2015-2016	00040	000187763	Ramirez, Samuel	Teacher	303	School-Wide: SAT 10 Composite	School-Wide TVAAS	
11	2015-2016	00040	000191053	Wright, Colette	Teacher	322	System-Wide: Composite	School-Wide TVAAS	
12	2015-2016	00040	000204732	Berg, Brianna	Teacher	309	School-Wide: TCAP Composite	State Assessments	
13	2015-2016	00040	000208667	Cameron, Aubrey	Teacher	295	School-Wide: EOC Literacy	School-Wide TVAAS	
14	2015-2016	00040	000209125	Sandoval, Freder	Teacher	303	School-Wide: SAT 10 Composite	School-Wide TVAAS	
15	2015-2016	00040	000209161	Berry, Adria	Teacher	309	School-Wide: TCAP Composite	School-Wide TVAAS	
16	2015-2016	00040	000209767	Craft, Paloma	Teacher	294	School-Wide: EOC Composite	School-Wide TVAAS	
17	2015-2016	00040	000210287	Puckett, Jordan	Teacher	309	School-Wide: TCAP Composite	School-Wide TVAAS	
18	2015-2016	00040	000211824	Thornton, Lillian	Teacher	297	School-Wide: EOC Numeracy	School-Wide TVAAS	
19	2015-2016	00040	000211967	Wall, Gail	Teacher	309	School-Wide: TCAP Composite	School-Wide TVAAS	
20	2015-2016	00040	000212885	Dickson, Ginger	Teacher	303	School-Wide: SAT 10 Composite	School-Wide TVAAS	
21	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

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. Submit Excel file, along with the written request for the historical record edit, to TEAM Questions at TEAM.Questions@tn.gov. Please allow 7-10 business days for edits to be updated in TNCompass.