

Assigning District-Level Access to TNCompass for 2017-18

Introduction

With the transition to each new academic year, the department reconfigures TNCompass to best support educators and leaders in using the system. As TNCompass evolves to store more critical, sensitive data, part of this reconfiguration must include updating district-level user access rights. Based on district feedback, enhancements in TNCompass include edits to existing district-level roles which ensure the greatest level of data security possible and reflect the differentiation in district staff responsibilities across the state. Enhancements are described in depth in this document.

The transition to 2017-18 in TNCompass will allow districts greater autonomy and responsibility in district-level staffing in TNCompass. In addition to assigning district-level roles as in the past, a new functionality will be available to assign specific permissions to district-level users in order to best reflect the responsibilities and levels of access that differ across the state.

All 2016-17 superintendents, superintendent designees, district administrators, and district supervisors in TNCompass will lose access to the system at COB Friday, July 21. On Monday, July 24, only superintendents and evaluation configurators identified by LEAs in the 2017-18 Evaluation Flexibility Options Survey will regain access to TNCompass automatically. These two roles will grant district-level access; it is important to note that the superintendent must grant access to a licensure administrator and/or superintendent designee (instructions and details for assigning roles follow). LEAs with outstanding surveys should contact Kaneal.Alexander@tn.gov; access to TNCompass will not be granted until the survey is completed.

Roles and Permissions

To ensure the most appropriate access to sensitive data in TNCompass, the current **district administrator** and **district supervisor** roles will be modified for 2017-18 to become specialized administrator roles for licensure and evaluation. In addition to basic permissions, these roles are able to be customized with additional permissions, allowing districts more flexibility around TNCompass access and use.

At the reinstatement of TNCompass, the following district-level roles will be available:

- **Superintendent**
 - There can be only one **superintendent**; the assignment of this role is made in TNCompass based on district responses from the flexibility survey. This role has all licensure and evaluation permissions for the assigned district, including recommending licenses for advancement and making historical evaluation data edits as necessary.
- **Superintendent Designee**
 - This role has all the same permissions as the **superintendent** role, and must be assigned to district staff by the **superintendent**.
- **Licensure Administrator**
 - This role has the necessary permissions to serve the district's licensure needs, with the exception of recommending licenses for advancement. The **superintendent** and

superintendent designee must assign the **licensure administrator** role and have the discretion to add evaluation permissions as necessary. It is strongly recommended that there be only one **licensure administrator** role to serve the district.

- **Evaluation Administrator**
 - This role has the necessary permissions to serve the district’s evaluation needs. The **evaluation administrator** is assigned automatically to the evaluation configurator identified in the flexibility survey. The **superintendent** and **superintendent designee** have the discretion to add the evaluation administrative edit permission and/or licensure permissions as necessary. It is strongly recommended that there be only one **evaluation administrator** role to serve the district.
- **District Staff (custom)**
 - This role has customizable permissions related to licensure and evaluation that can be assigned by the **superintendent, superintendent designee, licensure administrator, or evaluation administrator**. This role is designed for other district-level staff who complete tasks in TNCompass but whose positions in the district do not require complete access to all permissions in TNCompass.

For LEAs that have completed the 2017-18 Evaluation Flexibility Options Survey, the following assignments will occur automatically on **Monday, July 24**:

- The director of schools identified in the survey will be assigned the **superintendent** role. This role has not changed; there is only one superintendent role assigned in each LEA.
- The evaluation configurator identified in the survey will be assigned the **evaluation administrator** role. It is strongly recommended that there be only one **evaluation administrator** role to serve the district. This role can staff the **district staff (custom)** role and delegate assigned evaluation permissions to meet the needs of the district’s evaluation team.

Please note: A **licensure administrator** will not be automatically assigned within the district. The district must assign a licensure administrator. Only the **superintendent** or a **superintendent designee** can assign this role. This means that the **superintendent** role **must** assign the **licensure administrator** role for the district, or assign a **superintendent designee** to make this assignment.

TNCompass District-Level Role Quick Reference Guide

2016-17 Role Name	2017-18 Role Name	Notes
District Administrator	Licensure Administrator* Evaluation Administrator* District Staff (custom)*	New licensure and evaluation administrator roles will be able to delegate their assigned permissions to custom district staff roles. Additionally, the superintendent role can add the evaluation administrative edit permission to the administrator roles as needed.
District Supervisor		
Superintendent Designee	Superintendent Designee	No change—this role has all the same permissions as the superintendent role and may

		assign additional district staff roles as necessary.
Superintendent	Superintendent	No change, but it is the superintendent's responsibility to staff a superintendent designee and/or a licensure administrator for the LEA.

An * indicates changes between 2016-17 and 2017-18.

For a complete list of roles and permissions, please see the [TNCompass Roles and Permissions](#) document.

Reinstating District-Level Access

As mentioned above, on **Monday, July 24**, only directors of schools and evaluation configurators identified by LEAs in the 2017-18 Evaluation Flexibility Options Survey will regain access to TNCompass automatically.

Both the **superintendent** and **evaluation administrator** will have differing responsibilities in reinstating district-level access in TNCompass. See the chart below for a breakdown of responsibilities.

Role	This role <i>must</i> :	This role <i>can</i> :
Superintendent	<ul style="list-style-type: none"> Assign a district-wide licensure administrator (alternatively, assign a superintendent designee to assign the licensure administrator role) 	<ul style="list-style-type: none"> Grant additional custom permissions to licensure and evaluation administrators (including the evaluation administrative edit function) Grant additional custom permissions to the district staff (custom) role Assign additional district-wide licensure and evaluation administrators (although this is not suggested)
Evaluation Administrator		<ul style="list-style-type: none"> Assign district staff (custom) related to evaluation as necessary Grant additional custom permissions related to evaluation to district staff (custom)
Licensure Administrator		<ul style="list-style-type: none"> Assign district staff (custom) related to licensure as necessary Grant additional custom permissions related to licensure to district staff (custom)

Superintendent Instructions:

How to Assign a Superintendent Designee or Licensure Administrator

- From the TNCompass home page, click on the **Administration** tab.
- Under **People Management**, click on **Staff Assignments**.
- Under the **Academic Year** drop-down menu, select 2017-18.
- Click **Add LEA Staff**.

5. Search for the desired district staff member by first name, last name, license number, or SSN (last four digits).
 - **NOTE:** It is highly recommended to search by license number rather than educator name.
6. Click on the radio button to the left of the appropriate person to be staffed as **superintendent designee** or **licensure administrator**, and click **Next**.
7. Select the appropriate role from the list, and click **Next**.
 - **NOTE:** It is strongly encouraged that each district have only one licensure and evaluation administrator, respectively, in TNCompass.
8. To confirm the staffing selection, click **Save Staff**.

Superintendent, Superintendent Designee, Licensure Administrator, Evaluation Administrator Instructions:

How to Assign District Staff (Custom)

1. From the TNCompass home page, click on the **Administration** tab.
2. Under **People Management**, click on **Staff Assignments**.
3. Under the **Academic Year** drop-down menu, select 2017-18.
4. Click on **Add LEA Staff**.
5. Search for the desired district staff member by first name, last name, license number, or SSN (last four digits).
 - **NOTE:** It is highly recommended to search by license number rather than educator name.
6. Click on the radio button to the left of the appropriate person to be staffed as **district staff (custom)**, and click **Next**.
7. Select **District Staff (Custom)** from the role list, and click **Next**.
8. To confirm the staffing selection, click **Save Staff**.

How to Grant Additional Permissions in Any District-Level Role

1. From the TNCompass home page, click on the **Administration** tab.
2. Under **People Management**, click on **Staff Assignments**.
3. Under the **Academic Year** drop-down menu, select 2017-18. A roster of district-level staff for the selected year will appear.
4. For each district-level staff member click **Configure** under the **Permissions** column.



License	Name	Role		Permissions
849141441	Observer (00180), Olivia M	Observer	 	Educator Profile Account Configure
839652527	Resources (00180), Robert M	District Staff	 	Educator Profile Account Configure
880868064	Superintendent (00180), Susan M	Superintendent	 	Educator Profile Account Configure
882629418	Supervisor (00180), John M	District Staff	 	Educator Profile Account Configure

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5. A pop-up will appear with each allowed **Feature** (groups of permissions) and individual **Permission** for each role in the left column and the **Allowed/Enabled** status of the permission and/or feature in the right column.

Configure User Permissions for Robert M Resources (00180) ✕

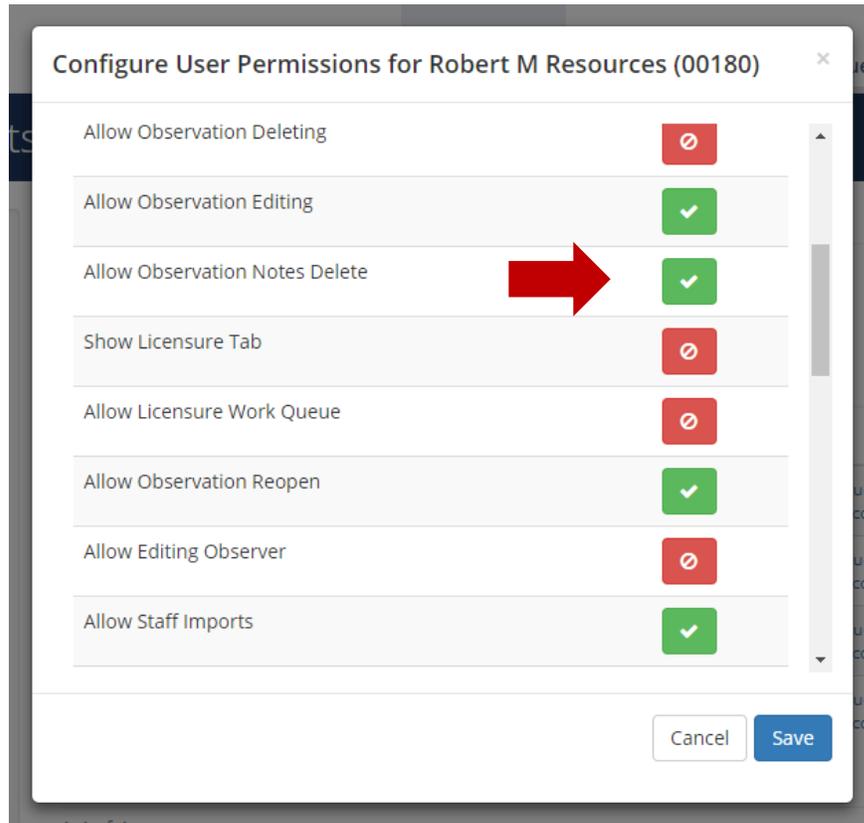
You are editing the permissions for District Staff Robert M Resources (00180) at Cumberland County (00180).

Feature	Enabled
Educators - Evaluation View	<input type="checkbox"/>
Educators - Basic Evaluation Edit	<input type="checkbox"/>

Permission	Allowed
Allow Observation Adding	<input type="checkbox"/>
Allow Observation Deleting	<input type="checkbox"/>
Allow Observation Editing	<input type="checkbox"/>



- To grant individual permissions click the red box with a circle under the **Allowed** column for the desired **Feature** or **Permission**. Once a permission or feature is granted the **Allowed** column will turn from red to green.



- Once all desired permissions and features have been granted, click **Save**.

Questions & Answers

1. *I do not seem to have permissions that I used to have. Why? What can I do about this?*

To view all basic and custom permissions associated with each role, please see the [TNCompass Roles and Permissions](#) document. The updated roles allow for more district control over permissions. To ensure the highest data security possible, some roles have been reconfigured to allow access to only the components of TNCompass necessary for various roles at the district level. Please reach out to your director of schools, HR administrator, evaluation configurator, or superintendent designee to request/discuss access to various functionalities.

2. *Why are roles changing in TNCompass?*

As TNCompass evolves to store more critical, sensitive data, it is essential to update district-level roles to

ensure the greatest level of data security possible. The updated roles will allow districts greater autonomy and responsibility in district-level staffing in TNCompass. The ability for districts to assign specific permissions to district-level users will allow the most efficient customization for districts that best reflect the responsibilities and levels of access that differ across the state.

3. *I am a director of schools. How do I decide who in my district gets what roles and permissions?*

As a best practice, it is recommended that each LEA only designate one **evaluation administrator** and one **licensure administrator**; all other assignments at the district level should be assigned the **district staff (custom)** role with necessary customizations in order to ensure that the most appropriate access to sensitive data within TNCompass. Please thoughtfully consider job responsibilities and the necessity of access to sensitive evaluation and licensure information when granting permissions.

4. *What does the superintendent designee do?*

The **superintendent designee** role has all of the same permissions as the **superintendent** in TNCompass. This role was originally created to be a licensure signatory. In the past, it was required for directors of schools to submit a letter to the office of educator licensure and preparation to establish a **superintendent designee**. This is not necessary moving forward. The role is assigned by the **superintendent** only; the records created by TNCompass serve as the necessary documentation of this role.