

## Data Import Instructions for Evaluation Administrators

Important notes:

- It is the evaluation administrator’s responsibility to ensure that 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.
- An evaluation 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, criteria, and scores:

1. Select the **Administration** tab.
2. Select **Import Wizard** in **Data Management** section.
3. Select the radio button next to **Evaluation Component Scores**, and then select continue.

**Data Imports**

**Import Wizard**  
Please select an import type to begin...

### What kind of data would you like import?

**Staff & Educators**

- Staff

**Evaluation Data**

- Observations
- Growth and Achievement Measures
- Evaluation Component Scores
- Partial Year Exemption

[View Previous Imports](#) [Continue](#)

4. Select the academic year and then select continue.
5. Select the district or school(s) desired to upload achievement scores, and click on the blue **Generate Template** button in the bottom center of the screen.

Data Imports ↩

**Import Wizard**

- Select Academic year
- Generate Template**
- Select File & Import Data
- Validate Data
- Process Data

### Evaluation Component Scores Data Import (2016-2017)

Please generate a file using the selections below.  
Only districts configured for imports for the academic year selected will be available below.

#### Select location(s)

**School**

[Select All](#) | [Clear Selections](#)

- Tennessee Department Of Education
  - East Tennessee Core Regional Office (005)
    - Anderson County (00010)
      - Anderson County Career Technical Center (0003)
      - Anderson County High School (0002)
      - Andersonville Elementary (0005)
      - Briceville Elementary (0010)
      - Claxton Elementary (0015)
      - Clinch River Community School (0105)
      - Clinton High School (0025)
      - Clinton Middle School (0020)
      - Dutch Valley Elementary (0035)
      - Fairview Elementary (0040)
      - Grand Oaks Elementary (0046)
      - Lake City Elementary (0050)
      - Lake City Middle School (0055)
      - Norris Elementary (0070)
      - Norris Middle School (0075)

I already have a template.

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

Anderson County (00010)

- Anderson County Career Technical Center (0003)
- Anderson County High School (0002)
- Andersonville Elementary (0005)
- Briceville Elementary (0010)
- Claxton Elementary (0015)
- Clinch River Community School (0105)
- Clinton High School (0025)
- Clinton Middle School (0020)
- Dutch Valley Elementary (0035)
- Fairview Elementary (0040)
- Grand Oaks Elementary (0046)
- Lake City Elementary (0050)
- Lake City Middle School (0055)
- Norris Elementary (0070)
- Norris Middle School (0075)

I already have a templ

TNCompass\_Evalu...xlsx

- After opening the file, click on "Enable Editing" in the top center of the Excel file. This file contains a locked list of all staff members assigned to the selected location(s) and two columns for entering in the corresponding Achievement Measure and Growth Measure scores. The first tab in the Excel file contains the staff and score information for administrators. The second tab in the spreadsheet contains the staff and score information for teachers.

TNCompass\_Evaluation\_Component\_Score\_ImportTemplate [Protected View] - Excel

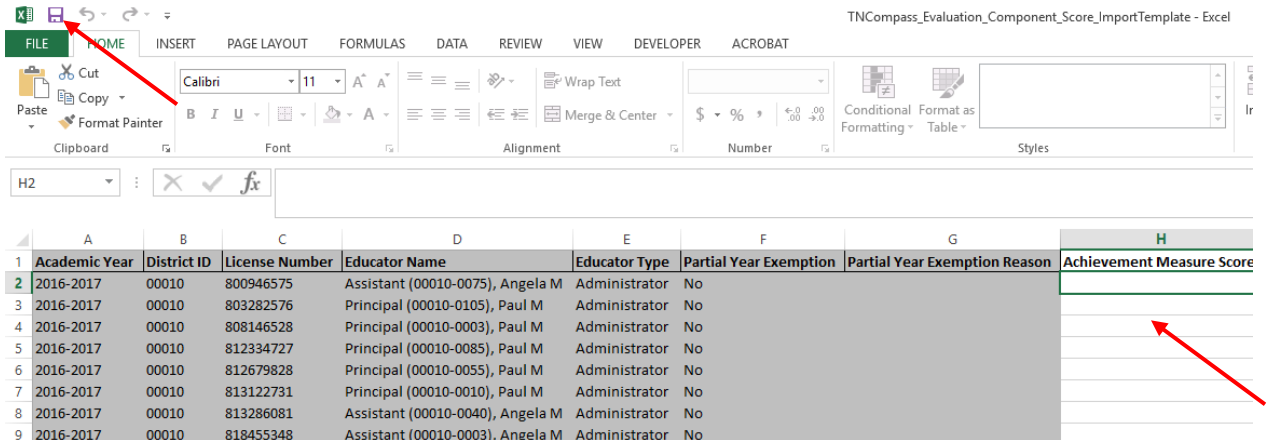
FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW DEVELOPER ACROBAT

**PROTECTED VIEW** Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View.

	A	B	C	D	E	F	G	H
7	2016-2017	00010	813122731	Principal (00010-0010), Paul M	Administrator	No		
8	2016-2017	00010	813286081	Assistant (00010-0040), Angela M	Administrator	No		
9	2016-2017	00010	818455348	Assistant (00010-0003), Angela M	Administrator	No		
10	2016-2017	00010	822432192	Principal (00010-0075), Paul M	Administrator	No		
11	2016-2017	00010	823225547	Assistant (00010-0000), Angela M	Administrator	No		
12	2016-2017	00010	826271518	Assistant (00010-0085), Angela M	Administrator	No		
13	2016-2017	00010	826494730	Principal (00010-0046), Paul M	Administrator	No		
14	2016-2017	00010	828297759	Principal (00010-0015), Paul M	Administrator	No		
15	2016-2017	00010	832176263	Principal (00010-0050), Paul M	Administrator	No		
16	2016-2017	00010	839628418	Assistant (00010-0035), Angela M	Administrator	No		
17	2016-2017	00010	840434161	Principal (00010-0070), Paul M	Administrator	No		
32	2016-2017	00010	884877143	Assistant (00010-0055), Angela M	Administrator	No		
33	2016-2017	00010	887958195	Assistant (00010-0050), Angela M	Administrator	No		
34	2016-2017	00010	892368518	Assistant (00010-0025), Angela M	Administrator	No		
35	2016-2017	00010	898322659	Principal (00010-0040), Paul M	Administrator	No		
36								
37								
38								
39								
40								
41								

Administrators | **Teacher**

- 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.



- Return to the TNCompass website and follow steps 1–4 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**

- Select Academic year
- Generate Template**
- Select File & Import Data
- Validate Data
- Process Data

### Evaluation Component Scores Data Import (2016-2017)

Please generate a file using the selections below.

Only districts configured for imports for the academic year selected will be available below.

**Select location(s)**

School

[Select All](#) | [Clear Selections](#)

- Tennessee Department Of Education
  - East Tennessee Core Regional Office (005)
    - Anderson County (00010)
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      - Norris Elementary (0070)
      - Norris Middle School (0075)

I already have a template.

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

Data Imports

**Import Wizard**

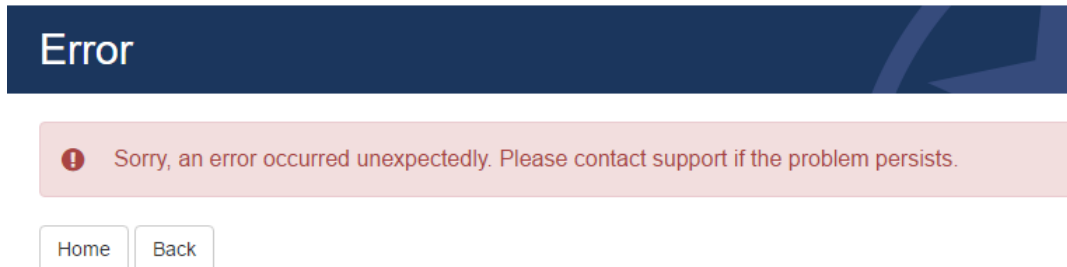
- Select Academic year
- Generate Template
- Select File & Import Data**
- Validate Data
- Process Data

### Evaluation Component Scores Data Import (2016-2017)

Please select a file containing the Evaluation Component Scores data.

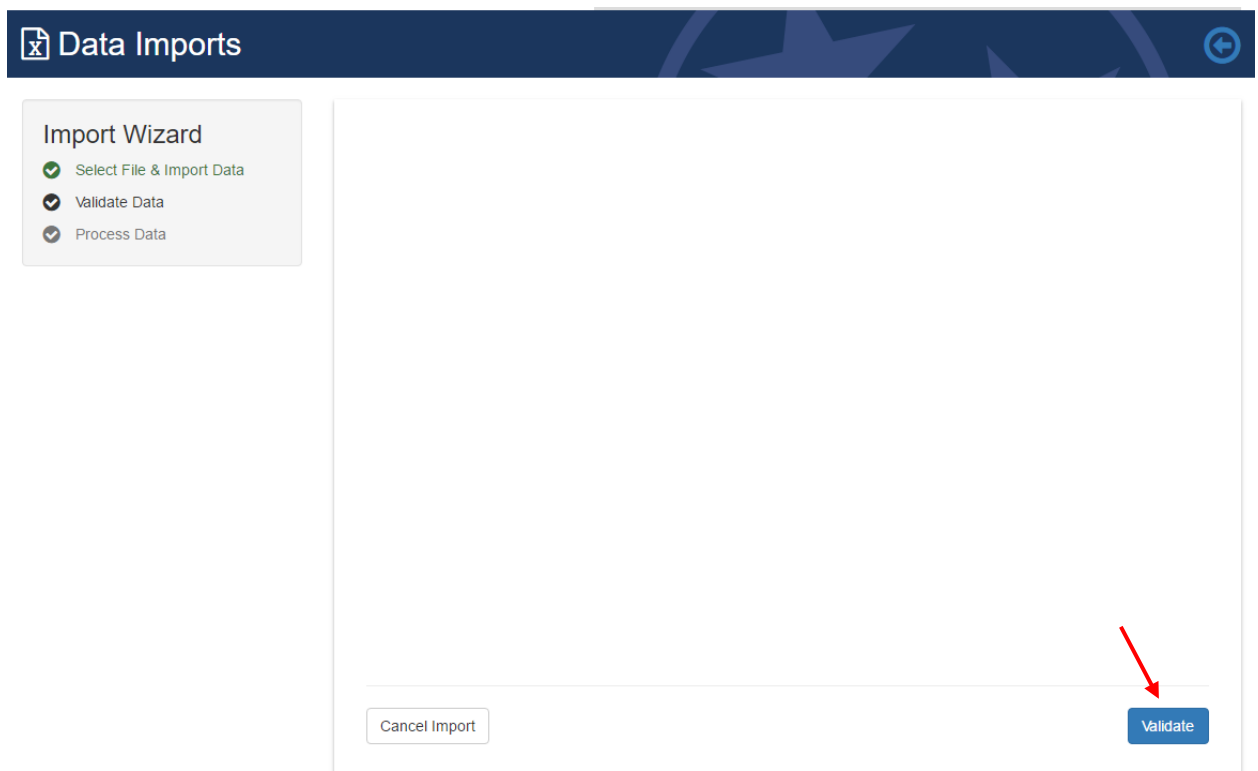
No file chosen

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 that there is an invalid character in the achievement and/or growth score column in the file chosen. Growth and achievement scores will not contain letters or symbols.



The screenshot shows a dark blue header with the word "Error" in white. Below the header is a light pink error message box containing an exclamation mark icon and the text: "Sorry, an error occurred unexpectedly. Please contact support if the problem persists." At the bottom of the error box are two buttons: "Home" and "Back".

10. The next page shows a preview of the file. Click the blue **Validate** button at the bottom right of the page to continue.



The screenshot shows the "Data Imports" page. On the left is a sidebar titled "Import Wizard" with three steps: "Select File & Import Data" (checked), "Validate Data" (checked), and "Process Data" (checked). The main area is a large white box with a blue header "Data Imports" and a blue back arrow icon. At the bottom of the main area are two buttons: "Cancel Import" and "Validate". A red arrow points to the "Validate" button.

11. The next page will show the results of validation. Click the blue **Process** button at the bottom right of page to import the file.

The screenshot shows the 'Data Imports' interface. On the left, the 'Import Wizard' has three steps: 'Select File & Import Data', 'Validate Data', and 'Process Data', all marked with green checkmarks. The main area displays a validation summary for an import performed on 4/8/2016 at 1:09:29 PM (Central) by Michael Huerta. The summary indicates 'Merge (81)'. A red arrow points to this summary. At the bottom right, a blue 'Process' button is highlighted with a red arrow. Other buttons include 'Cancel Import', 'Revalidate', and 'Download full report'.

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 score value.

This screenshot shows a different validation summary. The import was performed on 4/21/2016 at 10:18:28 AM (Central) by Susan Superintendent (00030). The summary shows 'Ignore (1)' and 'Merge (5)'. A red arrow points to the 'Download full report' button. The 'Process Data' step in the 'Import Wizard' is highlighted with a green arrow. Buttons at the bottom include 'Cancel Import', 'Revalidate', and 'Process'.

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

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

The screenshot displays the 'Data Imports' interface. On the left, an 'Import Wizard' sidebar lists four steps, all of which are completed with green checkmarks: 'Select File & Import Data', 'Validate Data', 'Process Data', and 'Complete'. The main content area features a green confirmation banner at the top stating, 'This import was **Processed** on 4/8/2016 1:15:22 PM (Central) by Michael Huerta.' A red arrow points to the word 'Processed' in this message. At the bottom of the main area, there are two buttons: 'Start a new import' on the left and 'Download full report' on the right.