

# CLASS Educator Designation

*CLASS Educator Designation* is selected for an educator that is being observed using the CLASS rubric.

## Contents

Adding Class Educator Designation .....	2
CLASS Educator Designation Import .....	6
CLASS Educator Observation Scoring.....	12

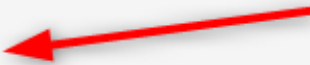
# Adding Class Educator Designation

Directors and Director Designees are responsible for setting the *CLASS Educator Designation* on educators in their school district.

- To set an educator with the *CLASS Educator Designation*, the Director or Director Designee will click on the checkbox for CLASS Educator.

**Evaluation** Set PYE

---

<b>Academic Year</b>	2019-2020
<b>LEA</b>	Athens (00541)
<b>School</b>	North City Elementary (0025)
<b>Model</b>	TEAM Model
<b>Educator Type</b>	Teacher
<b>CLASS Educator</b>	<input type="checkbox"/> 
<b>Coach Conversation Conducted</b>	<input type="checkbox"/>
<b>Partial Year Exemption (PYE)</b>	No

- When the box is checked, a checkmark will display indicating the selection was made.

**Evaluation** Set PYE

---

**Academic Year** 2019-2020

**LEA** Athens (00541)

**School** North City Elementary (0025)

**Model** TEAM Model

**Educator Type** Teacher

**CLASS Educator**

**Coach Conversation Conducted**

**Partial Year Exemption (PYE)** No

- When an educator is designated as a **CLASS Educator**, the **CLASS** evaluation pacing will now apply for the selected educator.

<p><b>Academic Year</b> 2020-2021</p> <p><b>LEA</b> ██████████ (00190)</p> <p><b>School</b> ██████████</p> <p><b>Model</b> TEAM Model</p> <p><b>Educator Type</b> Teacher</p> <p><b>CLASS Educator</b> <input checked="" type="checkbox"/></p> <p><b>Coach Conversation Conducted</b> <input type="checkbox"/></p> <p><b>Partial Year Exemption (PYE)</b> No</p>	<p><b>Category / Option</b> (blank)</p> <p><b>Score Status</b> Ⓢ LOE scoring not enabled</p> <p><b>3/4/5 Override Rule Applied</b> No</p> <p><b>4/5 Trump Rule Applied</b> No</p> <p><b>LOE Scale Score</b></p> <p><b>LOE Score</b></p> <p><b>LOE Override</b></p>
--	--

**Observation Rubric**

**Scores** Original  Override

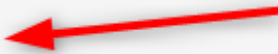
**Required Domains** [Change License](#)

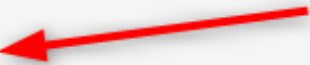
<b>Emotional</b>	<b>Classroom</b>	<b>Instructional</b>	<b>Professionalism</b>
<span style="border: 1px solid #ccc; border-radius: 50%; padding: 5px; display: inline-block;">0 of 9</span>	<span style="border: 1px solid #ccc; border-radius: 50%; padding: 5px; display: inline-block; color: green;">0 of 9</span>	<span style="border: 1px solid #ccc; border-radius: 50%; padding: 5px; display: inline-block;">0 of 9</span>	<span style="border: 1px solid #ccc; border-radius: 50%; padding: 5px; display: inline-block; color: orange;">0 of 1</span>

3

**NOTE:** If an educator has completed TEAM observations before the Director or Director Designee designates the educator as a CLASS Educator, the scored observation indicators **WILL NOT** be included in the observation average score.

- To remove the **CLASS Educator** designation, click the **CLASS Educator** checkbox.

Evaluation		Set PYE
Academic Year	2019-2020	
LEA	Athens (00541)	
School	North City Elementary (0025)	
Model	TEAM Model	
Educator Type	Teacher	
CLASS Educator	<input checked="" type="checkbox"/>	
Coach Conversation Conducted	<input type="checkbox"/>	
Partial Year Exemption (PYE)	No	

Evaluation		Set PYE
Academic Year	2019-2020	
LEA	Athens (00541)	
School	North City Elementary (0025)	
Model	TEAM Model	
Educator Type	Teacher	
CLASS Educator	<input type="checkbox"/>	
Coach Conversation Conducted	<input type="checkbox"/>	
Partial Year Exemption (PYE)	No	

- When the CLASS Educator designation is removed, the **TEAM** evaluation pacing will display again.

**NOTE:** Pacing rules will still apply for educators that have been removed from the CLASS Educator designation.

The screenshot displays the 'Observation Rubric' interface. At the top, there are two input fields for 'Scores', labeled 'Original' and 'Override'. Below these are four domain categories: 'Instruction', 'Planning', 'Environment', and 'Professionalism'. Each domain has a circular progress indicator showing the number of observations completed out of the required number. 'Instruction' and 'Planning' both show '1 of 1' in green circles. 'Environment' shows '1 of 1' in a purple circle. 'Professionalism' shows '0 of 1' in a grey circle. A red arrow points to the 'Environment' domain. Below the domains, a note states: 'This reflects the minimum number of observations required for each domain as per Teacher and Administrator Evaluation Policy 5.201 and the selected license type of **Professional**. Additional observations may be conducted based on state or local policy.' At the bottom, there is an 'Observations' section with a '+ Add' button. A single observation is listed: 'TEAM School Services Personnel @ 09/05/2019 01:05 PM', which is marked as 'Completed'. The observation details include: Type: Scored; Administrator Signed: 09/18/2019; Educator Signed: 09/19/2019.

# CLASS Educator Designation Import

Bulk assigning the CLASS Educator designation is efficiently accomplished using the *Data Management – Import Wizard*.

Access to bulk assign CLASS Educator designation is limited to user authorized to perform this function for the specific location

- Click *Administration* tab
- Click *Import Wizard* under the *Data Management* heading to open the wizard
- Select *CLASS Type Educators* under *Educator Information*
- Click *Continue*
- The wizard walks the user through the process of selecting a location to export data and create a template, exporting the template to Excel, after modification is complete importing the template, validating the template, and processing the changes. The left-hand sidebar tracks each step in the process.

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

CLASS Observation Averages

**Salary Schedules**

Salary Assignments

Year End Experience

**Educator Information**

CLASS Type Educators

[View Previous Imports](#)

[Continue](#)

- Select the Academic Year
- Click *Continue*

**Data Imports**

**Import Wizard**

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

### CLASS Type Educators Data Import

Please select an academic year, then continue to the next step.

**Academic Year**

2019-2020

Cancel Continue

- Select the check box for each desired location
- Click *Generate Template*
- TNCompass will generate a template file that can be found in your temporary files or downloads folder of your computer

**Import Wizard**

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

### CLASS Type Educators Data Import (2019-2020)

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

School

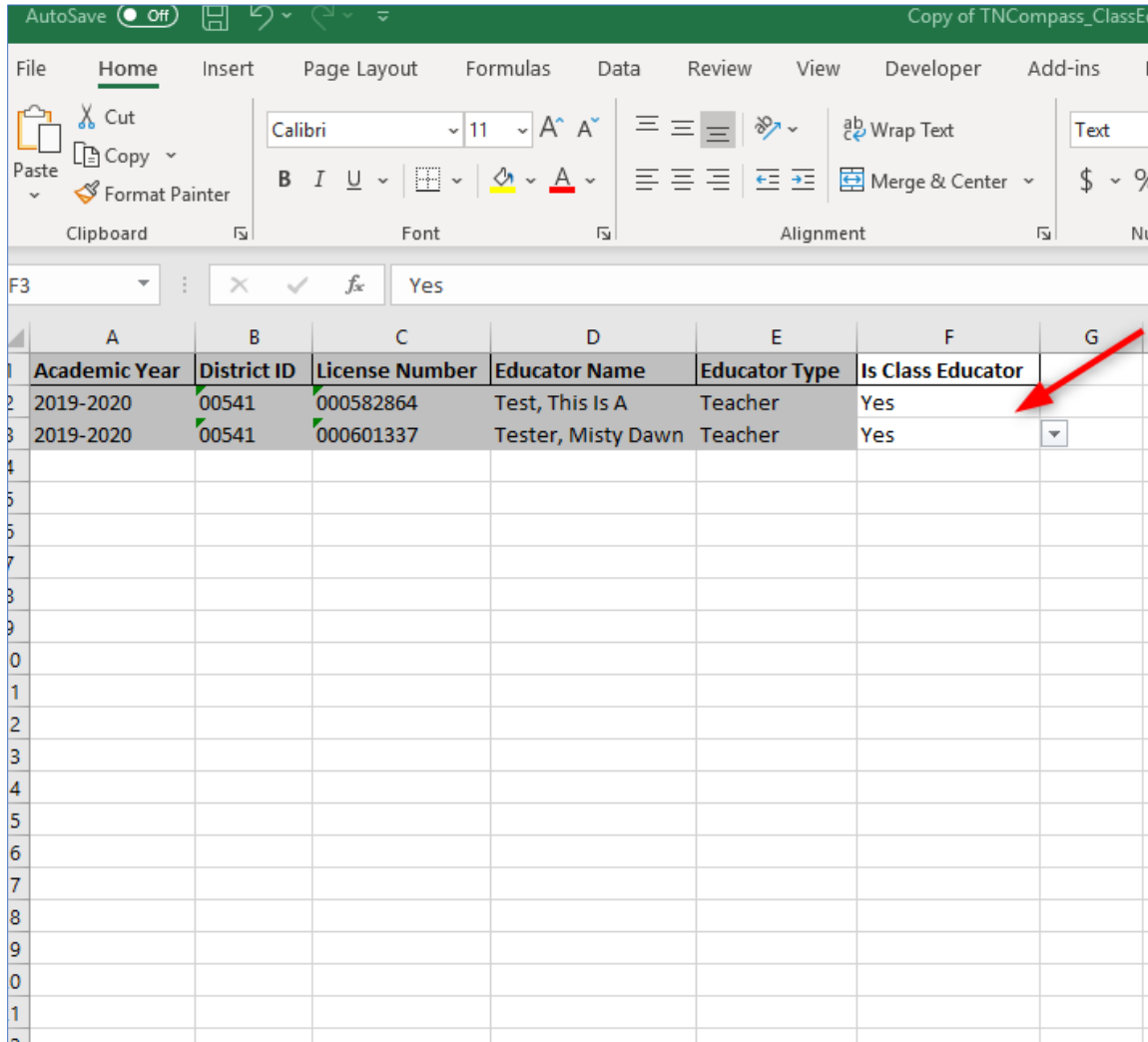
[Select All](#) | [Clear Selections](#)

- Tennessee Department Of Education
  - South East Tennessee Core Regional Office (007)
    - Athens (00541)
      - Athens City Middle School (0005)
      - City Park Elementary (0010)
      - Ingleside Elementary (0020)
      - North City Elementary (0025)
      - System-Wide School (0000)
      - Westside Elementary (0030)

Generate Template

Cancel  I already have a template. Continue

- The tab of the Excel file will display all the educators that are currently staffed at the select location(s)
- Enter **YES** in the column **Is Class Educator**



- Save the template to your computer



Return to TNCompass to import the edited CLASS Educator import template

- Click **Administration** tab
- Click **Import Wizard** under the **Data Management** heading to open the wizard
- Select **CLASS Type Educators** under **Educator Information**
- Click **Continue**
- Select the **Academic Year** and click **Continue**
- Since the template has already been generated, click the box for **I already have a template.**
- Click **Continue**

**CLASS Type Educators Data Import (2019-2020)**

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**

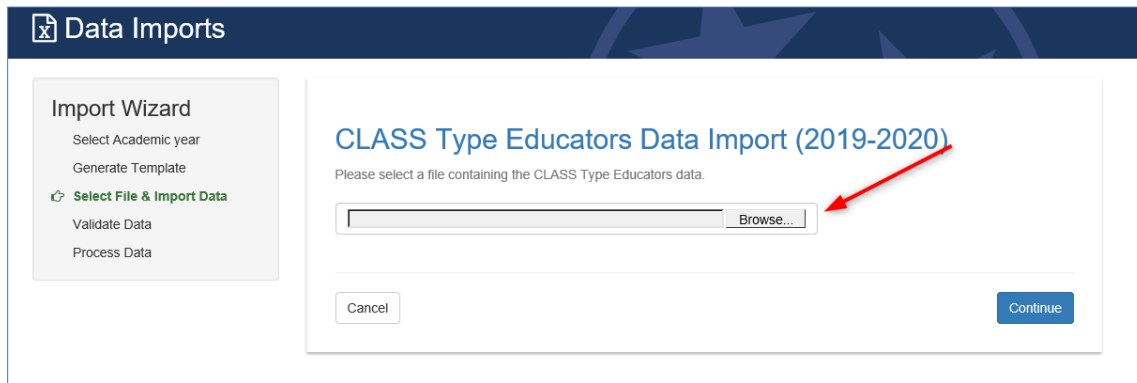
School

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

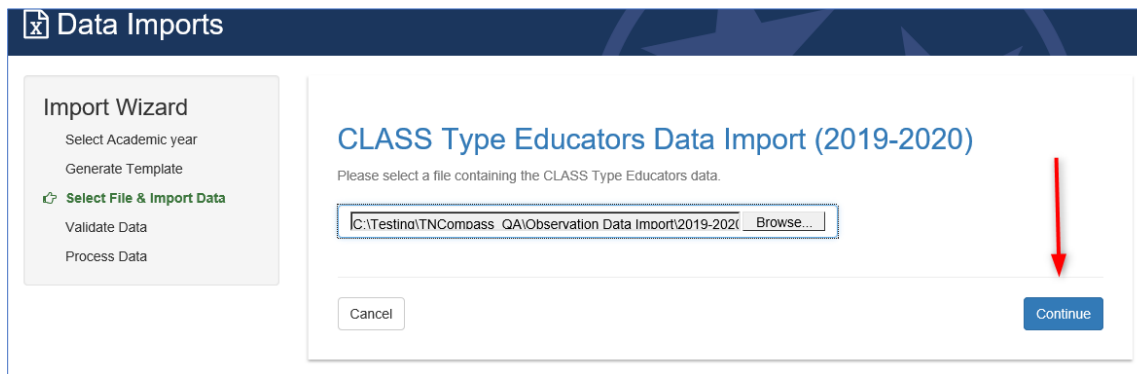
- Tennessee Department Of Education
  - South East Tennessee Core Regional Office (007)
    - Athens (00541)
      - Athens City Middle School (0005)
      - City Park Elementary (0010)
      - Ingleside Elementary (0020)
      - North City Elementary (0025)
      - System-Wide School (0000)
      - Westside Elementary (0030)

I already have a template.

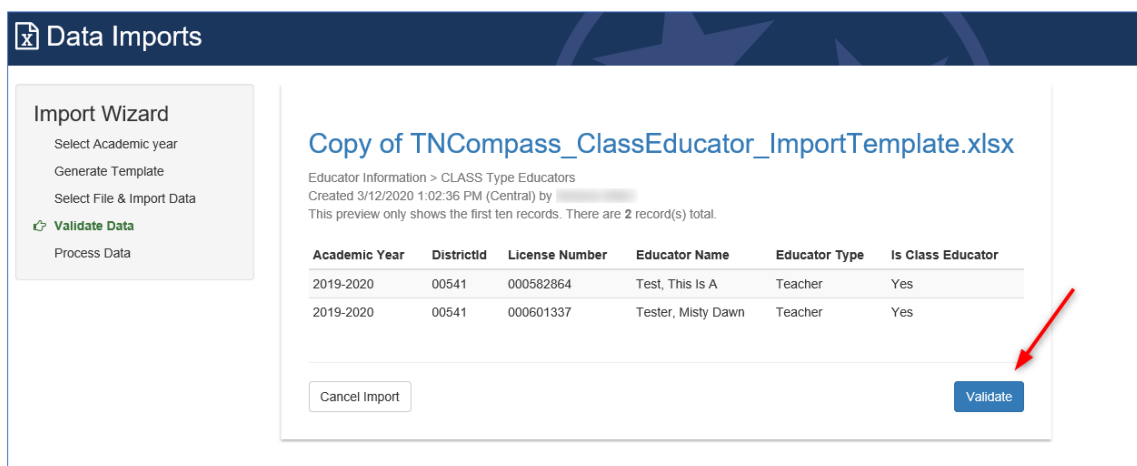
- Click **Browse**



- Select the updated template file from the computer
- Click **Continue**



- File is uploaded and ready for validation in TNCompass
- The wizard tracks the progress and shows **Validate Data**
- Click the **Validate** button to validate the information



- If the data is not successfully validated, TNCompass will advise of errors. Correct the errors and validate the data again. Repeat if necessary
- When the data has been successfully validated, TNCompass provides a message to advise ***The import was validated ...***
- Users can download the full report by clicking the ***Download full report*** button
- The full report will display any errors that may have been identified during the validation process. If errors exist, correct the error on the template and re-validate the template
- The file is ready to be processed
- Click the ***Process*** button

**Data Imports**

**Import Wizard**

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

This import was **Validated** on 3/12/2020 1:03:56 PM (Central) by [redacted]

**Summary**

- Ready to Process (2)

**Download full report**

**Copy of TNCompass\_ClassEducator\_ImportTemplate.xlsx**

Educator Information > CLASS Type Educators  
Created 3/12/2020 1:02:36 PM (Central) by Melanie Miller  
This preview only shows the first ten records. There are 2 record(s) total.

Academic Year	DistrictId	License Number	Educator Name	Educator Type	Is Class Educator
2019-2020	00541	000582864	Test, This Is A	Teacher	Yes
2019-2020	00541	000601337	Tester, Misty Dawn	Teacher	Yes

Cancel Import      Revalidate      **Process**

- When the file is successfully processed, TNCompass confirms the date and time processed

**Data Imports**

**Import Wizard**

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

This import was **Processed** on 3/12/2020 1:10:01 PM (Central) by [redacted]

**Copy of TNCompass\_ClassEducator\_ImportTemplate.xlsx**

Educator Information > CLASS Type Educators  
Created 3/12/2020 1:02:36 PM (Central) by [redacted]  
This preview only shows the first ten records. There are 2 record(s) total.

Start a new import      Download full report

# CLASS Educator Observation Scoring

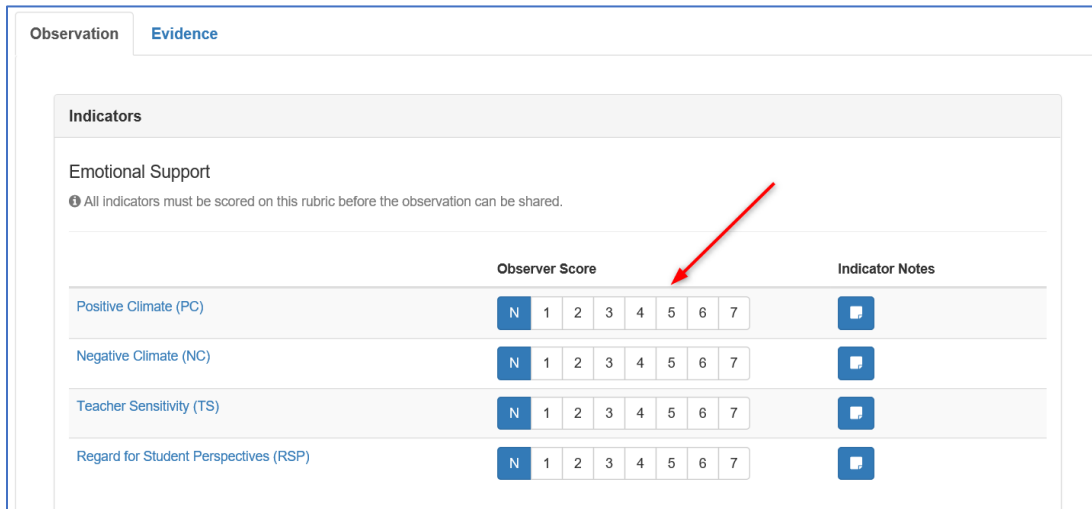
To observe a CLASS designated educator with the CLASS rubric, the evaluator *must* have a valid CLASS Evaluation evaluator credential for the current academic year.

To start a CLASS observation





- Click on the **Add** button under Observations

- Select **CLASS** from the *Select a Rubric* drop down
- Click *Unannounced* or *Announced* radio button to select the observation type
- Enter the *Date/Time* the observation took place in the *Date/Time* field
- Click the *Save* button to save the observation information and begin the observation

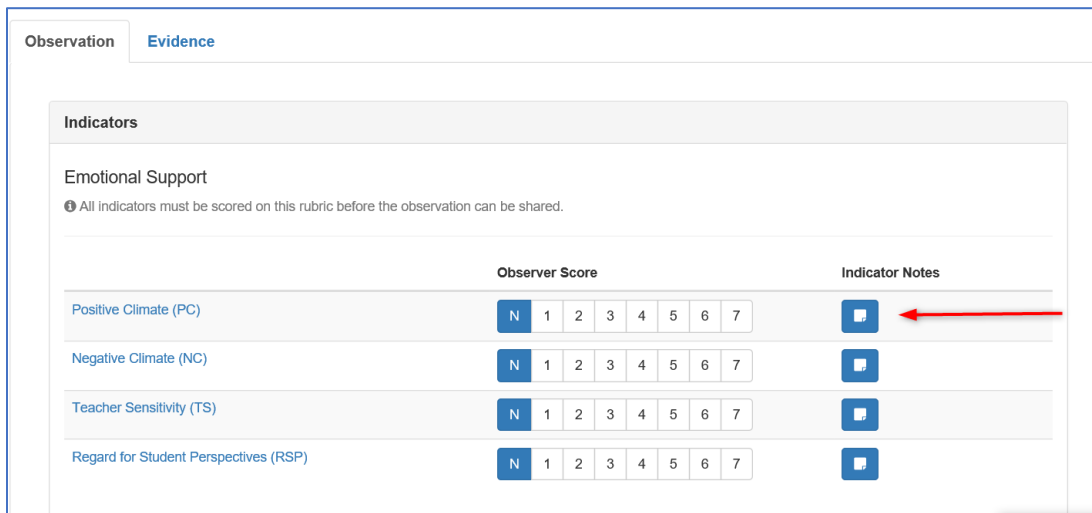
- Click on the **Observer Score rating** for each of the CLASS indicators in the domain







The screenshot shows the 'Evidence' tab of the CLASS indicators interface. Under the 'Emotional Support' domain, there is a note: 'All indicators must be scored on this rubric before the observation can be shared.' Below this, there is a table with four rows of indicators: Positive Climate (PC), Negative Climate (NC), Teacher Sensitivity (TS), and Regard for Student Perspectives (RSP). Each row has an 'Observer Score' column with buttons for 'N', 1, 2, 3, 4, 5, 6, and 7, and an 'Indicator Notes' column with a document icon. A red arrow points to the '5' button in the 'Observer Score' column for the 'Positive Climate (PC)' indicator.

Indicators	Observer Score	Indicator Notes
Positive Climate (PC)	N 1 2 3 4 5 6 7	
Negative Climate (NC)	N 1 2 3 4 5 6 7	
Teacher Sensitivity (TS)	N 1 2 3 4 5 6 7	
Regard for Student Perspectives (RSP)	N 1 2 3 4 5 6 7	

- Click the **Indicator Notes** icon to enter notes/evidence for the indicator



This screenshot is identical to the one above, showing the 'Evidence' tab of the CLASS indicators interface. A red arrow now points to the 'Indicator Notes' icon (document icon) in the 'Indicator Notes' column for the 'Positive Climate (PC)' indicator.

Indicators	Observer Score	Indicator Notes
Positive Climate (PC)	N 1 2 3 4 5 6 7	
Negative Climate (NC)	N 1 2 3 4 5 6 7	
Teacher Sensitivity (TS)	N 1 2 3 4 5 6 7	
Regard for Student Perspectives (RSP)	N 1 2 3 4 5 6 7	

- Enter notes regarding the indicator.
- Click the *Save* button to save your indicator notes


A screenshot of a web form. On the left, there is a large text area with the placeholder text "Test notes.". On the right, there is a large empty rectangular area. At the bottom left, there is a "Close" button. At the bottom right, there is a blue "Save" button, with a red arrow pointing to it from the left.

**NOTE:** All indicators need to be scored to complete the observation with observer's PIN.

- Enter the Observer's PIN in the *Observer's Signature* section
- Click *Complete Form* button

A screenshot of the "Pin Signature" section of a form. The title "Pin Signature" is at the top left. Below it, there are two main sections: "Educator's Signature" and "Observer's Signature". The "Educator's Signature" section contains the text "Observer must complete form first." The "Observer's Signature" section contains the text "Enter observer's PIN below and click 'Complete Form' to confirm." Below this text is a text input field with a vertical cursor, a "Forgot your PIN?" link, and a blue "Complete Form" button. Two red arrows point from the left towards the input field and the "Complete Form" button.

- The CLASS Educator Pacing will update to reflect the number of domain's scored for the observation.


 Observation Rubric

---

**Scores**    Original     Override


**Required Domains**    [Change License](#)

**Emotional**




1 of 9

**Classroom**




1 of 9

**Instructional**



1 of 9



**Professionalism**



0 of 1

*This reflects the minimum number of observations required for each domain as per Teacher and Administrator Evaluation Policy 5.201. Additional observations may be conducted based on state or local policy.*

**Observations**    [Add](#)    As a CLASS designated educator, the observation average does not include any TEAM observations that were conducted for the evaluation.

CLASS @ 08/13/2020 01:38 PM				 Completed
Type:	Scored	Administrator Signed:	08/13/2020	
Observer:		Educator Signed:	No	

**NOTE:** The CLASS Educator observation average will not calculate until the educator pacing has been met for the given number of required domains.