CLASS Educator Designation

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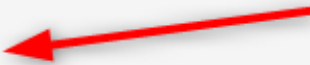
Contents

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.

- 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.

Academic Year	2020-2021		**Category / Option**	(blank)
LEA	(00190)		**Score Status** ⓘ	LOE scoring not enabled
			3/4/5 Override Rule Applied	No
School			**4/5 Trump Rule Applied**	No
Model	TEAM Model		**LOE Scale Score**	
Educator Type	Teacher		**LOE Score**	
CLASS Educator	☑		**LOE Override**	
Coach Conversation Conducted	☐			
Partial Year Exemption (PYE)	No			

📄 Observation Rubric

Scores	Original		Override	
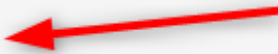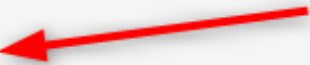
Required Domains	**Emotional**	**Classroom**	**Instructional**	**Professionalism**
✏ Change License	0 of 9	0 of 9	0 of 9	0 of 1

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.

- 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.

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.

- Select the Academic Year
- Click *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

- 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*
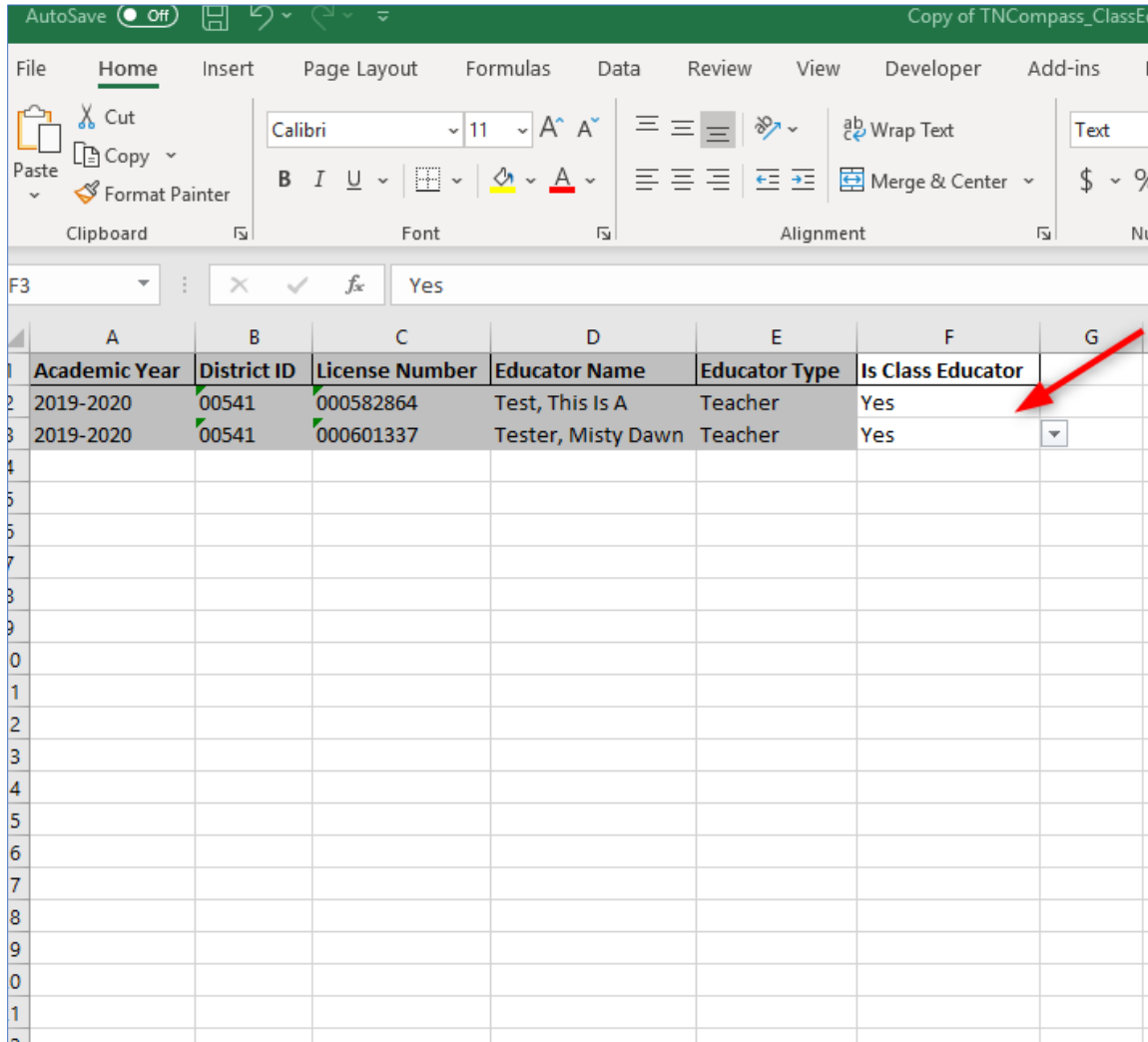
- Save the template to your computer

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*

- Click *Browse*
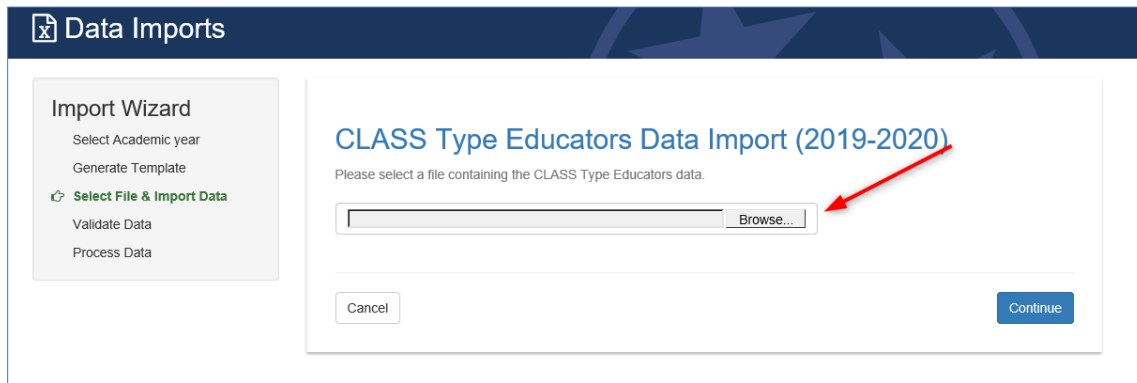
- Select the updated template file from the computer
- Click *Continue*
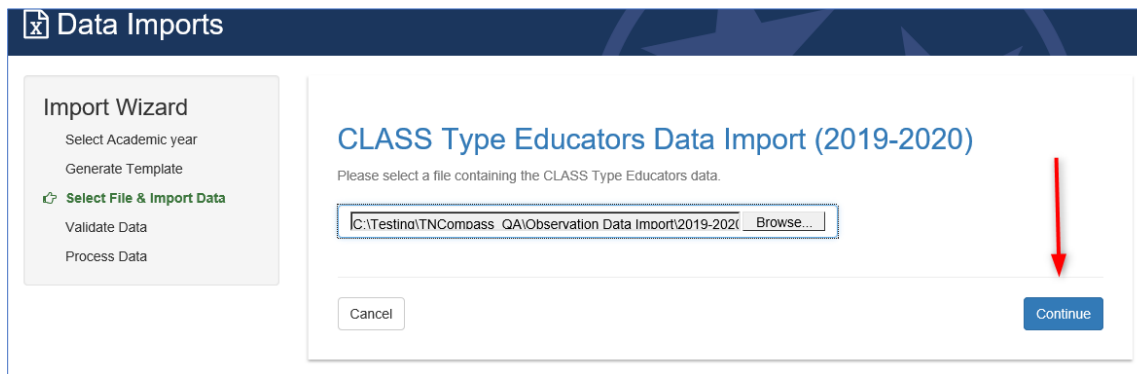
- File is uploaded and ready for validation in TNCompass
- The wizard tracks the progress and shows *Validate Data*
- Click the *Validate* button to validate the information
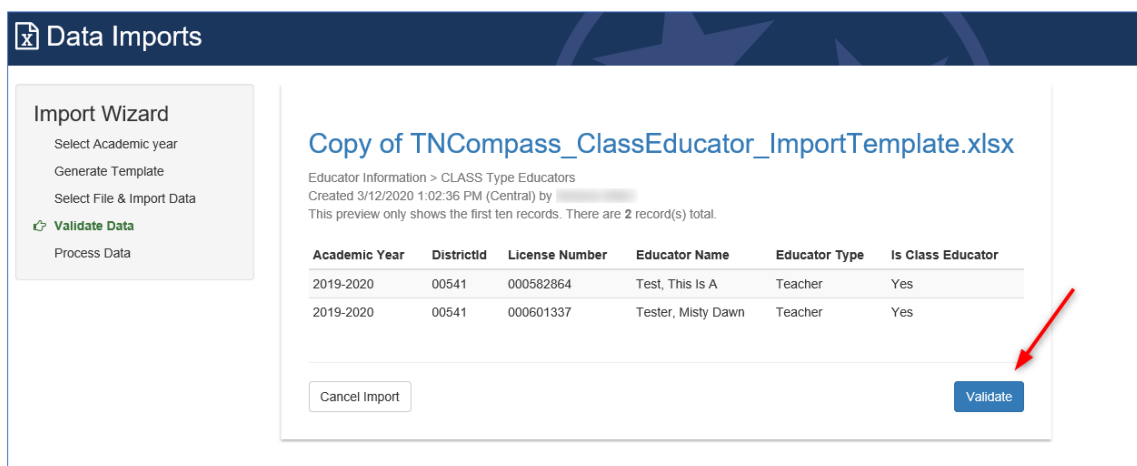
- If the data is not successfully validated, TNCompass will advise of errors. Correct the errors and validate the data again. Repeat if necessary
- When the data has been successfully validated, TNCompass provides a message to advise *The import was validated …*
- Users can download the full report by 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

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

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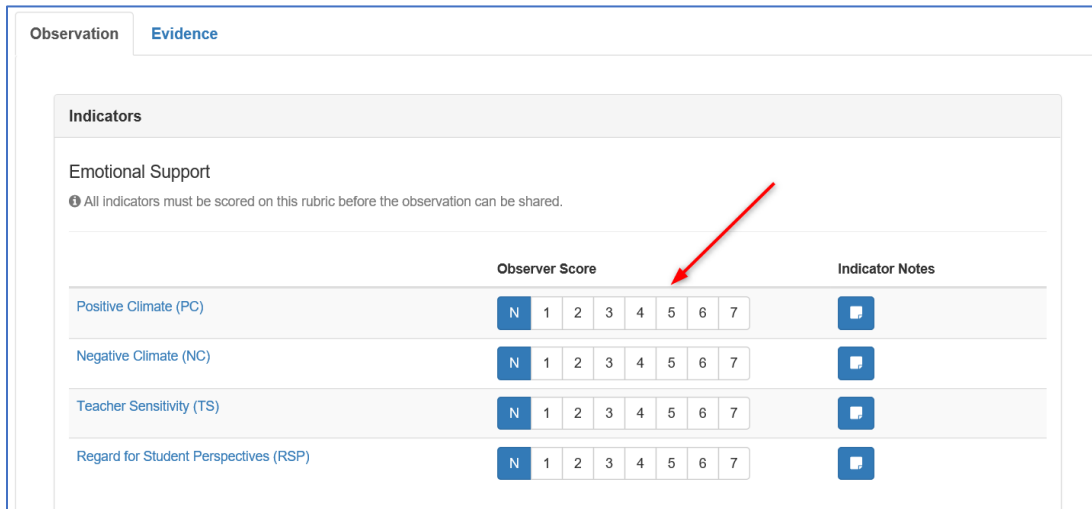
To observe a CLASS designated educator with the CLASS rubric, the evaluator *must* have a valid CLASS Evaluation evaluator credential for the current academic year.

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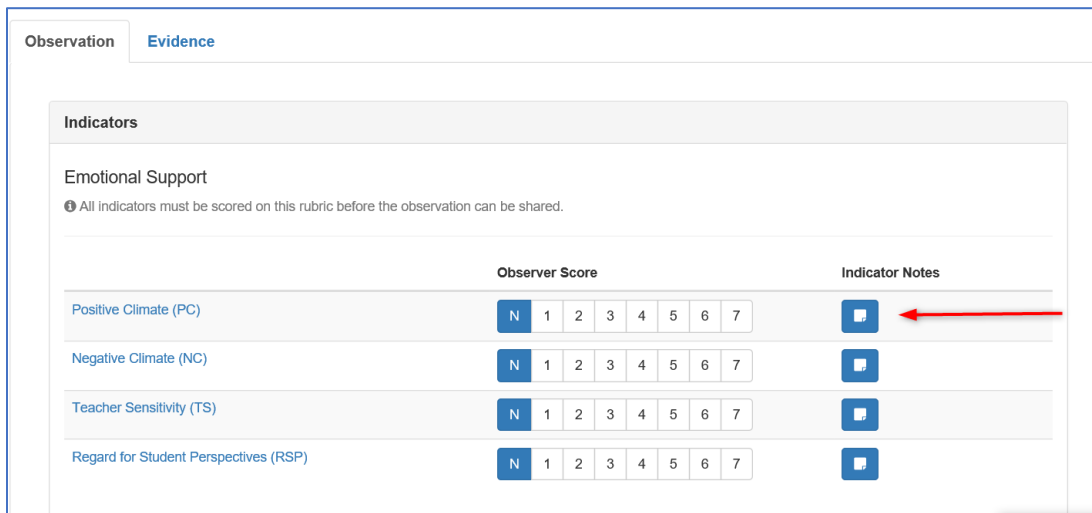
- Click on the *Observer Score rating* for each of the CLASS indicators in the domain

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

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

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

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

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