

TNCompass Evaluation - All Users

Links to User Guide Pages

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Definitions

LEA = Local Education Agency, or school district

State-level = Tennessee Department of Education

The department = Tennessee Department of Education

Educator Evaluation Record

Access to view and edit educator records are limited by role to ensure only authorized users have access to the educator's information. The same role based permission access limits the ability to enter data on the educator's record to authorized users based on permissions.

Permissions within TNCompass are as follows:


- State-level administrators can view all LEAs, educators, and non-licensed users in the state.
- Regional or LEA administrators can view the educators in their respective regions or districts.
- Principals can see all assistant principals and educators in their own schools.
- Assistant principals can see all educators in their own schools, and cannot see principals or other assistant principals.
- Teachers will not have an **Educator** tab, and each teacher will only be able to view his or her own record.


Links to User Guide Pages

- Educator - My Evaluation - Current and Historical Information
- Educator Personal Information
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- Partial Year Exemption

Educator - My Evaluation - Current and Historical Information

- a. Log in to TNCompass at tdoe.tncompass.org.
- b. Select **My Current Evaluation** in the top right corner of the window.
- c. **My Current Evaluation** tab only appears if there are evaluations available.

 Historical evaluation data has been imported for all educators beginning with the 2011-12 academic year. Teachers of record on or after the 2011-12 academic year have data available in TNCompass.

 If historical evaluation data is not available in TNCompass, it is on record at the department. The department is addressing historical data inconsistencies and correcting individual records. If historical data is missing, contact the support team by completing the [form here](#) or by emailing support at support@tncompass.org.

d. The most recent academic year evaluation record displays.

Evaluation

John Doe

2014-2015 Level of Effectiveness: 4

Academic Year: 2015-2016 ▼

LEA: County

License Status: active

Category:

Partial Year Exemption:

Coaching Conversation Completed:

Master School:

Calculation Model: 2015-2016 TEAM Model

Component Scores

Overall Effectiveness

Scale Score

N/A

N/A

Growth Measure Not Selected

Achievement Measure Not Selected

Original: N/A

Override: N/A

Original: N/A

Override: N/A

Observation

Original: N/A

Override: N/A

Rostered Locations

Teacher

School: Elementary School

LEA: County

Region: CORE Regional Office

State: Tennessee Department of Education

Observations

| Date | Rubric | Observer | Location | Status | Walkthrough | Details |
|---------------------|--------|----------|----------|--------|-------------|---------|
| No items to display | | | | | | |

i An educator has more than one evaluation record for the same year if the educator moves from one district to another district within that academic year. The evaluation record for the current rostered location is the default record, and the previous rostered school record is in the dropdown list.

i If an educator moves from one school to another within the same district, the record will show both schools at the bottom of the page where the schools are listed.

Locate the **Academic Year** drop-down in the evaluation profile and select the academic year.

| | |
|-----------------|-----------|
| Academic Year: | 2015-2016 |
| LEA: | 2014-2015 |
| License Status: | 2013-2014 |
| Category: | 2012-2013 |
| | 2011-2012 |

i Each component with an accompanying score and selection is displayed. *N/A* means not available for the evaluation model used to calculate the educator's Overall Level of Effectiveness.

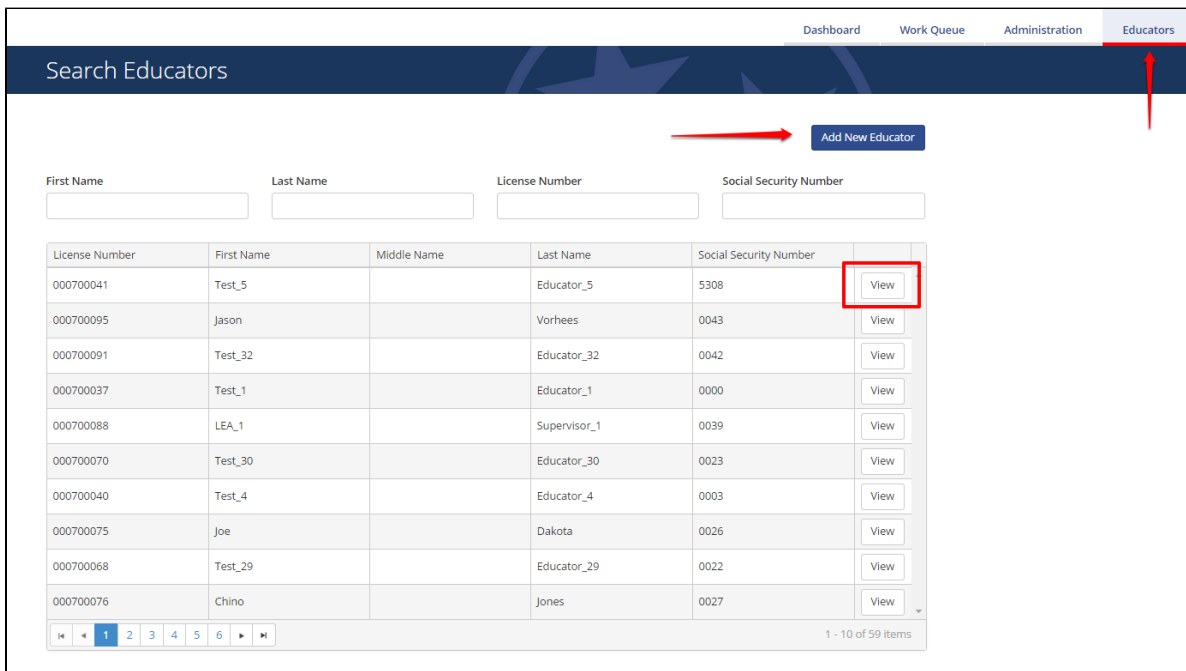
👍 A new feature of TNCompass displays the scale score used to calculate the Overall Level of Effectiveness. TNCompass will display the component percentages for each LEA's evaluation model soon.

Educator Personal Information

Each educator can view personal information on the **Personal Profile** and **My Evaluation** tab.

Users including state-level, regional, and LEA administrators, and principals with authorization may view educator personal information by following these steps.

- Click on the **Educators** tab and the list of educators displays.
- Enter information into the search tool or scroll through the list to find the educator.
- Click **View** next to the educator's information.



The screenshot shows the 'Educators' tab selected in the top navigation bar. Below the navigation is a 'Search Educators' header. A blue button labeled 'Add New Educator' is visible. Below the button are four search input fields: 'First Name', 'Last Name', 'License Number', and 'Social Security Number'. Below the search fields is a table of educators. The first row of the table has a 'View' button highlighted with a red box. A red arrow points to the 'Add New Educator' button, and another red arrow points to the 'Educators' tab in the navigation bar.

| License Number | First Name | Middle Name | Last Name | Social Security Number | |
|----------------|------------|-------------|--------------|------------------------|----------------------|
| 000700041 | Test_5 | | Educator_5 | 5308 | View |
| 000700095 | Jason | | Vorhees | 0043 | View |
| 000700091 | Test_32 | | Educator_32 | 0042 | View |
| 000700037 | Test_1 | | Educator_1 | 0000 | View |
| 000700088 | LEA_1 | | Supervisor_1 | 0039 | View |
| 000700070 | Test_30 | | Educator_30 | 0023 | View |
| 000700040 | Test_4 | | Educator_4 | 0003 | View |
| 000700075 | Joe | | Dakota | 0026 | View |
| 000700068 | Test_29 | | Educator_29 | 0022 | View |
| 000700076 | Chino | | Jones | 0027 | View |

1 - 10 of 59 items

The educator's evaluation record displays, as illustrated below.

| | | | |
|-----------------------------|-----------|-------------------------------------|--------------------------|
| John Doe | | 2014-2015 Level of Effectiveness: 4 | |
| Academic Year: | 2015-2016 | Partial Year Exemption: | <input type="checkbox"/> |
| LEA: | County | Coaching Conversation Completed: | <input type="checkbox"/> |
| License Status: | active | Master School: | |
| Category: | | Calculation Model: | 2015-2016 TEAM Model |
| Component Scores | | | |
| Overall Effectiveness | | Scale Score | |
| N/A | | N/A | |
| Growth Measure Not Selected | | Achievement Measure Not Selected | |
| Original: | N/A | Original: | N/A |
| Override: | N/A | Override: | N/A |

License Status, Category, Calculation Model, Scores, and Roster Locations

The educator's evaluation record includes details pertaining to the educator, including:

- **License Status**
- **Category** (of the educator)
- **Calculation Model** applied to the educator
- **Scoring Criteria** and **Component Scores**
- **Scale Score**
- **Growth Measure** and **Achievement Measures**
- **Observation** results
- **Rosters** in which the educator is currently listed

Note: The capability to import historical TVAAS scores will be available in a future release. TVAAS scores will be imported for the 2015-16 academic year in advance of the score calculation.

Evaluation

John Doe

2014-2015 Level of Effectiveness: 4

Academic Year: 2015-2016

Partial Year Exemption:

Coaching Conversation Completed:

LEA: County

Master School:

License Status: active

Calculation Model: 2015-2016 TEAM Model

Category:

Component Scores

Overall Effectiveness
N/A

Scale Score
N/A

Growth Measure Not Selected
Original: N/A
Override: N/A

Achievement Measure Not Selected
Original: N/A
Override: N/A

Observation
Original: N/A
Override: N/A

Rostered Locations

Teacher
School: Elementary School
LEA: County
Region: CORE Regional Office
State: Tennessee Department of Education

Observations

| Date | Rubric | Observer | Location | Status | Walkthrough | Details |
|--|--------|----------|----------|--------|-------------|---------|
| <p>Navigation: [Previous] [0] [Next] [Refresh]</p> <p style="text-align: right;">No items to display</p> | | | | | | |

Partial Year Exemption

Partial Year Exemption is used when an educator moves between LEAs or changes roles (e.g., a teacher transitions to principal position.) In these cases, the educator's evaluation (one or both) can be marked for partial year exemption, and observation data would not be reported for that academic year.

Administrators and observers are responsible for setting a partial year exemption.

Authorized users can click the checkbox at the top right hand side of the window to select **Partial Year Exemption**. The educator's record will then reflect a partial year exemption.

Evaluation

John Doe

2014-2015 Level of Effectiveness: 4

Academic Year: 2015-2016

LEA: SSD

License Status: active

Category: Non-Tested Teacher

Partial Year Exemption:

Coaching Conversation Completed:

Master School:

Calculation Model: 2015-2016 TEAM Model

Scoring Criteria

| Component | 1 | 2 | 3 | 4 | 5 |
|----------------------|---|---|---|---|---|
| Achievement Measures | | | | | |

Component Scores

Overall Effectiveness

Level of Effectiveness

N/A

Level of Effectiveness Override

N/A

Scale Score

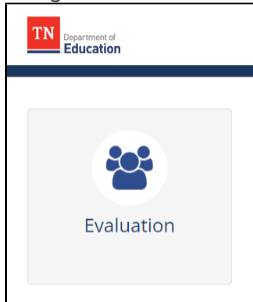
N/A

Login or Register for an Account

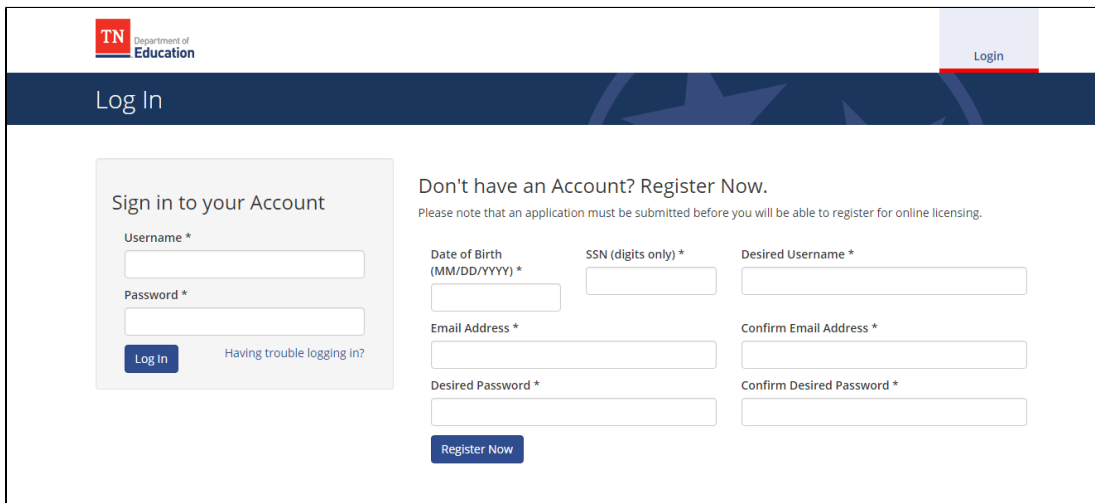
! Each TNCompass username and password is specific to the user. Please do not share usernames and passwords with other individuals, including administrators. Unauthorized access may result in account deactivation.

Login for users with an account

- Navigate to the **Evaluation** login page from <http://tdoe.tncompass.org>.



- Locate the **Sign in to Account** section on the left side of the log in page.
- Users already registered for an account can enter **Username**, **Password**, and click the **Log In** button.
- Users not registered for an account can register for an account using the following steps.



Sign in to your Account

Username *

Password *

Log In [Having trouble logging in?](#)

Don't have an Account? Register Now.

Please note that an application must be submitted before you will be able to register for online licensing.

Date of Birth (MM/DD/YYYY) *

SSN (digits only) *

Desired Username *

Email Address *

Confirm Email Address *

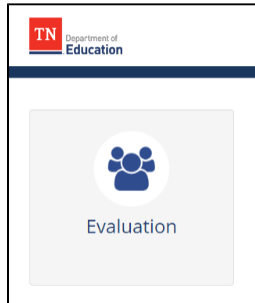
Desired Password *

Confirm Desired Password *

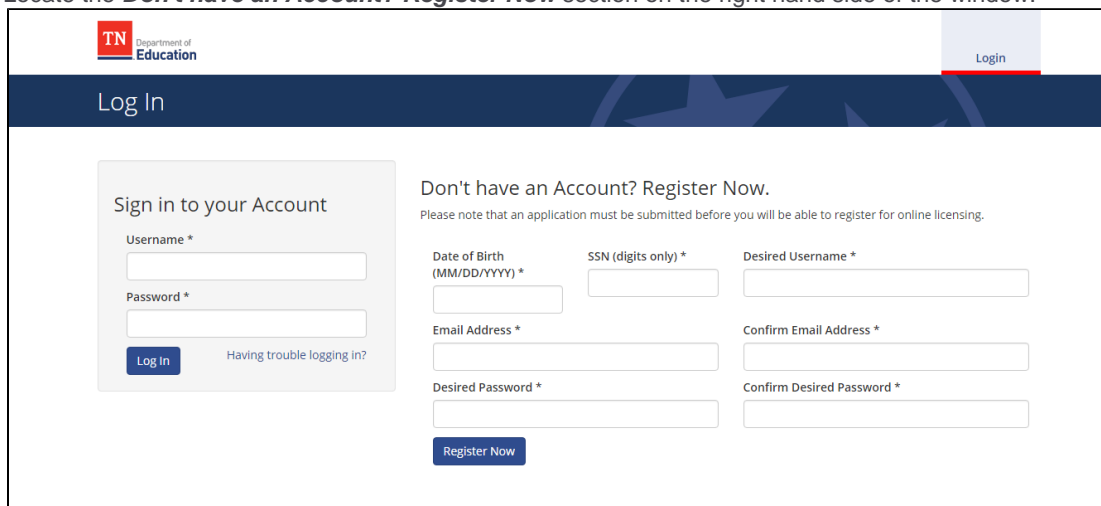
Register Now

Register for an Account

- Open a web browser and navigate to <http://tdoe.tncompass.org>.
- Click the **Evaluation** icon on the TNCompass portal page.





- Locate the **Don't have an Account? Register Now** section on the right hand side of the window.



The screenshot shows the 'Log In' page with a 'Sign in to your Account' form on the left and a 'Don't have an Account? Register Now.' form on the right. The registration form includes fields for Date of Birth (MM/DD/YYYY), SSN (digits only), Desired Username, Email Address, Confirm Email Address, Desired Password, and Confirm Desired Password. A 'Register Now' button is located at the bottom of the registration form.

- Enter **Date of Birth** in MM/DD/YYYY format, e.g., 01/01/1991.
- Enter **SSN** (social security number) without the dashes, e.g., 123456789.
- Enter the **Desired Username**.
- Enter **Email Address** and **Confirm Email Address**.
- Enter a **Desired Password**: Passwords must be a minimum of 8 characters in length and include:
 - 1 uppercase letter (A-Z),
 - 1 lowercase letter (a-z),
 - 1 number (1-9), and
 - 1 special character (for example !@#%).
- Click the **Register Now** button to register for an account and login to TNCompass.

 Consider using a personal email address, rather than a school email address, as the username. Using a school email address may present a problem if the user no longer teaches with the district; this may require a contact with support to reset the password.

 Email address as user name cannot include a hyphen.

Forgot Username or Password

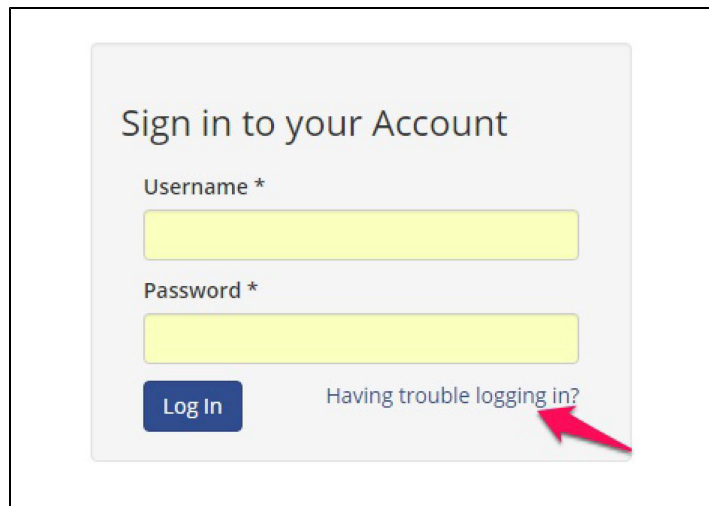
Follow these steps to resolve the issues related to forgotten username and/or password.

⚠ Usernames and passwords are encrypted to protect sensitive data. Technical staff cannot access usernames and passwords - please do not submit support cases requesting specific resets as this is not a functionality available in the TNCompass platform.

i **Watch the spam folder:** it is possible the email service will direct reset deliveries to a spam folder. If a reset email does not appear shortly after submitting the request, check the spam/junk folder.

Take the following steps:

- From the login page, click the link **"Having trouble logging in?"**



Sign in to your Account

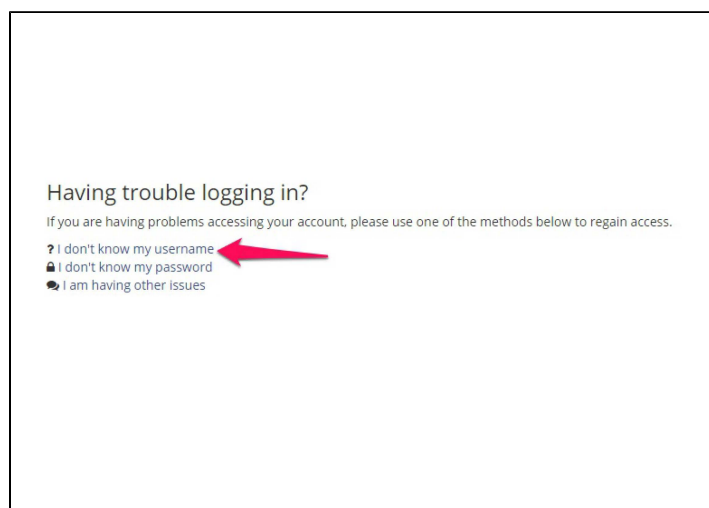
Username *

Password *

Log In

Having trouble logging in?

- If the issue is a forgotten username or inability to login with the remembered username, select **"I don't know my username."**



Having trouble logging in?

If you are having problems accessing your account, please use one of the methods below to regain access.

I don't know my username

I don't know my password

I am having other issues

- Verify **Date of Birth** (using format "MM/DD/YYYY") and **Social Security Number** (numbers only, no dashes) and select "**Send my username.**" The username will be delivered to the email address associated with the account.

Having trouble logging in?

If you are having problems accessing your account, please use one of the methods below to regain access.

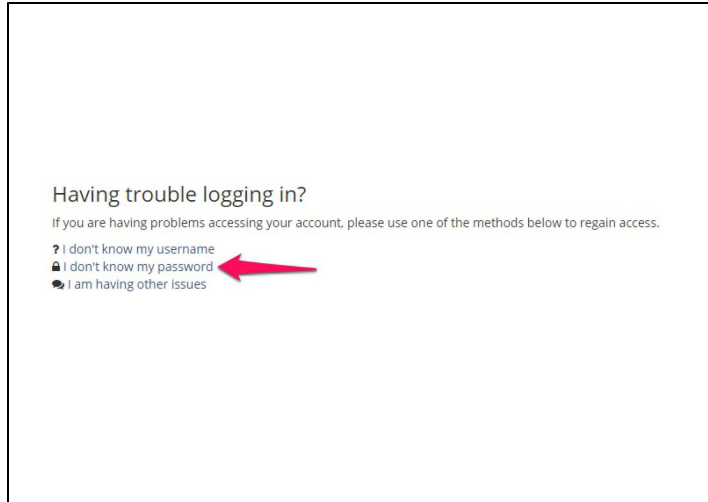
? I don't know my username
Please enter the email address that you registered with to find your username.

Date of Birth * Social Security Number *

🔒 I don't know my password
🗨️ I am having other issues

Resetting Password

- To reset password, select ***I don't know my password***, and confirm the email address associated with the account.

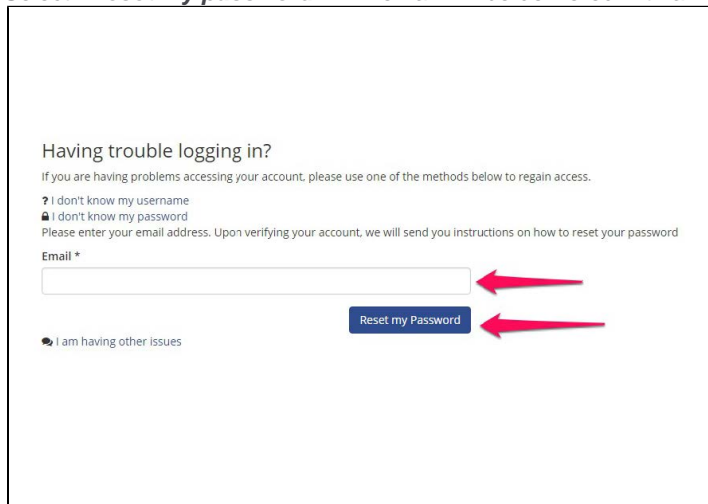


Having trouble logging in?

If you are having problems accessing your account, please use one of the methods below to regain access.

- ? I don't know my username
- 🔒 I don't know my password
- 🗨️ I am having other issues

- Select ***"Reset my password."*** An email will be delivered with a link for resetting the password.



Having trouble logging in?

If you are having problems accessing your account, please use one of the methods below to regain access.

- ? I don't know my username
- 🔒 I don't know my password

Please enter your email address. Upon verifying your account, we will send you instructions on how to reset your password

Email *

[Reset my Password](#)

- 🗨️ I am having other issues

Having trouble with account registration?

A user trying to register for an account may receive an error message stating:

Please verify the Social Security Number and Birth Date

This could mean the social security number and/or date of birth were entered incorrectly. In this case, be sure to:

- Enter date of birth with forward slashes in format MM/DD/YYYY, e.g., 01/01/1984.
- Enter social security number without the dashes, e.g., 123456789.

If the social security number and date of birth are both entered correctly but there is still an error message, one of these could be the case:

- **The educator does not yet have an educator license with the state of Tennessee.**

TNCompass account registration requires the educator to have an active teaching license or active license application in progress. Some district configurators and LEA human resource users do not have a Teacher License Number (TLN). These accounts must be created at the state-level. In this case, please contact the support team by completing [this form](#) or emailing support@tncompass.org.

- **The educator is new to Tennessee with a license recently approved by the department.**

Most of the license data has been imported to TNCompass. For assistance, please contact the support team by completing [this form](#) or emailing support@tncompass.org.

- **Educator license data was not imported due to missing or invalid components such as social security number and/or date of birth.**

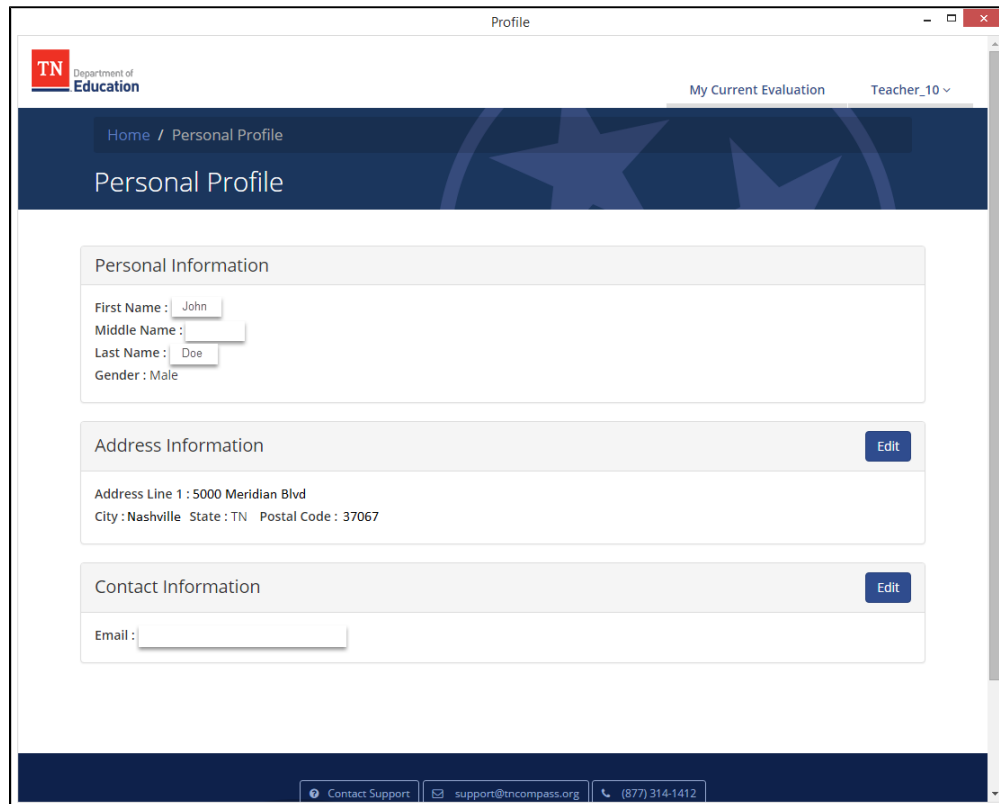
The department is working to resolve license records with invalid data components. Feel free to reach out to the support team by completing [this form](#) or emailing support@tncompass.org.

Personal Profile

Each user can view and edit his or her own **Personal Profile** information.

To edit:

- Click on name in the upper right hand corner of the window and select **My Profile**.
- Validate and edit information as needed; changes save automatically.



The screenshot displays the 'Personal Profile' page within a browser window titled 'Profile'. The page header includes the TN Department of Education logo and navigation links for 'My Current Evaluation' and 'Teacher_10'. The main content area is divided into three sections: 'Personal Information', 'Address Information', and 'Contact Information'. Each section contains form fields and an 'Edit' button. The 'Personal Information' section shows 'First Name: John', 'Middle Name:', 'Last Name: Doe', and 'Gender: Male'. The 'Address Information' section shows 'Address Line 1: 5000 Meridian Blvd', 'City: Nashville', 'State: TN', and 'Postal Code: 37067'. The 'Contact Information' section shows an 'Email:' field. The footer contains contact support information: 'Contact Support', 'support@tncompass.org', and '(877) 314-1412'.

TNCompass FAQs

State-level Administrator

Editing Rubrics

Q: How does an LEA get a rubric if a state-level administrator adds one to the TNCompass data system?

A: Rubrics, as a component of the evaluation model, are labeled as the calculation model in TNCompass. Each LEA receives a calculation model assignment from the state. Rubrics become available after the state completes the LEA setup.

Q: What is an ordinal?

A: The ordinal is the incremental display order of the rubric indicator. If '1' is specified for the indicator's ordinal value, that indicator will appear at the top of the observation form. An indicator with '2' will appear below '1' on the observation form.

Managing the Calculation Model

Q: Why can't I add a rubric to the calculation model?

A: Rubrics must first be created in the *Rubric Editor* tool.

Q: How are teacher categories assigned to a teacher for the current year?

A: Categories are assigned to educators according to those defined by the state at the end of the previous academic year. For 2015-2016, the following categories are available in TNCompass:

- Administrator
- Non-Tested Teacher
 - Use this category for Non-Tested Teachers Using a Portfolio Growth Model, and Non-Tested Teachers
- Tested Teacher Multi-Year
 - Use this category for Tested Teachers with Prior Data, with or without Student Survey Data
- Tested Teacher First Year
 - Use this category for Tested Teachers without Prior Data, with or without Student Survey Data

Q: Can calculation models be changed mid-year?

A: Mid-year changes are not anticipated. TNCompass is designed to be flexible after the completion of one academic year to the start of a new academic year.

Managing Achievement Measures

Q: How can I deactivate an achievement measure when it is no longer valid?

A: The ability to add, edit, and remove is available; deactivation of an achievement measure is a feature currently in development.

Q: What does an achievement measure level do?

A: The levels for both achievement and growth categorize the measures for data aggregation and reporting purposes.

Managing Growth Measures

Q: Can I import TVAAS growth measures?

A: Historical TVAAS selections and scores will be imported. For the 2015-16 academic year, the TVAAS import will be completed in advance of the score calculations from SAS.

LEA Setup

Q: Can I change the calculation assignment to the LEA after it is applied?

A: Application of the calculation model needs to be final when completing LEA setup. Once setup is complete and the calculation model applied, the LEA has the potential to immediately start entering evaluation record component data. Changing the calculation model after LEAs enter data could compromise data quality.

Regional and LEA Administrators

Managing Rosters

Q: Can I import my roster?

A: TNCompass has been designed to remove the need of Excel-based roster management. Each LEA will have its roster from the previous academic year preloaded. The intent of the roster is to promote staff management throughout the academic year.

Q: Can I export my roster?

A: This feature is currently in development.

Q: I can't find a newly hired educator in the roster. What's wrong?

A: Either the educator has not yet entered into the licensure process with the department, or the educator has been claimed by another LEA.

Q: If an educator has been claimed by another LEA, what do I do?

A: When an administrator adds to a roster, educators already on a roster for another LEA are identified by a request release indicator. Click the **Request Release** button to send an email message to the LEA where the educator is currently rostered. Once the educator is released from the current LEA, the new LEA may claim the educator.

Q: If an educator is currently working in another LEA, what do I do if the educator is moving to my LEA?

A: When an administrator adds to a roster, educators already on a roster for another LEA are identified by a request release indicator. Click the **Request Release** button to send an email message to the LEA where the educator is currently rostered. Once the educator is released from the current LEA, the new LEA may claim the educator.

Managing Users

Q: Why do I need to add unlicensed users to my roster?

A: Some users, who do not hold a Tennessee educator license, need administrative access to TNCompass data. Examples may include district configurators, human resource officers, or observer-only personnel who are unlicensed.

School Administrator, Observer, and Educator

Component Scores

Q: Can I view previous academic year data?

A: Yes. The educator and observer are both able to view previous academic year data from the educator evaluation record.

Q: Can I view the previous academic year's Level of Overall Effectiveness from the educator's evaluation record?

A: Yes, The educator and observer are both able to view previous academic year data from the educator evaluation record.

Q: When does the observation component score calculate?

A: The observation component score is updated with every new observation record entry.

Q: Can I see how many observations I am required to conduct for an educator?

A: This feature is currently in development.

Achievement and Growth Measure Scores

These features are in development for achievement and growth measure scores:

- View individual single-year and multi-year TVAAS growth scores
- Enter achievement measure scales
- Save scales with the achievement measure to users
- Apply achievement measures and scales to multiple educators

Observation Record

Q: Why do I have to select the school when I enter an observation?

A: Educators listed in more than one school roster require selection of the school. Educators listed in only one school roster displays the rostered school.

Q: Can I change observation scores after they are entered in case I make a mistake?

A: Yes. Changes save in real time and entries can be edited by users with appropriate authorization until the observation is locked.

Q: When can I no longer enter observation scores or make evaluation component selections?

A: The department will have the capability to lock the observation components to maintain data compliance and reliability. The management capability to support locking is currently in development.

Q: Are educator self-scores used in any part of the summative calculation?

A: No. Educator self-scores are optional and are in place at this time for the educator and observer reflection. Reports may be created to utilize this optional data in the future.


TNCompass Evaluation - Role-Based Functions

Permissions for TNCompass users are based upon user roles, which determine accessible screens and functions. A user may only have one role, although a user can transition from one role to another role during an academic year (e.g., a teacher may transition to a principal role in January).

Role-based permissions in TNCompass are as follows:

Principals

Principals can view all educators rostered to the school, can manage evaluation measures, and can schedule and conduct observations.

 Evaluation measures are approved by the State Board of Education. Principals can choose from the state-approved evaluation measures appearing in TNCompass.

Assistant Principals

Assistant principals are able to perform the same functions as principals, except they cannot view principals or other assistant principals.

Observers

Observers can enter observations for the school(s) to which they are rostered.

Teachers

Teachers can view their own records.

LEA Administrators

LEA administrators can view all educators in their respective districts. In addition, LEA administrators can manage:

- observations, including creating, scheduling, and conducting observations
- rosters, including:
 - adding licensed educators to the district roster from the state-approved pool of educators, and selecting user roles
 - removing licensed educators from the district roster
 - adding, removing, and selecting roles for unlicensed users in the LEA roster
 - creating an observer-only account (this role does not have to be licensed)
 - adding another district administrator role
- observation data imports from a third party vendor system
 - ⚠️ An import of observation data will replace all existing observation data. This means observation data should either be all imported or all manually entered.

District Supervisors

District supervisors can view rosters for the schools in the district, and add and manage observations. A district supervisor cannot edit rosters, or growth or achievement measures.

Regional Administrators

Regional administrators can view all educators in their regions. In addition, regional administrators can manage:

- observations, including creating, scheduling, and conducting observations
- rosters, including all of the same rostering functions as the LEA administrators

State-Level Administrators

State-level administrators can view all educators in the state. In addition, state-level administrators can manage:

- academic years
- achievement measures and growth measures
- calculation models
- LEA setup
- rosters, including all of the same rostering functions as the LEA administrators
- rubric administration
- TVAAS growth measures

Links to Role Based User Guides and Tasks

- [TNCompass Evaluation - LEA Administrator User Guide](#)
 - [Add Observation from the Educator Tab](#)
 - [Conduct an Observation](#)
 - [Dashboard for LEA Administration](#)
 - [Educator Search](#)
 - [Roster Management](#)

- Upload Observation Data from Third Party Vendors
- User Management
- TNCompass Evaluation - Principal User Guide
 - Dashboard for Principals
 - Evaluation Measures
 - Observations
- TNCompass Evaluation - State-level Administrator User Guide
 - Academic Years
 - Achievement Measure Management
 - Calculation Model Manager
 - Dashboard for State-Level Administrators
 - LEA Setup
 - Rosters
 - Rubric Administration
 - TVAAS Growth Measure Management
 - User Management for State-Level Administrators

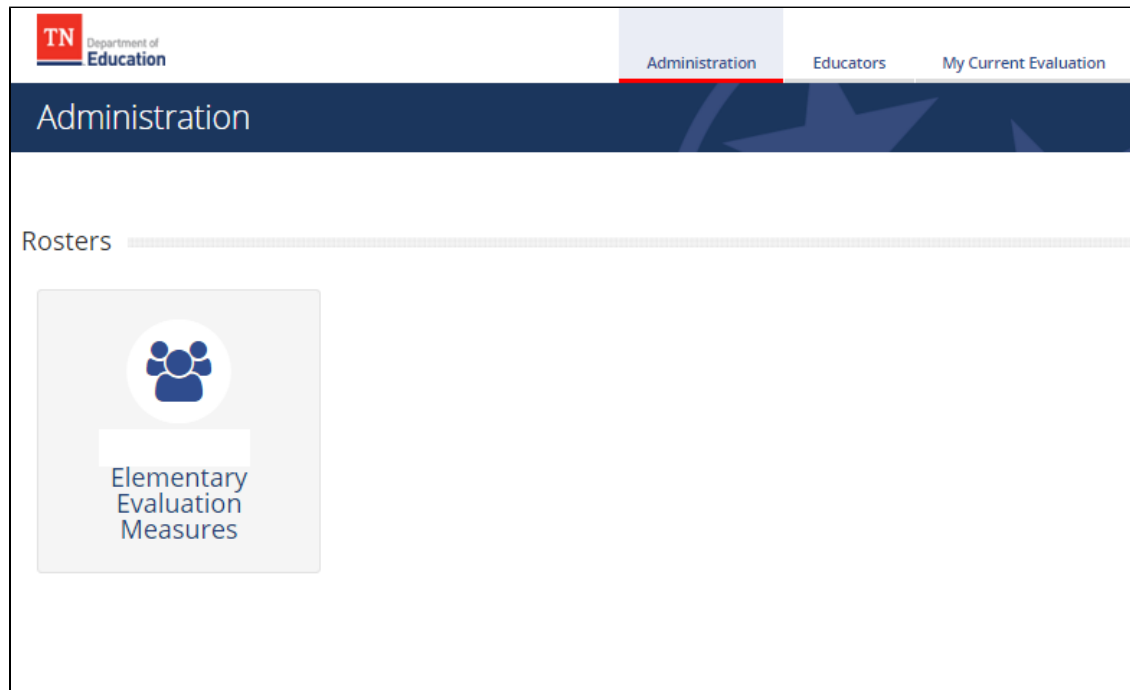
TNCompass Evaluation - Principal User Guide

Links to User Guide Pages

- [Dashboard for Principals](#)
- [Evaluation Measures](#)
- [Observations](#)

Dashboard for Principals

Principals have access to the following functionality.



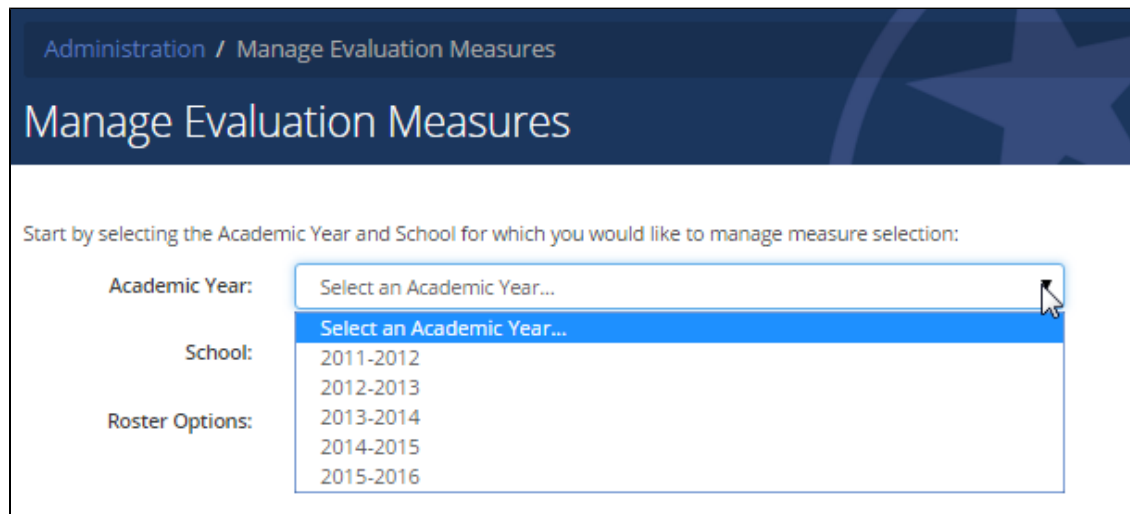
Evaluation Measures

Principals are able to access educator evaluation records for the educators they supervise from the dashboard by clicking the school's **Evaluation Measures** icon.

Manage Evaluation Measures

The **Manage Evaluation Measures** screen displays, as illustrated below.

- Select the **Academic Year** from the drop down list.



- Select the **School** from the drop down list.
- Select **Roster Options** by clicking on the button for either current roster only or all evaluation records.
- The **Evaluation Roster** for the selected educator group displays as illustrated below.
- Scroll to the right to view the entire list of achievement scores for the selected group of educators. A partial window is illustrated below.
- Scroll to the far right to find and click the **View** button for a specific educator to view the educator's **Evaluation** record.

Manage Evaluation Measures

Start by selecting the Academic Year and School for which you would like to manage measure selection:

Academic Year:

School:

Roster Options: Show evaluation records for current roster only
 Show all evaluation records (includes educators no longer rostered)

Evaluations Roster

| Educator ▲ | License No | Growth Measure | Achievement Measure | Achievement Score | Achievement Range 1 | Ach |
|------------|------------|--------------------------|--------------------------|-------------------|---------------------|-----|
| John | 0005 | System-Wide: Composite ▼ | System-Wide: Composite ▼ | N/A | 1-1.59 | 1 |
| Jane | 0002 | System-Wide: Composite ▼ | System-Wide: Composite ▼ | N/A | 1-1.59 | 1 |

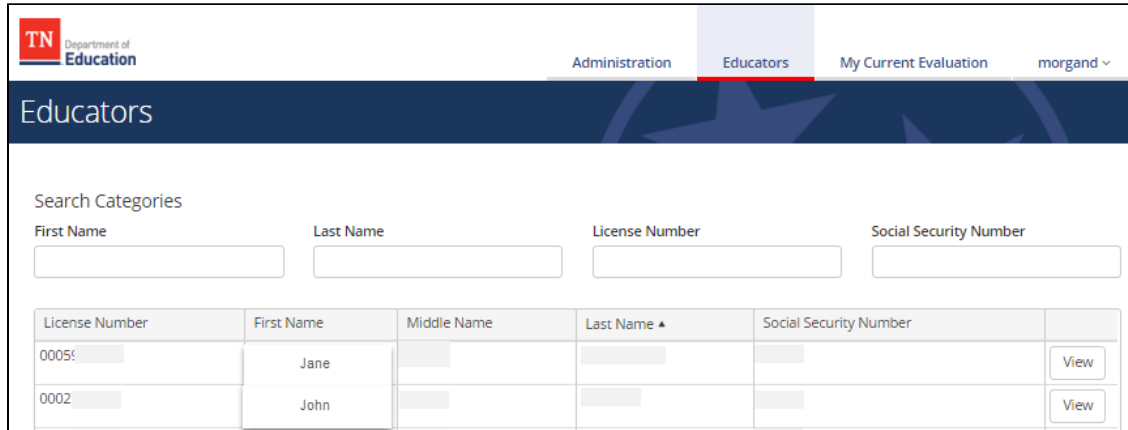
- Select **Growth Measures** and **Achievement Measures** from the drop down lists, as illustrated below.

| Growth Measure | Achievement Measure |
|---|------------------------|
| System-Wide: Composite | System-Wide: Composite |
| School-Wide: Numeracy | |
| School-Wide: SAT 10 Composite | |
| School-Wide: SAT 10 Literacy | |
| School-Wide: SAT 10 Literacy and Numeracy | |
| School-Wide: SAT 10 Numeracy | |
| School-Wide: Science | |
| School-Wide: Social Studies | |
| School-Wide: TCAP Composite | |
| School-Wide: TCAP Literacy | |
| School-Wide: TCAP Literacy and Numeracy | |
| School-Wide: TCAP Numeracy | |
| School-Wide: TCAP Science | |
| School-Wide: TCAP Social Studies | |
| School-Wide: TCAP/EOC Composite | |
| School-Wide: TCAP/EOC Literacy | |
| School-Wide: TCAP/EOC Literacy and Numeracy | |
| School-Wide: TCAP/EOC Numeracy | |
| School-Wide: TCAP/EOC Science | |
| School-Wide: TCAP/EOC Social Studies | |
| System-Wide: Composite | |

| Achievement Measure | Achievement Score | Achievement |
|---|-------------------|-------------|
| System-Wide: Composite | N/A | 1-1.59 |
| School-Wide: SAT 10 Numeracy | | |
| School-Wide: Science | | |
| School-Wide: Social Studies | | |
| School-Wide: TCAP Composite | | |
| School-Wide: TCAP Literacy | | |
| School-Wide: TCAP Literacy and Numeracy | | |
| School-Wide: TCAP Numeracy | | |
| School-Wide: TCAP Science | | |
| School-Wide: TCAP Social Studies | | |
| School-Wide: TCAP/EOC Composite | | |
| School-Wide: TCAP/EOC Literacy | | |
| School-Wide: TCAP/EOC Literacy and Numeracy | | |
| School-Wide: TCAP/EOC Numeracy | | |
| School-Wide: TCAP/EOC Science | | |
| School-Wide: TCAP/EOC Social Studies | | |
| STAMP | | |
| STAR Early Literacy | | |
| STAR Math | | |
| STAR Reading | | |
| System-Wide: Composite | | |

To locate an educator and view the educator's evaluation record:

- Click on the **Educators** tab to show a list of educators.
- Enter information into the search fields to find an educator, or scroll through the list to locate the educator.
- Click **View** next to the educator's information.



Search Categories

First Name Last Name License Number Social Security Number

| License Number | First Name | Middle Name | Last Name ▲ | Social Security Number | |
|----------------|------------|-------------|-------------|------------------------|------|
| 0005 | Jane | | | | View |
| 0002 | John | | | | View |

The educator's evaluation record displays, as illustrated below.

Evaluation

John Doe

2014-2015 Level of Effectiveness: 4

Academic Year: 2015-2016 ▼

LEA: County

License Status: active

Category:

Partial Year Exemption:

Coaching Conversation Completed:

Master School:

Calculation Model: 2015-2016 TEAM Model

Component Scores

Overall Effectiveness

N/A

Scale Score

N/A

Growth Measure Not Selected

Original: N/A
Override: N/A

Achievement Measure Not Selected

Original: N/A
Override: N/A

Observation

Original: N/A
Override: N/A

Rostered Locations

Teacher

School: Elementary School

LEA: County

Region: CORE Regional Office

State: Tennessee Department of Education

Observations

| Date | Rubric | Observer | Location | Status | Walkthrough | Details |
|--|--------|----------|----------|--------|-------------|---------|
| <div style="display: flex; justify-content: space-between; align-items: center;"> « 0 0 » No items to display </div> | | | | | | |

Observations

Users in TNCompass are able to perform role-based tasks based on their assigned permissions.

Users authorized to evaluate an educator can perform the following functions from the educator evaluation record, illustrated below:

- Set a **Partial Year Exemption** for the educator
- Select a **Category** from the drop-down list
- Enter **Achievement** scores
- Enter **Observation** scores

- Enter **Growth Measure** score
- View the educator's **Scale Score**
- View the **Educator's Student Survey/LEA-Specific Component Scores**
- Review **Overall Effectiveness**
- Review **Rostered Locations**
- Add an **Observation** record

Evaluation

John Doe

2014-2015 Level of Effectiveness: 4

Academic Year: 2015-2016

LEA: County

License Status: active

Category:

Partial Year Exemption:

Coaching Conversation Completed:

Master School:

Calculation Model: 2015-2016 TEAM Model

Component Scores

Overall Effectiveness

N/A

Scale Score

N/A

Growth Measure Not Selected

Original: N/A
Override: N/A

Achievement Measure Not Selected

Original: N/A
Override: N/A

Observation

Original: N/A
Override: N/A

Rostered Locations

Teacher

School: Elementary School

LEA: County

Region: CORE Regional Office

State: Tennessee Department of Education

Observations

| Date | Rubric | Observer | Location | Status | Walkthrough | Details |
|--|--------|----------|----------|--------|-------------|---------|
| <div style="display: flex; justify-content: space-between; align-items: center;"> « 0 0 » No items to display </div> | | | | | | |

Adding an Observation Record

- Click the **Add Observation** button.
- From the drop-down lists, select the **School** and the **Rubric** to use for this observation. The rubrics in the drop-down list are based on **calculation models** assigned during LEA setup.

The screenshot shows the 'Add New Observation' dialog box. The 'School' dropdown is set to 'school_7'. The 'Rubric' dropdown is set to 'Select a rubric...'. An 'Add' button is located below the dropdowns. In the background, the 'Teacher' profile is visible with the following information:

| | |
|---------|------------|
| School: | school_7 |
| LEA: | district_4 |
| Region: | region_2 |
| State: | state_1 |

The 'Observations' table below the dialog box is empty. The table has columns for Date, Rubric, Observer, Location, and Details. The table shows 'No items to display'.

- Based on the selections, the observation record displays.
- Enter the observation scores in each column marked **Observer Score**. The drop-down list of scores is based on the rating scale determined at the state level.
- As the observation proceeds, the list populates under the educator's evaluation record.
- The **Self-Score** column is available for the educator to enter scores for each indicator during self-evaluation.
- Enter **Refinements** and/or **Reinforcements** on the right side of the page by clicking the **Add** button.

Edit Observation

TEAM General Educator Rubric Edit

| | | | |
|--|--|---------------------------|------------------------------------|
| Teacher Observed School Teacher_66 | Observer State Administrator_1 | | |
| Date/Time 6/19/2015 11:24 am | Number 0 | School school_7 | <input type="checkbox"/> Announced |

Indicators

Designing and Planning Instruction

| | Observer Score | Self Score |
|--------------------------|----------------|------------|
| Instructional Plans (IP) | 4 | 4 |
| Student Work (SW) | 3 | 4 |
| Assessment (AS) | 3 | 4 |

Learning Environment

| | Observer Score | Self Score |
|---------------------------------|----------------|------------|
| Expectations (EX) | 2 | Not Scored |
| Managing Student Behavior (MSB) | 3 | Not Scored |
| Environment (ENV) | 4 | Not Scored |
| Respectful Culture (RC) | 3 | Not Scored |

Instruction

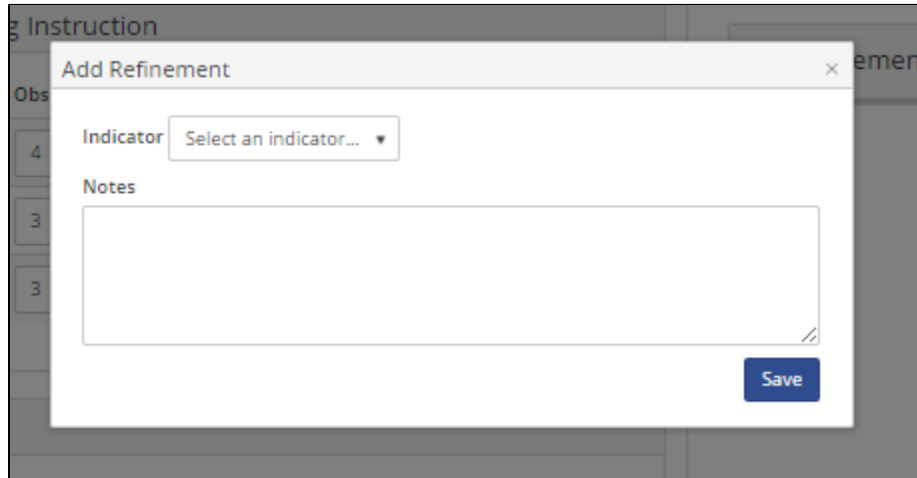
| | Observer Score | Self Score |
|--|----------------|------------|
| Standards and Objectives (SO) | Not Scored | Not Scored |
| Motivating Students (MS) | Not Scored | Not Scored |
| Presenting Instructional Content (PIC) | Not Scored | Not Scored |

Refinements Add

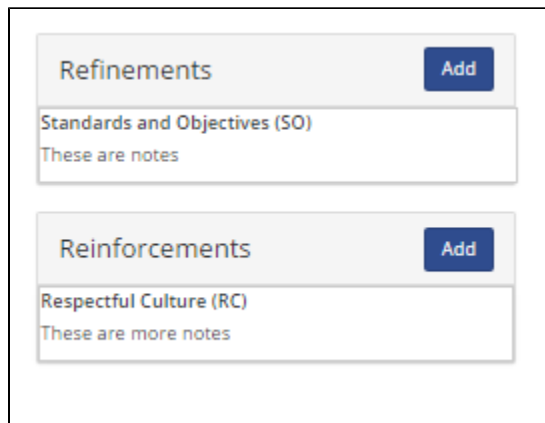
Reinforcements Add

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- Select the indicator for the **Refinement** or **Reinforcement** and enter the **Notes** as needed.
- Repeat for each indicator desired to add a refinement or reinforcement.
- Click **Save**.



- The indicator and notes entered appear under the appropriate section, as illustrated below.
- When the evaluation is released to the educator, the educator will be able to view these notes along with the observation scores upon login.



- Enter observation notes associated with this observation at the bottom of the page, under **Notes**.
- Click **Add** for each note, and then click **Save**.
- The notes will populate at the bottom of the page.
- When the evaluation is released to the educator, the educator will be able to view these notes along with the observation scores upon login.

| Notes | | | Add | |
|---------------------|-----------------------|-----------------------|----------------------|------------------------|
| Date | Entered By | Note | | |
| 06/19/2015 11:35 am | State Administrator_1 | These are more notes. | Edit | Delete |
| 06/19/2015 11:34 am | State Administrator_1 | These are notes. | Edit | Delete |

[«](#) [»](#) [1](#) [»](#) [»](#) 5 items per page 1 - 2 of 2 items [🔄](#)

Observation Data in the Educator's Evaluation Record

- When observation data is entered, the system automatically saves the evaluation record. There is no need to submit or finalize an observation.
- As observation scores are entered, the **Observation** component on the educator's evaluation record calculates the observation score automatically.

School Teacher_66

Partial Year Exemption

Academic Year: 2014-2015
License Status:

LEA: district_4
Calculation Model: Demonstration 2 TNCompass Model

Master School:
Category:

Component Scores

| | | | |
|-----------------------|-----|-------------|--------------|
| Overall Effectiveness | 157 | Scale Score | TVAAS Growth |
| N/A | | | Not Selected |

| | |
|--|--|
| Achievement: Achievement Type 1 (School Level) | Original: <input type="text" value="N/A"/> Override: <input type="text" value="N/A"/> |
|--|--|

| | |
|-------------|---|
| Observation | Original: <input type="text" value="3.14"/> Override: <input type="text" value="N/A"/> |
|-------------|---|

| |
|--|
| Original: <input type="text" value="N/A"/> Override: <input type="text" value="N/A"/> |
|--|

TNCompass Evaluation - LEA Administrator User Guide


Links to User Guide Pages

- [Dashboard for LEA Administration](#)
- [Conduct an Observation](#)
- [Educator Search](#)
- [Roster Management](#)
- [Upload Observation Data from Third Party Vendors](#)
- [User Management](#)
- [Add Observation from the Educator Tab](#)


Dashboard for LEA Administration

Administration

Rosters




School
123



Evaluation
Measures

Roles and Permissions



Users

Conduct an Observation

Users in TNCompass are able to perform role-based tasks based on their assigned permissions.

Users authorized to evaluate an educator can perform the following functions from the educator evaluation record, illustrated below:

- Set a ***Partial Year Exemption*** for the educator
- Select a ***Category*** from the drop-down list
- Enter ***Achievement*** scores
- Enter ***Observation*** scores
- Enter ***Growth Measure*** score
- View the educator's ***Scale Score***
- View the ***Educator's Student Survey/LEA-Specific Component Scores***
- Review ***Overall Effectiveness***
- Review ***Rostered Locations***
- Add an ***Observation*** record

Evaluation

John Doe

2014-2015 Level of Effectiveness: 4

Academic Year: 2015-2016

LEA: County

License Status: active

Category:

Partial Year Exemption:

Coaching Conversation Completed:

Master School:

Calculation Model: 2015-2016 TEAM Model

Component Scores

Overall Effectiveness

N/A

Scale Score

N/A

Growth Measure Not Selected

Original: N/A

Override: N/A

Achievement Measure Not Selected

Original: N/A

Override: N/A

Observation

Original: N/A

Override: N/A

Rostered Locations

Teacher

School: Elementary School

LEA: County

Region: CORE Regional Office

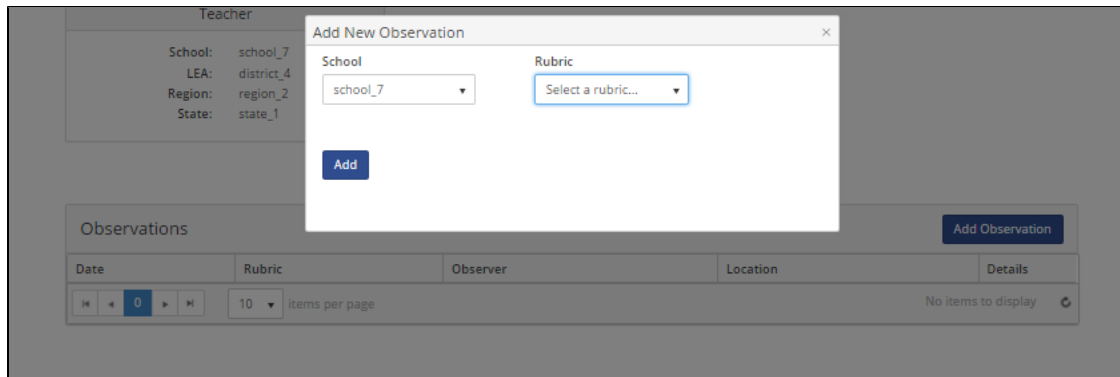
State: Tennessee Department of Education

Observations

| Date | Rubric | Observer | Location | Status | Walkthrough | Details |
|--|--------|----------|----------|--------|-------------|---------|
| <div style="display: flex; justify-content: space-between; align-items: center;"> ⏪ ◀ 0 ▶ ⏩ No items to display </div> | | | | | | |

Adding an Observation Record

- Click the **Add Observation** button.
- From the drop-down lists, select the **School** and the **Rubric** to use for this observation. The rubrics in the drop-down list are based on **calculation models** assigned during LEA setup.



- Based on the selections, the observation record displays.
- Enter the observation scores in each column marked **Observer Score**. The drop-down list of scores is based on the rating scale determined at the state level.
- As the observation proceeds, the list populates under the educator's evaluation record.
- The **Self-Score** column is available for the educator to enter scores for each indicator during self-evaluation.
- Enter **Refinements** and/or **Reinforcements** on the right side of the page by clicking the **Add** button.

Edit Observation

TEAM General Educator Rubric Edit

Teacher Observed

Observer

Date/Time

Number

School

Announced

Indicators

Designing and Planning Instruction

| | Observer Score | Self Score |
|--------------------------|--------------------------------|--------------------------------|
| Instructional Plans (IP) | <input type="text" value="4"/> | <input type="text" value="4"/> |
| Student Work (SW) | <input type="text" value="3"/> | <input type="text" value="4"/> |
| Assessment (AS) | <input type="text" value="3"/> | <input type="text" value="4"/> |

Learning Environment

| | Observer Score | Self Score |
|---------------------------------|---|---|
| Expectations (EX) | <input type="text" value="2"/> | <input type="text" value="Not Scored"/> |
| Managing Student Behavior (MSB) | <input type="text" value="3"/> | <input type="text" value="Not Scored"/> |
| Environment (ENV) | <input type="text" value="4"/> | <input type="text" value="Not Scored"/> |
| Respectful Culture (RC) | <input style="border: 2px solid #007bff;" type="text" value="3"/> | <input type="text" value="Not Scored"/> |

Instruction

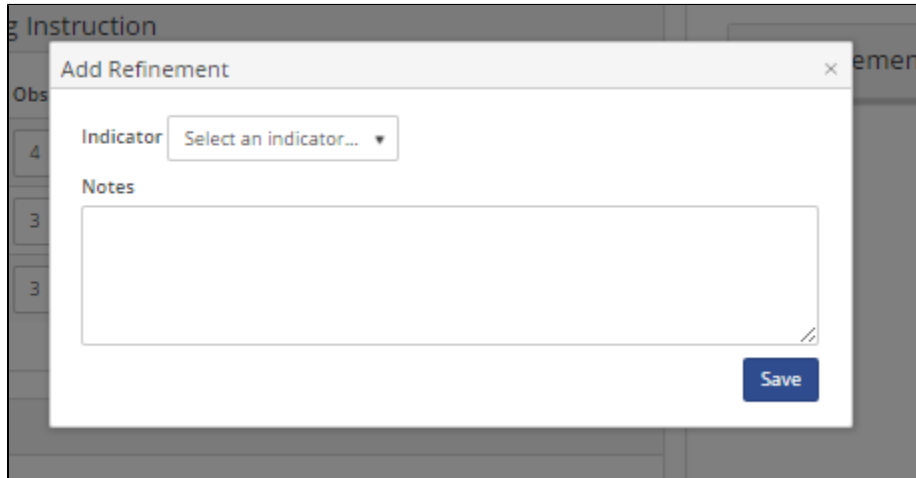
| | Observer Score | Self Score |
|--|---|---|
| Standards and Objectives (SO) | <input type="text" value="Not Scored"/> | <input type="text" value="Not Scored"/> |
| Motivating Students (MS) | <input type="text" value="Not Scored"/> | <input type="text" value="Not Scored"/> |
| Presenting Instructional Content (PIC) | <input type="text" value="Not Scored"/> | <input type="text" value="Not Scored"/> |

Refinements Add

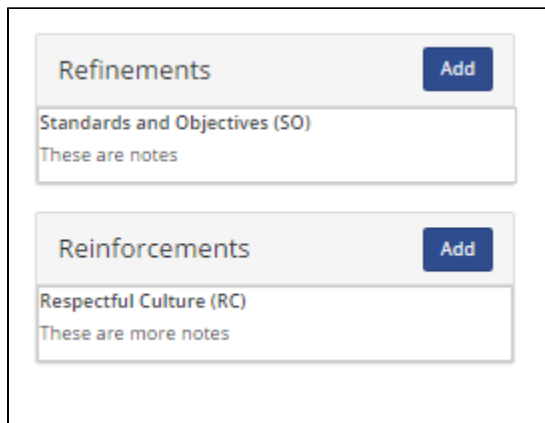
Reinforcements Add

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- Select the indicator for the **Refinement** or **Reinforcement** and enter the **Notes** as needed.
- Repeat for each indicator desired to add a refinement or reinforcement.
- Click **Save**.



- The indicator and notes entered appear under the appropriate section, as illustrated below.
- When the evaluation is released to the educator, the educator will be able to view these notes along with the observation scores upon login.



- Enter observation notes associated with this observation at the bottom of the page, under **Notes**.
- Click **Add** for each note, and then click **Save**.
- The notes will populate at the bottom of the page.
- When the evaluation is released to the educator, the educator will be able to view these notes along with the observation scores upon login.

| Notes Add | | | | |
|--|-----------------------|-----------------------|-------------------------------------|---------------------------------------|
| Date | Entered By | Note | Edit | Delete |
| 06/19/2015 11:35 am | State Administrator_1 | These are more notes. | <input type="button" value="Edit"/> | <input type="button" value="Delete"/> |
| 06/19/2015 11:34 am | State Administrator_1 | These are notes. | <input type="button" value="Edit"/> | <input type="button" value="Delete"/> |

5 items per page
1 - 2 of 2 items

Observation Data in the Educator's Evaluation Record

- When observation data is entered, the system automatically saves the evaluation record. There is no need to submit or finalize an observation.
- As observation scores are entered, the **Observation** component on the educator's evaluation record calculates the observation score automatically.

School Teacher_66

Partial Year Exemption

Academic Year: 2014-2015
License Status:

LEA: district_4
Calculation Model: Demonstration 2 TNCompass Model

Master School:
Category: Tested Educator ▼

Component Scores

| | | | |
|-----------------------|-------------|---|---|
| N/A | 157 | Original: N/A Override: N/A | Original: 3.14 Override: N/A |
| Overall Effectiveness | Scale Score | Achievement Achievement Type 1 (School Level) | Observation |
| | | | Original: N/A Override: N/A |
| | | | TVAAS Growth Not Selected |

Educator Search

Authorized administrators can search to view an educator's **Evaluation** record.

- Click on the **Educators** tab at the top of the screen.
- Enter information into any of the available search fields.
- The system will return all matches to the information entered.
- To refine the search, enter additional information to locate the intended educator.

Educators

Search Categories

First Name

Last Name

License Number

Social Security Number

Roster Management

TNCompass includes rostering features accessible by authorized state-level administrators, regional administrators, and LEA administrators.

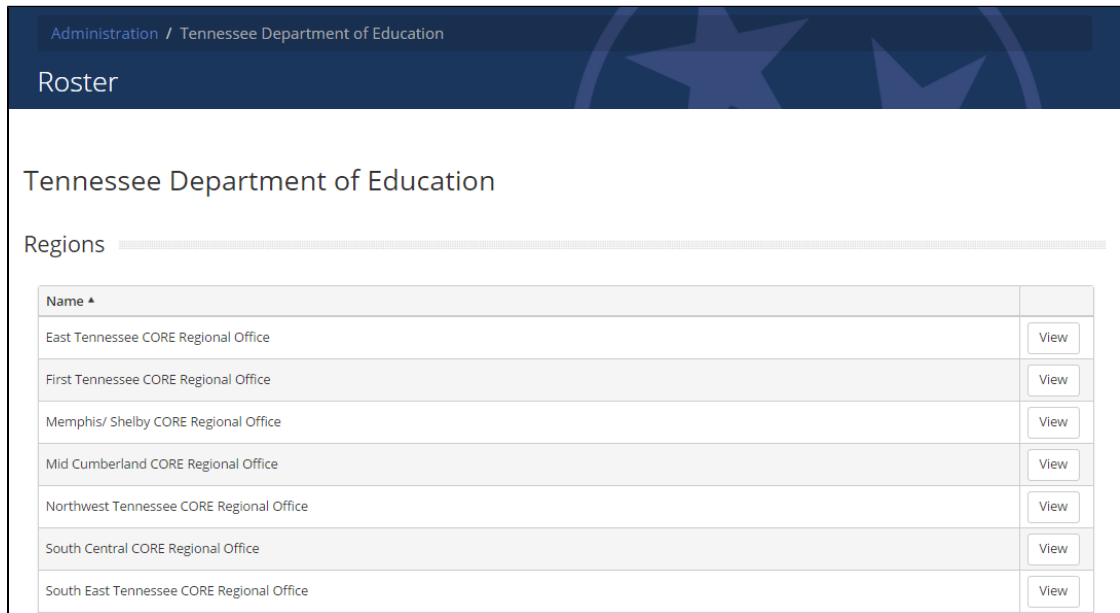
TNCompass has been designed to remove the need of Excel-based roster management; each LEA will have its roster from the previous academic year pre-loaded.

The capability to export rosters is currently in development.

Roster of Regions in the State

The state roster displays each of the regional rosters. To access regional rosters:

- Click the **Roster** icon from the **Administration** dashboard to display the roster of regions, as illustrated below.
- Select the desired regional roster and click the **View** button on the right side.



Administration / Tennessee Department of Education

Roster

Tennessee Department of Education

Regions

| Name ▲ | |
|---|----------------------|
| East Tennessee CORE Regional Office | View |
| First Tennessee CORE Regional Office | View |
| Memphis/ Shelby CORE Regional Office | View |
| Mid Cumberland CORE Regional Office | View |
| Northwest Tennessee CORE Regional Office | View |
| South Central CORE Regional Office | View |
| South East Tennessee CORE Regional Office | View |

Roster of LEAs in a Region

- Click the **View** button for a regional roster to display the listing all of the LEAs within the region, as illustrated below.
- At the bottom of the window will be a staff roster for the selected region.
- Select the desired LEA and click the **View** button on the right side of the window.

Roster

East Tennessee CORE Regional Office

LEAs

| Name * | Region | Schools | |
|----------------------------------|-------------------------------------|---------|----------------------|
| Alcoa | East Tennessee CORE Regional Office | 4 | View |
| ALCOA PRIVATE SCHOOLS | East Tennessee CORE Regional Office | 1 | View |
| Anderson County | East Tennessee CORE Regional Office | 17 | View |
| ANDERSON COUNTY PRIVATE SCHOOLS | East Tennessee CORE Regional Office | 3 | View |
| Blount County | East Tennessee CORE Regional Office | 20 | View |
| BLOUNT COUNTY PRIVATE SCHOOLS | East Tennessee CORE Regional Office | 7 | View |
| Campbell County | East Tennessee CORE Regional Office | 15 | View |
| CAMPBELL COUNTY PRIVATE SCHOOLS | East Tennessee CORE Regional Office | 3 | View |
| Claiborne County | East Tennessee CORE Regional Office | 13 | View |
| CLAIBORNE COUNTY PRIVATE SCHOOLS | East Tennessee CORE Regional Office | 5 | View |

◀ 1 1 2 3 4 ▶▶
10 ▾ Items per page

1 - 10 of 38 Items

Roster

+ Add a Person

| Last Name * | First Name | Middle Name | Gender | Date of Birth | Role | |
|-------------|------------|-------------|--------|---------------|----------------------|------------------------|
| | John | | Male | | Region Administrator | Remove |
| | Jane | | Female | | Region Administrator | Remove |

Roster of Schools in an LEA

- Click **View** for an LEA roster to display a listing all of the schools within the LEA, as illustrated below.
- At the bottom of the window will be a staff roster for the selected LEA.
- Select the desired school and click the **View** button on the right side of the window.

[Redacted] County

Schools

| Name * | Educators | |
|---|-----------|----------------------|
| [Redacted] Co Adult High School | 0 | View |
| [Redacted] County Comprehensive High School | 76 | View |
| [Redacted] Elementary | 39 | View |
| [Redacted] Learning Academy | 6 | View |
| [Redacted] Elementary | 12 | View |
| [Redacted] Elementary | 38 | View |
| [Redacted] Middle School | 28 | View |
| [Redacted] Elementary | 23 | View |
| [Redacted] High School | 27 | View |
| [Redacted] Learning Academy | 0 | View |

10 Items per page
1 - 10 of 15 items

Roster

[+ Add a Person](#)

| Last Name * | First Name | Middle Name | Gender | Date of Birth | Role | |
|--|------------|--|--------|--|---------------------|------------------------|
| [Redacted] | John | [Redacted] | Male | [Redacted] | District Supervisor | Remove |
| [Redacted] | Jane | [Redacted] | Female | [Redacted] | District Supervisor | Remove |

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Roster of Personnel within a School

- Click **View** for a school to display the school roster listing all of the personnel within the school, as illustrated below.
- At the bottom of the window, a roster of the staff for the selected school displays.
- Select the intended educator and click the **View** button on the right side of the window.
- The **evaluation record** for the selected individual displays.
- To add an educator to the roster, click the **Add a Person** button. A list of all licensed or license-pending users in the system appears. If the name of the intended educator does not appear, either he or she is not licensed, does not have a license pending, or is already part of another district or school roster. If this is the case, contact the department for more information regarding the intended educator.
- Non-licensed staff are added to a roster via the **User Management** section under the **Administration** tab.

Elementary

Roster

🔍
+ Add a Person

| Last Name ▲ | First Name | Middle Name | Gender | Date of Birth | Role | | |
|-------------|------------|-------------|--------|---------------|-----------|--------|------|
| [Redacted] | John | [Redacted] | male | [Redacted] | Principal | Remove | View |
| [Redacted] | Jane | [Redacted] | Female | [Redacted] | Teacher | Remove | View |

Add a Person to a Roster

- Click **Add a Person** button to display a list of candidates, as illustrated below.
- Use the search fields to find the educator, or scroll through the list to find the educator.
- If the educator is already rostered at another school, a **Request Release** button displays.
- Click the **Request Release** button to send an email message to the LEA where the educator is currently rostered, requesting the current LEA release the educator.
- Once the educator is released, the educator can then be added to the desired roster.
- If the educator does not have a **Request Release** button associated with his or her information, the educator can be added to the roster immediately.


Add Person to Roster x

Search Categories

First Name Last Name License Number Social Security Number

| Last Name ▲ | First Name | Middle Name | License Number | Email | SSN | LEA | |
|-------------|------------|-------------|----------------|-------|---------|-----|-----------------|
| | John | | 0006C | | ###-##- | SSD | Request Release |
| | Jane | | 0002 | | ###-##- | N/A | |

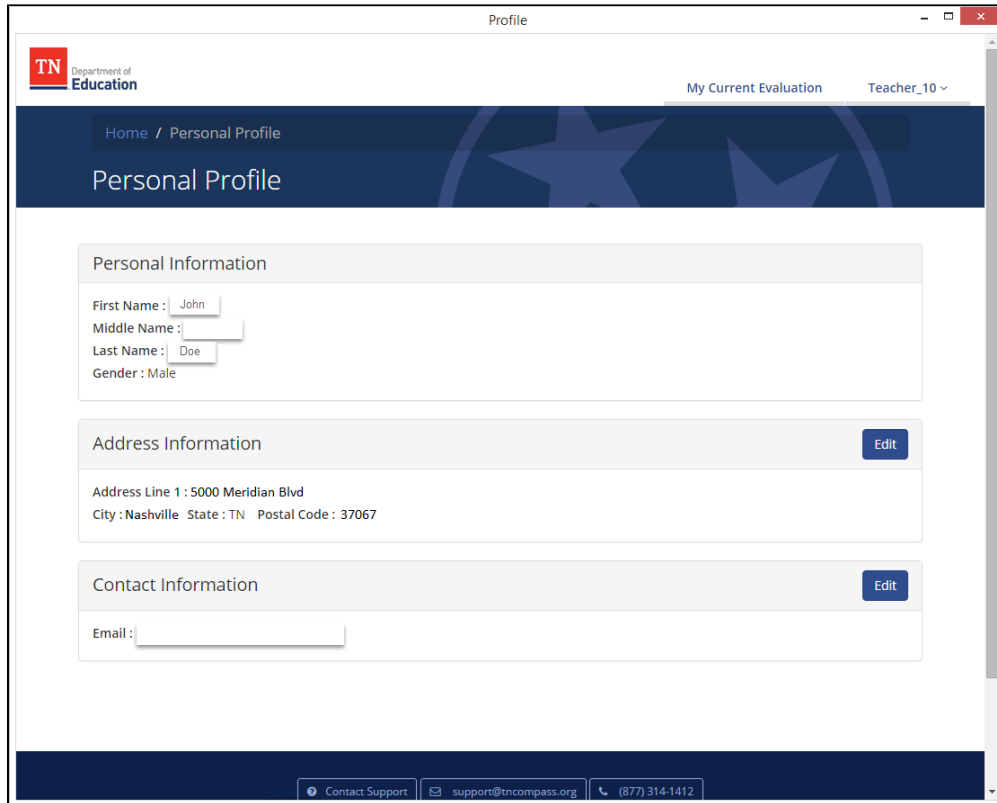
Upload Observation Data from Third Party Vendors

 This feature is in development and will be introduced at a future date.

User Management

Each user can view and edit his or her own personal profile information.

- Log in to TNCompass.
- Click on the name in the upper right hand corner of the window and select **My Profile**.
- The personal profile information appears.
- Validate and **Edit** information as needed.



The screenshot shows a web browser window titled "Profile". The page header includes the TN Department of Education logo, "My Current Evaluation", and a user name "Teacher_10". The breadcrumb trail is "Home / Personal Profile". The main heading is "Personal Profile".

The profile information is organized into three sections, each with an "Edit" button:

- Personal Information:**
 - First Name:
 - Middle Name:
 - Last Name:
 - Gender: Male
- Address Information:**
 - Address Line 1: 5000 Meridian Blvd
 - City: Nashville State: TN Postal Code: 37067
- Contact Information:**
 - Email:

The footer contains contact information: "Contact Support", "support@tncompass.org", and "(877) 314-1412".


Administration of Users

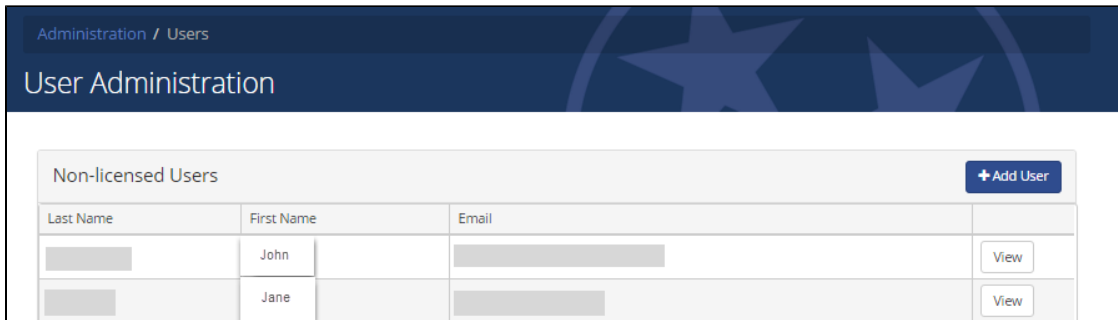
Administrators with authorized permissions can manage user information. Permissions within TNCompass for user administration are:

- State-level administrators can view all LEAs, educators, and non-licensed users in the state.
- Regional or LEA administrators can view the educators in their respective regions or districts.
- Principals can see all assistant principals and educators in their own schools.
- Assistant principals can see all educators in their own schools. Assistant principals cannot see principals or other assistant principals.
- Teachers will only be able to view their own record.

To access user information:

- Click **Users** under **Roles and Permissions** from the dashboard.
- A list of users appears, as illustrated below.
- Locate the intended user and click **View** to edit the user's information.
- If the intended user does not appear, an unlicensed user can be added into the system by clicking **Add User**.

 Do not add licensed users in the **User Administration** tool. Licensed users can only be added through the licensure portion of the TNCompass system. Licensed users must go through validation and certification processes which are managed at the state level.



The screenshot shows the 'User Administration' page. At the top, there is a breadcrumb 'Administration / Users' and the title 'User Administration'. Below this is a section for 'Non-licensed Users' with a '+ Add User' button. A table lists two users:

| Last Name | First Name | Email | |
|------------|------------|------------|------|
| [Redacted] | John | [Redacted] | View |
| [Redacted] | Jane | [Redacted] | View |

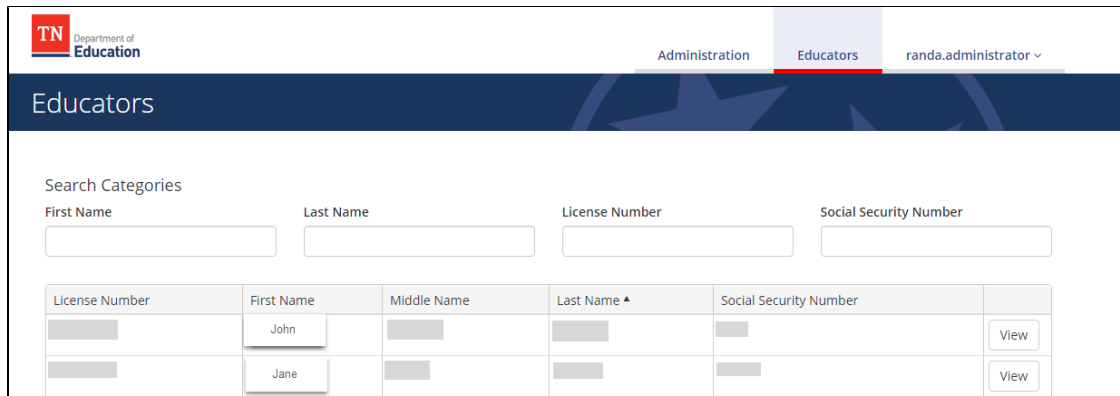
- A window displays to add the new user, as illustrated below.
- Enter the new user's **First Name**, **Last Name**, **Email**, and **Confirm Email**.
- Click **Save**.
- TNCompass sends the email notification with a link to finalize the registration of the new user.

The screenshot shows a modal dialog box titled "Add User" with a close button (X) in the top right corner. The dialog contains four text input fields arranged in a 2x2 grid. The top-left field is labeled "First Name", the top-right is "Last Name", the bottom-left is "Email *", and the bottom-right is "Confirm Email *". A blue "Save" button is positioned at the bottom right of the form area. A horizontal scrollbar is visible at the bottom of the dialog box.

Add Observation from the Educator Tab

Create a new observation starting from the **Educator** tab using the following steps:

- Click the **Educator** tab,
- Use the search tool to locate the educator or scroll through the list to find the educator.
- Click any of the column headings to change the sort order of data in the list.
- Select the educator and then click the **View** button.



Search Categories

First Name Last Name License Number Social Security Number

| License Number | First Name | Middle Name | Last Name ▲ | Social Security Number | |
|----------------------|------------|----------------------|----------------------|------------------------|------|
| <input type="text"/> | John | <input type="text"/> | <input type="text"/> | <input type="text"/> | View |
| <input type="text"/> | Jane | <input type="text"/> | <input type="text"/> | <input type="text"/> | View |

- The educator evaluation record displays.
- Scroll to the bottom of the educator's evaluation record and click the **Add Observation** button.

Evaluation

Jane

2014-2015 Level of Effectiveness: 3

Academic Year: 2015-2016

LEA: [Redacted]

License Status: active

Category: Tested Teacher Multi-Year

Partial Year Exemption:

Coaching Conversation Completed:

Master School:

Calculation Model: 2015-2016 TEAM Model

Scoring Criteria

| Component | 1 | 2 | 3 | 4 | 5 |
|----------------------|--------|----------|----------|----------|-------|
| Achievement Measures | 1-1.59 | 1.6-2.19 | 2.2-2.79 | 2.8-3.39 | 3.4-4 |

Component Scores

Overall Effectiveness

N/A

Achievement Measure System-Wide: Composite (System-Level)

Original: N/A

Override: N/A

Growth Measure System-Wide: Composite (System-Level)

Original: N/A

Override: N/A

Scale Score

N/A

Observation

Original: 3.33

Override: N/A

Rostered Locations

Teacher

School: [Redacted] City Elementary

LEA: [Redacted]

Region: [Redacted] CORE Regional Office

State: Tennessee Department of Education

Observations

+ Add Observation

| Date | Rubric | Observer | Location | Status | Walkthrough | Details |
|--------------------|-----------------------|----------|----------|----------|-------------|---|
| September 18, 2015 | TEAM General Educator | John | | Released | No | View |

⏪ ⏩ 1 2 ⏭

1 - 1 of 1 items

- A window, illustrated below, displays to allow selection of the **School** and **Rubric** from the drop down lists.
- School selection is used for educators teaching in more than one school. An educator teaching in only one school displays the school to which the educator is rostered.
- Click **Add** to create the new observation.

The screenshot shows a user interface for adding a new observation. A modal window titled "Add New Observation" is open, allowing the user to select a school and a rubric. The "School" dropdown is set to "school_7", and the "Rubric" dropdown is set to "Select a rubric...". An "Add" button is visible below the dropdowns. In the background, the "Teacher" profile page is visible, showing fields for School, LEA, Region, and State. Below the teacher profile, there is an "Observations" table with columns for Date, Rubric, Observer, Location, and Details. The table currently shows "No items to display".

TNCompass Evaluation - State-level Administrator User Guide


Links to User Guide Pages

- [Academic Years](#)
- [Achievement Measure Management](#)
- [Calculation Model Manager](#)
- [Dashboard for State-Level Administrators](#)
- [LEA Setup](#)
- [Rosters](#)
- [Rubric Administration](#)
- [TVAAS Growth Measure Management](#)
- [User Management for State-Level Administrators](#)


Dashboard for State-Level Administrators

Administration


Setup




Rubrics




Calculation Models




Achievement Measures



Growth Measures




LEA Setup




Academic Years

Rosters




Tennessee Department of Education



Tennessee Department of Education Evaluation Measures

Roles and Permissions



Users

Academic Years

Academic Years allows the state to define start date and end date for each academic year and close the academic year when appropriate.

- Click the **Academic Years** icon on the **Administration** dashboard to display the **Manage Academic Years** window, as illustrated below.
- The window displays the **Academic Year** label, **Start Date**, **End Date**, and if the academic year is **Closed** (or not closed).
- To edit data for an academic year, select the year and click the **Edit** button.
- To add a new academic year, click the **Add A New Academic Year** button to display a window to enter the information.

Administration / Academic Years

Manage Academic Years

+ Add a New Academic Year

| Academic Year | Start Date | End Date | Closed | |
|---------------|------------|------------|--------|-------------------------------------|
| 2011-2012 | 07/31/2011 | 05/29/2012 | No | <input type="button" value="Edit"/> |
| 2012-2013 | 07/31/2012 | 05/29/2013 | No | <input type="button" value="Edit"/> |
| 2013-2014 | 07/31/2013 | 05/29/2014 | No | <input type="button" value="Edit"/> |
| 2014-2015 | 07/31/2014 | 05/29/2015 | No | <input type="button" value="Edit"/> |
| 2015-2016 | 07/31/2015 | 06/30/2016 | No | <input type="button" value="Edit"/> |

Add New Academic Year

- Clicking **Add a New Academic Year** displays the window illustrated below.
- Enter the academic year name under **Label**.
- Enter the **Start Date** in MM/DD/YYYY format, or use the calendar to select the start date.
- Enter the **End Date** in MM/DD/YYYY format, or use the calendar to select the end date.
- Select the **Closed** checkbox to close the academic year.

Administration / Academic Years

Manage Academic Years

+ Add a New Academic Year

| Academic Year | Start | End | Closed | |
|---------------|------------|------------|--------|------|
| 2011-2012 | 07/3 | | No | Edit |
| 2012-2013 | 07/3 | | No | Edit |
| 2013-2014 | 07/3 | | No | Edit |
| 2014-2015 | 07/31/2014 | 05/29/2015 | No | Edit |
| 2015-2016 | 07/31/2015 | 06/30/2016 | No | Edit |

Academic Year x

Label: Closed

Start Date:

End Date:

Achievement Measure Management

The categories and levels for both achievement and growth define the measures for data aggregation and reporting purposes.

- Click **Calculation Models** on the **Administration** dashboard to display the **Manage Achievement Measure Categories** window, as illustrated below.
- A list of all of the achievement measure categories displays.
- The window displays the **Category** name, **Description** (if one was entered), and the **Active Date** for the achievement measure.
- Select the desired achievement measure management category and click the **Edit** button on the right side of the window to display the details.
- To add a new category from this window, click **Add a New Category** button.

Administration / Achievement Measures

Manage Achievement Measure Categories

+ Add a New Category

| Category | Description | Active Dates | Edit |
|--|-------------|-------------------------|--|
| ACT/SAT Suite of Assessments | | 08/01/2011 | Edit |
| "Off the Shelf" Assessments | | 08/01/2011 | Edit |
| Graduation Rate | | 08/01/2011 | Edit |
| State Assessments (discipline-specific/TCAP) | | 08/01/2011 | Edit |
| Historical | | 08/01/2011 - 07/30/2015 | Edit |
| * | | 08/01/2011 - 08/02/2011 | Edit |
| AP/IB/NIC Suites of Assessments | | 08/01/2011 | Edit |

Edit Achievement Measure Category

- Click the **Edit** button for an achievement measure category to display a window for the selected category, as illustrated below.
- Change the **Name** of the category, if desired, as long as each category has a unique name.
- Change or add a **Description** of the category, if desired.
- Change the **Start Date** (if the date is incorrect).
- Enter an **End Date** only to deactivate the achievement category. Active categories always have a blank end date.
- The screen also displays **Achievement Measure Types** included in the selected category. Click **Add a New Type** or click **Edit** to revise any of the listed achievement measure types.

Administration / Achievement Measures / Achievement Category

Edit Category

Name *

Description

Active Date Range (leave End Date blank if still active)

Start Date *

End Date

| Achievement Measure Types | | | | + Add a New Type |
|---------------------------|-------------|----------------|--------------|----------------------------------|
| Name | Description | Level | Active Dates | |
| ACT | | Not Applicable | 08/01/2011 | Edit |
| EXPLORE | | Not Applicable | 08/01/2011 | Edit |
| PLAN | | Not Applicable | 08/01/2011 | Edit |
| PSAT | | Not Applicable | 08/01/2011 | Edit |
| SAT | | Not Applicable | 08/01/2011 | Edit |

Edit Achievement Measure Type

- Click the **Edit** button for an achievement measure type to display the current entries, as illustrated in the following screenshot.
- Change the information as needed.
- If the achievement category is to be active, leave the **End Date** blank.
- Click **Save**.
- To remove the entries, click **Cancel**.

Active Date Range (leave End Date blank if still active)

Start Date * 8/1/2011 End Date

Achievement Measure Type + Add a New Type

| Name | Description | Active Date Range | Actions |
|---------|-------------|-------------------|----------------------|
| ACT | | 2011 | Edit |
| EXPLORE | | 2011 | Edit |
| PLAN | | 2011 | Edit |
| PSAT | | 2011 | Edit |
| SAT | | 2011 | Edit |

Add Achievement Type

Name *
ACT

Description
Enter a Description

Level (if applicable) Not Applicable

Active Date Range (leave End Date blank if still active)

Start Date * 8/1/2011 End Date

[Save](#) [Cancel](#)

Add Achievement Type

- Click **Add a New Type** on the achievement measure types portion of the screen to display an entry window, as illustrated below.
- Enter the achievement type **Name**, **Description**, and select **Level** (if applicable) from the drop down list.
- Select the **Start Date** from the calendar icon or enter the date in MM/DD/YYYY format.
- If the achievement type is to be active, leave the **End Date** blank.
- Click **Save**.
- To remove the entries, click **Cancel**.

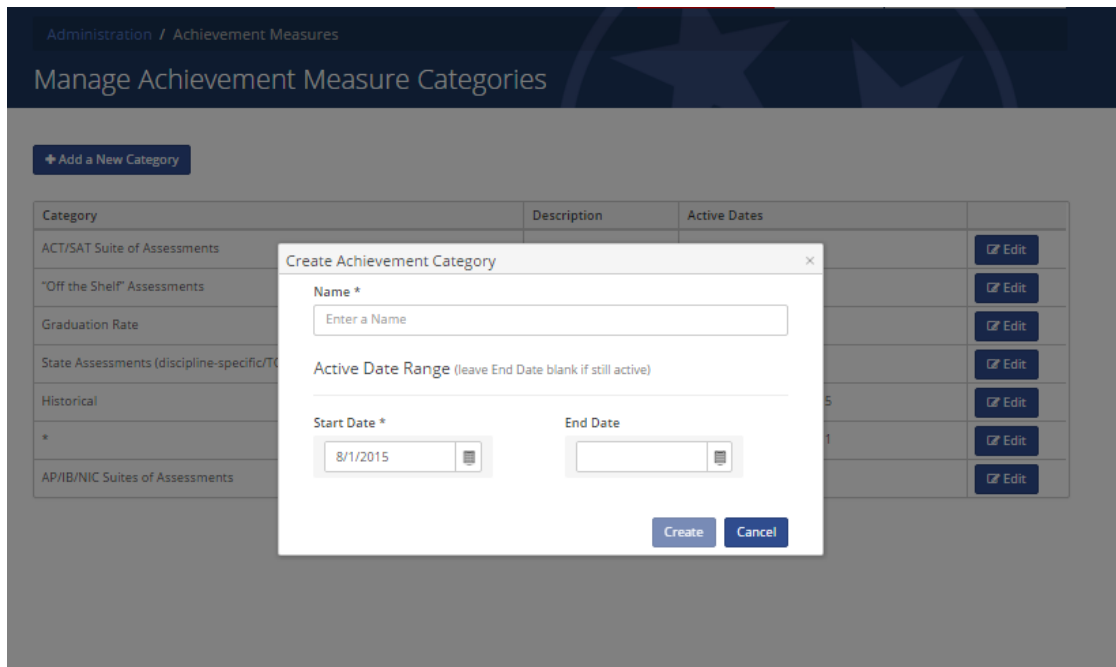
The screenshot shows the 'Edit Category' interface with a modal window titled 'Add Achievement Type' open. The modal contains the following fields and controls:

- Name ***: A text input field with the placeholder 'Enter a Name'.
- Description**: A text input field with the placeholder 'Enter a Description'.
- Level (if applicable)**: A dropdown menu currently set to 'Not Applicable'.
- Active Date Range**: A label with the instruction '(leave End Date blank if still active)'. Below it are two date input fields:
 - Start Date ***: A date input field containing '8/1/2011' with a calendar icon.
 - End Date**: An empty date input field with a calendar icon.
- Buttons**: 'Save' and 'Cancel' buttons at the bottom right of the modal.

In the background, the 'Edit Category' page is visible, showing a 'Name' field with 'ACT/SAT Suite of Assessments', a 'Description' field, an 'Active Date Range' section, and a table of 'Achievement Measure Types' with columns for Name, Description, and Dates. The table lists ACT, EXPLORE, PLAN, PSAT, and SAT. A '+ Add a New Type' button is also visible on the right side of the page.

Add Achievement Category

- Click **Add a New Category** to display an entry window, as illustrated below.
- Enter the category **Name**, keeping in mind that each category name must be unique.
- Select the **Start Date** from the calendar icon or enter the date in MM/DD/YYYY format.
- If the achievement category is to be active, leave the **End Date** blank.
- Click **Save**.
- To remove the entries, click **Cancel**.




The screenshot shows the 'Manage Achievement Measure Categories' page. At the top, there is a breadcrumb 'Administration / Achievement Measures' and a title 'Manage Achievement Measure Categories'. A button '+ Add a New Category' is visible. Below it is a table with columns 'Category', 'Description', and 'Active Dates'. The table lists several categories: 'ACT/SAT Suite of Assessments', '"Off the Shelf" Assessments', 'Graduation Rate', 'State Assessments (discipline-specific/T...', 'Historical', and 'AP/IB/NIC Suites of Assessments'. Each row has an 'Edit' button. A modal window titled 'Create Achievement Category' is open in the foreground. It contains the following fields: 'Name *' with a text input field containing 'Enter a Name'; 'Active Date Range (leave End Date blank if still active)' with a horizontal line; 'Start Date *' with a date input field containing '8/1/2015' and a calendar icon; and 'End Date' with an empty date input field and a calendar icon. At the bottom of the modal are 'Create' and 'Cancel' buttons.

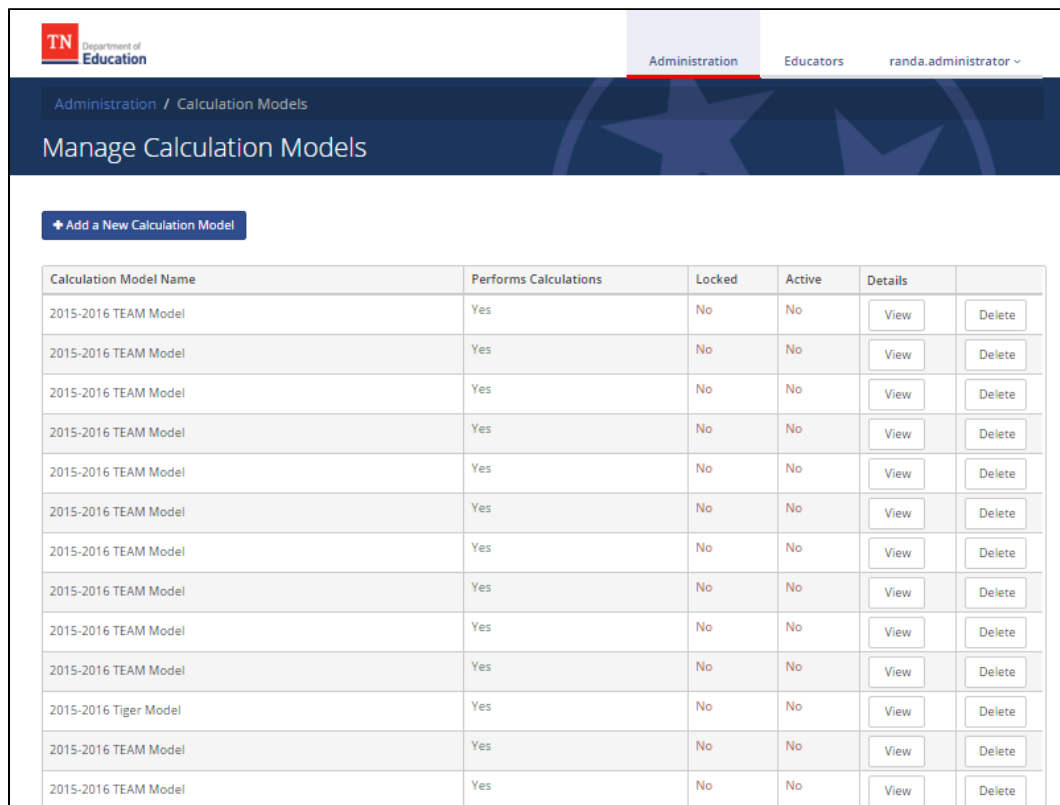
Calculation Model Manager

The calculation model is the evaluation model for the LEAs. The calculation model manager is a tool the department can use to assign a calculation model to a district during the LEA setup. The calculation models are set up or changed, if needed, before the beginning of the school year.

The components of the calculation model are: observations, achievement measures, TVAAS growth measures, student surveys, and LEA-specific components.

 The rubric must exist or be entered before a calculation model can be applied.

- Click **Calculation Models** on the **Administration** dashboard.
- The **Manage Calculation Models** window displays with list of all existing calculation models.
- The list displays each **Calculation Model Name**, and whether the model currently performs calculations, is locked, and is active.
- Click the **View** button to display the details of the selected calculation model.
- To delete the selected calculation model, click the **Delete** button.



Administration / Calculation Models

Manage Calculation Models

[+ Add a New Calculation Model](#)


| Calculation Model Name | Performs Calculations | Locked | Active | Details | |
|------------------------|-----------------------|--------|--------|----------------------|------------------------|
| 2015-2016 TEAM Model | Yes | No | No | View | Delete |
| 2015-2016 TEAM Model | Yes | No | No | View | Delete |
| 2015-2016 TEAM Model | Yes | No | No | View | Delete |
| 2015-2016 TEAM Model | Yes | No | No | View | Delete |
| 2015-2016 TEAM Model | Yes | No | No | View | Delete |
| 2015-2016 TEAM Model | Yes | No | No | View | Delete |
| 2015-2016 TEAM Model | Yes | No | No | View | Delete |
| 2015-2016 TEAM Model | Yes | No | No | View | Delete |
| 2015-2016 TEAM Model | Yes | No | No | View | Delete |
| 2015-2016 TEAM Model | Yes | No | No | View | Delete |
| 2015-2016 Tiger Model | Yes | No | No | View | Delete |
| 2015-2016 TEAM Model | Yes | No | No | View | Delete |
| 2015-2016 TEAM Model | Yes | No | No | View | Delete |


View or Edit Calculation Model

Click **View** for a calculation model to display the details on the **Edit Calculation Model** page, as illustrated below.

Edit Calculation includes two sections: **Categories & Components** and **Effectiveness Score Ranges**. The following features are available:

- The **Name** section allows a state-level administrator to rename the calculation model as long as each Calculation Model has a unique name.
- Make the model active or inactive by selecting or de-selecting the **Active** checkbox. Only active calculation models can be used in the LEA setup. If the calculation model is not active, it cannot be used by the LEA.
- View or add components as long as a component is only used once in a calculation. Components are each piece of the calculation such as observations, achievement measures, TVAAS growth measures, student surveys, and LEA specific components. Click the **Add Component** button to add a component and click **Save**.
- If an observation component is added, a **+** appears in the value field. To set the date range and weights, click the **+ADD** button. Click and drag the date along the timeline to adjust the date range for a given weight. Adjust the values along the date timeline to change the weights.
- When the observation component is part of the calculation, the **Rubric** section automatically populates and prompts selection of a rubric. The rubrics available to the districts are assigned using the calculation model in the LEA Setup. For example, the TEAM calculation model should include all TEAM rubrics so that when a district is setup with the TEAM calculation model, they will have access to all necessary rubrics. If the desired rubric does not appear, it must first be set up using **rubric administration**.
- **Categories** are the teacher type where the calculation is to apply. Categories for the 2015-16 school year are:
 - Administrator
 - Non-Tested Teacher
 - Use this category for Non-Tested Teachers Using a Portfolio Growth Model, and Non-Tested Teachers
 - Tested Teacher Multi-Year
 - Use this category for Tested Teachers with Prior Data, with or without Student Survey Data
 - Tested Teacher First Year
 - Use this category for Tested Teachers without Prior Data, with or without Student Survey Data
- Click the **Add Category** to add a category, and click **Save**.
- The **Effectiveness Scale Score Ranges** section allows setting the scale of effectiveness for each final rating an educator can receive.

 The scores for each calculation must equal 100%. As components and categories are added, the system builds a table and automatically fills in the percentages which can also be edited. The components populate across the top and the categories are listed down the left side. If the percentages do not equal 100, the fields where the weights display are outlined in red. If a component is not used by a category, the percentage is shown as 0%. For example, if the student survey component does not apply to an administrator, the value would appear as 0%.

 As noted at the top of this screen, any changes made to an existing calculation model will not be propagated to any LEAs currently using it. LEA setup must be performed after the changes have been made for them to take effect for an LEA.

Edit Calculation Model

WARNING: Any changes made to this calculation model will not be propagated to any LEAs currently using it. LEA setup must be performed after the changes have been made for them to take effect on an LEA.

Details

Name

2015-2016 TEAM Model

Active?

Components & Categories

+ Add Category

+ Add Component

Observation

Achievement Measure

Growth Measure

Tested Teacher Multi-Year

50%

+

15%

35%

Administrator

50%

+

15%

35%

Non-Tested Teacher

70%

+

20%

10%

Tested Teacher First Year

75%

+

15%

10%

Rubrics

+ Add Rubric(s)

Name

TEAM General Educator

Remove

TEAM School Services Personnel

Remove

TEAM Library Media Specialist

Remove

TEAM Professionalism

Remove

TEAM Administrator Evaluation

Remove

Effectiveness Score Ranges

1

0-199.99

2

200-274.99

3

275-349.99


4

350-424.99


5

425-500

LEA Setup

 Only a state-level administrator can set up an LEA. LEA setup can be accomplished in bulk, or done individually. The LEA will not appear until the academic year is selected.

- Click **LEA Setup** on the **Administration dashboard** to display the setup window, as illustrated below.
- **Select an Academic Year** using the drop down list.
- Select a **calculation model** from the list of available rubrics and click **View** on the available calculation models to make a selection.
- Under **Select Options**, click the checkbox beside **Use Level of Effectiveness Calculation Rule**.
- Click the **Add LEAs to Selection** button to display a list of LEAs.

 Calculation models must be final before applying to an LEA. Once a calculation model is applied to an LEA, an LEA can immediately begin entering evaluation record component data. While LEAs can be added to or removed from the selected calculation model before it is applied, changing the calculation model after an LEA has entered data could seriously compromise data quality. If the LEA requires a calculation model that is not listed, the correct model must be set up under the **calculation model manager** feature.

Administration / LEA Setup

LEA Setup

Select an Academic Year Reset Form

First, select the academic year for which you would like to configure LEAs.

Select an academic year...

Select a Calculation Model

Next, select the calculation model that will be used by all of the LEAs you would like to configure for the selected academic year.

2015-2016 TEAM Model (vendor based entry)

[View](#)

Import Calculation Model

[View](#)

2015-2016 TEAM Model

[View](#)

2015-2016 Tiger Model

[View](#)

Select Options

Next, choose any additional options you would like to apply to all of the LEAs you are about to configure.

Use Level of Effectiveness Calculation Rule

Selected LEAs

Finally, select one or more LEAs to which this configuration should be applied. You may press and hold the **ctrl** to select multiple LEAs if you need to remove any after selection.

[Add LEAs to Selection](#) [Remove LEAs from Selection](#)

| Name |
|---|
| <div style="display: flex; align-items: center; gap: 5px;"> ⏪ ⏩ 0 ⏪ ⏩ </div> |
| No items to display |

[Apply](#)

- When the LEA list displays, as illustrated below, select the LEAs to which this setup will apply.
- Press and hold the **CTRL** key on the keyboard to select multiple LEAs.
- When the LEA selections are complete, click **Add**.

The screenshot shows the 'LEA Setup' interface. At the top, there is a 'Select an Academic Year' section with a dropdown menu set to '2015-2016'. Below this is the 'Select a Calculation Model' section, with two options: '2015-2016 TEAM Model (vendor-based)' and '2015-2016 Tiger Model'. The 'TEAM Model' is selected. To the right of the 'TEAM Model' is a 'View' button. Below the calculation model selection is the 'Select Options' section, with a checkbox for 'Use Level of Effectiveness Calculation' which is checked. At the bottom of the main interface is the 'Selected LEAs' section, which is currently empty. A modal window is open in the center, titled 'Select one or more LEAs and click add to configure them. You may press and hold the **Ctrl** to select and add multiple LEAs at once.' The modal has a search bar at the top. Below the search bar is a list of LEAs: 'Achievement School District', 'Alamo', 'Alcoa', 'ALCOA PRIVATE SCHOOLS', 'ANDERSON COUNTY PRIVATE SCHOOLS', 'Athens', 'BARTLETT PRIVATE SCHOOLS', 'BEDFORD COUNTY PRIVATE SCHOOLS', 'BENTON COUNTY PRIVATE SCHOOLS', and 'BLED SOE COUNTY PRIVATE SCHOOLS'. The first item, 'Achievement School District', is selected. At the bottom of the modal is a pagination control showing '1 - 10 of 129 items' and a '1' button. There are 'Cancel' and 'Add' buttons at the bottom of the modal.

- Once LEAs are selected, the screen returns to the **LEA Setup** main window.
- Click **Apply** to setup the selected LEAs.

Rosters

TNCompass includes rostering features accessible by authorized state-level administrators, regional administrators, and LEA administrators.

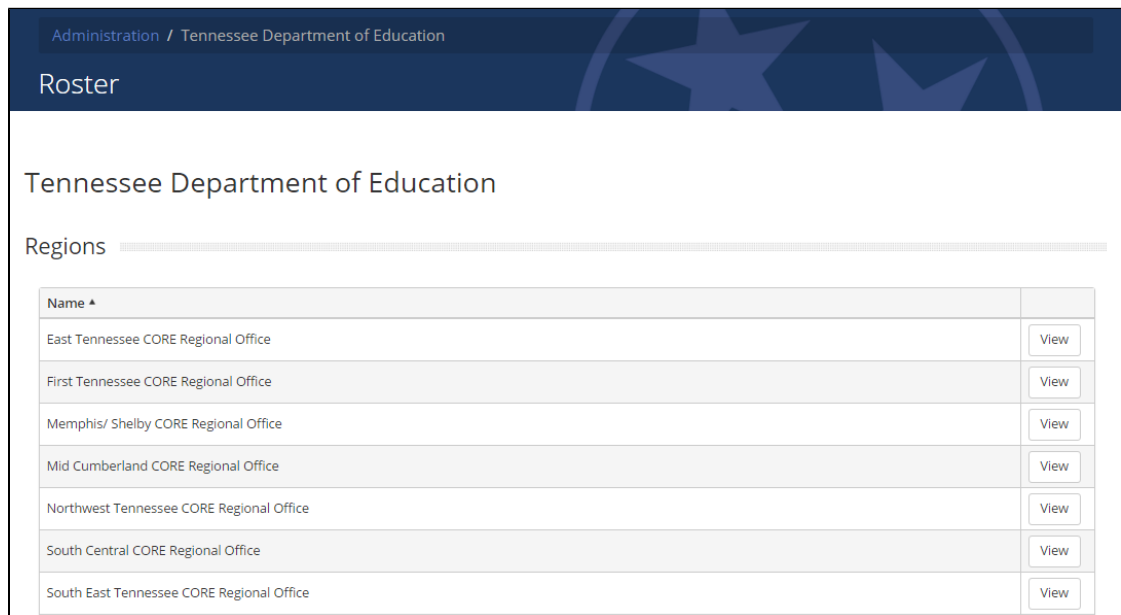
TNCompass has been designed to remove the need of Excel-based roster management; each LEA will have its roster from the previous academic year pre-loaded.

The capability to export rosters is currently in development.

Roster of Regions in the State

The state roster displays each of the regional rosters. To access regional rosters:

- Click the **Roster** icon from the **Administration** dashboard to display the roster of regions, as illustrated below.
- Select the desired regional roster and click the **View** button on the right side.



The screenshot shows the 'Roster' page in the TNCompass system. At the top, there is a breadcrumb trail: 'Administration / Tennessee Department of Education'. Below this, the page title is 'Roster'. The main content area is titled 'Tennessee Department of Education' and contains a section for 'Regions'. This section features a table with a 'Name' column and a 'View' button for each row. The regions listed are:

| Name ▲ | |
|---|----------------------|
| East Tennessee CORE Regional Office | View |
| First Tennessee CORE Regional Office | View |
| Memphis/ Shelby CORE Regional Office | View |
| Mid Cumberland CORE Regional Office | View |
| Northwest Tennessee CORE Regional Office | View |
| South Central CORE Regional Office | View |
| South East Tennessee CORE Regional Office | View |

Roster of LEAs in a Region

- Click the **View** button for a regional roster to display the listing all of the LEAs within the region, as illustrated below.
- At the bottom of the window will be a staff roster for the selected region.
- Select the desired LEA and click the **View** button on the right side of the window.

Roster

East Tennessee CORE Regional Office

LEAs

| Name * | Region | Schools | |
|----------------------------------|-------------------------------------|---------|----------------------|
| Alcoa | East Tennessee CORE Regional Office | 4 | View |
| ALCOA PRIVATE SCHOOLS | East Tennessee CORE Regional Office | 1 | View |
| Anderson County | East Tennessee CORE Regional Office | 17 | View |
| ANDERSON COUNTY PRIVATE SCHOOLS | East Tennessee CORE Regional Office | 3 | View |
| Blount County | East Tennessee CORE Regional Office | 20 | View |
| BLOUNT COUNTY PRIVATE SCHOOLS | East Tennessee CORE Regional Office | 7 | View |
| Campbell County | East Tennessee CORE Regional Office | 15 | View |
| CAMPBELL COUNTY PRIVATE SCHOOLS | East Tennessee CORE Regional Office | 3 | View |
| Claiborne County | East Tennessee CORE Regional Office | 13 | View |
| CLAIBORNE COUNTY PRIVATE SCHOOLS | East Tennessee CORE Regional Office | 5 | View |

◀ 1 1 2 3 4 ▶▶
10 Items per page
1 - 10 of 38 Items

Roster

+ Add a Person

| Last Name * | First Name | Middle Name | Gender | Date of Birth | Role | |
|-------------|------------|-------------|--------|---------------|----------------------|------------------------|
| | John | | Male | | Region Administrator | Remove |
| | Jane | | Female | | Region Administrator | Remove |

Roster of Schools in an LEA

- Click **View** for an LEA roster to display a listing all of the schools within the LEA, as illustrated below.
- At the bottom of the window will be a staff roster for the selected LEA.
- Select the desired school and click the **View** button on the right side of the window.

[Redacted] County

Schools

| Name * | Educators | |
|---|-----------|----------------------|
| [Redacted] Co Adult High School | 0 | View |
| [Redacted] County Comprehensive High School | 76 | View |
| [Redacted] Elementary | 39 | View |
| [Redacted] Learning Academy | 6 | View |
| [Redacted] Elementary | 12 | View |
| [Redacted] Elementary | 38 | View |
| [Redacted] Middle School | 28 | View |
| [Redacted] Elementary | 23 | View |
| [Redacted] High School | 27 | View |
| [Redacted] Learning Academy | 0 | View |

10 Items per page
1 - 10 of 15 items

Roster

[+ Add a Person](#)

| Last Name * | First Name | Middle Name | Gender | Date of Birth | Role | |
|--|------------|--|--------|--|---------------------|------------------------|
| [Redacted] | John | [Redacted] | Male | [Redacted] | District Supervisor | Remove |
| [Redacted] | Jane | [Redacted] | Female | [Redacted] | District Supervisor | Remove |

Roster of Personnel within a School

- Click **View** for a school to display the school roster listing all of the personnel within the school, as illustrated below.
- At the bottom of the window, a roster of the staff for the selected school displays.
- Select the intended educator and click the **View** button on the right side of the window.
- The **evaluation record** for the selected individual displays.
- To add an educator to the roster, click the **Add a Person** button. A list of all licensed or license-pending users in the system appears. If the name of the intended educator does not appear, either he or she is not licensed, does not have a license pending, or is already part of another district or school roster. If this is the case, contact the department for more information regarding the intended educator.
- Non-licensed staff are added to a roster via the **User Management** section under the **Administration** tab.

Elementary

Roster

🔍
+ Add a Person

| Last Name ▲ | First Name | Middle Name | Gender | Date of Birth | Role | | |
|-------------|------------|-------------|--------|---------------|-----------|--------|------|
| [Redacted] | John | [Redacted] | male | [Redacted] | Principal | Remove | View |
| [Redacted] | Jane | [Redacted] | Female | [Redacted] | Teacher | Remove | View |

Add a Person to a Roster

- Click **Add a Person** button to display a list of candidates, as illustrated below.
- Use the search fields to find the educator, or scroll through the list to find the educator.
- If the educator is already rostered at another school, a **Request Release** button displays.
- Click the **Request Release** button to send an email message to the LEA where the educator is currently rostered, requesting the current LEA release the educator.
- Once the educator is released, the educator can then be added to the desired roster.
- If the educator does not have a **Request Release** button associated with his or her information, the educator can be added to the roster immediately.

Add Person to Roster x

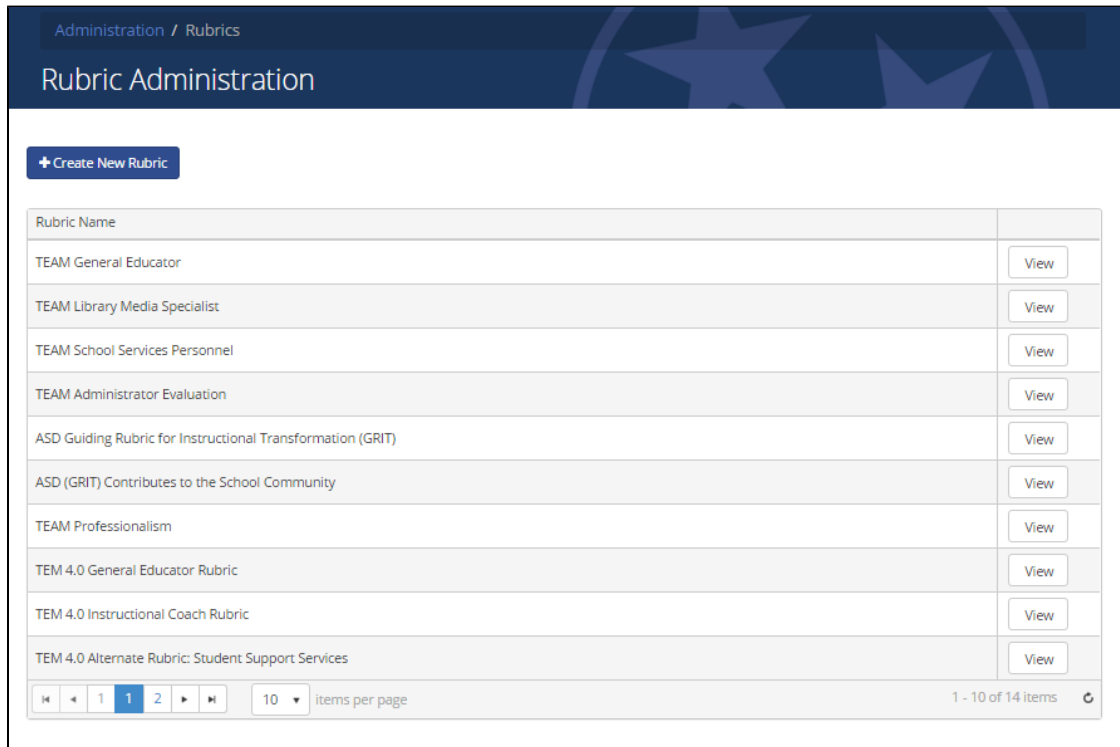
Search Categories

First Name Last Name License Number Social Security Number

| Last Name ▲ | First Name | Middle Name | License Number | Email | SSN | LEA | |
|-------------|------------|-------------|----------------|-------|---------|-----|-----------------|
| | John | | 0006C | | ###-##- | SSD | Request Release |
| | Jane | | 0002 | | ###-##- | N/A | |

Rubric Administration

- Clicking the **Rubric** icon on the **Administration** dashboard displays the **Rubric Administration** window, as illustrated below.
- Find the rubric and click the **View** button on the right side of the window to display the rubric details.



Administration / Rubrics

Rubric Administration

[+ Create New Rubric](#)

| Rubric Name | |
|--|----------------------|
| TEAM General Educator | View |
| TEAM Library Media Specialist | View |
| TEAM School Services Personnel | View |
| TEAM Administrator Evaluation | View |
| ASD Guiding Rubric for Instructional Transformation (GRIT) | View |
| ASD (GRIT) Contributes to the School Community | View |
| TEAM Professionalism | View |
| TEM 4.0 General Educator Rubric | View |
| TEM 4.0 Instructional Coach Rubric | View |
| TEM 4.0 Alternate Rubric: Student Support Services | View |

« 1 2 »
10 items per page
 1 - 10 of 14 items

- The details for the rubric display, as illustrated below.
- Click **Add Domain** and/or **Add Indicator** to a domain as needed.

Administration / Rubrics / TEAM General Educator

Edit

TEAM General Educator

Add Domain

Learning Environment Add Indicator

| Name | Abbreviation |
|---------------------------|--------------|
| Expectations | EX |
| Managing Student Behavior | MSB |
| Environment | ENV |
| Respectful Culture | RC |

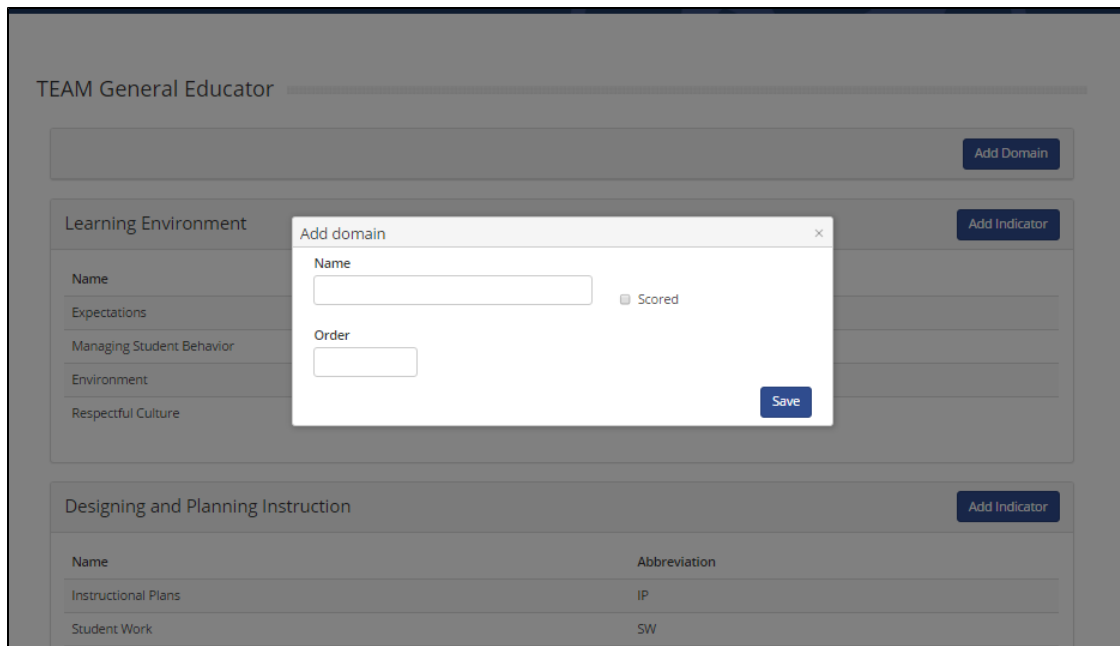
Designing and Planning Instruction Add Indicator

| Name | Abbreviation |
|---------------------|--------------|
| Instructional Plans | IP |
| Student Work | SW |
| Assessment | AS |

Instruction Add Indicator

Add Domain

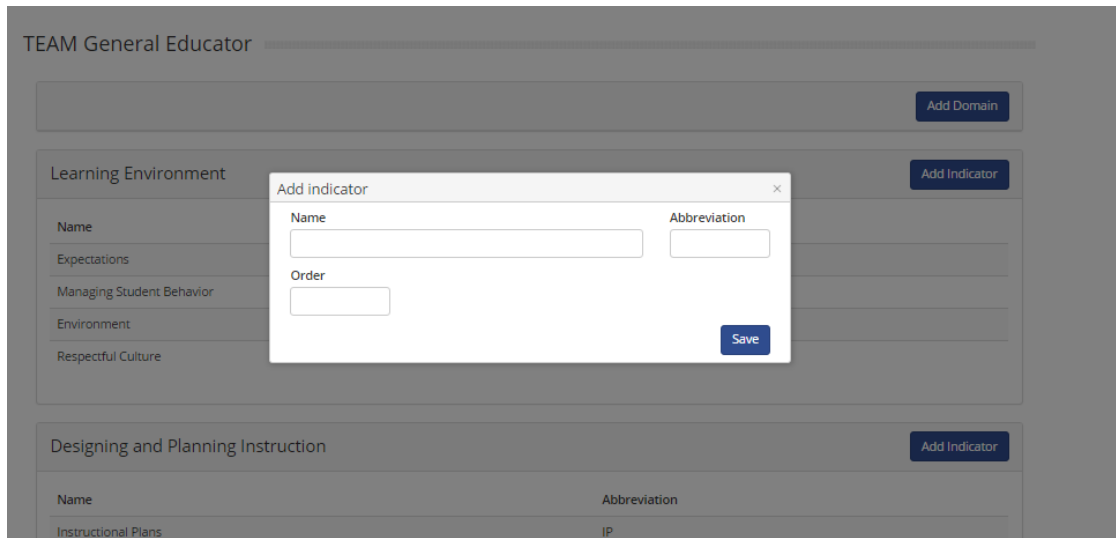
- Clicking the **Add Domain** button displays an information entry window which includes domain **Name**,
- Select the checkbox if the domain is to be **Scored**.
- Enter an ordinal to determine the display order of the domain in the rubric. The ordinal is the incremental display order of the rubric indicator. If '1' is specified for the indicator ordinal value, that indicator will appear at the top of the observation form. An indicator with '2' will appear below '1' on the observation form.
- Click **Save** to save the entries.
- To cancel the entries, click the **X** in the upper right hand corner.



The screenshot shows the 'TEAM General Educator' interface. A modal window titled 'Add domain' is open over the 'Learning Environment' section. The modal contains a 'Name' text input field, a 'Scored' checkbox, and an 'Order' text input field. A 'Save' button is located at the bottom right of the modal. The background interface shows a table for 'Learning Environment' with rows for 'Name', 'Expectations', 'Managing Student Behavior', 'Environment', and 'Respectful Culture'. Below this is the 'Designing and Planning Instruction' section with a table listing 'Instructional Plans' (IP) and 'Student Work' (SW).

Add Indicator

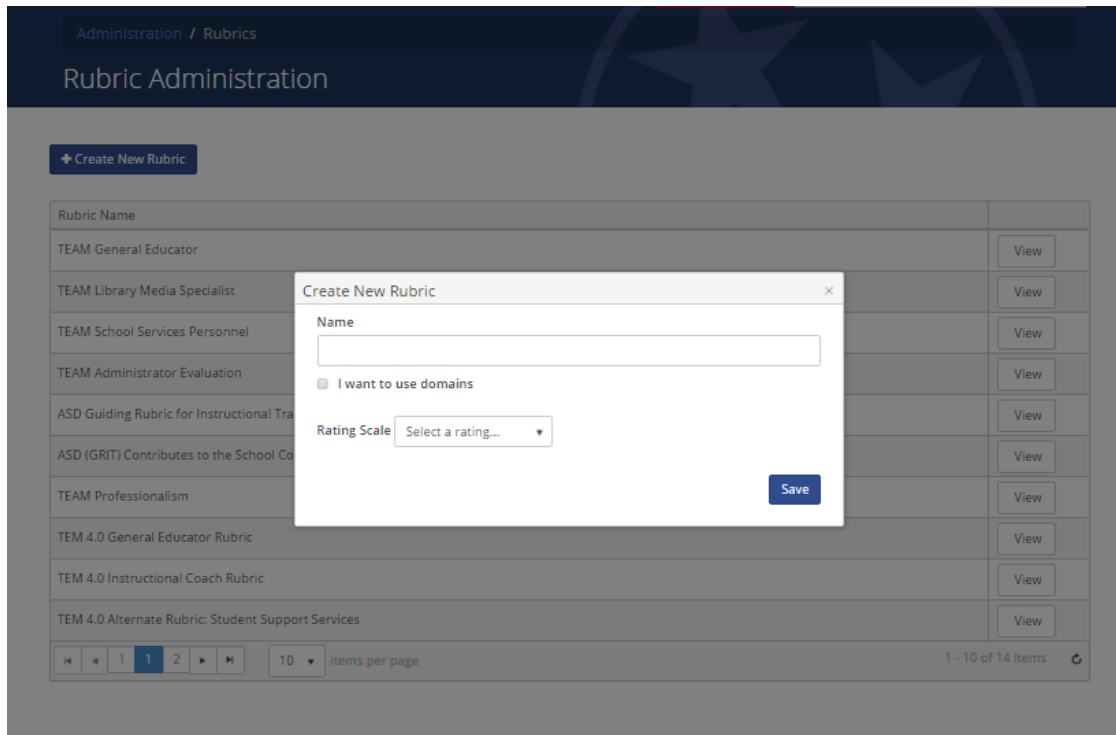
- Clicking **Add Indicator** displays an information entry window, including indicator **Name**,
- Enter an **Abbreviation**.
- Enter an ordinal to determine the display order of the indicator in the domain. The ordinal is the incremental display order of the rubric indicator. If '1' is specified for the indicator ordinal value, that indicator will appear at the top of the observation form. An indicator with '2' will appear below '1' on the observation form.
- Click **Save** to save the entries.
- To cancel the entries, click the **X** in the upper right hand corner.



The screenshot shows the 'TEAM General Educator' interface. A modal window titled 'Add indicator' is open over the 'Learning Environment' section. The dialog box contains three input fields: 'Name', 'Abbreviation', and 'Order'. A 'Save' button is located at the bottom right of the dialog. The background interface shows sections for 'Learning Environment' and 'Designing and Planning Instruction', each with an 'Add Indicator' button. The 'Learning Environment' section lists 'Name', 'Expectations', 'Managing Student Behavior', 'Environment', and 'Respectful Culture'. The 'Designing and Planning Instruction' section lists 'Name' and 'Abbreviation'.

Add a New Rubric

- Clicking the **Add Rubric** button displays an information entry window including the rubric **Name**.
- Select the checkbox if domains should be used.
- Click the dropdown list to select a rating scale.
- Click **Save** to save the entries.
- To cancel the entries, click the **X** in the upper right hand corner.
- Add domains and indicators to the rubric as required.



The screenshot shows the 'Rubric Administration' page in TNCompass. At the top, there is a breadcrumb 'Administration / Rubrics' and a title 'Rubric Administration'. A blue button labeled 'Create New Rubric' is visible. Below it is a table with the following columns: 'Rubric Name' and 'View'. The table lists several rubrics, including 'TEAM General Educator', 'TEAM Library Media Specialist', 'TEAM School Services Personnel', 'TEAM Administrator Evaluation', 'ASD Guiding Rubric for Instructional Tra...', 'ASD (GRIT) Contributes to the School Co...', 'TEAM Professionalism', 'TEM 4.0 General Educator Rubric', 'TEM 4.0 Instructional Coach Rubric', and 'TEM 4.0 Alternate Rubric: Student Support Services'. A modal window titled 'Create New Rubric' is open in the foreground, containing a 'Name' text input field, a checkbox labeled 'I want to use domains', a 'Rating Scale' dropdown menu with the text 'Select a rating...', and a blue 'Save' button. At the bottom of the page, there is a pagination control showing '1' of 2 items, '10' items per page, and '1 - 10 of 14 items'.

TVAAS Growth Measure Management

The categories and levels for both achievement and growth define the measures for data aggregation and reporting purposes.

- Click **Growth Measures** on the **Administration** dashboard to display the **Manage Growth Measures** window, as illustrated below, and a list of all of the growth measure categories displays.
- The screen displays the **Category** name, **Level**, **Description** (if one was entered), and the **Active Dates** for each growth measure.
- Select the growth measure category and click **Edit** button on the right side of the window to display the details.
- Add a new growth measure from this window by clicking the **Add Growth Measure** button.

Administration / Growth Measures

Manage Growth Measures

[+ Add Growth Measure](#)

| Category | Level | Description | Active Dates | |
|------------------------------------|----------------|-------------|-------------------------|----------------------|
| 4th Grade Literacy and Numeracy | Not Applicable | | 07/30/2011 - 05/30/2015 | Edit |
| Individual Teacher Growth | Not Applicable | | 07/30/2011 - 05/30/2015 | Edit |
| Individual TVAAS: ELA | Not Applicable | | 07/30/2011 - 05/30/2015 | Edit |
| Individual TVAAS: Math and Science | Not Applicable | | 07/30/2011 - 05/30/2015 | Edit |
| Individual TVAAS: Reading and SS | Not Applicable | | 07/30/2011 - 05/30/2015 | Edit |
| Manual Entry | Not Applicable | | 07/30/2011 - 05/30/2015 | Edit |
| No Longer a Teacher | Not Applicable | | 07/30/2011 - 05/30/2015 | Edit |
| PYE | Not Applicable | | 07/30/2011 - 05/30/2015 | Edit |
| RTI/STAR Reading and Math | Not Applicable | | 07/30/2011 - 05/30/2015 | Edit |
| Sat 10- School-Wide: Composite | School-Level | | 07/28/2011 - 05/28/2015 | Edit |

Edit Growth Measure

- Click the **Edit** button for a **Growth Measure Type** to display details and edit information for the type, as illustrated below.
- Change the **Name** of the growth measure type.
- Add a **Description**.
- Select a **Level** for the growth measure type.
- If necessary, change the **Start Date**.
- Enter an **End Date** to deactivate the growth measure type. Active types always have a blank end date.
- Click the checkbox if the growth measure type **Can be used for an Achievement Measure**.
- Click **Save**.
- To remove the entries, click **Cancel**.

Administration / Growth Measures

Manage Growth Measures

[+ Add Growth Measure](#)

| Category | Name | Start Date | End Date | Action |
|--------------------------------------|--------------------------------|----------------|----------|----------------------|
| 4th Grade Literacy and Numeracy | Sat 10- School-Wide: Composite | 1 - 05/30/2015 | | Edit |
| Individual Teacher Growth | | 1 - 05/30/2015 | | Edit |
| Individual TVAAS: ELA | | 1 - 05/30/2015 | | Edit |
| Individual TVAAS: Math and Science | | 1 - 05/30/2015 | | Edit |
| Individual TVAAS: Reading and SS | | 1 - 05/30/2015 | | Edit |
| Manual Entry | | 1 - 05/30/2015 | | Edit |
| No Longer a Teacher | | 1 - 05/30/2015 | | Edit |
| PYE | | 1 - 05/30/2015 | | Edit |
| RTI/STAR Reading and Math | | 1 - 05/30/2015 | | Edit |
| Sat 10- School-Wide: Composite | | 1 - 05/28/2015 | | Edit |
| School wide: Composite DO NOT SELECT | | 1 - 05/29/2015 | | Edit |

Growth Measure Type

Name *

Description

Level *

Active Date Range (leave End Date blank if still active)

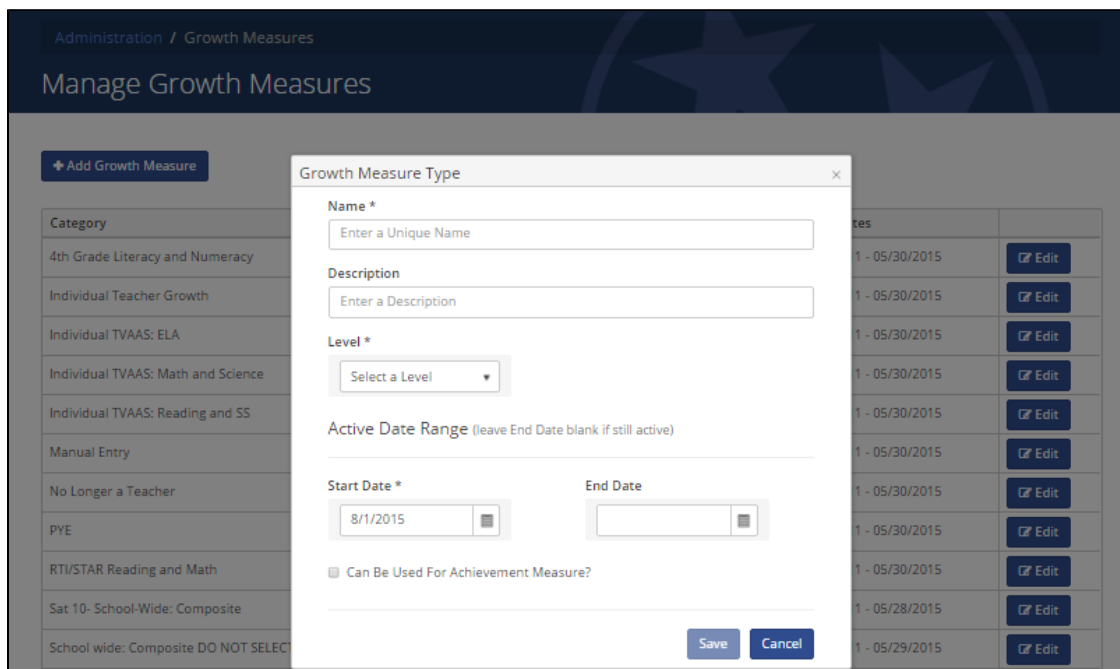
Start Date *

Can Be Used For Achievement Measure?

[Save](#) [Cancel](#)

Add New Growth Measure

- Click the **Add Growth Measure** button to display an information entry window for the new growth measure type, as illustrated below.
- Enter the **Name** of the growth measure type.
- Enter a **Description** (optional).
- Select a **Level** for the growth measure type from the drop down list.
- Select the **Start Date** using the calendar icon or enter the start date in MM/DD/YYYY format.
- Enter an **End Date** to deactivate the growth measure type. Active types always have a blank end date.
- Click the **Checkbox** if the growth measure type can be used for an achievement measure.
- Click **Save**.
- To remove the entries, click **Cancel**.



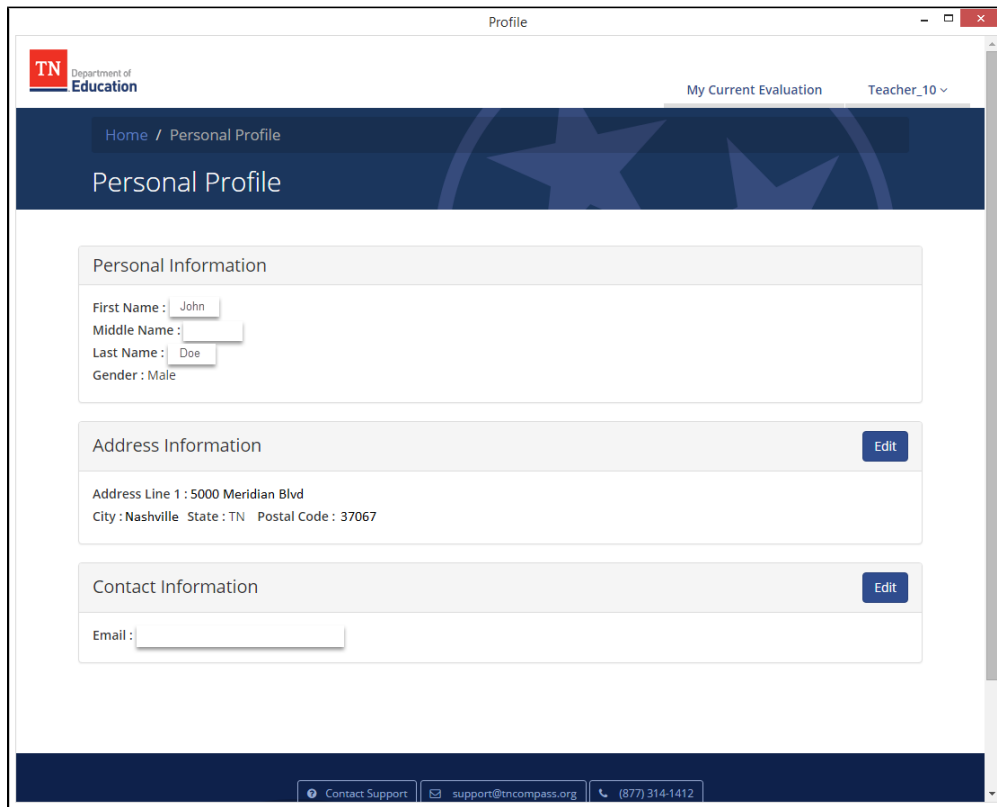
The screenshot shows the 'Manage Growth Measures' interface. On the left, there is a sidebar with a list of categories and an 'Add Growth Measure' button. The main area displays a table of existing measures with columns for Name, Start Date, End Date, and an Edit button. A modal window titled 'Growth Measure Type' is open, containing the following fields:

- Name ***: Text input field with placeholder 'Enter a Unique Name'.
- Description**: Text input field with placeholder 'Enter a Description'.
- Level ***: Dropdown menu with 'Select a Level'.
- Active Date Range**: Text label with a note '(leave End Date blank if still active)'. Below it are two date input fields: **Start Date *** (containing '8/1/2015') and **End Date** (empty).
- Can Be Used For Achievement Measure?**: A checkbox.
- Save** and **Cancel** buttons at the bottom right.

User Management for State-Level Administrators

Each user can view and edit his or her own personal profile information.

- Log in to TNCompass.
- Click on the name in the upper right hand corner of the window and select **My Profile**.
- The personal profile information appears.
- Validate and **Edit** information as needed.



Profile

TN Department of Education

My Current Evaluation Teacher_10

Home / Personal Profile

Personal Profile

Personal Information

First Name :

Middle Name :

Last Name :

Gender : Male

Address Information [Edit](#)

Address Line 1 : 5000 Meridian Blvd
 City : Nashville State : TN Postal Code : 37067

Contact Information [Edit](#)

Email :

[Contact Support](#) support@tncompass.org (877) 314-1412


Administration of Users

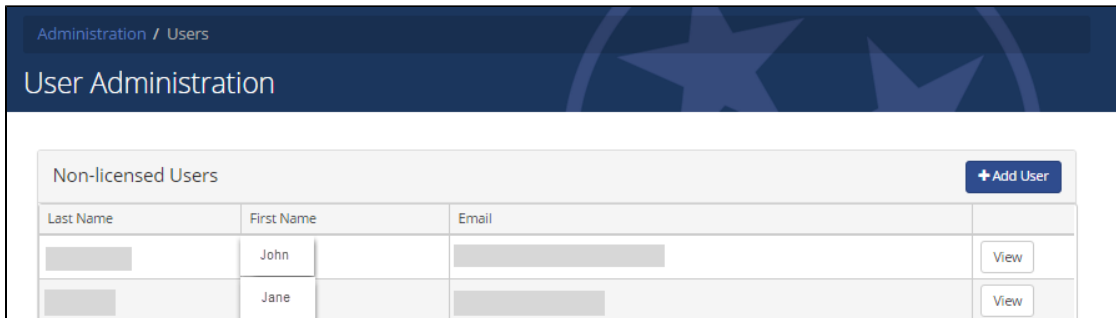
Administrators with authorized permissions can manage user information. Permissions within TNCompass for user administration are:

- State-level administrators can view all LEAs, educators, and non-licensed users in the state.
- Regional or LEA administrators can view the educators in their respective regions or districts.
- Principals can see all assistant principals and educators in their own schools.
- Assistant principals can see all educators in their own schools. Assistant principals cannot see principals or other assistant principals.
- Teachers will only be able to view their own record.

To access user information:

- Click **Users** under **Roles and Permissions** from the dashboard.
- A list of users appears, as illustrated below.
- Locate the intended user and click **View** to edit the user's information.
- If the intended user does not appear, an unlicensed user can be added into the system by clicking **Add User**.

 Do not add licensed users in the **User Administration** tool. Licensed users can only be added through the licensure portion of the TNCompass system. Licensed users must go through validation and certification processes which are managed at the state level.



The screenshot shows the 'User Administration' page with a sub-section for 'Non-licensed Users'. It features a table with columns for 'Last Name', 'First Name', and 'Email'. Two rows are visible: one for 'John' and one for 'Jane'. Each row has a 'View' button to its right. There is also an '+ Add User' button in the top right corner of the table area.

| Non-licensed Users | | | + Add User |
|--------------------|------------|------------|------------|
| Last Name | First Name | Email | |
| [Redacted] | John | [Redacted] | View |
| [Redacted] | Jane | [Redacted] | View |

- A window displays to add the new user, as illustrated below.
- Enter the new user's **First Name**, **Last Name**, **Email**, and **Confirm Email**.
- Click **Save**.
- TNCompass sends the email notification with a link to finalize the registration of the new user.

The image shows a screenshot of a web application window titled "Add User". The window has a standard title bar with a close button (X) on the right. The main content area contains a form with four text input fields arranged in a 2x2 grid. The top-left field is labeled "First Name", the top-right is "Last Name", the bottom-left is "Email *", and the bottom-right is "Confirm Email *". The asterisk on "Email" and "Confirm Email" indicates they are required fields. A blue button labeled "Save" is positioned at the bottom right of the form. Below the form is a horizontal scrollbar.