



How to 'Submit' Evaluation Data in CODE

Step 1: On the homepage, click on the tab 'Evaluation Data'.

CODE - Tennessee BPC > x

https://code-education.com/tennesseebpc/Home/tabid/1576/Default.aspx

best practices center | CODE system

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Home Observations **Evaluation Data** Reports Administration

Individual Summary 2014-2015

2014-2015 2013-2014

Achievement Measure Selection:
Achievement Score:
*Growth Measure:
Growth Score:
Individual Growth Score:
Average Observation Score:
Tripod Student Survey Score:
Level of Effectiveness: - PYE

Submitted Observations

Date	Observer	Observer Role
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* If you have a growth score in the Individual Growth Score and Growth Score fields, the Growth Measure you see listed is only a back-up measure. If you do not have an Individual Growth Score, your Growth Score corresponds to the selected Growth Measure. If you do have an Individual Growth Score, your TVAAS Evaluation Composite score is used for evaluative purposes.

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https://code-education.com/tennesseebpc

Step 2: Select the appropriate school, school year, and click 'Next'.

The screenshot shows a web browser window with the URL <https://code-education.com/tennesseebpc/EvaluationData/tabid/1639/Default.aspx>. The page header includes the 'best practices center' logo and 'CODE system' branding. A navigation menu contains 'Home', 'Observations', 'Evaluation Data', 'Reports', and 'Administration'. A sub-menu for 'Organization Users' is visible. The main content area is titled 'Choose a School' and contains three dropdown menus: 'District' (set to 'Demo District'), 'School' (set to 'Demo School'), and 'School Year' (set to '2013-2014'). A 'Next >>' button is located below these menus. A large red arrow points from the bottom center towards the 'Next >>' button. The footer contains links for 'User Guide' and 'Contact Us'.

Step 3: Scroll to the bottom of the page and click 'Submit'. When asked if you wish to continue, click 'Ok'.

The screenshot shows a web browser window with the URL <https://code-education.com/tennesseebpc/EvaluationData/tabid/1639/ctl/History/mid/2101/sid/2/yr/2014/Default.aspx>. The page displays a table of evaluation data for several teachers. The table has columns for teacher name, ID, email, professional status, scores, and other details. The 'Submit' button is highlighted with a red box, and a red arrow points to it from below. Below the table, there is a warning message: "By clicking 'Submit,' the scores will be finalized and cannot be changed". There are two buttons: "Save" and "Submit". Below the buttons, there are two footnotes:
* Denotes that the Individual Growth Score comprises 100% of the Level of Effectiveness. The average observation score and achievement score were not included in the calculation of the Level of Effectiveness.
^ Denotes that the average observation score was entered manually. This average observation score was not calculated from observations that were submitted in CODE.
At the bottom of the page, there are links for "User Guide" and "Contact Us".

Teacher Name	ID	Email	Professional	Score	Other	Level	Year	Teacher Name
Sally Smith	SallySmith		<input type="checkbox"/>			1- 2- 3- 4- 5-		PYE Sally Smith
Wendy Smith	12345		<input type="checkbox"/>	3.93	4	1- 2- 3- 4- 5-	2 4	4 Wendy Smith
Aneesh Sohoni	aneesh.sohoni@gmail.com	Professional	<input type="checkbox"/>			1- 2- 3- 4- 5-		PYE Aneesh Sohoni
David Vassar	284201xxx		<input type="checkbox"/>	ACT		1 - 0-7.1 composite 2 - 7.2-14.3 composite 3 - 14.4-20.49 composite 4 - 20.5-25.7 composite 5 - 25.8-36 composite		PYE David Vassar
Tiger Woods	456712	Professional	<input type="checkbox"/>			1- 2- 3- 4- 5-		PYE Tiger Woods

By clicking "Submit," the scores will be finalized and cannot be changed

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^ Denotes that the average observation score was entered manually. This average observation score was not calculated from observations that were submitted in CODE.

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