

## 2019-20 Educator Evaluation TNCompass Coding Guidance

During a [special called meeting on April 9](#), the state board of education passed a series of emergency rules to address disruptions caused by COVID-19. As a result, level of overall effectiveness (LOE) scores will not be generated and districts will not be required to meet 2019-20 observation pacing. Districts may elect to enter data in TNCompass from formal in-person observations that were conducted **prior to March 20, 2020**. Find more information concerning evaluation implications [here](#).

To ensure all 2019-20 educator evaluation records are accurately categorized, by **June 1, 2020**, all evaluation records must be labeled **COVID19** via the partial year exemption (PYE) import in TNCompass. While visible, these records will not impact the educator evaluation process. Once the import is successful, all evaluation records for the district will be coded PYE for COVID19 and will be locked from future edits.

Instructions for coding 2019-20 evaluations using the TNCompass import wizard are as follows.

- Log in to TNCompass and select the **administration** tab.
- Click the **import wizard** button.
- Choose **partial year exemption** from the list under evaluation data.
- Select the **2019-20 academic year** and click **continue**.
- **Check the box(es)** to select all schools in the district.
- Select **generate template** and **open** the Excel file.
- Change **column F** (partial year exemption) to read **yes** for every educator.
- Change **column G** (partial year exemption reason) to read **COVID19** for every educator.
- **Save** the file.
- **Check the box** for "I already have a template."
- Select **continue**.
- Select **browse** and choose the appropriate file.
- Click **continue** and follow the wizard to completion.

Tips for entering the same text into multiple Excel cells may be found [here](#).

Please contact [TEAM.Questions@tn.gov](mailto:TEAM.Questions@tn.gov) with questions or for support.