

Alternative Growth Measure Import

Evaluation Component Score import is the method districts will use to apply an Alternative Growth score into the Portfolio component for their educators.

Importing Alternative Growth Measure Scores

Bulk importing the Alternative Growth Measure score is efficiently accomplished using the **Data Management - Import Wizard**

Access to bulk apply the Alternative Growth Measure score is limited to users authorized to perform this function

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

What kind of data would you like import?

<u>Staff & Educators</u>	<u>Evaluation Data</u>	<u>Salary Schedules</u>
<input type="radio"/> Staff	<input type="radio"/> Observations	<input type="radio"/> Salary Assignments
	<input type="radio"/> Growth and Achievement Measures	<input type="radio"/> Year End Experience
	<input type="radio"/> Evaluation Component Scores	
	<input type="radio"/> Partial Year Exemption	

[View Previous Imports](#) [Continue](#)

- Select the Academic Year
- Click **Continue**

Import Wizard

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

Evaluation Component Scores Data Import

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

Academic Year

2020-2021

Cancel Continue

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

Select location(s)

School

School

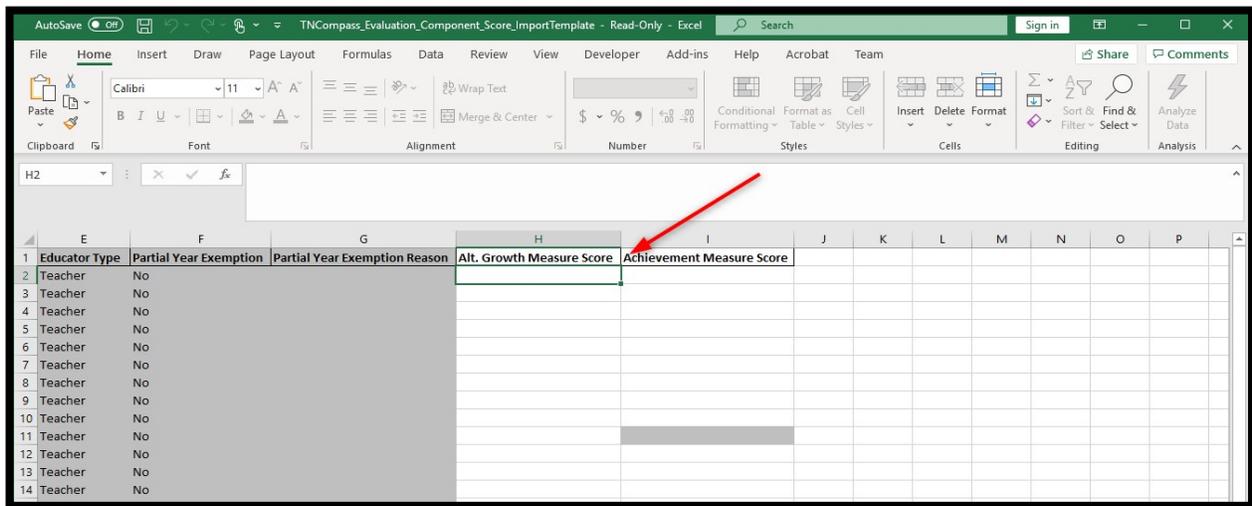
[Select All](#) | [Clear Selections](#)

- Tennessee Department Of Education
 - East Tennessee Core Regional Office (005)
 - Alcoa (00051)
 - Alcoa Elementary (0005)
 - Alcoa High School (0010)
 - Alcoa Intermediate School (0012)
 - Alcoa Middle School (0006)
 - System-Wide School (0000)

Generate Template

Cancel I already have a template. Continue

- The tab of the Excel file will display all the educators that are currently staffed at the selected location(s)
- Enter the score in the column **Alt. Growth Measure Score**



- Save the template to your computer

Return to TNCompass to import the edited Evaluation Component Score import template

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

- Click **Continue**

Select location(s)

School

School

Select All | Clear Selections

Tennessee Department Of Education

East Tennessee Core Regional Office (005)

Alcoa (00051)

Alcoa Elementary (0005)

Alcoa High School (0010)

Alcoa Intermediate School (0012)

Alcoa Middle School (0006)

System-Wide School (0000)

Generate Template

Cancel

I already have a template.

Continue

- Click **Browse**

Data Imports

Import Wizard

Select Academic year

Generate Template

Select File & Import Data

Validate Data

Process Data

Evaluation Component Scores Data Import (2020-2021)

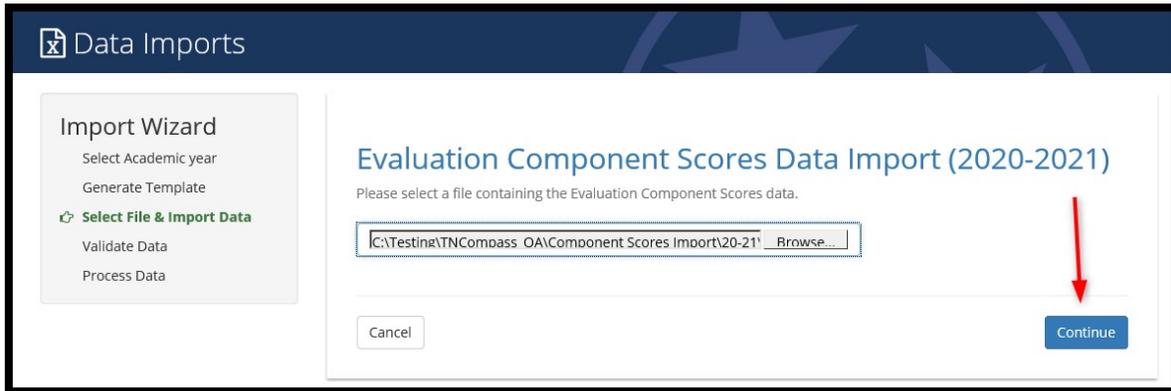
Please select a file containing the Evaluation Component Scores data.

Browse...

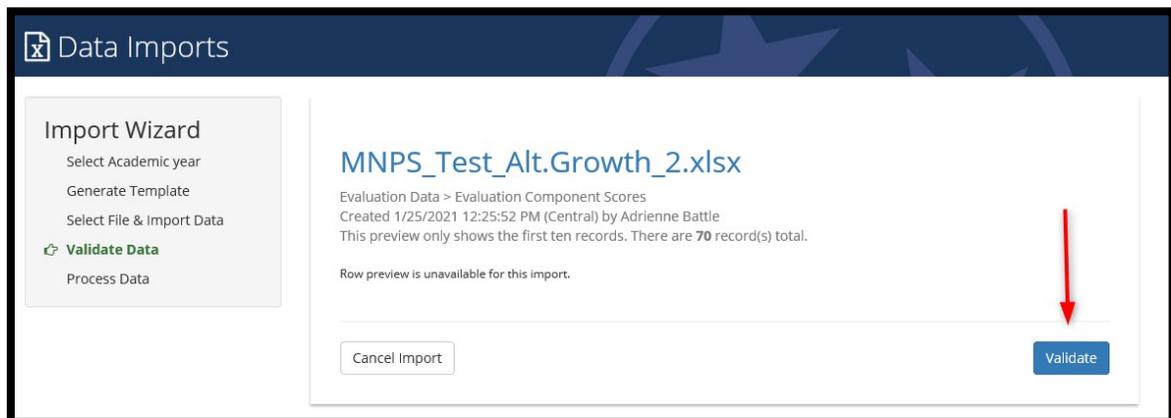
Cancel

Continue

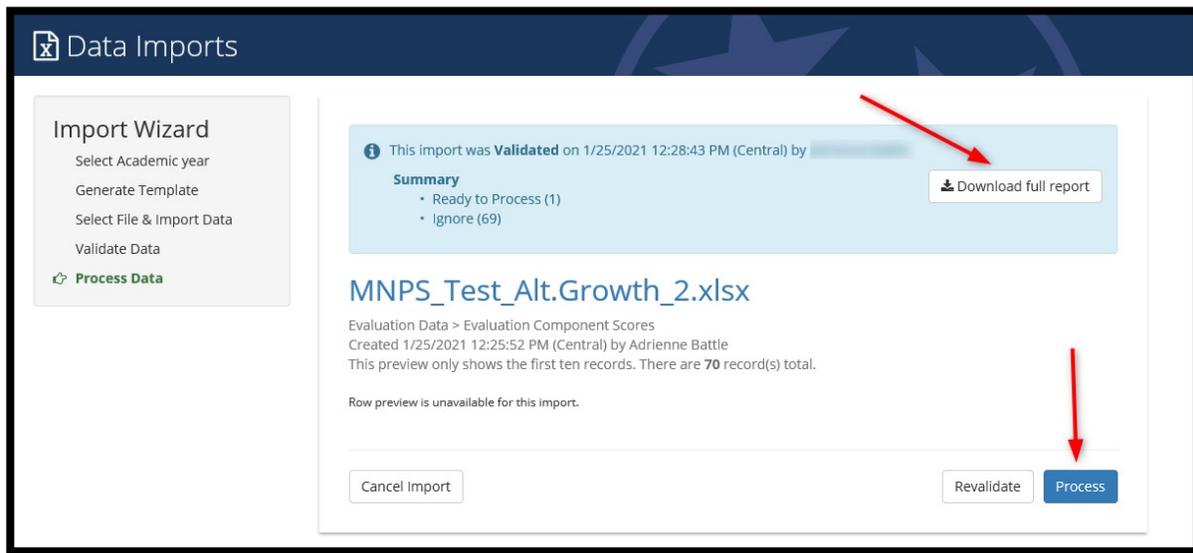
- Select the updated template file from the computer
- Click **Continue**



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



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



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

