

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.

Staff & Educators	Evaluation Data	Salary Schedules		
) Staff	Observations	 Salary Assignments 		
	 Growth and Achievement Measures 	○ Year End Experience		
	O Evaluation Component Scores			
	 Partial Year Exemption 			



- 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	Continue
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- 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	
Select All Clear Selections	
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*

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1	Educator Typ	e Partial Y	ear Exemptio	n Partial	Year Exemption	n Reason	Alt. Grow	h Measu	re Score Ach	ievement I	Measure Sco	re							
2	Teacher	No																	
3	Teacher	No																	
4	Teacher	No																	
5	Teacher	No																	
6	Teacher	NO																	
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8	Teacher	No																	
10	Teacher	No																	
10	Teacher	No					-												
12	Teacher	No																	
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14	Teacher	No																	

• 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*



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

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



🖈 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. Ic:\Testing\TNCompass OA\Component Scores Import\20-21' Browse. Cancel
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- 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

🖈 Data Imports		
Import Wizard Select Academic year Generate Template Select File & Import Data & Validate Data Process Data	MNPS_Test_Alt.Growth_2.xlsx Evaluation Data > Evaluation Component Scores Created 1/25/2021 12:25:52 PM (Central) by Adrienne Battle This preview only shows the first ten records. There are 70 record(s) total. Row preview is unavailable for this import.	
	Cancel Import	Validate



- 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

🖈 Data Imports		
Import Wizard Select Academic year Generate Template Select File & Import Data	 This import was Validated on 1/25/2021 12:28:43 PM (Central) by Summary Ready to Process (1) Ignore (69) 	
Process Data	MNPS_Test_Alt.Growth_2.xlsx Evaluation Data > Evaluation Component Scores Created 1/25/2021 12:25:52 PM (Central) by Adrienne Battle This preview only shows the first ten records. There are 70 record(s) total. Row preview is unavailable for this import.	
	Cancel Import Revalidate Proces	5

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

🖈 Data Imports	
Import Wizard Select Academic year	This import was Processed on 1/25/2021 12:30:58 PM (Central) by
Generate Template Select File & Import Data	MNPS_Test_Alt.Growth_2.xlsx
Validate Data Process Data © Completed	Evaluation Data > Evaluation Component Scores Created 1/25/2021 12:25:52 PM (Central) by Adrienne Battle This preview only shows the first ten records. There are 70 record(s) total.
	Row preview is unavailable for this import.
	Start a new import