



# TNCompass Evaluation Data Management Guide

Tennessee Department of Education | July 2022



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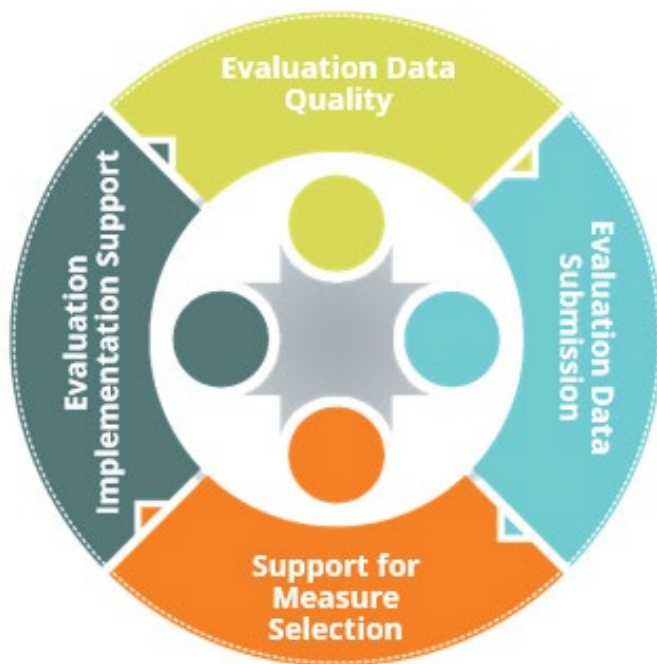
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# The Role of the Evaluation Configurator

Annually, each district or charter will identify a single evaluation configurator through the [Evaluation Flexibility Options](#) survey. The evaluation configurator serves as the department's main contact for communication. The evaluation configurator is responsible for ensuring all evaluation requirements for public schools and public charters are met per State Board of Education (SBE) policy [5.201](#) and rule [0520-02-01](#).

While the evaluation configurator might not be physically responsible for data input, the configurator is responsible for ensuring district and school leaders are aware of evaluation timelines and observation requirements while ensuring data security through permission management. The configurator is responsible for:

- **Data quality** and adherence to timelines
- Support for **measure selection**
- **Evaluation implementation** processes
- TNCompass **permissions management**
- **Training and support** based on user needs



# TNCompass

In partnership with [RANDA Solutions](#), the department developed the TNCompass platform that integrates all types of educator data, including evaluation, salary, and licensure information. To set up or access an account, please visit <http://tdoe.tncompass.org>. This platform allows observers to record data, educators to manage license transactions, and districts leaders to manage staffing and salary information.

After logging into [TNCompass](#), user guides can be found on the home page under "Resources."

**TN** Department of Education

Login

## TNCompass

### Sign in to your Account

**Username**

**Password**

[Log in](#) [Forgot Password?](#) [Forgot Username?](#)

Viewing with Firefox (version 89)

OR

[Sign in with TDOE Orion](#)

## Welcome, Tennessee educator.

Do you need an account? [Register Now.](#)

In order to complete licensure transactions, educators must register for a TNCompass account.

Licensing Questions

Website [Licensure Information](#)

Technical Support

Online [Technical Support Form](#)

Email [support@tncompass.org](mailto:support@tncompass.org)

Phone [\(877\) 314-1412](tel:(877)314-1412)

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**TN** Department of Education

**RANDA**  
simply innovative.

# Staffing in TNCompass

For individuals to have access to TNCompass, each person must be staffed accurately. Each role in TNCompass has specific data access. Quality staffing ensures both data accuracy and data security.

TNCompass allows authorized LEA/charter staff to manage staff assignments via the Staff Assignments tool. From this tool, authorized personnel may make:

- one-off changes in staff assignments
- bulk staff assignment changes via an export/import process supported by the Data Management – Import Wizard tool

Each summer, the platform will update for the new school year, and each LEA/charter will have its staffing assignments from the previous academic year pre-loaded. **These should be reviewed and revised each year by October 1 for accuracy.**

## Updating, Deleting, or Adding Staff Assignments

From the **Administration** tab, permitted users may access the **Staff Assignments** tool.

To make changes to staff assignments, the evaluation configurator or other authorized personnel should:

- Click the **paper and pencil** icon to **update** staff assignments.
- Click the **trash can** icon to **delete** staff assignments.
- Click the **Add LEA Staff/Add School Staff** button to **add staff** to the LEA or school.

License	Name	Role		
874101939	Observer (00540), Olivia	Observer Only (not evaluated)		
827394122	Resources (00540), Robert	HR Administrator		
802081634	Superintendent (00540), Susan	District Administrator		
820247731	Supervisor (00540), John	District Supervisor		

# TNCompass Roles and Permissions

TNCompass permissions grant data access for the subordinate staff in the assigned district(s) and building(s) only. For example, an assistant principal can access teacher data in their school but cannot access the principal's information. This is a key data security point. Roles and associated permissions are listed on pages 1-11 of the TNCompass User Guide, located on the home page under “Resources.”

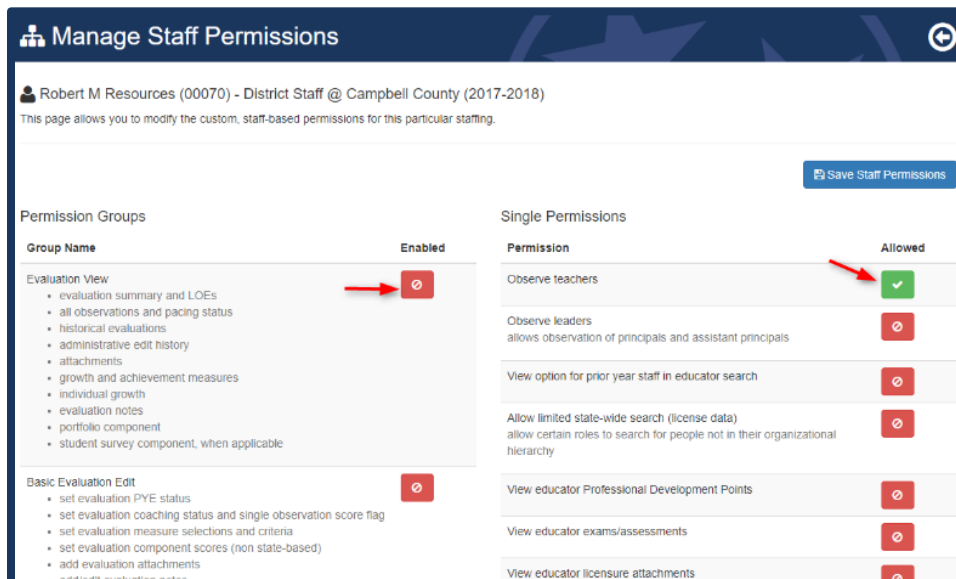
## Configuring Special Permissions

Evaluation configurators often manage the delegation of special permissions. Each district role comes with a base permission set, but additional permissions can be granted by a user with the “delegate” permission which is limited to the following roles:

- Superintendent
- Superintendent Designee
- Licensure Administrator
- Evaluation Administrator

Individuals that may delegate assigned permissions will see a “configure” button for each assigned staff. The **Configure** button opens a screen to allow additional permissions to be granted to the assigned staff.

- **Permission Groups:** a set of connected permissions that are granted together
- **Single Permissions:** individual permissions that can be added a la carte



More information on **special** permissions can be found on pages 1-12 of the TNCompass User Guide, located on the home page under "Resources."



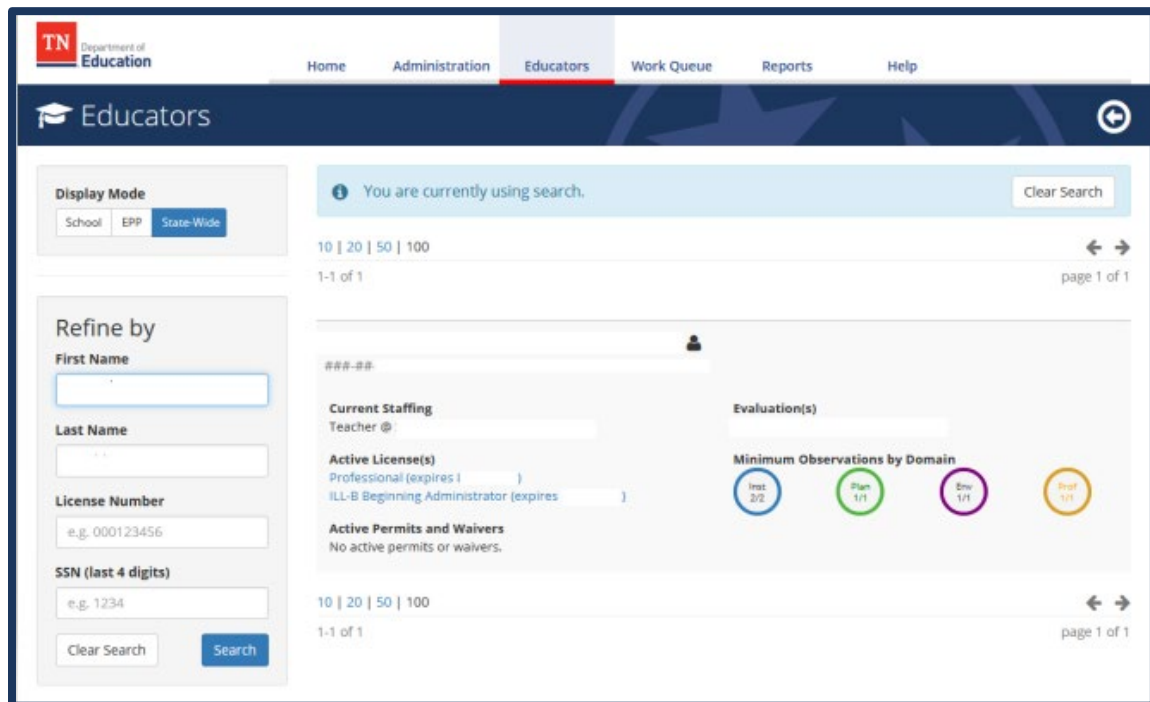
# Evaluation Data Collection

Evaluation data collection consists of teacher- and student- generated data that provides a picture of student progress in our state. Evaluation data is found under the **Educators** tab.

Tennessee's multi-measure evaluation model is known the Tennessee Educator Acceleration Model or TEAM. TEAM includes the following weighted measures:

- **Growth scores** – scores generated by state testing or alternative growth measures (portfolio/AGMs). Individual TVAAS scores are automatically used when available.
- **Achievement scores** – scores generated from a variety of measures found on the State Board of Education-approved Achievement Measure Worksheet found under the [achievement tab](#) on the [TEAM website](#).
- **Observation scores** – scores generated by certified observers from the school or district.
- **Student surveys (optional)** – districts have the option to use certain state board-approved student surveys as an evaluation component.

These measures are captured in TNCompass and combined to form the educator's Level of Overall Effectiveness score or LOE. The LOE provides insight into the impact a teacher has on his or her students.

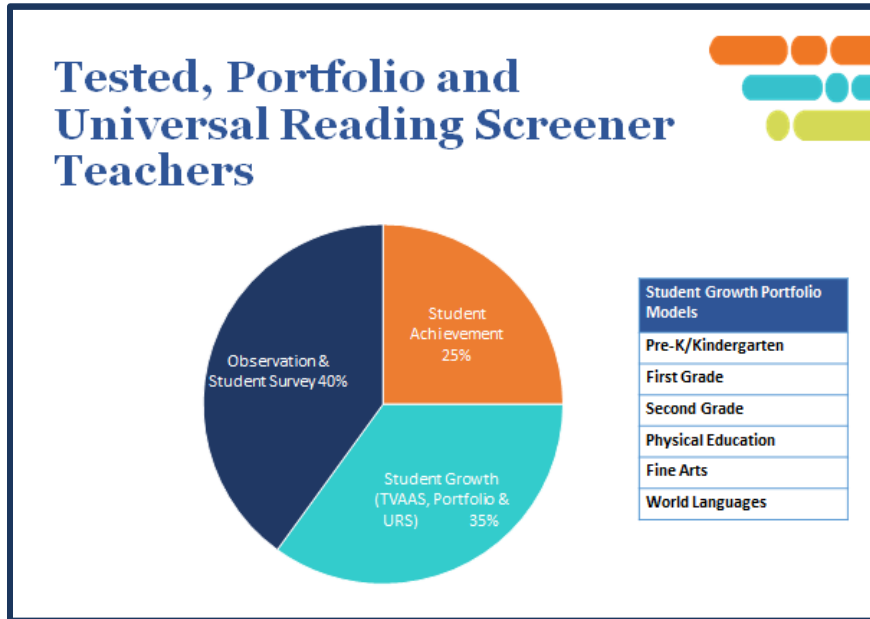




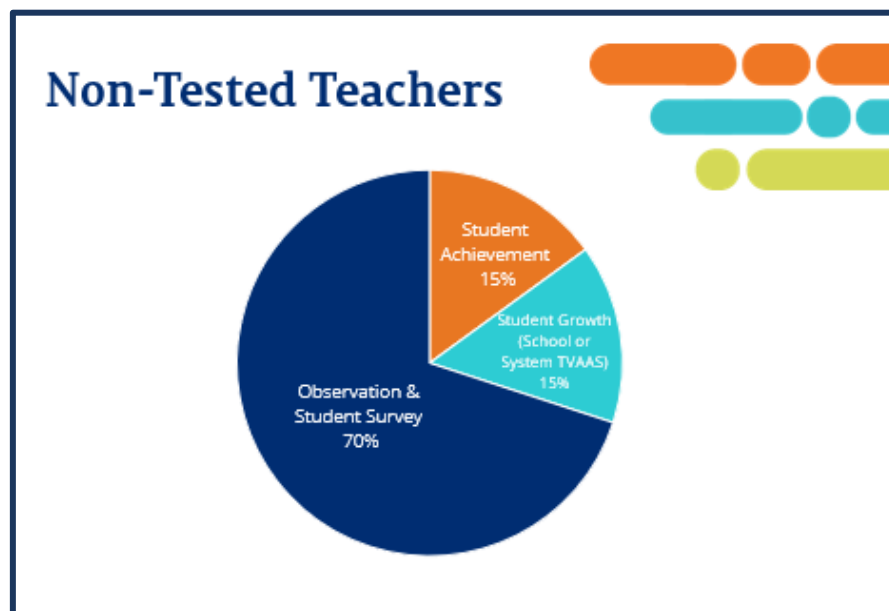
## Educator Types

Educator type determines the weightings used to calculate LOE scores. There are three categories of educators.

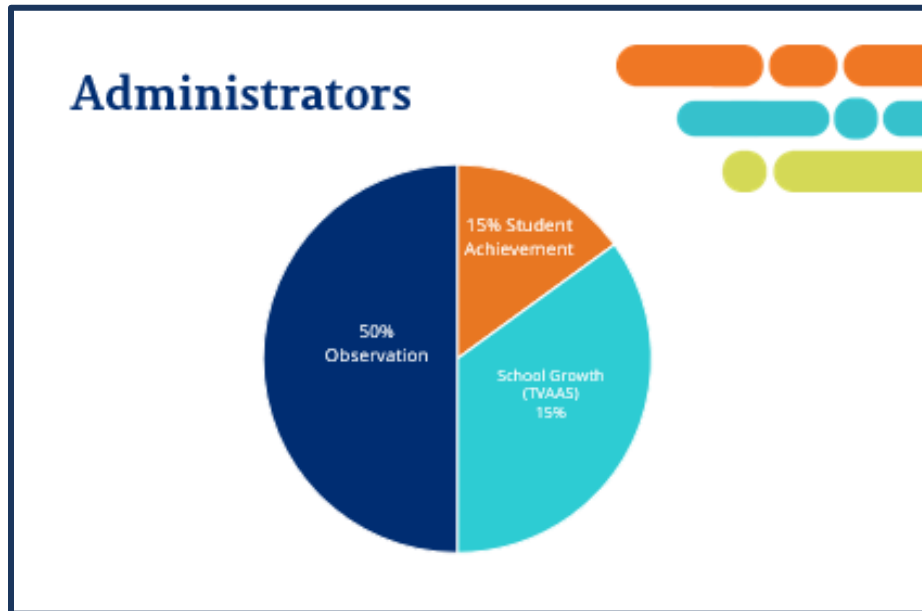
- Teachers with individual growth scores are considered **tested teachers**. These are educators that receive individual TVAAS scores, portfolio scores, or alternative growth measure (AGM) scores.



- Teachers that do not teach an assessed grade or subject are considered **non-tested teachers** and use school-wide scores for evaluation.



- Administrators, principals, and assistant principals make up the third category of educators and use school-wide scores for evaluation.



# Evaluation Measure Selection

For LOE scores to generate, each educator must have a valid growth measure selection and a valid achievement measure selection captured in TNCompass. The department provides numerous guidance documents for measure selection, all of which are available on the [TEAM website](#). Key documents include:

- [Achievement Measure Guidance](#)
- [Achievement Measure Worksheet](#)
- [Growth Measure Guidance](#)
- [Growth and Achievement Measure Selection FAQ](#)

## ***Growth Measure Selection***

There are five types of growth measures from which growth scores are generated:

- Individual value-added TVAAS scores
- Individual student growth portfolio or alternative growth measure scores
- School-level TVAAS composites
- District-level TVAAS composites
- Feeder/Custom school- or district-level TVAAS composites
  - Feeder/Custom measures are uploaded by districts and used only in situations where the school does not generate its own TVAAS data (ex., K-2 only school).

Measure selection should align to the educator's duty assignment as closely as possible. **If an individual growth score is generated, it will be automatically populated as the educator's growth measure.** In cases where the alignment is not obvious, a school focus might guide the selection. For example, a school focus on literacy might guide the selection of TCAP literacy composite for a PE teacher.

**All teachers**, including those anticipating individual growth scores, should have an alternate, school-wide measure selection in TNCompass in case the individual measure does not generate.

**NOTE:** Growth measure selection is determined by **district/school leadership**.

The list below identifies possible growth measure selections for certain teaching assignments. For teachers receiving individual growth scores, this selection will serve as a back-up measure should the individual growth score not generate. This is not a comprehensive list.

Teaching Assignment	Possible Growth Measure Selections
5th grade, self-contained	<ul style="list-style-type: none"> <li>• School-wide composite</li> <li>• School-wide literacy and numeracy</li> </ul>
High School ELA 9-12, one school	<ul style="list-style-type: none"> <li>• School-wide composite</li> <li>• School-wide literacy</li> </ul>
CTE, multiple assignments (middle and high school)	<ul style="list-style-type: none"> <li>• District-wide CTE Concentrator</li> <li>• District-wide Composite</li> </ul>
1st grade, Pre-K-2 school	<ul style="list-style-type: none"> <li>• Custom/feeder literacy</li> <li>• Custom/feeder composite</li> </ul>
1st grade, Pre-K-5 school	<ul style="list-style-type: none"> <li>• School-wide composite</li> <li>• School-wide numeracy</li> </ul>
8th grade math	<ul style="list-style-type: none"> <li>• School-wide composite</li> <li>• School-wide numeracy</li> </ul>

### ***Achievement Measure Selection***

Educators must choose an achievement measure from a state board-approved list of measures. These measures are specific to elementary and secondary grade bands. Selected achievement measures should align to the educator’s duty assignment. Measures become available at various times during the school year and may impact the timing of LOE generation for an educator. Some may require school/district upload in TNCompass.

Achievement measure scaling is determined by school/district leadership. More information on scaling achievement measures may be found on the [Achievement page](#) on the [TEAM website](#).

**NOTE:** Achievement measure selection is determined by the **educator**.

The list below identifies possible achievement measure selections for certain teaching assignments. This is not a comprehensive list.

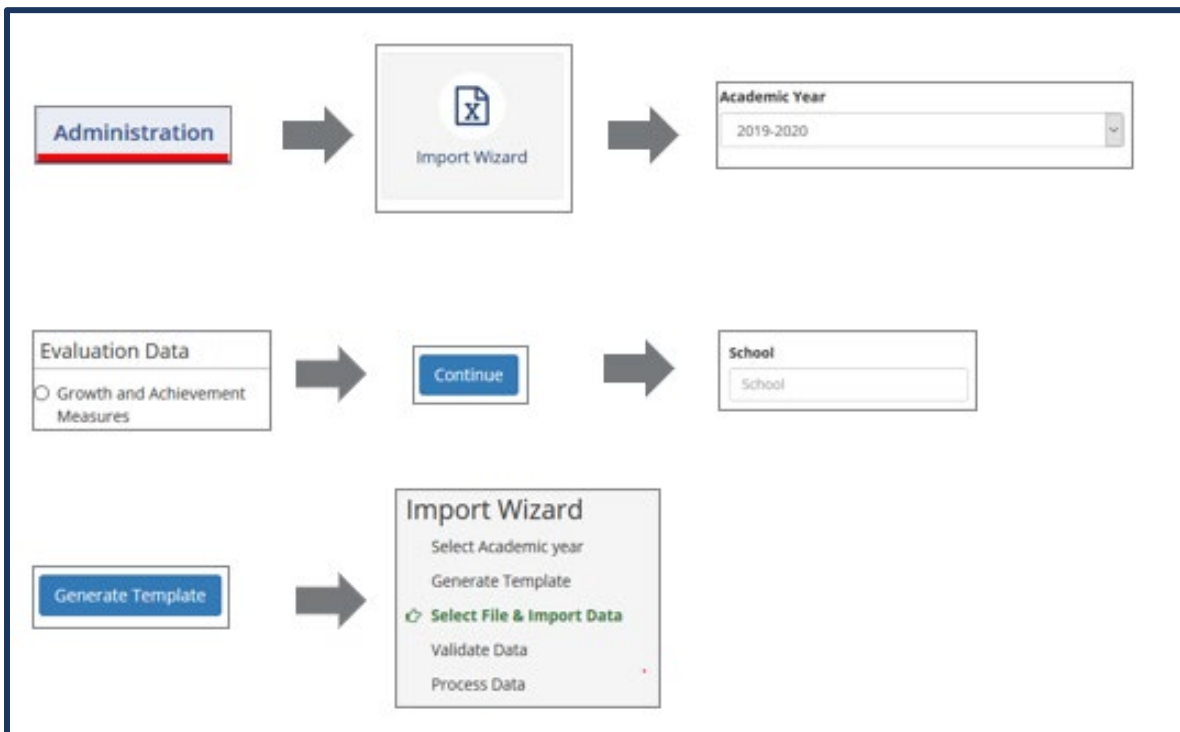
Teaching Assignment	Possible Achievement Measure Selections
5th grade, self-contained	<ul style="list-style-type: none"> <li>• 5th grade ELA Success Rate, classroom level</li> <li>• 5th grade ELA Success Rate, school level</li> </ul>
High School ELA 9-12, one school	<ul style="list-style-type: none"> <li>• Graduation Rate</li> <li>• EOC English I Success Rate</li> </ul>
CTE, multiple assignments (middle and high school)	<ul style="list-style-type: none"> <li>• CTE Literacy and Numeracy</li> <li>• Specific Career Cluster Certification</li> </ul>
1st grade, Pre-K-2 school	<ul style="list-style-type: none"> <li>• 2nd grade ELA Success Rate, school level</li> <li>• Custom/Feeder Early Literacy ELA</li> </ul>
1st grade, Pre-K-5 school	<ul style="list-style-type: none"> <li>• 3-5 Success Rate Math</li> <li>• TCAP composite</li> </ul>
8th grade math	<ul style="list-style-type: none"> <li>• EOC Algebra I</li> <li>• 8th grade Math Success Rate, school level</li> </ul>

### ***Adding Measure Selections to TNCompass***

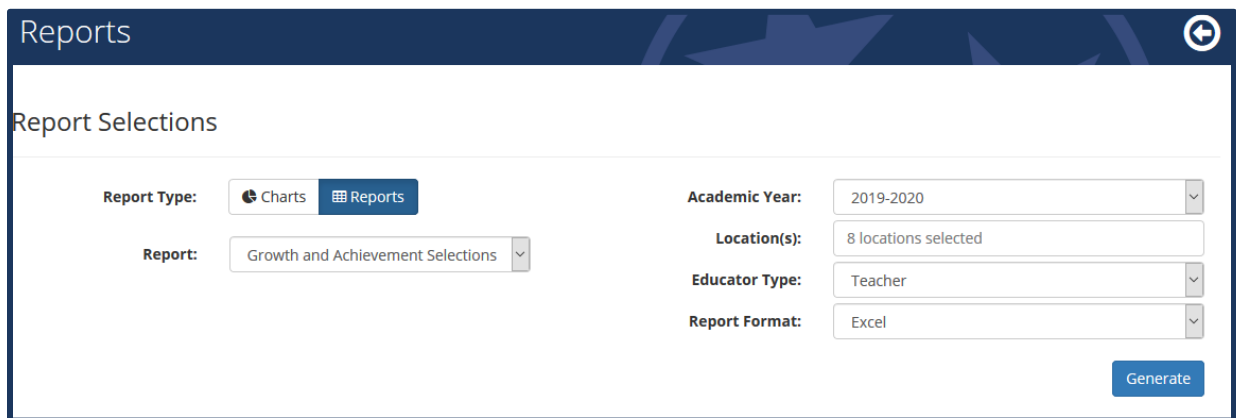
TNCompass allows for individual measure selections to be added to an educator’s account or bulk uploads. This document will review the bulk upload option as many LEA/charter evaluation configurators use this feature to add all measure selections at the same time. More information may be found in the TNCompass User Guide, located on the TNCompass home page under “Resources” and in the [Growth & Achievement Measure Import Instructions](#) found on the [TEAM website](#).

TNCompass utilizes an **Import Wizard** to walk the user through the data upload process. To access the upload feature, the user should follow the steps outlined below.

- Access the **Administration** tab
- Click the **Import Wizard** button
- Select the **Growth and Achievement Measures** option
  - Select the academic **year**
  - Select the **continue** button
  - Select the appropriate **school**
  - Select the **Generate Template** button
  - **Complete** template spreadsheet
- Follow the wizard to completion
  - **Select File** & Import Data
  - **Validate** Data
  - **Process** Data



The **Growth and Achievement Selections** report found under the reports feature in TNCompass may be used to confirm measure selections.



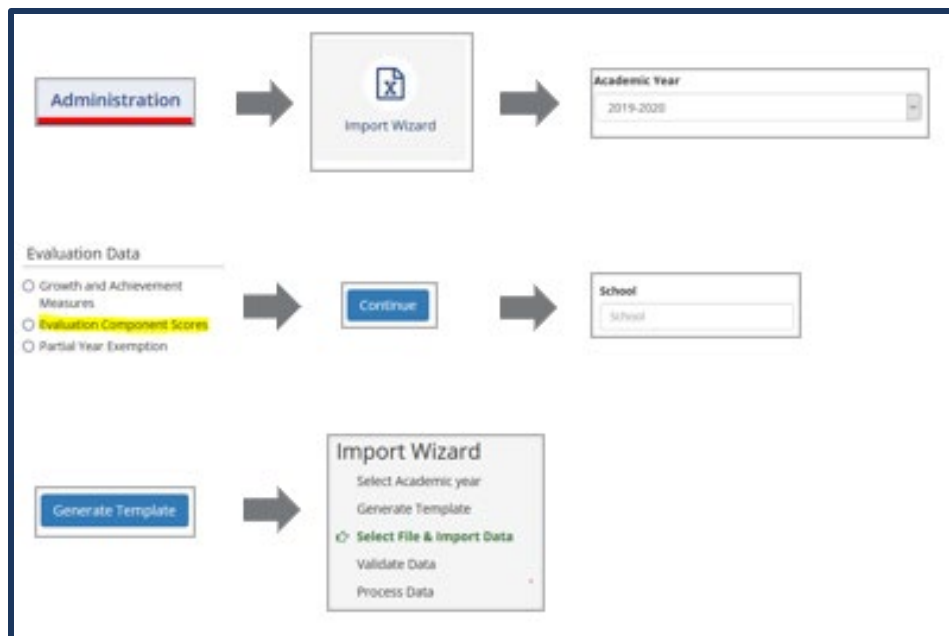
The screenshot shows the 'Reports' section of the TNCompass interface. At the top, there is a dark blue header with the word 'Reports' and a circular refresh icon. Below the header, the title 'Report Selections' is displayed. The main area contains several filter options: 'Report Type' with 'Charts' and 'Reports' buttons; 'Report' with a dropdown menu showing 'Growth and Achievement Selections'; 'Academic Year' with a dropdown menu showing '2019-2020'; 'Location(s)' with a text field showing '8 locations selected'; 'Educator Type' with a dropdown menu showing 'Teacher'; and 'Report Format' with a dropdown menu showing 'Excel'. A blue 'Generate' button is located at the bottom right of the form.



## ***Uploading Observation Scores from a Third-Party Vendor***

Many LEAs/charters will upload observation scores in bulk from a third-party vendor. The **Import Wizard** also allows a school or district to add observation scores in a single upload. To access the upload feature, the user should follow the steps outlined below.

- Select the **Administration** tab
- Click the **Import Wizard** button
- Select the **Evaluation Component Scores** option
  - Select the appropriate **year**
  - Select the **continue** button
  - Select the appropriate **school**
  - Select the **Generate Template** button
  - **Complete** template spreadsheet with available scores
- Follow the wizard to completion
  - **Select File & Import Data**
  - **Validate** Data
  - **Process** Data



## ***Student Surveys (optional)***

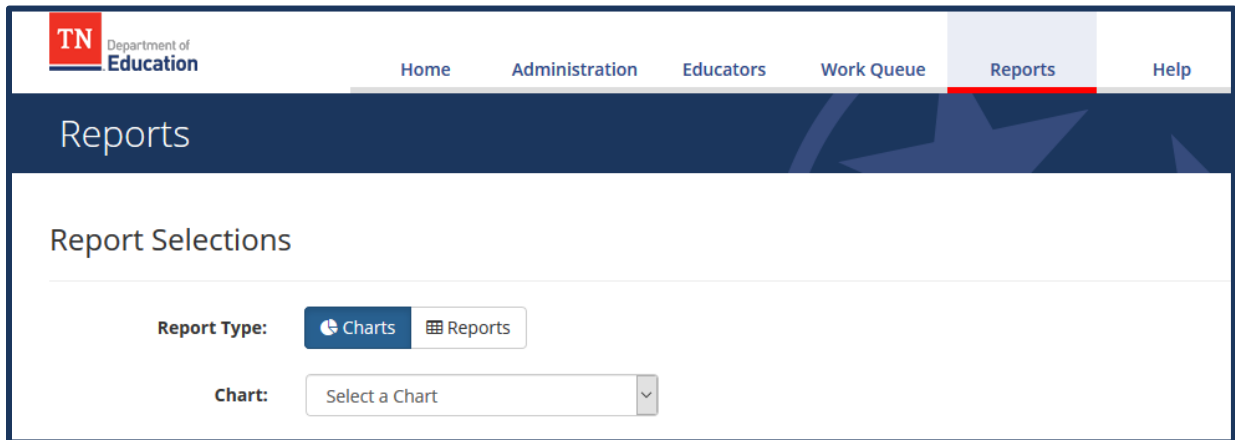
Districts have the option to use certain state board-approved student surveys as 5% of the overall evaluation score. For districts opting into student surveys, this percentage is taken from the observation percentage. This feature becomes available once the LEA/charter is configured (based on the flexibility survey response) to use surveys. Approved survey instruments include:

- [Tennessee School Climate Survey](#)
- [Tripod Survey](#)
- [My Student Survey](#)
- [Panorama](#)

More information may be found in the TNCompass User Guide, located on the TNCompass home page under "Resources."

# Charts, Reports, and Additional Resources

TNCompass provides a suite of charts and reports to assist evaluation configurators that may be accessed from the **Reports** tab from the top ribbon in TNCompass.



Available **charts** include:

- Observation indicator scores
- Observation refinement breakdown
- Observation reinforcement breakdown
- Overall effectiveness indicator

Evaluation configurators may find these reports useful for identifying focus areas for professional learning, identifying teachers with specific areas of strength or need for support, or to identify trends in leader observation practice.

TNCompass contains numerous **reports** that provide information on:

- Licensing
- Evaluation configuration and scoring
- Measure selection and scales
- Pacing
- Configuration
- Effectiveness ratings

More information may be found in the TNCompass User Guide, located on the TNCompass home page under "Resources."

Additional resources to support the use of TNCompass may be accessed from the [TEAM website](#) under the [TNCompass tab](#).

- [TNCompass CLASS User Guide](#)
- [Release Notes and Quick Start Guide V1.1](#)
- [Evaluation PIN Completion Instructions](#)
- [TNCompass Reinstatement](#)
- [TNCompass District Roles and Permissions](#)
- [TNCompass User Guide: Historical Data Edits](#)
- [Data Import Instructions for Evaluation Administrators](#)
- [TNCompass Charts and Reports Overview](#)

The TNCompass Help tab, always accessible from the top ribbon in the TNCompass platform, contains the following resources:

- [Achievement and Growth Measure Selection User Guide](#)
- [Administrators Observations User Guide](#)
- [Educator Observation User Guide](#)
- [Educator Professional Development Points User Guide](#)
- [Administrator Approving Professional Development Points User Guide](#)
- [Observation Import Instructions](#)
- [Disciplinary Hold Instructions](#)
- [CLASS Educator Designation](#)

# Strategies for Success

Know and use your resources, follow your timeline, and contact TNCompass or the educator effectiveness team as needed.

## Resources:

- [TNCompass Guidance Documents](#)
- [Human Capital Update](#)
- [TEAM Website](#)

## Timeline:

- [TEAM Evaluation Timeline](#)

## Contacts:

- [support@tncompass.org](mailto:support@tncompass.org) (platform support)
- [TEAM.Questions@tn.gov](mailto:TEAM.Questions@tn.gov) (content support)