

## Level of Overall Effectiveness (LOE) and Evaluation Completion Administrator and Educator Signatures and LOE

After Level of Overall Effectiveness (LOE) scores are calculated by the department, LOEs will be displayed in [TNCompass](#). On the educator's evaluation page, the system will display the scoring method that resulted in the highest scale score used to assign the LOE. The administrator finalizing the evaluation should enter his/her electronic signature (PIN) to acknowledge the evaluation has been reviewed. After an administrator has acknowledged the evaluation, the educator should enter his/her PIN to finalize the evaluation. At the point of finalization, the educator will have the opportunity to review the LOE and enter his/her PIN to finalize the evaluation. The following guidance and screenshots outline the process of evaluation finalization.

In this user guide, administrator is defined as current or previous year Principal, Assistant Principal, Superintendent, Superintendent Designee, or any other role that has been granted the Evaluation Edit permission within TNCompass.

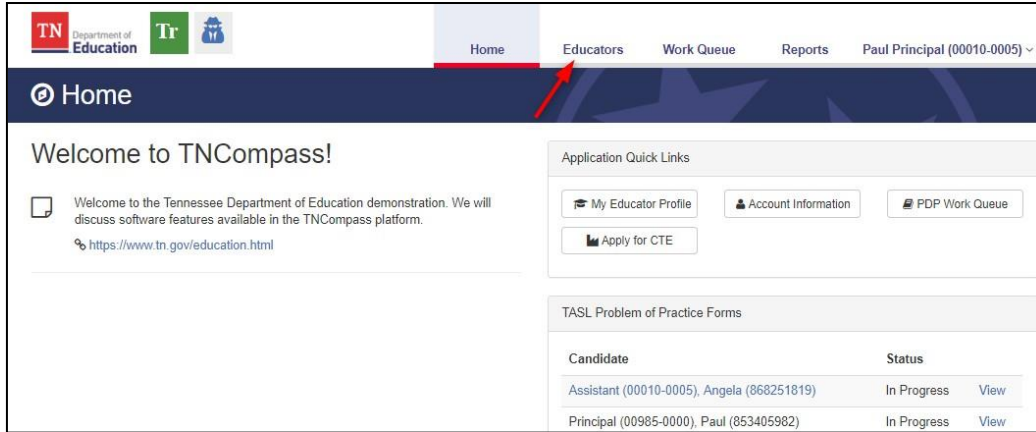
## Contents

<b>Administrator</b> .....	3
Locating an Educator .....	3
View the Level of Overall Effectiveness.....	5
Adding Administrator Electronic Signature .....	6
Educator Unavailable to Sign Evaluation .....	7
<b>Educator</b> .....	9
Locating an Evaluation .....	9
View the Level of Overall Effectiveness.....	10
Educator Electronically Sign Evaluation .....	12

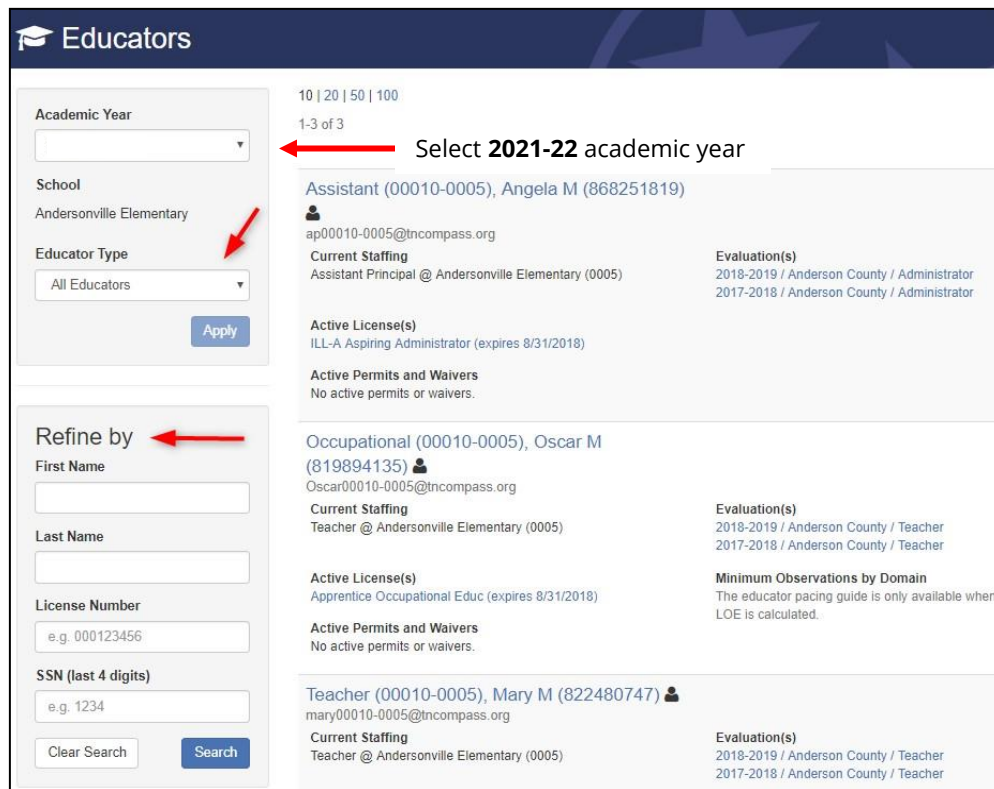
# Administrator

## Locating an Educator in TNCompass

- Select **Educators** from the home page.



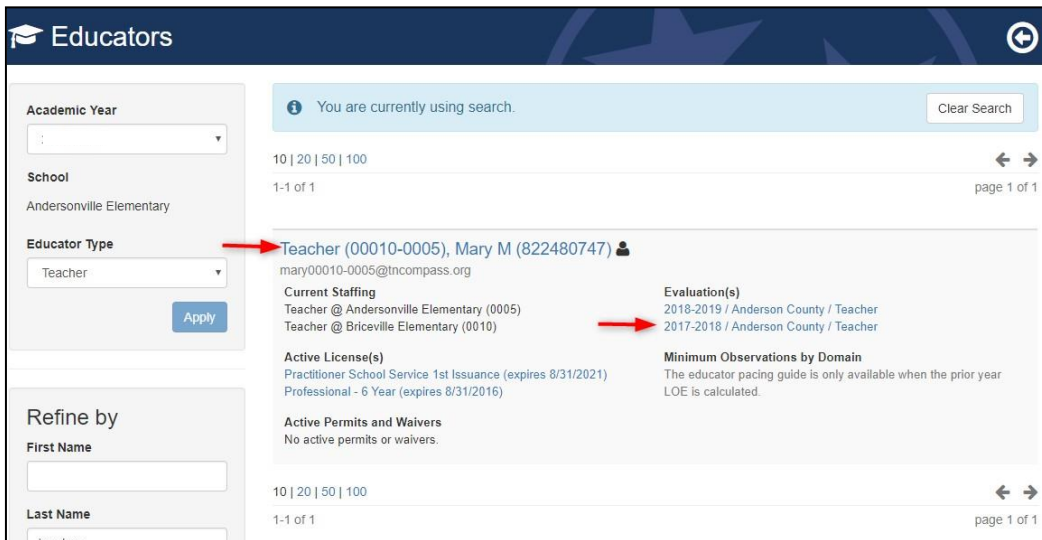
- Locate the educator by using the search filters. Search by any combination of the search criteria shown.



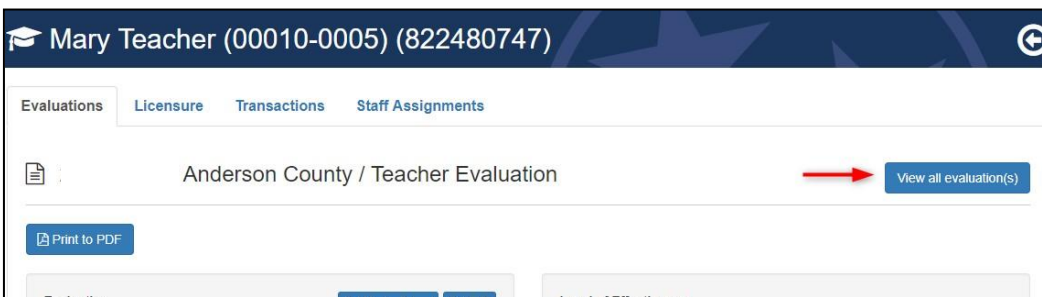
TNCompass will retain search criteria entered even after leaving the page. Please remember to clear search or enter new search criteria when searching for a different educator.

The options to open an evaluation record depend on the roles and permissions.

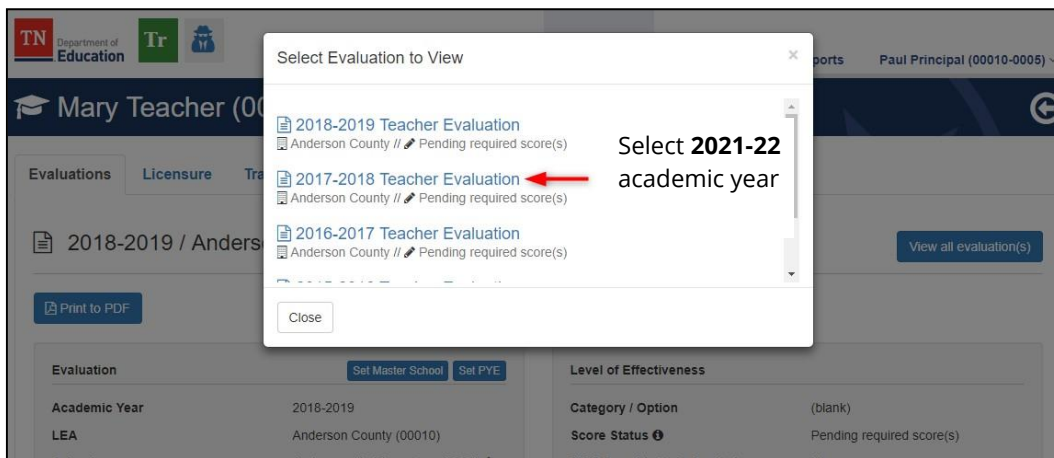
- Click the educator's name or the evaluation record to open the evaluation.



- If the current academic year evaluation record is displayed, click **View all evaluation(s)**.



- Click the desired academic year from the **Select Evaluation to View** window.



## View the Level of Overall Effectiveness

The Level of Overall Effectiveness score will display:

- Category / Option Score Status
- 3/4/5 Override Rule Applied
- 4/5 Trump Rule Applied
- LOE Scale Score
- LOE Score
- LOE Override

The screenshot shows the 'Evaluations' page for Anderson County / Teacher Evaluation. The 'Level of Overall Effectiveness' section is highlighted with a red box. It contains the following information:

Level of Overall Effectiveness ⓘ	
Category / Option	teacher with portfolio assessment
Score Status ⓘ	LOE score calculated
3/4/5 Override Rule Applied	No
4/5 Trump Rule Applied	No
LOE Scale Score	413.00
LOE Score	4.00
LOE Override	

- Click the information icon next to the Level of Overall Effectiveness label to see the scoring options available for the educator's Category / Option.

This screenshot is identical to the previous one, but with a red arrow pointing to the information icon (ⓘ) next to the 'Level of Overall Effectiveness' label.

- The system will display the score calculation options.
- The selected option will have a label with a yellow star and **Selected Option**.

Level of Effectiveness Details ✕

→ ★ Selected Option

Category/Option	Personalized by teacher category			Personalized by teacher category		
Status	LOE score calculated			LOE score calculated		
3/4/5 Override Rule Applied	No			No		
4/5 Trump Rule Applied	No			No		
L.O.E. Scale Score	341.65			335.50		
L.O.E. Score	3.00			3.00		
Components	Weight	Score	Scale	Weight	Score	Scale
Observation Rubric	65%	3.41	221.65	50%	3.41	170.5
Achievement Measure	15%	4.00	60	15%	4.00	60
Growth Measure	0%	3.00	0	0%	3.00	0
Individual Growth (Single-year)	0%	3.00	0	35%	3.00	105
Individual Growth (Multi-year)	20%	3.00	60	0%	3.00	0

Close

### Adding Administrator Electronic Signature

- Scroll to the bottom of the evaluation page.
- Enter PIN (click **Show PIN** to recover PIN).
- Click **Complete Form**.

✍ Pin Signature

**Educator's Signature**

*Administrator must complete form first.*

**Administrator's Signature**

Enter Administrator PIN below and click "Complete Form" to confirm.

- The **Administrator's Signature** will be displayed with the date and time entered.

The screenshot shows a 'Pin Signature' form with two main sections. The left section is titled 'Educator's Signature' and contains the text 'Ready for educator's signature.' and a blue button labeled 'Educator is unavailable to complete form'. The right section is titled 'Administrator's Signature' and contains the text 'Principal, Paul completed this form on Thursday, August 30, 2018 2:05 PM.' A red arrow points from the 'Educator's Signature' section towards the 'Administrator's Signature' section.

### Educator Unavailable to Sign Evaluation

An administrator can indicate if an educator is unavailable to enter an electronic signature for the evaluation.

- Click **Educator is unavailable to complete form.**

This screenshot is similar to the previous one, showing the 'Pin Signature' form. A red arrow points directly to the blue button labeled 'Educator is unavailable to complete form' in the 'Educator's Signature' section.

Select a reason If the educator declined or is unavailable to sign the evaluation.

- If **Other** is selected as the reason, enter a reason description.
- Enter PIN (click **Show PIN** to recover PIN).
- Click **Save**.


The screenshot shows a dialog box titled 'Educator's Signature'. It contains the following elements:
 

- A heading: 'The educator has declined or is unavailable.'
- A sub-heading: 'Please select the reason the educator declined or is unavailable.'
- A list of radio button options:
  - Educator refuses to acknowledge
  - Educator is unable to complete (on leave, etc.)
  - Signature on file with hardcopy
  - Other
- A text input field labeled 'Other reason clarification'.
- A label 'PIN:' followed by a text input field.
- A button labeled 'Show PIN'.
- At the bottom, there are 'Cancel' and 'Save' buttons.

 Red arrows point to the 'Other' radio button, the PIN input field, and the 'Save' button.

The system will display:

- The name of the person completing the form on behalf of the educator.
- The date and time the signature was entered.
- The reason the person completed the form on behalf of the educator.

 Pin Signature

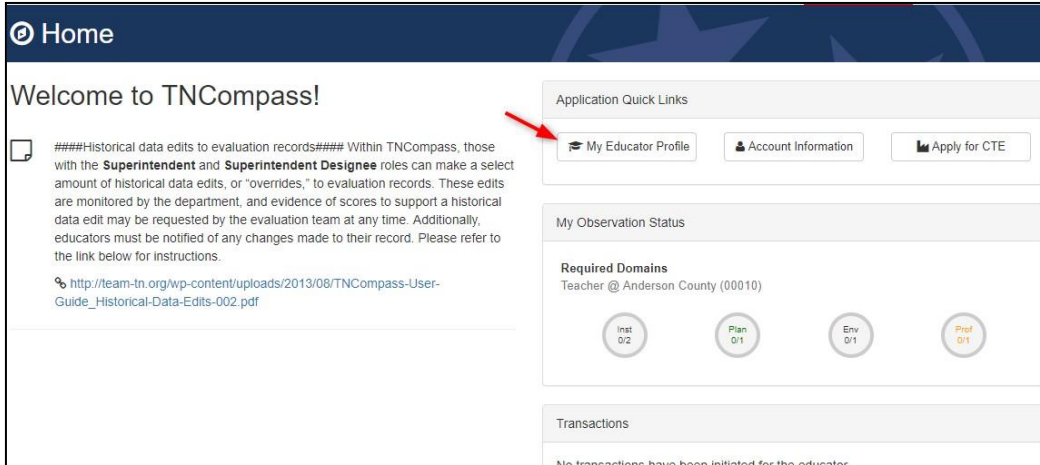
Educator's Signature	Administrator's Signature
<p><b>Educator unavailable to provide signature.</b></p> <p><i>Principal, Paul (000000000) completed this form on Thursday, August 30, 2018 2:19 PM.</i></p> <p><b>Reason:</b> Educator is unable to complete (on leave, etc.)</p>	<p><i>Principal, Paul (000000000) completed this form on Thursday, August 30, 2018 2:05 PM.</i></p>



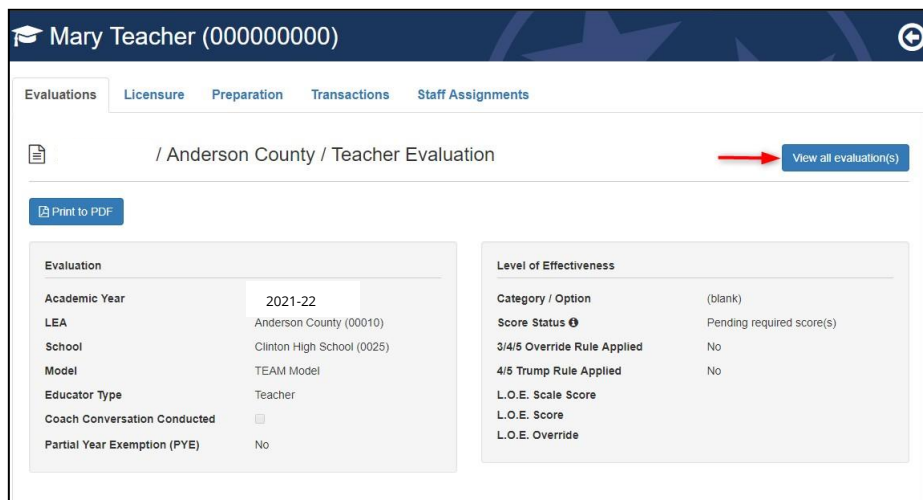
## Educator

### Locating an Evaluation

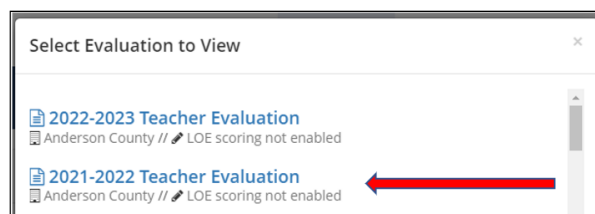
- Click **My Educator Profile**.



- Click **View all evaluation(s)**.



- Select the desired academic year.




## Viewing the Level of Overall Effectiveness

The Level of Overall Effectiveness score will display:

- Category / Option
- Score Status
- 3/4/5 Override Rule Applied
- 4/5 Trump Rule Applied
- LOE Scale Score
- LOE Score
- LOE Override

Evaluations    [Licensure](#)   [Preparation](#)   [Transactions](#)   [Staff Assignments](#)

 / Anderson County / Teacher Evaluation [View all evaluation\(s\)](#)

ⓘ You are viewing information from a previous academic year.

[Print to PDF](#)

Evaluation		Level of Overall Effectiveness ⓘ	
Academic Year	2021-22	Category / Option	teacher with portfolio assessment
LEA	Anderson County (00010)	Score Status ⓘ	LOE score calculated
School	Claxton Elementary (0015)	3/4/5 Override Rule Applied	No
Model	TEAM Model	4/5 Trump Rule Applied	No
Educator Type	Teacher	LOE Scale Score	413.00
Coach Conversation Conducted	<input type="checkbox"/>	LOE Score	<b>4.00</b>
Partial Year Exemption (PYE)	No	LOE Override	

- Click the information icon next to the Level of Effectiveness label to see the scoring options available for the educator's Category / Option.

- The system will display the score calculation options.
- The selected option will have a label with a yellow star and **Selected Option**.

## Educator Electronically Sign Evaluation

The ***PIN Signature*** section is located at the bottom of the evaluation page.

- Enter ***PIN*** (click ***Show PIN*** to recover PIN).
- Click ***Complete Form***.

Pin Signature

**Educator's Signature**

Enter Educator PIN below and click "Complete Form" to confirm.

[Complete Form](#)

[Access My PIN](#)

**Administrator's Signature**

*Paul Principal (00985-0000) completed this form on Sunday, May 15, 2016 1:22 PM.*

The ***Educator's Signature*** will display:

- The educator's name indicating completion.
- The date and time the educator entered his/her signature.

Pin Signature

**Educator's Signature**

*Teacher, Mary completed this form on Thursday, August 30, 2018 3:03 PM.*

**Administrator's Signature**

*Principal, Paul completed this form on Thursday, August 30, 2018 3:01 PM.*