BEST FOR **ALL**

We will set all students on a path to success.

2023-24 Evaluation Configurator

Monthly Office Hour

August 3, 2023

TN Department of Education

BEST FOR ALL

We will set all students on a path to success.

ACADEMICS

ALL TENNESSEE STUDENTS WILL HAVE ACCESS TO A HIGH-QUALITY EDUCATION, NO MATTER WHERE THEY LIVE

STUDENT READINESS

TENNESSEE PUBLIC SCHOOLS WILL BE EQUIPPED TO SERVE THE ACADEMIC AND NON-ACADEMIC NEEDS OF ALL STUDENTS IN THEIR CAREER PATHWAYS

EDUCATORS

TENNESSEE WILL SET A NEW PATH FOR THE EDUCATION PROFESSION AND BE THE TOP STATE IN WHICH TO BECOME AND REMAIN A TEACHER AND LEADER FOR ALL

Agenda

- Evaluation Configurator Role and Responsibilities
- Resources
- Staffing
- Configuring Permissions
- TEAM Observer Training Information
- Next Steps

Role and Responsibilities of the Evaluation Configurator

District Evaluation Configurator responsibilities include:

- Ensuring accurate staffing
- Confirming data quality and security
- Communicating and supporting adherence to TEAM deadlines
- Supporting measure selection
- Overseeing implementation/completion of evaluation processes
- Managing TNCompass permissions
- Training and supporting platform users
- Assuring all State Board of Education policy 5.201 and Rule 0520-02-01 requirements are met

Resources

TNCompass Resources

TNCompass Resources| TEAM-TN

TNCompass

Description	Through a partnership with RANDA Solutions, the department developed and launched TNCompass, an educator talent management system that securely collects, stores, and displays evaluation, licensure, preparation, discipline, experience, and compensation data for all educators in Tennessee. This user-friendly platform, in place since 2015, integrates and supports the work of multiple divisions within the department and the state board of education while consistently earning high satisfaction ratings from district and school-level stakeholders. To set up or access an account, please visit http://tdoe.tncompass.org. *Please note that TNCompass only supports evaluation models that are approved by the State Board of Education in policy 5.201.*
TNCompass Resources	• Achievement and Growth Measure Selection User Guide • Administrator Approving Professional Development Points User Guide • Administrators Observations User Guide • CLASS Educator Designation • Data Import Instructions for Evaluation Administrators • Disciplinary Hold Instructions • Educator Observation User Guide • Educator Professional Development Points User Guide • Evaluation PIN Completion Instructions • Evaluation Signatures and LOE Nullification User Guide • Observation Import Instructions • TNCompass Charts and Reports Overview • TNCompass CLASS User Guide • TNCompass Evaluation Data Management Guide
Recent TNCompass Updates	In response to feedback from the Tennessee Educator Survey, the department will launch a new observation feature in the TNCompass platform for the 2021-22 school year. Within the observation scoring template, observers will now see: • A dropdown menu for selecting the reinforcement and refinement indicators. • A required open text box to capture specific feedback associated with both the reinforcement and refinement indicators. • A required open text box to capture clear next steps for the educator and/or the evaluator. As a result of these changes, Tennessee educators will now be able to clearly view the actionable feedback and next steps provided by their evaluators throughout the observation process.

TN Department of Education
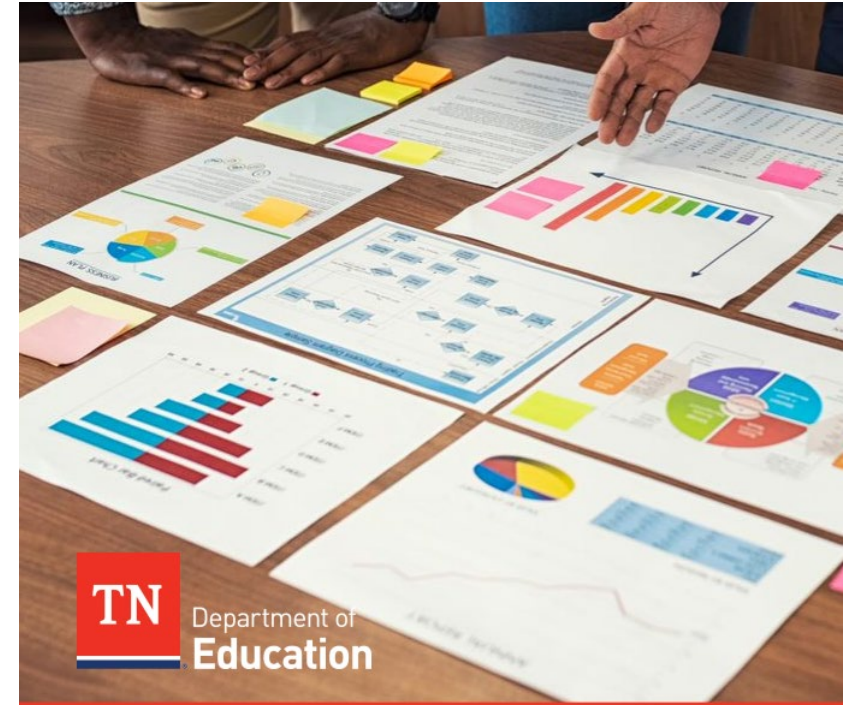
TNCompass Evaluation Data Management Guide

Tennessee Department of Education | July 2021

Staffing

Adding and Removing District and School Personnel

Department of
Education

Staff Roles

District Level
- Non-Instructional
- Observer
- District Staff
- Instructional Supervisor
- Superintendent Designee
- Evaluation Administrator
- Licensure Administrator

School Level
- Teacher
- Non-Instructional
- Principal
- Assistant Principal
- Observer

Staffing

Importance of Staffing
- Data Security ([TCA 49-1-606](#))
- Data Access
- Configuration of Permissions

Remove Staffing

Remove Staffing

Remove Staffing

You are about to remov███████████████████████████ from this staff assignment. Are you sure?

Cancel   **Confirm Remove**

Location ████████████████

Adding Staff

- Common staff roles
- Adding Staff in TNCompass
- Configuring permissions

Data Security

Data Access

Permission Control

Quality Data Output
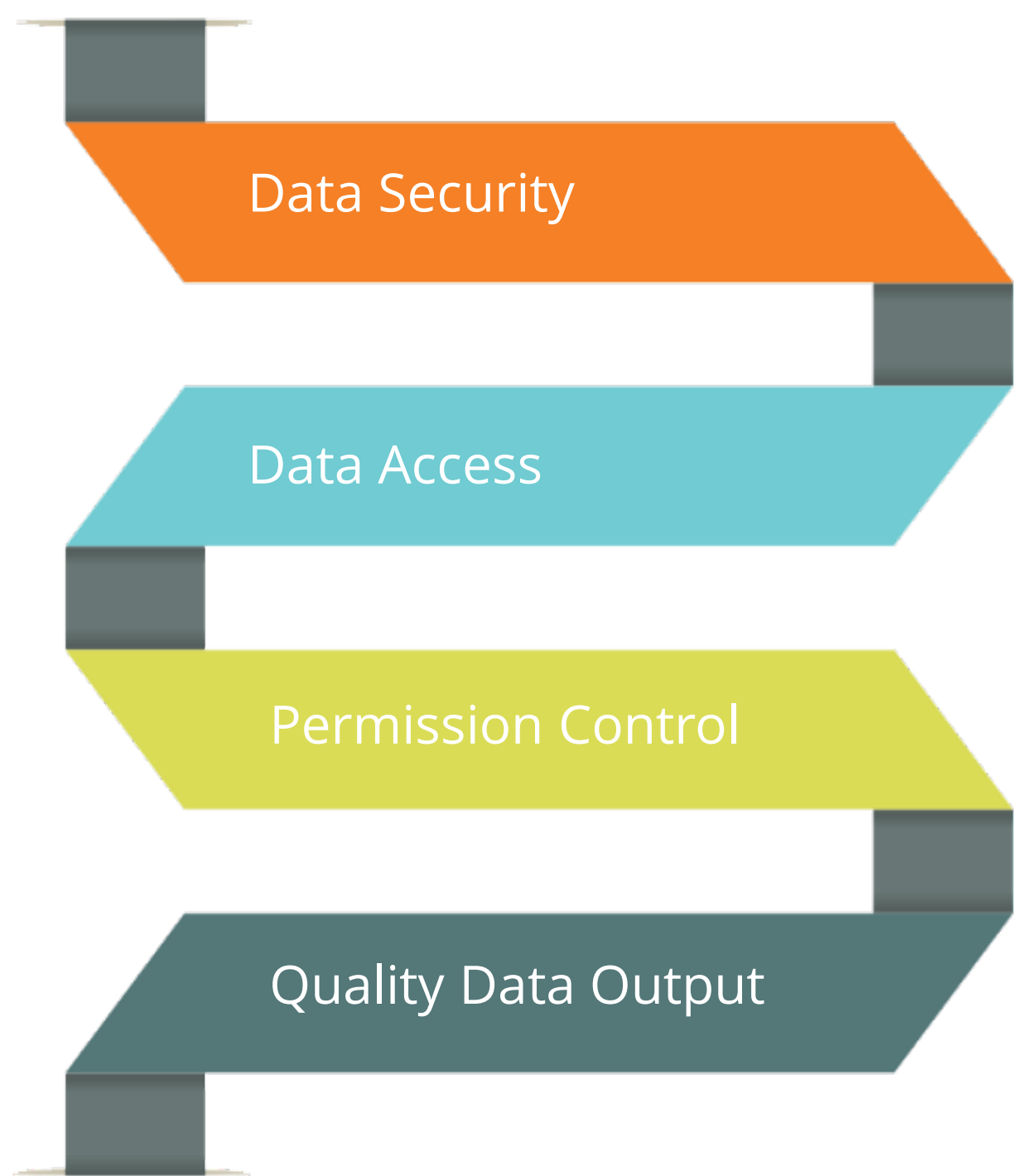
Non-Instructional Role

Role	Basic Permissions
District or School Level Appropriate for staff who are non-licensed or are waiting on a license	View announcements View personal dashboard items View and edit limited personal information View and edit account email and password View help links In Educator profile (if applicable): • View personal evaluations • View personal license data • View personal staff assignments and history • View personal license transactions • View professional achievements • Submit a license transaction (depends on existing licenses) • TASL (if applicable) • CEO (if applicable)

Teacher

Role	Basic Permissions	Configurable Permissions
School Level **This role is appropriate for licensed teachers and instructional coaches**	**View announcements** **View personal dashboard items** **View and edit limited personal information** **View and edit account email and password** **View help links** **In Educator profile (if applicable):** • **View personal evaluations** • **View personal license data** • **View personal staff assignments and history** • **View personal license transactions** • **View professional achievements** • **Submit a license transaction (depends on existing licenses)** • **TASL (if applicable)** • **CEO (if applicable)** • **Individual pacing guide for current year (TEAM only)**	**Observe peer teachers (requires certification)** **If observing peers: May add evaluation attachments (view own attachments), add evaluation notes (view own notes)**

Observer

Role	Basic Permissions	Configurable Permissions
District or School Level This role is appropriate for people who will strictly be observers and are not in another administrative role.	All permissions of a teacher View educator licenses and endorsements at school or all of district depending on staffing level View current year observations * If only set to observe teachers, cannot view evaluations for APs or principals	Observe teachers (requires certification) Observe leaders (requires certification) May add evaluation attachments (view own attachments), add evaluation notes (view own notes)

Instructional Supervisor

Role	Basic Permissions	Configurable Permissions
Instructional Supervisor (District Level) This role is appropriate for District instructional support staff.	At the district and school level: • View educator licenses and endorsements • View educator degrees/majors • View educator EPP enrollment status • View educator experience • View educator professional achievements	Observe teachers and/or leaders (requires certification) Educator view (limited statewide search and past years) Data import Configure TASL (permission group) Evaluation view and edit options Additional licensure view and edit options Work Queue for PDP requests Reports access

Adding Staff

Adding Staff

Adding Staff

Add Staff

×

Search for a Person Use any of the fields below to find a person to add

First Name

Amelia

Last Name

Floyd

License Number

225079

SSN (last 4 digits)

◉ **Amelia C Floyd** (000225079)
Does have an active license
Email: Amelia.Floyd@tn.gov
Date of Birth: 09/19/1966
SSN: XXX-XX-2844
Location: Tennessee Department Of Education - Licensing Evaluation Administrator

Cancel   Next

Adding Staff

Add Staff

Selected Person

Amelia C Floyd (000225079)
Does have an active license
Email: Amelia.Floyd@tn.gov
Date of Birth: 09/19/1966
SSN: XXX-XX-2844
Location: Tennessee Department Of Education - Licensing Evaluation Administrator

Select a Role

- ○ Non-Instructional
- ○ Observer
- ○ District Staff
- ○ Instructional Supervisor
- ○ Superintendent Designee
- ○ Evaluation Administrator
- ○ Licensure Administrator

Previous | Next

Add Staff

Please confirm your selections

Person:	Amelia C Floyd
Date of Birth:	09/19/1966
Location:	[redacted]
Role:	District Staff

⚠ You are changing the role of this person at this location.

Previous | Save Staff

Adding Staff

| Location | ████████████ | | | | Add LEA Staff |
| Status | **Active** | | | | |

License ⇕	Name	▲	Role	⇕			Permissions
████████	████████████████████				✎ 🗑	Educator Profile | Account | 💡	Configure
████████	████████████████				✎ 🗑	Educator Profile | Account	
000225079	Floyd, Amelia C		Instructional Supervisor		✎ 🗑	Educator Profile | Account	Configure
	████████████				✎ 🗑	Educator Profile | Account	Configure
████████	████████████████				✎ 🗑	Educator Profile | Account	Configure

Configuring Permissions

Configuring Permissions

Superintendent, Designee, Licensure Administrator, and Evaluation Administrator roles have the ability to grant additional permissions for various roles through the **_Configure_** button. This allows them to assign additional permissions to staff members at the district and school levels.

Configuring Staff

Location ████████████████████

Status   Active

Add LEA Staff

License ⇕	Name	Role	▲				Permissions
████████████████████████████				✎	🗑	Educator Profile | Account | 💡	Configure
████████████████████				✎	🗑	Educator Profile | Account	
000225079	Floyd, Amelia C	Instructional Supervisor		✎	🗑	Educator Profile | Acc	Configure
████████████				✎	🗑	Educator Profile | Account	Configure
████████████████████				✎	🗑	Educator Profile | Account	Configure

Configuring Staff

Permission Groups

Group Name	Enabled
Evaluation View • evaluation summary and LOEs • all observations and pacing status • historical evaluations • administrative edit history • attachments • growth and achievement measures • individual growth • evaluation notes • portfolio component • student survey component, when applicable	🚫
Intermediate Evaluation Edit • edit the observer assignment • reopen completed observations • delete and restore observations • edit observations by others	🚫
Professional Development Points • access Professional Development Points work queue	🚫
Aggregate observation charts • Observation Indicator Scores chart • Observation Refinement Breakdown chart • Observation Reinforcement Breakdown chart	🚫

Single Permissions

Permission	Allowed
Observe teachers	🚫
Observe leaders allows observation of principals and assistant principals	🚫
View option for prior year staff in educator search	🚫
Allow limited state-wide search (license data) allow certain roles to search for people not in their organizational hierarchy	🚫
Set evaluation PYE status allows user to change an educator's PYE status	🚫
Set evaluation master school allows user to set the master school for an evaluation	🚫
Set evaluation coaching status and single observation score flag	🚫
Set evaluation measure selections	🚫
Set evaluation measure criteria	🚫

TEAM Observer Training Information

TEAM Evaluation Certification

- According to state board rule 0520-02-01 and state board policy 5.201, all educators must be evaluated annually by a certified evaluator.
  - **Evaluations conducted by non-certified evaluators are inadmissible and are grounds for a grievance.**
- The certification window for recertification is from June 7, 2023 to August 31, 2023.
- The certification window for initial certification is from June 7, 2023 to March 31, 2024.
- Certification is valid through June 30 of the current school year **regardless** of the certification date.

TEAM Evaluation Certification

Next Steps

TEAM Website

Support

- TEAM.Questions@tn.gov
- Monthly office hours

August 3, 10 a.m. CT	2023-24 TNCompass Staffing	[Meeting](#)
September 7, 10 a.m. CT	Supporting 2023-24 Growth and Achievement Measure Selections	[Meeting](#)
October 5, 10 a.m. CT	Entering final achievement measure scores for 2022-23 and finalizing LOEs	[Meeting](#)
No meetings in November or December		
January 4, 10 a.m. CT	Identifying Partial Year Exemptions and Update Staffing	[Meeting](#)
February 1, 10 a.m. CT	Monitoring Observations to Ensure Pacing is Met	[Meeting](#)
March 7, 10 a.m. CT	Monitoring Growth and Achievement Measure Selections	[Meeting](#)
April 4, 10 a.m. CT	End of the Year Actions	[Meeting](#)
May 2, 10 a.m. CT	Entering Achievement Measure Scores	[Meeting](#)

Next Steps

- Update district staffing
- Ensure building level staffing is updated
- Share the evaluation implementation process with evaluators
- Provide any additional training as needed
- Communicate expectation that all staff review and update email addresses in TNCompass

Thank You!

#TNBestforAll