

Staff Assignments, Roles, and Permissions Quick Guide for TNCompass

TNCompass grants permissions to access data based on a user's roles and assignments at the state level, the EPP level, and at the regional level within the user's assigned district(s) and/or building(s). This guide focuses on the roles and assignments at the district/LEA level and building level. Each role has a base permission set, and a comprehensive list of these permission sets can be viewed in the [TNCompass User Guide](#) (pages 1 to 12). The roles given to staff members are extremely important.

Staff Assignments

Staff Assignments in TNCompass can be managed via the Staff Assignment tool found under the administration tab or via spreadsheet import using the Import Wizard. Staff Assignments consist of the level of the staffing – either at the district/LEA level or the building level – and the specific role assigned to a person. The role in which a user is staffed will affect the permissions the user will have. A quick reference table for common roles and permissions is also available on the next page. *Note: A teacher who is waiting for a license to be approved should be staffed as non-instructional until the license is approved.*

Below are directions for managing staff in the Staff Assignment tool as well as directions for adding staff who are not licensed.

To access the Staff Assignment tool in TNCompass:

1. Click on the Administration tab.
2. Click on the Staff Assignments button.
3. The Staff Filters window will appear with a left sidebar.
4. Use the Staff Status button to choose Active or Removed staff.
5. Enter the First Name, Last Name, and/or License Number to search for specific staff members.
6. The staff list for the selected LEAs or schools will appear on the right side of the Staff Filter sidebar.
7. Edit a line entry by clicking the paper and pencil icon or delete it with the trash can icon.
8. Access educator information or account by clicking the corresponding links.
9. To add staff to the LEA/District level, click the **Add LEA Staff** button when viewing an LEA without a school selected.
10. To add school staff, select the school once you have selected the region and LEA, and then click the **Add School Staff** button.

Adding Non-licensed Staff to Staff Assignments:

*Note: If the person already exists in the TNCompass system, skip to Step 4 below. Otherwise, the person will need to be added to TNCompass. **Adding persons to the system is limited to Superintendents and Superintendent Designees.***

1. Click the Administration tab.
2. Click the People button. Use the Filters tools on the left sidebar to search for the person to add (to ensure they do not have an inactive or expired license and/or are already in the system).
3. If the person *is not* found, click the **Add Person** button.
 - a. In the **Add Person** pop-up window, enter the person's First Name, Last Name, and Email address.
 - b. The person will receive an email to complete the registration process.
 - c. Once the person completes the registration, they can be added to the staff through the Administration and Staff Assignments process.
4. Once the person is added to TNCompass or if the person is already in TNCompass, add them to the Staff assignments as normal. You may add them at the LEA/District level and/or School Level depending on your permissions.
5. The role you choose for the staff member is very important. *If a person is in a Non-Instructional role and **not** an Observer, then the role selected should be Non-Instructional. If someone is staffed as an Observer at the school or district level, that role has the ability to view educator licenses and endorsements at that school or district, which may not be appropriate for a staff member (additional details can be found in the Common Roles and Permissions at the District and School Levels table below).*

Roles and Permissions

Certain roles, such as Superintendent, Designee, Licensure Administrator, and Evaluation Administrators, also 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.

To access the **Configure** button:

1. Click on the Administration tab.
2. Click on the Staff Assignments button.
3. The Staff Filters window will appear with a left sidebar.
4. Use the Staff Status button to choose Active or Removed staff.
5. For all active staff, there will be a blue **Configure** button under the Permissions column.

The **Configure** button opens a screen to allow additional permissions to be granted to the assigned staff. The Permission Groups on the left side are for “many permissions” as a set that can be granted to the assigned staff. It is above and beyond what their role permissions include. The Single Permissions on the right-hand side are a la carte items. If the icon is red with a white circle with a line through it, this would indicate the user does not have the permission or permission set. Click the red icon to grant the permission. Once granted, the icon will turn green with a white check box to indicate the teacher now has the permission or permission set. The most important permissions to pay attention to are the Observe teachers and Observe leaders permissions at the top of the right-hand side of the configurable permissions page. This permits the “Add” button on Observations for a user.

Common Roles and Permissions at the District and School Levels

Role	Base Permissions	Configurable Permissions
Non-Instructional (District or School Level) * <i>This role is appropriate for staff members who are not licensed or are waiting for a license.</i> <i>*The Base Permissions for Non-Instructional apply to all users as well</i>	<ul style="list-style-type: none"> - 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 (School Level) <i>This role is appropriate for licensed teachers</i>	<ul style="list-style-type: none"> - Individual pacing guide for current year (TEAM only) 	<ul style="list-style-type: none"> - Observe peer teachers (requires certification) - If observing peers: May add evaluation attachments (view own attachments), add evaluation notes (view own notes)
Observer (District or School Level) <i>This role is appropriate for people who will strictly be observers and are not in another administrative role</i>	<ul style="list-style-type: none"> - View educator licenses and endorsements at school or all of district depending on staffing level - View current year observations <i>* If only set to observe teachers, cannot view evaluations for APs or principals</i> 	<ul style="list-style-type: none"> - Observe teachers (requires certification) - Observe leaders (requires certification) - May add evaluation attachments (view own attachments), add evaluation notes (view own notes)
Instructional Supervisor (District Level) <i>This role is appropriate for District instructional support staff</i>	At the district and school level: <ul style="list-style-type: none"> - View educator licenses and endorsements - View educator degrees/majors - View educator EPP enrollment status - View educator experience - View educator professional achievements 	<ul style="list-style-type: none"> - 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

Role	Base Permissions	Configurable Permissions
Evaluation Administrator (District Level)	At the district and school level: <ul style="list-style-type: none"> - Educator view (limited statewide search and past years) - View educator licenses and endorsements - View educator degrees/majors - View educator EPP enrollment status - View educator experience - View educator professional achievements - Manage staff at permitted locations - Data import - Add/edit staff assignments and permissions for subordinate roles - Evaluation view and edit options - Reports access related to role 	<ul style="list-style-type: none"> - Observe teachers and/or leaders (requires certification) - Additional licensure view and edit options - Licensure transaction view options - Configure TASL (permission group) - Additional advanced evaluation edit options - Work Queue for PDP requests - Additional reports access
Licensure Administrator (District Level)	At the district and school level: <ul style="list-style-type: none"> - Educator view (limited statewide search and past years) - View educator licenses and endorsements - View educator degrees/majors - View educator EPP enrollment status - View educator experience - View educator professional achievements - View educator Professional Development Points - View educator exams/assessments - View educator licensure attachments - Manage staff at permitted locations - Add/edit staff assignments and permissions for subordinate roles - Basic licensure edit options - Licensure transaction options - Reports access related to role - Work Queue for PDP requests 	<ul style="list-style-type: none"> - Observe teachers and/or leaders (requires certification) - Data import - Configure TASL (permission group) - Evaluation view and edit options - Additional reports access - Additional licensure transaction options
Superintendent Designee (District Level)	At the district and school level: <ul style="list-style-type: none"> - Educator view (limited statewide search and past years) - View educator licenses and endorsements - View educator degrees/majors - View educator EPP enrollment status - View educator experience - View educator professional achievements - View educator Professional Development Points - View educator exams/assessments - View educator licensure attachments - Manage staff at permitted locations - Add persons to TNCompass - Add/edit staff assignments and permissions for subordinate roles - Data import - Salary Management - Configure TASL and TASL director options - Evaluation view and edit options - Basic licensure edit options - Licensure transaction options - Reports access - Work Queue for recommendations, PDP requests, licensure transactions, TASL attendance, and exemption requests 	<ul style="list-style-type: none"> - Observe teachers and/or leaders (requires certification)