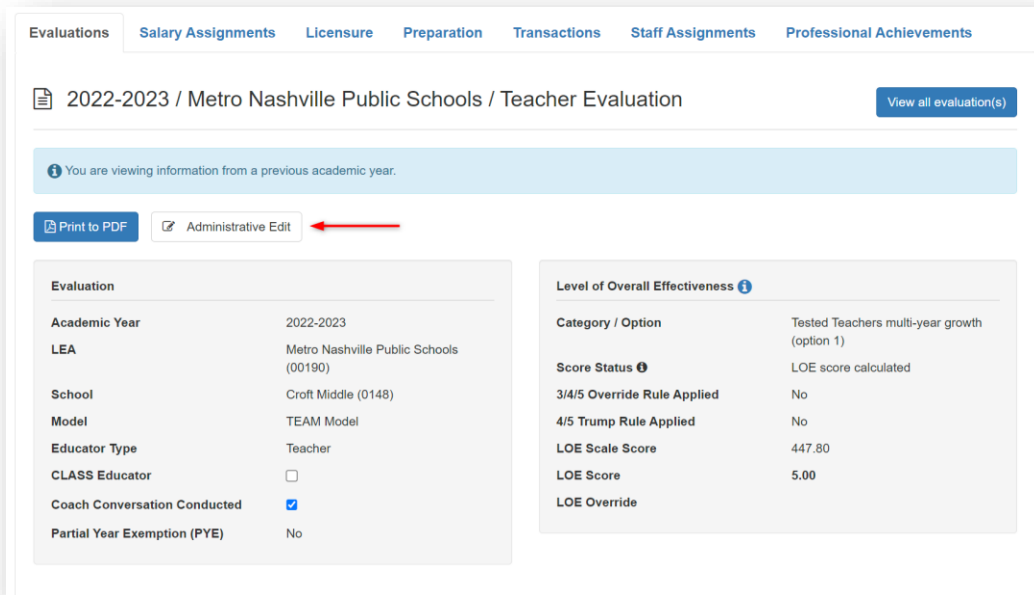# Evaluation Administrative Edit Quick Guide for TNCompass

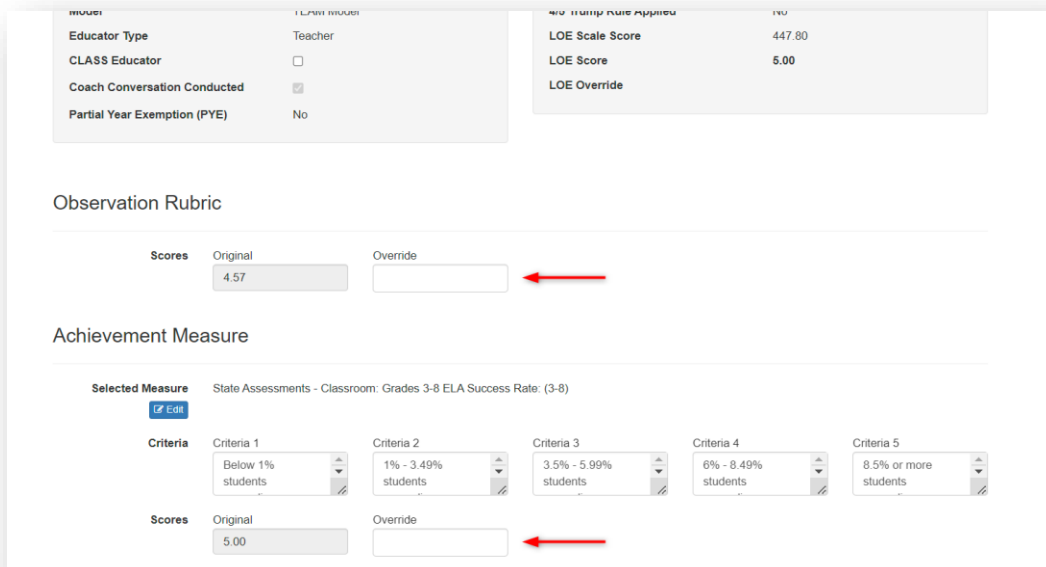## How to complete an Administrative Edit for an Evaluation in TNCompass

The Superintendent and Superintendent Designee roles in TNCompass can edit an educator's prior year evaluation record via the "Administrative Edit" button on the evaluation. The educator must be in the Superintendent or Superintendent Designee's district.

How to edit a past evaluation in TNCompass (for those with the appropriate permission):
1. Navigate to the educator's evaluation record to be edited.
2. Click "Administrative Edit" near the top of the evaluation.

3. Once the "Administrative Edit" button has been selected, the evaluation will be in administrative edit mode.
4. In administrative edit mode, an override score can be entered for the Observation Rubric and Achievement Component Scores. However, growth scores cannot be overridden.
5. Enter the desired score for the Observation Rubric and/or the Achievement Component Score in the corresponding override entry box.

6. Scroll to the bottom of the page and attach the required supporting documentation for the score edit.
7. After attaching the documentation, provide a description of the circumstances that warrant the administrative edit.
8. Enter the PIN signature and click "Apply Administrative Edit"*.
    Note: If the "Apply Administrative Edit" button is a lighter blue and you are unable to select it, this would indicate not all required elements have been completed.

For documentation purposes, please attach supporting evidence followed by a rationale for the historical edit. Then, enter your PIN and click "Apply Administrative Edit."

Supporting Evidence:
Choose File   No file chosen   ←

Please describe the circumstances that warrant this historical data edit **(minimum 25 characters)**.

PIN: ••••   Forgot your PIN?

By entering this PIN, I signify that any score override has been verified for accuracy and that the educator has been notified of any changes to his or her record. I understand that changes to component scores may result in a change to an educator's level of effectiveness (LOE) for a given year. The district assumes responsibility for all resulting impacts from this edit and can provide proof of these scores upon request.

Apply Administrative Edit   ←

9. Once "Apply Administrative Edit" has been selected, a confirmation message will display to confirm the edits made.
10. Click the "Return to Evaluation" button to leave the page.