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.

] 2022-2023 / Metro N	ashville Public Schools / I	eacher Evaluation	View all evaluation(s)
You are viewing information from a	previous academic year.		
Print to PDF	e Edit		
Evaluation		Level of Overall Effectiveness 🚺	
Academic Year	2022-2023 Matro Nachville Public Schools	Category / Option	Tested Teachers multi-year growth (option 1)
	(00190)	Score Status	LOE score calculated
School	Croft Middle (0148)	3/4/5 Override Rule Applied	No
Model	TEAM Model	4/5 Trump Rule Applied	No
Educator Type	Teacher	LOE Scale Score	447.80
CLASS Educator		LOE Score	5.00
Coach Conversation Conducted		LOE Override	
Partial Vara Examplian (DVE)	No		

- 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.

		reacher			LOE Scale Scol	e	44	7.80		
CLASS Educator					LOE Score		5.0	00		
Coach Conversation Co	nducted				LOE Override					
Partial Year Exemption	PYE)	No								
Observation Rub	ric									
Scores	Original		Override							
	4.57									
Achievement Me	4.57									
Achievement Me	4.57 asure State Assessm	ients - Classro	om: Grades 3-8 ELA	Success R	ate: (3-8)					
Achievement Me Selected Measure [2] Edit	4.57 asure State Assessm	ients - Classro	om: Grades 3-8 ELA	Success R	ate: (3-8)					
Achievement Me Selected Measure (7 Edf) Criteria	4.57 ASUICE State Assessm Criteria 1	ients - Classro	om: Grades 3-8 ELA Criteria 2	Success R	ate: (3-8) Criteria 3		Criteria 4		Criteria 5	
Achievement Me Selected Measure (Z Edf Criteria	4.57 ASUIC State Assessm Criteria 1 Below 1% students	ents - Classro	om: Grades 3-8 ELA Criteria 2 1% - 3.49% students	Success R	ate: (3-8) Criteria 3 3.5% - 5.99% students		Criteria 4 6% - 8.49% students	* *	Criteria 5 8.5% or more students	▲ ▼ <i>∦</i>
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Achievement Me Selected Measure (2 Edit Criteria Scores	4.57 asure State Assessm Criteria 1 Below 1% students Original 5.00	ents - Classro	om: Grades 3-8 ELA Criteria 2 1% - 3.49% students Override	Success R	ate: (3-8) Criteria 3 3.5% - 5.99% students		Criteria 4 6% - 8.49% students	*	Criteria 5 8.5% or more students	* *

- 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.

ase describe the circur	stances that warrant this historical data edit (minimum 25 characters).
	//
Forgot y	ır PIN?
	s that any score every de her here verified for ecourses and that the educator has been patified of any charges to bis or her record.
ntering this PIN, I sign	y mat any score overnue has been verneu for accuracy and mat me educator has been notified of any changes to his of her record. I
ntering this PIN, I signerstand that changes	component scores may result in a change to an educator's level of effectiveness (LOE) for a given year. The district assumes responsibility for

- 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.