

# Growth and Achievement Selection Import Quick Guide for TNCompass

## How to Import Growth and Achievement Selections in TNCompass

The district administrator (such as the Superintendent, Superintendent Designee, or the Evaluation Administrator) is responsible for importing the growth and achievement selections for the district. It is the administrator's responsibility to ensure the edits in the Excel file are accurate and match an available measure in TNCompass. For changes to the growth and achievement selections to occur, a district must import the import Excel spreadsheet into TNCompass. A district administrator can repeat this process as often as necessary, but the system will only update evaluations that are "not signed," as long as the growth/achievement selections are not locked for the given academic year.

Steps to import growth and achievement measures and criteria:

1. Select the Administration tab and then select Import Wizard in the Data Management section.
2. Select the radio button next to Growth and Achievement Measures and then select continue.

3. Select the district or school(s) desired to upload Growth and Achievement Measures, and then click on the blue Generate Template button in the bottom center of screen.

4. TNCompass will generate a file that downloads automatically with preloaded information for the locations selected in step 3. The file is called "TNCompass\_Growth\_Achievement\_ImportTemplate" and is available in the "download" section of the browser or in the "Downloads" folder on the computer.
5. After opening the file, click on "Enable Editing" in the top center of the Excel file. This file contains a list of all staff members assigned to the selected location(s) and the growth and/or achievement measures currently selected for each staff member. If the measure is not the desired measure for the educator, the measure ID and name can be edited to the correct measure.

There is a second tab in the spreadsheet, "All Available Measures," that provides a list of all available measures for the academic year with the corresponding TNCompass measure ID\*.

*\*Note: The correct Growth and/or Achievement Measure ID must be entered in column J in order for the change to apply in TNCompass. Refer to the "All Available Measures" tab on the spreadsheet for a list of measures and IDs.*

- After making the desired edits to the file, save the file. Click "save", to save the file to the download folder. Click "save as" to save the file to another location on your computer.
- Return to the TNCompass website and follow steps 1 through 3 above. On the location selection page, click the statement in the bottom right, "I already have a template," and select "Continue."

Amqui Elementary (0010)

Antioch High School (0020)

Antioch Middle (0023)

Apollo Middle (0025)

Cane Ridge High School (0077)

Carter-Lawrence Elementary (0670)

Casa Azafran Early Learning Center (7020)

Chadwell Elementary (0105)

Charlotte Park Elementary (0110)

Cockrill Elementary (0120)

Generate Template

Cancel

I already have a template.

Continue

- On the next page, select "Choose File" to upload the updated template and select "Continue"\*.
- \*Note: If the error message "Sorry, an error occurred unexpectedly. Please contact support if the problem persists." is displayed when clicking continue, this is an indication there is an invalid character in the growth and/or achievement ID column in the file chosen. Growth and achievement ID's will not contain letters or symbols.*
- The next page shows a preview of the file. Click on the blue "Validate" button at the bottom right of the page to continue.

Import Wizard

- Select Academic year
- Generate Template
- Select File & Import Data
- Validate Data**
- Process Data

### TNCompass\_Growth\_Achievement\_ImportTemplate (7).xlsx

Evaluation Data > Growth and Achievement Measures  
Created 10/25/2023 10:32:28 AM (Central) by Tonya Howell  
This preview only shows the first ten records. There are 240 record(s) total.

Academic Year	District Id	License Number	Educator Name	Educator Type	Partial Year Exemption	Growth Measure TNCom
2022-2023	00190	00190	John Smith	Teacher	Yes	301
2022-2023	00190	00190	John Smith	Teacher	No	301
2022-2023	00190	00190	John Smith	Teacher	No	676
2022-2023	00190	00190	John Smith	Teacher	No	300
2022-2023	00190	00190	John Smith	Teacher	Yes	0
2022-2023	00190	00190	John Smith	Teacher	No	300
2022-2023	00190	00190	John Smith	Teacher	No	676
2022-2023	00190	00190	John Smith	Teacher	No	301
2022-2023	00190	00190	John Smith	Teacher	No	676
2022-2023	00190	00190	John Smith	Teacher	No	300

Cancel Import

Validate

- The next page will show the results of validation. Click on the blue "Process" button at the bottom right of page to import the file\*. After the validation, Click on the Download full report for a report that will include a column for the result of the validation.
- \*Note: If the summary shows "Ignore", this is an indication of an error with a record within the file. The error is most likely an invalid growth or achievement measure ID.*

Process Data

- Missing Achievement Criteria 3 (19)
- Missing Achievement Criteria 4 (20)
- Missing Achievement Criteria 5 (19)

### TNCompass\_Growth\_Achievement\_ImportTemplate (7).xlsx

Evaluation Data > Growth and Achievement Measures  
Created 10/25/2023 10:32:28 AM (Central) by Tonya Howell  
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Academic Year	District Id	License Number	Educator Name	Educator Type	Partial Year Exemption	Growth Measure TNCom
2022-2023	00190	000111000	Wanda, Wanda	Teacher	Yes	301
2022-2023	00190	000111000	Wanda, Wanda	Teacher	No	301
2022-2023	00190	000111000	Wanda, Wanda	Teacher	No	676
2022-2023	00190	000111000	Wanda, Wanda	Teacher	No	300
2022-2023	00190	000111000	Wanda, Wanda	Teacher	Yes	0
2022-2023	00190	000111000	Wanda, Wanda	Teacher	No	300
2022-2023	00190	000111000	Wanda, Wanda	Teacher	No	676
2022-2023	00190	000111000	Wanda, Wanda	Teacher	No	301
2022-2023	00190	000111000	Wanda, Wanda	Teacher	No	676
2022-2023	00190	000111000	Wanda, Wanda	Teacher	No	300

Cancel Import      Revalidate      **Process**

11. The next page confirms the file was successfully imported.