Reopen Signed Observations Quick Guide for TNCompass

How to Reopen Signed Observations

If an observation has been signed by the evaluator or by both the evaluator and the educator, it must be reopened for edits to be made to the observation. The ability to reopen observations is a specific permission within TNCompass.

District Evaluation Administrators are able to reopen signed observations. Evaluators should contact the Evaluation Administrator for their district to request a signed observation to be reopened.

How to reopen a signed observation in TNCompass (for those with the appropriate permission):
1. Click on the Educators tab.
2. Search for the educator in the search fields whose observation needs to be reopened.
3. When you have located the educator, click on the educator's current evaluation.
4. In the current evaluation, click on the observation that needs to be reopened.
5. Depending on the type of observation, once you are in the observation that needs to be reopened, you will click on either the "Observation" or "Observation Scoring" tab.
6. Scroll down to the bottom of the page and click on the "Reopen for Editing" button. Once that button is clicked, any signatures will be removed from the observation, and it is now able to be edited.