

TNCompass TASL: Instructional Leader Guide

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FAQ

How do I submit TASL attendance for approval?

- Login to TNCompass. When the **Home** page displays, select **My Educator Profile** under the **Quick Links** section.
- Click the **TASL** tab. Find the **TASL Requests** section and click **Add TASL Attendance**.
 - ⚠ Instructional leaders who are exempt will not be able to add TASL attendance.
- The **TASL Wizard** displays. Enter the event name in the **Search** field or click the down arrow to display the list of **Professional Learning Events** and scroll through the list to select the attended TASL event.
- Enter the **Dates Attended** and **Location**, select the **Hours**, and click **+Add**.
- When the event displays below the entries, click **+Add** and then **Choose File**, which will open a window to select and attach a supporting document.
 - ⚠ A supporting document is required to submit TASL attendance for approval.
- After the supporting document is attached, click **Continue**.
- **Review and Verify** the information. Click **Back** to make any changes. If all information is correct, click **Submit**.
- A **PIN Signature** window displays. Enter pin to sign and click **Submit**.
- The **TASL Request** then appears in the permitted superintendent and TASL configurator **Work Queues** for review and approval or denial.

Who approves my TASL attendance?

The permitted district superintendent and TASL configurator(s) are authorized to approve or deny TASL attendance.

How do I submit a request to be exempt from TASL?

- Login to TNCompass. When the **Home** page displays, select **My Educator Profile** under the **Quick Links** section.
- Click on the **TASL** tab. In the **Exemptions** section, click **Request Exemption**.
- The **Request for Exemption** policy will display. Review the policy to be sure an exemption is allowed. If all exemption criteria are met, click **Start Request**.
- Enter **PIN Signature** and click **Complete Form**.
- To delete the request, click **Delete Request**.
- When **Complete Form** is selected, the request appears in the permitted superintendent's **Exemption Requests Work Queue** for approval or denial.

- If approved by the permitted superintendent, the request appears in the state TASL director work queue for approval or denial.
- If approved by both the permitted superintendent and the state TASL director, the TASL status will change to **Exempt**.
- If the exemption is denied at any point, the TASL status will remain **Mandatory**, and the instructional leader cannot submit another exemption request until the next TASL cycle.

TASL Profile

- To access the TASL profile, login to TNCompass and from the **Home** page, select **My Educator Profile** under the **Quick Links** section.
- Click the **TASL** tab to display the TASL profile, as illustrated below.
- The TASL **Status** appears at the top of the window. **Status** can be either **Mandated**, **Exempt**, or **Not Applicable**. **Not Applicable** is used when a school leader is not currently rostered in a leadership role (e.g., is rostered as a teacher).
- The window is separated into **TASL Requests**, **TASL Hours**, and **Exemption**.

🎓 Paul Principal (00010-0002) (832772239) ↻

Evaluations
Licensure
Transactions
Staff Assignments
TASL

Status Mandated
Cycle

2016-2018

View

📄 TASL Requests
Add TASL Attendance

Request Date	Request Type	Requested By	Status
02/16/2017	Exemption	Principal (00010-0002), Paul	Pending Approval View

10 | 20 | 50 | 100
← →

1-2 of 2
page 1 of 1

📄 TASL Hours
Print Transcript

Event Title	Date Attended Start	Date Attended End	Hours
2016-17 CTE Director Monthly Study Councils	02/02/2017	02/03/2017	8 View
2016 LEAD Conference	11/01/2016	11/03/2016	8 View

✔ TOTAL TASL Hours: 16 of 14

📄 Exemption
Request Exemption

Request Date	Status
2/16/2017 2:19:15 PM	Pending Approval View

View Historical TASL cycles

i The 2016-2018 TASL cycle is the first cycle in TNCompass. TASL cycles prior to 2016-2018 do not appear in TNCompass.

The **Cycle** appears at the top of the window to the right of the **Status** information.

During future TASL cycles, users will be able to click on the drop down arrow for the **Cycle** at the top of the window and select a prior year to view the TASL information. Prior year TASL information is view-only.

TASL Requests

TASL Requests appears in the first section of the TASL tab.

Evaluations
Licensure
Transactions
Staff Assignments
TASL

Status Mandated
Cycle 2016-2018 ▼
View

TASL Requests
Add TASL Attendance

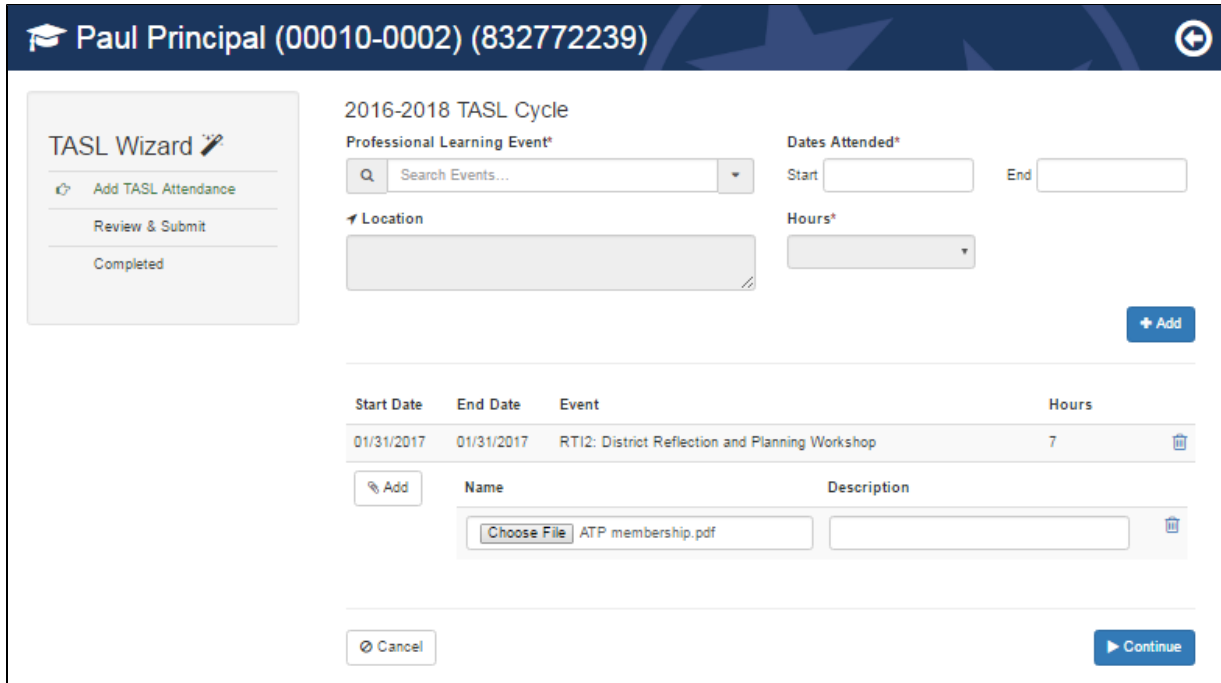
Request Date	Request Type	Requested By	Status
02/16/2017	Exemption	Principal (00010-0002), Paul	Pending Approval View

10 | 20 | 50 | 100
← →

1-2 of 2
page 1 of 1

Add TASL Attendance

- Click **Add TASL Attendance** to start the **TASL Wizard**.



TASL Wizard

- Add TASL Attendance
- Review & Submit
- Completed

2016-2018 TASL Cycle

Professional Learning Event*

Search Events...

Dates Attended*

Start End

Location

Hours*

Start Date	End Date	Event	Hours
01/31/2017	01/31/2017	RTI2: District Reflection and Planning Workshop	7

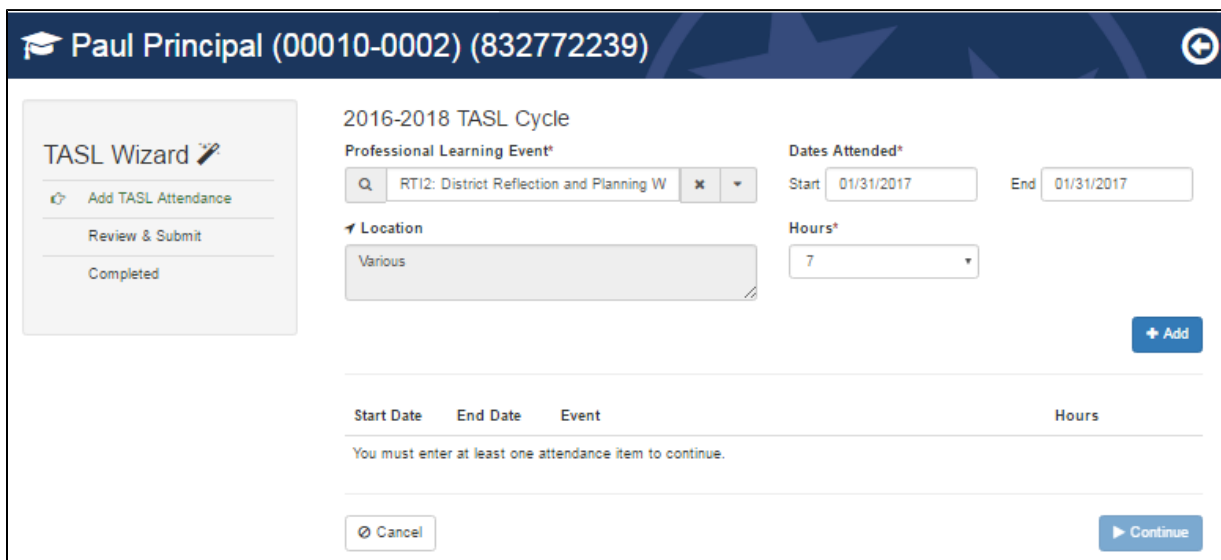
Add

Name Description

Choose File ATP membership.pdf

Cancel Continue

- Enter the event name in the **Search** field or click the down arrow to display the list of **Professional Learning Events** and scroll through the list to select the TASL event.
- Enter the **Dates Attended**, **Location**, select the **Hours**, and click **+Add**.



TASL Wizard

- Add TASL Attendance
- Review & Submit
- Completed

2016-2018 TASL Cycle

Professional Learning Event*

RTI2: District Reflection and Planning W

Dates Attended*

Start 01/31/2017 End 01/31/2017

Location


Various

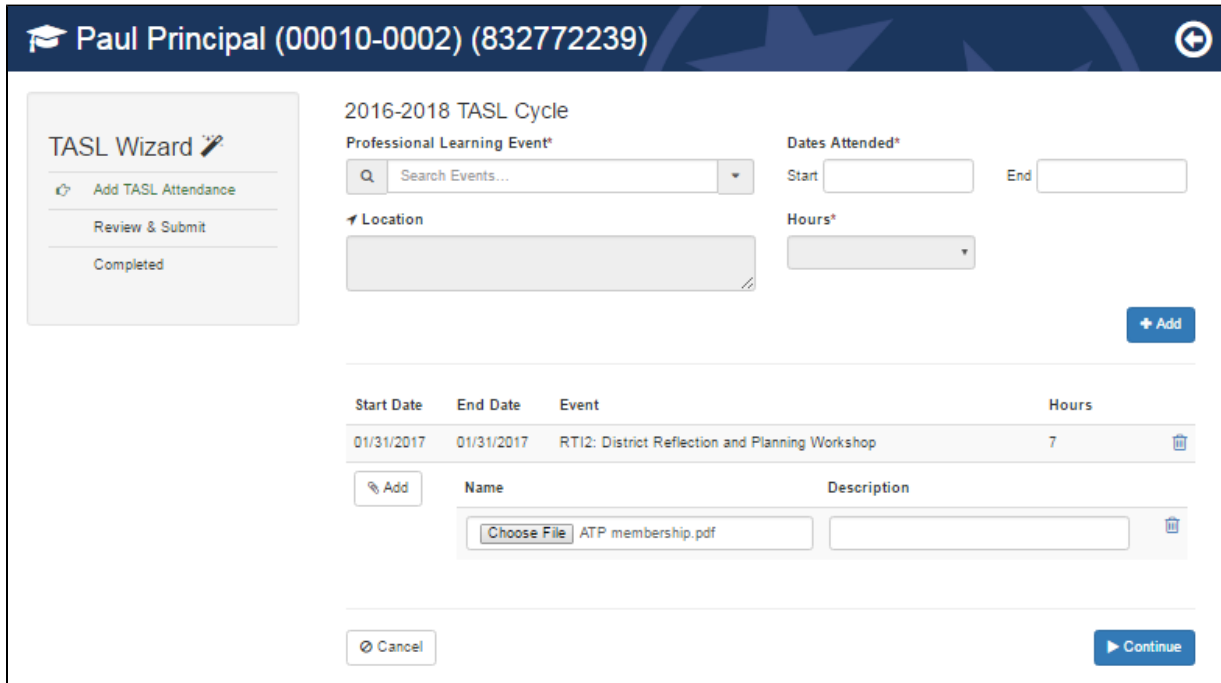
Hours*

7

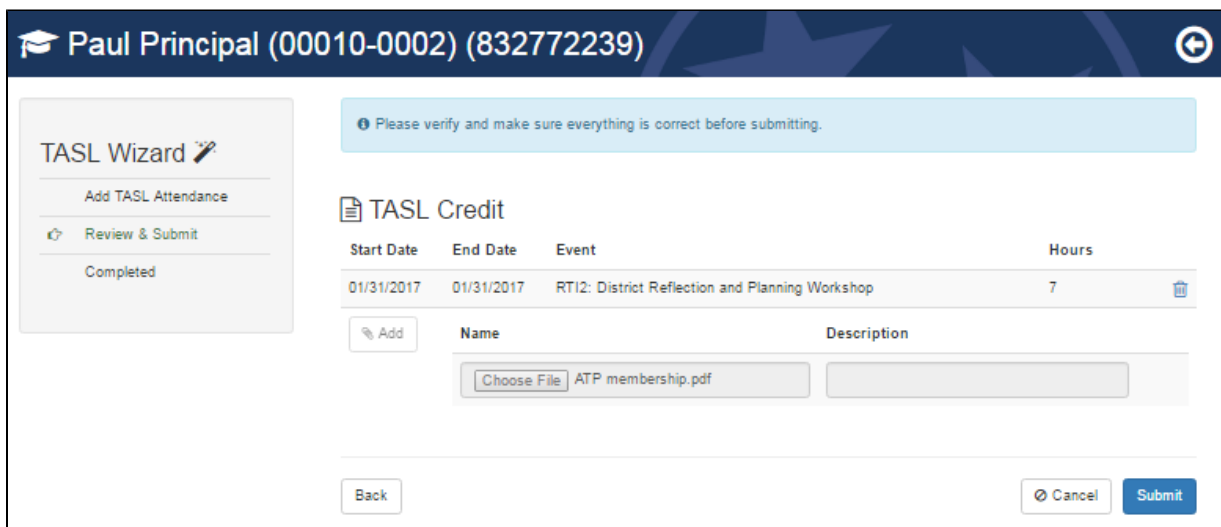
Start Date	End Date	Event	Hours
You must enter at least one attendance item to continue.			

Cancel Continue

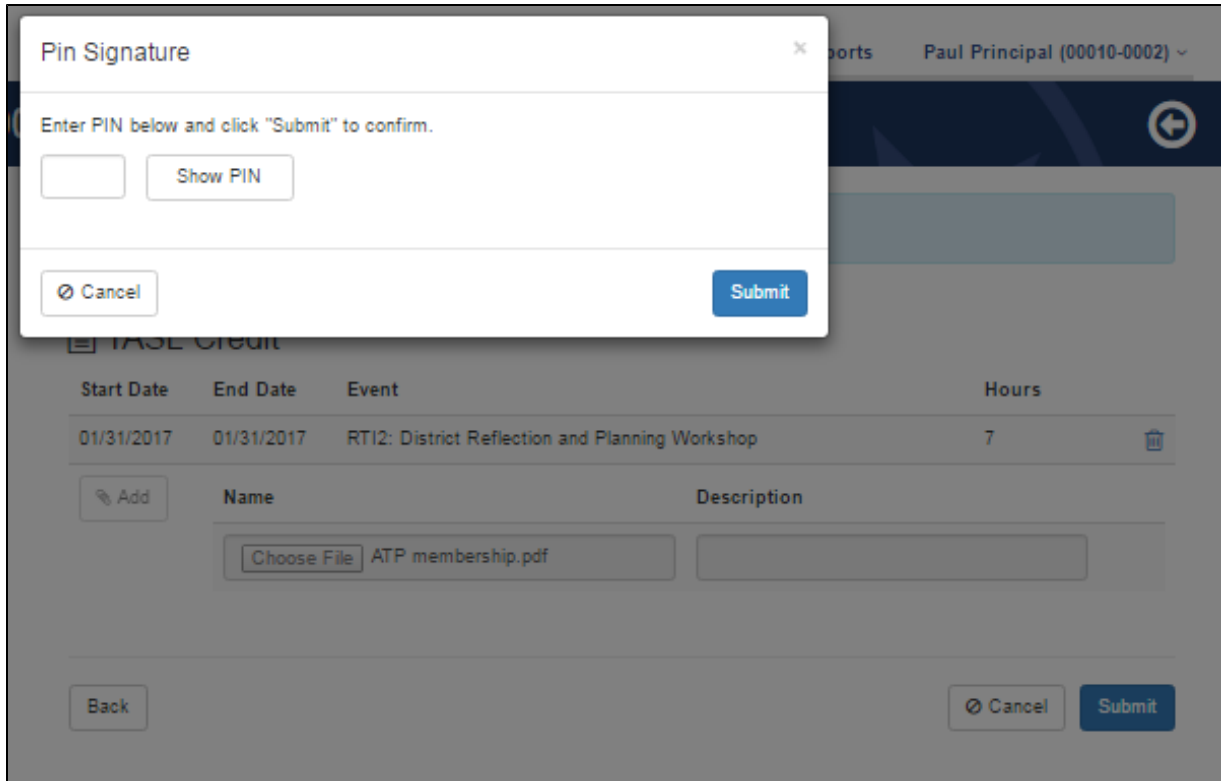
- The event displays below the entries. Click **+Add** and then select **Choose File**. A window opens to select and attach a supporting document.
-  A supporting document is required to submit TASL attendance for approval.
- When the supporting document is attached, click **Continue**.



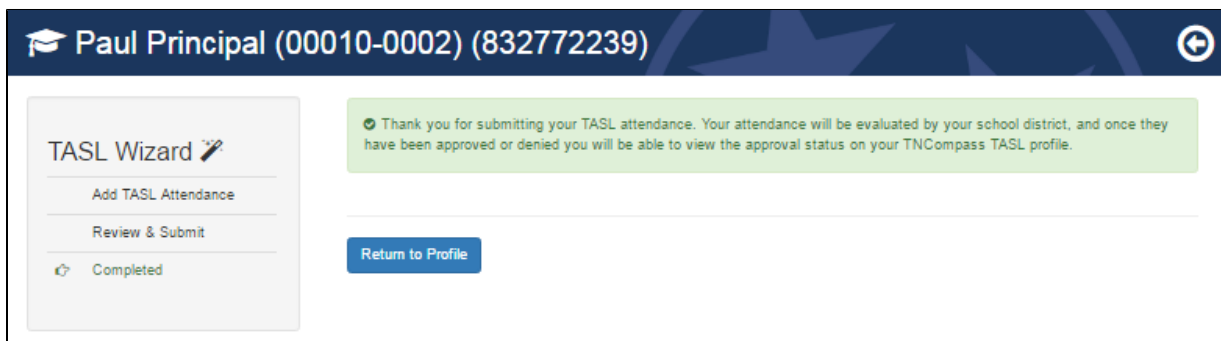
- The next step in the TASL Wizard is to **Review and Submit** the information.
- To make changes, click **Back**.
- When all information is correct, click **Submit**.



- A **PIN Signature** window displays. Enter pin to sign and click **Submit**.



- A window displays to advise the **TASL Request** is submitted and the **TASL Request** will appear in the permitted superintendent and TASL configurator **Work Queues** for review and approval or denial.
- Click **Return to Profile** to return to the instructional leader profile.




TASL Hours

Several TASL hour choices may appear for a **Professional Learning Event**. Select the appropriate attendance hours of attendance.

TASL hours approved and pending also appear on the **Home** page under **My TASL Status**, as illustrated below.

My TASL Status


Current Cycle (2016-2018)

 **TOTAL TASL Hours: 16 of 14**


[View TASL Events](#)

TASL hours also appear on the TASL page.

- To access the TASL page, click the **My Educator Profile** under the **Quick Links** section on the **Home** page.
- Click the **TASL** tab and find the **TASL Hours** section, as illustrated below.
- All approved TASL events, dates, and hours display.
- To view a specific TASL event, click **View** to the right of the event.
- The total number of TASL hours for the current cycle displays below the list of events.

 **TASL Hours** [Print Transcript](#)

Event Title	Date Attended Start	Date Attended End	Hours	
2016-17 CTE Director Monthly Study Councils	02/02/2017	02/03/2017	8	View
2016 LEAD Conference	11/01/2016	11/03/2016	8	View

 **TOTAL TASL Hours: 16 of 14**

Exemption

i The instructional leader or his or her permitted superintendent or TASL configurator are able to initiate an exemption request.

An approved exemption exempts the instructional leader from mandatory TASL requirements. To ensure exemption requirements are met, the TASL exemption must be approved by both the permitted superintendent and the state TASL director.

- To access the TASL page, click **My Educator Profile** under the **Quick Links** section on the **Home** page.
- Click the **TASL** tab, find the **TASL Exemption** section, and click **Request Exemption**, as illustrated below.



The screenshot shows a web interface for requesting an exemption. At the top left is a document icon and the text "Exemption". At the top right is a blue button labeled "Request Exemption". Below this is a table with two columns: "Request Date" and "Status". The table is currently empty, with a message below it stating "No TASL exemptions listed for the educator."

- The TASL **Request for Exemption** policy displays. Review the policy to ensure the request complies with state requirements.
- Click **Start Request** to initiate the exemption request.
- Click **Cancel** to return to the TASL page without initiating the exemption request.



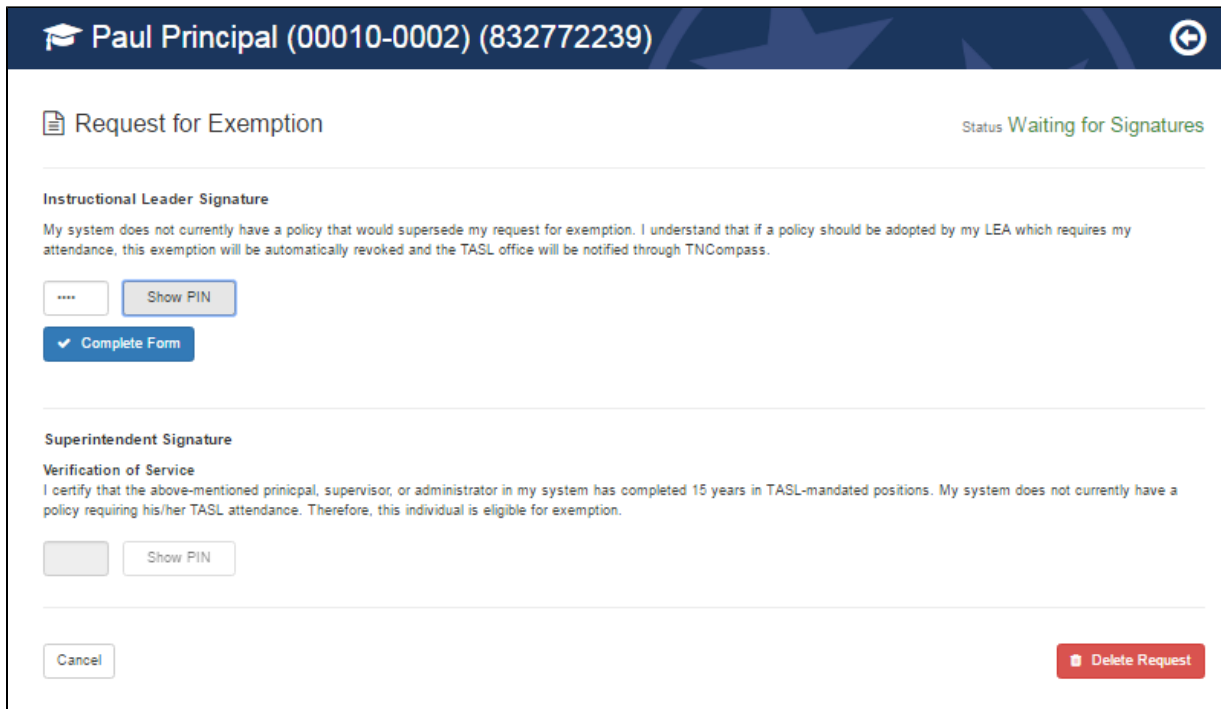
The screenshot shows the "Request for Exemption" form for Paul Principal (00010-0002) (832772239). The form includes a header with the user's name and a back arrow. Below the header is a document icon and the text "Request for Exemption". The main content area contains the following text:

On May 18, 1998, the following amendment to the TASL Academy law was signed by the governor and enacted:
TCA 49-5-5703. Principals and administrators to attend academy.
 The requirement for attendance at the principal-administrator academy shall be optional to any principal, supervisor, or other administrator who would otherwise be required to attend, however classified, with fifteen (15) or more years of experience as a principal, supervisor, or other administrator, unless the local board of education requires such attendance.

Having completed 15 or more years in a TASL-mandated position as principal, supervisor, or other administrator, I hereby request exemption from academy attendance/credit requirements under this statute. I understand that I may still attend TASL credit events, but my application may be denied on a space available basis. I understand I must be current in my TASL cycle at the time of this application to qualify for exemption.

At the bottom of the form are two buttons: "Cancel" on the left and "Start Request" on the right.

- A **Request for Exemption** PIN signature page appears.
- Enter the PIN to sign the request and click **Complete Form**, as illustrated below.
- Click **Show PIN** to display the PIN, in the case of a forgotten PIN.
- Once the instructional leader signs the **Request for Exemption**, it appears in the work queue for the permitted superintendent for review and approval or denial. Once approved by the permitted superintendent, the request appears in the work queue for the state TASL director for review.
- To delete the request, click **Delete Request** at the bottom of the window.
- To save the **Request for Exemption** without signing, click **Cancel**. Return to the **Request for Exemption** at any time to complete the request.



Request for Exemption Status **Waiting for Signatures**

Instructional Leader Signature

My system does not currently have a policy that would supersede my request for exemption. I understand that if a policy should be adopted by my LEA which requires my attendance, this exemption will be automatically revoked and the TASL office will be notified through TNCompass.

.....

Superintendent Signature

Verification of Service

I certify that the above-mentioned principal, supervisor, or administrator in my system has completed 15 years in TASL-mandated positions. My system does not currently have a policy requiring his/her TASL attendance. Therefore, this individual is eligible for exemption.

The **Exemption** section updates to reflect the request is waiting for signatures.



Exemption

Request Date	Status
No TASL exemptions listed for the educator.	

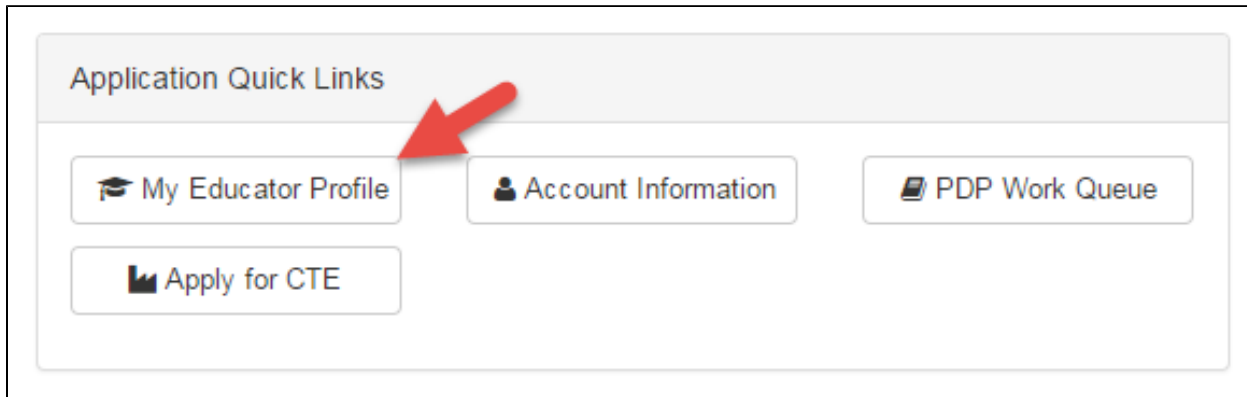
i When the **Request for Exemption** is approved by both the superintendent the state TASL director, the instructional leader **Status** will update to **Exempt**.

! If the **Request for Exemption** is denied, the instructional leader cannot submit another exemption request until the next TASL cycle.

Problem Of Practice (POP) Form

Principals and assistant principals can advance administrative qualifications by utilizing the **Problem of Practice Form** and process.

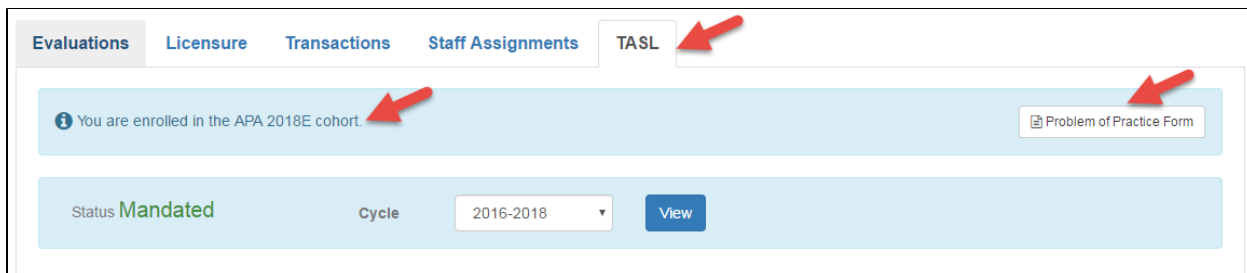
Login to TNCompass and select **My Educator Profile** under the **Application Quick Links** section of the **Home** page.



When the Educator Profile page displays, select the **TASL** tab.

Education leaders enrolled have an information message displayed at the top of the TASL page.

Click the **Problem of Practice Form** link.



The **Induction Academy Participant** page displays and includes both the **Candidate** and **Mentor** sections of the form.

In the following example the candidate has not selected a **District Mentor**. To display a list of district mentors, click in the space following **District Mentor** on the form and type the name of the preferred district mentor.

Tennessee Academy for School Leaders - Problem of Practice Form Not Started

Induction Academy Participant Part I: Plan Development Part II: Reflection Part III: Verification & Submission

Candidate

Candidate Name	Angela Assistant (00010-0020)	License Number	882522815
Position	Assistant Principal	Cohort Name	APA 2018E
District	Anderson County (00010)	School/Office	Clinton Middle School (0020)
Email Address	ap00010-0020@tncompass.org		

District Mentor

District Mentor

Email Address

Date of Initial Mentor Meeting

The list of district mentors matching the entered text will display. Use the scroll bar to locate the preferred district mentor and click on the name.

District Mentor

District Mentor

Email Address

Date of Initial Mentor Meeting

District Mentor Search ✕

Paul Principal (00010-0020)
principal00010-0020@tncompass.org
Principal @ Clinton Middle School

Paul Principal (00010-0025)
principal00010-0025@tncompass.org
Principal @ Clinton High School

Paul Principal (00010-0035)

Candidate's Signature

Enter your PIN below and click "Sign" to complete the form.

Once selected, the district mentor information displays in the **District Mentor** space on the POP form.

When the initial mentor meeting has already occurred, enter the date of the initial meeting in the space provided. If

the initial mentor meeting has not taken place leave the space blank.

Click **Save** to save the form.

District Mentor

District Mentor	<input type="text" value="Paul Principal (00010-0020)"/>		
Email Address	principal00010-0020@tncompass.org	Staffing	Principal @ Clinton Middle School
Date of Initial Mentor Meeting	<input type="text"/>		

The candidate will enter his or her PIN and click the **Sign** button to confirm and sign the form.

<p>Candidate's Signature</p> <p>Enter your PIN below and click "Sign" to confirm.</p> <div style="display: flex; align-items: center; margin-bottom: 5px;"> <input style="width: 40px; height: 20px;" type="text"/> <input style="margin-left: 10px;" type="button" value="Show PIN"/> </div> <input style="width: 40px; height: 20px; background-color: #0056b3; color: white;" type="button" value="Sign"/>	<p>Mentor's Signature</p> <p>Ready for district mentor's signature.</p>
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The POP Form then shows the date and time the form was signed by the candidate.

Candidate's Signature

Angela Assistant (00010-0020), a Assistant Principal at Anderson County (00010) - Clinton Middle School (0020), completed this form on Wednesday, June 7, 2017 1:43 PM.

TNCompass then sends a message to **TASL Problem of Practice Forms** section on the mentor's **Home** page to notify him or her of the need to sign the POP Form.

i If the district mentor does not believe he or she has the necessary skills to be the mentor for the candidate, the district mentor has the candidate's email address to communicate directly with the candidate.

Click the **View** link to access the POP form and sign for the candidate.

TASL Problem of Practice Forms		
Candidate	Status	
Assistant (00010-0020), Angela (882522815)	In Progress	View

When the POP form displays, the mentor scrolls to the bottom of the page and enters his or her secure **PIN**. Click the **Sign** button to confirm and sign the form.

<p>Candidate's Signature</p> <p><i>Angela Assistant (00010-0020), an Assistant Principal at Anderson County (00010) - Clinton Middle School (0020), completed this form on Wednesday, June 7, 2017 1:43 PM.</i></p>	<p>Mentor's Signature</p> <p>Enter your PIN below and click "Sign" to confirm.</p> <p><input type="text"/> <input type="button" value="Show PIN"/></p> <p><input type="button" value="Sign"/></p>
--	--

The form updates and reflects the mentor's identification along with the date and time of the mentor's PIN signature.

<p>Candidate's Signature</p> <p><i>Angela Assistant (00010-0020), an Assistant Principal at Anderson County (00010) - Clinton Middle School (0020), completed this form on Wednesday, June 7, 2017 1:43 PM.</i></p>	<p>Mentor's Signature</p> <p><i>Paul Principal (00010-0020), a Principal at Anderson County (00010) - Clinton Middle School (0020), completed this form on Wednesday, June 7, 2017 1:56 PM.</i></p> <p><input type="button" value="↻ Reopen"/></p>
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Part 1: Plan Development.

The candidate can click on **Save & Continue** on the **Induction Academy Participant** page or click the **Part 1: Plan Development** tab of the POP Form to display the plan development section of the form. The following illustrates the segments of the **Induction Academy Participant** page.

i Candidates can enter information and build the content of the form over time. Be sure to click **Save** and then return to the POP Form as needed.

Tennessee Academy for School Leaders - Problem of Practice Form
In Progress

Induction Academy Participant
Part I: Plan Development
Part II: Reflection
Part III: Verification & Submission

⊙ Problem of Practice

📌 Indicators to Address:

Indicator Search:

No indicators selected.

⊙ SMART Goals

Identify 1-2 goals you plan to achieve during this two-year partnership, the resources you plan to use, and how you will know you are reaching those outcomes. These three elements together will produce a SMART goal. Be sure to include both data sources informing your choice of goals, and how your conversation with your mentor influenced these choices.

*All goal statements must align with the TEAM Administrator Evaluation rubric

*All goal statements should be SMART: specific, measurable, achievable, relevant, and time sensitive

Action Steps

Specific, Relevant

Resources/Management and Allocation

Achievable

Benchmarks/Measures of Success

Measurable, Time Sensitive

← Back

Save

→ Save & Continue

Enter the Problem of Practice narrative, the space expands as needed to accommodate all of the text.

Induction Academy Participant Part I: Plan Development Part II: Reflection Part III: Verification & Submission

Problem of Practice

Narrative description of the plan.

Click in the space following **Indicator Search** to display the rubric indicators. Select all of the indicators associated with the plan. To select multiple indicators hold down the **shift** key and select all desired indicators.

Induction Academy Participant Part I: Plan Development Part II: Reflection Part III: Verification & Submission

Problem of Practice

Narrative description of the plan.

Indicators to Address:

Indicator Search:

No indicators selected.

SMART Goals

Identify 1-2 goals you plan to address. Describe how the three elements together will provide the desired results and how these choices were influenced by these choices.

**All goal statements must align with the standards and standards of practice.*
**All goal statements should be measurable, specific, and time sensitive*

Action Steps

- Capacity Building (A1)
- Data Analysis and Use (A2)
- Interventions (A3)
- Progress Monitoring (A4)
- Leveraging Educator Strengths (B1)**
- Environment (B2)
- Family Involvement (B3)
- Ownership (B4)
- Recognition and Celebration (B5)
- Evaluation (C1)
- Differentiated Professional Learning (C2)
- Induction, Support, Retention and Growth (C3)
- Teacher Leaders (C4)
- Self-Practice (C5)
- Community Resources (D1)
- Diversity (D2)
- Employee and Fiscal Management (D3)

The following illustrates multiple rubric indicators associated with the Problem of Practice plan.

Click the X following the indicator to remove an indicator.

Indicators to Address:

Indicator Search:

Leveraging Educator Strengths (B1) ✕ **Recognition and Celebration (B5) ✕** **Induction, Support, Retention and Growth (C3) ✕**

Enter **SMART Goals** in the space provided. The space expands to accommodate the entire text. Enter **Action Steps, Resources/Management and Allocation** in the POP Form spaces. The spaces expand to accommodate the text entered.

◎ SMART Goals

Identify 1-2 goals you plan to achieve during this two-year partnership, the resources you plan to use, and how you will know you are reaching those outcomes. These three elements together will produce a SMART goal. Be sure to include both data sources informing your choice of goals, and how your conversation with your mentor influenced these choices.

**All goal statements must align with the TEAM Administrator Evaluation rubric*

**All goal statements should be SMART: specific, measurable, achievable, relevant, and time sensitive*

Smart Goal 1 - resources required - measurement of success. Data sources used to choose goal and conversation with mentor.
 Smart Goal 2 - resources required - measurement of success. Data sources used to choose goal and conversation with mentor.

Action Steps

Specific, Relevant

Specific relevant action steps to achieve SMART Goal 1.
 Specific relevant action steps to achieve SMART Goal 2.

Resources/Management and Allocation

Achievable

Resources required including management and allocation of resources.

Enter **Benchmarks/Measures of Success**. The spaces expand to accommodate the text entered.

Benchmarks/Measures of Success

Measurable, Time Sensitive

Benchmarks and measures of success that are measurable and time sensitive.

← Back

Save

→ Save & Continue

Click **Save** to save to save your entries. Click **Save & Continue** to save the information and continue to Part II: Reflection section of the form.

Part II: Reflection

The reflection portion of the POP Form is a summary document describing how the Professional Learning Plan impacted student outcomes in your school. The summary document is a separate document the candidate adds as an attachment to the POP Form.

When the summary document is ready, click the **Add Attachment** button.

In Progress

Tennessee Academy for School Leaders - Problem of Practice Form

[Induction Academy Participant](#)
 [Part I: Plan Development](#)
 [Part II: Reflection](#)
 [Part III: Verification & Submission](#)

Attach a summary document describing how the implementation of this Professional Learning Plan impacted at least two of the following as each relates to student outcomes in your school:

- Your effectiveness as an instructional leader
- The effectiveness of instruction in your building
- The increase in shared/teacher leadership
- Improvement in school-wide culture

Include supporting data and a narrative describing the success achieved in relationship to the originally identified goals. Reflect on ways to sustain or improve this work.

Attachment Name	Description	Date Attached	Added By
No files are being attached.			

Click **Choose File** to select the summary document file from the candidate's computer and upload it to the TNCompass POP form.

Add a description for the attachment in the **Description** space.

Click **Save** to save the changes. If the candidate is ready to proceed to the next portion of the POP Form, click **Save & Continue** to save the changes and proceed to POP Form Part III: Verification and Submission.

Attachment Name	Description	Date Attached	Added By
<input type="button" value="Choose File"/> no file chosen	<input style="width: 100%;" type="text"/>	6/6/2017	Angela Assistant (00010-0020) <input style="float: right; width: 20px; height: 20px; background-color: red; color: white; border: none;" type="button" value="X"/>

When the summary document is uploaded and attached it can be accessed by TNCompass users with the authorization to access the candidates POP Form.

Induction Academy Participant Part I: Plan Development Part II: Reflection **Part III: Verification & Submission**

Attach a summary document describing how the implementation of this Professional Learning Plan impacted at least two of the following as each relates to student outcomes in your school:

- Your effectiveness as an instructional leader
- The effectiveness of instruction in your building
- The increase in shared/teacher leadership
- Improvement in school-wide culture

Include supporting data and a narrative describing the success achieved in relationship to the originally identified goals. Reflect on ways to sustain or improve this work.

Attachment Name	Description	Date Attached	Added By
<input type="button" value="Choose File"/> TASL POP Fo... Notes.docx	<input type="text" value="Effectiveness, leadership & culture"/>	6/7/2017	Angela Assistant (00010-0020) <input type="button" value="Remove"/>

Part III: Verification & Submission

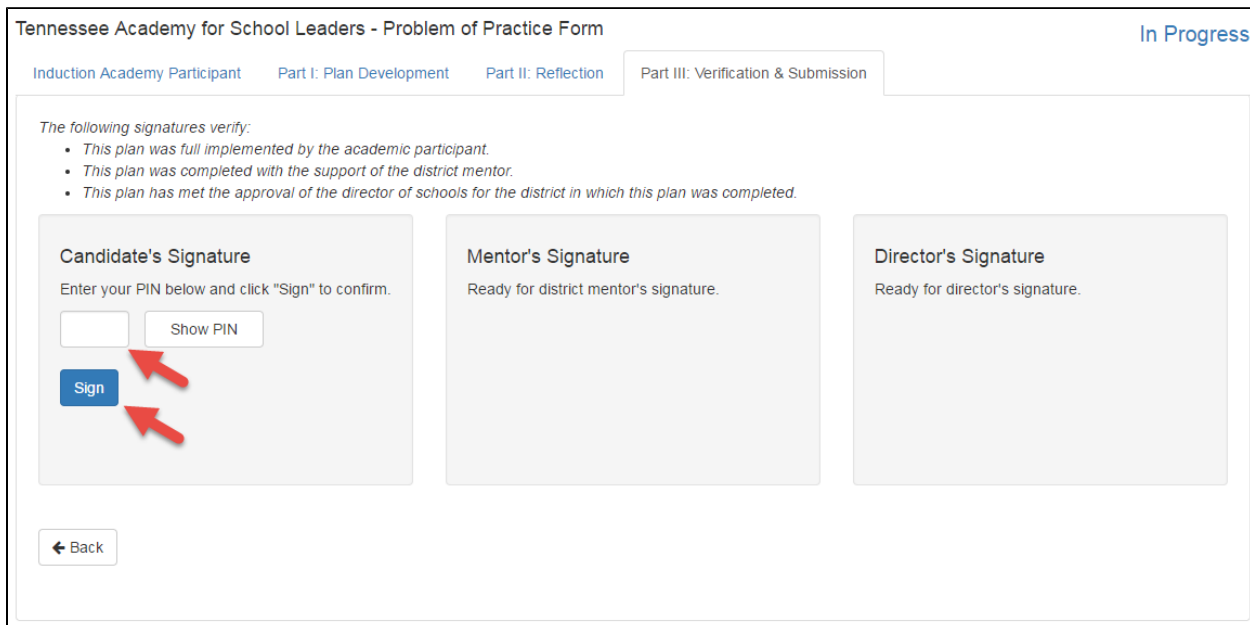
This portion of the POP Form verifies the following:

This plan was fully implemented by the academic participant.

This plan was completed with the support of the district mentor.

This plan has met the approval of the director of schools for the district in which this plan was completed.

When all of the above is true, the Candidate enters his or her **PIN** and clicks the **Sign** button to sign the form.



Tennessee Academy for School Leaders - Problem of Practice Form In Progress

Induction Academy Participant Part I: Plan Development Part II: Reflection **Part III: Verification & Submission**

The following signatures verify:

- This plan was full implemented by the academic participant.
- This plan was completed with the support of the district mentor.
- This plan has met the approval of the director of schools for the district in which this plan was completed.

Candidate's Signature

Enter your PIN below and click "Sign" to confirm.

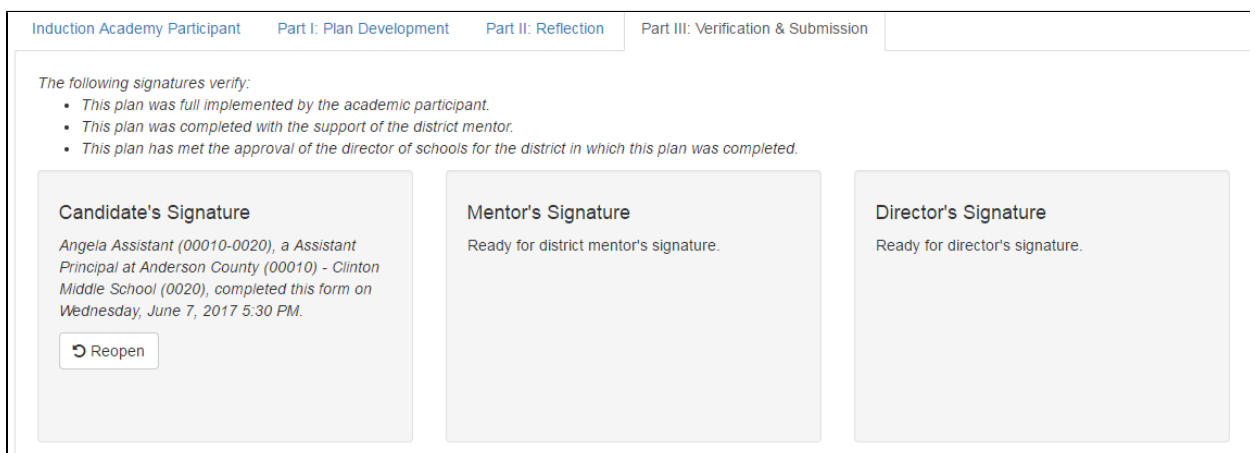
Mentor's Signature

Ready for district mentor's signature.

Director's Signature

Ready for director's signature.

The form updates to show the candidate's information and the date and time of PIN signature.



Induction Academy Participant Part I: Plan Development Part II: Reflection Part III: Verification & Submission

The following signatures verify:

- This plan was full implemented by the academic participant.
- This plan was completed with the support of the district mentor.
- This plan has met the approval of the director of schools for the district in which this plan was completed.

Candidate's Signature

Angela Assistant (00010-0020), a Assistant Principal at Anderson County (00010) - Clinton Middle School (0020), completed this form on Wednesday, June 7, 2017 5:30 PM.

Mentor's Signature

Ready for district mentor's signature.

Director's Signature

Ready for director's signature.

The Mentor is notified on TNCompass **Home** page under **TASL Problem of Practice Forms** section about the form waiting for signature.

Click the **View** link to go directly to the candidates completed POP Form.

TASL Problem of Practice Forms	
Candidate	Status
Assistant (00010-0020), Angela (882522815)	Waiting for Signatures View

When the candidates completed POP Form displays, click the TAB for Part III: Verification and Submission and then scroll to the bottom of the page where the mentor can enter his or her **PIN** to sign the form.

Induction Academy Participant Part I: Plan Development Part II: Reflection **Part III: Verification & Submission**

The following signatures verify:

- This plan was full implemented by the academic participant.
- This plan was completed with the support of the district mentor.
- This plan has met the approval of the director of schools for the district in which this plan was completed.

<p>Candidate's Signature</p> <p>Angela Assistant (00010-0020), an Assistant Principal at Anderson County (00010) - Clinton Middle School (0020), completed this form on Wednesday, June 7, 2017 5:30 PM.</p>	<p>Mentor's Signature</p> <p>Enter your PIN below and click "Sign" to confirm.</p> <input type="text"/> <input type="button" value="Show PIN"/> <input type="button" value="Sign"/>	<p>Director's Signature</p> <p>Ready for director's signature.</p>
---	---	---

Once the mentor enters his or her secure PIN and clicks **Sign**, the form updates with the mentor's information and the date and time of PIN signature.

Tennessee Academy for School Leaders - Problem of Practice Form Waiting on Signatures

Induction Academy Participant Part I: Plan Development Part II: Reflection **Part III: Verification & Submission**

The following signatures verify:

- This plan was full implemented by the academic participant.
- This plan was completed with the support of the district mentor.
- This plan has met the approval of the director of schools for the district in which this plan was completed.

<p>Candidate's Signature</p> <p>Angela Assistant (00010-0020), an Assistant Principal at Anderson County (00010) - Clinton Middle School (0020), completed this form on Wednesday, June 7, 2017 5:30 PM.</p>	<p>Mentor's Signature</p> <p>Paul Principal (00010-0020), a Principal at Anderson County (00010) - Clinton Middle School (0020), completed this form on Wednesday, June 7, 2017 5:41 PM.</p> <input type="button" value="Reopen"/>	<p>Director's Signature</p> <p>Ready for director's signature.</p>
---	---	---

i Director of Schools then signs. The Director of Schools can sign before or after the mentor. The Director of Schools is also notified in TNCompass about a POP Form for his or her signature.

TNCompass TASL: Superintendent and TASL Configurator Guide

- FAQ (Frequently Asked Questions)
 - (Superintendent only) How do I designate an individual in my district to be a TASL configurator?
 - (Superintendent only) Where can I find TASL exemption requests waiting for my signature?
 - How do I change an instructional leader's TASL status?
 - Where do I view and approve TASL attendance requests submitted by instructional leaders?
- Designating a TASL Configurator
 - Use Staff Assignments feature to designate a TASL configurator
- TASL Assignments
 - Accessing the TASL Assignments feature
 - Use the TASL Filters to locate the instructional leader(s).
 - Edit Instructional Leader's TASL Status
- TASL Work Queue
 - Use Filters to Search
 - View Requests
 - Approve Requests
 - Deny Requests
- Exemption Requests
 - View Requests
 - Sign Request
 - Delete Request


FAQ (Frequently Asked Questions)


(Superintendent only) How do I designate an individual in my district to be a TASL configurator?

- Login to TNCompass and select the **Administration** tab at the top of the window.
- Select the **Staff Assignments** badge.
- When the **Staff Assignments** window displays, use the **Staff Filters** to locate the staff member or scroll to locate the desired staff member.
- Click **Configure** to the right of the staff member name.
- When the **Configure** pop-up window displays, click the checkbox for **Allow TASL Configuration** and click **Save**.
- The user will now be a TASL configurator and an icon will appear with their name on the **Staff Assignments** list to indicate he or she is a TASL configurator.
- Detailed instructions with screenshots are included below.

(Superintendent only) Where can I find TASL exemption requests waiting for my signature?


- Login to TNCompass. When the **Home** page displays, locate the **Quick Links** section at the top of the window and click **TASL Exemption**. Alternately, select the **Work Queue** tab at the top of the window and select the **Exemption Requests** badge.
- When the list of **Exemption Requests** displays, click **View** to the right of the **Educator** name to view and approve or deny the exemption request.
- If approved, the **Exemption Request** displays in the **Work Queue** of the state TASL director for review and approval or denial. When the exemption is approved by the state TASL director, the instructional leader **Status** updates to **Exempt**.

 An exemption request can be initiated by the instructional leader, superintendent, or TASL configurator.

 If the exemption request is denied by the superintendent, TASL configurator, or the state TASL director, the instructional leader **Status** remains as **Mandatory** and the instructional leader cannot begin another exemption request during the current TASL cycle.

How do I change an instructional leader's TASL status?

- Login to TNCompass, select the **Administration** tab and click the **TASL Assignments** badge.
- When the **TASL Assignments** page opens use the **TASL Filters** to select the **LEA, Role, Mandate Status**, or search for the instructional leader by name and/or license number.
- Locate the instructional leader's information and click **Edit** to the right of the information.
- The **Edit TASL Assignment** pop-up window displays. Click the drop down arrow to the right of the **New TASL Status** field to display a list of choices. Select a **New TASL Status** from the list, enter your **PIN** to sign, and click **Change Status**.

 A change in the instructional leader's TASL status is appropriate when he or she changes role (e.g., moving into or out of a teaching role). Administrators are required to earn TASL credits if they spend 50 percent or more of their time in direct delivery of instructional services to the following: teachers, principals, and/or other educators in administrative or supervisory positions. See more at: <http://www.tn.gov/education/topic/tasl>

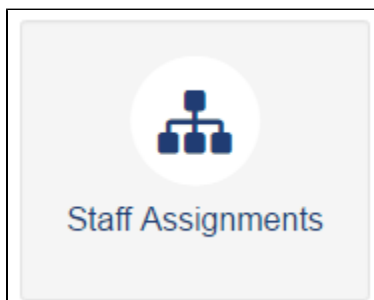
Where do I view and approve TASL attendance requests submitted by instructional leaders?

- Login to TNCompass. When the **Home** page displays, locate the **Quick Links** section at the top of the window and click **TASL Attendance**. Alternately, select the **Work Queue** tab at the top of the window and select the **TASL Attendance** badge.
- The **TASL Work Queue** displays a list of the instructional leaders with pending TASL attendance requests.
- To examine the **TASL Attendance** request, select **View** to the right of the instructional leader's TASL request. A **Process TASL Request** window displays with details about the TASL attendance request including the supporting documentation. Select the checkbox to the left of the TASL requests and click the **Approve Requests** or **Deny Requests** as desired. To leave the page without taking action, select the back arrow at the top of the page.
- To approve or deny multiple requests at once, return to the **TASL Work Queue**. Select the checkboxes to the left of each pending request. To approve, click **Approve Requests**. To deny, click **Deny Requests**.
- Selecting **Approve Requests** displays a pop-up window for **PIN** signature. Enter the **PIN** and click **Approve Requests**.
- Selecting **Deny Requests** displays a pop-up window. Select the drop down arrow to the right of the **Reason for Denial** field to display and then select a denial reason. Enter a **PIN** to sign the form and click **Deny Requests**.

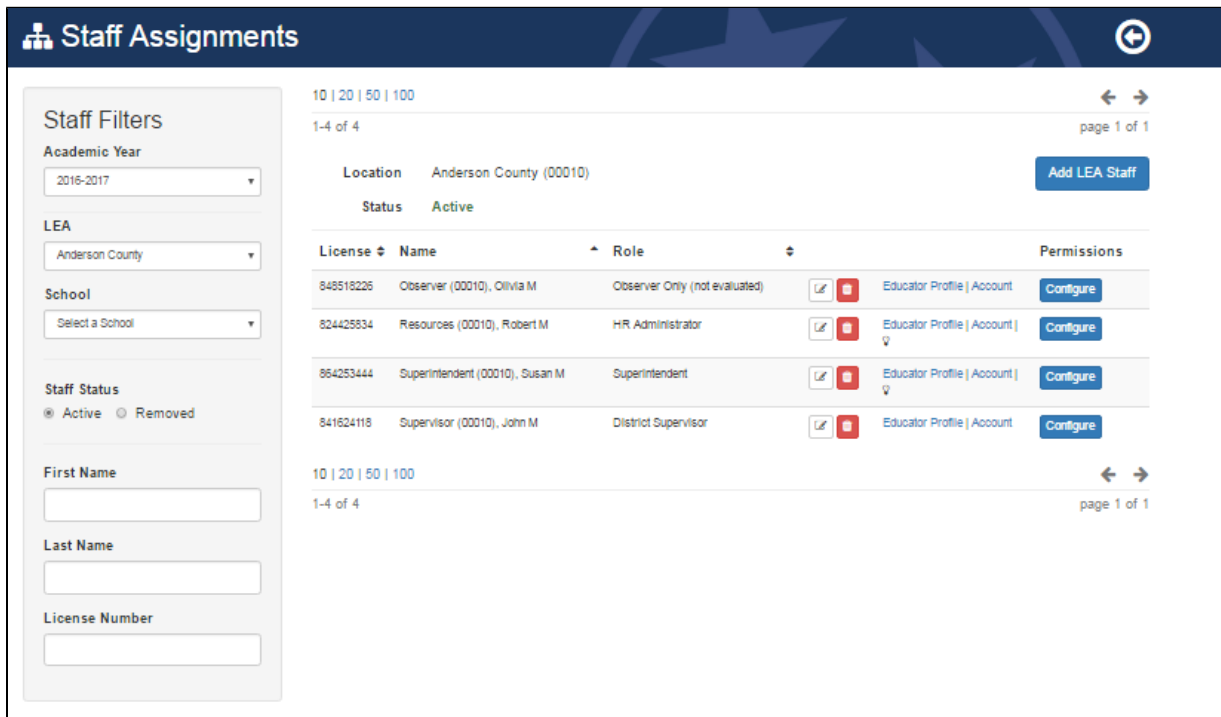
Designating a TASL Configurator

Use Staff Assignments feature to designate a TASL configurator

- Login to TNCompass and select the **Administration** tab at the top of the window.
- Select the **Staff Assignments** badge.



- When the **Staff Assignments** window displays, use the **Staff Filters** sidebar on the left of the page to locate the staff member or scroll to locate the desired staff member.
- Click **Configure** to the right of the staff member name.



Staff Assignments

10 | 20 | 50 | 100

1-4 of 4

Location Anderson County (00010) **Add LEA Staff**

Status Active

License	Name	Role	Permissions
848518226	Observer (00010), Olivia M	Observer Only (not evaluated)	<input type="checkbox"/> <input type="checkbox"/> Educator Profile Account Configure
824425834	Resources (00010), Robert M	HR Administrator	<input type="checkbox"/> <input type="checkbox"/> Educator Profile Account Configure
864253444	Superintendent (00010), Susan M	Superintendent	<input type="checkbox"/> <input type="checkbox"/> Educator Profile Account Configure
841624118	Supervisor (00010), John M	District Supervisor	<input type="checkbox"/> <input type="checkbox"/> Educator Profile Account Configure

10 | 20 | 50 | 100

1-4 of 4

page 1 of 1

Staff Filters

Academic Year: 2016-2017

LEA: Anderson County

School: Select a School

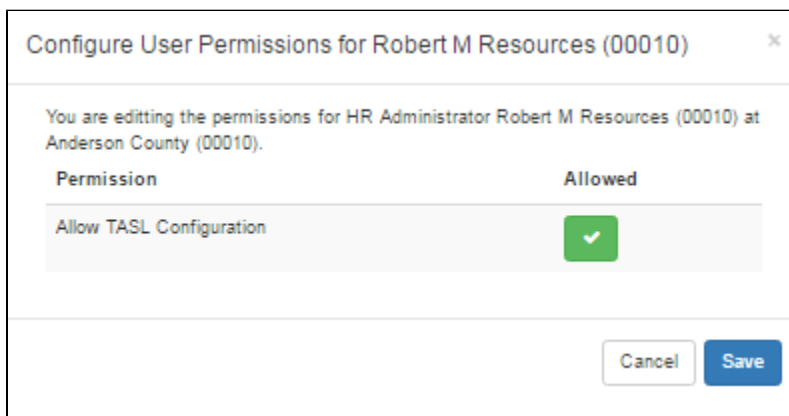
Staff Status: Active Removed

First Name:

Last Name:

License Number:

- When the **Configure** pop-up window displays, click the checkbox for **Allow TASL Configuration** and click **Save**.



Configure User Permissions for Robert M Resources (00010)

You are editing the permissions for HR Administrator Robert M Resources (00010) at Anderson County (00010).

Permission	Allowed
Allow TASL Configuration	<input checked="" type="checkbox"/>

Cancel **Save**

- The user will now be a TASL configurator and an icon will appear with their name on the **Staff Assignments** list to indicate he or she is a TASL configurator.
- Hover mouse over the icon to display the icon description.

Staff Assignments

10 | 20 | 50 | 100

1-4 of 4

Location Anderson County (00010) Add LEA Staff

Status Active

License	Name	Role	Permissions
848518226	Observer (00010), Olivia M	Observer Only (not evaluated)	<input checked="" type="checkbox"/> <input type="checkbox"/> Educator Profile Account Configure
824425834	Resources (00010), Robert M	HR Administrator	<input checked="" type="checkbox"/> <input type="checkbox"/> Educator Profile Account Configure
864253444	Superintendent (00010), Susan M	Superintendent	<input checked="" type="checkbox"/> <input type="checkbox"/> Educator Profile Account Configure
841624118	Supervisor (00010), John M	District Supervisor	<input checked="" type="checkbox"/> <input type="checkbox"/> Educator Profile Account Configure

10 | 20 | 50 | 100

1-4 of 4

page 1 of 1

- To remove a TASL configurator designation, repeat the process and when the **Configure User Permissions** pop-up window appears, click on the green check mark and it will change to a red circle with a line. Click **Save** to remove the TASL configurator role.
- The TASL configurator icon will no longer appear on the **Staff Assignments** list.

Configure User Permissions for Robert M Resources (00010)

You are editing the permissions for HR Administrator Robert M Resources (00010) at Anderson County (00010).

Permission	Allowed
Allow TASL Configuration	<input checked="" type="checkbox"/>

Cancel Save

Configure User Permissions for Robert M Resources (00010) ✕

You are editing the permissions for HR Administrator Robert M Resources (00010) at Anderson County (00010).

Permission	Allowed
Allow TASL Configuration	<div style="background-color: #f00; color: white; width: 20px; height: 20px; border-radius: 50%; display: flex; align-items: center; justify-content: center; margin: 0 auto;"> ⊘ </div>

Cancel
Save

TASL Assignments

Accessing the TASL Assignments feature

- Login to TNCompass and select the **Administration** tab at the top of the window.
- Select the **TASL Assignments** badge.
- When the **TASL Assignments** page displays the list of instructional leaders displays on the right side. The list displays the instructional leader's **License Number**, **Name**, **Schools**, and **TASL Status**.

TASL Assignments
+

TASL Filters

TASL Cycle
2018-2019

LEA
Anderson County

Role(s)
All selected (7)

Mandate Status

All

Mandated

Exempt

Not Applicable

First Name

Last Name

License Number

10 | 20 | 50 | 100

1-10 of 36 page 1 of 4

Location	Anderson County		
Status	All		
License Number	Name	Schools	TASL Status
823225547	Assistant (00010-0000), Angela M	System-Wide School - Assistant Principal	Not Applicable ✎ Edit
855976885	Assistant (00010-0002), Angela M	Anderson County High School - Assistant Principal	Mandated ✎ Edit
818455348	Assistant (00010-0003), Angela M	Anderson County Career Technical Center - Assistant Principal	Mandated ✎ Edit
868251619	Assistant (00010-0005), Angela M	Andersonville Elementary - Assistant Principal	Mandated ✎ Edit
852965792	Assistant (00010-0010), Angela M	Briocville Elementary - Assistant Principal	Mandated ✎ Edit
882389612	Assistant (00010-0015), Angela M	Claxton Elementary - Assistant Principal	Mandated ✎ Edit
882522815	Assistant (00010-0020), Angela M	Clinton Middle School - Assistant Principal	Mandated ✎ Edit
892368518	Assistant (00010-0025), Angela M	Clinton High School - Assistant Principal	Mandated ✎ Edit
839628418	Assistant (00010-0035), Angela M	Dutch Valley Elementary - Assistant Principal	Mandated ✎ Edit
813286081	Assistant (00010-0040), Angela M	Fairview Elementary - Assistant Principal	Mandated ✎ Edit

10 | 20 | 50 | 100

1-10 of 36 page 1 of 4

Use the *TASL Filters* to locate the instructional leader(s).

- The current **TASL Cycle** displays.
- Select the **LEA** from the drop down list for users with responsibility for more than one LEA.
- Select the **Role(s)** from the drop down list; default is selection of all roles.
- Select **Mandate Status**; default selection is **All**.
- To search for a specific instructional leader enter **First Name, Last Name**, and/or **License Number**.

Edit Instructional Leader's TASL Status

- To change **TASL Status** for an instructional leader, click **Edit** to the right of the instructional leader's information.
- The **Edit TASL Assignment** pop-up window displays as illustrated below.

Edit TASL Assignment

TASL Cycle
Assistant (00010-0000), Angela M (823225547)

Current TASL Status: Mandated (request exemption)

New TASL Status

Mandated ▼

Enter your PIN below and click "Change Status" to confirm.

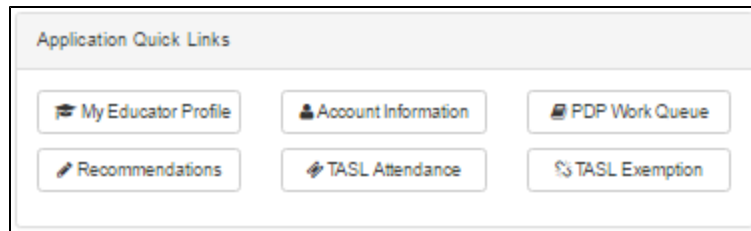
[Access My PIN](#)

- To mandate an instructional leader when he or she is not currently mandated for TASL, click the drop down arrow on the **New TASL Status** list and select **Mandated**. Enter **PIN** to confirm the change, and click **Change Status**.
- To make an instructional leader **Not Applicable** (e.g., when an instructional leader has moved to a teaching position), click the drop down arrow on the **New TASL Status** list and select **Not Applicable**. Enter **PIN** to confirm the change, and click **Change Status**.
- To initiate an exemption, select the instructional leader's name, shown in blue on the list, to display the instructional leader's profile. When the instructional leader's **TASL** information displays, scroll to the **Exemption** section and click **Request Exemption**. The **Request for Exemption** policy displays.
- Review the policy to be sure the instructional leader qualifies for exemption based on state standards. If the instructional leader does not qualify, click **Cancel** to return to the prior page and cancel the action. If the instructional leader qualifies, click **Start Request**. Under the **Superintendent Signature** space, enter **PIN** and click **Complete Form**. The instructional leader will need to sign the **Request for Exemption** with an authorize **PIN**, at which time, the exemption is sent to the state TASL director for approval.

 Typically, an instructional leader will initiate the **Request for Exemption**. However, a superintendent or TASL configurator can also initiate the **Request for Exemption**.

TASL Work Queue

- Login to TNCompass.
- Click on the **Work Queue** tab and click **TASL Attendance**. Alternately, click on **TASL Attendance** on the **Home** page under the **Quick Links** section, as illustrated below.



- The **TASL Work Queue** displays with a list of the pending TASL submissions, as illustrated below.
- Click on the check box to the left of the request in the list to select the request. To approve the request, click **Approve Requests**. To deny the request, click **Deny Request**.
- When there are multiple requests in the list, click on the check box to the left of the **Request Date** column heading to select all of the requests in the list.
- To see the individual request including the attached supporting document, click **View** to the right of the request line.





Use Filters to Search

- To locate a specific request in the **TASL Work Queue**, use the **Filters** search tool.
- Enter the **Name** or **TLN**, the **Date Received (Start)** date, and/or **Date Received (End)** date, and click **Search**.
- To clear all filters, click **Clear Filters**.

View Requests

- To see the individual request, the supporting document(s), and have the capability to approve or deny the request, click **View** to the right of the request line.
- The **Process TASL Credits** window for the instructional leader's request displays, as illustrated below.
- View the submission and click the link to access the supporting document(s).

 **Paul Principal (00010-0002) (832772239)** 

Process TASL Credits

Date Submitted: 2/2/2017
Total Credits Accrued: 7

<input type="checkbox"/>	Start Date	End Date	Event	Hours	Status
<input type="checkbox"/>	01/31/2017	01/31/2017	RT12: District Reflection and Planning Workshop	7	Not Processed

Name	Description	Created	Created By
ATP membership.pdf		2/2/2017 12:34:03 PM	Paul Principal (00010-0002)

Approve Requests

- Click the check box to the right of the TASL credit event which places a check mark in the box and to approve, click **Approve Requests**.
- A pop-up **Approve Requests** window opens with an **Are you sure . . .** message to confirm the TASL credit event approval.
- Enter your **PIN** and click **Approve Requests** to complete the process.

Approve Requests ✕

Are you sure you want to approve these requests? This action cannot be undone.

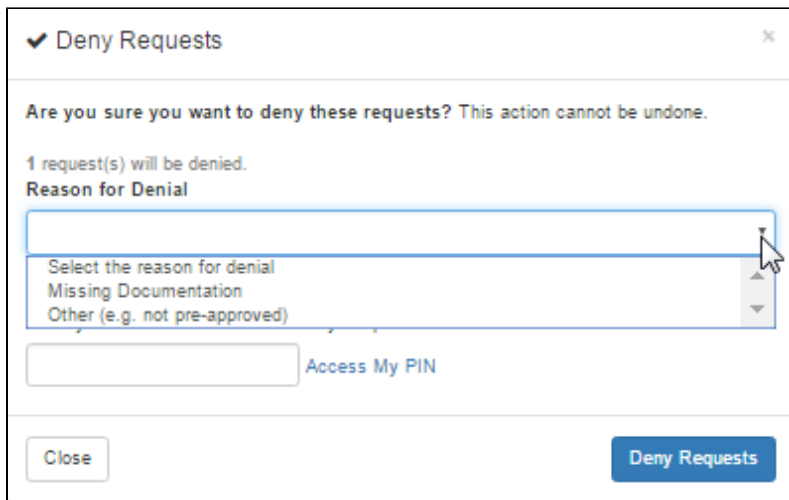
1 request(s) will be approved.

Enter your PIN below and click "Approve Requests" to confirm.

[Access My PIN](#)

Deny Requests

- Click the check box to the right of the TASL credit event and click **Deny Requests**.
- A pop-up **Deny Requests** window opens with an **Are you sure . . .** message to confirm the TASL credit event denial.
- Click the drop down arrow to the right of the **Reason for Denial** field and select the reason for denial.
- Enter your **PIN** and click **Deny Requests**.



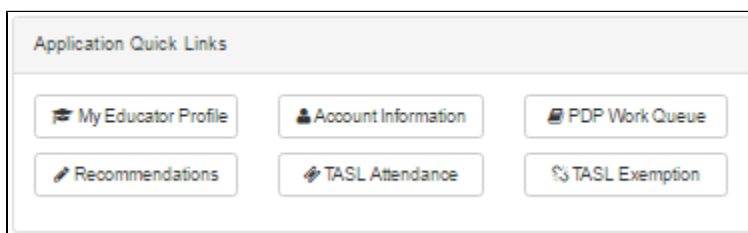
The screenshot shows a pop-up window titled "Deny Requests" with a close button (X) in the top right corner. The main text asks, "Are you sure you want to deny these requests? This action cannot be undone." Below this, it states "1 request(s) will be denied." There is a section labeled "Reason for Denial" with a dropdown menu. The dropdown is open, showing options: "Select the reason for denial", "Missing Documentation", and "Other (e.g. not pre-approved)". Below the dropdown is a text input field and a button labeled "Access My PIN". At the bottom of the window, there are two buttons: "Close" on the left and "Deny Requests" on the right.

Exemption Requests

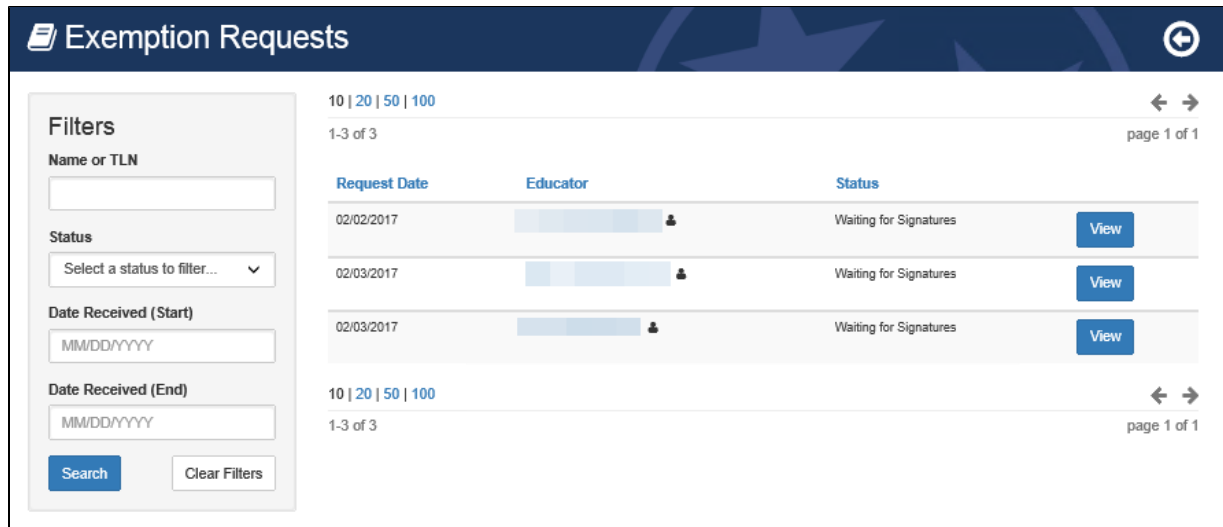
- Login to TNCompass.
- Click the **Work Queue** tab and click the **Exemption Requests** badge, as illustrated below.



- The TASL Exemptions are also accessible from the **Home** page under **Application Quick Links**. Click **TASL Exemption**, as illustrated below.



- The **Exemption Requests** window displays with the list of exemptions waiting for signature.




The screenshot shows the 'Exemption Requests' interface. On the left is a 'Filters' sidebar with fields for 'Name or TLN', 'Status' (a dropdown menu), 'Date Received (Start)', and 'Date Received (End)', along with 'Search' and 'Clear Filters' buttons. The main area displays a table with columns for 'Request Date', 'Educator', and 'Status'. Three rows are visible, all with a status of 'Waiting for Signatures' and a 'View' button. Navigation controls at the top and bottom of the table allow for page and item selection.

View Requests

- Click **View** to the right of the exemption request in the list to display the **Request for Exemption** window.
- In the following example, the principal has already signed. The date of the signature is appended to the form.

Sign Request

- To sign the request, enter the **PIN** in the box under **Superintendent Signature**.

 When the exemption request is signed by the superintendent, the request appears in the work queue for the state TASL director for approval or denial.

Delete Request

- To delete the request, click **Delete Request**.

 If the **Request for Exemption** is denied by the State TASL director, the instructional leader cannot request another exemption during the TASL cycle.

Paul Principal (00010-0002) (832772239)

Request for Exemption

Status **Waiting for Signatures**

Waiting for Director of Schools Signature

Instructional Leader Signature

My system does not currently have a policy that would supersede my request for exemption. I understand that if a policy should be adopted by my LEA which requires my attendance, this exemption will be automatically revoked and the TASL office will be notified through TNCompass.

Signed By

Principal (00010-0002), Paul

Date Signed

02/02/2017

Superintendent Signature

Verification of Service

I certify that the above-mentioned principal, supervisor, or administrator in my system has completed 15 years in TASL-mandated positions. My system does not currently have a policy requiring his/her TASL attendance. Therefore, this individual is eligible for exemption.

Show PIN

Cancel

Delete Request

TNCompass TASL: State Director Guide

- TASL Events
- TASL Event Manager
 - View existing TASL and CEO events
 - Add new event
 - Edit existing event

TASL Events

View the TASL Events as users see them.

- Login to TNCompass
- Locate the **TASL** section and click **View TASL Events**



A list of TASL events will display, as illustrated below.

☰ **TASL Professional Learning Events** +

2016 LEAD Conference

Date(s) 07/15/2016	Location(s) Music City Center Nashville, TN	Hours 3, 8
Facilitator(s) Martha Moore		

2016-17 CTE Director Monthly Study Councils

Date(s) CTE Directors in each of the 8 CORE regions meet in Sept, Nov., Jan., March, and May. Dates vary by region.	Location(s) TBD	Hours 4, 8, 12
Facilitator(s) Kesha DeJarnett		

Innovative Leaders Institute

Date(s) April 6 & 7, 2017	Location(s) STEM School Chattanooga	Hours 6
Facilitator(s) Gretchen Brown		

PET On-Demand Professional Learning: Online

Location(s) Online	Hours 1	Facilitator(s) Bethany Bowman
Registration		

RTI2: District Reflection and Planning Workshop

Location(s) Various	Hours 7	Facilitator(s) David Timbs
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School Finance Workshop

Location(s) Various	Hours 4	Facilitator(s) Roger Jones
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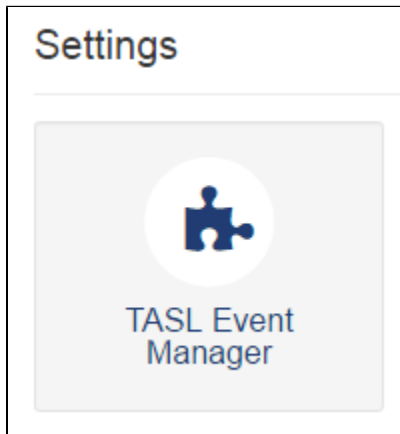
TRIAD School Leadership Academy

Location(s) Memphis, TN June 14-15, 2017 Nashville, TN June 20-21, 2017 Kingsport, TN June 28-29, 2017	Hours 12	Facilitator(s) Registration
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TASL Event Manager

TASL Event Manager provides the ability to add and edit TASL events.

- Login to TNCompass
- Click on the **Administration** tab and select the **TASL Event Manager** badge, as illustrated below.



The **TASL Event Management** page displays, as illustrated below.

- **Filters** tool, on the left sidebar, supports search by **Event Title**, **Facilitator**, and **Event Type**. Enter the desired information and click the **Search** button. To clear the search filters, click the **Clear Filters** button.
- **Cycle Details**, on the top right of the window, shows the details about the current **TASL Cycle** by default. When additional years of TASL data have been added to TNCompass, select the historical TASL cycle from the dropdown **TASL Cycle** list. Historical TASL data is available for view only.
- **Events**, on the lower right of the window, lists the existing TASL events including the **Event Title**, yes or no identification of an **Academy Event** and **Internal Event**, identification of the **Facilitator(s)**, and yes or no identification about the active status of the TASL event. The pad and pencil icon on the right is a link to edit the event.
- Click the **Add Event** button to display a form to add a new TASL event.

TASL Event Management
←

Filters

Event Title

Facilitator(s)

Event Type
Select an event type ▼

Cycle Details

TASL Cycle
2016-2017 ▼

Start Date: 6/30/2016 End Date: 6/29/2017

Current Cycle

Events Add Event

Event Title	Academy Event	Internal Event	Facilitator(s)	Active	
2016 LEAD Conference	No	No	Martha Moore	Yes	
2016-17 CTE Director Monthly Study Councils	No	Yes	Kesha DeJarnett	Yes	
Innovative Leaders Institute	No	Yes	Gretchen Brown	Yes	
PET On-Demand Professional Learning: Online	No	Yes	Bethany Bowman	Yes	
RTI2: District Reflection and Planning Workshop	No	No	David Timbs	Yes	
School Finance Workshop	No	No	Roger Jones	Yes	
TRIAD School Leadership Academy	No	No		Yes	

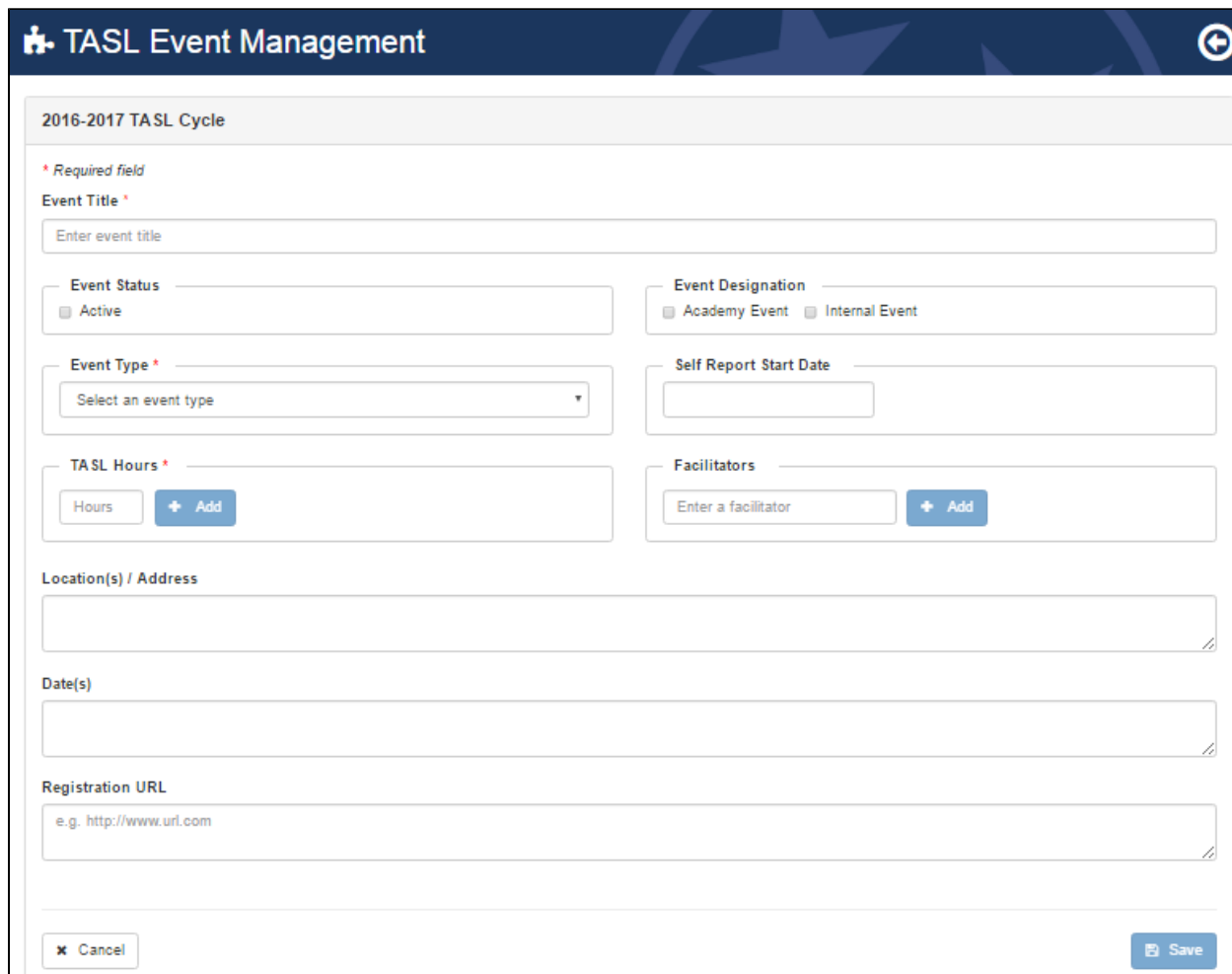
View existing TASL and CEO events

The **TASL Event Management** window shown above lists the existing TASL events under the **Events** heading on the lower right of the window. The list displays the existing TASL **Event Title**, yes or no identification of an **Academy Event** and **Internal Event**, identification of the **Facilitator(s)**, and yes or no identification about the active status of the TASL event. The pad and pencil icon on the right is a link to edit the event.

Add new event

State TASL director can add a new TASL event.

Click the **Add Event** button to display the **TASL Event Management** window illustrated below.



The screenshot shows the 'TASL Event Management' form. At the top, it says '2016-2017 TASL Cycle'. Below this, there are several sections:

- Event Title ***: A text input field with the placeholder 'Enter event title'.
- Event Status**: A checkbox labeled 'Active'.
- Event Designation**: Two checkboxes labeled 'Academy Event' and 'Internal Event'.
- Event Type ***: A dropdown menu with the placeholder 'Select an event type'.
- Self Report Start Date**: A text input field.
- TASL Hours ***: A text input field with 'Hours' and a '+ Add' button.
- Facilitators**: A text input field with 'Enter a facilitator' and a '+ Add' button.
- Location(s) / Address**: A large text area.
- Date(s)**: A large text area.
- Registration URL**: A text input field with the placeholder 'e.g. http://www.url.com'.

At the bottom left is a 'Cancel' button and at the bottom right is a 'Save' button.

- Enter the **Event Title**,
- Select the check box next to **Active** under **Event Status** if the new event is an active TASL event.
- Select the check box next to **Academy Event** or **Internal Event** under the **Event Designation** section as appropriate for the event.
- Click the drop down arrow to the right of the **Event Type** field to display a choice of TASL event types. Select the appropriate event type from the list, as illustrated below.

- To identify a date when self reporting is permitted to start, click in the **Self Report Start Date** space which will display a calendar. Select the date when self reporting may begin. To move between months, click on the arrows at the top of the calendar.

- To identify the **TASL Hours** attendees may report, click in the space and select the arrows to display the desired hours. Click the **Add** button to add the **TASL Hours** to the event. For multi-day events, repeat the process for each day of TASL event attendance.

- If a facilitator is appropriate for the TASL event, enter the facilitator name and click the **Add** button. If more than one facilitator is assigned to the TASL event repeat the process for each additional facilitator.
- Enter **Location(s)/Address** in the space if a location/address is appropriate.
- Enter the **Date(s)** of the TASL event in the appropriate space.
- If a registration website is available, enter the registration URL.
- When all entries are complete, click the **Save** button to add the new TASL event to the list of **Events**.
- To cancel the TASL event click the **Cancel** button.

Edit existing event

- Login to TNCompass
- Click on the **Administration** tab and select the **TASL Event Manager** badge.
- The **TASL Event Management** window displays, as illustrated below.

TASL Event Management
+

Filters

Event Title

Facilitator(s)

Event Type
Select an event type ▼

Search Clear Filters

Cycle Details

TASL Cycle
2016-2017 ▼

Start Date: 6/30/2018 End Date: 8/29/2017

Current Cycle

Events Add Event

Event Title	Academy Event	Internal Event	Facilitator(s)	Active	
2016 LEAD Conference	No	No	Martha Moore	Yes	
2016-17 CTE Director Monthly Study Councils	No	Yes	Kesha DeJarnett	Yes	
Innovative Leaders Institute	No	Yes	Gretchen Brown	Yes	
PET On-Demand Professional Learning: Online	No	Yes	Bethany Bowman	Yes	
RTI2: District Reflection and Planning Workshop	No	No	David Timbs	Yes	
School Finance Workshop	No	No	Roger Jones	Yes	
TRIAD School Leadership Academy	No	No		Yes	

- Use the **Filters** to search for the desired event or scroll through the list of events to locate the event to edit.
- Click on the paper and pencil icon to the right of the desired TASL event to display the event details.
- Make the changes to the event and click the **Save** button.
- To cancel the changes to the event, click the **Cancel** button.

TNCompass CEO: Superintendent Guide

- [FAQ](#)
 - [How do I submit CEO attendance credit for approval?](#)
 - [Who approves my CEO attendance credit?](#)
- [CEO Profile](#)
- [CEO Attendance Submission](#)

FAQ

How do I submit CEO attendance credit for approval?

- Login to TNCompass. When the **Home** page displays, select **My Educator Profile** under the **Quick Links** section.
- Select the **CEO** profile tab.
- Locate and click **Add CEO Attendance** on the **CEO** profile tab.
- Enter the **Start** and **End** dates of the event to be submitted for approval.
- Enter the name of the event in the **Professional Learning Event** text box.
- Enter the number of **Days** earned. For example, if two days have been earned, simply enter 2.
- Click the **Add** button to create the attendance record.
- Next to the new event record, locate and select **Add** to attach supporting documentation.
- Choose the PDF, image, or Word document to attach from the local computer.
- Optionally enter text in the **Description** text box.
- Click **Continue** to advance to the **Review & Submit** step of the wizard.
- Review the CEO attendance events for accuracy and proper supporting documentation.
- If a change is needed, click **Back** to make edits as desired.
- In the **Notes** section, optionally provide clarifying information about the submission. At the time of the approval, notes will be reviewed by the Tennessee Department of Education.
- Click **Submit**.
- To confirm the submission, enter the **PIN** and click **Submit**.
- If the PIN is not known, select **Access My PIN** to retrieve it.
- Ensure the green dialogue box is displayed to verify submission.
- Click **Return to Profile**.

Who approves my CEO attendance credit?

The Tennessee Department of Education will review CEO event attendance submissions. When the attendance is approved, credit days will automatically be awarded to the superintendent's CEO profile in TNCompass.

CEO Profile

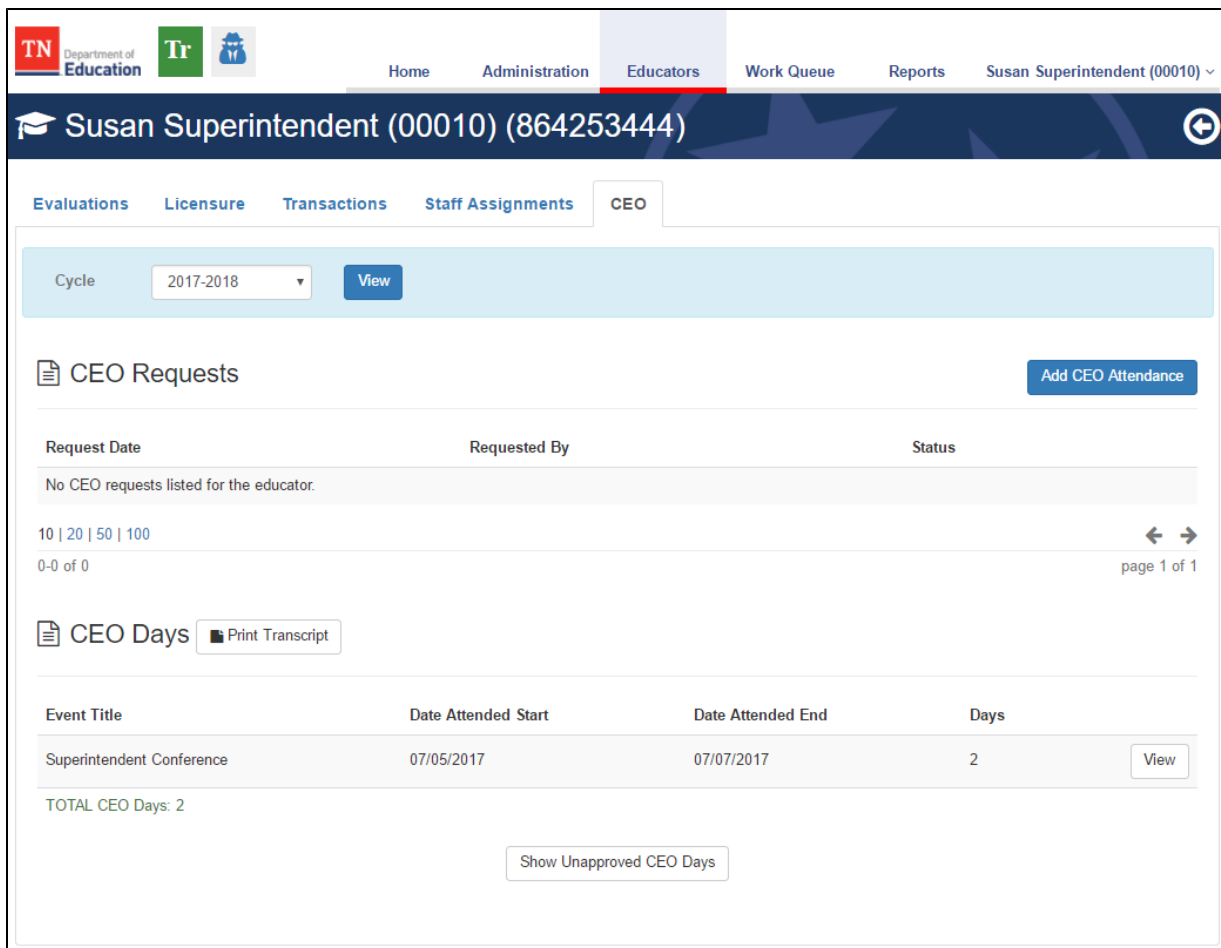
- Login to TNCompass. When the **Home** page displays, select **My Educator Profile** under the **Quick Links** section.
- Select the **CEO** profile tab.
- In the **Cycle** drop down, select the desired CEO cycle and click **View**.
- To export the transcript to a PDF for the selected cycle, click **Print Transcript**.

i The **Cycle** drop down will always default to the current cycle.

i Active CEO requests that have not yet been approved by the Tennessee Department of Education will appear under **CEO Requests**.

i CEO requests that have been approved will appear under **CEO Days**.

i CEO requests that have been denied will appear by clicking **Show Unapproved CEO Days** at the bottom of the profile page.



The screenshot displays the TNCompass interface for a user's profile. The top navigation bar includes 'Home', 'Administration', 'Educators', 'Work Queue', 'Reports', and a user dropdown for 'Susan Superintendent (00010)'. The main header identifies the user as 'Susan Superintendent (00010) (864253444)'. The 'CEO' tab is active, showing a 'Cycle' dropdown set to '2017-2018' and a 'View' button. Below this, the 'CEO Requests' section is empty, displaying 'No CEO requests listed for the educator.' The 'CEO Days' section shows a table with one entry: 'Superintendent Conference' from 07/05/2017 to 07/07/2017, lasting 2 days. A 'Print Transcript' button is located next to the 'CEO Days' section. At the bottom, a 'Show Unapproved CEO Days' button is visible.

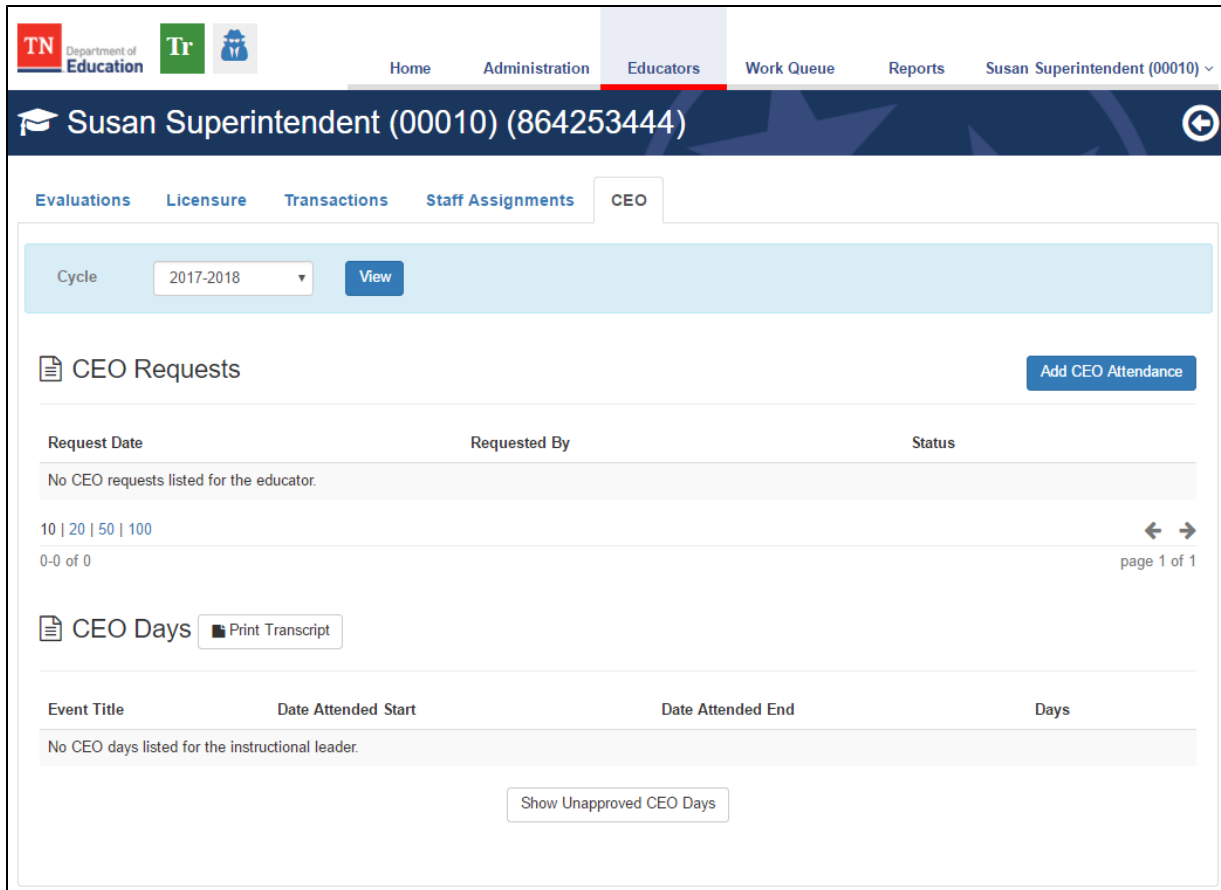
Request Date	Requested By	Status
No CEO requests listed for the educator.		




Event Title	Date Attended Start	Date Attended End	Days
Superintendent Conference	07/05/2017	07/07/2017	2

TOTAL CEO Days: 2



CEO Attendance Submission

- Locate and click **Add CEO Attendance** on the **CEO** profile tab.








[Home](#)
[Administration](#)
[Educators](#)
[Work Queue](#)
[Reports](#)
Susan Superintendent (00010) ▾


Susan Superintendent (00010) (864253444)



[Evaluations](#)
[Licensure](#)
[Transactions](#)
[Staff Assignments](#)
[CEO](#)

Cycle: [View](#)

 **CEO Requests**
[Add CEO Attendance](#)

Request Date	Requested By	Status
No CEO requests listed for the educator.		


10 | 20 | 50 | 100 ← →
 0-0 of 0 page 1 of 1

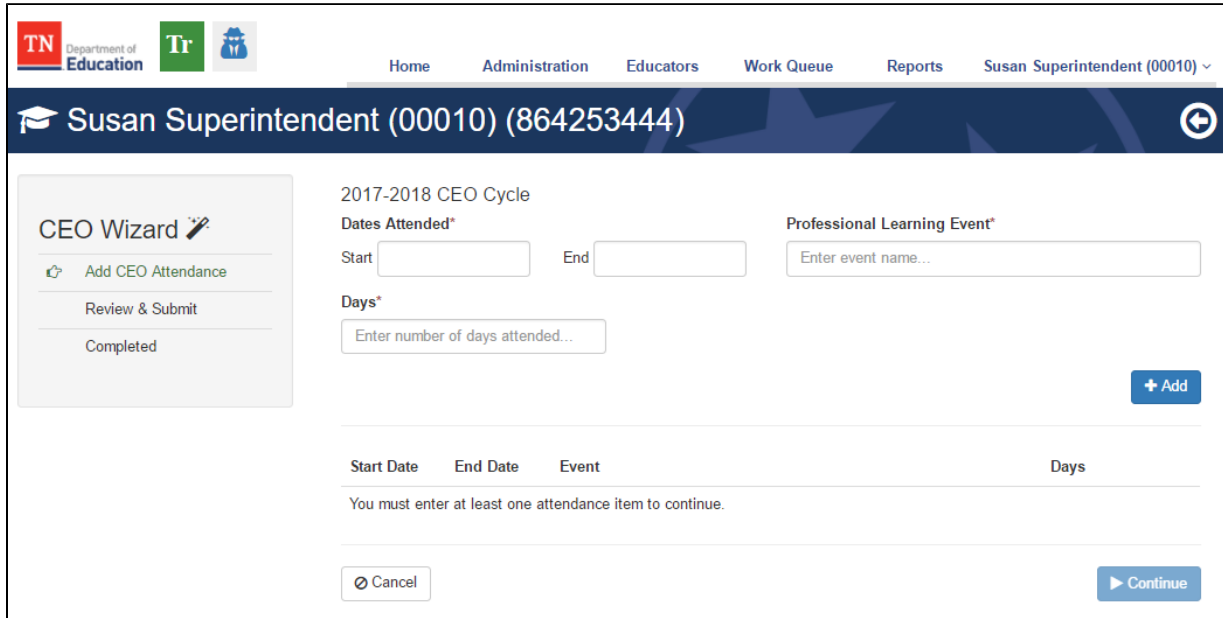
 **CEO Days**
[Print Transcript](#)

Event Title	Date Attended Start	Date Attended End	Days
No CEO days listed for the instructional leader.			

[Show Unapproved CEO Days](#)

- Enter the **Start** and **End** dates of the event to be submitted for approval.
- Enter the name of the event in the **Professional Learning Event** text box.
- Enter the number of **Days** earned. For example, if two days have been earned, simply enter 2.
- Click the **Add** button to create the attendance record.

 Multiple events may be reported in a single submission by repeating the previous steps.






The screenshot shows the 'CEO Wizard' interface for adding CEO attendance. The page title is 'Susan Superintendent (00010) (864253444)'. The navigation menu includes Home, Administration, Educators, Work Queue, Reports, and Susan Superintendent (00010). The main content area is titled '2017-2018 CEO Cycle' and contains the following fields and buttons:

- Dates Attended***: Start End
- Professional Learning Event***:
- Days***:
- + Add** button



Below the form is a table with the following headers: Start Date, End Date, Event, Days. A message below the table reads: 'You must enter at least one attendance item to continue.' At the bottom of the form are **Cancel** and **Continue** buttons.


- Next to the new event record, locate and select **Add** to attach supporting documentation.
- Choose the PDF, image, or Word document to attach from the local computer.
- Optionally enter text in the **Description** text box.
- Click **Continue** to advance to the **Review & Submit** step of the wizard.


 Supporting documentation is required for each CEO attendance event reported in a submission.

Home
Administration
Educators
Work Queue
Reports
Susan Superintendent (00010) ▾

 Susan Superintendent (00010) (864253444)


CEO Wizard 

-  Add CEO Attendance
- Review & Submit
- Completed

2017-2018 CEO Cycle


Dates Attended*


Start End

Professional Learning Event*

Days*

[+ Add](#)

Start Date	End Date	Event	Days	
07/05/2017	07/07/2017	Superintendent Conference	2	

 Add

Name **Description**

At least one supporting document must be provided per event attended.

[Cancel](#)
[Continue](#)

- Review the CEO attendance events for accuracy and proper supporting documentation.
- If a change is needed, click **Back** to make edits as desired.
- In the **Notes** section, optionally provide clarifying information about the submission. At the time of the approval, notes will be reviewed by the Tennessee Department of Education.
- Click **Submit**.

Please verify and make sure everything is correct before submitting.

CEO Wizard

- Add CEO Attendance
- Review & Submit
- Completed

CEO Credit

Start Date	End Date	Event	Days
07/05/2017	07/07/2017	Superintendent Conference	2

Name	Description
<input type="button" value="Choose File"/> CEO_Attendance.pdf	Superintendent Conference

Notes

- To confirm the submission, enter the **PIN** and click **Submit**.
- If the PIN is not known, select **Access My PIN** to retrieve it.

Pin Signature

Enter your PIN below and click "Submit" to confirm.

[Access My PIN](#)

- Ensure the green dialogue box is displayed to verify submission.
- Click **Return to Profile**.

The screenshot shows the TNCompass interface for Susan Superintendent (00010) (864253444). The navigation bar includes Home, Administration, Educators, Work Queue, Reports, and Susan Superintendent (00010). The main header displays the user's name and a back arrow. On the left, the 'CEO Wizard' sidebar shows 'Add CEO Attendance', 'Review & Submit', and 'Completed'. A green success message states: 'Thank you for submitting your CEO attendance items. Your attendance items will be evaluated, and once they have been approved or denied, you will be able to view the approval status on your TNCompass CEO profile.' A blue 'Return to Profile' button is located below the message.

- The submission now appears under **CEO Requests**.
- Next to the request, click **View** to review and edit notes as needed.

The screenshot shows the 'CEO Requests' page in TNCompass. The navigation bar is the same as the previous screenshot, but the 'Educators' tab is highlighted. Below the header, there are tabs for Evaluations, Licensure, Transactions, Staff Assignments, and CEO. A 'Cycle' dropdown is set to '2017-2018' with a 'View' button. The 'CEO Requests' section features a table with the following data:

Request Date	Requested By	Status
06/26/2017	Superintendent (00010), Susan M	Pending Approval

Each row has a 'View' button. Below the table, there are pagination controls showing '10 | 20 | 50 | 100' items per page, '1-1 of 1' total items, and 'page 1 of 1'. Below this is the 'CEO Days' section with a 'Print Transcript' button. A table for CEO days is currently empty, displaying the message: 'No CEO days listed for the instructional leader.' A 'Show Unapproved CEO Days' button is located at the bottom of this section.