

Evaluation Configurator Office Hour

Amy Floyd

*Director of Data and District Support | Educator
Effectiveness*



DISCLAIMER – Generative AI Tools

The State of Tennessee does not currently permit the use of Generative AI tools, such as Otter, in meetings hosted on state resources. Meetings with contractors, vendors, and subrecipients are not public meetings and may involve discussion of protected state data. Generative AI tools are not adequately regulated and are designed to train on data that is collected and may misrepresent data or release protected data to the general public. While the State supports your desire to maintain documentation of the meeting and what you learn, please respect our decision to safeguard information and do not attempt to use tools such as these. If you choose to use a tool such as this, the State will block that tool from the meeting.



Educator Effectiveness Team

Amy Floyd

• Director of Data and District Support

Tracy Riddle

• Director of Educator Effectiveness

Micah Fager

• Director of TEAM Training and Support

Sarah Brown

• Senior Coordinator of Educator Recognition and Communication

Candace Robinson

• TEAM Contractor



- Finalizing 2023-24 Evaluations
- Entering Fall Semester Observations in TNCompass
- Partial Year Exemptions



Finalizing 2023-24 Evaluations

- 2023-2024 Evaluations should be signed by the administrator and the educator.
- Administrators must complete the process before the Educator can sign the evaluation with their PIN.

Pin Signature

Educator's Signature

Administrator must complete form first.

Administrator's Signature

Enter Administrator PIN below and click "Complete Form" to confirm.

[Forgot your PIN?](#)

[Complete Form](#)



Finalizing 2023-24 Evaluations

✎ Pin Signature

Educator's Signature

Ready for educator's signature.

[Educator is unavailable to complete form](#)

Administrator's Signature

██████████ completed this form on Wednesday, January 15, 2025 4:23 PM.

Educator's Signature [X]

The educator has declined or is unavailable.

Please select the reason the educator declined or is unavailable.

- Educator refuses to acknowledge
- Educator is unable to complete (on leave, etc.)
- Signature on file with hardcopy
- Other

Other reason clarification

PIN:

Access My PIN

[Forgot your PIN?](#)

[Cancel](#) [Save](#)



Finalizing 2023-24 Evaluations

- Use Columns P through V on the Evaluation Scores by Educator Report to review evaluations that have been signed.

P	Q	R	S	T	U	V
Administrator Sign Status	Administrator Sign Date	Signed By Administrator	Educator Sign Status	Educator Sign Date	Educator Refused	Refused Reason

Finalizing 2023-24 Evaluations

- If an educator did not generate an LOE due to missing data, any available data can be entered.

Partial Year Exemptions

State Board Rule 520-02-01-.17

- (1) Educators who are employed under contracts of duration of one hundred twenty (120) days per school year or fewer or who are not employed full-time shall receive a partial year exemption.

- (2) Full-time educators who would otherwise receive an evaluation score may be eligible to receive a partial year exemption under the following circumstances
 - a) The educator has been on extended leave and cannot provide the one hundred twenty(120) days of instruction to students required to receive an evaluation score;
 - (b) The educator has transferred to a different school during the school year and cannot provide the one hundred twenty (120) days of instruction to students; or
 - (c) The educator has transferred to another role during the school year and cannot provide the one hundred twenty (120) days of instruction to students.

Partial Year Exemptions

- **SBE Rule 520-02-01-.17 continued**
- (3) Partial year exemptions shall be identified by the LEA or charter school in the state evaluation data system.
- (4) Educators who receive a partial year exemption shall not receive an evaluation score for that school year.

Identifying an educator as PYE in TNCompass

- There are two ways to identify educators as PYE:
 - Set PYE from the educator's record.
 - Import educators who are PYE.

Entering Fall Observations into TNCompass

Use the Pacing Guide Report from TNCompass to monitor pacing for 2024-25.

M	N	O	P	Q	R	S	T	U	V
Pacing License	Minimum Instruction Requirement	Instruction Observed	Minimum Planning Requirement	Planning Observed	Minimum Environment Requirement	Environment Observed	Minimum Professionalism Requirement	Professionalism Observed	Pacing Met
Professional	2	0	1	0	1	0	1	0	N
Professional	2	0	1	0	1	0	1	0	N
Professional - 10 Year	2	0	1	0	1	0	1	0	N
Professional	1	0	1	0	1	0	1	0	N
Professional	1	0	1	0	1	0	1	0	N
Professional	1	0	1	0	1	0	1	0	N
Professional	1	0	1	0	1	0	1	0	N

Update LEA Contacts in TNCompass














- Check LEA Contacts for any updates.
 - Navigate to the Administration Tab in TNCompass
 - Click on LEA Settings
 - Click on Contacts


The screenshot shows the TN Department of Education TNCompass interface. The top navigation bar includes the TN Department of Education logo, and tabs for Home, Administration (highlighted), Educators, Work Queue, Reports, Help, and Amelia Floyd. Below the navigation bar is a dark blue header for 'LEA Settings' with a gear icon and a refresh icon. The main content area shows a table with columns for LEA ID and Name. The first row displays '00010' and 'Anderson County'. To the right of the table are 'Contacts' and 'Settings' buttons, with 'Contacts' highlighted in yellow. A search bar is located above the table. Pagination controls show '10 | 20 | 50 | 100' and '1-10 of 334' on the left, and 'page 1 of 34' on the right.

LEA ID	Name
00010	Anderson County

Update LEA Contacts in TNCompass

LEA Contact Management

Name	Contact Type	Email	Phone Number 
<input type="text"/>	Director of Schools / CMO Lead *	<input type="text"/>	<input type="text"/> 
<input type="text"/>	Superintendent Designee *	<input type="text"/>	<input type="text"/> 
<input type="text"/>	Evaluation Configurator *	<input type="text"/>	<input type="text"/> 
<input type="text"/>	Tennessee Academy for School Leaders (TASL) Configurator *	<input type="text"/>	<input type="text"/> 
<input type="text"/>	Testing Coordinator *	<input type="text"/>	<input type="text"/> 
<input type="text"/>	Educator Recognition Contact *	<input type="text"/>	<input type="text"/> 
<input type="text"/>	Educator Licensure Contact *	<input type="text"/>	<input type="text"/> 
<input type="text"/>	Portfolio Lead Contact	<input type="text"/>	<input type="text"/> 
<input type="text"/>	Alternative Growth- Universal (AMG-URS) Lead Contact	<input type="text"/>	<input type="text"/> 
<input type="text"/>	Human Resources contact (for districts only)	<input type="text"/>	<input type="text"/> 
<input type="text"/>	Differentiated Pay contact (for districts only)	<input type="text"/>	<input type="text"/> 
<input type="text"/>	Educator Diversity Contact (for districts only)	<input type="text"/>	<input type="text"/> 

 Clear All

Cancel  Save



Next Steps

- Ensure evaluations are signed.
 - Enter missing data if needed.
- Monitor observation pacing.
- Mark educators PYE as needed.
- Review LEA Contacts and update as needed.



Resources

- [Evaluation PIN Completion Instructions](#)
- [TNCompass Evaluation Data Management Guide](#)
- [TNCompass Charts and Reports Overview](#)
- [Partial Year Exemptions](#)



Email Support

- TEAM.Questions@tn.gov
 - TNCompass
 - Observations
 - Growth Measures
 - TVAAS
 - Alternative Growth Measure –Universal Reading Screener
 - Achievement Measures
 - Evaluation Training
- Portfolio.Questions@tn.gov
 - Portfolio
- RV.Questions@tn.gov
 - TVAAS Roster Verification



Email Support

- Educator.Licensure@tn.gov
 - Licensure questions
 - Professional Development Points (PDPs)
 - Experience

- TASL.Information@tn.gov
 - Tennessee Academy for School Leaders (TASL)
 - Academies
 - Credits

- TN.Universalscreener@tn.gov
 - Test Administration
 - Reporting

- TNED.Assessment@tn.gov
 - Assessment





Thank You!

Contact Info or Questions?

Permission is granted to use and copy these materials for non-commercial educational purposes with attribution credit to the "Tennessee Department of Education". If you wish to use the materials for reasons other than non-commercial educational purposes, please contact the office of general counsel at (615) 741-2921 or TDOE.GeneralCounsel@tn.gov.