# Add New Observation

The purpose of this portion of the TNCompass User Guide is to illustrate the information available in the observation record and provide instructions to add a new observation record.

Permitted staff are able to create an observation record for an educator or other personnel as long as the appropriate observation rubric is included in TNCompass.
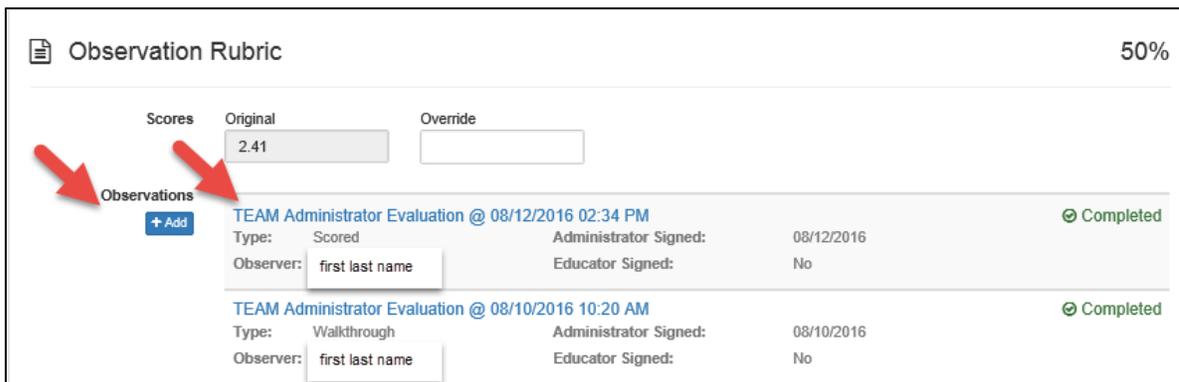
⚠️ Evaluation Rules:

- Self scores can only be entered when an observation status is "in progress". An observation will have the status "in progress" when at least one score has been selected, 1 note has been entered, or a reinforcement or refinement has been selected.
- An educator cannot see any data until the observation has been shared. Once an observation is shared, self scores can no longer be managed.
- Walkthrough's do not require any scores or information in order to be shared.
- When working with the professionalism rubric, only scores have to be entered in order to share, reinforcement/refinement are optional.
- To share a scored (non professionalism) observation, reinforcements and refinements as well as associated notes are required.
- If one score is selected for an indicator within a domain, all indicators within that domain must be scored.
- There is a blue question mark button above the share button that will show what elements are still required in order for the observation to be shared.

In addition, users authorized to evaluate an educator can perform the following functions from the educator evaluation record.

- Set a ***Partial Year Exemption*** for the educator
- Enter ***Achievement*** scores
- Enter ***Observation*** scores
- Enter ***Growth Measure*** score
- View the educator's ***Scale Score***
- View the ***Educator's Student Survey/LEA-Specific Component Scores***
- Review ***Overall Effectiveness***
- Review ***Staff Assignments***
- Add an ***Observation*** record

To access observations:

- Click *Educators tab.*
- Search for and click to select the educator.
- When the educator record displays, scroll down to the *Observation Rubric* portion of the window.
- The information includes combined Scores, both Original and Override. If no override score exists the space does not have an entry.
- The percentage of observations for the academic year displays in the upper right corner of this segment.
- The list of observations display and include the rubric name followed by the date and time of the observation. Following are *Type* of observation (scored or walkthrough), *observer*, *administrator signed* (followed by signature status and if signed date signed), *educator signed* (followed by signature status and if signed date signed) and observation status (started, pending, or completed).
- Click the rubric name to open the observation.



⚠ Some districts may collect observation data in other vendor software applications and will not have the *Add* button. In this case, a message will be displayed stating, *the district is configured to import observations from other vendor systems*.

ℹ Click the *View all evaluation(s)* button, at the top of the window.
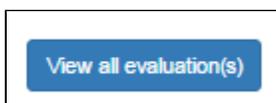


A pop-up box displays with a list of prior year observations.

⚠ This may not available for some users based on role assignment.
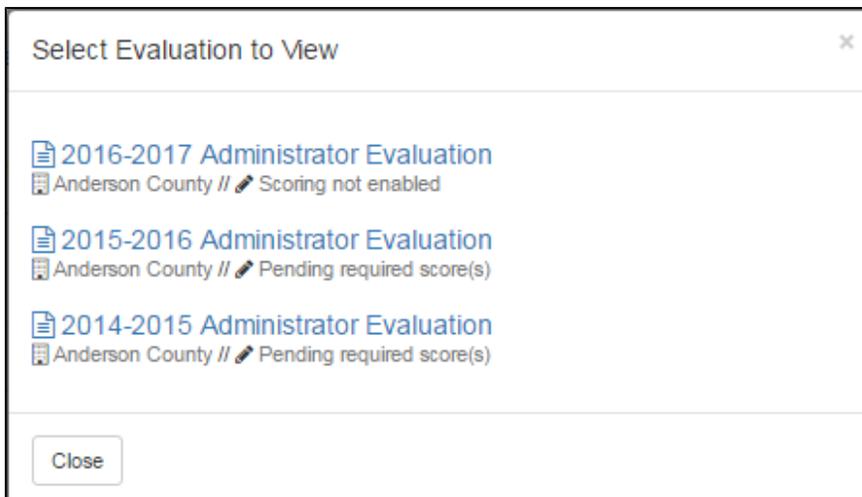
## Add a New Observation

Click the *Add* button, illustrated in the following screenshot, to create a new observation record.



When the *Create Observation* window displays, first select a rubric. Click the drop down arrow under *Select a Rubric* to display the available list of rubrics.



When the list of rubrics displays as illustrated below, click to highlight the appropriate rubric for the educator.

The information populated in the create observation window includes the teacher name, TLN, district name, observer name with the ability to change the observer once the school is selected, and the date and time the observation is created.

Once a rubric is chosen, complete creating the observation.

- If necessary, change the *Observer*. Click on the *Change* button to display a list of observers for the selected school.
- Date and time is populated with today's date and time. To change the date and time, click on the date shown to display a calendar and select the date of the observation.
- To change the time of the observation click on the clock icon at the bottom of the calendar page and select the time of the observation.
- Select the *School* from the drop down list.
- Click the button for either *Scored* **Observation** or **Walkthrough.**
- Click the button for either *Unannounced* or *Announced* observation.
- Click the *Save* button to create the observation from the selections.
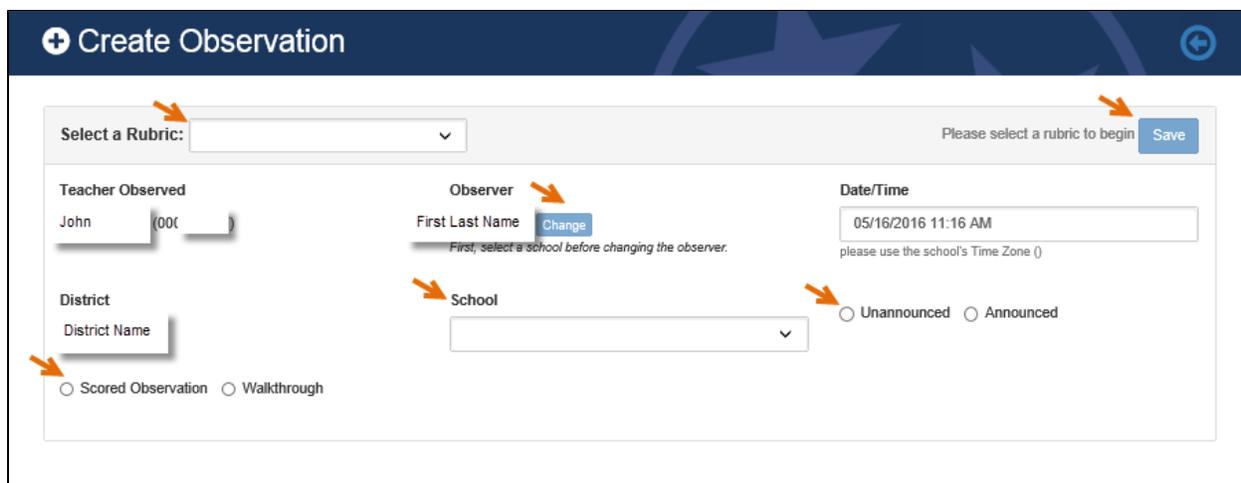
The observation displays and includes the chosen selections.

Click the drop down arrows under *Observation Classroom Details* for *Focus Area, Subject,* and *Advanced Specification* to select the appropriate observation details.

Click to select a score under the **Observer Score** column for each observed area.

A selection must be made for each indicator in the *Instruction* domain.

## Instruction

ⓘ If one indicator is scored for this domain, all indicators must be scored on this rubric before the observation can be shared.

| | Observer Score | Self Score |
|---|---|---|
| Standards and Objectives (SO) | N 1 2 3 4 **5** | **N** 1 2 3 4 5 |
| Motivating Students (MS) | N 1 2 **3** 4 5 | **N** 1 2 3 4 5 |
| Presenting Instructional Content (PIC) | N 1 2 3 **4** 5 | **N** 1 2 3 4 5 |
| Lesson Structure and Pacing (LS) | N 1 2 **3** 4 5 | **N** 1 2 3 4 5 |
| Activities and Materials (ACT) | N 1 2 3 **4** 5 | **N** 1 2 3 4 5 |
| Questioning (QU) | N 1 2 3 **4** 5 | **N** 1 2 3 4 5 |
| Academic Feedback (FEED) | N 1 2 3 4 **5** | **N** 1 2 3 4 5 |
| Grouping Students (GRP) | N 1 2 3 **4** 5 | **N** 1 2 3 4 5 |
| Teacher Content Knowledge (TCK) | N 1 2 3 4 **5** | **N** 1 2 3 4 5 |
| Teacher Knowledge of Students (TKS) | N 1 2 3 4 **5** | **N** 1 2 3 4 5 |
| Thinking (TH) | N 1 2 3 4 **5** | **N** 1 2 3 4 5 |
| Problem Solving (PS) | N 1 2 3 4 **5** | **N** 1 2 3 4 5 |

- Enter any *Reinforcement, Refinement* and observation **Notes** at the bottom of the window.
- PIN signature for both the administrator and the educator is required before the observation can be completed. The administrator must sign first, at which time the educator is notified to enter his or her signature.

**Reinforcement** (required)

Rubric Indicator:

N/A

**Refinement** (required)

Rubric Indicator:

N/A

**Notes**

Note: date and time of notes are in central time.

*No note entries.*

Add note

Add to Notes...

✒ Pin Signature

**Educator's Signature**

*Administrator must complete form first.*

**Administrator's Signature**

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

Show PIN

Complete Form

The following actions must be taken before you can sign this observation:

- The refinement indicator and notes must be provided before pinning this observation.
- The reinforcement indicator and notes must be provided before pinning this observation.

In the *Reinforcement* and *Refinement* section, select the *Rubric Indicator* to reinforce or refine from the drop down list and then enter the information to be added to the observation.

Add observation *Notes* to the observation. Click the *Add* button in the notes field to display a *Note* pop-up window.

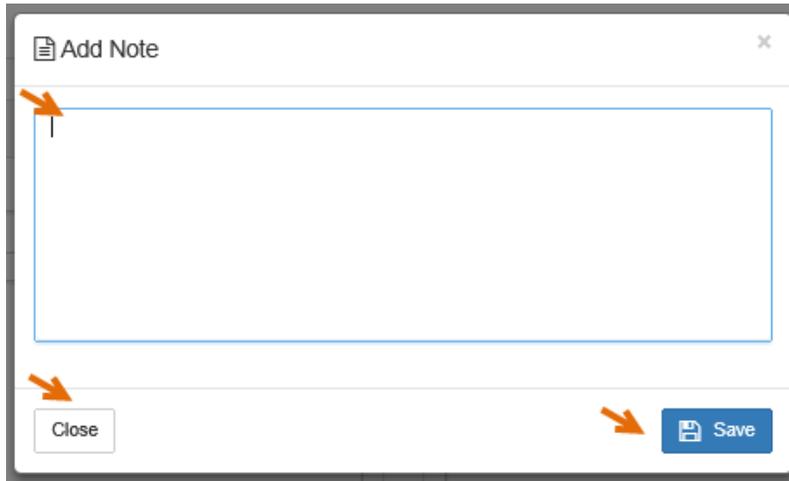Enter the note in the *Note* pop-up window and click the *Save* button.

Click the *Add* button again to add another note. There is no limit on the number of notes for an observation.

To close the pop-up window without making a note, click the *Close* button.

## Evaluation PIN Signature Completion

 This process describes how to add a PIN signature to complete an educator's evaluation for the current academic year.

- PINs can only be entered once a level of effectiveness score has been calculated.
- The administrator (observer) must PIN the evaluation record first.
- The educator can only enter a PIN after the administrator (observer) has entered his or her PIN.
- Permitted staff can PIN the evaluation as an observer.
- PINs are randomly generated by the system.
- In the example shown below, a special requirement for *refinement* and *reinforcement* is necessary before the administrator (observer) can complete the observation form.



### Observer PIN Entry

When all requirements have been met, the administrator (observer) can enter his or her PIN.

- Click the *Educator* tab.
- Select educator's name to open the evaluation record for the educator.
- Find the evaluation to complete.
- Scroll to bottom of educator's evaluation page to find the PIN signature section.
- The administrator (observer) will enter his or her PIN in the designated section of the *PIN Signature* section.
- Click the *Show PIN* button to display the PIN in case of a forgotten PIN.

### Hide the PIN

When the PIN is visible, hide the PIN by clicking the *Hide PIN* button, which appears next to the PIN being displayed.

The PIN will no longer display and the *Show PIN* button will display.



### Enter PIN

When the administrator clicks the *Complete Form* button, the date, time, and administrator's name displays on the form and the form becomes available for the *Educator's Signature.*

If the administrator needs to reopen the evaluation, click on *Reopen for Editing* in the right corner, as illustrated below.
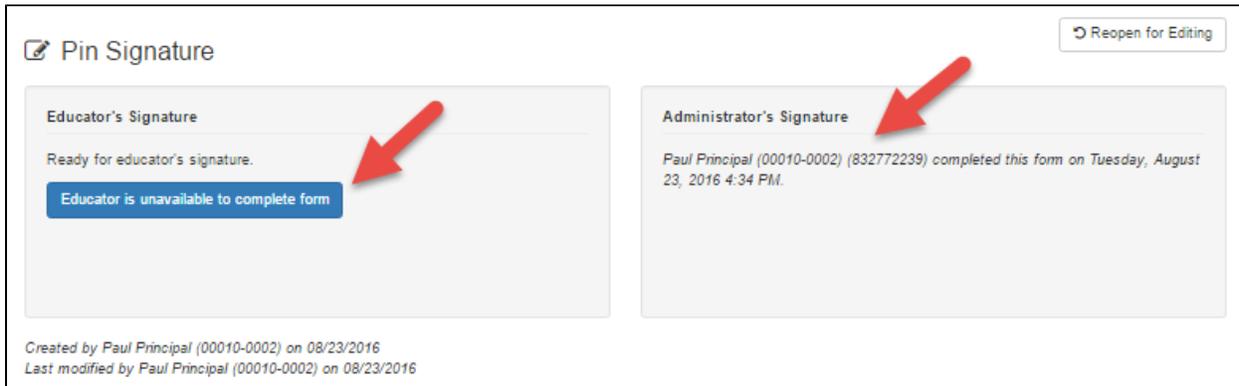


**Educator Unavailable to Complete Form**
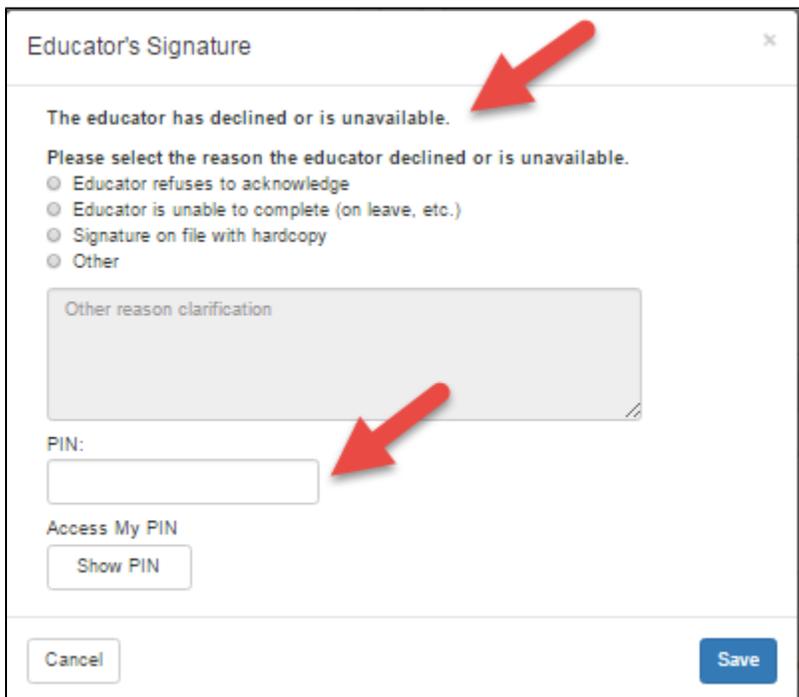
The educator is notified of the completed observation if he or she has an email address associated with the educator profile.

Click the *Educator is unavailable to complete form* button if the educator cannot or will not sign off.

If this is the situation, the administrator can click to indicate the reason and enter his or her PIN to complete the form.

Click the *Save* button to save the information.

Click the *Cancel* button to exit the *Educator's Signature* pop-up window.
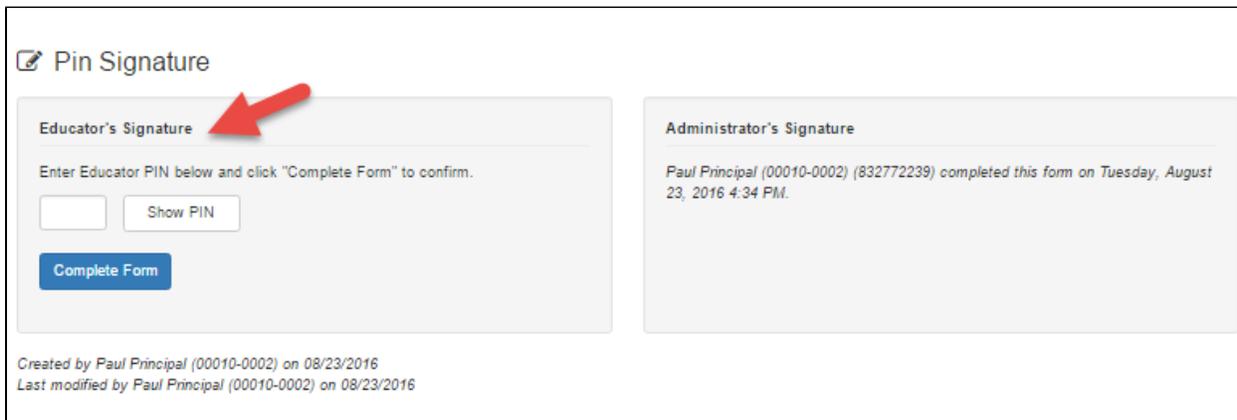


**Educator PIN Entry**

When the educator accesses TNCompass, he or she can click *My Educator Profile* in the *Application Quick Links* to view any complete observations, which are those where the administrator has entered his or her PIN.

Click the rubric title to display the observation, scroll to the bottom of the window where the **PIN Signature** section displays for the **Educator Signature,** as illustrated below.

The educator can enter his or her PIN in the space provided and click the **Complete Form** button.

**Display the PIN**

To retrieve a forgotten PIN, click the **Show PIN** button to the right of the PIN entry space which displays the educator's pin.
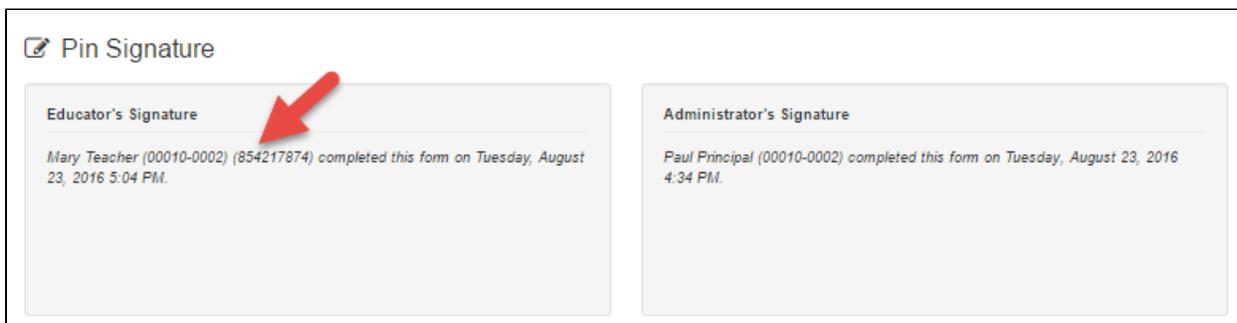


**Hide the PIN**

When the PIN is visible, hide the PIN by clicking the **Hide PIN** button, which appears next to the PIN being displayed.

The PIN will no longer display and the **Show PIN** button will display.



**Enter PIN**

When the educator enters his or her PIN and clicks the **Complete Form** button**,** the space updates to reflect the educator's signature including the time and date.