

[EVAAS/TVAAS](#)

This site provides: teachers and administrators with student data; administrators with teacher effect data; and administrators with school level data.

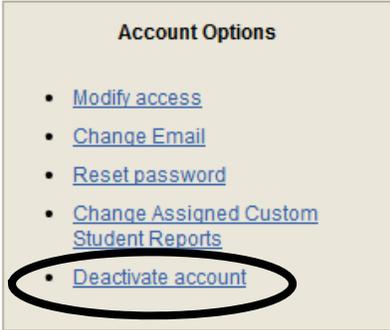
Current classroom teachers and assistant principals may request access through their building level principal. Only the principal has access to create an account for a single school. Current building principals may request access by contacting assessment@cmcss.net.

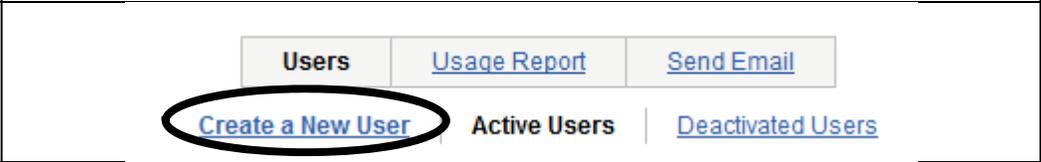
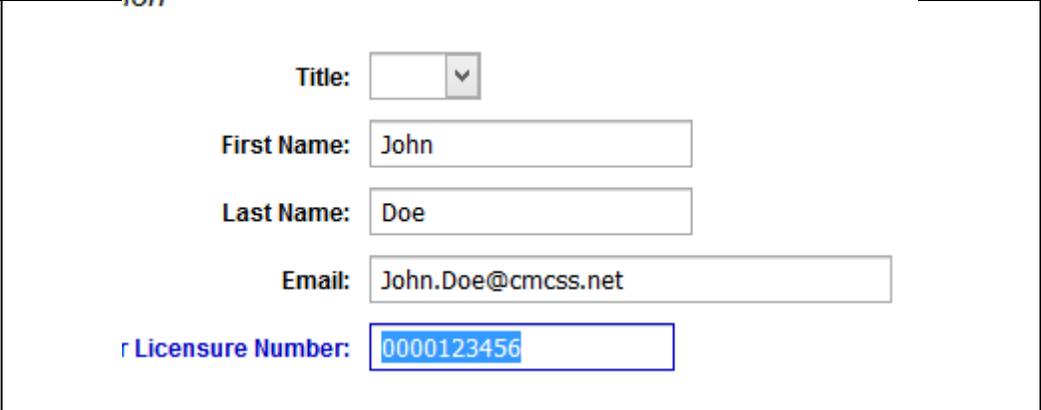
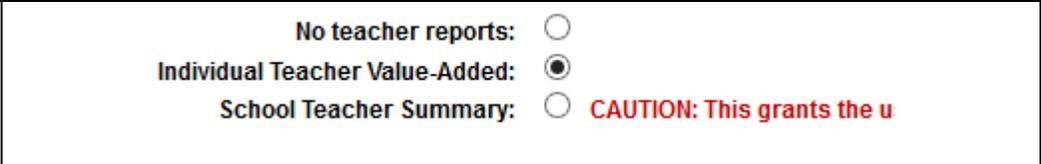
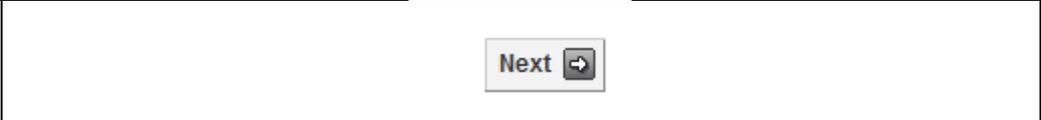
Anyone having difficulty logging in should first use the 'Forgot username or password?' link on the login page to try to gain access. If this link does not work: teachers and assistant principals should contact their building principal and building principals should contact assessment@cmcss.net.

Below are directions for principals to update their roster and to assist teachers with login issues.

Updating school level rosters:

The steps listed below are for principals to update their current EVAAS roster. Teachers who taught a tested subject at their school the previous school year should be on their roster. For example, the teachers on a principal's roster in the 2018-2019 school year should be those teachers who taught a tested subject in their school during the 2017-2018 school year.

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| Log into: evaas.sas.com |  |
| Click on the 'Admin' link at the top right side of the page after you log in. |  |
| If you see a teacher who left your school more than two years ago first click on the teacher's name. Next, click on 'Deactivate account'. |  |
| Uncheck the box to 'Send deactivation notice' the click on the 'deactivate user' button. |  |

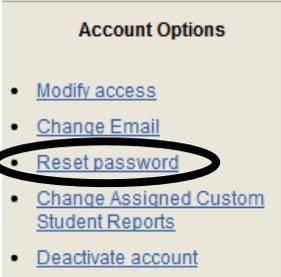
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| <p>If you have a teacher who taught a tested subject at your school last year (grades 4 through 12) who is not on your roster you may add them.</p> | |
| <p>Click on 'Create a New User' at the top of the page.</p> |  |
| <p>Add the teacher's name as it appears on the TN license, their CMCSS email address, and TN license number with three leading zeros.</p> |  <p>If you enter a teacher who <u>DID NOT</u> teach a tested subject in grades 4 through 12 at <u>YOUR</u> school last year <u>DO NOT</u> enter their license number.</p> |
| <p>Click the bubble next to 'Individual Teacher Value-Added'. Be sure you do not select School Teacher Summary. School teacher summary should only be used by administrators who should have full access to every teacher's scores.</p> |  <p>If you enter a teacher who <u>DID NOT</u> teach a tested subject in grades 4 through 12 at <u>YOUR</u> school last year select 'No teacher reports'.</p> |
| <p>Click on the 'next' button.</p> |  |
| <p>Click inside all three boxes for reports. School, student, and custom.</p> |  |
| <p>Click on the 'next' button.</p> |  |
| <p>Confirm the information is correct and the box is checked for 'send email to user' then click on the 'create user' box.</p> |  |

Assisting with login issues:

If a principal or district level employee is having issues accessing the EVAAS site they should first use the 'Forgot username or password?' link on the login page to try to gain access. If this link does not work then they should contact their district support. In CMCSS this support is assessment@cmcss.net.

If a teacher or assistant principal is having issues accessing the EVAAS site, they should first use the 'Forgot username or password?' link on the login page to try to gain access. If this link does not work then they should contact their principal. The building principal's login is the only one which permits access to a school's roster.

Steps for a principal to assist with login issues:

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| <p>After logging into evaas.sas.com find the employee on your roster having difficulty logging in and click on this teacher's name.</p> |  |
| <p>A new window will open showing this teacher's name at the top left side of the new box/window.</p> | |
| <p>Confirm the teacher's information (especially the email address) is correct.</p> | <p style="text-align: right;">Name: Email: Username: Teacher Licensure Number: Last Login: Access:</p> |
| <p>Once you ensure the teacher's information is correct, click on the 'Reset password' link.</p> |  |
| <p>A new window will open. When this window opens click on the 'Reset Password' button in the bottom right side of the window.</p> |  |
| <p>Email the teacher to let them know you have reset their password and they will be receiving an email from the EVAAS site and if the email is not in their inbox it may be in their SPAM folder.</p> | |