

# TNCompass Updates for 2018-19: Evaluation

## August 10, 2018

The evaluation component of [TNCompass](#) has been updated to enhance the evaluator and TEAM configurator experience. Descriptions of the enhancements are below. For technical support, reach out to [support@tncompass.org](mailto:support@tncompass.org).

### Data

#### View Achievement Measure Category

When selecting an achievement measure for an educator, the category (e.g., TVAAS, State Assessment, Off the Shelf, etc.) is displayed along with the achievement measure. As a reminder, to select an achievement measure:

1. Select an educator.
2. Select "Edit" under Achievement.
3. Select the achievement measure for the educator.

#### View Historical Educators

This feature allows administrators to view data on educators in a historical academic year using a drop down menu.

1. Select the Educators tab.
2. Find the Academic Year drop down in the left side filter area.
3. Select the year to view from the drop down.
4. Click "Apply."
5. The educators who were staffed for the year selected will display.

#### View Level of Overall Effectiveness (LOE) for Each Year

This feature displays the LOE for each year for an educator.

1. Select an educator.
2. Click "View All Evaluations."
3. The LOE score will display in the academic selection window (if one was generated) for each evaluation year.

### Observations

#### Allow Self-score for Educators

Evaluators may allow educators to self-score an observation before it has been started or while still in progress.

1. Create an Observation for an educator.
2. On the Observation Scoring tab of the observation, click "Allow Educator to Self -Score."

### **Restore Accidentally Deleted Observations**

Roles that can perform this action are Superintendent, Superintendent Designee, and Evaluation Administrator (TEAM Configurator). This feature is available as a custom permission for Principals.

1. Select the educator who has a deleted observation.
2. Click “Show Deleted” next to the observations.
3. The deleted observations will display a “Restore” option.
4. Click “Restore” for the deleted observation.
5. The observation will now be restored.

### **Observation Pacing**

#### **Use Consecutive PYE to Determine Pacing**

This feature is automatically completed within TNCompass. If an educator has an evaluation that was PYE, the system will look to the closest prior year that was not PYE for pacing.

#### **Set Pacing Based on an Educator’s or Administrator’s Active License**

1. Select an educator.
2. Under Required Domains, click “Change License.”
3. The educator’s or administrator’s current active license(s) will display in a pop-up.
4. Click the license for setting desired pacing.
5. Pacing is now based on the selected license.

#### **Require Minimum Domains for Observation Score**

This setting has been applied to all districts using the TEAM model. An overall observation score will not calculate when minimum domains are not completed; this will prevent the generation of an LOE.

### **Evaluations**

#### **Complete Prior Year Evaluation**

To ensure that administrators and educators staffed to a new location can complete appropriate documentation for the prior year, this feature allows the current year administrator to close the prior year evaluation record once the LOE has been calculated. When staffing the current roster, the Principal will be able to view an educator’s evaluation from the prior year.

1. Select the Educator tab.
2. Select the educator.
3. Select “View All Evaluations.”
4. Select the evaluation that should be signed from the list.
5. Scroll to the bottom of the evaluation.
6. Enter the PIN under Administrator’s Signature.

### **Evaluator Certification**

#### **View Evaluator Certification**

This feature displays a user’s evaluation certification in TNCompass. A “My Credentials” widget will display with an administrator’s current evaluator certification status and date; this is located at the bottom of the dashboard upon login.

### **Ensure Certification Prior to Observing**

This feature is automatically enacted for districts using the TEAM model. Users who are not certified to evaluate will not be able to enter evaluations in TNCompass.

### **View or Download Staff Observers Report**

This report shows the individual permission assignments for observing teachers and leaders. Superintendents, Superintendent Designees, Evaluation Administrators, Principals, and Assistant Principals can access this report. The Licensure Administrator or District Staff roles can be assigned access to the report as a custom permission.

## **Additional Features**

### **Utilize the Instructional Partnership Initiative (IPI)**

Principals have access to the Instructional Partnership Initiative to make educator pairs.

1. Select the Work Queue tab.
2. Click "Instructional Partnership Initiative (IPI)."
3. Select educators to pair for the school year.