

Louisiana Believes

CIS User Guide – LEA Administrators

Inside this guide...

The primary role of the LEA Administrator is to monitor the Compass Information System to ensure that employee data is accurate and up to date, and to help educators navigate the Compass Information System.

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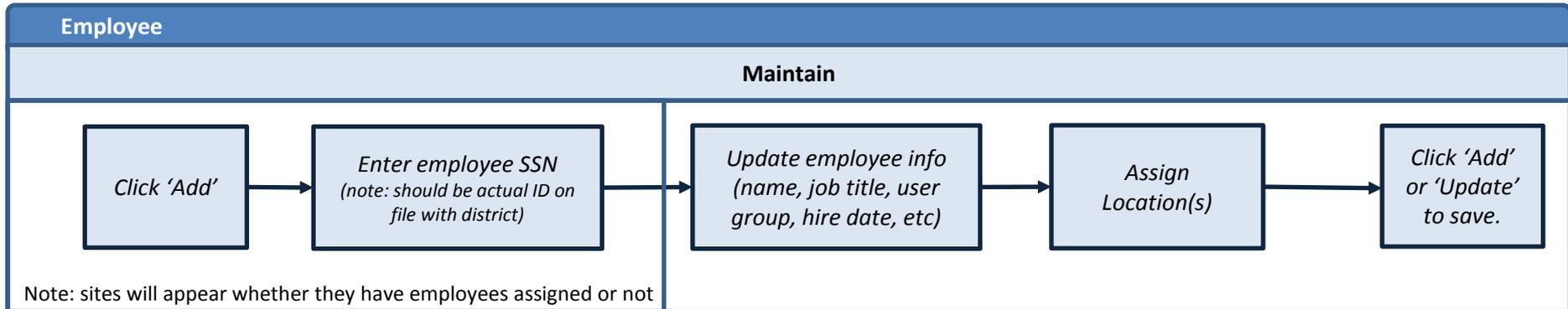
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To get started, login to [Compass Information System](#), or refer to the [Getting Started Guide](#).

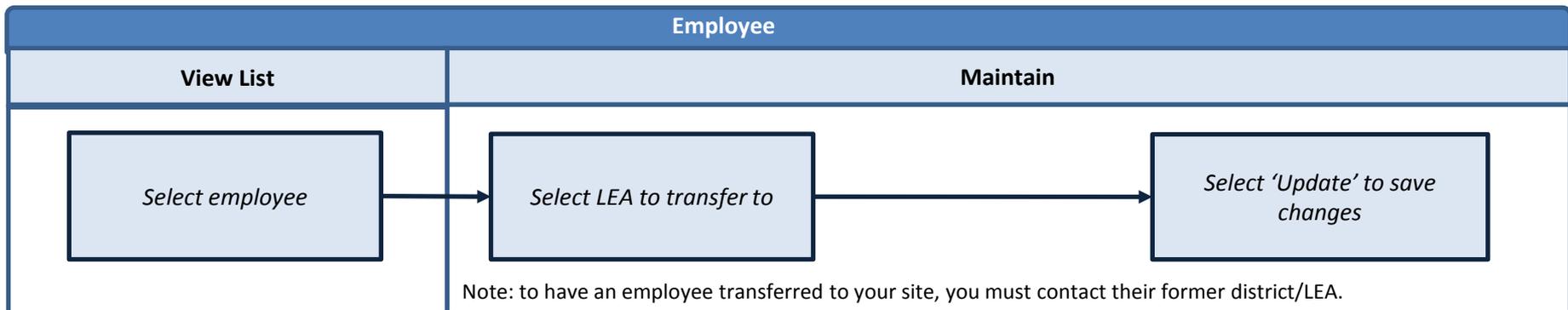
Process Flows

Add employees *LDE and LEA Admin only*

Update employee data *LDE and LEA Admin only*

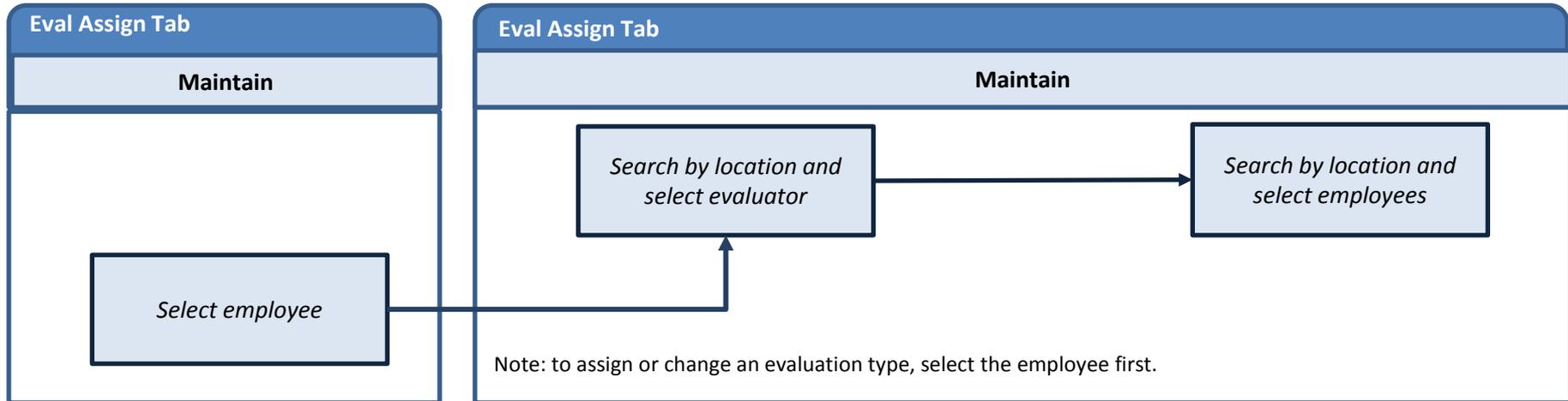


Transfer Employees to another LEA *LDE and LEA Admin only*

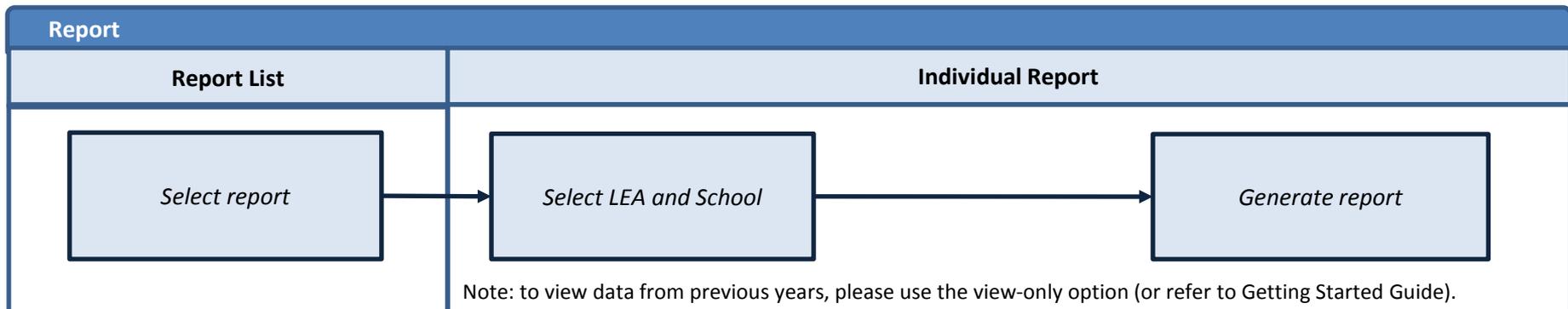


Process Flows

Assign evaluator(s) & evaluation type (rubric) *LDE Admin, LEA Admin, or Supervisor*

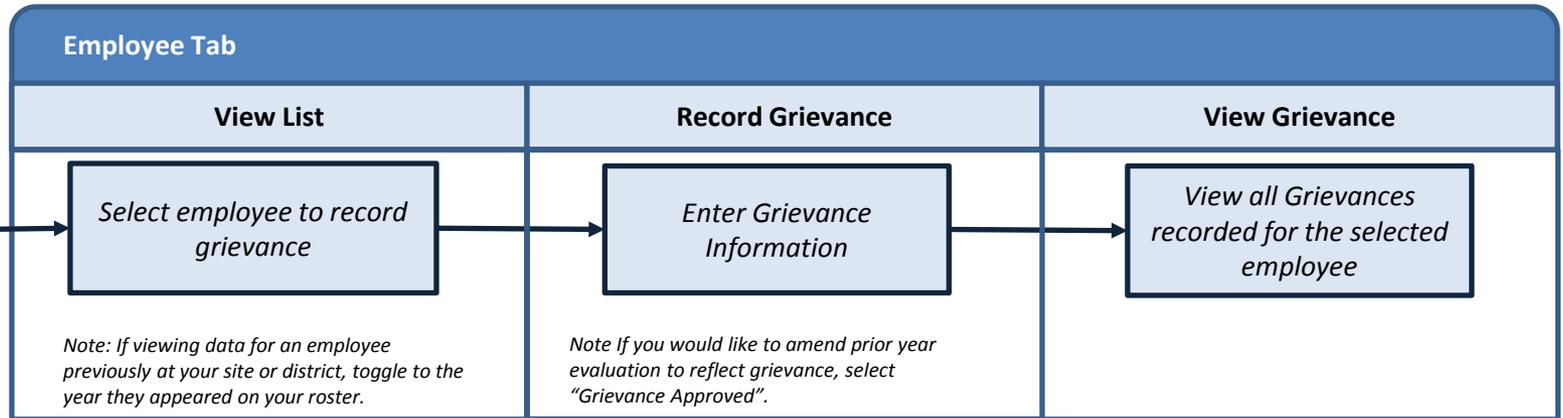


Running district-level reports *LDE and LEA Admin only*



Process Flows

Record/View Grievances for Prior School Year *LDE Admin and LEA Admin only – new*



Note: If recording a grievance for the prior school year, toggle to that year

Note: If viewing data for an employee previously at your site or district, toggle to the year they appeared on your roster.

Note: If you would like to amend prior year evaluation to reflect grievance, select "Grievance Approved".

Employee Roster Screen

The screenshot shows the 'Employee' tab selected in the 'COMPASS INFORMATION SYSTEM'. The interface includes a navigation bar with tabs like 'Template', 'Security', 'Proc Per', 'Waiver', 'Employee', 'VAM', 'Eval Cert', 'Eval Assign', 'PGP', 'SLT', 'Obsv', 'Eval', 'Report', 'To Do', and 'Links'. Below this is a sub-menu with 'View List', 'View', 'Maintain', 'Rollover', and 'Request VAM Invalidation'. The main form area contains filters for 'School Session' (2013-2014), 'LEA' (Select one), 'School' (Select one), and 'Last Name Filter' (with a 'Go' button). A checkbox labeled 'Show only assigned employees' is also present. Below the filters is a table with 13 columns: Employee Name, Job Title, Eval. Type, Evaluator, PGP, SLT, Obs., Obs. Sup., Obs. S.Visit, VAM, Final Eval, and Inc. Eval. The table lists 12 employees, all with 'Teacher' as Job Title and 'Does not Exist' for PGP. A red text instruction at the bottom reads: 'Click an Employee's Name to select the Employee.'

1 Toggle to view different schools in your district/LEA

2 View dashboard view of employee information:

- Employee Name
- Job Title
- Evaluation Type (rubric)
- Evaluator(s) assigned
- Professional Growth Plan (if entered)
- Count of SLTs entered
- Count of Observations entered
- Count of Site Visits entered
- Whether a final evaluation has been entered
- Whether the final evaluation has been marked incomplete

3 View only employees you are assigned to evaluate

4 Select an employee to access data in subsequent tabs

Employee Maintain Screen

Compass COMPASS INFORMATION SYSTEM View Only Close | Restart

Template Security Proc Per Waiver **Employee** VAM Eval Cert Eval Assign PGP SLT Obsv Eval Report To Do Links

View List View **Maintain** Rollover Request VAM Invalidation

School Session: 2012 - 2013

1 Social Security Number: *

LEA: *

2 Transfer From LEA: *

Name: * * * *
(First) (Middle) (Last) (Suffix)

Job Title: *

District Employee Hire Date:

Certified Evaluator? Yes No *

VAM? Yes No *

3 Homebase School: *

User Group: *

Reason for Incomplete Evaluation:

Last Updated:
By:

Enter Social Security Number, and if applicable, the Transfer From LEA and click 'Add'.

1

Add new employees or update data for existing employees

2

Transfer employees

3

Mark employee evaluations incomplete

Evaluator Assign Screen

Compass COMPASS INFORMATION SYSTEM

Employee VAM Eval Assign PGP SLT Observation Evaluation Report To Do List Links

Maintain

1 School Session: 2013-2014

LEA: Select none

1 Evaluator Level: LEA School

School: [Dropdown]

Evaluator: [Dropdown]

Employee Assignments

2 Employee Homebase School: Select none

Employee Job Title: 01 - Teacher

3 Assign Evaluation Type: T - Teacher

Select Employee(s) To Assign Evaluator: [List Box]

Check All

Refresh

Submit

Select an Evaluator Level.

1 Assign evaluator(s) to an employee

2 View existing evaluator assignments

3 Assign evaluation type (rubric)

Note: Evaluation Types may only be assigned to applicable job titles:

Teacher	Teacher (T), Other (O)
Librarian	Teacher (T), Other (O)
Principal/AP	Leader (L), Other (O)
Counselor	Counselor (C), Other (O)
Other	All evaluation types

Grievance Record & View Screens

1 School Session: 2012 - 2013

2 Grievance Status: Select one

3 Attach a document: Browse... Document Name:

4 Submit

5 A grievance was filed by this employee on 12/1/2013. The grievance was approved.

1

To enter data for the prior school year, toggle to that year and enter grievance data

2

Enter grievance status – select “Approve” to nullify prior year evaluation rating

3

Attach relevant documentation

4

Submit grievance

5

Approved grievances will be noted on evaluation view screens. Overall evaluation ratings will be removed.

Employee Roster Report

Security Employee VAM Eval Assign PGP SLT Observation Evaluation **Report** To Do List Links

Generate

Report Name	Description
Compass Leader Dashboard	This report displays completion and accuracy metrics for leader site visits and student learning targets. This report also compares aggregate site visit ratings to prior year teacher Value-added data to identify trends in evaluator accuracy.
Compass Leader Dashboard for 2012-13	Completion metrics and evaluation outcomes.
Compass Teacher Dashboard	This report displays completion and accuracy metrics for teacher observations and student learning targets. This report also compares aggregate observation ratings to prior-year Value-added data so that you may identify trends in evaluator accuracy.
Compass Teacher Dashboard for 2012-13	Completion metrics and evaluation outcomes.
Custom Reporting Tool	Allows you to specify selection criteria for your custom report.
Export Certified Evaluators	XLSX file of certified Evaluators. Includes Email address.
Export Employee Roster	Worksheet.
Export Evaluation Raw Data	the raw evaluation data. - SECURE -
Export Observation Raw Data	the raw Observation data including the Ratings.
Export School-Level Status Data	ing counts are included for each school: Employees, Evaluator Assignments, PGPs, VAM Employees, SLTs submitted, Formal, Informal, Supplemental, and total submitted, and Evaluators completed. This is an XLSX file.

Export the employee roster report to see all employees within your district and ensure they have been assigned evaluation types and evaluators

LOUISIANA DEPARTMENT OF EDUCATION
Human Capital Information System
Compass
Employee Roster
School Session 2012 - 2013
As of 9/17/2013

LEA ADMINISTRATOR: LEASTAFF3 TEST

Network	Sponsor Code	LEA	Site Code	School	Employee Last Name	Employee First Name	Evaluator Last Name	Evaluator First Name	LEA Hire Date	Job Title	Evaluation Type (Rubric assigned)	User Role	Certified Evaluator?	Incomplete Evaluation Reason	Email Address	Evaluation Submission Date
0	000	LA Sample District	000000	LA Test School1	TEST	LEACOUNSELOR2	TEST	LEALEADER3		Counselor	Counselor	HCS_EMPLOYEE	N		testuser@la.gov	9/9/2013
0	000	LA Sample District	000000	LA Test School1	TEST	LEACOUNSELOR2	ADMINISTRATOR-1	TEST		Counselor	Counselor	HCS_EMPLOYEE	N		testuser@la.gov	9/9/2013
0	000	LA Sample District	000000	LA Test School1	TEST	LEAEMPLOYEE2	TEST	LEALEADER3		Teacher	Other	HCS_EMPLOYEE	N		testuser@la.gov	
0	000	LA Sample District	000000	LA Test School2	TEST	LEAEMPLOYEE2	ADMINISTRATOR-1	TEST		Teacher	Other	HCS_EMPLOYEE	N		testuser@la.gov	
0	000	LA Sample District	000000	LA Test School2	TEST	LEALEADER3	TEST	LEASUP2		Other	Leader	HCS_EVALUATOR	Y		testuser@la.gov	
0	000	LA Sample District	000000	LA Test School2	TEST	LEALEADER4	TEST	LEALEADER3		Principal/AP	Leader	HCS_EMPLOYEE	N		testuser@la.gov	
0	000	LA Sample District	000000	LA Test School3	TEST	LEALEADER4	TEST	LEASUP2		Principal/AP	Leader	HCS_EMPLOYEE	N		testuser@la.gov	
0	000	LA Sample District	000000	LA Test School3	TEST	LEASUP2	TEST			Other		HCS_SUPERVISOR	Y		testuser@la.gov	
0	000	LA Sample District	000000	LA Test School3	TEST	LEATEACHER3	TEST	LEALEADER3		Teacher	Teacher	HCS_EMPLOYEE	N		testuser@la.gov	
0	000	LA Sample District	000000	LA Test School3	TEST	LEATEACHER4	TEST			Teacher	Teacher	HCS_EMPLOYEE	N		testuser@la.gov	

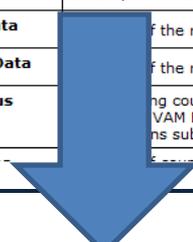
Certified Evaluators Report

Security Employee VAM Eval Assign PGP SLT Observation Evaluation Report To Do List Links

Generate

Report Name	Description
Compass Leader Dashboard	This report displays completion and accuracy metrics for leader site visits and student learning targets. This report also compares aggregate site visit ratings to prior year teacher Value-added data to identify trends in evaluator accuracy.
Compass Leader Dashboard for 2012-13	Completion metrics and evaluation outcomes.
Compass Teacher Dashboard	This report displays completion and accuracy metrics for teacher observations and student learning targets. This report also compares aggregate observation ratings to prior-year Value-added data so that you may identify trends in evaluator accuracy.
Compass Teacher Dashboard for 2012-13	Completion metrics and evaluation outcomes.
Custom Reporting Tool	Allows you to specify selection criteria for your custom report.
Export Certified Evaluators	XLSX file of certified Evaluators. Includes Email address.
Export Employee Roster	Excel spreadsheet.
Export Evaluation Raw Data	of the raw evaluation data. - SECURE -
Export Observation Raw Data	of the raw Observation data including the Ratings.
Export School-Level Status Data	ing counts are included for each school: Employees, Evaluator Assignments, PGPs, VAM Employees, SLTs submitted, Formal, Informal, Supplemental, and total ns submitted, and Evaluatons completed. This is an XLSX file.
Export School-Level Metrics	Security, by school including number of Employees, number of Employees with

Export certified evaluators report to see all employees in your district/LEA, who have attended trainings and are currently eligible to evaluate employees in CIS



LOUISIANA DEPARTMENT OF EDUCATION
 Human Capital Information System
 Compass
 Certified Evaluators
 School Session 2012 - 2013
 As of 9/17/2013

School Session	Sponsor Code	Sponsor Name	Site Code	Site Name	User Group	Employee Key	Last Name	First Name	Middle Name	Suffix Name	Email Address	Certified Evaluator?
2012 - 2013	318	LSU Laboratory School		LEA-Level	HCS_LEA_ADMINISTRATOR	662943	TEST	LEASTAFF3				Y
2012 - 2013	318	LSU Laboratory School	318001	LSU Laboratory School	HCS_SUPERVISOR	662944	TEST	LEASUP2				Y
2012 - 2013	318	LSU Laboratory School	318001	LSU Laboratory School	HCS_EVALUATOR	662945	TEST	LEALEADER3				Y

Observation Data Report

Security Employee VAM Eval Assign PGP SLT Observation Evaluation Report To Do List Links

Generate

Report Name	Description
Compass Leader Dashboard	This report displays completion and accuracy metrics for leader site visits and student learning targets. This report also compares aggregate site visit ratings to prior year teacher Value-added data to identify trends in evaluator accuracy.
Compass Leader Dashboard for 2012-13	Completion metrics and evaluation outcomes.
Compass Teacher Dashboard	This report displays completion and accuracy metrics for teacher observations and student learning targets. This report also compares aggregate observation ratings to prior-year Value-added data so that you may identify trends in evaluator accuracy.
Compass Teacher Dashboard for 2012-13	Completion metrics and evaluation outcomes.
Custom Reporting Tool	Allows you to specify selection criteria for your custom report.
Export Certified Evaluators	XLSX file of certified Evaluators. Includes Email address.
Export Employee Roster	Excel spreadsheet.
Export Evaluation Raw Data	XLSX file of the raw evaluation data. - SECURE -
Export Observation Raw Data	XLSX file of the raw Observation data including the Ratings.
Export School-Level Data	The following counts are included for each school: Employees, Evaluator Assignments, PGPs submitted, VAM Employees, SLTs submitted, Formal, Informal, Supplemental, and total Observations submitted, and Evaluators completed. This is an XLSX file.
Export School-Level Data	View file of counts by school including number of Employees, number of Employees with

Export observation raw data report to see all observations submitted within your district/LEA

As of 8/1/2013

School Session	Sponsor Code	Sponsor Name	Employee Key	Last Name	First Name	Middle Name	Suffix Name	Evaluation Type	Observation Number	Observer Last Name	Observer First Name	Observer Middle Name	Observer Suffix Name	Observation Type	Observation Notes	Areas of Strength	Areas for Growth	Observation Title
2012 - 2013	000	TEST District	000000	Test School	662346	TEST	LEALEADER4		L - Leader	1	TEST	LEASUP2		V - Site Visit		Great job		SITE VISIT = NO RATING
2012 - 2013	000	TEST District	000000	Test School	662346	TEST	LEALEADER4		L - Leader	2	TEST	LEALEADER3		V - Site Visit				TEST - SITE VISIT 3/3

Observation Summary Report

Report Name	Description
	Value-added data to identify trends in evaluator accuracy.
Compass Teacher Dashboard for 2012-13	Completion metrics and evaluation outcomes.
Compass Teacher Dashboard for 2013-14	This report displays completion and accuracy metrics for teacher observations and student learning targets. This report also compares aggregate observation ratings to prior-year Value-added data so that you may identify trends in evaluator accuracy.
Custom Reporting Tool	Allows you to specify selection criteria for your custom report.
Export Certified Evaluators	XLSX file of certified Evaluators. Includes Email address.
Export Employee Roster	XLSX file of employee data.
Export Evaluation Raw Data	XLSX file of the raw evaluation data. - SECURE -
Export Grievances	Export Grievances
Export Observation Raw Data	XLSX file of the raw Observation data including the Ratings.
Export Observation Summary	Employee level observation summary
Export Student Achievement Trend Data	Excel spreadsheet of student achievement data by school and content.
Export Student Learning Target Raw Data	XLSX file of raw SLT data.

Compare observations to review scoring methodology and whether or not an observation/site visit was scored on all rubric components



LOUISIANA DEPARTMENT OF EDUCATION
Compass Information System
Observation Summary Report
School Session 2013 - 2014

Home Site Name	Employee Last Name	Employee First Name	Observer Last Name	Observer First Name	Observation Number	Observation End Date	Observation Key	Evaluation Type	Observation Type	Scoring Method	Overall Observation Score	Overall Observation Rating	All Components Rated?
EST SCHOOL	OTHER3	TEST	EVALUATOR	TEST	1	9/1/2013	84924	O - Other	O - Observation	2 - Overall Observation Rating	3.00	Effective: Proficient	N
EST SCHOOL	TEACHER1	TEST	EVALUATOR	TEST	2	9/19/2013	84921	T - Teacher	O - Observation	1 - Average Competency Rating			N
EST SCHOOL	TEACHER1	TEST	EVALUATOR	TEST	3	9/19/2013	84922	T - Teacher	O - Observation	2 - Overall Observation Rating	3.40	Effective: Proficient	N

SLT Data Report

Report Name (CSV)	Description
Export Observation Raw Data	XLSX file of the raw Observation data including the Ratings.
Export Observation Raw Data (CSV)	Statewide raw Observation data in CSV format.
Export Observation Raw Data LDE	XLSX file of the raw Observation data including the Ratings. Contains sensitive information and is only available to LDE staff.
Export School-Level Status Data	The following counts are included for each school: Employees, Evaluator Assignments, PGPs submitted, VAM Employees, SLTs submitted, Formal, Informal, Supplemental, and total Observations submitted, and Evaluators completed. This is an XLSX file.
Export School-Level Usage Statistics	XLSX file of counts by school including number of Employees, number of Employees with Evaluator assigned, number of Supervisors, number of certified Evaluators, and number of Evaluators with assignments.
Export Student Learning Target Raw Data	XLSX file of raw SLT data.
Export Student Learning Target Raw Data (CSV)	Statewide SLT data in CSV format.
Export Student Learning Target Raw Data LDE	XLSX file of the raw SLT data. Contains sensitive information and is only available to LDE staff.
Export Users By Group	XLSX file of users for a selected User Group.
Export VAM Data	XLSX file of teacher-level Value-Added Model data

Click a Report Name to select.

Export SLT raw data report to see all SLTs submitted within your district/LEA

LOUISIANA DEPARTMENT OF EDUCATION
Compass Information System
Student Learning Target Raw Data
School Session 2013 - 2014
As of 12/17/2013

Employee Key	Last Name	First Name	Middle Name	Suffix Name	SLT Number	Grade	Course Category	Student Count	Instruction Interval	Other Instruction Interval	Student Assessment Type	Student Assessment	Other Student Assessment
662969	TEST	LEADER4			1	01 - FIRST		12	01 - Full Academic				
662970	TEST	TEACHER3			1	05 - FIFTH	ALGE - Algebra	12	02 - Semester				
662970	TEST	TEACHER3			2	01 - FIRST	AERO - Aerospace	9	01 - Full Academic			999 - Other	@##()@&@
662970	TEST	TEACHER3			3	01 - FIRST	AERO - Aerospace	8	01 - Full Academic				

FAQs

FAQs:

- **What do I do if an employee transfers into my district?**
- LEA Administrators should use the employee roster and roster report to ensure that newly transferred employees are accounted for within their district. If a new employee does not appear, please contact the Compass Contact at the former district and have them transfer the employee out. Once transferred to your district, be sure to assign an evaluator and evaluation type for the employee in CIS.
- **How do I change a rubric for an employee who already has an observation or SLT?**
- If an observation or SLT has already been entered, you will need to delete the evaluation to change the rubric. The observation or SLT will then need to be re-entered once the evaluation type/rubric has been reset. To avoid assigning the wrong evaluation type/rubric, use the employee roster to view assigned evaluation types

Additional Resources:

- [Teacher evaluator training guide](#)
- [Leader evaluator training guide](#)
- [Coursewhere evaluator trainings](#)

Where to go for help:

- For additional Compass resources, review the [Compass library](#)
- For questions about Compass and CIS, email compass@la.gov
- Network data specialist and district Compass contact [list](#)