



Louisiana Believes

2016-2017

**EDUCATOR EFFECTIVENESS**

**SYSTEMS USER GUIDE:**

**CIS & CVR**

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John White

State Superintendent of Education

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## 2016-2017 Compass Systems User Guide

This document provides technical guidance to operate all system related to Compass evaluations:

- **Curriculum Verification and Roster Portal (CVR):** Contains functionality and reporting for Data Certification
- **Compass Information System (CIS):** Contains functionality and reporting related to Compass Evaluations and Transitional Student Growth Data Results.

## 2016-2017 Timeline for Compass Information System & Compass Evaluations

Activities related to data certification and Compass evaluations take place throughout the year. The table below provides specific information for each activity and the actions each user will take.

	Compass Activities	Completion Timespan		ACTIONS by USER TYPE		
				Administrators and Supervisors (district compass contact, school supervisor)	Principals and Evaluators (principal evaluator, assistant principal)	Employees (teacher, counselor, librarian)
CIS	CIS Opens for the School Year	9/1/2016	8/15/2017	<b>Update Compass Rosters:</b> -Add new employees -Assign rubrics and evaluators for current year		
	Set SLTs	9/1/2016	12/1/2016	Monitor SLT completion	Review and Accept SLTs	Set SLTs
	Conduct Observations	9/1/2016	5/1/2017	Monitor Observation Progress	Conduct Observations	Review Observations
	Review 2015-2016 TSGD Data	1/2017	1/2017	<b>Review and Release Data Reports</b> Review TSGD data and release to principals and teachers	Review TSGD Reports	Review TSGD Reports
	Rate SLTs	12/1/2016	5/1/2017	Monitor SLT completion	Rate SLTs	Report Results of SLTs
CVR	Roster Verification View-Only Period	4/17/2017	4/28/2017	Submit CVR data corrections	Review CVR data	Review CVR data
	Roster Verification Open Correction	5/8/2017	5/19/2017	Monitor roster verification	Verify CVR rosters	Verify CVR rosters

	Period			completion		
CIS	Complete Evaluation Ratings*	1/1/2017	8/15/2017	<b>Final Evaluations:</b> - Monitor completion	<b>Final Evaluations:</b> - Complete observations - Assess student outcomes ratings - Determine final evaluation ratings	<b>Final Evaluations:</b> - Review observation data and feedback - Report progress on student outcomes - Review evaluation

\*For Timelines and Processes related to finalizing school leader evaluations, [click here](#).

2016-2017 ASSESSMENT DATA AVAILABILITY			
Data Set	Details	Availability Date	What does this mean for educators/evaluators?
State Assessment Data	<u>Grades 3-8:</u> ELA & Math	Late Summer 2017	These data will <b>may not</b> be available for use in determining the Overall Student Growth Score.
	<u>Grades 3-8:</u>	N/A Field Test Only	
	<u>Grades 3-8:</u>	June 2017	Data will be available for use in determining the Overall Student Growth Score.
	<u>EOC Assessments:</u>	May 2017	
Transitional Student Growth Data (TSGD)	<u>Content Percentiles</u> Grades 4-8: ELA, Math  EOC Assessments: Algebra I & Geometry  <u>Overall Percentiles</u>	Winter 2017	Data will <b>not</b> be available until Winter 2017 and unable to be used in 2016-2017 final evaluations.

## All Users

### CIS & CVR Getting Started

#### Security-Access-Authorization

**Data Security:** Data security standards define specific requirements for managing and controlling access to all LDE Application Systems. Security goals require all personnel using the LDE Application Systems to have a unique user access code, hereafter referred to as a **User ID**. Each User ID is associated with a security profile that monitors and controls access using automated security software.

**Security Coordinator:** Each Local Education Agencies (LEA) and Charter Managing Organizations (CMO) must identify an individual in the organization to function as the **Security Coordinator**. The Security Coordinator is responsible for granting authorized users access to the LDE Application Systems. They must be made aware of any changes in status for users (i.e. new users and users no longer needing access due to termination or job reassignment). Such updates are critical to the security of the LDE Application Systems.

Security issues that cannot be resolved by the Security Coordinator should be referred to the LDE Security Administrator by phoning the ITS Help Desk at 225-342-1821 or by submitting a request by e-mail to [SecurityDOE@la.gov](mailto:SecurityDOE@la.gov)

**User Access and Authorization:** Users requiring access to the LDE Application Systems must complete a [Security Request Form](#) and forward it to their Security Coordinator. Once their authorization has been verified, the appropriate User ID and security profile will be assigned which will determine what LDE Application System(s) a user has access to and specifically what functionality. These logon credentials will be communicated to users in confidence.

User IDs are not to be shared among users. Users will be held individually accountable for all system access and any violations recorded under their User ID. If revoked due to sign-on or resource access denials, the User ID may be reactivated and/or resumed only by the Security Coordinator after a review of the circumstances and a discussion with the user. User IDs may be revoked in any of the following circumstances:

- After five unsuccessful sign-on attempts.
- After five resource access denials in one terminal session.
- At the scheduled end of consulting or temporary labor engagements.
- During their investigation of an actual or suspected security violation, if revocation is requested by management.
- On management request and/or direction due to termination

## User IDs & Password Standards

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User IDs assigned by the Security Coordinator consists of the letter “E” plus six characters. The first three numbers is the Sponsor Code.

In addition to a User ID, an initial password will be assigned. This initial password will be set to expire and to force a new password selection on the user’s first sign-on to the system. Users are required to maintain the confidentiality of their passwords and to change their password when they suspect that the privacy of their password may have been compromised.

Each user will be allowed to select their own password based on established password standards. Passwords must be of the following format:

- Minimum length: 8 characters
- Must contain **at least 3 of the 4** complexity categories as follows:
- Upper case characters (A-Z)
- Lower case characters (a-z)
- Numeric digits (0-9)
- Non-alphanumeric characters (e.g., %, &, \$)
- New passwords cannot be the same as any of the previous 5 passwords.

**Minimum Computer System Requirements & Data Security:** The following are the minimum computer system requirements to access the LDE Application Systems.

- **Hardware:** A PC connected to the Internet
- **Browser:** LDE Application Systems are designed for **Internet Explorer**, Version 9.0 or lower.
- **Screen Resolution:** The optimum screen setting is 1024 x 768. If a lower resolution, such as 800 x 600 is used (not recommended), it will be necessary to scroll in order to see an entire page. To adjust your resolution, right-click on your desktop, click *Properties*, then *Settings*. Adjust the slider to a screen resolution of 1024 x 678 or higher, and then click OK.
- **Software:** WinZip, PKZip (PKZip is okay but WinZip is preferred); Compression reduces the file size and it will take less time to transfer the file. SCREEN DISPLAY PROBLEMS:

Problems with screen display for the LDE Application Systems may be due to Security and Privacy settings or the incomparability of newer Internet Explorer (IE) versions. PEP system is only compatible with IE8 or IE9.

**Internet Explorer (IE) Options:** If there are problems with the LDE Application Systems screen display, it may be due to the browser’s pop-up blocker or security and privacy settings. Users should check the following *Internet Explorer* (IE) options:

- Go to Tools >> Internet Options >> Security>> Custom Level. Make sure the “Allow script-initiated windows without size or position constraints” option is enabled. Also, make sure the “Display mixed content” option is enabled.
- Go to Tools >> Internet Options >>Privacy >> Pop-Up Blocker Settings. Enter [leads.doe.louisiana.gov](http://leads.doe.louisiana.gov) in the “Address of Web site to allow” field.
- Go to Tools>>Pop Up Blocker Settings>>choose “Turn off Pop-up Blocker.”

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**Internet Explorer (IE) Compatibility View:** Compatibility View may be a solution for those IE users experiencing problems viewing LDE web pages. Problems rendering all or parts of a web page can occur when newer browsers try to display sites that are built with older programming components. For **IE versions 8 through 10**, users can enable compatibility view for a website by clicking the “Compatibility View” icon to the right of the address bar.



1. The browser should reload the page and begin displaying the page in compatibility view mode.
2. For **IE version 11**, Microsoft removed the Compatibility View button from the address bar but there is an alternate method to turn on compatibility for a website. (This process can also be used in IE8 thru IE10).
3. First, Click the “Tools” button on the menu bar, and then select the “Compatibility View Settings” option
4. Then, in the text box under “Add this website”, enter *Louisiana.gov* and click the “Add” button.
5. Finally, close the Compatibility View Settings dialog box and close IE 11. Restart IE.

**System Access:** The Compass Information System (CIS) is available for use by all educators in Louisiana. Levels of access will vary depending on the role of the employee.

The Curriculum Verification and Roster Reporting Portal (CVR) provides a method for teachers of certain grades and subjects to verify their rosters to ensure the accurate reporting of VAM and TSGD. Therefore, the system is only available to those teachers who will receive such data.

## User Login & Account Management

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### CIS Login Screen



1. To access CIS, login at: <https://leads13.doe.louisiana.gov/hcs>
2. The first page is a welcome page; any important notices will be in red.
3. Select **Continue to Registration/Login Page** to continue.
4. If you have previously registered an account for the Curriculum Verification and Reporting Portal (CVR), enter the **Personal Login Code** and **Password** you created. The login information is the same. New CIS users will need to register.
5. Returning users will enter **Personal Login Code** and **Password**.

## User Account Reset

If CIS passwords need to be reset, contact your [District Compass Contact](#) or email [compass@la.gov](mailto:compass@la.gov) for assistance.

### CIS Administer Screen:

The screenshot shows the 'Administer' tab in the CIS interface. It includes a 'System' dropdown set to 'HCS-Human Capital Information System' and a 'School District' dropdown set to 'Statewide Statistics'. Below these are statistics for active, de-activated, and unused accounts, along with login and registration attempt counts. A 'Selection Criteria for Account List' section contains input fields for Last Name, First, SSN, Login Code, Status, and User Group, along with dropdowns for Last Successful Login Date, Successful Login Count, and Unsuccessful Login Count. A 'Go' button is located at the bottom left of the search criteria section.

1. From CIS, select **Administer** from the **Security Tab**.
2. At the top of the table, make sure the appropriate district name appears. If you are assigned to more than one district, select the correct district for the user account needing to be reset.
3. Search for the user's account you wish to reset:
  - a. To find an account, you must type in either the **Account User's Last Name OR Social Security Number** and any other fields you know.
  - b. These fields will accept partial information (i.e., you can type "A" for last name and everyone with a last name starting with A will be displayed).

This screenshot shows the full 'Administer' screen. It includes a navigation bar with 'Template', 'Security', 'Proc Per', 'Waiver', 'Employee', 'VAM', 'Eval Cert', 'Eval Assign', 'PGP', 'SLT', 'Obsv', 'Eval', 'Report', 'To Do', and 'Links'. The 'Administer' tab is active. Below the search criteria, an 'Account List' table is displayed with the following data:

Last Name	First Name	LEA	Site	SSN	User Group	Last Login	# Logins	# Unsucc. Attempts	Status A=Active; D=De-activated	Reset
DAVISON	KATHLEEN			427319090	HCS_LDE_ADMINISTRATOR	9/30/2016 12:00:38 PM	440	32	A	Reset

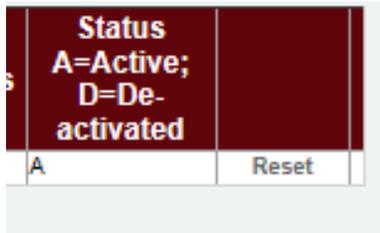
An 'Add' button is located at the bottom left of the account list section.

4. Select **Go** to generate a list of accounts that match the criteria you supplied.

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- a. If the account is active, there will be an “A” under the Status column indicating the user has registered that account.
  - b. If the account has been deactivated, there will be a “D” under the status column, and the option to reset that account on the right-hand side of the table. Simply click the **Reset** text.
5. Select **Reset** to reset the user’s account.



The image shows a screenshot of a table. The top part of the table is a dark red header with white text that reads: "Status A=Active; D=De-activated". Below this header is a single row with a white background. The first cell of this row contains the letter "A", and the second cell contains the word "Reset".

Status A=Active; D=De-activated	
A	Reset

6. Instruct the user to complete the registration process, as if for the first time.

## LEA Administrator & School Supervisors

### District Contact

The Compass Information System allows school/district supervisors and administrators to track and manage educator evaluation information. [Bulletin 130](#) provides the policy requirements for completing teacher and administrator evaluations. For information about which employees to include, refer to the [District and Charter Compass Contact List](#).

Supervisors and administrators with responsibility for employee evaluations will manage the employee rosters. At the school level, the Principal and/or their designee hold the responsibility for these actions.

### Update Employee Rosters

### Viewing Employee Rosters (Employee View List)

The employee **View List** allows supervisors and administrators a quick view of the employees they are responsible for. Supervisors and administrators use the **Employee View List** to navigate to evaluation data for individual employees.

Employee
Student Growth Data
Eval Assign
PGP
SLT
Observation
Evaluation
Report
To Do List
Links

View List
View

School Session: 2014-2015 ▼

LEA: 000 - PELICAN PARISH ▼

School: 000000 - HUMMINGBIRD ACADEMY ▼  Show only assigned employees

Last Name Filter:

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Employee Name	Job Title	Eval. Type	Evaluator	PGP	SLT	Obs.	Obs. Sup.	Obs. S.Visit	Growth Data	Final Eval	Inc. Eval.
BEAR, BARRY	Teacher	T	HORSE, HERMIONE IMPALA, ISAAC	Does not Exist	1	1	0	0	Y	N	Y
BEAR, BECCA	Teacher	T	HORSE, HERMIONE IMPALA, ISAAC		2	2	0	0	Y	N	N
COYOTE, CORKY	Teacher	T	HORSE, HERMIONE IMPALA, ISAAC		1	4	0	0	Y	N	N
DINGO, DIANNE	Teacher	T	HORSE, HERMIONE IMPALA, ISAAC		0	1	0	0	Y	N	N
HORSE, HERMIONE	Principal/AP	L	RHINO, ROBERT		2	0	0	2	Y	N	N
IMPALA, ISAAC	Principal/AP	L	HORSE, HERMIONE		2	0	0	4	Y	N	N
JAGUAR, JEFFREY	Counselor	C	HORSE, HERMIONE IMPALA, ISAAC		1	0	0	0	Y	N	N

?

Click an Employee's Name to select the Employee.

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1. After logging in to Compass Information System, select **View List** from the **Employee Tab**.
2. For Principals and School Supervisors, the LEA and School Site will be pre-selected. District-Level administrators will use the drop-down to select a site to view employees.
3. Review the list of employees displayed below.
  - a. Employee Name
  - b. Job Title
  - c. Evaluation Type
  - d. Evaluator
  - e. Professional Growth Plan (PGP)
  - f. Student Learning Target (SLT)
  - g. Observations (Obs)
  - h. Site Visits (Obs S Visit)
  - i. Growth Data
  - j. Final Evaluation
  - k. Incomplete Evaluation
4. Review your employee list. Confirm that all Compass employees are included. If any employees are missing, they will need to be added to Compass Information System to receive an evaluation.

## Adding New Employees

The screenshot shows a web form for adding new employees. At the top, there are navigation tabs: View List, View, Maintain, Rollover, and View Grievance. The form is titled 'Adding New Employees' and includes the following fields and options:

- School Session: 2014 - 2015 (Mode: Add)
- Social Security Number: [Text Input] \*
- LEA: [Dropdown Menu: State-level] \*
- Transfer From LEA: [Dropdown Menu: Select One To Indicate Transfer]
- Name: [Text Input: (First)] \* [Text Input: (Middle)] [Text Input: (Last)] \* [Text Input: (Suffix)]
- Job Title: [Dropdown Menu] \*
- District Employee Hire Date: [Text Input]
- Certified Evaluator?: [Radio Button: Yes] [Radio Button: No] \*
- Student Growth Data?: [Radio Button: Yes] [Radio Button: No] \*
- Homebase School: [Dropdown Menu: State-level] \*
- User Group: [Dropdown Menu: Select One] \*
- Reason for Incomplete Evaluation: [Dropdown Menu]
- Last Updated: [Text Input]
- By: [Text Input]
- Buttons: Update, Add, Delete, Cancel

A red note at the bottom of the form reads: "Enter Social Security Number, and if applicable, the Transfer From LEA and click 'Add'."

\*Only district and state employees may add new employees.

1. After logging in to Compass Information System, select **Maintain** from the **Employee Tab**.
2. Enter the **Social Security Number** on file with the district. This number will be used as the employee's unique identification.
3. Select your **LEA**.
4. Select **Add** to add the employee.
5. Complete the employee's profile by entering the **First, Middle, and Last Name** as it appears on district records.
6. Select the employee's **Job Title**.
7. Enter the employee's **District Employee Hire Date**.
8. Select the employee's primary school site, **Homebase School**. If the employee is at the district-level, select Lea-level.
9. Select the **User Group** that best describes this employee's responsibility.
10. Select **Add** to complete adding the employee.
11. Added employees will now appear on your Employee View List.

### Common Error Messages:

This SSN already exists – this means the employee is not “new”, but will need to be transferred to your LEA from another district.

### Deleting Employee Data

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The screenshot shows the 'Maintain' tab in the Compass Information System. The form is for adding a new employee. The 'Mode' is set to 'Add'. The 'Delete' button is circled in red.

View List | View | **Maintain** | Rollover | View Grievance

School Session: 2014 - 2015 Mode: Add

Social Security Number:  \*

LEA:  \*

Transfer From LEA:

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

Job Title:  \*

District Employee Hire Date:

Certified Evaluator?  Yes  No \*

Student Growth Data?  Yes  No \*

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'.*

\*Only district and state employees may add new employees.

1. After logging in to Compass Information System, select **Maintain** from the **Employee Tab**.
2. Enter the **Social Security Number** on file with the district. This number will be used as the employee's unique identification.
3. Select your **LEA**.
4. Select **Delete** to delete the employee.
5. Select **Update**.

## Updating Employees

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Should data change for an employee, only state and district administrators may update employee information.

1. After logging in to Compass Information System, select **View List** from the **Employee Tab**. Select the employee whose information you wish to update.
2. Select **Maintain** from the **Employee Tab**.
3. Make necessary changes to the employee's profile.
4. Select **Update** to save changes.

## Transferring Employees

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State and district administrators can transfer employees who move from one district to another. To add employees transferring from another district, you will first need to contact their previous district to have them release the employee. For further assistance, contact [compass@la.gov](mailto:compass@la.gov).

Releasing employees for transfer:

If an employee is transferring to another district, the new district may contact you to release the employee. To do so, follow these steps:

The screenshot shows the 'Maintain' tab in the Compass Information System. The interface includes a navigation bar with 'View List', 'View', 'Maintain', 'Rollover', and 'View Grievance'. The main form displays the following fields: 'School Session' (2014 - 2015), 'Social Security Number' (000554321), 'LEA' (000 - PELICAN PARISH), 'Transfer to LEA' (Select One To Indicate Transfer), and 'Name' (TEST, TEACHER). The 'Mode' is set to 'Update'.

1. After logging in to Compass Information System, select **View List** from the **Employee Tab** and select the employee you wish to transfer.
2. Select **Maintain** from the **Employee List**.
3. Use the **Transfer to LEA** drop-down to select the employee's new district.
4. Select **Update** to transfer the employee a new district.

5. The new district will need to add the employee before they leave your roster.

## Adding Employees from Other Districts

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<a href="#">View List</a>	<a href="#">View</a>	<a href="#">Maintain</a>	<a href="#">Rollover</a>	<a href="#">View Grievance</a>
School Session:	2014 - 2015	Mode: <b>Add</b>		
Social Security Number:	<input type="text"/> *			
LEA:	State-level ▾ *			
Transfer From LEA	Select One To Indicate Transfer ▾			
Name:	<input type="text"/> * <input type="text"/> * <input type="text"/> * <input type="text"/>			
	(First) (Middle) (Last) (Suffix)			

1. After logging in to Compass Information System, select **Maintain** from the **Employee Tab**.
2. Enter the **Social Security Number** on file with the district. This number will be used as the employee's unique identification.
3. Select your **LEA**.
4. Use the **Transfer from LEA** drop-down to select the employee's prior district.
5. Select **Add** to add the employee to your district.
6. Review the employee's profile. Ensure the **First, Middle, and Last Name** is correct as it appears on district records.
7. Review and/or update the employee's **Job Title** to reflect their role in your district.
8. Update the employee's **District Employee Hire Date**.
9. Use the drop-down to select the employee's primary school site, **Homebase School**. If the employee is at the district-level, select Lea-level.
10. Review the employee's **User Group** and/or update to select the group that best describes this employee's responsibility in your district.
11. Select **Add** to complete adding the employee.
12. Added employees will now appear on your Employee View List.

## Assigning Evaluations and Evaluation Types

District administrators as well as district/school supervisors may assign evaluators and evaluation types (rubrics) to employees.

The screenshot shows the 'Eval Assign' interface. At the top, there are tabs: Employee, Student Growth Data, Eval Assign (selected), PGP, SLT, Observation, Evaluation, Report, To Do List, and Links. Below these is a sub-tab 'Maintain' which is circled in red. The main form area contains the following fields:

- School Session: 2014-2015
- LEA: 000 - PELICAN PARISH
- Evaluator Level: LEA (selected) or School
- School: [Empty dropdown]
- Evaluator: [Empty dropdown]

Below a dashed line, the 'Employee Assignments' section includes:

- Employee Homebase School: [Empty dropdown]
- Employee Job Title: Select One
- Assign Evaluation Type: Select One
- Select Employee(s) To Assign Evaluator: [Empty list area]
- Check All (checkbox)
- Refresh (button)
- Submit (button)
- Cancel (button)

1. After logging in to Compass Information System, select **Maintain** from the **Eval Assign** Tab.
2. The **Current School Session** and **LEA** will be selected.
3. Select the **Evaluator Level**, the site level of the evaluator you wish to assign (LEA, School).
4. If the evaluator is at school-level, select the **School** of the evaluator you wish to assign.
5. The **Evaluator** drop-down list will display all certified evaluators at this location. Select the evaluator you wish to assign. If you do not see the evaluator listed, contact your district Compass contact.
6. Now you will identify the Employees this evaluator will evaluate. This process allows you to select groups of employees by school and job title. You may repeat this process as many times as needed to assign all applicable employees.
7. Select the **Employee Homebase School** of the employees (likely the same school as the evaluator).
8. Select **Employee Job Title** of the group of employees. You will see a list of all employees with this job title.
9. Check boxes to assign evaluator to each employee. Alternatively, you may select "**Check All**" to set the evaluator assignment for all of these employees.
10. To complete the evaluator assignment, select "**Submit.**"
11. The new evaluator will now be assigned to all employees at the assigned location.
12. Select **Eval Assign** to repeat this process and assign evaluator to additional employees. You may assign multiple evaluators to a single employee.

## Removing Assigned Evaluators

After logging in to Compass Information System, select **Maintain** from the **Eval Assign** Tab.

1. Follow the instructions above, selecting the existing evaluator.
2. Select **“Check All”** twice to clear the evaluator assignment for all of these employees (alternatively, you may unselect them one at a time).
3. Select **Submit** to complete updates to the evaluator assignment.

## Viewing Compass Data

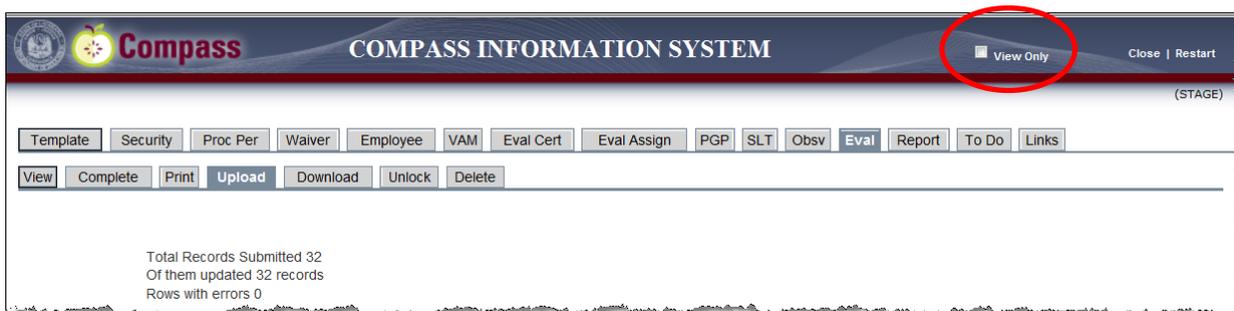
### Viewing Current Year Data for Your District’s Employees

Compass Information System allows district/school supervisors and administrators to access evaluation information (observations, SLTs, evaluations, transitional student growth data) for all employees in all schools under the administrator or supervisor’s jurisdiction.

1. Select **View List** from the **Employee Tab**.
2. You will now view the current roster of employees for your school/district.
3. Select the name of the employee you wish to view.
4. Select the tab of the data you wish to view (observation, SLT, evaluation, etc).
5. You will now view the data for the selected employee.
6. You may select a different tab to view additional data (observation, SLT, evaluation, etc).
7. To view data for a different employee, simply return to **View List** from the **Employee Tab** and select a different employee’s name.

### Viewing Prior Year Data for Your District’s Employees

Compass Information System allows district/school supervisors and administrators to access evaluation information (observations, SLTs, evaluations, transitional student growth data) for all employees in all schools under the administrator or supervisor’s jurisdiction.



1. After logging in to Compass Information System, check the **View Only** checkbox on the top right hand side of the page.
2. Select **View List** from the **Employee Tab**.
3. You will now view the current roster of employees for your school/district.
4. Select the name of the employee you wish to view.

5. Select the tab of the data you wish to view (observation, SLT, evaluation, etc).
6. Use the drop-down at the top of the screen to toggle to prior school years.
7. You will now view the prior year Compass data for the selected employee.

## Viewing Data from Prior Year for Employees No Longer in Your School District

After logging in to Compass Information System, check the **View Only** checkbox on the top right hand side of the page.

1. Select **View List** from the **Employee** Tab.
2. Use the drop-down at the top of the screen to toggle to prior school years.
3. You will now view the rosters of employees for your school/district from prior years.
4. Select the name of an employee to view their Compass data from a prior year.

## Monitor Completion of SLT Goal Setting & Observations

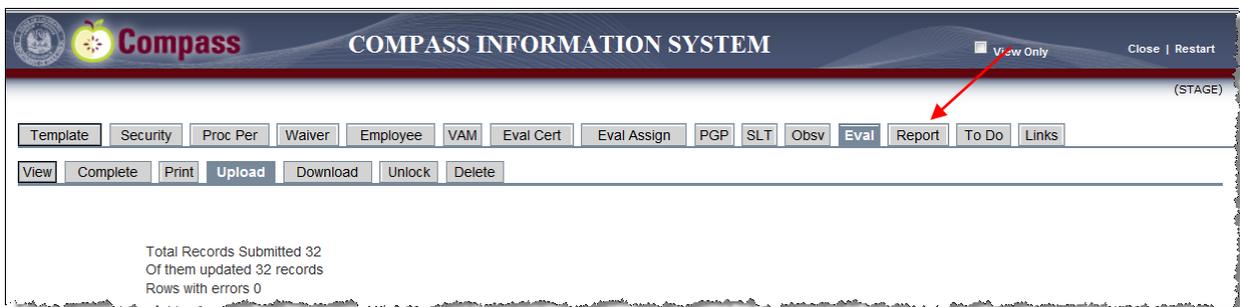
---

District LEA administrators may use the Compass Dashboards to monitor the completion of SLT goal-setting and observations in their districts and schools.

### Monitoring Completion of Observation Data

The **Export Observation Raw Data** report provides supervisors and administrators quick access to view observation data in an SLSX file including ratings.

1. After logging in to Compass Information System, select **Report** from the **Main Tab**.
2. For Principals and School Supervisors, the LEA and School Site will be pre-selected. District-Level administrators will use the drop-down to select a site to view.



### 3. Select **Export Observation Raw Data**.

The screenshot shows the Compass Information System interface. At the top, there is a navigation bar with the Compass logo and the text 'COMPASS INFORMATION SYSTEM'. Below this is a menu bar with various options: Template, Security, Proc Per, Waiver, Employee, VAM, Eval Cert, Eval Assign, PGP, SLT, Obsv, Eval, Report, To Do, Links. Below the menu bar is a sub-menu with 'Generate' and 'Define' buttons. The main content area displays a table of reports with two columns: 'Report Name' and 'Description'. The 'Export Observation Raw Data' report is circled in red. Below the table, there is a red text prompt: 'Click a Report Name to select.'

Report Name	Description
_Completion of Evaluation	New replacement for dashboard.
Compass Leader Dashboard for 2012-13	Completion metrics and evaluation outcomes.
Compass Teacher Dashboard for 2012-13	Completion metrics and evaluation outcomes.
Compass Teacher Dashboard for 2013-14	By Taina's request made by Andrey
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 Evaluation Raw Data (CSV)	CSV file of statewide evaluation data. - SECURE -
Export Grievances	Excel file of reported grievance data.
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.

### 4. Select the **School Session**.

The screenshot shows the Compass Information System interface. At the top, there is a navigation bar with the Compass logo and the text 'COMPASS INFORMATION SYSTEM'. Below this is a menu bar with various options: Template, Security, Proc Per, Waiver, Employee, VAM, Eval Cert, Eval Assign, PGP, SLT, Obsv, Eval, Report, To Do, Links. Below the menu bar is a sub-menu with 'Generate' and 'Define' buttons. The main content area displays the 'Export Observation Raw Data' form. The form has three dropdown menus: 'School Session', 'LEA', and 'School'. The 'School Session' dropdown menu is set to '2015 - 2016' and is circled in red. Below the form is a 'Submit' button.

**Export Observation Raw Data**

School Session: 2015 - 2016

LEA: 005 - Avoyelles Parish

School: 005004 - Bunkie New Tech High School

Submit

5. Select the **LEA & School**.

The screenshot shows the COMPASS INFORMATION SYSTEM interface. At the top, there is a navigation bar with the 'Compass' logo and the text 'COMPASS INFORMATION SYSTEM'. Below this is a menu bar with buttons for 'Template', 'Security', 'Proc Per', 'Waiver', 'Employee', 'VAM', 'Eval Cert', 'Eval Assign', 'PGP', 'SLT', 'Obsv', 'Eval', 'Report', 'To Do', and 'Links'. The 'Report' button is highlighted. Below the menu bar are two buttons: 'Generate' and 'Define'. The main content area is titled 'Export Observation Raw Data'. It contains three dropdown menus: 'School Session' (set to '2015 - 2016'), 'LEA' (set to '005 - Avoyelles Parish'), and 'School' (set to '005004 - Bunkie New Tech High School'). Two red arrows point to the 'LEA' and 'School' dropdown menus. At the bottom of the form is a 'Submit' button.

6. Click **Submit**.

This screenshot is identical to the one above, showing the 'Export Observation Raw Data' form. The 'LEA' dropdown is set to '005 - Avoyelles Parish' and the 'School' dropdown is set to '005004 - Bunkie New Tech High School'. In this version, the 'Submit' button at the bottom of the form is circled in red.

- Open the **Observation Raw Data** file to view the school's employee's data. The Excel icon for opening the file will appear below the browser window.

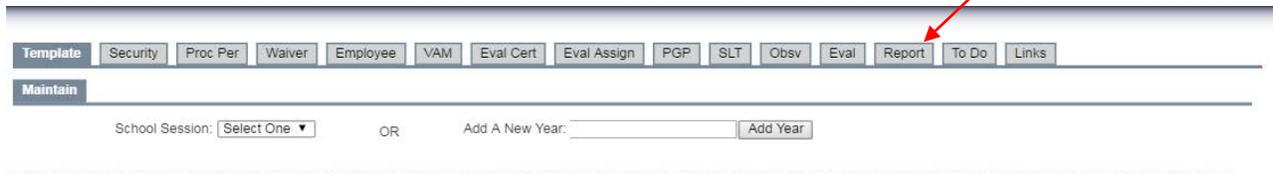
LOUISIANA DEPARTMENT OF EDUCATION  
Compass Information System  
Observation Raw Data  
School Session 2015 - 2016  
As of 6/27/2016

School Session	Sponsor Code	Sponsor Name	Site Code	Site Name	Employee Key	Last Name	First Name	Middle Name	Suffix Name
2015 - 2016	006	Beauregard Parish	006004	East Beauregard High School	200595	DEMASKEY	TANYA	M	
2015 - 2016	006	Beauregard Parish	006004	East Beauregard High School	200595	DEMASKEY	TANYA	M	
2015 - 2016	006	Beauregard Parish	006004	East Beauregard High School	201347	HOLLIE	LARRY	D	
2015 - 2016	006	Beauregard Parish	006004	East Beauregard High School	201347	HOLLIE	LARRY	D	
2015 - 2016	006	Beauregard Parish	006004	East Beauregard High School	201794	GLASER	GERALD	G	
2015 - 2016	006	Beauregard Parish	006004	East Beauregard High School	201794	GLASER	GERALD	G	
2015 - 2016	006	Beauregard Parish	006004	East Beauregard High School	201304	BRIDWN	STEPHEN		

### Monitoring Completion of Student Learning Target Data

The **Export Learning Target Raw Data** report provided supervisors and administrators quick access to view SLT data in an XLSX file with ratings.

- After logging in to Compass Information System, select **Report** from the **Main** tab.
- For principals and school supervisors, the LEA and school site will be pre-selected. District level administrators will use the drop down to select a site to view.



- Select **Export Student Learning Target Raw Data**.

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

Generate Define

Report Name	Description
	available to LDE staff.
Export Observation Summary	Observation Summary by employee
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 Evaluations 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 Achievement Results Data	(Spring 2014) Student Achievement Results Data Report
Export Student Achievement Trend Data	(Fall 2013) Student Achievement Trend Data
Export Student Learning Target Raw Data	XLSX file of raw SLT data.
<b>Export Student Learning Target Raw Data (CSV)</b>	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 Usage Report	XLSX report of Screen and Report Usage
Export Users By User Group	XLSX file of users for a selected User Group.

*Click a Report Name to select.*

#### 4. Select the LEA.

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

Generate Define

**Export Student Learning Target Raw Data**

School Session: 2015 - 2016

LEA:

School:

Submit

*Enter or verify LEA and School and click 'Submit'. Please **click only once**. It may take several minutes to generate the report. Thanks for your patience.*

#### 5. Select the School.

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

Generate Define

**Export Student Learning Target Raw Data**

School Session: 2015 - 2016

LEA:

School:

Submit

*Enter or verify LEA and School and click 'Submit'. Please **click only once**. It may take several minutes to generate the report. Thanks for your patience.*

## 6. Click **Select**.

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

Generate Define

**Export Student Learning Target Raw Data**

School Session: 2015 - 2016

LEA:

School:

Submit

*Enter or verify LEA and School and click 'Submit'. Please **click only once**. It may take several minutes to generate the report. Thanks for your patience.*

7. Open the **Student Learning Target Raw Data** file to view the school's employee's data. The Excel icon for opening the file will appear below the browser window.

School Session	Sponsor Code	Sponsor Name	Site Code	Site Name	User Group	Employee Key	Last Name	First Name
2015 - 2016	006	Beauregard Parish	006004	East Beauregard High School	07 - HCS_EMPLOYEE	200595	DEMASKEY	TANYA
2015 - 2016	006	Beauregard Parish	006004	East Beauregard High School	07 - HCS_EMPLOYEE	200595	DEMASKEY	TANYA
2015 - 2016	006	Beauregard Parish	006004	East Beauregard High School	04 - HCS_SUPERVISOR	201347	HOLLIE	LARRY
2015 - 2016	006	Beauregard Parish	006004	East Beauregard High School	04 - HCS_SUPERVISOR	201347	HOLLIE	LARRY
2015 - 2016	006	Beauregard Parish	006004	East Beauregard High School	07 - HCS_EMPLOYEE	201794	GLASER	GERALD
2015 - 2016	006	Beauregard Parish	006004	East Beauregard High School	07 - HCS_EMPLOYEE	201794	GLASER	GERALD
2015 - 2016	006	Beauregard Parish	006004	East Beauregard High School	07 - HCS_EMPLOYEE	203004	BROWN	STEPHEN
2015 - 2016	006	Beauregard Parish	006004	East Beauregard High School	07 - HCS_EMPLOYEE	203004	BROWN	STEPHEN

## Monitoring Completion of Final Evaluations

The report labeled **\_Completion of Evaluation** provides supervisors and administrators quick access to view completion progress for end of year evaluations.

1. After logging in to Compass Information System, select **Report** from the **Main** tab.
2. For principals and school supervisors, the LEA and school site will be pre-selected. District level administrators will use the drop down to select a site to view.
3. Select **\_Completion of Evaluation**.

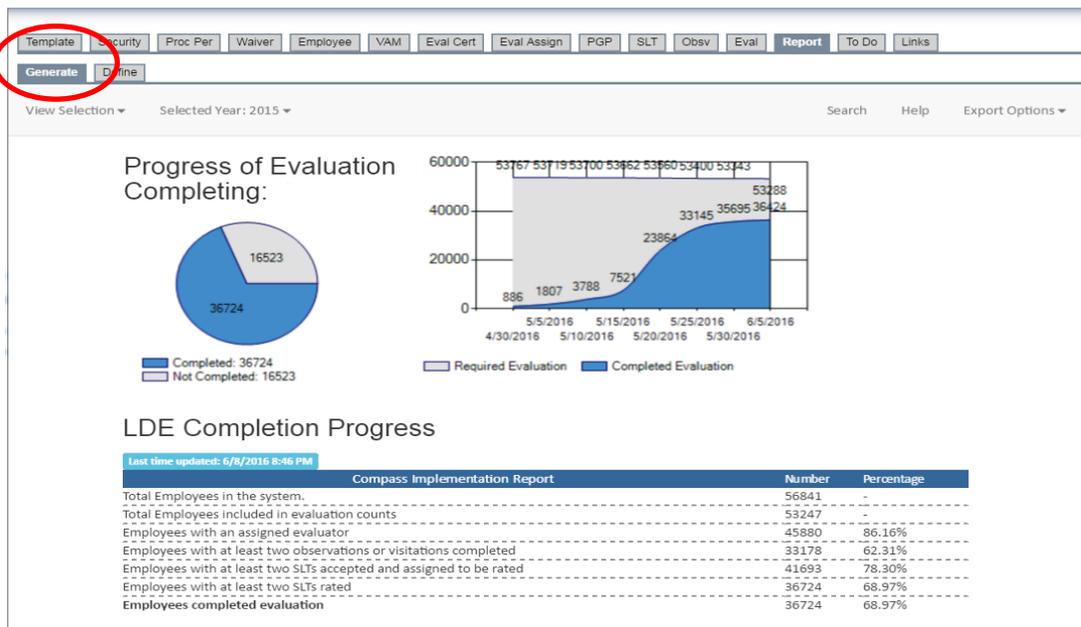


Report Name	Description
<b>Completion of Evaluation</b>	New replacement for dashboard.
Compass Leader Dashboard for 2012-13	Completion metrics and evaluation outcomes.
Compass Teacher Dashboard for 2012-13	Completion metrics and evaluation outcomes.
Compass Teacher Dashboard for 2013-14	By Taina's request made by Andrey
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 Evaluation Raw Data (CSV)	CSV file of statewide evaluation data. - SECURE -
Export Grievances	Excel file of reported grievance data.
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.

*Click a Report Name to select.*

4. Only state level employees will view the **LDE Completion Progress**. Select **View Selection** to view Completion Progress by district.
5. Select **Generate** from the main tab.

# Louisiana Believes



6. Select **District** to view the Completion Progress by schools within the districts.

**District's Employees Completion Progress**  
Last time updated: 6/8/2016 8:46 PM

LEA (#) District Name	Total Employees	Required Evaluation	Assigned Evaluator	2 Observations Completed	2 SLTs Accepted	2 SLTs Rated	Evaluation Completed
	726	711	704 (99.0%)	551 (77.5%)	636 (89.5%)	533 (75.0%)	475 (66.8%)
	409	382	381 (99.7%)	370 (96.9%)	376 (98.4%)	317 (83.0%)	314 (82.2%)
	1724	1647	1,622 (98.5%)	51 (3.1%)	1,506 (91.4%)	1,409 (85.5%)	1,237 (75.1%)
	310	263	261 (99.2%)	226 (85.9%)	253 (96.2%)	217 (82.5%)	217 (82.5%)
	393	375	374 (99.7%)	306 (81.6%)	334 (89.1%)	283 (75.5%)	281 (74.9%)
	503	462	459 (99.4%)	459 (99.4%)	461 (99.8%)	434 (93.9%)	437 (94.6%)
	218	205	198 (96.6%)	153 (74.6%)	183 (89.3%)	80 (39.0%)	58 (28.3%)
	1637	1623	1,618 (99.7%)	1,580 (97.4%)	1,597 (98.4%)	1,513 (93.2%)	1,521 (93.7%)
	3319	2964	2,800 (94.5%)	2,550 (86.0%)	2,736 (92.3%)	2,475 (83.5%)	2,520 (85.0%)
	2818	2657	2,552 (96.0%)	1,239 (46.6%)	2,488 (93.6%)	2,352 (88.5%)	2,387 (89.8%)
	150	147	144 (99.0%)	117 (79.0%)	100 (68.0%)	77	52 (35.0%)

7. Select the **School Name** under the **Site** column to view Completion Progress by Supervisor, Evaluator and Employee within the schools.

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

Generate Define

View Selection Selected Year: 2015 Search Help Export Options

LEA: Parish

Last time updated: 6/8/2016 8:46 PM

Site	Evaluators	Total Employees	Required Evaluation	Assigned Evaluator	2 Observations Completed	2 SLTs Accepted	2 SLTs Rated	Evaluation Completed
(#) LEA	0	9	0	✓	✓	✓	✓	✓
(#) School Name	3	26	26	✓	18 (69.2%)	20 (76.9%)	12 (46.2%)	12 (46.2%)
	2	21	21	✓	19 (90.5%)	20 (95.2%)	17 (81.0%)	18 (85.7%)
	2	14	14	13 (92.9%)	11 (78.6%)	12 (85.7%)	11 (78.6%)	11 (78.6%)
	3	44	44	✓	36 (81.8%)	42 (95.5%)	35 (79.5%)	35 (79.5%)
	2	37	37	✓	36 (97.3%)	36 (97.3%)	34 (91.9%)	34 (91.9%)
	4	20	19	✓	13 (68.4%)	16 (84.2%)	8 (42.1%)	0 (0.0%)
	2	50	50	✓	45 (90.0%)	47 (94.0%)	47 (94.0%)	0 (0.0%)
	3	39	39	38 (97.4%)	28 (71.8%)	35 (89.7%)	29 (74.4%)	28 (71.8%)
	2	21	21	✓	18 (85.7%)	✓	19	18 (85.7%)

8. View the Evaluation Completion progress by **Supervisor, Evaluator** and **Employee Type**.

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

Generate Define

View Selection Selected Year: 2015 Search Help Export Options

Site: (#) School Name

Sponsor: (#) Parish

School Session Year: 2015

Site Evaluators.

Real time data.

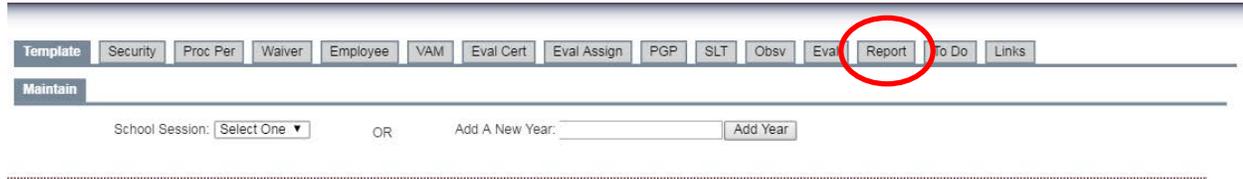
Evaluator Name	Role	Assigned Employees	Employees 2 Observations Completed	Employees 2 SLTs Accepted	Employees 2 SLTs Rated	Evaluations Completed
Last Name, First Name	SUPERVISOR	26	17	19	11	11
	EVALUATOR	22	18	18	12	12
	SUPERVISOR	1 (out of 12)	0	✓	0	0

Employee Evaluation Progress.

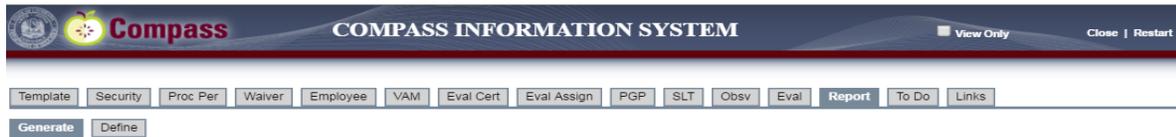
Employee Name	Evaluation Type Job Title Cd	Evaluator(s)	Completed Observations	Accepted SLTs	Rated SLTs	Evaluation Completed
T-01			✓	✓	✓	3.27
T-01			✓	✓	0 of 2	No
L-04			0 of 2	✓	0 of 2	No
T-01			✓	✓	✓	3.49

## Downloading Evaluation Completion Reports

The **Export Evaluation Raw Data** report allows access to an XLSX file of the raw employee evaluation data which provides more opportunity to determine completion rates by employee type.



1. After logging in to Compass Information System, select **Report** from the **Main** tab.
2. For principals and school supervisors, the LEA and school site will be pre-selected. District level administrators will use the drop down to select a site to view.
3. Select **Export Evaluation Raw Data**.



Report Name	Description
_Completion of Evaluation	New replacement for dashboard.
Compass Leader Dashboard for 2012-13	Completion metrics and evaluation outcomes.
Compass Teacher Dashboard for 2012-13	Completion metrics and evaluation outcomes.
Compass Teacher Dashboard for 2013-14	By Taina's request made by Andrey
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 Raw Data	XLSX file of employee data.
<b>Export Evaluation Raw Data</b>	XLSX file of the raw evaluation data. - SECURE -
Export Evaluation Raw Data (CSV)	CSV file of statewide evaluation data. - SECURE -
Export Grievances	Excel file of reported grievance data.
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.

*Click a Report Name to select.*

4. Select the **School Session**.

5. Select the **LEA**.

**Export Evaluation Raw Data - SECURE -**

School Session: 2015 - 2016

LEA:  

School:

Include SSNs?  Include SSNs?

6. Select the **School**. If you choose to include employee social security numbers, select **Include SSNs**. This is not necessary to download the report.

**Export Evaluation Raw Data - SECURE -**

School Session: 2015 - 2016

LEA:

School:  

Include SSNs?  Include SSNs?

7. Click **Submit**.

 **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

Generate Define

**Export Evaluation Raw Data - SECURE -**

School Session: 2015 - 2016

LEA:

School:

Include SSNs?  Include SSNs?

This report contains personally-identifiable teacher information or information that, when combined with other reports and/or information, might reveal personally-identifiable teacher information. Personally identifiable teacher information must be kept confidential pursuant to La. R.S. 17:3884. Information in this report cannot be disclosed to any other person, except: (1) the evaluated school employee or his or her designated representative, (2) authorized school system officers and employees for all personnel matters as specified in La. R.S. 17:3884, and (3) as otherwise specified in La. R.S. 17:3884.

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*Enter or verify LEA and School and click 'Submit'. Please **click only once**. It may take several minutes to generate the report. Thanks for your patience.*



## Review Transitional Student Growth Data

Transitional Student Growth data results will be available in CIS.

Educators (teachers of tested grades and subjects) may review rosters of students included in/excluded from calculations, subject area percentiles and overall composite percentile.

**NOTE:** For the 2016-2017 school year, composite percentiles will not be available for use in final evaluations. Subject area percentiles will be viewable to employees, evaluators and supervisors once available. Click [here](#) for a schedule of availability of 2016-2017 transitional student growth data reports.

**Transitional Student Growth Data**

Transitional Student Growth Data Composite Percentile  
TBD

Transitional Student Growth Data (by subject):

Subject Area	Subject Area Percentile	Report
English	89	Report

To learn more about your transitional student growth data rating and prepare for the year ahead, use the following resources in the Teacher Toolbox:  
Whom should I contact with questions?  
Click here for frequently asked questions about student growth data

- Teachers with data will see their overall composite percentile and individual subject-area percentiles on their evaluation screen.
- Teachers can click the 'Report' button next to each subject to see results by student.
- If an invalidation request was submitted, the status will be displayed here.

1. After logging in to CIS, select **View** from the **Student Growth Data** Tab.
2. You will see the available results:
  - a. **Composite Percentile** - The composite percentile is the average of the content area percentiles, weighted by the number of students in each content area, as compared to all other teachers with transitional student growth data. For example, a composite percentile of 78 indicates a performance at or above 78% of other teachers. For teachers teaching only a single subject area, the composite percentile equals the subject percentile.
  - b. **Subject Area Percentile** - The subject area percentile is the subject area score, as compared to all other composite scores in that subject area. For example, a percentile of 65 is a subject area score that is higher than 65% of other teachers.
  - c. **Report** – The report is an excel file detailing the subject area percentile calculations for each subject area, including the students and individual student scores that made up the subject area calculations.

### Transitional Student Growth Data

Transitional Student Growth Data Composite Percentile  
**TBD**

Transitional Student Growth Data (by subject):

Subject Area	Subject Area Percentile	Report
English	89	Report

- Teachers with data will see their overall composite percentile and individual subject-area percentiles on their evaluation screen.
- Teachers can click the 'Report' button next to each subject to see results by student.
- If an invalidation request was submitted, the status will be displayed here.

To learn more about your transitional student growth data rating and prepare for the year ahead, use the following resources in the Teacher Toolbox:  
 Whom should I contact with questions?  
 Click here for frequently asked questions about student growth data

## Request Invalidation of Transitional Student Growth Data

Under extenuating circumstances ([Bulletin 130, Section §325](#)), teachers and district administrators may request an invalidation of their transitional student growth data results. Requests for invalidation will be submitted in Compass Information System (CIS). Qualifying circumstances are defined in CIS. If the request is approved, results will be nullified.

Security
Employee
Student Growth Data
Eval Assign
PGP
SLT
Observation
Evaluation
Report
To Do List
Links

View List
View
Maintain
Request Score Invalidation
Report Grievance

School Session:  
 LEA:  
 School:

Invalidation requests are only to be submitted for teachers who have 1) missed 60 or more days of instruction or 2) missed fewer than 60 days, but experienced extenuating circumstances that caused an equivalent impact on student learning. Please provide a detailed description of the extenuating circumstances experienced, the length of time absent from the classroom, and evidence to support why this circumstance limited the teacher's ability to impact student achievement.

Score Invalidation Reason:  \*

Number of days missed:  \*

Course Term:  \*

Comments:

Submitted By: Not submitted.

Select One  
 Teacher had 60+ approved absences  
 Teacher had < 60 approved absences

Select One  
 Fall Term  
 Spring Term  
 Full-Year

1. After logging in to CIS, select **Request Score Invalidation** from the **Employee** Tab.
2. Select **Score Invalidation Reason**.
3. Enter **Number of Days Missed**.
4. Select the **Course Term**.
5. Enter **s** describing the extenuating circumstance.
6. Select **Submit Invalidation Reason** to complete request for review.

## Unlocking Evaluation Data

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If a correction is required after the evaluation has been submitted, administrators may unlock submitted evaluations to allow evaluators to make corrections.

1. After logging in to CIS, select the employee you wish to complete the evaluation for from the **View Employee** list on the **Employee Tab**.
2. Select **Unlock** from the **Evaluations Tab**.
3. Select **Unlock** to unlock the evaluation. You will be prompted to select **Unlock** once more to confirm your choice.

## Deleting Evaluations

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Administrators may delete evaluations that have been started. Deleting an evaluation irrevocably clears the employee's current observations and evaluator assignments. The SLTs and PGP may be retained if desired.

1. After logging in to CIS, select the employee you wish to complete the evaluation for from the **View Employee** list on the **Employee Tab**.
2. Select **Delete** from the **Evaluation Tab**.
3. Select **Yes/No** to indicate whether you want the submitted SLTs deleted.
4. Select **Yes/No** to indicate whether you want the submitted PGPs deleted.
5. Select **Delete Evaluation** to delete the evaluation. You will be prompted to select **Delete** once more to confirm your choice.

## Recording & Viewing Grievances

District LEA administrators may use Compass Information System to report grievances filed by employees regarding the prior year's Compass evaluation.

The screenshot shows the 'Compass Information System' interface. At the top, there is a navigation bar with tabs for 'Employee', 'Student Growth Data', 'Professional Growth Plan', 'Student Learning Target', 'Observation', 'Evaluation', 'Report', 'To Do List', and 'Links'. The 'Employee' tab is selected. Below the navigation bar, there are buttons for 'View List', 'View', and 'Report Grievance'. The 'Report Grievance' button is active. The main content area displays a form for reporting a grievance. It includes fields for 'School Session', 'LEA', 'School', 'Employee', and 'Grievance'. The 'Grievance' field is currently set to 'None exist'. There is a 'Refresh' button and an 'Add' button. Below this, there is a section for 'Administrator reporting grievance: LDE ADMIN1'. A message states: 'This is to report that the employee filed a grievance, change or invalidation request relating to all or part of their prior year evaluation.' There are fields for 'Date Grievance was filed:', 'Grievance:', and 'Grievance Status:'. The 'Grievance Status' field is set to 'Select one'. At the bottom, there is an 'Attach a document:' section with a 'Browse...' button and a 'Document Name:' field. The bottom of the form has 'Save', 'Submit', and 'Delete' buttons.

1. After logging in to Compass Information System, select **View Only** checkbox to view evaluations submitted for prior year.
2. Select **View List** from the **Employee Tab**.
3. Use the drop-down at the top of the screen to toggle to prior school years.
4. You will now view the prior year roster of employees for your school/district.
5. Select the name of the employee for whom you wish to submit a grievance.
6. Select **Report Grievance** from the **Employee Tab**.
7. Select **Add** to generate a new grievance form.
8. Complete the required fields of the grievance to describe the circumstances of the filed grievance:
  - a. **Date Grievance Was Filed** – the date the grievance was filed in your district
  - b. **Grievance Detail** – the details/description of the nature of the grievance
  - c. **Grievance Status** – whether the grievance was/was not approved. Please note ALL “approved” grievances will result in prior year evaluation data being nullified in CIS. If you wish to keep the prior year evaluation data, you may record the grievance as “pending” or “denied” and include an explanation under the Grievance Detail field.
  - d. **Attach a Document** (optional) – documents related to the grievance may be attached
9. Select **Submit** to submit the grievance.



## Evaluators

### Viewing & Print Compass Data

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Throughout the year, evaluators may use Compass Information System (CIS) to collect observation data and report student outcomes associated with their SLTs. Final evaluation data for all applicable employees (teachers and administrators as defined in Bulletin 130) must be submitted to Compass Information System (CIS).

#### Viewing Data from Prior Years

Compass Information System allows employees, supervisors, and administrators to access evaluation information (observations, SLTs, evaluations, transitional student growth data) for both the current year and years prior (even after transferring between districts). Evaluators seeking to view prior year data for employees who are new to their school or district will use this process.

***Evaluators/Supervisors viewing data for current educators (teachers, school leaders, librarians, and counselors) in their school/district:***



1. After logging in to CIS, check the **View Only checkbox** on the top right hand side of the page.
2. Select the tab of the data you wish to view (observation, SLT, evaluation, etc.).
3. Use the drop-down at the top of the screen to toggle to prior school years.
4. You will now be able to view/print your Compass data from prior school years.

***Evaluators/Supervisors viewing data for educators (teachers, school leaders, librarians, and counselors) no longer in their school/district:***

1. After logging in to Compass Information System, check the **View Only checkbox** on the top right hand side of the page.
2. Select **View List** from the **Employee Tab**.
3. Use the drop-down at the top of the screen to toggle to prior school years.
4. You will now view the rosters of employees for your school/district from prior years.
5. Select the name of an employee to view their Compass data from a prior year.

***Evaluators/Supervisors viewing prior year data currently in their school/district:***

1. After logging in to Compass Information System, check the **View Only checkbox** on the top right hand side of the page.
2. Select **View List** from the **Employee Tab**.
3. You will now view the current roster of employees for your school/district.
4. Select the name of the employee you wish to view.
5. Select the name of an employee to view their Compass data from a prior year. Use the drop-down at the top of the screen to toggle to prior school years.

6. You will now view the prior year Compass data for the selected employee.

## Viewing Data for Current Employees You are Assigned to Evaluate

Compass Information System allows evaluators to access evaluation information (observations, SLTs, evaluations, transitional student growth data) for all employees to which the evaluator is assigned.

Employee View List interface showing filters for School Session (2014-2015), LEA (000 - PELICAN PARISH), School (000000 - HUMMINGBIRD ACADEMY), and Last Name Filter. A checkbox labeled "Show only assigned employees" is checked and circled in red.

1. Select **View List** from the **Employee Tab**. You will now view the current roster of employees for your school/district.
2. Check **Show only assigned employees** to view the employees to which you are the assigned evaluator.
3. Select the name of the employee you wish to view.
4. Select the tab of the data you wish to view (observation, SLT, evaluation, etc).
5. You will now view the data for the selected employee.
6. You may select a different tab to view additional data (observation, SLT, evaluation, etc).
7. To view data for a different employee, simply return to View List from the Employee Tab and select a different employee's name.

## Viewing Employee Rosters (Employee View List)

The employee view list allows supervisors and administrators a quick view of the employees they are responsible for. Supervisors and administrators use the Employee View List to navigate to evaluation data for individual employees.

Employee
Student Growth Data
Eval Assign
PGP
SLT
Observation
Evaluation
Report
To Do List
Links

View List
View

School Session: 2014-2015

LEA: 000 - PELICAN PARISH

School: 000000 - HUMMINGBIRD ACADEMY  Show only assigned employees

Last Name Filter:  Go

Employee Name	Job Title	Eval. Type	Evaluator	PGP	SLT	Obs.	Obs. Sup.	Obs. S.Visit	Growth Data	Final Eval	Inc. Eval.
BEAR, BARRY	Teacher	T	HORSE, HERMIONE IMPALA, ISAAC	Does not Exist	1	1	0	0	Y	N	Y
BEAR, BECCA	Teacher	T	HORSE, HERMIONE IMPALA, ISAAC		2	2	0	0	Y	N	N
COYOTE, CORKY	Teacher	T	HORSE, HERMIONE IMPALA, ISAAC		1	4	0	0	Y	N	N
DINGO, DIANNE	Teacher	T	HORSE, HERMIONE IMPALA, ISAAC		0	1	0	0	Y	N	N
HORSE, HERMIONE	Principal/AP	L	RHINO, ROBERT		2	0	0	2	Y	N	N
IMPALA, ISAAC	Principal/AP	L	HORSE, HERMIONE		2	0	0	4	Y	N	N
JAGUAR, JEFFREY	Counselor	C	HORSE, HERMIONE IMPALA, ISAAC		1	0	0	0	Y	N	N

?

Click an Employee's Name to select the Employee.

1. After logging in to Compass Information System, select **View List** from the **Employee Tab**.
2. For Principals and School Supervisors, the LEA and School Site will be pre-selected. District-Level administrators will use the drop-down to select a site to view employees.
3. Review the list of employees displayed below:
  - a. Employee Name
  - b. Job Title
  - c. Evaluation Type
  - d. Evaluator
  - e. Professional Growth Plan (PGP)
  - f. Student Learning Target (SLT)
  - g. Observations (Obs)
  - h. Site Visits (Obs S Visit)
  - i. Growth Data
  - j. Final Evaluation
  - k. Incomplete Evaluation
4. Review your employee list. Confirm that all Compass employees are included. If any employees are missing, they will need to be added to Compass Information System to receive an evaluation.

### Viewing Student Learning Targets

Educators (teachers, school leaders, librarians, and counselors), evaluators, supervisors, and administrators may view submitted student learning targets at any stage; however, no edits can be made from the **View** screen.

## Printing Student Learning Targets

Educators (teachers, school leaders, librarians, and counselors), evaluators, supervisors, and administrators may print submitted student learning targets at any stage. After logging in to Compass Information System, select **Print** from the **SLT Tab**.

1. Select **Generate Report** to download a pdf summary of all submitted student learning targets.
2. You may print the student learning target report or rename the file to save it to your local computer.

## Viewing Student Learning Targets

Educators (teachers, school leaders, librarians and counselors), evaluators, supervisors, and administrators may view submitted student learning targets at any stage; however, no edits can be made from the **View** Screen.

## Review and Accept SLTs

The evaluator review of student learning targets is an essential part of the dialogue between educators setting SLTs (teachers, school leaders, librarians, and counselors) and their evaluators.

View Set **Accept** Report Results On Rate Print Unlock

School Session: 2014 - 2015 Mode: Add

LEA:

School:

Employee:

Student Learning Target: [Dropdown]

---

Student Learning Target: [Text Area]

Rationale For SLT: [Text Area]

Baseline Data: [Text Area]

Is the SLT and corresponding scoring categories acceptable based on these three criteria?

1 - Priority of SLT Content:  Yes  No \*

2 - Rigor of Target:  Yes  No \*

3 - Quality of Evidence:  Yes  No \*

Evaluator Acceptance Comments: [Text Area]

Allow SLT to be Rated?  Yes  No \*

1. After logging in to Compass Information System, select the employee you wish to complete the evaluation for from the **View Employee** list on the **Employee Tab**.
2. Select **Accept** from the **SLT Tab**.
3. Use the drop-down to select a **Submitted Student Learning Target** to review.
4. You will now see the details of the student learning target submitted by the educator.
5. Review the educator's student learning target, rationale for student learning target, baseline data, and scoring categories.
6. Check **Yes** or **No** to confirm whether the student learning target is acceptable, based on the three criteria:
  - a. **Priority of Content**

# Louisiana Believes

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- b. **Rigor of Target**
  - c. **Quality of Evidence**
  - d. If the answer to each of these three questions is “Yes”, the student learning target will be accepted.
  - e. If the answer to any of these three questions is “No”, the student learning target will be rejected. If rejected, work with the educator to revise and resubmit the student learning target and complete the review once more.
- 7. Enter **Evaluator Acceptance Comments** to the educator about their SLT.
  - 8. Determine whether this student learning target should be included in the evaluation by entering **Yes** or **No**.
  - 9. Select **Submit** to submit your review to the educator.

## **Conduct Observations**

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### **Observation Process for Educator/Evaluator**

Compass Information System is available for use in tracking the professional practice component of educator evaluations. This includes evidence collected during observations and the resulting feedback conversation.

### **Observation Types: Classroom Observations, Site Visits & Walkthroughs**

There are various ways to collect evidence. CIS supports these forms:

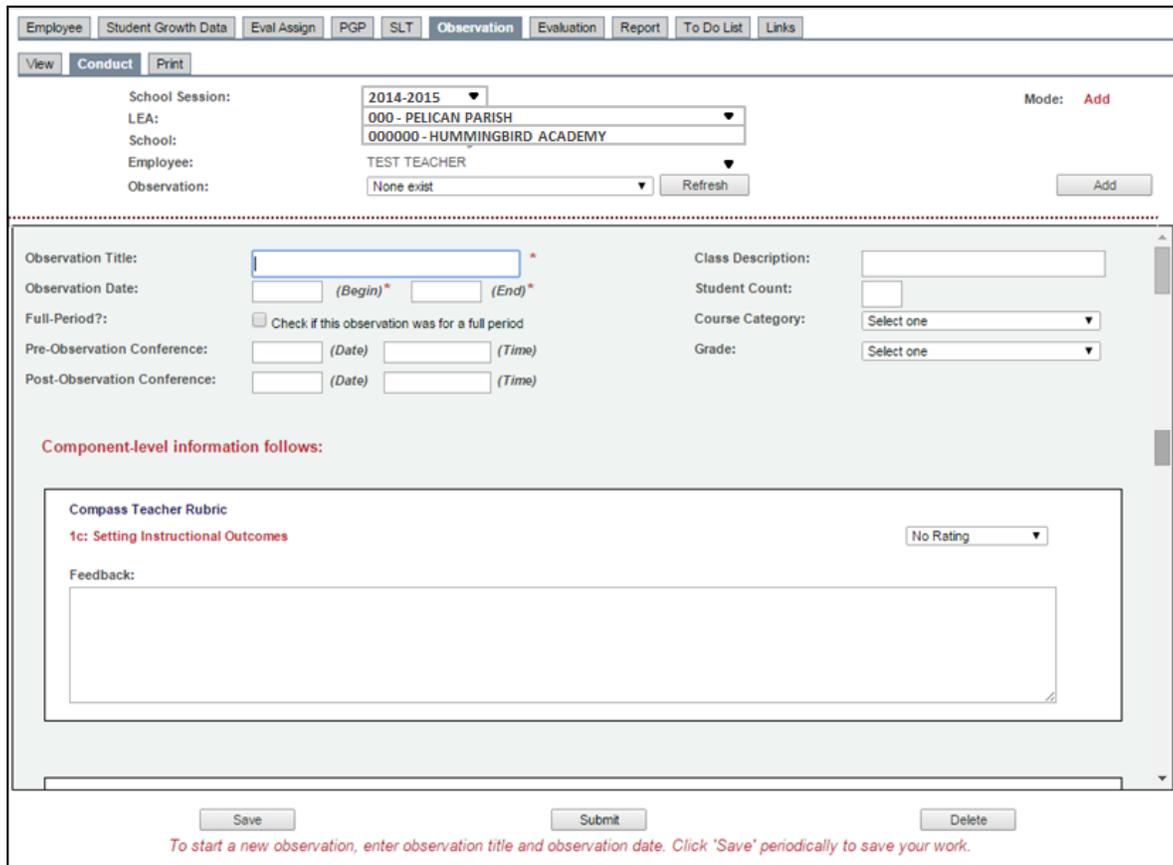
- Classroom observations are visits to teachers' classrooms in which the evaluator observes professional practice for either a full-period or a shorter time span.
- Site Visits are visits to an instructional site/school, which describe an observation of a principal's professional practice, which will likely take place outside of a classroom.

### **Observation Rubrics**

Compass Information System stores the three most common rubrics used by schools/districts in Louisiana to evaluate professional practice of educators: Compass Teacher Rubric, Compass Leader Rubric, and Compass Counselor Rubric.

### **Conducting Observations**

Information related to observation minimum requirements is available [here](#). The following steps support the use of CIS in collecting information related to such observations.



1. After logging in to Compass Information System, select the employee you wish to complete the evaluation for from the **View Employee** list on the **Employee Tab**.
2. Select **Conduct** from the **Observation Tab**.
3. Select **Add** to generate a new observation form.
4. Complete the required fields of the observation to describe the circumstances of your visit. Please note, you will need to complete at minimum the required fields in order to save the observation.
  - a. **Observation Title** – the title of the observation
  - b. **Observation Begin/End Date** – the begin/end date of the observation-If the observation took place on a single day please enter the same date for begin/end.
  - c. **Full Period** – checkbox to indicate whether the observation was a full period
5. Complete the optional fields of the observation to describe the circumstances of your visit.
  - a. **Pre-Observation Conference Date/Time** – date and time of the pre-observation conference (if applicable)
  - b. **Post-Observation Conference Date/Time** – date and time of the post-observation conference (if applicable)
  - c. **Class Description** – further description of the class
  - d. **Student Count** – number of students observed
  - e. **Course Category** – subject of the lesson observed

- f. **Grade** – grade level of the lesson observed
6. If you are using a Compass Rubric, enter the component-level information (if applicable).
  - a. **Component Level Feedback** – content-specific feedback to the educator based on the component observed
  - b. **Component Level Rating** – a rating of ineffective-highly effective to measure the educator’s performance by component
7. Enter the observation-level information:
  - a. **Observation Notes** – any general notes to the educator about the observation
  - b. **Areas of Strength** – areas where the educator excelled in their observation
  - c. **Areas for Improvement** – areas where the educator should focus on improvement
  - d. **Next Steps** – specific and actionable next steps for the educator/evaluator to undertake before the next observation
8. Determine a method of **Scoring** the observation:
  - a. **Average components’ ratings** – if individual components were scored, you may score the observation by taking a straight average of the rated components; components scored No Rating will not be included in average.
  - b. **Assign overall observation rating** – to enter a rating that is not an average of the scored components, select assign overall observation rating; this will allow a weighted average or a holistic rating of the observation.
  - c. **Not scored** – to save the observation without assigning a rating, simply select this option; this option is particularly applicable for walkthroughs.
9. Select **Save** to save your changes. You will be prompted, via red text, to complete any required fields that were left blank. Please complete all required fields before attempting to save your observation.
10. When all changes are complete, select **Submit** to submit your observation for the educator to view.

## Conducting Saved Observations

1. After logging in to Compass Information System, select the employee you wish to complete the evaluation for from the **View Employee** list on the **Employee Tab**.
2. Select **Conduct** from the **Observation Tab**.
3. Use the drop-down to select an **Existing Observation** to update.
4. You may now edit your existing observation.

## Educators: Teachers, School Leaders, Librarians & Counselors

### Viewing Observations

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Educators (teachers, school leaders, librarians, and counselors), evaluators, supervisors, and administrators may view submitted observations; however, no edits can be made from the View screen. Only assigned evaluators may edit SLTs.

1. After logging in to Compass Information System, select the employee you wish to complete the evaluation for from the **View Employee** list on the **Employee Tab**.
2. Select **View** from the **Observation Tab**.
3. Use the drop-down to select a **Submitted Observation** to view.
4. You will now see the details of the observant

## Printing Observations

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Educators (teachers, school leaders, librarians, and counselors), evaluators, supervisors, and administrators may print a summary of submitted observations.

1. After logging in to Compass Information System, select the employee you wish to complete the evaluation for from the **View Employee** list on the **Employee Tab**.
2. Select **Print** from the **Observations Tab**.
3. Select **Generate Report** to download a pdf summary of all submitted observations.
4. You may print the observation report or rename the file to save it to your local computer.

## Deleting Observations

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1. After logging in to Compass Information System, select the employee you wish to delete the observation for from the **View Employee** list on the **Employee Tab**.
2. Select **Conduct** from the **Observation Tab**.
3. Use the drop-down to select an **Existing Observation** to update.
4. Select **Delete** at the bottom of the screen to delete the submitted observation.

## Review Transitional Student Growth Data

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### Access and Review Transitional Student Growth Data from school year 2016-2017

If transitional student growth data is available for the educator, it will be displayed for the evaluator to review and use when completing the evaluation.

If the teacher has submitted a request to have their transitional student growth score invalidated, the evaluator will see a note here.

**REVIEW TRANSITIONAL STUDENT GROWTH DATA (if available):**

Transitional Student Growth Data Composite Percentile
TBD

The invalidation request submitted for this teacher's transitional student growth data does not meet criteria.

Evaluators may take transitional student growth data into account when assigning the Student Growth score, but there is no requirement to do so. To review transitional student growth data in detail, go to Transitional Student Growth Data tab.

Transitional Student Growth Data (by subject):	
Subject Area	Composite Percentile
English	90
Reading	98

- The evaluator will see a composite percentile and individual percentiles for each subject area.
- If an invalidation request was submitted, the status will be reflected here.
- If the teacher has no results, the screen will indicate that no data are available.

## Complete Final Evaluations

### Rate SLTs

After reviewing the student results reported by the employee, the evaluator will rate each SLT that has been accepted and assigned to be rated.

Employee: TEST TEACHER

Student Learning Target: 1 - 80% of my students will achieve a score of 80% or higher

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SLT Rating Score: 3 - Full Attainment of Target \*

Evaluator Comments: Strong achievement with students \*

Scoring Categories:			
<b>Insufficient Attainment of Target (1 point)</b> Demonstrated an insufficient impact on student learning by falling far short of the target.	<b>Partial Attainment of Target (2 points)</b> Demonstrated some impact on student learning, but did not meet the target.	<b>Full Attainment of Target (3 points)</b> Demonstrated a considerable impact on student learning by meeting the target.	<b>Exceptional Attainment of Target (4 points)</b> Demonstrated an outstanding impact on student learning by surpassing the target by a meaningful margin.
<b>Achievement Range:</b> 0 - 67% of my students score 80% or higher	<b>Achievement Range:</b> 68% - 79% of my students score 80% or higher.	<b>Achievement Range:</b> 80% (20) of my students score 80% or higher.	<b>Achievement Range:</b> >80% (21 or more) of my students score 80% or higher.

?
Submit
Cancel

Select SLT Rating Score, enter evaluator comments and click 'Submit' or click 'Cancel' to start over.

1. After logging in to CIS, select the employee you wish to complete the evaluation for from the **View Employee** list on the **Employee Tab**.
2. Select **Rate** from the **SLT Tab**.
3. Select **SLT Rating Score** and enter **Evaluator Comments**.
4. Select **Submit** to submit the rating for the employee's SLT.

## Access and Review Professional Practice Data

1. After logging in to **CIS**, select the employee you wish to complete the evaluation for from the **View Employee** list on the **Employee** Tab.
2. Select **Complete from the Evaluation** Tab.

**PROFESSIONAL PRACTICE**

**SELECT OBSERVATIONS:**

#	Observation Title	Observer	Observation Begin Date	1c	2c	3b	3c	3d	Score	Include in final evaluation?
1	Observation #1*	PRINCIPAL, SCHOOL	11/1/2014	3.00	3.00	2.00	2.00	2.00	2.40	<input type="checkbox"/>
2	Observation #2	PRINCIPAL, SCHOOL	1/10/2015						3.50	<input type="checkbox"/>

Only submitted observations appear here.  
To submit additional observations or review observations in detail, go to Observation Tab.  
Observations marked as full-period are coded with an \*.  
All teachers are required to receive at least one full-period observation.

If evaluators have used CIS to track observations throughout the school year, a summary of observations will display for the selected educator.

1. Review the listed observations for accuracy.
2. The asterisk will indicate the full-period observations. For teachers, you may use this value to ensure all teachers have a minimum of one full-period observation before completing the evaluation.
3. For each observation, **check the box** if you wish to include this observation as evidence in the final evaluation. Observations without the box checked should be disregarded and not considered part of the final evaluation.

### Review Observations

If evaluators have used CIS to track observations throughout the school year, a summary of observation component ratings and an overall observation rating average will display for the selected educator. Only the ratings of observations checked as “include in final evaluation” will be included in these averages.

### Select Professional Practice Scoring Method & Enter Score

**SELECT PROFESSIONAL PRACTICE SCORING METHOD & ENTER RATING:**

Average selected scores: 2.95  
 Enter overall professional practice score:

---

**ENTER COMMENTS AND FEEDBACK:**

**PROFESSIONAL PRACTICE RATING:**  
**PROFESSIONAL PRACTICE SCORE:**

If evaluators have used CIS to track observations throughout the school year, the summary information above may be used to determine the professional practice rating.

1. Select either:
  - a. **Average selected scores** to assign the Average Observation Score as the Professional Practice Score.
  - OR**
  - b. **Enter overall professional practice score** to enter a score (1.00-4.00) that is not an average of the selected observations. This will allow a weighted average or a holistic rating of the educator’s professional practice. Evaluators of educator’s using alternative rubrics will select this option.
2. Evaluators have the option to enter **Comments and Feedback** about the Professional Practice Score. This step is not required.
3. CIS will display the corresponding rating to the score entered.

## Access & Review Student Outcome Data (SLTs)

If CIS has been used to track the SLTs written, a summary displaying only the rated SLTs for the selected educator will be available.

**STUDENT GROWTH**

**REVIEW STUDENT LEARNING TARGETS:**

#	SLT Title	Grade	Subject	Score
1	80% of my students will achieve a score of 80% or	FOURTH	Mathematics	3.00
2	80% of my students will achieve a score of 80% or	FOURTH	English	2.00

*Only student learning targets that have been rated appear here.  
 To rate additional student learning targets, or review student learning targets in detail, go to SLT tab.*

## Access and Review Student Outcomes Data (Transitional Student Growth Data)

If transitional student growth data is available for the educator, it will be displayed for the evaluator to review and use when completing the evaluation.

If the teacher has submitted a request to have their transitional student growth score invalidated, the evaluator will see a note here.

**REVIEW TRANSITIONAL STUDENT GROWTH DATA (if available):**

Transitional Student Growth Data Composite Percentile
TBD

The invalidation request submitted for this teacher's transitional student growth data does not meet criteria.

Evaluators may take transitional student growth data into account when assigning the Student Growth score, but there is no requirement to do so. To review transitional student growth data in detail, go to Transitional Student Growth Data tab.

Transitional Student Growth Data (by subject):	
Subject Area	Composite Percentile
English	90
Reading	96

- The evaluator will see a composite percentile and individual percentiles for each subject area.
- If an invalidation request was submitted, the status will be reflected here.
- If the teacher has no results, the screen will indicate that no data are available.

## Enter Overall Student Growth Score

Evaluators will use evidence gained from student learning targets and/or transitional student growth data to determine student growth rating for the educator and will enter the rating here.

**ENTER STUDENT GROWTH RATING:**

Enter overall student growth score:

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**ENTER COMMENTS AND FEEDBACK:**

**STUDENT GROWTH RATING:**  
**STUDENT GROWTH SCORE:**

1. Select **Enter student growth score** to enter a score (1.00-4.00) based on the available evidence.]
2. Evaluators have the option to enter **Comments and Feedback**. This step is not required.
3. CIS will display the corresponding rating to the score entered.

## Review Summary and Complete Evaluation

1. Review the **Professional Practice Rating and Score**.
2. Review the **Student Growth Rating and Score**.
3. Select **Calculate** to calculate the **Compas Evaluation Rating**.
4. All educators (teachers, school leaders, librarians, and counselors) rated *Ineffective* overall should receive an Intensive Assistance Plan (IAP). If the educator requires an **Intensive Assistance Plan (IAP)**, check the box.

5. Evaluators will enter **Comments and Feedback** about the overall evaluation. Comments and feedback are required.
6. Select **Save** to save changes. You may be prompted.
7. When all changes are completed, select **Submit** to submit the final evaluation for the educator.

## Continuing Saved Evaluations

1. After logging in to CIS, select the employee you wish to complete the evaluation for from the **View Employee** list on the **Employee Tab**.
2. Select **Complete** from the **Evaluation Tab**.
3. You may now edit your existing evaluation.

## Marking Evaluations as Incomplete (Only Available to the District Level Administrator)

In the case that there is not enough evidence to support an educator evaluation, administrators may mark the evaluation as “incomplete”. Incomplete evaluations will not include a rating.

1. After logging in to CIS, select the employee you wish to complete the evaluation for from the **View Employee** list on the **Employee Tab**.
2. Select **Maintain** from the **Employee Tab**.
3. Use the drop-down to select a **Reason for an Incomplete Evaluation**:
  - a. 03 – Resigned
  - b. 04 – Deceased
  - c. 06 – Sabbatical
  - d. 08 – Terminated
  - e. 09 – Retired
  - f. 10 – Extended Absence
  - g. 99 – Other
4. Enter a **Rationale** for the evaluation being marked incomplete.
5. Select **Update** to update the employee’s evaluation.

## View & Print Evaluations

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### View Evaluations

Educators (teachers, school leaders, librarians, and counselors), evaluators, supervisors, and administrators may view submitted evaluations; however, no edits can be made from the View screen. Only assigned evaluators may edit evaluations and to do so, the evaluator must request that the appropriate evaluation be unlocked by the District Administrator.

1. After logging in to CIS, select the employee you wish to complete the evaluation for from the **View Employee** list on the **Employee Tab**.
2. Select **View** from the **Evaluation Tab**.
3. Use the drop-down to select a **Submitted Evaluation** to view.
4. You will now see the details of the evaluation.

## **Print Evaluations**

Educators (teachers, school leaders, librarians, and counselors), evaluators, supervisors, and administrators may print a summary of submitted observations.

1. After logging in to CIS, select the employee you wish to complete the evaluation for from the **View Employee** list on the **Employee Tab**.
2. Select **Print** from the **Evaluations Tab**.
3. Select **Generate Report** to download a pdf summary of the submitted evaluation.
4. You may print the evaluation report or rename the file to save it to your local computer.

## Employees: View Compass Data

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### View Data from Prior Years

Compass Information System allows educators (teachers, school leaders, librarians, and counselors), supervisors, and administrators to access evaluation information for both the current year and years prior (even after transferring between districts).



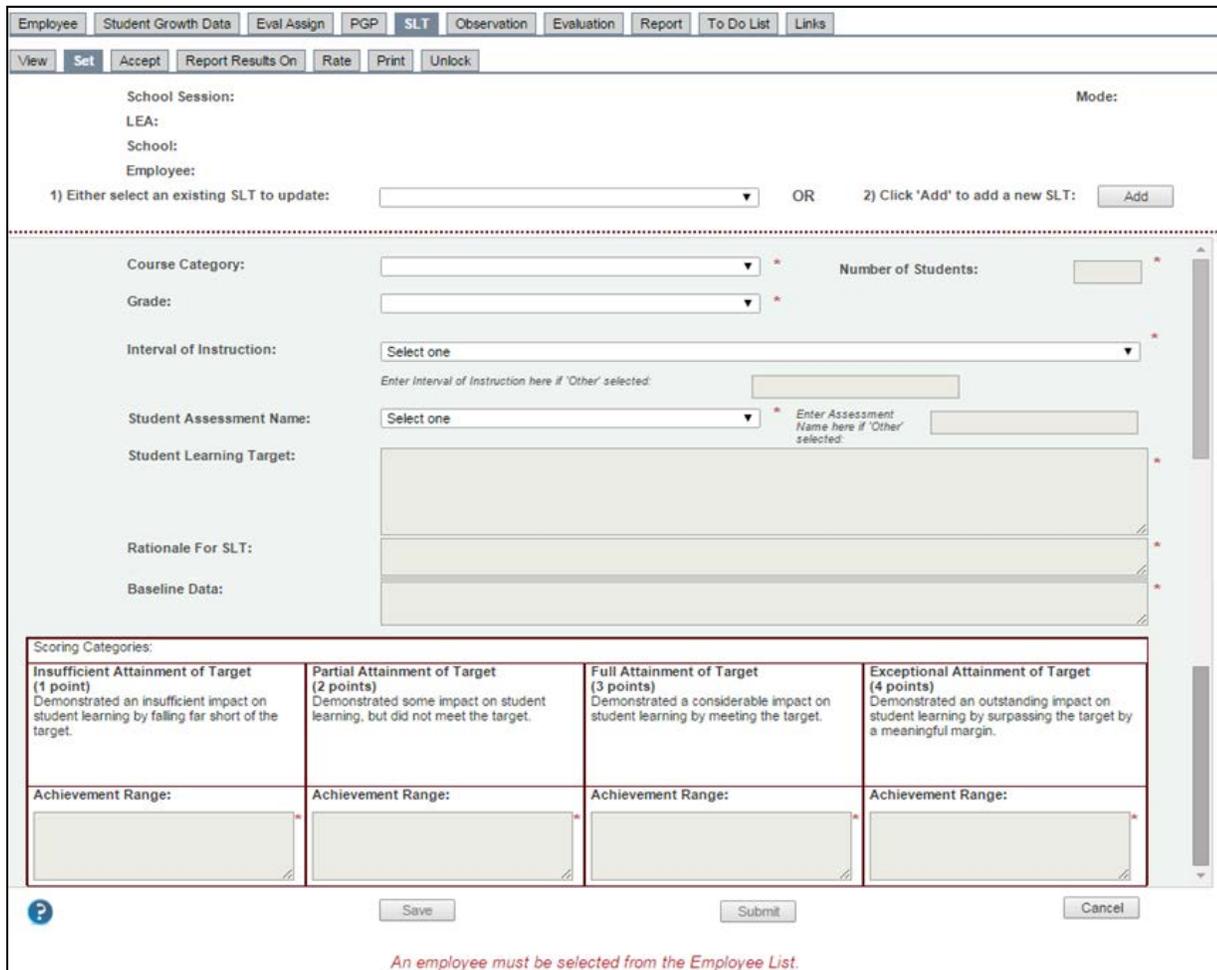
1. After logging in to Compass Information System, check the **View Only checkbox** on the top right hand side of the page.
2. Select the tab of the data you wish to view (observation, SLT, evaluation, etc.).
3. Use the drop-down at the top of the screen to toggle to prior school years.
4. You will now be able to view/print your Compass data from prior school years.

### View Data from Current Year

1. After logging in to Compass Information System, you will be brought to the **View Tab** on the **Employee Tab**. Here you will see your employee profile information.
2. To view additional Compass data, select the tab of the data you wish to view (observation, SLT, evaluation, etc.).

## Goal Setting: Student Learning Targets

The Compass Information System form allows you to describe the students, their academic area, and the identified target set for them to achieve when setting goals.



Employee Student Growth Data Eval Assign PGP **SLT** Observation Evaluation Report To Do List Links

View Set Accept Report Results On Rate Print Unlock

School Session: LEA: School: Employee: Mode:

1) Either select an existing SLT to update:  OR 2) Click 'Add' to add a new SLT:

Course Category:  \* Number of Students:  \*

Grade:  \*

Interval of Instruction:  \*  
Enter Interval of Instruction here if 'Other' selected:

Student Assessment Name:  \* Enter Assessment Name here if 'Other' selected:

Student Learning Target:  \*

Rationale For SLT:  \*

Baseline Data:  \*

Scoring Categories:			
<b>Insufficient Attainment of Target (1 point)</b> Demonstrated an insufficient impact on student learning by falling far short of the target.	<b>Partial Attainment of Target (2 points)</b> Demonstrated some impact on student learning, but did not meet the target.	<b>Full Attainment of Target (3 points)</b> Demonstrated a considerable impact on student learning by meeting the target.	<b>Exceptional Attainment of Target (4 points)</b> Demonstrated an outstanding impact on student learning by surpassing the target by a meaningful margin.
Achievement Range: <input type="text"/> *	Achievement Range: <input type="text"/> *	Achievement Range: <input type="text"/> *	Achievement Range: <input type="text"/> *

*An employee must be selected from the Employee List.*

### Adding New Student Learning Targets

1. After logging in to Compass Information System, select **Set** from the **SLT Tab**.
2. Select **Add** to generate a new student learning target form.
3. Complete the available fields of the student learning target to describe the group of students you are targeting:
  - a. **Course Category** – the subject area/course in which your students will display academic progress (if applicable)
  - b. **Grade** – the grade level of the students (if applicable)
  - c. **Number of Students** – the number of students included in your target group for this goal
  - d. **Interval of Instruction** – the length of the course the students are taking (if applicable)
4. Complete the available fields of the student learning target to describe the student learning target you expect your students to achieve.

- a. Additional guidance: [Teacher](#)
- b. Additional guidance: [Principals](#)
5. Define the **Achievement Ranges** that will correspond to your ultimate score.
6. Select **Save** to save your changes. You will be prompted, via red text, to complete any required fields that were left blank. Please complete all required fields before attempting to save your SLT.
7. When all changes are complete, select **Submit** to submit your student learning target for evaluator review.

### Continuing Saved Student Learning Targets

1. After logging in to Compass Information System, select **Set** from the **SLT Tab**.
2. Use the drop-down to select an **Existing Student Learning Target** to update.
3. You may now edit your existing student learning target.

### Viewing Student Learning Targets

Educators (teachers, school leaders, librarians, and counselors), evaluators, supervisors, and administrators may view submitted student learning targets at any stage; however, no edits can be made from the View screen.

1. After logging in to Compass Information System, select the employee you wish to complete the evaluation for from the **View Employee** list on the **Employee Tab**.
2. Select **View** from the **SLT Tab**.
3. Use the drop-down to select a **Submitted Student Learning Target** to view.
4. You will now see the details of the student learning target and the stage the target is at currently (submitted, accepted, results reported, rated).

### Printing Student Learning Targets

Educators (teachers, school leaders, librarians, and counselors), evaluators, supervisors, and administrators may print submitted student learning targets at any stage.

1. After logging in to Compass Information System, select **Print** from the **SLT Tab**.
2. Select **Generate Report** to download a pdf summary of all submitted student learning targets.
3. You may print the student learning target report or rename the file to save it to your local computer.

## Professional Growth Plans

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### Setting Professional Growth Plans

Compass Information System supports evaluators in tracking educator performance and feedback based on classroom observations, and supports educators (teachers, school leaders, librarians, and counselors) and evaluators in managing communications about professional practice. Educators may use Compass Information System to set Professional Growth Plans to share with their evaluator and supervisor.

1. After logging in to Compass Information System, select **Set** from the **PGP Tab**.
2. Select **Add** to generate a new observation form
3. Complete the required fields to describe the Professional Growth Plan goals and action steps:
  - a. **Goal** – a description of the professional growth goal
  - b. **Align Goal to Domain** – the Compass rubric domain(s) to which the goal is aligned (if applicable)
  - c. **Action Steps** – description of the specific, actionable steps the educator will take to achieve the goal
  - d. **Resources Needed** – description of the resources the evaluator/supervisor will provide to help the educator meet the goal
  - e. **Target Date** – the target date by which the educator will meet each action step
4. Select **Save** to save your changes.
5. When all changes are complete, select **Submit** to submit your professional growth plan for the educator/supervisor to view.

### Viewing Professional Growth Plans

Educators (teachers, school leaders, librarians, and counselors), evaluators, supervisors, and administrators may view submitted professional growth plans.

1. After logging in to Compass Information System, select **View** from the **PGP Tab**.
2. Use the drop-down to select a **Submitted Professional Growth Plan** to view.
3. You will now see the details of the PGP.

## Printing Professional Growth Plans

Educators (teachers, school leaders, librarians, and counselors), evaluators, supervisors, and administrators may print a summary of submitted professional growth plans.

1. After logging in to Compass Information System, select **Print** from the **PGP Tab**.
2. Select **Generate Report** to download a pdf summary of the professional growth plan.
3. You may print the professional growth plan report or rename the file to save it to your local computer.

## View & Print Observations

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### Viewing Observations

Educators (teachers, school leaders, librarians, and counselors), evaluators, supervisors, and administrators may view submitted observations; however, no edits can be made from the View screen. Only assigned evaluators may edit observations.

1. After logging in to Compass Information System, select the employee you wish to complete the evaluation for from the **View Employee** list on the **Employee Tab**.
2. Select **View** from the **Observation Tab**.
3. Use the drop-down to select a **Submitted Observation** to view.
4. You will now see the details of the observation.

### Printing Observations

Educators (teachers, school leaders, librarians, and counselors), evaluators, supervisors, and administrators may print a summary of submitted observations.

1. After logging in to Compass Information System, select the employee you wish to complete the evaluation for from the **View Employee** list on the **Employee Tab**.
2. Select **Print** from the **Observations Tab**.
3. Select **Generate Report** to download a pdf summary of all submitted observations.
4. You will now see the details of the observation.
5. You may print the observation report or rename the file to save it to your local computer.

## Review Transitional Student Growth Data

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For certain grades and subjects, Transitional Student Growth data results will be available in CIS. Teachers, supervisors, and administrators may review rosters of students included in/excluded from calculations, subject area percentiles and overall composite percentile.

**NOTE:** For the 2016-2017 school year, composite percentiles will not be available for use in final evaluations. Subject area percentiles will be viewable to employees, evaluators and supervisors once available.

**Transitional Student Growth Data**

Transitional Student Growth Data Composite Percentile  
TBD

Transitional Student Growth Data (by subject):

Subject Area	Subject Area Percentile	Report
English	89	Report

To learn more about your transitional student growth data rating and prepare for the year ahead, use the following resources in the Teacher Toolbox:  
Whom should I contact with questions?  
Click here for frequently asked questions about student growth data

- Teachers with data will see their overall composite percentile and individual subject-area percentiles on their evaluation screen.
- Teachers can click the 'Report' button next to each subject to see results by student.
- If an invalidation request was submitted, the status will be displayed here.

- After logging in to CIS, select **View** from the **Student Growth Data Tab**.
- You will see the available results:
  - Composite Percentile** - The composite percentile is the average of the content area percentiles, weighted by the number of students in each content area, as compared to all other teachers with transitional student growth data. For example, a composite percentile of 78 indicates a performance at or above 78% of other teachers. For teachers teaching only a single subject area, the composite percentile equals the subject percentile.
  - Subject Area Percentile** - The subject area percentile is the subject area score, as compared to all other composite scores in that subject area. For example, a percentile of 65 is a subject area score that is higher than 65% of other teachers.
  - Report** – The report is an excel file detailing the subject area percentile calculations for each subject area, including the students and individual student scores that made up the subject area calculations.

## Request Invalidation of Transitional Growth Data

Under extenuating circumstances ([Bulletin 130, Section §325](#)), teachers may request an invalidation of their transitional student growth data results. Requests for invalidation will be submitted in Compass Information System (CIS). Qualifying circumstances are defined in CIS. If the request is approved, results will be nullified

1. After logging in to CIS, select **Request Score Invalidation** from the **Employee Tab**.
2. Select **Score Invalidation Reason**.
3. Enter **Number of Days Missed**.
4. Select the **Course Term**.
5. Enter **Comments** describing the extenuating circumstance.
6. Select **Submit Invalidation Reason** to complete request for review.

## Complete Final Evaluations

### Report Results of Student Learning Targets

Compass Information System allows educators (teachers, school leaders, librarians, and counselors) to report results of student assessment to help the evaluator determine the Achievement Range for student performance. This step is optional. Each district will determine whether this step is required for the student learning target to be rated or included in the evaluation.

Employee Student Growth Data Eval Assign PGP **SLT** Observation Evaluation Report To Do List Links

View Set Accept **Report Results On** Rate Print Unlock

School Session: LEA: School: Employee: Mode:

Student Learning Target: [Dropdown]

---

Student Learning Target: [Text Area]

Rationale For SLT: [Text Area]

Baseline Data: [Text Area]

Student Achievement Results: [Text Area]

Comments: [Text Area]

Scoring Categories:			
<b>Insufficient Attainment of Target (1 point)</b> Demonstrated an insufficient impact on student learning by falling far short of the target.	<b>Partial Attainment of Target (2 points)</b> Demonstrated some impact on student learning, but did not meet the target.	<b>Full Attainment of Target (3 points)</b> Demonstrated a considerable impact on student learning by meeting the target.	<b>Exceptional Attainment of Target (4 points)</b> Demonstrated an outstanding impact on student learning by surpassing the target by a meaningful margin.
Achievement Range:	Achievement Range:	Achievement Range:	Achievement Range:

[?] [Submit] [Cancel]

1. After logging in to Compass Information System, select the employee you wish to complete the evaluation for from the **View Employee** list on the **Employee Tab**.
2. Select **Report Results on** from the **SLT Tab**.
3. Use the drop-down to select an **Accepted Student Learning Target** to report results on.
4. You will now see the details of the student learning target accepted by the evaluator.
5. Enter **Student Achievement Results**.
6. Enter **Comments** about these results to your evaluator.
7. Select **Submit** to submit to your evaluator for review

### View Evaluations

Educators (teachers, school leaders, librarians, and counselors), evaluators, supervisors, and administrators may view submitted evaluations; however, no edits can be made from the View screen. Only assigned evaluators may edit evaluations and to do so, the evaluator must request that the appropriate evaluation be unlocked by the District Administrator.

1. After logging in to CIS, select the employee you wish to complete the evaluation for from the **View Employee** list on the **Employee Tab**.
2. Select **View** from the **Evaluation Tab**.
3. Use the drop-down to select a **Submitted Evaluation** to view.
4. You will now see the details of the evaluation.

### **Print Evaluations**

Educators (teachers, school leaders, librarians, and counselors), evaluators, supervisors, and administrators may print a summary of submitted observations.

1. After logging in to CIS, select the employee you wish to complete the evaluation for from the **View Employee** list on the **Employee Tab**.
2. Select **Print** from the **Evaluations Tab**.
3. Select **Generate Report** to download a pdf summary of the submitted evaluation.
4. You may print the evaluation report or rename the file to save it to your local computer.

## CVR Registration

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### Eligibility

Important Dates	
View-only period	April 17, 2017-April 28, 2017
Roster verification period	May 8, 2017-May 19, 2017

All appropriate current school year superintendents, principals, and teachers will have access to the CVR. Access was determined by data submitted to the state for the October 1 LEADS collection period.

Only teachers who instruct core content courses in eligible grade levels will have classroom rosters to verify:

**4<sup>th</sup> – 8<sup>th</sup> grade:** ELA, Mathematics, Science

**6<sup>th</sup> - 9<sup>th</sup> and T9 grade:** Algebra I EOC courses

**6<sup>th</sup> - 10<sup>th</sup> and T9 grade:** Geometry EOC courses

Note: Social Studies rosters will not be available in the CVR because a new Social Studies test is being piloted in the 2016-2017 school year. Teachers do not need to verify any Social Studies class roster.

Verification guidelines are available in [Appendix B](#), and a list of applicable state course codes is available in [Appendix C](#).

**WELCOME TO THE CURRICULUM VERIFICATION AND RESULTS REPORTING PORTAL.**

If this is your first visit here you will be required to register on the next page. If you have already registered, please continue to the next page and log in. If you are not a teacher, principal, district superintendent, and/or district data manager of the state of Louisiana please exit the site now.

To access value-added/transitional student growth results for 2012-2013 and beyond, please use the Compass Information System (CIS). Value-added/transitional student growth results for prior years, as well as rosters for current and prior years, can be accessed in the CVR.

[Click here to view the CVR User Guide.](#)

[Continue to Registration / Login Page](#)      [User Guide](#)

1. To access CVR, login at: <https://leads13.doe.louisiana.gov/cvr>
2. The first page is a welcome page; any important notices will be in red.
3. Select **Continue to Registration/Login Page** to continue

4. Returning users will enter **Personal Login Code** and **Password**.

## New Account Registration

The screenshot shows the top navigation bar with the portal title and links for Log Off, Restart, and Help. Below the bar, a message states: "This web site requires you to log in." The main content area is split into two panels. The left panel, titled "Login here if you have previously registered," contains input fields for "Personal Login Code" and "Password," each with a corresponding "I forgot my [Code/Password]" link. A "Submit" button is at the bottom, along with checkboxes for "Change Password" and "Change Email Address." The right panel, titled "You must register before using this web site for the first time," contains a single "Register" button.

1. Select **Register** from the login screen.

The screenshot shows the registration form with the portal title and navigation links. The instructions read: "Please select your School District and choose EITHER section 1 or section 2. ... Then enter your Social Security Number and Name as indicated, and click 'Submit'." The form includes a "Your School District" dropdown menu. Below this, there are two sections: "SECTION 1" and "SECTION 2". SECTION 1 requires "Social Security Number (LAST 4 SSN Digits only)", "First Name", and "Last Name". SECTION 2 requires "Social Security Number (ALL 9 SSN Digits)" and "First Name". A "Submit" button is located at the bottom of the form.

2. Use the drop-down to select **Your School District**.
3. Enter your personal information to find your profile. You will have two options to choose from:
  - a. **Recommended for first-time users:** You may register using your full SSN and your first name.
  - b. **Returning users:** You may register using the last four digits of your SSN, first name AND last name.
  - c. If you are concerned about using any part of your Social Security Number to register, please email the CVR help desk at [LDOECVR@la.gov](mailto:LDOECVR@la.gov). A form will be mailed to you to fill out so that registration can be done in-house by the LDOE.

- d. **PLEASE NOTE:** If you are having trouble registering, FIRST, please check with your District CVR Data Manager to make sure that the first and last names you are using are what was entered in CIS.

4. Select **Submit** to proceed with registration.

The screenshot shows the 'CURRICULUM VERIFICATION AND RESULTS REPORTING PORTAL' header. On the left, a box titled 'Welcome POLLY PELICAN!' contains instructions for users who are not POLLY PELICAN, a 'I'm not POLLY PELICAN' button, and a section for entering a 'Personal Login Code' with a 'Re-enter:' field and a 'Save Changes' button. On the right, a box titled 'Personal Login Code Requirements' lists five rules: 1. 8-12 characters, 2. Not case-sensitive, 3. Unique, 4. Cannot be a 9-digit number, and 5. Letters and Numbers ONLY (no Special Characters).

5. Create a **Personal Login Code** (username) and enter it twice.  
6. Select **Save Changes** to proceed with registration.

The screenshot shows the 'CURRICULUM VERIFICATION AND RESULTS REPORTING PORTAL' header. On the left, a box titled 'Please enter a Password of your choice then Re-enter it exactly the same way.' contains instructions that 'Passwords are case sensitive.' and fields for 'Password:' and 'Re-enter:' with a 'Save Changes' button. On the right, a box titled 'Personal Password Code Requirements' lists five rules: 1. 8-50 characters, 2. Case-sensitive, 3. Expires after 90 days, 4. Cannot be the same as any of the three most recent prior passwords, and 5. Must include a character in at least 3 of these 4 groups: a. Upper case letters (A-Z), b. Lower case letters (a-z), c. Base 10 digits (0-9), and d. Non alphanumeric characters found on the top row of the keyboard (!@#\$%^&'()-\_+).

7. Create a **Password** and enter it twice.  
8. Select **Save Changes** to proceed with registration.

Please choose two questions and enter the answer to each question. These will be used in case you forget your password.

Question 1:

Answer:

Question 2:

Answer:

9. Select two **Security Questions** and provide **Answers** to them.
10. Select **Submit** to proceed with registration.

Please enter your Email Address.

Your Email Address will only be used to notify you of any change to your account.

Email Address:

Re-enter:

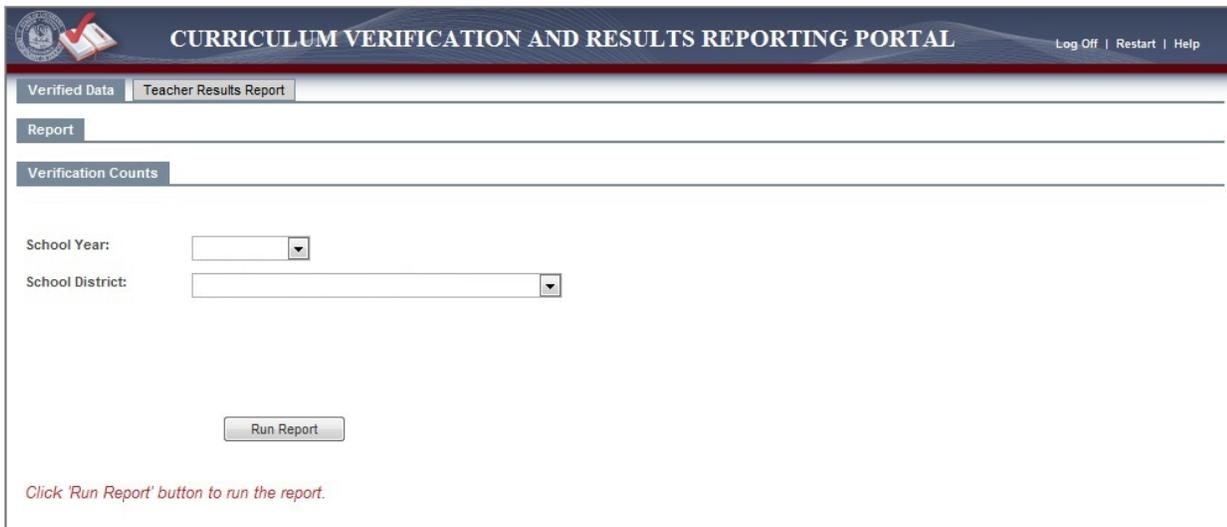
I do not have an Email Address

11. Optional: Enter your **Email Address** twice.
12. Select **Submit** to proceed with registration.
13. Your registration is now completed. Select **Continue** to login.
14. If you forget your **Personal Login Code**, click on the **I forgot my Code** button and follow the directions for creating a new login code.
15. If you forget your **Password**, click on the **" I forgot my Password"** button and follow the directions for creating a new password.

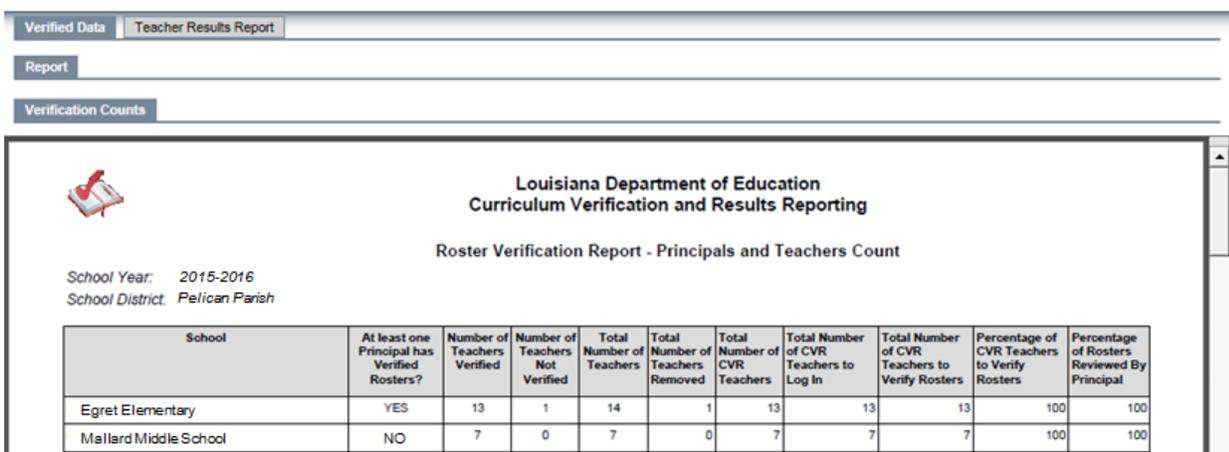
## CVR: Superintendents

Current year District Superintendents, as identified in the state’s PEP database, will have access to the CVR. In order to help all schools complete roster verification, district staff will track completion of roster verification. The Verification Completion Report will allow the superintendent to view which schools have/have not completed verification of rosters. This report is also accessible by the district data manager.

## CVR: Monitor Verification Progress



1. Click on the **Verified Data** tab at the top of the page. Next, click on the **Report** tab.
2. Select the **School Year**, **School District**, and **School** that you wish to view.
3. Click the **Run Report** button to generate the report.



School	At least one Principal has Verified Rosters?	Number of Teachers Verified	Number of Teachers Not Verified	Total Number of Teachers	Total Number of Teachers Removed	Total Number of CVR Teachers	Total Number of CVR Teachers to Log In	Total Number of CVR Teachers to Verify Rosters	Percentage of CVR Teachers to Verify Rosters	Percentage of Rosters Reviewed By Principal
Egret Elementary	YES	13	1	14	1	13	13	13	100	100
Mallard Middle School	NO	7	0	7	0	7	7	7	100	100

4. The **Verification Counts** report will list the verification status of each school, which includes the following:

- a. **At least one principal has verified rosters** – A YES in this column means the principal has certified this school has completed roster verification
  - b. **Number of teachers verified** – This number is a count of all teachers who have verified that they have completed roster verification
  - c. **Number of teachers not verified** – This number is a count of all teachers who have verified that they have completed roster verification
  - d. **Total number of teachers** – This number is a count of the teachers on the school's roster
  - e. **Total number of teachers removed** – This number is a count of the teachers who were removed from class rosters (either the teacher was marked as not teaching any classes, or all students from the teacher's class were removed)
  - f. **Total number of CVR teachers** – The total number of CVR teachers is the Total number of teachers minus the Total number of teachers removed
  - g. **Total number of CVR teachers to log in** – The total number of CVR teachers to login counts the CVR logins for teachers defined as CVR teachers
  - h. **Total number of CVR teachers to verify rosters** – The total number of CVR teachers to verify rosters counts the number of verifications for teachers defined as CVR teachers
  - i. **Percentage of CVR teachers to verify rosters** – The percentage of CVR teachers to verify rosters is the number of CVR teachers to verify rosters divided by number of CVR teachers
  - j. **Percentage of rosters reviewed by principal** – The percentage of rosters reviewed by the principal is the number of total teachers for whom the principal marked Y or N for teacher did not teach class divided by the total number of teachers
5. The report is generated in a PDF format which can be printed and/or saved.

## CVR: Data Managers

CVR District Data Managers will be able to generate reports to keep track of the roster verification progress within their district, add or remove students and classes in teacher rosters, view teacher rosters, and assist with deactivated accounts. District Data Managers will be the first in line as a resource to their principals and teachers in the district.

### CVR Data Managers: Reset Deactivated Accounts

1. Select the **Login Account** tab at the top of the screen.
2. At the top of the table, make sure the appropriate **District** name appears in the drop down box.
3. To find an account, you must type in either the account user's last name or Social Security Number and any other fields you know.
4. If the full last or first name is unknown, these fields will accept partial information (i.e., you can type an 'A' in the last name field and everyone with a last name beginning with an 'A' will be displayed).
5. Click the **Go** button to generate user accounts that match the criteria you entered. A list of accounts matching the criteria will be displayed with the Last Name, First Name, LEA number, SSN, User Group, and other account statistics.

Note: If there are small numbers at the bottom of the table, this means there are multiple pages of names. Click on the next page number to view the next table of names.

Last Name	First Name	LEA	SSN	User Group	Last Login	# Logins	# Unsucc. Attempts	Status A=Active; D=De-actived
A				CVR_TEACHERS				
A				CVR_TEACHERS				
A				CVR_TEACHERS				
A				CVR_TEACHERS				

6. Displayed columns can be sorted by clicking on the column title.

7. If the account is active, there will be an 'A' under the **Status** column.
8. If the account has been deactivated there will be a 'D' under the **Status** column, and the option to Reset the account will appear on the right side.
9. To reset the account click on the **Reset** text tab. The user will then need to create a new login and password for their account.

## CVR: View Only Period

If teachers/courses/students are missing in the CVR, the district data manager should contact the LDOE's CVR help desk ([LDOECVR@la.gov](mailto:LDOECVR@la.gov)) during the view-only period about uploading corrected data to LEADS (SIS, CUR, PEP). A list of specific course codes and grade levels can be found in [Appendix C](#). If changes are needed in CVR, CVR Data Managers may report changes to the CVR help desk to determine if corrections can be made.

### Review Course & Student Lists

The screenshot shows the CVR interface with the following elements:

- Navigation tabs: Class List, Student List, **Verified Data**, Login Account
- Buttons: View, Report
- Filters:
  - School Year: 2015-2016
  - School District: Pelican Parish
  - School: Mallard Middle School
  - Teacher: Charlie Chickadee
- Summary: 3 Students are enrolled
- Class List Table:
 

	Class Code	Course	Course Name	VAM Code
Select	036095	120378	ENGLISH; 7TH AND 8TH GRADES DEPT.	ENGL
- Student Roster Table:
 

LA Secure ID	Name	Sex	Birth Date	Not In Class
0000000001	AAA, A	M	1/1/1753	
0000000002	BBB, B	M	1/7/1753	
0000000003	CCC, C	M	1/8/1753	

1. After successfully logging in to CVR, select **View** from the **Verified Data Tab**.
2. Select the appropriate **School Year**, **School District**, and **School** from the drop-down boxes, if necessary.
3. The Data Manager will first select a **Teacher's Name** from the drop-down box.
4. Click **Select** next to the class you wish to view. The roster for that class will then appear on the right-hand side of the screen. This will allow you to see the data that the teacher will be submitting/has submitted for the portal.
5. If a class/course/student is missing, please contact Data Management to resubmit district class/course/student data.

### Add & Remove Courses

School Year: 2015-2016  
 School District: Pelican Parish  
 School: Mallard High School  
 Teacher: Charlie Chickadee

INSTRUCTIONS  
 Use the drop-down list to select a teacher  
 Review the classes for this teacher and indicate whether the teacher meets the criteria for "teacher taught class."  
 When finished reviewing, save changes.

Hover over the column headers below for further direction.

**Class List for Teacher Charlie Chickadee**

Did Teacher Teach Class?	Class	Course	Course Name	Course code	Teacher Name
<input checked="" type="radio"/> Yes <input type="radio"/> No	036012	160321	ALGEBRA I	ALGE	Charlie Chickadee
<input checked="" type="radio"/> Yes <input type="radio"/> No	036022	160321	ALGEBRA I	ALGE	Charlie Chickadee
<input checked="" type="radio"/> Yes <input type="radio"/> No	036073	160321	ALGEBRA I	ALGE	Charlie Chickadee
<input type="radio"/> Yes <input checked="" type="radio"/> No	036104	160321	ALGEBRA I	ALGE	Charlie Chickadee

1. After successfully logging in to CVR, select **Update** from the **Class List Tab**.
2. Select the appropriate **School Year**, **School District**, and **School** from the drop-down boxes, if necessary.
3. Review each course and confirm all classes for each teacher. Principals will select **Yes** or **No** under the **Did Teacher Teach Class** column using the guidance below.
4. Selecting **YES** indicates the principal certifies that the **teacher**:
  - a) Was the primary educator of the class from 10/1 – 4/5 (full year course), or between 10/1 – testing or 1/1 – testing (if a term/block course)  
**AND**
  - b) Missed fewer than 60 days during the academic year due to excused absences (approved leave such as maternity leave, military leave, sick leave, or sabbatical)
5. Selecting **NO**, indicates the principal certifies that **the teacher**:
  - a) Was not the primary educator of the class from 10/1 – 4/5 (full year course), or between 10/1 – testing or 1/1 – testing (if a term/block course)  
**AND/OR**
  - b) Missed 60 or more days during the academic year due to excused absences (approved leave such as maternity leave, military leave, sick leave, or sabbatical)
6. To remove a teacher, select **No** under the **Did Teacher Teach Class?** column for all courses assigned to the teacher.
7. If a course is omitted from the course list, select the **Add Class** button on the right-hand side of the screen.

[Class List](#) | [Student List](#) | [Verified Data](#) | [Teacher Results Report](#) | [Course Data](#) | [Source Data](#) | [Results Data](#) | [Control Tables](#) | [Login Account](#)

[Update](#)

School Year: 2015-2016  
 School District: Pelican Parish  
 School: Mallard Elementary School  
 Course: ENGLISH, 7TH AND 8TH GRADES DEPT.

You are in ADD CLASS mode for Teacher

[Return To Update Class List](#)

Add-Class	Class Code	Class Begin Date	Class End Date	Course Type	Content Code
<input type="checkbox"/>	030017	8/8/2015	5/20/2016	RG	ENGL
<input type="checkbox"/>	030177	8/8/2015	5/20/2016	RG	ENGL

Choose the Course from which you want to select a class. Then click 'Add-Class' to add a class to this teacher. When finished adding classes, click 'Return To Update Class List'.

8. Use the drop-down list to select the Course of the class you wish to add.
9. Select **Add-Class** next to the class you wish to add.
10. Continue adding classes to the teacher's class list, as needed. When finished, select **Return to Update Class List**.

[Class List](#) | [Student List](#) | [Verified Data](#) | [Teacher Results Report](#)

[Update](#)

School Year: 2015-2016  
 School District: Pelican Parish  
 School: Mallard High School  
 Teacher: Charlie Chickadee

**INSTRUCTIONS**  
 Use the drop-down list to select a teacher  
 Review the classes for this teacher and indicate whether the teacher meets the criteria for "teacher taught class."  
 When finished reviewing, save changes.

[Add Class](#)

Hover over the column headers below for further direction.

Class List for Teacher

Did Teacher Teach Class?	Class	Course	Course Name	Course code	Teacher Name
<input type="radio"/> Yes <input type="radio"/> No	030012	150321	ALGEBRA I	ALGE	Charlie Chickadee
<input checked="" type="radio"/> Yes <input type="radio"/> No	030022	150321	ALGEBRA I	ALGE	Charlie Chickadee
<input checked="" type="radio"/> Yes <input type="radio"/> No	030073	150321	ALGEBRA I	ALGE	Charlie Chickadee
<input checked="" type="radio"/> Yes <input type="radio"/> No	030104	150321	ALGEBRA I	ALGE	Charlie Chickadee
<input checked="" type="radio"/> Yes <input type="radio"/> No	036080	150323	GEOMETRY	GEOM	Charlie Chickadee

[Save Changes](#)

11. Once added, classes will appear in green on the teacher's class list.
12. Once you have finished reviewing the courses, select the **Save Changes** button. Make sure to save changes for each teacher.

## Add & Remove Students

[Class List](#) | [Student List](#) | [Verified Data](#) | [Teacher Results Report](#)

[Update](#) | [Update \(Changes Only\)](#)

School Year: 2015-2016  
 School District: Pelican Parish  
 School: Mallard Middle School  
 Teacher: Charlie Chickadee

**INSTRUCTIONS:**  
 Use the drop-down list to select a teacher.  
 Select a class to review the student roster and indicate whether the student meets the criteria for inclusion.  
 To save your work and return, select 'save changes'.  
 When finished reviewing, select 'submit rosters' to save and submit your work.  
 If necessary, you may re-submit to make additional changes.  
 Hover over the column headers below for further direction.

Class List				Student List for Class 036095					
Select	Class Code	Course	Course Name	Course Code	LA Secure ID	Name	Sex	Birth Date	Remove From List
	036095	120378	ENGLISH; 7TH AND 8TH GRADES DEPT.	ENGL	0000000001	AAA, A	M	1/1/1753	<input type="checkbox"/>
					0000000002	BBB, B	M	1/7/1753	<input type="checkbox"/>
					0000000003	CCC, C	M	1/8/1753	<input type="checkbox"/>

3 Students. If you have no changes, 'Select' another Class.  
**Any changes will not be saved unless you click 'Save Changes'.**

[Print Roster](#) | [Add Student](#) | [Save Changes](#)

- If a student is included in the roster who did not attend the class, the teacher may remove that student. Clicking the check box under **Remove From List**, the teacher certifies that one of the following statements reflects the student's enrollment:
  - Not enrolled in class from October 1, 2016 to April 5, 2017 for a year-long course
  - Not enrolled in class from October 1, 2016 to testing at the end of the block/semester for a fall block/semester course
  - Not enrolled in class from January 2017 (start of the course) to testing at the end of the block/semester for a spring block/semester course
  - Had 20 or more CONSECUTIVE absences (excused or unexcused)
  - Had 10 or more unexcused absences in either semester
- If a student is missing from a roster, that student may be added by clicking on the **Add Student** button above the roster. By adding a student to a roster, the principal certifies that the following statements reflects the student's enrollment:
  - Enrolled in class from
    - October 1, 2015 to April 5, 2017 for a year-long course
    - Enrolled in class from October 1, 2016 to testing at the end of the block/semester for a fall block/semester course
    - Enrolled in class from January 2017 (start of the course) to testing at the end of the block/semester for a spring block/semester course
  - Had fewer than 20 CONSECUTIVE absences (excused or unexcused)
  - Had fewer than 10 unexcused absences in either semester

Class List | **Student List** | Verified Data | Teacher Results Report

Update | Update (Changes Only)

School Year: 2015-2016

School District: Pelican Parish

Student Last Name:

Student First Name:

LA Secure ID:

Go!

Student List Return To Update Student List

	Last Name	First Name	LA Secure ID	Grade	Sex	Birth Date
Add-Student	AAA	A	0000000001	EIGHTH	F	1/21/1753
Add-Student	BBB	A	0000000002	FOURTH	M	1/2/1753

3. A list of all available students within the district will appear. To search for a student, enter the student's first and last name, or LA Secure ID, and select **Go**. Please note that the first three characters of the students' last name and first character of the students' first name will be displayed. The students' LA Secure ID and day of birth will also be displayed (all records will have a birth month of "1" and birth year of "1753").
  - a. When searching by LA Secure ID, the student list will populate state-wide.
  - b. When searching by student's first and/or last name only, the student list will populate only within your district.
4. A list of students matching the set criteria will be generated in a table below (see image above):
  - a. If a student attending the class for the entire school year is not available within the student list, please contact the CVR help desk to determine if the student can be added to the roster. Please note that students not submitted by your district for Oct 1 LEADS cannot be added to CVR.
5. Click the **Add-Student** text to the left of the student's name to add to the roster.
6. When you are finished adding students to that roster, click **Return to Update Student List** to return to the roster. The added student will then appear on the roster in green.

[Class List](#) | [Student List](#) | [Verified Data](#) | [Teacher Results Report](#)

[Update](#) | [Update \(Changes Only\)](#)

School Year: 2015-2016  
 School District: Pelican Parish  
 School: Mallard Middle School  
 Teacher: Charlie Chickadee

**INSTRUCTIONS:**  
 Use the drop-down list to select a teacher.  
 Select a class to review the student roster and indicate whether the student meets the criteria for inclusion.  
 To save your work and return, select 'save changes.'  
 When finished reviewing, select 'submit rosters' to save and submit your work.  
 If necessary, you may re-submit to make additional changes.  
 Hover over the column headers below for further direction.

**Class List**

	Class Code	Course	Course Name	Course Code
Select	036095	120378	ENGLISH; 7TH AND 8TH GRADES DEPT.	ENGL

**Student List for Class 036095**

[Print Roster](#) | [Add Student](#)

LA Secure ID	Name	Sex	Birth Date	Remove From List
0000000001	AAA, A	M	1/1/1753	<input type="checkbox"/>
0000000002	BBB, B	M	1/7/1753	<input type="checkbox"/>
0000000003	CCC, C	M	1/8/1753	<input type="checkbox"/>
0000000004	DDD, D	M	1/1/1753	<input type="checkbox"/>

7. Select **Save Changes** to save changes to this roster. Note, please save changes to each teacher's roster individually.
8. Click the **Select** text next to another class to check for changes in other classes.

**View Verified Data**

[Class List](#) | [Student List](#) | [Verified Data](#) | [Login Account](#)

[View](#) | [Report](#)

School Year: 2015-2016  
 School District: Pelican Parish  
 School: Mallard Middle School  
 Teacher: Charlie Chickadee

**Class List**

	Class Code	Course	Course Name	VAM Code
Select	036095	120378	ENGLISH; 7TH AND 8TH GRADES DEPT.	ENGL

3 Students are enrolled

LA Secure ID	Name	Sex	Birth Date	Not In Class
0000000001	AAA, A	M	1/1/1753	
0000000002	BBB, B	M	1/7/1753	
0000000003	CCC, C	M	1/8/1753	Y
0000000004	DDD, D	M	1/1/1753	

1. Select **View** under the **Verified Data** tab at the top of the screen. This view will allow you to see the data that you will be submitting or has submitted for the portal.
2. Select the appropriate **School Year**, **School District**, and **School** from the drop-down menu, if necessary. Select the **Teacher** you wish to view from the drop-down menu.
3. Click on the **Select** text for a class to display the verified roster for that class. Any changes to the roster will appear under the column of the change.
  - a. If a student was added to the roster, that student's name will appear in green.
  - b. If a student was removed from the roster, a 'Y' will appear in the **Not in Class** column.

## View Verification Status Reports

[Class List](#) | [Student List](#) | [Verified Data](#) | [Login Account](#)

[View](#) | [Report](#)

[Verification Status](#) | [Verification Counts](#)

School Year:

School District:

School:

[Run Report](#)

*Click 'Run Report' button to run the report.*

1. Click on the **Verified Data** tab at the top of the page. Next, click on the **Report** tab.
2. Select the **School Year**, **School District**, and **School** that you wish to view.
3. Click the **Run Report** button to generate the report.

[Class List](#) | [Student List](#) | [Verified Data](#) | [Login Account](#)

[View](#) | [Report](#)

[Verification Status](#) | [Verification Counts](#)



**Louisiana Department of Education  
Curriculum Verification and Results Reporting  
Teachers Roster Verification Report**

*School Year:* 2015-2016  
*School District:* Pelican Parish  
*School:* Junco Junior High  
*Principal:* Killdeer, Kelly

School	Teacher	Roster Verified	Verification Date	Teacher Did Not Teach Any Classes/Teacher Does Not Have Any Students On Rosters
Junco Junior High	Betty Bobwhite	Y	05/01/2016	N
Junco Junior High	Kevin Condor	N		N
Junco Junior High	George Grosbeak	N		N

Number of Teachers Verified: 1  
 Number of Teachers Not Verified: 2  
 Number of Teachers Removed: 0  
 Number of Remaining Teachers Verified: 1  
 Number of Remaining Teachers Not Verified: 2  
 Total Number of Teachers: 3

The **Verification Status** report will list the status of each teacher at the school, including whether they have verified, the date of verification, and whether they did not have any rosters in CVR to verify.

The report is generated in a PDF format and can then be printed and/or saved

## View Verification Counts Reports

[Class List](#) | [Student List](#) | [Verified Data](#) | [Login Account](#)

[View](#) | [Report](#)

[Verification Status](#) | [Verification Counts](#)

School Year:

School District:

School:

Click 'Run Report' button to run the report.

1. Click on the **Verified Data** tab at the top of the page. Next, click on the **Report** tab.
2. Select the **School Year**, **School District**, and **School** that you wish to view.
3. Click the **Run Report** button to generate the report.

[Class List](#) | [Student List](#) | [Verified Data](#) | [Login Account](#)

[View](#) | [Report](#)

[Verification Status](#) | [Verification Counts](#)



**Louisiana Department of Education**  
Curriculum Verification and Results Reporting

Roster Verification Report - Principals and Teachers Count

School Year: 2015-2016  
School District: Pelican Parish

School	At least one Principal has Verified Rosters?	Number of Teachers Verified	Number of Teachers Not Verified	Total Number of Teachers	Total Number of Teachers Removed	Total Number of CVR Teachers	Total Number of CVR Teachers to Log In	Total Number of CVR Teachers to Verify Rosters	Percentage of CVR Teachers to Verify Rosters	Percentage of Rosters Reviewed By Principal
Egret Elementary	YES	13	1	14	1	13	13	13	100	100
Mallard Middle School	NO	7	0	7	0	7	7	7	100	100

1. The **Verification Counts** report will list the verification status of each school, which includes the following:
  - a. **At least one principal has verified rosters** – A YES in this column means the principal has certified this school has completed roster verification.
  - b. **Number of teachers verified** – This number is a count of all teachers who have verified that they have completed roster verification.
  - c. **Number of teachers not verified** – This number is a count of all teachers who have verified that they have completed roster verification.
  - d. **Total number of teachers** – This number is a count of the teachers on the school's roster
  - e. **Total number of teachers removed** – This number is a count of the teachers who were removed from class rosters (either the teacher was marked as not teaching any classes, or all students from the teacher's class were removed).
  - f. **Total number of CVR teachers** – The total number of CVR teachers is the Total number of teachers minus the Total number of teachers removed.

- g. **Total number of CVR teachers to log in** – The total number of CVR teachers to login counts the CVR logins for teachers defined as CVR teachers.
  - h. **Total number of CVR teachers to verify rosters** – The total number of CVR teachers to verify rosters counts the number of verifications for teachers defined as CVR teachers.
  - i. **Percentage of CVR teachers to verify rosters** – The percentage of CVR teachers to verify rosters is the number of CVR teachers to verify rosters divided by number of CVR teachers.
  - j. **Percentage of rosters reviewed by principal** – The percentage of rosters reviewed by the principal is the number of total teachers for whom the principal marked Y or N for teacher did not teach class divided by the total number of teachers
2. The report is generated in a PDF format and can then be printed and/or saved.

## CVR: Principals

Roster Verification provides principals the opportunity to review class and student roster data for all teachers at their school and verify its accuracy before the data is used to assign student growth scores. The data in CVR will be used to calculate TSGD even if the teacher and/or principal does not verify the roster. Therefore, it is important that teachers complete this process to ensure TSGD calculations are calculated based on accurate data. Failure to complete this process will not lead to TSGD not being calculated.

## CVR: View Only Period

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If teachers/courses/students are missing in the CVR, the principal should contact the LDOE's CVR help desk ([LDOECVR@la.gov](mailto:LDOECVR@la.gov)) during the view-only period about uploading corrected data to LEADS (SIS, CUR, PEP). A list of specific course codes and grade levels can be found in the [Appendix C](#). If changes are needed in CVR, principals may report changes to the CVR help desk to determine if corrections can be made.

### Review Course & Student Lists

The screenshot shows the CVR interface with the following elements:

- Navigation tabs: Class List, Student List, Verified Data (selected)
- Buttons: View, Report
- Filters:
  - School Year: 2015-2016
  - School District: Pelican Parish
  - School: Mallard Middle School
  - Teacher: Charlie Chickadee
- Section: Class List (3 Students are enrolled)
- Table 1 (Class List):

	Class Code	Course	Course Name	VAM Code
Select	036095	120378	ENGLISH; 7TH AND 8TH GRADES DEPT.	ENGL
- Table 2 (Student Roster):

LA Secure ID	Name	Sex	Birth Date	Not In Class
0000000001	AAA, A	M	1/1/1753	
0000000002	BBB, B	M	1/7/1753	
0000000003	CCC, C	M	1/8/1753	

1. After successfully logging in to CVR, select **View** from the **Verified Data Tab**.
2. Select the appropriate **School Year**, **School District**, and **School** from the drop-down boxes, if necessary.
3. Select each **Teacher** from the drop down menu.
4. Review each course and confirm all classes for each teacher.
5. Click **Select** next to the class of the roster you wish to review. The principal will see the roster of students assigned to the class. Make note of any students missing from the roster and/or any students erroneously included on the roster.
6. After generating your roster list, select **Print Roster** to generate a pdf report of the roster. If courses/students are missing, the principal should contact the district's CVR data manager or CVR help desk to determine next steps.

## Confirm Courses for Teachers

The principal will review each class section. If a teacher did teach the class listed, the principal will proceed to confirm so the teacher will be counted in completion reports for roster verification.

Class List
Student List
Verified Data
Teacher Results Report

Update

School Year: 2015-2016 v

School District: Pelican Parish v

School: Mallard High School v

Teacher: Charlie Chickadee v

---

INSTRUCTIONS  
 Use the drop-down list to select a teacher  
 Review the classes for this teacher and indicate whether the teacher meets the criteria for "teacher taught class."  
 When finished reviewing, save changes.

Add Class

Hover over the column headers below for further direction.

Class List for Teacher **Charlie Chickadee**

Did Teacher Teach Class?	Class	Course	Course Name	Course code	Teacher Name
<input checked="" type="radio"/> Yes <input type="radio"/> No	030012	100321	ALGEBRA I	ALGE	Charlie Chickadee
<input checked="" type="radio"/> Yes <input type="radio"/> No	030022	100321	ALGEBRA I	ALGE	Charlie Chickadee
<input checked="" type="radio"/> Yes <input type="radio"/> No	030073	100321	ALGEBRA I	ALGE	Charlie Chickadee
<input checked="" type="radio"/> Yes <input type="radio"/> No	030104	100321	ALGEBRA I	ALGE	Charlie Chickadee
<input checked="" type="radio"/> Yes <input type="radio"/> No	030080	100323	GEOMETRY	GEOM	Charlie Chickadee

Save Changes

1. After successfully logging in to CVR, select **Update** from the **Class List Tab**.
2. Select the appropriate **School Year**, **School District**, and **School** from the drop-down boxes, if necessary.
3. Select each **Teacher** from the drop down menu.
4. Review each course and confirm all classes for each teacher. Select **Yes** or **No** under the **Did Teacher Teach Class** column using the guidance below.
5. Selecting **YES** indicates the principal certifies that the **teacher**:
  - a. Was the primary educator of the class from 10/1 – 4/5 (full year course), or between 10/1 – testing or 1/1 – testing (if a term/block course)

**AND**

  - b. Missed fewer than 60 days during the academic year due to excused absences (approved leave such as maternity leave, military leave, sick leave, or sabbatical)
6. Selecting **NO**, indicates the principal certifies that the **teacher**:
  - a. Was not the primary educator of the class from 10/1 – 4/5 (full year course), or between 10/1 – testing or 1/1 – testing (if a term/block course)

**AND/OR**

  - b. Missed 60 or more days during the academic year due to excused absences (approved leave such as maternity leave, military leave, sick leave, or sabbatical)

## Remove Courses for Teachers

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School Year: 2015-2016  
 School District: Pelican Parish  
 School: Mallard High School  
 Teacher: Charlie Chickadee

---

**INSTRUCTIONS**  
 Use the drop-down list to select a teacher.  
 Review the classes for this teacher and indicate whether the teacher meets the criteria for "teacher taught class."  
 When finished reviewing, save changes.

Hover over the column headers below for further direction.

**Class List for Teacher Charlie Chickadee**

Did Teacher Teach Class?	Class	Course	Course Name	Course code	Teacher Name
<input checked="" type="radio"/> Yes <input type="radio"/> No	038012	160321	ALGEBRA I	ALGE	Charlie Chickadee
<input checked="" type="radio"/> Yes <input type="radio"/> No	038022	160321	ALGEBRA I	ALGE	Charlie Chickadee
<input checked="" type="radio"/> Yes <input type="radio"/> No	038073	160321	ALGEBRA I	ALGE	Charlie Chickadee
<input type="radio"/> Yes <input checked="" type="radio"/> No	038104	160321	ALGEBRA I	ALGE	Charlie Chickadee

1. To remove a course, select **No** under the **Did Teacher Teach Class?** column. Selecting **NO**, indicates that the teacher:
  - a. Did not teach the course from 10/1 – 4/5, or between 10/1 – 4/5 or 1/1 – 4/5 (if a term/block course)
  - AND/OR**
  - b. Missed 60 or more days during the academic year due to excused absences (approved leave such as maternity leave, military leave, sick leave, or sabbatical)
2. To remove a teacher, select **No** under the **“Did Teacher Teach Class?”** column for all courses assigned to the teacher.
3. Once you have finished reviewing the courses, select the **Save Changes** button. Make sure to save changes for each teacher.

## Confirm Student Rosters

[Class List](#) | [Student List](#) | [Verified Data](#) | [Teacher Results Report](#)

[Update](#) | [Update \(Changes Only\)](#)

School Year:

School District:

School:

Teacher:

INSTRUCTIONS:  
 Use the drop-down list to select a teacher.  
 Select a class to review the student roster and indicate whether the student meets the criteria for inclusion.  
 To save your work and return, select 'save changes.'  
 When finished reviewing, select 'submit rosters' to save and submit your work.  
 If necessary, you may re-submit to make additional changes.  
 Hover over the column headers below for further direction.

**Class List**

Select	Class Code	Course	Course Name	Course Code
<input type="checkbox"/>	036095	120378	ENGLISH; 7TH AND 8TH GRADES DEPT.	ENGL

**Student List for Class 036095** [Print Roster](#) [Add Student](#)

LA Secure ID	Name	Sex	Birth Date	Remove From List
0000000001	AAA, A	M	1/1/1753	<input type="checkbox"/>
0000000002	BBB, B	M	1/7/1753	<input type="checkbox"/>
0000000003	CCC, C	M	1/8/1753	<input type="checkbox"/>

*3 Students. If you have no changes, 'Select' another Class.  
 Any changes will not be saved unless you click 'Save Changes'.*

[Save Changes](#)

1. Principals can view each teacher’s roster individually and make any changes necessary.
2. After successfully logging in to CVR, select **Update** from the **Student List Tab**.
3. Select the appropriate **School Year**, **School District**, and **School** from the drop-down boxes, if necessary.
4. Select each **Teacher** from the drop down menu.
5. Click **Select** next to the class of the roster you wish to review. The principal will see the roster of students assigned to the class.
6. If the student was in that class for the entire length of the class; do nothing.
7. If a student is included in the roster who did not attend the class, the teacher may remove that student. Clicking the check box under **Remove From List**, the teacher certifies that one of the following statements reflects the student’s enrollment:
  - a. Not enrolled in class from October 1, 2016 to April 5, 2017 for a year-long course
  - b. Not enrolled in class from October 1, 2016 to testing at the end of the block/semester for a fall block/semester course
  - c. Not enrolled in class from January 2017 (start of the course) to testing at the end of the block/semester for a spring block/semester course
  - d. Had 20 or more CONSECUTIVE absences (excused or unexcused)
  - e. Had 10 or more unexcused absences in either semester
8. If a student is missing from a roster, that student may be added by clicking on the **Add Student** button above the roster. By adding a student to a roster, the principal certifies that the following statements reflects the student’s enrollment:
  - a. Not enrolled in class from October 1, 2016 to April 5, 2017 for a year-long course
  - b. Not enrolled in class from October 1, 2016 to testing at the end of the block/semester for a fall block/semester course

- c. Not enrolled in class from January 2017 (start of the course) to testing at the end of the block/semester for a spring block/semester course
  - d. Had 20 or more CONSECUTIVE absences (excused or unexcused)
  - e. Had 10 or more unexcused absences in either semester
9. If a student is missing from a roster, that student may be added by clicking on the **Add Student** button above the roster. By adding a student to a roster, the principal certifies that the following statements reflects the student’s enrollment:
- a. Enrolled in class from:
    - i. October 1, 2016 to April 5, 2017 for a year-long course
    - ii. October 1, 2016 to testing at the end of the block/semester for a fall block/semester course
    - iii. January 2017 (start of the course) to testing at the end of the block/semester for a spring block/semester course
  - b. Had fewer than 20 CONSECUTIVE absences (excused or unexcused)
  - c. Had fewer than 10 unexcused absences in either semester

Class List | **Student List** | Verified Data | Teacher Results Report

Update | Update (Changes Only)

School Year: 2015-2016  
 School District: Pelican Parish  
 Student Last Name:  
 Student First Name:  
 LA Secure ID:

Student List

	Last Name	First Name	LA Secure ID	Grade	Sex	Birth Date
Add-Student	AAA	A	0000000001	EIGHTH	F	1/21/1753
Add-Student	BBB	A	0000000002	FOURTH	M	1/2/1753

1. A list of all available students within the district will appear. To search for a student, enter the student’s first and last name, or LA Secure ID, and select **Go**. Please note that the first three characters of the students’ last name and first character of the students’ first name will be displayed. The students’ LA Secure ID and day of birth will also be displayed (all records will have a birth month of “1” and birth year of “1753”) when searching by:
  - a. LA Secure ID, the student list will populate state-wide.
  - b. Student’s first and/or last name only, the student list will populate only within your district.
2. A list of students matching the set criteria will be generated in a table below (see image above)
  - a. If a student attending the class for the entire school year is not available within the student list, please contact your district CVR data manager or CVR help desk to determine if the student can be added to the roster. Please note that students not submitted by your district for Oct 1 LEADS cannot be added to CVR.
  - b. Click the **Add-Student** text to the left of the student’s name to add to the roster.

- When you are finished adding students to that roster, click **Return to Update Student List** to return to the roster. The added student will then appear on the roster in green.

Class List | Student List | Verified Data | Teacher Results Report

Update | Update (Changes Only)

School Year: 2015-2016  
 School District: Pelican Parish  
 School: Mallard Middle School  
 Teacher: Charlie Chickadee

INSTRUCTIONS:  
 Use the drop-down list to select a teacher.  
 Select a class to review the student roster and indicate whether the student meets the criteria for inclusion.  
 To save your work and return, select 'save changes.'  
 When finished reviewing, select 'submit rosters' to save and submit your work.  
 If necessary, you may re-submit to make additional changes.  
 Hover over the column headers below for further direction.

Class List | Student List for Class 036095 | Print Roster | Add Student

Class Code	Course	Course Name	Course Code
Select	036095	120378 ENGLISH, 7TH AND 8TH GRADES DEPT.	ENGL

LA Secure ID	Name	Sex	Birth Date	Remove From List
0000000001	AAA, A	M	1/1/1753	<input type="checkbox"/>
0000000002	BBB, B	M	1/7/1753	<input type="checkbox"/>
0000000003	CCC, C	M	1/8/1753	<input type="checkbox"/>
0000000004	DDD, D	M	1/1/1753	<input type="checkbox"/>

3 Students. If you have no changes, 'Select' another Class.  
**Any changes will not be saved unless you click 'Save Changes'.**

Save Changes

- Select **Save Changes** to save changes to this roster. Note, please save changes to each teacher’s roster individually.
- Click the **Select** text next to another class to check for changes in other classes.

**View All Roster Changes Made by Teachers**

Class List | Student List | Verified Data | Teacher Results Report

Update | Update (Changes Only)

School Year: 2015-2016  
 School District: Pelican Parish  
 School: Egret Elementary

Check Box Instructions: **Not in Class:** Check this box if the student needs to be removed from the roster for any of the appropriate reasons.

List of Student Changes by Teacher

Student Added	Teacher Name	Class	Course Name	Student Name	LA Secure ID	Not in Class
Y	Chickadee, Charlie	036095	ENGLISH, 7TH AND 8TH GRADES DEPT.	AAA, A	0000000001	<input type="checkbox"/>
	Chickadee, Charlie	036095	ENGLISH, 7TH AND 8TH GRADES DEPT.	BBB, B	0000000002	<input checked="" type="checkbox"/>
	Chickadee, Charlie	036095	ENGLISH, 7TH AND 8TH GRADES DEPT.	CCC, C	0000000003	<input checked="" type="checkbox"/>

- Principals can view all changes made by teachers and print, if necessary.
- Select **Update (Changes Only)** under the **Student List** tab.
- Select the appropriate **School Year**, **School District**, and **School** from the drop-down boxes, if necessary.
- A table with the list of all changes made by teachers in that school will be displayed.
  - If the student was added to the roster, a ‘Y’ will be listed in the **Student Added** column.
  - If the student was marked as needing to be removed from the roster, the box below the **Not in Class** column will be checked).

**Note:** If there are small numbers at the bottom of the table, this means there are multiple pages of changes. Click on the next page number to view the next table of changes.

5. If necessary, select **Print Changes** to generate a pdf report of the changes. The PDF may be saved or printed.

Class List Student List Verified Data Teacher Results Report

Update Update (Changes Only)

Louisiana Department of Education  
Curriculum Verification and Results Reporting  
List of Student Changes By Teacher Report  
Pelican Parish  
Egret Elementary School  
As Of School Year 2015

Page 1 of 23

Student Added	Teacher Name	Class	Course Name	Student Name	LA Secure ID	Student Not in Class Flg
	DIANA DOVE	SL3131	SOCIAL STUDIES; ELEMENTARY GRADES	AAA, A	000000001	Y
Y	DIANA DOVE	SL3131	SOCIAL STUDIES; ELEMENTARY GRADES	BBB, B	000000002	N
	DIANA DOVE	RDG3131	READING I	CCC, C	000000003	Y
	DIANA DOVE	SL3131	SOCIAL STUDIES; ELEMENTARY GRADES	DDD, D	000000004	Y
	DIANA DOVE	LAN3131	LANGUAGE ARTS; ELEMENTARY GRADES	EEE, E	000000005	Y
	ELLIOTT EAGLE	MTH3131	MATHEMATICS; ELEMENTARY GRADES	FFF, F	000000006	Y
Y	ELLIOTT EAGLE	SL3131	SOCIAL STUDIES; ELEMENTARY GRADES	GGG, G	000000007	N

6. Principals can adjust changes teachers have made to rosters. These changes can either be made in the teacher's individual roster or can be made when viewing all changes made by teachers.

7. Check the box under the **Not in Class** column if a student:

- Was added to the roster incorrectly
- Was never in a class, but this was not marked
- Moved from a class, but this was not marked

8. Uncheck the box under the **Not in Class** column if a student was incorrectly marked as **Not in Class**.

9. Note: Any changes a principal makes will override a teacher's changes.

### View Verification Data

Class List Student List Verified Data

View Report

School Year: 2015-2016  
School District: Pelican Parish  
School: Mallard Middle School  
Teacher: Charlie Chickadee

Class List 3 Students are enrolled

Select	Class Code	Course	Course Name	VAM Code	LA Secure ID	Name	Sex	Birth Date	Not In Class
	036095	120378	ENGLISH; 7TH AND 8TH GRADES DEPT.	ENGL	0000000001	AAA, A	M	1/1/1753	
					0000000002	BBB, B	M	1/7/1753	
					0000000003	CCC, C	M	1/8/1753	Y
					0000000004	DDD, D	M	1/1/1753	

- a. Select **View** under the **Verified Data** tab at the top of the screen. This view will allow you to see the data that you will be submitting or has submitted for the portal.
- b. Select the appropriate **School Year**, **School District**, and **School** from the drop-down menu, if necessary. Select the **Teacher** you wish to view from the drop-down menu.
- c. Click on the **Select** text for a class to display the verified roster for that class. Any changes to the roster will appear under the column of the change.
  - a. If a student was added to the roster, that student's name will appear in green
  - b. If a student was removed from the roster, a 'Y' will appear in the **Not in Class** column

## CVR: Monitor Teacher Verification Completion

---

Once the Class List Review process has been completed, teachers will be guided to complete verification of their own rosters. The principal will confirm teachers have completed the process. The **Verification Status Report** indicates which teachers have/have not verified rosters. The report is accessible to the principal, data manager, and superintendent.

The screenshot shows the CVR interface. At the top, there are four tabs: 'Class List', 'Student List', 'Verified Data', and 'Teacher Results Report'. The 'Verified Data' tab is selected. Below the tabs are two buttons: 'View' and 'Report'. Below these is a section titled 'Verification Status'. Under this section, there are three dropdown menus: 'School Year' (set to 2015-2016), 'School District' (set to Pelican Parish), and 'School' (set to Junco Junior High). Below the dropdowns is a 'Run Report' button.

*Click 'Run Report' button to run the report.*

1. After successfully logging in to CVR, select **Report** from the **Verified Data Tab**.
2. Select **Verification Status Tab**.
3. Use the drop-down to select the district and school.
4. Select **Run Report** to generate a report of verification status for all teachers at the school.

Class List | Student List | Verified Data | Teacher Results Report

View | Report

Verification Status



**Louisiana Department of Education  
Curriculum Verification and Results Reporting  
Teachers Roster Verification Report**

School Year: 2015-2016  
 School District: Pelican Parish  
 School: Junco Junior High  
 Principal: Killdeer, Kelly

School	Teacher	Roster Verified	Verification Date	Teacher Did Not Teach Any Classes/Teacher Does Not Have Any Students On Rosters
Junco Junior High	Betty Bobwhite	Y	05/01/2016	N
Junco Junior High	Kevin Condor	N		N
Junco Junior High	George Grosbeak	N		N

Number of Teachers Verified: 1  
 Number of Teachers Not Verified: 2  
 Number of Teachers Removed: 0  
 Number of Remaining Teachers Verified: 1  
 Number of Remaining Teachers Not Verified: 2  
 Total Number of Teachers: 3

5. The **Verification Status** report will list the verification status of each teacher, which includes the following:
  - a. **Roster Verified** – A Y in this column means the teacher has completed roster verification and certified their completion.
  - b. **Verification Date** – The date in this column signifies the first time the teacher certified their completion. Teachers can continue to make changes after the initial completion until the close of the window to do so. Changes will be updated when clicking on **Save Changes**.
  - c. **Teacher Did Not Teach Any Classes/Teacher Does Not Have Any Students On Rosters**
    - i. “Y” indicates teacher was removed from all classes (by the principal or the data manager), or all of the teacher’s students were removed from all classes, the principal will see a Y under the column.
    - ii. It is not necessary for teachers in this column to complete verification.
    - iii. These teachers will not have any data to verify and as such, will not count towards completion percentages for roster verification.

### **CVR: Certify Completion of School Level Roster Verification**

Before certifying that the school has completed roster verification, the principal should use the *Roster Verification Status Report* to confirm all teachers have completed roster verification. The principal should work to ensure that all remaining teachers (those marked as “N” under the column *Teacher Did Not Teach Any Classes/Teacher Does Not Have Any Students On Rosters*) have a “Y” in the Roster Verified column and have a Verification Date present.

Certification allows the principal to confirm that all teachers at the school have completed roster verification and that the data is now ready use in calculating transitional student growth data. Completion will be reported in Verification Completion Reports used by district and network staff.

Please note, should the principal not complete this step, the changes that have been saved will still be submitted at the close of the roster verification window. Teachers and principals may continue to make changes after the principal has certified completion.

Guidelines for completing verification are as follows:

By **COMPLETING VERIFICATION**, the principal certifies that the following statement is correct:

- The **PRINCIPAL** has carefully viewed all classes and rosters and has updated the rosters as needed
- All teachers have completed verification
- No additional class or roster updates are required in CVR



This is to certify that I have carefully viewed the roster changes made by all the teachers and updated the class and student lists as needed.

Verification Completed

1. After saving changes to all class rosters, select **Complete Verification** from the **Student List Tab**.
2. Select **Verification Completed**.
3. Principal's verification status will be shared with the Superintendent.
4. Note: Changes to rosters can be made even after verification has been completed by clicking **Save Changes** in the Student List and Class List tabs after all changes have been made.

## CVR: Teachers

Roster Verification provides teachers the opportunity to review their own class and student roster data and verify its accuracy before the data is used to assign student growth scores. The data in CVR will be used to calculate TSGD even if the teacher and/or principal does not verify the roster. Therefore, it is important that teachers complete this process to ensure TSGD calculations are calculated based on accurate data. Failure to complete this process will not lead to TSGD not being calculated.

## CVR: Review Course & Student Lists

Class List
Student List
Verified Data

View
Report

School Year:

School District:

School:

Teacher:

---

**Class List**

	Class Code	Course	Course Name	VAM Code
Select	036095	120378	ENGLISH; 7TH AND 8TH GRADES DEPT.	ENGL

3 Students are enrolled

LA Secure ID	Name	Sex	Birth Date	Not In Class
0000000001	AAA, A	M	1/1/1753	
0000000002	BBB, B	M	1/7/1753	
0000000003	CCC, C	M	1/8/1753	

1. After successfully logging in to CVR, select **View** from the **Verified Data Tab**.
2. Select the appropriate **School Year**, **School District**, and **School** from the drop-down boxes, if necessary.
3. Review each course and confirm all classes you taught appear.
4. Click **Select** next to the class of the roster you wish to review. The teacher will see the roster of students assigned to the class. Make note of any students missing from the roster and/or any students erroneously included on the roster.
5. After generating your roster list, select **Print Roster** to generate a pdf report of the roster. If courses/students are missing, the teacher should notify the principal who will contact the district's CVR data manager or CVR help desk to determine next steps.

## CVR: Add & Remove Students

When communicating with the LDOE regarding the addition of students, districts should communicate using only the students' Louisiana Secure ID.

Class List   Student List   Verified Data   Teacher Results Report

Update   Update (Changes Only)

School Year: 2015-2016  
School District: Pelican Parish  
School: Mallard Middle School  
Teacher: Charlie Chickadee

INSTRUCTIONS:  
Use the drop-down list to select a teacher.  
Select a class to review the student roster and indicate whether the student meets the criteria for inclusion.  
To save your work and return, select 'save changes.'  
When finished reviewing, select 'submit rosters' to save and submit your work.  
If necessary, you may re-submit to make additional changes.  
Hover over the column headers below for further direction.

Class List   Student List for Class 036095   Print Roster   Add Student

Class Code	Course	Course Name	Course Code
Select	036095	120378 ENGLISH, 7TH AND 8TH GRADES DEPT.	ENGL

LA Secure ID	Name	Sex	Birth Date	Remove From List
0000000001	AAA, A	M	1/1/1753	<input type="checkbox"/>
0000000002	BBB, B	M	1/7/1753	<input type="checkbox"/>
0000000003	CCC, C	M	1/8/1753	<input type="checkbox"/>

3 Students. If you have no changes, 'Select' another Class.  
*Any changes will not be saved unless you click 'Save Changes'.*   Save Changes

1. After successfully logging in to CVR, select **Update** from the **Student List Tab**.
2. Select the appropriate **School Year**, **School District**, and **School** from the drop-down boxes, if necessary.
3. Review each course and confirm all classes you taught appear. If a course is missing or a course is listed in error, the teacher should notify the principal who will contact the district's CVR data manager or CVR help desk to determine if the course can be added or deleted.
4. Click **Select** next to the class of the roster you wish to review. The teacher will see the roster of students assigned to the class.
5. If the student was in that class for the entire length of the class; do nothing.
6. If a student is included in the roster who did not attend the class, the teacher may remove that student. Clicking the check box under **Remove From List**, the teacher certifies that one of the following statements reflects the student's enrollment:
  - a. Not enrolled in class from October 1, 2016 to April 5, 2017 for a year-long course
  - b. Not enrolled in class from October 1, 2016 to testing at the end of the block/semester for a fall block/semester course
  - c. Not enrolled in class from January 2017 (start of the course) to testing at the end of the block/semester for a spring block/semester course
  - d. Had 20 or more CONSECUTIVE absences (excused or unexcused)
  - e. Had 10 or more unexcused absences in either semester
7. If a student is missing from a roster, that student may be added by clicking on the **Add Student** button above the roster. By adding a student to a roster, the teacher certifies that the following statements reflects the student's enrollment in class from:
  - a. October 1, 2016 to April 5, 2017 for a year-long course
  - b. October 1, 2016 to testing at the end of the block/semester for a fall block/semester course
  - c. January 2017 (start of the course) to testing at the end of the block/semester for a spring block/semester course

8. By adding a student to a roster, the teacher certifies that the following statements reflects the students had fewer than:
  - a. 20 CONSECUTIVE absences (excused or unexcused)
  - b. 10 unexcused absences in either semester

The screenshot shows a web interface with a navigation bar containing 'Class List', 'Student List', 'Verified Data', and 'Teacher Results Report'. Below the navigation bar are two buttons: 'Update' and 'Update (Changes Only)'. The main form area includes fields for 'School Year' (set to 2015-2016), 'School District' (set to Pelican Parish), 'Student Last Name', 'Student First Name', and 'LA Secure ID'. A 'Go!' button is positioned to the right of the name fields. A help icon (?) is located in the top right corner of the form area.

Below the form is a section titled 'Student List' with a 'Return To Update Student List' button. It contains a table with the following data:

	Last Name	First Name	LA Secure ID	Grade	Sex	Birth Date
Add-Student	AAA	A	0000000001	EIGHTH	F	1/21/1753
Add-Student	BBB	A	0000000002	FOURTH	M	1/2/1753

9. A list of all available students within the district will appear. To search for a student, enter the student’s first and last name, or LA Secure ID, and select **Go**. Please note that the first three characters of the students’ last name and first character of the students’ first name will be displayed. The students’ LA Secure ID and day of birth will also be displayed (all records will have a birth month of “1” and birth year of “1753”) when searching by:
  - a. LA Secure ID, the student list will populate state-wide.
  - b. Student’s first and/or last name only, the student list will populate only within your district.
10. A list of students matching the set criteria will be generated in a table below (see image above).
  - a. If a student attending the class for the entire school year is not available within the student list, please contact your principal who will contact the district CVR data manager or CVR help desk to determine if the student can be added to the roster. Please note that students not submitted by your district for Oct 1 LEADS cannot be added to CVR.
11. Click the **Add-Student** text to the left of the student’s name to add to the roster.
12. When you are finished adding students to that roster, click **Return to Update Student List** to return to the roster. The added student will then appear on the roster in green.

School Year: 2015-2016  
 School District: Pelican Parish  
 School: Mallard Middle School  
 Teacher: Charlie Chickadee

INSTRUCTIONS:  
 Use the drop-down list to select a teacher.  
 Select a class to review the student roster and indicate whether the student meets the criteria for inclusion.  
 To save your work and return, select 'save changes.'  
 When finished reviewing, select 'submit rosters' to save and submit your work.  
 If necessary, you may re-submit to make additional changes.  
 Hover over the column headers below for further direction.

Class List Student List for Class 036095 Print Roster Add Student ?

Class Code	Course	Course Name	Course Code
Select 036095	120378	ENGLISH; 7TH AND 8TH GRADES DEPT.	ENGL

LA Secure ID	Name	Sex	Birth Date	Remove From List
0000000001	AAA, A	M	1/1/1753	<input type="checkbox"/>
0000000002	BBB, B	M	1/7/1753	<input type="checkbox"/>
0000000003	CCC, C	M	1/8/1753	<input type="checkbox"/>
0000000004	DDD, D	M	1/1/1753	<input type="checkbox"/>

3 Students. If you have no changes, 'Select' another Class.  
**Any changes will not be saved unless you click 'Save Changes'.**

Save Changes

13. Select **Save Changes** to save changes to this roster. Note, please save changes to each roster individually.
14. Click the **Select** text next to another class to check for changes in other classes.

## CVR: View Verification Data

Class List Student List Verified Data Login Account

View Report

School Year: 2015-2016  
 School District: Pelican Parish  
 School: Mallard Middle School  
 Teacher: Charlie Chickadee

Class List 3 Students are enrolled

Class Code	Course	Course Name	VAM Code
Select 036095	120378	ENGLISH; 7TH AND 8TH GRADES DEPT.	ENGL

LA Secure ID	Name	Sex	Birth Date	Not In Class
0000000001	AAA, A	M	1/1/1753	
0000000002	BBB, B	M	1/7/1753	
0000000003	CCC, C	M	1/8/1753	Y
0000000004	DDD, D	M	1/1/1753	

1. Select **View** under the **Verified Data** tab at the top of the screen. This view will allow you to see the data that you will be submitting or has submitted for the portal.
2. Select the appropriate **School Year**, **School District**, and **School** from the drop-down boxes, if necessary.
3. Click on the **Select** text for a class to display the verified roster for that class. Any changes to the roster will appear under the column of the change if a student was:
  - a. added to the roster, that student's name will appear in green
  - b. removed from the roster, a 'Y' will appear in the **Not in Class** column

### Complete Roster Verification

Once the teacher has submitted all changes, the teacher will certify that they have completed roster verification. The teacher's certification of completion will appear in reports to principals and superintendents.

### Guideline for Completing Verification

By **COMPLETING VERIFICATION**, the teacher certifies that the following statement is correct:

- Teacher has carefully viewed all student rosters for each class and updated the student list as needed
- No additional class updates are required in CVR



1. After saving changes to all class rosters, select **Complete Verification** from the **Student List Tab**.
2. Select **Verification Completed**.
3. Teacher's verification status will be shared with Principal and Superintendent.
4. Note: Changes to rosters can be made even after verification has been completed by clicking **Save Changes** in the Student List tab after all changes have been made.

## Appendix A: Procedure for Uploading CIS Educator Evaluation

### Introduction

The Compass Information System allows school/district supervisors and administrators to track and manage educator evaluation information. [Bulletin 130](#) provides the policy requirements for completing teacher and administrator evaluations. For information about which employees to include, consult your district's Compass contact.

The Compass Information System allows school/district supervisors and administrators to track and manage educator evaluation information. Supervisors and administrators with responsibility for employee evaluations will manage the employee rosters. At the school level, the Principal and/or their designee hold the responsibility for these actions.

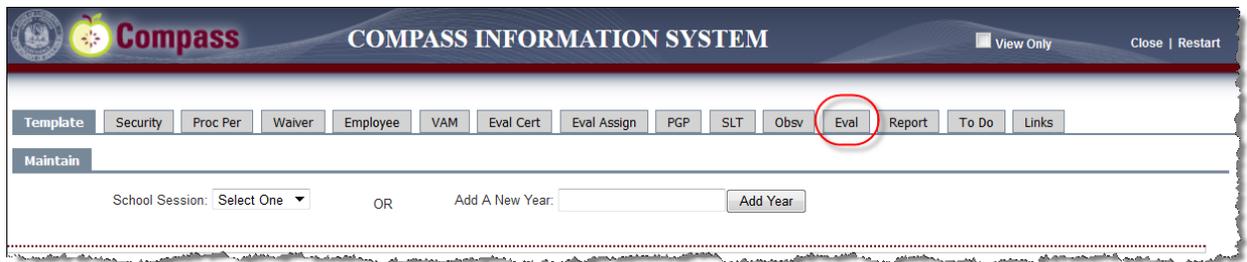
The purpose of this section is to guide district administrators (LEA Admin for current year, and DOE Admin for prior year) through how to:

1. Download a pre-populated Excel file with current roster and data fields in the proper format and layout necessary for step 3;
2. Complete blank fields that are required for upload;
3. Upload your fully populated spreadsheet into the CIS database; and
4. Reviewing your uploaded evaluation data.

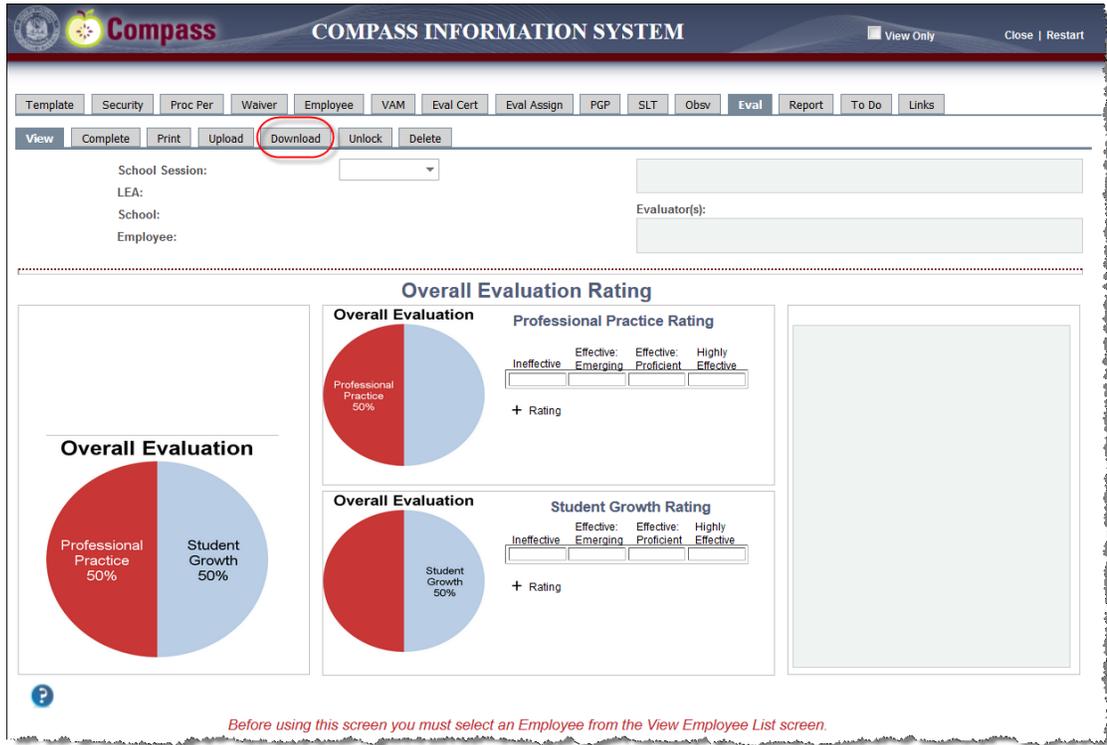
### Step 1: Downloading Compass Evaluations

The Compass Evaluation **Download** function allows supervisors and administrators to view a progress summary of evaluations for all of the employees on their school/district roster. This download can be a useful final check to confirm that all evaluations have been submitted. *For school/district administrators completing a batch upload of evaluation data, the download can serve as the basis for the upload file.*

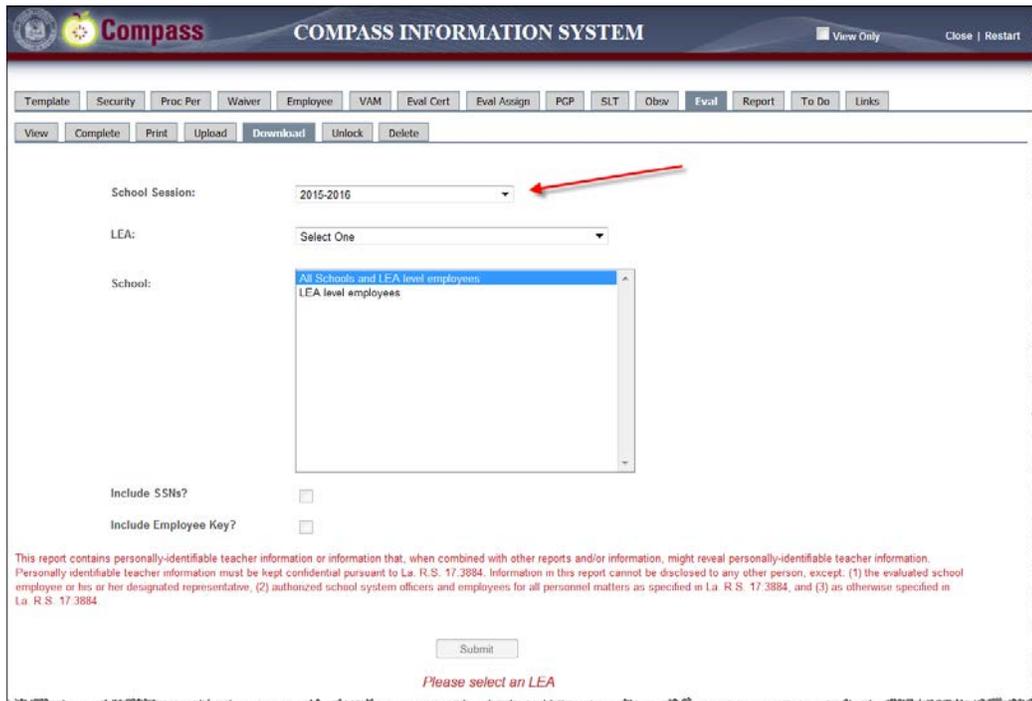
1. After logging in to the [Compass Information System](#), select **Eval** from the main screen.



2. Select **Download** located in the second row.



3. Select the appropriate year from the **School Session** drop down menu.



- Select the employee's **LEA** and **School**. You may select more than one LEA and/or School by holding down the **control key**.

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 Complete Print Upload Download Unlock Delete

School Session: 2015-2016

LEA: 001 - Acadia Parish

School:
 

- All Schools and LEA level employees
- LEA level employees
- 0017
- 0019
- 0010
- 0010
- 0010
- 0010
- 0010
- 0010
- 0010
- 0010
- 0010
- 0010
- 0010

Include SSNs?

Include Employee Key?

This report contains personally-identifiable teacher information or information that, when combined with other reports and/or information, might reveal personally-identifiable teacher information. Personally identifiable teacher information must be kept confidential pursuant to La. R.S. 17:3884. Information in this report cannot be disclosed to any other person, except: (1) the evaluated school employee or his or her designated representative, (2) authorized school system officers and employees for all personnel matters as specified in La. R.S. 17:3884, and (3) as otherwise specified in La. R.S. 17:3884.

Submit

Please select one or more items from the School list, check either 'Include SSNs' or 'Include Employee Key' or both, and click "Submit".

- Select **"Include SSNs?"** to include employees' social security numbers and/or **"Include Employee Key?"** to include employee key numbers. *You may select both but you must select at least one.*

Include SSNs?

Include Employee Key?

- Select **Submit**.

This report contains personally-identifiable teacher information or information that, when combined with other reports and/or information, might reveal personally-identifiable teacher information. Personally identifiable teacher information must be kept confidential pursuant to La. R.S. 17:3884. Information in this report cannot be disclosed to any other person, except: (1) the evaluated school employee or his or her designated representative, (2) authorized school system officers and employees for all personnel matters as specified in La. R.S. 17:3884, and (3) as otherwise specified in La. R.S. 17:3884.

Submit

Please select one or more items from the School list, check either 'Include SSNs' or 'Include Employee Key' or both, and click "Submit".

- Open the **Excel** file to view the schools' employee's data.

System ID	Record Type	Beginning School Session		Sponsor Code	Sponsor Name	Homebase Site		Employee SSN
		Year				Code	Site Name	
HCS	200	2015		001	Acadia Parish	001004	Church Point Elementary School	*****
HCS	200	2015		001	Acadia Parish	001004	Church Point Elementary School	*****
HCS	200	2015		001	Acadia Parish	001004	Church Point Elementary School	*****
HCS	200	2015		001	Acadia Parish	001004	Church Point Elementary School	*****
HCS	200	2015		001	Acadia Parish	001004	Church Point Elementary School	*****
HCS	200	2015		001	Acadia Parish	001004	Church Point Elementary School	*****

- Review your report. Confirm that all employees you wish to submit evaluations for are included. If any employees are missing, they will need to be added to CIS to receive an evaluation. For each employee already in the report, you will need to update the spreadsheet with additional information before uploading your evaluation data. **The following is a list of all fields included in the report along with a description of each and whether it is required for your upload.**

### Step 2: Creating an Evaluation Data File for Upload

The **Upload** function enables all schools/districts to submit multiple evaluations at once. Instead of having evaluators login to CIS to submit the evaluations, school/district administrators will collect data offline and submit via file to CIS.

This function is recommended for schools/districts using alternative systems to collect and track observation and student learning target data.

**Required Fields are marked in the table below.**

**Note:** All fields included in the table below must be present in order for your file to upload correctly. Additionally, pay close attention to the data type and description. For example, you will need to format the **Evaluation Completion Date**, as indicated, with format MMDDYYYY. Therefore, this column should be formatted as Text in order to preserve the leading zero in month.

### CIS Evaluation File Record Layout (File Type 200)

**Note:** Types A = (Alphanumeric) N = (Numeric)

All "A" data elements should be left justified and padded with spaces

All "N" data elements should be right justified and padded with zeroes

Data Field Order	Date Element Name	Type	Length	Decimal Places	Description	Required?
1	System ID	A	3	0	Must be "HCS"	Y
2	Record Type	A	3	0	Must be "200"	Y
3	Beginning School Session Year	N	4	0	The beginning year of the school session. For example, "2012" means the 2012-2013 school session.	Y
4	Sponsor Code	A	3	0	LDE-assigned code that corresponds to the LEA. <b>This code must be the</b>	Y

					<b>same on each record within the file.</b>	
5	Sponsor Name	A	50	0	LDE-assigned name that corresponds to the LEA.	
6	Home base Site Code	A	6	0	LDE-assigned code that corresponds to the employee's home base school. <b>This may be left blank if entering a record for a district-level employee.</b>	Y
7	Site Name	A	50	0	LDE-assigned name that corresponds to the school.	
8	Employee Social Security Number	N	9	0	The Social Security Number of the employee as shown in the Compass Information System.	Y
9	Employee Key *	N	9	0	The Employee Key of the employee as shown in the Compass Information System.	Y
10	Employee First Name	A	15	0	The first name of the employee as shown in the Compass Information System.	
11	Employee Last Name	A	20	0	The last name of the employee as shown in the Compass Information System.	
12	Evaluator Social Security Number	N	9	0	The Social Security Number of the evaluator as shown in the Compass Information System.	Y
13	Evaluator Employee Key	N	9	0	The Employee Key of the evaluator as shown in the Compass Information System.	Y
14	Evaluator First Name	A	15	0	The first name of the evaluator as shown in the Compass Information System.	
15	Evaluator Last Name	A	20	0	The last name of the evaluator as shown in the Compass Information System.	
16	Evaluation Type Code	A	1	0	"T" for teacher; "L" for leader; "C" for school counselor; "O" for other. All employees receiving an evaluation but not evaluated on a standard Compass rubric should have "O" assigned here.	Y
17	Average overall observation score	N	6	2	The average of all overall observation scores	
18	Overall Professional Practice Score	A	4	2	<b>This field must be entered. Decimals are accepted.</b>	Y
19	Average SLT score	A	6	2	The average of all rated SLTs (decimals are accepted).	
20	Overall Student Growth Score	A	4	2	<b>This field must be entered. Decimals are accepted.</b>	Y

21	Raw Professional Practice Score	N	6	2	The numerical observation average for alternative rubrics	
22	Is Intensive Assistance Required?	A	1	0	"Y" for yes; "N" for no	Y
23	Evaluation Completion Date	N	8	0	This must be in an abbreviated 8-character format listing the month, day, and year without dashes, periods, or slashes (MMDDYYYY). For example, July 01, 2013, should be listed as 07132013.	Y
24	General Comments	A	500	0		
25	Professional Practice Comments	A	500	0		
26	Student Growth Comments	A	500	0		
27	Incomplete Evaluation Reason Code	N	2	0	<p>Required if an evaluation was not completed on this employee</p> <p>Acceptable two-digit codes and their corresponding reason are as follows:</p> <p>03-Resigned 04-Deseased 06-Sabbatical 08-Terminated 09-Retired 10-Extended Absence 99-Other</p> <p>If this item is not blank (spaces), then:</p> <ol style="list-style-type: none"> <li>Evaluator Social Security Number, Evaluator Type Code, is Intensive Assistance Required, and Evaluation Completion Date may be blank (spaces); and</li> <li>Overall Professional Practice Score, Student Learning Target Average Score, Overall Student Growth Score, Raw Professional Practice Score, and Evaluation Completion Date must be blank.</li> </ol> <p><b>Note:</b> If the evaluation is incomplete, the <b>Incomplete Evaluation Reason Code</b> and <b>Incomplete Evaluation Rationale Text</b> may be entered in lieu of the professional practice rating, student growth rating and overall</p>	

					<i>evaluation rating.</i>	
28	Incomplete Evaluation Rationale Text	A	500	0	Required if an Incomplete Evaluation Reason Code is supplied. Must be blank (spaces) if incomplete Evaluation Reason Code is blank. From 1 to 500 characters, including blanks (spaces).	

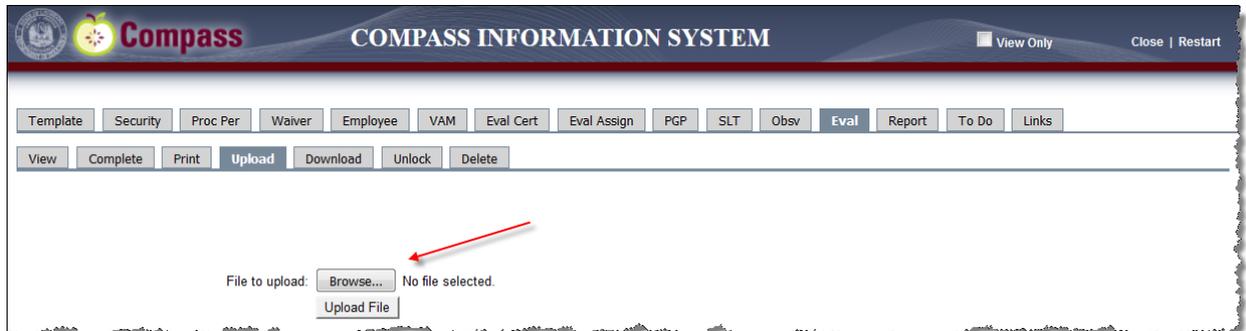
**\* What is Employee Key? How is this value generated?**

- The employee key is a unique identifier for the employee that is year-specific. The report will populate the employee key for the school session chosen. Due to data sensitivity, some districts may choose to identify employees using employee key instead of Social Security Number.
- Schools and districts may identify an employee Key by downloading the evaluation download report, or by referring to the users by user group report.

When you are finished completing the blank fields of the **Evaluation Download Excel** report, rename the file and save it to your local computer as a **XLSX file**.

**Step 3: Uploading Evaluation Data**

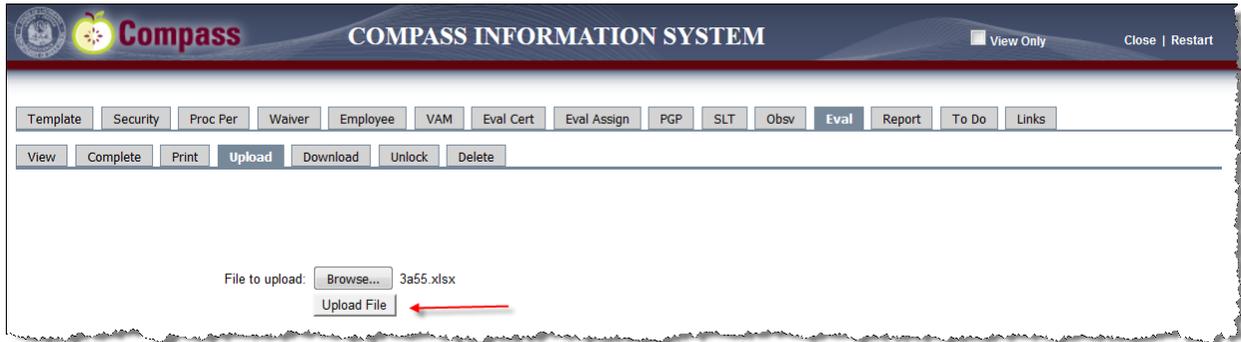
1. Select **Choose File** from the **Eval** tab.



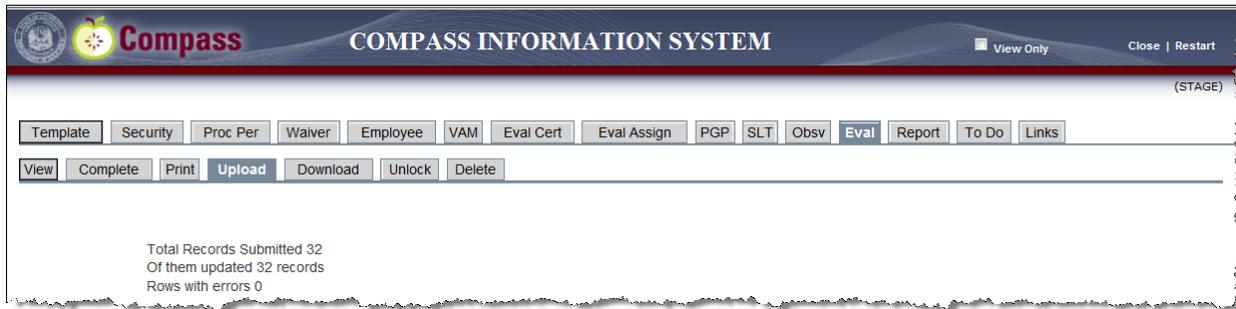
2. Navigate your computer to identify the CSV file to upload and select **Open**.



3. Select **Upload File** from the **Eval** tab.

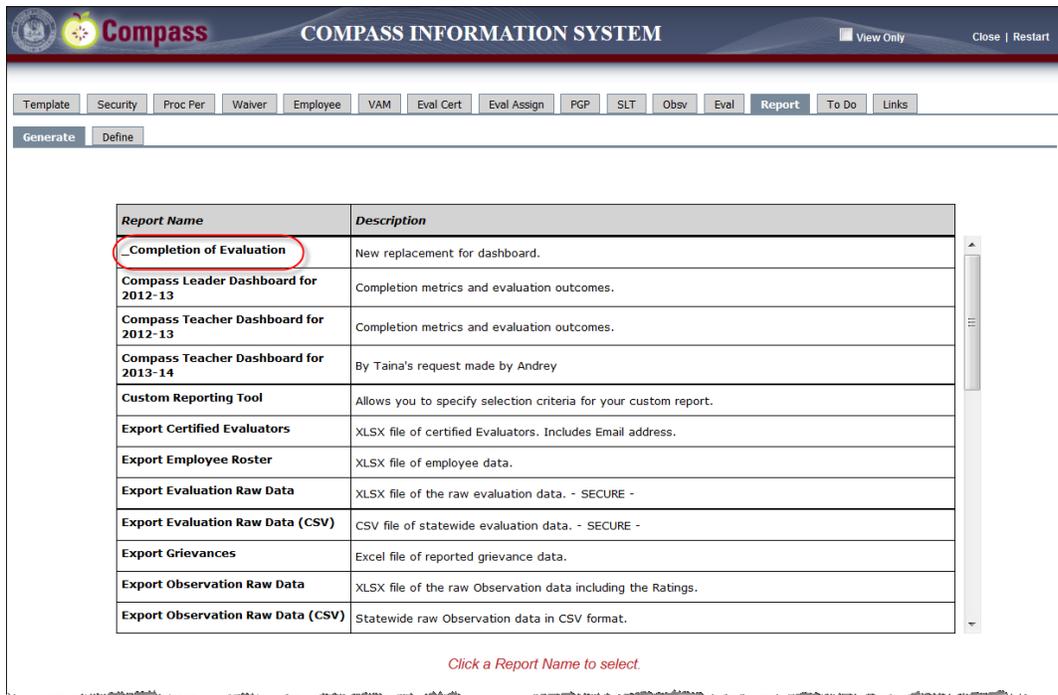


4. Check **Total Records Submitted, Of them updated records and Rows with errors.**



#### Step 4: Reviewing Your Uploaded Evaluation Data

1. To review your updated data refer to the **Completion of Evaluation report.**



2. Select **Districts Completion Progress** under the **Completion** tab.

The screenshot shows the COMPASS INFORMATION SYSTEM interface. The 'Report' menu is selected, and a dropdown menu is open showing 'Districts Completion Progress' circled in red. The main content area displays the 'Employees Completion Progress' report for the year 2015. The report includes a table with the following data:

	Total Employees	Required Evaluation	Assigned Evaluator	2 Observations Completed	2 SLTs Accepted	2 SLTs Rated	Evaluation Completed
Observation Summary	726	711	704 (99.0%)	565 (79.5%)	634 (89.2%)	539 (75.8%)	486 (68.4%)
Admin Functions	409	378	377 (99.7%)	373 (98.7%)	372 (98.4%)	332 (87.8%)	331 (87.6%)
...	1716	1642	1,622 (98.8%)	75 (4.6%)	1,513 (92.1%)	1,431 (87.1%)	1,361 (82.9%)
...	310	259	257 (99.2%)	229 (88.4%)	251 (96.9%)	224 (86.5%)	222 (85.7%)

3. Select the **LEA** to view completion status of the **LEA, District, School, Evaluator** and/or **Employees**.

The screenshot shows the COMPASS INFORMATION SYSTEM interface. The 'Report' menu is selected, and the 'LEA' report is displayed. The report includes a table with the following data:

Site	Evaluators	Total Employees	Required Evaluation	Assigned Evaluator	2 Observations Completed	2 SLTs Accepted	2 SLTs Rated	Evaluation Completed
001 - LEA Level	0	9	0	✓	✓	✓	✓	✓
	3	26	26	✓	18 (69.2%)	20 (76.9%)	12 (46.2%)	12 (46.2%)
	2	21	21	✓	19 (90.5%)	20 (95.2%)	17 (81.0%)	18 (85.7%)
	2	14	14	13 (92.9%)	11 (78.6%)	12 (85.7%)	11 (78.6%)	11 (78.6%)

## Appendix B: Principal Evaluations Timeline

	Compass Activities	Completion Timespan		ACTIONS by USER TYPE		
				Administrators and Supervisors (district compass contact, school supervisor)	Principals and Evaluators (principal evaluator, assistant principal)	Employees (teacher, counselor, librarian)
CIS	CIS Opens for the School Year	9/1/2015	8/15/2017	<b>Update Compass Rosters:</b> -Add new employees -Assign rubrics and evaluators for current year		
	Set SLTs	9/1/2016	12/1/2016	Monitor SLT completion	Review and Accept SLTs	Set SLTs
	Conduct Observations	9/1/2016	5/1/2017	Monitor Observation Progress	Conduct Observations	Review Observations
	Review 2015-2016 TSGD Data	1/2017	1/2017	<b>Review and Release Data Reports</b> Review TSGD data and release to principals and teachers	Review TSGD Reports	Review TSGD Reports
	Rate SLTs	12/1/2016	5/1/2017	Monitor SLT completion	Rate SLTs	Report Results of SLTs
CVR	Roster Verification View-Only Period	4/17/2017	4/28/2017	Submit CVR data corrections	Review CVR data	Review CVR data
	Roster Verification Open Correction Period	5/8/2017	5/19/2017	Monitor roster verification completion	Verify CVR rosters	Verify CVR rosters
CIS	Complete Evaluation Ratings*	1/1/2017	8/15/2017	<b>Final Evaluations:</b> - Monitor completion	<b>Final Evaluations:</b> - Complete observations - Assess student outcomes ratings - Determine final evaluation ratings	<b>Final Evaluations:</b> - Review observation data and feedback - Report progress on student outcomes - Review evaluation

The timelines and resources outlined below guide districts as they begin to finalize Compass principal evaluations for the 2016-2017 school year.

<b>Action</b>	<b>Timeline</b>
<b>Principals*:</b> End-of-year results using <a href="#">SPS Calculator</a>	Enter final evaluation ratings in CIS as data becomes available but prior to <b>August 15</b> .
<b>Principals*:</b> End-of-year results (or updates) upon release of SPS	Use the CIS district upload function to input/update principal evaluation scores during a two-week window following the release of SPS.

*\*EOY evaluations for other school leaders (e.g., APs, deans) may follow the same timeline as principals.*

**Resources:**

2016-2017 SPS Calculator (Available late Spring)

- [District CIS Data Upload Function Guide](#)

**Additional Support:**

- Compass EOY Webinar (April 14, 2016 at 2:00pm)

- Email questions to [compass@la.gov](mailto:compass@la.gov)

## Appendix C: 2016-2017 Roster Verification Timeline

Roster Verification View-Only Period	4/17/2017	4/28/2017	Submit CVR data corrections	Review CVR data	Review CVR data
Roster Verification Open Correction Period	5/8/2017	5/19/2017	Monitor roster verification completion	Verify CVR rosters	Verify CVR rosters

<https://leads13.doe.louisiana.gov/cvr>

The following teachers should verify their CVR rosters:

2016-2017 ASSESSMENT DATA AVAILABILITY			
Data Set	Details	Availability Date	What does this mean for educators/evaluators?
State Assessment Data	<u>Grades 3-8:</u> ELA & Math	Late Summer 2017	These data will <b>may not</b> be available for use in determining the Overall Student Growth Score.
	<u>Grades 3-8:</u>	N/A Field Test Only	
	<u>Grades 3-8:</u>	June 2017	Data will be available for use in determining the Overall Student Growth Score.
	<u>EOC Assessments:</u>	May 2017	
Transitional Student Growth Data (TSGD)	<u>Content Percentiles</u>  Grades 4-8: ELA, Math  EOC Assessments: Algebra I & Geometry  <u>Overall Percentiles</u>	Winter 2018	Data will <b>not</b> be available until Winter 2017 and unable to be used in 2016-2017 final evaluations.

Social Studies rosters will not be available in the CVR because a new Social Studies test is being piloted in the 2016-2017 school year. Teachers do not need to verify any Social Studies class roster.

### **R.S. 17:3914 (Act 837)**

To comply with R.S. 17:3914 (which provides for limitation and prohibitions on collecting and sharing of student information), do **NOT** include any personal identifiers (e.g. full first name, full last name, Social Security numbers or DOB) when you contact the LDOECVR help desk ([LDOECVR@la.gov](mailto:LDOECVR@la.gov)) for help in adding/removing students from rosters. Please only use the student's unique Louisiana Secure ID, the first letter of the first name, and first three letters of the last name; e.g. L BOU.

Sending student personally identifiable information via email to the LDOECVR help desk will be in violation of R.S. 17:3914. Any person who knowingly and willingly fails to maintain the confidentiality of such information “shall be punished by imprisonment for not more than six months or by a fine of not more than ten thousand dollars” (R.S. 17:3914).

**Remove class(es) from teacher rosters if:**

1. Teacher is reassigned to another class/course after October 1, 2016.
  2. Teacher is reassigned to another class/course after start of second-semester course.
  3. Teacher was incorrectly listed as teaching that course.
  4. Teacher is absent for 60 or more days in the academic year due to “approved extended leave, such as maternity leave, extended sick leave or sabbatical leave” (see Bulletin 130; §325. Extenuating Circumstances).
  5. Teacher is no longer at the school.
- \*District data managers can add/delete courses as necessary for teachers and principals.  
\*Principals can remove classes for teachers.  
\*Teachers, principals and data managers can add/remove students to the rosters as necessary.

**Remove students from rosters of a year-long course if:**

1. Student was not in class by October 1, 2016.
2. Student was absent for **20 or more CONSECUTIVE** days between October 1, 2016 and April 5, 2017.
3. Student has **10 or more UNEXCUSED** absences (does not have to be consecutive) within any school semester in that year (Act 515 – <http://www.legis.la.gov/legis/ViewDocument.aspx?d=913628>)
4. Student was moved to another teacher’s class anytime between October 1, 2016 and April 5, 2017. If the student was moved to a different class/section but is still with the same teacher, the student stays on the roster.
5. Student left the school after October 1, 2016.

**Remove students from rosters of a first-semester-only course if:**

1. Student was not in class by October 1, 2016.
2. Student left school after October 1, 2016.
3. Student was absent for **20 or more CONSECUTIVE** days between October 1, 2016 and the end of the fall block/semester testing.
4. Student has **10 or more UNEXCUSED** absences (does not have to be consecutive) in the first semester. (Act 515 – <http://www.legis.la.gov/legis/ViewDocument.aspx?d=913628>)

**Remove students from rosters of a second-semester-only course if:**

1. Student was not in class by start of spring block/semester 2017.
2. Student left school after start of spring block/semester 2017.
3. Student was absent for **20 or more CONSECUTIVE** days between the start of the spring block/semester and the end of the spring block/semester testing

4. Student has **10 or more UNEXCUSED** absences (does not have to be consecutive) in the second semester.

(Act 515 – <http://www.legis.la.gov/legis/ViewDocument.aspx?d=913628>)

**Add students to rosters of a year-long course if:**

1. Entered class ON or BEFORE October 1, 2016 and remained in class until April 5, 2017.
2. Student was NOT absent for **20 or more CONSECUTIVE** days.
3. Student does NOT have **10 or more UNEXCUSED** absences (does not have to be consecutive) within any school semester in that year (Act 515 – <http://www.legis.la.gov/legis/ViewDocument.aspx?d=913628>)

**Add students to rosters of a first-semester-only course if:**

1. Entered the class ON or BEFORE October 1, 2016 and remained in class until testing at the end of the semester/block.
2. Student was NOT absent **20 or more CONSECUTIVE** days.
3. Student does NOT have **10 or more UNEXCUSED** absences in the first semester (does not have to be consecutive) (Act 515 – <http://www.legis.la.gov/legis/ViewDocument.aspx?d=913628>)

**Add students to rosters of a second-semester-only course if:**

1. Entered the class ON the day that it began and remained in class until testing at the end of the semester/block.
2. Student was NOT absent **20 or more CONSECUTIVE** days.
3. Student does NOT have **10 or more UNEXCUSED** absences in the second semester (does not have to be consecutive) (Act 515 – <http://www.legis.la.gov/legis/ViewDocument.aspx?d=913628>)

**Do NOT add the following students as they will not be included in the analysis**

- 10<sup>TH</sup>, 11<sup>th</sup> or 12<sup>th</sup> graders to Algebra courses
- 11<sup>th</sup> or 12<sup>th</sup> graders to Geometry courses
- Out-of-state or international students who enrolled in your school/district for the first time in 2016-2017 (they will not have any prior year test scores for LEAP, iLEAP, LEAP, or EOC).

Please include the following information in your email to the LDOECVR help desk ([LDOECVR@la.gov](mailto:LDOECVR@la.gov)):

1. District, School and Teacher's name.
2. Name of student (first letter of the first name and first three letters of the last name; e.g. L BOU)
3. The student's unique Louisiana Secure ID (do **NOT** send Social Security numbers)
4. Course Code/Class Code/Course Name.
5. District from which the student is entering.



