

Louisiana Believes

Completing the 2012-2018 Evaluation Uploads for the
Compass Information System (CIS)

Submissions Accepted January 6-31, 2020

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Objective for Updating Unreported Evaluation Scores

Rationale: Due to prior evaluation scores that have not been reported or recorded in the Compass Information System (CIS) there are some teachers and leaders unable to maintain their certification status. The LDOE will offer a **one-time** opportunity to submit backlogged evaluation scores via a password protected spreadsheet from 2012-2018 to the Compass team.

Objective: Complete the upload of all backlogged and available evaluation scores from 2012-2018 in the Compass Information System (CIS).

Key Points

Key Points to Remember:

1. This is a **one-time only upload window**. All submitted scores must be received via password protecting the [2012-2018 Evaluation Score Report Spreadsheet](#) available under training materials in the [Compass Library](#) at compass@la.gov no later than Friday, **January 31, 2020**.
2. CIS can only accept scores from the years **2012-2018**.
3. Updating scores for prior years in CIS requires CIS to shut down the current 2019-2020 school year. **The 2019-2020 CIS system will be shut down for the month of February to allow our team to upload the submitted scores.**
4. For the upload to work, all certified personnel need to be at the site for the year you are reporting. If they are not listed, please add them to the spreadsheet and notate they should be added.

Identifying Unreported Scores

COMPASS INFORMATION SYSTEM

View Only

Proc Per Employee VAM PGP SLT Obsv Eval Report To Do List Links

View List View View Grievance

School Session: 2018-2019

LEA: []

School: [] Show only assigned employees

Last Name Filter: [] Go

Employee Name	Job Title	Eval. Type	Evaluator	PGP	Obs.	SLT	VAM	Eval Submitted	Final Eval	Inc. Eval.
Teacher	T			Does not Exist	3.40	3.50		Y	3.45	
Teacher	T			Does not Exist	3.40	3.00		Y	3.00	
Teacher	T			Does not Exist	2.80	3.50		Y	3.15	
Teacher	T			Does not Exist	2.80	3.50		Y	3.15	
Teacher	T			Does not Exist	2.80	4.00	4.00			
Teacher	T			Does not Exist	2	2	2.00			
Teacher	T			Does not Exist	2.80	2.00		Y	2.00	
Teacher	T			Does not Exist	2	2	3.00			
Teacher	T			Does not Exist	2.80	1.00	4.00	Y	2.00	

To check historical CIS data:

1. Check the **View Only** box at the top
2. Change the **School Session** drop down to correct date
3. Select the **School**
4. Ensure that all certified personnel is at the site for this year. If they are not, please add them to the list to be added.
5. Check the **Eval Submitted** and **Final Evaluation** column. If they are blank, then a final evaluation was not submitted correctly for this person.

Completing the Spreadsheet

Beginning School Session Year	Ending School Session Year	Sponsor Code	Sponsor Name	Homebase Site Code	Site Name	Are you adding this person to CIS for this year?
2018	2019	001	Acadia Parish	001001	Test Site	Y/N

BSSY: First part of school year

ESSY: Last part of school year

Sponsor Code: 3 digit code (text field)

Sponsor Name: As it appears in CIS

Homebase Site Code: 6 digit code (text field)

Site Name: As it appears in CIS

Are you adding this person to CIS for this year?: Enter Y if the person is not already in CIS for the year, sponsor, and site. Enter N if they are already in CIS for the year, sponsor, and site.

Link: [2012-2018 Evaluation Score Report Spreadsheet](#)

[2012-2018 Evaluation Score Report Procedure Video](#)

Completing the Spreadsheet

Employee SSN	Employee First Name	Employee Last Name	Evaluator SSN	Evaluator First Name	Evaluator Last Name	Evaluation Type Code	Average Observation Score	Average SLT Score
123456789	John	Doe	987654321	Bill	Smith	T, L, O	1.0-4.0	1.0-4.0

Employee SSN: 9 digit SSN of the employee

Employee First Name: First name as it appears in CIS

Employee Last Name: Last name as it appears in CIS

Evaluator SSN: 9 digit SSN of the evaluator

Evaluator First Name: First name as it appears in CIS

Evaluator Last Name: Last name as it appears in CIS

Evaluation Type Code: T for Teacher, L for Leader, and O for Other

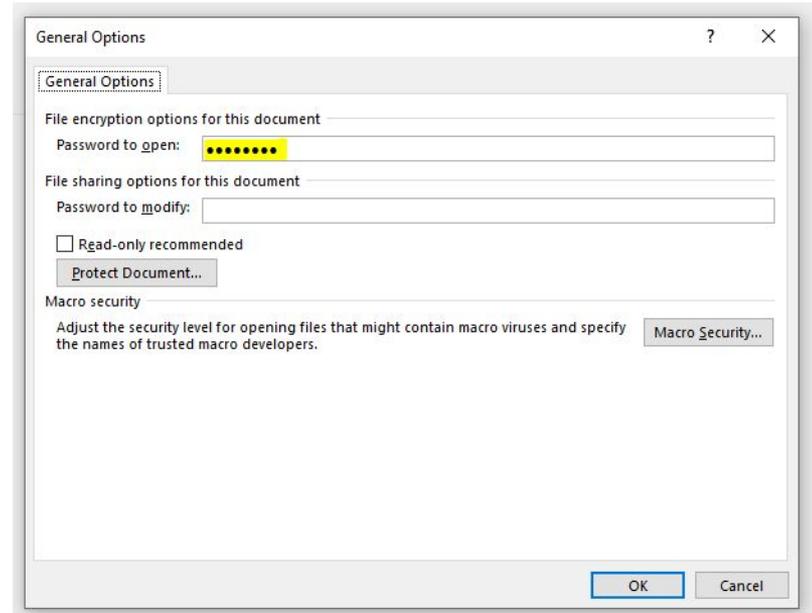
Average Observation Score: Enter a value between 1.0-4.0 (cannot be 0 or blank)

Average SLT Score: Enter a value between 1.0-4.0 (cannot be 0 or blank)

Password Protecting and Sending your Spreadsheet (Mandatory)

As social security numbers will be used, all spreadsheets sent to compass@la.gov must be password protected. In order to do so you can refer to this [link](#) in the Compass Library or follow these steps:

1. Create your spreadsheet
2. Go to File, Save As, create the File Name, go to Tools, and select General Options.
3. In General Options, create a unique password to open this document and select OK (see screenshot right).
4. Send the attachment in one email and the password in a separate email.



For further information,
please contact Compass@la.gov.

If you would like to call Compass for assistance,
we will hold office hours
January 21-31, 2020 from 9:00 AM - 10:00 AM.

Please schedule a time with compass@la.gov and a dial in number will be forwarded to you.