

Louisiana Believes

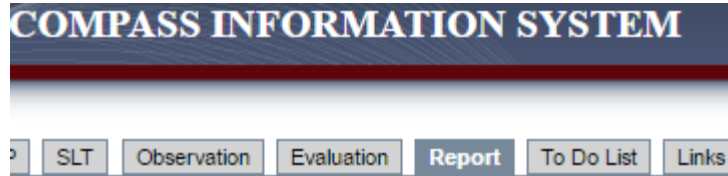
Compass Information System

Dashboard: Quick Guide

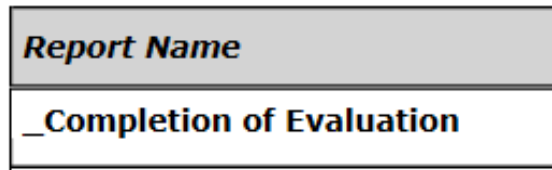
For support, contact compass@la.gov

CIS: Progress Completion Report

1. Login to [CIS](#) and click on the “Report” tab.



3. Under “Report Name,” click on “_Completion of Evaluation.”



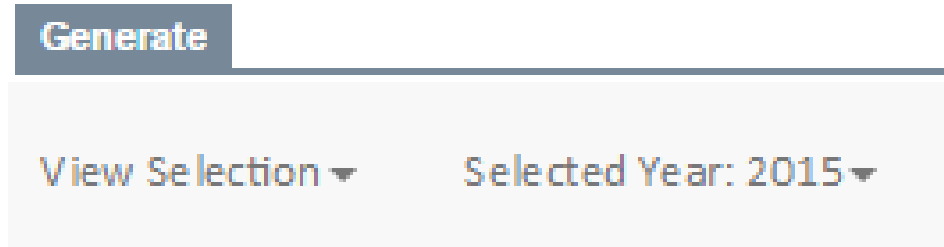
3. The first screen is the **Compass Implementation Report** which reflects statewide completion rates.

LDE Completion Progress

Last time updated: 4/12/2016 8:46 PM			
	Compass Implementation Report	Number	Percentage
Total Employees in the system.		56872	-
Total Employees included in evaluation counts		53843	-
Employees with an assigned evaluator		45644	84.77%
Employees with at least two observations or visitations completed		15078	28.00%
Employees with at least two SLTs accepted and assigned to be rated		34977	64.96%
Employees with at least two SLTs rated		223	0.41%
Employees completed evaluation		223	0.41%
Total teachers included in observation/SLT calculations		40655	75.47%
Teachers with an assigned evaluator		40497	99.66%
Teachers with at least two observations completed		14561	35.83%

CIS: Progress Completion Report

1. Click on “View Selection.”



The “View Selection” options for LEA Administrator, Supervisors and Evaluators will align to the appropriate level of access.

2. The current year is the default but can be changed while viewing any screen.
3. Select “Districts Completion Progress.”

District Level View: ALL Sites

Last time updated: 4/8/2016 3:25 PM

Site	Evaluators	Total Employees	Required Evaluation	Assigned Evaluator	2 Observations Completed	2 SLTs Accepted	2 SLTs Rated	Evaluation Completed
	0	8	1	✓	✓	✓	✓	✓
	1	4	1	✓	0 (0.0%)	0 (0.0%)	0 (0.0%)	0 (0.0%)
	6	85	85	✓	0 (0.0%)	82 (96.5%)	81 (95.3%)	83 (97.6%)
	3	14	14	✓	✓	✓	✓	✓
	4	20	20	✓	0 (0.0%)	✓	19 (95.0%)	19 (95.0%)
	3	20	20	✓	✓	✓	✓	✓
Totals:		310	264	263 (99.6%)	19 (7.2%)	225 (85.2%)	2 (0.8%)	2 (0.8%)

The first row represents LEA information and a list of sites follows. Select a site to view details.

District wide data is provided at the bottom of the site listing.

Green checks will appear when the minimum has been completed.

District Level View: Individual Sites

Site Evaluators.

Site evaluator listing appears in the top part of the screen.

Real time data.

Evaluator Name	Role	Assigned Employees	Employees 2 Observations Completed	Employees 2 SLTs Accepted	Employees 2 SLTs Rated	Evaluations Completed
	SUPERVISOR	1 (out of 5)	0	✓	✓	0
	SUPERVISOR	5	0	✓	✓	0
	SUPERVISOR	1 (out of 9)	✓	✓	✓	0
	SUPERVISOR	18	1	✓	✓	0

Select an evaluator to view details.

Employee Evaluation Progress

Employee listing appears below the site evaluator listing.

Employee Name	Evaluation Type Job Title Cd	Evaluator(s)	Completed Observations	Accepted SLTs	Rated SLTs	Evaluation Completed
	T-01	Assigned evaluators are identified here.	0 of 2	✓	0 of 2	No
	L-04		1 of 2	✓	0 of 2	No
	T-01		0 of 2	✓	0 of 2	No
	T-01		0 of 2	✓	0 of 2	No

Select an employee to view details.

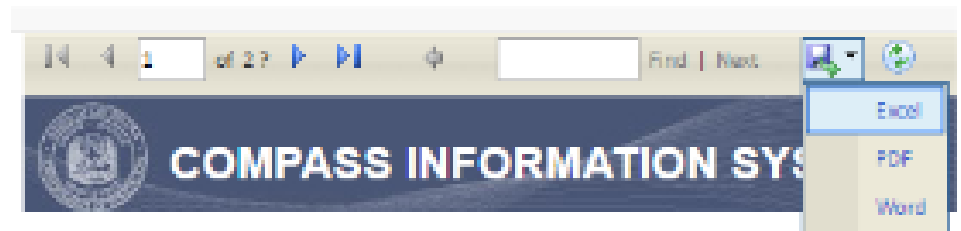
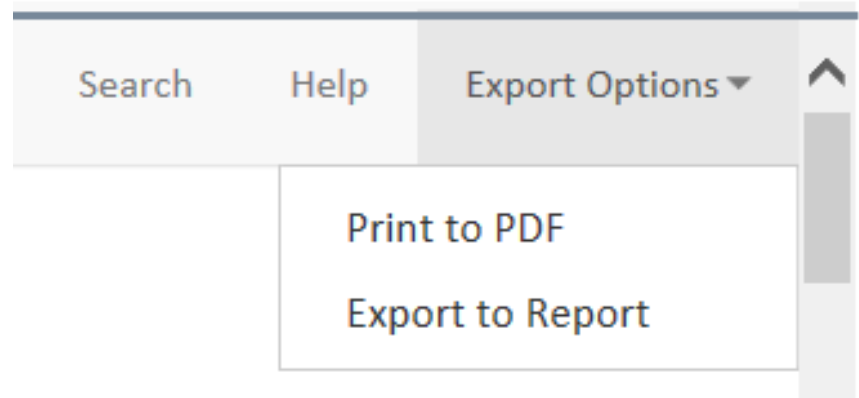
Assigned evaluators are identified here.

Green checks will appear when the minimum has been completed.

Progress Completion: Report Downloads

While viewing the set of data you want to export, click on “Export Options” and select one of the following:

1. “Print to PDF” will generate a PDF
2. “Export to Report”, opens a new window. Click on the “disc with the green arrow.” A dropdown will appear. Select the file you want to generate.



Dashboard: Next Steps

LDOE:

- Update Compass [CIS/CVR User Guide](#) with instructions for accessing and using the dashboard.
- Complete dashboard updates including the addition of evaluation data summaries.

Districts:

- Access the [Compass EOY Webinar](#).
- Login to CIS and access the dashboard to monitor completion of end of year evaluations and guide principals to do the same.
- Collect feedback (e.g., what is most helpful, least helpful, questions , suggestions).
- Send feedback to compass@la.gov.