

Louisiana Believes

CIS Training: Uploading Leader Evaluations

Included in this Training...

Guidance for all Leader Evaluation Uploads:

- Upload window and contact information
- How to get your Upload Spreadsheet in CIS
- Required Fields
- Reminders for Excel Upload Sheet
- Uploading the Spreadsheet

Updating/Submitting 2018-2019 Leader Evaluations

The method for loading Leader evaluation data for 2018-2019 is:

1. The submission window for Leader Evaluations from the 2018-2019 school year is **November 12 - December 20, 2019**.
2. **Upload** the leader evaluations on a spreadsheet located in the CIS system (*see slides 4-10 for instructions*). This can be uploaded by site or by entire LEA and can be found in the CIS system. *Note that for this method to work, all required fields need to be entered and in the correct format as described in sequential slides.*

How to Get Your Upload Spreadsheet

In the **Evaluation** tab, go to **Download**:

- Select the **School Session**
- Your **LEA** should be selected already
- Select the **School** you need to update
- Select the **Include SSNs** checkbox

This will give you all of the employees at that site for that year and the attached evaluators.

The screenshot shows a web interface with a navigation bar at the top containing tabs: Security, Employee, VAM, Eval Assign, PGP, SLT, Observation, Evaluation, Report, To Do List, and Links. Below this is a secondary bar with buttons: View, Complete, Print, Acknowledge, Upload, Download, Unlock, and Delete. The main form area includes:
- School Session: A dropdown menu with '2017-2018' selected.
- LEA: A dropdown menu with 'Select One' selected.
- School: A list box with 'All Schools and LEA level employees' selected and 'LEA level employees' as an option.
- Include SSNs?: An unchecked checkbox.
- Include Employee Key?: An unchecked checkbox.
At the bottom of the form is a 'Submit' button.

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.

Please select an LEA

How to Prepare your Excel Sheet for Upload

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
Beginning							Employee	Employee	Evaluator	Evaluator	Evaluator				
System ID	Record Type	School Year	Session	Sponsor Code	Sponsor Name	Homebase Site Code	Homebase Site Name	Employee SSN	Employee Key	Employee First Name	Employee Last Name	Evaluator SSN	Evaluator Key	Evaluator First Name	Evaluator Last Name
HCS	200	2018		001	Acadia Parish	001005	Church Point High School	123456789		JANE	DOE	987654321		JOHN	DOE

- Remove all employees from this sheet that do not need to be updated.
- Apply a filter for Evaluation Type L and copy to a new worksheet.
- Do not delete/hide columns or create extra pages.
- This sheet must be in the correct format and be the Excel Sheet 1.

Required Fields - Part One

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
Beginning									Employee	Employee	Evaluator				
System ID	Record Type	School Year	Session	Sponsor Code	Sponsor Name	Homebase Site Code	Homebase Site Name	Employee SSN	Employee Key	Employee First Name	Employee Last Name	Evaluator SSN	Evaluator Key	Evaluator First Name	Evaluator Last Name
HCS	200	2018		001	Acadia Parish	001005	Church Point High School	123456789		JANE	DOE	987654321		JOHN	DOE

When you download the spreadsheet the following fields will auto-populate. If they do not auto-populate, they need to be entered at this time.

System ID – HCS

Sponsor Name – Text

Employee Last Name - Text

Record Type – 200

Employee SSN – 9 digit

Evaluator SSN – 9 digit

BSSY – 2018 for (2018-19)

Employee Key - 6 digit

Evaluator Key – 6 digit

Sponsor Code – 3 digit

Employee First Name – Text

Evaluator First Name – Text

Required Fields - Part Two

P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB
Average	Overall	Overall	Average	Overall	Raw	Intensive	Evaluation	General	Professional	Student	Incomplete	
Evaluation	Observation	Professional	Average	Growth	Practice	Required	Completion	Comments	Practice	Growth	Evaluation	Incomplete Eval
Type Code	Score	Practice Score	SLT Score	Score	Score	Flag	Date	Comments	Comments	Comments	Reason Code	Rationale
L	3.8	3.8	3.6	3.6		N	11262018					

Enter the following required information, these fields cannot be blank:

Column P: Evaluation Type – Enter a Single Character (T, L, or O) for Teacher, Leader, Other

Columns Q- T: Enter two-digit numeric scores with decimal point on a scale of 1.0 - 4.0

Column V: Intensive Assistance Required – Y/N

Column W: Evaluation Completion Date – in MMDDYYYY (Example 06122018)

Reminders about your Excel Upload Sheet

- The fields shown in the example are required and in the proper formatting
- You must have both the SSN or Employee key for both the evaluator and evaluatee
- No columns can be added/deleted/hidden
- This must be worksheet 1 in excel and cannot have other worksheets
- Incomplete evaluations cannot be entered with this method due to the requirement of numerical data in columns Q - T.
- Columns Q - T must be between 1.0 and 4.0
- Any row with an error will not be written into Compass

Uploading the Spreadsheet

Make sure you do not have View Only selected. You may upload a file from 2019 while in the 2019 period.



In the **Evaluation** tab, go to **Upload**:

- Select **Browse**
- Find your excel file
- Click **Upload File**
- Once complete check to see that there are no error messages
- Check back in 24 hours to make sure that your data appears.
- If for some reason your file will not upload, please send your file to compass@la.gov.



Resources

If you need assistance with Compass, please email us at Compass@la.gov

If you need help with accounts, please speak with your local LEA Administrator first.

If you are the LEA Administrator please include the following in your email:

- Name
- Sponsor/Site Code
- As much information to describe the problem as possible.