



Leader Evaluation Upload Guide

Updating/Submitting Leader Evaluations

Leader evaluation scores are **uploaded** via the spreadsheet located in the CIS system. This can be uploaded by site or by entire LEA.

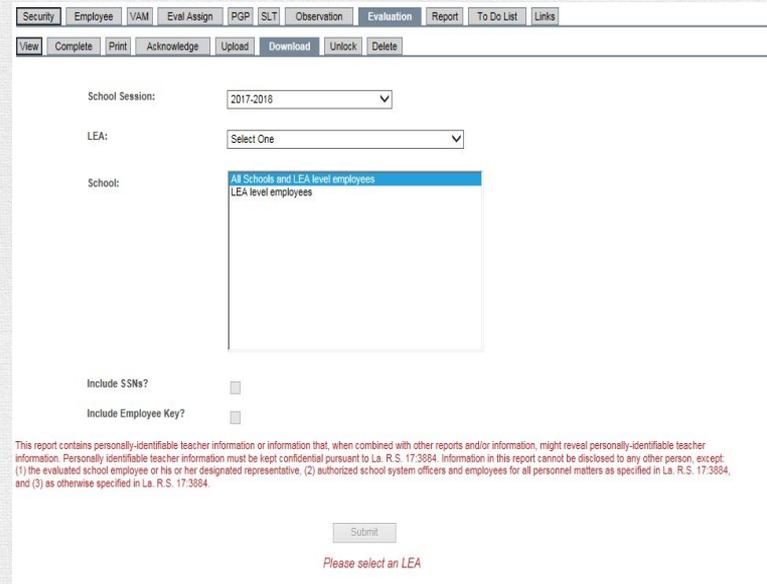
Note that for this method to work, all required fields need to be entered and must be in the correct format as described in sequential slides.

Downloading the Leader Evaluation Spreadsheet

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

- Select the **School Session**.
- Your **LEA** should be selected already.
- Select the **School** you need to submit.
- Select the **Include SSNs** and **Employee Key** checkboxes.

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



The screenshot shows a web application interface with a navigation bar at the top containing tabs: Security, Employee, VAM, Eval Assign, PGP, SLT, Observation, Evaluation (selected), Report, To Do List, and Links. Below the navigation bar is a secondary menu with buttons: View, Complete, Print, Acknowledge, Upload, Download (selected), Unlock, and Delete. The main content area contains a form with the following fields:

- School Session: A dropdown menu showing "2017-2018".
- LEA: A dropdown menu showing "Select One".
- School: A list box with two options: "All Schools and LEA level employees" (highlighted) and "LEA level employees".
- Include SSNs?: A checkbox that is currently unchecked.
- Include Employee Key?: A checkbox that is currently unchecked.

At the bottom of the form is a "Submit" button. Below the button, there is a red error message: "Please select an LEA".

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.

Preparing your Excel Sheet for Upload

Beginning										Evaluator					
System	Record	School	Sponsor	Homebase			Employee	Employee			Employee	Evaluator	Evaluator	Evaluation	
ID	Type	Session Year	Code	Sponsor Name	Site Code	Site Name	SSN	Key	Employee First Name	Employee Last Name	Evaluator SSN	e Key	First Name	Last Name	Type Code
HCS	200	2020	003	Ascension Parish	003005	East Ascension High School	123456789		JANE	DOE	123456789		JOHN	DOE	L

- **Remove all employees** from this sheet that do not have evaluation type L for leader.
- You may also apply a filter for evaluation type L and **copy to a new worksheet**.
- Do not delete/hide columns or create extra sheets in the workbook.
- This sheet must be in the correct format and be the Excel **Sheet 1**.

Leader Upload Spreadsheet

Required Fields - Part One

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
Beginning											Evaluator				
System ID	Record Type	School Session Year	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	Evaluation Type Code
HCS	200	2020	003	Ascension Parish	003005	East Ascension High School	123456789		JANE	DOE	123456789		JOHN	DOE	L

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

System ID – HCS

Record Type – 200

BSSY – ex. 2021 for 2021-2022

Sponsor Code – 3 digit

Sponsor Name – Text

Employee SSN – 9 digit

Employee Key - 6 digit

Employee First Name – Text

Employee Last Name - Text

Evaluator SSN – 9 digit

Evaluator Key – 6 digit

Evaluator First Name – Text

Leader Upload Spreadsheet Required Fields - Part Two

P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB
Average Overall Evaluation Type Code	Overall Professional Observation Score	Overall Professional Practice Score	Average SLT Score	Overall Student Growth Score	Raw Professional Practice Score	Intensive Assistance Required Flag	Evaluation Completion Date	General Comments	Professional Practice Comments	Student Growth Comments	Incomplete Evaluation Reason Code	Incomplete Eval Rationale
L	3.8	3.8	3.6	3.6		N	05252021					

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

Column P: Evaluation Type – Must be **L** for Leader evaluation

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

Columns Q-R: Enter the same score in both columns (overall observation/site visit score)

Columns S-T: Enter the same score in both columns (overall SLT score)

Column V: Intensive Assistance Required – Y/N

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

Reason for Incomplete Evaluation

Column AA	Column AB
03	Resigned on XX
04	Deceased on XX
06	Sabbatical from XX-XX
08	Terminated on XX
09	Retired on XX
10	Extended Absence from XX-XX
99	Explain

Reminders about your Leader Upload Sheet

- The fields shown in the example are required and must be in the proper format.
- You must have both the SSN and 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 should be coded with the corresponding numerical code in column AA and the rationale in column AB.
- Columns Q - T must be between 1.0 and 4.0
- **Any row with an error will not be submitted to Compass. The error must be corrected and spreadsheet resubmitted for the evaluation to be completed.**

Uploading the Spreadsheet

You may upload a file from the previous year while in the current year for leaders only.

Make sure you do not have View Only selected.

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 leader data appears in Compass.
- If for some reason your file will not upload, please contact compass@la.gov for technical assistance. Screenshots of error messages are extremely helpful in troubleshooting the problem.

Resources

For LEA Administrators in need of assistance, please email us at compass@la.gov.

Include the following in your email:

- Name
- Sponsor/Site Code
- As much information to describe the problem as possible (Include screenshots, error messages and employee first and last names which will help expedite the support process.)