

Louisiana Believes

CIS Training: Updating Leader Evaluations

This Training Includes Guidance to the Following Questions:

- What is the method of updating Leader Evaluations with current evaluation data?
- What are the time periods that you can manually enter Leader Data?
- How do you find the spreadsheet needed to upload these scores?
- What are the required fields for data entry in the spreadsheet?
- How do I upload this spreadsheet in the CIS system?
- How do you add security to your spreadsheet?

Updating/Submitting 2017-2018 Leader Evaluations

The method for loading Leader evaluation data for 2017-18 is:

1. **Send the completed excel** sheet to Compass@la.gov within the submission window of November 26-December 21st.
2. **Upload** the leader evaluations on a spreadsheet located in the CIS system. This can be uploaded by site or by entire LEA and can be found in the CIS system (see slide 4). *Note that for this method to work, all required fields need to be entered and in the correct format as described in sequential slides.*

Uploading Leader Evaluations

Leader data can be collected manually one person at a time in Compass just using the same methods as teacher data collection.

1. Leaders need to be assigned an evaluator
2. Leaders need to submit two SLTs to CIS normally with one normally being based on the School Performance Score (SPS).
3. The evaluator needs to accept the SLTs and mark Yes on the 3 criteria and allow **SLT to be rated** (see next slide).
4. Leaders should **Report Results On** and hit submit for the evaluator to **Rate** them.
5. Evaluators should rate both SLTs and enter 2 observations.
6. Once this is complete, CIS will calculate a final score the Leader within a few hours.

How to Get Your Upload Spreadsheet (Option 2)

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

- Select the current **School Session (2018-2019)** as it is the only year available
- Your **LEA** should be selected already
- Select the **School** you need to update
- Select the **Include SSNs** checkbox

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 'Download' button is highlighted. The main form area contains the following fields:

- 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' listed below it.
- 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		
System ID	Record Type	School Year	School 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

Cross reference your employees and remove any leaders who were not employed the 2017-2018 school year.

You will also need to change the year on your spreadsheet to 2017.

You might want to apply a filter for Evaluation Type L and copy to a new worksheet.

Make sure you do not delete/hide columns or create extra pages.

This sheet must be in the correct format and be the Excel worksheet 1.

What Are the Required Fields?

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

If you downloaded a previous spreadsheet and the employee and evaluators were there, then most of the fields above will be filled out for you.

System ID – HCS

Sponsor Name – Text

Employee Last Name - Text

Record Type – 020

Employee SSN – 9 digit

Evaluator SSN – 9 digit

BSSY – 2017 for (2017-18)

Employee Key - can be blank

Evaluator Key – can be blank

Sponsor Code – 3 digit

Employee First Name – Text

Evaluator First Name – Text

What Are the Required Fields?

P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB
	Average			Overall	Raw	Intensive						
	Overall	Overall		Student	Professional	Assistance	Evaluation		Professional	Student	Incomplete	
Evaluation	Observation	Professional	Average	Growth	Practice	Required	Completion	General	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					

Evaluation Type – Single Character (T, L, O)

Columns Q-T are numeric (make sure they are not text) – **You must have R and S completed**

Intensive Assistance Required – Y/N

Evaluation Completion Date – in MMDDYYYY format without dashes or slashes – column can be text to keep the leading zero for the date (Example 06122017)

Notes about the Excel Sheet

- The fields shown in the example are required and in the proper formatting
- You must have either 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 R and S.
- Columns Q-T must be between 1.0 and 4.0
- Any row with an error will not be written into Compass

Methods for Uploading the Excel Spreadsheet

There are 3 ways to upload the spreadsheet:

1. Directly uploading the file to CIS if you are the LEA Admin
2. Sending the file to the DM FTP and notifying us it is there
3. Emailing it to compass@la.gov as password protected zip file

Uploading the Spreadsheet

Make sure you do not have View Only selected. You may upload a file from 2017 while in the 2018 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.



Using the DM FTP

If you have access to the DM FTP, you may put the file there and email compass@la.gov what the file is named and where it is located in the FTP.

If you are not sure who has the FTP access in your LEA, please go to the Insight Coordinator's Panel to find the most recent contact list. There is a tab that list who has FTP access for all LEAs.

<https://insight.doe.louisiana.gov/coordinators/>

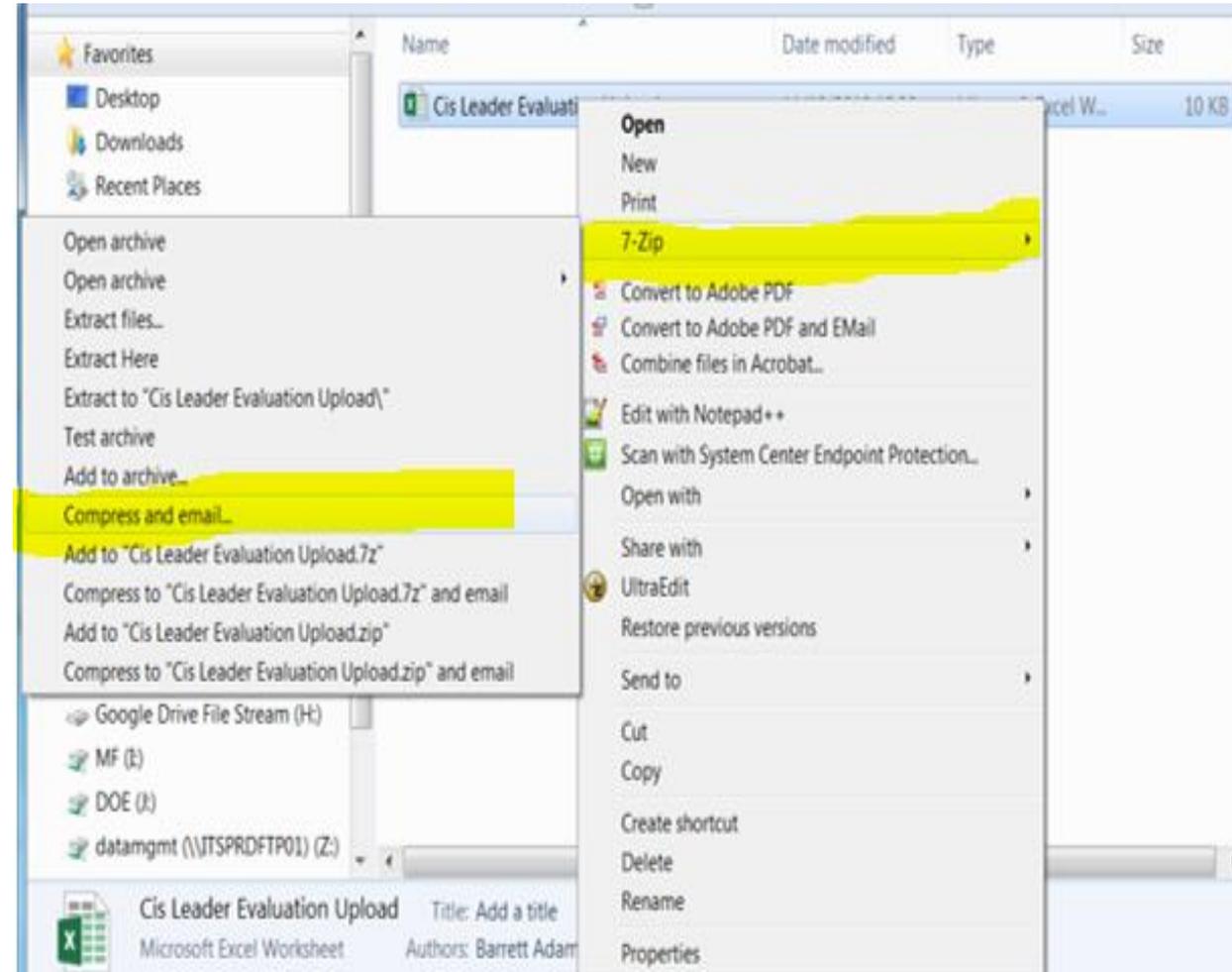
To have this list modified, please email systemsupport@la.gov with the Contact List Update form also found on the Coordinator's Panel.

Creating a Password Protected Zip File

There are other ways to do this process, but here is a one method.

Once your file has been created and saved:

- **Right click** on the file or folder if sending multiple files at once
- Expand **7-Zip options**
- Select **Compress and Email**

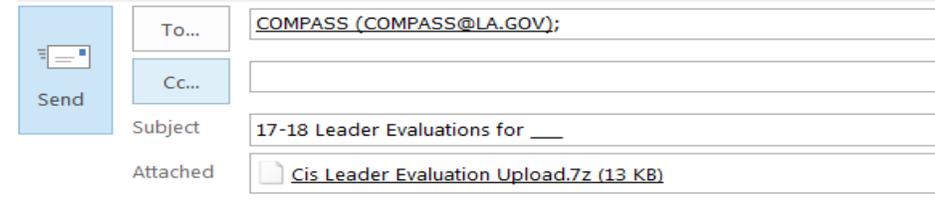
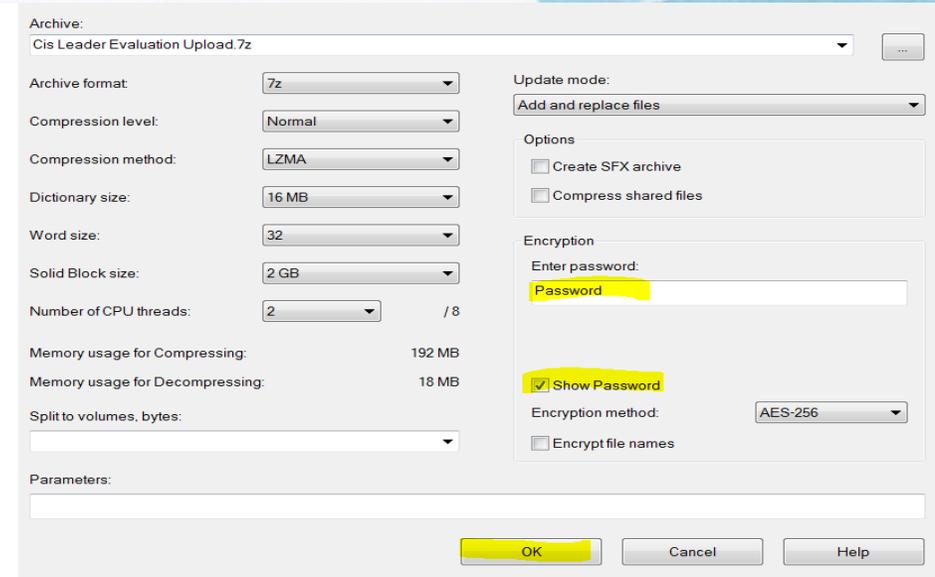


Creating a Password Protected Zip File

Once you selected **Compress and Email**, a popup window appears. You can leave all the defaults unless you desire to change them.

A password can be anything. You can use the **Show Password** to make sure you are typing exactly what you want. As soon as you hit **Ok**, the file will be created and your email will be opened with the created zip as an attachment.

Please send the password in a separate email from the attachment.



Dear Compass Team,

Attached is file/s needed to complete the 17-18 leader evaluations for ____.
The password will be in my following email.

Thanks,

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.