

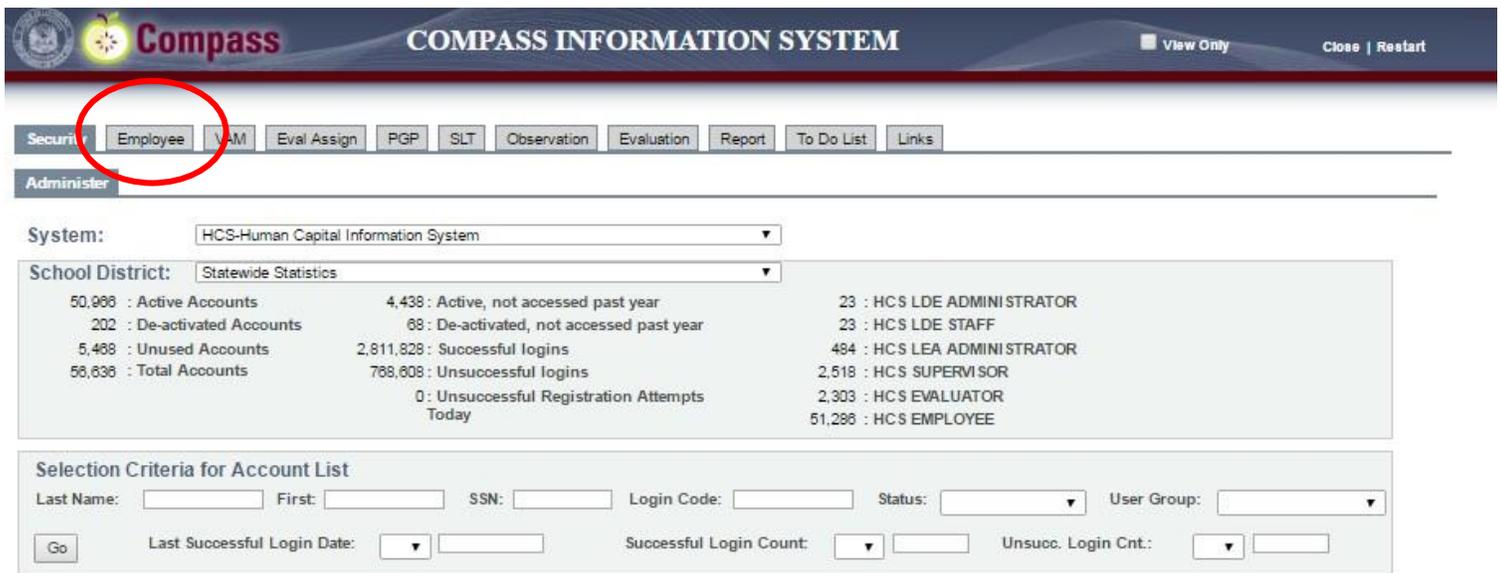
The purpose of this guide is to allow Compass LEA Administrators the opportunity to upload evaluation scores for the 2015-2016 school year. The steps to upload previous year's data are:

- Step 1: Download the Export Evaluation Raw Data report with 2015-2016 school year roster and data fields.
- Step 2: Complete the fields that are required for upload.
- Step 3: Upload fully populated spreadsheet into the CIS database.
- Step 4: Review uploaded evaluation data.

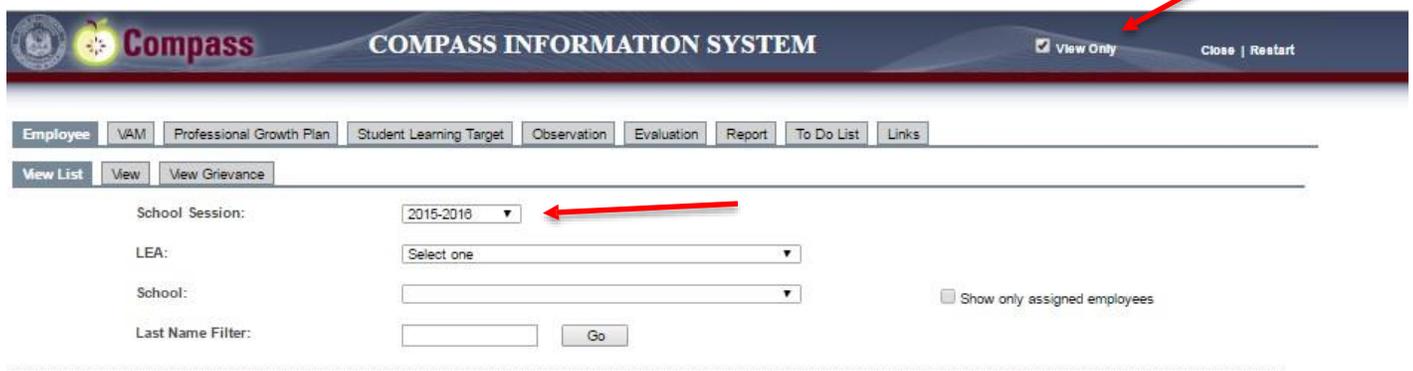
**Introduction**

The Export Evaluation Raw Data report allows supervisors and administrators to view a progress summary of evaluations for all employees in CIS. This report will be used as a reference guide to complete the required fields in the HCS 200 Evaluation Template. The template will be uploaded in to CIS.

**Step 1: Download Export Evaluation Raw Data Report**



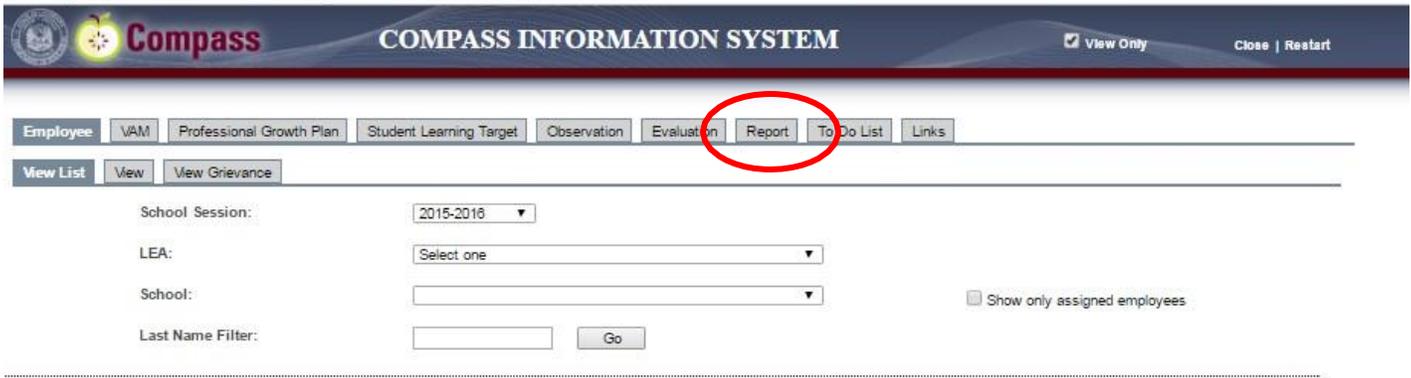
1. After logging in to Compass Information System, select the **Employee** tab and check **View Only**.



2. Select the **2015-2016 School Session**.

Procedures for Uploading 2015 Evaluation Data Quick Guide

https://leads13.doe.louisiana.gov/hcs/FrameWork.aspx



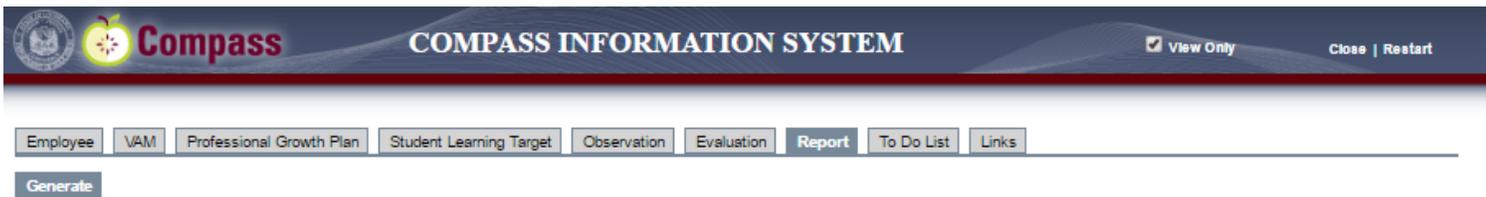
**Compass** COMPASS INFORMATION SYSTEM  View Only Close | Restart

Employee VAM Professional Growth Plan Student Learning Target Observation Evaluation **Report** To Do List Links

View List View View Grievance

School Session: 2015-2016  
 LEA: Select one  
 School:  
 Last Name Filter:  Go  Show only assigned employees

3. Select the **Report** tab.



**Compass** COMPASS INFORMATION SYSTEM  View Only Close | Restart

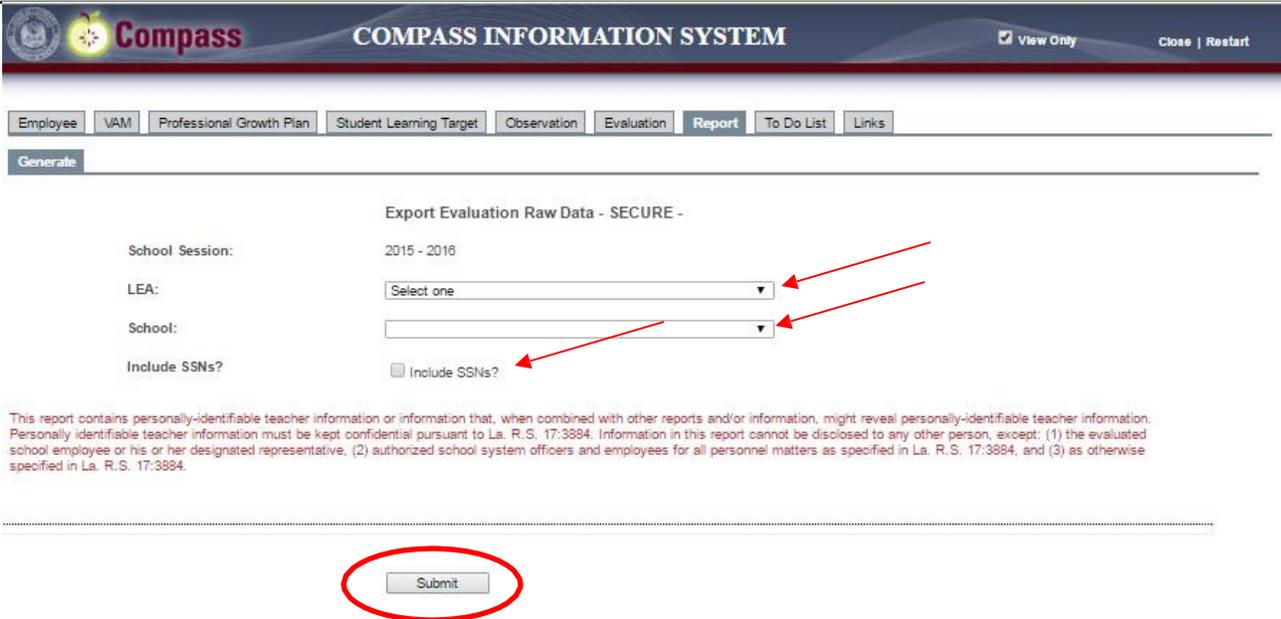
Employee VAM Professional Growth Plan Student Learning Target Observation Evaluation **Report** To Do List Links

Generate

Report Name	Description
_Completion of Evaluation	New replacement for dashboard.
Compass Leader Dashboard for 2012-13	Completion metrics and evaluation outcomes.
Compass Teacher Dashboard for 2012-13	Completion metrics and evaluation outcomes.
Compass Teacher Dashboard for 2013-14	By Taina's request made by Andrey
Custom Reporting Tool	Allows you to specify selection criteria for your custom report.
Export Certified Evaluators	XLSX file of certified Evaluators. Includes Email address.
Export Employee Roster	XLSX file of employee data.
<b>Export Evaluation Raw Data</b>	XLSX file of the raw evaluation data. - SECURE -
Export Evaluation Raw Data (CSV)	CSV file of statewide evaluation data. - SECURE -
Export Grievances	Excel file of reported grievance data.
Export Observation Raw Data	XLSX file of the raw Observation data including the Ratings.
Export Observation Raw Data (CSV)	Statewide raw Observation data in CSV format.

4. Select **Export Evaluation Raw Data** report.

**Procedures for Uploading 2015 Evaluation Data Quick Guide**



**COMPASS INFORMATION SYSTEM** View Only | Close | Restart

Employee | VAM | Professional Growth Plan | Student Learning Target | Observation | Evaluation | **Report** | To Do List | Links

Generate

Export Evaluation Raw Data - SECURE -

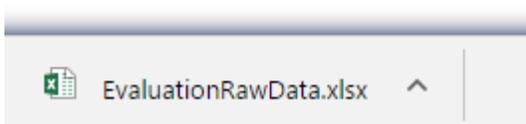
School Session: 2015 - 2016  
 LEA:   
 School:   
 Include SSNs?  Include SSNs?

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.

**Submit**

*Enter or verify LEA and School and click 'Submit'. Please **click only once**. It may take several minutes to generate the report. Thanks for your patience.*

5. Select the **LEA, School** and **Include SSNs**.
6. Click **Submit**.
7. Open the **xlsx Evaluation Raw Data** report and save this report. This report will be used as a reference to determine missing 2015-2016 final evaluation scores and input the required data in to the HCS 200 Template for uploading



**Step 2: Input Data into the HCS 200 Evaluation Template Required Fields.**

1. Open the **HCS-200 Evaluation TEMPLATE** and input data in the required fields marked in the table below for **ONLY** the employees without evaluation data for the 2015-2016 school year. Do not change or delete any data fields in the template, even if there is no data in that column.
2. Once all fields are complete, save and rename the template.

**Note:** All fields included in the table below must be present in order to upload correctly. Pay attention to the data type and description. For example, format the **Evaluation Completion Date**, as indicated, with format MMDDYYYY. This is a Text format to preserve the leading zero in the month.

**Note:** Types A = (Alphanumeric) N = (Numeric)

All "A" data elements should be left justified and padded with spaces. All "N" data elements should be right justified and padded with zeros.

**Procedures for Uploading 2015 Evaluation Data Quick Guide**

Data Field Order	Element Name	Type	Length	Decimal Places	Description	Required?
1	System ID	A	3	0	Must be "HCS"	Y
2	Record Type	N	3	0	Must be "200"	Y
3	Beginning of the School Session Year	N	4	0	Must be "2015"	Y
4	Sponsor Code <i>(found in column C in the Evaluation Raw Data file)</i>	N	3	0	LDE-assigned code that corresponds to the LEA. <b>This code must be the same on each record within the file.</b>	Y
5	Sponsor Name <i>(not required)</i>	A	50	0	LDE-assigned name that corresponds to the school.	
6	Home Base Site Code <i>(found in column E in the Evaluation Raw Data file)</i>	N	6	0	LDE-assigned code that corresponds to the employee's home base school. <b>This may be left blank if entering a record for a district-level employee.</b>	Y
7	Site Name <i>(not required)</i>	A	50	0	LDE-assigned name that corresponds to the school.	
8	Employee Social Security Number <i>(found in column H in the Evaluation Raw Data file)</i>	N	9	0	The Social Security Number of the employee as shown in the Compass Information System.	Y
9	Employee Key <i>(found in column G in the Evaluation Raw Data file) *</i>	N	9	0	The Employee Key of the employee as shown in the Compass Information System.	Y
10	Employee First Name <i>(not required)</i>	A	15	0	The first name of the employee as shown in the Compass Information System.	
11	Employee Last Name <i>(not required)</i>	A	20	0	The last name of the employee as shown in the Compass Information System.	
12	Evaluator Social Security Number <i>(found in column K in the Evaluation Raw Data file)</i>	N	9	0	The Social Security Number of the evaluator as shown in the Compass Information System.	Y
13	Evaluator Employee Key <i>(not required)</i>	N	9	0	The Employee Key of the evaluator as shown in the Compass Information System.	

**Procedures for Uploading 2015 Evaluation Data Quick Guide**

Data Field Order	Element Name	Type	Length	Decimal Places	Description	Required?
14	Evaluator First Name <i>(not required)</i>	A	15	0	The first name of the evaluator as shown in	
15	Evaluator Last Name <i>(not required)</i>	A	20	0	The last name of the evaluator as shown in the Compass Information System.	
16	Evaluation Type Code <i>(found in column N and O in the Evaluation Raw Data file) Remove the dashes and words "Teacher," "Leader," and "Counselor." Leave only one letter. (T, L, O or C)</i>	A	1	0	Type "T" for teacher; "L" for leader; "C" for school counselor; "O" for other. All employees receiving an evaluation but not evaluated on a standard Compass rubric should have "O" assigned here.	Y
17	Average Overall Observation <i>(not required)</i>	N	6	2	The average of all overall observation scores	
18	Overall Professional Practice Score	N	4	2	This field must be entered. (decimals are accepted)	Y
19	Average SLT Score <i>(not required)</i>	N	6	2	The average of all rated SLTs	
20	Overall Student Growth Score	N	4	2	This field must be entered. (decimals are accepted)	Y
21	Raw Professional Practice Score <i>(not required)</i>	N	6	2	The numerical observation average for alternative rubrics	
22	Is Intensive Assistance Required?	A	1	0	"Y" for yes; "N" for no	Y
23	Evaluation Completion Date	N	8	0	This must be in an abbreviated 8- character format listing the month, day, and year without dashes, periods, or slashes. "12022016"	Y
24	General Comments <i>(not required)</i>	A	500	0	This space provides the opportunity the write comments related to the evaluation.	
25	Professional Practice Comments <i>(not required)</i>	A	500	0	This space provides the opportunity the write general comments related to professional practice.	
26	Student Growth Comments <i>(not required)</i>	A	500		This space provides the opportunity the write general comments related to student growth.	

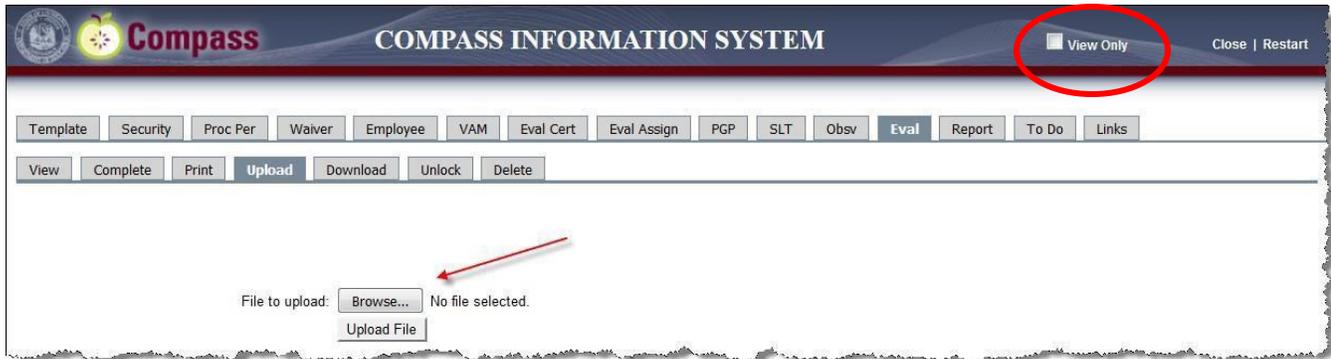
Procedures for Uploading 2015 Evaluation Data Quick Guide

Data Field Order	Element Name	Type	Length	Decimal Places	Description	Required?
27	Incomplete Evaluation Rationale Code <i>(This is a two digit number only. Do not include text in this field.)</i>	N	2	0	<p>Required if an evaluation was not completed on this employee. Acceptable two-digit codes and their corresponding reason are as follows:</p> <ul style="list-style-type: none"> <li>• 03-Resigned</li> <li>• 04-Deceased</li> <li>• 06-Sabbatical</li> <li>• 08-Terminated</li> <li>• 09-Retired</li> <li>• 10-Absences</li> <li>• 99-Other</li> </ul> <p>If this item is not blank (spaces), then:</p> <ol style="list-style-type: none"> <li>1. Evaluator Social Security Number, Evaluator Type Code, is Intensive Assistance Required, and Evaluation Completion Date may be blank (spaces); and</li> <li>2. Overall Professional Practice Score, Student Learning Target Average Score, Overall Student Growth Score, Raw Professional Practice Score, and Evaluation Completion Date must be blank.</li> </ol> <p><b>Note:</b> <i>If the evaluation is incomplete, the <b>Incomplete Evaluation Reason Code</b> and <b>Incomplete Evaluation Rationale Text</b> may be entered in lieu of the professional practice rating, student growth rating and overall evaluation rating.</i></p>	
28	Incomplete Evaluation Rationale Text	A	500	0	<p>Required if an Incomplete Evaluation Reason Code is supplied. Must be blank (spaces) if incomplete Evaluation Reason Code is blank.</p>	

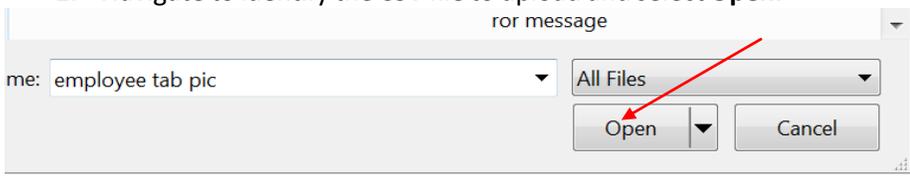
**Step 3: Upload Evaluation Data**

*Do not check **View Only** when uploading files in CIS.*

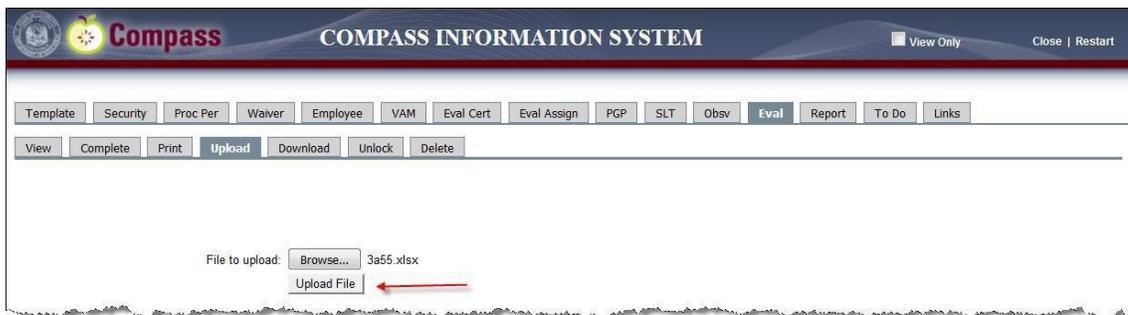
1. Select **Evaluation** from the main menu. Go to **"File to upload"** and select **Browse**. Choose the file to upload.



2. Navigate to identify the CSV file to upload and select **Open**.

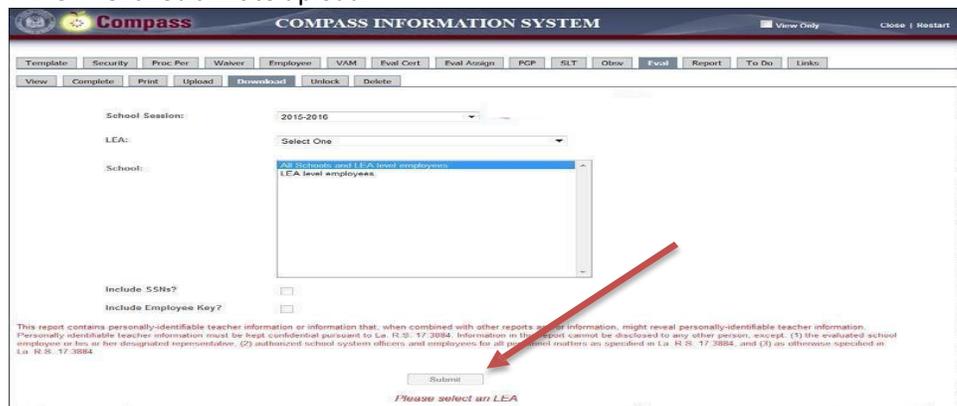


3. Select **Upload File** from the **Upload** tab.

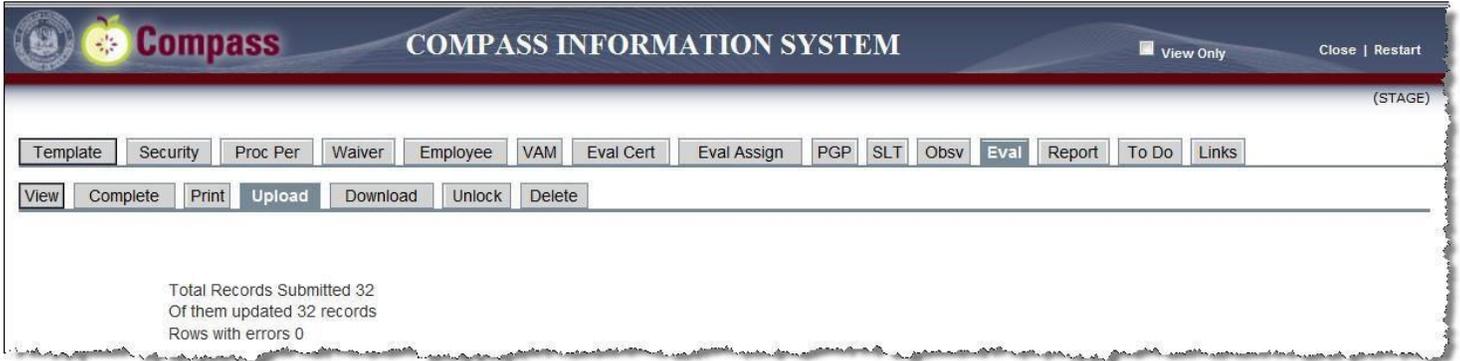


4. The school session is preselected. As long as data field 3 is marked "2015," the data will populate into the appropriate school session in CIS. Select the **LEA, School** or **All Schools** to upload. Include **SSNs** and **Employee Key**.

5. Click **Submit** to upload.



6. Check **Total Records Submitted** and **Rows with errors**.



The screenshot shows the COMPASS INFORMATION SYSTEM interface. At the top, there is a navigation bar with the Louisiana Department of Education logo and the text "COMPASS INFORMATION SYSTEM". Below this, there are several tabs: Template, Security, Proc Per, Waiver, Employee, VAM, Eval Cert, Eval Assign, PGP, SLT, Obsv, Eval, Report, To Do, and Links. The "Eval" tab is currently selected. Below the tabs, there are buttons for View, Complete, Print, Upload, Download, Unlock, and Delete. The main content area displays the following information:

Total Records Submitted 32  
Of them updated 32 records  
Rows with errors 0

**Step 4: Review Uploaded Evaluation Data**

Repeat Step 1 to download the 2015-2016 Export Evaluation Raw Data report to review the uploaded data. Check Overall Evaluation Score (column W) for missing scores.

Contact [Compass@la.gov](mailto:Compass@la.gov) with questions.

