

The purpose of this guide is to allow LEAs the opportunity to upload evaluation scores for the 2015-2016 after School Performance Scores are released. The steps to upload previous year's data are:

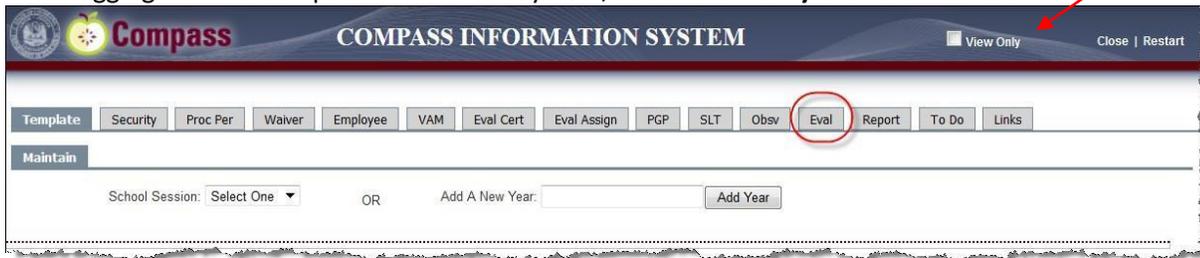
- Step 1: Download a pre-populated Excel file with 2015-2016 school year roster and data fields.
- Step 2: Complete blank fields that are required for upload.
- Step 3: Upload fully populated spreadsheet into the CIS database.
- Step 4: Review uploaded evaluation data.
- Step 5: Submit Upload in CIS.

Introduction

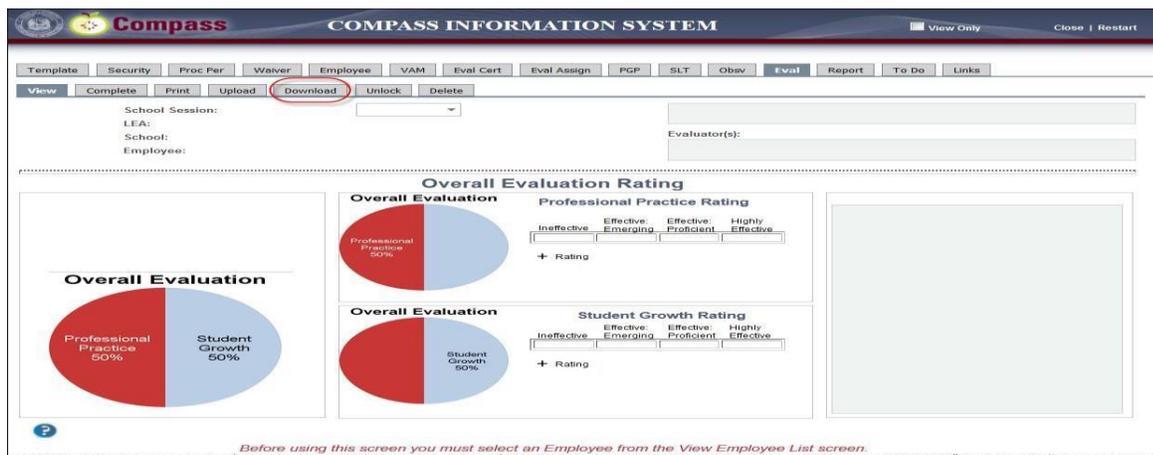
The Compass Evaluation **Download** function allows supervisors and administrators to view a progress summary of evaluations for all employees in CIS.

Step 1: Download Compass Evaluations

1. After logging into the Compass Information System, select **View Only** then the **Eval** tab.



2. Select **Download** located in the second row.



Before using this screen you must select an Employee from the View Employee List screen.

3. Select the appropriate year from the School Session (2015-2016) from the drop down menu.

The screenshot shows the 'COMPASS INFORMATION SYSTEM' interface. At the top, there are navigation tabs: Template, Security, Proc Per, Waiver, Employee, VAM, Eval Cert, Eval Assign, PGP, SLT, Obsv, Eval, Report, To Do, Links. Below these are action buttons: View, Complete, Print, Upload, Download, Unlock, Delete. The main form area has the following fields:

- School Session: 2015-2016 (indicated by a red arrow)
- LEA: Select One
- School: A list box containing 'All Schools and LEA level employees' and 'LEA level employees'.
- Include SSNs?:
- Include Employee Key?:

Below the form is a 'Submit' button and a note: "Please select an LEA". A disclaimer at the bottom states: "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."

4. Select the LEA, All Schools or individual school.

The screenshot shows the 'COMPASS INFORMATION SYSTEM' interface. The 'School Session' is set to 2015-2016. The 'LEA' dropdown is set to '001 - Acadia Parish' (indicated by a red arrow). The 'School' list box is expanded, showing a list of schools including 'All Schools and LEA level employees', 'LEA level employees', and a list of school IDs (0010, 0011, 0012, 0013, 0014, 0015, 0016, 0017, 0018, 0019, 0020). A red box highlights the list of school IDs. A red arrow points to the 'School' list box. Below the form is a 'Submit' button and a note: "Please select one or more items from the School list, check either 'Include SSNs' or 'Include Employee Key' or both, and click 'Submit'". A disclaimer at the bottom states: "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."

5. Select **Include SSNs** and **Include Employee Key**

Include SSNs?

Include Employee Key?

6. Select **Submit**.

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Submit

Please select one or more items from the School list, check either 'Include SSNs' or 'Include Employee Key' or both, and click "Submit".

- Open the Excel file to view the schools' employee data.

System ID	Record Type	Beginning School Session Year	Sponsor Code	Sponsor Name	Homebase Site Code	Site Name	Employee SSN
HCS	200	2015	001	Acadia Parish	001004	Church Point Elementary School	*****
HCS	200	2015	001	Acadia Parish	001004	Church Point Elementary School	*****
HCS	200	2015	001	Acadia Parish	001004	Church Point Elementary School	*****
HCS	200	2015	001	Acadia Parish	001004	Church Point Elementary School	*****
HCS	200	2015	001	Acadia Parish	001004	Church Point Elementary School	*****
HCS	200	2015	001	Acadia Parish	001004	Church Point Elementary School	*****
HCS	200	2015	001	Acadia Parish	001004	Church Point Elementary School	*****

- Review the report ensuring all required fields are completed.
- Rename the file and save as a XLSX file.

The **Upload** function enables all schools/districts to submit multiple evaluations at once. Instead of having evaluators login to CIS to submit the evaluations, school/district administrators will collect data offline and submit via file to CIS.

Step 2: Input Data into Required Fields.

- Input data in the required fields marked in the table below for **ONLY** the employees without evaluation data for the 2015-2016 school year.

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 zeroes.

Evaluation Completion Date
07312015
Intensive Assistance Required
N

Data Field Order	Data Element Name	Type	Length	Decimal Places	Description	Required?
1	System ID	A	3	0	Must be "HCS"	Y
2	Record Type	A	3	0	Must be "200"	Y
3	BeginningSchool Session Year	N	4	0	The beginning year of the school session. For example, "2012" means the 2012-2013 school session.	Y
4	Sponsor Code	A	3	0	LDE-assigned code that corresponds to the LEA. This code must be the same on each record within the file.	Y

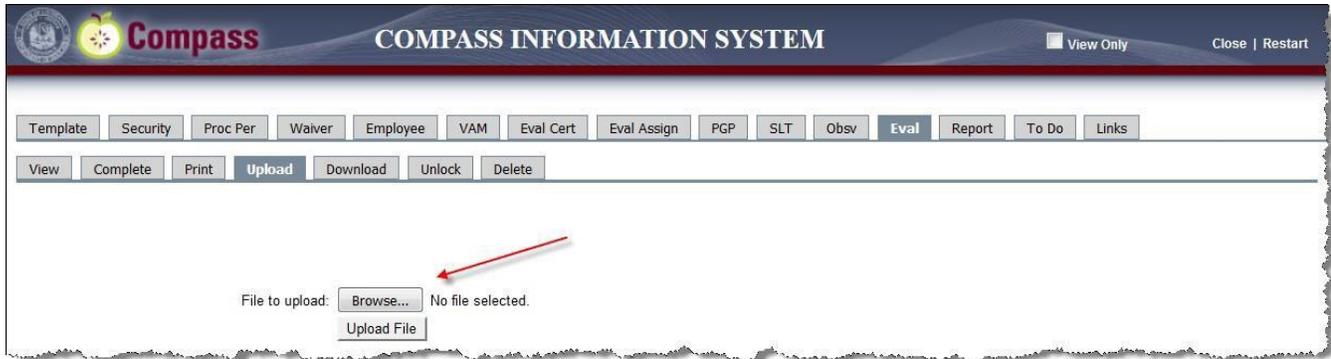
Procedures for Uploading Evaluation Data Quick Guide

Data Field Order	Data Element Name	Type	Length	Decimals	Description	Required?
5	Sponsor Name	A	50	0	LDE-assigned name that corresponds to the LEA.	
6	Home base Site Code	A	6	0	LDE-assigned code that corresponds to the employee's home base school. This may be left blank if entering a record for a district-level employee.	Y
7	Site Name	A	50	0	LDE-assigned name that corresponds to the school.	
8	Employee Social Security Number	N	9	0	The Social Security Number of the employee as shown in the Compass Information System.	Y
9	Employee Key *	N	9	0	The Employee Key of the employee as shown in the Compass Information System.	Y
10	Employee First Name	A	15	0	The first name of the employee as shown in the Compass Information System.	
11	Employee Last Name	A	20	0	The last name of the employee as shown in the Compass Information System.	
12	Evaluator Social Security Number	N	9	0	The Social Security Number of the evaluator as shown in the Compass Information System.	Y
13	Evaluator Employee Key	N	9	0	The Employee Key of the evaluator as shown in the Compass Information System.	Y
14	Evaluator First Name	A	15	0	The first name of the evaluator as shown in the Compass Information System.	
15	Evaluator Last Name	A	20	0	The last name of the evaluator as shown in the Compass Information System.	
16	Evaluation Type Code	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	N	6	2	The average of all overall observation scores	
18	Overall Professional Practice Score	A	4	2	This field must be entered. Decimals are accepted	Y
19	Average SLT score	A	6	2	The average of all rated SLTs (decimals are accepted).	
20	Overall Student Growth Score	A	4	2	This field must be entered. Decimals are accepted.	Y

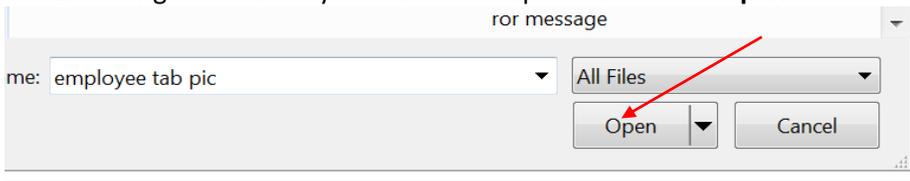
Data Field Order	Data Element Name	Type	Length	Decimals	Description	Required?
21	Raw Professional Practice Score	N	6	2	The numerical observation average for alternative rubrics	
22	Is Intensive Assistance Required?	A	1	0	“Y” for yes; “N” for no	Y
23	Evaluation Completion Date	N	8	0	This must be in an abbreviated 8- character format listing the month, day, and year without dashes, periods, or slashes (MMDDYYYY). For example, July 01, 2013, should be listed as 07132013.	Y
24	General Comments	A	500	0	This space provides the opportunity the write general comments related to the evaluation.	
25	Professional Practice Comments	A	500	0	This space provides the opportunity the write general comments related to professional practice.	
26	Student Growth Comments	A	500	0	<p>This space provides the opportunity the write general comments related to the student growth.</p> <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"> 03-Resigned 04-Deceased 06-Sabbatical 08-Terminated 09-Retired 10-ExtendedAbsence 99-Other <p>If this item is not blank (spaces), then:</p> <ol style="list-style-type: none"> 1. Evaluator Social Security Number, Evaluator Type Code, is Intensive Assistance Required, and Evaluation Completion Date may be blank (spaces); and 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. <p>Note: If the evaluation is incomplete, the Incomplete Evaluation Reason Code and Incomplete Evaluation Rationale Text may be entered in lieu of the professional practice rating, student growth rating and overall evaluation rating.</p>	
27	Incomplete Evaluation Reason Code	N	2	0		
28	Incomplete Evaluation Rationale Text	A	500	0	Required if an Incomplete Evaluation Reason Code is supplied. Must be blank (spaces) if incomplete Evaluation Reason Code is blank.	

Step 3: Upload Evaluation Data

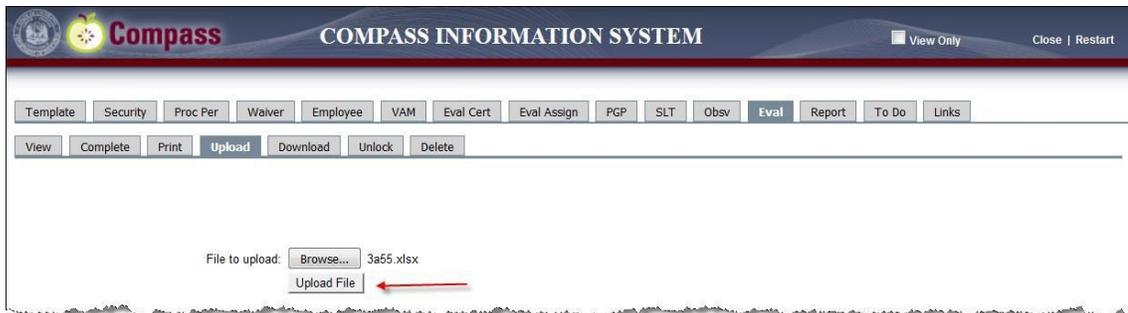
1. Select **Choose File** from the **Eval** tab.



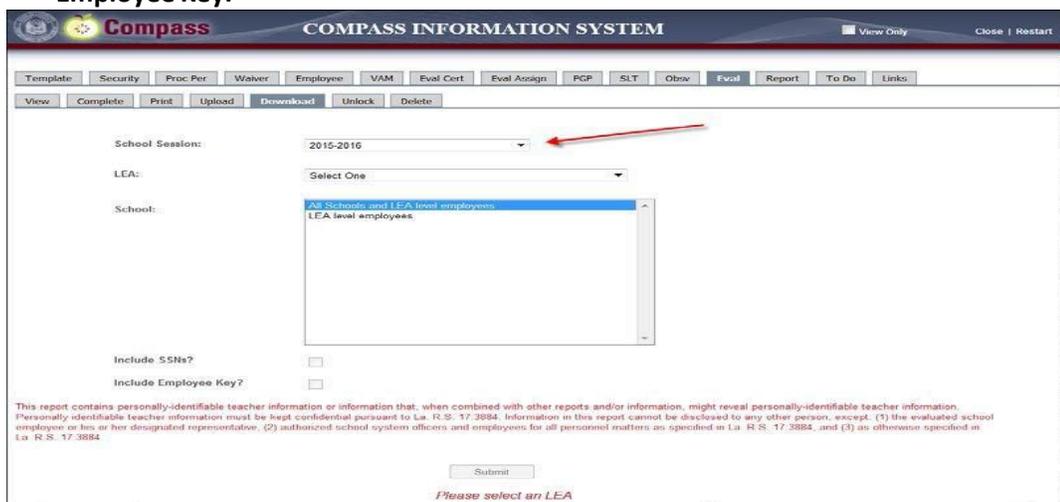
2. Navigate to identify the CSV file to upload and select **Open**.



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



4. Select the appropriate **School Session (2015-2016)**, **LEA**, **School** or **All Schools** to upload. Include **SSNs** and **Employee Key**.



5. Click **Submit** to upload.

Compass COMPASS INFORMATION SYSTEM

View Only Close | Restart

Template Security Proc Per Waiver Employee VAM Eval Cert Eval Assign PGP SLT Obsv Facal Report To Do Links

View Complete Print Upload Download Unlock Delete

School Session: 2015-2016

LEA: Select One

School: All Schools and LEA level employees
LEA level employees

Include SSNs?

Include Employee Key?

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Submit

Please select an LEA

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

Compass COMPASS INFORMATION SYSTEM

View Only Close | Restart

(STAGE)

Template Security Proc Per Waiver Employee VAM Eval Cert Eval Assign PGP SLT Obsv Eval Report To Do Links

View Complete Print Upload Download Unlock Delete

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

Step 4: Review Uploaded Evaluation Data

Template Security Proc Per Waiver Employee VAM Eval Cert Eval Assign PGP SLT Obsv Eval Report To Do Links

Maintain

School Session: Select One OR Add A New Year: Add Year

1. After logging in to Compass Information System, select **Report** from the **Main** tab.
2. For principals and school supervisors, the LEA and school site will be pre-selected. District level administrators will use the drop down menu to select the site.

3. Select **Export Evaluation Raw Data**. This report allows access to a XLSX file of the raw employee data which provides more opportunity to determine completion rates by employee type.



The screenshot shows the Compass Information System interface. At the top, there is a navigation bar with the title "COMPASS INFORMATION SYSTEM" and a "View Only" button. Below this is a menu bar with options: Template, Security, Proc Per, Waiver, Employee, VAM, Eval Cert, Eval Assign, PGP, SLT, Obsv, Eval, Report, To Do, Links. A secondary bar contains "Generate" and "Define" buttons. The main content area displays a table of reports:

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.
Export Evaluation Raw Data	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.

Below the table, it says: *Click a Report Name to select.*

4. Select the **School Session**.



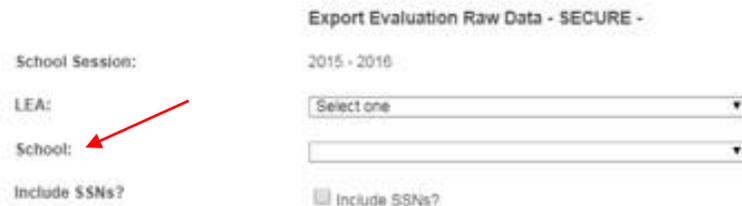
The screenshot shows the "Export Evaluation Raw Data - SECURE" form. The "School Session" dropdown is set to "2015 - 2016". The "LEA" dropdown is set to "Select one". The "School" dropdown is empty. The "Include SSNs?" checkbox is unchecked.

5. Select the **LEA**.



The screenshot shows the "Export Evaluation Raw Data - SECURE" form. The "School Session" dropdown is set to "2015 - 2016". The "LEA" dropdown is set to "Select one". The "School" dropdown is empty. The "Include SSNs?" checkbox is unchecked.

6. Select the **School**. Select **Include SSNs**.



The screenshot shows the "Export Evaluation Raw Data - SECURE" form. The "School Session" dropdown is set to "2015 - 2016". The "LEA" dropdown is set to "Select one". The "School" dropdown is empty. The "Include SSNs?" checkbox is unchecked.

7. Select **Submit** and open the **Export Evaluation Raw Data** file to review uploaded data.

