

# COMPASS INFORMATION SYSTEM (CIS) USER GUIDE

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**Overview:**

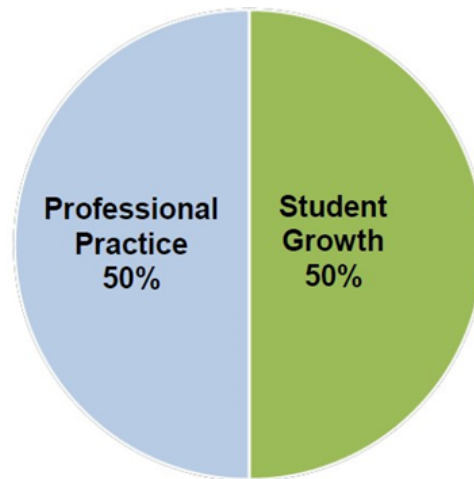
This document provides technical guidance to operate the Compass Information System:

**Compass Information System (CIS):** Contains functionality and reporting related to educator evaluations and Value-Added Measures (VAM) data results.

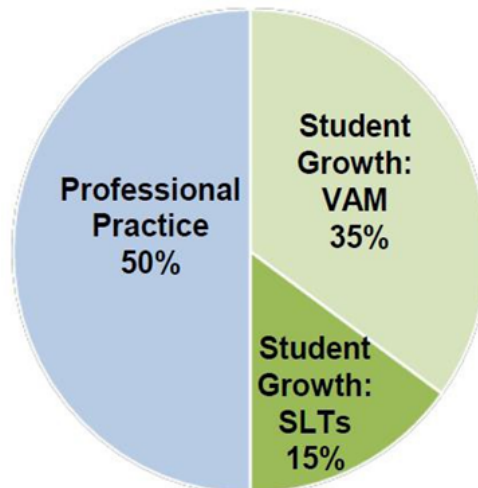
A [timeline](#) for activities to be completed in CIS is located in the [Compass Library](#).

**Important Information on Overall Evaluation Formula and Calculator**

Teachers' overall evaluation will be based on 50% Professional Practice and 50% Overall Student Growth where the entirety of the Student Growth is based on the Average Student Learning Targets.



Teachers who receive VAM data will have their overall evaluations based on 50% Professional Practice and 50% Overall Student Growth where the Overall Student Growth consists of 35% Value-Added, and 15% Average Student Learning Targets.



The Compass Information System (CIS) is available for use by all educators in Louisiana. Levels of access will vary depending on the role of the employee.

## User Login & Account Management

### CIS Login Screen

1. To access CIS, login at: <https://leads13.doe.louisiana.gov/hcs>
2. The first page is a welcome page; any important notices will be in red.
3. Select Continue to **Registration/Login Page** to continue.
4. If you have previously registered an account for the Curriculum Verification and Reporting Portal (CVR), enter the **Personal Login Code** and **Password** you created. The login information is the same. New CIS users will need to register.
5. Returning users will enter **Personal Login Code** and **Password**.

### User Account Reset

If CIS passwords need to be reset, contact your district CIS Administrator or email [compass@la.gov](mailto:compass@la.gov) for assistance.

#### *CIS Administer Screen:*

1. From CIS, select **Administer** from the **Security** tab.
2. At the top of the table, make sure the appropriate district name appears. If you are assigned to more than one district, select the correct district for the user account needing to be reset.
3. Search for the user's account you wish to reset:
  - a. To find an account, you must type in either the **account user's last name** or **Social Security Number** and any other fields you know.
  - b. These fields will accept partial information (i.e., you can type "A" for last name and everyone with a last name starting with A will be displayed).
4. Select **Go** to generate a list of accounts that match the criteria you supplied.
  - a. If the account is active, there will be an "A" under the Status column indicating the user has registered that account.
  - b. If the account has been deactivated, there will be a "D" under the status column, and the option to reset that account on the right-hand side of the table. Simply click the **Reset** text.
5. Select **Reset** to reset the user's account.
6. Instruct the user to complete the registration process, as if for the first time.

## LEA Administrators and School Supervisors

### District Contact

The Compass Information System allows school/district supervisors and administrators to track and manage educator evaluation information. [Bulletin 130](#) provides the policy requirements for completing teacher and administrator evaluations.

Supervisors and administrators with responsibility for employee evaluations will manage the employee rosters. At the school level, the principal and/or their designee hold the responsibility for these actions.

### View Employee Rosters (Employee View List)

The employee **View List** allows supervisors and administrators a quick view of the employees they are responsible for. Supervisors and administrators use the **Employee View List** to navigate to evaluation data for individual employees.

1. After logging into the Compass Information System, select **View List** from the **Employee** tab.
2. For Principals and School Supervisors, the LEA and School Site will be pre-selected. District-Level administrators will use the drop-down to select a site to view employees.
3. Review the list of employees displayed below.
  - a. Employee Name
  - b. Job Title
  - c. Evaluation Type
  - d. Evaluator
  - e. Professional Growth Plan (PGP)
  - f. Student Learning Target (SLT)
  - g. Observations (Obs)
  - h. Site Visits (Obs S Visit)
  - i. Growth Data
  - j. Final Evaluation
  - k. Incomplete Evaluation
4. Review your employee list. Confirm that all Compass employees are included. If any employees are missing, they will need to be added to the Compass Information System to receive an evaluation. Only LEA administrators and state employees may add new employees.

### Adding New Employees

1. After logging into the Compass Information System, select **Maintain** from the **Employee** tab.
2. Enter the **Social Security Number** on file with the district. This number will be used as the employee's unique identification.
3. Select your **LEA**.
4. Select **Add** to add the employee.
5. Complete the employee's profile by entering the **First, Middle, and Last Name** as it appears on district records.
6. Select the employee's **Job Title**.
7. Enter the employee's **District Employee Hire Date**.
8. Select the employee's primary school site, **Homebase School**. If the employee is at the district-level, select **Lea-level**.
9. Select the **User Group** that best describes this employee's responsibility.
10. Select **Add** to complete adding the employee.
11. Added employees will now appear on your Employee View List.  
*\*Only LEA administrators and state employees may add new employees.*

### Common Error Messages:

**This SSN already exists** – this means the employee is not “new” to CIS, but will need to be transferred to your LEA from another district.

### Deleting Employee Data

1. After logging into the Compass Information System, select **Maintain** from the **Employee** tab.
2. Enter the **Social Security Number** on file with the district. This number will be used as the employee's unique identification.
3. Select your **LEA**.
4. Select **Delete** to delete the employee.
5. Select **Update**.

### Updating Employees

Should data change for an employee, only state and district administrators may update employee information.

1. After logging into the Compass Information System, select **View List** from the **Employee** tab. Select the employee whose information you wish to update.
2. Select **Maintain** from the **Employee** tab.
3. Make necessary changes to the employee's profile.
4. Select **Update** to save changes.



### Transferring Employees

State and LEA administrators can transfer employees who move from one district to another. To add employees transferring from another district, you will first need to contact their previous district to have them release the employee. For further assistance, contact [compass@la.gov](mailto:compass@la.gov).

### Releasing Employees for Transfer

If an employee is transferring to another district, the following steps should be taken:

1. After logging in to Compass Information System, select **View List** from the **Employee** tab and select the employee you wish to transfer.
2. Select **Maintain** from the **Employee** list.
3. Use the **Transfer to LEA** drop-down to select the employee's new district.
4. Select **Update** to transfer the employee to a new district.
5. The new district will need to add the employee before they leave your roster.

*\*Employees can be moved without being released until December*

### Adding Employees from Other Districts

1. After logging into the Compass Information System, select **Maintain** from the **Employee** tab.
2. Enter the **Social Security Number** on file with the district. This number will be used as the employee's unique identification.
3. Select your **LEA**.
4. Use the **Transfer from LEA** drop-down to select the employee's prior district.
5. Select **Add** to add the employee to your district.
6. Review the employee's profile. Ensure the **First, Middle, and Last Name** is correct as it appears on district records.
7. Review and/or update the employee's **Job Title** to reflect their role in your district.
8. Update the employee's **District Employee Hire Date**.
9. Use the drop-down to select the employee's primary school site, **Homebase School**. If the employee is at the district-level, select **Lea-level**.
10. Review the employee's **User Group** and/or update to select the group that best describes this employee's responsibility in your district.
11. Select **Add** to complete adding the employee.
12. Added employees will now appear on your Employee View List.

### Assigning Evaluations and Evaluation Types

LEA administrators as well as district/school supervisors may assign evaluators and evaluation types (rubrics) to employees.

1. After logging in to Compass Information System, select **Maintain** from the **Eval Assign** tab.
2. The **Current School Session** and **LEA** will be selected.
3. Select the **Evaluator Level**, the site level of the evaluator you wish to assign (LEA, School).
4. If the evaluator is at school-level, select the **School** of the evaluator you wish to assign.
5. The **Evaluator** drop-down list will display all certified evaluators at this location. Select the evaluator you wish to assign. If you do not see the evaluator listed, contact your district Compass contact.
6. Now you will identify the Employees this evaluator will evaluate. This process allows you to select groups of employees by school and job title. You may repeat this process as many times as needed to assign all applicable employees.
7. Select the **Employee Homebase School** of the employees (likely the same school as the evaluator).
8. Select **Employee Job Title** of the group of employees. You will see a list of all employees with this job title.
9. Check boxes to assign evaluators to each employee. Alternatively, you may select **“Check All”** to set the evaluator assignment for all of these employees.
10. To complete the evaluator assignment, select **“Submit.”**
11. The new evaluator will now be assigned to all employees at the assigned location.
12. Select **Eval Assign** to repeat this process and assign evaluator to additional employees. You may assign multiple evaluators to a single employee

### Removing Assigned Evaluators

After logging in to Compass Information System, select **Maintain** from the **Eval Assign** tab.

1. Follow the instructions above, selecting the existing evaluator.
2. Select **“Check All”** twice to clear the evaluator assignment for all of these employees (alternatively, you may deselect them one at a time).
3. Select **Submit** to complete updates to the evaluator assignment.

## Viewing Compass Data

### Viewing Current Year Data for Your District’s Employees

Compass Information System allows district, school supervisors, and administrators to access evaluation information (observations, SLTs, evaluations, VAM data) for all employees in all schools under the administrator or supervisor’s jurisdiction.

1. Select **View List** from the **Employee** tab.
2. You will now view the current roster of employees for your school/district.
3. Select the name of the employee you wish to view.
4. Select the tab of the data you wish to view (observation, SLT, evaluation, etc.)
5. You will now view the data for the selected employee.
6. You may select a different tab to view additional data (observation, SLT, evaluation, etc.)
7. To view data for a different employee, simply return to **View List** from the **Employee** tab and select a different employee’s name.

### Viewing Prior Year Data for Your District's Employees

Compass Information System allows district, school supervisors, and administrators to access evaluation information (observations, SLTs, evaluations, VAM data) for all employees in all schools under the administrator or supervisor's jurisdiction.

1. After logging in to Compass Information System, check the **View Only** checkbox on the top right hand side of the page.
2. Select **View List** from the **Employee** tab.
3. You will now view the current roster of employees for your school/district.
4. Select the name of the employee you wish to view.
5. Select the tab of the data you wish to view (observation, SLT, evaluation, etc.)
6. Use the drop-down at the top of the screen to toggle to prior school years.
7. You will now view the prior year Compass data for the selected employee.

### Viewing Data from Prior Year for Employees No Longer in Your School District

After logging in to Compass Information System, check the **View Only** checkbox on the top right hand side of the page.

1. Select **View List** from the **Employee** tab.
2. Use the drop-down at the top of the screen to toggle to prior school years.
3. You will now view the rosters of employees for your school/district from prior years.
4. Select the name of an employee to view their Compass data from a prior year.

## Monitor Completion of SLT Goal Setting & Observations

District LEA administrators may use the Compass Dashboards to monitor the completion of SLT goal-setting and observations in their districts and schools.

### Monitoring Completion of Observation Data

The **Observation Data** report provides supervisors and administrators quick access to view observation data in an excel file, including ratings.

1. After logging into the Compass Information System, select the **Report** tab.
2. For Principals and School Supervisors, the LEA and School Site will be pre-selected. District-Level administrators will use the drop-down to select a site to view.
3. Select **Observation Data**.
4. Select the **School Session**.
5. Select the **LEA & School**.
6. Click **Submit**.
7. Open the **Observation Raw Data** file to view the school's employee's data. The excel icon for opening the file will appear below the browser window.

### Monitoring Completion of Student Learning Target Data

The **Student Learning Target Data** report provided supervisors and administrators quick access to view SLT data in an excel file with ratings.

1. After logging into the Compass Information System, select the **Report** tab.
2. For principals and school supervisors, the LEA and school site will be pre-selected. District level administrators will use the drop down to select a site to view.
3. Select **Student Learning Target Data**.
4. Select the **LEA**.
5. Select the **School**.
6. Click **Select**.
7. Open the **Student Learning Target Data** file to view the school's employee's data. The excel icon for opening the file will appear below the browser window.

### Monitoring Completion of Final Evaluations

The report labeled **Completion of Evaluation** provides supervisors and administrators quick access to view completion progress for end of year evaluations.

1. After logging into the Compass Information System, select the **Report** tab.
2. For principals and school supervisors, the LEA and school site will be pre-selected. District level administrators will use the drop down to select a site to view.
3. Select **Completion of Evaluation**.
4. Only state level employees will view the **LDE Completion Progress**. Select **View Selection** to view Completion Progress by district.
5. Select **Generate** from the main tab.
6. Select **District** to view the Completion Progress by schools within the districts.
7. Select the **School Name** under the **Site** column to view Completion Progress by Supervisor, Evaluator and Employee within the schools.
8. View the Evaluation Completion progress by **Supervisor, Evaluator and Employee Type**.

### Downloading Evaluation Completion Reports

The **Evaluation Raw Data** report allows access to an excel file of the raw employee evaluation data which provides more opportunity to determine completion rates by employee type.

1. After logging into the Compass Information System, select the **Report** tab.
2. For principals and school supervisors, the LEA and school site will be pre-selected. LEA administrators will use the drop down to select a site to view.
3. Select **Export Evaluation Raw Data**.
4. Select the **School Session**.
5. Select the **LEA**.
6. Select the **School**. If you choose to include employee social security numbers, select **Include SSNs**. This is not necessary to download the report.
7. Click **Submit**.
8. Open the **Evaluation Raw Data** file to view the school's employee's data. The excel icon for opening the file will appear below the browser window.

Refer to **APPENDIX A: LEA Administrator Data Download & Upload Process Guide** for uploading and downloading evaluation data in CIS.

### Review Value-Added Data Results

Educators (teachers of tested grades and subjects) may review rosters of students included in/excluded from calculations, subject area percentiles, student percentiles, and overall composite percentile.

1. After logging in to CIS, select **View** from the **VAM** tab.
2. You will see the available results:
  - a. **Composite Percentile** - The composite percentile is the average of the content area percentiles, weighted by the number of students in each content area, as compared to all other teachers with transitional student growth data. For example, a composite percentile of 78 indicates a performance at or above 78% of other teachers. For teachers teaching only a single subject area, the composite percentile equals the subject percentile.
  - b. **Subject Area Percentile** - The subject area percentile is the subject area score, as compared to all other composite scores in that subject area. For example, a percentile of 65 is a subject area score that is higher than 65% of other teachers.
  - c. **Student Percentile** - The percentile indicates how well a student performed compared to other students in that content. For example, a percentile of 65 indicates that the student performed at or better than 65% of other students in that content.
  - d. **Report** – The report is an excel file detailing the subject area percentile calculations for each subject area, including the students and individual student scores that made up the subject area calculations.

**Review Prior Year Results**

1. After logging in to CIS, check the **View Only** checkbox on the top right hand side of the page.
2. Select **View** from the **VAM** tab.
3. Use the drop-down menu at the top of the screen to toggle to prior school years.
4. You will see the available results:
  - a. **Composite Percentile** - The composite percentile is the average of the content area percentiles, weighted by the number of students in each content area, as compared to all other teachers with transitional student growth data. For example, a composite percentile of 78 indicates a performance at or above 78% of other teachers. For teachers teaching only a single subject area, the composite percentile equals the subject percentile.
  - b. **Subject Area Percentile** - The subject area percentile is the subject area score, as compared to all other composite scores in that subject area. For example, a percentile of 65 is a subject area score that is higher than 65% of other teachers.
  - c. **Report** – The report is an excel file detailing the subject area percentile calculations for each subject area, including the students and individual student scores that made up the subject area calculations.

**Request Invalidation of Value-Added Results**

Under extenuating circumstances ([Bulletin 130](#), Section §325), teachers and district administrators may request an invalidation of their value-added results. Requests for invalidation will be submitted in Compass Information System (CIS). Qualifying circumstances are defined in CIS. If the request is approved, results will be nullified.

1. After logging in to CIS, select **Request Score Invalidation** from the **Employee** tab.
2. Select **Score Invalidation Reason**.
3. Enter **Number of Days Missed**.
4. Select the **Course Term**.
5. Enter **comments** describing the extenuating circumstance.
6. Select **Submit Invalidation Reason** to complete request for review.

## Unlocking Evaluation Data

If a correction is required after the evaluation has been submitted, administrators may unlock submitted evaluations to allow evaluators to make corrections.

1. After logging in to CIS, select the employee you wish to complete the evaluation for from the **View List** on the **Employee** tab.
2. Select **Unlock** from the **Evaluation** tab.
3. Select **Unlock** to unlock the evaluation. You will be prompted to select **Unlock** once more to confirm your choice.

## Deleting Evaluations

Administrators may delete evaluations that have been started. Deleting an evaluation irrevocably clears the employee's current observations and evaluator assignments. The SLTs and PGP may be retained if desired.

1. After logging in to CIS, select the employee you wish to complete the evaluation for from the **View List** on the **Employee** tab.
2. Select **Delete** from the **Employee** tab.
3. Select **Yes/No** to indicate whether you want the submitted SLTs deleted.
4. Select **Yes/No** to indicate whether you want the submitted PGPs deleted.
5. Select **Delete Evaluation** to delete the evaluation. You will be prompted to select delete once more to confirm your choice.

## Recording & Viewing Grievances

LEA administrators may use the Compass Information System to report grievances filed by employees regarding the prior year's Compass evaluation.

1. After logging in to Compass Information System, select **View Only** checkbox to view evaluations submitted for prior year.
2. Select **View List** from the **Employee** tab.
3. Use the drop-down at the top of the screen to toggle to prior school years.
4. You will now view the prior year roster of employees for your school/district.
5. Select the name of the employee for whom you wish to submit a grievance.
6. Select **Report Grievance** from the **Employee** tab.
7. Select **Add** to generate a new grievance form.
8. Complete the required fields of the grievance to describe the circumstances of the filed grievance:
  - a. **Date Grievance Was Filed** – the date the grievance was filed in your district
  - b. **Grievance Detail** – the details/description of the nature of the grievance
  - c. **Grievance Status** – whether the grievance was/was not approved. Please note ALL "approved" grievances will result in prior year evaluation data being nullified in CIS. If you wish to keep the prior year evaluation data, you may record the grievance as "pending" or "denied" and include an explanation under the Grievance Detail field.
  - d. **Attach a Document** (optional) – documents related to the grievance may be attached
9. Select **Submit** to submit the grievance.



## EVALUATORS

### Viewing & Printing Compass Data

Throughout the year, evaluators may use Compass Information System (CIS) to collect observation data and report student outcomes associated with their SLTs. Final evaluation data for all applicable employees (teachers and administrators as defined in [Bulletin 130](#)) must be submitted to Compass Information System (CIS).

### Viewing Data from Prior Years

Compass Information System allows employees, supervisors, and administrators to access evaluation information (observations, SLTs, evaluations, transitional student growth data) for both the current year and years prior (even after transferring between districts). Evaluators seeking to view prior year data for employees who are new to their school or district will use this process.

### Evaluators/Supervisors viewing data for current educators (teachers, school leaders, librarians, and counselors) in their school/district:

1. After logging in to CIS, check the **View Only** checkbox on the top right hand side of the page.
2. Select the tab of the data you wish to view (observation, SLT, evaluation, etc.).
3. Use the drop-down at the top of the screen to toggle to prior school years.
4. You will now be able to view/print your Compass data from prior school years.

### Evaluators/Supervisors viewing data for educators (teachers, school leaders, librarians, and counselors) no longer in their school/district:

1. After logging in to Compass Information System, check the **View Only** checkbox on the top right hand side of the page.
2. Select **View List** from the **Employee** tab.
3. Use the drop-down at the top of the screen to toggle to prior school years.
4. You will now view the rosters of employees for your school/district from prior years.
5. Select the name of an employee to view their Compass data from a prior year.

### Evaluators/Supervisors viewing prior year data currently in their school/district:

1. After logging in to Compass Information System, check the **View Only** checkbox on the top right hand side of the page.
2. Select **View List** from the **Employee** tab.
3. You will now view the current roster of employees for your school/district.
4. Select the name of the employee you wish to view.
5. Select the name of an employee to view their Compass data from a prior year. Use the drop-down at the top of the screen to toggle to prior school years.
6. You will now view the prior year Compass data for the selected employee.



### Viewing data for current employees you are assigned to evaluate

Compass Information System allows evaluators to access evaluation information (observations, SLTs, evaluations, student growth data) for all employees to which the evaluator is assigned.

1. Select **View List** from the **Employee** tab. You will now view the current roster of employees for your school/district.
2. Check **Show only assigned employees** to view the employees to which you are the assigned evaluator.
3. Select the name of the employee you wish to view.
4. Select the tab of the data you wish to view (observation, SLT, evaluation, etc.).
5. You will now view the data for the selected employee.
6. You may select a different tab to view additional data (observation, SLT, evaluation, etc.).
7. To view data for a different employee, simply return to View List from the **Employee** tab and select a different employee's name.

### Viewing Employee Rosters (Employee View List)

The employee view list allows supervisors and administrators a quick view of the employees they are responsible for. Supervisors and administrators use the Employee View List to navigate to evaluation data for individual employees.

1. After logging into the Compass Information System, select **View List** from the **Employee** tab.
2. For Principals and School Supervisors, the LEA and School Site will be pre-selected. LEA administrators will use the drop-down to select a site to view employees.
3. Review the list of employees displayed below:
  - a. Employee Name
  - b. Job Title
  - c. Evaluation Type
  - d. Evaluator
  - e. Professional Growth Plan (PGP)
  - f. Student Learning Target (SLT)
  - g. Observations (Obs)
  - h. Site Visits (Obs S Visit)
  - i. Growth Data
  - j. Final Evaluation
  - k. Incomplete Evaluation
4. Review your employee list. Confirm that all Compass employees are included. If any employees are missing, they will need to be added to the Compass Information System to receive an evaluation.

### Viewing Student Learning Targets

Educators (teachers, school leaders, librarians, and counselors), evaluators, supervisors, and administrators may view submitted student learning targets at any stage; however, no edits can be made from the **View** screen.

### Printing Student Learning Targets

Educators (teachers, school leaders, librarians, and counselors), evaluators, supervisors, and administrators may print submitted student learning targets at any stage. After logging in to Compass Information System, select **Print** from the **SLT** tab.

1. Select **Generate Report** to download a pdf summary of all submitted student learning targets.
2. You may print the student learning target report or rename the file to save it to your local computer.

### Viewing Student Learning Targets

Educators (teachers, school leaders, librarians and counselors), evaluators, supervisors, and administrators may view submitted student learning targets at any stage; however, no edits can be made from the **View** Screen.

### Review and Accept SLTs

The evaluator review of student learning targets is an essential part of the dialogue between educators setting SLTs (teachers, school leaders, librarians, and counselors) and their evaluators.

1. After logging in to Compass Information System, select the employee you wish to complete the evaluation for from the **View Employee** list on the **Employee** tab.
2. Select **Accept** from the **SLT** tab.
3. Use the drop-down to select a **Submitted Student Learning Target** to review.
4. You will now see the details of the student learning target submitted by the educator.
5. Review the educator's student learning target, rationale for student learning target, baseline data, and scoring categories.
6. Check **Yes** or **No** to confirm whether the student learning target is acceptable, based on the three criteria:
  - a. **Priority of Content**
  - b. **Rigor of Target**
  - c. **Quality of Evidence**
  - d. If the answer to each of these three questions is "Yes", the student learning target will be accepted.
  - e. If the answer to any of these three questions is "No", the student learning target will be rejected. If rejected, work with the educator to revise and resubmit the student learning target and complete the review once more.
7. Enter **Evaluator Acceptance Comments** to the educator about their SLT.
8. Determine whether this student learning target should be included in the evaluation by entering **Yes** or **No**.
9. Select **Submit** to submit your review to the educator.

## Observation Process for Educator/Evaluator

Compass Information System is available for use in tracking the professional practice component of educator evaluations. This includes evidence collected during observations and the resulting feedback conversation.

### Observation Types: Classroom Observations, Site Visits & Walkthroughs

There are various ways to collect evidence. CIS supports these forms:

- Classroom observations are visits to teachers' classrooms in which the evaluator observes professional practice for either a full-period or a shorter time span.
- Site Visits are visits to an instructional site/school, which describe an observation of a principal's professional practice, which will likely take place outside of a classroom.

### Observation Rubrics

Compass Information System stores formal observation scores for approved rubrics that align to a 4.0 scale and are used by schools/districts in Louisiana to evaluate professional practice of educators.

### Conducting Observations

Information related to observation minimum requirements is available [here](#). The following steps support the use of CIS in collecting information related to such observations.

1. After logging in to Compass Information System, select the employee you wish to complete the evaluation for from the **View Employee** list on the **Employee** tab.
2. Select **Conduct** from the **Observation** tab.
3. Select **Add** to generate a new observation form.
4. Complete the required fields of the observation to describe the circumstances of your visit. Please note, you will need to complete at minimum the required fields in order to save the observation.
  - a. **Observation Title** – the title of the observation
  - b. **Observation Begin/End Date** – the begin/end date of the observation-If the observation took place on a single day please enter the same date for begin/end.
  - c. **Full Period** – checkbox to indicate whether the observation was a full period
5. Complete the optional fields of the observation to describe the circumstances of your visit.
  - a. **Pre-Observation Conference Date/Time** – date and time of the pre-observation conference (if applicable)
  - b. **Post-Observation Conference Date/Time** – date and time of the post-observation conference (if applicable)
  - c. **Class Description** – further description of the class
  - d. **Student Count** – number of students observed
  - e. **Course Category** – subject of the lesson observed
  - f. **Grade** – grade level of the lesson observed
6. If you are using a Compass Rubric, enter the component-level information (if applicable).
  - a. **Component Level Feedback** – content-specific feedback to the educator based on the component observed
  - b. **Component Level Rating** – a rating of ineffective-highly effective to measure the educator's performance by component

7. Enter the observation-level information:
  - a. **Observation Notes** – any general notes to the educator about the observation
  - b. **Areas of Strength** – areas where the educator excelled in their observation
  - c. **Areas for Improvement** – areas where the educator should focus on improvement
  - d. **Next Steps** – specific and actionable next steps for the educator/evaluator to undertake before the next observation
8. Determine a method of **Scoring** the observation:
  - a. **Average components' ratings** – if individual components were scored, you may score the observation by taking a straight average of the rated components; components scored No Rating will not be included in average.
  - b. **Assign overall observation rating** – to enter a rating that is not an average of the scored components, select assign overall observation rating; this will allow a weighted average or a holistic rating of the observation.
  - c. **Not scored** – to save the observation without assigning a rating, simply select this option; this option is particularly applicable for walkthroughs.
9. Select **Save** to save your changes. You will be prompted, via red text, to complete any required fields that were left blank. Please complete all required fields before attempting to save your observation.
10. When all changes are complete, select **Submit** to submit your observation for the educator to view.

#### Conducting Saved Observations

1. After logging in to Compass Information System, select the employee you wish to complete the evaluation for from the **View Employee** list on the **Employee** tab.
2. Select **Conduct** from the **Observation** tab.
3. Use the drop-down to select an **Existing Observation** to update.
4. You may now edit your existing observation.

## EDUCATORS: TEACHERS, SCHOOL LEADERS, LIBRARIANS & COUNSELORS

### Viewing Observations

Educators (teachers, school leaders, librarians, and counselors), evaluators, supervisors, and administrators may view submitted observations; however, no edits can be made from the View screen. Only assigned evaluators may edit SLTs.

1. After logging in to Compass Information System, select the employee you wish to complete the evaluation for from the **View List** on the **Employee** tab.
2. Select **View** from the **Observation** tab.
3. Use the drop-down to select a **Submitted Observation** to view.
4. You will now see the details of the observant

### Printing Observations

Educators (teachers, school leaders, librarians, and counselors), evaluators, supervisors, and administrators may print a summary of submitted observations.

1. After logging in to Compass Information System, select the employee you wish to complete the evaluation for from the **View List** on the **Employee** tab.
2. Select **Print** from the **Observations** tab.
3. Select **Generate Report** to download a pdf summary of all submitted observations.
4. You may print the observation report or rename the file to save it to your local computer.

### Deleting Observations

1. After logging into the Compass Information System, select the employee you wish to delete the observation for from the **View List** on the **Employee** tab.
2. Select **Conduct** from the **Observation** tab.
3. Use the drop-down to select an **Existing Observation** to update.
4. Select **Delete** at the bottom of the screen to delete the submitted observation.

### Review Value-Added Data Results

Educators (teachers of tested grades and subjects) may review rosters of students included in/excluded from calculations, subject area percentiles and overall composite percentile.

### Administrators (Data Managers/Principals, etc.)

1. After logging in to Compass Information System, select the **Employee** tab
2. Select the school session (2018-2019 for the most current VAM data)
3. Select the school (select either LEA level or a school)
4. Select the employee's name
5. Select the VAM tab

### Teachers

1. After logging in to Compass Information System, select the school session (2017-2018 for the most current VAM/TSG data)
2. Select View from the **VAM** tab  
You will see the available results:
  - a. **Composite Percentile** - The composite percentile is the average of the content area percentiles, weighted by the number of students in each content area, as compared to all other teachers with transitional student growth data. For example, a composite percentile of 78 indicates a performance at or above 78% of other teachers. For teachers teaching only a single subject area, the composite percentile equals the subject percentile.
  - b. **Subject Area Percentile** - The subject area percentile is the subject area score, as compared to all other composite scores in that subject area. For example, a percentile of 65 is a subject area score that is higher than 65% of other teachers.
  - c. **Report** – The report is an excel file detailing the subject area percentile calculations for each subject area, including the students and individual student scores that made up the subject area calculations

### Review Prior Year Results

1. After logging in to CIS, check the **View Only checkbox** on the top right hand side of the page.
2. Select **View** from the **Student Growth Data** tab.
3. Use the drop-down menu at the top of the screen to toggle to prior school years.
4. You will see the available results:
  - a. **Composite Percentile** - The composite percentile is the average of the content area percentiles, weighted by the number of students in each content area, as compared to all other teachers with transitional student growth data. For example, a composite percentile of 78 indicates a performance at or above 78% of other teachers. For teachers teaching only a single subject area, the composite percentile equals the subject percentile.
  - b. **Subject Area Percentile** - The subject area percentile is the subject area score, as compared to all other composite scores in that subject area. For example, a percentile of 65 is a subject area score that is higher than 65% of other teachers.
  - c. **Student Percentile** - The percentile indicates how well a student performed compared to other students in that content. For example, a percentile of 65 indicates that the student performed at or better than 65% of other students in that content.
  - d. **Report** – The report is an excel file detailing the subject area percentile calculations for each subject area, including the students and individual student scores that made up the subject area calculations.

If the teacher has submitted a request to have their VAM result invalidated, the evaluator will see a note here.

## Complete Final Evaluations

### Rate SLTs

After reviewing the student results reported by the employee, the evaluator will rate each SLT that has been accepted and assigned to be rated.

1. After logging in to CIS, select the employee you wish to complete the evaluation for from the **View Employee** list on the **Employee** tab.
2. Select **Rate** from the **SLT** tab.
3. Select **SLT Rating Score** and enter **Evaluator Comments**.
4. Select **Submit** to submit the rating for the employee's SLT.

### Access and Review Professional Practice Data

1. After logging in to **CIS**, select the employee you wish to complete the evaluation for from the **View List** on the **Employee** tab.
2. Select **Complete** from the **Evaluation** tab.

If evaluators have used CIS to track observations throughout the school year, a summary of observations will display for the selected educator.

1. Review the listed observations for accuracy.
2. The asterisk will indicate the full-period observations. For teachers, you may use this value to ensure all teachers have a minimum of one full-period observation before completing the evaluation.
3. For each observation, **check the box** if you wish to include this observation as evidence in the final evaluation. Observations without the box checked should be disregarded and not considered part of the final evaluation.

### Review Observations

If evaluators have used CIS to track observations throughout the school year, a summary of observation component ratings and an overall observation rating average will display for the selected educator. Only the ratings of observations checked as "include in final evaluation" will be included in these averages.



### Select Professional Practice Scoring Method & Enter Score

If evaluators have used CIS to track observations throughout the school year, the summary information above may be used to determine the professional practice rating.

1. Select either:
  - a. **Average selected scores** to assign the Average Observation Score as the Professional Practice Score.
- OR**
- b. **Enter overall professional practice score** to enter a score (1.00-4.00) that is not an average of the selected observations. This will allow a weighted average or a holistic rating of the educator's professional practice. Evaluators of educator's using alternative rubrics will select this option.
2. Evaluators have the option to enter **Comments and Feedback** about the Professional Practice Score. This step is not required.
3. CIS will display the corresponding rating to the score entered.

### Access & Review Student Outcome Data (SLTs)

SLTs represent 15% of a VAM teacher's overall evaluation, and 50% for non-VAM teachers. All teachers are required to have a minimum of two SLTs rated in CIS. If CIS has been used to track the SLTs written, a summary displaying only the rated SLTs for the selected educator will be available. If at least two SLTs are not rated by an evaluator, a final overall evaluation score will not be calculated.

### Overall Student Growth Score

Evaluators will rate a minimum of two SLTs for each teacher. CIS will use the average of these rated SLTs to calculate the teacher's overall student growth score.

### Review Summary

1. Review the **Professional Practice Rating and Score**.
2. Review the **Student Learning Targets and Score**.
3. All educators (teachers, school leaders, librarians, and counselors) rated *Ineffective* overall should receive an Intensive Assistance Plan (IAP). If the educator requires an **Intensive Assistance Plan (IAP)**, check the box.
4. Evaluators will enter **Comments and Feedback** about the Professional Practice score and the Student Learning Target score. Comments and feedback are required.
5. Select **Save** to save changes. You may be prompted.
6. When all changes are completed, select **Submit** to submit the Professional Practice and Student Learning Target scores. CIS will calculate the final overall evaluation for all teachers. VAM teacher's overall evaluation is based on 50% Professional Practice, 15% average Student Learning Target, and 35% value added scores. The final overall evaluation score will be calculated by the CIS system. Non-VAM teacher's overall evaluation is based on 50% Professional Practice and 50% Student Learning Targets.



### Continuing Saved Evaluations

1. After logging in to CIS, select the employee you wish to complete the evaluation for from the **View List** on the **Employee** tab.
2. Select **Complete** from the **Evaluation** tab.
3. You may now edit your existing evaluation.

### Marking Evaluations as Incomplete (Only available to the LEA Administrator)

In the case that there is not enough evidence to support an educator evaluation, administrators may mark the evaluation as “incomplete”. Incomplete evaluations will not include a rating.

1. After logging in to CIS, select the employee you wish to complete the evaluation for from the **View List** on the **Employee** tab.
2. Select **Maintain** from the **Employee** tab.
3. Use the drop-down to select a **Reason for an Incomplete Evaluation**:
  - a. 03 – Resigned
  - b. 04 – Deceased
  - c. 06 – Sabbatical
  - d. 08 – Terminated
  - e. 09 – Retired
  - f. 10 – Extended Absence
  - g. 99 – Other
4. Enter a **Rationale** for the evaluation being marked incomplete.
5. Select **Update** to update the employee’s evaluation.

## View & Print Evaluations

### View Evaluations

Educators (teachers, school leaders, librarians, and counselors), evaluators, supervisors, and administrators may view submitted evaluations; however, no edits can be made from the View screen. Only assigned evaluators may edit evaluations and to do so, the evaluator must request that the appropriate evaluation be unlocked by the District Administrator. The request is only for the current academic year.

1. After logging in to CIS, select the employee for whom you wish to complete the evaluation from the **View List** on the **Employee** tab.
2. Select **View** from the **Evaluation** tab.
3. Use the drop-down to select a **Submitted Evaluation** to view.
4. You will now see the details of the evaluation

### Print Evaluations

Educators (teachers, school leaders, librarians, and counselors), evaluators, supervisors, and administrators may print a summary of submitted observations.

1. After logging in to CIS, select the employee you wish to complete the evaluation for from the **View List** on the **Employee** tab.
2. Select **Print** from the **Evaluations** tab.
3. Select **Generate Report** to download a pdf summary of the submitted evaluation.
4. You may print the evaluation report or rename the file to save it to your local computer.

## Goal Setting: Student Learning Targets

The Compass Information System form allows you to describe the students, their academic area, and the identified target set for them to achieve when setting goals.

### Adding New Student Learning Targets

1. After logging into the Compass Information System, select **Set** from the **SLT** tab.
2. Select **Add** to generate a new student learning target form.
3. Complete the available fields of the student learning target to describe the group of students you are targeting:
  - a. **Course Category** – the subject area/course in which your students will display academic progress (if applicable)
  - b. **Grade** – the grade level of the students (if applicable)
  - c. **Number of Students** – the number of students included in your target group for this goal
  - d. **Interval of Instruction** – the length of the course the students are taking (if applicable)
4. Complete the available fields of the student learning target to describe the student learning target you expect your students to achieve.
  - a. Additional guidance: [Teacher](#)
  - b. Additional guidance: [Principals](#)
5. Define the **Achievement Ranges** that will correspond to your ultimate score.
6. Select **Save** to save your changes. You will be prompted, via red text, to complete any required fields that were left blank. Please complete all required fields before attempting to save your SLT.
7. When all changes are complete, select **Submit** to submit your student learning target for evaluator review.

### Continuing Saved Student Learning Targets

1. After logging into the Compass Information System, select **Set** from the **SLT** tab.
2. Use the drop-down to select an **Existing Student Learning Target** to update.
3. You may now edit your existing student learning target.

### Viewing Student Learning Targets

Educators (teachers, school leaders, librarians, and counselors), evaluators, supervisors, and administrators may view submitted student learning targets at any stage; however, no edits can be made from the View screen.

1. After logging in to Compass Information System, select the employee you wish to complete the evaluation for from the **View Employee** list on the **Employee** tab.
2. Select **View** from the **SLT** tab.
3. Use the drop-down to select a **Submitted Student Learning Target** to view.
4. You will now see the details of the student learning target and the stage the target is at currently (submitted, accepted, results reported, rated).

### Printing Student Learning Targets

Educators (teachers, school leaders, librarians, and counselors), evaluators, supervisors, and administrators may print submitted student learning targets at any stage.

1. After logging into the Compass Information System, select **Print** from the **SLT** tab.
2. Select **Generate Report** to download a pdf summary of all submitted student learning targets.
3. You may print the student learning target report or rename the file to save it to your local computer.

## Professional Growth Plans

### Setting Professional Growth Plans

Compass Information System supports evaluators in tracking educator performance and feedback based on classroom observations, and supports educators (teachers, school leaders, librarians, and counselors) and evaluators in managing communications about professional practice. Educators may use the Compass Information System to set Professional Growth Plans to share with their evaluator and supervisor.

After logging into the Compass Information System, select **Set** from the **PGP** tab.

1. Select **Add** to generate a new observation form
2. Complete the required fields to describe the Professional Growth Plan goals and action steps:
  - a. **Goal** – a description of the professional growth goal
  - b. **Align Goal to Domain** – the Compass rubric domain(s) to which the goal is aligned (if applicable)
  - c. **Action Steps** – description of the specific, actionable steps the educator will take to achieve the goal
  - d. **Resources Needed** – description of the resources the evaluator/supervisor will provide to help the educator meet the goal
  - e. **Target Date** – the target date by which the educator will meet each action step
3. Select **Save** to save your changes.
4. When all changes are complete, select **Submit** to submit your professional growth plan for the educator/supervisor to view.

### Viewing Professional Growth Plans

Educators (teachers, school leaders, librarians, and counselors), evaluators, supervisors, and administrators may view submitted professional growth plans.

1. After logging into the Compass Information System, select **View** from the **PGP** tab.
2. Use the drop-down to select a **Submitted Professional Growth Plan** to view.
3. You will now see the details of the PGP.

### Printing Professional Growth Plans

Educators (teachers, school leaders, librarians, and counselors), evaluators, supervisors, and administrators may print a summary of submitted professional growth plans.

1. After logging in to Compass Information System, select **Print** from the **PGP** tab
2. Select **Generate Report** to download a pdf summary of the professional growth plan.
3. You may print the professional growth plan report or rename the file to save it to your local computer.

## View & Print Observations

### Viewing Observations

Educators (teachers, school leaders, librarians, and counselors), evaluators, supervisors, and administrators may view submitted observations; however, no edits can be made from the View screen. Only assigned evaluators may edit observations.

1. After logging in to Compass Information System, select the employee you wish to complete the evaluation for from the **View Employee** list on the **Employee** tab.
2. Select **View** from the **Observation** tab.
3. Use the drop-down to select a **Submitted Observation** to view.
4. You will now see the details of the observation.

### Printing Observations

Educators (teachers, school leaders, librarians, and counselors), evaluators, supervisors, and administrators may print a summary of submitted observations.

1. After logging in to Compass Information System, select the employee you wish to complete the evaluation for from the **View Employee** list on the **Employee** tab.
2. Select **Print** from the **Observations** tab.
3. Select **Generate Report** to download a pdf summary of all submitted observations.
4. You will now see the details of the observation.
5. You may print the observation report or rename the file to save it to your local computer.

## Complete Final Evaluations

### Report Results of Student Learning Targets

Compass Information System allows educators (teachers, school leaders, librarians, and counselors) to report results of student assessment to help the evaluator determine the Achievement Range for student performance. This step is optional. Each district will determine whether this step is required for the student learning target to be rated or included in the evaluation.

1. After logging in to Compass Information System, select the employee you wish to complete the evaluation for from the **View Employee** list on the **Employee** tab.
2. Select **Report Results on** from the **SLT** tab.
3. Use the drop-down to select an **Accepted Student Learning Target** to report results on.
4. You will now see the details of the student learning target accepted by the evaluator.
5. Enter **Student Achievement Results**.
6. Enter **Comments** about these results to your evaluator.
7. Select **Submit** to submit to your evaluator for review

### View and Print Evaluations

#### View Evaluations

Educators (teachers, school leaders, librarians, and counselors), evaluators, supervisors, and administrators may view submitted evaluations; however, no edits can be made from the View screen. Only assigned evaluators may edit evaluations and to do so, the evaluator must request that the appropriate evaluation be unlocked by the LEA administrator.

1. After logging in to CIS, select the employee you wish to complete the evaluation for from the **View Employee** list on the **Employee** tab.
2. Select **View** from the **Evaluation** tab.
3. Use the drop-down to select a **Submitted Evaluation** to view.
4. You will now see the details of the evaluation.

#### Print Evaluations

Educators (teachers, school leaders, librarians, and counselors), evaluators, supervisors, and administrators may print a summary of submitted observations.

1. After logging in to CIS, select the employee you wish to complete the evaluation for from the **View Employee** list on the **Employee** tab.
2. Select **Print** from the **Evaluations** tab.
3. Select **Generate Report** to download a pdf summary of the submitted evaluation.
4. You may print the evaluation report or rename the file to save it to your local computer.

## View Data from Prior Years

Compass Information System allows educators (teachers, school leaders, librarians, and counselors), supervisors, and administrators to access evaluation information for both the current year and years prior (even after transferring between districts).

1. After logging in to Compass Information System, check the **View Only** checkbox on the top right hand side of the page.
2. Select the tab of the data you wish to view (observation, SLT, evaluation, etc.).
3. Use the drop-down at the top of the screen to toggle to prior school years.
4. You will now be able to view/print your Compass data from prior school years.

## Appendix A: Procedure for Uploading CIS Educator Evaluation

### Introduction

The Compass Information System allows school/district supervisors and administrators to track and manage educator evaluation information. [Bulletin 130](#) provides the policy requirements for completing teacher and administrator evaluations. For information about which employees to include, consult your district's Compass contact.

The Compass Information System allows school/district supervisors and administrators to track and manage educator evaluation information. Supervisors and administrators with responsibility for employee evaluations will manage the employee rosters. At the school level, the Principal and/or their designee hold the responsibility for these actions.

The purpose of this section is to guide district administrators (LEA Admin for current year, and DOE Admin for prior year) on how to:

1. Download a pre-populated Excel file with current roster and data fields in the proper format and layout necessary for step 3;
2. Complete blank fields that are required for upload;
3. Upload your fully populated spreadsheet into the CIS database (Only LEA administrators)
4. Reviewing your uploaded evaluation data.

**Step 1: Downloading Compass Evaluations**

The Compass Evaluation **Download** function allows supervisors and administrators to view a progress summary of evaluations for all of the employees on their school/district roster. This download can be a useful final check to confirm that all evaluations have been submitted. For school/district administrators completing a batch upload of evaluation data, the download can serve as the basis for the upload file.

1. After logging in to the [Compass Information System](#), select Eval from the main screen.
2. Select Download located in the second row.
3. Select the appropriate year from the School Session drop down menu.
4. Select the employee's LEA and School. You may select more than one LEA and/or School by holding down the control key.
5. Select "Include SSNs?" to include employees' social security numbers and/or "Include Employee Key?" to include employee key numbers. You may select both but you must select at least one.
6. Select Submit.
7. Open the Excel file to view the schools' employee's data.
8. Review your report. Confirm that all employees you wish to submit evaluations for are included. If any employees are missing, they will need to be added to CIS to receive an evaluation. For each employee already in the report, you will need to update the spreadsheet with additional information before uploading your evaluation data.

**Step 2: Creating an Evaluation Data File for Upload**

The **Upload** function enables all LEA administrators 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.

This function is recommended for schools/districts using alternative systems or rubrics to collect and track observation and student learning target data.

**Required Fields are marked in the table below.**

**Note:** All fields included in the table below must be present in order for your file to upload correctly. Additionally, pay close attention to the data type and description. For example, you will need to format the **Evaluation Completion Date**, as indicated, with format MMDDYYYY. Therefore, this column should be formatted as text in order to preserve the leading zero in 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

Data Field Order	Date 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	Beginning School Session Year	N	4	0	The beginning year of the school session. For example, "2018" means the 2018-2019 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
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.	N
10	Employee First Name	A	15	0	The first name of the employee as shown in the Compass Information System.	Y
11	Employee Last Name	A	20	0	The last name of the employee as shown in the Compass Information System.	Y
12	Evaluator Social Security Number	N	9	0	The Social Security Number of the evaluator as shown in the Compass Information System.	Y



Data Field Order	Date Element Name	Type	Length	Decimal Places	Description	Required?
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.	Y
15	Evaluator Last Name	A	20	0	The last name of the evaluator as shown in the Compass Information System.	Y
16	Evaluation Type Code	A	1	0	“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 score	N	6	2	The average of all overall observation scores	Y
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).	Y
20	Overall Student Growth Score	A	4	2	This field must be entered. Decimals are accepted.	Y - Required for years prior to 2017-2018
21	Raw Professional Practice Score	N	6	2	The numerical observation average for alternative rubrics	N

Data Field Order	Date Element Name	Type	Length	Decimal Places	Description	Required?
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, 2018, should be listed as 07132018.	Y
24	General Comments	A	500	0		
25	Professional Practice Comments	A	500	0		
26	Student Growth Comments	A	500	0		
27	Incomplete Evaluation Reason Code	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:            03-Resigned 04-Deseased 06-Sabbatical            08-Terminated 09-Retired            10-Extended Absence 99-Other</p> <p>If this item is not blank (spaces), then:            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> <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>	

Data Field Order	Date Element Name	Type	Length	Decimal Places	Description	Required?
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. From 1 to 500 characters, including blanks (spaces).	

**\* What is Employee Key? How is this value generated?**

- The employee key is a unique identifier for the employee that is year-specific. The report will populate the employee key for the school session chosen. Due to data sensitivity, some districts may choose to identify employees using employee key instead of Social Security Number.
- Schools and districts may identify an employee Key by downloading the evaluation download report, or by referring to the users by user group report.

When you are finished completing the blank fields of the **Evaluation Download Excel** report, rename the file and save it to your local computer as a **XLSX file**.

**Step 3: Uploading Evaluation Data**

1. Select Choose File from the Eval tab.
2. Navigate your computer to identify the CSV file to upload and select **Open**.
3. Select **Upload File** from the **Eval** tab.
4. Check Total Records Submitted, of them updated records and Rows with errors.

**Step 4: Reviewing Your Uploaded Evaluation Data**

1. To review your updated data refer to the **Completion of Evaluation report**.
2. Select **Districts Completion Progress** under the **Completion** tab.
3. Select the **LEA** to view completion status of the **LEA, District, School, Evaluator and/or Employees**.

For additional support, please contact the Compass inbox at [compass@la.gov](mailto:compass@la.gov).