

Louisiana Believes

CIS Training for LEA Administrators

This Video Includes:

- Differences between LEA and Site Level Personnel in CIS
- CIS Access points for LEA and Site Level Personnel
- Who can see all the records at a site
- Who can modify personnel records
- Who can evaluate personnel records
- How to add a new person to CIS
- How to move a person between sites of the same LEA
- How to transfer a person from one LEA to another LEA
- How to delete a person from CIS
- Introduction to the *Report Function* to help complete evaluations

LEA vs Site Level Access

School Session: 2018-2019 ▼

LEA: ▼

School: LEA-level ▼

Last Name Filter:

The Employee Tab in CIS shows four fields:

- School Session (2018-2019)
- LEA (3 digit Sponsor Code and Name)
- School (LEA Level or Site Level)
- Last name filter (only searchable field)

LEA Level employees – Can see data from all sites in the same sponsor code

Site Level employees – Can see only data/evaluate personnel from their specific site

LEA Level Employee Roles in CIS

There are two roles of the LEA level employee in the CIS system:

1. **LEA Administrator** – LEA administrators have the ability to *add/edit/move/delete* all user accounts for that LEA and serve as data manager/security coordinator.
2. **Supervisor** – Supervisors *have view only* access to all user accounts at that LEA. This role is for administrative positions that would like to see the data for district/school level planning and/or evaluate leaders at the site level.

These two positions should be listed under the *Job Title* of Other as they are not positions that are traditionally evaluated by Compass.

Site Level Employees in CIS

There are three roles of the Site Level Employee:

1. **Supervisor** – Supervisors have *view only* access to all user accounts at that site.
2. **Evaluator** – Evaluators are entered as the 04 - Principal/AP job type and serve as evaluators for personnel at that site. The evaluator can see all personnel at this site.
3. **Employee** – Employees consist of the 01 – Teacher, 02 – Librarian, or 03 – Counselor and require an evaluator to be assigned to them from this site. Employees can only see his/her own record.



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School Session: ▼

LEA: ▼

School: ▼

Show only assigned employees

Last Name Filter:

Employee Name	Job Title	Eval. Type	Evaluator	PGP	Obs.	SLT	VAM	Eval Submitted	Final Eval	Inc. Eval.
	Teacher			Does not Exist	0	0				
	Teacher			Does not Exist	0	0				
	Teacher			Does not Exist	0	0				
	Teacher			Does not Exist	0	0				
	Teacher			Does not Exist	0	0				
	Principal/AP			Does not Exist	0	0				
	Teacher			Does not Exist	0	0				
	Teacher			Does not Exist	0	0				
	Teacher			Does not Exist	0	0				
	Teacher			Does not Exist	0	0				
	Teacher			Does not Exist	0	0				
	Teacher			Does not Exist	0	0				
	Teacher			Does not Exist	0	0				
	Librarian			Does not Exist	0	0				
	Counselor			Does not Exist	0	0				
	Teacher			Does not Exist	0	0				

Setting the Levels

If you are the LEA Administrator, then you have the *ability to add/edit/move/delete* records in you LEA. (See Video 2)

To select a record:

1. Go to the *Employee* tab at the top
2. Using *View List* select the site you would like to view
3. Click on the *User* you want to edit (the line turns yellow)
4. Click on *Maintain* (allows for update, add, or delete of selected user)

* User must be selected to update and not selected to add

School Session: 2018 - 2019

Social Security Number: _____

LEA: _____ *

Transfer to LEA: Select One To Indicate Transfer

Name: _____ * _____ * _____ * _____ *
(First) (Middle) (Last) (Suffix)

Job Title: 99 - Other *

District Employee Hire Date: _____

Certified Evaluator? Yes No *

Homebase School: Lea-level *

User Group: LEA Administrator *

Reason for Incomplete Evaluation: Select one if applicable

Last Updated: 9/11/2018 12:00 AM

By: ROLLOVER

Update

Add

Delete

Cancel



Who can Modify Records in CIS?

The only User Group that can modify records in the CIS system is the LEA Administrator.

LEA Administrator – LEA administrators are found at the LEA Level and have the ability to *add/edit/move/delete* all user accounts for that LEA and serve as data manager/security coordinator. This position should be held by personnel that is not evaluated by Compass. Each LEA may have more than one LEA Administrator if desired.

* If you are a single site sponsor, this role should not be given to the a principal or teacher if possible as one account cannot serve multiple roles.

User Groups in CIS and how they work

There are three user groups beyond the LEA Administrator:

- 1. Supervisor** – Can be at the LEA level or Site level, should be listed as 99 – Other, and if they are *Certified Evaluators* they can be the evaluator of the Leaders. Supervisors can see all personnel at this site.
- 2. Evaluator** – found at the Site Level, should be listed as the 04 - Principal/AP job type and serve as evaluators for employees at that site. The evaluator can see all personnel at this site.
- 3. Employee** – Employees consist of the 01 – Teacher, 02 – Librarian, or 03 – Counselor and require an evaluator to be assigned to them from this site. Employees can only see his/her own record.



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[View List](#)
[View](#)

School Session:

LEA:

School:

Show only assigned employees

Last Name Filter:

Employee Name	Job Title	Eval. Type	Evaluator	PGP	Obs.	SLT	VAM	Eval Submitted	Final Eval	Inc. Eval.
	Teacher			Does not Exist	0	0				
	Teacher			Does not Exist	0	0				
	Teacher			Does not Exist	0	0				
	Teacher			Does not Exist	0	0				
	Teacher			Does not Exist	0	0				
	Principal/AP			Does not Exist	0	0				
	Teacher			Does not Exist	0	0				
	Teacher			Does not Exist	0	0				
	Teacher			Does not Exist	0	0				
	Teacher			Does not Exist	0	0				
	Teacher			Does not Exist	0	0				
	Teacher			Does not Exist	0	0				
	Librarian			Does not Exist	0	0				
	Counselor			Does not Exist	0	0				
	Teacher			Does not Exist	0	0				



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[View List](#)
[View](#)
[Maintain](#)
[Request Score Invalidation](#)
[Report Grievance](#)

School Session: ▼

LEA: ▼

School: ▼

Show only assigned em

Last Name Filter:

Employee Name	Job Title	Eval. Type	Evaluator	PGP	Obs.	SLT	VAM	Eval Submitted	Final Eval
	Teacher			Does not Exist	0	0			
	Principal/AP			Does not Exist	0	0			
	Teacher			Does not Exist	0	0			
	Teacher			Does not Exist	0	0			
	Teacher			Does not Exist	0	0			
	Teacher			Does not Exist	0	0			
	Teacher			Does not Exist	0	0			
	Teacher			Does not Exist	0	0			

Setting the Levels

If you are the LEA Administrator, then you have the *ability to add/edit/move/delete* records in you LEA.

To select a record:

1. Go to the *Employee* tab at the top
2. Using *View List* select the site you would like to view
3. Click on the *User* you want to edit (the line turns yellow)
4. Click on *Maintain* (allows for update, add, or delete of selected user)

* User must be selected to update and not selected to add

School Session: 2018 - 2019

Social Security Number: _____

LEA: *

Transfer to LEA:

Name: * * * *
(First) (Middle) (Last) (Suffix)

Job Title: *

District Employee Hire Date:

Certified Evaluator? Yes No *

Homebase School: *

User Group: *

Reason for Incomplete Evaluation:

Last Updated: 9/11/2018 12:00 AM

By: ROLLOVER

Update

Add

Delete

Cancel

Adding New Personnel

Without selecting anyone on [View List](#) click on the [Maintain](#) tab:

1. Enter the SSN
2. Click [Add](#) at the bottom
3. Enter the First and Last Name
4. Enter the Job Title
5. Enter if the person is a Certified Evaluator
6. Enter the Homebase School
7. Enter the User Group
8. Click [Add](#)

The screenshot shows a web application interface for adding new personnel. The top navigation bar includes tabs for Security, Employee, VAM, Eval Assign, PGP, SLT, Observation, Evaluation, Report, To Do List, and Links. The 'Employee' tab is selected, and the 'Maintain' sub-tab is active. The form contains the following fields:

- School Session: 2018 - 2019
- Social Security Number: *
- LEA: 003 - Ascension Parish *
- Transfer From LEA: Select One To Indicate Transfer *
- Name: * * *
(First) (Middle) (Last)
- Job Title: *
- District Employee Hire Date:
- Certified Evaluator?: Yes No *
- Homebase School: Select One *
- User Group: Select One *
- Reason for Incomplete Evaluation:
- Last Updated:
- By:

At the bottom of the form, there are three buttons: Update, Add, and Delete. A help icon (?) is located to the left of the buttons.

Modifying Personnel

Select the person on *View List* and click on the *Maintain* tab. The details of that person will appear.

Things you can modify:

1. Transfer to LEA (out of LEA)
2. Name
3. Job Title
4. Certified Evaluator
5. Home base (in house transfer)
6. User Group
7. Reason for Incomplete Evaluation
8. Delete

Security Employee VAM Eval Assign PGP SLT Observation Evaluation Report To Do List Links

View List View **Maintain** Request Score Invalidation Report Grievance

School Session: 2018 - 2019

Social Security Number: [] *

LEA: 003 - Ascension Parish *

Transfer to LEA: Select One To Indicate Transfer *

Name: [] * [] * [] *
(First) (Middle) (Last)

Job Title: 01 - Teacher *

District Employee Hire Date: 8/6/2015

Certified Evaluator? Yes No *

Homebase School: 003005 - East Ascension High School *

User Group: Employee *

Reason for Incomplete Evaluation: Select one if applicable *

Last Updated: 9/11/2018 12:00 AM
By: ROLLOVER

[?] [Update] [Add] [Delete] [Ca]

Introduction to Report

The *Report* tab has several options to generate output data for the LEA you have permission to see. Most options allow you to generate downloadable excel files. Another option is a dashboard style that displays completion rates including assigned evaluators, SLTs, observations, and evaluations completed.

Reminder:

If you are LEA Level as either LEA Admin or Supervisor, you will have access to all sites in your LEA.

If you are Site Level as either Evaluator or Supervisor, you will have access to only your site.



Employee

VAM

Professional Growth Plan

Student Learning Target

Observation

Evaluation

Report

To Do List

Links

Generate

<i>Report Name</i>	<i>Description</i>
Completion of Evaluation	Dashboard-style report that shows evaluation completion percentages.
Certified Evaluators	Downloadable file in Excel format of certified Evaluators. Includes Email address.
Employee Roster	Downloadable file in Excel format of employee data.
Evaluation Data	Downloadable file in Excel format of all evaluation data and subcomponents.
Grievances	Downloadable file in Excel format of reported grievance data.
Leader Aggregated Results - LDE Only	State, District, School aggregated Leader data used by LDE to produce public-facing Compass report.
Observation Data	Downloadable file in Excel format of the raw Observation data including the Ratings.
Observation Summary	Observation Summary by employee
Student Learning Target Data	Downloadable file in Excel format of raw SLT data.
Value-Added Student Growth Data - Student Results	Downloadable file in Excel format of the Transitional Student Growth/Value-Added Student Growth Data for students used in teacher evaluations.
Value-Added Student Growth Data - Teacher Results	Downloadable file in Excel format of Transitional Student Growth/Value-Added Student Growth Data for teachers.

Site Level/s Screen

Once you click the *Completion of Evaluations* link in the *Report* tab, you will be taken to the site level screen. The sites displayed include all the sites you have permission to see which is based on your security level. The data is displayed in raw number, percent, and will turn green at 100%

The information found here includes:

- Number of evaluators
- Total number of employees
- Total number of employees that require evaluation
- Data points – assigned evaluator, SLTs, observations, accepted/rated SLTS
- The last column shows the level of complete evaluations at the site

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View Selection ▾ Selected Year: 2017 ▾

[Help](#) [Export Options ▾](#)

LEA: [REDACTED]

Last time updated: 9/10/2018 8:46 PM

Site	Evaluators	Total Employees	Required Evaluation	Assigned Evaluator	2 Observations Completed	2 SLTs Accepted	2 SLTs Rated	Evaluation Completed
[REDACTED]	0	46	9	5 (55.6%)	0 (0.0%)	0 (0.0%)	0 (0.0%)	0 (0.0%)
[REDACTED]	3	13	13	<div style="width: 100%; height: 10px; background-color: green;"></div>	0 (0.0%)	12 (92.3%)	0 (0.0%)	0 (0.0%)
[REDACTED]	2	19	19	<div style="width: 100%; height: 10px; background-color: green;"></div>	0 (0.0%)	17 (89.5%)	0 (0.0%)	0 (0.0%)
[REDACTED]	3	38	38	<div style="width: 100%; height: 10px; background-color: green;"></div>	1 (2.6%)	36 (94.7%)	0 (0.0%)	0 (0.0%)
[REDACTED]	4	89	89	<div style="width: 100%; height: 10px; background-color: green;"></div>	37 (41.6%)	87 (97.8%)	0 (0.0%)	0 (0.0%)
[REDACTED]	8	75	75	<div style="width: 100%; height: 10px; background-color: green;"></div>	6 (8.0%)	71 (94.7%)	0 (0.0%)	0 (0.0%)
[REDACTED]	3	31	31	30 (96.8%)	1 (3.2%)	28 (90.3%)	0 (0.0%)	0 (0.0%)
[REDACTED]	2	33	33	31 (93.9%)	0 (0.0%)	30 (90.9%)	0 (0.0%)	0 (0.0%)
[REDACTED]	3	41	41	<div style="width: 100%; height: 10px; background-color: green;"></div>	9 (22.0%)	36 (87.8%)	0 (0.0%)	0 (0.0%)

Employee Level Screen

Once you click on the hyperlinked site from the site screen, it will take you to the employee level screen. This will give you more detailed information evaluators and employees.

At the top of the screen are the evaluators for that site. It will show how many employees have been assigned to that evaluator along with completion rates.

At the bottom of the screen are the employees for that site. This will show the job title, the assigned evaluator/s along with completion rates.



Employee

VAM

Professional Growth Plan

Student Learning Target

Observation

Evaluation

Report

To Do List

Links

Generate

View Selection ▾

Selected Year: 2017 ▾

Help

Export Options ▾

Site Evaluators.

Real time data.

Evaluator Name	Role	Assigned Employees	Employees 2 Observations Completed	Employees 2 SLTs Accepted	Employees 2 SLTs Rated	Evaluations Completed
[REDACTED]	SUPERVISOR	18	0	16	0	0
[REDACTED]	SUPERVISOR	1 (out of 17)	0	<div style="width: 50%;"></div>	0	0

Employee Evaluation Progress.

Employee Name	Evaluation Type Job Title Cd	Evaluator(s)	Completed Observations	Accepted SLTs	Rated SLTs	Evaluation Completed
[REDACTED]	T-01	[REDACTED]	1 of 2	<div style="width: 50%;"></div>	0 of 2	No
[REDACTED]	T-01	[REDACTED]	1 of 2	<div style="width: 50%;"></div>	0 of 2	No
[REDACTED]	T-01	[REDACTED]	1 of 2	<div style="width: 50%;"></div>	0 of 2	No
[REDACTED]	T-01	[REDACTED]	1 of 2	<div style="width: 50%;"></div>	0 of 2	No
[REDACTED]	T-01	[REDACTED]	1 of 2	<div style="width: 50%;"></div>	0 of 2	No
[REDACTED]	T-01	[REDACTED]	1 of 2	<div style="width: 50%;"></div>	0 of 2	No
[REDACTED]	T-01	[REDACTED]	1 of 2	<div style="width: 50%;"></div>	0 of 2	No
[REDACTED]	T-01	[REDACTED]	0 of 2	0 of 2	0 of 2	No
[REDACTED]	T-01	[REDACTED]	1 of 2	<div style="width: 50%;"></div>	0 of 2	No
[REDACTED]	T-01	[REDACTED]	1 of 2	<div style="width: 50%;"></div>	0 of 2	No
[REDACTED]	T-01	[REDACTED]	1 of 2	<div style="width: 50%;"></div>	0 of 2	No

How will this help?

From the district to the site level, this can help you identify that:

- All personnel are at the correct site
- All personnel are given the correct job title
- All personnel that are required to be evaluated are assigned an evaluator
- All SLTs have been entered before the deadline
- Some teachers may still have incomplete evaluations

All data from these reports can be exported in excel format if needed.

Resources

If you need assistance with Compass, please email us at Compass@la.gov

If you need help with accounts, please speak with your local LEA Administrator first.

If you are the LEA Administrator please include the following in your email:

- Name
- Sponsor/Site Code
- As much information to describe the problem as possible, so that we may best support you.

Thank you! –The Compass Team