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Compass 2014-2015
Guide to End of Year Processes
Updated 7/21/2015

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Compass 2014-2015: Guide to End of Year Processes

This document provides educators at the district, school, and classroom level the necessary information to complete Data Certification and the Compass Final Evaluations for 2014-2015 evaluations.   This highlights all actions to be taken and provides technical guidance to ensure final evaluations are completed by July 31, 2015.

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I. 2014-2015 Timeline to Data Certification and Final Evaluations

Activities related to data certification and completion of final evaluations take place throughout the year. The timelines below provide specific windows for each and the general actions each user will take.

Completion Timeline		ACTIONS by USER TYPE		
Beginning	**Deadline**	**District CVR Data Managers and Compass Contacts**	**Evaluators** (principal evaluator & principal)	**Employees** (teacher, counselor, librarian)
3/23/2015	4/19/2015	**View Only Period:** *CVR Roster Verification*	**View Only Period:** *CVR Roster Verification*	**View Only Period:** *CVR Roster Verification*
4/20/2015	5/15/2015	**Open Correction Period:** *CVR Roster Verification*	**Open Correction Period:** *CVR Roster Verification*	**Open Correction Period:** *CVR Roster Verification*
Ongoing	7/31/2015	**Final Evaluations:** Monitor Completion	**Final Evaluations:** - Complete Observations - Assess Student Outcomes Ratings - Determine Final Ratings	**Final Evaluations:** - Review observation data & feedback - Report progress on student outcomes

II. Updates for 2014-2015

The ends of year processes for 2014-2015 vary slightly from 2013-2014 due to the introduction of Act 515 and assessment data availability. Table 1 highlights the main differences from last year to this year and Table 2 provides similar information with additional grade and subject level information.

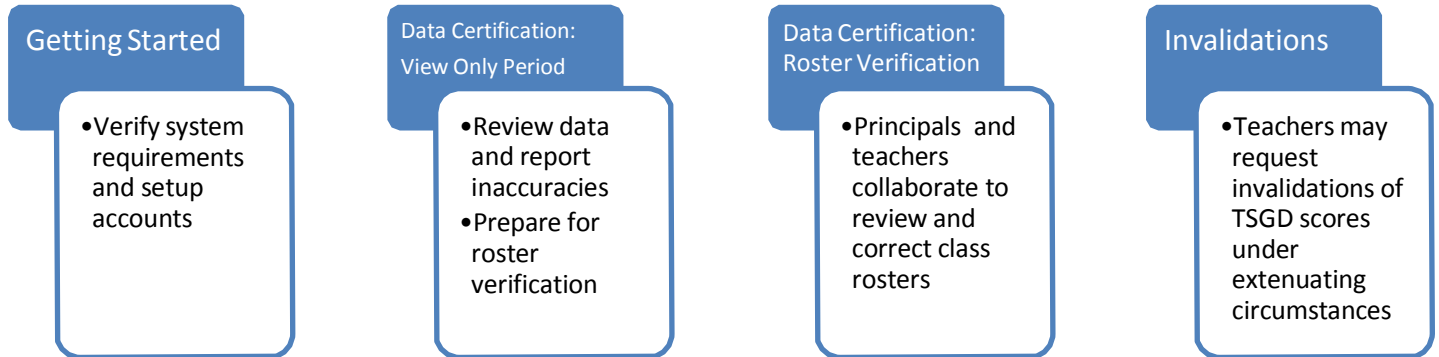| TABLE 1: 2013-2014 vs. 2014-2015		
Component	**What is the same?**	**What is different?**
Inclusion of Students: *CVR Roster Verification*	Teachers may exclude students with 20 or more consecutive absences.	When verifying rosters in CVR, teachers will remove students with 20 or more consecutive absences (excused or unexcused) or 10 unexcused in either semester (*change reflects Act 515).*
Inclusion of Students: *Student Learning Targets (SLTs)*	Districts access guidance provided by the state as they support teachers through the SLT process.	Teachers may exclude students with 20 or more consecutive absences (excused or unexcused) or 10 unexcused in either semester (*complies with Act 515 and aligns to CVR roster verification processes*).
2014-2015 Assessment Data	**Grades 3-8 Science & Social Studies** and **End of Course (EOC) exams:** data released on the same timeline as previous years and available for use in Compass Final Evaluation processes	**Grades 3-8 ELA & Math:** assessment data will be unavailable for use in the Compass Final Evaluation processes
2014-2015 Transitional Student Growth Data (TSGD)	Use of TSGD in final evaluations is optional.	See **Table 2** for schedule of data availability. **Grade 3:** TSGD will not be available because a 2nd Grade assessment was not administered in 2014.
Bulletin 130: *Compass*	Bulletin 130 provides policy relate d to final evaluation components.	

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TABLE 2: Data Availability 2014-2015			
Data Set	**Details**	**Availability Date**	**What does this mean for educators/evaluators?**
State Assessment Data	**Grades 3-8:** ELA & Math	**Fall 2015**	These data will **not** be available for use in determining the **Overall Student Growth Score**.
	Grades 3-8: Science & Social Studies	**Late May 2015**	Data will be available for use in determining the Overall Student Growth Score.
	EOC Assessments: All subjects	**Based on Administration Date; May 2015**	
In Spring 2015, the following teachers will verify their student rosters in CVR: **4th – 8th grade**: ELA, Mathematics, Science, Social Studies **6th - 9th and T9 grade**: Algebra I EOC courses **6th - 10th and T9 grade**: Geometry EOC courses			
Transitional Student Growth Data (TSGD)	**Content Percentiles Grades 4-8:** Science Social Studies *and* **Content Percentiles EOC Assessments:** Algebra I & Geometry	**Summer 2015**	Content area report data will be available and optional for use in final evaluations.
	Content Percentiles Grades 4-8: ELA & Math	**Winter 2015**	Content area and Composite reports data will be marked "to be determined" prior to release date.
	Overall Percentiles All Grades and Subjects	**Winter 2015**	Overall percentiles will **not** be available until Fall 2015 and unable to be used in 2014-15 final evaluations.

Network staff is available to support districts as they progress toward the 2014-2015 Compass Final Evaluation Process.

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III. Curriculum Verification and Results (CVR) Reporting Portal User Guide

The technical guidance that follows provides the steps to access the CVR Reporting Portal and complete the process that ensures accurate data is used when value-added measures/transitional student growth data are calculated.

Getting Started	Data Certification: View Only Period	Data Certification: Roster Verification	Invalidations
•Verify system requirements and setup accounts	•Review data and report inaccuracies •Prepare for roster verification	•Principals and teachers collaborate to review and correct class rosters	•Teachers may request invalidations of TSGD scores under extenuating circumstances

ALL USERS: GETTING STARTED

System Requirements

Curriculum Verification and Results Reporting Portal (CVR) is a web-based program designed to work on computers, tablets, and mobile devices. In order to use CVR, users must have an internet connection. It is recommended that you allow pop-ups when accessing CVR.

PCs
- Operating System(s): Windows XP, 7
- Internet Browser(s): Internet Explorer 8 or higher.
- Additional Software Requirement(s): Adobe Acrobat Reader

Macs/iPad
- Operating System(s): OSx 5.0 or Higher
- Internet Browser(s): Safari 5.1 or higher.
- Additional Software Requirement(s): N/A

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User Login and Account Management

1. To access CVR, login at: https://leads13.doe.louisiana.gov/cvr
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. To login, enter the **Personal Login Code** and **Password** you created for the Compass Information System. The login information is the same. New CVR users will need to register.
5. Returning users will enter **Personal Login Code** and **Password**.

New Account Registration

1. Select **Register** from the login screen.
2. Use the drop-down to select **Your School District**.
3. Enter your personal information to find your profile. You will have two options to choose from:
   - Option #1: You may register using the last four digits of your SSN, first name AND last name
   - Option #2: You may register using your full SSN and your first name
   - Option #3: If you would like the department to process your registration manually, contact the LDOECVR Help Desk at LDOECVR@la.gov .
4. Select **Submit** to proceed with registration.

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5. Create a **Personal Login Code** and enter it twice.
6. Select **Save Changes** to proceed with registration.
7. Create a **Password** and enter it twice.
8. Select two **Security Questions** and provide **Answers** to them.
9. Select **Submit** to proceed with registration.
10. Optional: Enter your **Email Address** twice.
11. Select **Submit** to proceed with registration.
12. Your registration is now completed. Select **Continue** to login to CVR.

User Account Reset
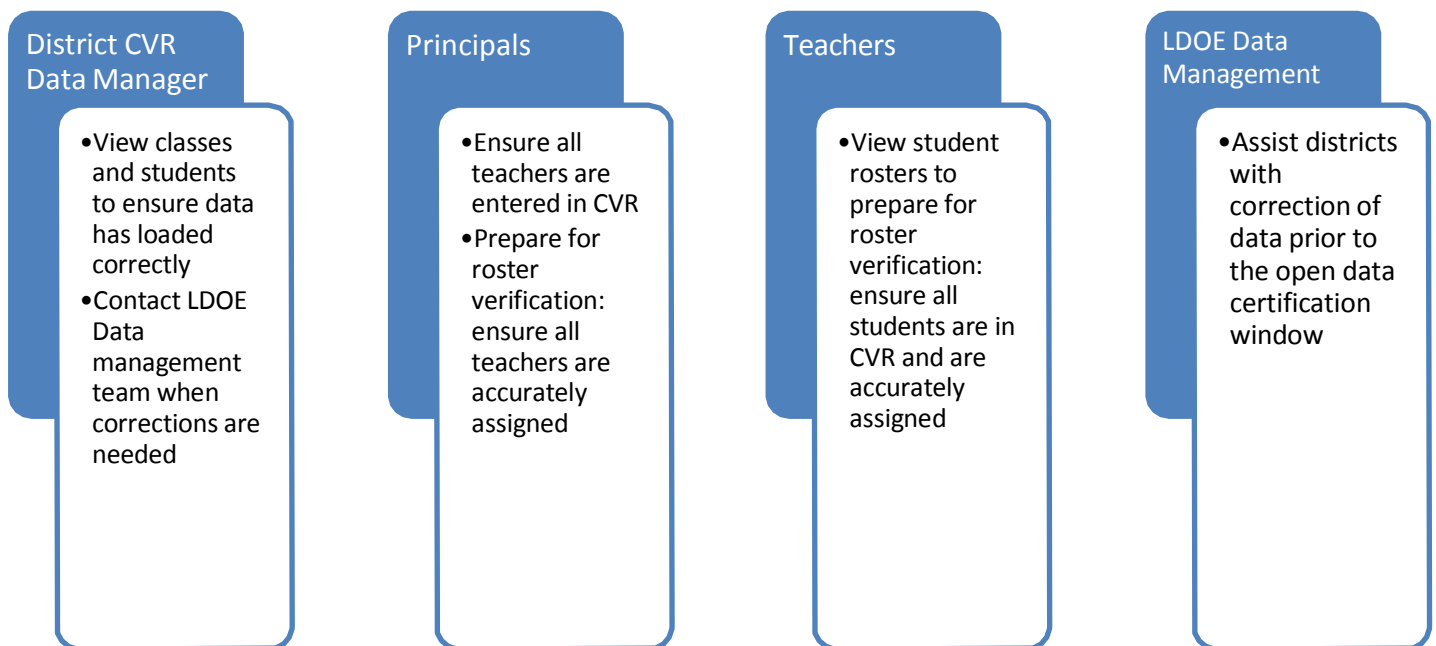If passwords need to be reset, the District CVR Data Manager will need to assist.

1. After logging in to CVR, select **Update** from the **Login Account 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 (e.g., 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.

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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. Si mply click the 'Reset' text.
5. Select **Reset** to reset the user's account.
a. Instruct the user to complete the registration process, as if for the first time.

DATA CERTIFICATION: VIEW ONLY PERIOD

Teachers, Principals, Data CVR Data Managers, and Superintendents will have a period of time prior to the opening of the roster verification window in which they may view data and prepare for roster verification.

During this view only period, these users may login, review data, report missing data, resubmit missing data, but may not make edits to data in CVR.

District CVR Data Manager
- View classes and students to ensure data has loaded correctly
- Contact LDOE Data management team when corrections are needed

Principals
- Ensure all teachers are entered in CVR
- Prepare for roster verification: ensure all teachers are accurately assigned

Teachers
- View student rosters to prepare for roster verification: ensure all students are in CVR and are accurately assigned

LDOE Data Management
- Assist districts with correction of data prior to the open data certification window

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DATA CVR MANAGERS

District CVR Data Manager

- Did the data load correctly?
- Is the person listed as the superintendent for the district current?
- Is the person listed as the principal for each school current?

LDOE Data Management

- Will assist districts with data corrections prior to the open data certification window.

If teachers/courses/students are missing in the CVR, the district data manager should contact the LDOE's Data Management team (LDOECVR@la.gov) about uploading corrected data to LEADS (SIS, CUR, PEP, LRS). The LDOE's Data Management team will be able to rollover that data into the CVR. CVR is populated with course data submitted by District Data Managers during the LEADS data collection period. If changes are needed in CVR, District Data Coordinators/Data CVR Data Managers may report changes to Data Management team to make corrections.

Review Teacher List

CVR is populated with student data submitted by District Data Managers during LEADS data collection period.

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1. After logging in to CVR, select **View** from the **Verified Data Tab**.
2. Select the appropriate **School Year**, **School District**, and **School** from the drop-down boxes, if necessary.
3. The Principal will use the drop-down list to review all teachers at their school and each teacher's assigned classes.
4. Print out any roster, or list of teachers instructing core content courses in the CVR. This can be used to determine if any teachers/courses are missing from the CVR.
5. If a teacher is missing, please contact your District CVR Data Manager.

Review Class Lists

1. After successfully logging in to CVR, select **View** from the **Verified Data Tab**.
2. Select the appropriate **School Year**, **School District**, and **School** from the drop-down boxes, if necessary.
3. During the view only window, teachers will not be able to add or remove student from rosters. The list of the teacher's classes will appear.
4. Review each course, confirming you have selected the right course name, and confirm all classes you taught appear.
5. If a class you did not teach appears, please contact your principal. While changes cannot be made during the view only period, this information will help him/her prepare for the corrections during the appropriate window.

Review Class Rosters

After confirming that classes appear accurately, click **Select** next to the class of the roster you wish to review. The teacher will see the roster of students assigned to the class.

Print Rosters

1. To view rosters offline, you may print the roster.
2. After generating your roster list, select **Print Roster** to generate a pdf report of the roster. If courses/students are missing, the teacher should notify the principal who will contact the district's data manager to determine next steps.

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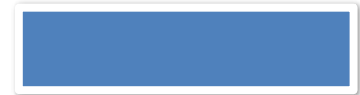
PRINCIPAL

Prin

- Are all core content teachers and their courses in the CVR?
- Are all students in the CVR?

Review Teacher List

CVR is populated with student data submitted by District Data Managers during LEADS data collection period. If changes are needed in CVR, Principals may report changes to District Data Manager.

6. After logging in to CVR, select **View** from the **Verified Data Tab**.
7. Select the appropriate **School Year**, **School District**, and **School** from the drop-down boxes, if necessary.
8. The Principal will use the drop-down list to review all teachers at their school and each teacher's assigned classes.
9. Print out any roster, or list of teachers instructing core content courses in the CVR. This can be used to determine if any teachers/courses are missing from the CVR.
10. If a teacher is missing, please contact your District CVR Data Manager.

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TEACHERS

Teachers

- Are all students in CVR?
- Are all students accurately enrolled in courses?

Review Class Lists

6. After successfully logging in to CVR, select **View** from the **Verified Data Tab**.
7. Select the appropriate **School Year**, **School District**, and **School** from the drop-down boxes, if necessary.

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8. During the view only window, teachers will not be able to a student rosters. The list of the teacher's classes will appear.
9. Review each course and confirm all classes you taught appear.
10. If a class you did not teach appears, please contact your principal. While changes cannot be made during the view only period, this information will help him/her prepare for the corrections during the appropriate window.

Review Class Rosters

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DATA CERTIFICATION: ROSTER VERIFICATION PERIOD

In the spring, teachers instructing core content courses (ELA, Math, Science, Social Studies, Algebra I and Geometry EOC) in grades determined for value-added purposes are asked to verify, and if necessary, make changes to the class rosters that have been submitted to the state through the Curriculum Verification & Results (CVR) system. This process is important to ensure that teacher-student links are accurate. Allowing teachers to verify which students they will be held accountable for is an important step in assuring that data is accurate. CVR is populated with student data submitted by District CVR Data Managers during LEADS data collection period. Additional information and support is available through your Network Data Specialist or the LDOE Data Management Team (LDOECVR@la.gov)

Class List Review: Principals

- Review and correct class listings to ensure teachers are assigned correctly
- Guide teacher roster review process

Student Roster Review: Teachers

- Review and correct class rosters to ensure they they are assigned to the correct classes and students are assigned to correct rosters

School Roster Review: Principals

- Monitor completion of teacher roster verification
- Certify completion of roster verification

Ongoing: District Staff

- Monitor completion of roster verification by closing window

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DISTRICT STAFF

Ongoing: District Staff
- Are all schools progressing with the process of verifying rosters?

District CVR Data Manager
- Did the data load correctly?

Review Courses

1. After successfully logging in to CVR, select **Update** from the **Class List Tab**.
2. Select the appropriate **School Year**, **School District**, and **School** from the drop-down boxes, if necessary.
3. The Data Manager will first select a **Teacher's Name** from the drop-down box.
4. The Data Manager will select **Add Class** to view courses/classes available to be added.
5. If a class/course is missing, please contact Data Management to resubmit district class/course data.
    a. Click **Select** next to the class you wish to view. The roster for that class will then appear on the right-hand side of the screen. This will allow you to see the data that the teacher will be submitting/has submitted for the portal.

Note: *small numerals at the bottom of the table indicate multiple pages. Click on the next page number to view the next table of classes.*

Review Student Lists

1. After successfully logging in to CVR, select **Update** from the **Student List Tab**.
2. Select the appropriate **School Year**, **School District**, and **School** from the drop-down boxes, if necessary.
3. The Data Manager will first select a **Teacher's Name** from the drop-down box.
4. The Data Manager will select **Add Student** to view courses/classes available to be added. The roster of students submitted for that district will then appear in alphabetical order.
5. Verify that all teachers and courses were submitted during the LEADS collection period.
   a. If they were, then the District CVR Data Manager will be able to add teachers and courses during the **CVR Open Correction Period**.
   b. If the information was not submitted to LEADS, contact the LDOE Data Management Team at (LDOECVR@la.gov).
   c. If a student is missing, contact LDOE Data Management (LDOECVR@la.gov) to resubmit district student data.

Note: *small numerals at the bottom of the table indicate multiple pages. Click on the next page number to view the next table of classes.*

Monitor School Completion of Roster Verification

In order to help all schools complete roster verification, district staff track completion of roster verification. The Verification Completion Report will allow the superintendent to view which schools have/have not completed verification of rosters. This report is also accessible by the district data manager.

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School	At least one Principal has Verified Rosters?	Number of Teachers Verified	Number of Teachers Not Verified	Total Number of Teachers	Total Number of Teachers Removed	Total Number of CVR Teachers	Total Number of CVR Teachers to Log In	Total Number of CVR Teachers to Verify Rosters	Percentage of CVR Teachers to Verify Rosters	Percentage of Rosters Reviewed By Principal
000000 - Birdsong Middle School	YES	12	5	17	3	14	0	12	85.71	88.24
000001 - Bonnet Elementary School	YES	9	0	9	0	9	0	9	100	100
000002 - Canary Elementary School	YES	10	2	12	2	10	0	10	100	16.67
001003 - Crescent High School	YES	7	0	7	1	6	0	6	100	100

1. After successfully logging in to CVR, select **Report** from the **Verified Data Tab**.
2. Select **Verification Counts Tab**
3. Use the drop-down to select the district
4. Select **Run Report** to generate a report of verification counts for all schools in the district
   a. **At least one principal has verified rosters** – A YES in this column means the principal has certified this school has completed roster verification
   b. **Number of teachers verified** – This number is a count of all teachers who have verified that they have completed roster verification
   c. **Number of teachers not verified** – This number is a count of all teachers who have verified that they have completed roster verification
   d. **Total number of teachers** – This number is a count of the teachers on the school's roster
   e. **Total number of teachers removed** – This number is a count of the teachers who were removed from class rosters (either the teacher was marked as not teaching any classes, or all students from the teacher's class were removed)
   f. **Total number of CVR teachers** – The total number of CVR teachers is the Total number of teachers minus the Total number of teachers removed
   g. **Total number of CVR teachers to log in** – The total number of CVR teachers to login counts the CVR logins for teachers defined as CVR teachers
   h. **Total number of CVR teachers to verify rosters** – The total number of CVR teachers to verify rosters counts the number of verifications for teachers defined as CVR teachers
   i. **Percentage of CVR teachers to verify rosters** – The percentage of CVR teachers to verify rosters is the number of CVR teachers to verify rosters divided by number of CVR teachers
   j. **Percentage of rosters reviewed by principal** – The percentage of rosters reviewed by the principal is the number of total teachers for whom the principal marked Y or N for teacher did not teach class divided by the total number of teachers

PRINCIPALS

Principals: Class List Review

- Are teachers correctly assigned?
- What support do teachers need as they complete the process?

Principals: School Roster Review

- Are all teachers making progress toward completing the process?
- Have I certifified the School Roster Completion?

CLASS LIST REVIEW

The Class List Review phase provides Principals and District CVR Data Managers the opportunity to review and update each teacher's class lists. Principals will add any class missing for each teacher, confirm classes taught by each teacher, remove classes the teacher did not teach. Principals complete the process by certifying School Roster Completion.

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Add Missing Classes

1. After successfully logging in to CVR, select **Update** from the **Class List Tab**.
2. Select the appropriate **School Year**, **School District**, and **School** from the drop-down boxes, if necessary.
3. Use the drop-down list to select the name of the teacher whose classes you wish to review. The list of the teacher's classes will appear.
4. Select **Add Class** to view a list of classes available.
5. Use the drop-down list to select the **Course** of the class you wish to add.
6. Select **Add-Class** next to the class you wish to add.
7. Continue adding classes to the teacher's class list, as needed.
8. When finished, select **Return to Update Class List**.
9. Once added, classes will appear in green on the teacher's class list.

Confirm Classes for Each Teacher

The principal will review each class section. If a teacher did teach the class listed, the principal will proceed to confirm so the teacher will be counted in completion reports for roster verification.

Guidelines for confirming classes for each teacher:

Selecting **YES** indicates the principal certifies that the teacher:

- was the primary educator of the class from 10/1 – 4/14, or between 10/1 – 4/14 or 12/31 – 4/14 (*if a term/block course)*
  and
- missed fewer than 60 days of class
  - o between 10/1 to Testing **OR** 01/01 to Testing (*if a term/block course)*
    or
  - o between 10/1 to 4/14 (*if a year-long class)*

1. After successfully logging in to CVR, select **Update** from the **Class List Tab**.
2. Select the appropriate **School Year**, **School District**, and **School** from the drop-down boxes, if necessary.
3. Use the drop-down list to select the name of the teacher whose classes you wish to review. The list of the teacher's classes will appear.
4. Review each course and check the button **Yes** next to each class the teacher did teach.
5. When finished, select **Save Changes** to capture your work.

Remove Classes

The principal will review each class section. If a teacher did not teach the class listed, the principal may remove the teacher from that class. Classes where the teacher is marked "No" will not appear on the Teacher's Student List page.

Guidelines for removing teachers are as follows:

Selecting **NO**, indicates the principal certifies that the teacher:

- was not the primary educator of the class from <u>10/1 </u>to <u>4/14</u>
  and/or
- missed 60 or more days of approved leave in an academic year:
    - between <u>10/1 </u>to <u>Testing</u> **OR** <u>01/01 </u>to <u>Testing</u> (*if a term/block course*),
      or
    - between <u>10/1 </u>to <u>4/14 </u>(*if a year-long class*).

1. After successfully logging in to CVR, select **Update** from the **Class List Tab**.
2. Select the appropriate **School Year**, **School District**, and **School** from the drop-down boxes, if necessary.
3. Use the drop-down list to select the name of the teacher whose classes they wish to review. The list of the teacher's classes will appear.
4. Review each course and check the button **No** next to each class the teacher did not teach.
5. When finished, select **Save Changes** to capture your work.

SCHOOL ROSTER REVIEW

Once the Class List Review process has been completed, teachers will be guided to complete verification of their own rosters. The principal will confirm teachers have completed the process. The **Verification Status Report** indicates which teachers have/have not verified rosters. The report is accessible to the principal, data manager, and superintendent.

CURRICULUM VERIFICATION AND RESULTS REPORTING PORTAL   Log Off | Restart | Help

Class List | Student List | Verified Data | Login Account

View | Report

Verification Status | Verification Counts

Louisiana Department of Education
Curriculum Verification and Results Reporting

Teachers Roster Verification Report

5/12/2015 6:15:29 P

School Year: 2014 - 2015

School District: 000 - Pelican Parish

School: 000000 - Birdsong Middle School

Principal: PELICAN, PETER
                  TUCAN, THOMAS
                  WING, WHITNEY

School	Teacher	Roster Verified	Verification Date	Teacher Did Not Teach Any Classes/Teacher Does Not Have Any Students On Rosters
000000 - Birdsong Middle School	AUSTIN, BONNIE	Y	5/15/2014	N
000000 - Birdsong Middle School	BLUEBIRD, BONNIE	Y	5/12/2014	N
000000 - Birdsong Middle School	CHICKEN, CATHY	Y	4/30/2014	N
000000 - Birdsong Middle School	MAGPIE, LUCY	Y	5/15/2014	N
000000 - Birdsong Middle School	SWANN, SAMUEL	N		Y

Monitor Completion

1. After successfully logging in to CVR, select **Report** from the **Verified Data Tab**.
2. Select **Verification Status Tab**
3. Use the drop-down to select the district and school.

4. Select **Run Report** to generate a report of verification status for all teachers at the school.
    a. **Roster Verified** – A Y in this column means the teacher has completed roster verification and certified their completion.
    b. **Verification Date** – The date in this column signifies the first time the teacher certified their completion. Teachers can continue to make changes after the initial completion until the close of the window to do so. Changes will be updated when clicking on **Save Changes**:
    c. **Teacher Did Not Teach Any Classes/Teacher Does Not Have Any Students On Rosters** – "Y" indicates teacher was removed from all classes (by the principal or the data manager), or all of the teacher's students were removed from all classes, the principal will see a Y under the column.
        i. It is not necessary for teachers in this column to complete verification.
        ii. These teachers will not have any data to verify and as such, will not count towards completion percentages for roster verification.

Review Proposed Roster Changes

1. After successfully logging in to CVR, select **Update (Changes Only)** from the **Student List Tab**.
2. Use the drop-down to select district, school, and teacher
3. The principal will review each change proposed by this teacher
    a. **Student added** – students added by the teacher will have a Y in this column
    b. **Not in class** – students removed by the teacher will have this box checked
4. If the principal agrees with all changes, no further work is required
5. If the principal disagrees with any changes, the principal may reverse a roster change made by the teacher by selecting or unselecting the "Not in Class" checkbox next to the student's name in order to include/remove the student.

Certify Completion of School Level Roster Verification

Before certifying that the school has completed roster verification, the principal should use the *Roster Verification Report* to confirm all teachers have completed roster verification. The principal should work to ensure that all remaining teachers (those marked as "N" under the column *Teacher Did Not Teach Any Classes/Teacher Does Not Have Any Students On Rosters*) have a "Y" in the Roster Verified column and have a Verification Date present.

Certification allows the principal to confirm that all teachers at the school have completed roster verification and that the data is now ready use in calculating transitional student growth data. Completion will be reported in Verification Completion Reports used by district and network staff.

Please note, should the principal <u>not</u> complete this step, the changes that have been saved will still be submitted at the close of the roster verification window. Teachers and principals may continue to make changes after the principal has certified completion.

Guidelines for completing verification are as follows:

By **COMPLETING VERIFICATION**, the principal certifies that the following statement is correct:

- The **PRINCIPAL** has carefully viewed all classes and rosters and has updated the rosters as needed
- All teachers have completed verification
- No additional class or roster updates are required in CVR

1. After saving changes to all class rosters, select **Complete Verification** from the **Student List Tab**.
2. Select **Verification Completed**.
3. Principal's verification status will be shared with the Superintendent.

TEACHERS

Teachers: Student Roster Review

- Is the list of classes assigned to me accurate?
- Are there students who need to be added to a roster?
- Are there students who should be removed from a roster?
- Am I ready to verify completion of roster verification?
- Is there a need to request invalidation of TSGD?

Roster Verification provides teachers the opportunity to review their own class and student roster data and verify its accuracy before the data is used to assign student growth scores. The data in CVR will be used to calculate TSGD even if the teacher and/or principal does not verify the roster. Therefore, it is important that teachers complete this process to ensure TSGD calculations are calculated based on accurate data. Failure to complete this process will not lead to TSGD not being calculated.

Add Students

Teachers can only add students from within their district. To add students from outside the district, please contact LDOECVR@la.gov

By **ADDING STUDENT**, the teacher certifies that one of the following statements reflects the student's enrollment.

- Enrolled October 1, 2014 to April 14, 2015 for a year-long course
- Enrolled October 1, 2014 to testing at the end of the block/semester for a fall block/semester course
- Enrolled January 2015 (start of the course) to testing at the end of the block/semester for a spring block/semester course.

1. Login to CVR, select **Update** from the **Student List Tab**.
2. Select the appropriate **School Year**, **School District**, and **School** from the drop-down boxes, if necessary.

1. After successfully logging in to CVR, select **Update** from the **Student List Tab**.
2. Select the appropriate **School Year**, **School District**, and **School** from the drop-down boxes, if necessary.
3. Click **Select** next to the class of the roster you wish to review. The teacher will see the roster of students assigned to the class.

4. If any student attending the class is missing from the roster, the teacher may select **Add Student** to add that student to the class.
5. A list of all available students within the district will appear. To search for a student, enter the student's first and last name and select **Go**.
6. Select **Add-Class** next to the student you wish to add to the class roster.
7. Continue adding students to the class roster, as needed.
8. When finished, select **Return to Update Student List**.
9. Once added, classes will appear in green on the teacher's student list.

Remove Students

The teacher will review each class section's roster. If a student is included in the roster who did not attend the class, the teacher may remove that student.

Guidelines for removing students are as follows:

By **REMOVING STUDENT**, the teacher certifies that one of the following statements reflects the student's enrollment.

- Not enrolled in class from October 1, 2014 to April 14, 2015 for a year-long course.
- Not enrolled in class from October 1, 2014 to testing at the end of the block/semester for a fall block/semester course
- Not enrolled in class from January 2015 (start of the course) to testing at the end of the block/semester for a spring block/semester course
- Had 20 or more CONSECUTIVE absences (excused or unexcused)
- Had 10 or more unexcused absences in either semester

1. After generating your class roster, review each student listed.
2. If any student attending the class must be removed from the roster, the teacher may select **Remove From List** to remove that student from the class.
3. A list of all available students within the district will appear. To search for a student, enter the student's first and last name and select **Go**.
4. Removed students will remain on roster with the remove from list box checked.
5. Select **Save Changes** to save changes to this roster. Note, please save changes to each roster individually.
6. When finished reviewing rosters for all of your classes, select **Save Changes** to save and submit your rosters to your Principal. If necessary, you may re-submit to make additional changes.

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Complete Roster Verification

Once teacher has submitted all changes, the teacher will certify that they have completed roster verification. The teacher's certification of completion will appear in reports to principals and superintendents.

Guidelines for completing verification are as follows:

By **COMPLETING VERIFICATION**, the teacher certifies that the following statement is correct:

- Teacher has carefully viewed all student rosters for each class and updated the student list as needed
- No additional class updates are required in CVR

4. After saving changes to all class rosters, select **Complete Verification** from the **Student List Tab**.
5. Select **Verification Completed**.
6. Teacher's verification status will be shared with Principal and Superintendent.

Request Invalidation of Transitional Student Growth Data

Under extenuating circumstances (Bulletin 130, Section §325), teachers may request an invalidation of their transitional student growth data 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

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IV. Compass Information System (CIS) – Final Evaluation Technical Guide

Compass Information System (CIS) is used by district and school leaders to record data related to final evaluations. The following outlines the steps users take as the prepare for, complete, and review final evaluation processes and outcomes. Employee refers to teachers, counselors, librarians, and others being evaluated using the Compass process.

For system requirements of CIS, or technical support, please refer to the CIS USER GUIDES

For help completing final evaluation, please contact your network data specialist or district compass contact (LINK) or email compass@la.gov.

End of Year Preparation:
Employee/Evaluator

- **Evaluator:** Review and complete observations/site visits *and* Rate individual SLTs
- **Employee:** Report results of SLTs

Final Evaluations:
Evaluators

- Access and review professional practice data
- Access and review student outcomes data including VAM Data/TSGD
- Determine Overall Student Growth Score
- Determine Professional Practice Rating
- Verify and complete final evaluation rating
- Conduct end of year conversations

Evaluation Review:
ALL

- Monitor completion of final evaluations
- View final evaluation information

EVALUATORS

Final Evaluations

- Have I collected sufficient professional practice evidence for all teachers?
- Have all teachers reported student outcomes data?
- What additional data is available related to student outcomes?
- Have I completed the final evaluation process for all teachers?
- Has each teacher participated in an end of year conversation?

Evaluators (Principals, Supervisors, LEA Administrators) will use Compass Information System (CIS) to submit Compass final evaluations for their employees. As **evaluators** prepare for the final evaluation process, they may use Compass Information System (CIS) to collect observation data and report student outcomes associated with their SLTs. Additionally, CIS houses reporting of value-added/transitional student growth data for years 2012 and after. Student achievement data for the current year are considered when determining the Overall Student Growth Score.

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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.

Employee:	TEST TEACHER
Student Learning Target:	1 - 80% of my students will achieve a score of 80% or ▼

SLT Rating Score:	3 – Full Attainment of Target ▼ *
Evaluator Comments:	Strong achievement with students *

Scoring Categories:

Insufficient Attainment of Target (1 point) Demonstrated an insufficient impact on student learning by falling far short of the target.	Partial Attainment of Target (2 points) Demonstrated some impact on student learning, but did not meet the target.	Full Attainment of Target (3 points) Demonstrated a considerable impact on student learning by meeting the target.	Exceptional Attainment of Target (4 points) Demonstrated an outstanding impact on student learning by surpassing the target by a meaningful margin.
Achievement Range: 0 – 67% of my students score 80% or higher	Achievement Range: 68% - 79% of my students score 80% or higher.	Achievement Range: 80% (20) of my students score 80% or higher.	Achievement Range: >80% (21 or more) of my students score 80% or higher.

❓   (Submit)   (Cancel)

Select SLT Rating Score, enter evaluator comments and click 'Submit' or click 'Cancel' to start over.

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 Employee** list on the **Employee Tab**.
2. Select **Complete** from the **Evaluation Tab**.

PROFESSIONAL PRACTICE

SELECT OBSERVATIONS:

#	Observation Title	Observer	Observation Begin Date	1c	2c	3b	3c	3d	Score	Include in final evaluation?
1	Observation #1*	PRINCIPAL, SCHOOL	11/1/2014	3.00	3.00	2.00	2.00	2.00	2.40	☐
2	Observation #2	PRINCIPAL, SCHOOL	1/10/2015						3.50	☐

Only submitted observations appear here.
To submit additional observations or review observations in detail, go to Observation Tab.
*Observations marked as full-period are coded with an *.*
All teachers are required to receive at least one full-period observation.

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

REVIEW OBSERVATIONS:

Component	Average Component		Average Observation Score
1c: Setting Instructional Outcomes	3.00		2.95
2c: Managing Classroom Procedures	3.00		
3b: Using Questioning and Discussion Techniques	2.00		
3c: Engaging Students in Learning	2.00		
3d: Using Assessment in Instruction	2.00		

Only selected observations are included in this review.
Only observations using Compass Rubric are included in component-level.

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

SELECT PROFESSIONAL PRACTICE SCORING METHOD & ENTER RATING:

○ Average selected scores: 2.95
○ Enter overall professional practice score: [   ]

ENTER COMMENTS AND FEEDBACK:

[   ]

PROFESSIONAL PRACTICE RATING:
PROFESSIONAL PRACTICE 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.

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Access and Review Student Outcomes Data
Student Learning Targets:

If CIS has been used to track the SLTs written, a summary displaying only the rated SLTs for the selected educator will be available.

STUDENT GROWTH

REVIEW STUDENT LEARNING TARGETS:

#	SLT Title	Grade	Subject	Score
1	80% of my students will achieve a score of 80% or	FOURTH	Mathematics	3.00
2	80% of my students will achieve a score of 80% or	FOURTH	English	2.00

Only student learning targets that have been rated appear here.
To rate additional student learning targets, or review student learning targets in detail, go to SLT tab.

Transitional Student Growth Data:

If transitional student growth data is available for the educator, it will be displayed for the evaluator to review and use when completing the evaluation.

If the teacher has submitted a request to have their transitional student growth score invalidated, the evaluator will see a note here.

REVIEW TRANSITIONAL STUDENT GROWTH DATA (if avalable):

Transitional Student Growth Data (by subject):

Transitional Student Growth Data Composite Percentile
TBD

Subject Area	Composite Percentile
English	90
Reading	96

The invalidation request submitted for this teacher's transitional student growth data does not meet criteria.

Evaluators may take transitional student growth data into account when assigning the Student Growth score, but there is no requirement to do so.
To review transitional student growth data in detail, go to Transitional Student Growth Data tab.

- The evaluator will see a composite percentile and individual percentiles for each subject area.
- If an invalidation request was submitted, the status will be reflected here.
- If the teacher has no results, the screen will indicate that no data are available.

Enter Overall Student Growth Score

Evaluators will use evidence gained from student learning targets and/or transitional student growth data to determine student growth rating for the educator and will enter the rating here.

ENTER STUDENT GROWTH RATING:

Enter overall student growth score: ☐ *

ENTER COMMENTS AND FEEDBACK:

STUDENT GROWTH RATING:
STUDENT GROWTH SCORE:

1. Select **Enter student growth score** to enter a score (1.00-4.00) based on the available evidence.
2. Evaluators have the option to enter **Comments and Feedback**. This step is not required.
3. CIS will display the corresponding rating to the score entered.

Review Summary and Complete Evaluation

1. Review the **Professional Practice Rating** and **Score**
2. Review the **Student Growth Rating** and **Score**
3. Select **Calculate** to calculate the **Compass Evaluation Rating**
4. All educators rated *Ineffective* overall should receive an Intensive Assistance Plan (IAP). If the educator requires an **Intensive Assistance Plan (IAP)**, check the box.
5. Evaluators will enter **Comments and Feedback** about the overall evaluation. Comments and feedback are required.
6. Select **Save** to save changes.
7. When all changes are completed, select **Submit** to submit the final evaluation for the educator.

Continuing Saved Evaluations

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 **Complete** from the **Evaluation Tab**.
3. You may now edit your existing evaluation.

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Marking Evaluations as Incomplete (only available to the District Level 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 Employee** 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.

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EMPLOYEES

Employee

- What data do I need to determine SLT results?
- Have I provided student outcomes data to my evaluator?
- How will I access my final evaluation data once completed?

Reporting SLT Results – Employees should complete this step prior to evaluators determining final student outcomes ratings.

Student Learning Target:	1 - Students will achieve fifth grade level proficiency in ▼

Student Achievement Results:		*
Comments:		*

Scoring Categories:

Insufficient Attainment of Target (1 point) Demonstrated an insufficient impact on student learning by falling far short of the target.	Partial Attainment of Target (2 points) Demonstrated some impact on student learning, but did not meet the target.	Full Attainment of Target (3 points) Demonstrated a considerable impact on student learning by meeting the target.	Exceptional Attainment of Target (4 points) Demonstrated an outstanding impact on student learning by surpassing the target by a meaningful margin.
Achievement Range:	Achievement Range:	Achievement Range:	Achievement Range:

Submit   Cancel

Fill in the Student Achievement Results, add Comments, and click 'Submit' to save or 'Cancel' to quit without saving.

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1. After logging in to CIS, select **Report Results** from the **SLT Tab**.
2. Use the drop-down to select the accepted **SLT** you wish to report results on.
3. Enter **Student Achievement Results** and **Comments**.
4. Select **Submit** to make your results available to your evaluator.

Viewing Transitional Student Growth Data

For certain grades and subjects, Transitional Student Growth data results will be available in CIS. Educators may review rosters of students included in/excluded from calculations, subject area percentiles and overall composite percentile.

NOTE: For the 2014-2015 school year, composite percentiles will not be available for use in final evaluations. Subject area percentiles will be viewable to employees, evaluators and supervisors once available.

1. After logging in to CIS, select **View** from the **Student Growth Data 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.

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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.

Viewing Evaluations

Educators, evaluators, and supervisors 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.

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.

Printing Evaluations

Educators, evaluators, and supervisors 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.

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DISTRICT COMPASS CONTACTS: ACCESSING AND MANAGING FINAL EVALUATIONS

Supporting Final Evaluations

- Are evaluators making progress toward completion of final evaluations?

Monitoring Completion of Final Evaluations

LEA administrators may use the Compass Dashboards to monitor the completion of final evaluations in their districts and schools.

COMPASS TEACHER DASHBOARD

The Compass Teacher Dashboard reports information for employees who meet the following criteria:

- Job Title = Teacher
  OR
- Evaluation Type (Rubric) = Teacher

1. After logging in to CIS, select **Generate** from the **Report Tab**.
2. Select **Multi-Year Teacher Dashboard**.
3. Select the current year from the drop-down list.
4. Select **Submit** to generate an xls file containing the dashboard report. You may need to select **Enable Editing** in excel to see dashboard data.
   a. **Dashboard Tab**: The following fields are most relevant for district administrators in monitoring completion of final evaluations:

SECTION 1: COMPLETION DATA

Compass Implementation Report	State		Network 1		Pelican Parish		Nuthatch Elementary	
	Number	Percentage	Number	Percentage	Number	Percentage	Number	Percentage
Total teachers included in observation/SLT calculations	47,755	-	9,520	-	351	-	17	-
Teachers with an assigned evaluator	2	0.00%	0	0.00%	0	0.00%	0	0.00%
Teachers with at least one observation completed	1	0.00%	0	0.00%	0	0.00%	0	0.00%
Teachers with at least two observations completed	1	0.00%	0	0.00%	0	0.00%	0	0.00%
Teachers with at least two SLTs accepted and assigned to be rated	1	0.00%	0	0.00%	0	0.00%	0	0.00%
Teachers with at least two SLTs rated	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Total teachers included in final evaluation calculations	47,756	-	9,520	-	351	-	17	-
Teachers with an incomplete evaluation code submitted	1	0.00%	0	0.00%	0	0.00%	0	0.00%
Teachers with an evaluation rating submitted	0	0.00%	0	0.00%	0	0.00%	0	0.00%

i. **Teachers with at least one observation completed** – This represents the count of all teachers who have received one or more observations as well as the percentage of total teachers that have received one or more observations across the state, network, district, and school.

ii. **Teachers with at least two observations completed** - This represents the count of all teachers who have received two or more observation as well as the percentage of total teachers that have received two or more observations across the state, network, district, and school.

iii. **Teachers with at least two SLTs accepted and assigned to be rated** - This represents the count of all teachers who have two or more SLTs accepted and assigned to be rated as well as the percentage of total teachers that have two or more SLTs accepted and assigned to be rated across the state, network, district, and school.

iv. **Teachers with at least two SLTs rated** - This represents the count of all teachers who have had two SLTs rated as well as the percentage of total teachers that have had two SLTs rate across the state, network, district, and school.

v. **Teachers with an incomplete evaluation code submitted** - This represents the count of all teachers who have received an incomplete evaluation as well as the percentage of total teachers that have received an incomplete evaluation across the state, network, district, and school.

vi. **Teachers with an evaluation rating submitted** - This represents the count of all teachers who have received an evaluation rating as well as the percentage of total teachers that received an evaluation rating across the state, network, district, and school.

b. **Roll Up Districts Tab, Roll Up District Schools Tab, Roll Up Charter Schools Tab:** The following fields are most relevant for district administrators in monitoring completion of final evaluations:

School Name	Final Evaluation Completion			
	Percentage of Teachers with a Final Evaluation Record (Submitted or Incomplete)	Percentage of Teachers with an Evaluation Rating Submitted	Percentage of Teachers with an Incomplete Evaluation Code Submitted	Percentage of Teachers with No Final Evaluation Record (Submitted or Incomplete)
	0.00%	0.00%	0.00%	100.00%
	~	~	~	~
	0.00%	0.00%	0.00%	100.00%
	0.00%	0.00%	0.00%	100.00%
	0.00%	0.00%	0.00%	100.00%
	0.01%	0.00%	0.01%	99.99%
	0.00%	0.00%	0.00%	100.00%
	0.00%	0.00%	0.00%	100.00%
	~	~	~	~
Nuthatch Elementary School	5.00%	0.00%	5.00%	95.00%
Pelican Middle School	0.00%	0.00%	0.00%	100.00%
Hummingbird Academy	0.00%	0.00%	0.00%	100.00%
Birdsong Elementary School	0.00%	0.00%	0.00%	100.00%

i. **Percentage of Teachers with a Final Evaluation Record (Submitted or Incomplete)** – This represents the percentage of teachers at the District, District School or Charter School with a final evaluation record submitted. This counts both evaluation ratings and incomplete evaluation codes.

ii. **Percentage of Teachers with an Evaluation Rating Submitted** – This represents the percentage of teachers at the District, District School or Charter School with a final evaluation rating submitted.

iii. **Percentage of Teachers with an Incomplete Evaluation Code Submitted** – This represents the percentage of teachers at the District, District School or Charter School with an Incomplete evaluation code submitted.

iv. **Percentage of Teachers with No Final Evaluation Record (Submitted or Incomplete)** – This represents the percentage of teachers at the District, District School or Charter School with no final evaluation record submitted. This counts teachers with neither an evaluation rating nor an incomplete evaluation code.

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COMPASS LEADER DASHBOARD

Unlocking Evaluations
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 Employee** list on the **Employee Tab**.
2. Select **Unlock** from the **Evaluations 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 Employee** list on the **Employee Tab**.
2. Select **Delete** from the **Evaluations 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.

Downloading Compass Evaluations
The Compass Evaluation download 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 CIS select **Download** from the **Evaluation Tab**.
2. Select the **School Session** of the data you wish to download.
3. Select the **LEA** of the data you wish to download.
4. Select the **School(s)** of the employees you wish to download evaluations for. You may hold down the Ctrl key to select multiple schools.
5. Select the **Identification Method** you wish to use to identify employees.
   a. Include SSNs – Identify employees using SSN.
   b. Include Employee Key – The Employee Key is an ID specific to CIS and is less sensitive than SSN.
6. Select **Submit** to download an xls file of selected evaluations.
7. Review your report. If any employees are missing, they will need to be added to CIS to receive an evaluation.

Uploading Compass Evaluations
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 evaluation data offline and submit via file to CIS.

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

1. After logging in to CIS, select **Download** from the **Evaluation Tab**. Follow the steps above to download an xls evaluation file.
2. Review your report. Confirm that all employees you wish to submit evaluations for are included. You may submit some evaluations via upload and use the Complete Evaluation function to submit the rest. If any employees are missing, they will need to be added to CIS to receive an evaluation.
3. Now populate the blank fields of the report. For more detail, **see Appendix**.
4. When you are finished completing the blank fields of the report, rename the file and save it to your local computer.
5. Now open the renamed file and **save as CSV (Comma delimited)**.
6. Select **Upload** from the **Evaluation Tab**.
7. Select the **LEA** of the data you wish to upload.
8. Select the **School(s)** of the employees you wish to download evaluations for. You may select All Schools to upload data for multiple schools.
9. Select **Choose File**. Navigate your computer to identify the CSV file to upload and select **Open.**
10. Select **Upload My File Now**.
11. In the **History** table, you will see a history of all files uploaded for this district.

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12. Your latest file will appear in the top row. If the file has loaded successfully, the records will display the number of employees in your file and the number of records in error will be zero.
13. If there are fewer than the expected number of teachers, or more than zero records in error, click on your file row and select **View Status Report** to find the errors. You will need to correct these errors and re-load your file.
14. To view the data you have successfully uploaded, click on your file row and select **View Data**.

Appendix: 2014-2015 Roster Verification Guidelines

April 20 – May 15, 2015

https://leads13.doe.louisiana.gov/cvr

The following teachers should verify their CVR
rosters:

4th – 8th grade: ELA, Mathematics, Science,
Social Studies

6th - 9th and T9 grade: Algebra I
EOC courses

6th - 10th and T9 grade: Geometry
EOC courses

Remove class(es) from teacher rosters if:

1. Teacher is reassigned to another class/course after October 1, 2014.
2. Teacher is reassigned to another class/course after start of second-semester course.
3. Teacher was incorrectly listed as teaching that course.
4. Teacher is absent for 60 or more days in the academic year due to "approved
   extended leave, such as maternity leave, extended sick leave or sabbatical leave" (see
   Bulletin 130; §325. Extenuating Circumstances).
5. Teacher is no longer at the school.

   *District data managers can add/delete courses as necessary for teachers and principals.
   *Principals can remove classes for teachers.
   *Teachers and principals can add/remove students to the rosters as necessary.

Remove students from rosters of a year-long course if:

1. Student was not in class by October 1, 2014.
2. Student was absent for **20 or more CONSECUTIVE** days between October 1, 2014 and
   April 14, 2015.
3. Student has **10 or more UNEXCUSED** absences (does not have to be consecutive)
   within any school semester in that year (Act 515 –
   http://www.legis.la.gov/legis/ViewDocument.aspx?d=913628)
4. Student was moved to another teacher's class anytime between October 1, 2014 and April

14, 2015. If the student was moved to a different class/section but is still with the same teacher, the student stays on the roster.

5. Student left the school after October 1, 2014.

Remove students from rosters of a first-semester-only course if:

1. Student was not in class by October 1, 2014.
2. Student left school after October 1, 2014.
3. Student was absent for **20 or more CONSECUTIVE** days between October 1, 2014 and the end of the fall block/semester testing.
4. Student has 10 or more **UNEXCUSED** absences (does not have to be consecutive) in the first semester. (Act 515 –http://www.legis.la.gov/legis/ViewDocument.aspx?d=913628)

Remove students from rosters of a second-semester-only course if:

1. Student was not in class by start of spring block/semester 2015.
2. Student left school after start of spring block/semester 2015.
3. Student was absent for **20 or more CONSECUTIVE** days between the start of the spring block/semester and the end of the spring block/semester testing
4. Student has **10 or more UNEXCUSED** absences (does not have to be consecutive) in the second semester. (Act 515 – http://www.legis.la.gov/legis/ViewDocument.aspx?d=913628)

Add students to rosters of a year-long course if:

1. Entered class ON or BEFORE October 1, 2014 and remained in class until April 14, 2015.
2. Student was NOT absent for **20 or more CONSECUTIVE** days.
3. Student does NOT have **10 or more UNEXCUSED** absences (does not have to be consecutive) within any school semester in that year (Act 515 – http://www.legis.la.gov/legis/ViewDocument.aspx?d=913628)

Add students to rosters of a first-semester-only course if:

1. Entered the class ON or BEFORE October 1, 2014 and remained in class until testing at the end of the semester/block.
2. Student was NOT absent **20 or more CONSECUTIVE** days.
3. Student does NOT have **10 or more UNEXCUSED** absences in the first semester (does not have be consecutive) (Act 515 –

http://www.legis.la.gov/legis/ViewDocument.aspx?d=913628)

Add students to rosters of a second-semester-only course if:

1. Entered the class ON the day that it began and remained in class until testing at the end of the semester/block.
2. Student was NOT absent **20 or more CONSECUTIVE** days.
3. Student does NOT have **10 or more UNEXCUSED** absences in the second semester (does not have be consecutive) (Act 515 – http://www.legis.la.gov/legis/ViewDocument.aspx?d=913628)

- Do not add 10th, 11th or 12th graders to Algebra courses. They are not used in the analysis

- Do not add 11th or 12th graders to Geometry courses. They are not used in the analysis.

- Only students who are entering from WITHIN your district can be added at the school or district level. If students from another district, state or country need to be added to a roster, the LDOECVR helpdesk (LDOECVR@la.gov) can assist. Please include the following information in your email:

    1. District, School and Teacher's name.
    2. Name of student (first and last).
    3. Course Code/Class Code/Course Name.
    4. District/state from which the student is entering.

2014-2015 CVR Courses and Grades

CourseCd	CourseName	Subject	Grade
120300	LANGUAGE ARTS; ELEMENTARY GRADES	ENGL	4 - 8
120306	ENGLISH; 6TH GRADE DEPT.	ENGL	4 - 8
120310	READING; ELEMENTARY GRADES	ENGL	4 - 8
120311	READING; 6TH, 7TH, AND 8TH GRADES DEPT.	ENGL	4 - 8
120315	ENGLISH AS A SECOND LANGUAGE; ELEMENTARY	ENGL	4 - 8
120318	LEAP21 ELA REMEDIATION OP-1 (MIDDLE SCHOOL)	ENGL	4 - 8
120378	ENGLISH; 7TH AND 8TH GRADES DEPT.	ENGL	4 - 8
150800	SCIENCE; ELEMENTARY GRADES	SCIE	4 - 8
150802	PHYSICAL SCIENCE	SCIE	4 - 8
150806	SCIENCE; 6TH GRADE DEPT.	SCIE	4 - 8
150807	LIFE SCIENCE; 7TH GRADE DEPT.	SCIE	4 - 8
150808	LIFE SCIENCE; 8TH GRADE DEPT.	SCIE	4 - 8
150878	SCIENCE; 7TH AND 8TH GRADES DEPT.	SCIE	4 - 8
150879	INTEGRATED SCIENCE (GRADES 6-8)	SCIE	4 - 8
150901	EARTH SCIENCE	SCIE	4 - 8
150907	EARTH SCIENCE; 7TH GRADE DEPT.	SCIE	4 - 8
150908	EARTH SCIENCE; 8TH GRADE DEPT.	SCIE	4 - 8
160300	MATHEMATICS; ELEMENTARY GRADES	MATH	4 - 8
160306	MATHEMATICS; 6TH GRADE DEPT.	MATH	4 - 8
160310	LEAP21 MATH REM OP-1 (MIDDLE SCHOOL)	MATH	4 - 8
160321	ALGEBRA I	ALGE	6 - 9; and T9
160323	GEOMETRY	GEOM	6 - 10; and T9
160332	APPLIED GEOMETRY	GEOM	6 - 10; and T9
160331	APPLIED ALGEBRA I	ALGE	6 - 9; and T9
160338	ALGEBRA I - PART II	ALGE	6 - 9; and T9
160339	INTEGRATED MATHEMATICS I	ALGE	6 - 9; and T9
160380	ALGEBRA I; 6TH, 7TH, 8TH DEPT.	ALGE	6 - 9; and T9
160342	APPLIED MATHEMATICS I	MATH	4 - 8
160377	GRADE 7 MATH-ADVANCED COURSE	MATH	4 - 8
160378	MATHEMATICS; 7TH AND 8TH GRADES DEPT.	MATH	4 - 8
220000	SOCIAL STUDIES; ELEMENTARY GRADES	SOCS	4 - 8
220006	SOCIAL STUDIES; 6TH GRADE DEPT.	SOCS	4 - 8
220078	SOCIAL STUDIES 7TH AND 8TH GRADES DEPT.	SOCS	4 - 8
700011	FLOATING TEACHER (ELEM.)	OTHR	4 - 8
900000	TITLE I (MATHEMATICS PULL-OUT CLASS)	MATH	4 - 8
900010	TITLE I (READING/LANGUAGE ARTS PULL-OUT	ENGL	4 - 8
900016	HOSPITAL/HOMEBOUND REG ED	OTHR	4 - 8