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2015-2016 Educator Evaluation Systems User Guide

Technical Guidance for CIS

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2015-2016 Compass Systems User Guide

This document provides technical guidance to operate all system related to Compass evaluations:

- **Compass Information System (CIS):** Contains functionality and reporting related to Compass Evaluations and Transitional Student Growth Data Results

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I. 2015-2016 Timeline for Compass Information System & Compass Evaluations

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

	Compass Activities	Completion Timespan		ACTIONS by USER TYPE		
				Administrators and Supervisors (district compass contact, school supervisor)	Principals and Evaluators (principal evaluator, principal & assistant principal)	Employees (teacher, counselor, librarian)
CIS	CIS Opens for the School Year	8/15/2015	7/30/2016	Update Compass Rosters: -Add new employees -Assign rubrics and evaluators for current year		
	Set SLTs	9/1/2015	12/1/2015	Monitor SLT completion	Review and Accept SLTs	Set SLTs
	Conduct Observations	9/1/2015	5/1/2016	Monitor Observation completion	Conduct Observations	Review Observations
	Review 2014-2015 TSGD Data	1/2016	1/2016	Review and Release Data Reports Review TSGD data and release to principals and teachers	Review TSGD Reports	Review TSGD Reports
	Rate SLTs	12/1/2015	5/1/2016	Monitor SLT completion	Rate SLTs	Report Results of SLTs
CIS	Complete Evaluation Rating	1/1/2016	7/31/2016	Final Evaluations: - Monitor evaluation completion	Final Evaluations: - Complete observations - Assess student outcomes ratings - Determine final evaluation ratings	Final Evaluations: - Review observation data and feedback - Report progress on student outcomes - Review evaluation

2015-2016 Transitional Student Growth Data Availability

Data Set	Details	Availability Date	What does this mean for educators/evaluators?
State Assessment Data	<u>Grades 3-8:</u> ELA & Math	Fall 2016	These data will not be available for use in determining the Overall Student Growth Score .
	<u>Grades 3-8:</u> Social Studies	N/A Field Test Only	
	<u>Grades 3-8:</u> Science	Late May 2016	Data will be available for use in determining the Overall Student Growth Score.
	<u>EOC Assessments:</u> All subjects	May 2016	
Transitional Student Growth Data (TSGD)	<u>Content Percentiles</u> Grades 4-8: ELA & Math	Fall/Winter 2016	Content area and Composite reports data will be marked “to be determined” prior to release date.
	<u>Content Percentiles</u> Grades 4-8: Science <u>Content Percentiles</u> EOC Assessments: Algebra I & Geometry	Summer 2016	Content area report data will be available and optional for use in final evaluations.
	<u>Overall Percentiles</u> All Grades and Subjects	Fall/Winter 2016	Overall percentiles will not be available until Fall 2015 and unable to be used in 2015-2016 final evaluations.

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ALL USERS

GETTING STARTED

System Access

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.

System Requirements

[Compass Information System](#) (CIS) is a web-based program designed to work on computers, tablets, and mobile devices. In order to use CIS, users must have an internet connection. Pop-ups must be allowed when accessing CIS.

PCs

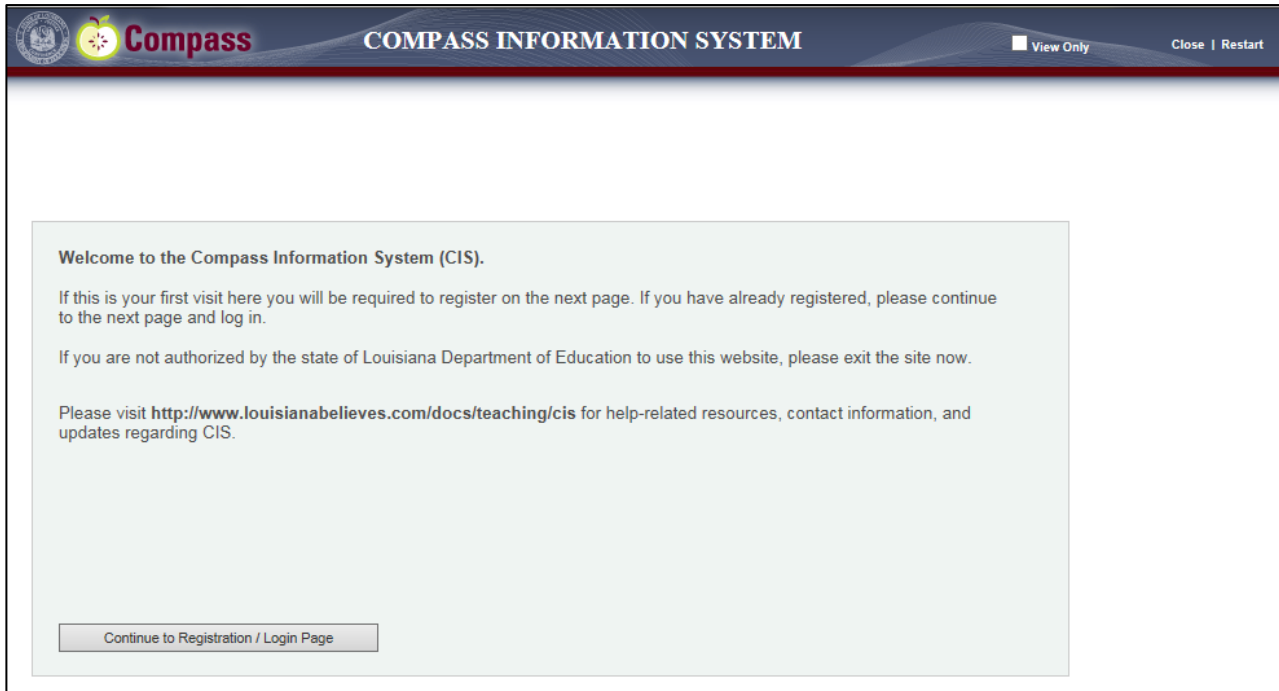
- Operating System(s): Windows XP, 7
- Internet Browser(s): Internet Explorer 8 or higher.
- Additional Software Requirement(s): Adobe Acrobat Reader

Macs/iPad

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

User Login and 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**.

New Account Registration



This web site requires you to log in.

<p>Login here if you have previously registered.</p> <p>Personal Login Code: <input type="text"/> <input type="button" value="I forgot my Code"/></p> <p>Password: <input type="text"/> <input type="button" value="I forgot my Password"/></p> <p><input type="button" value="Submit"/></p> <p><input type="checkbox"/> Change Password <input type="checkbox"/> Change Email Address</p>	<p>You must register before using this web site for the first time.</p> <p><input type="button" value="Register"/></p>
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1. Select **Register** from the login screen.



Please select your School District and choose EITHER section 1 or section 2.
... Then enter your Social Security Number and Name as indicated, and click 'Submit'.

Your School District:

SECTION 1 or SECTION 2	Social Security Number: <input type="text"/> (LAST 4 SSN Digits only)
	First Name: <input type="text"/>
	Last Name: <input type="text"/>
	Social Security Number: <input type="text"/> (ALL 9 SSN Digits)
	First Name: <input type="text"/>

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:
 - **Recommended for first-time users:** You may register using your full SSN and your first name
 - **Returning users:** You may register using the last four digits of your SSN, first name AND last name
4. Select **Submit** to proceed with registration.

Welcome POLLY PELICAN!

If you are not POLLY PELICAN, please click below...

Otherwise, enter a Personal Login Code of your choice, Re-enter it exactly the same way again, and click 'Submit'. You will be asked for this exact Personal Login Code in the future if you log into the CVR system again.

Personal Login Code:

Re-enter:

Personal Login Code Requirements

1. 8-12 characters
2. Not case-sensitive
3. Unique
4. Cannot be a 9-digit number
5. Letters and Numbers ONLY (no Special Characters)

5. Create a **Personal Login Code** and enter it twice.
6. Select **Save Changes** to proceed with registration.

Please enter a Password of your choice then Re-enter it exactly the same way.

Passwords are case sensitive.

Password:

Re-enter:

Personal Password Code Requirements

1. 8-50 characters
2. Case-sensitive
3. Expires after 90 days
4. Cannot be the same as any of the three most recent prior passwords
5. Must include a character in at least 3 of these 4 groups:
 - a. Upper case letters (A-Z)
 - b. Lower case letters (a-z)
 - c. Base 10 digits (0-9)
 - d. Non alphanumeric characters found on the top row of the keyboard (!@#\$%^&*()-_+=)

7. Create a **Password** and enter it twice.
8. Select **Save Changes** to proceed with registration.

Please choose two questions and enter the answer to each question. These will be used in case you forget your password.

Question 1:

Answer:

Question 2:

Answer:

- 9. Select two **Security Questions** and provide **Answers** to them.
- 10. Select **Submit** to proceed with registration.

Please enter your Email Address.

Your Email Address will only be used to notify you of any change to your account.

Email Address:

Re-enter:

I do not have an Email Address

- 11. Optional: Enter your **Email Address** twice.
- 12. Select **Submit** to proceed with registration.
- 13. Your registration is now completed. Select **Continue** to login.

User Account Reset

If CIS passwords need to be reset, contact your [District Compass Contact](#) or email compass@la.gov for assistance.

CIS Administer Screen:

The screenshot shows the 'Administer' interface for the 'HCS-Human Capital Information System'. It features a 'School District' dropdown menu set to 'Statewide Statistics'. Below this is a table of statistics:

50,674 : Active Accounts	3,318 : Active, not accessed past year	17 : HCS LDE ADMINISTRATOR
252 : De-activated Accounts	47 : De-activated, not accessed past year	29 : HCS LDE STAFF
5,260 : Unused Accounts	1,914,274 : Successful logins	436 : HCS LEA ADMINISTRATOR
56,186 : Total Accounts	564,429 : Unsuccessful logins	2,741 : HCS SUPERVISOR
	0 : Unsuccessful Registration Attempts Today	2,038 : HCS EVALUATOR
		50,929 : HCS EMPLOYEE

Below the statistics is a 'Selection Criteria for Account List' section with search filters for Last Name, First, SSN, Login Code, Status, and User Group. There are also dropdown menus for 'Last Successful Login Date', 'Successful Login Count', and 'Unsucc. Login Cnt.', along with a 'Go' button.

1. After logging in to CIS, select **Update** from the **Login Account Tab**. 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 (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.
 - 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.

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LEA ADMINISTRATORS AND SCHOOL SUPERVISORS

DISTRICT ADMINISTRATORS (District Compass Contact, CIS District Data Manager)

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.

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.

UPDATE EMPLOYEE ROSTERS

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.

The screenshot shows the 'Employee View List' interface. At the top, there are navigation tabs: Employee, Student Growth Data, Eval Assign, PGP, SLT, Observation, Evaluation, Report, To Do List, and Links. Below these, there are filter options: School Session (2014-2015), LEA (000 - PELICAN PARISH), School (000000 - HUMMINGBIRD ACADEMY), and a checkbox for 'Show only assigned employees'. A 'Last Name Filter' field and a 'Go' button are also present.

Employee Name	Job Title	Eval. Type	Evaluator	PGP	SLT	Obs.	Obs. Sup.	Obs. S.Visit	Growth Data	Final Eval	Inc. Eval.
BEAR, BARRY	Teacher	T	HORSE, HERMIONE IMPALA, ISAAC	Does not Exist	1	1	0	0	Y	N	Y
BEAR, BECCA	Teacher	T	HORSE, HERMIONE IMPALA, ISAAC		2	2	0	0	Y	N	N
COYOTE, CORKY	Teacher	T	HORSE, HERMIONE IMPALA, ISAAC		1	4	0	0	Y	N	N
DINGO, DIANNE	Teacher	T	HORSE, HERMIONE IMPALA, ISAAC		0	1	0	0	Y	N	N
HORSE, HERMIONE	Principal/AP	L	RHINO, ROBERT		2	0	0	2	Y	N	N
IMPALA, ISAAC	Principal/AP	L	HORSE, HERMIONE		2	0	0	4	Y	N	N
JAGUAR, JEFFREY	Counselor	C	HORSE, HERMIONE IMPALA, ISAAC		1	0	0	0	Y	N	N

Below the table, there is a question mark icon and the instruction: *Click an Employee's Name to select the Employee.*

1. After logging in to 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 Compass Information System to receive an evaluation.

Adding New Employees

Only district and state administrators may add new employees.

The screenshot shows a web form for adding a new employee. At the top, there are tabs for 'View List', 'View', 'Maintain', 'Rollover', and 'View Grievance'. The 'Maintain' tab is active. The form includes the following fields and options:

- School Session: 2014 - 2015 (Mode: Add)
- Social Security Number: [Text Input] *
- LEA: [Dropdown Menu: State-level] *
- Transfer From LEA: [Dropdown Menu: Select One To Indicate Transfer]
- Name: [Text Input: (First)] * [Text Input: (Middle)] [Text Input: (Last)] * [Text Input: (Suffix)]
- Job Title: [Dropdown Menu] *
- District Employee Hire Date: [Text Input]
- Certified Evaluator?: Yes No *
- Student Growth Data?: Yes No *
- Homebase School: [Dropdown Menu: State-level] *
- User Group: [Dropdown Menu: Select One] *
- Reason for Incomplete Evaluation: [Dropdown Menu]
- Last Updated: [Text Input]
- By: [Text Input]
- Buttons: Update, Add, Delete, Cancel

A red note at the bottom of the form reads: "Enter Social Security Number, and if applicable, the Transfer From LEA and click 'Add'."

1. After logging in to 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.

Common Error Messages:

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

Updating Employee Data

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

1. After logging in to 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 district 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.

Releasing employees for transfer

If an employee is transferring to another district, the new district may contact you to release the employee. To do so, follow these steps:

The screenshot shows the 'Maintain' tab in the Compass Information System. The 'Transfer to LEA' dropdown menu is circled in red. The form displays the following information:

- School Session: 2014 - 2015
- Social Security Number: 000554321 *
- LEA: 000 - PELICAN PARISH *
- Transfer to LEA: Select One To Indicate Transfer
- Name: TEST (First), (Middle), TEACHER (Last), (Suffix)
- Mode: Update

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 a new district.
5. The new district will need to add the employee before they leave your roster.

Adding employees from another district

View List	View	Maintain	Rolover	View Grievance
School Session:	2014 - 2015	Mode: Add		
Social Security Number:	<input type="text"/> *			
LEA:	State-level *			
Transfer From LEA	Select One To Indicate Transfer *			
Name:	<input type="text"/> * <input type="text"/> * <input type="text"/> * <input type="text"/>			
	(First) (Middle) (Last) (Suffix)			

1. After logging in to 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 evaluators and evaluation types (rubrics)

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

The screenshot displays the 'Eval Assign' interface. At the top, a navigation bar includes tabs for Employee, Student Growth Data, Eval Assign (selected), PGP, SLT, Observation, Evaluation, Report, To Do List, and Links. Below this, a 'Maintain' section contains the following fields:

- School Session: 2014-2015 (dropdown)
- LEA: 000 - PELICAN PARISH (text input)
- Evaluator Level: LEA (selected) and School (radio buttons)
- School: (dropdown)
- Evaluator: (dropdown)

A horizontal dashed line separates this from the 'Employee Assignments' section, which includes:

- Employee Homebase School: (dropdown)
- Employee Job Title: Select One (dropdown)
- Assign Evaluation Type: Select One (dropdown)
- Select Employee(s) To Assign Evaluator: (large empty box)
- Check All (checkbox)
- Refresh (button)

At the bottom, there are 'Submit' and 'Cancel' buttons, and a help icon (?) on the left.

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 evaluator 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. Note, you may assign multiple evaluators to a single employee.

Removing assigned evaluators:

1. After logging in to Compass Information System, select **Maintain** from the **Eval Assign Tab**.
2. Follow the instructions above, selecting the existing evaluator
3. Select "Check All" twice to clear the evaluator assignment for all of these employees (alternatively, you may unselect them one at a time).
4. Select **Submit** to complete updates to the evaluator assignment.

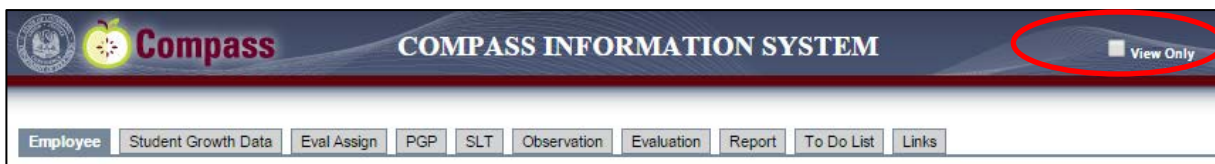
VIEW COMPASS DATA**Viewing current year data for your district's employees**

Compass Information System allows district/school supervisors and administrators to access evaluation information (observations, slts, evaluations, transitional student growth 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 years of data for your district's current employees

Compass Information System allows employees 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). Administrators and supervisors seeking to view prior year data for employees who are new to their school or district will use this process.



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 years for employees no longer in your 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.

MONITOR COMPLETION OF SLT GOAL SETTING AND OBSERVATIONS

District LEA administrators may use the Compass Dashboards to monitor the completion of SLT goal-setting and observations 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%

- 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.

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	Total Number of Observations	Observation Completion		Student Learning Target Completion	
		Percentage of Teachers with at Least Two Observations Completed	Percentage of Teachers with the Minimum Number of Observations	Percentage of Teachers with Two SLTs Accepted and Assigned to Be Rated	Percentage of Teachers with Two SLTs Rated
Statewide	17054	16.00%	18.68%	88.20%	0.00%
	~	~	~	~	~
Network 1	3503	12.50%	14.30%	92.00%	5.67%
Network 2	3202	9.75%	9.80%	67.00%	0.00%
Network 3	4293	21.82%	25.32%	85.00%	3.00%
Network 4	3307	37.00%	45.00%	99.00%	0.21%
Network 5	2203	12.56%	14.63%	98.00%	1.45%
Other (Charters)	546	5.00%	14.70%	45.00%	0.02%
	~	~	~	~	~
Nuthatch Elementary School	87	82.00%	90.00%	100.00%	0.00%
Pelican Middle School	95	1.25%	5.00%	99.00%	0.00%
Hummingbird Academy	47	13.00%	14.00%	87.00%	0.00%
Birdsong Elementary School	123	10.00%	12.50%	62.00%	0.00%

- 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.

Compass Leader Dashboard**REVIEW TRANSITIONAL STUDENT GROWTH DATA****Reviewing Transitional Student Growth Data Reports**

Transitional Student Growth data results will be available in CIS.

Educators (teachers of tested grades and subjects) 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. Click [here](#) for a schedule of availability of 2014-2015 transitional student growth data reports.

Transitional Student Growth Data

Transitional Student Growth Data Composite Percentile
TBD

Transitional Student Growth Data (by subject):

Subject Area	Subject Area Percentile	Report
English	89	Report

To learn more about your transitional student growth data rating and prepare for the year ahead, use the following resources in the Teacher Toolbox :
Whom should I contact with questions?
Click here for frequently asked questions about student growth data

- Teachers with data will see their overall composite percentile and individual subject-area percentiles on their evaluation screen.
- Teachers can click the 'Report' button next to each subject to see results by student.
- If an invalidation request was submitted, the status will be displayed here.

- After logging in to CIS, select **View** from the **Student Growth Data Tab**.
- You will see the available results:
 - 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.
 - 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.
 - 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 Transitional Student Growth Data

Under extenuating circumstances ([Bulletin 130, Section §325](#)), teachers and district administrators 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.

The screenshot shows the 'Request Score Invalidation' form in the CIS. The form has a navigation bar at the top with tabs for Security, Employee, Student Growth Data, Eval Assign, PGP, SLT, Observation, Evaluation, Report, To Do List, and Links. Below this is a sub-navigation bar with View List, View, Maintain, Request Score Invalidation, and Report Grievance. The form fields include: School Session, LEA, School, a detailed instruction paragraph, Score Invalidation Reason (dropdown), Number of days missed (text), Course Term (dropdown), Comments (text area), and Submitted By (text). A 'Submit Invalidation Reason' button is at the bottom. Two dropdown menus are highlighted with arrows: one for 'Score Invalidation Reason' with options 'Teacher had 60+ approved absences' and 'Teacher had < 60 approved absences'; and another for 'Course Term' with options 'Fall Term', 'Spring Term', and 'Full-Year'.

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

MONITOR COMPLETION OF FINAL EVALUATIONS

District 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 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.
 - ii. **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.
 - iii. **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.
 - iv. **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.

Compass Leader Dashboard

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

- Job Title = Principal/AP **OR** Evaluation Type (Rubric) = Leader
- 5. After logging in to CIS, select **Generate** from the **Report Tab**.
- 6. Select **Multi-Year Leader Dashboard**.
- 7. Select the current year from the drop-down list.
- 8. 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. **Leaders with at least two observations completed** - This represents the count of all leaders who have received two or more observation as well as the percentage of total leaders that have received two or more observations across the state, network, district, and school.
 - ii. **Leaders with at least two SLTs rated** - This represents the count of all leaders who have had two SLTs rated as well as the percentage of total leaders that have had two SLTs rate across the state, network, district, and school.
 - iii. **Leaders with an incomplete evaluation code submitted** - This represents the count of all leaders who have received an incomplete evaluation as well as the percentage of total leaders that have received an incomplete evaluation across the state, network, district, and school.
 - iv. **Leaders with an evaluation rating submitted** - This represents the count of all leaders who have received an evaluation rating as well as the percentage of total leaders 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 Leaders with a Final Evaluation Record (Submitted or Incomplete)** – This represents the percentage of leaders 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 Leaders with an Evaluation Rating Submitted** – This represents the percentage of leaders at the District, District School or Charter School with a final evaluation rating submitted.
- iii. **Percentage of Leaders with an Incomplete Evaluation Code Submitted** – This represents the percentage of leaders at the District, District School or Charter School with an Incomplete evaluation code submitted.
- iv. **Percentage of Leaders with No Final Evaluation Record (Submitted or Incomplete)** – This represents the percentage of leaders 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.

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.

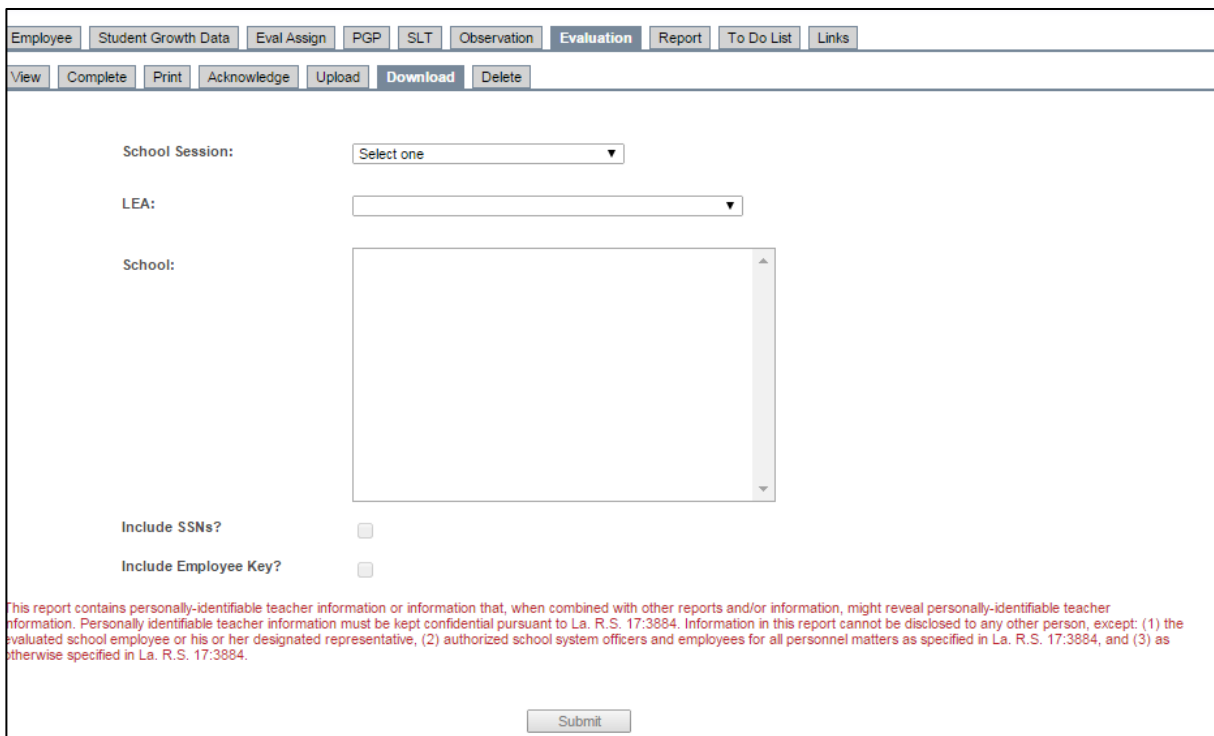
Deleting Evaluations

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.
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**.

Recording/Viewing Grievances

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

The screenshot shows the Compass Information System interface. At the top, there is a navigation bar with tabs for Employee, Student Growth Data, Professional Growth Plan, Student Learning Target, Observation, Evaluation, Report, To Do List, and Links. The 'Report' tab is selected. Below the navigation bar, there are fields for School Session, LEA, School, Employee, and Grievance. A dropdown menu for Grievance is currently set to 'None exist'. There is a 'Refresh' button and an 'Add' button. The main content area is titled 'Administrator reporting grievance: LDE ADMIN1'. It contains a text area for the grievance description, a date field for 'Date Grievance was filed:', and a dropdown for 'Grievance Status:'. At the bottom, there is a section for 'Attach a document:' with a 'Browse...' button and a 'Document Name:' field. The interface also includes 'Save', 'Submit', and 'Delete' buttons at the bottom.

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

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EVALUATORS

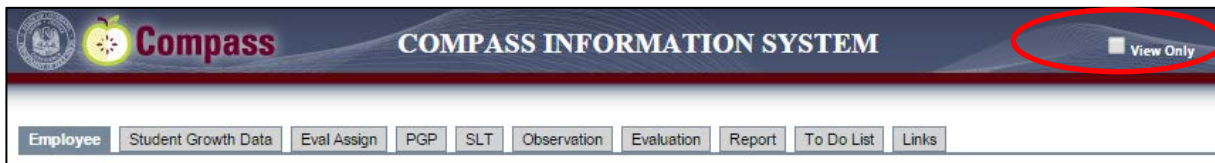
EVALUATORS

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).

VIEW COMPASS DATA

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.



Educators (teachers, school leaders, librarians, and counselors) viewing their own data from a prior year:

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

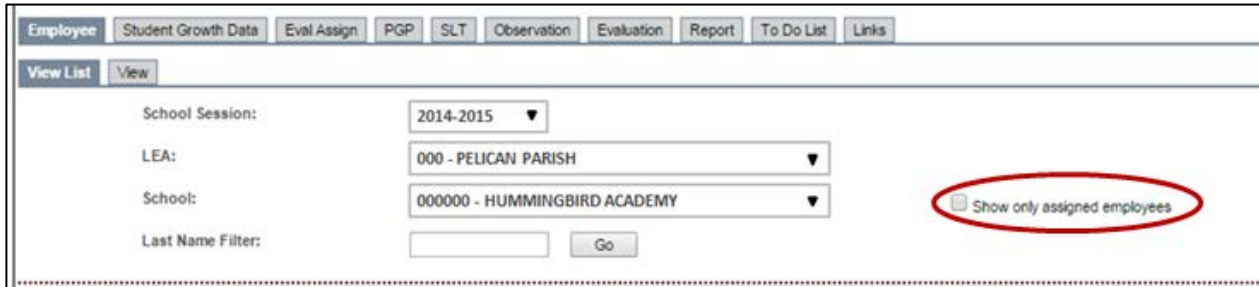
6. After logging in to Compass Information System, check the **View Only checkbox** on the top right hand side of the page.
7. Select **View List** from the **Employee Tab**
8. Use the drop-down at the top of the screen to toggle to prior school years.
9. You will now view the rosters of employees for your school/district from prior years.
10. 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

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

Viewing data from for current employees you are assigned to evaluate

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



The screenshot shows the 'Employee' tab selected in the Compass Information System. Below the tab are several sub-tabs: 'Student Growth Data', 'Eval Assign', 'PGP', 'SLT', 'Observation', 'Evaluation', 'Report', 'To Do List', and 'Links'. The 'View List' section is active, showing a 'View' button. Below this are four filter fields: 'School Session' (2014-2015), 'LEA' (000 - PELICAN PARISH), 'School' (000000 - HUMMINGBIRD ACADEMY), and 'Last Name Filter' (empty). A 'Go' button is next to the 'Last Name Filter'. A checkbox labeled 'Show only assigned employees' is circled in red.

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

REVIEW AND ACCEPT STUDENT LEARNING TARGETS

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.

Employee |
 Student Growth Data |
 Eval Assign |
 PGP |
 SLT |
 Observation |
 Evaluation |
 Report |
 To Do List |
 Links

View List |
 View

School Session: 2014-2015 ▼

LEA: 000 - PELICAN PARISH ▼

School: 000000 - HUMMINGBIRD ACADEMY ▼ Show only assigned employees

Last Name Filter: Go

Employee Name	Job Title	Eval. Type	Evaluator	PGP	SLT	Obs.	Obs. Sup.	Obs. S.Visit	Growth Data	Final Eval	Inc. Eval.
BEAR, BARRY	Teacher	T	HORSE, HERMIONE IMPALA, ISAAC	Does not Exist	1	1	0	0	Y	N	Y
BEAR, BECCA	Teacher	T	HORSE, HERMIONE IMPALA, ISAAC		2	2	0	0	Y	N	N
COYOTE, CORKY	Teacher	T	HORSE, HERMIONE IMPALA, ISAAC		1	4	0	0	Y	N	N
DINGO, DIANNE	Teacher	T	HORSE, HERMIONE IMPALA, ISAAC		0	1	0	0	Y	N	N
HORSE, HERMIONE	Principal/AP	L	RHINO, ROBERT		2	0	0	2	Y	N	N
IMPALA, ISAAC	Principal/AP	L	HORSE, HERMIONE		2	0	0	4	Y	N	N
JAGUAR, JEFFREY	Counselor	C	HORSE, HERMIONE IMPALA, ISAAC		1	0	0	0	Y	N	N

?

Click an Employee's Name to select the Employee.

1. After logging in to 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 Compass Information System to receive an evaluation.

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

Viewing 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.

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 (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.

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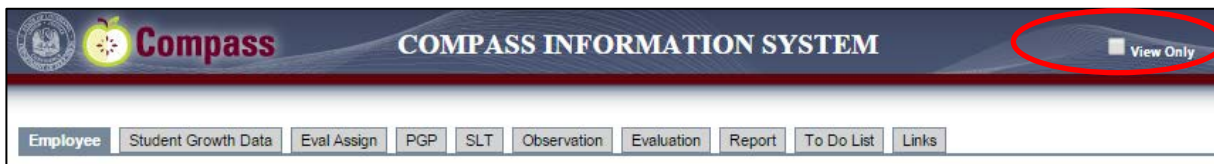
EMPLOYEES

EMPLOYEES

VIEW COMPASS DATA

Viewing 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.

Viewing data from Current Year

1. After logging in to Compass Information System, you will be brought to the **View Tab** on the **Employee Tab**. Here you will see your employee profile information.
2. To view additional Compass data, select the tab of the data you wish to view (observation, SLT, evaluation, etc.)

REVIEW TRANSITIONAL STUDENT GROWTH DATA

Viewing Transitional Student Growth Data

For certain grades and subjects, Transitional Student Growth data results will be available in CIS. Teachers, supervisors, and administrators 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.

Transitional Student Growth Data

Transitional Student Growth Data Composite Percentile
TBD

Transitional Student Growth Data (by subject):

Subject Area	Subject Area Percentile	
English	89	Report

- Teachers with data will see their overall composite percentile and individual subject-area percentiles on their evaluation screen.
- Teachers can click the 'Report' button next to each subject to see results by student.
- If an invalidation request was submitted, the status will be displayed here.

To learn more about your transitional student growth data rating and prepare for the year ahead, use the following resources in the Teacher Toolbox :

Whom should I contact with questions?
Click here for frequently asked questions about student growth data

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.
 - 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 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

COMPLETE FINAL EVALUATIONS

Printing Evaluations

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

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

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