



Evaluation Upload Guide

Finalizing Evaluations

Included in this guide are:

- Methods of entering evaluation data into the Compass Information System (CIS)
- Instructions for uploading data via a spreadsheet
 - Locating the score spreadsheet for uploads
 - Required fields for data entry on the spreadsheet
 - Uploading the spreadsheet to CIS
- Additional important information

Updating Rosters

- All rosters should be updated to include all teachers, counselors, librarians and school leaders.
- Uncertified teachers, those on a TAT certificate, and those hired later in the school year should be evaluated and included on the roster.
- Long-term and hired substitute teachers can also be included on the roster to aid in certification efforts.
- All school employees should have an evaluator assigned.

Data Entry Options

There are two methods for entering and finalizing evaluation data.

Option 1. Manually complete the evaluation individually with personnel and evaluator in CIS directly.

Option 2. Upload the evaluation data on a spreadsheet located in CIS. This can be uploaded by site or by entire LEA and can be found in the CIS system (see slide 4).*

**Note that for this method to work, all required fields need to be entered in the correct format as described in sequential slides.*

Option 1: Manual Data Entry

1. CIS administrators assign each evaluated person an evaluator, a job title (**teacher, leader, counselor, librarian, or other**), and an evaluation type (**other** evaluation type is not needed for observation waiver purposes and cannot be used for leader certification renewals).
2. Educators submit at least two SLTs.
3. Evaluators accept the SLTs and marks “Yes” on the 3 criteria to enable the **SLT to be rated**.
4. Educators report results on SLTs.
5. Evaluators rate both SLTs and enter 2 professional practice observations.
6. Once this is complete, evaluators save and submit on the evaluation tab. CIS will calculate a final score within a few hours. (VAM teacher evaluations cannot be submitted until after VAM is released into CIS.)

Additional Information for Manual Entry

- During the **teacher evaluation completion window**, all teachers, counselors, librarians, and those labeled as other should be finalized. Only leaders can be finalized after the window for teacher evaluation completion has closed.
- Evaluation type **Other** can only be used for teacher certification or renewal. This evaluation type is not needed for an alternate observation rubric; it is only used for job types that cannot be evaluated with teacher, leader, counselor or librarian evaluations.
- Observations should be entered and SLTs should be reported on and rated prior to school closing for the summer.
- VAM teacher observations and SLTs should be completed, but the evaluation cannot be submitted until VAM is released into CIS.
- CIS administrators should code incomplete evaluations and provide a rationale by highlighting the name on the roster and hitting the **maintain** tab.

Option 2: Entering Data via a Spreadsheet Upload

To find the correct LEA spreadsheet in the **Evaluation** tab, go to **Download**:

- Select the **School Session**
- **LEA** should be selected already
- Select the **School** to upload
- Select **Include SSNs** and **Include Employee Key** checkboxes

This will provide all of the employees at that site for that year and the attached evaluators.

Compass COMPASS INFORMATION SYSTEM View Only Close Restart

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

View Complete Print Upload Download Unlock Delete Final

School Session: 2020-2021

LEA: 001 - Acadia Parish

School: All Schools and LEA level employees
LEA level employees
001700 - Acadia Parish Central Office
001900 - Acadia's Parish School Board's Alternative Program
001000 - Administrative Services - Special Education
001036 - AMIKids Acadiana
001001 - Armstrong Middle School
001002 - Branch Elementary School
001003 - Central Rayne Kindergarten School
001004 - Church Point Elementary School
001030 - Church Point Head Start Center
001005 - Church Point High School
001006 - Church Point Middle School

Include SSNs?

Include Employee Key?

Submit

Click 'Submit'

This report contains personally-identifiable teacher information or information that, when combined with other reports and/or information, might reveal personally-identifiable teacher information. Personally identifiable teacher information must be kept confidential pursuant to La. R.S. 17:3884. Information in this report cannot be disclosed to any other person, except: (1) the evaluated school employee or his or her designated representative, (2) authorized school system officers and employees for all personnel matters as specified in La. R.S. 17:3884, and (3) as otherwise specified in La. R.S. 17:3884.

How to Prepare the Excel Sheet for Upload

System ID	Record Type	School Year	Session	Sponsor Code	Sponsor Name	Homebase Site Code	Homebase Site Name	Employee SSN	Employee Key	Employee First Name	Employee Last Name	Evaluator SSN	Evaluator Key	Evaluator First Name	Evaluator Last Name
HCS	200	2018		001	Acadia Parish	001005	Church Point High School	123456789		JANE	DOE	987654321		JOHN	DOE

- Please remove all employees from this sheet that do not need to be updated.
- Do not delete/hide columns or create extra pages.
- This sheet must be in the correct format and be the Excel worksheet 1.
- The fields shown in the example are required and in the proper formatting.
- Each entry must have both the SSN and Employee key for both the evaluator and evaluatee.

Spreadsheet Upload Required Fields

	Beginning						Employee		Employee		Evaluator		Evaluator		
System ID	Record Type	School Year	Session	Sponsor Code	Sponsor Name	Homebase Site Code	Homebase Site Name	Employee SSN	Employee Key	Employee First Name	Employee Last Name	Evaluator SSN	Evaluator Key	Evaluator First Name	Evaluator Last Name
HCS	200	2018		001	Acadia Parish	001005	Church Point High School	123456789		JANE	DOE	987654321		JOHN	DOE

If the previous spreadsheet was downloaded and the employee and evaluators were there, then most of the fields above will be pre-populated.

System ID – HCS

Sponsor Name – Text

Employee Last Name - Text

Record Type – 200

Employee SSN – 9 digit

Evaluator SSN – 9 digit

BSSY – ex. 2020 for 2020-2021

Employee Key - can be blank

Evaluator Key – can be blank

Sponsor Code – 3 digit

Employee First Name – Text

Evaluator First Name – Text

Required Fields Continued

P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB
	Average Overall	Overall	Average	Overall	Raw	Intensive	Evaluation	Professional	Student	Incomplete		
Evaluation Type Code	Observation Score	Professional Practice Score	Average SLT Score	Growth Score	Practice Score	Required Flag	Completion Date	General Comments	Practice Comments	Growth Comments	Evaluation Reason Code	Incomplete Eval Rationale
L	3.8	3.8	3.6	3.6		N	11262018					

- This must be worksheet 1 in excel and cannot have other worksheets.
- Columns Q-T must be between 1.0 and 4.0.
- Columns Q and R are both Average Observation and S and T are Average SLT
 - **Note – Q-R are the same value and S-T are the same value.**
- Incomplete evaluations must leave columns Q, R, S, T and U blank and must have columns AA and AB completed. Column AA should be numerical and AB will be text.

Required Fields Continued

P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB
Average		Overall		Raw	Intensive		Evaluation		Professional	Student	Incomplete	
Evaluation	Observation	Professional	Average	Growth	Practice	Required	Completion	General	Practice	Growth	Evaluation	Incomplete Eval
Type Code	Score	Practice Score	SLT Score	Score	Score	Flag	Date	Comments	Comments	Comments	Reason Code	Rationale
L	3.8	3.8	3.6	3.6		N	11262018					

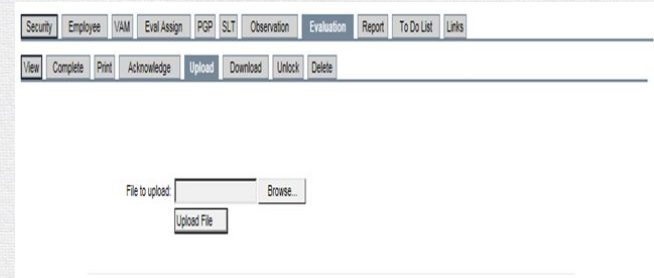
- Intensive Assistance Required – Y/N
- Evaluation Completion Date – in MMDDYYYY format with or without dashes or slashes – column can be text to keep the leading zero for the date (Example 06122017)

Uploading the Spreadsheet

Only files from the current year may be selected at this time.

In the Evaluation tab, go to **Upload**:

- Select Browse
- Find the excel file
- Click Upload File
- Once complete check to see that there are no errors
- Check back in 24 hours



The screenshot shows a web application interface with a navigation bar at the top containing tabs: Security, Employee, IVAM, Eval Assign, PGP, SLT, Observation, Evaluation, Report, To Do List, and Links. Below the navigation bar is a secondary menu with buttons: View, Complete, Print, Acknowledge, Upload, Download, Unlock, and Delete. The 'Upload' button is highlighted. In the main content area, there is a form with the label 'File to upload:' followed by a text input field and a 'Browse...' button. Below the input field is an 'Upload File' button.

If for some reason the file will not upload, please send the error codes and the file to compass@la.gov for assistance in troubleshooting.

Spreadsheet Reminders

When uploading the spreadsheet:

- Pay very close attention to the formatting.
- Make sure no errors are reported on the upload screen.
- Calculation of the teacher overall evaluation may take up to 24 hours to complete. If the data update does not display automatically, check back again in 24 hours.
- The final score will not populate for VAM teachers until after VAM is released. If the spreadsheet is uploaded prior to VAM release, the spreadsheet must be uploaded again following VAM release in order to populate final scores for VAM teachers.

Resources

For assistance with Compass, please email us at compass@la.gov.
For help with accounts, please speak with the local LEA Administrator first.
If you are the LEA Administrator please include the following in your email to compass@la.gov:

- Name
- Sponsor/Site Code
- As much information to describe the problem as possible