

Observations

An educator's observations will be entered in TNCompass by his/her observer. Once the observation has a status of in progress, the educator can enter his/her self scores in TNCompass. Once the post conference has occurred, the educator can view the observation in TNCompass and add his/her electronic signature.

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Location Evaluation

- Click **My Educator Profile**.

The screenshot shows the TNCompass Home page. At the top left, there is a 'Home' button. Below it, a welcome message reads 'Welcome to TNCompass!'. To the right, there is a section titled 'Application Quick Links' containing three buttons: 'My Educator Profile', 'Account Information', and 'Apply for CTE'. A red arrow points to the 'My Educator Profile' button. Below this section is 'My Observation Status', which shows 'Required Domains' for 'Teacher @ Anderson County (00010)' with four progress indicators: 'Inst 0/2', 'Plan 0/1', 'Env 0/1', and 'Prof 0/1'. At the bottom, there is a 'Transactions' section with the message 'No transactions have been initiated for the educator.'

The **Evaluations** tab of the educator profile will be displayed. The current academic year evaluation record will be displayed.

Enter self scores

- In the **Observation Rubric** section of the evaluation page, click the hyperlink for the observation with the status **In Progress**

The screenshot shows the '2018-2019 / Anderson County / Teacher Evaluation' page. At the top right, there is a 'View all evaluation(s)' button. Below it is a 'Print to PDF' button. The page is divided into two main sections: 'Evaluation' and 'Level of Effectiveness'. The 'Evaluation' section contains fields for 'Academic Year' (2018-2019), 'LEA' (Anderson County (00010)), 'Schools' (Anderson County High School (0002) and Briceville Elementary (0010)), 'Model' (TEAM Model), 'Educator Type' (Teacher), 'Coach Conversation Conducted' (checkbox), and 'Partial Year Exemption (PYE)' (No). The 'Level of Effectiveness' section contains fields for 'Category / Option' (blank), 'Score Status' (Pending required score(s)), '3/4/5 Override Rule Applied' (No), '4/5 Trump Rule Applied' (No), 'L.O.E. Scale Score', 'L.O.E. Score', and 'L.O.E. Override'. Below these sections is the 'Observation Rubric' section, which has a red arrow pointing to it. It contains 'Scores' (Original and Override) and 'Required Domains' (The educator pacing guide is only available when the prior year LOE is calculated). At the bottom, there is an 'Observations' section with a red arrow pointing to a specific observation: 'TEAM General Educator @ 09/02/2018 03:01 PM'. This observation has a status of 'In Progress' (highlighted in a red box) and includes details for 'Type' (Scored), 'Observer' (Principal (00010-0010), Paul), 'Administrator Signed' (No), and 'Educator Signed' (No).

Self scores can only be entered for observations with the status **In Progress**. If the observation status is **Not Started** or **Completed** or an observation does not show, please contact the observer for assistance.

- Click the indicator name to see rating descriptions for the selected indicator.

Observation
Evidence

Observation Classroom Details

Focus Area

Subject

Advanced Specification

Indicators

Designing and Planning Instruction

● If one indicator is scored for this domain, all indicators must be scored on this rubric before the observation can be shared.

	Observer Score	Self Score					
Instructional Plans (IP)		N	1	2	3	4	5
Student Work (SW)		N	1	2	3	4	5
Assessment (AS)		N	1	2	3	4	5

Learning Environment

● If one indicator is scored for this domain, all indicators must be scored on this rubric before the observation can be shared.

Instructional Plans (IP)
✕

SIGNIFICANTLY ABOVE EXPECTATIONS (5)

Instructional plans include:

- measurable and explicit goals aligned to state content standards;
- activities, materials, and assessments that:
- are aligned to state standards.
- are sequenced from basic to complex.
- build on prior student knowledge, are relevant to students' lives, and integrate other disciplines.
- provide appropriate time for student work, student reflection, and lesson and unit closure;
- evidence that plan is appropriate for the age, knowledge, and interests of all learners; and
- evidence that the plan provides regular opportunities to accommodate individual student needs.

AT EXPECTATIONS (3)

Instructional plans include:

- goals aligned to state content standards;
- activities, materials, and assessments that:
- are aligned to state standards.
- are sequenced from basic to complex.
- build on prior student knowledge.

Observer Score
Self Score

- Select the score for each indicator for the observation.
- If a score is applied to an indicator, each indicator within the domain must be scored.
- A blue save disk icon will appear briefly to indicate the score has been saved. The icon will disappear after a few seconds.

Observation Evidence

Observation Classroom Details

Focus Area: N/A Subject: N/A Advanced Specification: N/A

Indicators

Designing and Planning Instruction

ⓘ If one indicator is scored for this domain, all indicators must be scored on this rubric before the observation can be shared.

Indicator	Observer Score	Self Score
Instructional Plans (IP)		N 1 2 3 4 5
Student Work (SW)		N 1 2 3 4 5
Assessment (AS)		N 1 2 3 4 5

The observer scores will not be visible to the educator until the observer has entered his/her PIN for the observation.

Add observation notes

- Enter note for the observation
- Click **Add to Notes...**

Notes Note: date and time of notes are in central time.

Paul Principal (00010-0005)
8/19/2018 4:00 PM

Observation Note for educator

Add note

Add to Notes...

Add/view evidence

Attachments can be added as evidence to the observation. The observer and/or the educator can add attachments as evidence if the observer PIN Signature has not been entered.

- Click the **Evidence** tab
- Click **Add Attachment**

Observation for TEAM General Educator

Teacher Observed
Mary M Teacher (00010-0005)

Observer
Paul Principal (00010-0005)

Date/Time (Eastern Time Zone)
08/19/2018 3:06 PM

District
Anderson County (00010)

School
Andersonville Elementary (0005)

Unannounced
 Announced
 Scored Observation
 Walkthrough

Observation Evidence

Attachments Add Attachment

Name	Type	Description	Mapped Indicators	Created	Created By

- Click **Choose File** to select the file.
- Add a brief description for the evidence being attached.
- Select the attachment type.
- Click **Save**.

Attachment

Attachment

Choose File No file chosen

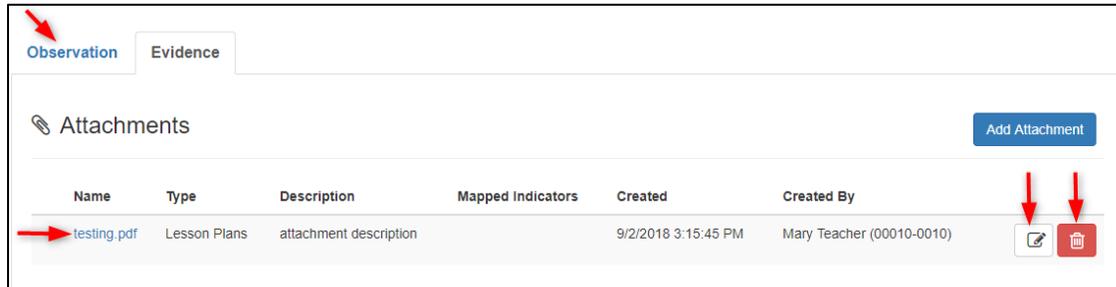
Attachment Description

Attachment Type

Lesson Plans

Close Save

- To view the attachment, click the attachment name.
- The attachment can be removed by the user who attached the file by clicking the red trash can icon.
- Click the paper/pencil icon to edit the file type and/or description.
- Click the **Observation** tab to return to the observation page.



Entering educator's signature

Once the observer has entered his/her PIN, the observation will be complete. The educator can review the observation and enter his/her signature.

- Scroll to the PIN Signature section.
- Enter **PIN** (click **Show PIN** to recover PIN).
- Click **Complete Form**.

Once the observer's signature has been added, the observation can no longer be edited. If a change to the observation is needed, the district's TNCompass evaluation administrator or one with advanced evaluation edit, would need to remove the observer's signature to open the observation for editing.