

Observations

To enter an observation in TNCompass for an educator, the observer must meet two criteria. First, the observer must have a certification to evaluate. Second, the observer must have the permission to observe. (See Staff Assignments user guide for information on adding the permission to observe.) This document will provide instructions on adding an observation in TNCompass.

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Locate the educator

- Select **Educators** from the home page.

The screenshot shows the TNCompass home page. At the top, there is a navigation bar with 'Home', 'Educators', 'Work Queue', 'Reports', and a user profile 'Paul Principal (00010-0005)'. The 'Educators' link is highlighted with a red arrow. Below the navigation bar, the page says 'Welcome to TNCompass!' and provides a link to the Tennessee Department of Education website. There are also 'Application Quick Links' for 'My Educator Profile', 'Account Information', 'PDP Work Queue', and 'Apply for CTE'. A table titled 'TASL Problem of Practice Forms' is visible, showing two entries: 'Assistant (00010-0005), Angela (868251819)' and 'Principal (00985-0000), Paul (853405982)', both with a status of 'In Progress' and a 'View' link.

- Locate the educator by using the search filters. Search by any combination:
 - Educator type
 - First name
 - Last name
 - License Number
 - SSN

The screenshot shows the 'Educators' search page. On the left, there are search filters: 'Academic Year' (2018-2019), 'School' (Andersonville Elementary), and 'Educator Type' (All Educators). A red arrow points to the 'Educator Type' dropdown. Below these filters is an 'Apply' button. A 'Refine by' section is also visible, with a red arrow pointing to it. The main content area shows a list of educators. The first entry is 'Assistant (00010-0005), Angela M (868251819)'. Her details include: 'Current Staffing' as Assistant Principal @ Andersonville Elementary (0005), 'Active License(s)' as ILL-A Aspiring Administrator (expires 8/31/2018), and 'Evaluation(s)' for 2018-2019 and 2017-2018. The second entry is 'Occupational (00010-0005), Oscar M (819894135)'. His details include: 'Current Staffing' as Teacher @ Andersonville Elementary (0005), 'Active License(s)' as Apprentice Occupational Educ (expires 8/31/2018), and 'Minimum Observations by Domain' with a note that the educator pacing guide is only available when LOE is calculated. The third entry is 'Teacher (00010-0005), Mary M (822480747)'. Her details include: 'Current Staffing' as Teacher @ Andersonville Elementary (0005) and 'Evaluation(s)' for 2018-2019 and 2017-2018.

⚠️ TNCompass will retain search criteria entered even after leaving the page. Please ensure to clear search or enter new search criteria when searching for a different educator.

- Click the educator's name or the evaluation record to open the evaluation.

The screenshot shows the TNCompass search results for an educator. On the left, there are filters for Academic Year (2018-2019), School (Andersonville Elementary), and Educator Type (All Educators). The main content area displays the educator's profile for Mary M (822480747), including her current staffing (Teacher @ Andersonville Elementary (0005)), active license (Apprentice Teacher), and active permits. A red arrow points to the educator's name, and another red arrow points to the 'Evaluation(s)' section, which lists two evaluations for the years 2018-2019 and 2017-2018. The page also shows pagination (1-1 of 1) and a 'Clear Search' button.

Observation pacing

Each educator evaluated with the TEAM Model will have observation pacing in accordance with TEAM guidance. Observation pacing is based on the prior year Level of Effectiveness score or the prior year individual growth score, whichever is higher. The district can request all educator's observation pacing to be based on prior year individual growth, if present. This would be an option included in the evaluation flexibility survey each academic year. See <http://team-tn.org/evaluation/statute-and-policy/> for more information on observation pacing.

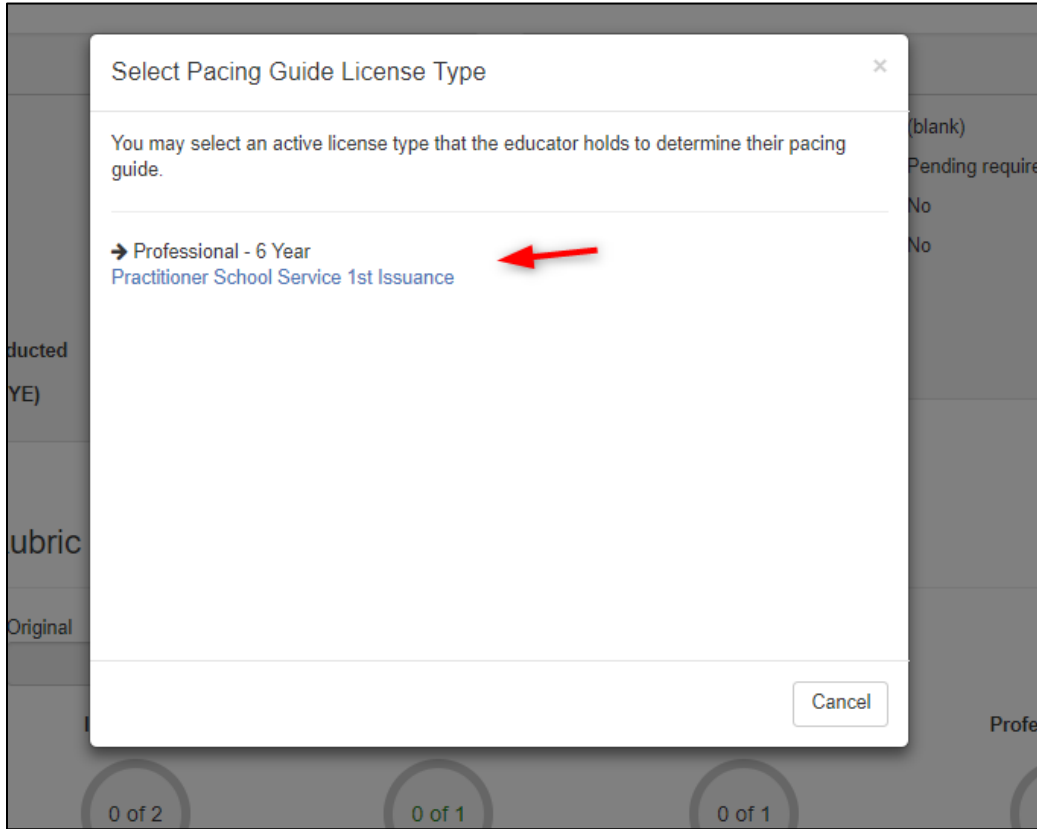
Selecting the license type for observation pacing

If an educator has more than one license, the principal can determine which license to use for observation pacing.

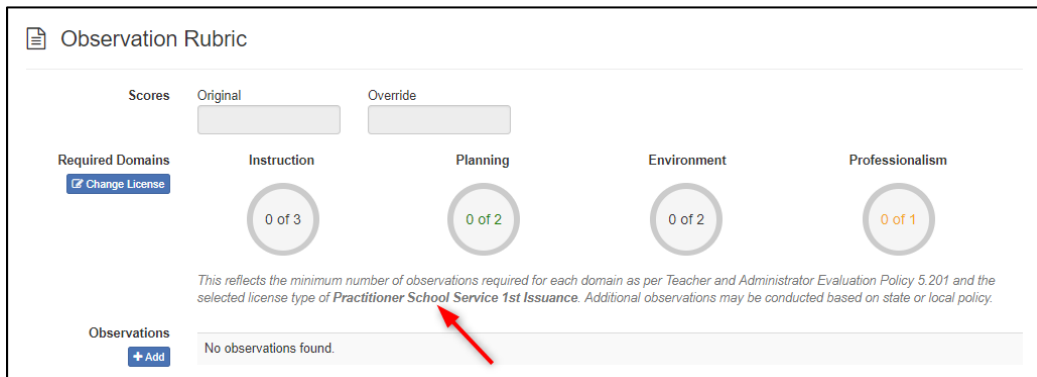
- Locate and open the evaluation.
- Scroll to the **Observation Rubric** section.
- Click **Change License** to select the license to use in pacing.

The screenshot shows the 'Observation Rubric' section. It features a 'Required Domains' section with a 'Change License' button highlighted by a red arrow. Below this, there are four domain categories: Instruction (0 of 2), Planning (0 of 1), Environment (0 of 1), and Professionalism (0 of 1). Each domain is represented by a circular progress indicator. At the bottom, there is an 'Observations' section with an '+Add' button and the text 'No observations found.' A note at the bottom explains that the minimum number of observations is based on the selected license type of Professional - 6 Year.

- Click the license type to apply to observation pacing.



- The license type for pacing will be displayed below the observation pacing guide.
- The pacing guide will update based on the license type selected.



Create observation

- Locate and open the evaluation.
- Scroll to the **Observation Rubric** section.
- Click **+Add**.

Observation Rubric

Scores Original Override

Required Domains Change License

Instruction 0 of 3 Planning 0 of 2 Environment 0 of 2 Professionalism 0 of 1

This reflects the minimum number of observations required for each domain as per Teacher and Administrator Evaluation Policy 5.201 and the selected license type of Practitioner School Service 1st Issuance. Additional observations may be conducted based on state or local policy.

Observations +Add No observations found.

- Select the rubric.
- Enter the **Date/Time** for the observation.
- Change the **school**, if applicable.
- Select **Unannounced** or **Announced**.
- Select **Scored Observation** or **Walkthrough**.
- Click **Save** to create the observation.

+ Create Observation

Select a Rubric: TEAM General Educator

Teacher Observed: Mary Teacher (00010-0005) (822480747) Observer: Principal (00010-0005), Paul M Date/Time: 08/19/2018 3:06 PM
please use the school's Time Zone (Eastern Time Zone)

District: Anderson County School: Andersonville Elementary

Unannounced Announced Scored Observation Walkthrough

Allow educator self score

An educator can enter self scores once the observation status has changed to **In progress**. The observation will be considered **In progress** once a score or note has been entered for the observation. The observer can also use the **Allow Educator to enter self score** option. When this button is selected, the educator can enter self scores.

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

Observation Classroom Details

Focus Area N/A	Subject N/A	Advanced Specification N/A
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Indicators Allow educator to enter self score

 The educator will not see the observer scores, areas of reinforcement or refinement or areas, or reinforcement and refinement notes until the observer has entered his/her PIN Signature for the observation. Once the observer has entered his/her PIN, the observation is considered complete and self scores can no longer be added by the educator.

Observation classroom details

Classroom details can be entered for each observation. Use the dropdowns to select the **Focus Area**, **Subject**, and **Advanced Specification**, as applicable.

Observation Evidence

Observation Classroom Details

Focus Area N/A	Subject N/A	Advanced Specification N/A
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Observation indicator scoring

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

Observation Evidence

Observation Classroom Details

Focus Area: General Subject: Math 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.

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

Instructional Plans (IP) X

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.

Close

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.

The screenshot shows the 'Evidence' tab of an observation tool. Under 'Observation Classroom Details', the Focus Area is 'General', Subject is 'Math', and Advanced Specification is 'N/A'. The 'Indicators' section is titled 'Designing and Planning Instruction' and includes a note: 'If one indicator is scored for this domain, all indicators must be scored on this rubric before the observation can be shared.' Below this, there are three rows of indicators: 'Instructional Plans (IP)', 'Student Work (SW)', and 'Assessment (AS)'. Each row has two sets of score buttons: 'Observer Score' and 'Self Score'. The 'Observer Score' for 'Instructional Plans (IP)' is currently set to '4', and a blue save icon is visible next to it. Red arrows point to the '4' and the save icon.

Select reinforcement and refinement

- Use the dropdowns to select the Reinforcement and Refinement Indicators.
- Enter feedback for each selection. Feedback will save automatically when the blue disk icon displays. The icon will disappear after a few seconds.

The screenshot shows two side-by-side sections: 'Reinforcement (required)' and 'Refinement (required)'. Each section has a 'Rubric Indicator:' dropdown menu currently set to 'N/A'. Below each dropdown is a large text area for entering feedback. Red arrows point to the dropdown menus and the bottom-right corners of the text areas, where a blue save icon is visible.

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...

The notes entered by the observer will not be visible to the educator until the observer has entered his/her PIN signature.

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

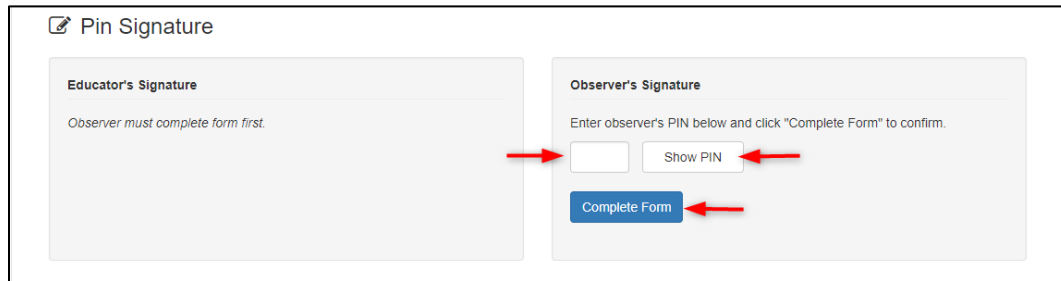
- To view the attachment, click the attachment name.
- The attachment can be removed by the user who attached the file by clicking the red trash can icon.
- Click the paper/pencil icon to edit the file type and/or description.
- Click the **Observation** tab to return to the observation page.

Name	Type	Description	Mapped Indicators	Created	Created By	
testing.pdf	Lesson Plans	attachment description		9/2/2018 2:05:55 PM	Paul Principal (00010-0005)	


Entering observer's signature

Once the observer is ready for the educator to view and sign the observation, the observer will need to enter his/her signature. Once the observer's signature has been added, the observation is considered complete.

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



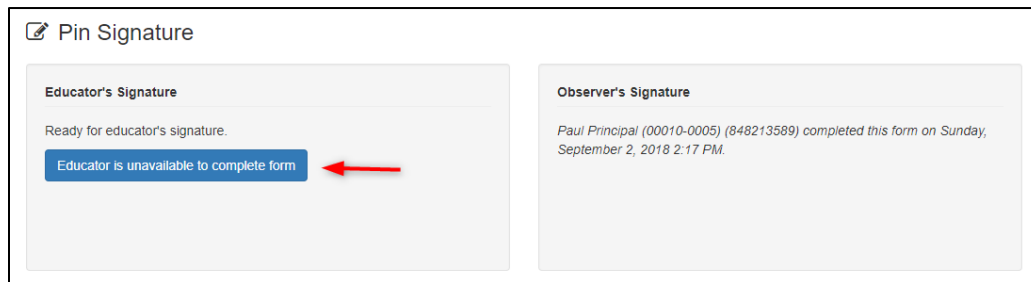
The screenshot shows the 'Pin Signature' section with two main areas: 'Educator's Signature' and 'Observer's Signature'. The 'Educator's Signature' area contains the text 'Observer must complete form first.' The 'Observer's Signature' area contains the text 'Enter observer's PIN below and click "Complete Form" to confirm.' Below this text are three elements: a text input field for the PIN, a 'Show PIN' button, and a blue 'Complete Form' button. Red arrows point to each of these three elements.

 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.

Educator unavailable to sign observation

An observer can indicate if an educator is unavailable to enter an electronic signature for the observation.

- Click **Educator is unavailable to complete form**



The screenshot shows the 'Pin Signature' section with two main areas: 'Educator's Signature' and 'Observer's Signature'. The 'Educator's Signature' area contains the text 'Ready for educator's signature.' Below this text is a blue button labeled 'Educator is unavailable to complete form', with a red arrow pointing to it. The 'Observer's Signature' area contains the text 'Paul Principal (00010-0005) (848213589) completed this form on Sunday, September 2, 2018 2:17 PM.'

- Select a reason the educator declined or is unavailable to sign the observation.
- If **Other** is selected as the reason, enter a reason description.
- Enter PIN (Click **Show PIN** to recover PIN).
- Click **Save**.

Educator's Signature

The educator has declined or is unavailable.

Please select the reason the educator declined or is unavailable.

Educator refuses to acknowledge
 Educator is unable to complete (on leave, etc.)
 Signature on file with hardcopy
 Other

Other reason clarification

PIN:

Access My PIN

Show PIN

Cancel Save

The system will display:

- The name of the person completing the form on behalf of the educator.
- The date and time the signature was entered.
- The reason the person completed the form on behalf of the educator.

Pin Signature

Educator's Signature

Educator unavailable to provide signature.

Paul Principal (00010-0005) (848213589) completed this form on Sunday, September 2, 2018 2:23 PM.

Reason: Educator is unable to complete (on leave, etc.)

Observer's Signature

Paul Principal (00010-0005) (848213589) completed this form on Sunday, September 2, 2018 2:17 PM.