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.

Contents

Locate the educator

- Select *Educators* from the home page.

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

⚠️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.

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.
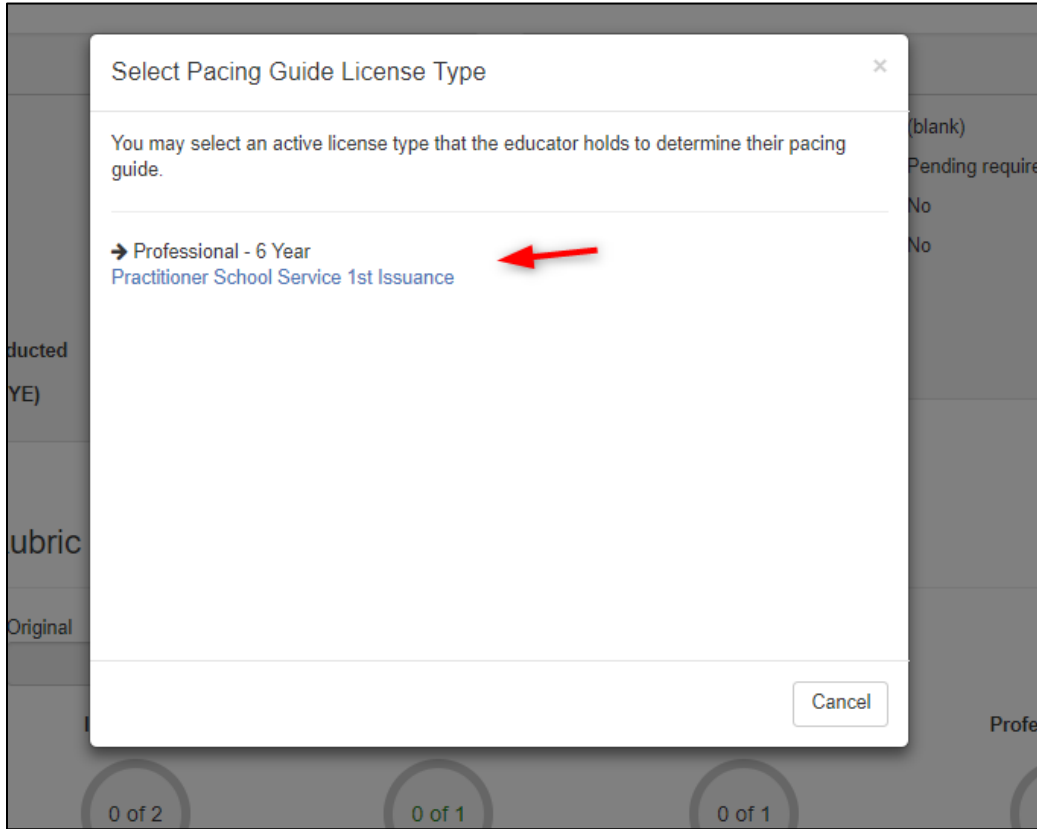
Selecting the license type for observation pacing

If an educator has more than one license, the principal can determine which license to use for observation pacing.
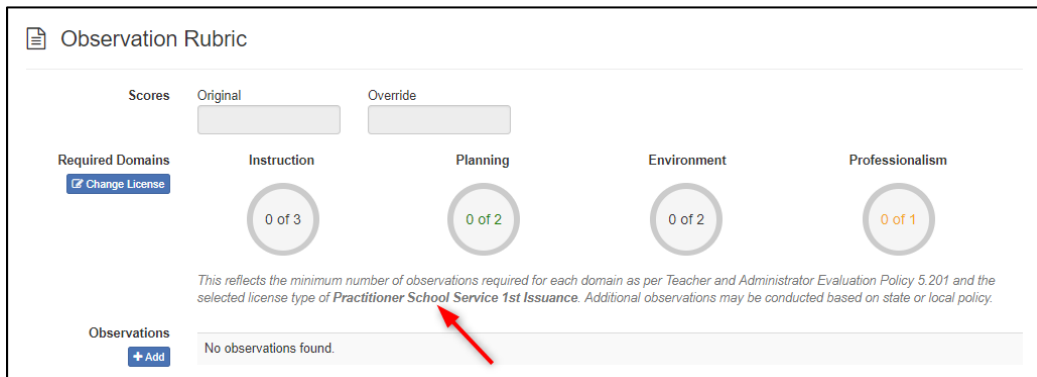
- Locate and open the evaluation.
- Scroll to the **Observation Rubric** section.
- Click **Change License** to select the license to use in pacing.

- Click the license type to apply to observation pacing.

Select Pacing Guide License Type   ✕

You may select an active license type that the educator holds to determine their pacing guide.

➔ Professional - 6 Year
Practitioner School Service 1st Issuance

Cancel

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

📄 **Observation Rubric**

Scores	Original	Override

Required Domains	Instruction	Planning	Environment	Professionalism
✎ Change License	0 of 3	0 of 2	0 of 2	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.

Create observation

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

- 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.

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.

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 indicator scoring

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

- 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.

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.

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	Observer	Date/Time (Eastern Time Zone)
Mary M Teacher (00010-0005)	Paul Principal (00010-0005)	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**.

Ed 📄 Attachment   ✕

Attachment

[Choose File] No file chosen

Attachment Description

[   ]

Attachment Type

[Lesson Plans   ▼]

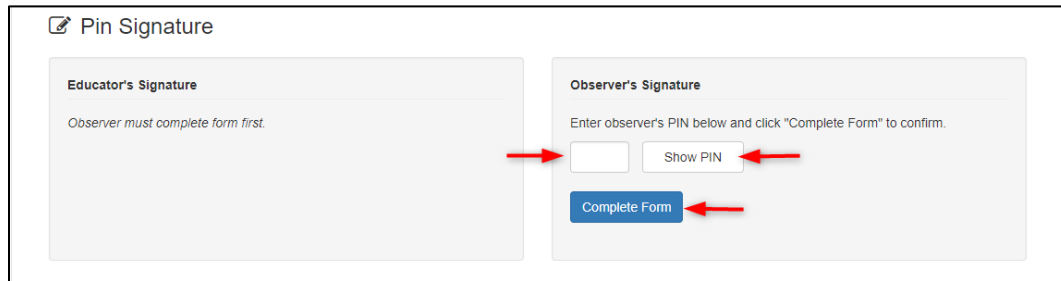[Close]   [💾 Save]

- 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.

Observation	Evidence						

🔖 Attachments   [Add Attachment]

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).
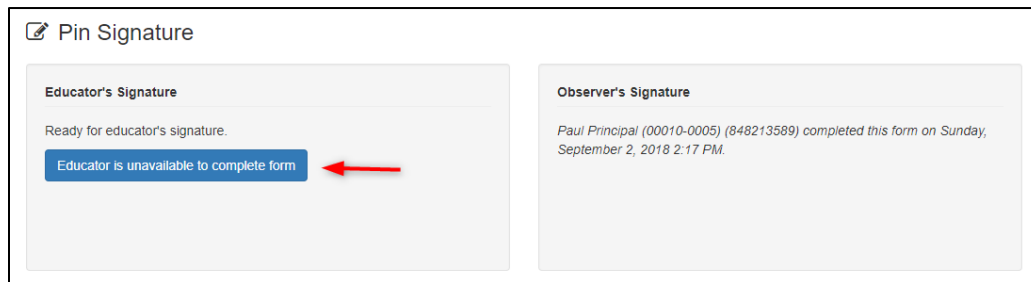- Click **Complete Form**.

ⓘ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**

- 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*.

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.