

## Level of Effectiveness and Evaluation Completion:

### Administrator and Educator Signatures and LOE Nullification Option

Once all required components for the educator’s evaluation have been scored, the Level of Effectiveness score will calculate in TNCompass. The system will display options for the scoring method for the educator’s category. Once the Level of Effectiveness has been calculated, an administrator\* can enter his/her electronic signature for the evaluation. After an administrator has signed, the educator can enter his/her electronic signature for the evaluation.

For the 2017-2018 academic year, the educators with TVAAS data have the option to nullify the 2017-2018 Level of Effectiveness score. If an educator chooses to nullify the 2017-2018 Level of Effectiveness score, 2018-2019 Observation Pacing will use the 2016-2017 Level of Effectiveness score to determine pacing level. In addition, Professional Development Points for 2017-2018 would be awarded for the 2016-2017 Level of Effectiveness Score.

 Information regarding Level of Effectiveness scores, nullification and observation pacing can be found with the below links.

<http://team-tn.org/wp-content/uploads/2013/10/final-loe-guidance.pdf>

<http://team-tn.org/wp-content/uploads/2013/08/Observation-Guidelines-2018-19.pdf>

\*For this user guide, Administrator is defined as current or previous year Principal, Assistant Principal, Superintendent, Superintendent Designee, or other role who has been granted the Evaluation Edit permission within TNCompass.

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# Administrator:

## Locating an 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. On the right, there are 'Application Quick Links' for 'My Educator Profile', 'Account Information', 'PDP Work Queue', and 'Apply for CTE'. Below that is a table titled 'TASL Problem of Practice Forms' with columns for 'Candidate' and 'Status'. The table lists 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 for 'Academic Year' (2018-2019), 'School' (Andersonville Elementary), and 'Educator Type' (All Educators). The 'All Educators' filter is highlighted with a red arrow. Below the filters is an 'Apply' button. To the right of the filters is a 'Refine by' section with input fields for 'First Name', 'Last Name', 'License Number', and 'SSN (last 4 digits)'. The 'Refine by' section is also highlighted with a red arrow. Below the filters, there are three educator profiles listed. The first is 'Assistant (00010-0005), Angela M (868251819)' with an email address and current staffing as 'Assistant Principal @ Andersonville Elementary (0005)'. The second is 'Occupational (00010-0005), Oscar M (819894135)' with an email address and current staffing as 'Teacher @ Andersonville Elementary (0005)'. The third is 'Teacher (00010-0005), Mary M (822480747)' with an email address and current staffing as 'Teacher @ Andersonville Elementary (0005)'. Each profile includes 'Active License(s)', 'Active Permits and Waivers', and 'Evaluation(s)' information.

⚠️ 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.

The options to open an evaluation record are dependent on the roles and permissions.

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

The screenshot shows the 'Educators' search results page. On the left, there are filters for 'Academic Year' (2018-2019), 'School' (Andersonville Elementary), and 'Educator Type' (Teacher). The search results on the right show a list of educators. A red arrow points to the name 'Teacher (00010-0005), Mary M (822480747)'. Below the name, there are sections for 'Current Staffing', 'Active License(s)', and 'Active Permits and Waivers'. A second red arrow points to the 'Evaluation(s)' section, which lists '2018-2019 / Anderson County / Teacher' and '2017-2018 / Anderson County / Teacher'.

- If the current academic year evaluation record is displayed, click **View all evaluation(s)**.

The screenshot shows the profile page for 'Mary Teacher (00010-0005) (822480747)'. There are tabs for 'Evaluations', 'Licensure', 'Transactions', and 'Staff Assignments'. Under the 'Evaluations' tab, there is a list of evaluation records. A red arrow points to the 'View all evaluation(s)' button next to the '2018-2019 / Anderson County / Teacher Evaluation' record.

- Click the desired academic year from the **Select Evaluation to View** window.

The screenshot shows the profile page for 'Mary Teacher (00010-0005) (822480747)' with a 'Select Evaluation to View' modal window open. The modal window shows a list of evaluation records. A red arrow points to the '2017-2018 Teacher Evaluation' record.

## View the Level of Effectiveness

The Level of Effectiveness score will display:

- Category / Option
- Score Status
- 3/4/5 Override Rule Applied
- 4/5 Trump Rule Applied
- LOE Scale Score
- LOE Score
- LOE Override

The screenshot shows the 'Evaluations' page for '2017-2018 / Anderson County / Teacher Evaluation'. The 'Level of Effectiveness' section is highlighted with a red box. It contains the following information:

Level of Effectiveness ⓘ	
Category / Option	tested teacher with previous individual TVAAS data (16-17 and 17-18) (option 1)
Score Status ⓘ	LOE score calculated
3/4/5 Override Rule Applied	No
4/5 Trump Rule Applied	No
L.O.E. Scale Score	341.65
L.O.E. Score	3.00
L.O.E. Override	

- Click the information icon next to the Level of Effectiveness Label to see the scoring options available for the educator's Category / Option

This screenshot is identical to the one above, but with a red arrow pointing to the information icon (ⓘ) next to the 'Level of Effectiveness' label. The 'Level of Effectiveness' section contains the same data as in the previous screenshot.

- The system will display the score calculation options.
- The selected option will have a label with a yellow star and **Selected Option**.

Level of Effectiveness Details ×

→ ★ Selected Option

Category/Option	tested teacher with previous individual TVAAS data (16-17 and 17-18) (option 1)	tested teacher with previous individual TVAAS data (16-17 and 17-18) (option 2)				
Status	LOE score calculated	LOE score calculated				
3/4/5 Override Rule Applied	No	No				
4/5 Trump Rule Applied	No	No				
L.O.E. Scale Score	341.65	335.50				
L.O.E. Score	3.00	3.00				
Components	Weight	Score	Scale	Weight	Score	Scale
Observation Rubric	65%	3.41	221.65	50%	3.41	170.5
Achievement Measure	15%	4.00	60	15%	4.00	60
Growth Measure	0%	3.00	0	0%	3.00	0
Individual Growth (Single-year)	0%	3.00	0	35%	3.00	105
Individual Growth (Multi-year)	20%	3.00	60	0%	3.00	0

Close

### Adding Administrator Electronic Signature

- Scroll to the bottom of the evaluation page.
- Enter PIN. (Click **Show PIN** to recover PIN)
- Click Complete Form.

✍ Pin Signature

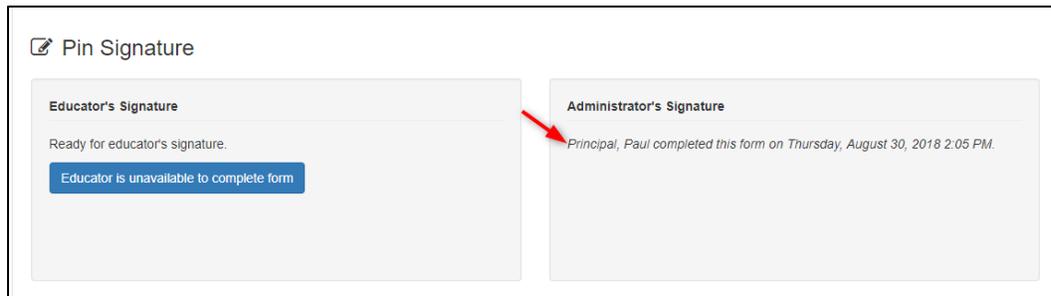
**Educator's Signature**

*Administrator must complete form first.*

**Administrator's Signature**

Enter Administrator PIN below and click "Complete Form" to confirm.

The Administrator's Signature will be displayed with the date and time entered.



Pin Signature

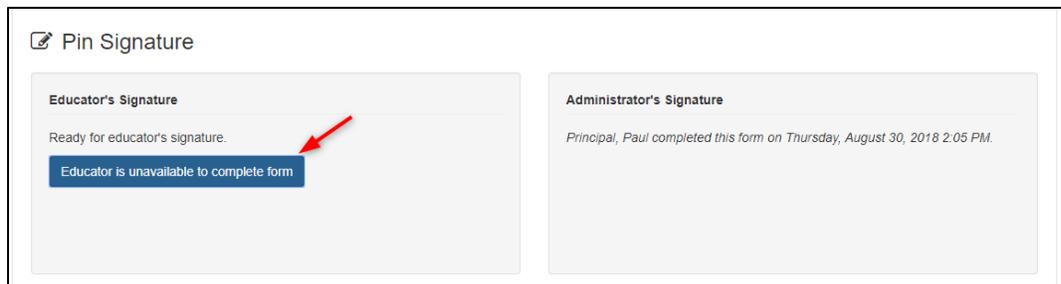
**Educator's Signature**  
Ready for educator's signature.  
[Educator is unavailable to complete form](#)

**Administrator's Signature**  
*Principal, Paul completed this form on Thursday, August 30, 2018 2:05 PM.*

## Educator Unavailable to sign evaluation

An Administrator can indicate if an educator is unavailable to enter an electronic signature for the evaluation.

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



Pin Signature

**Educator's Signature**  
Ready for educator's signature.  
[Educator is unavailable to complete form](#)

**Administrator's Signature**  
*Principal, Paul completed this form on Thursday, August 30, 2018 2:05 PM.*

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

**Educator's Signature** [Close]

**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**

<p><b>Educator's Signature</b></p> <p><b>Educator unavailable to provide signature.</b></p> <p>Principal, Paul (000000000) completed this form on Thursday, August 30, 2018 2:19 PM.</p> <p><b>Reason:</b> Educator is unable to complete (on leave, etc.)</p>	<p><b>Administrator's Signature</b></p> <p>Principal, Paul (000000000) completed this form on Thursday, August 30, 2018 2:05 PM.</p>
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## Educator:

### Location Evaluation

- Click **My Educator Profile**.

Home

Welcome to TNCompass!

#####Historical data edits to evaluation records##### Within TNCompass, those with the **Superintendent** and **Superintendent Designee** roles can make a select amount of historical data edits, or "overrides," to evaluation records. These edits are monitored by the department, and evidence of scores to support a historical data edit may be requested by the evaluation team at any time. Additionally, educators must be notified of any changes made to their record. Please refer to the link below for instructions.

[http://team-tn.org/wp-content/uploads/2013/08/TNCompass-User-Guide\\_Historical-Data-Edits-002.pdf](http://team-tn.org/wp-content/uploads/2013/08/TNCompass-User-Guide_Historical-Data-Edits-002.pdf)

Application Quick Links

- My Educator Profile
- Account Information
- Apply for CTE

My Observation Status

Required Domains  
Teacher @ Anderson County (00010)

- Inst 0/2
- Plan 0/1
- Env 0/1
- Prof 0/1

Transactions

No transactions have been initiated for the educator.

- Click **View all evaluation(s)**

Mary Teacher (000000000)

Evaluations | Licensure | Preparation | Transactions | Staff Assignments

2018-2019 / Anderson County / Teacher Evaluation

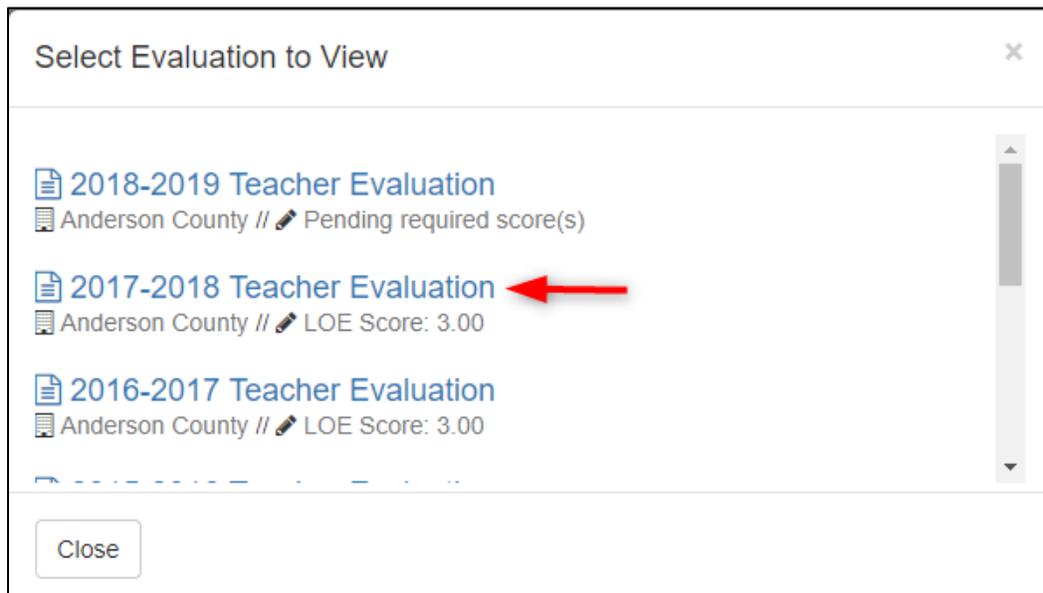
View all evaluation(s)

Print to PDF

Evaluation	
Academic Year	2018-2019
LEA	Anderson County (00010)
School	Clinton High School (0025)
Model	TEAM Model
Educator Type	Teacher
Coach Conversation Conducted	<input type="checkbox"/>
Partial Year Exemption (PYE)	No

Level of Effectiveness	
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	
L.O.E. Override	

- Select the desired academic year



[View the Level of Effectiveness](#)

The Level of Effectiveness score will display:

- Category / Option
- Score Status
- 3/4/5 Override Rule Applied
- 4/5 Trump Rule Applied
- LOE Scale Score
- LOE Score
- LOE Override

Evaluations | Licensure | Preparation | Transactions | Staff Assignments

2017-2018 / Anderson County / Teacher Evaluation View all evaluation(s)

*i* You are viewing information from a previous academic year.

[Print to PDF](#)

Evaluation	
Academic Year	2017-2018
LEA	Anderson County (00010)
School	Clinton Middle School (0020)
Model	TEAM Model
Educator Type	Teacher
Coach Conversation Conducted	<input type="checkbox"/>
Partial Year Exemption (PYE)	No

Level of Effectiveness <i>i</i>	
Category / Option	tested teacher with previous individual TVAAS data (16-17 and 17-18) (option 1)
Score Status <i>i</i>	LOE score calculated
3/4/5 Override Rule Applied	No
4/5 Trump Rule Applied	No
L.O.E. Scale Score	341.65
L.O.E. Score	3.00
L.O.E. Override	

- Click the information icon next to the Level of Effectiveness Label to see the scoring options available for the educator's Category / Option

Evaluations | Licensure | Preparation | Transactions | Staff Assignments

2017-2018 / Anderson County / Teacher Evaluation View all evaluation(s)

*i* You are viewing information from a previous academic year.

[Print to PDF](#)

Evaluation	
Academic Year	2017-2018
LEA	Anderson County (00010)
School	Clinton Middle School (0020)
Model	TEAM Model
Educator Type	Teacher
Coach Conversation Conducted	<input type="checkbox"/>
Partial Year Exemption (PYE)	No

Level of Effectiveness <i>i</i> 	
Category / Option	tested teacher with previous individual TVAAS data (16-17 and 17-18) (option 1)
Score Status <i>i</i>	LOE score calculated
3/4/5 Override Rule Applied	No
4/5 Trump Rule Applied	No
L.O.E. Scale Score	341.65
L.O.E. Score	3.00
L.O.E. Override	

- The system will display the score calculation options.
- The selected option will have a label with a yellow star and **Selected Option**.

Level of Effectiveness Details ✕

★ Selected Option

Category/Option	tested teacher with previous individual TVAAS data (16-17 and 17-18) (option 1)			tested teacher with previous individual TVAAS data (16-17 and 17-18) (option 2)		
Status	LOE score calculated			LOE score calculated		
3/4/5 Override Rule Applied	No			No		
4/5 Trump Rule Applied	No			No		
L.O.E. Scale Score	341.65			335.50		
L.O.E. Score	3.00			3.00		
Components	Weight	Score	Scale	Weight	Score	Scale
Observation Rubric	65%	3.41	221.65	50%	3.41	170.5
Achievement Measure	15%	4.00	60	15%	4.00	60
Growth Measure	0%	3.00	0	0%	3.00	0
Individual Growth (Single-year)	0%	3.00	0	35%	3.00	105
Individual Growth (Multi-year)	20%	3.00	60	0%	3.00	0

Close

## Educator Electronically Sign Evaluation

The **PIN Signature** section is located at the bottom of the evaluation page.

- Enter **PIN** (Click **Show PIN** to recover PIN).
- Click **Complete Form**.

Pin Signature

**Educator's Signature**

Enter Educator PIN below and click "Complete Form" to confirm.

By checking this box, I am acknowledging that I am nullifying the 2017-2018 LOE score.

**Administrator's Signature**

*Principal, Paula completed this form on Thursday, August 30, 2018 3:01 PM.*

The Educator's Signature will display:

- The educator's name indicating completion.
- The date and time the educator entered his/her signature.

**Pin Signature**

**Educator's Signature**

*Teacher, Mary completed this form on Thursday, August 30, 2018 3:03 PM.*

**Administrator's Signature**

*Principal, Paul completed this form on Thursday, August 30, 2018 3:01 PM.*

## Educator Electronically Sign Evaluation and Nullify Level of Effectiveness score

The **PIN Signature** section is located at the bottom of the evaluation page.

- To nullify the 2017-2018 LOE score, click the checkbox next to the statement ***By checking this box, I am acknowledging that I am nullifying the 2017-2018 LOE score.***
- Enter **PIN** (Click **Show PIN** to recover PIN).
- Click **Complete Form**.

**Pin Signature**

**Educator's Signature**

Enter Educator PIN below and click "Complete Form" to confirm.

By checking this box, I am acknowledging that I am nullifying the 2017-2018 LOE score.

**Administrator's Signature**

*Principal, Paul completed this form on Thursday, August 30, 2018 2:28 PM.*

The Educator' Signature will display:

- Statement indicating the LOE score was nullified by the educator.
- The educator's name indicating completion.
- The date and time the educator entered his/her signature.

**Pin Signature**

**Educator's Signature**

**The educator has elected to nullify LOE scores for the 2017-2018 school year.**

*Mary Teacher (000000000) completed this form on Thursday, August 30, 2018 2:50 PM.*

**Administrator's Signature**

*Principal, Paul completed this form on Thursday, August 30, 2018 2:28 PM.*

- A red asterisk will display next to each score component to indicate the score was nullified by the educator.

**Growth Measure \***

**Selected Measure** EOC Composite (school level)  
 The department has locked measure selection for this academic year.

**Scores** Original  
 4.00

**Individual Growth (Single-year) \*** 35%

- A message indicating the educator has nullified the LOE score at the top of the evaluation record.
- **Nullified** will display next the LOE Score.

Evaluations | **Licensure** | Preparation | Transactions | Staff Assignments

2017-2018 / Anderson County / Teacher Evaluation [View all evaluation\(s\)](#)

*You are viewing information from a previous academic year.*

*The educator has elected to nullify the LOE score for the 2017-2018 school year.*

[Print to PDF](#)

Evaluation		Level of Effectiveness ⓘ	
Academic Year	2017-2018	Category / Option	tested teacher with previous individual TVAAS data (15-16, 16-17, 17-18) (option 3)
LEA	Anderson County (00010)	Score Status ⓘ	LOE score calculated
School	Clinton High School (0025)	3/4/5 Override Rule Applied	No
Model	TEAM Model	4/5 Trump Rule Applied	No
Educator Type	Teacher	L.O.E. Scale Score	307.00
Coach Conversation Conducted	<input type="checkbox"/>	L.O.E. Score	3.00 <b>Nullified</b>
Partial Year Exemption (PYE)	No	L.O.E. Override	

- The Professional Development Points section of the **Licensure** page will display a message indicating the 2017-2018 LOE was nullified and the points are awarded from the prior year LOE score.

Add PDPs

Overall Evaluation Scores

Evaluation	Category	Description	Date Awarded	Points Earned
2018-2019 / Anderson County / Teacher	Overall Evaluation Score		06/01/2019	0
2017-2018 / Anderson County / Teacher *	Overall Evaluation Score		06/01/2018	10
2016-2017 / Anderson County / Teacher	Overall Evaluation Score		06/01/2017	10
2015-2016 / Anderson County / Teacher	Overall Evaluation Score		06/01/2016	10
2014-2015 / Anderson County / Teacher	Overall Evaluation Score		06/01/2015	10

Showing the 5 most recent Overall Evaluation Scores [Show All 8 Overall Evaluation Scores](#)

\* The educator has chosen to nullify the LOE scores for the evaluation and the PDP points are retrieved from the prior year evaluation.