

Louisiana Believes

CIS User Guide – Observations & Site Visits

Inside this guide...

Observations and site visits provide the evidence for evaluators to consider when assigning a rating for professional practice, one component of the annual evaluation rating.

Process Flows

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System Features

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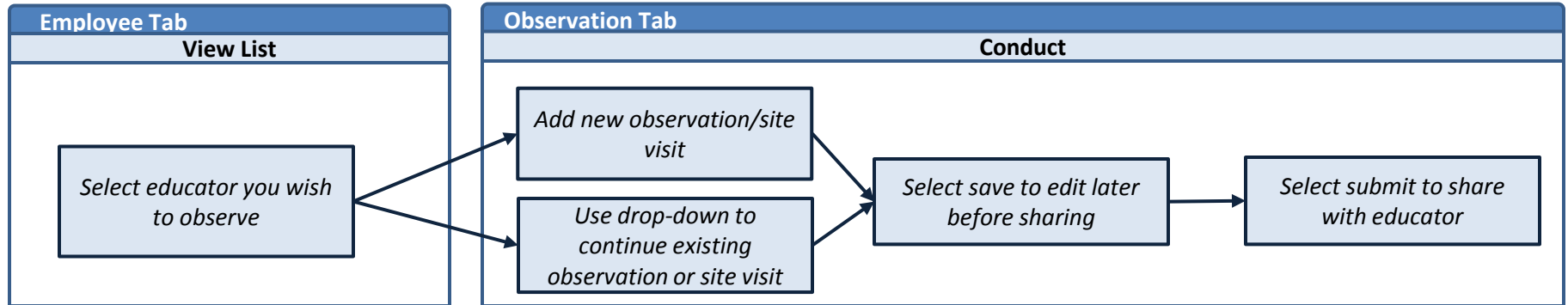
FAQs

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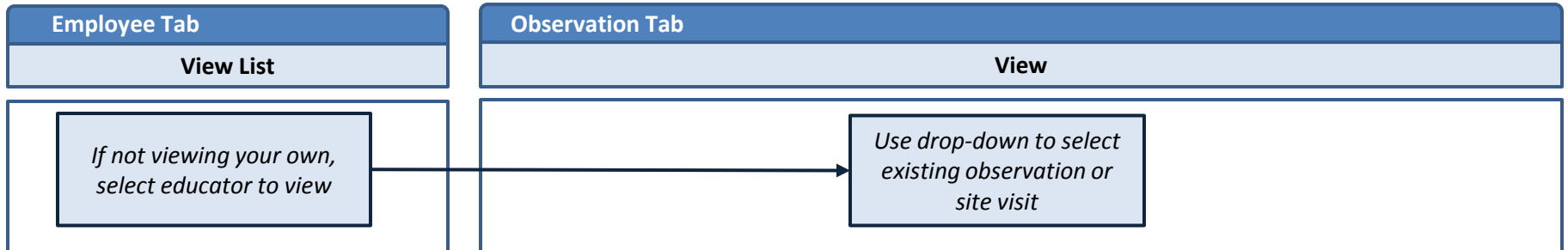
To get started, login to [Compass Information System](#), or refer to the [Getting Started Guide](#).

Observation Processes

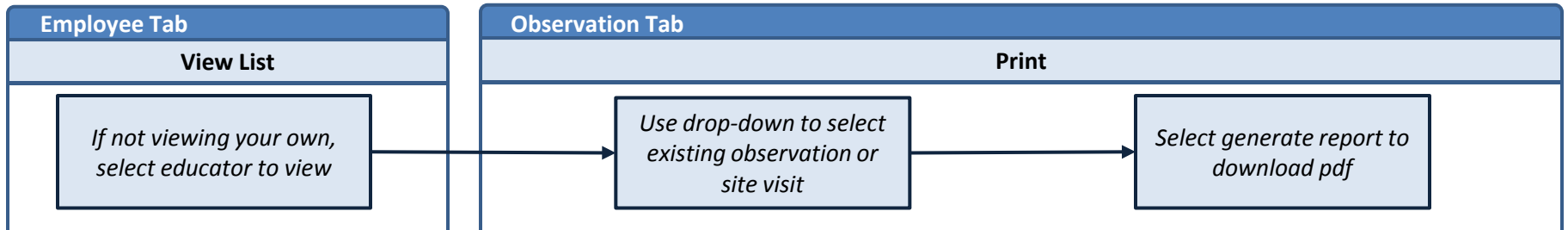
Conduct Observation/Site Visit *Evaluator only*



View Observation/Site Visit *Administrator, Supervisor, Evaluator, Educator*



Print Observation/Site Visit *Administrator, Supervisor, Evaluator, Educator*



Conduct observations/site visits

1 Observation Title: My test observation
Observation Date: 8/22/2013
Full-Period?: Check if this observation was for a full period.
Pre-Obs. Conf.:
Post-Obs. Conf.:
Class Description: Algebra 1
Student Count: 30
Course Category:
Grade:
Effective Proficient

2 Feedback:
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3

4 Scoring:
 Average Competency Rating
 Overall Observation Rating
 Not Scored
 Effective Proficient
Calculate

5 Attach a document:
List of attachments:
Class Notes
Class Outline

6 Save Submit Delete

1

Title the observation/site visit and enter basic information

2

Enter component-specific ratings and/or feedback
Compass Rubric Only

3

Enter comments to the educator about areas of strength, areas for improvement, next steps, and/or overall notes

4

Select a scoring option or choose not to score the observation/site visit

5

Attach documents for the educator to review

6

Submit your observation/site visit for the educator to view or save for editing later

Score observations/ site visits

The screenshot displays the Compass Information System interface. At the top, there is a navigation bar with the 'Compass' logo and 'COMPASS INFORMATION SYSTEM' text. Below this is a menu with tabs for Security, Employee, VAM, Eval Assign, PGP, SLT, Observation, Evaluation, Report, To Do List, and Links. The 'Observation' tab is selected, and the 'View' sub-tab is active. The main content area shows a form for entering observation details. The 'School Session' is set to '2012 - 2013' and the 'Mode' is 'Update'. A dropdown menu shows '8/22/2013 - My test observation' selected. Below this, there are fields for 'Observation Title' (My test observation), 'Observation Date' (8/22/2013), 'Class Description' (Algebra 1), 'Student Count' (33), and 'Grade' (dropdown). There are also checkboxes for 'Full-Period?' and 'Check if this observation was for a full period.' Below the observation details, there is a section for 'Setting Instructional Outcomes' with a dropdown set to 'Effective: Proficient'. A 'Compass Rubric' section contains a text area with placeholder text. At the bottom, a 'Scoring' section has radio buttons for 'Average Competency Rating', 'Overall Observation Rating', and 'Not Scored', and a checkbox for 'Effective Proficient' with a 'Calculate' button.

1

Component-specific ratings *Compass Rubric Only*

- Component-specific ratings are not required, but can be used to inform all or some components of the Compass Rubric, if they are using a Compass Rubric.

2

Scoring options

- If an evaluator chooses to enter component-specific ratings, the evaluator may decide whether to use these ratings to calculate the overall observation/site visit rating.
- The evaluator may choose to calculate an overall rating for the observation/site visit by averaging the component-specific ratings or entering their own overall observation rating.
- **The evaluator may choose not to rate the observation/site visit at all (either at the component-level or the overall-level).**

View observations/ site visits

Compass COMPASS INFORMATION SYSTEM View Only Close | Restart

Security | Employee | VAM | Eval Assgn. | PGP | SLT | **Observation** | Evaluation | Report | To Do List | Links

View | Conduct

School Session: _____ Mode: **Update**
LEA: _____
School: _____
Employee: _____

1) Either select an existing observation for update: Refresh Evaluator(s): LEALEADER3 STAGING (effective 9/20/2013)

Observation Title:	OBSERVATION	Class Description:
Observation Date:	9/1/2013 (Begin) 9/1/2013 (End)	Student Count:
Full-Period?:	N	Course Category:
Pre-Obs. Conf.:	(Date) (Time)	Grade:
Post-Obs. Conf.:	(Date) (Time)	

Component level information follows:

1 **1c: Setting Instructional Outcomes** Effective: Proficient

Compass Teacher Rubric
Feedback:
Notes and feedback...

2

3 **Scoring:**

<input type="radio"/> Average component ratings	3.00	Effective: Proficient
<input checked="" type="radio"/> Overall observation rating	4.00	Highly Effective
<input type="radio"/> Not scored		

4 List of attachments:
attached document

Save Submit Delete

1

View component-specific ratings and/or feedback
Compass Rubric Only

2

View feedback about areas of strength, areas for improvement, next steps, and/or overall notes

3

Select a scoring option or choose not to score the observation/site visit

4

Attach documents for the educator to review

Print observations/site visits

The screenshot shows the Compass Information System interface. At the top, there is a header with the Louisiana state seal, the word "Compass" in red, and "COMPASS INFORMATION SYSTEM" in white. A "View Only" button is visible in the top right. Below the header is a navigation bar with tabs for "Employee", "VAM", "Eval Assign", "PGP", "SLT", "Observation", "Evaluation", "Report", "To Do List", and "Links". The "Observation" tab is selected. Below the navigation bar are three buttons: "View", "Conduct", and "Print". The main content area displays the following information:

School Session:	2013 - 2014
LEA:	
School:	
Employee:	TEST TEACHER1
Observation:	9/19/2013 - ANOTHER OBSERVATION - TK

A "Generate Report" button is located below the observation details.

1

Select the observation/site visit you wish to print.

2

Use the 'generate report' button to generate a pdf summary of the observation/site visit

FAQs and Additional Resources

FAQs:

Who can perform an observation/site visit?

A certified and assigned evaluator may perform an observation/site visit

Who can view an observation/site visit?

An employee may view observations/site visits their evaluator has performed in their school/classroom; additionally, evaluators may view observations/site visits performed on educators they are assigned to evaluate; Supervisors may view all observations/site visits performed by evaluators in their school; LEA Administrators may view all observations/site visits performed by evaluators in their district

How do I become a certified evaluator?

To become a certified evaluator, an employee must be approved by their school leader and attend a training. To sign up for training, visit *Coursewhere*. For more information about assigning evaluators, refer to the CIS Guide for LEA Administrators.

My school has a waiver for observations, can I still use Compass Information System to record observations/site visits?

Yes, all schools may use Compass Information System to record observations/site visits ; however, component-level ratings will only be applicable for the Compass Rubrics for teachers, leaders, and counselors.

Additional Resources:

- [Compass Teacher Rubric](#)
- [Compass Leader Rubric](#)
- [Compass Counselor Rubric](#)
- [Guide to Observation Flexibility](#)

Where to go for help:

- For additional Compass resources, review the [Compass library](#)
- For questions about Compass and CIS, email compass@la.gov
- Network data specialist and district Compass contact [list](#)