Louisiana Believes

CIS User Guide – School Supervisors

DEPARTMENT of EDUCATION

Inside this guide...

The primary role of the Supervisor is to monitor the Compass Information System to ensure that employee data is accurate and up to date, request changes from the LEA Administrator if necessary, and to manage evaluator assignments of educators within the Compass Information System.

Process Flows

- Assigning evaluators and evaluation types (rubrics) 3
- School-level reports 3

System Features

- Employee roster screen 4
- Evaluator assign screen 5
- School-level reports: employee roster export 6
- School-level reports: observation summary report 7
- School-level reports: observation data export 8
- School-level reports: student learning target data export 9
- School-level reports: student achievement trend data report 10

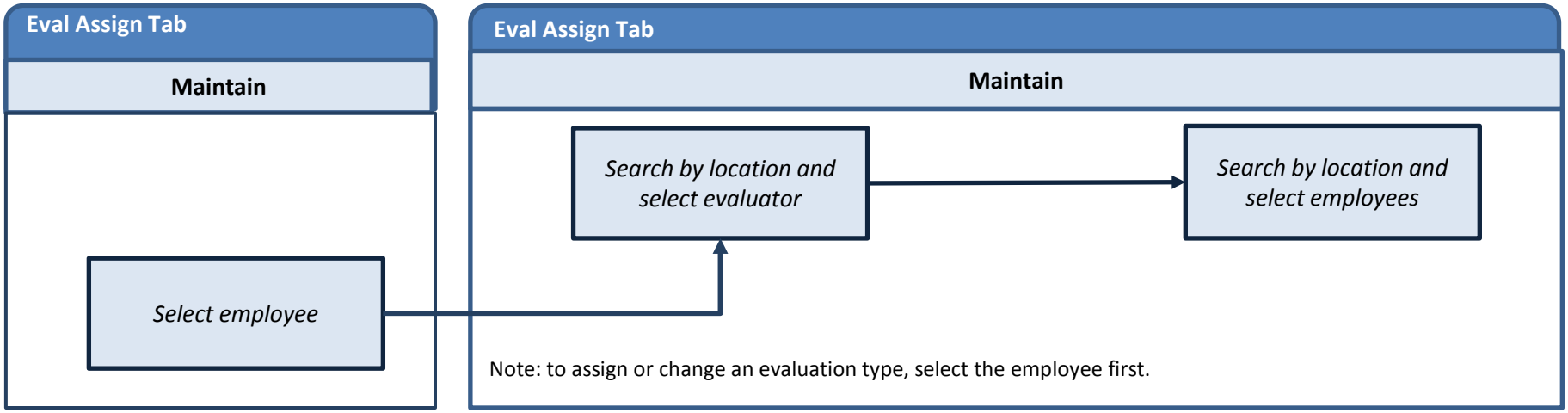
FAQs

- What to know, additional resources, where to go for help 11

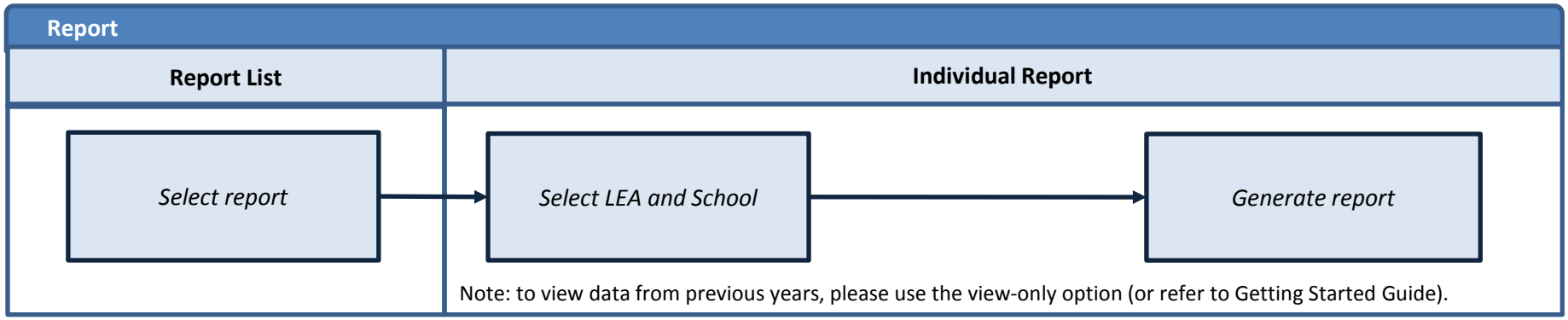
To get started, login to Compass Information System, or refer to the Getting Started Guide.

Process Flows

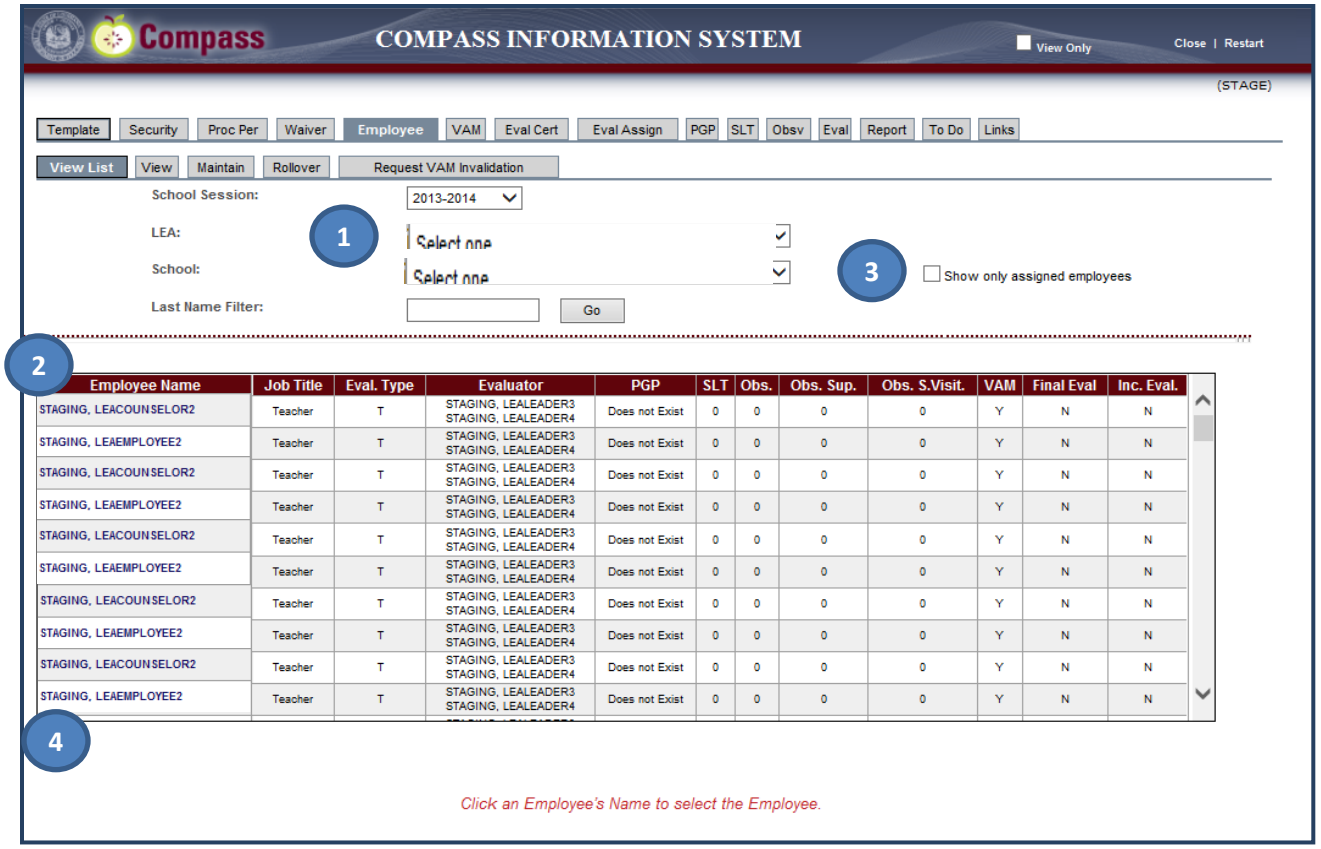
Assign evaluator(s) & evaluation type (rubric) *LDE Admin, LEA Admin, or Supervisor*



Running school-level reports *LDE/LEA Admin and Supervisor only*



Employee Roster Screen



1

View dashboard view of employee information:

- Employee Name
- Job Title
- Evaluation Type (rubric)
- Evaluator(s) assigned
- Professional Growth Plan (if entered)
- Count of SLTs entered
- Count of Observations entered
- Count of Site Visits entered
- Whether a value-added metric will be assigned
- Whether a final evaluation has been entered
- Whether the final evaluation has been marked incomplete

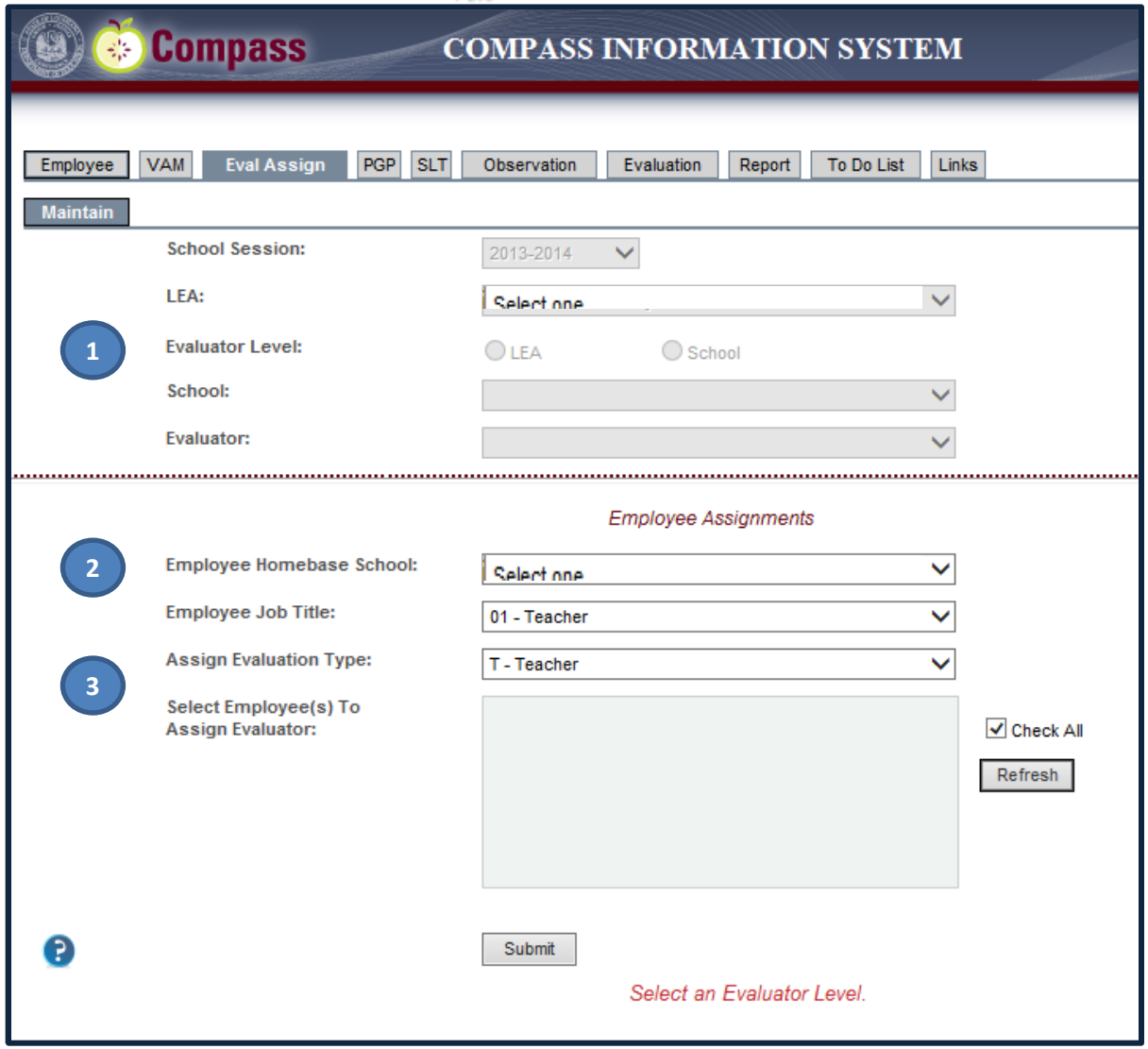
2

View only employees you are assigned to evaluate

3

Select an employee to access data in subsequent tabs

Evaluator Assign Screen

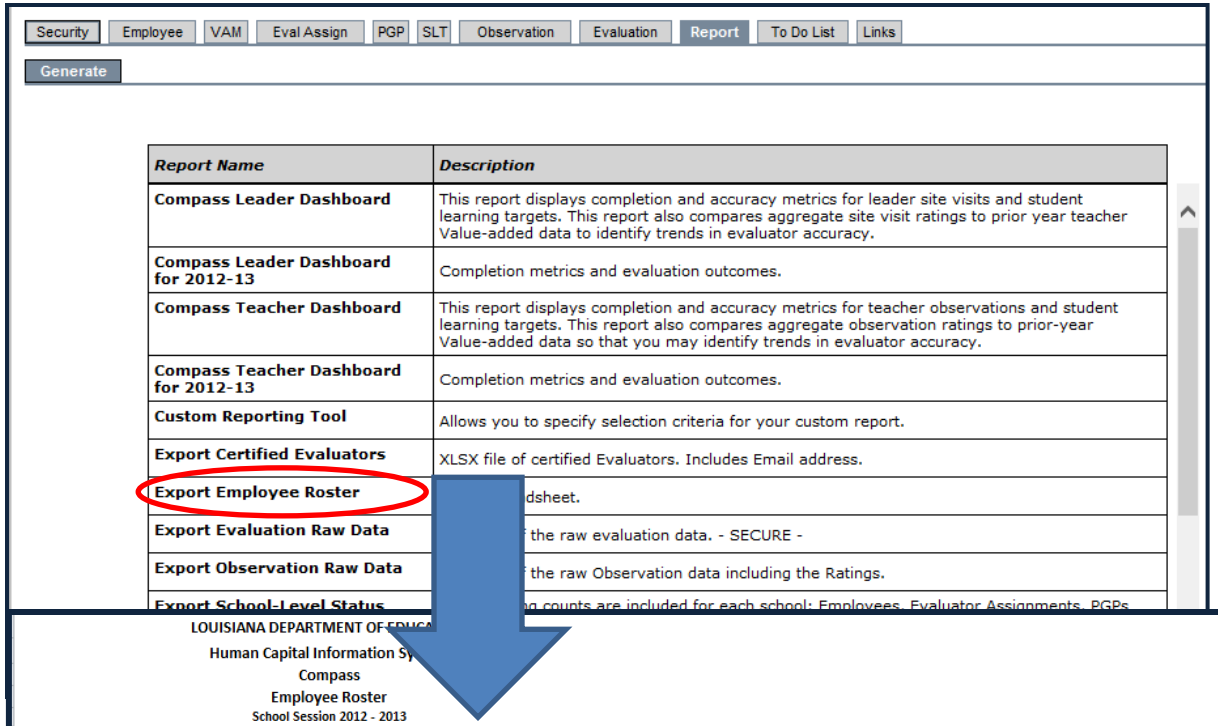


1. **Assign evaluator(s) to an employee**
2. **View existing evaluator assignments**
3. **Assign evaluation type (rubric)**

Note: Evaluation Types may only be assigned to applicable job titles:

Teacher	Teacher (T), Other (O)
Librarian	Teacher (T), Other (O)
Principal/AP	Leader (L), Other (O)
Counselor	Counselor (C), Other (O)
Other	All evaluation types

Employee Roster Report



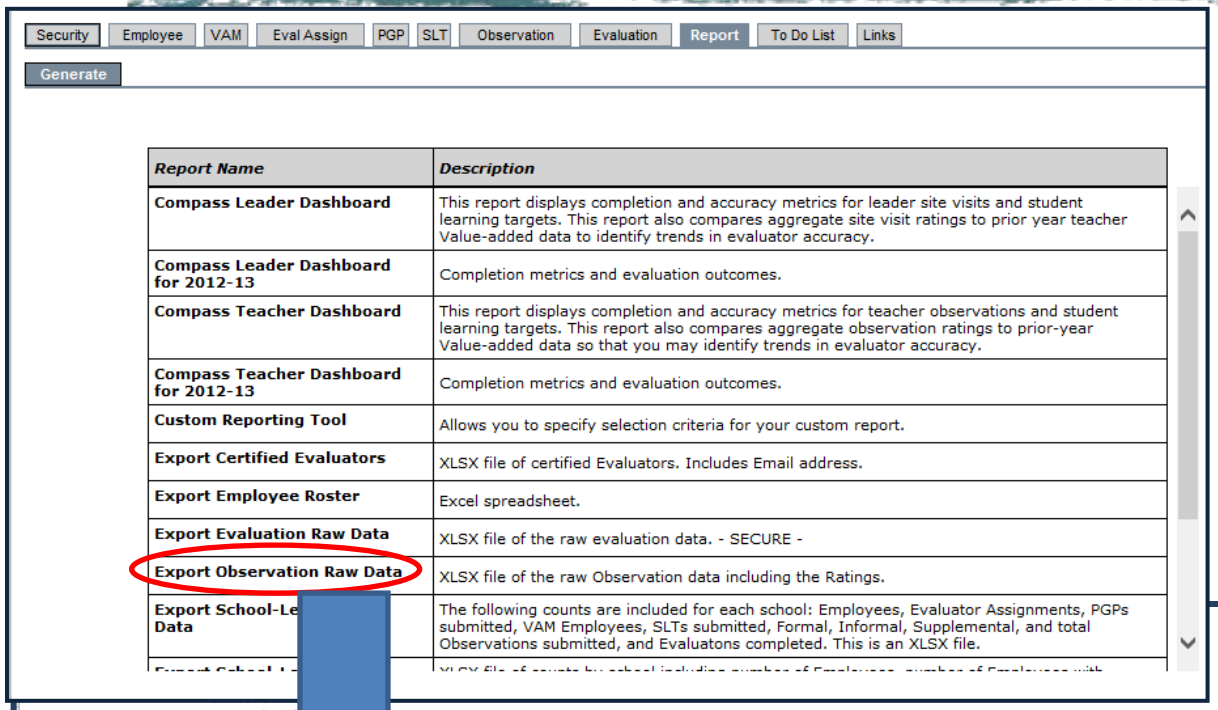
Export the employee roster report to see all employees within your school and ensure they have been assigned evaluation types and evaluators

LOUISIANA DEPARTMENT OF EDUCA
Human Capital Information Sy
Compass
Employee Roster
School Session 2012 - 2013
As of 9/17/2013

LEA ADMINISTRATOR: LEASTAFF3 TEST

Network	Sponsor Code	LEA	Site Code	School	Employee Last Name	Employee First Name	Evaluator Last Name	Evaluator First Name	LEA Hire Date	Job Title	Evaluation Type (Rubric assigned)	User Role	Certified Evaluator?	Incomplete Evaluation Reason	Email Address	Evaluation Submission Date
0	000	LA Sample District	000000	LA Test School1	TEST	LEACOUNSELOR2	TEST	LEALEADER3		Counselor	Counselor	HCS_EMPLOYEE	N		testuser@la.gov	9/9/2013
0	000	LA Sample District	000000	LA Test School1	TEST	LEACOUNSELOR2	ADMINISTRATOR-1	TEST		Counselor	Counselor	HCS_EMPLOYEE	N		testuser@la.gov	9/9/2013
0	000	LA Sample District	000000	LA Test School1	TEST	LEAEMPLOYEE2	TEST	LEALEADER3		Teacher	Other	HCS_EMPLOYEE	N		testuser@la.gov	
0	000	LA Sample District	000000	LA Test School2	TEST	LEAEMPLOYEE2	ADMINISTRATOR-1	TEST		Teacher	Other	HCS_EMPLOYEE	N		testuser@la.gov	
0	000	LA Sample District	000000	LA Test School2	TEST	LEALEADER3	TEST	LEASUP2		Other	Leader	HCS_EVALUATOR	Y		testuser@la.gov	
0	000	LA Sample District	000000	LA Test School2	TEST	LEALEADER4	TEST	LEALEADER3		Principal/AP	Leader	HCS_EMPLOYEE	N		testuser@la.gov	
0	000	LA Sample District	000000	LA Test School3	TEST	LEALEADER4	TEST	LEASUP2		Principal/AP	Leader	HCS_EMPLOYEE	N		testuser@la.gov	
0	000	LA Sample District	000000	LA Test School3	TEST	LEASUP2				Other		HCS_SUPERVISOR	Y		testuser@la.gov	
0	000	LA Sample District	000000	LA Test School3	TEST	LEATEACHER3	TEST	LEALEADER3		Teacher	Teacher	HCS_EMPLOYEE	N		testuser@la.gov	
0	000	LA Sample District	000000	LA Test School3	TEST	LEATEACHER4				Teacher	Teacher	HCS_EMPLOYEE	N		testuser@la.gov	

Observation Data Report

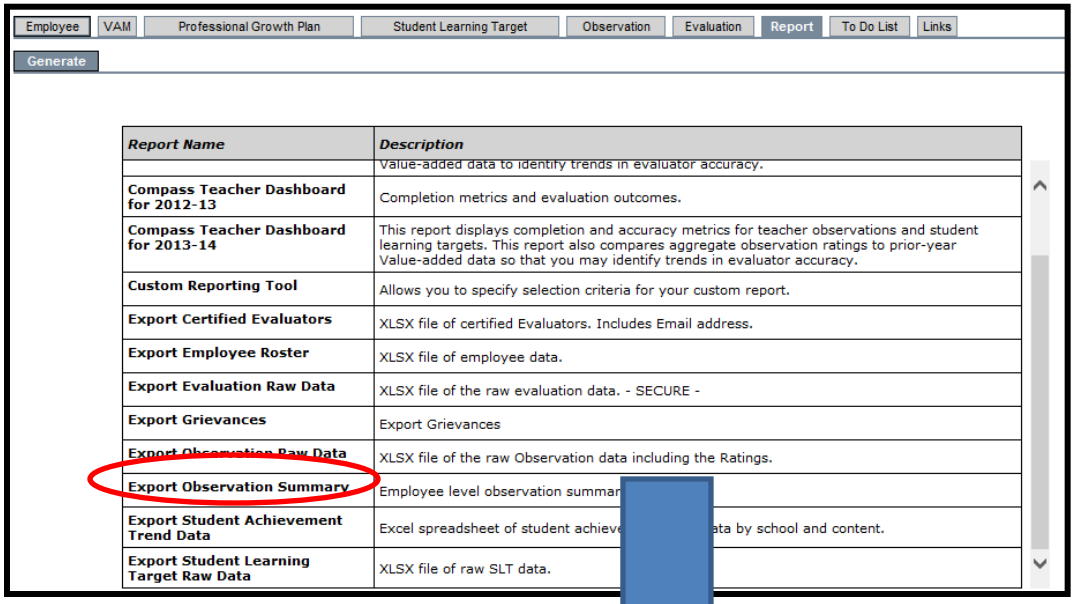


Report Name	Description
Compass Leader Dashboard	This report displays completion and accuracy metrics for leader site visits and student learning targets. This report also compares aggregate site visit ratings to prior year teacher Value-added data to identify trends in evaluator accuracy.
Compass Leader Dashboard for 2012-13	Completion metrics and evaluation outcomes.
Compass Teacher Dashboard	This report displays completion and accuracy metrics for teacher observations and student learning targets. This report also compares aggregate observation ratings to prior-year Value-added data so that you may identify trends in evaluator accuracy.
Compass Teacher Dashboard for 2012-13	Completion metrics and evaluation outcomes.
Custom Reporting Tool	Allows you to specify selection criteria for your custom report.
Export Certified Evaluators	XLSX file of certified Evaluators. Includes Email address.
Export Employee Roster	Excel spreadsheet.
Export Evaluation Raw Data	XLSX file of the raw evaluation data. - SECURE -
Export Observation Raw Data	XLSX file of the raw Observation data including the Ratings.
Export School-Le Data	The following counts are included for each school: Employees, Evaluator Assignments, PGPs submitted, VAM Employees, SLTs submitted, Formal, Informal, Supplemental, and total Observations submitted, and Evaluatons completed. This is an XLSX file.

Export observation raw data report to see all observations submitted within your school

School Session	Sponsor Code	Sponsor Name			Employee Key	Last Name	First Name	Middle Name	Suffix Name	Evaluation Type	Observation Number	Observer Last Name	Observer First Name	Observer Middle Name	Observer Suffix Name	Observation Type	Observation Notes	Areas of Strength	Areas for Growth	Observation Title
2012 - 2013	000	TEST District	000000	Test School	662946	TEST	LEALEADER4			L - Leader	1	TEST	LEASUP2			V - Site Visit		Great job		SITE VISIT = NO RATING
2012 - 2013	000	TEST District	000000	Test School	662946	TEST	LEALEADER4			L - Leader	2	TEST	LEALEADER3			V - Site Visit				TEST - SITE VISIT 9/9

Observation Summary Report



Compare observations to review scoring methodology and whether or not an observation/site visit was scored on all rubric components

LOUISIANA DEPARTMENT OF EDUCATION
Compass Information System
Observation Summary Report
School Session 2013 - 2014

Home Base Site Name	Employee Last Name	Employee First Name	Observer Last Name	Observer First Name	Observation Number	Observation End Date	Observation Key	Evaluation Type	Observation Type	Scoring Method	Overall Observation Score	Overall Observation Rating	All Components Rated?
TEST SCHOOL	OTHER3	TEST	EVALUATOR	TEST	1	9/1/2013	84924	O - Other	O - Observation	2 - Overall Observation Rating	3.00	Effective: Proficient	N
TEST SCHOOL	TEACHER1	TEST	EVALUATOR	TEST	2	9/19/2013	84921	T - Teacher	O - Observation	1 - Average Competancy Rating			N
TEST SCHOOL	TEACHER1	TEST	EVALUATOR	TEST	3	9/19/2013	84922	T - Teacher	O - Observation	2 - Overall Observation Rating	3.40	Effective: Proficient	N

SLT Data Report

Report Name	Description
(CSV)	
Export Observation Raw Data	XLSX file of the raw Observation data including the Ratings.
Export Observation Raw Data (CSV)	Statewide raw Observation data in CSV format.
Export Observation Raw Data LDE	XLSX file of the raw Observation data including the Ratings. Contains sensitive information and is only available to LDE staff.
Export School-Level Status Data	The following counts are included for each school: Employees, Evaluator Assignments, PGPs submitted, VAM Employees, SLTs submitted, Formal, Informal, Supplemental, and total Observations submitted, and Evaluatons completed. This is an XLSX file.
Export School-Level Usage Statistics	XLSX file of counts by school including number of Employees, number of Employees with Evaluator assigned, number of Supervisors, number of certified Evaluators, and number of Evaluators with assignments.
Export Student Learning Target Raw Data	XLSX file of raw SLT data.
Export Student L Target Raw Data	Statewide SLT data in CSV format.
Export Student L Target Raw Data	XLSX file of the raw SLT data. Contains sensitive information and is only available to LDE staff.
Export Users By	XLSX file of users for a selected User Group.
Export VAM Data	XLSX file of teacher-level Value-Added Model data

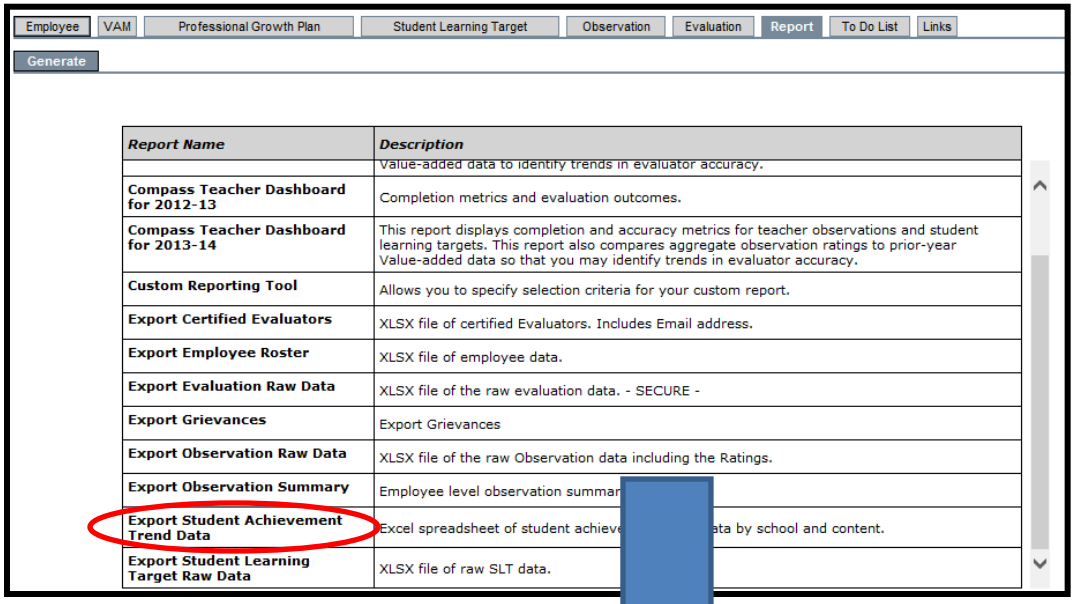
Click a Report Name to select.

Export SLT raw data report to see all SLTs submitted within your school

LOUISIANA DEPARTMENT OF EDUCATION
Compass Information System
Student Learning Target Raw Data
School Session 2013 - 2014
As of 12/17/2013

Employee Key	Last Name	First Name	Middle Name	Suffix Name	SLT Number	Grade	Course Category	Student Count	Instruction Interval	Other Instruction Interval	Student Assessment Type	Student Assessment	Other Student Assessment
662969	TEST	LEADER4			1	01 - FIRST		12	01 - Full Academic				
662970	TEST	TEACHER3			1	05 - FIFTH	ALGE - Algebra	12	02 - Semester				
662970	TEST	TEACHER3			2	01 - FIRST	AERO - Aerospace	9	01 - Full Academic			999 - Other	@##()@&)@
662970	TEST	TEACHER3			3	01 - FIRST	AERO - Aerospace	8	01 - Full Academic				

Student Achievement Trend Data



Export Student Achievement Trend Data reports for students at your school

For more information about Student Achievement Trend Data review the [Compass Library]

Student Achievement Trend Data - 2013
English

Student Last Name	Student First Name	Student ID	Expected Grade SY 2013-14	Student Achievement Data Range SY 2013-1	Prior Year Performance Level SY 2012-13	Prior Year Score SY 2012-1	Prior Year Performance Level SY 2011-12	Prior Year Score SY 2011-12	Prior Year Performance Level SY 2010-1	Prior Year Score SY 2010-1	Special Education Status SY 2012-1	504 Plan SY 2012-13	Gifted Status SY 2012-12
STUDENT	ONE	123456789	06	272-287	Basic	319	Basic	308	Basic	287	No	No	No
STUDENT	TWO	123456781	07	269-284	Approaching Basic	265	Approaching Basic	264	Basic	305	No	No	No
STUDENT	THREE	123456782	06	270-285	Basic	287	Mastery	368	Basic	320	No	No	No
STUDENT	FOUR	123456783	06	249-299	Approaching Basic	284	Basic	315	Basic	305	No	No	No
STUDENT	FIVE	123456784	07	258-273	Approaching Basic	246	Approaching Basic	267	Basic	302	No	No	No
STUDENT	SIX	123456785	06	258-273	Approaching Basic	277	Basic	342	Basic	330	No	No	No
STUDENT	SEVEN	123456786	06	242-292	Approaching Basic	264	Basic	319	Approaching Basic	264	No	No	No
STUDENT	EIGHT	123456787	08	307-322	Basic	296	Basic	297	Approaching Basic	271	No	No	No

FAQs

FAQs:

- **What do I do if an employee transfers into my district?**
- Supervisors should use the employee roster and roster report to ensure that newly transferred employees are accounted for within their school. If a new employee does not appear, please contact your LEA Administrator to help you have the employee transferred to your school. Once the employee is transferred to your school, be sure to assign an evaluator and evaluation type for the employee in CIS.

- **How do I change a rubric for an employee who already as an observation or SLT?**
- If an observation or SLT has already been entered, your LEA Administrator will need to delete all data to change the rubric. The observation or SLT will then need to be re-entered once the evaluation type/rubric has been reset. To avoid assigning an Observation or SLT to the wrong evaluation type/rubric, use the employee roster to view assigned evaluation types and evaluators for all employees

Additional Resources:

- Teacher evaluator training guide
- Leader evaluator training guide
- Coursewhere evaluator trainings

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