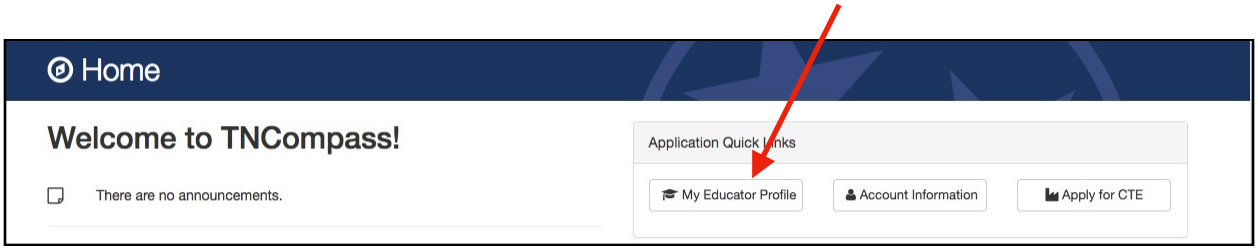
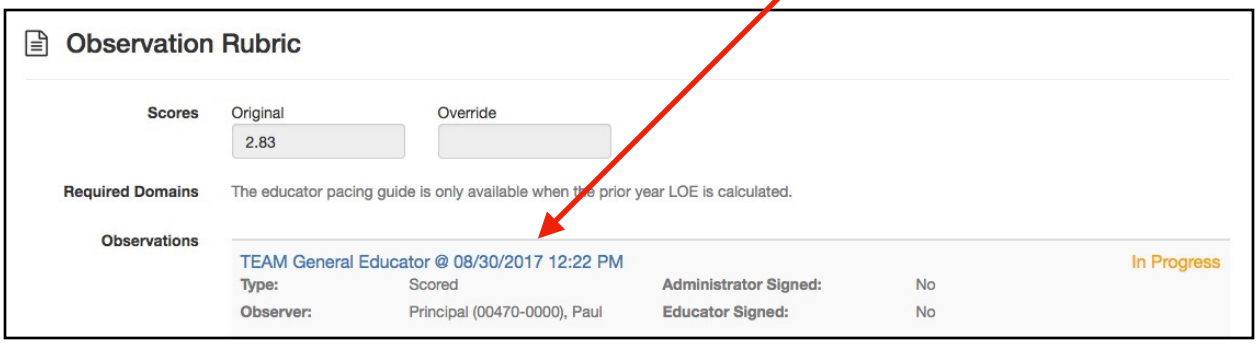
Completing the Educator TEAM Observation Self-Assessment in TNCompass

https://tncompass.org

Navigate to the above website. Click on the ***My Educator Profile*** button.



Scroll down to the Observation Rubric section. Click on the observation link.

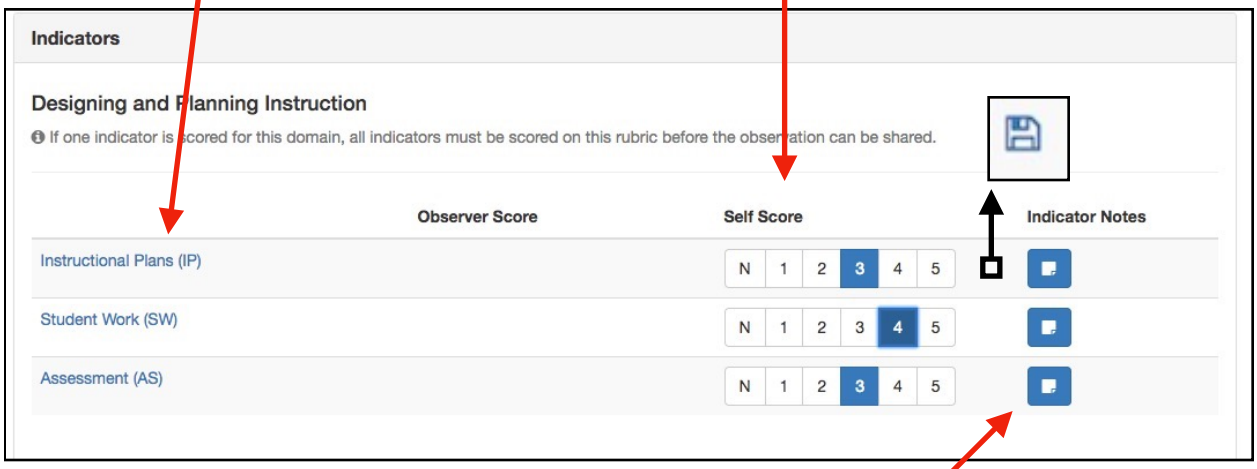


Before you begin the process, you need to know the following things:

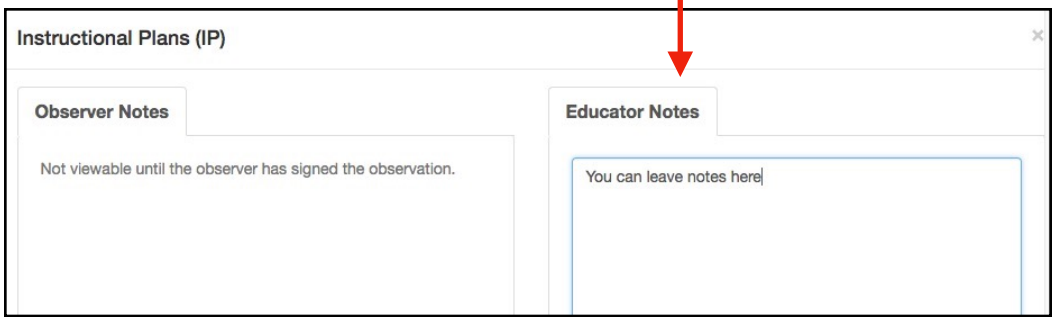
1. **Your scoring is LIVE**. The observer can see it as soon as you do it.
2. You CANNOT see scripting, scores or notes until the observer releases the observation.
3. **Scoring auto-saves**, but indicator notes do not.
4. Teachers may upload attachments to the observation.

You can click on the Indicator name to see the rubric for that indicator.

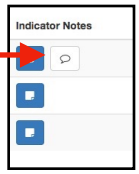
Click on the number to score the indicator. You will see a disk icon flash! That is the auto-save.



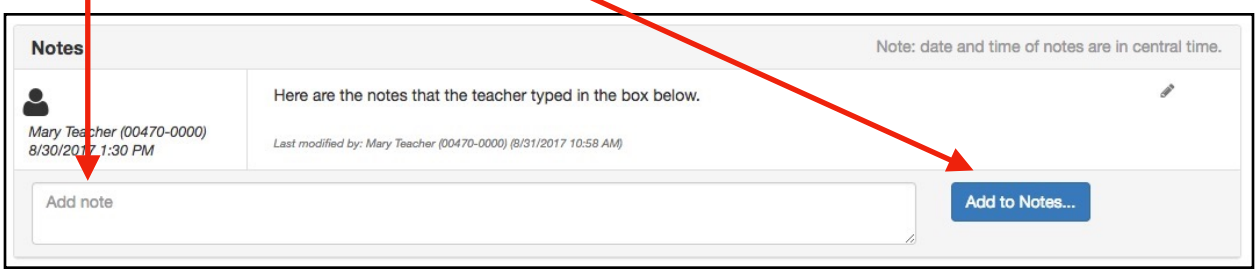
Teachers are now able to make a note that is visible to the observer on any indicator. There is a ***SAVE*** button in the lower right corner.



Once you make a note, an icon will appear that looks like a speech bubble. Indicator notes are not required.



There is a General Notes field at the bottom of the page. Type in the box that says Add Note, then click ***Add To Notes*** button to save.

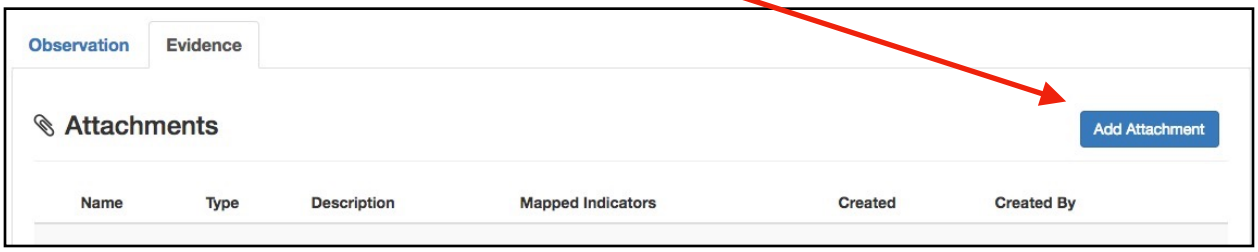


Adding Attachments to an Observation

Attachments may/may not be required by your observer. This is where you could attach lesson plans, pictures or other necessary documentation to the observation.

Click on the ***Evidence*** tab at the top of the observation

Click on ***Add Attachment***.



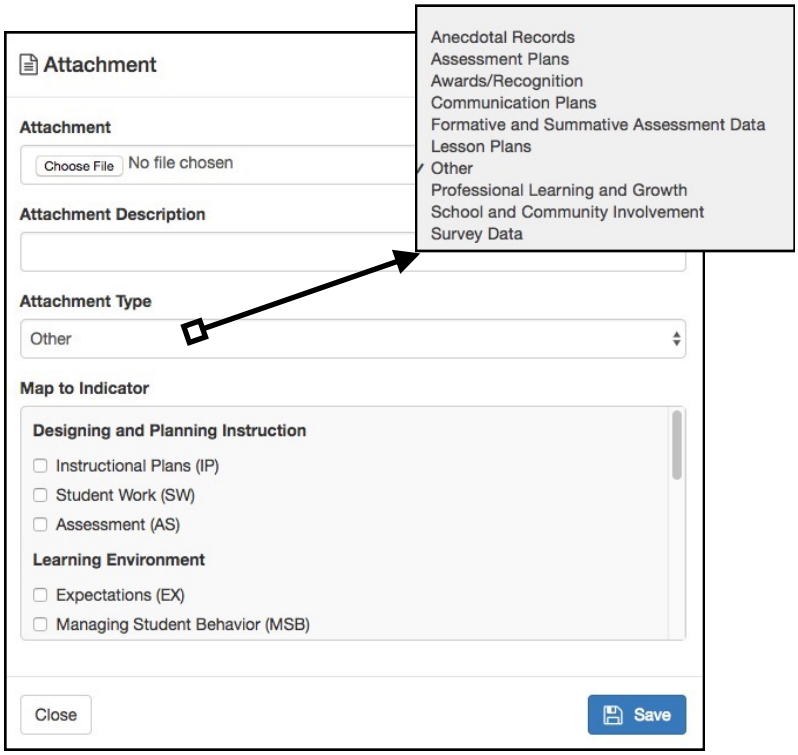
Choose the file from your computer.

Complete ***Attachment Description***.

Choose an ***Attachment type***.

Map the attachment to the correct indicator.

Click ***Save***.



You are done!