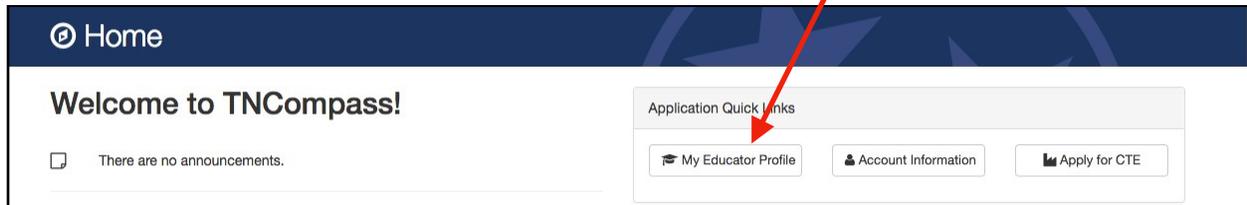


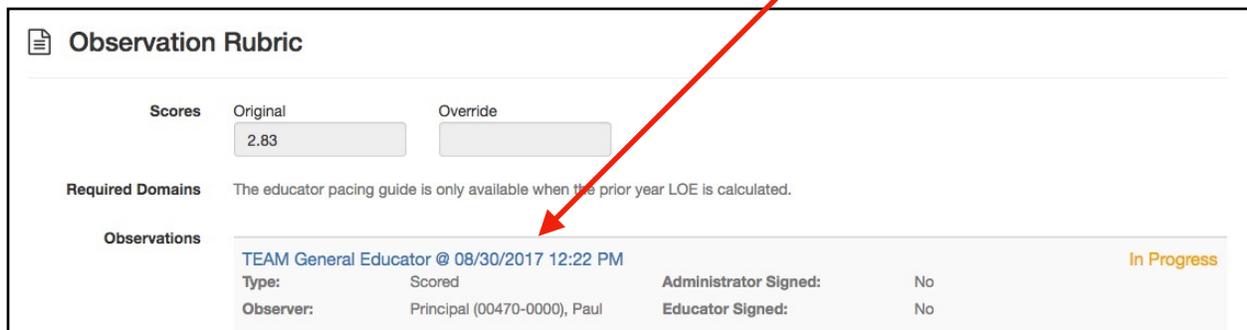
Completing the Educator TEAM Observation Self-Assessment in TNCompass

<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.

	Observer Score	Self Score	Indicator Notes
Instructional Plans (IP)		N 1 2 3 4 5	 
Student Work (SW)		N 1 2 3 4 5	
Assessment (AS)		N 1 2 3 4 5	

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.

Instructional Plans (IP)

Observer Notes

Not viewable until the observer has signed the observation.

Educator Notes

You can leave notes here

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

Indicator Notes

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.

Notes

Note: date and time of notes are in central time.

Mary Teacher (00470-0000)
8/30/2017 1:30 PM

Here are the notes that the teacher typed in the box below.

Last modified by: Mary Teacher (00470-0000) (8/31/2017 10:58 AM)

Add note

Add to Notes...

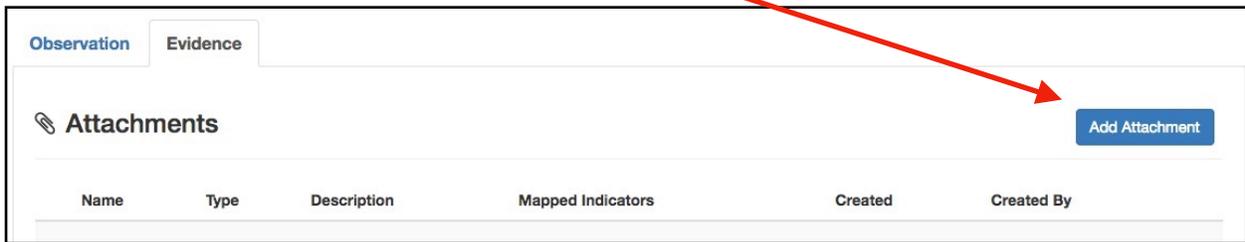
Adding Attachments to an Observation

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**.



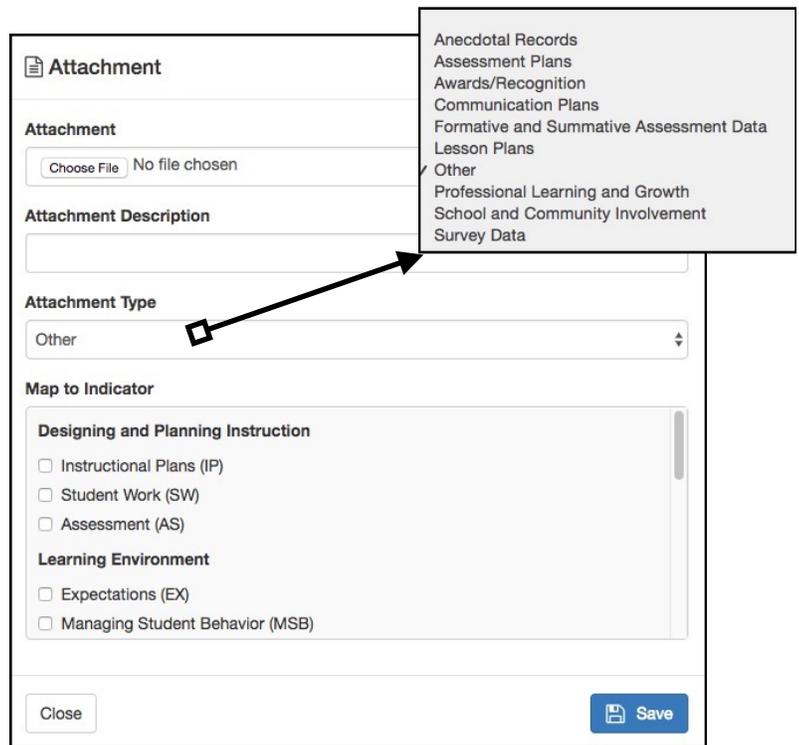
Choose the file from your computer.

Complete **Attachment Description**.

Choose an **Attachment type**.

Map the attachment to the correct indicator.

Click **Save**.

A screenshot of the 'Attachment' form. The form has fields for 'Attachment' (with a 'Choose File' button), 'Attachment Description', 'Attachment Type' (a dropdown menu), and 'Map to Indicator' (a list of checkboxes). A dropdown menu is open next to the 'Attachment Type' field, showing a list of options: Anecdotal Records, Assessment Plans, Awards/Recognition, Communication Plans, Formative and Summative Assessment Data, Lesson Plans, Other, Professional Learning and Growth, School and Community Involvement, and Survey Data. An arrow points from the 'Attachment Type' dropdown to the 'Other' option in the list. At the bottom of the form are 'Close' and 'Save' buttons.

You are done!