

Louisiana Believes

CIS User Guide – Observations & Site Visits

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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.

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System Features

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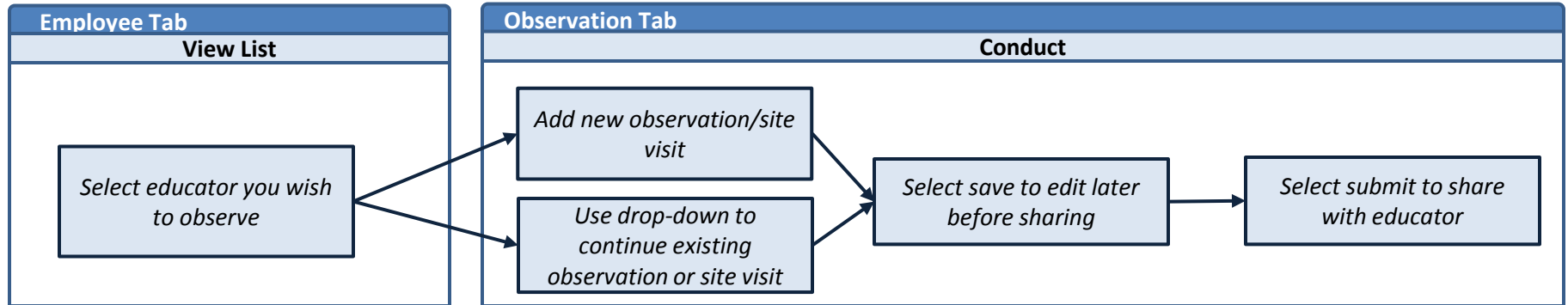
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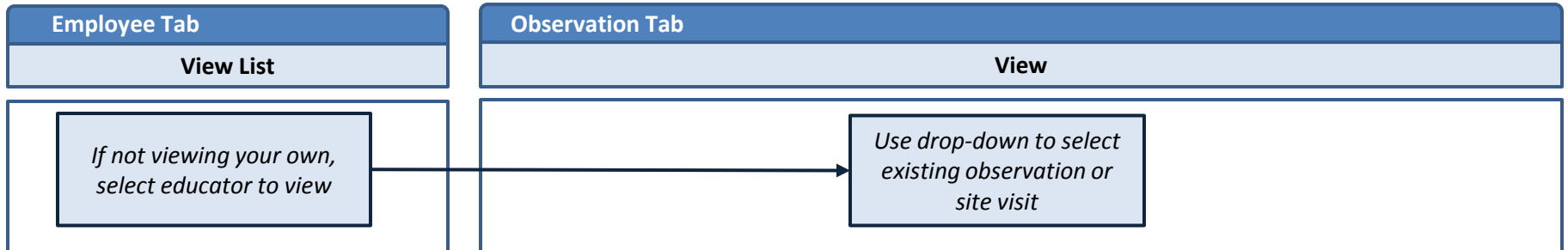
To get started, login to [Compass Information System](#), or refer to the [Getting Started Guide](#).

Observation Processes

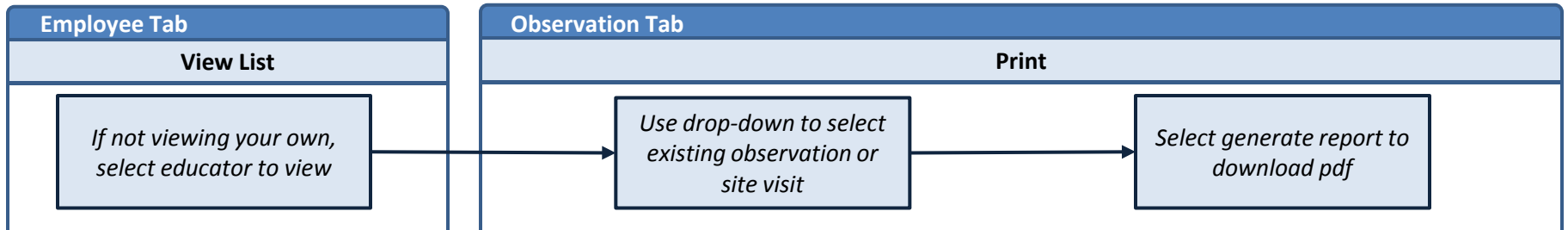
Conduct Observation/Site Visit *Evaluator only*



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

2 Observation Date: 8/22/2013

3 Feedback: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut suscipit in nec rhoncus conmodo. Nullam mollis hendrerit metus, sit amet lobortis nisi pretius eu. Conec tructivus nibum neque vltat egestas. Maecenas dicitum pellentesque orci, sed laoreet purus bibendum in. Moris curus, ut ac sodales metis, erat diam troudunt lectus, et ultrices mauris justo a augut. Integer id sem ipsum. Vestibulum dolor lorem, adipiscing eget sollicitudin eusmodi, ultrices at lorem. Sed tristique tempus libero. Nulla odio lectus, placerat vel orci ut, sollicitudin consequat diam. Integer eu quam congue, dignissim tortor vel, porta sapien. Aliquam auctor adipiscing risit, id vehicula metus. Etiam porta, quam in lobortis mollis, lorem nunc sollicitudin orci, in pulvinar quam mauris at quam. Conec eu ligula magna. Nullam sed aliquam nibh. Maecenas turpis justo, vulpate eu sagittis ac, vestibulum at tellus. Proin quis tempor lectus, sed facilisis justo. Sed a lectus eu libero vestibulum troudunt. Etiam amet.

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

5 Attach a document: Document Name:

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's a navigation bar with tabs for Security, Employee, VAM, Eval Assign, PGP, SLT, Observation, Evaluation, Report, To Do List, and Links. The 'Observation' tab is active. Below the navigation bar, there's a 'View' dropdown set to 'Conduct'. The main area shows fields for School Session (2012 - 2013), LEA, School, and Employee. A dropdown menu shows '8/22/2013 - My test observation' selected. Below this, there are fields for Observation Title, Observation Date, Full-Period?, Pre-Obsv. Conf., Post-Obsv. Conf., Class Description, Student Count, Course Category, and Grade. A '1' in a blue circle highlights the 'Setting Instructional Outcomes' section, which includes a 'Compass Rubric' dropdown and a 'Feedback' text area. A '2' in a blue circle highlights the 'Scoring' section, which includes radio buttons for 'Average Competency Rating', 'Overall Observation Rating', and 'Not Scored', a checkbox for 'Effective Proficient', and 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

The screenshot displays the Compass Information System interface for viewing an observation. The page title is "COMPASS INFORMATION SYSTEM" and the user is logged in as "User Only". The navigation menu includes Security, Employee, VAM, Eval Assgn, PGP, SLT, Observation, Evaluation, Report, To Do List, and Links. The "Observation" tab is active, and the "View" sub-tab is selected. The observation details are as follows:

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

Component level information follows:

- 1** **1c: Setting Instructional Outcomes** (Effective: Proficient)
- 2** **Compass Teacher Rubric** (Feedback: Notes and feedback...)
- 3** **Scoring:**
 - Average component ratings: 3.00 Effective: Proficient
 - Overall observation rating: 4.00 Highly Effective
 - Not scored
- 4** **List of attachments:** attached document

Buttons at the bottom: 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', and 'COMPASS INFORMATION SYSTEM'. A 'View Only' button is visible in the top right. Below the header is a navigation bar with buttons for 'Employee', 'VAM', 'Eval Assign', 'PGP', 'SLT', 'Observation', 'Evaluation', 'Report', 'To Do List', and 'Links'. The 'Observation' button is highlighted. Below the navigation bar is a sub-navigation bar with buttons for 'View', 'Conduct', and 'Print'. The 'Print' button is highlighted. The main content area displays the following information: School Session: 2013 - 2014, LEA: (blank), School: (blank), Employee: TEST TEACHER1, and Observation: 9/19/2013 - ANOTHER OBSERVATION - TK (selected in a dropdown menu). A 'Generate Report' button is located at the bottom of the form.

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](#)