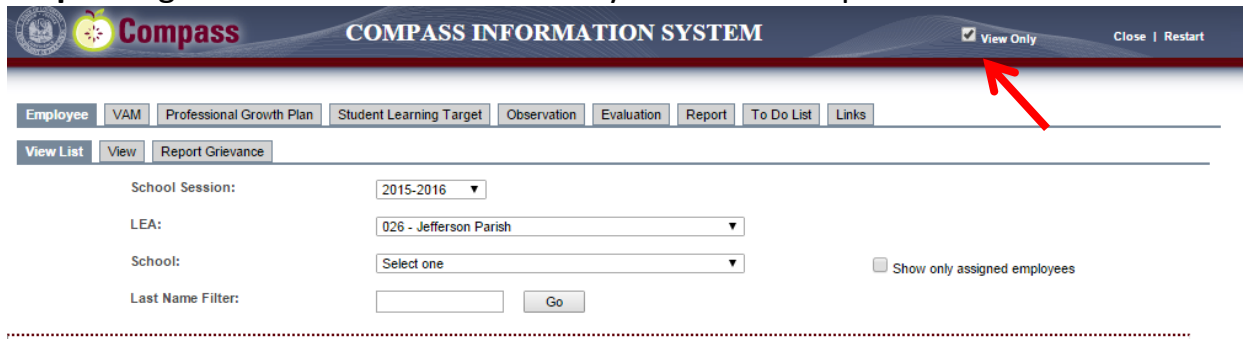


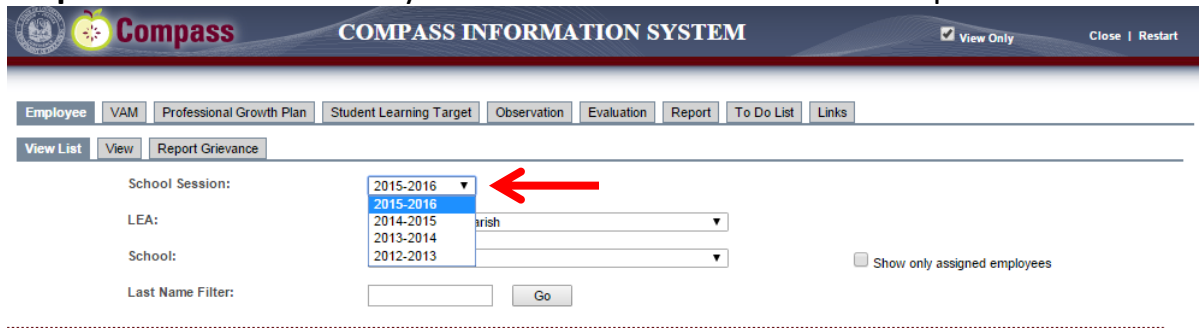
Accessing Prior Year Compass Information

Step 1: Login to CIS. Click the “View Only” box at the top of the screen.



The screenshot shows the top navigation bar of the Compass Information System. The 'View Only' checkbox is checked and highlighted with a red arrow. Below the navigation bar are several tabs: Employee, VAM, Professional Growth Plan, Student Learning Target, Observation, Evaluation, Report, To Do List, and Links. The 'View List' tab is active, showing a 'View' button and a 'Report Grievance' button. The main content area contains a form with the following fields: School Session (2015-2016), LEA (026 - Jefferson Parish), School (Select one), and Last Name Filter (with a Go button). A checkbox for 'Show only assigned employees' is also present.

Step 2: Select the desired year from the “School Session” dropdown menu.



The screenshot shows the same interface as Step 1, but with the 'School Session' dropdown menu open. The dropdown menu is open, showing the following options: 2015-2016 (selected), 2015-2016, 2014-2015, 2013-2014, and 2012-2013. A red arrow points to the dropdown menu. The rest of the interface remains the same.

Step 3: You will now be able to access Compass evaluation information for your selected year by choosing the correct tab (Student Learning Target, Observation, Evaluation).