



# Teacher Student Claiming (TSC)

Last Updated: Fall 2018

# Claiming Topics

- What is Teacher Student Claiming?
- Finding a Claiming roster in EdTools
- Editing a Claiming roster
- Editing Claiming linkages
- Confirmation of Teacher Student Claiming

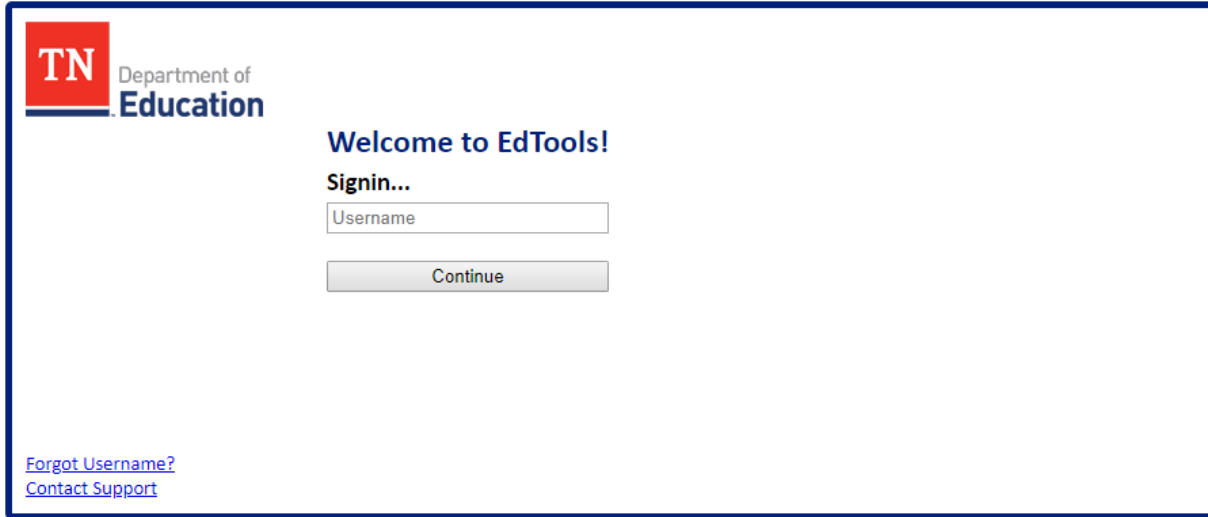
# Teacher Student Claiming

- Shortly before the launch of fall and spring state testing, teachers will use the teacher student claiming (TSC) process to claim students they taught during the school year.
- Once teachers have completed and approved their claiming rosters, the rosters will be used in calculating teacher value-added scores.

# Teacher Student Claiming

- Districts and schools **do not** have to wait until during or after testing to begin teacher student claiming.
- Teacher of record is defined in the district student information system (SIS) through complete and correct scheduling.
  - Districts/schools should only use teacher student claiming (TSC) in EdTools to update roster information **in circumstances where multiple teachers taught a specific content** or based on personnel changes during the school year.

# Log in to EdTools

A screenshot of the EdTools login interface. In the top left corner is the TN Department of Education logo, consisting of a red square with 'TN' in white, followed by the text 'Department of Education'. To the right of the logo, the text 'Welcome to EdTools!' is displayed in a bold, dark blue font. Below this, the word 'Signin...' appears in a smaller, bold, dark blue font. Underneath 'Signin...' is a text input field with the placeholder text 'Username'. Below the input field is a grey button with the text 'Continue'. At the bottom left of the interface, there are two blue hyperlinks: 'Forgot Username?' and 'Contact Support'.

State of Tennessee Department of Education  
710 James Robertson Parkway  
Nashville, TN 37243

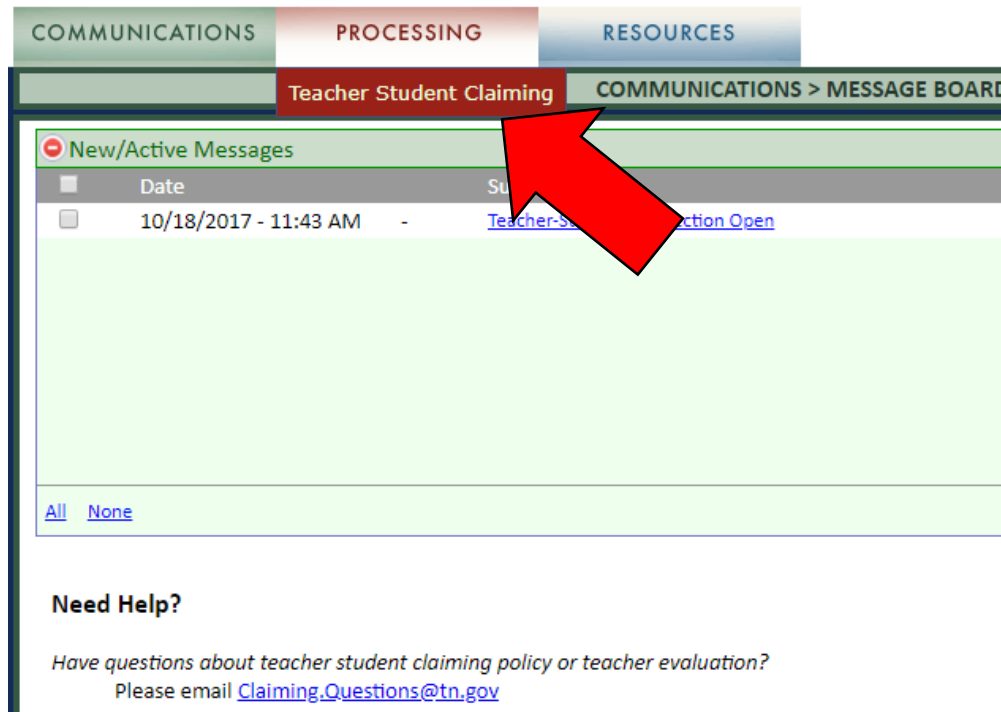
Minimum System Requirements:

- Internet Explorer (version 8 or higher)
- Firefox (version 3.5 or higher)
- Chrome (version 30 or higher)
- Adobe Acrobat Reader

Log in to EdTools  
<https://tdoe.randasolutions.com>

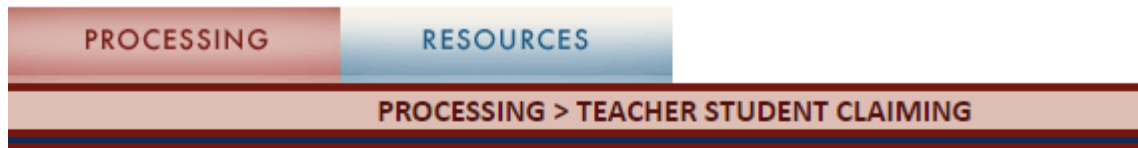
# Teacher Student Claiming

- The page will refresh to your landing page: the Message Board.
- Click the **Processing Tab**.
- Select **Teacher Student Claiming (TSC)**.



# Completing TSC

- The page will refresh to TSC.
- Use the drop down menu to select an assessment.
- TSC will need to be completed for each assessment **separately**.
- Each assessment will be **listed separately**.

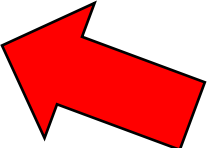


SELECT AN ASSESSMENT:

A screenshot of a dropdown menu. The menu is open, showing a list of options. The first two options are '-- Select an Assessment --'. The third option is 'Fall 2018 EOC - TSC'. The fourth option is 'Spring 2018: Grades 3-8 - TSC'. The fifth option is 'Spring 2018: End of Course - TSC'. The sixth option is 'Fall 2017 EOC - TSC'. A red arrow points to the dropdown menu.

# Completing TSC

The page will refresh. Click **Continue**.



The screenshot shows a web interface for the TSC (Teacher Student Claiming) process. At the top, there are two tabs: 'PROCESSING' (highlighted in red) and 'RESOURCES' (highlighted in blue). Below the tabs is a breadcrumb trail: 'PROCESSING > TEACHER STUDENT CLAIMING'. Underneath the breadcrumb is a label 'SELECT AN ASSESSMENT:' followed by a dropdown menu. The dropdown menu is open, showing 'Fall 2018 EOC - TSC' with a downward arrow. Below the dropdown is a red button labeled 'Continue >'. A large red arrow points from the right towards the 'Continue >' button.

PROCESSING RESOURCES

PROCESSING > TEACHER STUDENT CLAIMING

SELECT AN ASSESSMENT: Fall 2018 EOC - TSC ▼

Continue >



# Verify Your TLN

Upon your first login, you will need to verify your teacher license number (TLN):

- If the name and TLN indicated are **correct**, click **Continue**.
- If the name and TLN indicated are **not correct**, enter the correct TLN and click **Validate**.
- If you encounter a problem, contact your school administrator.

PROCESSING > TEACHER-STUDENT > TLN VALIDATION

ASSESSMENT: SPRING 2018: GRADES 3-8 - TSC [\[change\]](#)

DISTRICT: 00000 - TEST COUNTY      SCHOOL: 0000 - TEST MIDDLE SCHOOL

TEACHER: DOE, JANE (000123456)

*The Linkage window will remain open until 5/4/18. If you have any questions please [contact support](#)*

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Your Teacher License Number (TLN) indicates you are **Jane Doe (000123456)**

If this is correct click **Continue >**

Otherwise, enter your 9-digit License # (in the field below) and click "Validate"

License #:  **Validate**

*If you believe the License # you have entered is correct, please contact your school administrator.*

# Class Roster

Once you have validated your TLN, each time you log in you will land on your class roster.

There are several steps to completing the class roster to prepare for teacher effect linkage information.

PROCESSING > TEACHER-STUDENT > CLASS ROSTER

Class Roster

Link

ASSESSMENT: SPRING 2018: GRADES 3-8 - TSC [\[change\]](#)

DISTRICT: 00000 - TEST COUNTY SCHOOLS

SCHOOL: 0000 - TEST ELEM

TEACHER: DOE, JANE (000123456) [\[re-validate\]](#)

The Linkage window will remain open until 5/4/18. If you have any questions please [contact support](#)

My Class Roster

Add Student(s) to Roster...

This roster contains all the students for whom I was instructionally responsible at any time during this academic year.

<input type="checkbox"/>	Student's Name (USID)	IEP	Status	Grade	Subject	Class Period	
<input type="checkbox"/>	LASTNAME, JERRY L (000000000)			3	Reading / Language Arts	<div><div></div></div>	
<input type="checkbox"/>	LASTNAME, SUSIE C (000000000)			3	Reading / Language Arts	<div><div></div></div>	
<input type="checkbox"/>	LASTNAME, KIMBERLY N (000000000)			3	Reading / Language Arts	<div><div></div></div>	
<input type="checkbox"/>	LASTNAME, THOMAS T (000000000)			3	Reading / Language Arts	<div><div></div></div>	
<input type="checkbox"/>	LASTNAME, ROBERT N (000000000)			3	Reading / Language Arts	<div><div></div></div>	
<input type="checkbox"/>	LASTNAME, PAULA E (000000000)			3	Reading / Language Arts	<div><div></div></div>	
<input type="checkbox"/>	LASTNAME, GERALDINE A (000000000)			3	Reading / Language Arts	<div><div></div></div>	
<input type="checkbox"/>	LASTNAME, NOEL M (000000000)			3	Reading / Language Arts	<div><div></div></div>	
<input type="checkbox"/>	LASTNAME, DEBORAH M (000000000)			3	Reading / Language Arts	<div><div></div></div>	
<input type="checkbox"/>	LASTNAME, SAVANNAH P (000000000)			3	Reading / Language Arts	<div><div></div></div>	
<input type="checkbox"/>	LASTNAME, JAQUELINE W (000000000)			3	Reading / Language Arts	<div><div></div></div>	
<input type="checkbox"/>	LASTNAME, MARIO R(000000000)			3	Reading / Language Arts	<div><div></div></div>	
<input type="checkbox"/>	LASTNAME, CADE T (000000000)			3	Reading / Language Arts	<div><div></div></div>	
<input type="checkbox"/>	LASTNAME, SAVANNAH J (000000000)			3	Reading / Language Arts	<div><div></div></div>	
<input type="checkbox"/>	LASTNAME, TANIA L (000000000)			3	Reading / Language Arts	<div><div></div></div>	
<input type="checkbox"/>	LASTNAME, JUSTIN M (000000000)			3	Reading / Language Arts	<div><div></div></div>	
<input type="checkbox"/>	LASTNAME, JASMINE F (000000000)			3	Reading / Language Arts	<div><div></div></div>	
<input type="checkbox"/>	LASTNAME, JOHN L (000000000)			3	Reading / Language Arts	<div><div></div></div>	
<input type="checkbox"/>	LASTNAME, MIKE L (000000000)			3	Reading / Language Arts	<div><div></div></div>	

Total # of students on roster: 19

Remove Selected

Add Student(s) to Roster...

Print My Class Roster

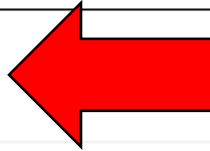
Continue to Linking >

# Class Roster

- Class rosters are **automatically created** when students are assigned to a teacher license number (TLN) **through EIS**.
- The state pulled TLNs based on **course codes** from EIS.
- This guide will outline how to **add or delete students** from rosters.

<input type="checkbox"/>	LASTNAME, JASMINE F (0000000000)	3	Reading / Language Arts	<input type="button" value="v"/>	
<input type="checkbox"/>	LASTNAME, JOHN L (0000000000)	3	Reading / Language Arts	<input type="button" value="v"/>	
<input checked="" type="checkbox"/>	LASTNAME, MIKE L (0000000000)	3	Reading / Language Arts	<input type="button" value="v"/>	
Total # of students on roster: 19					


Remove Selected











Add Student(s) to Roster...

# Editing

To edit the roster for **all students**,  
**click the pencil** on the upper right to edit all.

<input type="checkbox"/>	Student's Name (USID)	eIEP	Status	Grade	Subject	Class Period	
<input type="checkbox"/>	LASTNAME, DAVID L (0000000000)	eIEP		3	Social Studies	<input type="text"/>	

All students will be open to edit.

<input type="checkbox"/>	Student's Name (USID)	eIEP	Status	Grade	Subject	Class Period		
<input type="checkbox"/>	LASTNAME, DAVID L (0000000000)	eIEP		3	Social Studies	<input type="text"/>		
<input type="checkbox"/>	LASTNAME, DAVID L (0000000000)	eIEP		3	Mathematics	<input type="text"/>		
<input type="checkbox"/>	LASTNAME, DAVID L (0000000000)	eIEP		3	Reading / Language Arts	<input type="text"/>		

# Empty Rosters

- There are a variety of reasons that you **may not have a pre-assigned class roster**.
- When you first log-in, you will have a message:

My Class Roster - is empty

Add Student(s) to Roster...

- Click **Add Student(s) to Roster** to create your roster.

**Note:** There are several reasons that a roster may be empty or students may be missing from a roster. In all cases, **add students as described** on the following slides.

# Finding Students

The page will refresh to show all students with the last name entered.

TAG: Any ▼Grade: Any ▼

Search Name:  Search

Select the students that you'd like to add to your roster from the list below

< Back to RosterAdd Selected to Roster

<input type="checkbox"/>	Student's Name (USID)	Status	Subject	Grade	TAG Info
<input type="checkbox"/>	LASTNAME, FIRSTNAME M (0000000000)		Mathematics	3	
<input type="checkbox"/>	LASTNAME, FIRSTNAME M (0000000000)		Reading / Language Arts	3	
<input type="checkbox"/>	LASTNAME, FIRSTNAME M (0000000000)		Social Studies	3	
<input type="checkbox"/>	LASTNAME, FIRSTNAME M (0000000000)		Science	3	

\*NOTE: If the student is not available for selection, then he/she should already appear on your roster. To remove students from your roster, please go back to the roster screen and remove them there.

< Back to RosterAdd Selected to Roster

If the student you search for is not found, ask your administrator for help with contacting the **EIS Helpdesk** ([dt.support@tn.gov](mailto:dt.support@tn.gov)).

# Finish Rostering

### My Class Roster

Add Student(s) to Roster...

This roster contains all the students for whom I was instructionally responsible at any time during this academic year.

<input type="checkbox"/>	Student's Name (USID)	eIEP	Status	Grade	Subject	Class Period	
<input type="checkbox"/>	LASTNAME, JERRY L (000000000)			3	Reading / Language Arts	<input type="text"/>	
<input type="checkbox"/>	LASTNAME, SUSIE C (000000000)			3	Reading / Language Arts	<input type="text"/>	
<input type="checkbox"/>	LASTNAME, KIMBERLY N (000000000)			3	Reading / Language Arts	<input type="text"/>	
<input type="checkbox"/>	LASTNAME, THOMAS T (000000000)			3	Reading / Language Arts	<input type="text"/>	
<input type="checkbox"/>	LASTNAME, ROBERT N (000000000)			3	Reading / Language Arts	<input type="text"/>	
<input type="checkbox"/>	LASTNAME, PAULA E (000000000)			3	Reading / Language Arts	<input type="text"/>	
<input type="checkbox"/>	LASTNAME, GERALDINE A (000000000)			3	Reading / Language Arts	<input type="text"/>	
<input type="checkbox"/>	LASTNAME, NOEL M (000000000)			3	Reading / Language Arts	<input type="text"/>	
<input type="checkbox"/>	LASTNAME, DEBORAH M (000000000)			3	Reading / Language Arts	<input type="text"/>	
<input type="checkbox"/>	LASTNAME, SAVANNAH P (000000000)			3	Reading / Language Arts	<input type="text"/>	
<input type="checkbox"/>	LASTNAME, JAQUELINE W (000000000)			3	Reading / Language Arts	<input type="text"/>	
<input type="checkbox"/>	LASTNAME, MARIO R (000000000)			3	Reading / Language Arts	<input type="text"/>	
<input type="checkbox"/>	LASTNAME, CADE T (000000000)			3	Reading / Language Arts	<input type="text"/>	
<input type="checkbox"/>	LASTNAME, SAVANNAH J (000000000)			3	Reading / Language Arts	<input type="text"/>	
<input type="checkbox"/>	LASTNAME, TANIA L (000000000)			3	Reading / Language Arts	<input type="text"/>	
<input type="checkbox"/>	LASTNAME, JUSTIN M (000000000)			3	Reading / Language Arts	<input type="text"/>	
<input type="checkbox"/>	LASTNAME, JASMINE F (000000000)			3	Reading / Language Arts	<input type="text"/>	
<input type="checkbox"/>	LASTNAME, JOHN L (000000000)			3	Reading / Language Arts	<input type="text"/>	
<input type="checkbox"/>	LASTNAME, MIKE L (000000000)			3	Reading / Language Arts	<input type="text"/>	

Total # of students on roster: 19

Remove Selected

Add Student(s) to Roster...

Print My Class Roster

Continue to Linking >

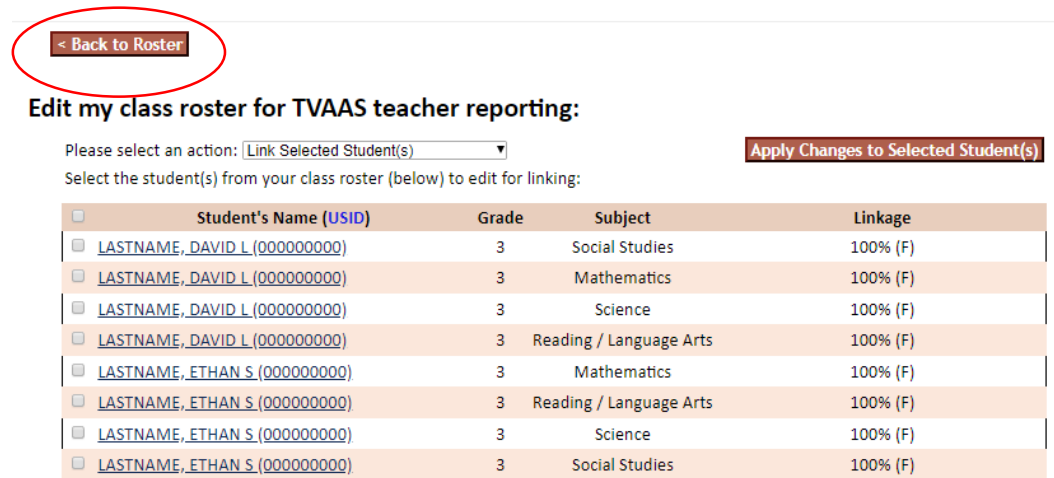
Once you have identified **all of the students** for whom you have been **instructionally responsible** at any point within the school year, you may click **Continue to Linking**.

# Linkage Roster

The page will refresh to your linking roster for **teacher effect (TVAAS)** reporting.

To **add or remove** students to the linking roster, click **Back to Roster** at the top left.

This will return you to the instructional roster, where you can **make edits** as defined in the previous slides.



< Back to Roster

Edit my class roster for TVAAS teacher reporting:

Please select an action: Link Selected Student(s)

Apply Changes to Selected Student(s)

Select the student(s) from your class roster (below) to edit for linking:

<input type="checkbox"/>	Student's Name (USID)	Grade	Subject	Linkage
<input type="checkbox"/>	<a href="#">LASTNAME, DAVID L (000000000)</a>	3	Social Studies	100% (F)
<input type="checkbox"/>	<a href="#">LASTNAME, DAVID L (000000000)</a>	3	Mathematics	100% (F)
<input type="checkbox"/>	<a href="#">LASTNAME, DAVID L (000000000)</a>	3	Science	100% (F)
<input type="checkbox"/>	<a href="#">LASTNAME, DAVID L (000000000)</a>	3	Reading / Language Arts	100% (F)
<input type="checkbox"/>	<a href="#">LASTNAME, ETHAN S (000000000)</a>	3	Mathematics	100% (F)
<input type="checkbox"/>	<a href="#">LASTNAME, ETHAN S (000000000)</a>	3	Reading / Language Arts	100% (F)
<input type="checkbox"/>	<a href="#">LASTNAME, ETHAN S (000000000)</a>	3	Science	100% (F)
<input type="checkbox"/>	<a href="#">LASTNAME, ETHAN S (000000000)</a>	3	Social Studies	100% (F)



# Linkage Roster

- The linkage roster shows the **percent of instructional time** for which you are responsible and the **instructional availability** of each student.
- Instructional time **defaults to 100%**.
- Instructional availability **defaults to Full (F)**.

[< Back to Roster](#)

## Edit my class roster for TVAAS teacher reporting:

Please select an action:

[Apply Changes to Selected Student\(s\)](#)

Select the student(s) from your class roster (below) to edit for linking:

<input type="checkbox"/>	Student's Name (USID)	Grade	Subject	Linkage
<input type="checkbox"/>	<a href="#">LASTNAME, DAVID L (0000000000)</a>	3	Social Studies	100% (F)
<input type="checkbox"/>	<a href="#">LASTNAME, DAVID L (0000000000)</a>	3	Mathematics	100% (F)
<input type="checkbox"/>	<a href="#">LASTNAME, DAVID L (0000000000)</a>	3	Science	100% (F)
<input type="checkbox"/>	<a href="#">LASTNAME, DAVID L (0000000000)</a>	3	Reading / Language Arts	100% (F)
<input type="checkbox"/>	<a href="#">LASTNAME, ETHAN S (0000000000)</a>	3	Mathematics	100% (F)
<input type="checkbox"/>	<a href="#">LASTNAME, ETHAN S (0000000000)</a>	3	Reading / Language Arts	100% (F)
<input type="checkbox"/>	<a href="#">LASTNAME, ETHAN S (0000000000)</a>	3	Science	100% (F)
<input type="checkbox"/>	<a href="#">LASTNAME, ETHAN S (0000000000)</a>	3	Social Studies	100% (F)

# Ineligible Roster

- Students who did not receive certified instruction in a **content area** (e.g., an eighth grade student taking Algebra I) will be marked **Ineligible for linking**.
- **Only administrators** can add or remove students to the ineligible roster.

<input type="checkbox"/>	Student's Name (USID)	Grade	Subject	Linkage
	<a href="#">LASTNAME, ETHAN S (000000000)</a>	3	Social Studies	--- INELIGIBLE ---
	<a href="#">LASTNAME, ETHAN S (000000000)</a>	3	Mathematics	--- INELIGIBLE ---
	<a href="#">LASTNAME, ETHAN S (000000000)</a>	3	Science	--- INELIGIBLE ---
	<a href="#">LASTNAME, ETHAN S (000000000)</a>	3	Reading / Language Arts	--- INELIGIBLE ---
<input type="checkbox"/>	<a href="#">LASTNAME, DAVID L (000000000)</a>	3	Mathematics	100% (F)
<input type="checkbox"/>	<a href="#">LASTNAME, DAVID L (000000000)</a>	3	Reading / Language Arts	100% (F)
<input type="checkbox"/>	<a href="#">LASTNAME, DAVID L (000000000)</a>	3	Science	100% (F)
<input type="checkbox"/>	<a href="#">LASTNAME, DAVID L (000000000)</a>	3	Social Studies	100% (F)

# Editing the Linkage Roster

Information for the teacher portion of instruction and student instructional availability is at the **bottom of the page**.

## Teacher Portion of Instruction

To select the Portion of Instruction, check the Editing checkbox and select the corresponding percentage of time for which you provided classroom instruction.

Editing	10%	20%	30%	40%	50%	60%	70%	80%	90%	100%
<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

## Student Instructional Availability

To select Instructional Availability, check the Change Coding checkbox and select the appropriate availability.

Change Coding	Full	Part
<input type="checkbox"/>	<input checked="" type="radio"/>	<input type="radio"/>

Teacher Student coding should be chosen for the student based upon the students anticipated availability for instruction/enrollment/attendance; this is not an indication of the number of days present when the test is taken.

Traditional Schedule: Full (150 days or more) or Part (149 days or less)  
Modified Schedule: Full (75 days or more) or Part (74 days or less)

Action: **Link Selected Student(s)**

# of Students Selected: **None**  
Change(s): **Nothing selected!**

**Apply Changes to Selected Student(s)**

# Editing the Linkage Roster

- To edit information for teacher percentage or student availability, **click in the box** next to the student(s) to be edited.
- **Only students marked Full (F)** are included in TVAAS calculations, regardless of the percentage entered.

<input type="checkbox"/>	Student's Name (USID)	Grade	Subject	Linkage
<input type="checkbox"/>	<a href="#">LASTNAME, ETHAN S (0000000000)</a>	3	Social Studies	--- INELIGIBLE ---
<input type="checkbox"/>	<a href="#">LASTNAME, ETHAN S (0000000000)</a>	3	Mathematics	--- INELIGIBLE ---
<input type="checkbox"/>	<a href="#">LASTNAME, ETHAN S (0000000000)</a>	3	Science	--- INELIGIBLE ---
<input type="checkbox"/>	<a href="#">LASTNAME, ETHAN S (0000000000)</a>	3	Reading / Language Arts	--- INELIGIBLE ---
<input checked="" type="checkbox"/>	<a href="#">LASTNAME, DAVID L (0000000000)</a>	3	Mathematics	100% (F)
<input checked="" type="checkbox"/>	<a href="#">LASTNAME, DAVID L (0000000000)</a>	3	Reading / Language Arts	100% (F)
<input checked="" type="checkbox"/>	<a href="#">LASTNAME, DAVID L (0000000000)</a>	3	Science	100% (F)
<input checked="" type="checkbox"/>	<a href="#">LASTNAME, DAVID L (0000000000)</a>	3	Social Studies	100% (F)

# Editing the Linkage Roster

- Click the content area (if multiple) and percentage to be changed.
- Edits can be made **individually or in groups** for both percentage and instructional availability.
- Click **Apply Changes to Selected Students** when you have made your selections. Contact your administrator if you have questions related to percentage of instruction or student availability.

## Teacher Portion of Instruction

To select the Portion of Instruction, check the Editing checkbox and select the corresponding percentage of time for which you provided classroom instruction.

Editing	10%	20%	30%	40%	50%	60%	70%	80%	90%	100%
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If multiple teachers instructed a student, the **total percentage** claimed between the teachers should **equal 100%**.

## Student Instructional Availability

To select Instructional Availability, check the Change Coding checkbox and select the appropriate availability.

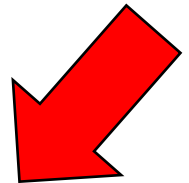
Change Coding	Full	Part
<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	<input type="radio"/>

Teacher Student coding should be chosen for the student based upon the students anticipated availability for instruction/enrollment/attendance; this is not an indication of the number of days present when the test is taken.

Traditional Schedule: Full (150 days or more) or Part (149 days or less)  
Modified Schedule: Full (75 days or more) or Part (74 days or less)

Action: Link Selected Student(s)

# of Students Selected: **None**  
Change(s): **Nothing selected!**



Apply Changes to Selected Student(s)

# Finishing Linking

Once you have reviewed/edited the percentage of instruction and student availability for each student on your linkage roster, click the **acknowledgement box** at the bottom of the page.

☐ I acknowledge that I am instructionally responsible for the students on this roster. This linkage roster is verified, complete and accurate.

The page will refresh. Click **Print My Linkage Roster** or **Finish**.

☒ I acknowledge that I am instructionally responsible for the students on this roster. This linkage roster is verified, complete and accurate.

Print My Linkage Roster

Finish >

# You're done!

Each time you log in after clicking **Finish**, the page will refresh to your landing page.

ASSESSMENT: SPRING 2018: GRADES 3-8 - TSC [\[change\]](#)

DISTRICT: 00000 - TEST

SCHOOL: 0000 - TEST ELEM [\[change\]](#)

CITY [\[change\]](#)

TEACHER: DOE, JANE (0000000000) [\[change\]](#)

*The Linkage window will remain open until 5/4/18. If you have any questions please [contact support](#)*

Linking is Now Complete!

[Print Linkage Roster](#)



*Districts and schools in Tennessee will exemplify excellence and equity such that all students are equipped with the knowledge and skills to successfully embark on their chosen path in life.*

**Excellence | Optimism | Judgment | Courage | Teamwork**