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 via [https://tdoe.randasolutions.com](https://tdoe.randasolutions.com) or Single Sign-On (Orion)
Teacher Student Claiming

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

**Need Help?**

*Have questions about teacher student claiming policy or teacher evaluation? Please email* [Claiming.Questions@tn.gov](mailto:Claiming.Questions@tn.gov)
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.
Coming up next is a page navigation screen. Click on 'Continue'.

The page will refresh. Click **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.

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

![Class Roster Image]

- Total # of students on roster: 19

- **Add Student(s) to Roster**

- **Remove Selected**

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**Department of Education**

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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

- 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.

If the student you search for is not found, ask your administrator for help with contacting the EIS Helpdesk (dt.support@tn.gov).
Finish Rostering

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.**

**My Class Roster**

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

<table>
<thead>
<tr>
<th>Student's Name (USID)</th>
<th>Status</th>
<th>Grade</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>(004362232)</td>
<td></td>
<td>3</td>
<td>Mathematics</td>
</tr>
<tr>
<td>(004362232)</td>
<td></td>
<td>3</td>
<td>Reading / Language Arts</td>
</tr>
<tr>
<td>(004095080)</td>
<td></td>
<td>3</td>
<td>Mathematics</td>
</tr>
<tr>
<td>(004095080)</td>
<td></td>
<td>3</td>
<td>Reading / Language Arts</td>
</tr>
</tbody>
</table>

Total # of students on roster: 4

Remove Selected  Add Student(s) to Roster...  Add Student(s) to Roster...  Print My Class Roster  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.
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)**.

Edit my class roster for TVAAS teacher reporting:

<table>
<thead>
<tr>
<th>Student's Name (USID)</th>
<th>Grade</th>
<th>Subject</th>
<th>Linkage</th>
</tr>
</thead>
<tbody>
<tr>
<td>LASTNAME, DAVID L (000000000)</td>
<td>3</td>
<td>Social Studies</td>
<td>100% (F)</td>
</tr>
<tr>
<td>LASTNAME, DAVID L (000000000)</td>
<td>3</td>
<td>Mathematics</td>
<td>100% (F)</td>
</tr>
<tr>
<td>LASTNAME, DAVID L (000000000)</td>
<td>3</td>
<td>Science</td>
<td>100% (F)</td>
</tr>
<tr>
<td>LASTNAME, DAVID L (000000000)</td>
<td>3</td>
<td>Reading / Language Arts</td>
<td>100% (F)</td>
</tr>
<tr>
<td>LASTNAME, ETHAN S (000000000)</td>
<td>3</td>
<td>Mathematics</td>
<td>100% (F)</td>
</tr>
<tr>
<td>LASTNAME, ETHAN S (000000000)</td>
<td>3</td>
<td>Reading / Language Arts</td>
<td>100% (F)</td>
</tr>
<tr>
<td>LASTNAME, ETHAN S (000000000)</td>
<td>3</td>
<td>Science</td>
<td>100% (F)</td>
</tr>
<tr>
<td>LASTNAME, ETHAN S (000000000)</td>
<td>3</td>
<td>Social Studies</td>
<td>100% (F)</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Student's Name (USID)</th>
<th>Grade</th>
<th>Subject</th>
<th>Linkage</th>
</tr>
</thead>
<tbody>
<tr>
<td>LASTNAME, ETHAN S</td>
<td>3</td>
<td>Social Studies</td>
<td>--- INELIGIBLE ---</td>
</tr>
<tr>
<td>LASTNAME, ETHAN S</td>
<td>3</td>
<td>Mathematics</td>
<td>--- INELIGIBLE ---</td>
</tr>
<tr>
<td>LASTNAME, ETHAN S</td>
<td>3</td>
<td>Science</td>
<td>--- INELIGIBLE ---</td>
</tr>
<tr>
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<td>--- INELIGIBLE ---</td>
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<td>100% (F)</td>
</tr>
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</table>
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.

<table>
<thead>
<tr>
<th>Editing</th>
<th>10%</th>
<th>20%</th>
<th>30%</th>
<th>40%</th>
<th>50%</th>
<th>60%</th>
<th>70%</th>
<th>80%</th>
<th>90%</th>
<th>100%</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔️</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

- **Change Coding**
  - Full
  - Part

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.

### Table:

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<td>Social Studies</td>
<td>100% (F)</td>
</tr>
</tbody>
</table>
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.

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

The page will refresh. Click **Print My Linkage Roster** or **Finish**.
You’re done!

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

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

**Linking is Now Complete!**
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.