

## Portfolio Rostering Guidance for Portfolio Leads

In order for teachers to gain access to [Portfolium](#), the TEAM student growth portfolio management platform, portfolio leads must provide the department staff roster information for all teachers in the district or charter who are required to submit a portfolio.

### Important Notes

- Roster errors will prevent Level of Overall Effectiveness (LOE) generation.
- Portfolio leads should complete the portfolio rostering process using the [Portfolio Rostering Template](#).
- The portfolio lead is responsible for ensuring that all data and staffing information added to the Portfolio Rostering Template is accurate and complete. Leads should coordinate with the district or charter's evaluation configurator and/or HR staff members in order to ensure accurate and up-to-date data. The department recommends utilizing an export from TNCompass to ensure teacher license numbers (TLNs) and staffing are correct. Process details are provided below.
- Refer to the [Student Growth Portfolio Teacher and Administrator Guidebook](#) for staff assignments and circumstances that remove a teacher's requirement to submit a portfolio. Leads should ensure that exempt teachers are not included in the roster submission.
- Teachers will not be granted access to the Portfolium online platform for the academic year until an accurate roster has been provided to the department. Any delay or inaccuracy in this information could result in teachers not receiving timely access to the platform.
- The department will accept rosters on a rolling basis beginning **Sept. 1–Oct. 15**. Please allow five to seven business days for processing, data cleaning, and uploading rosters to the Portfolium platform.
- The first activation emails will be sent to teachers **directly from Portfolium**, with subsequent activation emails sent on a rolling basis to teachers throughout the rostering period.
- Please ensure that your district has not blocked emails from support@portfolium.com.

### Completing the Portfolio Rostering Process using TNCompass

In order to prevent data quality errors and help ensure that all teachers within your district receive an accurate level of overall effectiveness (LOE) score, it is vital to coordinate with your district's licensure administrator, evaluation configurator, and/or HR staff members to ensure that all staffing data is up-to-date for the school year **before portfolio rosters are submitted**. Portfolio roster submissions should only include the information of teachers who are currently staffed in your district for the current school year.

1. Upon logging into [TNCompass](#), select the **Reports** tab.
2. Select **Reports** using the **Report Type** toggle button.
3. Using the **Reports** dropdown, select **Staff Assignments**.
4. Use the **Academic Year** dropdown to select the current school year. Next, click on the **Location(s)** dropdown.

Report Selections

Report Type:  Charts  Reports

Academic Year: 2019-2020

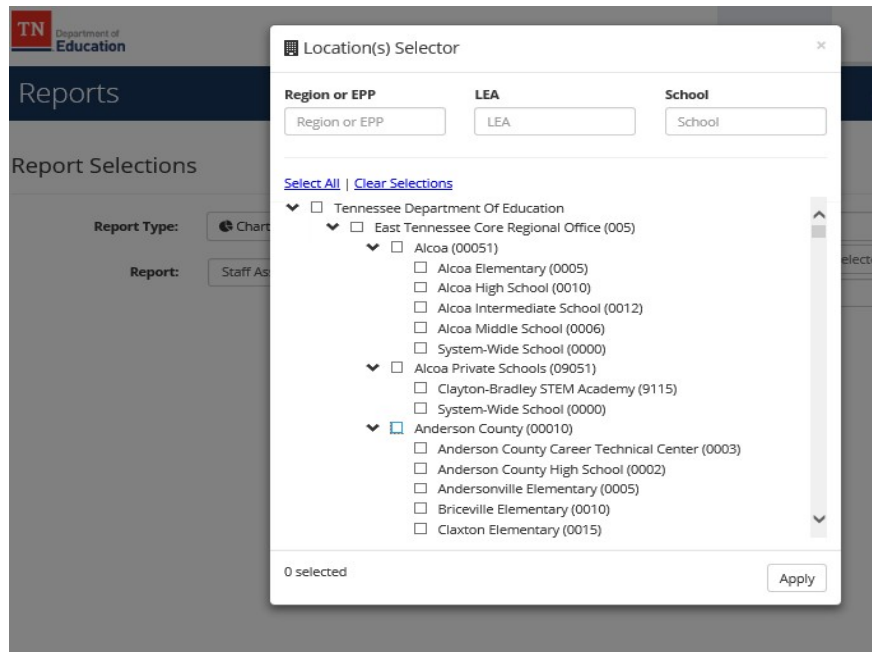
Report: Staff Assignments

Location(s): 3944 locations selected

Report Format: Excel

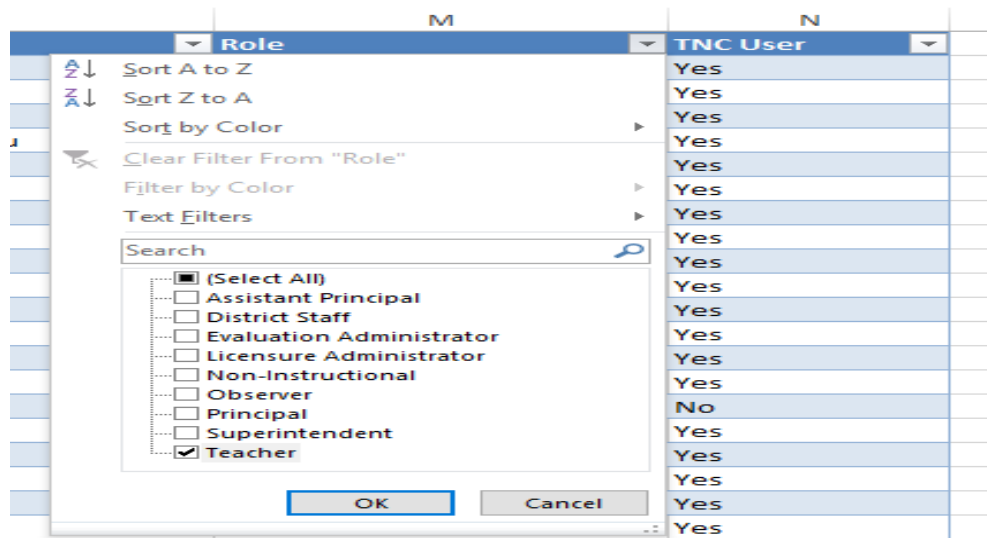


5. Within the **Location(s)** dropdown menu, use the Location(s) Selector tool to select the schools that have portfolio teachers.



6. Once you have selected all schools within your district where teachers who will be submitting portfolios are staffed, click the **Apply** button. This will help to generate a report that matches your chosen filters.
7. Using the **Report Format** dropdown, select **Excel**. Then, click **Generate**. This will generate the **Staff Assignments** report and download an excel file to your computer.
8. Once the **Staff Assignments** report has been downloaded, Save and open the file in Excel.
9. View the information in the report in order to make sure you have all of the educator staffing data you need. Once you've confirmed that the data looks correct, use the filter located in the **Role** Column (Column M) of the report to filter your results to "Teacher". This will ensure that only teachers are included in your portfolio roster. Remove any non-portfolio teachers from the spreadsheet so that you have only the data you need to include in the roster. Incorrectly including a non-portfolio teacher on the roster will cause that

teacher to not generate a LOE.



10. Copy the necessary data from the Staff Assignments report to the [Portfolio Rostering Template](#) excel document. Only include the requested information in the Portfolio Rostering Template.

firstname	Teacher's first name
lastname	Teacher's last name
email	Teacher's email address associated with TNCompass
district_id	District ID
district_name	District name
employee_id	Teacher license number (TLN)
school_id	School ID
school_name	School name
grade_level	See below

11. In the **Portfolio Rostering Template** file, add the portfolio model or grade level information into Column **I** for each teacher included on your district's roster. This column must be exactly entered as provided below.

Portfolio models include:

- Fine Arts: Dance
- Fine Arts: General Music
- Fine Arts: Vocal Music
- Fine Arts: Instrumental Music
- Fine Arts: Media Arts
- Fine Arts: Theater
- Fine Arts: Visual Arts
- First Grade
- Kindergarten
- Physical Education
- Pre-K
- Second Grade
- World Languages

### Submitting your Portfolio Roster

Name and save your copy of the Roster Template as "**Portfolio Rostering Template\_districtname.xlsx**". Please return your completed **Portfolio Rostering Template** file to [Portfolio.Questions@tn.gov](mailto:Portfolio.Questions@tn.gov) and include "Teacher Roster" in the subject line.