



**BEST** FOR  
**ALL**

We will set all students on a path to success.

**2022-23 Student Growth Portfolio Lead  
Monthly Office Hour  
September 15, 2022**



# BEST FOR ALL

We will set all students on a path to success.

## ACADEMICS

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ALL TENNESSEE STUDENTS WILL HAVE ACCESS TO A HIGH-QUALITY EDUCATION, NO MATTER WHERE THEY LIVE

## STUDENT READINESS

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TENNESSEE PUBLIC SCHOOLS WILL BE EQUIPPED TO SERVE THE ACADEMIC AND NON-ACADEMIC NEEDS OF ALL STUDENTS IN THEIR CAREER PATHWAYS

## EDUCATORS

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TENNESSEE WILL SET A NEW PATH FOR THE EDUCATION PROFESSION AND BE THE TOP STATE IN WHICH TO BECOME AND REMAIN A TEACHER AND LEADER FOR ALL



# Agenda



In this meeting, we will discuss

- Teacher roster guidance
- Submitting teacher rosters
- Next Steps
- Support



# Teacher Roster Guidance



Before teachers receive access to Portfolium, the TEAM portfolio management platform, staff roster information must be provided to the department.

This [guidance](#) provides instructions on how to create, edit, and submit a roster.

Once the roster information has been quality checked and uploaded to the platform, new users will receive the activation email needed to access their platform account.

# Teacher Roster Guidance

## Portfolio Resources | TEAM-TN

### Resources



Click here

- [TEAM Portfolio Guidebook for Administrators and Teachers](#): This document provides general information about TEAM student growth portfolios. The intended audience for this document includes teachers, principals, district personnel, and any other individuals seeking more information regarding TEAM portfolios. It is critical that all educators who submit a portfolio read and utilize this document, their content specific resource guide, and content-specific scoring rubrics.
- [Portfolio Rostering Guidance for Leads](#): Before teachers receive access to Portfolium, the TEAM portfolio management platform, staff roster information must be provided to the department. This guidance provides instructions on how to create, edit, and submit a roster. Once the roster information has been quality checked and uploaded to the platform, teachers will receive the activation email needed to access their platform account.
- [Student Growth Portfolio Lead Best Practices](#): This document is intended to support portfolio implementation by providing an exchange of ideas and highlighting best practices.
- [Student Growth Score Grievance Resolution Protocol](#): This document outlines the process required to address a grievance decision by an LEA necessitating a change to an educator's growth score and therefore a change to the educator's level of overall effectiveness (LOE).
- [Distance Learning Portfolio Frequently Asked Questions](#): This document provides guidance outlining how recorded virtual meetings (audio and/or video), screenshots of student work, or other software applications may provide avenues for capturing student work in a distance learning environment. The guidance provided in this document reflects the law, state board of education rules, and state board of education policies as of October 2020.

# Teacher Roster Guidance

Refer to page 11 in 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 marked as PYE in TNCompass
- Tested Teachers
- Licensed Substitutes/Interim Teachers
- Special Education Teachers
- Teachers assigned to teach in 3 or more schools
- Teachers who switch grade levels or content areas mid-year (mid-October to January)

# Submitting Teacher Rosters



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 in TNCompass 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 a school in your district for the 2022-23 school year in TNCompass.

# Submitting Teacher Rosters

[2022\\_23-Teacher-roster-template.xlsx \(live.com\)](#)



## Portfolio Teacher Rostering Guidance for Portfolio Leads

In order for teachers to gain access to [Portfolio](#), 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.

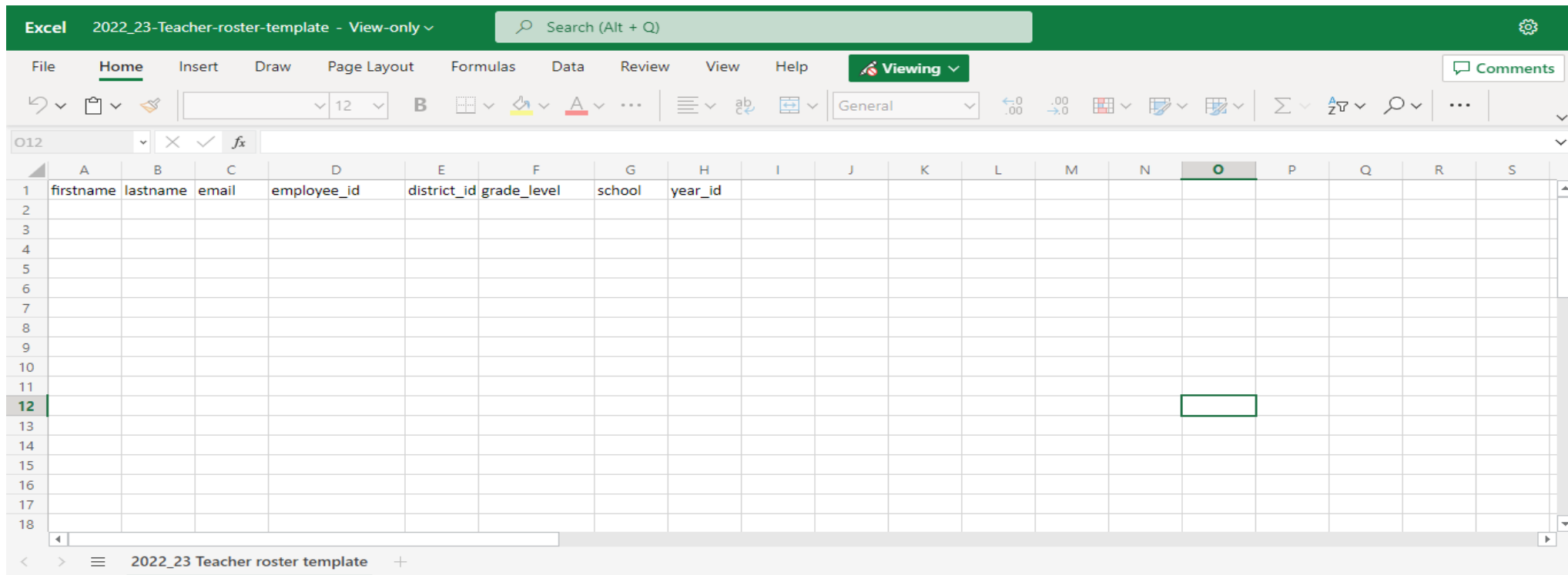
Click here





# Submitting Teacher Rosters

- Click File
- Save As
- Download a Copy to your Computer
- Save your copy of the template as ***Portfolio Rostering Template\_districtname.xlsx***



# Submitting Teacher Rosters



|   | A         | B        | C     | D           | E           | F           | G      | H       |
|---|-----------|----------|-------|-------------|-------------|-------------|--------|---------|
| 1 | firstname | lastname | email | employee_id | district_id | grade_level | school | year_id |
| 2 |           |          |       |             |             |             |        |         |
| 3 |           |          |       |             |             |             |        |         |
| 4 |           |          |       |             |             |             |        |         |
| 5 |           |          |       |             |             |             |        |         |

- **Column A firstname-** Teacher's first name
- **Column B lastname-** Teacher's last name
- **Column C email-** Teacher's school email address (match TNCompass)
- **Column D employee\_id-** Teacher license number (9 digits found in TNCompass)
- **Column E district\_id-** District ID number (5 digits found in TNCompass)
- **Column F grade\_level-** Portfolio Model
- **Column G school-** School ID number (4 digits found in TNCompass)
- **Column H year id-**6

# Submitting Teacher Rosters

**Column D employee\_id**- Teacher license number (9 digits found in TNCompass)

**Column E district\_id**- District ID number (5 digits found in TNCompass)

**Column G school**- School ID number (4 digits found in TNCompass)

|   | A         | B        | C     | D           | E           | F           | G      | H       |
|---|-----------|----------|-------|-------------|-------------|-------------|--------|---------|
| 1 | firstname | lastname | email | employee_id | district_id | grade_level | school | year_id |



Tracy Riddle (000219684)

**Educator** [Edit Account Information](#)

|                       |                   |                        |                       |
|-----------------------|-------------------|------------------------|-----------------------|
| <b>Full Name</b>      | Tracy Dawn Riddle | <b>Primary Email</b>   | Tracy.D.Riddle@tn.gov |
| <b>Date of Birth</b>  | 10/27/1973        | <b>Primary Phone</b>   |                       |
| <b>SSN</b>            |                   | <b>Secondary Phone</b> | (blank)               |
| <b>License Number</b> | 000219684         | <b>Address</b>         |                       |

**Evaluations** | Salary Assignments | Licensure | Preparation | Transactions | Staff Assignments

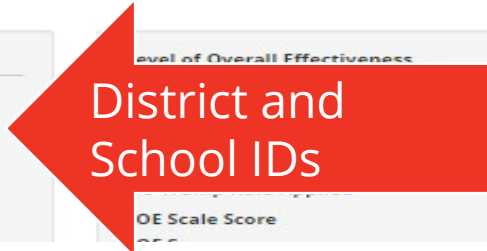
**2019-2020 / Haywood County / Teacher Evaluation** [View all evaluation\(s\)](#)

*You are viewing information from a previous academic year.*

*This evaluation has been closed as part of a Partial Year Exemption.*

[Print to PDF](#) [Unlock Evaluation](#)

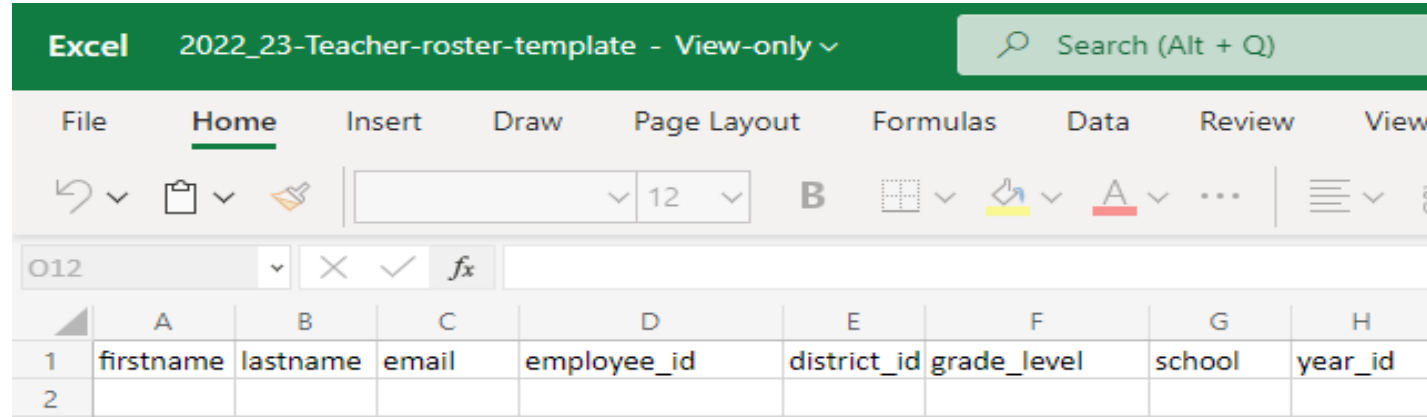
|                      |                                 |                                       |                         |
|----------------------|---------------------------------|---------------------------------------|-------------------------|
| <b>Evaluation</b>    |                                 | <b>Level of Overall Effectiveness</b> |                         |
| <b>Academic Year</b> | 2019-2020                       |                                       | (blank)                 |
| <b>LEA</b>           | Haywood County (00380)          |                                       | LOE scoring not enabled |
| <b>School</b>        | Anderson Early Childhood (0005) |                                       | No                      |
| <b>Model</b>         | TEAM Model                      |                                       | No                      |
| <b>Educator Type</b> | Teacher                         | <b>LOE Scale Score</b>                |                         |



# Submitting Teacher Rosters

## Column F grade\_level-Portfolio Model

This column must be exactly entered as provided below.



|   | A         | B        | C     | D           | E           | F           | G      | H       |
|---|-----------|----------|-------|-------------|-------------|-------------|--------|---------|
| 1 | firstname | lastname | email | employee_id | district_id | grade_level | school | year_id |
| 2 |           |          |       |             |             |             |        |         |

- Fine Arts
- First Grade
- First Grade Departmentalized – ELA
- First Grade Departmentalized – Math
- Kindergarten
- Kindergarten Departmentalized – ELA
- Kindergarten Departmentalized – Math

- Physical Education
- Pre-K
- Second Grade
- Second Grade Departmentalized – ELA
- Second Grade Departmentalized – Math
- Transitional (Pre-K/K)
- World Languages

# Next Steps

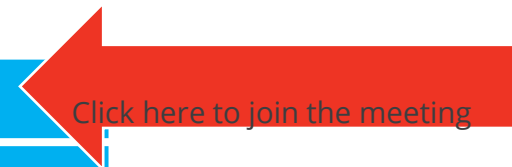


- Submitting your Portfolio Roster- Name and save your copy of the Roster Template as **Portfolio Rostering Template\_districtname.xlsx**
- Please return your completed Portfolio Rostering Template file to **Portfolio.Questions@tn.gov** and include “**Teacher Roster**” in the subject line
- The department will accept rosters on a rolling basis beginning **Sept. 16–Oct. 28.**
- Please allow five to seven business days for processing, data cleaning, and uploading rosters to the Portfolium platform.
- Activation emails will be sent to new users directly from Portfolium on a rolling basis as the rosters are received and processed.
- Please ensure that your district has not blocked emails from [support@portfolium.com](mailto:support@portfolium.com).

# Support

- Monthly office hours

|                                     |  |                         |
|-------------------------------------|--|-------------------------|
| October 20, 1p.m. CT                | Roster completion                                    | <a href="#">Meeting</a> |
| No meetings in November or December |  |                         |
| January 19, 1p.m. CT                | Roster verification and PYE                          | <a href="#">Meeting</a> |
| February 16, 1p.m. CT               | Portfolium reports                                   | <a href="#">Meeting</a> |
| March 16, 1p.m. CT                  | Monitoring teacher accounts                          | <a href="#">Meeting</a> |
| April 20, 1p.m. CT                  | Monitoring teacher submission status and completions | <a href="#">Meeting</a> |



- Next month we will discuss how to check your roster completion and teacher's activation in the platform, Portfolium.
- Email questions to [Portfolio.Questions@tn.gov](mailto:Portfolio.Questions@tn.gov)

# Thank You!

#TNBestforAll

