2022-23 Student Growth Portfolio Lead

Monthly Office Hour

January 19, 2023

BEST FOR ALL

We will set all students on a path to success.

ACADEMICS

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

STUDENT READINESS

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

EDUCATORS

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
- Portfolio Teacher Roster Verification
- Partial Year Exemptions
- Next Steps
- Support

Roster Verification

Portfolio leads verify their roster by ensuring the correct teachers in their district/charter have access to the portfolio platform, Portfolium.

It is critical that portfolio leads review their Portfolium User Directory and make corrections by February 3, 2023.

The roster verification deadline is February 10, 2023.

Roster Verification

Teachers have access to the platform to
- upload and self-score their student artifacts,
- complete their portfolio collection,
- receive a student growth portfolio growth score (35% of final LOE)

Portfolio leads meet their roles and responsibilities to
- maintain accurate teacher rosters in the portfolio platform, including adding or removing teachers throughout the year.
- take an active role in monitoring the progress of portfolio development and submission.

A portfolio will be assigned an Incomplete (I) and the teacher's LOE (Level of Overall Effectiveness) score will NOT generate for the school year if any of the four collections are not completed and submitted by the deadline.

State administrators use the number of portfolio teachers per content area to
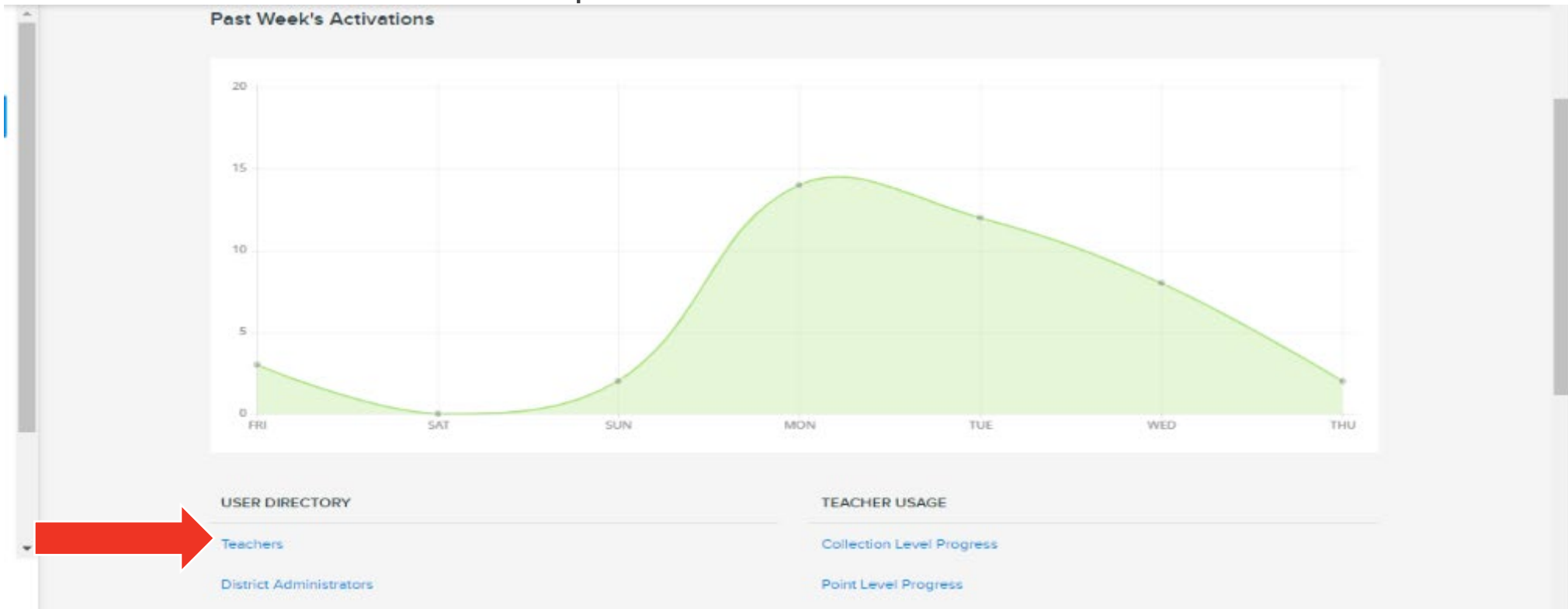- determine the number of peer reviewers hired. It is critical to have an accurate portfolio teacher count before selecting peer reviewers.

Roster Verification

1. Log in to Portfolium
2. Select Role- District Administrator
3. Select Year- 2022-23
4. On the far left of the screen, select User Directory

Roster Verification

Ensure your User Directory is correct by checking the teacher roster report for accuracy.

To access the teacher roster report:
- Select Reporting tab
- Under User Directory tab, select Teachers
- Download the Teacher Roster Report Excel file

Roster Verification

Go to the column- Was Access Removed

Filter this column to only show teachers with a 0 in the column.

Teachers with a 1 in this column have been removed your user directory and will not submit a portfolio. When you submit names to remove educator from your roster, there will be a 1 in this column.

Roster Verification

Check each column for accuracy:

- Name- Check first and last name is spelled correctly
- District ID, School ID, Email- Check for accuracy
- TLN- This must be correct and match TNCompass to ensure the correct teacher receives the portfolio score.
- Portfolio Model- If blank, please advise teachers to log in and select their portfolio model

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Academic	District Na	District ID	School Na	School ID	TLN Numb	First Nam	Last Name	Email	Teac	Portfolio Models	Is Review	Portfolio (	Imported	Activated	Access Granted At	Activated At (UTC	Was Acces F
2	2022-23											1	0	1	0	10/3/2022 13:40		0 #
3	2022-23										Kindergarten	1	0	1	1	10/3/2022 13:40	10/3/2022 14:21	0 #
4	2022-23											1	0	1	0	10/3/2022 13:40		0 #
5	2022-23											1	0	1	0	10/3/2022 13:40		0 #
6	2022-23											1	0	1	0	10/3/2022 13:40		0 #
7	2022-23											1	0	1	0	10/3/2022 13:40		0 #
8	2022-23										Kindergarten	1	0	1	1	10/3/2022 13:41	11/28/2022 22:35	0 #
9	2022-23											1	0	1	0	8/19/2022 15:58		0 #
10	2022-23											1	0	1	0	9/20/2022 15:22		0 #
11	2022-23											1	0	1	0	9/20/2022 15:22		0 #
12	2022-23										Pre-K	1	0	1	1	8/19/2022 15:58	9/12/2018 17:37	0 #
13	2022-23											1	0	1	0	9/27/2022 18:27	12/10/2020 12:24	0 #
14	2022-23											1	0	1	0	8/19/2022 15:58	1/11/2021 20:51	0 #
15	2022-23											1	0	1	0	9/27/2022 18:27		0 #
16	2022-23											1	0	1	1	10/27/2022 20:49	9/9/2018 0:53	0 #

Roster Verification

Check each column for accuracy:

- Activated- 1 means the teacher has activated their account. 0 means the educator has not activated their account. If you have teachers with 0 in this column, please advise them to log in and activate their account.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
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Roster Verification

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 Portfolium User Directory.

- 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)

Partial Year Exemption (PYE)

Tennessee statute requires that the evaluation process shall not apply to teachers who are employed under contracts of duration of one hundred twenty (120) days per school year or less or who are not employed full-time. For more details on PYE, click here: [Partial Year Exemptions](#).

Teachers marked as PYE in TNCompass are not required to submit a portfolio.

An educator who does not qualify for PYE (e.g., returns to work early or leaves work later than planned) and does not submit a portfolio will receive an Incomplete and a LOE will not generate.

Work with your Evaluation Configurator to ensure teachers that qualify for PYE have been marked in TNCompass before you remove them from your Portfolium User Directory.

Next Steps

- If an educator is missing from your roster report, mark X in the Add column of your [Add/Remove Template](#). Submit it to Portfolio.Questions@tn.gov

- If an educator should be removed from your roster report, mark X in the Remove column, then put the reason in the following column. If the reason is PYE, the teacher must be marked PYE in TNCompass for us to remove them. Submit this to Portfolio.Questions@tn.gov

- The deadline to submit the add/remove teacher file is Friday, February 3, 2023.

Next Steps

Once everything in your Teacher Roster Report and User Directory is correct, complete the Roster Verification Form [here](#). The deadline to submit your form is Friday, February 10, 2023.

Support

February 16, 1p.m. CT	Portfolium reports and Peer Reviewers	Meeting
March 16, 1p.m. CT	Monitoring teacher accounts	Meeting
April 20, 1p.m. CT	Monitoring teacher submission status and completions	Meeting

- In February we will discuss the reports in Portfolium and peer reviewer applications/selections.

- Email questions to Portfolio.Questions@tn.gov

Thank You!

#TNBestforAll

Department of
Education