# Student Growth Portfolio
# Frequently Asked Questions

TEAM student growth portfolios were designed in response to requests from teachers in non-tested grades and subjects for a measure of student growth for use in their evaluations, comparable to that of TVAAS. Scores generated by peer reviewed student growth portfolios represent 35% of participating teachers' overall level of effectiveness (LOE) scores within the state's TEAM evaluation model in lieu of individual TVAAS. The department has collected questions from implementing teachers and peer reviewers across the state to provide support and clarity to portfolio implementation.

1. **How do I get access to the portfolio platform?**
   District portfolio leads must submit teacher rosters to Portfolio.Questions@tn.gov for teachers to gain access to the Portfolium platform. District leads begin the rostering process in early September. Educators must log in for access to the online platform. Teachers must be rostered each year; accounts do not renew from prior years.

2. **How do I log in to my account?**
   To log in to the platform, go to https://edu.portfolium.com/. If you are a new user, you will receive an email from Portfolium with a registration link. Once you have set your password, you can log in and begin selecting your model and collections. If you are a past user and your portfolio lead rostered you with you prior year's email, you will log in using the same username and password. If you forgot your password, use the "forgot password" feature to request a new email be sent to you so you can set up a new password. If that does not work, reach out to your district portfolio lead to make sure you are rostered in the platform for the current school year.

3. **How do I know what collections to choose?**
   For some grade levels, collections are pre-set. For collections with options, there will be a drop-down menu of the available options. We suggest reviewing the guidebook and choosing collections before logging into your account. Planning collections and choosing standards in the fall will support a successful completion in the spring.

4. **I'm a fine arts teacher. How do I know which collections allow grouped samples?**
   Not all rubrics within the fine arts model allow for grouping. Please review the resource guide for your specific content area/rubric, found here, for guidance on which collections can be grouped for your domain. If you would like to have an option for a grouped sample but do not see it currently grouped in the platform, ask your portfolio lead to request for an additional grouped collection by contacting Portfolio.Questions@tn.gov on your behalf. November 1 is the deadline to request changes to fine arts collections.

Office of Statewide Supports • 710 James Robertson Pkwy • Andrew Johnson Tower, 9th Floor • Nashville, TN 37243 • tn.gov/education

1 | July 2023

5. **I want to change one of my collections. How do I do that?**

   Teachers do not have access to change individual collections after they have been selected. However, district portfolio leads can make the change. Before any changes are made, save all current work to your computer. Email your district portfolio lead and let them know you have saved your work and would like your model dropped. Your entire model, even the collections you want to keep, will be dropped and you will be able to re-enroll. This means you will start a new model and select collections. You will need to upload student work again.

6. **How many collections are required?**

   A portfolio consists of four collections. Each portfolio teacher must complete four collections to be scored.

7. **I see more than four collections in my portfolio. Is that acceptable?**

   This is not acceptable. No teacher should have any more or less than four total collections. If you have more than four, you will need to email your district portfolio lead to drop remove the extra collection(s). Any teacher with more than four collections will receive an incomplete, even if four of the collections are complete.

8. **How do I know when my portfolio is complete?**

   Once you have uploaded artifacts for Point A and Point B and completed the self score of each, you will see (1) the circles close for your collection and (2) a check mark and "teacher review complete" next to the collection. This indicates completion.

9. **How do I submit? I don't see a submit button.**

   There is no submit button. At the deadline, all completed collections in Portfolium are transferred to peer reviewer status. The deadline is posted on Portfolium upon logging in next to each collection.

10. **What is the deadline to submit my portfolio?**

    All completed collections in the online portfolio platform must be complete by 5:00 p.m. local time on May 6, 2024.

11. **I am out on leave unexpectedly. May I receive an extension?**

    Extensions are not available at the individual user level. All models open and close simultaneously for all teachers across the state.

12. **What happens if I don't finish my portfolio?**

    Teachers who are expected to complete a portfolio but do not have four complete collections will receive an incomplete (I). Because of this incomplete growth score, the LOE for the current school year will not generate in the fall.

13. **Who do I contact for support and to ask questions?**

Office of Statewide Supports • 710 James Robertson Pkwy • Andrew Johnson Tower, 9th Floor • Nashville, TN 37243 • tn.gov/education

2 | July 2023

Every district/charter has a portfolio lead. The portfolio lead in your district/charter is the first person to reach out to for support. Portfolio leads receive monthly emails and meet with the department regularly. Teachers and portfolio leads may also email Portfolio.Questions@tn.gov with further questions.

Office of Statewide Supports • 710 James Robertson Pkwy • Andrew Johnson Tower, 9th Floor • Nashville, TN 37243 • tn.gov/education

3 | July 2023