



BEST FOR
ALL

We will set all students on a path to success.

2023-24 Student Growth Portfolio Lead

Monthly Office Hour

September 7, 2023

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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

- Portfolium Platform Access
- District Administrator Resources
- Teacher roster guidance
- Submitting teacher rosters
- Next Steps
- Support



Portfolium Platform Access

District TEAM portfolio leads received access to the portfolio platform, Portfolium beginning August 25th.

Activation instructions was emailed to **new** portfolio leads from Instructure.

If you had district administrator access in Portfolium last year, your log in and password is the same.

Once you log in at [Portfolium, Inc](#), you will select the school year 2023-24 and the role district administrator.

District administrators also have the Teacher role to select to view what teachers have access to in the platform.





← Back to Canvas Student ePortfolios

What's new?

Announcing Learning Pathways

Enroll students in experiential and co-curricular learning pathways.

[Learn More](#)

Welcome!

Log in to your account to continue

i Please log in to continue... **x**

Email

Please provide your official email

Password

[Forgot password?](#)

Please provide a password

This is the same password as your account on [portfolium.com](#)

Chat with an Expert

The logo consists of the letters 'TN' in white, serif font, centered within a red square. The square is positioned on a white background that has a dark blue horizontal bar above it. The background of the entire page is a blurred image of bookshelves with books, overlaid with a red tint.

Pick a role

This will be your default role when you login. You can change the default login role using "Switch Role/Year" option

Select a year

2023-2024

Select a role

Select a Role...

CONTINUE

District Administrator Resources



CANVAS TEAM Portfolio

ADMINISTRATION

- User Directory
- Reporting

RESOURCES

- Teacher Search
- Approval Queue
- Reporting

User Directory

TEACHERS DISTRICT ADMINS

Search for a teacher by name, email, or TLN...




| TEACHER | EMAIL | DISTRICT | SCHOOL | TLN | ACTIVE | |
|------------|------------|------------|------------|------------|--------|-----------|
| [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | ✓ | ACTIONS ▾ |
| [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | ✓ | ACTIONS ▾ |
| [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | ✓ | ACTIONS ▾ |
| [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | ✓ | ACTIONS ▾ |
| [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | ✓ | ACTIONS ▾ |
| [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | ✓ | ACTIONS ▾ |
| [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | ✓ | ACTIONS ▾ |

TN
TEAM Portfolio

Chat with an

District Administrator Resources





ADMINISTRATION

User Directory

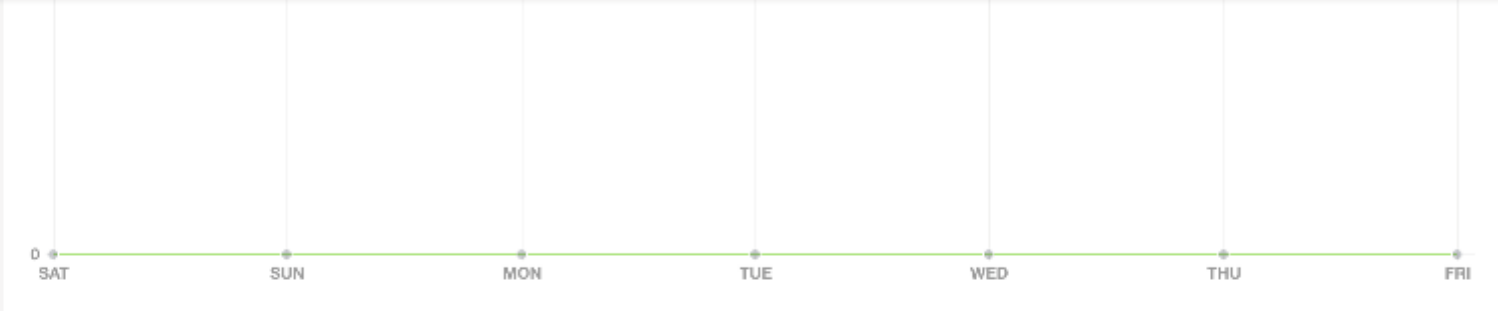
Reporting

RESOURCES

Teacher Search

Approval Queue

Reporting



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USER DIRECTORY

[Teachers](#)

[District Administrators](#)

TEACHER USAGE

[Collection Level Progress](#)


[Point Level Progress](#)

[Point Level Score Details](#)

[Context Narratives](#)


[Stats by Portfolio Model](#)


[Stats by District](#)



TEAM Portfolio

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English (US) | English (Australia) | English (United Kingdom) | 

 Chat with an Expert

Teacher Roster Guidance



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

The [Portfolio Teacher Rostering Guidance](#) document provides instructions on how to create, edit, and submit a roster. This document has been updated with changes for the 2023-24 school year.

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. Teachers rostered with the same information (email and district) as last year will be able to log in with last year's username and password.

Teacher Roster Guidance

Portfolio Resources | TEAM-TN

- [TEAM Portfolio Guidebook for Administrators and Teachers](#): **Updated July 2023** 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 Lead Monthly Office Hour](#): To support district and charter portfolio leads, the department will host monthly office hours to walk you through implementation processes, resources, the platform and provide you with a network of other portfolio leads.
- [Portfolio Rostering Guidance for Leads](#): **Updated July 2023** 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).
- [Teacher FAQ](#): **Updated July 2023** The department has collected questions from implementing teachers and peer reviewers across the state to provide support and clarity to portfolio implementation.



Teacher Roster Guidance

Reach out to your director of schools and/or your evaluation configurator to ensure you know which model(s) your LEA selected to implement for 2023-24.

Reach out to all of the teachers in those selected areas and ensure they are aware they are required to complete a portfolio this school year.

Work with your evaluation configurator to be sure you know all of the teachers' information needed for each model. For example: Name, email, TLN, grade or subject.

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.

Educators Not Required to Complete Portfolios

There are certain circumstances in which educators are not required to complete a portfolio. These scenarios include the following:

- **Tested Teachers:** Any teacher who serves as the teacher of record for a tested grade or subject **and** also teaches a portfolio grade or subject is not required to submit a portfolio, and would receive the TVAAS score as the 35 percent measure for their LOE. The teacher must be endorsed in the tested grade or subject area to receive the TVAAS score as 35 percent.
- **Licensed Substitutes/Interim Teachers:** Any licensed substitutes or interim teachers who are not the teacher of record or are teaching at multiple schools are not be required to complete the portfolio.
- **Special Education Teachers:** Special education teachers in pre-K, kindergarten, first grade, and second grade are not required to complete the portfolio.
- **Teachers assigned to teach in 3 or more schools:** Teachers who regularly teach in three or more schools (typically P.E. or Fine Arts educators) during the school year are not required to complete a portfolio.
- **Teachers who switch grade levels or content areas mid-year (mid-October to January):** Districts should consult with the department on the timeline to ensure compliance.

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 2023-24 school year in TNCompass.

Submitting Teacher Rosters

Portfolio Rostering Template



Portfolio Teacher 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 rosters 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 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. 8–Oct. 27**. Please allow five to seven business days for processing, data cleaning, and uploading rosters to the Portfolium platform.



Submitting Teacher Rosters

| | A | B | C | D | E | F | G |
|---|------------|-----------|-------|-------------------|--------------------|-----------------|------------------|
| 1 | first name | last name | email | TN License Number | District ID number | Portfolio Model | School ID number |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |
| 6 | | | | | | | |
| 7 | | | | | | | |
| 8 | | | | | | | |

- **Column A first name**- Teacher's first name
- **Column B last name**- Teacher's last name
- **Column C email**- Teacher's email address
- **Column D TN license number**- Teacher's TLN, 9 digits found in TNCompass
- **Column E District ID number** - 5 digits found in TNCompass
- **Column F Portfolio Model**- must be entered as directed in rostering guidance
- **Column G School ID number** - 4 digits found in TNCompass

Submitting Teacher Rosters



Tracy Riddle (000219684) ← TLN

Educator [Edit Account Information](#)

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

[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](#)

| Evaluation | |
|----------------------|---------------------------------|
| Academic Year | 2019-2020 |
| LEA | Haywood County (00380) |
| School | Anderson Early Childhood (0005) |
| Model | TEAM Model |
| Educator Type | Teacher |

| Level of Overall Effectiveness | |
|---------------------------------------|-------------------------|
| Level of Overall Effectiveness | (blank) |
| LOE Scoring Enabled | LOE scoring not enabled |
| LOE Scoring | No |
| LOE Scale Score | No |

← District and School IDs

Submitting Teacher Rosters



Portfolio Models

This column must be exactly entered as provided below:

- Fine Arts:
Dance/Theater/Media
Arts
- Fine Arts: General
Music/Vocal Music
- Fine Arts: Instrumental
Music
- Fine Arts: Visual 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
- World Language: Spanish
- World Language: French

Next Steps



- Activate District Administrator account in Portfolium.
- Ensure you have district administrator access to 2023-24 user directory and reports
- Notify your district evaluation configurator if anyone else in your district is also a portfolio lead. Portfolio lead contact information is submitted in TNCompass this year under LEA contacts.
- If new portfolio lead contacts are added in TNCompass, let us know at Portfolio.Questions@tn.gov and we will get them district administrator access to Portfolium.

Next Steps



- Submitting your Portfolio Roster- Name and save your copy of the Roster Template as “**districtname_Portfolio Rostering Template.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. 8–Oct. 27**.
- 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.

Support



- Monthly office hours

| | | |
|-----------------------------------|--|--|
| August 3, 1 p.m. CT | Intro to the portfolio lead role, responsibilities, resources available on the TEAM website. | Click here to join the meeting |
| September 7, 1 p.m. CT | Intro to the portfolio platform: Portfolium and Rostering guidance | Click here to join the meeting |
| October 5, 1 p.m. CT | Teacher Account Set up | Click here to join the meeting |
| January 4, 1 p.m. CT | Roster verification and PYE | Click here to join the meeting |
| February 1, 1p.m. CT | Portfolium reports | Click here to join the meeting |
| March 7, 1 p.m. CT | Monitoring teacher submission status and completions | Click here to join the meeting |
| April 4, 1 p.m. CT | Finalizing portfolio implementation | Click here to join the meeting |
| May 2, 1 p.m. CT | Reviewing Teachers' Final Scores | Click here to join the meeting |



- Email Portfolio.Questions@tn.gov

Thank You!

#TNBestforAll

