



BEST FOR
ALL

We will set all students on a path to success.

**2023-24 Student Growth Portfolio Lead
Monthly Office Hour**

January 4, 2024



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
- Add/Remove Template
- Next Steps
- Support



Roster Verification



[Portfolio Lead Teacher Roster Verification Guidance Document](#)

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 the February 2nd deadline.

The roster verification deadline is February 9, 2024.

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

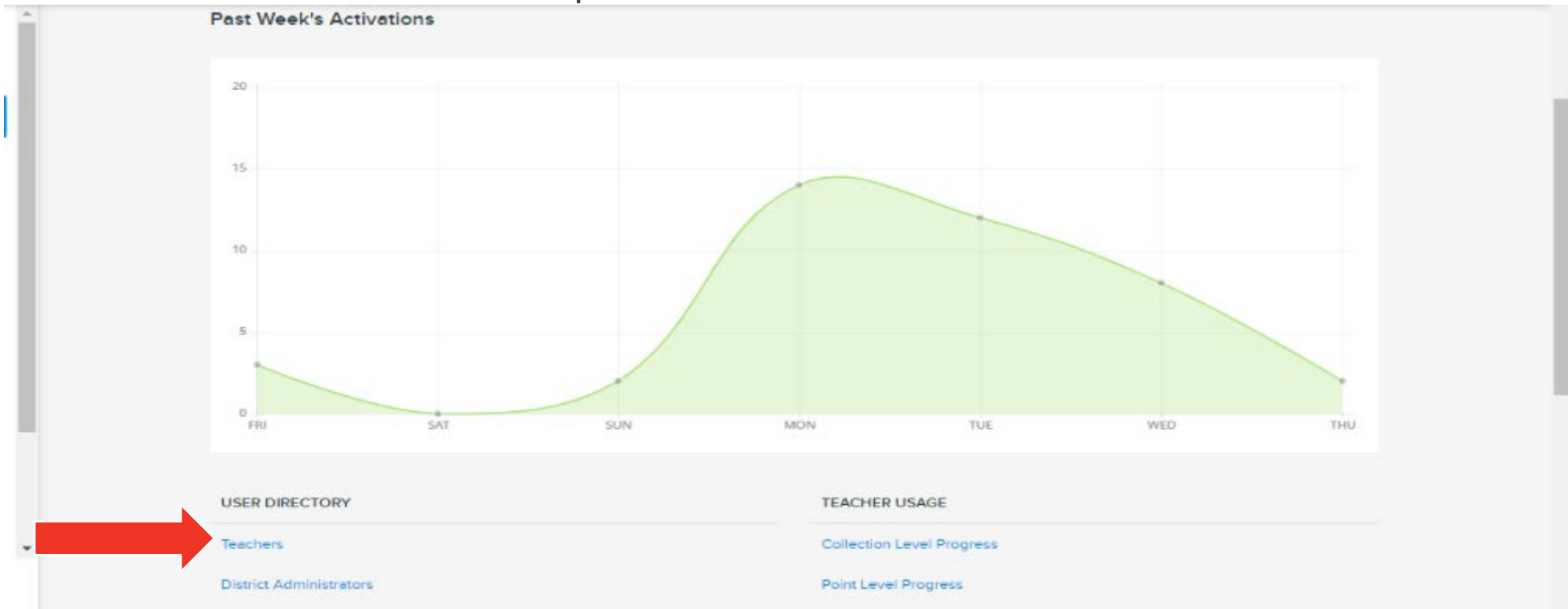
- determine the number of peer reviewers hired. It is critical to have an accurate portfolio teacher count before selecting peer reviewers.

Roster Verification

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 column, select Teachers
- Download the Teacher Roster Report Excel file



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 Num	First Nam	Last Name	Email	Tea	Portfolio Models	Is Review	Portfolio (Imported	Activated	Access Granted At	Activated At (UTC	Was Acces
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
1	Academic District	District Name	District ID	School Name	School ID	TLN Num	First Name	Last Name	Email	Teacher	Portfolio Models	Is Review	Portfolio (Imported	Activated	Access Granted At	Activated At (UTC	Was Acces
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

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)

Add/Remove Template

If corrections need to be made to your Teacher Roster Report, complete the [Add/Remove Template](#) and email it to Portfolio.Questions@tn.gov by **Friday, February 2, 2024**.

After you submit your corrections, allow 5-7 business days, and re-check your Teacher Roster Report for accuracy.

Add/Remove Template

The screenshot displays the Microsoft Excel interface with the 'Home' ribbon selected. The worksheet contains a table with the following columns: A (firstname), B (lastname), C (email), D (TN License Number), E (District ID number), F (Portfolio Model), G (School ID number), H (ADD/REMOVE/UPDATE), and I (REASON). A dropdown menu is open in cell H2, showing options: ADD, REMOVE, and UPDATE. The 'REASON' column contains a list of reasons for updates, with 'Incorrect TLN' selected. The status bar at the bottom indicates the file name '2023_24 Teacher roster template' and 'Sheet1'.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	firstname	lastname	email	TN License Number	District ID number	Portfolio Model	School ID number	ADD/REMOVE/UPDATE	REASON						
2								ADD							
3								REMOVE							
4								UPDATE							
5									works in 3 or more schools						
6									receives a TVASS score						
7									left off the original roster submit						
8									just received a license number						
9									Special Education Teacher						
10									Misspelled Name						
11									Incorrect Email						
12									Incorrect TLN						

Add/Remove Template

Reasons to **Add** a teacher to the roster:

- The teacher was left off the original roster. This teacher has been in the classroom all school year.
- This teacher has been in the classroom all school year, but just received an active permit, waiver or teaching license number.

Reasons to **Remove** a teacher from the roster:

- The teacher has been marked PYE in TNCompass. For more details on PYE, click here: [Partial Year Exemptions](#).
- The teacher is not teaching in the portfolio implementing grade/model this school year. The teacher may have switched grade levels or content areas since the original roster was submitted.
- The teacher is assigned to three or more schools this school year.
- The teacher also teaches in a tested grade and receives an individual TVAAS score.
- The teacher is a special education teacher. For example, the teacher team teaches with a general education teacher (Inclusion). Another example, the teacher teaches a self-contained special education class.

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 9, 2024.

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
	We will not meet in November and December	
January 4, 1 p.m. CT	Roster verification and Add/Remove Template	Click here to join the meeting
February 1, 1p.m. CT	Portfolium reports and Peer Reviewer Applications	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

