Hello Evaluation Configurators:

Welcome back from our state-wide snow event!

The educator effectiveness team publishes this monthly communication to provide added reminders and support in meeting the deadlines of the 2023-24 TEAM Evaluation Timeline.

Share this and the TEAM website with educators in your district. Be sure to check the website for updates like the one below.

Action Needed

For Portfolio Implementing Districts

- **Friday, Feb.2nd** is the **last day to add/remove** any teacher in the platform, Portfolium.
- Portfolio teacher **roster verification form** is due on or before **Friday, Feb. 9th**.

Before the portfolio lead completes the roster verification form, they will need to log in to Portfolium and check that all the implementing teachers are in the Teacher User Directory and have activated their accounts.

If portfolio leads need to add or remove a teacher, please complete the add/remove template and email it to us at Portfolio.Questions@tn.gov. Within 5-7 days of submitting the add/remove template, portfolio leads should check their user directory in Portfolium and make sure everything is correct. Then submit the roster verification form here.

If **all** of the portfolio teachers are in the User Directory and have activated their account, please submit form here.

Key Deadlines for February

Date	Action	Owner	Resources	Contact
Feb. 9, 2024	Portfolio Teacher Roster Verification form due	Portfolio Lead	Portfolio Teacher Roster Verification Guidance for Leads	Portfolio.Questions@tn.gov

TEAM Resource Spotlight

TEAM Resources Added
TEAM Best Practices Video Library In response to feedback from evaluators and educators, the Educator Effectiveness Team has created the TEAM Best Practices Video Library. Our video library features a collection of engaging, practical, and thought-provoking videos covering a wide range of subjects and grade levels. Each TEAM indicator is unpacked **descriptor by descriptor** with video examples of what that practice looks and sounds like in action. Accompanied by a presenter guide, these videos are designed for use as individual professional development, as part of a PLC, or in a large group setting.   **Additional Training**   We are thrilled to offer a range of supplemental training opportunities designed to complement TEAM training. Our professional learning packages are crafted to enhance your evaluation processes, support educators, and foster professional growth. Whether you're an experienced evaluator looking to refine your techniques or a newcomer eager to build a strong foundation, our offerings cater to all evaluators.   - High-Quality Feedback   - Observation Norming Sessions   - School Services Personnel Observation Rubric   - Library Media Specialist Observation Rubric (Coming Soon)

TNCompass Resource Spotlight

TNCompass Resources
The TNCompass **Help** page has resources to support multiple actions in the TNCompass platform. On the **Help** page, you will find the following: - Achievement and Growth Measure Selection User Guide   - Administrators Observations User Guide   - Educator Observation User Guide   - Educator Professional Development Points User Guide   - Administrator Approving Professional Development Points User Guide

- [Observation Import Instructions](#)
- [Disciplinary Hold Instructions](#)
- [CLASS Educator Designation](#)
- [Dec 1 Report Instructions](#)
- [Connecting your Canvas backpack to TNCompass for TLSA](#)
- [TNCompass Evaluation Flexibility Settings User Guide](#)
- [District and School Staff Assignments Roles and Permissions Quick Guide](#)
- [TNCompass Evaluation Administrative Edit Quick Guide](#)
- [TNCompass Growth and Achievement Selection Import Quick Guide](#)
- [2023-2024 Salary Assignment Codes](#)

The Help page may be accessed by the right most tab on the top ribbon.

Office Hours

Office Hours
- **Educator Recognition: Teacher, Principal, and Supervisor of the** Year office hours will be held on Mondays at 3:30 p.m. CT., beginning on Monday, January 22, 2024. [Click here to join the meeting](#) - **Charter School Evaluation Support Office Hour**, Thursday, February 8, 2024, 10:00 a.m. CT [Click here to join the meeting](#)

Teacher Tools: We encourage you to share the following with teachers in your district or charter.

Teacher Resources
Tennessee State Board of Education Newsletter The [Tennessee State Board of Education](#) ensures rules, policies and systems are in place so that all students are prepared for success after graduation. Each month, the Tennessee State Board of Education issues a monthly newsletter highlighting current initiatives. Sign up to receive the newsletter [here](#).

All monthly evaluation configurator emails can be found on the [TEAM website](#). To see past emails, visit the homepage and scroll down to "Monthly Emails."

Thank you for all that you do to support Tennessee's students and teachers!

 Best,

Educator Effectiveness
TEAM.Questions@tn.gov