TRINITY EDUCATION GROUP

TN Portfolio District Admin Manual

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Logging In

TDOE has integrated its portfolio program, TN Portfolio, into its existing TeachALL platform. To access TeachALL+TN Portfolio, Portfolio District Admins should log in using their TDOE-issued SSO account via https://teachall.tnedu.gov/portfolio.

1. Select **Login with your TDOE SSO account**
2. Proceed through the process to login
3. You will be redirected to TeachALL+TN Portfolio, landing on your Portfolio District Admin dashboard.
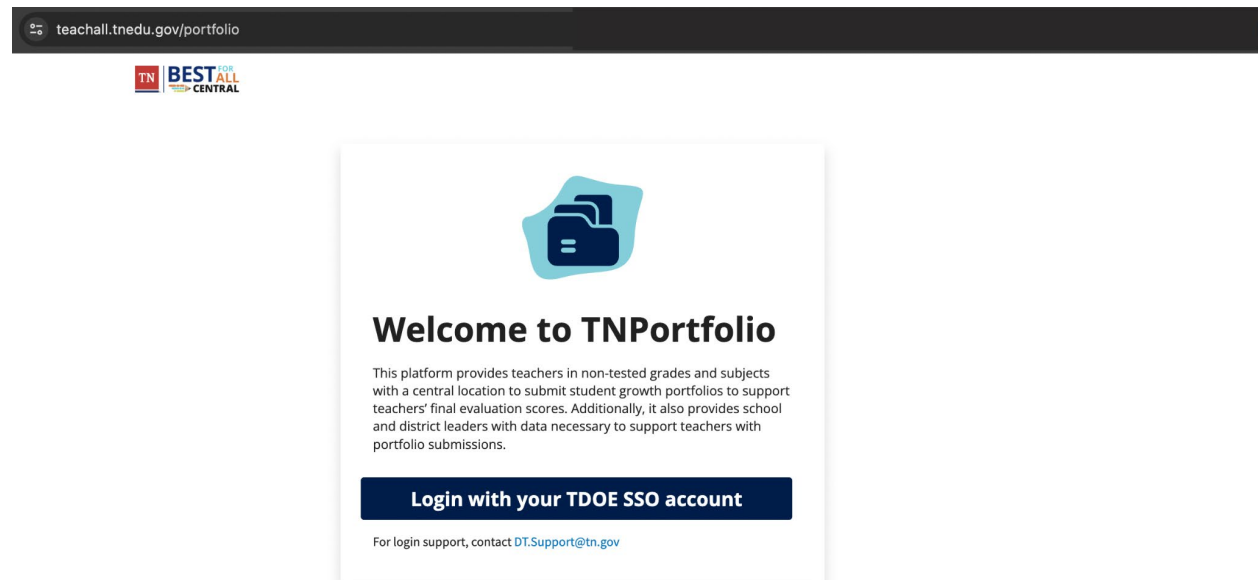
Portfolio District Admin Navigation

Portfolio District Admins have access to district-specific portfolio data, a view into teacher submissions (for teachers within their district), and the ability to manage tasks such as changing teacher collections and rubrics. Portfolio District Admins can access all of these features through their District Admin menu at the top of the page.
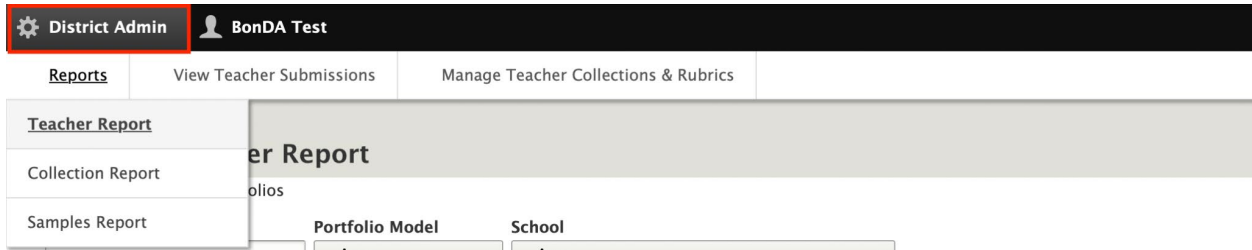
The District Admin menu includes the following:
- Reports
    - Teacher Report
    - Collection Report
    - Samples Report
- View Teacher Submissions
- Manage Teacher Collections & Rubrics

Reports

One of the primary functions available to Portfolio District Admins is the ability to view and download data reports for users within their district. This section outlines these reports.

Teacher Report

URL: https://teachall.tnedu.gov/portfolio-reports/portfolio-teacher-report-district
The Teacher Report is the landing page that Portfolio District Admins see when they log into the platform. You can access this report at any time by going to **Reports** > **Teacher Report** in your District Admin menu.

This report allows Portfolio District Admins to see details about teachers within their district enrolled in Models for the active Portfolio Year. A Portfolio User can be enrolled in 1 Portfolio Model as a Teacher per Portfolio Year. This report will have one row per Portfolio User + Model enrolled in as a 'Teacher'.

| Reports | View Teacher Submissions | Manage Teacher Collections & Rubrics |

Portfolio Teacher Report

Displaying 1 – 4 of 4 portfolios

Teacher name or email   Portfolio Model   School
                          – Any –   ▾   – Any –   ▾

(Apply)

ID	SCHOOL NAME	SCHOOL ID	TLN NUMBER	FIRST NAME	LAST NAME	EMAIL	PORTFOLIO MODEL	TEACHER GROWTH SCORE	PORTFOLIO STATUS
29	Anderson County Innovation Academy	0004	1234567	Bon1	Nordy1	bnordvedt+1@tegtech.io	Pre–K		Incomplete
30	Anderson County High School	0002	3215	Bon2	Nordy2	bnordvedt+2@tegtech.io	First Grade		Incomplete
31	Anderson County Innovation Academy	0004	45647897	Bon3	Nordy3	bnordvedt+3@tegtech.io	Physical Education		Complete
32	Andersonville Elementary	0005	321325	Bon4	Nordy4	bnordvedt+4@tegtech.io	Physical Education		Incomplete

CSV

Limited columns will display on the table (marked red below), but all will be included in the csv download. You can click the **CSV** button at the bottom of the table to download the full report.

Teacher Report columns:

1	School Name	The School the user is associated to
2	School ID	The ID for that School
3	TLN Number	The Teacher License Number for the user
4	First Name	Teacher's first name
5	Last Name	Teacher's last name
6	Email	Teacher's email address
7	Portfolio Model	The title of the Model this Portfolio User is enrolled in as a 'Teacher' (Note: If there are multiple, there will be one for each row)
8	Portfolio Score	The final Portfolio Score the teacher earned for this model (Note: Field appears when scores are released to District Admins)
9	Teacher Growth Score	The final Teacher Grown Score the teacher earned for this model (Note: Field appears when scores are released to District Admins)

10	Portfolio Status	These are the statuses for the teacher's engagement with their Portfolio. Options are: ● Not started - This is the status until a teacher has made their first submission (example: Point A for a Collection Sample) ● In progress - This is the status after a teacher has made their first submission, but they have not made all their submissions and scored them ● Complete - This is the status after a teacher has made all their submissions and has self-scored them all ● Incomplete - This is the status if the submission deadline has hit but the teacher did not reach a 'Complete' status before that
11	Date Account Created	
12	Was Access Removed	Blank if no, "Yes" if the user was set to 'Inactive' for the model

Collection Report

URL: https://teachall.tnedu.gov/portfolio-reports/collection-report-district
You can access this report by going to **Reports** > **Collection Report** in your District Admin menu. This report allows Portfolio District Admins to see details about each Collection a teacher is attempting to complete.

Reports	View Teacher Submissions	Manage Teacher Collections & Rubrics

Collection Report

Displaying 1 – 16 of 16 collections

Teacher name or email	Portfolio Model	Collection	School
	– Any –	– Any –	– Any –

Apply

ID	SCHOOL NAME	TLN NUMBER	FIRST NAME	LAST NAME	PORTFOLIO MODEL	COLLECTION	SCORING RUBRIC	PERCENT COMPLETED	TEACHER SELF SCORE	PEER REVIEWER 1 SCORE	PEER REVIEWER 2 SCORE	EXPERT REVIEWER SCORE	FINAL STUDENT GROWTH INDICATOR SCORE
96	Anderson County Innovation Academy	1234567	Bon1	Nordy1	Pre–K	Foundational Literacy – Cloned	PK.FL.PA.2.e	17					
97	Anderson County Innovation Academy	1234567	Bon1	Nordy1	Pre–K	Reading – Cloned	PK.RI.KID.2						

Limited columns will display on the table (marked red below), but all will be included in the csv download. You can click the **CSV** button at the bottom of the table to download the full report.

Collection Report columns:

1	School Name	The School the user is associated to
2	TLN Number	The Teacher License Number for the user
3	First Name	Teacher's first name
4	Last Name	Teacher's last name
5	Email	Teacher's email
6	Portfolio Model	The title of the Model the teacher is enrolled in that the 'Collection' in this row is a part of
7	Collection	This is the title of the Collection represented in this row
8	Scoring Rubric	The title of the Rubric the teacher selected for this Collection
9	Percent Completed	Current % complete progress the user has made for this Collection (Note: Available once scores are released to District Admins)
10	Teacher Self Score	SGIS from the teacher's own self scoring (Note: Available once scores are released to District Admins)
11	Peer Reviewer 1 Score	SGIS from the 1st reviewer (Note: Available once scores are released to District Admins)
12	Peer Reviewer 2 Score	SGIS from the 2nd reviewer, when applicable (Note: Available once scores are released to District Admins)
13	Expert Reviewer Score	SGIS from the expert reviewer, when applicable (Note: Available once scores are released to District Admins)
14	Final Student Growth Indicator Score	The SGIS for the Collection (Note: Available once scores are released to District Admins)
15	Number of Reviews	The number of reviews this collection has gone through (Note: Available once scores are released to District Admins)

Samples Report

URL: https://teachall.tnedu.gov/portfolio-reports/samples-report-district
You can access this report by going to **Reports** > **Samples Report** in your District Admin menu.

This report allows Portfolio District Admins to view details about teacher sample submission scores. This report will have one row per Portfolio User + Submission + score. For example:

- Teacher completes Collection with Sample 1, making submissions for Point A and Point B.
- The teacher performs a 'self score' for Point A and Point B
- A row of this report will be for the teacher's self score of Sample 1
- Another row of this report will be for peer reviewer 1's score of Sample 1…etc.

Reports	View Teacher Submissions	Manage Teacher Collections & Rubrics									

Samples Report

Displaying 1 – 27 of 27 samples

Teacher name or email	Portfolio Model	Collection	Review Number
	– Any –	– Any –	– Any –

Apply

ID	SCHOOL NAME	SCHOOL ID	TLN NUMBER	FIRST NAME	LAST NAME	PORTFOLIO MODEL	COLLECTION	REVIEW NUMBER	POINT A SCORE	POINT B SCORE
367	Anderson County High School	0002	3215	Bon2	Nordy2	First Grade	Foundational Literacy – Cloned	Teacher	1.00	5.00
368	Anderson County High School	0002	3215	Bon2	Nordy2	First Grade	Foundational Literacy – Cloned	Teacher	1.00	5.00
369	Anderson County High School	0002	3215	Bon2	Nordy2	First Grade	Foundational Literacy – Cloned	Teacher	1.00	5.00

Limited columns will display on the table (marked red below), but all will be included in the csv download. You can click the **CSV** button at the bottom of the table to download the full report.

Samples Report columns:

1	School Name	The School the user is associated to
2	School ID	The ID for that School
3	TLN Number	The Teacher License Number for the user
4	First Name	Teacher's first name
5	Last Name	Teacher's last name
6	Email	Teacher's email address

7	Portfolio Model	The title of the Model the teacher is enrolled in that the 'Sample' submissions for this row are a part of
8	Collection	This is the title of the Collection that the 'Samples' represented in this row are a part of
9	Scoring Rubric	The title of the Rubric the teacher selected for the Collection
10	Sample Title	The title of the sample (i.e. Emerging) for the sample represented in this row
11	Review Number	Which review this is (i.e. teacher self review, first review, second review, expert review). Options are: Teacher, 1, 2, 3 (Expert)
12	Point A Score	The rubric score given for Point A of this sample (Note: If it was marked not scorable, list 'Not scorable')
13	Point B Score	The rubric score given for Point B of this sample (Note: If it was marked not scorable, list 'Not scorable')
14	Reviewer Feedback	If the Sample was 'not scorable', the reason should be listed here

View Teacher Submissions

URL: https://teachall-cms.tnedu.gov/admin/content/portfolio/point-submission

Portfolio District Admins can view each Point A/B submission for their teachers' Collections.

To view the details of a teacher's sample submission, navigate to the **View Teacher Submissions** page in your District Admin menu. You will see a table that includes all teacher submissions. You can use filter results by teacher name or email, submission type (i.e., A or B), and/or Portfolio Model. Select **View** to the right of the submission you would like to access.

Manage Teacher Collections & Rubrics

URL: https://teachall.tnedu.gov/admin/content/portfolio/teacher-model

To view or edit the Collections and/or Rubrics for a teacher, navigate to the **Manage Teacher Collections & Rubrics** page in your District Admin menu. Note that you can only change a teacher's Collection and/or Rubric *before* that teacher has submitted work for that Collection.

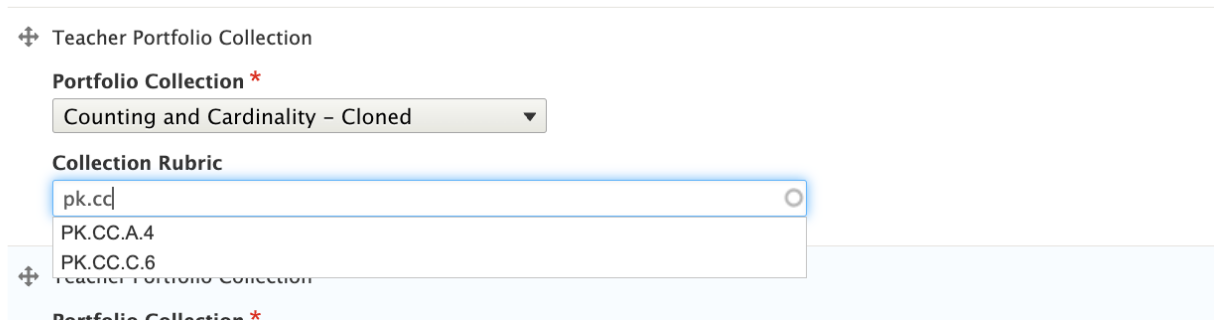## Changing a Teacher's Collection

1. Use the search and filter functionality to find the correct teacher account
2. Click **Edit** to the right of the teacher account you would like to edit
3. Use the dropdowns to select a different Collection as needed. NOTE: Be sure to remove the previously selected Rubric for the old Collection, if applicable.
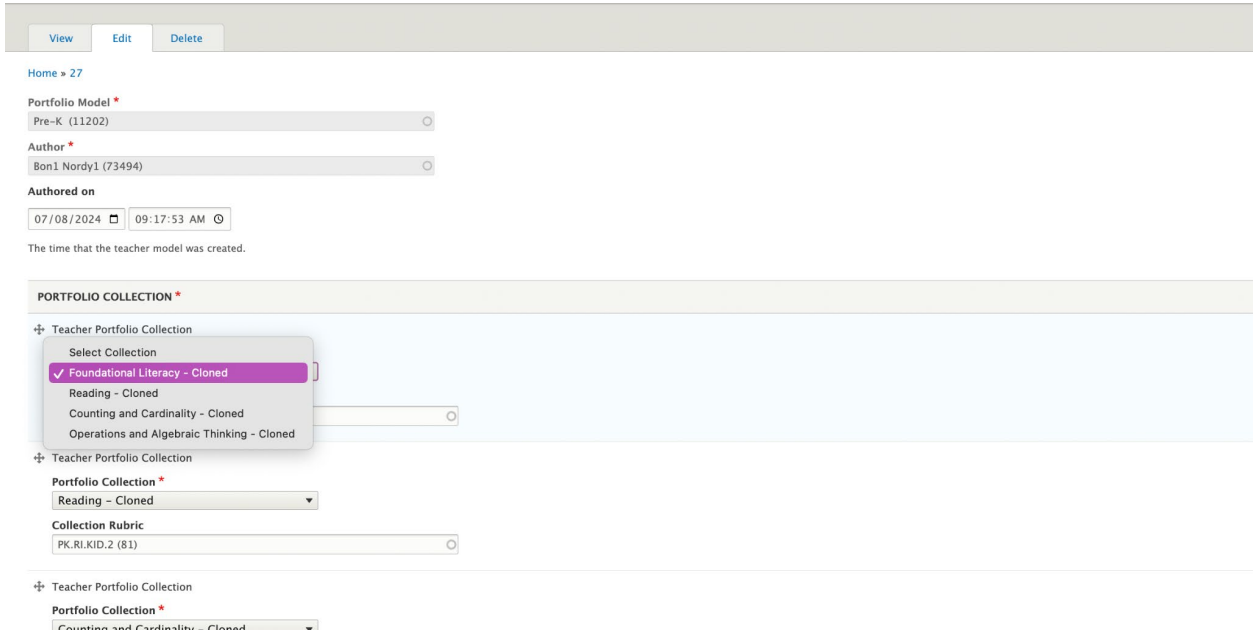
4. Select **Save** at the bottom of the page

Changing a Teacher's Rubric

1. Use the search and filter functionality to find the correct teacher account
2. Click **Edit** to the right of the teacher account you would like to edit
3. Use the autocomplete to enter the new Rubric for the relevant Collection. Applicable rubrics will display as you type - select the correct one from the results that generate

4. Select **Save** at the bottom of the page