Portfolio Teacher Rostering Guidance for Portfolio Leads

In order for teachers to gain access to TNPortfolio, 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.

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 on page 2.

Important Notes

- The department will accept rosters **Sept. 9-27.** Please allow five to seven business days for processing, data cleaning, and uploading rosters to the TNPortfolio platform.

- Roster errors will prevent Level of Overall Effectiveness (LOE) generation.

- Portfolio leads should complete the portfolio rostering process using the Portfolio Rostering Template. Download the template and save to desktop before completing it.

- Refer to the TEAM Portfolio Guidebook for Administrators and Teachers for staff assignments and circumstances that exempt a teacher from submitting a portfolio. Leads should ensure that exempt teachers are not included in the roster submission.

- Teachers will not be granted access to the online platform for the academic year until an accurate roster has been provided to the department. Any submission delays or inaccuracies in the roster could result in teachers not receiving timely access to the platform.

- Please ensure that your portfolio teachers have state SSO accounts and their information is up to date.

- Because the growth score is part of the level of overall effectiveness score (LOE), it is key that each educator involved uses accurate login credentials. **Contact your district EIS coordinator for SSO account support.**

Completing the Portfolio Rostering Process using TNCompass

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 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 your district for the current school year. To access this information:

1. Log into [TNCompass](#) and select the **Reports** tab.
2. Select **Reports** using the Report Type toggle button.
3. Using the **Reports** dropdown, select **Staff Assignments.**
4. Use the **Academic Year** dropdown to select the current school year.
5. Click on the **Location(s)** dropdown.
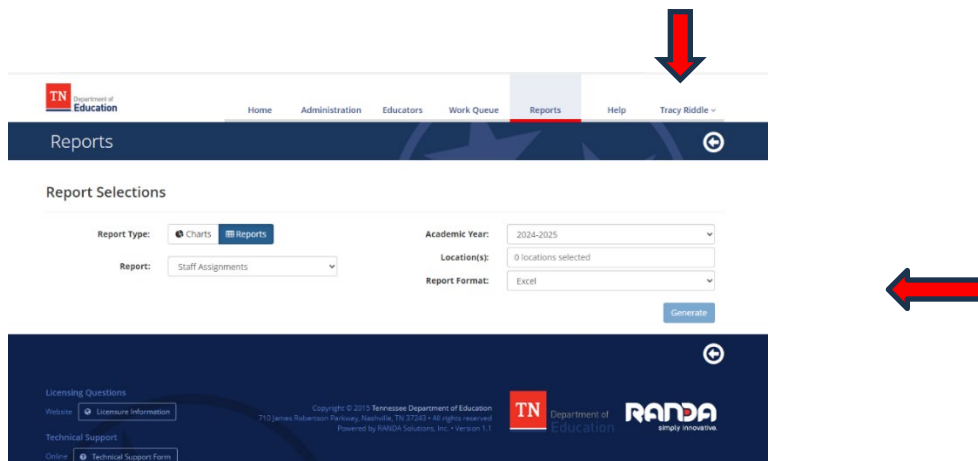
6. Within the **Location(s)** dropdown menu, use the Location(s) Selector tool to select the schools that have portfolio teachers.
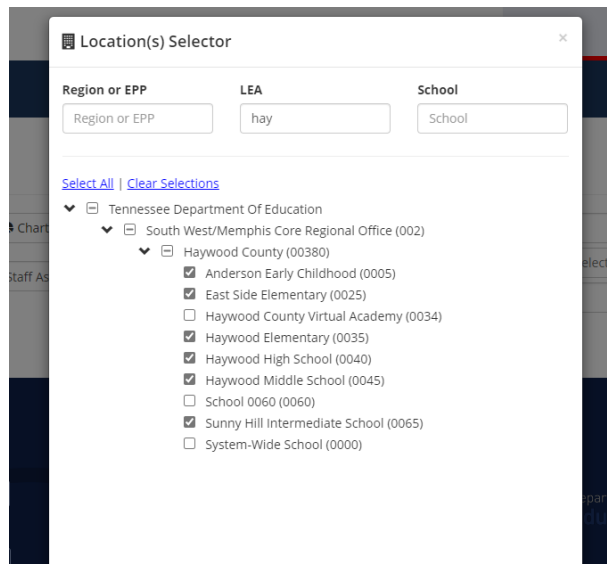
7. Select all schools within your district with teachers who will be submitting portfolios and click the **Apply** button. This will generate a report that matches your chosen filters.

8. Using the **Report Format** dropdown, select **Excel**. Click **Generate to** generate the **Staff Assignments** report. Download as an Excel file.

9. Open the saved copy of the **Staff Assignments** report.

10. View the information in the report to make sure you have all the educator staffing data you need. Once you've confirmed that the data looks correct, use the filter located in Column O (**Role**) of the report to filter your results to **Teacher**. This will ensure that only teachers are included in your portfolio roster. **Remove any non-portfolio teachers from the spreadsheet so that you have only the data you need to include in the roster.**

    Including a non-portfolio teacher on the roster will cause that teacher to not generate a LOE.

11. Download the [Portfolio Rostering Template](#).

12. Copy the necessary data (listed below) from the **Staff Assignments** report to the **Portfolio Rostering Template** spreadsheet. Only include the requested information in the Portfolio Rostering Template.

    *Only use **official school email addresses**. Do not use email addresses from TNCompass that are not official school email addresses.*

First Name	Last Name	Email	TLN	District ID	School ID	Model ID

    first name   Teacher's first name
    last name   Teacher's last name
    email   Teacher's **school email address** associated with their SSO account*
    TN license number   Teacher's full license number (TLN) in TNCompass (9-digits)
    District ID number   District ID in TNCompass (5 digits)
    School ID number   School ID in TNCompass (4 digits)
    Model ID   See the information below for the portfolio Model ID

    *Check with your EIS coordinator to ensure each teacher's SSO account is associated with their current **school email** on the roster. Your EIS coordinator will need to make any corrections needed.*

13. In the **Portfolio Rostering Template** file, select the portfolio Model ID information from the dropdown in Column G for each teacher included on your district's roster.

Portfolio Model IDs:

Model ID	Portfolio Model
2024-25.PK	Pre-K model
2024–25.WL.F	World Language: French
2024–25.1st	First Grade
2024–25.FA.VM	Fine Arts: Vocal Music
2024–25.2nd.ELA	Second Grade Departmentalized – ELA
2024–25.K	Kindergarten
2024–25.FA.T	Fine Arts: Theatre
2024–25.PE	Physical Education
2024–25.1st.ELA	First Grade Departmentalized – ELA
2024–25.FA.IM	Fine Arts: Instrumental Music
2024–25.2nd.M	Second Grade Departmentalized – Math
2024–25.K.ELA	Kindergarten Departmentalized – ELA
2024–25.FA.MA	Fine Arts: Media Arts
2024-25.1st.M	First Grade Departmentalized – Math
2024–25.FA.VA	Fine Arts: Visual Arts
2024–25.WL.S	World Language: Spanish
2024–25.K.M	Kindergarten Departmentalized – Math
2024–25.FA.GM	Fine Arts: General Music
2024–25.2nd	Second Grade
2024–25.FA.D	Fine Arts: Dance

14. **Submitting your Portfolio Roster**
    Name and save your copy of the Roster Template as *"districtname_2024-25 Portfolio Teacher Roster.xlsx".* Please return your completed **Portfolio Rostering Template** file to Portfolio.Questions@tn.gov and include "Teacher Roster" in the subject line.

    Rosters are due on or before September 27, 2024.