

BEST FOR ALL

We will set all students on a path to success.

**2024-25 Student Growth Portfolio Lead
Monthly Office Hour
September 19, 2024**

Educator Effectiveness Team



Martha Moore

- Senior Director of Educator Effectiveness

Amy Floyd

- Director of Data and District Support
- TNCompass Data, Strategic Compensation (Differentiated Pay, Vacancy Data, Educator Diversity)

Tracy Riddle

- Director of Educator Effectiveness
- Alternative Growth Measures, TEAM Evaluation

Micah Fager

- Director of TEAM Training and Support
- Observer Training, TEAM Website

Sarah Brown

- Recognition and Communication Coordinator
- Educator Recognition Programs (8), Advisory Councils (4), External Communications Management

TEAM Contractor

- TBD
- TBD



Agenda

In this meeting, we will discuss

- District Administrator Resources
- Teacher roster guidance
- Submitting teacher rosters
- TNPortfolio Teacher Access and Training
- Next Steps
- Support



District Administrator Resources



District TEAM portfolio leads received access to the portfolio platform, TNPortfolio beginning in August.

Guidance for Portfolio leads to log in can be found in the August portfolio lead office hour slides and recording.

Information and guidance can also be found [Portfolio Platform-TNPortfolio \(New!\) | TEAM-TN](#)

Refer to the [TNPortfolio District Administrator Manual](#).

Teacher Roster Guidance

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

The [Portfolio Rostering Guidance for Leads](#) document provides instructions on how to create and submit a roster. This document has been updated for the 2024-25 school year.



Teacher Roster Guidance

[Portfolio Resources | TEAM-TN](#)

Resources

- [TEAM Portfolio Guidebook for Administrators and Teachers: Updated July 2024](#) 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 September 2024](#) Before teachers receive access to TNPortfolio, 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. If you have questions about who should be rostered, please refer to this [quick guide](#).
- [Portfolio Teacher Roster Verification Guidance for Leads: Update coming soon](#) Portfolio leads must maintain an accurate teacher roster in the portfolio platform, including adding or removing teachers. Portfolio teacher roster verification ensures the correct teachers have Portfolium access to upload and self-score their student artifacts. This process requires portfolio leads to



Teacher Roster Guidance

[2024-25-Portfolio-Teacher-Rostering-Guidance-for-Portfolio-Leads.pdf \(team-tn.org\)](#)



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 rosters 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.**



Teacher Roster Guidance

[Portfolio Rostering Template](#)

You must download the template.

Teacher-Portfolio-User-Import-Templates-2024-25 - View-only

Search for tools, help, and more (Alt + Q)

File Home Insert Share Page Layout Formulas Data Review View Help Draw

Viewing Edit a copy Comments

D9

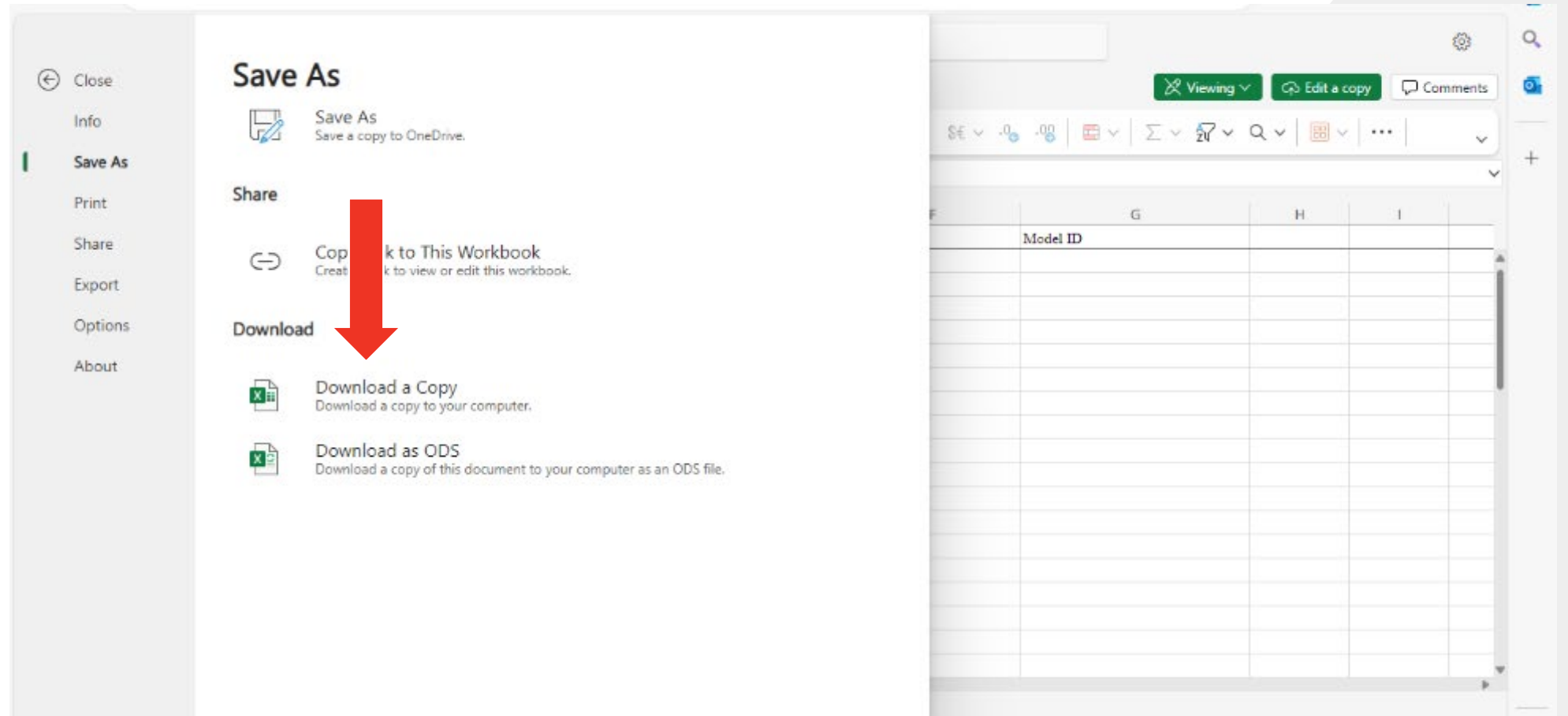
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Teachers Model ID

Teacher Roster Guidance

[Portfolio Rostering Template](#)

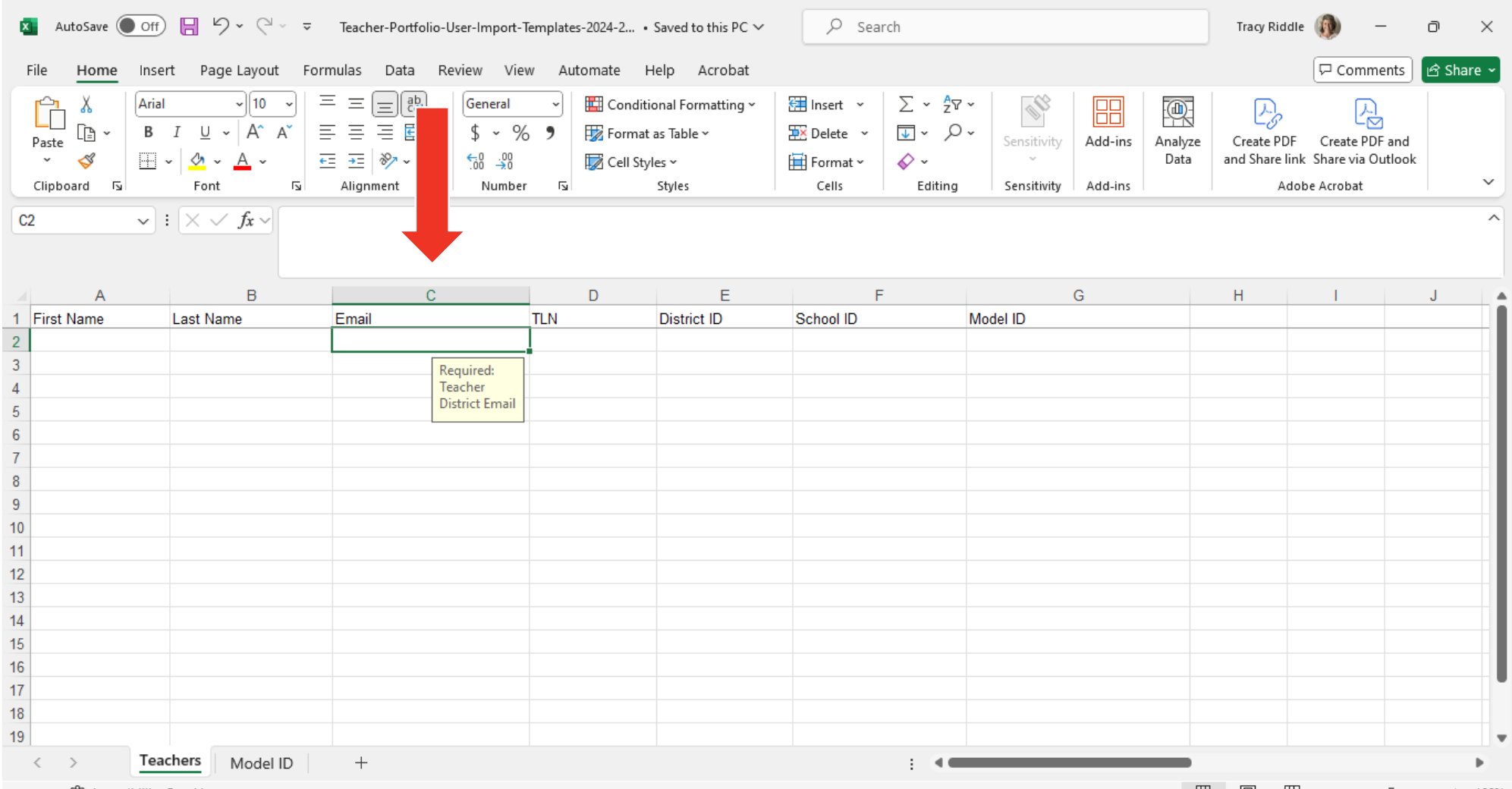
You must download the template.



Teacher Roster Guidance

[Portfolio Rostering Template](#)

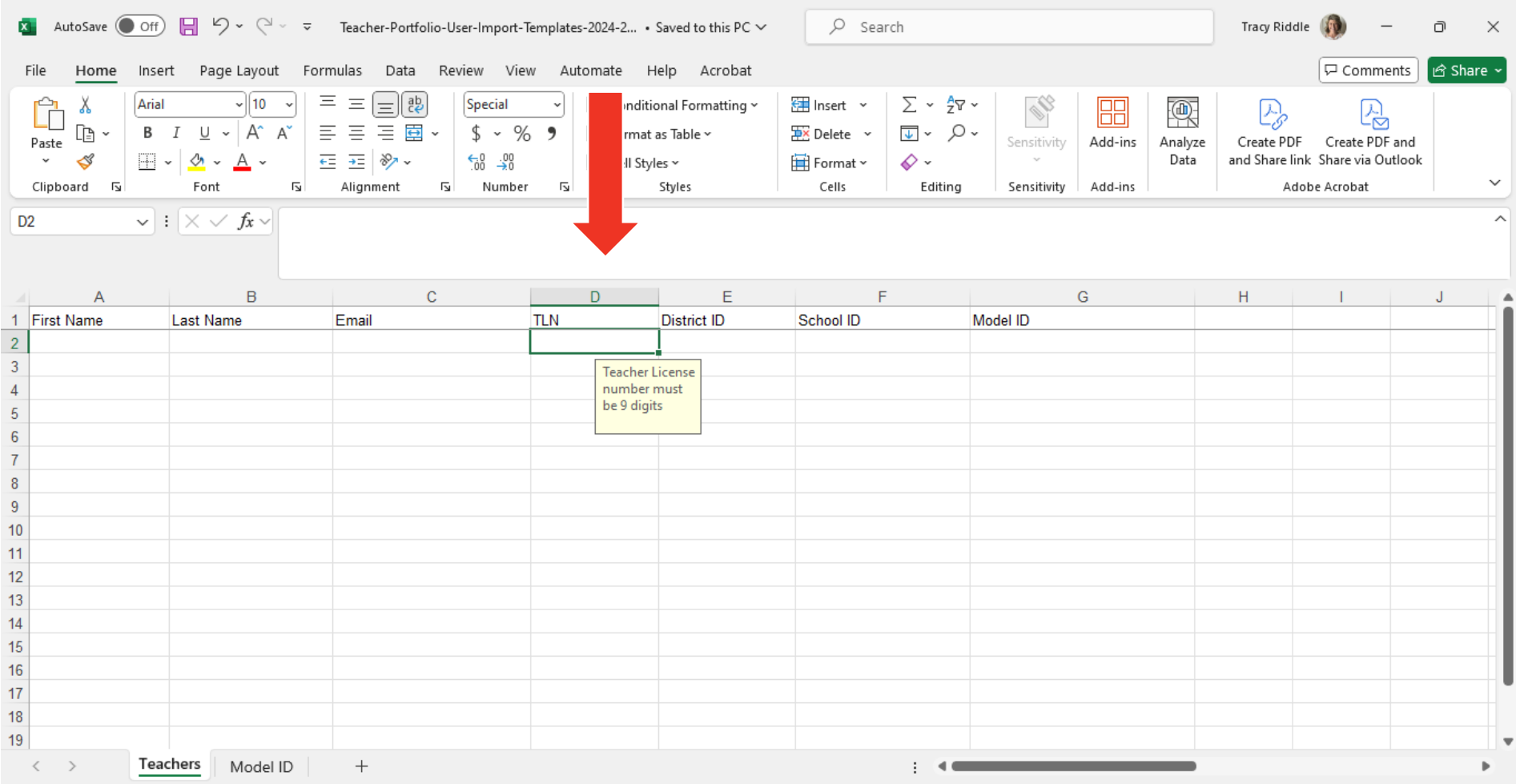
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Teacher Roster Guidance

[Portfolio Rostering Template](#)

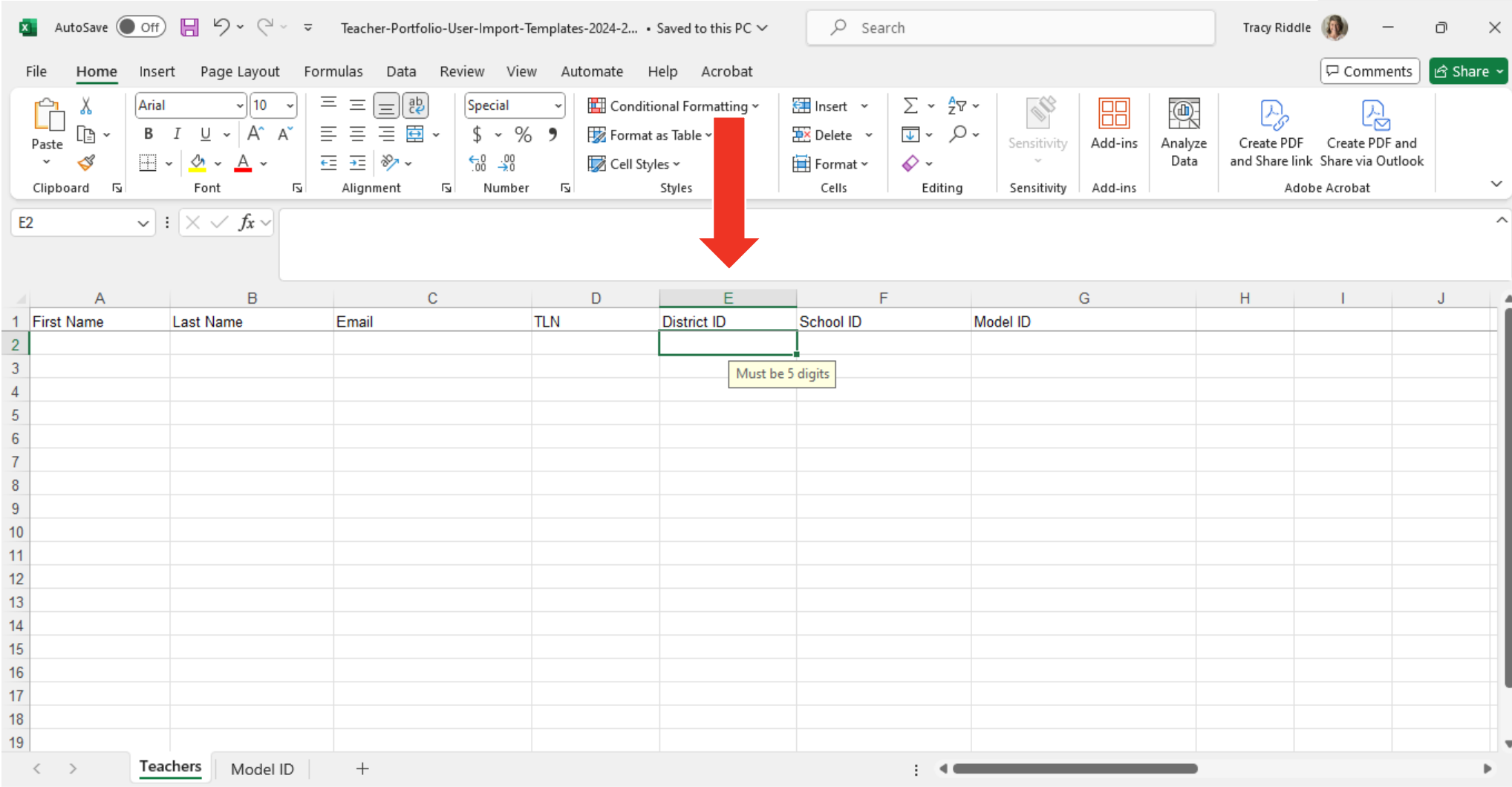
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Teacher Roster Guidance

[Portfolio Rostering Template](#)

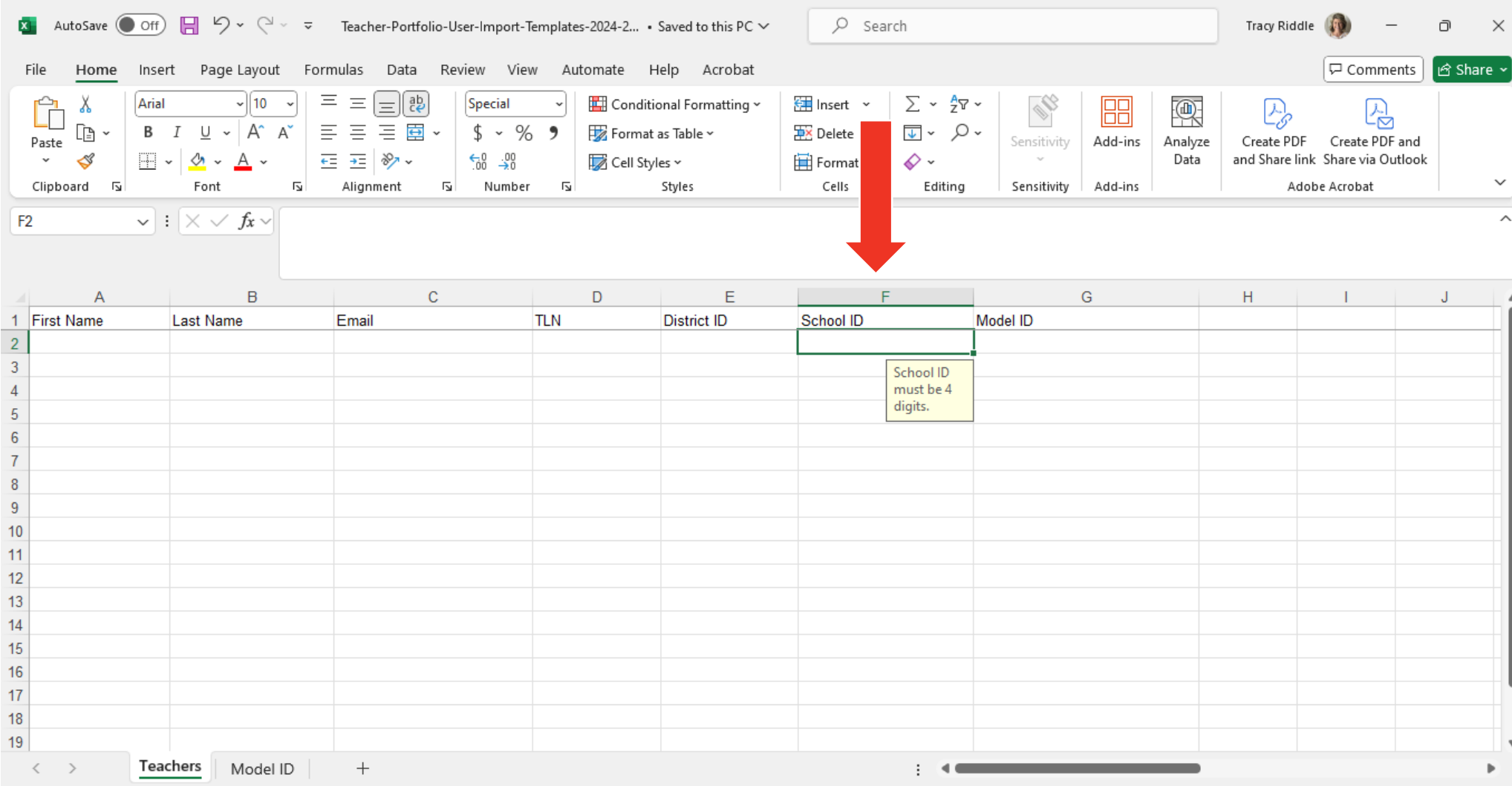
You must download the template.



Teacher Roster Guidance

[Portfolio Rostering Template](#)

You must download the template.



Teacher Roster Guidance

[Portfolio Rostering Template](#)

You must download the template.

The screenshot shows the Microsoft Excel interface with the following data in the spreadsheet:

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

Teacher Roster Guidance

[TEAM Portfolio Guidebook for Administrators and Teachers](#)



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 rosters 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.**




Teacher Roster Guidance

Refer to page 10

[TEAM Portfolio Guidebook for Administrators and Teachers](#)


Rostering Portfolio Teachers

Before teachers receive access to the portfolio platform, implementing teacher roster information must be provided to the department. Teachers gain access to the portfolio platform through the portfolio lead rostering process. Portfolio leads begin the rostering process in early September. Portfolio teachers must log in for access to the platform.



Educators Required to Complete Portfolios


All licensed teachers, staffed as a teacher in the district/charter's chosen non-tested grade or content area must be rostered to complete a student growth portfolio.



Educators Not Required to Complete Portfolios

There are certain circumstances in which educators are not required to complete a portfolio. These are the teachers who should not be rostered for student growth portfolios:

- **Tested Teachers:** Any teacher who serves as the teacher of record for a tested grade or subject **and** teaches a portfolio grade or subject is not required to complete 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 required to complete the portfolio.
- **Special Education Teachers:** Special education teachers in pre-K, kindergarten, first grade, and second grade who are teacher of record for only special education students are not required to complete the portfolio. Educators who are teachers of record for both general education and special education in an inclusive environment are required to complete a 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.



Exemptions

Tennessee statute § 49-1-302 states that the evaluation process shall not apply to teachers who are employed under contracts of duration of 120 days per school year or fewer or who are not employed fulltime. Educators who are employed for 120 days or fewer **or** are not employed fulltime should be marked as partial year exemption (PYE) in TNCompass. Teachers marked as PYE in TNCompass are exempt from completing a portfolio and should be removed from the portfolio roster. **An educator who does not qualify for PYE (e.g., returns to work early or leaves work later than planned) and does not complete a portfolio will receive an Incomplete and a LOE will not generate.**

Teacher Roster Guidance

If you have questions about who should be rostered, please refer to this [quick guide](#).

Resources

- [TEAM Portfolio Guidebook for Administrators and Teachers: Updated July 2024](#) 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 September 2024](#) Before teachers receive access to TNPortfolio, 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. If you have questions about who should be rostered, please refer to this [quick guide](#).
- [Portfolio Teacher Roster Verification Guidance for Leads: Update coming soon](#) Portfolio leads must maintain an accurate teacher roster in the portfolio platform, including adding or removing teachers. Portfolio teacher roster verification ensures the correct teachers have Portfolium access to upload and self-score their student artifacts. This process requires portfolio leads to review the teacher roster in the Portfolio platform for accuracy, ensuring the district's selected

Teacher Roster Guidance- Quick Guide

Refer to page 10 in the [Student Growth Portfolio Teacher and Administrator Guidebook](#)

Portfolio Model	Educators required to complete a student growth portfolio	Educators not required to complete a student growth portfolio
Pre-K	All licensed Pre-K teachers that are employed by the LEA, are staffed in TNCompass, serve as teacher of record, and have least three 4 year old students on the class roster.	<p>Special education teachers who are teacher of record for special education students only.</p> <p>Pre-K teachers that teach only 3 year olds or have less than three 4-year old students assessed at Point A and Point B.</p> <p>Pre-K teachers assigned to teach in 3 or more schools.</p>
Kindergarten	All licensed kindergarten teachers that are employed by the LEA, are staffed in TNCompass, and serve as teacher of record for at least three kindergarten students.	<p>Special education teachers who are teacher of record for special education students only.</p> <p>Teachers with less than three kindergarten students assessed at Point A and Point B.</p> <p>Kindergarten teachers assigned to teach in 3 or more schools.</p>

Teacher Roster Guidance- Quick Guide

Refer to page 10 in the [Student Growth Portfolio Teacher and Administrator Guidebook](#)

Portfolio Model	Educators required to complete a student growth portfolio	Educators not required to complete a student growth portfolio
First Grade	All licensed first grade teachers that are employed by the LEA, are staffed in TNCompass, and serve as teacher of record for at least three first grade students.	<p>Special education teachers who are teacher of record for special education students only.</p> <p>Teachers with less than three first grade students assessed at Point A and Point B.</p> <p>First grade teachers assigned to teach in 3 or more schools.</p>
Second Grade	All licensed second teachers that are employed by the LEA, are staffed in TNCompass, and serve as teacher of record for at least three second grade students.	<p>Special education teachers who are teacher of record for special education students only.</p> <p>Teachers with less than three second grade students assessed at Point A and Point B.</p> <p>Second grade teachers assigned to teach in 3 or more schools.</p>

Teacher Roster Guidance- Quick Guide

Refer to page 10 in the [Student Growth Portfolio Teacher and Administrator Guidebook](#)

Portfolio Model	Educators required to complete a student growth portfolio	Educators not required to complete a student growth portfolio
Fine Arts	All licensed fine arts teachers that are employed by the LEA and are staffed in TNCompass.	<p>Fine arts teachers assigned to teach in 3 or more schools.</p> <p>Fine arts teachers that serve as the teacher of record for a tested grade or subject and would receive the TVAAS score as the 35% measure for their LOE.</p>
Physical Education	All licensed PE teachers that are employed by the LEA and are staffed in TNCompass.	<p>PE teachers assigned to teach in 3 or more schools.</p> <p>PE teachers that do not teach any of the following grades: 2nd, 5th, 6th, 7th, 8th.</p> <p>PE teachers that teach 9-12 grade.</p> <p>PE teachers that serve as the teacher of record for a tested grade or subject and would receive the TVAAS score as the 35% measure for their LOE.</p>
World Languages	All licensed Spanish and/or French world language teachers that are employed by the LEA and are staffed in TNCompass.	<p>World Language teachers that teach a foreign language other than Spanish or French.</p> <p>World Language teachers that serve as the teacher of record for a tested grade or subject and would receive the TVAAS score as the 35% measure for their LOE.</p>

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 2024-25 school year in TNCompass.

Submitting Teacher Rosters



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.

TNPortfolio Teacher Access and Training



Once the roster information has been quality checked and uploaded to the platform, rostered teachers will receive a welcome email from TeachAll.

Welcome to TNPortfolio, !

You have been rostered as a portfolio implementing teacher for the 2024-25 year.

You are enrolled in the Kindergarten model.

Visit <https://teachall.tnedu.gov/portfolio> to log in to the TNPortfolio platform using your TDOE Single Sign On (SSO) account.

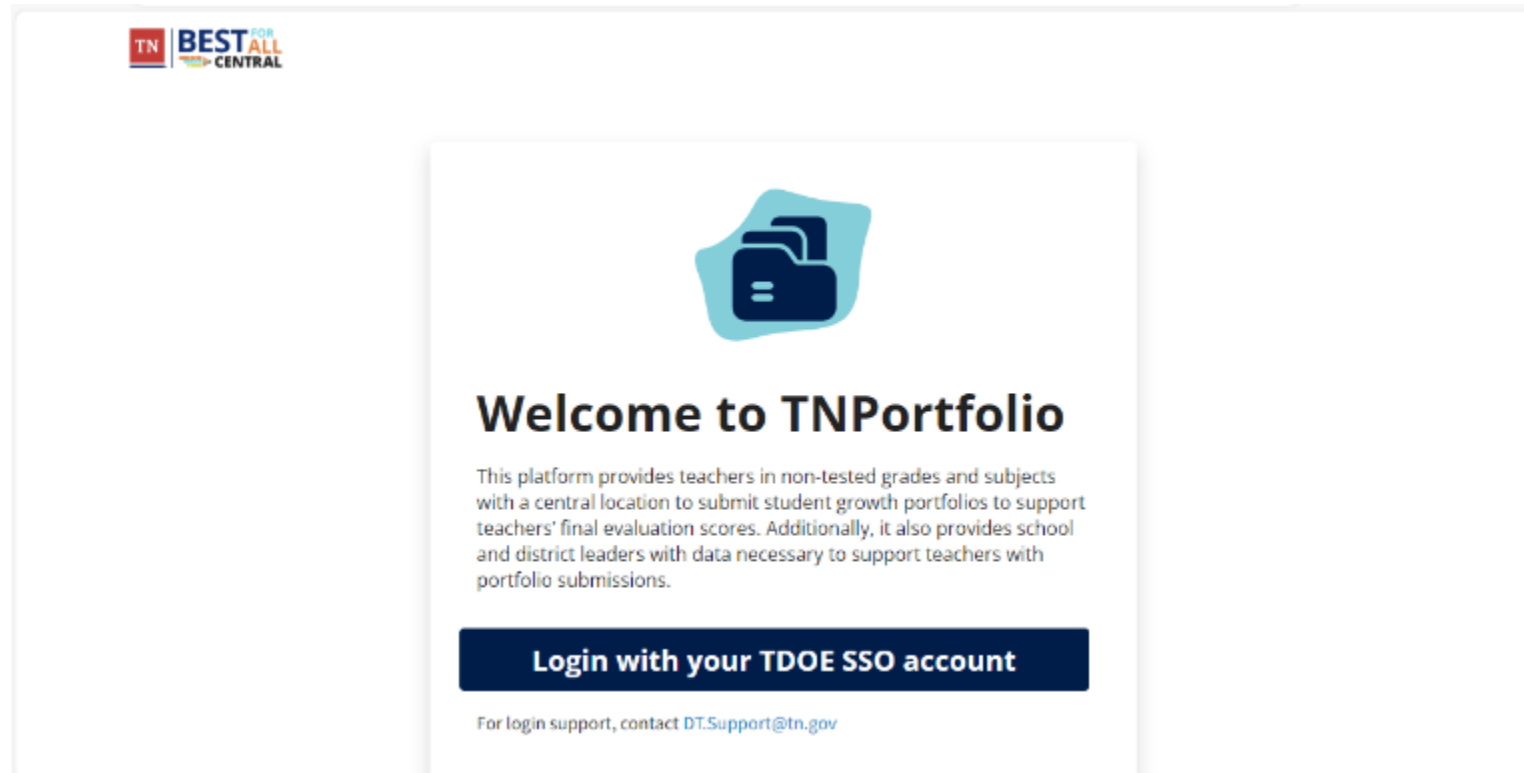
For more information about student growth portfolio models, visit [Student Growth Portfolios](#) on the TEAM website.

For questions about portfolio implementation, contact Portfolio.Questions@tn.gov.

For questions about your TDOE SSO account, contact dt.support@tn.gov.


TNPortfolio Teacher Access and Training

Teachers log in to the TNPortfolio platform using their TDOE Single Sign On (SSO) account



The screenshot shows the TNPortfolio login interface. At the top left, there is a logo for 'TN BEST FOR ALL CENTRAL'. The main content area features a blue folder icon with a document inside. Below the icon, the text reads 'Welcome to TNPortfolio'. A paragraph of text explains that the platform is for teachers in non-tested grades and subjects to submit student growth portfolios. A prominent dark blue button with white text says 'Login with your TDOE SSO account'. At the bottom, there is a small link for login support: 'For login support, contact DT.Support@tn.gov'.

TN BEST FOR ALL CENTRAL



Welcome to TNPortfolio

This platform provides teachers in non-tested grades and subjects with a central location to submit student growth portfolios to support teachers' final evaluation scores. Additionally, it also provides school and district leaders with data necessary to support teachers with portfolio submissions.

Login with your TDOE SSO account

For login support, contact DT.Support@tn.gov

TNPortfolio Teacher Access and Training



If teachers receive this message, they will reach out to you.

- Check to see if they were on your submitted roster and the email on the roster is correct.
- Reach out to district EIS coordinator to ensure the teachers' current district email matches their SSO account.

The screenshot shows an email interface with the TN logo and 'BEST FOR ALL CENTRAL' on the left, and 'TNPortfolio View' on the right. The main content area features a folder icon, the greeting 'Hi, Sarah Brown!', and a message stating: 'Welcome to TNPortfolio! You have NOT been enrolled in a Portfolio Model for the 2024-25 school year.' Below this, it says: 'If this is an error and you need to request a Portfolio Model enrollment, please contact Portfolio.Questions@tn.gov.'

TNPortfolio Teacher Access and Training

[Portfolio Platform- TNPortfolio \(New!\) | TEAM-TN](#)

Portfolio Implementing Teachers



- [Portfolio Teacher guidance resources](#)
- [Portfolio Teacher Access](#)
 - [Instructional video](#)
 - [PDF](#)
- [TEAM Portfolio Guidebook for Administrators and Teachers](#)

The online portfolio platform supports multiple file formats, enabling users to capture work that is authentic to the task they are asked to perform. Required file types (video, image, document) are outlined in each of the model rubrics.

The file types and formats supported by the platform include:

File Type	Support Formats
Images	<ul style="list-style-type: none">• png - Portable Network Graphics• jpeg - Joint Photographic Experts Group
Documents	<ul style="list-style-type: none">• doc - Microsoft Office Word Document• docx - Microsoft Office Word Document• pdf - Portable Document Format
Presentations (Can NOT be used for videos)	<ul style="list-style-type: none">• ppt - Microsoft Office PowerPoint• pptx - Microsoft Office PowerPoint
Videos	<ul style="list-style-type: none">• mov - Apple QuickTime• mpeg - Digital Video Format• mp4 - Digital Video Format

Next Steps



- Log in to TNPortfolio. Check District Administrator access
- Download Portfolio Teacher Roster Template
- Roster all teachers in district/charter's selected portfolio model(s)
- Name and save your copy of the Roster Template as **"districtname_2024-25_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 deadline to submit portfolio teacher rosters is September 27, 2024.
- Share the TNPortfolio Teacher training with all portfolio teachers.

Support



- Monthly office hours

July 18, 2024 1 p.m. CT	Intro to the portfolio lead role, responsibilities, resources available on the TEAM website .	Join the meeting now
August 15, 2024 1 p.m. CT	Intro to the new TNPortfolio Platform	Join the meeting now
September 19, 2024 1 p.m. CT	Rostering guidance	Join the meeting now
October 17, 2024 1 p.m. CT	Teacher Account Set up	Join the meeting now
January 16, 2025 1 p.m. CT	Roster verification and ADD/Remove Template	Join the meeting now
February 20, 2025 1 p.m. CT	Pulling reports	Join the meeting now
March 20, 2025 1 p.m. CT	Supporting teachers with the portfolio process through to completion.	Join the meeting now
April 17, 2025 1 p.m. CT	Finalizing portfolio implementation	Join the meeting now

- With questions regarding SSO accounts, start with your EIS coordinator.
- Email Portfolio.Questions@tn.gov with portfolio implementation questions.

Educator Effectiveness Email Support



- TEAM.Questions@tn.gov
 - TNCompass
 - Observations
 - Growth Measures
 - TVAAS
 - Alternative Growth Measure –Universal Reading Screener
 - Achievement Measures
 - Evaluation Training
- Portfolio.Questions@tn.gov
 - Student Growth Portfolio Models
- RV.Questions@tn.gov
 - TVAAS Roster Verification
- Compensation.Questions@tn.gov
 - District Differentiated Pay Plans
 - Vacancy Data Collection

Other Email Support

- Educator.Licensure@tn.gov
 - Licensure questions
 - Professional Development Points (PDPs)
 - Experience
- TASL.Information@tn.gov
 - Tennessee Academy for School Leaders (TASL)
 - Academies
 - Credits
- TN.Universalscreener@tn.gov
 - Test Administration
 - Reporting
- TNEA.Assessment@tn.gov
 - Assessment



Thank You!

#TNBestforAll

