Student Growth Portfolio Teacher Frequently Asked Questions

The department has collected questions from implementing teachers and peer reviewers across the state to provide support and clarity to portfolio implementation.

1. ***How do I get access to the portfolio platform?***
   Before teachers receive access to the portfolio platform, TNPortfolio, portfolio leads must submit a teacher roster to the department. Once teacher rosters are imported in the platform, teachers will receive a welcome email from TeachAll with instructions on accessing their account.

2. ***How do I log in to my account?***
   Use this link to access the TNPortfolio log in page. Login with your TDOE SSO account.

3. ***What do I do if I do not know my SSO account information?***
   If a teacher does not know their SSO account information, first reach out to the district/charter portfolio lead. The portfolio lead can put teachers in contact with the EIS coordinator for the district/charter for SSO support.

4. ***What do I do if I do not know my SSO password?***
   If a teacher does not know their SSO password, email dt.support@tn.gov.

5. ***Where can I receive training on the new portfolio platform?***
   The TEAM website has a new page: Portfolio Platform- TNPortfolio (New!) | TEAM-TN. There is an instructional video for teachers with step-by-step guidance for navigating the platform.

6. ***How many collections are required?***
   A portfolio consists of four collections. Each portfolio teacher must complete four collections to be scored.

7. ***I am a fine arts teacher. How do I know which collections allow grouped samples?***
   Not all rubrics within the fine arts model allow for grouping. Please review the resource guide for your specific content area/rubric, found here, for guidance on which collections can be grouped for your domain.

8. How do I know what collections to choose?

For some grade levels, collections are pre-set. For collections with options, there will be a drop-down menu of the available options. We suggest reviewing the guidebook for your [model](#) and choosing collections before logging into your account. Planning collections and choosing standards in the fall will support a successful completion in the spring.

9. I want to change one of my collections. How do I do that?

Teachers do not have access to change individual collections after they have been selected. However, district portfolio leads can change a teacher's collection and/or standard selected **BEFORE** the teacher has submitted work for that collection. Once student work has been uploaded, teachers must contact portfolio.questions@tn.gov to change a collection or rubric.

10. Can I upload videos from Google Drive?

Videos must be uploaded to the platform from files stored on a computer/laptop, not Google Drive. Teachers can store work in Google Drive and then download it to their computer/laptop when they are ready to upload it into the platform.

**11. What file types and formats are supported in the new platform?**

File Type	Support Formats
Images	• png - Portable Network Graphics • jpeg - Joint Photographic Experts Group
Documents	• doc - Microsoft Office Word Document • docx - Microsoft Office Word Document • pdf - Portable Document Format
Presentations (Can NOT be used for videos)	• ppt - Microsoft Office PowerPoint • pptx - Microsoft Office PowerPoint
Videos	• mov - Apple QuickTime • mpeg - Digital Video Format • mp4 - Digital Video Format

12. What is the portfolio submission deadline for the 2024-25 school year?

The deadline for all portfolio submissions is May 5, 2025, at 5:00 p.m. CT.

13. How do I know if my portfolio is complete?

A complete portfolio consists of self-scored Point A and Point B student work for each differentiated group (emerging, proficient, and advanced) in each of the four collections. When a portfolio is complete, teachers will see a message confirming a complete portfolio and 100% Complete status for each of the four collections.
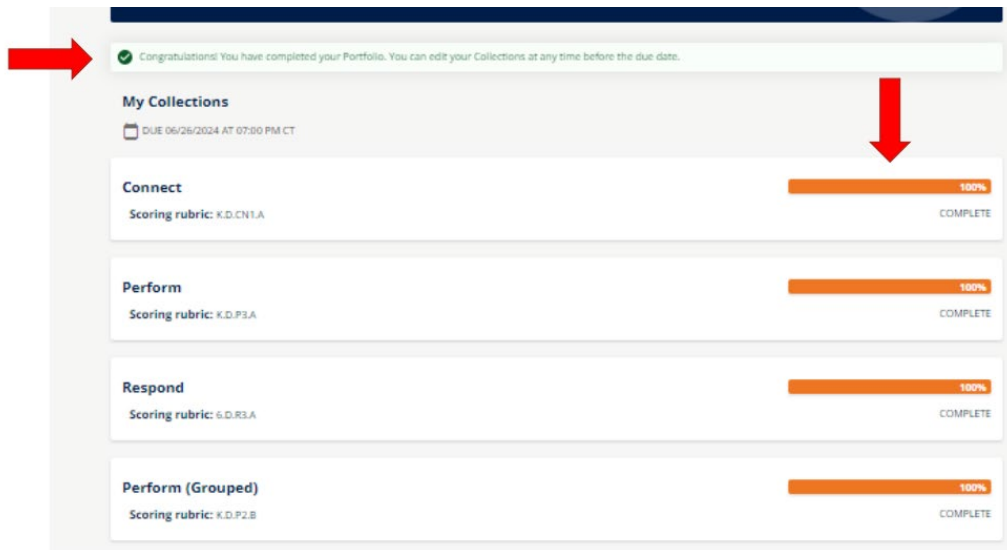
14. What is the result if I do not complete my portfolio model by the deadline?

A portfolio will be assigned an Incomplete in the individual growth section in TNCompass and the teacher's level of effectiveness (LOE) will not generate for the school year if any of the four collections are not completed by the deadline.

15. Will I be notified if I have an incomplete portfolio?

Teachers will receive an email from TeachAll prior to the submission deadline notifying them of the upcoming deadline. They will also receive an email after the submission deadline notifying them of their status. Portfolio leads will also be notified by email with a list of teachers that have an incomplete portfolio after the submission deadline.

16. I am out on leave unexpectedly. May I receive an extension?

Portfolio deadline extensions are not available. All models open and close simultaneously for all teachers across the state. If a teacher is out on extended leave, but meets the minimum 121-day requirement, the teacher must submit a student growth portfolio by the state deadline. If a teacher is out on extended leave and has **not** met the minimum 121-day requirement, the portfolio lead will notify the department of the teacher's PYE status and the teacher will be removed from the portfolio platform.

17. *How is my portfolio score calculated?*

The portfolio scoring process is found on pages 8-9 in the [TEAM Portfolio Guidebook For Administrators and Teachers Updated July 2024 (team-tn.org)](#).

18. *How are peer reviewers chosen?*

Peer reviewers are chosen through an application process. To learn more about peer reviewer selections visit [Portfolio Peer Review | TEAM-TN](#)

19. *Where can I find more information about student growth portfolios?*

The TEAM website has multiple resources for portfolio teachers:
[TEAM Portfolio Guidebook for Administrators and Teachers](#): **Updated July 2024**
[Portfolio Platform- TNPortfolio (New!) | TEAM-TN](#)
[Portfolio Teacher Guidance | TEAM-TN](#)
[Student Growth Portfolio Models | TEAM-TN](#)
[Portfolio Peer Review | TEAM-TN](#)

20. *Who do I contact for support and to ask questions?*

Every district/charter has a portfolio lead. The portfolio lead is the first person to reach out to for support. Portfolio leads receive monthly emails and meet with the department regularly.
For further questions, please contact Portfolio.Questions@tn.gov.