

2024-25 Student Growth Portfolio Lead Monthly Office Hour

October 17, 2024

Educator Effectiveness Team | Human Capital



Educator Effectiveness Team

Martha Moore

• Senior Director of Educator Effectiveness

Amy Floyd

• Director of Data and District Support

Tracy Riddle

• Director of Educator Effectiveness

Micah Fager

• Director of TEAM Training and Support

Sarah Brown

• Senior Coordinator of Educator Recognition and Communication

Candace Robinson

• TEAM Contractor



Agenda

- Portfolio Teacher Access
- District Administrator Reports
- Next Steps
- Support

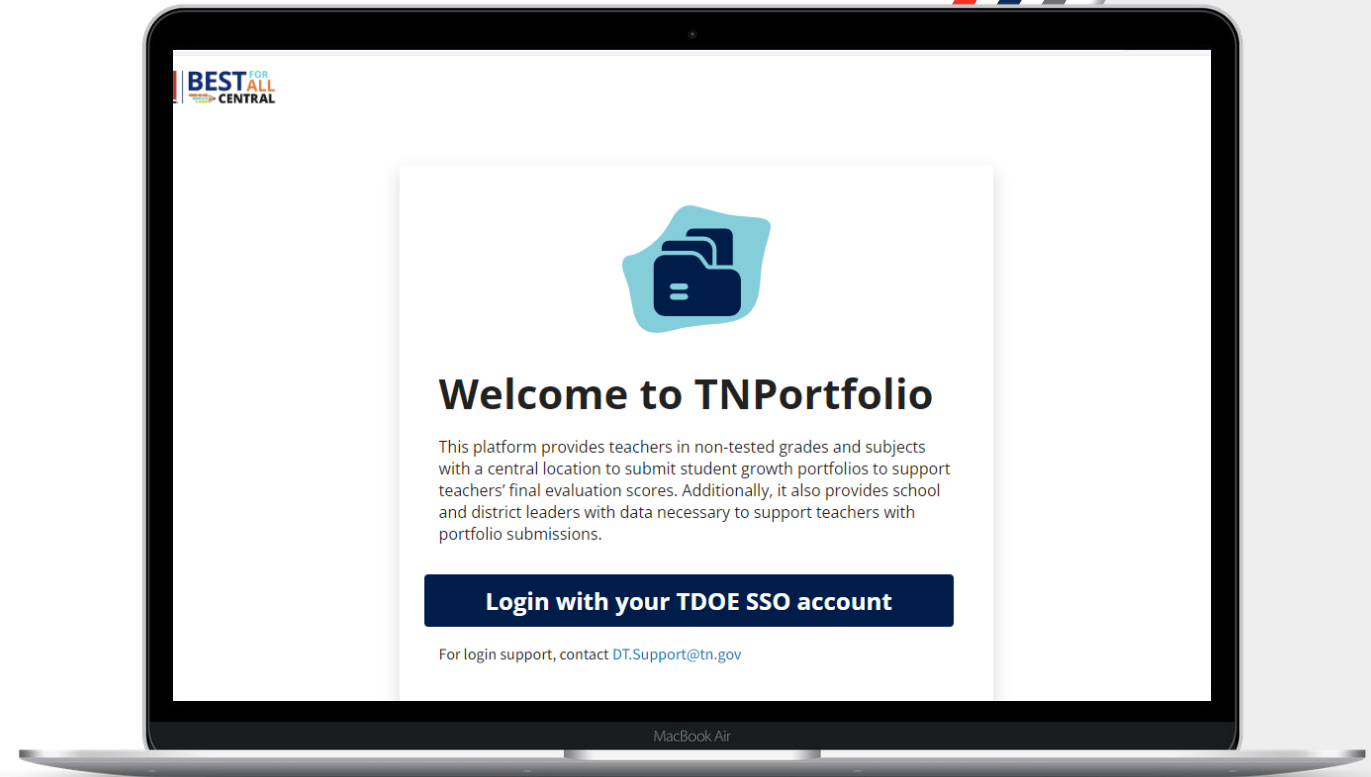


Portfolio Teacher Access

Portfolio Platform- TNPortfolio (New!) | TEAM-TN

Portfolio Teacher Access

- All rostered teachers have received a welcome email from TeachALL.
- Teachers must log in to [TNPortfolio](#) using their SSO account.

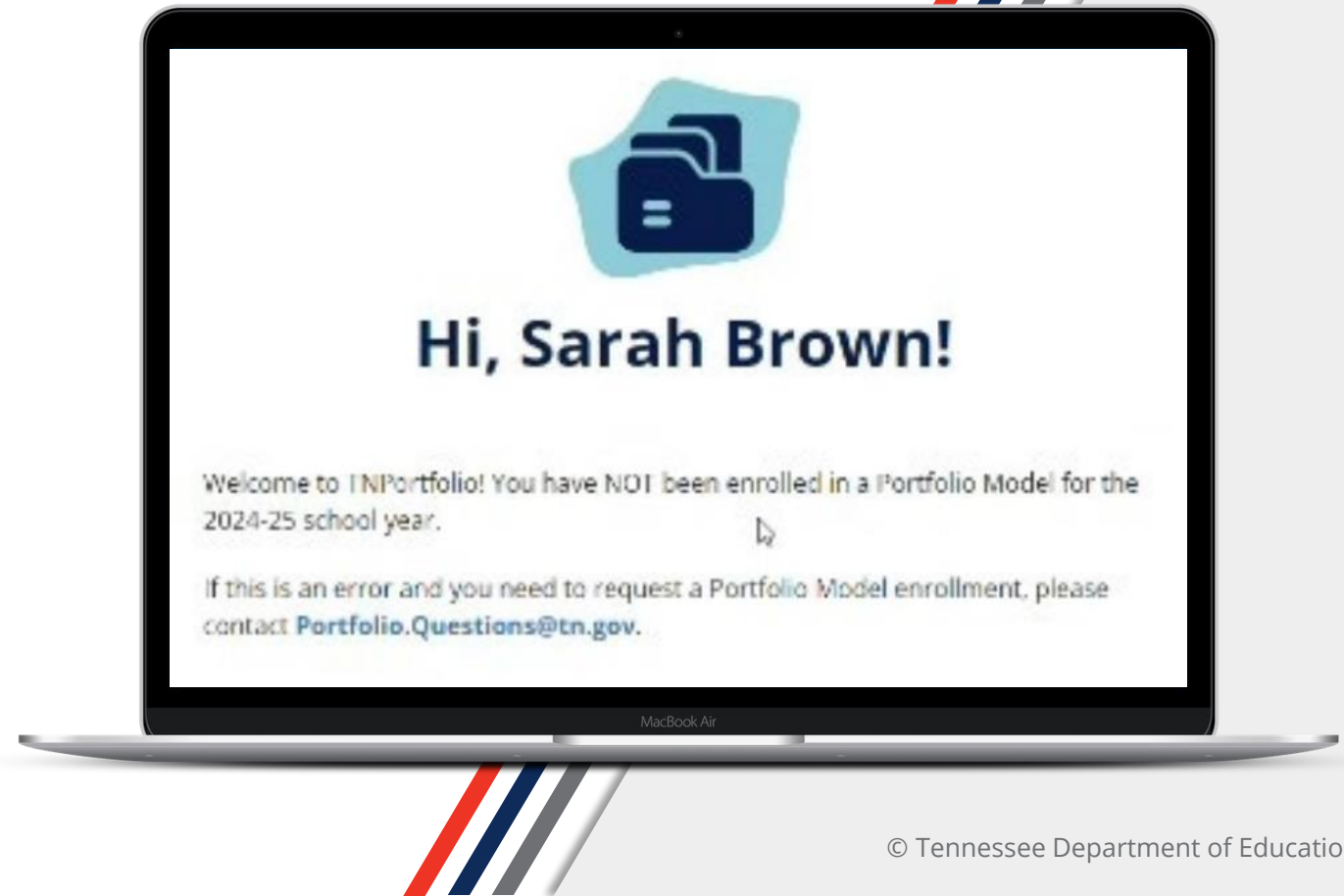


Portfolio Teacher Access

By **October 25** confirm all implementing teachers have access through SSO to online student growth portfolio platform, TNPortfolio.

Troubleshooting:

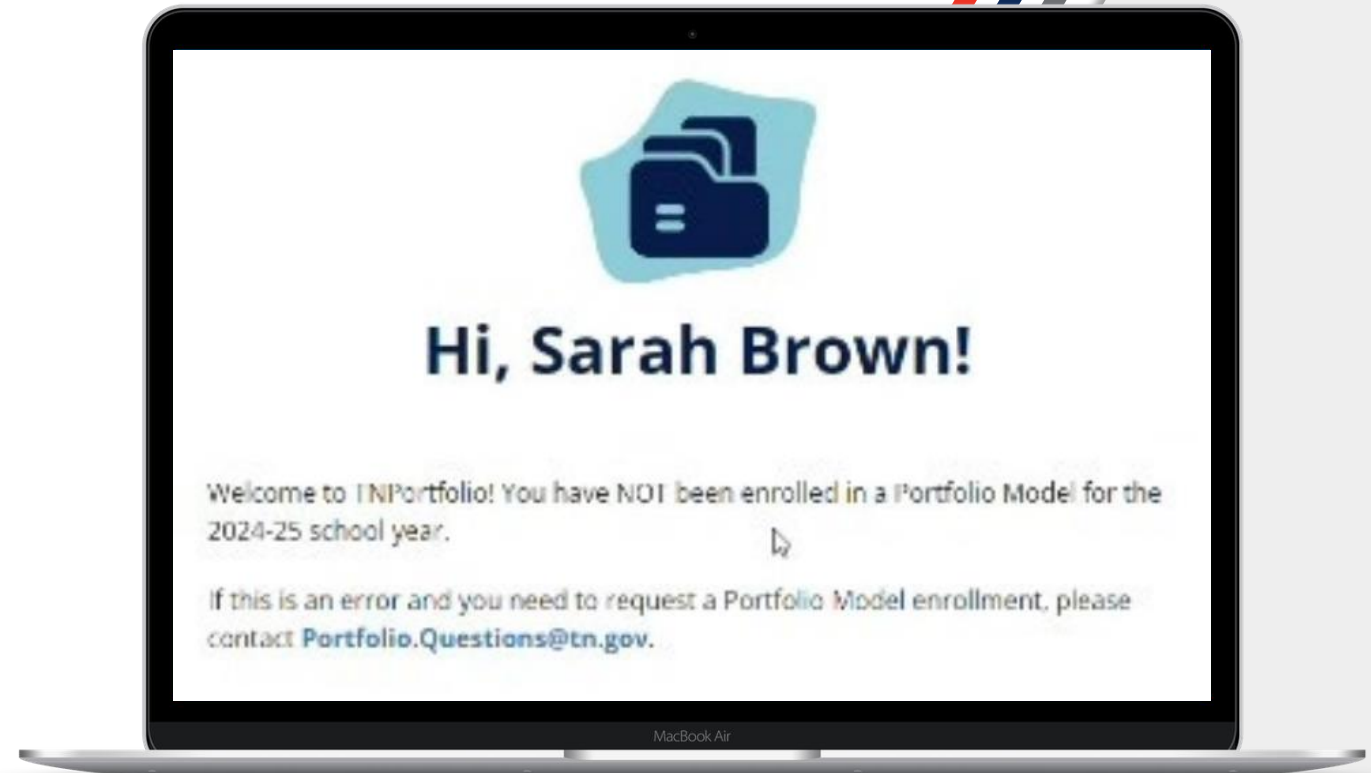
- Check with district EIS Coordinator for SSO account information.
- Check that email on roster is the correct school email address associated with the teacher's SSO account.
- Email Portfolio.Questions@tn.gov if a rostered teacher receives this screen.



Portfolio District Administrator Access



In the district administrator role, if you see this message click on your district admin tab in the top left-hand corner.



District Administrator Reports

TNPortfolio District Administrator Manual

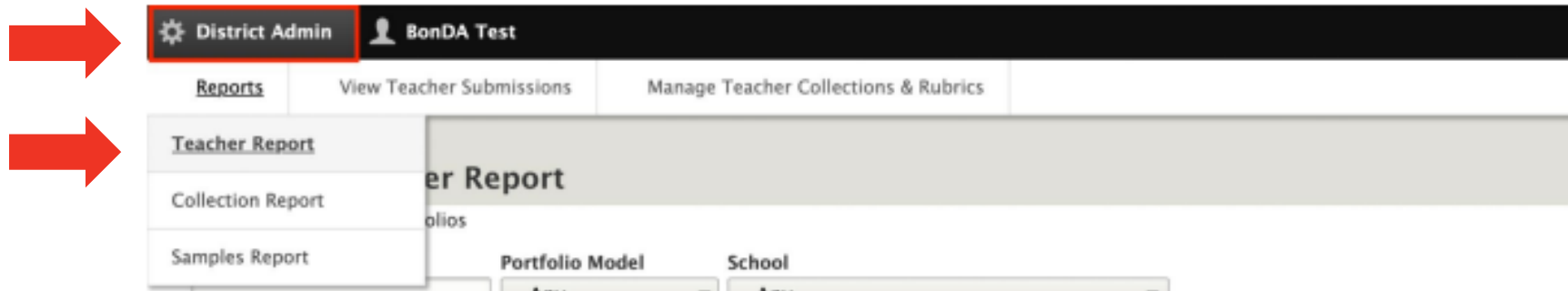
District Administrator Reports

- District administrators can access a report to view all teachers rostered in the district/charter by going to **Reports > Teacher Report** in your District Admin menu.
- This report allows Portfolio District Admins to view details about currently enrolled teachers for the active Portfolio Year.



District Administrator Reports

- Portfolio Leads have been given district administrator access in TNPortfolio.
- Portfolio Leads must log in using their SSO accounts.



The District Admin menu includes the following:

- Reports
 - Teacher Report
 - Collection Report
 - Samples Report
- View Teacher Submissions
- Manage Teacher Collections & Rubrics



District Administrator Reports

The screenshot shows the 'District Admin' interface with a navigation bar containing 'Reports', 'View Teacher Submissions', and 'Manage Teacher Collections & Rubrics'. The main content area is titled 'Portfolio Teacher Report' and displays 'Displaying 1 - 14 of 14 portfolios'. Below the title are search filters: 'Teacher name or email' (text input), 'Academic Year' (dropdown menu set to '2024-25'), 'Portfolio Model' (dropdown menu set to '- Any -'), and 'District' (dropdown menu). There are 'Apply' and 'Reset' buttons. Below the filters is a table with the following columns: ID, ACADEMIC YEAR, DISTRICT NAME, TLN NUMBER, FIRST NAME, LAST NAME, EMAIL, PORTFOLIO MODEL, TEACHER GROWTH SCORE, and PORTFOLIO STATUS. The table contains four rows, all with 'Pre-K' in the Portfolio Model column and 'Not Started' in the Portfolio Status column. The first two columns (ID, ACADEMIC YEAR) and the next three columns (DISTRICT NAME, TLN NUMBER, FIRST NAME) are obscured by a large black redaction box. At the bottom left of the table area, there is a 'CSV' button. A red arrow points to the 'Portfolio Teacher Report' title, and another red arrow points to the 'CSV' button.



District Administrator Reports

Portfolio Teacher Report



✓ Export complete. Download the file [here](#).

Displaying 1 - 14 of 14 portfolios

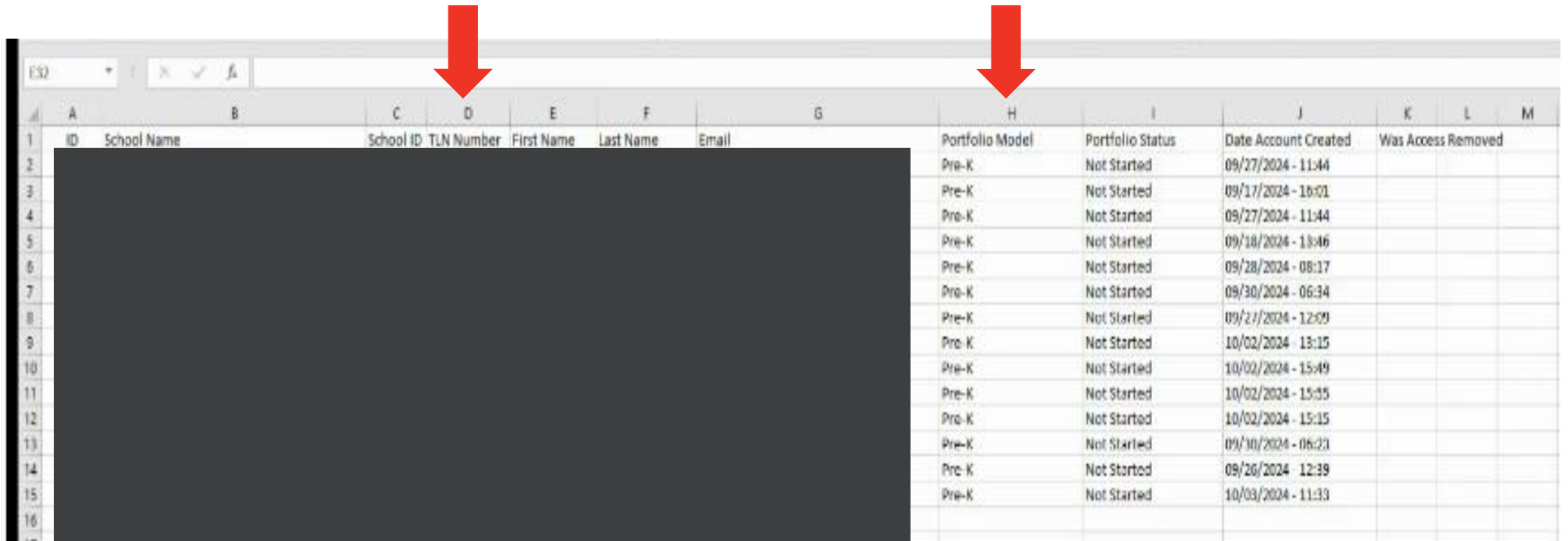
Teacher name or email

Academic Year

Portfolio Model



District Administrator Reports



The screenshot shows a spreadsheet with columns A through M. Red arrows point to column D (TLN Number) and column H (Portfolio Model). A large black redaction box covers the first six columns (A-F) for rows 2 through 16. The data in the visible columns is as follows:

ID	School Name	School ID	TLN Number	First Name	Last Name	Email	Portfolio Model	Portfolio Status	Date Account Created	Was Access Removed
							Pre-K	Not Started	09/27/2024 - 11:44	
							Pre-K	Not Started	09/17/2024 - 16:01	
							Pre-K	Not Started	09/27/2024 - 11:44	
							Pre-K	Not Started	09/18/2024 - 13:46	
							Pre-K	Not Started	09/28/2024 - 08:17	
							Pre-K	Not Started	09/30/2024 - 06:34	
							Pre-K	Not Started	09/21/2024 - 12:09	
							Pre-K	Not Started	10/02/2024 - 13:15	
							Pre-K	Not Started	10/02/2024 - 15:49	
							Pre-K	Not Started	10/02/2024 - 15:55	
							Pre-K	Not Started	10/02/2024 - 15:15	
							Pre-K	Not Started	09/30/2024 - 06:23	
							Pre-K	Not Started	09/26/2024 - 12:39	
							Pre-K	Not Started	10/03/2024 - 11:33	

Check this report to ensure

- all rostered teachers are on this report.
- the TLN is correct.
- the model is correct.



District Administrator Reports

To identify whether teachers have logged in to TNPortfolio with their SSO account, district administrators can click on the **View Teacher Submissions** tab > **Teacher Models** tab.

Only teachers that have logged in with their SSO account will be in this report. Missing rostered teachers have not logged in the platform.



District Administrator Reports

Teacher Models

Teacher Models Point Submissions

Displaying 1 - 10 of 10

Teacher name or email

Portfolio Model

- Any -

Apply

ID	NAME	EMAIL	PORTFOLIO MODEL	ACADEMIC YEAR	CREATED	UPDATED	OPERATIONS
			Kindergarten	2024-25	09/26/2024 - 21:03	09/26/2024 - 21:03	Edit
			Kindergarten	2024-25	10/03/2024 - 10:22	10/03/2024 - 10:22	Edit
			Kindergarten	2024-25	10/03/2024 - 10:26	10/03/2024 - 10:27	Edit
			Kindergarten	2024-25	10/03/2024 - 13:51	10/03/2024 - 13:52	Edit
			Second Grade	2024-25	10/15/2024 - 20:08	10/15/2024 - 20:08	Edit
			Second Grade	2024-25	10/16/2024 - 11:54	10/16/2024 - 11:54	Edit
			Second Grade	2024-25	10/16/2024 - 15:39	10/16/2024 - 15:39	Edit
			Second Grade	2024-25	10/16/2024 - 16:52	10/16/2024 - 16:52	Edit
			Second Grade	2024-25	10/16/2024 - 16:58	10/16/2024 - 16:58	Edit
			Second Grade	2024-25	10/17/2024 - 07:39	10/17/2024 - 07:39	Edit

Next Steps

TEAM-TN | A Tennessee

Department of Education Website

Next Steps

- Log in to TNPortfolio.
- Check that you have district administrator access.
- Download the Portfolio Teacher Report.
- Ensure all portfolio teachers have accessed their account using their SSO.
- Email Portfolio.Questions@tn.gov if you do not have district administrator access or if you see teachers that should not be rostered in your district.



TEAM Timeline



Oct. 18, 2024	Enter final achievement measure scores (graduation rate, ACT, etc.) from 2023-24.	Evaluation Configurators Administrators	Evaluations TNCompass User Guide	Evaluation Scores by Educator*	Previous Year (2023-24) LOE Generation
Oct. 25, 2024	Complete alternative growth measure (AGM)-URS teacher rostering.	AGM Leads Evaluation Configurators	Alternative Growth Measures		Current Year (2024-25) Evaluation Implementation
Oct. 25, 2024	Ensure all implementing teachers have access through SSO to online student growth portfolio platform.	Portfolio Leads	Portfolio Resources		Current Year (2024-25) Evaluation Implementation
Dec. 1, 2024	Complete all growth and achievement measure selections/scales in TNCompass.	Evaluation Configurators Administrators	Achievement Measure Selection Guidance	Growth and Achievement Measures*	Current Year (2024-25) Evaluation Implementation
Dec. 6, 2024	Ensure portfolio point A assessments are complete.	Portfolio Leads	Portfolio Resources		Current Year (2024-25) Evaluation Implementation
Dec. 15, 2024	Ensure all evaluations from 2023-24 are finalized and signed with PIN.	Evaluation Configurators Administrators	TNCompass User Guide	Evaluation Scores by Educator	Previous Year (2023-24) LOE Generation



Support

Portfolio.Questions@tn.gov

Support

	 We will not meet in November or December		
	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



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
 - Portfolio
- RV.Questions@tn.gov
 - TVAAS Roster Verification



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

- TNED.Assessment@tn.gov
 - Assessment





Thank You!

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