2024-25 Student Growth Portfolio Lead Monthly Office Hour

January 16, 2025

Educator Effectiveness Team | Human Capital

TN Department of **Education**

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Educator Effectiveness Team

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

In this meeting, we will discuss

- Portfolio Teacher Roster Verification
- Add/Remove Template
- Next Steps
- Support

Portfolio Teacher Roster Verification

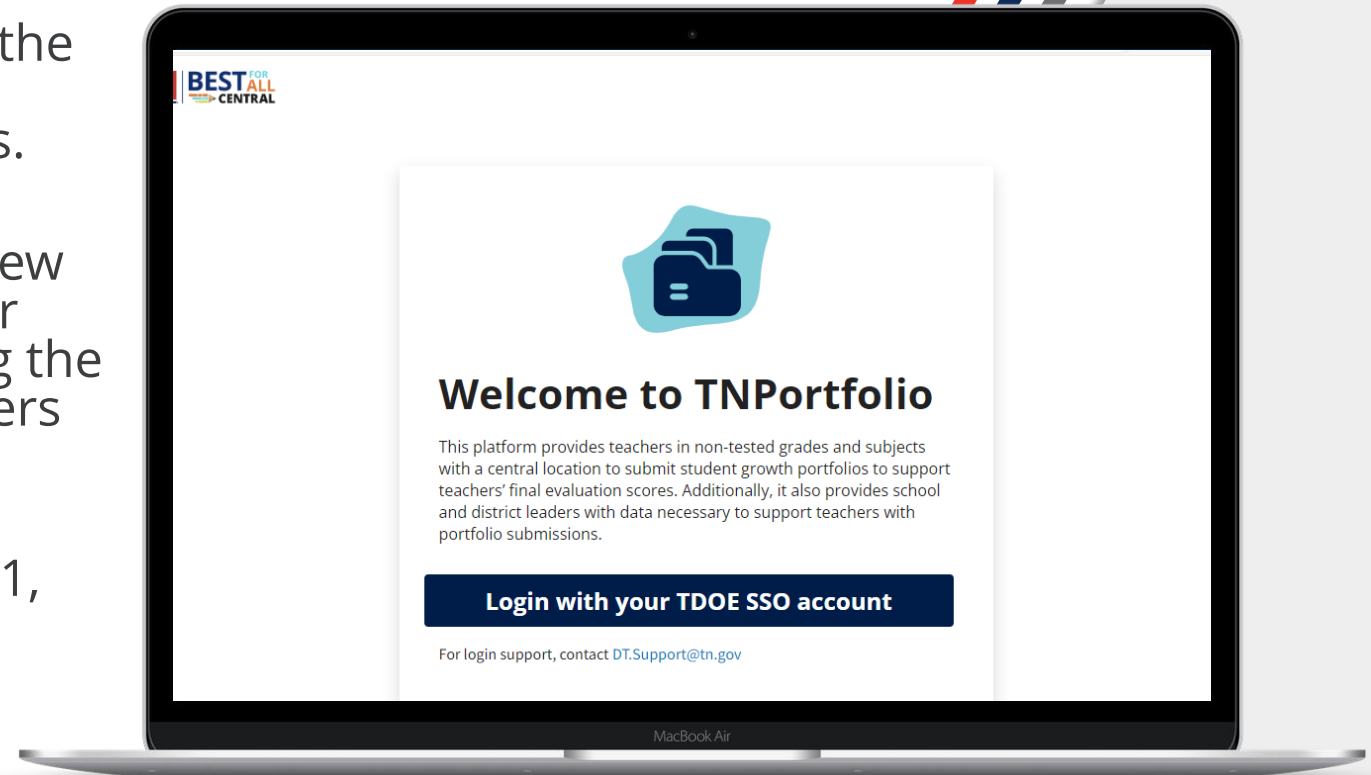[Portfolio Teacher Roster Verification Guidance for Leads](#)

Portfolio Teacher Roster Verification

Portfolio leads must maintain an accurate teacher roster in the portfolio platform, including adding or removing teachers.

Portfolio teacher roster verification ensure the correct teachers have TNPortfolio access to upload and self-score their student artifacts.

This process requires portfolio leads to review the district administrator's Portfolio Teacher Report in TNPortfolio for accuracy, ensuring the district/charter's selected non-tested teachers receive an individual growth score.

The roster verification deadline is January 31, 2025.

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

MacBook Air

Portfolio Teacher Roster Verification

Teachers have access to the platform to

- upload and self-score their student artifacts,

- complete their portfolio collection,

- receive a student growth portfolio growth score (35% of final LOE)

Portfolio leads meet their roles and responsibilities to

- maintain accurate teacher rosters in the portfolio platform, including adding or removing teachers throughout the year.

- take an active role in monitoring the progress of portfolio development and submission.

A portfolio will be assigned an Incomplete (I) and the teacher's LOE (Level of Overall Effectiveness) score will NOT generate for the school year if any of the four collections are not completed and submitted by the deadline.

State administrators use the number of portfolio teachers per content area to

- determine the number of peer reviewers hired. It is critical to have an accurate portfolio teacher count before selecting peer reviewers.

Portfolio Teacher Roster Verification

▪ Log in to TNPortfolio > Reports > Teacher Report.

▪ Select Download CSV. This will download the Teacher Roster Report spreadsheet.
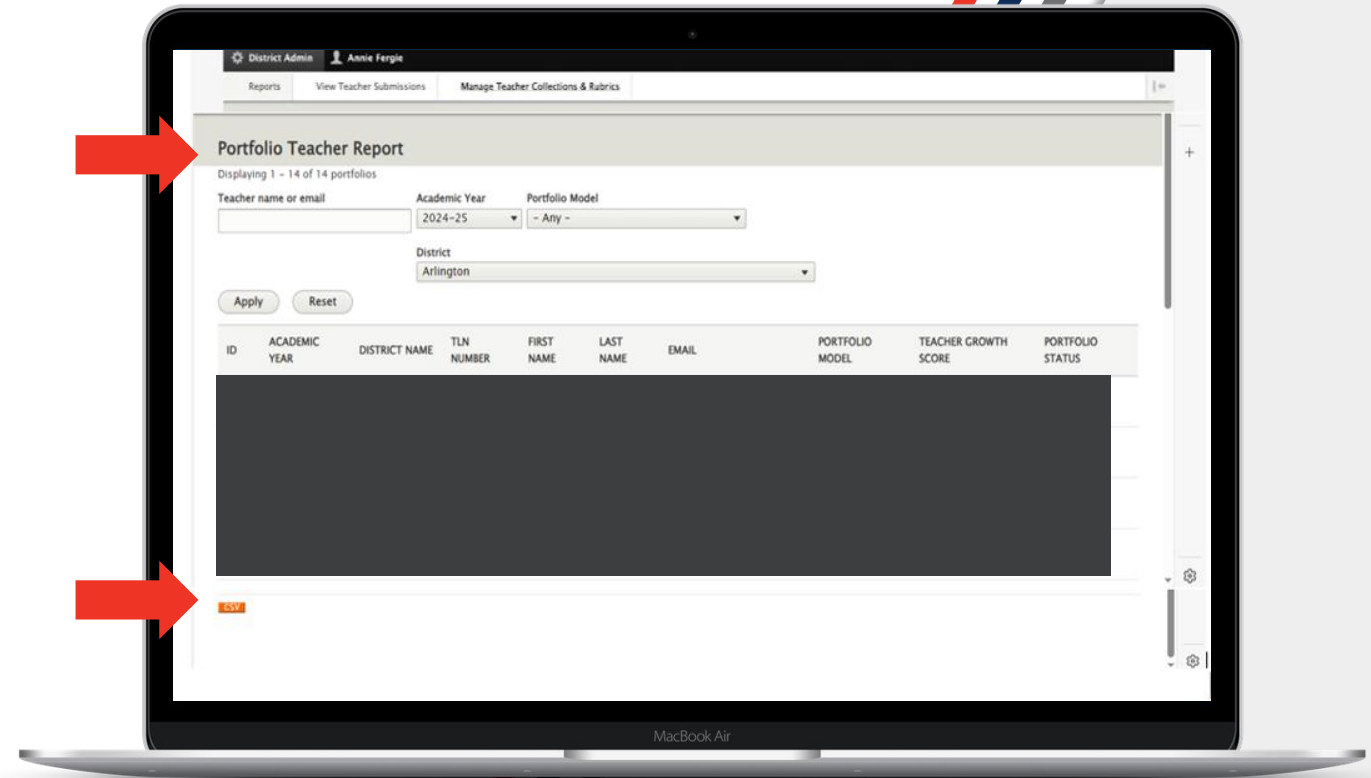
Portfolio Teacher Roster Verification

- Check that every teacher in your district/charters' selected grade/model is on the roster.

- Check each column for accuracy:
  - **Teacher License Number (TLN),**Check TNCompass and make sure the nine-digit TLNs are accurate.
  - **Email**, Check for accuracy. This is the teacher's school email.
  - **Portfolio Model**, Check for accuracy.
  - **Date TNPortfolio Accessed**, If this is blank, the teacher has not logged in with their SSO account. Contact the teacher to support with log in

Portfolio Teacher Roster Verification

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	ID	Academic	District Na	District ID	School Na	School ID	TLN Numb	First Nam	Last Name	Email	Portfolio Model	Portfo	Teach	Portfc	Date Acco	Date of La	Date Enrolled		Date TNPortfolio Accessed
2	1078	2024-25									Pre-K			Not St	02/06/202	11/13/202	09/24/2024 - 14:12		10/01/2024 - 13:29
3	1079	2024-25									Kindergarten			Not St	09/24/202	never	09/24/2024 - 14:12		
4	1080	2024-25									Kindergarten			Not St	09/24/202	never	09/24/2024 - 14:12		
5	1081	2024-25									Kindergarten			Not St	09/24/202	12/06/202	09/24/2024 - 14:12		10/06/2024 - 15:30
6	1082	2024-25									Kindergarten			Not St	09/24/202	never	09/24/2024 - 14:12		
7	1083	2024-25									Kindergarten			Not St	09/24/202	09/26/202	09/24/2024 - 14:12		09/25/2024 - 12:30
8	1084	2024-25									Kindergarten			Not St	09/24/202	12/06/202	09/24/2024 - 14:12		12/06/2024 - 12:47
9	1085	2024-25									Kindergarten			Not St	09/24/202	10/21/202	09/24/2024 - 14:12		10/09/2024 - 15:18
10	1086	2024-25									Kindergarten			Not St	09/24/202	10/21/202	09/24/2024 - 14:12		10/21/2024 - 14:35
11	1087	2024-25									Kindergarten			Not St	09/24/202	10/21/202	09/24/2024 - 14:12		10/10/2024 - 16:34
12	1088	2024-25									Kindergarten			Not St	09/24/202	10/22/202	09/24/2024 - 14:12		10/02/2024 - 14:18
13	1090	2024-25									Kindergarten			Not St	03/05/202	12/13/202	09/24/2024 - 14:12		10/03/2024 - 12:03
14	1094	2024-25									Kindergarten			Not St	09/24/202	10/23/202	09/24/2024 - 14:12		10/22/2024 - 10:15
15	1095	2024-25									Kindergarten			Not St	09/24/202	10/28/202	09/24/2024 - 14:12		10/28/2024 - 09:09
16	1096	2024-25									Kindergarten			Not St	09/24/202	12/13/202	09/24/2024 - 14:12		12/13/2024 - 09:32
17	1097	2024-25									Pre-K			Not St	09/24/202	never	09/24/2024 - 14:12		
18	1098	2024-25									Kindergarten			Not St	09/23/202	09/25/202	09/24/2024 - 14:12		09/25/2024 - 07:37
19	1099	2024-25									Kindergarten			Not St	09/24/202	never	09/24/2024 - 14:12		
20	1100	2024-25									Kindergarten			Not St	09/24/202	01/06/202	09/24/2024 - 14:12		09/25/2024 - 07:06

portfolio-teacher-report-2025-0

Add/Remove Template

Add/Remove Template

Add/Remove Template

If corrections need to be made to your teacher roster, complete the [Add/Remove Template](#) and email it to Portfolio.Questions@tn.gov or before Friday, January 24, 2025
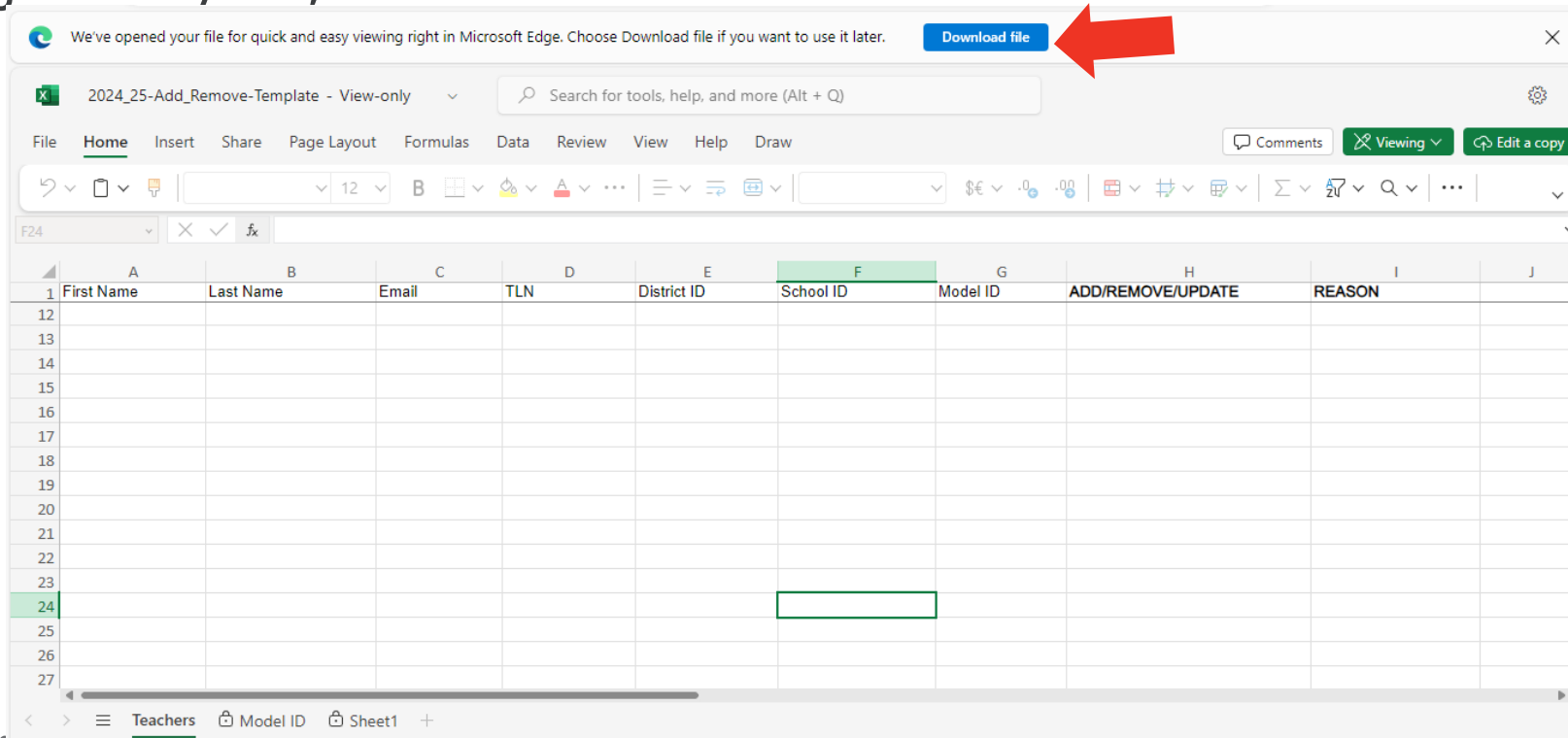
Add/Remove Template

Make corrections on the template and select ADD, REMOVE, or UPDATE.

Add/Remove Template

Select the reason from the dropdown list.

Add/Remove Template

Reasons to **Add** a teacher to the roster:

- The teacher was left off the original roster. This teacher has been in the classroom all school year.
- This teacher has been in the classroom all school year, but just received an active permit, waiver, or TLN.

Add/Remove Template

Reasons to **Remove** a teacher from the roster:

- The teacher has been marked Partial Year Exemption (PYE) in TNCompass.

- The teacher is not teaching in the portfolio implementing grade/model this school year. The teacher may have switched grade levels or content areas since the original roster was submitted.

Add/Remove Template

Reasons to **Update** a teacher on the roster:

If the teacher has NOT been able to access TNPortfolio with their SSO account because

- The teacher's first or last name is misspelled.
- The teacher's school email is incorrect.

OR

- The teacher's TLN is incorrect.
- The teacher's portfolio model is incorrect.

Next Steps

TEAM-TN | A Tennessee
Department of Education Website

Next Steps

1. If everything is correct, complete the [Roster Verification form](#) no later than Friday, January 31, 2025.

2. If corrections need to be made to your teacher roster, complete the [Add/Remove Template](#) and email it to Portfolio.Questions@tn.gov or before Friday, January 24, 2025.

3. If you submitted corrections, recheck your roster report the next week and if everything is corrected, complete the [Roster Verification form](#) no later than Friday, January 31, 2025.

Support

Portfolio.Questions@tn.gov

Support

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!