

2024-25 Student Growth Portfolio Lead Monthly Office Hour

February 20, 2025

Educator Effectiveness Team | Human Capital



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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

- District Administrator Reports
- Teacher Video Guidance
- Peer Review
- Next Steps
- Support



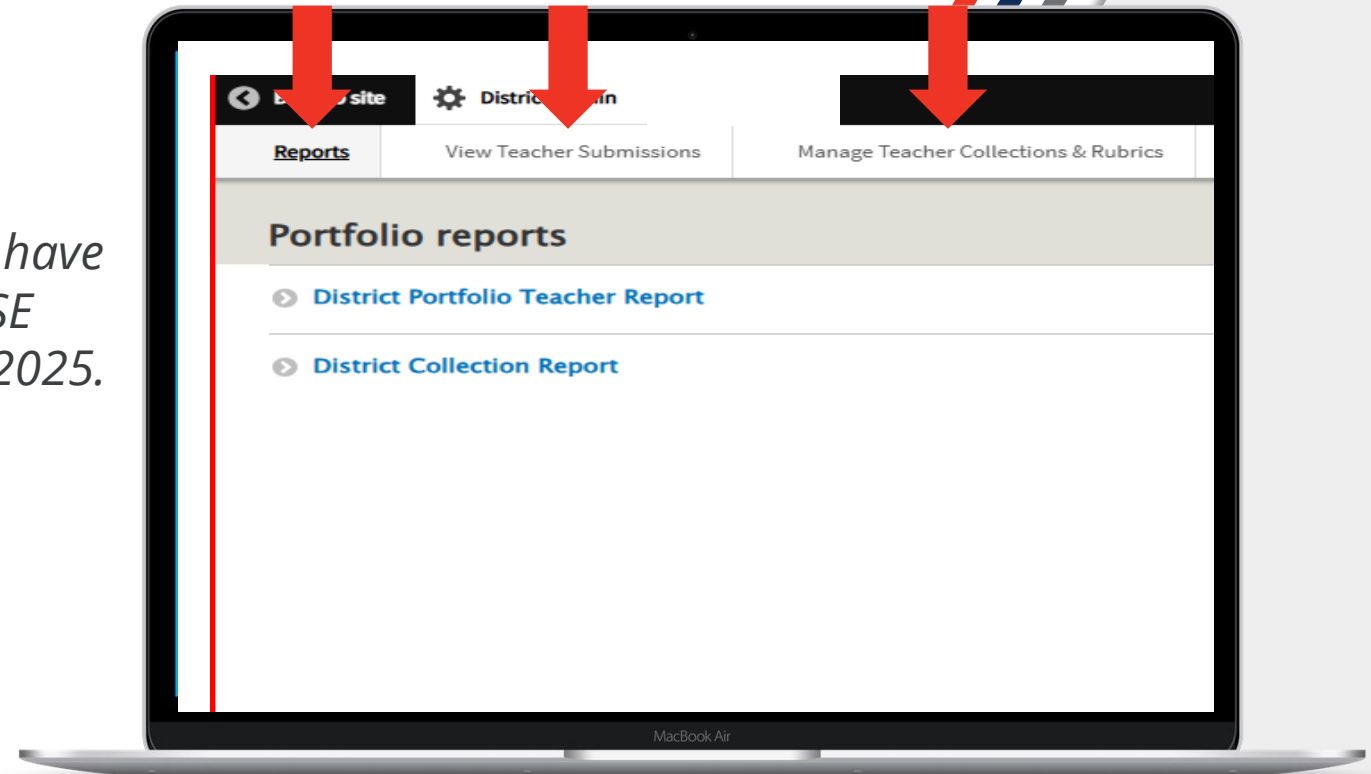
District Administrator Reports

[TNPortfolio District Administrator Manual](#)

District Administrator Reports

The District Admin menu includes the following:

- Reports
 - Teacher Report
 - Collection Report
 - Samples Report (*District Admin will not have access to the Samples report until the 'RELEASE SCORES TO DISTRICT ADMINS' date - June 23,2025.*)
- View Teacher Submissions
- Manage Teacher Collections & Rubrics



Teacher Report

Portfolio Status Column

- Not started - This is the status until a teacher has made their first submission (example: Point A for a Collection Sample)
- In progress - This is the status after a teacher has made their first submission, but they have not made all their submissions and scored them
- Complete - This is the status after a teacher has made all their submissions and has self-scored them all
- Incomplete - This is the status if the submission deadline has passed and the teacher did not reach a 'Complete' status.

576	2024-25	org	Pre-K	Not Started	
578	2024-25		Pre-K	Not Started	
579	2024-25		Pre-K	In Progress	
580	2024-25		Pre-K	In Progress	
581	2024-25		Pre-K	In Progress	
582	2024-25		Pre-K	In Progress	
583	2024-25		Pre-K	Complete	
584	2024-25		Pre-K	Not Started	
587	2024-25	Sevier County	000708007 STACY MITCHELL stacymitchell@sevier.org	Pre-K	Not Started

Collection Report

- Collection Column- The name of one of the four collections the teacher has chosen.
- Rubric Column- The standard the teacher selected for the collection.

The screenshot displays the 'Collection Report' interface. At the top, there is a green notification bar stating 'Export complete. Download the file here.' Below this, a filter section shows 'Displaying 1 - 12 of 12 collections' and three dropdown menus for 'Teacher name or email', 'Portfolio Model', and 'School', all set to '- Any -'. An 'Apply' button is located below the filters. The main content area is a table with three columns: 'PORTFOLIO MODEL', 'COLLECTION', and 'SCORING RUBRIC'. Two red arrows point to the 'COLLECTION' and 'SCORING RUBRIC' columns respectively. The table contains 12 rows of data.

ID	PORTFOLIO MODEL	COLLECTION	SCORING RUBRIC
9	Kindergarten	Foundational Literacy	K.FL.PA.2.e
10	Kindergarten	Reading	K.RL.KID.3
11	Kindergarten	Counting and Cardinality	K.CC.A.1
12	Kindergarten	Numbers and Operations in Base Ten	K.NBT.A.1
8785	Pre-K	Foundational Literacy	PK.FL.WC.4.b
8786	Pre-K	Reading	PK.RL.KID.3
8787	Pre-K	Counting and Cardinality	PK.CC.A.4
8788	Pre-K	Operations and Algebraic Thinking	PK.OA.A.4
8781	Pre-K	Foundational Literacy	PK.FL.WC.4.b
8782	Pre-K	Reading	PK.RL.KID.3
8783	Pre-K	Counting and Cardinality	PK.CC.A.4
8784	Pre-K	Operations and Algebraic Thinking	PK.OA.A.4



View Teacher Submissions

You will see a table that includes all teacher submissions. You can use filter results by teacher name or email, submission type (i.e., A or B), and/or Portfolio Model. Select View to the right of the submission you would like to access.

The screenshot shows the 'View Teacher Submissions' interface. At the top, there is a navigation bar with a 'Back to site' button and a 'View Teacher Submissions' tab, which is highlighted by a red arrow. Below the navigation bar, there is a 'Point Submissions' section with a '+ Add Point Submission' button and a 'Displaying 1 - 1 of 1' indicator. The main content area contains a table with the following columns: ID, TEACHER, TYPE, ACADEMIC YEAR, PORTFOLIO MODEL, COLLECTION AND SCORED RUBRIC, SAMPLE, CREATED, and UPDATED. The table contains one row with the following data: ID 3731, TEACHER Amelia Floyd, TYPE A, ACADEMIC YEAR 2024-25, PORTFOLIO MODEL Kindergarten, COLLECTION AND SCORED RUBRIC Foundational Literacy K.FL.PA.2.e, SAMPLE Emerging sample, CREATED 02/11/2025 - 10:34, and UPDATED 02/11/2025 - 10:34. A red arrow points to the 'View' button in the action column of the first row.

ID	TEACHER	TYPE	ACADEMIC YEAR	PORTFOLIO MODEL	COLLECTION AND SCORED RUBRIC	SAMPLE	CREATED	UPDATED	
3731	Amelia Floyd	A	2024-25	Kindergarten	Foundational Literacy K.FL.PA.2.e	Emerging sample	02/11/2025 - 10:34	02/11/2025 - 10:34	View

View Teacher Submissions

EL	COLLECTION AND SCORED RUBRIC	SAMPLE	CREATED
			02/11/20
Submission #3731 ✕			
ID: 3731			
Teacher: Amelia Floyd			
Authored on: Tue, 02/11/2025 - 10:34			
Submission type: a			
Portfolio Model			
Kindergarten			
Collection and Rubric			
Foundational Literacy			
K.FL.PA.2.e			
Portfolio Sample			
Emerging sample			
Submission data			
Type(s) of evidence collected: Student writing product (K.FL.WC.4)			
Attached Files			
  2024.jpg			

Mangage Teacher Collections and Rubrics

District administrators can only change a teacher's Collection and/or Rubric **before** that teacher has submitted work for that Collection.

- 1. Use the search and filter functionality to find the correct teacher account
- 2. Click Edit to the right of the teacher account you would like to edit

The screenshot shows the 'Manage Teacher Collections & Rubrics' page. At the top, there is a navigation bar with 'Back to site', 'District Admin', and 'Amelia Floyd'. Below this, there are tabs for 'Reports', 'View Teacher Submissions', and 'Manage Teacher Collections & Rubrics'. The main content area is titled 'Teacher Models' and has two sub-tabs: 'Teacher Models' and 'Point Submissions'. Below the sub-tabs, it says 'Displaying 1 - 3 of 3'. There are two search filters: 'Teacher name or email' (a text input field) and 'Portfolio Model' (a dropdown menu with '- Any -' selected). An 'Apply' button is located below the filters. The main content is a table with the following columns: ID, NAME, EMAIL, PORTFOLIO MODEL, ACADEMIC YEAR, CREATED, UPDATED, and OPERATIONS. The table contains two rows of data. The first row has ID 3, NAME Amelia Floyd, EMAIL amelia.floyd@tn.gov, PORTFOLIO MODEL Kindergarten, ACADEMIC YEAR 2024-25, CREATED 09/06/2024 - 14:17, and UPDATED 09/06/2024 - 14:17. The second row has ID 2326, NAME (blank), EMAIL (blank), PORTFOLIO MODEL Pre-K, ACADEMIC YEAR 2024-25, CREATED 01/06/2025 - 08:49, and UPDATED 01/06/2025 - 08:49. Both rows have an 'Edit' button in the OPERATIONS column.

ID	NAME	EMAIL	PORTFOLIO MODEL	ACADEMIC YEAR	CREATED	UPDATED	OPERATIONS
3	Amelia Floyd	amelia.floyd@tn.gov	Kindergarten	2024-25	09/06/2024 - 14:17	09/06/2024 - 14:17	Edit
2326			Pre-K	2024-25	01/06/2025 - 08:49	01/06/2025 - 08:49	Edit

Changing a Teacher's Collection

1. Use the dropdowns to select a different Collection as needed.
NOTE: Be sure to remove the previously selected Rubric for the old Collection, if applicable.
2. Select Save at the bottom of the page

Edit 3

[View](#) [Edit](#)

Portfolio Model *
Kindergarten (11129)

Author *
Amelia Floyd (78769)

Authored on
09/06/2024 02:17:28 PM
The time that the teacher model was created.

PORTFOLIO COLLECTION *

+ Teacher Portfolio Collection

Portfolio Collection *
Foundational Literacy

Collection Rubric
K.FL.PA.2.e (87)

+ Teacher Portfolio Collection

Portfolio Collection *
Reading

Collection Rubric
K.RL.KID.3 (89)

+ Teacher Portfolio Collection

Portfolio Collection *
Counting and Cardinality

Collection Rubric
K.CC.A.1 (90)

+ Teacher Portfolio Collection

Portfolio Collection *
Numbers and Operations in Base Ten

Collection Rubric
K.NBT.A.1 (92)

Accepted

[Save](#)

Changing a Teacher's Rubric

1. Use the search and filter functionality to find the correct teacher account
2. Click Edit to the right of the teacher account you would like to edit
3. Use the autocomplete to enter the new Rubric for the relevant Collection. Applicable rubrics will display as you type - select the correct one from the results that generate.
4. Select Save at the bottom of the page.

Edit 3

[View](#) [Edit](#)

Portfolio Model *
Kindergarten (11129)

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Reading

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K.RL.KID.3 (89)

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Portfolio Collection *
Counting and Cardinality

Collection Rubric
K.CC.A.1 (90)

+ Teacher Portfolio Collection

Portfolio Collection *
Numbers and Operations in Base Ten

Collection Rubric
K.NBT.A.1 (92)

Accepted

[Save](#)



Teacher Video Guidance

TNPortfolio Video Guidance

Teacher Video Guidance

Please share this document with every portfolio teacher in your district/charter.

It is found on the TEAM website:

1. [TEAM-TN | A Tennessee Department of Education Website](#) Under Recently Released<Student Growth Portfolio
2. [Portfolio Platform- TNPortfolio \(New!\) | TEAM-TN](#) In the Portfolio Implementing Teachers Section
3. [Portfolio Teacher Guidance | TEAM-TN](#) In response to various questions from portfolio implementing teachers regarding uploading, deleting, and viewing student work artifact videos in TNPortfolio; the educator effectiveness has crafted this guidance document.

Attention:

Samples uploaded to TNPortfolio between January 30th, 2025, 2:30 PM CT and February 5th, 2025, did not upload to the platform correctly. The issue in the platform has been resolved. Please remove any samples from this time window and re-upload them to ensure accuracy. Check preview to ensure you can view your samples. If they do not appear in preview, please reach out to Portfolio.questions@tn.gov.



Peer Review

Portfolio Peer Review | TEAM-TN

Peer Reviewer Candidates

The educator effectiveness team is seeking to contract student growth portfolio peer reviewers from across the state to review and score submitted portfolio collections.

Candidates must:

- have demonstrated content area, grade level, instructional experience and effectiveness.
- be detail-oriented and demonstrate a rich understanding of standards
- be familiar with scoring student work
- be comfortable using and have access to technology
- be able to articulate confidence in the portfolio model to demonstrate student growth
- be available to conduct peer reviews throughout the scoring window, May 27- June 13
- commit to confidentiality.



Peer Reviewer Selections

- Teacher are hired through an application process. [Applications](#) are due by COB on March 28,2025.
- The solicitation and application can be found on the [TEAM website](#) under Recently Released.
- Selected peer reviewers are required to attend a mandatory onboarding meeting on April 17, 2025 and a virtual training during the week of May 12-16 after school hours.
- Peer review occurs May 27- June 13. Peer reviewers are required to score a minimum of 20 collections,
- Peer reviewers are paid \$25.00 per collection scored a \$50.00 for attending the two required trainings.
- District portfolio leads will receive an email notifying you of teachers hired from your district in April.

Next Steps

TEAM-TN | A Tennessee
Department of Education Website

Next Steps


- Share peer reviewer information with portfolio teachers.
- Monitor teachers' progress in TNPortfolio
- Share Video Guidance with portfolio teachers.
- Ensure portfolio teachers are on track collecting their Point B samples.



Support

Portfolio.Questions@tn.gov

Support

February 20, 2025 1 p.m. CT	Pulling reports	<u>Join the meeting now</u>
 March 20, 2025 1 p.m. CT	Supporting teachers with the portfolio process through to completion.	<u>Join the meeting now</u>
April 17, 2025 1 p.m. CT	Finalizing portfolio implementation	<u>Join the meeting now</u>



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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