

2024-25 Student Growth Portfolio Lead Monthly Office Hour

February 20, 2025

Educator Effectiveness Team | Human Capital



DISCLAIMER – Generative AI Tools

The State of Tennessee does not currently permit the use of Generative AI tools, such as Otter, in meetings hosted on state resources. Meetings with contractors, vendors, and subrecipients are not public meetings and may involve discussion of protected state data. Generative AI tools are not adequately regulated and are designed to train on data that is collected and may misrepresent data or release protected data to the general public. While the State supports your desire to maintain documentation of the meeting and what you learn, please respect our decision to safeguard information and do not attempt to use tools such as these. If you choose to use a tool such as this, the State will block that tool from the meeting.



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



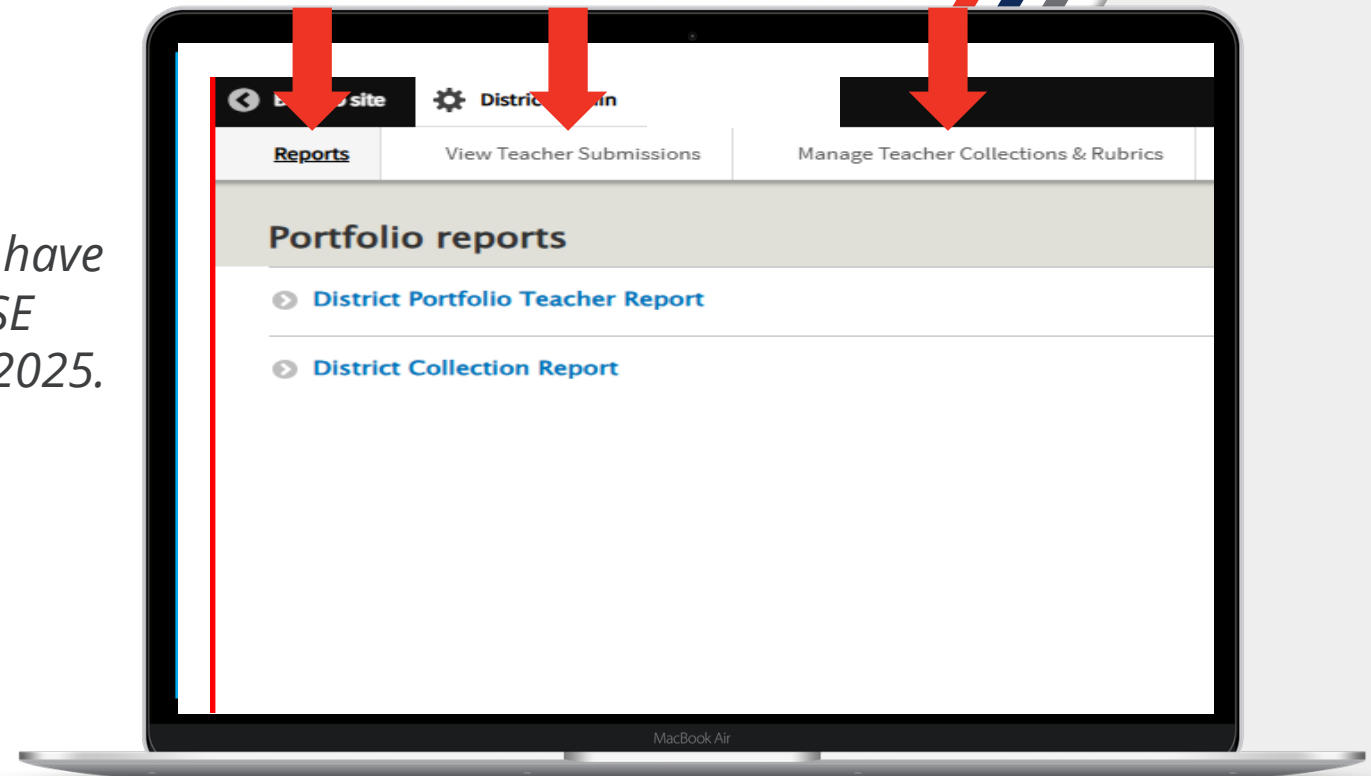
District Administrator Reports

[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	County	00070007	UTCPV	UNIQUE!	unpublished@cpa.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 shows a 'Collection Report' interface. At the top, there is a green notification bar that says 'Export complete. Download the file here.' Below this, there are filters for 'Teacher name or email', 'Portfolio Model', 'Collection', and 'School', each with a dropdown menu set to '- Any -'. An 'Apply' button is located below the filters. The main content is a table with three columns: 'PORTFOLIO MODEL', 'COLLECTION', and 'SCORING RUBRIC'. Two red arrows point to the 'COLLECTION' and 'SCORING RUBRIC' columns. 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' page. At the top, there is a navigation bar with a 'Back to site' link and a 'View Teacher Submissions' menu item, 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 has 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. The top navigation bar includes 'Back to site', 'District Admin', and 'Amelia Floyd'. The main content area has tabs for 'Teacher Models' and 'Point Submissions'. Below the tabs, there are search and filter options: 'Teacher name or email' (input field) and 'Portfolio Model' (dropdown menu). An 'Apply' button is located below these 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. The 'OPERATIONS' column for each row contains an 'Edit' button.

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)

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](#)

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 \$20.00 per collection scored, and an additional \$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!

Permission is granted to use and copy these materials for non-commercial educational purposes with attribution credit to the "Tennessee Department of Education". If you wish to use these materials for reasons other than non-commercial educational purposes, please contact the Office of General Counsel at (615) 741-2921 or Joanna Collins (Joanna.Collins@tn.gov).