

2024-25 Student Growth Portfolio Lead Monthly Office Hour

April 17, 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 review:

- District administrator access in TNPortfolio
- Reminders for Teachers
- Next steps
- Support

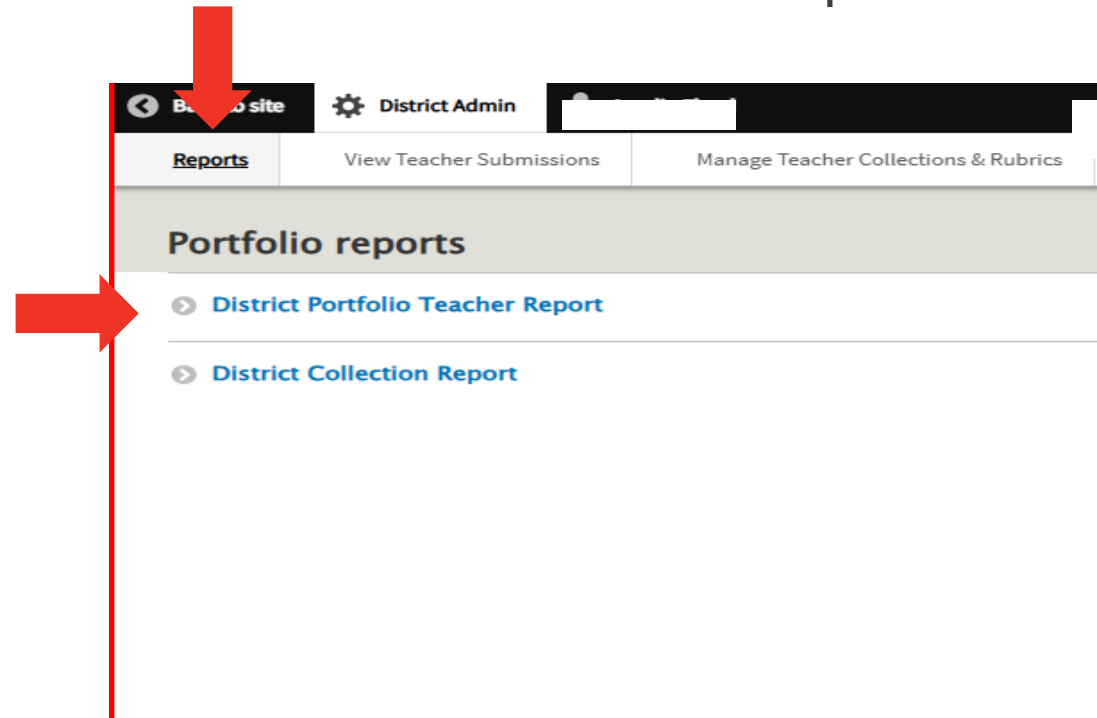


District Administrator Access

[Portfolio-District-Admin-Manual-UPDATED-NOV24.pdf](#)

District Administrator Access

1. Click Report Tab
2. Click District Portfolio Teacher Report



Portfolio Teacher Report

1. Check Portfolio Status on the dashboard or
2. Download CSV

District Admin

View profile Edit profile Log out

Portfolio Teacher Report

Displaying 1 - 2 of 2 portfolios

Teacher name or email

Portfolio Model

School

- Any -

- Any -

Apply

ID	SCHOOL NAME	SCHOOL ID	TLN NUMBER	FIRST NAME	LAST NAME	EMAIL	PORTFOLIO MODEL	PORTFOLIO STATUS	DATE TNPORTFOLIO ACCESSED
2297							Pre-K	Not Started	01/06/2025 - 09:10
2298							Pre-K	In Progress	01/06/2025 - 08:49


Download CSV


Download "Access Removed"



Portfolio Teacher Report

1. When Export is complete, click **here**.
2. The file will go to your downloads.

 District Admin



[View profile](#) [Edit profile](#) [Log out](#)

Portfolio Teacher Report

✓

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

Displaying 1 - 2 of 2 portfolios

Teacher name or email

Portfolio Model

School

- Any -

- Any -

Apply

ID	SCHOOL NAME	SCHOOL ID	TL
2297	Margaret Newton Elementary	0015	00



Portfolio Teacher Report

The Excel file will allow you the opportunity to filter and sort information as needed.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	ID	School Name	School	TLN Number	First Name	Last Name	Email	Portfolio	Portfolio Status	Date Enrolled	Date TN Portfolio Accessed				
2	2297							Pre-K	Not Started	09/29/2024 - 20:00	01/06/2025 - 09:10				
3	2298							Pre-K	In Progress	09/29/2024 - 20:00	01/06/2025 - 08:49				
4															



View Teacher Submissions

- When teachers have questions about their uploads, use this dashboard to check the date a submission was created, updated and view submissions.
- Portfolio leads can search for teachers by name.

Back to site

District

Amelia Floyd

Reports

View Teacher Submissions

Manage Teacher Collections & Rubrics

Portfolio

TeachALL

Point Submissions

Teacher Models

Point Submissions

+ Add Point Submission

Displaying 1 - 19 of 19

Teacher name or email

Submission type

Portfolio Model

- Any -

- Any -

Apply

ID	TEACHER	TYPE	ACADEMIC YEAR	PORTFOLIO MODEL	COLLECTION AND SCORED RUBRIC	SAMPLE	CREATED	UPDATED	
17223		B	2024-25	Pre-K	Reading PK.RL.KID.3	Advanced sample	04/04/2025 - 14:18	04/07/2025 - 13:24	View

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View Teacher Submissions

1. Look at the standard. Did the teacher select the required type of evidence?
2. Look at the attached files.
 - Are they viewable?
 - Did the teacher include all the required types of evidence?

Submission #17193

ID: 17193
Teacher: :
Authored on: Fri, 04/04/2025 - 14:06
Submission type: b
Portfolio Model
Pre-K
Collection and Rubric
Foundational Literacy
PK.FL.WC.4.b
Portfolio Sample
Advanced sample
Submission data
Type(s) of evidence collected: Student writing product (PK.FL.WC.4)
Teacher model/Teacher answer key (PK.FL.WC.4)
Attached Files
IMG_1207_1.jpeg
VP point B.jpeg

Foundational Literacy
PK.FL.WC.4.b
Advanced sample

View Teacher Submissions

Video Recording is not in the attached files

Steps to take:

1. Ask teacher if the video has been uploaded yet. They may have selected their type of evidence and not uploaded student work yet.
2. If teacher did upload a video, it needs to be removed and reloaded.

COLLECTION AND SCORED RUBRIC

SAMPLE

Submission #17221

ID: 17221
Teacher: :
Authored on: Fri, 04/04/2025 - 14:18
Submission type: b
Portfolio Model
Pre-K
Collection and Rubric
Reading
PK.RL.KID.3
Portfolio Sample
Proficient sample
Submission data
Title of Text: The Three Little Pigs
Author of Text: Harriet Ziefert
Type(s) of evidence collected: Video recording
Teacher answer key

Attached Files
IMG_2746_0.jpeg

Advanced sample

View Teacher Submissions

.mov files are converted in the platform. The .mov file will not be reviewable by the teacher for a few days. When the file is converted to a .mp4 file in the platform, the teacher will be able to preview the file when they click on the file link. Teachers will not see the .mp4 attached to the .mov file on their student sample page.

Converted Example

Submission #16689

ID: 16689

Teacher:

Authored on: Thu, 04/03/2025 - 13:58

Submission type: b

Portfolio Model

Pre-K

Collection and Rubric

Counting and Cardinality


PK.CC.A.4

Portfolio Sample

Advanced sample

Submission data

Type(s) of evidence collected: Video recording

Attached Files
 GC Point B_MOV.mp4

Not Converted Yet Example

Submission #23216

ID: 23216

Teacher:

Authored on: Thu, 04/10/2025 - 15:11

Submission type: b

Portfolio Model

Pre-K

Collection and Rubric

Reading

PK.RL.KID.3



Portfolio Sample

Emerging sample

Submission data

Type(s) of evidence collected: Video recording

Teacher answer key

Attached Files
 PK.RL_KID_3-Point B-Emerging.MOV
 PK.RL_KID_3 The Gingerbread Man Answer Key.docx

Foundational Literacy

View Teacher Submissions

If a teacher uploaded a .mov file and it is still not viewable after a few days, check the following:

- Was it uploaded less than a week ago?
 - If yes, give it a few days to convert and then check again. There are thousands of submissions daily and it may take more than 24 hours to convert.
 - If no, then have the teacher remove it and upload it again. It did not go through the conversion process.

Teachers most likely to have this issue are those that uploaded .mov files before December. Student work uploaded in the first semester is a rare occurrence, but some teachers did upload student work evidence before collecting their Point B samples and conducting purposeful sampling.

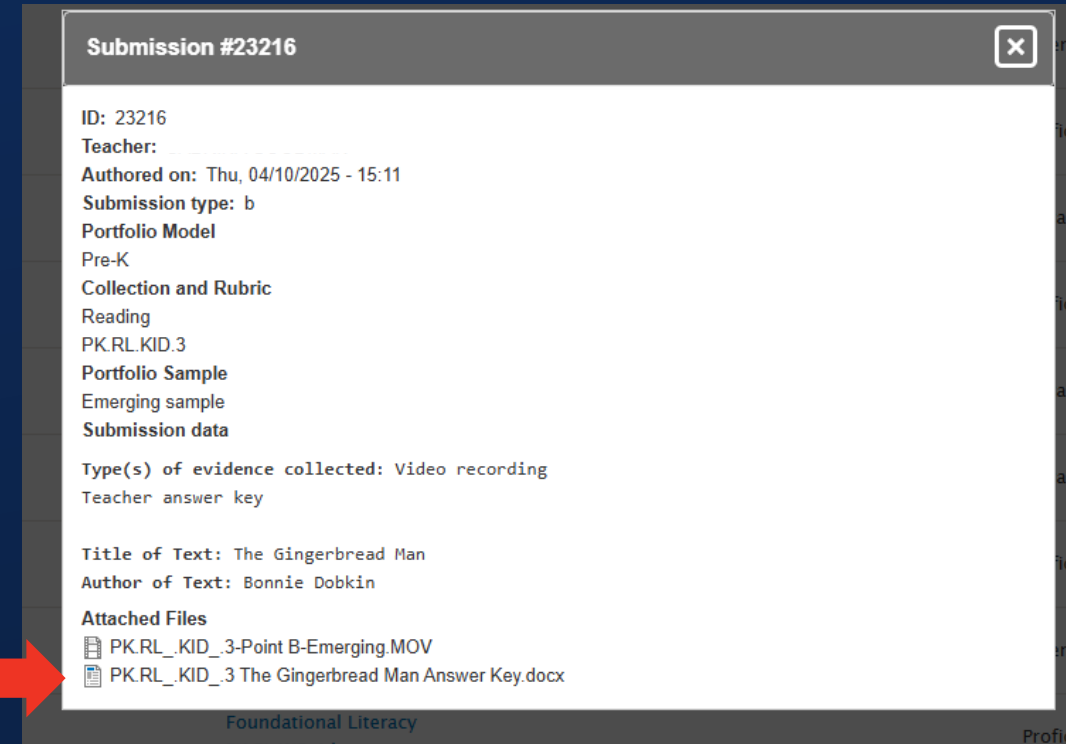


View Teacher Submissions

.docx file was uploaded

While .docx files are an allowable format in TNPortfolio, we have found that they are going to download in some instances. To ensure they are viewable by a reviewer we have asked teachers to:

- Remove the .docx file if it goes to downloads.
- Save it as a pdf file on desktop
- Upload it to the platform



Submission #23216

ID: 23216
Teacher:
Authored on: Thu, 04/10/2025 - 15:11
Submission type: b
Portfolio Model
Pre-K
Collection and Rubric
Reading
PK.RL.KID.3
Portfolio Sample
Emerging sample
Submission data

Type(s) of evidence collected: Video recording
Teacher answer key

Title of Text: The Gingerbread Man
Author of Text: Bonnie Dobkin

Attached Files

- PK.RL_KID_3-Point B-Emerging.MOV
- PK.RL_KID_3 The Gingerbread Man Answer Key.docx

Foundational Literacy

Reminders for Teachers

1. Once the standard is selected in the collection, the teacher can not change it. If they selected the wrong standard to align with their assessment, they can:
 - Reach out to the portfolio lead to change the standard if student work has not been uploaded in the collection.
 - Reach out to portfolio.questions@tn.gov if student work has been uploaded in the collection. When the standard is changed, any student work in the collection will be removed.

Reminders for Teachers

2. Teachers can remove uploaded student work. If the student work has been self-scored, they will receive a message to remind them the self-score for the student sample have already been saved. If the teacher is uploading student work that needs to be scored differently, they can click the Save and Score box to edit the previously saved scores.
3. If a teacher removes student work, they must upload another file. If not, the removed work will still be there when they leave the collection.

TN BEST FOR ALL CENTRAL

My Collections My Score TNPortfolio View ▾

0 NEW

Students identifying letter, number and/or color AND include the assessment option used if more than one is available. *

Red A3

See Assessment and Scoring Guidance for available assessment options

TYPE(S) OF EVIDENCE COLLECTED*

☒ Video recording

☐ Student writing (when required in 6th and 7/8th grade)

FILE UPLOAD*

Add your file(s) for evidence collected.

Upload File


Hranka PreTest LM AR 1-3.MOV ✕

⚠ You are updating a submission that you have already scored. Remember to update the submission score as needed.

Reminders for Teachers

4. Context narratives are not used in the PreK-2nd grade portfolio models.
5. The type of evidence checkboxes are for the collection. Teachers select the type of evidence they used for their chosen standard.
6. Be sure to upload the required methods of evidence found in the rubric guidebook.

< My Collections < Reading

 KINDERGARTEN: READING
Emerging sample Point A Upload [Preview Rubric](#) [Assessment Requirements](#)

Title of Text *

Author of Text *

TYPE(S) OF EVIDENCE COLLECTED*


☐ Video recording (Levels 0-5)

☐ Student writing product (Levels 6-7)

☐ Teacher answer key

FILE UPLOAD*

Add your file(s) for evidence collected.

 Upload File

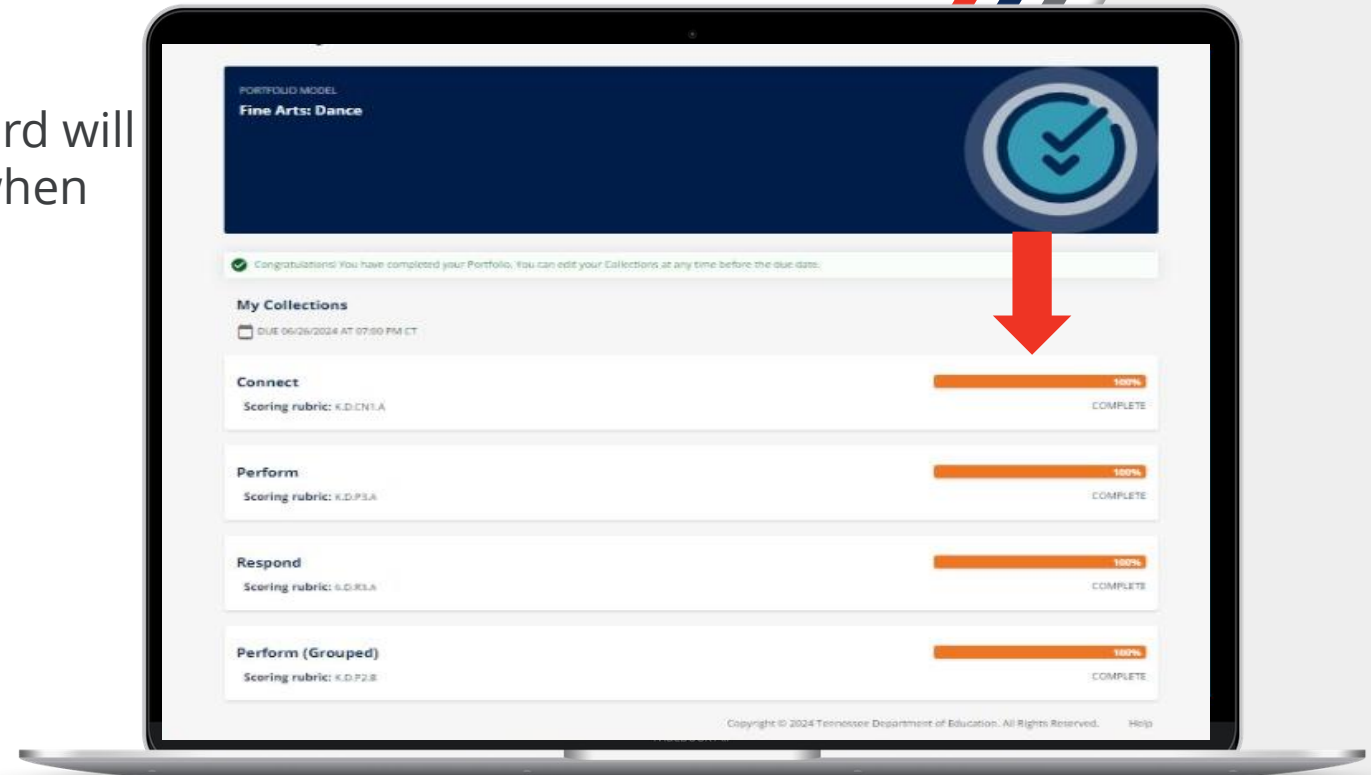
Reminders for Teachers

7. All completed collections in the online portfolio platform must be submitted by **5:00 p.m. CT on May 5, 2025.**
8. A completed collection consists of **self-scored** point A and point B samples for the differentiated groups (e.g., emerging, proficient, and advanced).
9. A completed portfolio consists of **four** completed collections.
10. 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.
11. There are **no extensions** past 5:00 p.m. CT May 5, 2025.



Reminders for Teachers

- 12. Tech support will not be available over the weekend.
- 13. Do not wait to the last minute.
- 14. The status bar on the My Collections dashboard will show 100% complete for all four collections when the portfolio is complete.



Reminders for Teachers

Portfolio teachers will receive this email on **Sunday, May 4** from TeachALL <noreply@tnedu.gov>

Hi, *(Teacher's Name)*!

Your TNPortfolio submission deadline is in 24 hours.

You have been enrolled in the *(teacher's portfolio model)* model.

The status of your *(teacher's portfolio model)* portfolio model is *(Status- Complete, In Progress or Not Started)*.

Visit <https://teachall.tnedu.gov/portfolio> to log in to the TNPortfolio platform using your TDOE Single Sign On (SSO) account.

For more information about student growth portfolio models, visit [Student Growth Portfolios](#) on the TEAM website.

For questions about portfolio implementation, contact Portfolio.Questions@tn.gov.

For questions about your TDOE SSO account, contact dt.support@tn.gov.

Reminders for Teachers

Portfolio teachers will receive this email after the submission deadline from TeachALL <noreply@tnedu.gov>

Hi, (Teacher's name)!

You were enrolled in the (teacher's model) model.

The status of your Physical Education portfolio model is (status at the deadline).

Visit <https://teachall.tnedu.gov/portfolio> to log in to the TNPortfolio platform using your TDOE Single Sign On (SSO) account.

For more information about student growth portfolio models, visit Student Growth Portfolios on the TEAM website.

For questions about portfolio implementation, contact Portfolio.Questions@tn.gov.

For questions about your TDOE SSO account, contact dt.support@tn.gov.

Next Steps

TEAM-TN | A Tennessee
Department of Education Website

Next Steps

- Monitor teacher's completion status.
- Remind teachers of the deadline, May 5 at 5:00 p.m. CT
- Email questions to Portfolio.Questions@tn.gov.
- Share this office hour PowerPoint with teachers.
- Portfolio Leads will receive an email by May 7 with completion status. Notify any teacher with an incomplete score.





Support

Portfolio.Questions@tn.gov

Support



May 22, 2025 1 p.m. CT	Reviewing Teachers' Final Scores	Join the meeting now
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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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