

Portfolio Teacher Rostering Guidance for Portfolio Leads

In order for teachers to gain access to [TNPortfolio](#), the TEAM student growth portfolio management platform, portfolio leads must provide the department staff roster information for all teachers in the district or charter who are required to submit a portfolio.

The portfolio lead is responsible for ensuring that all data and staffing information added to the Portfolio Rostering Template is accurate and complete. Leads should coordinate with the district or charter's evaluation configurator and/or HR staff members to ensure accurate and up-to-date data. The department recommends utilizing an export from TNCompass to ensure teacher license numbers (TLNs) and staffing are correct.

[Process details are provided on page 2.](#)

Important Notes

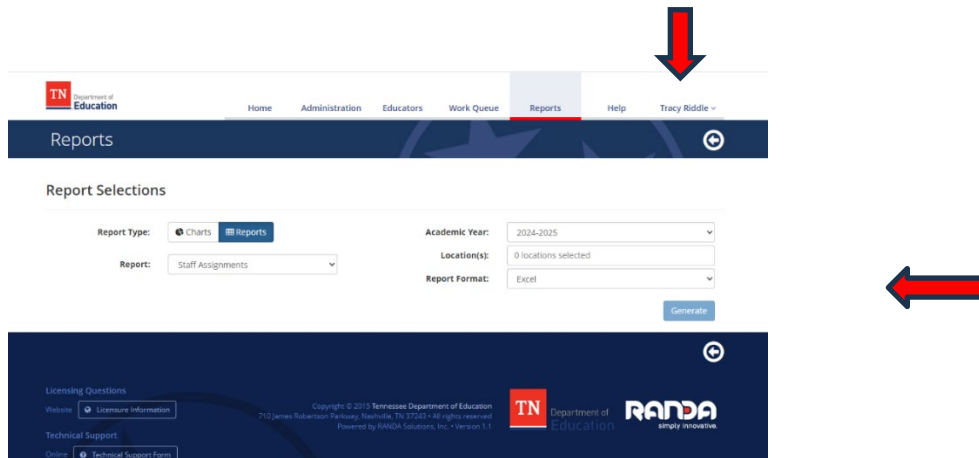
- The department will accept rosters **Sept. 8-26**.
- Once the roster information has been quality checked and uploaded to the platform, teachers will receive the activation email needed to access their platform account.
- Roster errors will prevent teachers receiving access to the portfolio platform.
- Portfolio leads should complete the portfolio rosters using the [Portfolio Rostering Template](#). Download the template and save to desktop before completing it.
- Refer to the [TEAM Portfolio Guidebook for Administrators and Teachers](#) for staff assignments and circumstances that exempt a teacher from submitting a portfolio. Leads should ensure that exempt teachers are not included in the roster submission.
- Portfolio leads should check with their district EIS Coordinator to ensure teachers' school emails on the roster are the same email that is connected to their SSO account. If the teachers' SSO account is connected to a prior district email, then EIS coordinators need to contact DT.Support@tn.gov to create a new teacher SSO account.
- Teachers must log in to the platform using an accurate SSO account that is tied to their current email on the teacher roster.
- If you have questions about who should be rostered, please refer to this [quick guide](#).

Completing the Portfolio Rostering Process using TNCompass

To prevent data quality errors and help ensure that all teachers within your district receive an accurate level of overall effectiveness (LOE) score, it is vital to coordinate with your **district's licensure administrator, evaluation configurator, and/or HR staff members** to ensure that all staffing data is up to date for the school year **before portfolio rosters are submitted**.

Portfolio roster submissions should only include the information of teachers who are currently staffed in your district for the current school year. To access this information:

1. Log into [TNCompass](#) and select the **Reports** tab.
2. Select **Reports** using the Report Type toggle button.
3. Using the **Reports** dropdown, select **Staff Assignments**.
4. Use the **Academic Year** dropdown to select the current school year.
5. Click on the **Location(s)** dropdown.

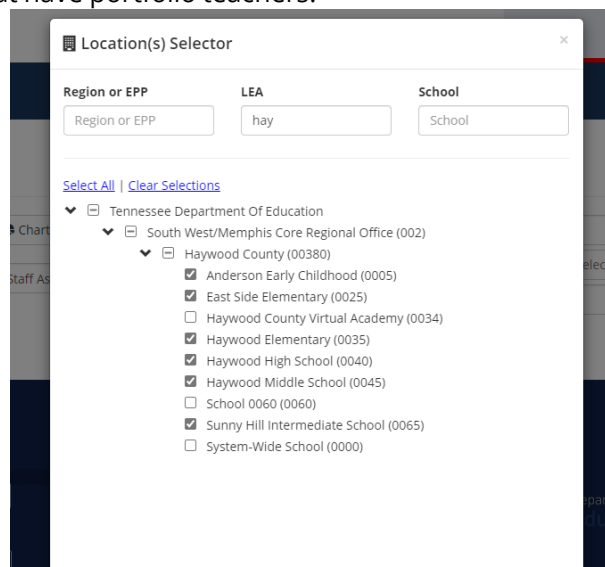


The screenshot shows the TNCompass Reports page. The top navigation bar includes links for Home, Administration, Educators, Work Queue, Reports (highlighted), Help, and Tracy Riddle. Below the navigation bar is a 'Reports' header with a refresh icon. The 'Report Selections' section contains the following fields:

- Report Type:** A toggle button with 'Charts' and 'Reports' (selected).
- Report:** A dropdown menu with 'Staff Assignments' selected.
- Academic Year:** A dropdown menu with '2024-2025' selected.
- Location(s):** A dropdown menu with '0 locations selected'.
- Report Format:** A dropdown menu with 'Excel' selected.
- Generate:** A blue button to generate the report.

At the bottom of the page, there is a footer with links for Licensing Questions, Website, Licensure Information, Technical Support, and Online Technical Support Forms. The footer also includes copyright information for the Tennessee Department of Education and RANDA.

6. Within the **Location(s)** dropdown menu, use the Location(s) Selector tool to select the schools that have portfolio teachers.



The screenshot shows the 'Location(s) Selector' tool. It has three input fields at the top: 'Region or EPP' (with a dropdown), 'LEA' (with a text input containing 'hay'), and 'School' (with a dropdown). Below these fields are links for 'Select All' and 'Clear Selections'. The main area displays a tree view of the Tennessee Department of Education hierarchy:

- ▼ Tennessee Department Of Education
 - ▼ South West/Memphis Core Regional Office (002)
 - ▼ Haywood County (00380)
 - ☒ Anderson Early Childhood (0005)
 - ☒ East Side Elementary (0025)
 - ☐ Haywood County Virtual Academy (0034)
 - ☒ Haywood Elementary (0035)
 - ☒ Haywood High School (0040)
 - ☒ Haywood Middle School (0045)
 - ☐ School 0060 (0060)
 - ☒ Sunny Hill Intermediate School (0065)
 - ☐ System-Wide School (0000)

7. Select all schools within your district with teachers who will be submitting portfolios and click the **Apply** button. This will generate a report that matches your chosen filters.
8. Using the **Report Format** dropdown, select **Excel**. Click **Generate to** generate the **Staff Assignments** report. Download as an Excel file.
9. Open the saved copy of the **Staff Assignments** report.
10. View the information in the report to make sure you have all the educator staffing data you need.
Once you've confirmed that the data looks correct, use the filter located in Column O (**Role**) of the report to filter your results to **Teacher**. This will ensure that only teachers are included in your portfolio roster. **Remove any non-portfolio teachers from the spreadsheet so that you have only the data you need to include in the roster.**
- *Including a non-portfolio teacher on the roster will cause that teacher to not generate a LOE.*
11. Download the [Portfolio Rostering Template](#).
12. Copy the necessary data (listed below) from the **Staff Assignments** report to the **Portfolio Rostering Template** spreadsheet. Only include the requested information in the Portfolio Rostering Template.

Only use **official school email addresses. Do not use email addresses from TNCompass that are not official school email addresses.*

First Name	Last Name	Email	TLN	District ID	School ID	Model ID
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first name	Teacher's first name
last name	Teacher's last name
email account*	Teacher's school email address associated with their SSO
TN license number	Teacher's full license number (TLN) in TNCompass (9-digits)
District ID number	District ID in TNCompass (5 digits)
School ID number	School ID in TNCompass (4 digits)
Model ID	See the information below for the portfolio Model ID

Check with your EIS coordinator to ensure each teacher's SSO account is associated with their current **school email on the roster. Your EIS coordinator will need to make any corrections needed.*

13. In the **Portfolio Rostering Template** file select the portfolio Model ID tab for information from the dropdown in Column G for each teacher included on your portfolio teacher roster.

Portfolio Model IDs:

Model ID	Portfolio Model
2024-25.PK	Pre-K model
2024-25.WL.F	World Language: French
2024-25.1st	First Grade
2024-25.FA.VM	Fine Arts: Vocal Music
2024-25.2nd.ELA	Second Grade Departmentalized – ELA
2024-25.K	Kindergarten
2024-25.FA.T	Fine Arts: Theatre
2024-25.PE	Physical Education
2024-25.1st.ELA	First Grade Departmentalized – ELA
2024-25.FA.IM	Fine Arts: Instrumental Music
2024-25.2nd.M	Second Grade Departmentalized – Math
2024-25.K.ELA	Kindergarten Departmentalized – ELA
2024-25.FA.MA	Fine Arts: Media Arts
2024-25.1st.M	First Grade Departmentalized – Math
2024-25.FA.VA	Fine Arts: Visual Arts
2024-25.WL.S	World Language: Spanish
2024-25.K.M	Kindergarten Departmentalized – Math
2024-25.FA.GM	Fine Arts: General Music
2024-25.2nd	Second Grade
2024-25.FA.D	Fine Arts: Dance

14. Submitting your Portfolio Roster

Name and save your copy of the Roster Template as ***“districtname_2025-26 Portfolio Teacher Roster.xlsx”***. Please return your completed **Portfolio Rostering Template** file to Portfolio.Questions@tn.gov and include “Teacher Roster” in the subject line.

Rosters are due on or before September 26, 2025.