TN Portfolio District Administrator Manual

Table of Contents

Logging In

TDOE has integrated its portfolio program, TN Portfolio, into its existing TeachALL platform. To access TeachALL+TN Portfolio, Portfolio District Administrators should log in using their TDOE-issued SSO account via https://teachall.tnedu.gov/portfolio.

1. Select **Login with your TDOE SSO account**
2. Proceed through the process to login
3. You will be redirected to TeachALL+TN Portfolio, landing on your Portfolio District Administrator dashboard.
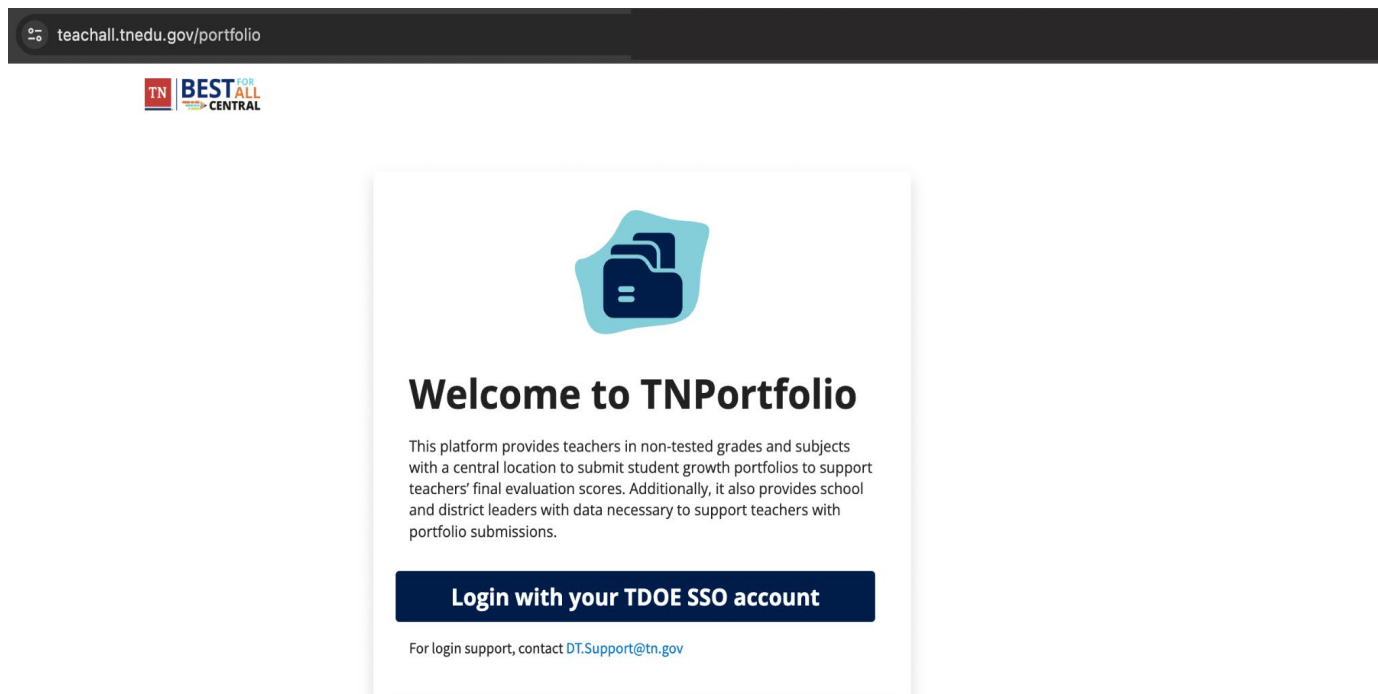
Portfolio District Administrator Navigation

Portfolio District Administrators have access to district-specific portfolio data and a view into teacher submissions (for teachers within their district). Portfolio District Administrators can access all of these features through their District Administrator menu at the top of the page.
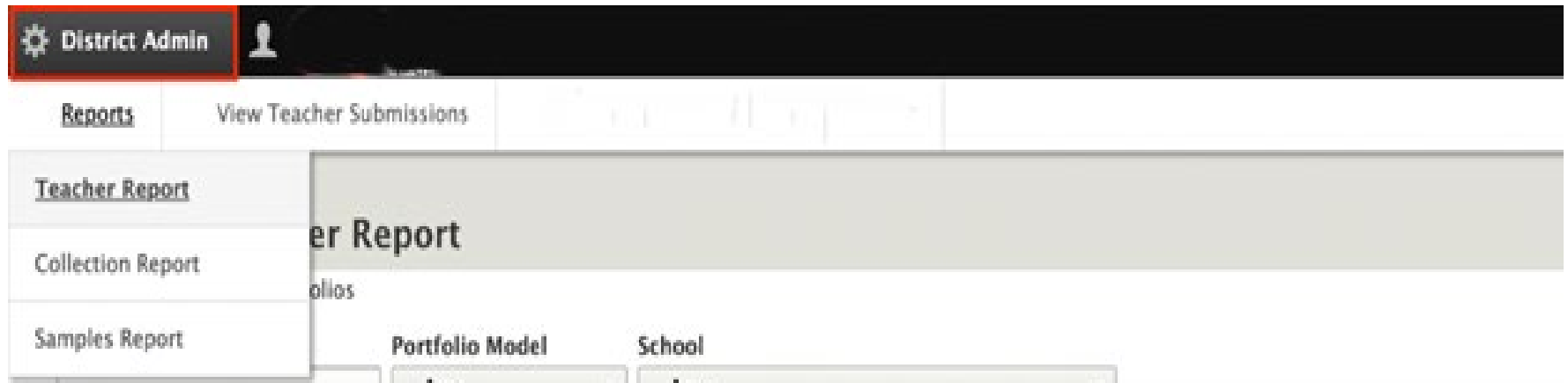
The District Administrators menu includes the following:
- Reports
  - Teacher Report
  - Collection Report
  - Samples Report (District Administrators will not have access to this report until teacher scores are released to District Administrators)
- View Teacher Submissions

Reports

One of the primary functions available to Portfolio District Administrators is the ability to view and download data reports for users within their district. This section outlines these reports.

Teacher Report

URL: https://teachall.tnedu.gov/portfolio-reports/portfolio-teacher-report-district

The Teacher Report is the landing page that Portfolio District Administrators see when they log into the platform. You can access this report at any time by going to **Reports** > **Teacher Report** in your District Administrator menu.

This report allows Portfolio District Administrators to see details about teachers within their district enrolled in Models for the active Portfolio Year. A Portfolio User can be enrolled in 1 Portfolio Model as a Teacher per Portfolio Year. This report will have one row per Portfolio User + Model enrolled in as a 'Teacher'.

Limited columns will display on the table (marked red below). Administrators click the **Download CSV** button at the bottom of the table to download the full report.

Downloaded Teacher Report columns:

1.	School Name	Teacher's School Name
2.	School ID	School ID number
3.	TLN Number	Teacher's Tennessee License Number
4.	First Name	Teacher's first name
5.	Last Name	Teacher's last name
6.	Email	Teacher's school email address
7.	Portfolio Model	The title of the Model this Portfolio User is enrolled in as a 'Teacher' (Note: If there are multiple, there will be one for each row)
8.	Portfolio Score	The final Portfolio Score the teacher earned for this model (**Note: Field appears when scores are released to District Administrators**)
9.	Teacher Growth Score	The final Teacher Grown Score the teacher earned for this model (**Note: Field appears when scores are released to District Administrators**)

10.	Portfolio Status	These are the statuses for the teacher's engagement with their Portfolio. Options are: ● 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 hit but the teacher did not reach a 'Complete' status before that
11.	Date Enrolled	Date Teacher was enrolled by the state in TNPortfolio platform for the current school year
12.	Date TNPortfolio Accessed	Date Teacher accessed TNPortfolio

Administrators click the **Download Access Removed** button at the bottom of the table to download the full report of teachers who were removed from the TNPortfolio roster.

Collection Report

URL: https://teachall.tnedu.gov/portfolio-reports/collection-report-district
You can access this report by going to **Reports** > **Collection Report** in your District Administrator menu. This report allows Portfolio District Administrators to see details about each Collection a teacher is attempting to complete.

| Reports | View Teacher Submissions | Manage Teacher Collections & Rubrics |

Collection Report

Displaying 1 – 16 of 16 collections

Teacher name or email

Portfolio Model
– Any –

Collection
– Any –

School
– Any –

Apply

ID	SCHOOL NAME	TLN NUMBER	FIRST NAME	LAST NAME	PORTFOLIO MODEL	COLLECTION	SCORING RUBRIC	PERCENT COMPLETED	TEACHER SELF SCORE	PEER REVIEWER 1 SCORE	PEER REVIEWER 2 SCORE	EXPERT REVIEWER SCORE	FINAL STUDENT GROWTH INDICATOR SCORE
96	Anderson County Innovation Academy	1234567	Bon1	Nordy1	Pre–K	Foundational Literacy – Cloned	PK.FL.PA.2.e	17					
97	Anderson County Innovation Academy	1234567	Bon1	Nordy1	Pre–K	Reading – Cloned	PK.RI.KID.2						

Limited columns will display on the table (marked red below). Administrators click the **CSV** button at the bottom of the table to download the full report.

Downloaded Collection Report columns:

1.	School Name	The School the user is associated to
2.	TLN Number	The Teacher License Number for the user
3.	First Name	Teacher's first name
4.	Last Name	Teacher's last name
5.	Email	Teacher's email
6.	Portfolio Model	The title of the Model the teacher is enrolled in that the 'Collection' in this row is a part of
7.	Collection	This is the title of the Collection represented in this row
8.	Scoring Rubric	The title of the Rubric the teacher selected for this Collection
9.	Percent Completed	Current % complete progress the user has made for this Collection (**Note: Available once scores are released to District Administrators**)
10.	Teacher Self Score	SGIS from the teacher's own self scoring (**Note: Available once scores are released to District Administrators**)
11.	Peer Reviewer 1 Score	SGIS from the 1st reviewer (**Note: Available once scores are released to District Administrators**)
12.	Peer Reviewer 2 Score	SGIS from the 2nd reviewer, when applicable (**Note: Available once scores are released to District Administrators**)
13.	Expert Reviewer Score	SGIS from the expert reviewer, when applicable (**Note: Available once scores are released to District Administrators**)

14.	Final Student Growth Indicator Score	The SGIS for the Collection (**Note: Available once scores are released to District Administrators**)
15.	Number of Reviews	The number of reviews this collection has gone through (**Note: Available once scores are released to District Administrators**)

Samples Report

District Administrators will not have access to this report until teacher scores are released to District Administrators.
URL: https://teachall.tnedu.gov/portfolio-reports/samples-report-district
You can access this report by going to **Reports** > **Samples Report** in your District Administrator menu.

This report allows Portfolio District Administrators to view details about teacher sample submission scores. This report will have one row per Portfolio User + Submission + score.
For example:

- Teacher completes Collection with Sample 1, making submissions for Point A and Point B.
- The teacher performs a 'self score' for Point A and Point B
- A row of this report will be for the teacher's self score of Sample 1
- Another row of this report will be for peer reviewer 1's score of Sample 1…etc.

Reports	View Teacher Submissions									

Samples Report

Displaying 1 – 27 of 27 samples

Teacher name or email	Portfolio Model	Collection		Review Number
	– Any –	– Any –		– Any –

Apply

ID	SCHOOL NAME	SCHOOL ID	TLN NUMBER	FIRST NAME	LAST NAME	PORTFOLIO MODEL	COLLECTION	REVIEW NUMBER	POINT A SCORE	POINT B SCORE
367	Anderson County High School	0002	3215	Bon2	Nordy2	First Grade	Foundational Literacy – Cloned	Teacher	1.00	5.00
368	Anderson County High School	0002	3215	Bon2	Nordy2	First Grade	Foundational Literacy – Cloned	Teacher	1.00	5.00
369	Anderson County High School	0002	3215	Bon2	Nordy2	First Grade	Foundational Literacy – Cloned	Teacher	1.00	5.00

Limited columns will display on the table (marked red below). Administrators click the **CSV** button at the bottom of the table to download the full report.

Downloaded Samples Report columns:

1	School Name	The School the user is associated to
2	School ID	The ID for that School
3	TLN Number	The Teacher License Number for the user
4	First Name	Teacher's first name
5	Last Name	Teacher's last name
6	Email	Teacher's email address
7	Portfolio Model	The title of the Model the teacher is enrolled in that the 'Sample' submissions for this row are a part of
8	Collection	This is the title of the Collection that the 'Samples' represented in this row are a part of
9	Scoring Rubric	The title of the Rubric the teacher selected for the Collection
10	Sample Title	The title of the sample (i.e. Emerging) for the sample represented in this row

11	Review Number	Which review this is (i.e. teacher self review, first review, second review, expert review). Options are: Teacher, 1, 2, 3 (Expert)
12	Point A Score	The rubric score given for Point A of this sample (Note: If it was marked not scorable, list 'Not scorable')
13	Point B Score	The rubric score given for Point B of this sample (Note: If it was marked not scorable, list 'Not scorable')
14	Reviewer Feedback	Reviewer feedback is only listed if the sample is marked 'not scorable' during peer review

View Teacher Submissions

URL: https://teachall-cms.tnedu.gov/admin/content/portfolio/point-submission

Portfolio District Administrators can view each Point A/B submission for their teachers' Collections.

To view the details of a teacher's sample submission, navigate to the **View Teacher Submissions** page in your District Administrator menu. 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 submission view will provide information about the selected sample.

Teacher	Name of teacher who submitted the sample
Authored On	Date and time the sample was created
Submission Type	The point the sample is submitted for (Point A or Point B)
Portfolio Model	The Portfolio Model the teacher was rostered
Collection and Rubric	Collection and Standard (rubric) the teacher chose for the file(s) upload
Portfolio Sample	The differentiated sample the file(s) is submitted for (emerging, proficient, or advanced)
Types of Evidence Collected	The evidence the teacher selected in the platform to signify what should be included in their file uploads.
Attached Files	The files the teacher uploaded for collected evidence

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.
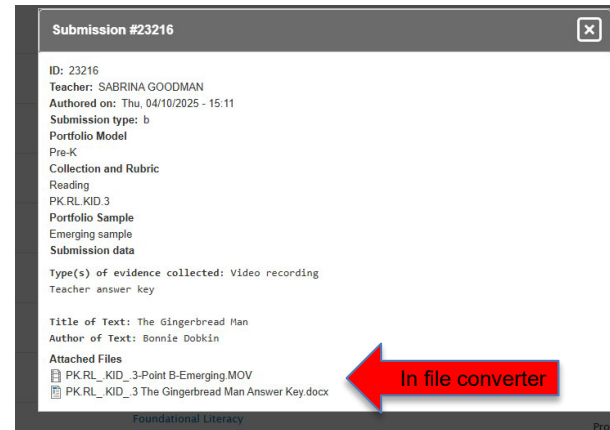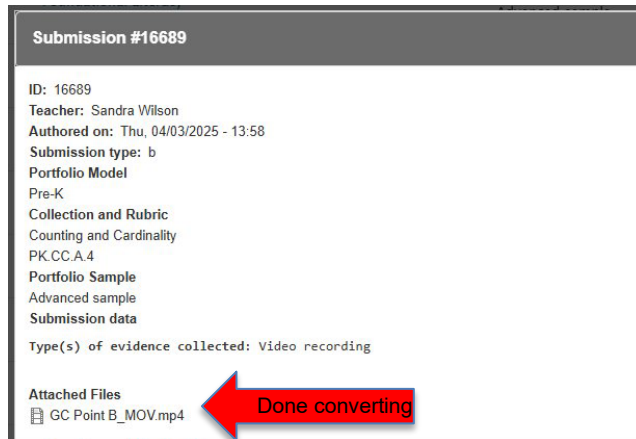
Resources

- [Portfolio Platform- TNPortfolio | TEAM-TN](#)
- For SSO log in support, email dt.support@tn.gov
- For questions, email Portfolio.Questions@tn.gov