



TNPortfolio Teacher Manual

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Collecting Evidence

Each standard in a portfolio collection requires either a writing product or a video recording for evidence. To ensure successful submission of the required evidence, please follow these guidelines:

- **File Storage:**
 - All student work samples must be saved as an approved file type to the educator's hard drive before uploading.
 - Files may be stored in Google Drive but must be downloaded to the computer/laptop prior to upload.
 - Save files in multiple locations to prevent loss.
 - Assign each file a **unique file name** before uploading (example: CC.A.4_emergingA_Jones.mp4)
 - The ideal file size is 1GB, but the platform will upload files as large as 5GB. If your video is over 5GB, consider editing it into separate smaller videos. The platform allows multiple videos to be uploaded for student samples.
- **Writing Products:**
 - Scanned documents or photos of student work must be saved as an approved file type.
- **Videos:**
 - Videos must be uploaded from a computer/laptop (not directly from Google Drive).
 - The platform plays **.MP4** files in scoring view.
 - Uploaded **.MOV** files will automatically convert to **.MP4** in the platform; however, they will not be available to preview in the self-scoring window immediately due to converting time.
 - To avoid the need for conversion, record videos in **.MP4 format**. [Click here](#) for guidance on iPhone video recording in **.MP4** format.

The TNPortfolio Platform will accept the following file formats for student work samples.

File Type	Support Formats
Images	• png - Portable Network Graphics • jpeg - Joint Photographic Experts Group
Documents	• doc - Microsoft Office Word Document • docx - Microsoft Office Word Document • pdf - Portable Document Format
Presentations (Can NOT be used for videos)	• ppt - Microsoft Office PowerPoint • pptx - Microsoft Office PowerPoint
Videos	• mov - Apple QuickTime • mpeg - Digital Video Format • mp4 - Digital Video Format

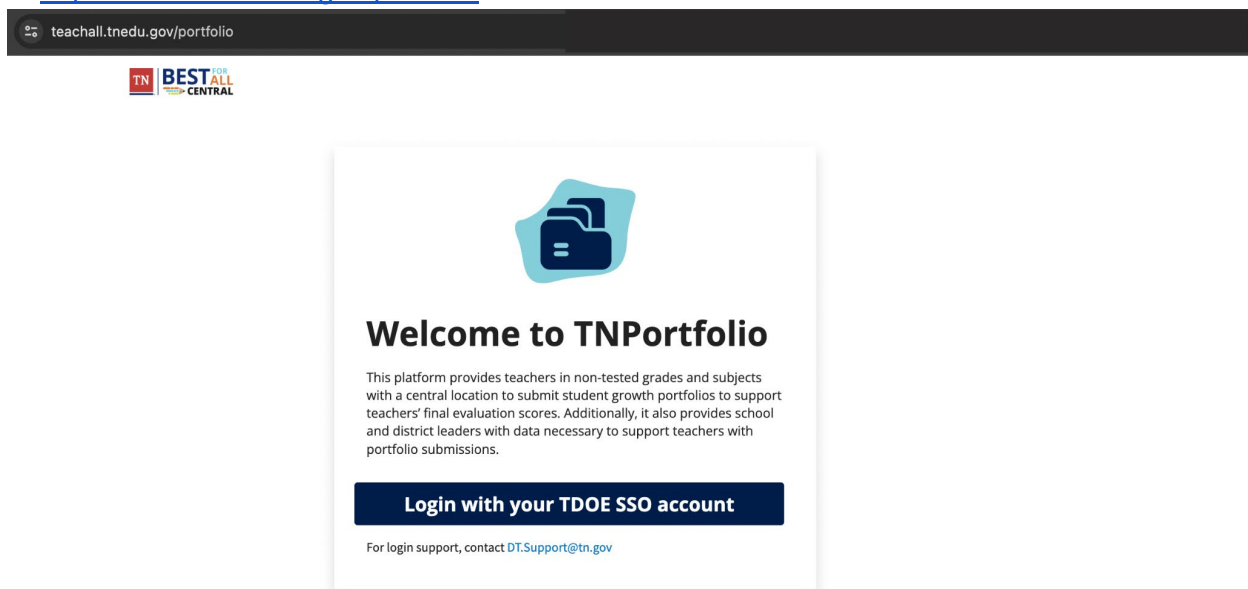
Access to the Platform

Rostering

Before teachers receive access to the portfolio platform, TNPortfolio, portfolio leads must submit a teacher roster to the department. Once teacher rosters are imported in the platform, teachers will receive a welcome email from TeachAll with instructions on accessing their account.

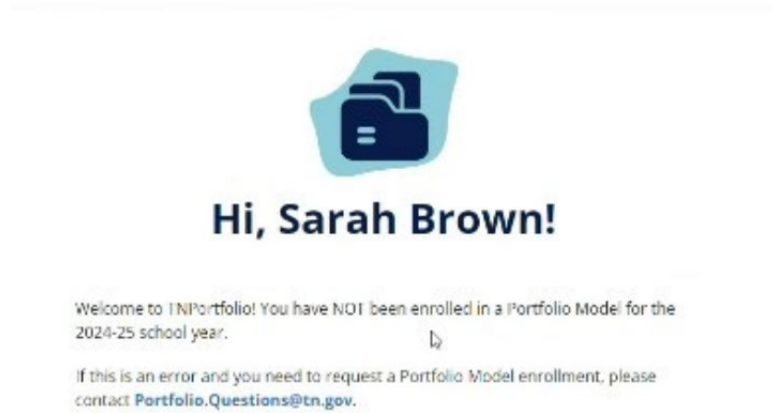
Logging In

To access TN Portfolio, portfolio implementing teachers should log in using their TDOE-issued SSO account via <https://teachall.tnedu.gov/portfolio>. If a teacher is logged in to TeachALL with their learner account, this log in page will not appear. They will need to log out and then proceed to <https://teachall.tnedu.gov/portfolio>.

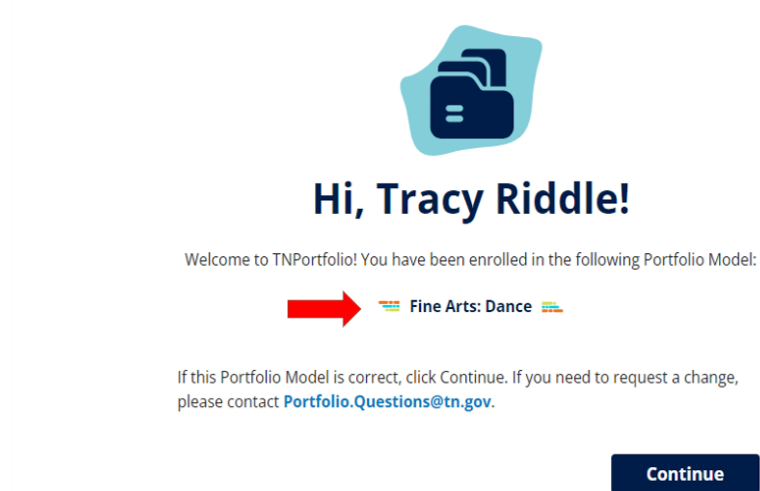


1. Select **Login with your TDOE SSO account**
2. Proceed through the process to login
 - a. TDOE SSO accounts are created by the district/charter EIS Coordinator.
 - b. Teachers should contact their district/charter Portfolio Lead for their SSO username.
 - c. On the Sign In prompt, the teacher will enter their SSO username which will end with @tneducation.net. It will not be their district or school email.
 - d. Click next to enter password.

- e. Click the forgot password prompt if password needs to be reset.
- 3. If logging in for the first time of a new school year:
 - a. If a teacher sees the below screen, they will need to contact their portfolio lead. Check: “Have you been rostered?” “Is your SSO account information, correct?” “Is your current school email connected to your SSO account?”



- b. If the teacher is rostered and logged in correctly, they will see the below page. If the model is not correct, they will need to reach out to their portfolio lead.



- c. The teacher will be prompted to choose collections after they click continue.
- d. See [Choosing Collections](#).
- 4. If collections have already been chosen, teachers will be redirected to TN Portfolio, landing on their portfolio [collections dashboard](#) after logging in.

Choosing Collections

For some portfolio models, collections are pre-set. For the models with collections with options, there will be a drop-down menu of the available selections. **We suggest reviewing the guidebook for your model and choosing collections before logging into your account.** Planning collections and choosing standards in the fall will support a successful completion in the spring.

Teachers do not have access to change individual collections after they have been selected. Teachers must contact portfolio.questions@tn.gov to change a collection or rubric. **Please ensure that all selected collections/standard rubrics are correct before uploading any student work samples.**



Choose Collections

Choose your collections below.

Collection 1 *

Select a Collection...

Collection 2 *

Select a Collection...

Collection 3 *

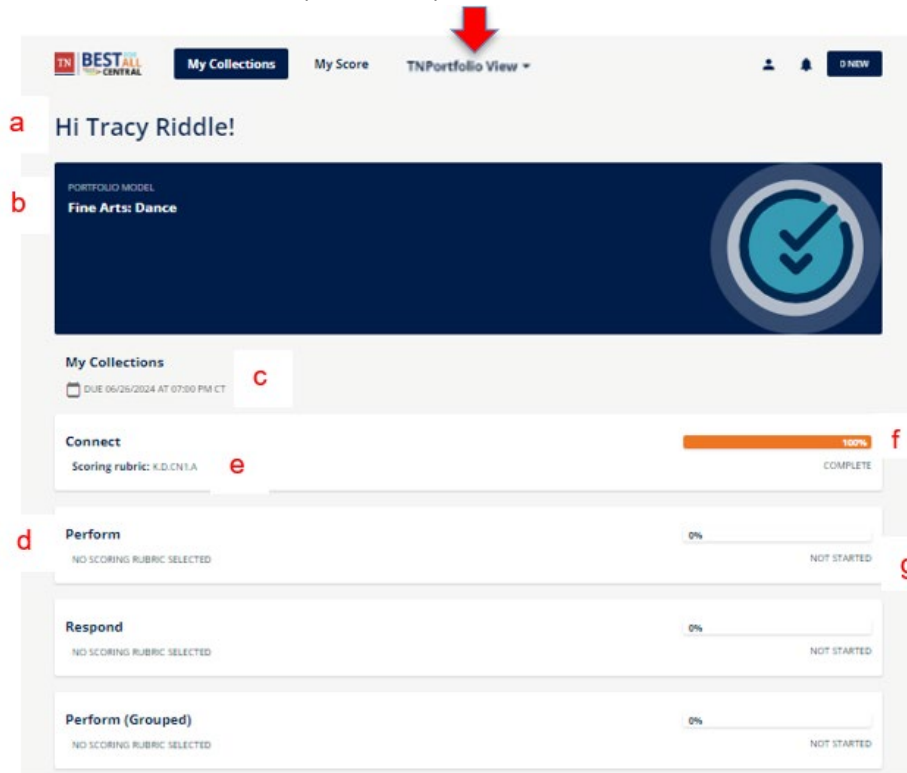
Select a Collection...

Collection 4 *

Select a Collection...

Collections Dashboard

If collections have already been selected, teachers will be directed to their TNPortfolio Collections Dashboard. If a teacher does not see the dashboard (pictured below), they may need to switch to TNPortfolio View (red arrow).



The dashboard provides the teacher with their overall portfolio status.

The dashboard shows:

- a) The portfolio teacher name
- b) The portfolio model
- c) Completion due date
- d) Each collection
- e) Rubrics selected
- f) Percentage of collection complete bar
- g) Collection completion status

Selecting Standards

Each collection must have one standard rubric chosen.

To select the standard for a collection:

- Click on the collection section to pick the standard for that collection. This will bring up the sample dashboard (example seen below).

- Click the drop down next to Scoring Rubric and choose the standard that matches the student work samples to be uploaded.
- A standard rubric must be selected before student work samples are uploaded.
- Standards can be changed if all 3 samples are 0% or before student work samples are uploaded. **After documents or videos are uploaded, standards cannot be changed in the platform.**

My Collections

Fine Arts: Dance: Connect 0%

Scoring Rubric: Select - NOT STARTED DUE 06/26/2024 AT 07:00 PM CT

Emerging sample 0%

Proficient sample 0%

Advanced sample 0%

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My Collections

Fine Arts: Dance: Connect 0%

Scoring Rubric: Select - K.D.Cn1.A K.D.Cn1.B K.D.Cn1.C K.D.Cn2.A 1.D.Cn1.A 1.D.Cn1.B 1.D.Cn1.C 1.D.Cn2.A

Emerging sample 0%

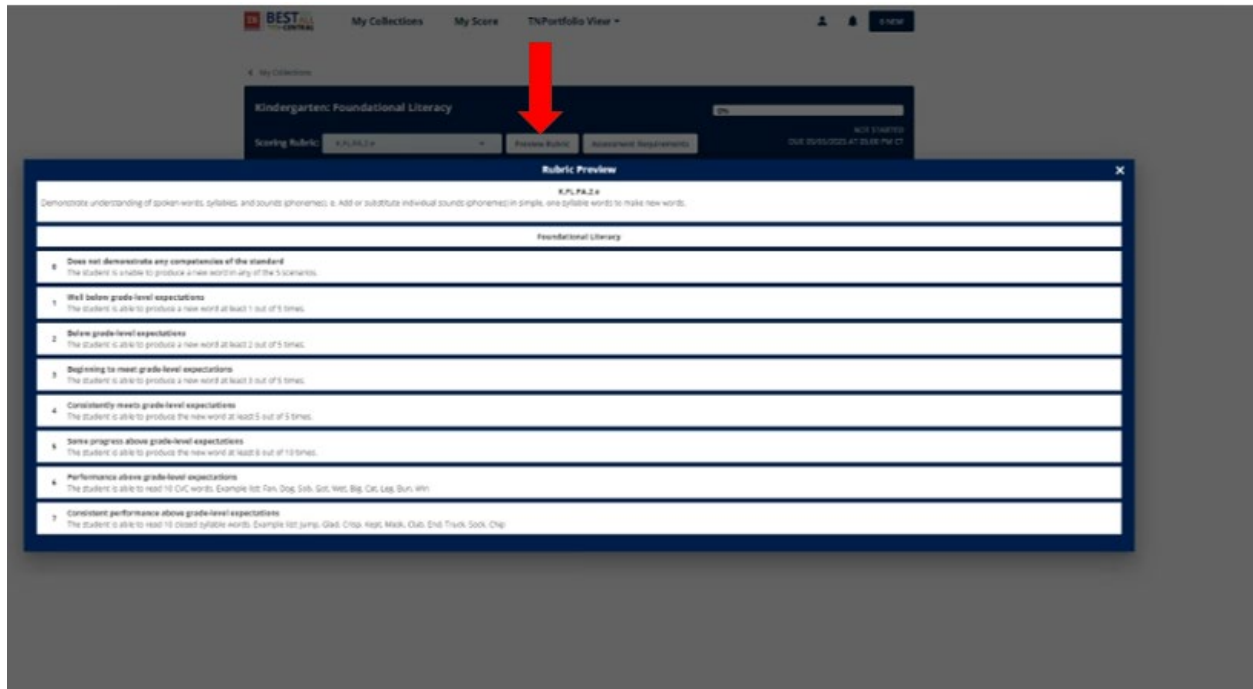
Proficient sample 0%

Advanced sample 0%

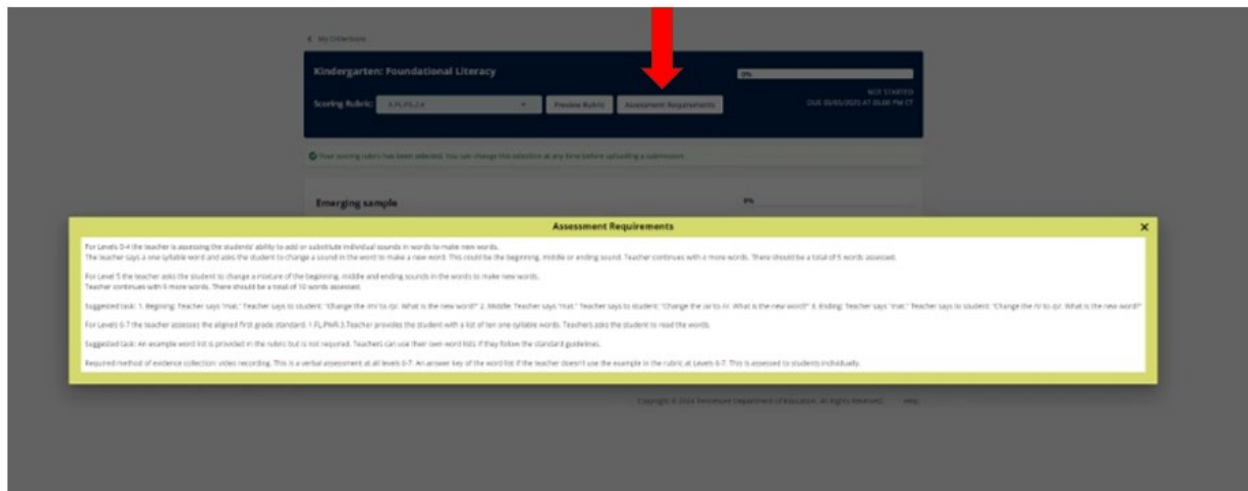
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After a scoring rubric is chosen:

Teachers can click Preview Rubric to see the selected scoring rubric.



Click Assessment Requirements to see specific standard assessment requirements when applicable.



Uploading and Managing Student Work Samples

When the teacher has completed purposeful sampling and selected the student samples (both Point A and Point B), they are ready to upload the student work.

< My Collections

Fine Arts: Dance: Connect 0% NOT STARTED DUE 06/26/2024 AT 07:00 PM CT

Scoring Rubric: K.D.Cn1.A Preview Rubric

✓ Your scoring rubric has been selected. You can change this selection at any time before uploading a submission.

Emerging sample 0%

Point A Upload & Manage Score

Point B Upload & Manage Score

Proficient sample 0%

For each sample (emerging, proficient, and advanced) or group sample, there is a Point A and Point B upload section. Click Upload and Manage in the Point A section to upload Point A required evidence and click Upload and Manage in the Point B section to upload the same student's Point B required evidence for each sample (emerging, proficient, and advanced).

Once the teacher has selected upload and manage for the chosen sample and point (A or B), the teacher will be taken to the upload page. The page will differ depending on the portfolio model and collection type (See some examples below).

Example of Fine Arts

The screenshot shows the 'FINE ARTS: DANCE: CONNECT' header with a 'Preview Rubric' button. The main form area includes a 'CONTEXT NARRATIVE*' text box, a 'TYPE(S) OF EVIDENCE COLLECTED*' section with checkboxes for 'Video recording of student's created dance' and 'Student explanation/justification', and a 'FILE UPLOAD*' section with an 'Upload File' button. At the bottom right are 'Save' and 'Save & Score' buttons. A copyright notice for the Tennessee Department of Education is at the very bottom.

Example of P.E.

The screenshot shows the 'PHYSICAL EDUCATION: PERFORM' header with 'Preview Rubric' and 'Assessment Requirements' buttons. The form area includes a note about assessment options, a section for 'Group A, Green 12, assessment option 2', and a 'TYPE(S) OF EVIDENCE COLLECTED*' section with checkboxes for 'Video recording' and 'Student writing (when required in 6th and 7/8th grade)'. It also has a 'FILE UPLOAD*' section with an 'Upload File' button. A file named 'jack and bean stalk.mp4' is shown below the upload button. 'Save' and 'Save & Score' buttons are at the bottom right. A copyright notice is at the very bottom.

Example of Kindergarten Reading

The screenshot shows the 'KINDERGARTEN: READING' header with 'Preview Rubric' and 'Assessment Requirements' buttons. The form area includes 'Title of Text*' and 'Author of Text*' text boxes, a 'TYPE(S) OF EVIDENCE COLLECTED*' section with checkboxes for 'Video recording (Levels 0-5)', 'Student writing product (Levels 6-7)', and 'Teacher answer key', and a 'FILE UPLOAD*' section with an 'Upload File' button. 'Save' and 'Save & Score' buttons are at the bottom right. A copyright notice is at the very bottom.

Context Narrative

- The fine arts model will be the only one to have a required context narrative box that teachers must complete in the platform. The other models will not have this box.

- In the P.E. model, teachers must include labeling information that allows the peer reviewer to know which students should be scored. P.E. teachers must identify students' letter, number and/or color AND include the assessment option used.
- Context narratives are not submitted for Pre-K through 2nd grade and World Language models.
- In PreK -2nd grade reading collections, teachers will see a place for the title and the author of the text.

Types of Evidence Collected

In this section, a list is shown outlining the types of evidence that are required for the specific model's collection. The teacher will click the box once they have uploaded the type of evidence that fulfills the requirement. This serves as a checklist reminder of what should be uploaded to the platform:

- If a specific standard in a collection requires a video, student writing product and/or answer key, it will be listed.
- When the standards in a model collection require different types of evidence, not all of the boxes will be checked in the Types of Evidence section.
- All P.E. collections must include video recordings.
- All Pre-K – 2nd reading collections must include an answer key.
- **Refer to the assessment requirements** button at the top of the upload page to see the required pieces of evidence for the specific standard chosen by the teacher for this sample.

File Upload

Teachers will click the upload file button to upload required evidence to the platform.

- **Please ensure that all selected collections/standard rubrics are correct before uploading any student work samples.**
- Files must be saved to a hard drive on your computer or laptop before uploading to the platform.
 - Files cannot be uploaded from Google Drive or any other web-based file storage.
 - It is not recommended to upload from a tablet or phone.
- Check required types of evidence listed in rubrics. For example: If a video is not allowed for any standard in the collection, the platform will not allow the video upload.

The TNPortfolio Platform will accept the following file formats for student work samples:

File Type	Support Formats
Images	• png - Portable Network Graphics • jpeg - Joint Photographic Experts Group
Documents	• doc - Microsoft Office Word Document • docx - Microsoft Office Word Document • pdf - Portable Document Format
Presentations (Can NOT be used for videos)	• ppt - Microsoft Office PowerPoint • pptx - Microsoft Office PowerPoint
Videos	• mov - Apple QuickTime • mpeg - Digital Video Format • mp4 - Digital Video Format

When the file has been selected for upload, the educator may see a spinning blue circle while it is processing the upload.

- The circle may spin for several minutes based on the educator's internet bandwidth or size of the file uploaded.
- Do not attempt to upload another file until the circle stops spinning and the upload is complete.

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.

IMG_1141.MOV  

Once processed, the uploaded files will be visible in blue on the Upload and Manage page.

- **Do not attempt to preview files from this page. Files are previewed on the educator self-scoring page after they are saved.**

Save

The teacher can **Save** and come back later or **Save & Score**. They cannot save if they have not completed each required evidence section. To protect teachers from incomplete portfolios, the platform is designed to require a file upload before this section can be saved. It is necessary to check at least one of the boxes under the Types of Evidence Collected section. Reference the evidence requirements in the model's guidebook to ensure all pieces of required evidence for the selected section are submitted. If the upload is complete, see [Save and Score](#) for next steps.

FINE ARTS: DANCE: CONNECT
Emerging sample Point A Upload [Preview Rubric](#)

CONTEXT NARRATIVE*

TYPE(S) OF EVIDENCE COLLECTED*

☐ Video recording of student's created dance

☐ Student explanation/justification

FILE UPLOAD*

Add your file(s) for evidence collected.

[Upload File](#)

[Save](#) [Save & Score](#)

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Replacing or Deleting files

An uploaded file and teacher self-score can be edited at any time before the completion due date.

Prior to clicking **Save & Score**, teachers can remove unwanted files from the platform by clicking the x next to the file name.

PHYSICAL EDUCATION: PERFORM
Emerging sample 1 Point A Upload [Preview Rubric](#) [Assessment Requirements](#)

Students identifying letter, number and/or color AND include the assessment option used if more than one is available.*
Group A, Green 12, assessment option 2

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](#)

jack and bean stalk.mp4 X

Teachers can then upload the needed files before saving and scoring. The platform will not save without at least one file uploaded for the sample.

When a teacher removes a file that has already been scored, the platform does not remove the score with the file. If a teacher replaces the file with a new file, then the teacher will need to re-score the sample.

Scoring Student Work Samples

Teachers must self-score all work samples for a portfolio to be complete. To self-score the sample, teachers click the **Save & Score** button. This will navigate to the scoring window. This scoring window is the same as the Peer Reviewer scoring window.

My Collections < Connect

PINE ARTS: DANCE: CONNECT
Emerging sample Point A Score

Type(s) of evidence collected

- Video recording of student's created dance
- Student explanation/justification

File Upload

exam certificate 2024.pdf

Context Narrative

This is required.

Open Rubric ^

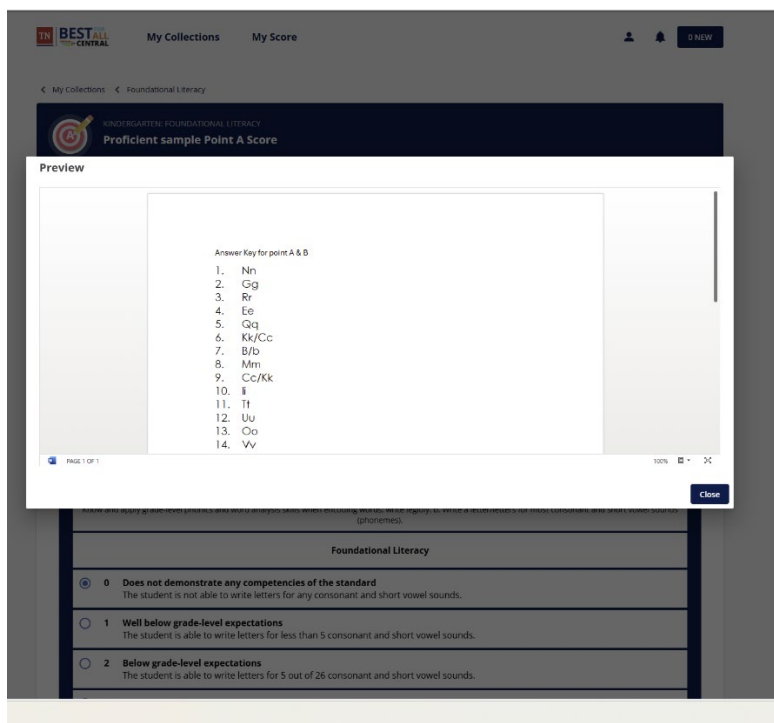
K.D.Cnt.A	
Connect	
☐	1 Below End-of-Year Expectations Insufficiently recognizes and names an emotion that is experienced when watching, improvising, or performing dance and relates it to a personal experience.
☐	2 Approaching End-of-Year Expectations Insufficiently recognizes and names an emotion that is experienced when watching, improvising, or performing dance and relates it to a personal experience.

Types of Evidence Collected

The teacher will see the evidence they checked as uploaded to the platform. If the teacher did not check the box on the Upload and Manage window, it will not be checked in the scoring window.

File Upload

This is where the teacher can preview the files that were uploaded for the sample. The teacher can click on each individual file to open a preview window. The preview of the file is what the peer reviewer also sees when scoring. If a file is not visible or audible in the teacher's preview window, then it will not be visible or audible for the peer reviewer. To remove an unwanted file, see [Replacing and Deleting Files](#).



Additional Information

On this page, the educator could see the following when applicable to the model:

- Context Narrative
- Name of Book and Author
- P.E. Student Identifiers

Scoring Rubric

To self-score the sample evidence, the educator will:

- a. Click Open Rubric
- b. Confirm the correct standard is showing for the sample
- c. Confirm the correct collection is showing for the sample
- d. Click the radio button with the corresponding self-score on the rubric
- e. The selected score will appear at the bottom of the screen
- f. Click Save Score (The platform may take a few moments to save the score. **Only click Save Score once.**)

Open Rubric ^

K.D.Cn1.A

Connect

- ☒ 1 **Below End-of-Year Expectations**
Insufficiently recognizes and names an emotion that is experienced when watching, improvising, or performing dance and relates it to a personal experience.
- ☐ 2 **Approaching End-of-Year Expectations**
Inconsistently recognizes and names an emotion that is experienced when watching, improvising, or performing dance and relates it to a personal experience.
- ☐ 3 **Meets End-of-Year Expectations**
Sufficiently recognizes and names an emotion that is experienced when watching, improvising, or performing dance and relates it to a personal experience.
- ☐ 4 **Exceeds End-of-Year Expectations**
Exceptionally recognizes and names an emotion that is experienced when watching, improvising, or performing dance and relates it to a personal experience.
- ☐ 5 **Significantly Above End-of-Year Expectations**
Masterfully recognizes and names an emotion that is experienced when watching, improvising, or performing dance and relates it to a personal experience.
- ☐ 6 **This performance level is utilized when students demonstrate intellectually exceptional knowledge and skills related to the standard.**
Demonstrates one level of growth from the Level 5 criteria descriptor for this particular grade- or course-level expectation.
- ☐ 7 **The performance level is utilized when students demonstrate intellectually exceptional knowledge and skills related to the standard.**
Demonstrates two levels of growth from the Level 5 criteria descriptor for this particular grade- or course-level expectation.

Score: 1

Save Score ✓

Once the score is saved, the platform will redirect the teacher back to the sample dashboard. A green message will appear showing the score has been saved.

< My Collections

Fine Arts: Dance: Connect 17% IN PROGRESS

Scoring Rubric: K.D.Cn1.A Preview Rubric DUE 06/26/2024 AT 07:00 PM CT

✓ Your score for Emerging sample Point A has been saved. You can edit this score at any time before the due date.

Emerging sample 50%

Proficient sample 0%

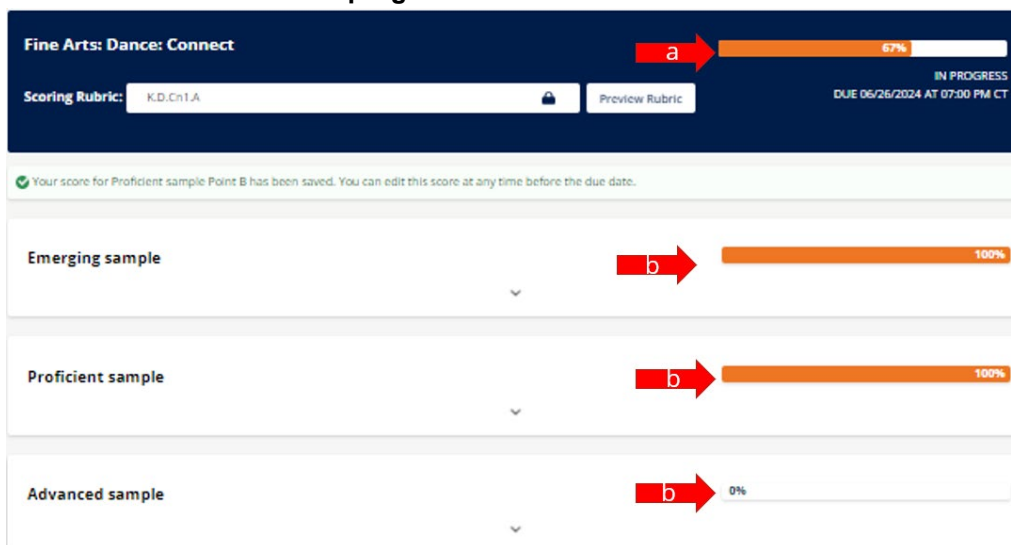
Advanced sample 0%

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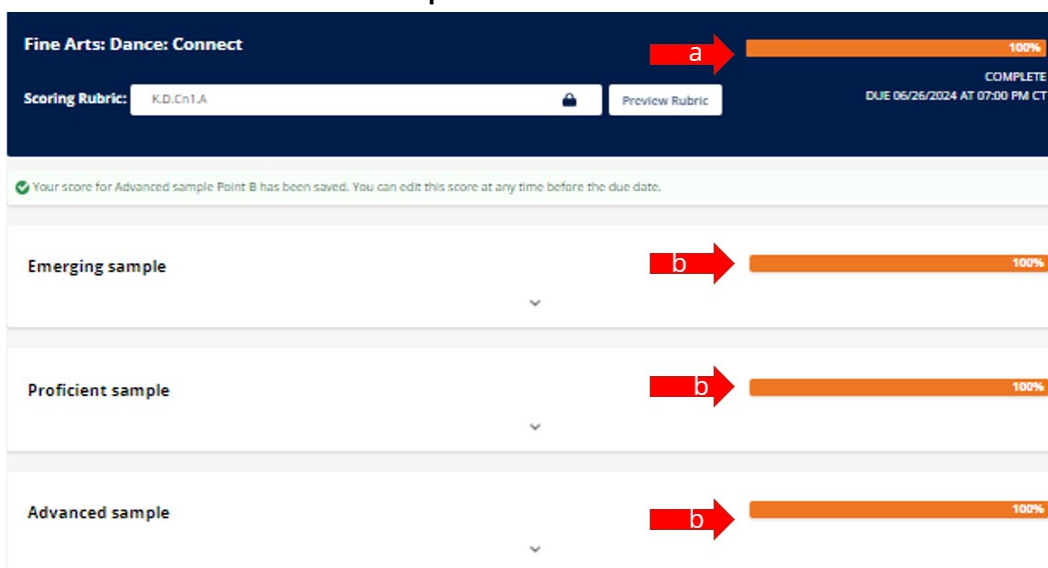
Monitoring Progress

The platform provides completion status bars for teachers to monitor their completion status. On the sample dashboard page, the teacher can see the percentage status of the total collection at the top right of the page (a). The teacher can see the percentage status of each sample in the individual sample section (b).

This collection is in progress because not all status bars are 100%.



This collection is complete because all status bars are 100%.

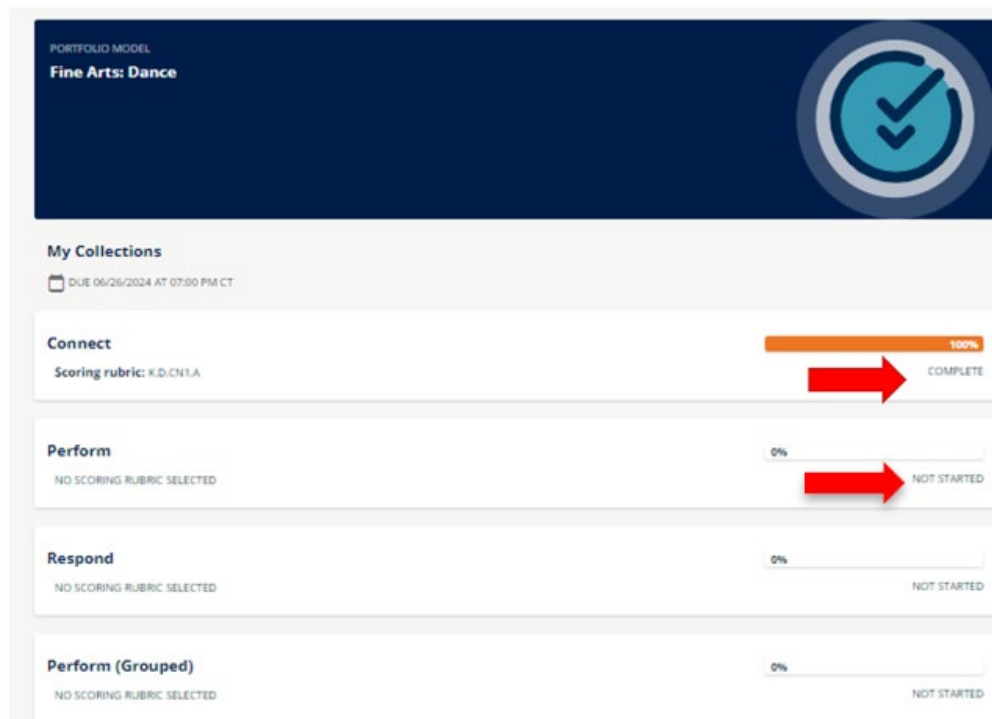


On the collections dashboard page, the teacher can see the completion status for each collection in the portfolio model.

Possible Statuses:

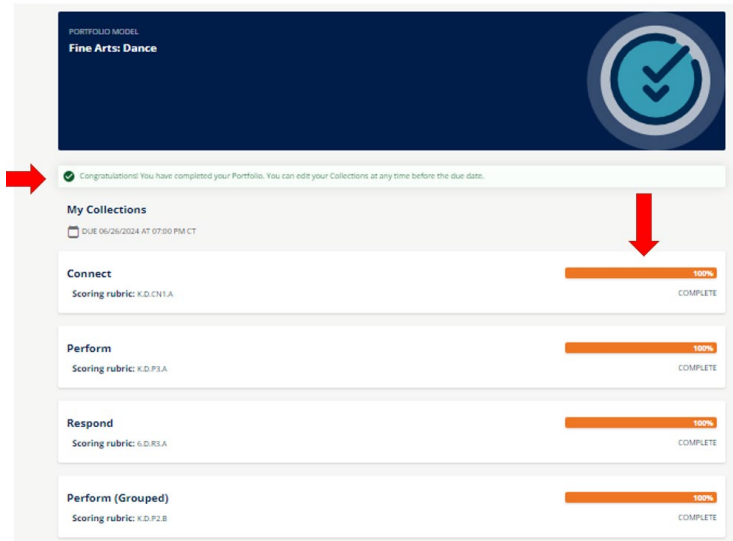
- Not started - This is the status until a teacher has made their first submission.
- In progress - This is the status after a teacher has made their first submission, but they have not made all their submissions and scored them.
- Complete - This is the status after a teacher has made all their submissions and has self-scored them.

- Incomplete - This is the status if the submission deadline has passed and the teacher did not reach a 'Complete' status.

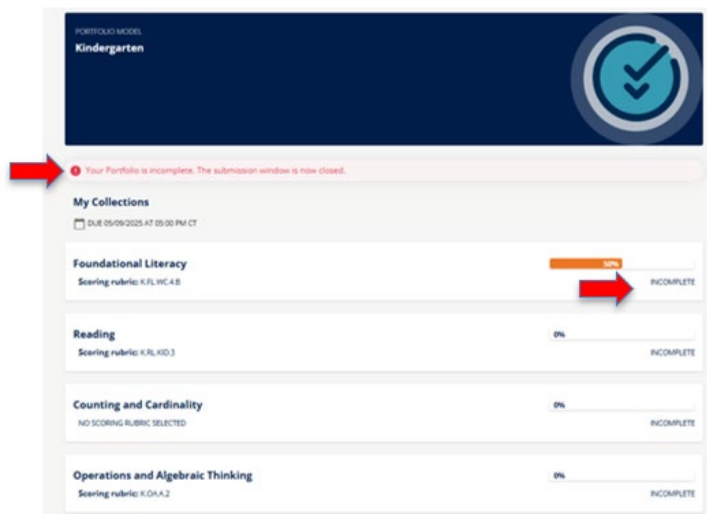


Portfolio Completion

A complete portfolio consists of self-scored Point A and Point B student work for each differentiated group (emerging, proficient, and advanced) or grouped sample in each of the four collections. When a portfolio is complete, teachers will see a message confirming a complete portfolio and 100% completion status for each of the four collections.



Once a portfolio is 100% complete, a teacher can edit files and self-scores up until the completion deadline. If a teacher edits any part of their portfolio after 100% completion, then they will need to check their progress again to ensure they are still 100% complete before the deadline. **Any portfolio that is not 100% complete at the deadline will be labeled incomplete and will not be sent to peer review for scoring.** An incomplete status will be submitted for the teacher's individual growth score in TNCompass and their LOE will not generate.



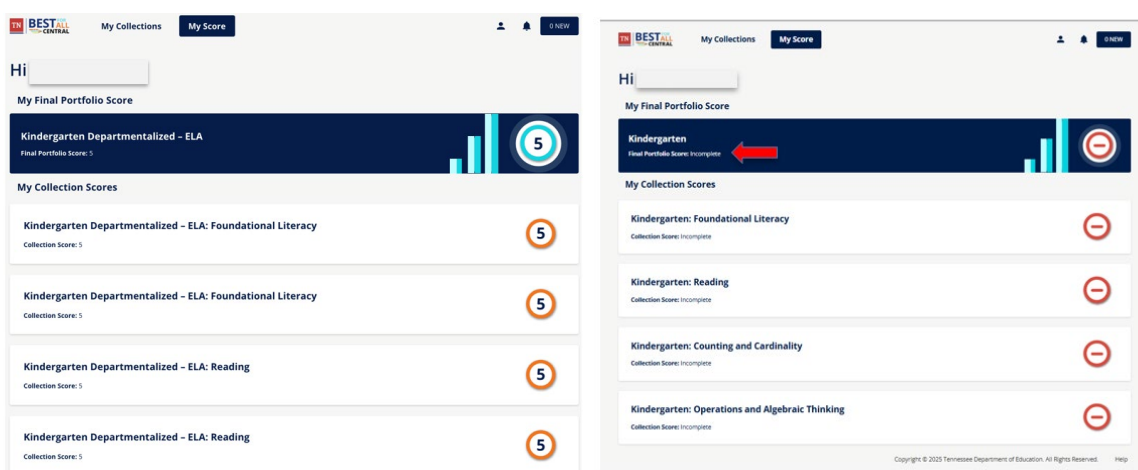
My Score

On or after the score release date, the teacher will click the My Score tab to view their portfolio score. If the teacher clicks the tab before peer review is complete and scores are released, then

they will receive a message of the score release date. Teachers will receive an email notification from TeachALL when scores are released in the platform.

After the score release date, the overall portfolio score (blue circle) is calculated by averaging the four evidence collection growth scores (orange circle), and then applying the average to the scaled value of levels 1-5 as outlined in the [TEAM Portfolio Guidebook for Administrators and Teachers](#). This becomes the teacher's growth score and serves as 35 percent of the LOE. For incomplete portfolios, an Incomplete status will be uploaded to TNCompass as the teacher's Individual Growth Score, and the teacher will not generate an LOE.

Below are examples of a complete and an incomplete portfolio My Score page after growth scores are released in the platform.



Troubleshooting

If this happens...	Suggested Troubleshooting
Uploaded files are not viewable in self-scoring window or you receive the error "We apologize for the inconvenience, but the file you requested is not available for preview."	• Ensure you are on the self-score page. • Ensure file is in an accepted file format. • For .MOV files, allow 5-7 business days for it to convert in the platform to an MP4 file. • Try to view files on a different browser such as Edge or Chrome (Safari often has issues with the platform). • Try to view files on a different device. (The platform often has issues with Apple products.) • If it has been 5-7 days since upload, remove the file and try uploading to the platform again.

Received error message “We apologize for the inconvenience, but the video file you requested is not available for preview at the moment. ”	• Ensure you are on the self-score page. • Allow 5-7 business days for it to convert in the platform.
The platform dashboard shows an incorrect percentage of completion for a sample	• Contact Portfolio.Questions@tn.gov.
Received “not enrolled” message after logging in	• Ensure you have used this link to access the log in page. • Ensure you have used your SSO to log in. (SSO usernames will end with @tneducation.net. It will not be your school or district email.) • Contact your district portfolio lead to ensure you were rostered for the platform.
Don’t know SSO account information or have old district/charter SSO account	• Reach out to district portfolio lead or EIS coordinator to get SSO account information or to update SSO account emails.
Received error message saying “The website encountered an unexpected error” when logging in	• Ensure you are logged out of your TeachALL account before logging in to TNPortfolio. • Refresh your screen. • Contact Portfolio.Questions@tn.gov.
Wrong model, collection, or standard is showing in the platform	• If files have not been uploaded, educators can change their standard rubric. • Once work has been uploaded, the educator must contact Portfolio.Questions@tn.gov to change rubrics. • To change a model or collection, an educator must contact Portfolio.Questions@tn.gov.
Received error message saying “You are uploading a submission that you have already scored” when saving a sample	• The teacher must check that the self-score reflects the student work that has been uploaded. The self-score does not automatically update when replacing or adding files to a sample that already has a self-score.

Resources

- [Portfolio Platform- TNPortfolio | TEAM-TN](#)
- For SSO log in support, email DT.support@tn.gov
- Every district/charter has a portfolio lead who is well-equipped to answer questions. The portfolio lead is the first person to reach out to for support. Portfolio leads receive monthly emails and meet with the department regularly.
- For further questions, please contact Portfolio.Questions@tn.gov.