



TNPortfolio District Administrator Manual

Tennessee Department of Education | July 2026

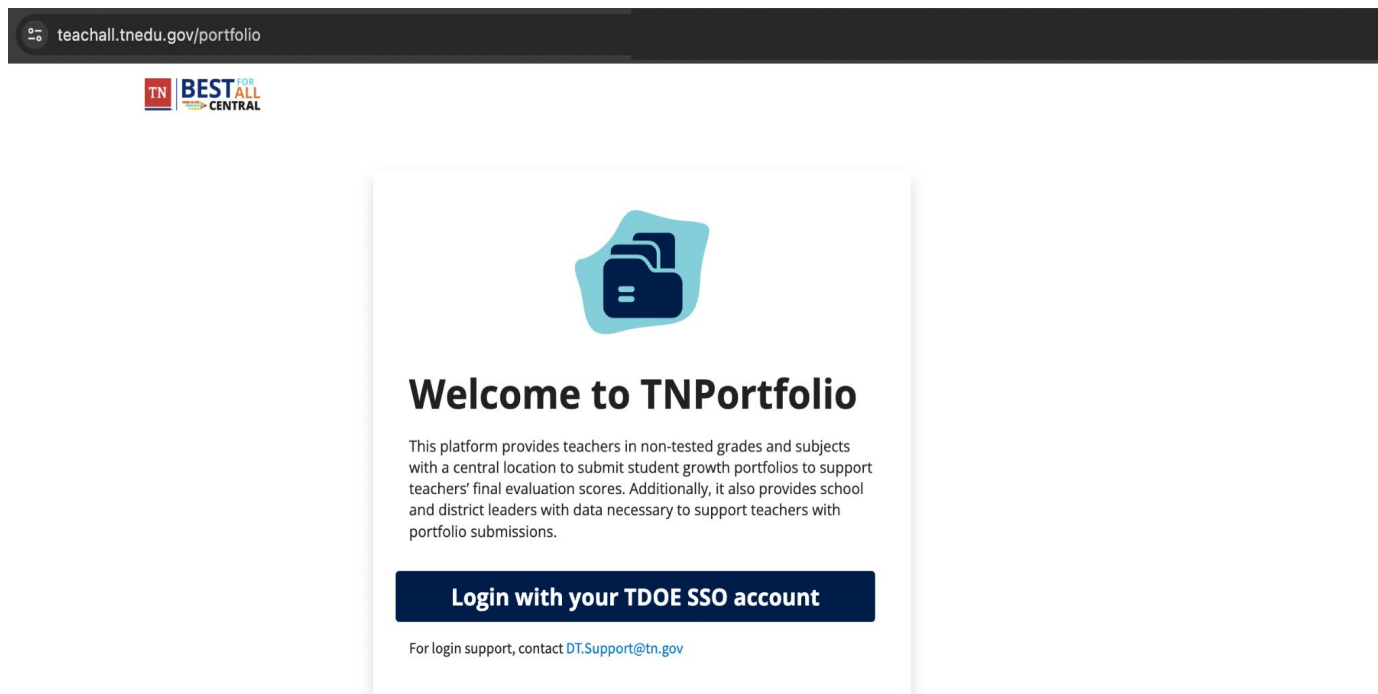
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Logging In

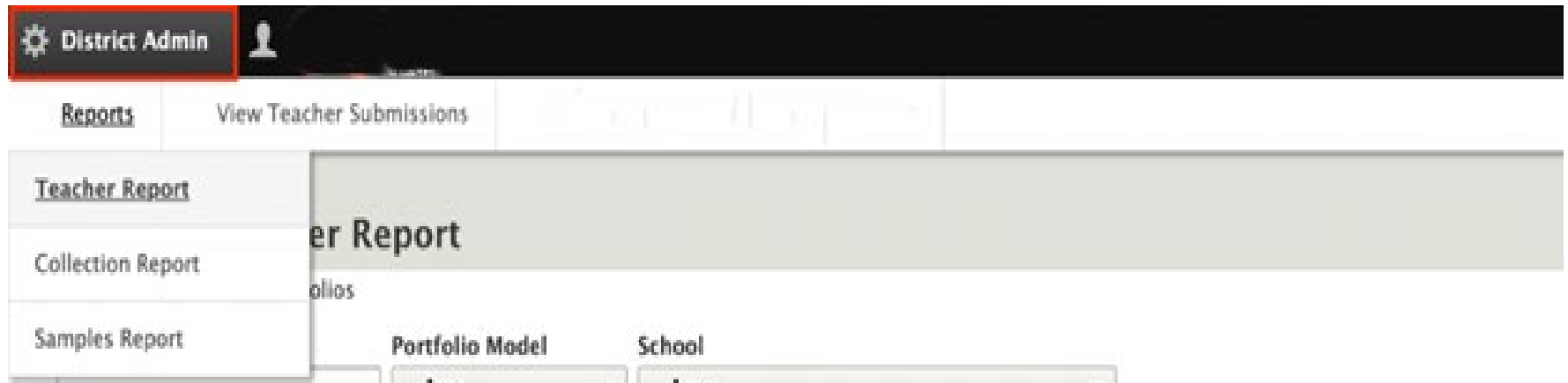
TDOE has integrated its portfolio program, TN Portfolio, into its existing TeachALL platform. To access TeachALL+TN Portfolio, Portfolio District Administrators should log in using their TDOE-issued SSO account via <https://teachall.tnedu.gov/portfolio>.

1. Select **Login with your TDOE SSO account**
2. Proceed through the process to login
3. You will be redirected to TeachALL+TNPortfolio, 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>

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'.

Portfolio Teacher Report

Displaying 1 - 3 of 3 portfolios

Teacher name or email: Portfolio Model: School:

Apply

ID	SCHOOL NAME	SCHOOL ID	TLN NUMBER	FIRST NAME	LAST NAME	EMAIL	PORTFOLIO MODEL	TEACHER GROWTH SCORE	PORTFOLIO STATUS	DATE TNPORTFOLIO ACCESSED
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Download CSV
Download Access Removed

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. 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.

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

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 to complete.

ID	SCHOOL NAME	TLN NUMBER	FIRST NAME	LAST NAME	PORTFOLIO MODEL	COLLECTION	SCORING RUBRIC
9	System-Wide School				Kindergarten	Foundational Literacy	K.FL.FA.2.e
10	System-Wide School				Kindergarten	Reading	K.RL.KID.3
11	System-Wide School				Kindergarten	Counting and Cardinality	K.CC.A.1
12	System-Wide School				Kindergarten	Numbers and Operations in Base Ten	K.NBT.A.1
13					Pre-K	Foundational Literacy	PK.FL.WC.4.b
14					Pre-K	Reading	PK.RL.KID.3
15					Pre-K	Counting and Cardinality	PK.CC.A.4
16					Pre-K	Operations and Algebraic Thinking	PK.OA.A.4
17					Pre-K	Foundational Literacy	PK.FL.WC.4.b
18					Pre-K	Reading	PK.RL.KID.3
19					Pre-K	Counting and Cardinality	PK.CC.A.4
20					Pre-K	Operations and Algebraic Thinking	PK.OA.A.4

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. **District Administrators must download the CSV file to see the peer reviewer feedback for samples marked “not scorable.”**

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.

The screenshot shows the 'View Teacher Submissions' page. At the top, there is a navigation bar with 'Back to site', 'District Admin', and 'Test Admin'. Below this, a 'Reports' menu is visible, with 'View Teacher Submissions' highlighted. The main section is titled 'Point Submissions' and includes tabs for 'Teacher Models' and 'Point Submissions'. Below the tabs, there are filters for 'Teacher name or email' and 'Submission type: Portfolio Model', both set to '- Any -'. An 'Apply' button is present. The table below displays submission data:

ID	TEACHER	TYPE	ACADEMIC YEAR	PORTFOLIO MODEL	COLLECTION AND SCORED RUBRIC	SAMPLE	CREATED	UPDATED
1496	Rajina Thapa	A	2024-25	Kindergarten Departmentalized - Math	Operations and Algebraic Thinking K.FLWC.4.b	Testing	04/24/2025 - 15:53	04/24/2025 - 16:23

A red box highlights the 'View' button located to the right of the first submission row.

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.

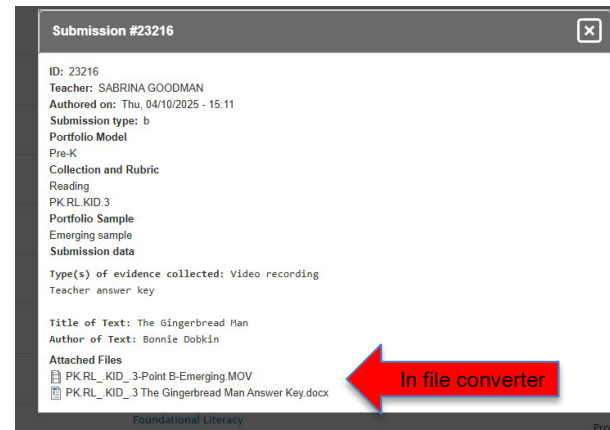
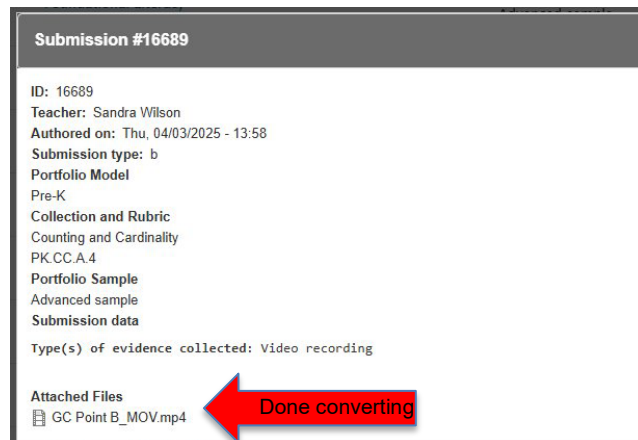
Submission #17193

ID: 17193
Teacher: Sandra Wilson
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
Advanced 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