



Oklahoma State Department of Education
TLE Qualitative Upload Report

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Oklahoma State Department of Education
2500 North Lincoln Boulevard
Oklahoma City, OK 73105-4599

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1 – Introduction

In accordance with State Bill 426, Oklahoma school districts shall put into operation the qualitative components of the Teacher Leader Effectiveness System. In order for the State Department of Education to comply with state law, each district will need to submit their Qualitative scores for each teacher/leader.

1.1 - Purpose

The purpose of this manual is to provide a step-by-step resource for accessing and submitting the TLE Qualitative Upload Report to the Oklahoma State Department of Education.

1.2 - How to use this document

This document is intended to be a step-by-step guide for submitting teacher/leader qualitative information. To access successfully, follow the steps outlined in this document. For assistance with a specific section, identify the exact area in the Table of Contents and navigate to that section with a click of the mouse to follow the instructional steps. If you have any questions regarding this report, please contact the State Department of Education at 405.521.3301 for assistance.

2 – Completing the TLE Qualitative Upload Report

Access to the TLE Qualitative Data Upload Report is provided to a user by the District Superintendent through the Single Sign On system.

The Superintendent will need to grant each person access that they would like to submit the quarterly report. This will include the site level person who will complete the upload for each site and any other individuals.

2.1 Go to the Single Sign On

To begin, go to *the Single Sign on* Web site (<https://sdweb01.sde.ok.gov/SSO2/Signin.aspx>), log in and choose the “Wave Portal” option from the list of Systems. The list of systems will vary person-to-person depending on what other applications they have access to.

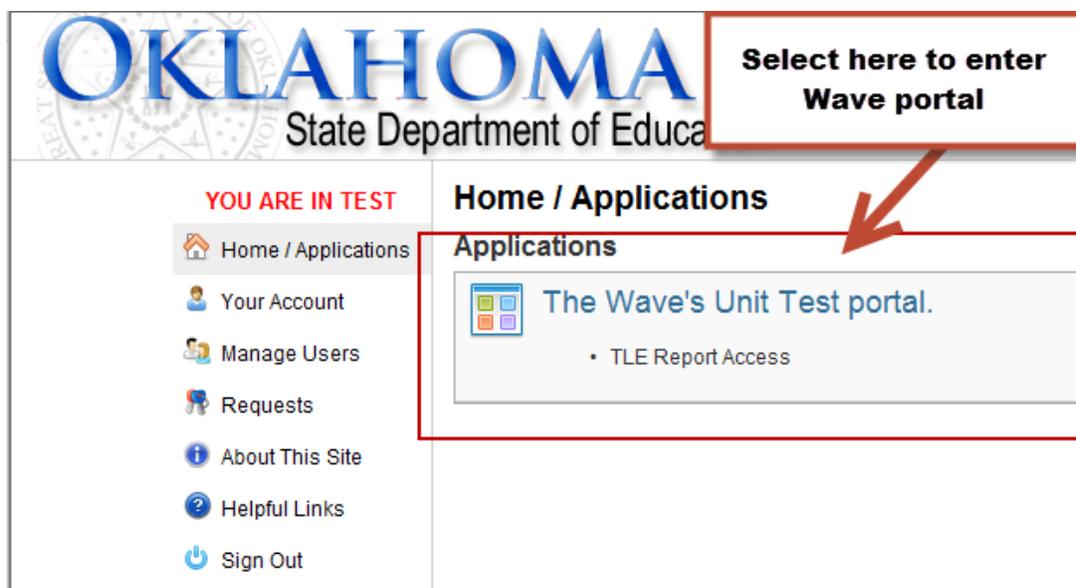


Figure 1 - Single Sign On System list

2.2 Navigate to TLE Qualitative Data Upload Report

Once in the Wave portal select the Reporting tab and navigate to the “State Reporting Certification” link.



Figure 2 - the Wave portal Reporting tab

2.3 General Navigation

In the State Reporting Certification application, there is a dashboard of reports. If the ACE Part Time Report is open, it will show in the dashboard. The following columns are visible:

Column Descriptions:

- **Report Link** - The link that will take you into the actual report
- **Status** - The "District" status. This will only change to the next level when all school sites associated with that report for your district reach the next level. There are four levels "Not Started," "In Process," "Confirmed," and "Certified."
- **Report Opens** - The first day you can access the report.
- **Due Date** - The day the report is due certified.
- **Contingent Report(s)** - This indicates the report requires another report to be completed first. You will not be permitted to begin a report that is contingent upon another until the other report shows a status of "Certified." If "None" is listed, the report is NOT contingent and can be started on or after the "Report Opens" date.
- **Report Note** - This is a summary about the report. Clicking on this will provide you with information related to this report (e.g. Purpose, applicable state or federal laws, new additions or functions in the report).
- **Program Area / Phone #** - The State Department of Education program area responsible for the collection of this report and the phone number you should call with questions related to this report.

State Reporting Certification

Welcome to the State Reporting Certification Application. To begin, select a report from the list below:

Historical Reports

County/District Code:

Select here to enter the report

Report Link	Status	Report Opens	Due Date	Contingent Report(s)	Report Note	Program Area / Phone#
ACE Report Qtr 1	Not Started	10/1/13 0:00	10/15/13 23:59	None	New Report / Read Me	Accountability and Assessments(405) 521-3301
Comprehensive Exit Report	Not Started	11/1/13 0:00	11/15/13 23:59	None	New Report / Read Me	Accountability and Assessments(405) 521-3301
First Quarter Dropout Report	Not Started	10/1/13 0:00	1/10/14 0:00	None	No Change / Read Report	Alternative Education(405) 521-3301
ACE Report Qtr 2	Not Started	10/16/13 0:00	12/31/13 23:59	None	New Report / Read Me	Accountability and Assessments(405) 521-3301
Fourth Quarter Dropout Report	Not Started	12/1/13 0:00	1/31/14 0:00	Yes/View Contingent Report(s)	No Change / Read Report	Alternative Education(405) 521-3301
TLE Data Import	Not Started	12/1/13 0:00	6/30/14 0:00	None	No Change / Read Report	

Figure 3 - Navigation Screen

2.4 Site Selection

Once you enter the report, the list of schools you have access to will appear. Select the site that you would like to submit for. The site status shows the stats of each site’s report, the following statuses’ apply:

- **Not Started** – nobody has entered the report to start it.
- **In Progress** – someone has entered the report and may have started it.
- **Confirmed** – the Principal has confirmed the report.
- **Certified** - the Superintendent has certified the report for submission to OSDE.

ACE Report Qtr 1

[State Reporting Home Page](#)

Select Site Select a school site to review by clicking on the site name.

Select school to enter school level report

Report Status

The Certify button will be enabled for the District Superintendent when all Site Statuses are indicated as Confirmed.

Site Name	Site Status	Confirm	Release
MOORE HS (705)	In Process	<input type="button" value="Confirm"/>	<input type="button" value="Release"/>
SOUTHMOORE HS (715)	In Process	<input type="button" value="Confirm"/>	<input type="button" value="Release"/>
WESTMOORE HS (710)	In Process	<input type="button" value="Confirm"/>	<input type="button" value="Release"/>

Figure 4 - Site Selector

2.5 Confirm and Certify

Only the individuals with the role of Principal will be able to confirm for a particular district.
Only the individual with the role of Superintendent will be able to certify.

The screenshot shows the 'State Reporting Certification' interface. At the top, there is a 'State Reporting Home Page' link and a 'Select Site' instruction: 'Select a school site to review by clicking on the site name.' Below this is a table with three rows of school sites. Each row has a 'Confirm' button and a 'Release' button. A red box on the left contains the text 'Superintendent selects once all sites have been confirmed' with an arrow pointing to a 'Certify' button. A red box on the right contains the text 'Principal selects to Confirm report' with an arrow pointing to the 'Confirm' buttons in the table. A text box explains: 'The Certify button will be enabled for the District Superintendent when all Site Statuses are indicated as Confirmed.'

Site Name	Site Status	Confirm	Release
MOORE HS (705)	In Process	Confirm	Release
SOUTHMOORE HS (715)	In Process	Confirm	Release
WESTMOORE HS (710)	In Process	Confirm	Release

Figure 5 - Confirm and Certify options

3 – Completing the Report

This section provides a step-by-step process for completing the report.

3.1 On Screen Data Entry

Once in the TLE Qualitative Data Upload Report there will be several navigation options. By default the first screen that appears is the On Screen Data Entry, this is the screen where you will upload your file with the qualitative information. Below is some guidance on the steps you should take to complete this report:

1. Click on the ‘download template’ link to download the template, save your data on your local machine.
2. Select the Import button.
3. Click “Browse” and navigate to the file you created on your local machine.
4. Select the file and click “Open”. The path will appear in the test box, and the “Upload File” button will enable.
5. Click the “Upload File” button.
6. If the file meets the criteria (xlsx file), it will be uploaded. If not, check the file to make certain it was saved as an xlsx and start over again.
7. Either “View Good Data” or the “View Bad Data” button will enable or both buttons will be enabled.
8. If only the “View Good Data” button enables, the “Submit Good Data” button will enable as well.
 - a. Click the “Submit Good Data” button and the data will be processed in.
9. If the “View Bad Data” button enables, click the “View Bad Data” button to see the issues related to the data.
 - a. Correct the file on your local machine and start the process over again. NOTE: if you had some good data and some bad data, you will need to reload all of the data again to be checked.
10. Have the Principal or Superintendent Confirm the report
11. Have the Superintendent Certify the reports (after all sites are confirmed)

The following data is collected for each teacher/leader:

- **Last Name** - the last name of the teacher or leader as it is printed on their teacher’s certificate.
- **First Name** – the first name of the teacher or leader as it is printed on their teacher’s certificate.
- **Teacher Certification Number** – the assigned state teacher certification number of the teacher or leader.
- **Teacher Local Id** – this is the local id assigned to the teacher by the site or district
- **Model Used** – select the model used from the dropdown in the template.
- **Evaluation Type** – select the evaluation type from the dropdown in the template (only accepts: Teacher, Leader, or Non-Classroom Professional)
- **Evaluation Score** – the overall evaluation score. (only accepts: 1.00-5.00)
- **Domain Score** – the overall score for that domain. (only accepts: 1.00-5.00)
- **Indicator Score** – the score for that indicator (only accepts: 1, 2, 3, 4, 5, Not Evaluated, or NA)

Validation rules that will be ran against the data

- The name provided is the valid name on the certificate # you provided.
- The teacher must be associated in HQT with the school for which you are uploading for.
- The certificate number you provided is a valid number and matches the name that is on that certificate.
- The model used is one of the approved options.
- The Evaluation Type must be one of the approved options.
- The evaluation score must be numeric and a value of 1-5.
- If the model selected does not have a domain or indicator you will need to put “NA” for all domain scores and indicator scores for the non-existing domains and indicators.
- If a teacher or leader is exempt then the “Exempt” column in the template must read “True”, no further data is required. (Note: Teacher Certification Number, Teacher First Name, Teacher Last Name are required before exempting a teacher or leader.)

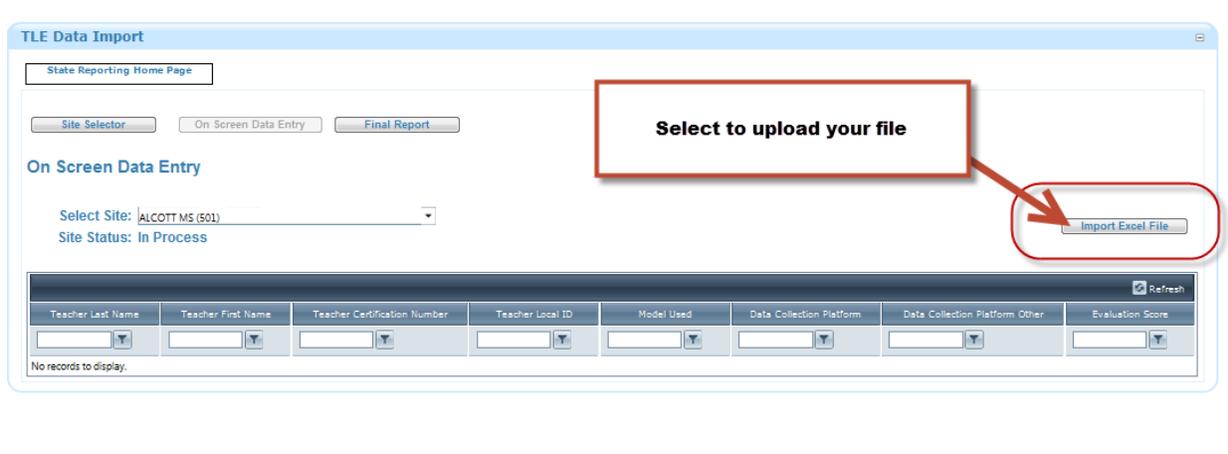


Figure 6 – On Screen Data Entry Import Excel File

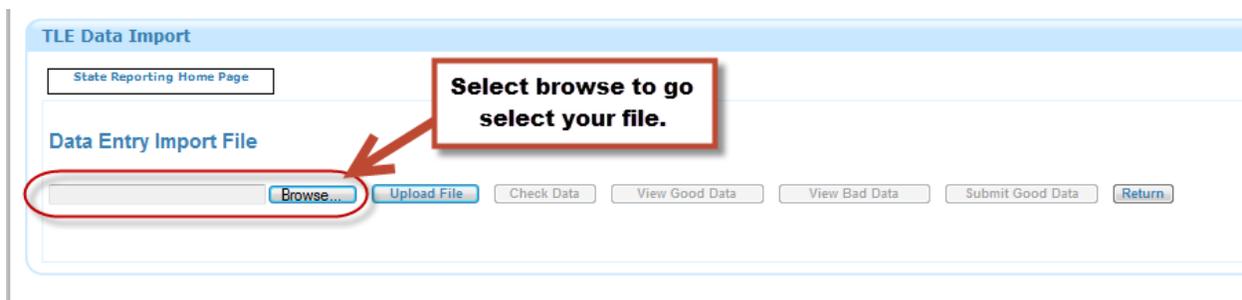


Figure 7 - Upload Browse for Document

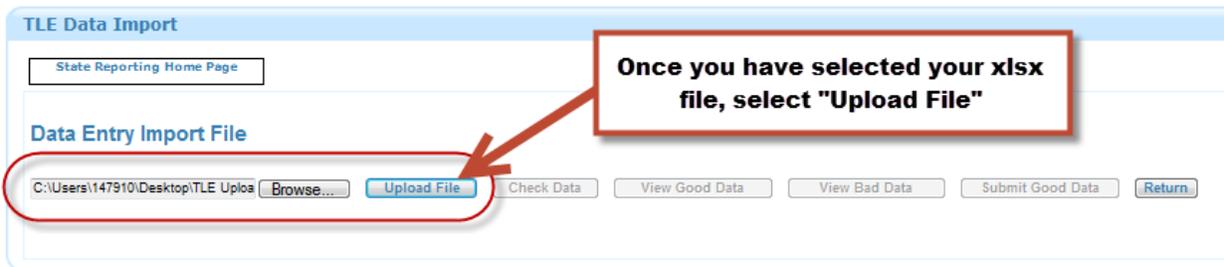


Figure 8 - Upload File

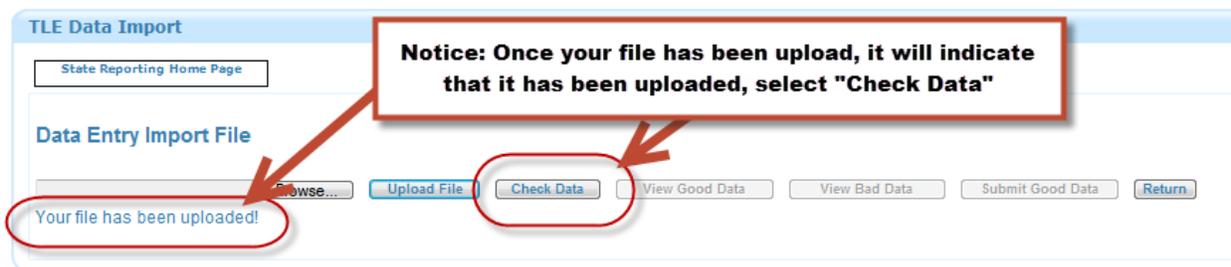


Figure 9 - Check Data

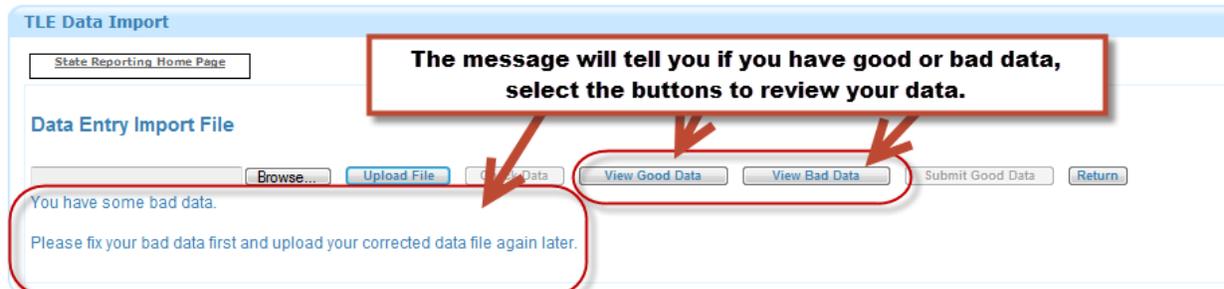


Figure 10 - View Good and Bad Data

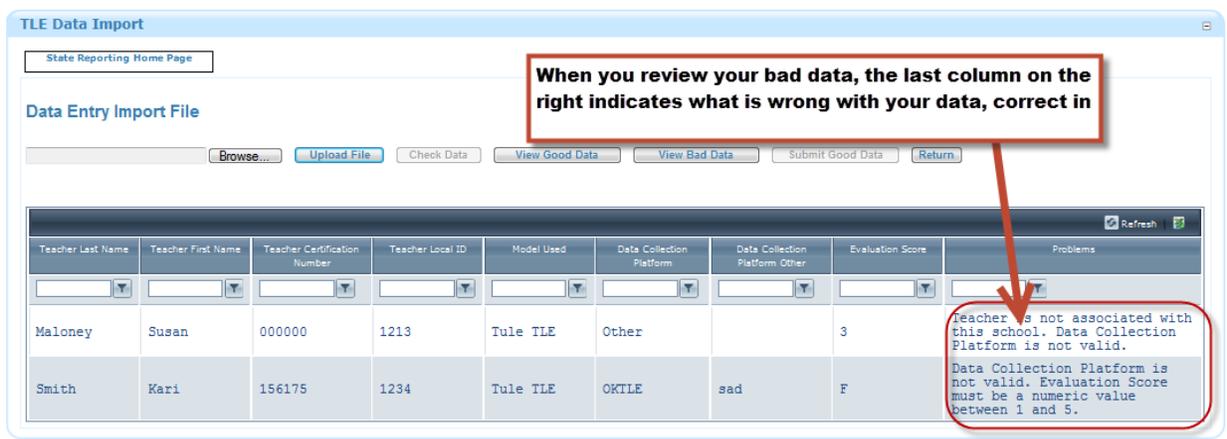


Figure 11 - View Bad Data

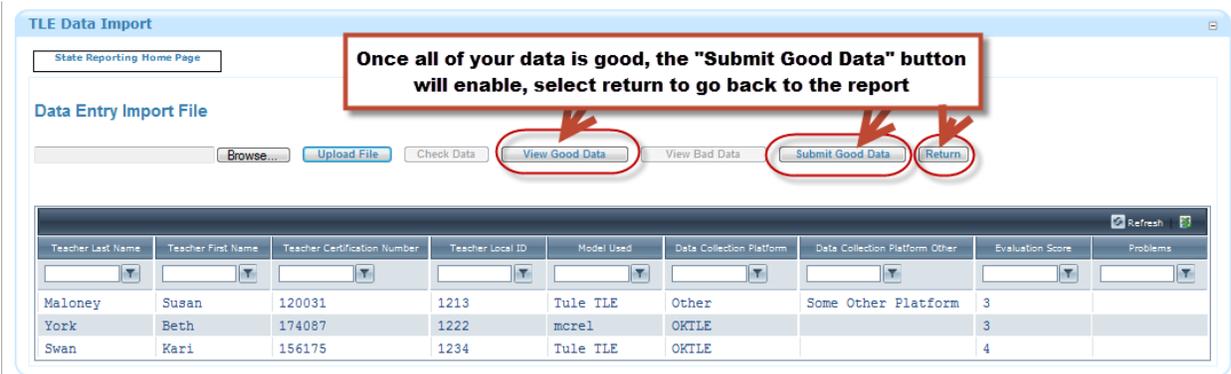


Figure 12 - Submitting Good Data

3.2 Final Report

Once you have submitted your good data, on the “On Screen Data Entry” screen it will show the data that has been submitted.

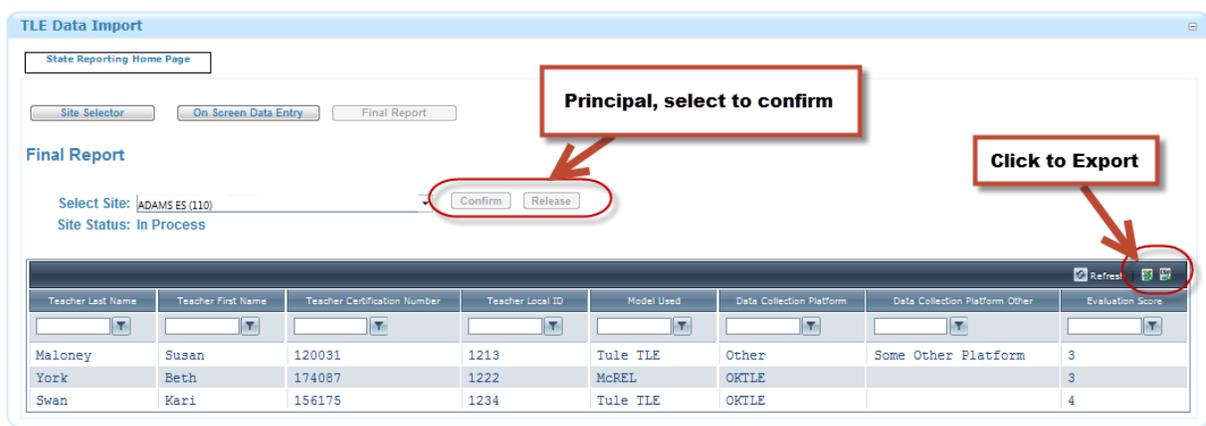


Figure 13 - Grid View of Teacher/Leader Data