



## Accessing and Distributing Value-Added Results Reports for Teachers and Administrators

This document provides information about accessing and distributing Value-Added Results Reports in the Single Sign On (SSO) Portal for school and district leaders. It is important to note that the Value-Added Results Reports released in April 2016 are based on the 2014-2015 instructional year and the 2015 state assessments.

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### Accessing Reports in the SSO Portal

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To access Teacher and Administrator Value-Added Results Reports for your district, follow the steps below:

1. Log into the SSO Portal and select the TLE report application.
2. Choose how you would like to access the reports:
  - **Access All Administrator/Teacher Value-Added Results Reports-** Allows you to access all reports in a school or district (depending on your SSO role)
  - **Access Administrator Value-Added Results Reports-** Allows you to access individual administrator results reports or all reports in a school or district
  - **Access Teacher Value-Added Results Reports-** Allows you to access individual teacher results reports or all reports in a school or district. *Note that this document is meant to provide information for school and district leaders. Teachers will only be able to use the portal for access if the district chooses to manually set up access that way, and they will only have access to their own reports. See “Distributing Reports to Teachers and Administrators” below.*

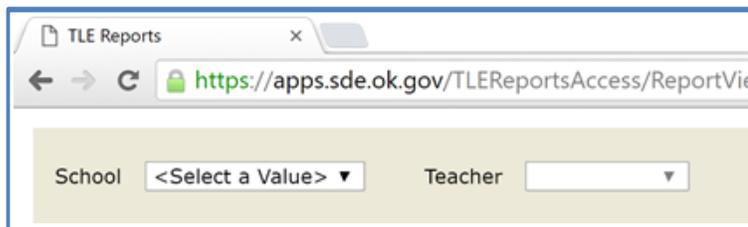
Test Role:	<input type="text" value="District Administrator"/>
County:	<input type="text"/>
District:	<input type="text"/>
School:	<input type="text" value="000"/>
Teacher:	<input type="text"/>

[Access All Administrator/Teacher Value-Added Result Reports](#)  
[Access Administrator Value-Added Result Reports](#)  
[Access Teacher Value-Added Result Reports](#)

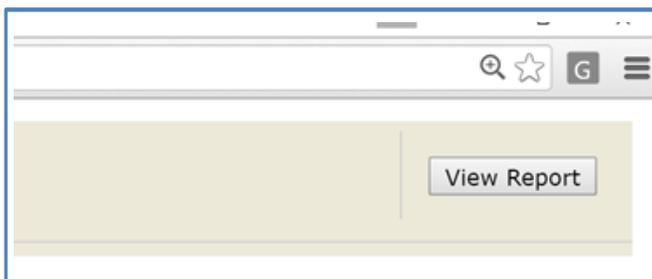
3. If you choose to view all teacher and administrator reports in your school or district by selecting option, "Access All Administrator/Teacher Value-Added Results Reports", you will land on a page that allows you to scroll through all the reports in the school(s) or district you selected. You can scroll through the reports using the blue arrows at the top of the page. If the reports do not appear in your browser window, you can export them into a batch of PDFs- refer to #7 below.



4. If you choose to view only teacher reports, you will first need to select the desired school(s) and teacher(s) from the drop-down lists. If you choose to view only administrator reports, you will need to select the desired school(s). *Note that since administrator reports are based on School Value-Added data, there is only one report per school even if there are multiple administrators.*



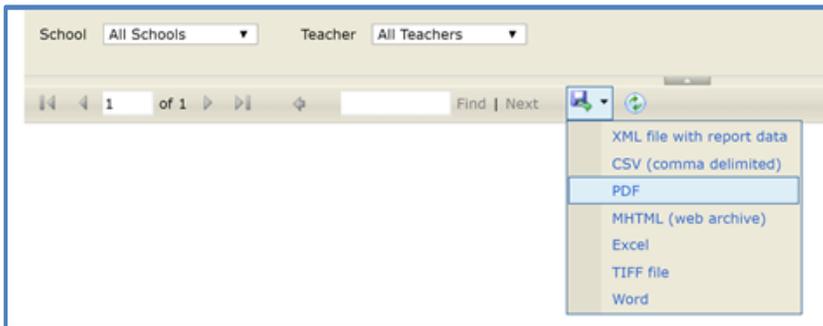
5. To view teacher or administrator reports, select "view report" in the upper right hand corner.



6. Depending on the browser you are using, the report may or may not appear on the screen. If the report does not appear after clicking the “View Report” button, you can access the report by clicking on the “save” icon which will open up a drop-down list.



7. Regardless of whether you have pulled a single report or a full set of reports for a selected school or district, you can use the export function to save the reports for electronic distribution and/or printing. Select the “save” icon at the top of the screen and choose the desired exporting option from the drop-down list. The PDF report version is recommended.



8. When you are on the report viewing screen, you can again use the blue scrolling arrows to move from one report to the next if you have selected more than one teacher or administrator report.

9. After selecting the format you want to use, you can open the report (and print if needed) or save it to prepare for electronic distribution.

10. When you have finished accessing the desired reports for your school or district, be sure to log out, using the logout button on the report landing page.



Once you have accessed the desired reports for your district, there are a number of ways to distribute them to teachers and administrators, including setting them up to log in the SSO directly and access the reports themselves. A list of recommended options is described in the next section.

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## Distributing Reports to Teachers and Administrators

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Listed below are three potential options for distributing Value-Added Results Reports to teachers and administrators in your district. Your district can opt to use one of these methods or an alternate, but it is strongly recommended that the same distribution method be used for all report recipients. Regardless of which method you use to distribute reports, your district should offer training for teachers and administrators about report content before initiating the distribution process.

**Option A: Secure Portal Access for Teachers and Administrators** - Manually provide individual teachers and administrators with direct access to the PDF reports on Single Sign On (SSO) Portal

**Option B: Printed PDF Reports Distributed** - Download reports from the SSO Portal and print for distribution in person during the value-added refresher training sessions or staff meetings

**Option C: PDF Reports Emailed to School Leaders for Distribution** - Download reports from this portal and email in groups (via a zip file), in a secure fashion, to school administrators for distribution

For additional details, visit the TLE page of the OSDE website, call the OSDE Customer Service Desk at (405) 521-3301 or email [sdeservicedesk@sde.ok.gov](mailto:sdeservicedesk@sde.ok.gov).

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## Special Scenarios

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While teachers and administrators will have many questions about specific situations that require additional support and investigation, there are two widespread scenarios that district and school leaders should be aware of as they are accessing and distributing reports to district staff:

### 1. Administrator reports

Administrator reports do not include individual administrator names. Only the district name and campus name will be identified on the report. Since the results on the administrator report represent the school-wide value-added result, each administrator at the school will receive the same results. During the distribution process, ensure that copies of the administrator report are made available to each administrator at a given campus.

### 2. Catch-All Teacher Reports

Some students appear to not be linked to a math or reading/ELA teacher because not all teachers participated in roster verification. All such students were assigned to a placeholder “catch-all” teacher for each subject in which they had no roster record linking them to a teacher. Reports for catch-all teachers are specific to grade and subject for math (4-8) and reading (4-8) and subject only for Algebra I, Geometry, Algebra II, and English Language Arts III. These reports should be provided to all of the teachers at the school who are assigned to the grade level and subject included on the report. These reports are easily identified by the following characteristics in the teacher report header:

- “CATCH ALL” appears in the teacher name field
- The Certification ID has a unique format, consisting of the letters “CA”, the county, district, and site code of the school, and the subject and grade level (if applicable). For example, the ID below appears on a catch-all report for Grade 5 reading at a school; CA\_06I042105\_R5.

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## Technology Hints

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Due to a variety of different Internet browsers and versions, you may find that you cannot navigate past the reports landing page once you have logged in to the SSO and selected the TLE Value-Added Results application. When you try to enter the County and District ID, the page stays on the TLE PDF report application landing page.

OKLAHOMA STATE DEPARTMENT OF  
**EDUCATION**

**TEACHER and LEADER  
EFFECTIVENESS (TLE)**

Logout

**Teacher and Leader Effectiveness (TLE)**

Welcome to the TLE Value-Added Results Report Access Page. Use the link(s) on this page to access teacher and administrator value added result reports for the 2013-2014 school year. For report distribution suggestions, visit

If this happens, you need to clear the temporary Internet files that have been cached. Contact your local technology support to help you. It should only take a few minutes to clear the temporary files.

For additional support, please call the OSDE Customer Service Desk at (405) 521-3301 or email [sdeservicedesk@sde.ok.gov](mailto:sdeservicedesk@sde.ok.gov).