

# TLE Qualitative Report





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## 1. Introduction

In accordance with 70 O.S. § 6-101.16 Oklahoma school districts shall put into operation the qualitative components of the Teacher Leader Effectiveness (TLE) System. Each district will need to submit their qualitative scores for each teacher/leader at the end of the current school year.

### A. Purpose

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

### B. How to use this document

This document is intended to be a step-by-step guide for submitting teacher and leader qualitative information. To get to the report you must be signed into Single Sign-On and have access to The Wave. If you have any questions regarding this report, please contact the Office of Educator Effectiveness at (405) 522-0282 for assistance.

## 2. Data and the TLE Qualitative Report

This section provides an overview of the data collected and validations run for the report.

### A. Data Collection

- Regarding probationary teachers or any teacher who is evaluated more than once a year: the report should reflect an average of all evaluations conducted during the school year.
- If a teacher teaches at multiple sites, submit the teacher's evaluation data with both schools only if this is the easiest solution based on how the data are stored with the district's vendor, if applicable. If the data are stored with the vendor or personnel records as being only associated with one school, then OSDE will accept the evaluation results with only one upload.



Review the following data collected for each teacher/leader:

Column Name	Definition
Teacher Certification Number	The assigned state teacher certification number of the teacher or leader.
Teacher First Name	The first name of the teacher or leader being evaluated must match the first name on the teaching certificate in the Oklahoma Educator Credentialing System.
Teacher Last Name	The last name of the teacher or leader being evaluated must match the last name on the teacher’s certificate in the Oklahoma Educator Credentialing System.
Exempt	<p>If a teacher was not evaluated in the current school year due to receiving a Highly Effective or Superior evaluation score the previous year or <b>due to the district being approved for the TLE Qualitative Waiver for the 2020-2021 school year</b>, mark the educator as “True” in the Exempt field. Enter NA for each domain score and indicator score column.</p> <p>Exempt educators will still require PL Focus information to be completed. PL Focus documentation is completed in columns HA and HB.</p>
Evaluator Certification Number	The assigned state teacher certification number of the evaluator.
Evaluator First Name	The first name of the person who evaluated the teacher or leader must match the first name on the evaluator’s teaching certificate in the Oklahoma Educator Credentialing System.
Evaluator Last Name	The last name of the person who evaluated the teacher or leader must match the last name on the evaluator’s teaching certificate in the Oklahoma Educator Credentialing System.
Evaluation Score	The overall evaluation score (Accepted value range: 1.00-5.00).

Evaluation Type	The platform for which the data was collected (only accepts teacher, leader, non-classroom professional, and district leader).
Model Used	The model used to conduct the evaluation  Valid Options: Marzano Teacher, Marzano Leader, Marzano Non-Classroom Professional, Marzano District Leader, Marzano Focused Teacher, Marzano Focused Leader, Marzano Focused Non-Classroom Professional, Marzano Focused District Leader, Tulsa Dean, Tulsa Counselor, Tulsa Librarian, Tulsa Nurse, Tulsa Speech Path/Psych, Tulsa Staff Development Teacher, Tulsa Teacher, and McREL.
Domain ID	Abbreviated domain name identifier that connects to indicator.
Domain Description	Short description of the domain being evaluated.
Domain Score	The score for the overall domain. If your model does not use domain scores, please use NA; if a domain was not evaluated for a person, please use Not Evaluated. If the educator was exempt from evaluation, enter NA in each domain score column.
Indicator Domain ID	Domain ID that connects indicator to the respective domain.
Indicator Description	Short description of the indicator evaluated.
Indicator Score	The score for the particular indicator. If a person is exempt from evaluation, use NA in each indicator score column.
PL Focus Indicator	The indicator selected for the Professional Learning Focus from the drop-down box.
Completion of Focus	Confirms, in a drop-down box, the completion of the PL Focus.

**Example:** To indicate that Discipline is an indicator under the domain heading Classroom Management, the following entries might be used:

- Domain ID: CM
- Domain Description: Classroom Management
- Domain Score: 3.20
- Indicator Domain ID: CM [This indicates that the following indicator is connected to the domain Classroom Management.]
- Indicator Description: Discipline
- Indicator Score: 3

## **B. Validations Rules**

When a file is uploaded the following checks are run

- The teacher certification number is a valid number in the Oklahoma Educator Credentialing System.
- The first name and the last name of the educator matches the first and last name on the teacher's certificate to the Teacher Certification number provided.
- The first name and the last name of the evaluator matches the first and last name on the evaluator's teacher certificate to the Evaluator Certification number provided.
- The Evaluation Score is one of the following accepted values: 1.00-5.00; Not Evaluated; NA.
- The Domain ID field is not empty.
- The Domain Description field is not empty.
- The Exempt filed is not empty.
- The Domain Score is one of the following accepted values: 1.00-5.00; Not Evaluated; NA.
- The Indicator Domain ID connects to the respective domain.





- The Indicator Description is not empty.
- The Indicator score is one of the following accepted values: 1-5; Not Evaluated; NA. **[Updated]**
- The data collection platform used is one of the approved options.
- Columns HA and HB must be completed with the valid values provided in the drop-down box(es); cannot be left blank. **[New]**
- A teacher is not submitted multiple times for a domain value. **[New]**

### 3. Completing the TLE Qualitative Report

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

#### A. Data Collection for Districts Receiving the TLE Qualitative Waiver for the 2020-2021 School Year

According to the TLE Qualitative Evaluation Waiver and Assurances for the 2020-2021 school year, districts granted the TLE Qualitative Waiver are required to provide the Professional Learning Focus topic and completion status for each certified educator in the district, with the exception of the district superintendent. Districts approved for the waiver will need to provide the teacher certification number, teacher first name, teacher last name, exempt status (should be marked *True*), evaluator certification number, evaluator first name, evaluator last name, evaluation type, model used, Professional Learning Focus topic, and Professional Learning Focus completion status.

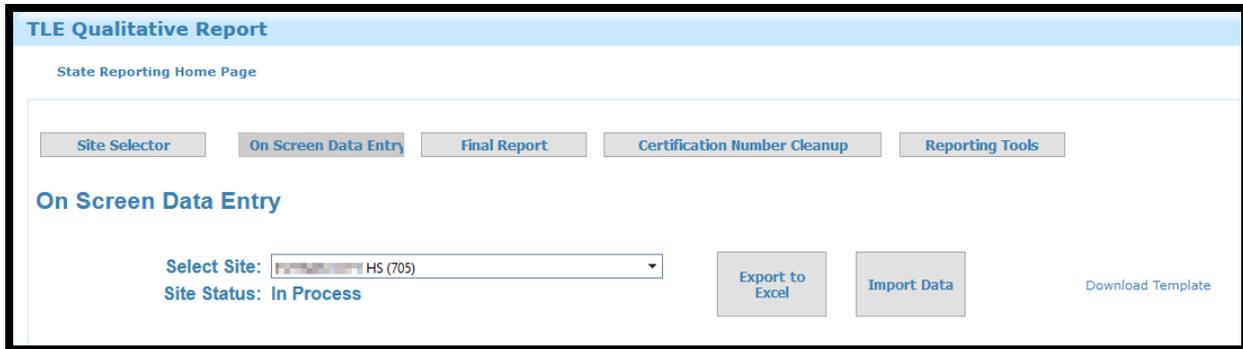
#### B. Accessing the Report

The TLE Qualitative Report is located in the Wave under State Reporting Certification. To get to the report, review this guide: <https://sde.ok.gov/accessing-wave>

Once in the TLE Qualitative Report, the report will default to On-Screen Data Entry. This is the screen where uploads of the qualitative information will be entered.



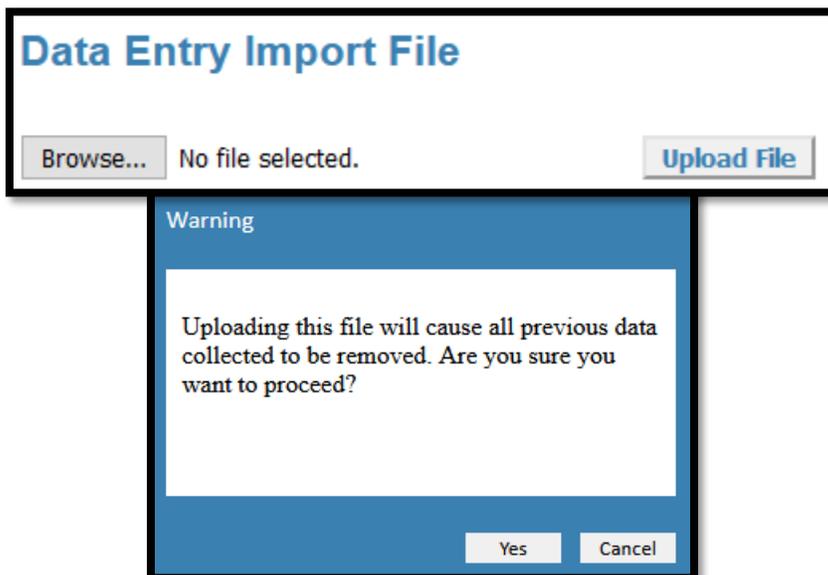
- If you do not already have an Excel file template to use, you may click the “Download Template” button to save the template. Once you are ready to upload, select the “Import Data file”.



- Click “Browse” and navigate to the file created on the local machine. A pop-up will prompt you to select the file. Click “Open” and then the “Upload File” button to continue



- After clicking the “Upload File” button. A pop-up will appear alerting you that all previously collected data will be removed. Click “Yes” to proceed.





- If only bad data was submitted, a message will appear, explaining that no good was submitted and the “View Bad Data” button will enable. Clicking the button will take you to a screen to review the submitted data. To the far right, the “Problems” column will explain what issues occur for a particular record. For a list of potential problems [view 2.A Validation Rules](#). A file containing good data must be submitted to continue.

**Data Entry Import File**

Browse... No file selected.

Your file has been uploaded and you have no good data to submit! You have no submitted information for the TLE Qualitative report, Please upload a valid file for the TLE Qualitative Report so that you may then confirm your data.

- If a combination of good and bad data was submitted, both the “View Good Data” and “View Bad Data” buttons will enable. Clicking either button will take you to a screen to review the submitted data. A file containing good data must be submitted to continue.
- If you clicked “View Bad Data” after the screen refreshes to what was submitted, to the far right, the “Problems” column will explain what issues occur for a particular record. A file containing good data must be submitted to continue.

**Data Entry Import File**

Browse... No file selected.

Your file has been uploaded and you have some good data and some bad data.

You will need to fix your bad data before this report can be submitted and/or confirmed. You may review your good and/or bad data. Please upload a valid file for the TLE Qualitative Report so that you may then confirm your data.

IndicatorDomainID60	IndicatorDescription60	IndicatorScore60	PL Focus Indicator	Completion Of Focus	Problems
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
					Exempt status must be provided.





- If only the “View Good Data” button enables, the “Submit Good Data” button will enable. Click the “Submit Good Data” button, and the data will be processed.

**Data Entry Import File**

Browse... No file selected.

Your file has been uploaded and all your data is good to submit!

**Data Entry Import File**

Browse... No file selected.

Your data has been submitted successfully!

- Press the “Return” button to the far right to exit the on-screen data entry.
- Once the page refreshes the list of submitted data will be editable on screen. Here you can edit, or delete the information submitted for a particular teacher. Click the “+” next to a teacher to expand the row and view more detail.

	Teacher Certification Number	Teacher First Name
	<input type="text"/>	<input type="text"/>
-	Edit	
+ Add New Domain		
	Domain ID	
	<input type="text"/>	<input type="text"/>
+	Edit	CM
+	Edit	IE/T
+	Edit	PGCI/T
+	Edit	INPS/T
+	Edit	L/T
+	Edit	NA

- If a teacher was missed in the initial file upload, use the “Add New Teacher” button to add the information on the screen. **This will not be available by default. A file with good data must be submitted.** [The same validation rules will apply.](#)

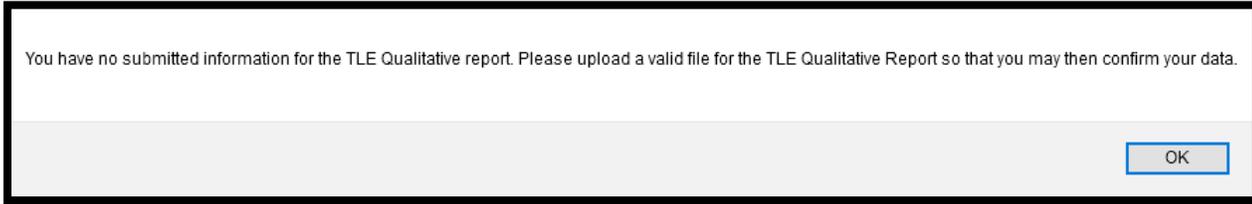
### C. Confirming and Certifying the Report

After pressing the “Return” button, the report will return to “On Screen Data Entry”, press the “Final Report” button to have the principal or superintendent confirm the site report.

A popup will appear with a blurb attesting that to the knowledge of the person confirming, the data submitted is accurate and that it will be used for state and federal purposes. A similar message will appear when certifying.



If a user attempts to submit the report without data, a popup will appear with a message saying a valid file must be submitted.



## 4. Downloading the Report Now or Later

While in the “Final Report,” at the top right of the end of the data table, there is an option to download to Excel via .xlsx or .csv. Click either to download the report.

To view a copy of a past report, click the “Reporting Tools” button.

Using the dropdown menu, select a report and a school year, then press “View” Report. The report will open in another tab. Make sure the pop-up blocker is enabled to view the selected report.

