



Oklahoma Teacher & Leader Effectiveness

# SDE Report Users Guide

## Introduction

This users guide has been developed to take you step-by-step through all aspects of creating the report for the Oklahoma State Department of Education for of the Oklahoma Teacher and Leader Effectiveness (OKTLE) system. For any questions or additional information please contact us by email at [info@OKTLE.com](mailto:info@OKTLE.com) or by phone TOLL FREE at 1-888-808-4827.

## Begin at OKTLE.com

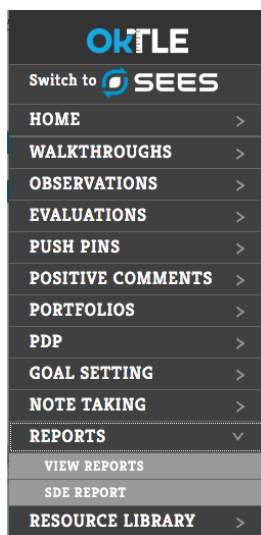
You will begin at OKTLE.com. Once you have your username and password, select Already a member? Login Here! at the top right of the page.

The SDE Report is uploaded by site, so an evaluators from each site must generate the report for that site, to be uploaded to the WAVE with the other site reports. The report needs to be generated only once for each site, even if there are multiple evaluators at a particular site.

## Login

When you reach the login page enter your username and password to log into the OKTLE System.

## Select SDE Report



From the Main menu on the left side of the screen, select SDE Report under the Reports menu.

# Verify Evaluators

Each evaluator for the site will be listed in the information dashboard. Only evaluators from that site who evaluated teachers during the current school year will be listed. An evaluator who has left the district will show up in the dashboard if that person evaluated teachers at the site during the current school year.

OKTLE - Verify Evaluators

OKTLE  
Oklahoma Teacher & Leader Effectiveness

Welcome KPHS Principal  
Log Off

## VERIFY EVALUATORS

All evaluators must have a certificate number entered.

CLICK THE "EDIT" BUTTON TO ADD OR CHANGE THE CERTIFICATE NUMBER.  
WHEN FINISHED, CLICK THE "VERIFY TEACHERS" BUTTON TO MOVE TO THE NEXT STEP.

To be valid, evaluator certificate numbers must:

- be six digits, OR
- be letter A or E followed by five digits, OR
- be left blank for evaluators that are not certified

First Name	Last Name	Certificate Number	Commands
KPHS	Principal	adb125	<input type="button" value="Edit"/>

[VERIFY TEACHERS](#)

2801 N. LINCOLN BLVD., OKLAHOMA CITY, OK 73105 \* TOLL FREE 1-888-808-4827

## Edit Evaluator Certificate Numbers

If a teaching certificate number for an evaluator is incorrect or missing, you may edit it by clicking the Edit button. Type the proper certificate number and click Update.

First Name	Last Name	Certificate Number	Commands
KPHS	Principal	adb125	<input type="button" value="Update"/> <input type="button" value="Cancel"/>

## Go to Verify Teachers

Once evaluator certificate numbers have been updated, or if no updates are necessary, click the Verify Teachers button at the bottom of the page.

[VERIFY TEACHERS](#)

# Verify Teachers

Each teacher for the site will be listed in the information dashboard. Only teachers from that site who were evaluated during the current school year will be listed. A teacher who has left the district will show up in the dashboard if that teacher was evaluated at the site during the current school year.

**VERIFY TEACHERS**

All teachers must have a certificate number entered.

CLICK THE "EDIT" BUTTON TO ADD OR CHANGE THE CERTIFICATE NUMBER OR EXEMPTION STATUS.

WHEN FINISHED, CLICK THE "GENERATE REPORT" BUTTON TO DOWNLOAD THE REPORT.

To be valid, teacher certificate numbers must:

- be six digits, OR
- be letter A or E followed by five digits, OR
- be left blank for teachers that are not certified

State law permits teachers who received a total evaluation score of Highly Effective or Superior during the 2015-2016 school year to be exempted from evaluation during the 2016-2017 school year. If a teacher was not evaluated during the current school year for this reason, you should select YES (true) in the Exempted column for that teacher.

First Name	Last Name -	Has Current Year Evaluation	Certificate Number	Exempt from Eval?	Commands
BJ	Armstrong			NO	<a href="#">Edit</a>
Michael	Bolt			NO	<a href="#">Edit</a>
Anne	Bougie			NO	<a href="#">Edit</a>
Crystal	Burke		345678	NO	<a href="#">Edit</a>
Phyllistine	Cartagenanutter		482910	NO	<a href="#">Edit</a>
Smith	David		A12345	NO	<a href="#">Edit</a>
Angela	Drew			NO	<a href="#">Edit</a>
Nancy	Drew	YES	234567	NO	<a href="#">Edit</a>
Tyler	Durden	YES	E12345	NO	<a href="#">Edit</a>
John	Henry			NO	<a href="#">Edit</a>
Sherlock	Holmes			NO	<a href="#">Edit</a>

## Edit Teacher Certificate Numbers

If a teaching certificate number for a teacher is incorrect or missing, you may edit it by clicking the Edit button. Type the proper certificate number and click Update.

First Name	Last Name -	Has Current Year Evaluation	Certificate Number	Exempt from Eval?	Commands
BJ	Armstrong			NO	<a href="#">Edit</a>
Michael	Bolt			NO	<a href="#">Edit</a>
Anne	Bougie		68	NO	<a href="#">Update</a> <a href="#">Cancel</a>
Crystal	Burke		345678	NO	<a href="#">Edit</a>

### Indicate Exempt Status

If a Career teacher was not evaluated during the current school year due to being exempt, click the Edit button, select Yes (True) and click Update.

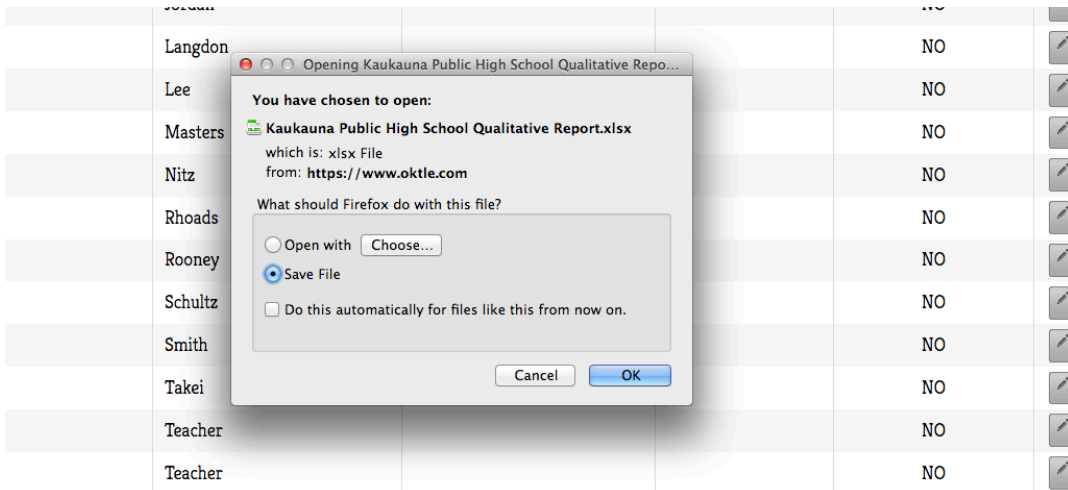
## Generate Report

Once teacher certificate numbers and exempt status have been updated, or if no updates are necessary, click the Generate Report button at the bottom of the page.

**GENERATE REPORT**

### Save Report

Depending upon your computer and browser, your report may save automatically to your computer. If you see a pop-up window giving you an option to Open or Save, select Save.



### Upload Report to the WAVE

Follow SDE directions for uploading your report to the WAVE. If you need to search for the file on your computer it will be Your School Qualitative Report.xlsx.

### Contact Us

If you need assistance with this report, please contact us at [info@OKTLE.com](mailto:info@OKTLE.com) or Toll Free at 1-888-808-4827.