Oklahoma State Department of Education

TLE Qualitative Report

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VERSION 01.00

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

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1 – Introduction

In accordance with Senate Bill 426, Oklahoma school districts shall put into operation the qualitative components of the Teacher Leader Effectiveness (TLE) System. In order for the State Department of Education to compile the three components of this system and produce an overall score, 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 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 Customer Service Desk at 405.521.3301 for assistance.

2 – Completing the TLE Qualitative Report

Access to the TLE Qualitative Report is provided to users by their district superintendents through the Single Sign On system.

The superintendents will need to grant access to each person that he/she would like to have access to the report. This will include site level personnel who will complete the upload for each site, as well as any additional individuals.

2.1 Go to Single Sign On

To begin, go to *the Single Sign on* Web site (https://sdeweb01.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.
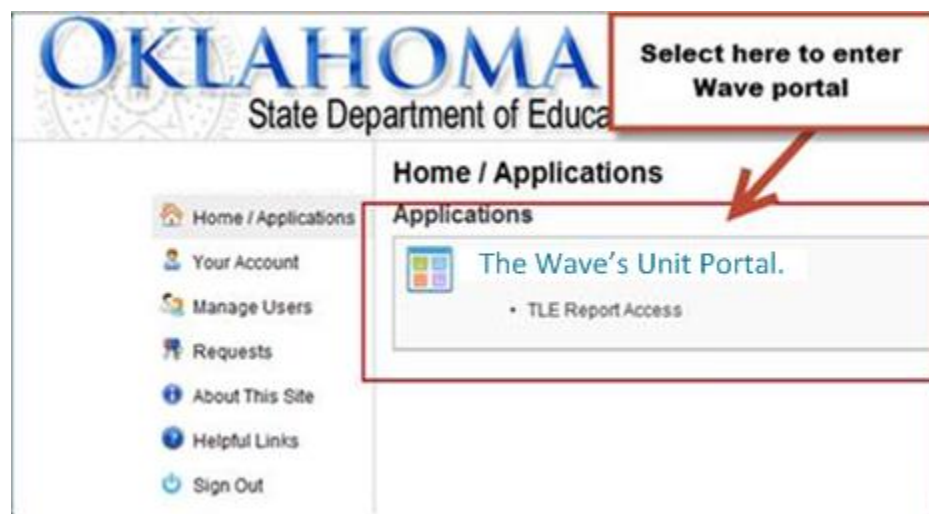

Figure 1 - Single Sign On System list

2.2 Navigate to TLE Qualitative 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 TLE Qualitative Report is open, it will show in the dashboard. The following columns are visible:

Column Descriptions:
- **Report Link** - The link that will access the actual report.
- **Status** - The "District" status. This will only change to the next level when all school sites associated with that report reaches the next level. There are four levels: "Not Started," "In Process," "Confirmed," and "Certified."
- **Report Opens** - The first day the report can be accessed.
- **Due Date** - The day the report is due to be certified.
- **Contingent Report(s)** - This indicates the report requires another report to be completed first. Permission 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 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 for questions related to this report.
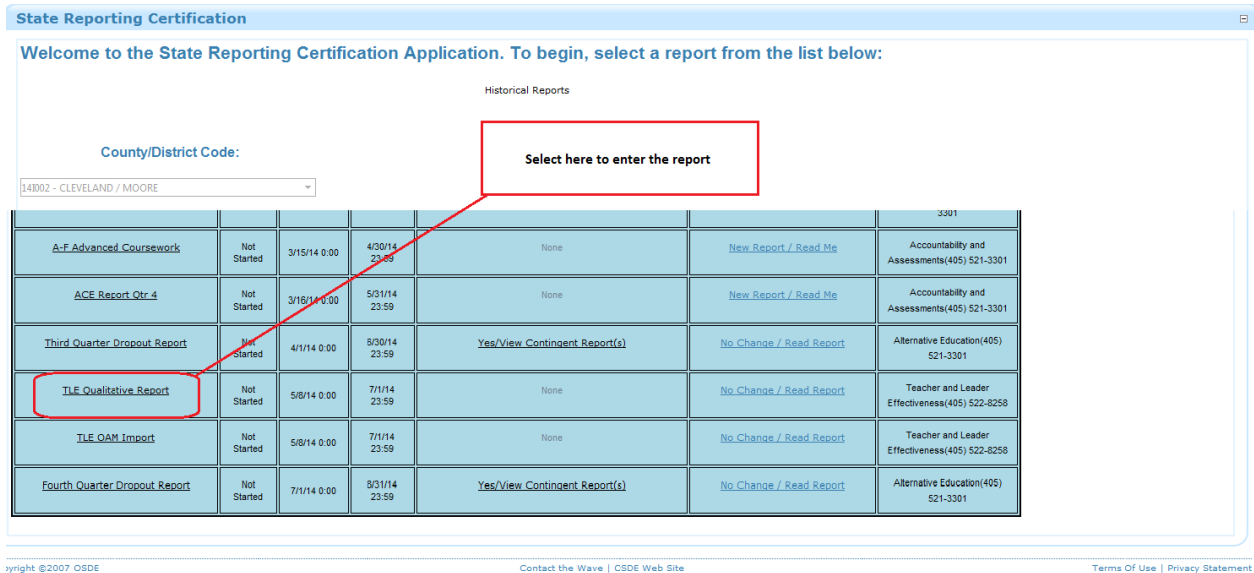
Figure 3 - Navigation Screen

2.4 Selection

Upon selecting the report, the list of accessible school sites will appear. Select the appropriate site. The site status shows the status of each site's report and the following statuses' apply:

- **Not Started –** Report not started.
- **In Process** – Report accessed, but not yet completed.
- **Confirmed** – The principal has confirmed the report.
- **Certified** - The superintendent has certified the report for submission to OSDE.
- **Release** - The report is released back to a site which moves the status to In Process so the end user can edit their data as long as the report is within the begin and end dates.
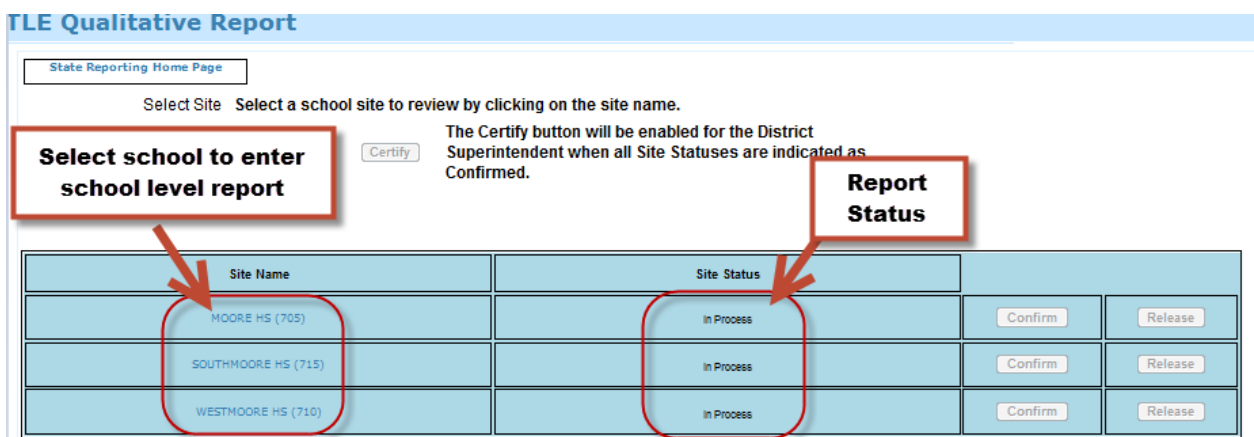

Figure 4 - Site Selector

2.5 Confirm and Certify

Only the individuals with the role of principal or superintendent will be able to confirm for a particular school site. Only the individual with the role of superintendent will be able to certify for the district.
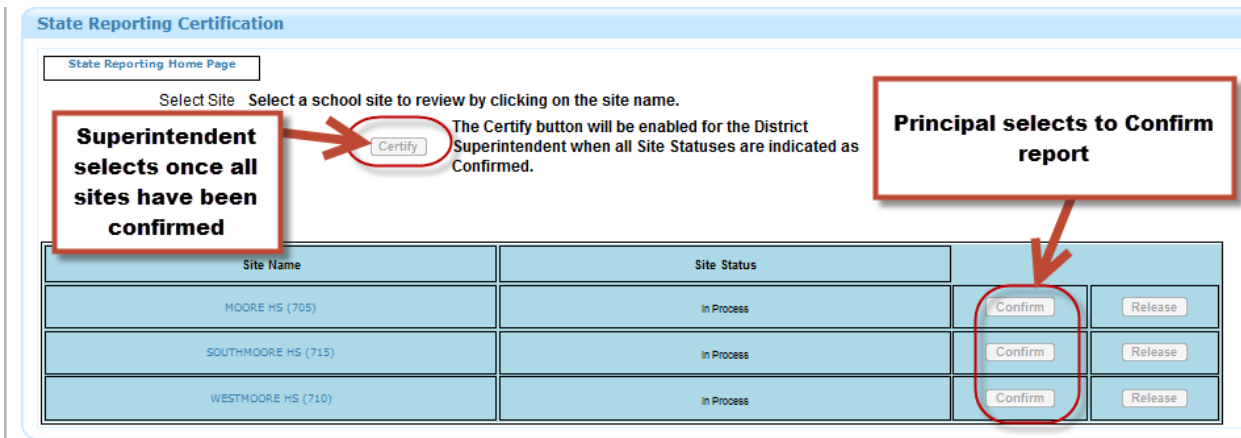

Figure 5 - Confirm and Certify options

2.6 Reporting Tools

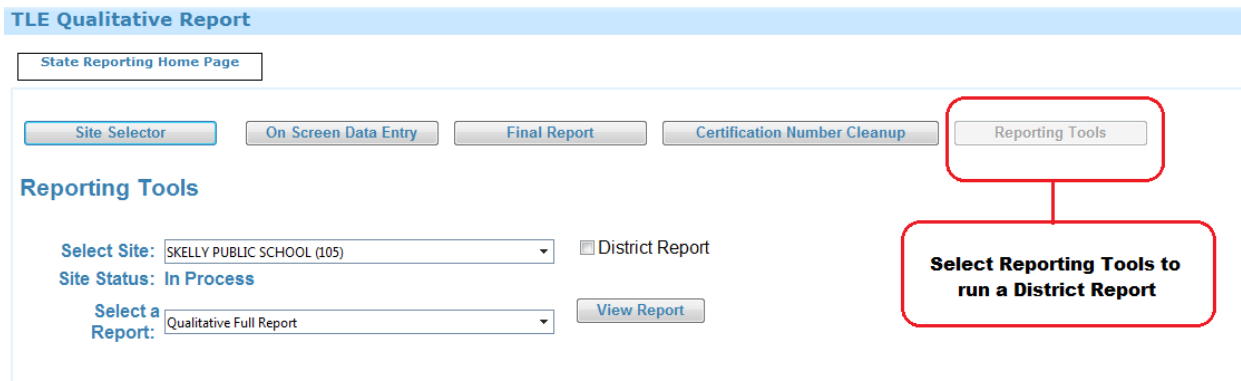This section contains reports that will assist you in completing the TLE Qualitative Upload Report.

Figure 6 – Reporting Tools

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 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 uploads of the qualitative information will be entered. Below is guidance needed to complete this report:

1. If you do not already have an Excel file template to use, you may click the Export to Excel to get a template; then input data and save data on local machine.
2. Select the Import Data file.
3. Click "Browse" and navigate to the file created on 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. Either "View Good Data" or the "View Bad Data" button will enable or both buttons will be enabled.
7. If only the "View Good Data" button enables, the "Submit Good Data" button will enable as well.
   - Click the "Submit Good Data" button, and the data will be processed.
8. If the "View Bad Data" button enables, click the "View Bad Data" button to see the issues related to the data.
   - Correct the file on the local machine and start the process over again. NOTE: if both good data and bad data uploads, the data will need to be reloaded. It is recommended to correct the bad data first before submitting any data.
9. Have the principal or superintendent confirm the report.
10. Have the superintendent certify the reports (after all sites are confirmed).

The following data is collected for each teacher/leader:

- **Teacher Certification Number –** The assigned state teacher certification number of the teacher or leader. If the person is not a certified teacher (for example, a teacher in a charter school) then please leave the teacher certification # field blank.
- **Teacher First Name –** The first name of the teacher or leader being evaluated. Must match the first name on the teacher's certificate in the Oklahoma Educator Credentialing System, unless he or she is not a certified teacher.
- **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, unless he or she is not a certified teacher.
- **Evaluator Certification Number –** The assigned state teacher certification number of the evaluator. If the person is not a certified teacher (for example, an administrator in a charter school) then please leave the evaluator certification # field blank.
- **Evaluator First Name –** The first name of the person who evaluated the teacher or leader. Must match the first name on the evaluator's certificate in the Oklahoma Educator Credentialing System, unless he or she is not a certified teacher.

- **Evaluator Last Name –** The last name of the person who evaluated the teacher or leader. Must match the last name on the evaluator's certificate in the Oklahoma Educator Credentialing System, unless he or she is not a certified teacher.
- **Model Used –** The model used to conduct the evaluation (only accepts Marazano Teacher, Marazano Leader, Tulsa TLE, or McREL).
- **Data Collection Platform –** The platform for which the data was collected (only accepts iObservation, TalentED, OKTLE, Paper, Other, or SearchSoft).
- **Data Collection Platform Other –** If "Other" was specified, please specify.
- **Evaluation Score –** The overall evaluation score (Accepted value range: 1.00-5.00).
- **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.
- **Indicator Domain ID –** Domain ID that connects indicator to respective domain.
- **Indicator Description**— Short description of the indicator being evaluated.
- **Indicator Score –** The score for the particular indicator.

*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 was not evaluated in the current school year due to receiving a Highly Effective or Superior score the previous year, please do not include that teacher's record in the report.

* 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.

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

Validation rules that will be run against the data:

- The teacher certification number is a valid number in the Oklahoma Educator Credentialing System.
- The first name or the last name matches the first or last name on the teacher's certificate to the Teacher Certification number provided.

- The first name or last name of the evaluator matches the first or last name on the evaluator's teacher certificate to the Evaluator Certification number provided.
- If the person is not a certified teacher, simply leave the certification number field blank and the record will be allowed to pass through.
- The Evaluation Score is between 1.00-5.00.
- The Domain ID field is not empty.
- The Domain Description field 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: 1.00-5.00; Not Evaluated; NA.
- The data collection platform used is one of the approved options.
- If the data collection platform is indicated as "Other" then a specific platform must be manually entered.
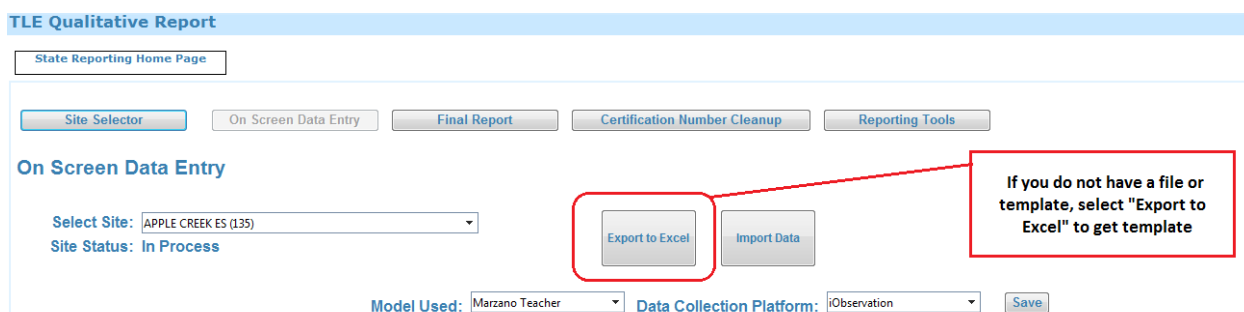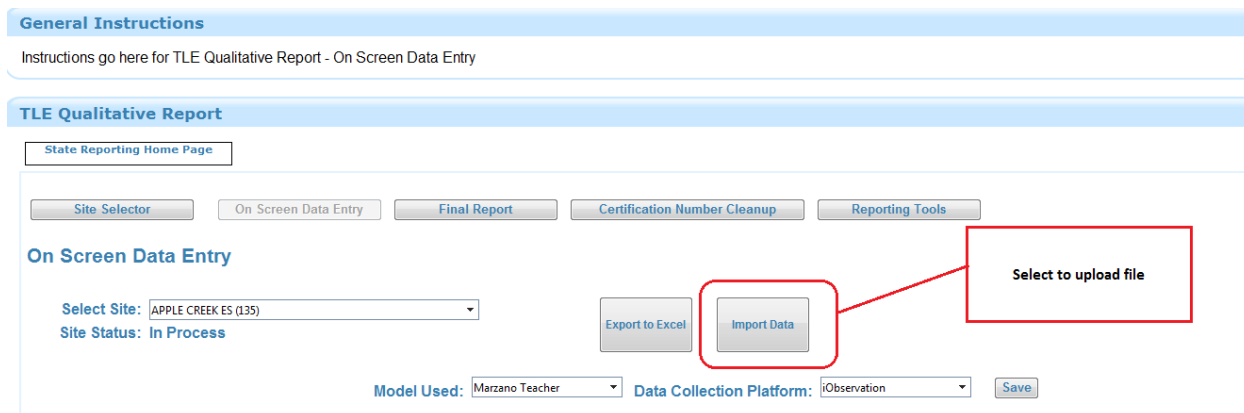

Figure 7 – Export to Excel
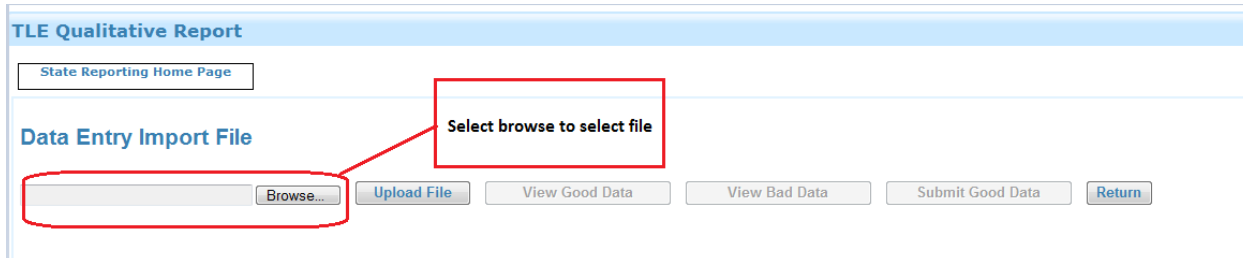

Figure 8 – On Screen Data Entry Import Excel File

TLE Qualitative Report

State Reporting Home Page

Data Entry Import File

Select browse to select file

Browse...   Upload File   View Good Data   View Bad Data   Submit Good Data   Return

Figure 9 - Upload Browse for Document

TLE Qualitative Report

State Reporting Home Page

Data Entry Import File

After selecting the xlsx file, select "Upload File"

I:\Dept\SDE Apps\Education Services   Browse...   Upload File   View Good Data   View Bad Data   Submit Good Data   Return

Figure 10 - Upload File

TLE Data Import

State Reporting Home Page

Data Entry Import File

The message will indicate good or bad data; select the buttons to review your data.

Browse...   Upload File   Check Data   View Good Data   View Bad Data   Submit Good Data   Return

You have some bad data.

Please fix your bad data first and upload your corrected data file again later.
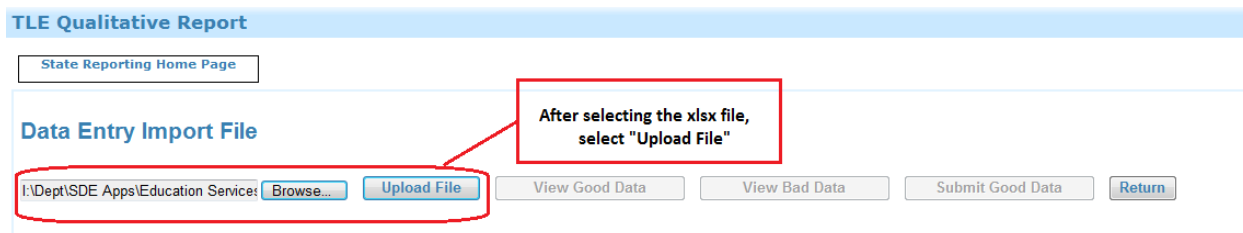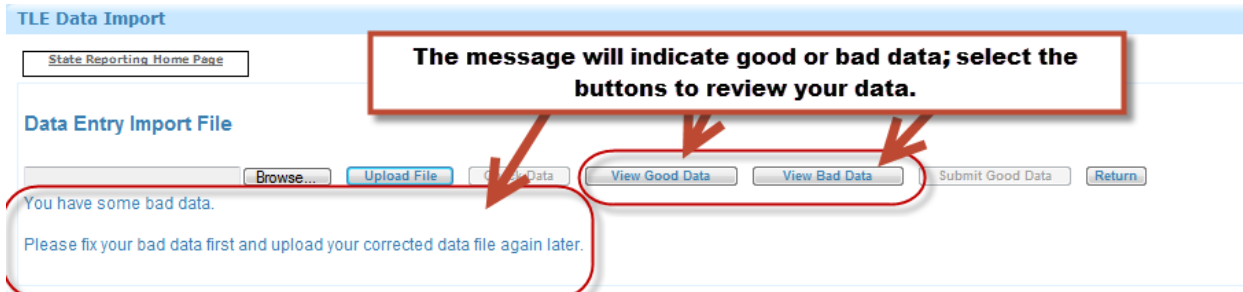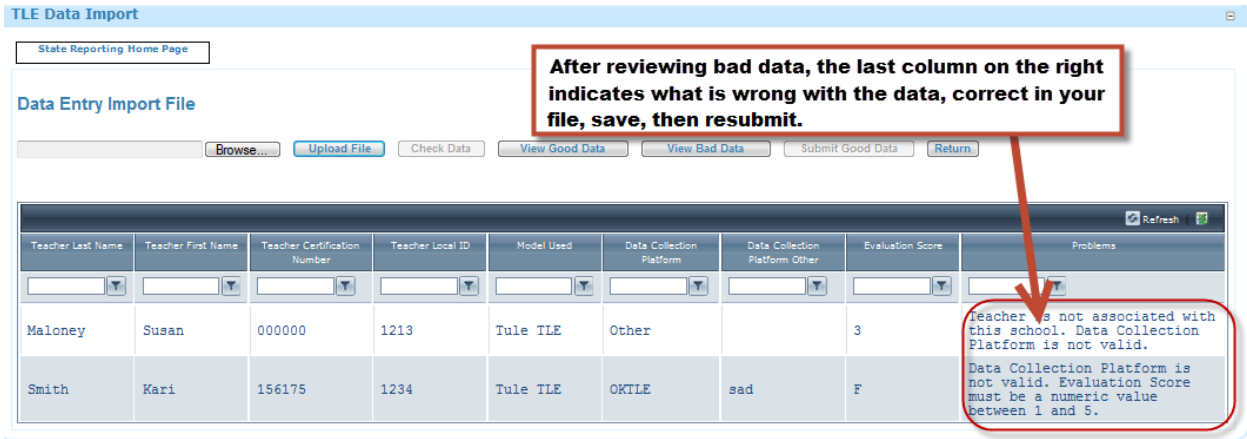
Figure 11 - View Good and Bad Data

Figure 12 - View Bad Data
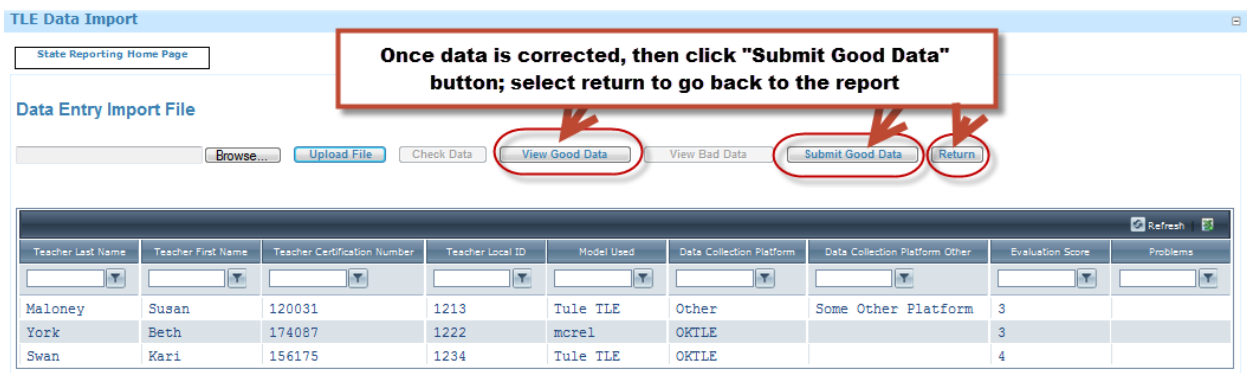

Figure 13 - Submitting Good Data

3.2 Final Report

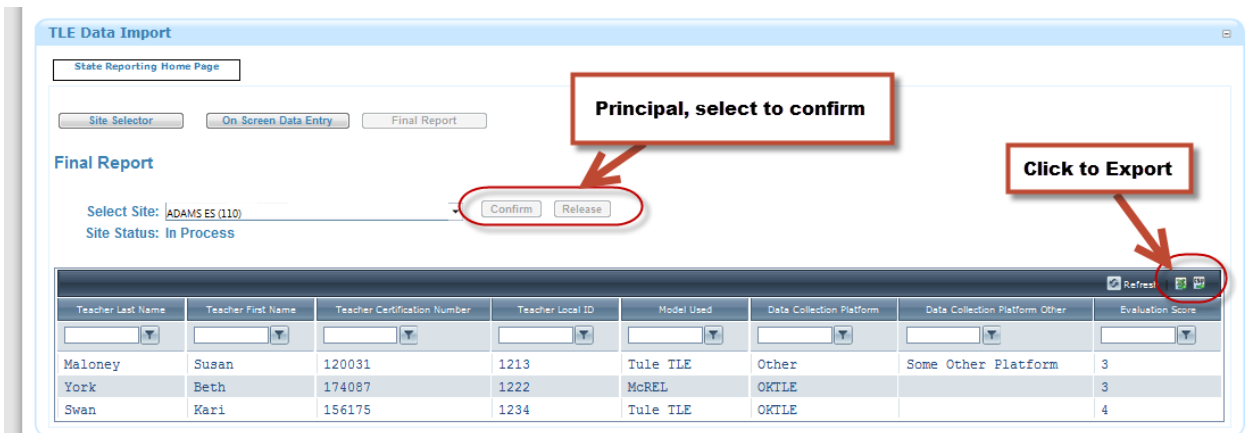Once good data is submitted, on the "On Screen Data Entry" screen it will show the data that has been submitted.

Figure 14 - Grid View of Teacher/Leader Data