Oklahoma State Department of Education

TLE Qualitative Report

2015

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. Each district will need to submit their qualitative scores for each teacher/leader at the end of the current school year.

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 the report 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 – Accessing and Navigating 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.
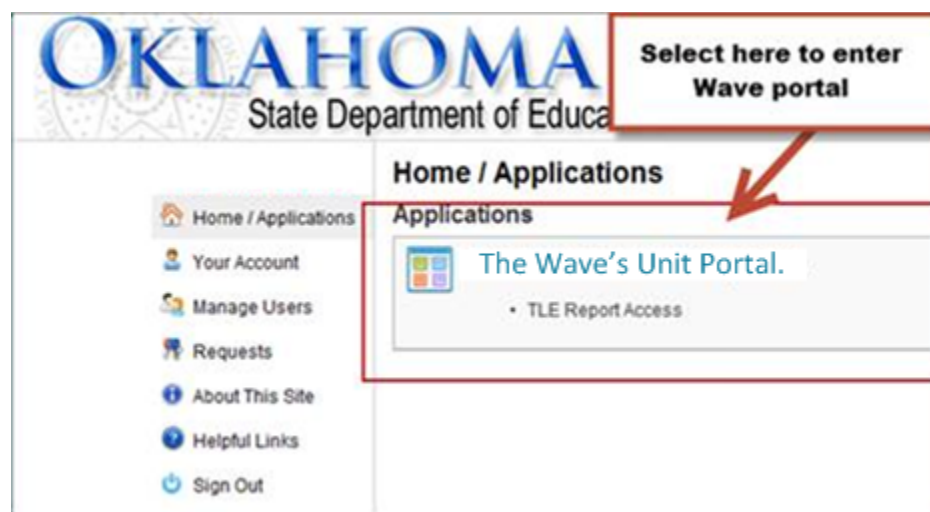

Figure 1 - Single Sign On System list

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 reach 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.
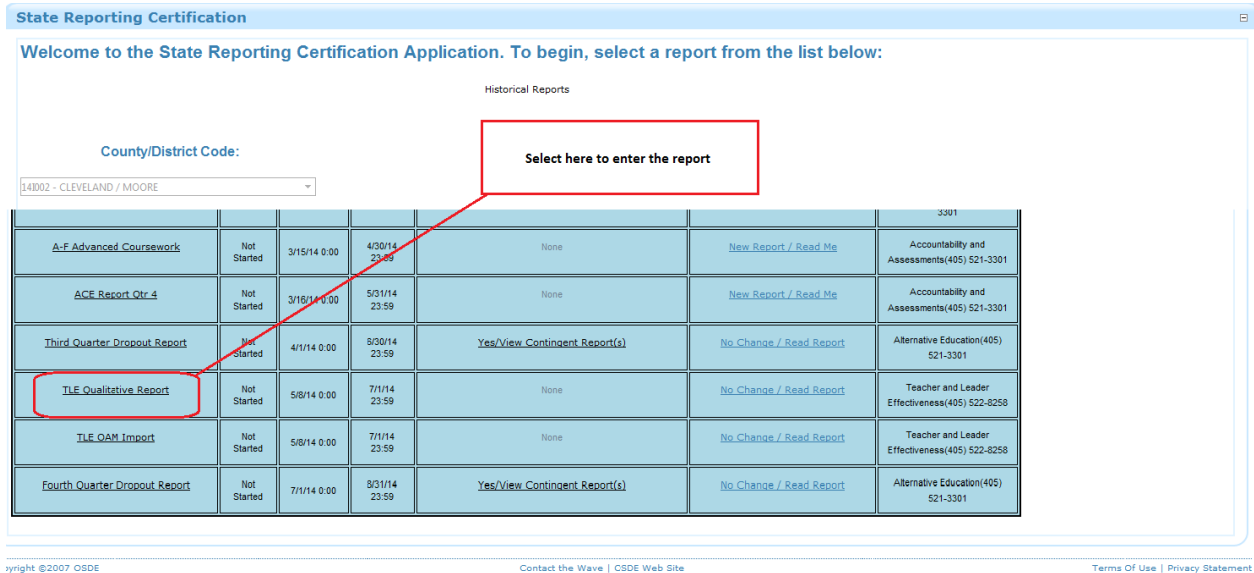
Figure 3 - Navigation Screen

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 the data as long as the report is within the begin and end dates.
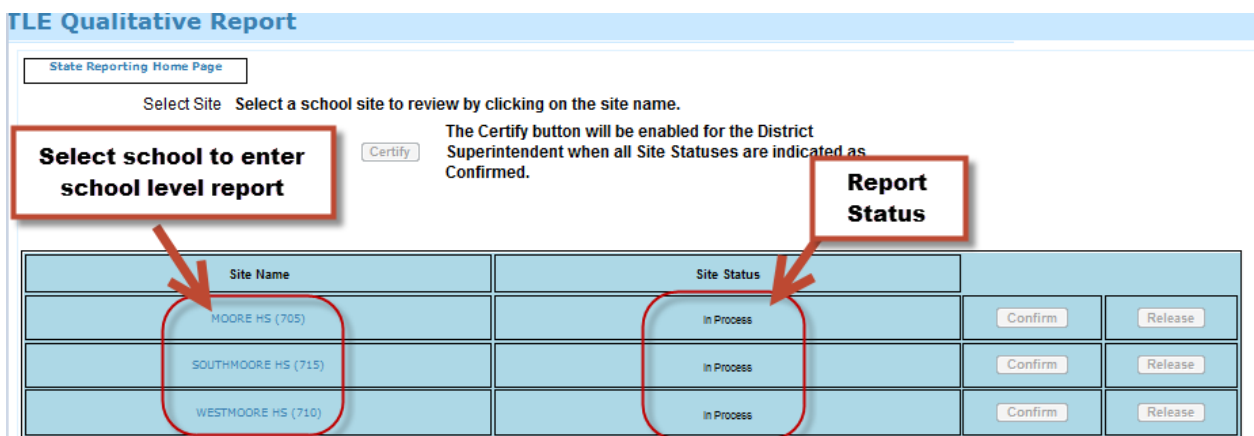

Figure 4 - Site Selector

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 TLE Qualitative 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 text 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 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.
- **Exempt**— If a teacher was not evaluated in the current school year due to receiving a Highly Effective or Superior score the previous year, please enter that educator's Certification Number, if applicable, and mark him or her as "True" in the Exempt field. No further data entry is necessary.

- **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.
- **Evaluation Score –** The overall evaluation score (Accepted value range: 1.00-5.00).
- **Data Collection Platform –** The platform for which the data was collected (only accepts iObservation, TalentED, OKTLE, Paper, Other, or SearchSoft).
- **Model Used –** The model used to conduct the evaluation (only accepts Marzano Teacher, Marzano Leader, Tulsa TLE, or 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.
- **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 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.
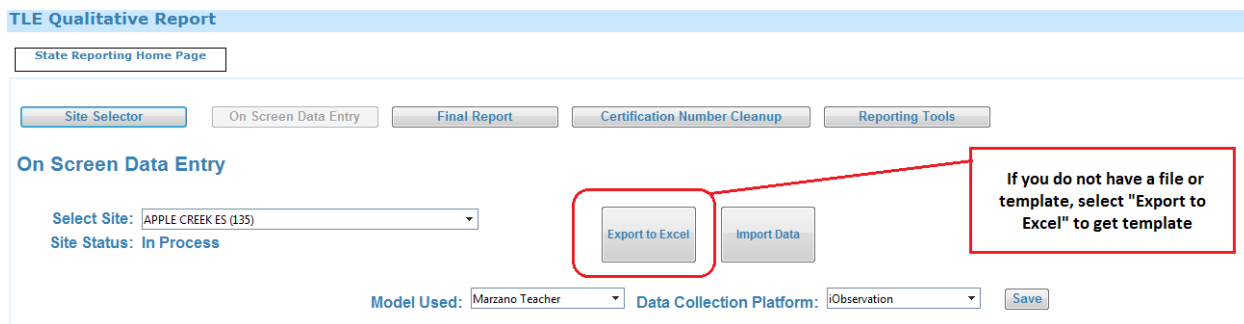- The data collection platform used is one of the approved options.
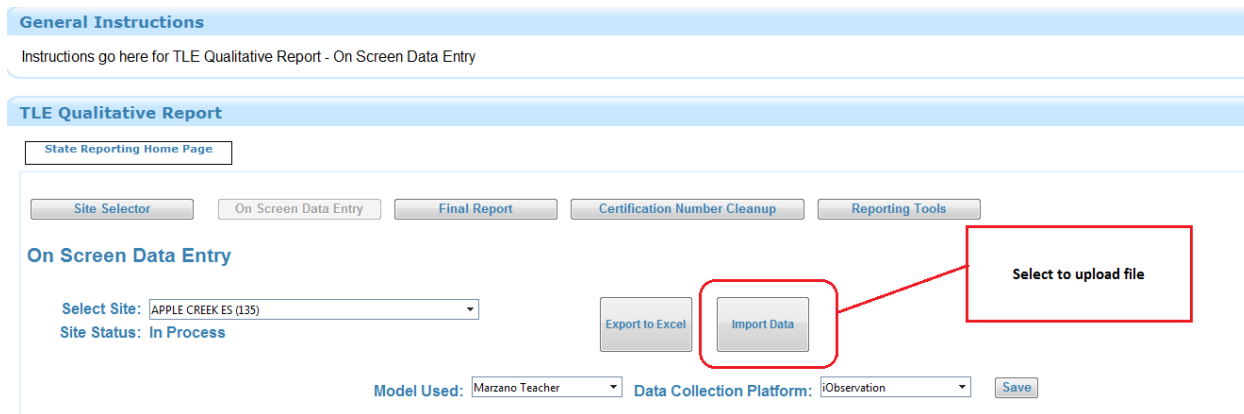

Figure 7 – Export to Excel

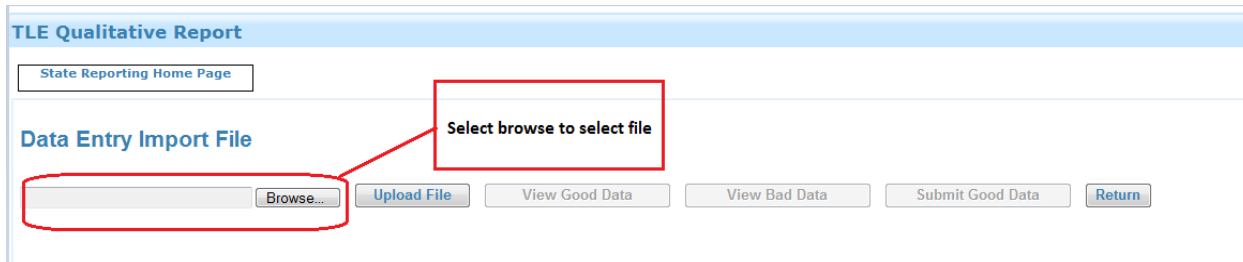Figure 8 – On Screen Data Entry Import Excel File
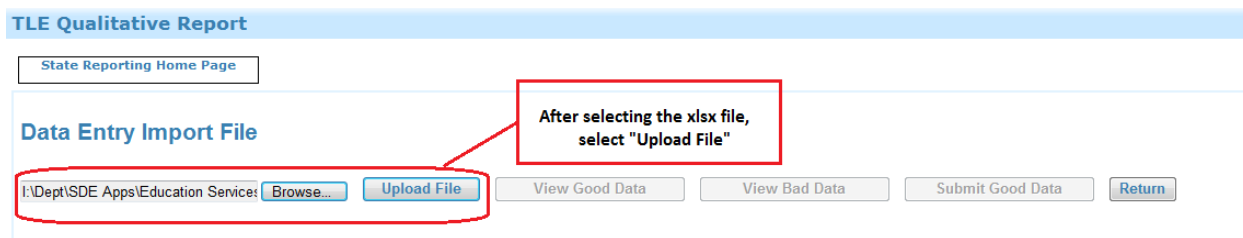
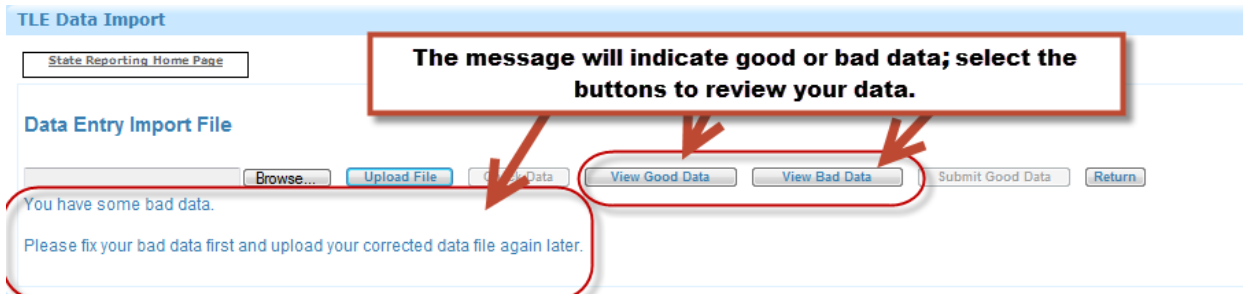Figure 9 - Upload Browse for Document

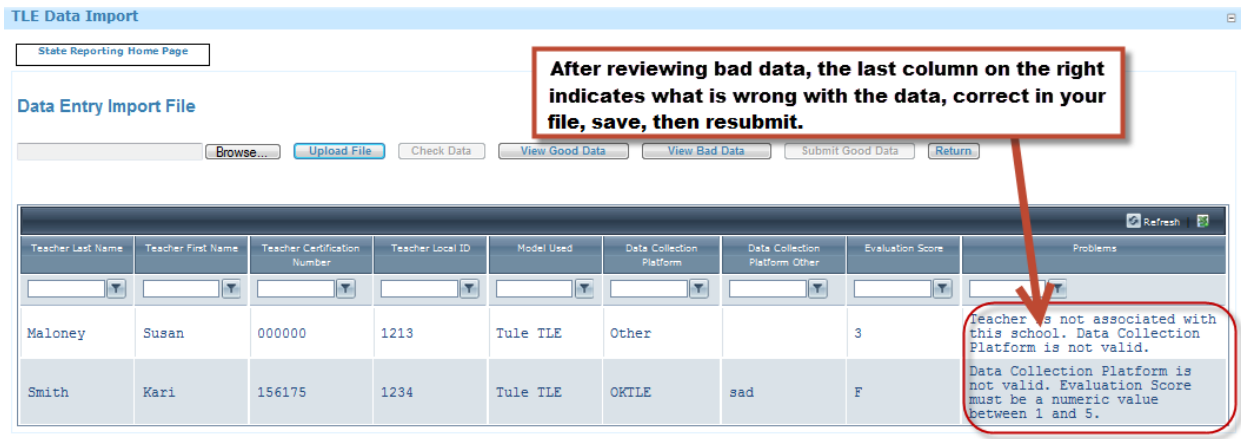Figure 10 - Upload File

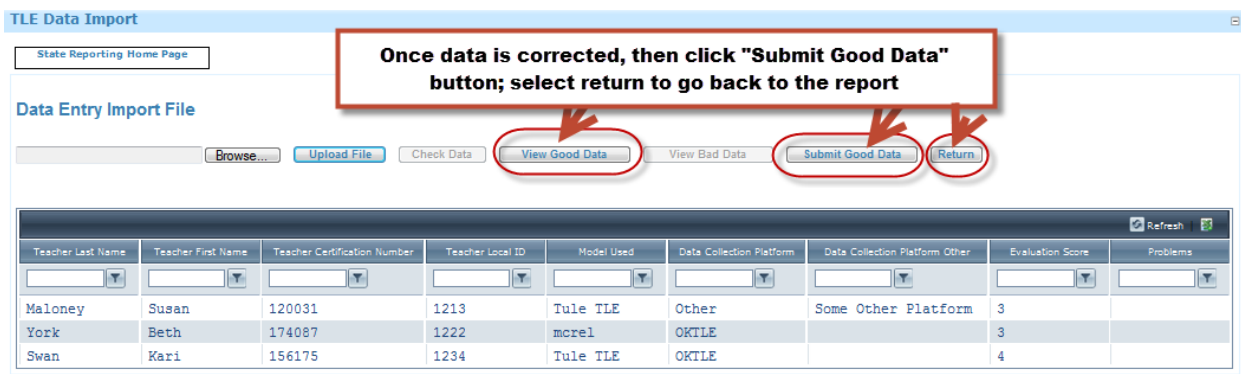Figure 11 - View Good and Bad Data

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.
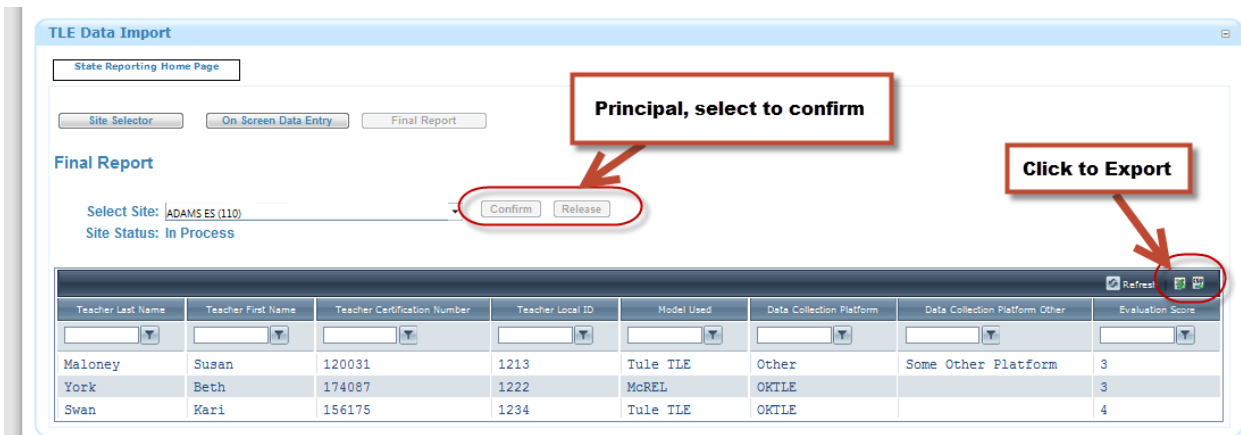

Figure 14 - Grid View of Teacher/Leader Data

File Upload Troubleshooting

If you have not downloaded a template, use the template titled 2015 Qualitative Report Template at: www.ok.gov/sde/tle

Enter your data onto the spreadsheet. Pay particular attention to the information listed below—these are the most common issues that cause errors.

Please note:

- Everything on the TLE Qualitative Report must be exact – Letter case, spacing, etc.
  - For example, if the "Model Used" is Tulsa TLE, there MUST be a space between Tulsa and TLE.
- TLE MUST be in all caps.
- If the "Model Used" is MCREL, the "c" MUST be lower case.

See the list at the bottom of the page for available options and the proper format for each one.

Make sure that all of the cells on your spreadsheet are formatted as text:

The easiest way to do this is to put your mouse pointer on the top row of text (below the column titles), then hold your mouse button down and drag your pointer all the way down to the bottom row of text so that it highlights all of the lines at once. When all the lines are highlighted, right click on the blue section, select Format Cells, click "text", and then click "OK":
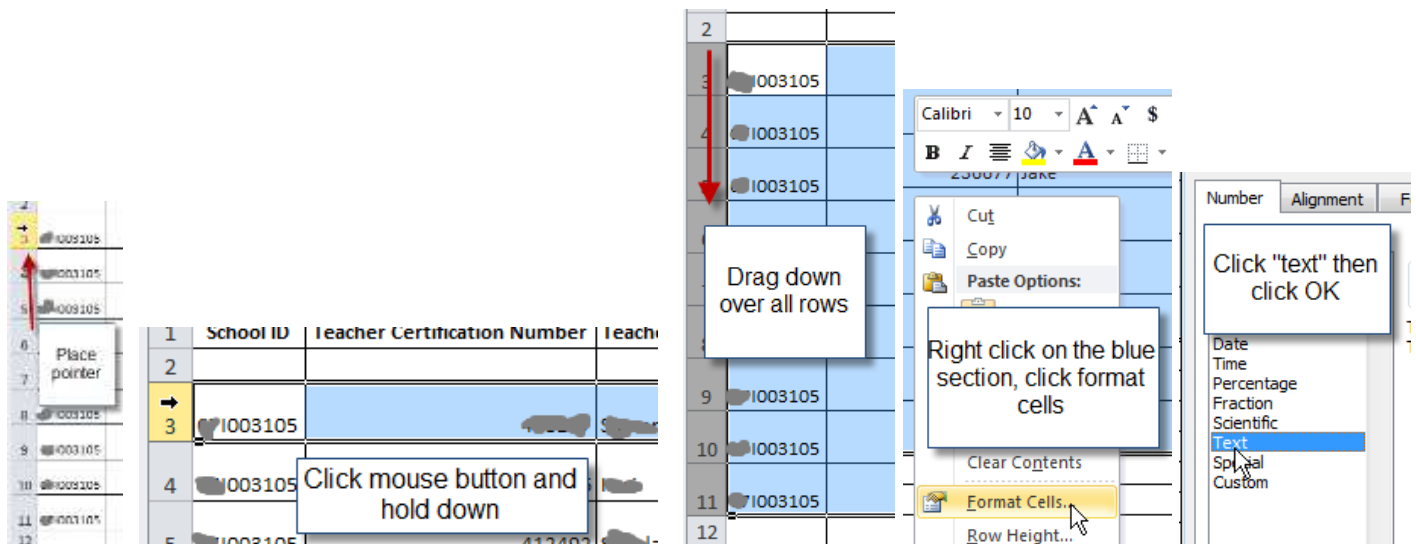
Once the spreadsheet has been completed and formatted, save the file to your computer. Log in and upload the file to The Wave.

Available options and the proper format for each one:

Column title: ModelUsed
Accepted entries for this column:
- Marzano Teacher
- Marzano Leader
- Tulsa TLE
- McREL

Column Title: DataCollectionPlatform
Accepted entries for this column:
- iObservation
- TalentED
- OKTLE
- SearchSoft
- Paper
- Other (if Other, specify)

Column Title: EvaluationScore
Accepted entries for this column:
- 1.00-5.00

Column Title: DomainScore
Accepted entries for this column:
- NA
- Not Evaluated
- 1.00-5.00

Column Title: IndicatorScore
Accepted entries for this column:
- NA
- Not Evaluated
- 1.00-5.00