

**OKLAHOMA STATE DEPARTMENT OF
EDUCATION**

— CHAMPION EXCELLENCE —

**TLE Qualitative
Report**

Table of Contents

1 - Introduction	1
1.1 – Purpose.....	1
1.2 – How to use this document	1
2 – Completing the TLE Qualitative Report	2
2.1 – Data Collection and Validation.....	2
2.2 – On Screen Data Entry	4
2.2 – Final Report.....	6

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.

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 (OSDE).

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 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 – Completing the TLE Qualitative Report

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

2.1 – Data Collection and Validation

1. 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.
2. 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.

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 number 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. Enter NA for each domain score and indicator score column. Exempt educators will still require PL Focus information to be completed. PL Focus documentation is completed in columns HA and HB.
- **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 number 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, McREL, Marzano Focused Teacher, and Marzano Focused Leader).
- **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 respective domain.
- **Indicator Description**— Short description of the indicator being 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 PL 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

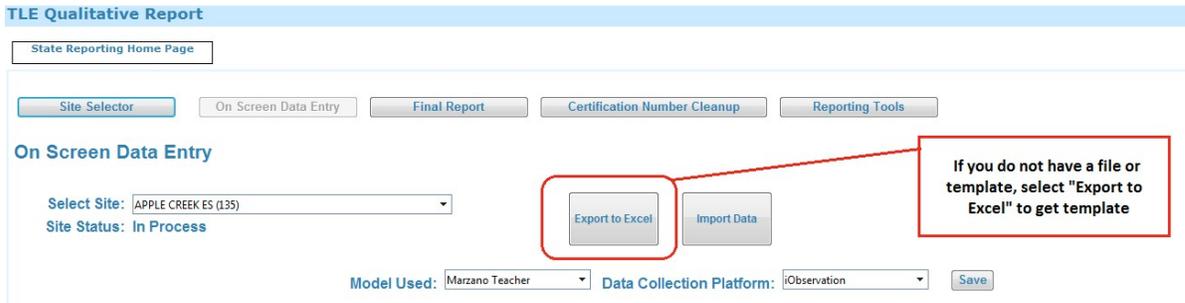
Validation rules that will be run against the data:

- 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.
- Columns HA and HB must be completed with the valid values provided in the drop down box(es); cannot be left blank.

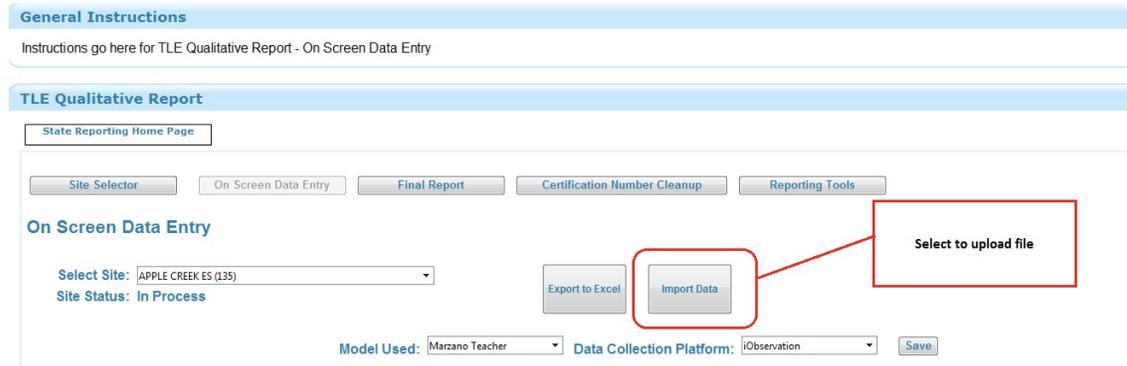
2.2 – On Screen Data Entry

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:

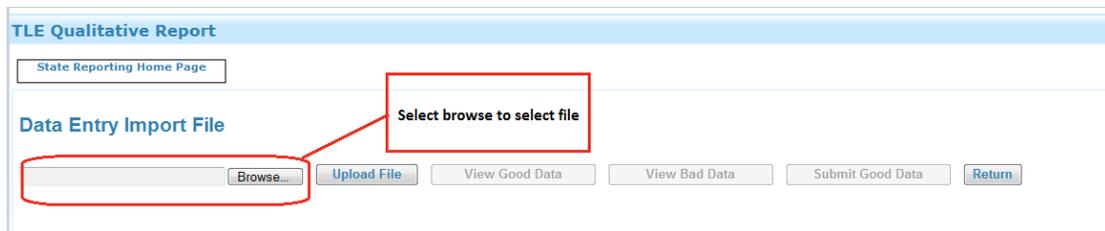
1. If you do not already have an Excel file template to use, you may click the “Export to Excel” button to get a template; then input data and save data on local machine.



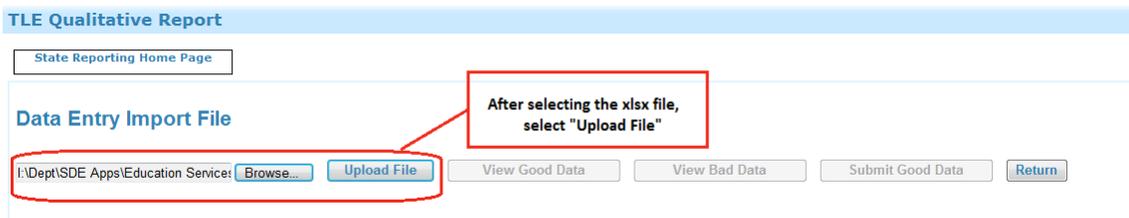
2. Select the “Import Data file”.



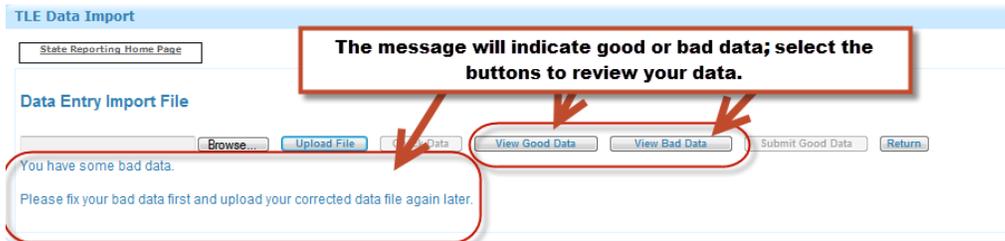
3. Click “Browse” and navigate to the file created on local machine.



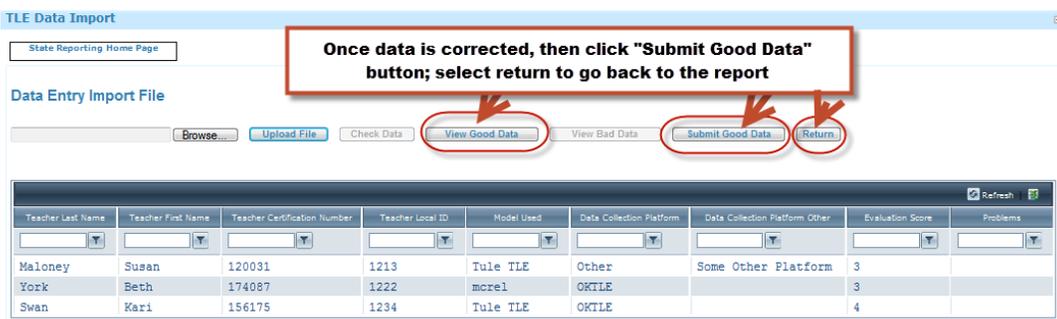
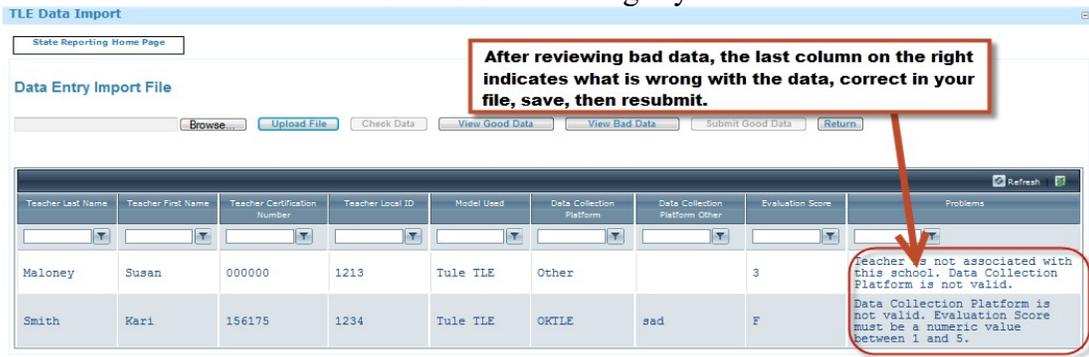
4. Select the file and click “Open”. The path will appear in the text box and the “Upload File” button will enable.
5. Click the “Upload File” button.



6. Either “View Good Data” or the “View Bad Data” button will enable or both buttons will be enabled.



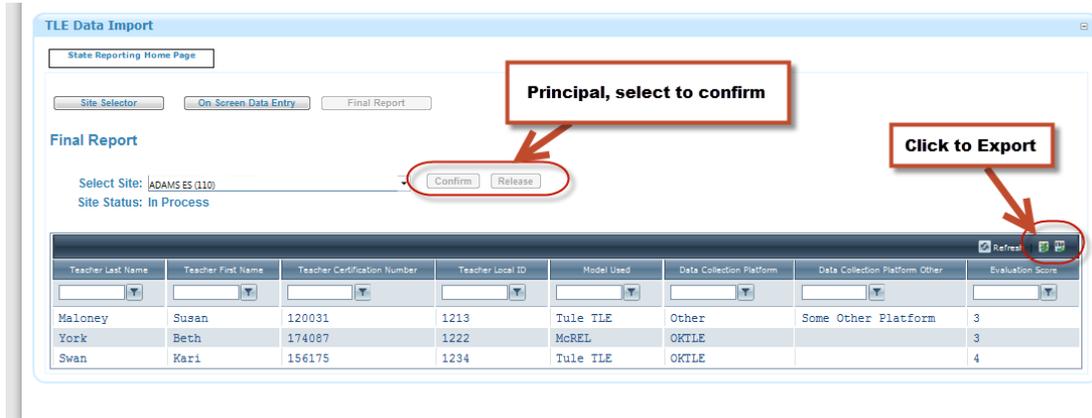
7. If only the “View Good Data” button enables, the “Submit Good Data” button will enable as well.
 - Click the “Submit Good Data” button, and the data will be processed.
8. If the “View Bad Data” button enables, click the “View Bad Data” button to see the issues related to the data.
 - Correct the file 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.



2.2 – Final Report

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

1. Have the principal or superintendent confirm the report. You may also click the “Export to Excel” button to download the final report.



2. Have the superintendent certify the reports (after all sites are confirmed).