



Oklahoma State Department of Education

TLE Other Academic Measure (OAM) Report

PILOT YEAR

BASED ON ACADEMIC MEASURES GATHERED IN THE 2013-2014 SCHOOL YEAR

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1 – Introduction

In accordance with Senate Bill 426, Oklahoma school districts shall pilot the quantitative components of the Teacher and Leader Effectiveness (TLE) System. In order for the State Department of Education to compile scores for the three components of this system and produce an overall score, each district will need to submit their OAM scores **for each teacher and leader**.

1.1 - Purpose

The purpose of this manual is to provide a step-by-step resource for accessing and uploading the TLE OAM Report to the Oklahoma State Department of Education through the Wave Portal.

1.2 - How to use this document

This document is intended to be a step-by-step guide for submitting **teacher and leader** OAM 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 OAM Report

Access to the TLE OAM Import is provided to users by their district superintendents through the Single Sign On (SSO) 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 report for each site, as well as any additional individuals.

2.1 Go to Single Sign On

To begin, go to the SSO Web site (<https://sdeweb01.sde.ok.gov/SSO2/Signin.aspx>), log in and choose “The Wave’s Unit Portal” option from the list of applications. The list of applications will vary person-to-person depending on what applications they have been assigned access to.

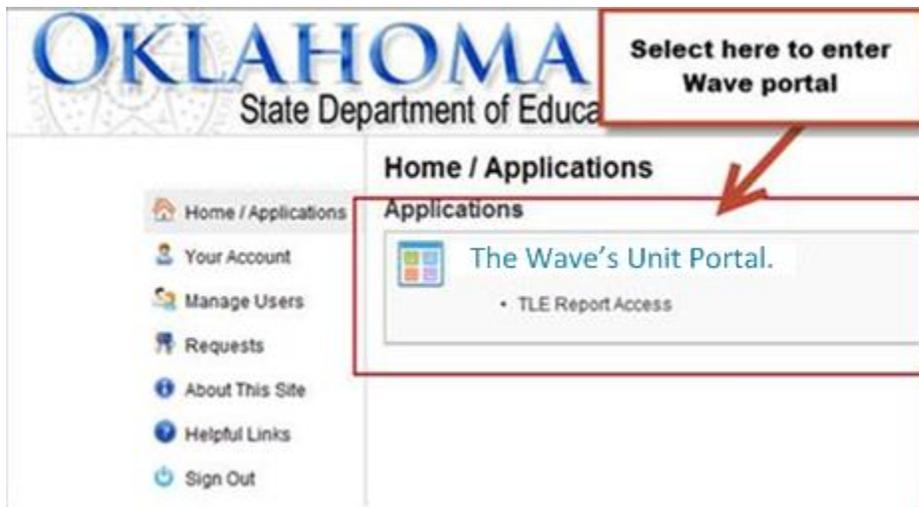


Figure 1 - Single Sign On System list

2.2 Navigate to TLE OAM Import

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 OAM Import 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.

State Reporting Certification

Welcome to the State Reporting Certification Application. To begin, select a report from the list below:

Historical Reports

County/District Code:

Select here to enter the report

Third Quarter Dropout Report	Not Started	4/1/14 0:00	6/30/14 23:59	Yes/View Contingent Report(s)	No Change / Read Report	Alternative Education(405) 521-3301
TLE Qualitative Report	Not Started	5/8/14 0:00	7/1/14 23:59	None	No Change / Read Report	Teacher and Leader Effectiveness(405) 522-8258
TLE OAM Import	Not Started	5/8/14 0:00	7/1/14 23:59	None	No Change / Read Report	Teacher and Leader Effectiveness(405) 522-8258
Fourth Quarter Dropout Report	Not Started	7/1/14 0:00	8/31/14 23:59	Yes/View Contingent Report(s)	No Change / Read Report	Alternative Education(405) 521-3301

Figure 3 - Navigation Screen

2.4 Selection

Upon accessing, 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. (You must contact the OSDE to release a district report.)

TLE OAM Import

State Reporting Home Page

Select Site Select a school site to review by clicking on the site name.

Select school to enter school level report

The Certify button will be enabled for the District Superintendent when all Site Statuses are indicated as Confirmed.

Report Status

Site Name	Site Status	Confirm	Release
MOORE HS (705)	In Process	<input type="button" value="Confirm"/>	<input type="button" value="Release"/>
SOUTHMOORE HS (715)	In Process	<input type="button" value="Confirm"/>	<input type="button" value="Release"/>
WESTMOORE HS (710)	In Process	<input type="button" value="Confirm"/>	<input type="button" value="Release"/>

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.

State Reporting Certification

State Reporting Home Page

Select Site Select a school site to review by clicking on the site name.

Superintendent selects once all sites have been confirmed

The Certify button will be enabled for the District Superintendent when all Site Statuses are indicated as Confirmed.

Principal selects to Confirm report

Site Name	Site Status	Confirm	Release
MOORE HS (705)	In Process	Confirm	Release
SOUTHMOORE HS (715)	In Process	Confirm	Release
WESTMOORE HS (710)	In Process	Confirm	Release

Figure 5 - Confirm and Certify options

2.6 Reporting Tools

This section contains information that will assist you in completing the TLE OAM Report.

TLE OAM Import

State Reporting Home Page

Site Selector On Screen Data Entry Final Report Certification Number Cleanup Reporting Tools

Reporting Tools

Select Site: SKELLY PUBLIC SCHOOL (105) District Report

Site Status: In Process

Select a Report: Qualitative Full Report

Select Reporting Tools to run a District 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 OAM Import, 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 OAM information will be entered. Below is guidance needed to complete this report:

1. If you have not already accessed an Excel file OAM Report Template (provided by the OSDE), you may click the Export to Excel to get a template, then input data, and save data on local machine. **The last five columns do not need to be completed for this pilot year containing 2013-2014 data.**
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 and leader**:

- **Teaching Certification Number** – The assigned state certification number of the teacher or leader. If the person does not hold a teaching certificate (for example, a teacher in a charter school), then please leave the certification # field blank.
- **Teacher or Leader 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, unless he or she is not certified.
- **Teacher or Leader Last Name** – The last name of the teacher or leader being evaluated. Must match the last name on the teaching certificate in the Oklahoma Educator Credentialing System, unless he or she is not certified.
- **Teacher or Leader Middle Name** – The middle name of the teacher or leader being evaluated. This field is optional.

- **Evaluator Certification Number** – The assigned state teaching certification number of the evaluator. If the person does not hold a teaching certificate (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.
- **Evaluator Middle Name** – The middle name of the person who evaluated the teacher or leader. This field is optional.
- **Position** – Only valid options are Teacher or Leader.
- **Measure** – Select one of the following options: State Assessments, Value - Added Model Score, Off the Shelf Assessment, A-F Report Card Components, Surveys, Student Competition, Miscellaneous, or Other. **These measures must be entered EXACTLY as they appear in this manual for a successful upload to the Wave Portal.**
- **Rating** – Only valid options are numeric entries between: 1.00-5.00.

The following data are not required for the pilot year; however, **do not remove these columns from the file:**

- **5 Point**— The 5 point criteria established at the beginning of the year for the scale on which the teacher/leader would be evaluated.
- **4 Point** – The 4 point criteria established at the beginning of the year for the scale on which the teacher/leader would be evaluated.
- **3 Point** – The 3 point criteria established at the beginning of the year for the scale on which the teacher/leader would be evaluated.
- **2 Point** – The 2 point criteria established at the beginning of the year for the scale on which the teacher/leader would be evaluated.
- **1 Point** –The 1 point criteria established at the beginning of the year for the scale on which the teacher/leader would be evaluated.

Validation rules that will be run against the data:

- The teaching 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 teaching 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 upload.
- The position is either Teacher or Leader.
- The only valid measures are: State Assessments, Value - Added Model Score, Off the Shelf Assessment, A-F Report Card Components, Surveys, Student Competition, Miscellaneous, Other.
- The only valid rating options are: 1:00-5.00

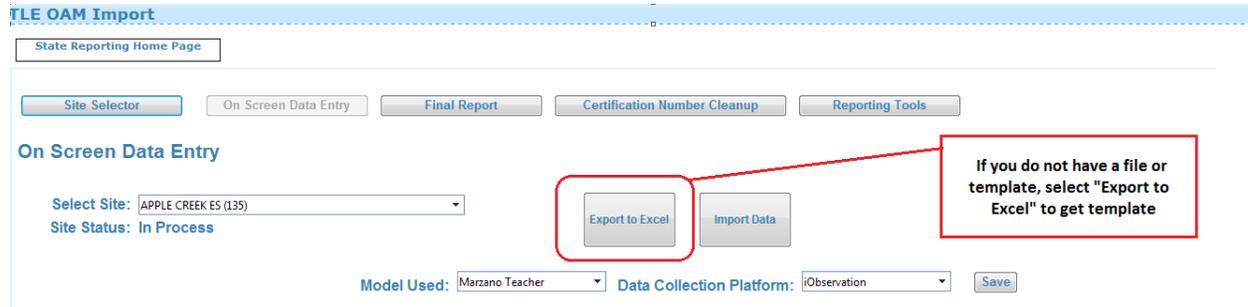


Figure 7 – Export to Excel

C	D	E	F	G	H	I	J	K	L	M	N	O	P
TeacherLastName	TeacherMiddleName	EvaluatorCertificationNumber	EvaluatorFirstName	EvaluatorLastName	EvaluatorMiddleName	Position	Measure	Rating	FivePoint	FourPoint	ThreePoint	TwoPoint	OnePoint

A green box highlights columns C through K with the text 'Enter data in these columns'. A red box highlights columns L through P with the text 'Do not enter data in these columns for the pilot year'.

Figure 8 – Enter and Save OAM Data

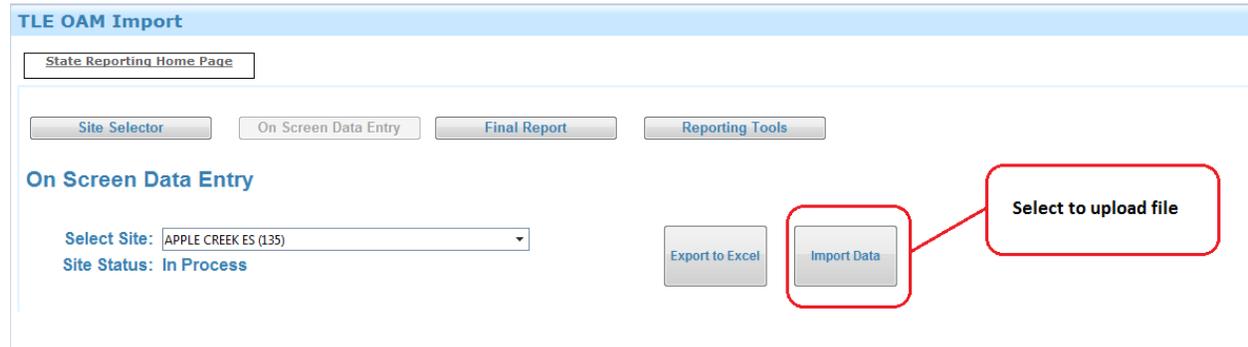


Figure 9 – On Screen Data Entry Import Excel File

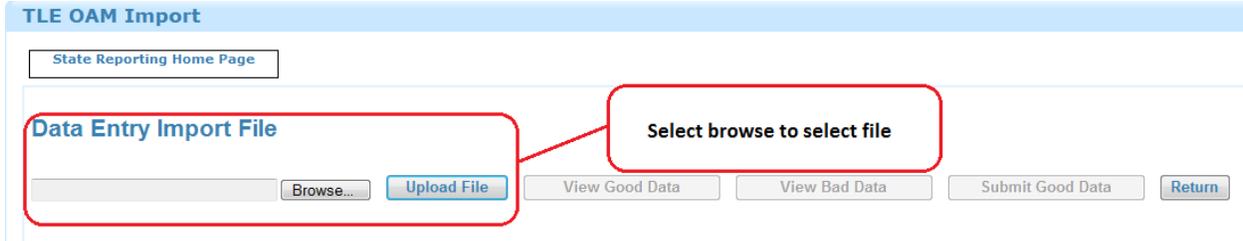


Figure 10 - Upload Browse for Document

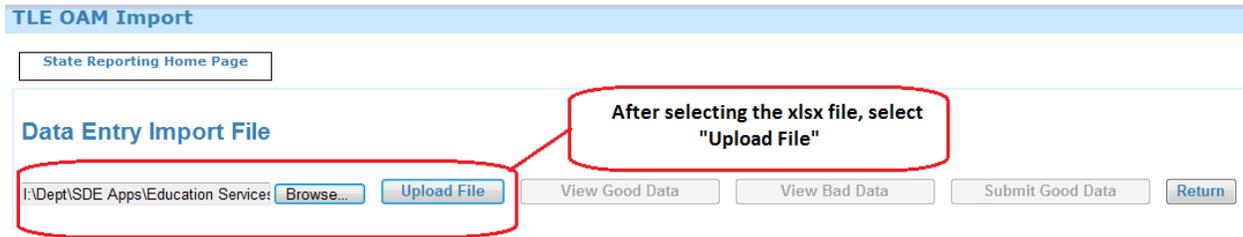


Figure 11 - Upload File

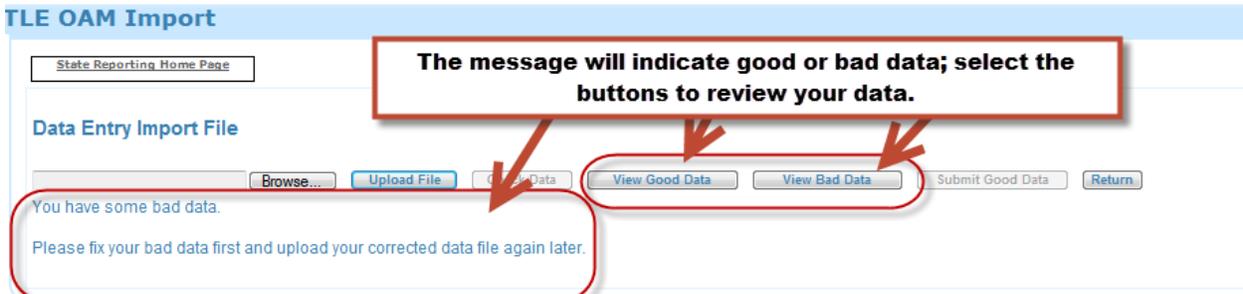


Figure 12 - View Good and Bad Data

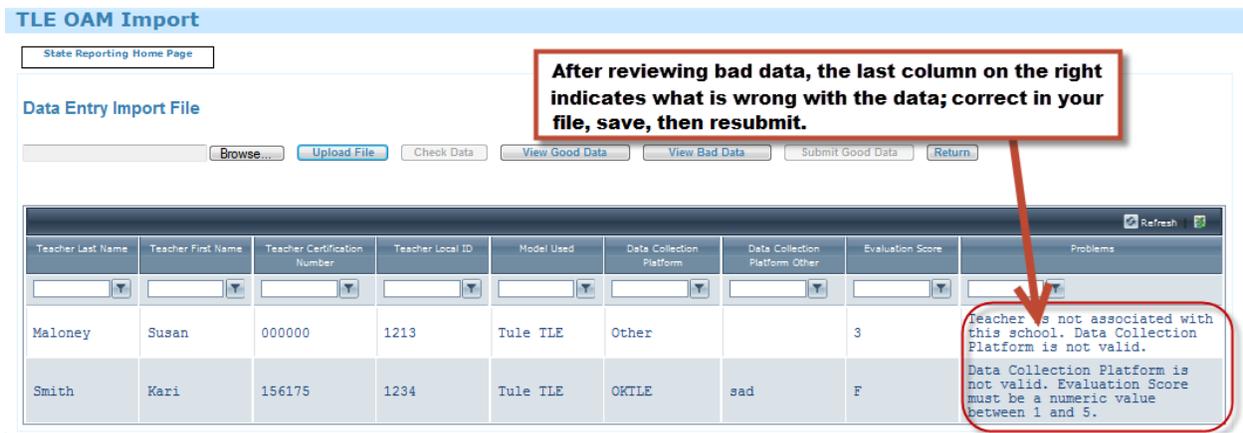


Figure 13 - View Bad Data

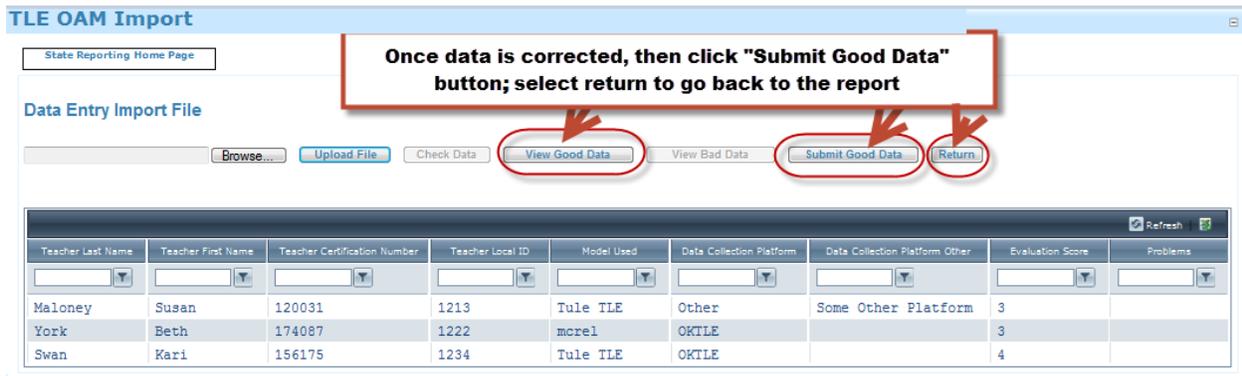


Figure 14 - Submitting Good Data

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. You may “Click to Export” if you want to save a copy of the data as submitted.

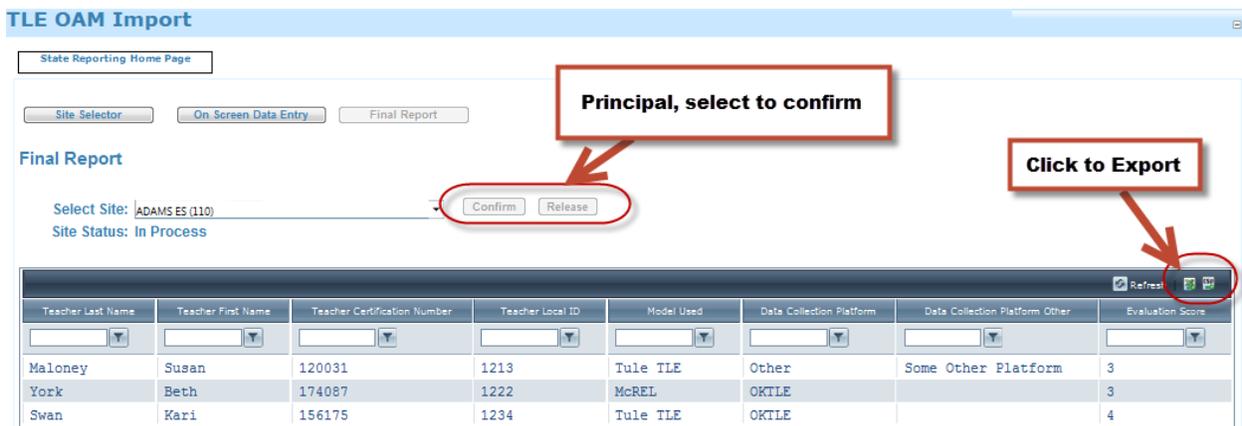


Figure 15 - Grid View of Teacher/Leader Data