

# Data and Information Systems

*TLE Report*

June Gerred, Program Manager



**OKLAHOMA**  
Education



# Single Sign On (SSO)



Single Sign On

- Home / Applications
- About This Site
- Links And Docs
- Sign In

Welcome to the new Single Sign On system. If you have an existing username and password for the previous Single Sign On system you may use that here. If you do not have an account you may create one now using the link below.

**⚠️ If your password has not been changed in the last 90 days, OME S strongly recommends you change your password now. Beginning November 1, 2023, all passwords will expire 90 days from the last password reset.**

**⚠️ If you are having trouble signing in please click the link below to recover your username or password. If you need assistance please contact the OME S Help Desk at (405) 521-2444 or at (866) 521-2444.**



[Are you a New User?  
Click here to create an account.](#)

Username:   
Password:

[Sign In](#)

# OSDE State Reporting Certification App



OSDE State Reporting Certification App

- RCA Teacher Leader Effectiveness (TLE) District User

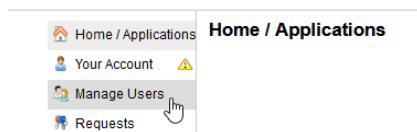
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Log into Single Sign On (SSO) and locate the Direct Certification app in the list. User access to any report in the State Reporting Certification will be displayed with the application list.

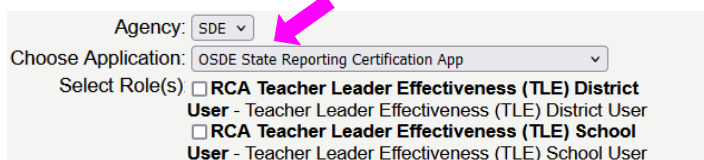
## Single Sign On (SSO)

A new role must be assigned to users for access to the new Direct Certification App. The superintendent or the district SSO admin will need to add a role to the user's account.



## Direct Certification App

Locate the app in the list of roles to assign.

A screenshot of a form for assigning roles. At the top, there is a label 'Agency:' followed by a dropdown menu showing 'SDE'. A pink arrow points to this dropdown. Below that is a label 'Choose Application:' followed by a dropdown menu showing 'OSDE State Reporting Certification App'. Underneath is a label 'Select Role(s)' followed by two checkboxes. The first checkbox is checked and is followed by the text 'RCA Teacher Leader Effectiveness (TLE) District User - Teacher Leader Effectiveness (TLE) District User'. The second checkbox is unchecked and is followed by the text 'RCA Teacher Leader Effectiveness (TLE) School User - Teacher Leader Effectiveness (TLE) School User'.

Superintendents will need to add the role to any district user for access to the TLE report. A District user would have access to all schools in the district, a School user would have access to the schools associated with their SSO account.



## Teacher Leader Effectiveness

TLE

Professional Growth & Continuous Learning

Interpersonal Skills

Leadership

Program Scheduling

Collaboration

Climate

Discipline Focus

The TLE report allows the districts to upload teacher evaluation data to OSDE.

# Application Home Page

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OK School (55-1555) Staff Name Logout

Home

**Home**

This application is and will be used to certify student level data for State and Federal Reporting purposes. As new reports are added, they will appear in the dashboard below. To begin working on a particular collection, click on the name of that collection.

CHARTER SCHOOL REPORTING: All Charter School data has been converted to be reported through the charter school regardless of how the data is transmitted to the Wave. All charter schools will login via their "district" account to review, confirm, and certify the data. If you are a sponsoring school district, the charter school site will still appear in your list of school sites, but will not contain any data. Will have to "confirm" the empty site before you can certify your report.

**Reporting Periods List**

Search...

Reporting Period	Status	District Status	Open Date	Due Date	End Date	Contingent Reporting Period(s)	Program Area / Phone #
TLE	Open	Not Started	10/01/2024	10/31/2024	11/10/2024	None	(405) 522-1835

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The OSDE State Reporting Certification app opens in the District Home Page. State reports will be listed in the Reporting Period List, similar to the way reports are displayed in the WAVE. Select the TLE report from the list.

# Report Home Page

- District Home
- File Upload
- Data Navigator

Home - OK DISTRICT

30 Days Left in Certification Period

42 Total TLE Records

Upload TLE data either from a vendor export or from local records using the provided template.

School List

Search...

School Name	School Code	# Total Records
SCHOOL ES	55I055105	0
SCHOOL HS	55I055705	0
INTERMEDIATE SCHOOL	55I055705	0
LOWER ELEMENTARY	55I055110	42
SCHOOL MS	55I055505	0

Report statistics are display at the top of the TLE report page. The first process for TLE is to upload teacher data to each school site the user as access to. Select File Upload from the left menu.

# File Upload

## File Upload

[Select Collection](#) > [TLE](#) > Select School(s)

### Select School(s) to Upload Records for the TLE Collection

Select a school from the list below using the checkmark in the first column.

[Next Step >](#)

	School Name	School Code	Total Records	Status
<input checked="" type="checkbox"/>	SCHOOL ES	551055105	0	Open
<input type="checkbox"/>	SCHOOL HS	551055705	0	Open
<input type="checkbox"/>	INTERMEDIATE SCHOOL	551055705	0	Open
<input type="checkbox"/>	LOWER ELEMENTARY	551055110	42	Open
<input type="checkbox"/>	SCHOOL MS	551055505	0	Open

In this graphic, one school has successfully uploaded a file with 42 records. Select the school for which for the file that will be uploaded. Then, click the **Next Step** button.

# File Upload

**File Upload**

Select Collection > TLE > SCHOOL ES > File Upload

**Upload File for TLE Data**

To upload a file you need to download a file from the Download Records area OR from the area after clicking View Errors & Warnings. The system will automatically know which type of records you are uploading.

**Do not change any headings or delete columns in these files before uploading.**

Upload File

Browse... No file selected.

Drag and Drop Files Here

Cancel Continue

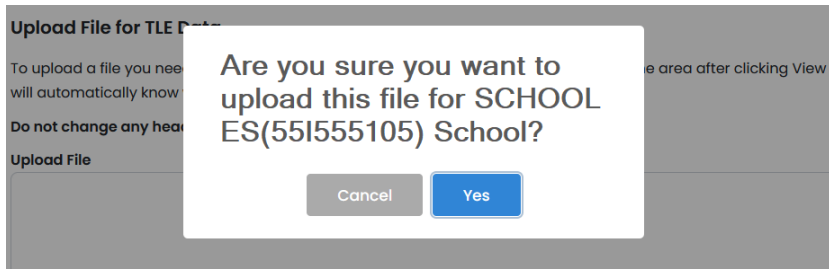
Drag and drop, or upload the file to import data into the TLE report. Then, click the **Continue** button.

# File Upload

The screenshot shows a web application interface for file uploads. On the left is a dark sidebar with navigation options: 'District Home', 'File Upload' (highlighted), and 'Data Navigator'. The main content area is titled 'File Upload' and contains a breadcrumb trail: 'Select\_Collection > TLE > SCHOOL ES File Upload'. Below this is the heading 'Upload File for TLE Data' and a paragraph of instructions: 'To upload a file you need to download a file from the Download Reports area OR from the area after clicking View Errors & Warnings. The system will automatically know which type of file you are uploading. Do not change any headings or descriptions in the file.' A 'Upload File' button is present. A modal dialog box titled 'Missing Headers' is open, listing three missing headers: 'domainid7', 'domaindescription7', and 'domainscore7'. A pink arrow points to the modal. At the bottom of the modal is a 'Close' button. Below the main content area are 'Cancel' and 'Continue' buttons. The footer contains the page number '9', the text 'WAVE Report Training – Direct Certification App (SSO)', and the 'OKLAHOMA Education' logo.

Uploaded data not using the correct template or an altered template will get an error message.

# File Upload



Confirm the correct file for the school is being uploaded. If you make a mistake and upload an incorrect file, simply repeat with the correct file. Each upload will completely replace any data previously uploaded for each school that was selected.

# File Upload

Home - OK DISTRICT

30 Days Left in Certification Period

67 Total TLE Records

Upload TLE data either from a vendor export or from local records using the provided template.

School List

Search...

School Name	School Code	# Total Records
SCHOOL ES	551055105	25
SCHOOL HS	551055705	0
INTERMEDIATE SCHOOL	551055705	0
LOWER ELEMENTARY	551055110	42
SCHOOL MS	551055505	0

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The school now displays the number of records that were just uploaded. To view the teacher data in the application, select Data Navigator from the left menu.

# On Screen Data Entry

**Data Navigator**

Select Collection > TLE > Select School(s)

Select School(s) to View Records for the TLE Collection

Select a school from the list below using the checkmark in the first column.

Search...

Next Step >

	School Name	School Code	Total Records	Status
<input checked="" type="checkbox"/>	SCHOOL ES	551055105	25	Open
<input type="checkbox"/>	SCHOOL HS	551055705	0	Open
<input type="checkbox"/>	GLEI INTERMEDIATE SCHOOL	551055705	0	Open
<input type="checkbox"/>	LOWER ELEMENTARY	551055110	42	Open
<input type="checkbox"/>	SCHOOL MS	551055505	0	Open

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Select the school, then click the **Next Step** button.

# On Screen Data Entry

**View Records for TLE SCHOOLS ES** OK School (55-1555) Staff Name Logout

Below you will find the list of records for this report. Click the plus to expand the record to see all fields.

[Reload Grid](#) [Clear Filters](#) [Customize View](#)

25 TOTAL RECORDS IN VIEW Search...

Teacher Certification Number	Teacher First Name	Teacher Last Name	Is Empty	Evaluator Certification Number	Evaluator First Name	Evaluator Last Name	Evaluation Score	Evaluation Type	Model Used	Domain ID	Domain Description	Do Sc
<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>
<input type="checkbox"/>	555501	Staff	Teacher	True	777001	Staff	Principal	NA	Non-Classroom Professional	TulsaNurse	PM	Program Management
<input type="checkbox"/>	555502	Staff	Teacher	True	777781	Staff	Principal	NA	Teacher	TulsaTeacher	CM	Classroom Management
<input type="checkbox"/>	555503	Staff	Teacher	True	777043	Staff	Principal	NA	Teacher	TulsaTeacher	CM	Classroom Management

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The uploaded data file is display in a grid. Each column can be easily sorted by ascending or descending order by using the directional arrows for each column. Each column may be filtered by entering characters in the filter field.

# Confirm the Report

- District Home
- File Upload
- Data Navigator
- Certification
  - Confirm/Release Sites

## Confirm / Release Sites

### Confirm/Release Sites - Site List

After verifying all of the information for a site is correct, confirm each site in your schools list. Once a site is marked "Confirmed", the data will no longer update. It will remain exactly as it was upon confirmation. If data corrections are necessary after a site was confirmed, the district superintendent will need to release the report. Releasing the report will update the data from what was in the Wave as of the last update time.

School Name	School Code	Status	
SCHOOL ES	551055105	Open	<a href="#">Confirm Site Report</a>
SCHOOL HS	551055705	Open	<a href="#">Confirm Site Report</a>
INTERMEDIATE SCHOOL	551055705	Open	<a href="#">Confirm Site Report</a>
LOWER ELEMENTARY	551055110	Open	<a href="#">Confirm Site Report</a>
SCHOOL MS	551055505	Open	<a href="#">Confirm Site Report</a>



When a school has complete and correct data, select the Confirm/Release Sites option from the Certification menu on the left.

Click the Confirm Site Report link beside the school that is ready for confirmation.

# Confirm the Report

- District Home
- File Upload
- Data Navigator
- Certification
  - Confirm/Release Sites

## Confirm / Release Sites

[Confirm/Release Site List](#) > Confirm Site

### Confirm LOWER ELEMENTARY School

You are about to Confirm this report. Confirming the report verified the data in this report is correct. Your district superintendent will need to Certify the data after you have Confirmed the site.

Here are the totals you are Confirming for the site LOWER ELEMENTARY School

Certification	Count
Teachers Count	42

This information is used to fill in multiple State and Federal Reports. Please be certain these counts are accurate.

Cancel

Confirm the Data for LOWER ELEMENTARY

Verify the information is correct, then click the **Confirm** button.

# Confirm the Report

- District Home
- File Upload
- Data Navigator
- Certification
  - Confirm/Release Sites**
  - District Certification
  - Decertification Requests

[Confirm / Release Sites](#)

## Confirm/Release Sites - Site List

After verifying all of the information for a site is correct, confirm each site in your schools list. Once a site is marked "Confirmed", the data will no longer update. It will remain exactly as it was upon confirmation. If data corrections are necessary after a site was confirmed, the district superintendent will need to release the report. Releasing the report will update the data from what was in the Wave as of the last update time.

[Release Site Report](#)

Search...

School Name	School Code	Status	
SCHOOL ES	551055105	Confirmed	<a href="#">Release Site Report</a>
SCHOOL HS	551055705	Confirmed	<a href="#">Release Site Report</a>
INTERMEDIATE SCHOOL	551055705	Confirmed	<a href="#">Release Site Report</a>
LOWER ELEMENTARY	551055110	Confirmed	<a href="#">Release Site Report</a>
SCHOOL MS	551055505	Confirmed	<a href="#">Release Site Report</a>

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The school report may be unlocked from it's confirmed status by the authorized staff at the district. When all the schools have been confirmed, the report is ready for superintendent certification.

# Certify the Report

**Complete District Certification** OK School (55-1555) Staff Name Logout

[Complete District Certification](#)

### Complete Certification for TLE

All schools must be confirmed before certifying your district Below are the list of schools that need to be confirmed to certify.

School Name	School Code	Status
SCHOOL ES	55I055105	Open
SCHOOL HS	55I055705	Open
INTERMEDIATE SCHOOL	55I055705	Open
LOWER ELEMENTARY	55I055110	Open
SCHOOL MS	55I055505	Open

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The superintendent may select the District Certification option from the Certification menu on the left. Click the Complete District Certification link as shown on the slide. Upon completion, use the logout link in the upper right to exit the report.

# Resources

File Upload

Data Navigator

Data Reports

Certification

Resources

## About Resources

Welcome to the Resource Center — your one-stop hub for training materials, policy documents, instructional videos, and more. Select a category below to explore available resources, or choose All Resources to browse everything in one place. Use the search, filter, and sort tools within each category to quickly find what you need.

### Categories

All Resources 4 Resources

All Resources  
[View Resources →](#)

Training Materials 1 Resources

Training Materials  
[View Resources →](#)

Documents 2 Resources

Documents  
[View Resources →](#)

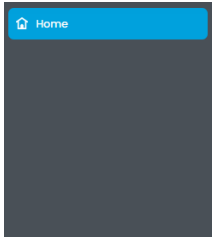
Videos 1 Resources

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The Resource menu contains links to training presentations, documents and recorded sessions. You must have an Affiliates account to open the links to the Document Store.

# Document Store



## Home

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[Data Spotlight Registration](#)

[Affiliates Document Store](#)

Helpful links are located on the Home screen where the report selection is located.

<https://w0oo7xpv.paperform.co>

[TLE Support Form](#)



Download QR Code

<https://hjpkar.paperform.co>

[Student Data Support Form](#)



Download QR Code

Support

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Reach out to the Teacher Support Department for questions related to the TLE.

Reach out to the Student Data Department for other data related questions.