

# KCS Teacher-Student Connection (TSC) FAQ

## What is Teacher-Student Connection?

After the conclusion of TCAP Achievement and End of Course testing this spring, teachers will link to the students they taught during the school year through the Teacher-Student Connection process. The data gathered in Teacher-Student Connection generates Teacher Effect scores which are used for a number of diagnostic and evaluative purposes.

The two most important points to consider in the claiming process are that, in the overwhelming majority of cases:

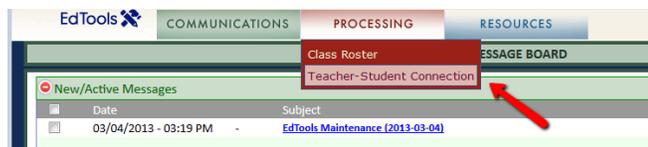
- All students should be claimed for 100% of their instructional time, and
- All teachers must personally claim and verify their linking rosters. Their signature is their confirmation of verification

## How is the Teacher-Student Connection data collected?

Teacher-Student Connection data is entered on the EdTools website:

<https://tdoe.randasolutions.com>

Teachers will have individual logins that may be provided by the School Test Coordinator. The Teacher-Student Connection is located under the Processing Tab on EdTools.



## Which teachers will need to complete Teacher-Student Connection?

Any teacher with a valid Tennessee license who instructs students in a content area or course with a state assessment (TCAP Achievement/ELSA, TCAP MAAS, TCAP K-2 or End of Course) will need to complete the Teacher-Student Connection.

## Why are Special Education teachers now required to complete Teacher-Student Connection?

In 2013, state legislation removed the prohibition on including Special Education students in individual teacher effect calculations. Therefore, students who are eligible for Special Education services under federal law are no longer excluded from teacher effect reporting. This means that Special Education teachers will also be linking to their students.

## What are teachers required to do in Teacher-Student Connection?

Teachers first must establish a Class Roster for each content area/course they teach under the **My Roster** tab. Once the roster is finalized, teachers go to the **Link Tab** to choose the appropriate amount of Instructional Time (Teacher Portion of Instruction) and Instructional Availability for each student.



## My Class Roster Tab

## How are the Class Rosters created?

Class rosters for grades K-8 are generated when students are assigned to a Teacher License Number (TLN) through the state student data system (EIS) data upload. For End of Course tests, rosters are generated by the Group Information Sheet (GIS). The state pulls TLNs based on course codes for the current school year for Reading, Language Arts, Math, Science, and Social Studies.

## To Create/Review Class Rosters:

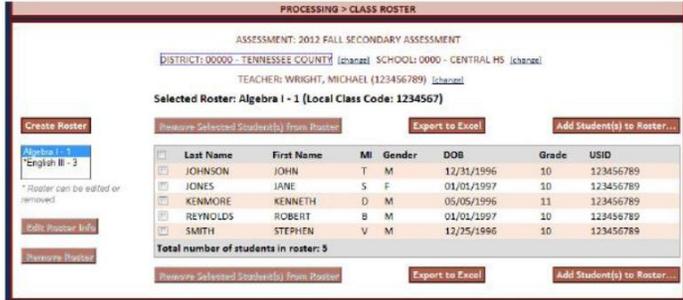
- Login to Ed Tools.
- Click on the Processing Tab.
- Click on Teacher Student Connection in the drop-down menu.
- Select the assessment from the "Select an Assessment" drop-down menu.
- Select the Teacher's Name from the "Select a Teacher" drop-down menu.

- Verify TN License Number
- Review the generated roster
- Add students that may have been in this class that does not appear on your roster

**Link Tab**

**How do the Linkage Roster and Class Roster differ?**

When teachers click on the **Link Tab**, the Linkage Roster opens and new information on Instructional Time (Teacher Portion of Instruction) and Instructional Availability is available for each student. **Teachers will need to verify both the Instructional Time and the Instructional Availability for each student on the roster.**



**How are changes made to the Class Roster?**

It is possible that teachers may have students on their rosters for content areas/courses they do not teach. The students need to be deleted from the roster. It is also possible that not all of the students taught are on the roster, so they will need to be added. There are buttons on the roster page to delete students from the roster or add students to the roster. In some cases, there may be no students pre-loaded for a teacher which means that the entire Class Roster will need to be created by clicking the Add Student(s) to Roster button.

**Edit my class roster for TVAAS teacher reporting:**

Please select an action:  Apply Changes to Selected Student(s)  
 Select the student(s) from your class roster (below) to edit for linking:  
 Currently viewing: **My Linkage Roster** [Click to see 'all linkage data for school'](#)

Student's Name (USID)	Grade	RLA	Math	Sci	Sec
LASTNAME, FIRSTNAME X (000000000)	3	100% (F)	100% (F)	100% (F)	100% (F)
LASTNAME, FIRSTNAME X (000000000)	3	100% (F)	100% (F)	100% (F)	100% (F)

**How is Instructional Time (Teacher Portion of Instruction) determined?**

Instructional Time is the percentage of time a teacher spent as the primary classroom instructor in a content area for each student. For example, if a teacher is solely responsible for a student's classroom instruction for the duration of the instructional period, the teacher claims 100% instructional time. If the teacher splits that responsibility *equally* with another teacher, each would claim 50%. It should be noted that any teacher claiming portion of a student's instructional time must be a multiple of 10%. Every teacher who taught a student for any portion of the school year needs to roster and link to those students. This includes teachers in interim positions. Every effort should be made to have teachers on leave roster and link their students as well. In limited situations, students may have been without a certified teacher for an extended time. In those instances some students may be claimed under 100% with approval of the building principal and the Supervisor of Assessments.

Ensure that the roster below contains all of the students for whom you were instructionally responsible at any time during this academic year. Use buttons below to navigate to the different content areas. All four content areas are shown for consistency.

My Class Roster - Add Student(s) to Roster...

TOR = Quick Score Teacher of Record  
 CP = Class Period

STATUS KEY: ■ Absent ■ DNA/Refusal ■ Ineligible ■ Nullified ■ Med Exempt

Student's Name (USID)	Status	IEP	Grade	RLA	TOR	CP
LASTNAME, FIRSTNAME X (000000000)			3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1

**Content Area** – The initials of the current content area are shown at the top of the column. For example, RLA is Reading/Language Arts. Teachers should make sure this column is checked if they provided instruction in this content area to the students on the roster.

**TOR** – is Quick Score Teacher of Record – this should be checked if the student is currently on a teacher's grade book, and he or she will need the Quick Score for the final grade. Only one teacher may be the TOR for each student within a content area.

**CP** – Class Period, this is for the organization of Quick Scores and is required – even self-contained classes should have a class period assigned to each content area if that teacher is the TOR. Once a teacher completes verification of the Class Roster, he or she will then go to the Link Tab and open the Linkage Roster to complete the process.

**Teacher Portion of Instruction**

Indicate which subjects you are editing and select the correct percentage of time for which you provided classroom instruction

Editing	Subject	10%	20%	30%	40%	50%	60%	70%	80%	90%	100%
<input type="checkbox"/>	Reading / Language Arts (RLA)	<input type="radio"/>	<input checked="" type="radio"/>								
<input type="checkbox"/>	Mathematics (MA)	<input type="radio"/>	<input checked="" type="radio"/>								
<input type="checkbox"/>	Science (SC)	<input type="radio"/>	<input checked="" type="radio"/>								
<input type="checkbox"/>	Social Studies (SS)	<input type="radio"/>	<input checked="" type="radio"/>								

Changes are made to Instructional Time by clicking on the box next to a student's name in the Linkage Roster and then clicking on the appropriate percentage in the Teacher Portion of the Instruction box. To save changes click on the "Apply Changes to Selected Student(s)" button at the bottom of the page.

### **How is the percentage for Instructional Time determined for a student who receives instruction in a Special Education setting?**

The IEP is the guide for the claiming of Special Education Students. If students receive all of their instruction from a Special Education teacher, then that teacher claims the students for 100%. When students are receiving content instruction from a Special Education teacher and from a Regular Education teacher, then the teachers must determine their percentage of instruction for the students based upon the total time that the students are receiving instructional content.

### **How is the percentage for Instructional Time determined for a Special Education student who receives instruction in a regular education setting?**

**Co-teaching:** When a student is provided IEP services in a regular education setting and receives instruction from both a regular education teacher and a Special Education teacher, the time for Special Education students placed in the co-taught class due to their IEP will need to be split evenly.

For example, if a regular education and Special Education teacher co-teach an Algebra I class, they will claim 50% each on ALL Special Education students (in the class due to their IEP). The Regular Education teacher will claim 100% for all Regular Education students and any Special Education student who happens to be in the co-taught class NOT due to their IEP.

**Special Education Assistants:** If the student is in a general education classroom with support from a Special Education assistant, the regular education teacher would be linked to this student for 100% of the instructional time. An assistant will not have individual teacher effect.

**Special Education Supervisory Staff** will assist in helping to determine necessary splits between Regular and Special Education teachers.

**RTI, Learning Labs and other interventions** are not considered to be a part of the regular class instruction. Time in those areas should not be considered a part of the instructional percentage; we classify these venues as support to the classroom instruction. Again, unless the intervention is part of the student's IEP, it is **not** included as part of Instructional Time.

**ELL Teachers** will not claim students as they are not responsible for teaching the assessed content.

### **What is Instructional Availability?**

- Instructional availability is determined by the number of days a student is available for instruction during the *entire* instructional period. The Instructional Availability that is pre-loaded under the Link Tab is pre-populated from information reported on TCAP Achievement/ELSA, K-2, and End of Course answer documents. **Instructional Availability depends upon when the student enrolled at the school as well as his or her attendance.**
- Instructional Availability (IA) pertains to the number of days a student is Instructionally Available while enrolled in a school and not one particular teacher's classroom. (If a student had perfect attendance for the school year and had Teacher A for the first semester and Teacher B for the second semester, the student's IA would be 150 days or more because the student has been IA over 150 days at the school. While the student was not with either teacher for 150 days, his IA was still over 150.)
- TCA 49-1-606 (a) states: A student must have been present for one hundred fifty (150) days of classroom instruction per year or seventy-five (75) days of classroom instruction per semester before that student's record is attributable to a specific teacher.
  - **Used stock pile days are not counted as absent or unavailable for instruction.**
  - **In 2013-2014 KCS used 8 stockpile snow days. These days are to be considered Instructionally Available days.**

- For our YL classes for 2013-2014: we had 167 + 8 (stockpile) = 175 instructional days for 2013-2014
- For S2 classes for 2013-2014: we had 79 + 4 (stockpile) = 83 instructional days for 2013-2014

Traditional Schedule (approximately 180 days)	Modified Schedule (approximately 90 days)
<ul style="list-style-type: none"> <li>• Full – F (150 days or more)</li> <li>• Partial – P (75-149 days)</li> <li>• Excluded – (74 days or fewer)</li> </ul>	<ul style="list-style-type: none"> <li>• Full – F (75 days or more)</li> <li>• Partial – P (38-74 days)</li> <li>• Excluded – (37 days or fewer)</li> </ul>

Documented Absences include but are not limited to:

1. Student Absence
2. Student Days in ISS/OSS
3. Field Trips (when students miss instruction in your class while participating in another teacher's field trip)
4. School-Wide Assemblies
5. Entire classes missed due to testing – PLAN, ACT, PSAT, ASVAB(not including Discovery Ed)

Changes are made to Instructional Availability by clicking on the box next to a student's name in the Linkage Roster and then clicking on the appropriate percentage in the Student Instructional Availability box. To save changes, click on the "Apply Changes to Selected Student(s)" button at the bottom of the page.

#### Student Instructional Availability

Indicate which subjects you are editing and select the appropriate choice for the selected students' availability

Change Coding	Subject	Full	Part	X-IA
<input type="checkbox"/>	Reading / Language Arts (RLA)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	Mathematics (MA)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	Science (SC)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	Social Studies (SS)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Teacher Student coding should be chosen for the student based upon the students anticipated availability for instruction/enrollment/attendance; this is not an indication of the number of days present when the test is taken.

Traditional Schedule: Full (150 days or more), Part (75-149 days), and X-IA (74 days or fewer)  
 Modified Schedule: Full (75 days or more), Part (38-74 days), and X-IA (37 days or fewer)

Action: Link Selected Student(s)

# of Students Selected: None  
 Selected Subject(s): No subjects selected!

Apply Changes to Selected Student(s)

## Teacher Effect Reporting

### What determines a student's inclusion in Teacher Effect report calculations?

According to TCA 49-1-606 (a), only students claimed as Full Instructional Availability (F) are included in teacher effect calculations. MAAS student test scores are not used in the Teacher Effect calculations.

### How does a student's Instructional Time (Portion of Instruction) impact a Teacher Effect calculation?

Teacher Effect calculations are generated according to the number of *full-time equivalent* students linked by the teacher. The number of full-time equivalent students is calculated from the sum of the Teacher Portion of Instruction for each fully Instructionally Available student.

### How many students does it take to generate a Teacher Effect report?

**For TCAP Achievement/ELSA Grades 4-8** if a teacher has a minimum of *six full-time equivalent* students claimed for a particular subject and grade, he or she will receive a Teacher Effect score.

**For TCAP Grade 3 and SAT-10 Grades 1-2**, if a teacher has a minimum of *six full-time equivalent* students claimed for a particular subject, and a minimum of *ten overall* students claimed for that subject and grade, he or she will receive a Teacher Effect score.

**For End of Course**, if a teacher has a minimum of *six full-time equivalent* students claimed for a particular subject, and a minimum of *ten overall* students claimed for that subject he or she will receive a Teacher Effect score.

\*All students included must have a sufficient Tennessee test history.

Here are examples of how Instructional Time and Full-time Equivalent students determine whether or not a teacher will get an Individual Teacher Effect Report:

- **TCAP Achievement/ELSA:** A 4th grade Mathematics teacher claims 25 students. Five students are claimed as Partial instructional availability (P) – those students will not be included in the teacher's teacher effect calculation. The other 20 students are claimed at Full Instructional Availability (F) and 30% instructional time. The teacher will have *six full-time equivalent* students (20 students x .30 percentage of instruction = 6). Because TCAP Achievement/ELSA (3-8) teachers must have at least *six full-time equivalent students*, the teacher will receive a teacher effect score.
- **End of Course:** A Biology I teacher claims nine students. All nine students are claimed as Full Instructional Availability (F) and 100% instructional time, and they all have *at least three prior test scores*. Because End of Course teachers must have *six full-time equivalent*

*students and 10 overall students with at least three prior test scores, the teacher will not receive a teacher effect score.*

### **What is the Ineligible Roster, and which students need to be added to it?**

The Ineligible Roster is used to account for students who will not be linked to a teacher for specific reasons. Examples include online learners and absent students. The Ineligible Roster is available only through the school administrator logins that are provided to principals and school test coordinators. Other school users do not have access to the Ineligible Roster.

**Student Ineligible:** This category is used to identify middle school students who take high school classes with an EOC and do not take the related TCAP subtest and students who take one or more TCAP subtests at a higher grade level (off-grade testing). Students were not enrolled in the course (Not Enrolled).

For example, an eighth grader who is enrolled in Algebra I must take the Algebra I EOC. This student would take the Grade 8 TCAP Reading/Language Arts, Science, and Social Studies subtests, but would leave the TCAP Math subtest blank. To account for this student in the Teacher-Student connection process, the student would be linked to the Algebra I teacher and would be added to the Ineligible Roster as "Student Ineligible" for Grade 8 TCAP Math.

**Absent Students:** On the Ineligible Roster, students without responses in one or more of the content areas are automatically marked as absent and each corresponding content area is highlighted in red.

### **When will the Quick Score Reports be released?**

Upon completion of Teacher-Student Connection, the state will provide Quick Score reports for each school that include a roster of students tested by subject (and by grade level for TCAP) with a numerical grade between 0 and 100 for each student. The TCAP Achievement/ ELSA, TCAP MAAS, and EOC Quick Score Reports are located on EdTools under the Reporting Tab. The Quick Scores will not be posted until the Teacher-Student Connection is completed for all KCS schools.