

TNAtlas User Guide

The TNAtlas system is designed to facilitate data-driven, continuous improvement practices and processes for educator preparation providers (EPPs). TNAtlas provides access to current and historical EPP Annual Reports, operationalizes EPP reviews and approval processes, and facilitates data collection for research purposes.

Getting Started

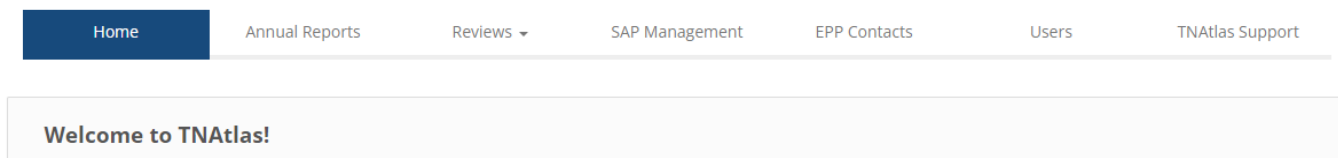
Logging In

To log into TNAtlas, you must be a registered user with assigned login credentials. New users will receive an introductory email from “TDOE TNAtlas” with a link to create a unique password for logging into TNAtlas. If you have not been assigned login credentials, please contact your EPP administrator.

1. Navigate to www.tnatlas.com
2. Enter your username and password.

Navigation

TNAtlas is comprised of several functions, organized in tabs at the top of the screen. By clicking on the title of each tab (e.g., Annual Reports, Reviews, SAP Management, EPP Contacts or Users), you will be directed to a different function of TNAtlas.



Home - Home is the default landing page when logging into TNAtlas. On the Home page, users will see important department updates, links to state board policies, an archive of the Human Capital Update, and links to TDOE news items.

Annual Reports - EPP Annual Reports data and corresponding technical guides can be found within this section.

Reviews - All reviews (e.g., Comprehensive, SAP, Interim, Focused) and additional requests for information from EPPs are included in this section.

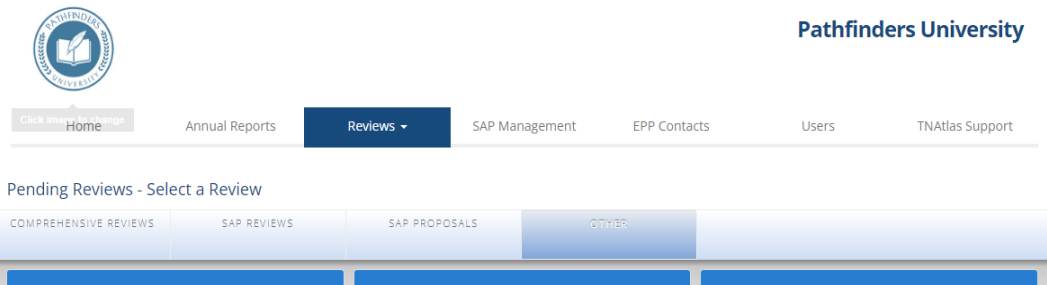
SAP Management - SAP Management contains all information regarding EPP specialty area programs.

EPP Contacts - EPP Contacts allows EPPs to assign contacts for designated EPP roles.

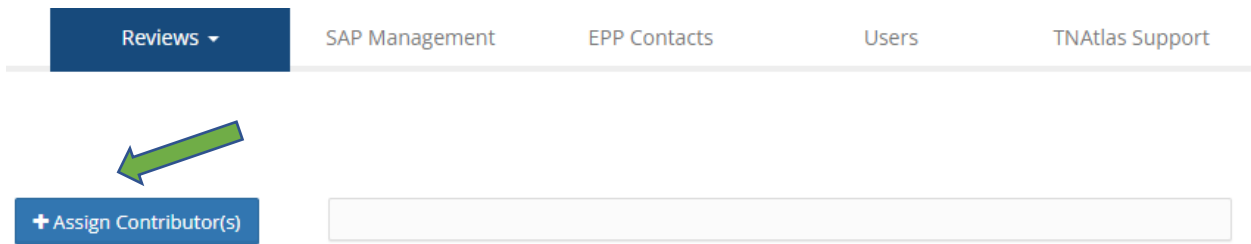
Users - Users allows EPPs to manage the TNAtlas users within the EPP.

Submitting Proposals and Reviews

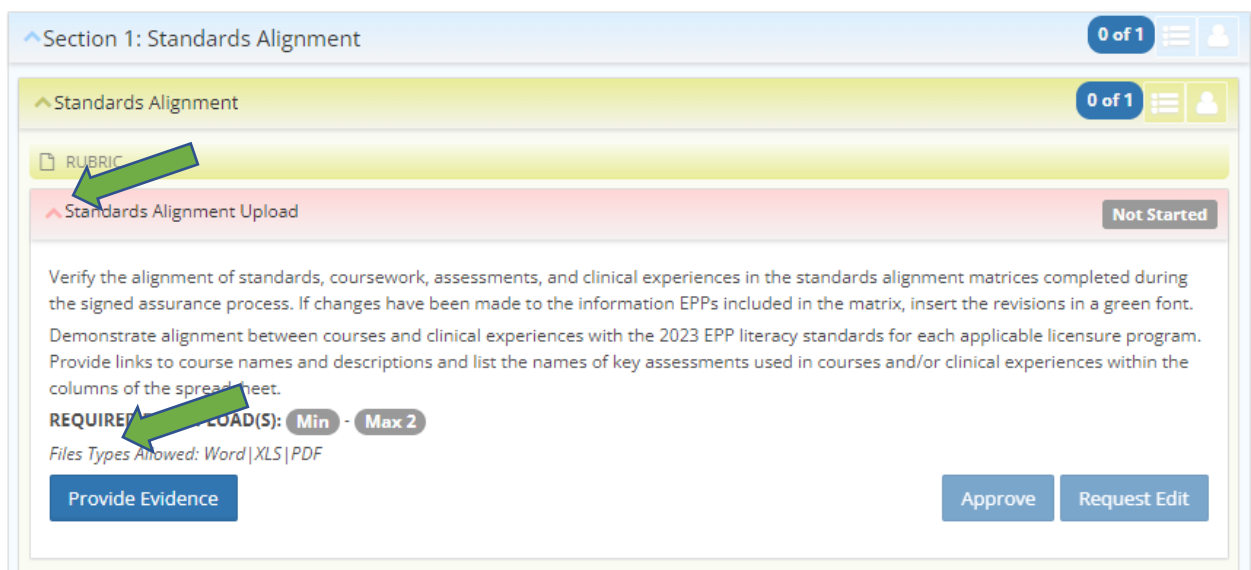
Reviews and proposals will be in the Reviews section. From the homepage, go to **Reviews >My EPP Reviews**. From this page you will select the type of review or proposal that you are submitting (i.e., Comprehensive Review, SAP Review, SAP Proposal, or Other).



To enter evidence, users must first be added as a Contributor. To do so, an EPP administrator must go to **Assign Contributor** and add the name(s) of the individual(s) who should have access to submit evidence.



To enter evidence, click the arrow on the left of each section to open the dropdown menu. Click **Provide Evidence**.



Uploading Documents

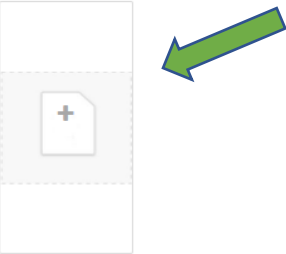
To upload documents, click **Provide Evidence**. Upload the requested document and click **Save**. Once you are satisfied with your response click **Submit to Admin**.

1.1.A Head Administrator Attestation Form Upload

- Agreement with statements listed
- Understand that electronic approval is equivalent to signature
- EPP Head Administrator name, title, date, and signature (electronic allowed)

REQUIRED FILE UPLOAD(S): Min - Max 1

Files Types Allowed: Word | PDF



Save Submit to Admin

Entering Narrative

- To respond to a narrative request, click **Provide Evidence**. Type or paste the narrative response in the box. (*Please be mindful of character limits.*) Click **Save**. Once you are satisfied with your response click **Submit to Admin**.

Note: Save can be used multiple times to save progress of the work entered. Submit to Admin means the section is complete and ready for the head admin to review as part of the final submission process.

3.1.A 3.1 Narrative

Address how the EPP will effectively teach the following to teaching candidates in their program:
foundational literacy skills of phonemic awareness, phonics, fluency, vocabulary, and comprehension
 without using "MSV" (meaning, syntax, visual) cueing or pictorial cueing as a differentiated learning approach.

REQUIRED EVIDENCE: Text, Max 9999 Characters

STATUS:

B I U S | | | | | | | | | | H x₂ x² | |

Character Count 0

Save Submit to Admin

Optional Sections

Optional sections must be submitted and reviewed by the administrator even if you are choosing not to provide the optional evidence. To do so, click **Provide Evidence > We choose not to submit this optional evidence > Save > Submit to Admin**.

3.1.B 3.1 Evidence Upload (Optional)

Optional: Upload files of samples of evidence (e.g., weekly schedule, syllabi, candidate assessments) to support reviewers' understanding of the narrative response.

STATUS:

OPTIONAL EVIDENCE UPLOAD(S): Min - Min 5

☒ We choose not to submit this optional evidence.

Files Types Allowed: Word | XLS | PDF

Save Submit to Admin

Submission

Prior to submitting, the proposal must be approved by the EPP Administrator. To do so, the administrator will review each section and select either **Approve** or **Request Edits**.

Section 1: Standards Alignment 0 of 1

Standards Alignment 0 of 1

RUBRIC

Standards Alignment Upload Not Started

Verify the alignment of standards, coursework, assessments, and clinical experiences in the standards alignment matrices completed during the signed assurance process. If changes have been made to the information EPPs included in the matrix, insert the revisions in a green font. Demonstrate alignment between courses and clinical experiences with the 2023 EPP literacy standards for each applicable licensure program. Provide links to course names and descriptions and list the names of key assessments used in courses and/or clinical experiences within the columns of the spreadsheet.

REQUIRED FILE UPLOAD(S): Min - Max 2

Files Types Allowed: Word|XLS|PDF

Provide Evidence Approve Request Edit

You will notice a green check mark on each section once all areas have been approved. The administrator can then agree to the terms and conditions and click **Submit**.

☐ I agree to the Terms and Conditions*

Should you have any questions or encounter any difficulties while using TNAtlas, contact Educator.Preparation@tn.gov.

Submit

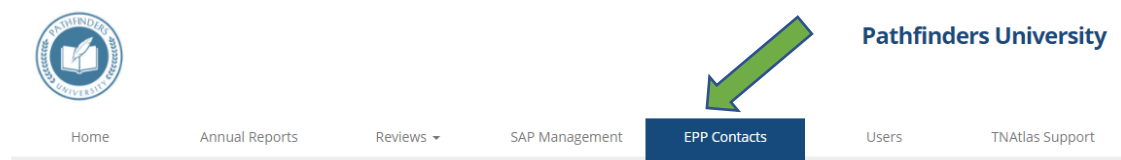
SAP Management

This section contains all information regarding EPP specialty area programs. EPPs can search their approved and conditionally approved programs by endorsement area, licensure program, program level, clinical type, or approval status.

EPP Contacts

This section is used by the department to share pertinent information with the appropriate EPP contacts. EPP contacts are required for the following roles: EPP Head Administrator, Director of Teacher Education, CAEP Coordinator/Comprehensive Review Lead, Literacy Lead, and Occupational Education Programs Lead.

- 1. Click the EPP Contacts tab.



- 2. Click the plus sign next to the title that you would like to add.



- 3. Select a user from the dropdown and then click **Add User**.

[Home](#)
[Annual Reports](#)
[Reviews](#)
[SAP Management](#)
[EPP Contacts](#)
[Users](#)
[TNAtlas Support](#)

Add EPP Contacts

Role:

Director of Teacher Education

User:

Select a User

[Add User](#)
[Go Back](#)

To remove or change a contact:

1. Click the bar of the title that you would like to change.

EPP Contacts

[Expand All](#)
[Export](#)
[Add New User](#)

EPP Unit Head	
Director of Teacher Education	+
Licensure Officer	+
CAEP Coordinator/Comprehensive Review Lead	+

2. Click the trash can icon to the right of the contact that you would like to remove.

EPP Contacts

[Expand All](#)
[Export](#)
[Add New User](#)

EPP Unit Head					
#	First Name	Last Name	Email	Title	Phone Number
1	Educator	Preparation	Educator.Preparation@tn.gov		(615) 961-8832
Director of Teacher Education					
Licensure Officer					
CAEP Coordinator/Comprehensive Review Lead					

- The plus sign will appear, and you will be able to add the new contact.

Registering Users

Users can be registered by the EPP Administrator from the Users tab:

- In Users, click **Register Users**.



User Search

Last Name: First Name: Organization Affiliation: Status:

User List - Click on any record for details or edit

LastName	FirstName	Organization	City	State	EmailAddress	Status
Clark	Lauren	Pathfinders University	Knoxville	TN	1dr.jenevaclark@utk.edu	Active
Clark	Lauren	Pathfinders University	Nashville	TN	noyewih590@anyqx.com	Active
DeletingSoon	Test	Pathfinders University	Nashville	TN	sb39@hood.edu	Inactive
Deurlein	Michael	Pathfinders University	Nashville	TN	mdeurlein@gmail.com	Active
DevTest	EPP	Pathfinders University	Nashville	TN	educationepp1@gmail.com	Active
Ignore	Testing	Pathfinders University	Nashville	TN	xarimin116@mailivw.com	Pending
Preparation	Educator	Pathfinders University	Nashville	TN	Educator.Preparation@tn.gov	Active

- Enter the email address, first name, last name, department, title, and address of the person being registered.
- User roles determine the access level granted to the user. The *default* access level granted to all users is “viewer.” Click the role to assign different access level(s) for the user. Multiple roles can be granted to a user by holding the control key (PC) or command key (Mac) and clicking on multiple roles. See below for role descriptions.

User Role	Description of Access
Viewer	This role allows users to view content within the TNAtlas portal but does not allow the user to input or manipulate data or other responses in the portal. This is a role that might be assigned to an individual who may provide internal review for the EPP, but not enter data into the portal or submit material from the EPP to TDOE. <i>All individuals registered in TNAtlas will have this access.</i>
Reviewer	This role should only be assigned by TDOE.

Contributor	This role is for users who will be responsible for entering data, reviewing supplied data, or providing material to be used in the review processes. This role should be assigned to a program director, department chair, or other individual within the EPP who will be responsible for providing the Administrator with completed material for submission to the department. The completed material could be in several forms, but most commonly it will be for responding to prompts related to program proposals or reviews, submission of Annual Report data to the EPP Portal, or reviewing and validating Annual Report data.
Admin	This role is for the individual who has ultimate responsibility for the validation and submission of content to TDOE for the EPP. This role should be assigned to an individual who will have responsibility to delegate tasks to established internal users and approve final submission of material to the department.
User Admin	This role is for the EPP's TNAtlas systems manager. This user is responsible for user and account management. This role should be assigned to an individual who will be tasked with managing the users and their individual rights within the EPP. This person will have the ability to manage users but will not have data input capacity.

4. Read the agreement at the bottom of the page, click the box to accept, and then click **Create**.

Address Line1* 710 James Robertson Parkway

Address Line2 Max. 40 characters

City* Nashville

State* Tennessee

Zip* 37243 Optional

Primary Phone Number Main (615) 613-1890 Extn.

Secondary Phone Number Select Phone Type Extn.

Agreement By adding this user to the TNAtlas application I understand that it is my responsibility to have verified the user's identity, approved the need for them to have system access and to deactivate their ID once they are no longer engaged in a role within my organization that justifies system access.

☐ I accept*

Create Clear Form Cancel

Once registered, the new user will receive an introductory email from **TNAtlas** with a link to create a TNAtlas login password. When the link is clicked, a window will open taking the user to the password screen where a unique password may be created. **Please note that this link will expire in 72 hours.** If the user does not create their password within the 72-hour timeframe, the User Admin will need to resubmit the user registration.