



# **SPEAR: Summer Programs Enrollment & Attendance Reporting**

Enrollment Manual  
Tennessee Department of Education | May 2024



# Overview

The Tennessee Department of Education (TDOE) is releasing the 2024 SPEAR application for reporting enrollment and attendance for summer programming. This instructional guide provides information on managing enrollment within the application. As always, please consult with your team and board attorney to ensure all data is handled in compliance with board policies and state and federal laws relating to student privacy.

Please note, as stated in the Tennessee Learning Loss Remediation and Student Acceleration Act (Tenn. Code Ann. Title 49, Chapter 6, Part 15), all learning loss remediation and student acceleration programs must be in-person. School districts must offer summer programming and may partner with each other to jointly establish the programs. They may also seek assistance from public or non-profit community partners. Public charter schools may choose to offer summer programming or work with the student's district of residence to ensure they have summer programming options. For summer 2024, districts will complete two documents in ePlan: 1. Summer Programming Waiver Request 2. Summer Programming and Transportation Funding Application. Guidance on allowable flexibility for summer programming can be found on the [Learning Acceleration page](#).

## District Roles Involved in Setup and Reporting

### EIS (Education Information System) Coordinator

- Coordinate Single Sign On (SSO) and access requests to SPEAR.
- Submit the teacher bulk template for populating Teachers into SPEAR.
- Requests access from Pearson for Schoolnet administrators.
- Documents and distributes local district plan to summer program leaders for managing individual teacher and administrator requests during the Summer Programming window.

### Key Links

[SSO Quick Start Guide](#)

[SSO Account Requests](#)

[Administrator Access Requests](#)

[Teacher Bulk Enrollment Form\\*](#)

[Teacher Access Tracker](#)

### District Administrator

- Collaborates with EIS Coordinator for populating teacher bulk templates prior to submission.
- Has access to the SPEAR Admin Portal for their assigned district.
- Ensures all classes for Summer Programming are created and **roster classes by rising grade** to ensure accurate reporting of attendance and assessments – See the [Enrollment via SPEAR Admin Portal](#) section for a guide.
- Reviews class rosters, attendance, make up days, and assessment data in SPEAR reporting for accuracy – See the [Reviewing SPEAR Data](#) section for a guide.

Updated May, 2024 | 2

## Key Links

[Orion](#)

[SSO Quick Start Guide](#)

[SPEAR Admin Portal](#)

[All 2024 Summer Guidance](#)

## School Administrator

- Collaborates with EIS Coordinator and district administrator (when applicable) for populating teacher bulk templates prior to submission.
- Has access to the [SPEAR Admin Portal](#) for their assigned schools.
- Ensure assigned school classes for Summer Programming are created and **rosters classes by rising grade** to ensure accurate reporting of attendance and assessments – See the [Enrollment via SPEAR Admin Portal](#) section for a guide.
- Reviews class rosters, attendance, make up days, and assessment data in SPEAR reporting for accuracy– See the [Reviewing SPEAR Data](#) section for a guide.

## Key Links

[Orion](#)

[SSO Quick Start Guide](#)

[SPEAR Admin Portal](#)

[All 2024 Summer Guidance](#)

## Teacher/Staff

- Tracks attendance records by class for students.
- Tracks make up day attendance for students.
- Reports non-participant students to administrators to remove from class roster on the [SPEAR Admin Portal](#).
- Submits Math post assessment scores for rising grades 1-3 in the SPEAR Attendance Application
- Administers Rising grade 4 - 9 Assessments in Schoolnet.

## Key Links

[Orion](#)

[SSO Quick Start Guide](#)

[All 2024 Summer Guidance](#)

## Charters

Charter schools managing separate summer programming than the district must contact the district EIS coordinator to ensure proper access is given to administrators and teachers as soon as possible and we recommend at least three weeks prior to the start of summer programs. This will ensure EIS coordinators are available to assist in requesting SSO accounts or SPEAR access before the summer break. Charter administrators may be given School Administrator access to multiple schools. Each

school access request must be submitted individually to the [Administrator Access Request form](#).

## Enrollment Changes for Summer 2024

SPEAR has been enhanced with additional functionality to support district enrollment and reporting efforts.

### **Teachers now have immediate access to data in the attendance app when assigned to a class.**

To ensure all teachers in the SPEAR database have been set up correctly, creating and granting teachers access to the attendance app has been merged into a single automated process. Learn more in the [SPEAR Attendance Access for Teachers](#) section of this guide.

Bulk enrollment templates were eliminated, and that process has now been replaced with the new SPEAR Admin Portal Enrollment process. The new enrollment process within the SPEAR Admin Portal will pre-load teachers and students into the SPEAR database prior to districts creating and rostering classes. Pre-loading teachers will be supported through the teacher process referenced above. All students in each district in rising grades 1 – 9 will be loaded to the SPEAR Admin Portal for districts to be able to quickly sort, select, and place into classes.

Support for adding multiple students and teachers in a created class has been added to the new enrollment process. Once added, district users will see the classes and students immediately in the Attendance app with no additional processing time.

### **Data management has been reworked to improve the Schoolnet assessment-taking experience.**

Fewer fields are now editable in the SPEAR Admin Portal for classes and teachers to ensure data integrity across SPEAR and Schoolnet for administering assessments. Changes to teachers will be facilitated through the new request process. Class names are now auto generated and will contain the rising grade, program type, school, and other indicators specific to the district. The standardization of names will ensure easy identification of the section in Schoolnet for administering assessments, as well as ensure dependable access to the assessment platform for students and teachers.

### **Districts now have access to comprehensive enrollment data reports with export functionality.**

The reporting section of the SPEAR Admin Portal now contains data reports specifically designed for reviewing and correcting enrollment data. When paired with the new enrollment flow, updating class rosters, and making corrections to attendance data should be more efficient for districts.

### **Receive dynamic updates about SPEAR data with the new program dashboard.**

As district staff update enrollment, attendance, and assessment information, the dashboard will summarize enrollment counts and grant insights on program participation and performance. Metrics on actively reporting classes, submitted assessment scores, and district reporting activity will help districts close out summer programming confident in the completeness of their reported data. The program dashboard will be available after May 20<sup>th</sup>, 2024, on the SPEAR Admin Portal.

Updated May, 2024 | 4



## Enrollment Key Dates

The following are key dates in the enrollment process. Additional information about each step can be found in greater detail in later sections of this manual.

### EIS Coordinators – Start Now

- [Request Single Sign On \(SSO\)](#) for teachers and administrators without a teducation.net email.
- New This Year:** [Request Teacher Access to SPEAR](#) Districts must submit a bulk teacher template to add and provision teachers to SPEAR.
- [Request SPEAR access](#) for district and school administrators.
- [Request separate administrator access](#) for Schoolnet.
- [Ensure SPEAR Admin Portal Guidance manual](#) is available to administrators accessing the [SPEAR Admin Portal](#).

### Administrators – Begin Now or Three Weeks Prior to Camp Start Dates

- New this year:** Create classes and assign students and teachers in the [SPEAR Admin Portal](#).
- Ensure all users know and understand login credentials and processes.
- Distribute [Attendance App Guidance](#) to teachers and others accessing the mobile application.
- Ensure teacher have access to **both SPEAR Attendance App and Schoolnet** (rising grades 4 – 9).

### Administrators - When Applicable

- Remove students who did not attend summer programming from class rosters in the SPEAR Admin Portal.
- Update class start/end dates if summer programming is delayed or interrupted.

### Teachers and Administrators – By End of Summer Programming

- Update Class Start/End dates if changed.
- Remove students who did not participate from class rosters in the [SPEAR Admin Portal](#).
- Ensure attendance records for participating students are up to date and accurate.
- Ensure make up days for participating students have been recorded.
- Ensure summer programming post assessments have been recorded (post assessment for rising kindergarten and math post assessment for rising grades 1 - 3).

## Assessment Reporting via SPEAR for Summer 2024

This section outlines the assessment scores to be submitted via the SPEAR Attendance Application and SchoolNet. Detailed Guidance on assessments for summer programming is available on the [Learning Acceleration page](#).

### Rising Kindergarten ELA Post Test Reporting

Districts must report post test scores for Rising Kindergarten students participating in Summer Learning camps or Summer/STREAM hybrid camps. Teachers may navigate to the student's assigned class in the attendance app to submit assessment scores. **Submit Rising Kindergarten Post scores as a percentage between 0 and 100.** Review the [Assessment Score Reporting](#) section of this guide for submitting scores via the attendance application.

### **Rising 1 to 3 Math Post Test Reporting**

Districts must report math post test scores for Rising 1 to 3 students participating in Summer Learning camps or Summer/STREAM hybrid camps. Teachers may navigate to the student's assigned class in the attendance app to submit assessment scores. **Submit Rising 1 to 3 Math Post scores as raw scores between 0 to 10.** Review the [Assessment Score Reporting](#) section of this guide for submitting scores via the attendance application.

### **Rising 4 to 9 Schoolnet Assessments**

Students enrolled in Learning Loss Bridge Camps (Rising 4-9) will access Schoolnet to take summer programming assessments. Students and teachers will have access to the required assessments in Schoolnet if they are assigned to a class with the appropriate rising grade. Records are transferred from SPEAR to Schoolnet every Monday through Friday at 3 pm central. Teachers and students added before 3 pm will have access at 9 am central the following morning. A teacher must have an account registered in Schoolnet. Refer to the [Schoolnet Access for Administrators and Teachers](#) section for requesting Schoolnet accounts for teachers and administrators.

## **Summer Program Components**

There are three main components to ensuring proper enrollment for students in summer programs.

### **Program Types:**

Summer program types are used to designate the camp(s) a district is using. Districts should use a combination of the following types of camp for enrollment:

1. **Learning Loss Bridge Camp (rising grades 4 - 9):** Use for rising grades 4 - 9.
2. **Summer Learning Camp (rising K - 3):** Use when districts are tracking attendance and staffing separately from STREAM camp.
3. **STREAM Camp (rising K - 3):** Use when the STREAM Camp program is offered as a separate unit or separate session from the Summer Learning camps and not embedded as part of the Summer Learning Camp day.
4. **Summer/STREAM Hybrid (rising K - 3):** Use when STREAM camp is embedded within the Summer Learning Camp day (can be during the day or before/after Summer Learning Camp).

### **Teacher and Teacher Assignment:**

Provided a teacher has an SSO account and has been submitted through the [teacher request](#) process, teachers assigned to summer programming classes will have access to the [attendance application](#) where they will report absences throughout the summer. Teachers will be assigned to either ELA or Math as the subject taught to facilitate additional required assessment reporting.

### **Student and Student Assignment:**

Students participating in summer programming will be assigned to classes to report the student's absences, make up days, and assessments (when applicable.) For reporting purposes, there is a distinction between a student's rising grade versus assigned grade.

**Rising grade** – A student will be enrolled in summer classes based on the student's rising grade. For instance, if a student attended third grade for the 2023-24 school year and will be transitioning to fourth grade for the 2024-25 school year, the student's rising grade is fourth grade and the class the student is enrolled in will be rising fourth grade.

**Assigned grade** – A student's attended grade for the 2023-24 school year. The student's assigned grade should match what displays in EIS for 2023-24 for the student.

## **Requesting SPEAR and Schoolnet Access for Administrators and Teachers**

**Please note, only an EIS coordinator will have access to forms and request links below.**

EIS Coordinators should complete the requests for teachers and administrators PRIOR to the class creation and enrollment phase managed by district/school administrators via the [SPEAR Admin Portal](#). If an alternate EIS coordinator position /person is required, that individual must be identified and approved prior to the conclusion of the school year.

### **Important!**

EIS Coordinators, or their designee, will need to be available throughout summer programming to add additional teachers or administrators.

### **Single Sign On (SSO) - Required**

Teachers and administrators MUST have an active single sign on (SSO) account PRIOR to requesting access to the SPEAR Admin Portal or Attendance Application.

To request SSO access for newly hired staff, go to the [SSO Request form](#) and submit the required information.

### **SPEAR Admin Portal Access for Administrators**

**Note: The Administrator Access Request process does not provide access to Schoolnet. Please see the following section for information on Schoolnet access for administrators.**

The EIS Coordinator will be asked to request access for all required staff members as soon as possible, or at least three weeks prior to the start of summer programming.

### **SSO Account Requests**

All staff members must have active Sign-On (SSO) accounts to receive access to the SPEAR admin portal. EIS Coordinators may request individual SSO account creation through the [SSO Request form](#).

### **SPEAR Admin Portal Access Requests**

EIS Coordinators may request administrator access via the [Administrator Access Request form](#). User access requests will be processed by end of the following business day. Requesting access to the SPEAR Admin Portal does not provide access to Schoolnet.



## Administrator Access and Functionality

It is understood that throughout the summer, administrators may need to update enrollment records. Please see the [Managing Spear Data section of this document for specific instructions on how to best make this updates.](#)

**Note:** If a staff member or teacher will be tracking make up days and needs to access all students via the attendance app for tracking purposes, consider requesting school or district administrator access for the staff member instead of teacher access. Otherwise, the staff member will need to be added to all classes for their school or district for updating make up days.

Administrators will have access to the [SPEAR Admin Portal](#). In this portal administrators may:

- View district/school classes for 2024 Summer Programming
- View all loaded teachers for their district/schools.
- View all loaded students for their district/schools.
- Create and manage classes and student/teacher class assignments.
- Create and manage students.
- View SPEAR data reports.

In addition, administrators will have access to the Attendance and the Reporting Application for all classes in their assigned district/schools with similar functionality, provided to teachers in the attendance application.

## Schoolnet Access for Administrators

The Schoolnet access process is separate from the access to the SPEAR admin portal and the SPEAR attendance app. For administrators to access Schoolnet, they must have **both** of the following:

1. An account in [PearsonAccessNext](#) with the appropriate role and organization assignment. These accounts must be always active to have access to Schoolnet.
2. The personnel must have a Single Sign On (SSO) account with the Schoolnet title.

If a user does not have the Schoolnet tile on their Orion dashboard, the [District/School Access form](#) must be completed and submitted by the Director of Schools or the SIS/EIS Supervisor to DT Support at [DT.Support@tn.gov](mailto:DT.Support@tn.gov) with the request for SSO account and/or Schoolnet tile. The form is available on [LiveBinders](#) under the Forms & Policy tab.

For users that do not have an account in PearsonAccessNext, please direct them to contact their District Testing Coordinator and request an account be created.

## Submitting Individual Teacher Access Requests

During Summer Programming, EIS Coordinators may request access for individual teachers or staff members directly through the [Teacher Access Tracker](#). The staff submitted must have an active Single Sign On (SSO) account. Use the tracker to stay updated on submission progress and correct any errors

when applicable. Teachers must be [added to a class via the SPEAR Admin Portal](#) to view students in the attendance application.

See the [Submitting Bulk Submission Access for Teachers](#) section for the pre-enrollment bulk process and instructions. The bulk process will be used to streamline the initial teacher data load process and is for one-time pre-loading before Summer Programming starts.

### **Schoolnet integration**

Teachers assigned to a class for rising grades 4 - 9 are synchronized between SPEAR and Schoolnet every workday at 3 pm central and available in Schoolnet the following morning. Teachers will not have access to SchoolNet until their record is imported through this process.

**NOTE: Do not attempt to manually add teachers or staff to Schoolnet as that access will break when the subsequent updates are made.**

### **Teacher Access and Functionality**

Teachers will have access to the SPEAR Attendance Application via the Orion Dashboard where the following functionality is available for the teacher's assigned classes:

- Report a student as absent for a class.
- Add make up days for a student.
- Record assessment scores - (rising kindergarten post-test and rising grades 1 – 3 math post-test)

**Note:** If a staff member will be facilitating make up days and needs to access all students via the attendance app for tracking purposes, consider requesting school or district administrator access for the staff member instead of teacher access.

## **Submitting a Bulk Submission for Teacher Access**

The [bulk submission method](#) used to streamline the initial teacher data load process is for one-time pre-loading. Teachers added through teacher bulk submission process must already have active Single Sign On (SSO) accounts. See the [SSO Account Requests](#) section for setting up SSO accounts for these users. Once successfully loaded, administrators may add teachers to their respective classes through the [new enrollment](#) process in the [SPEAR Admin Portal](#).

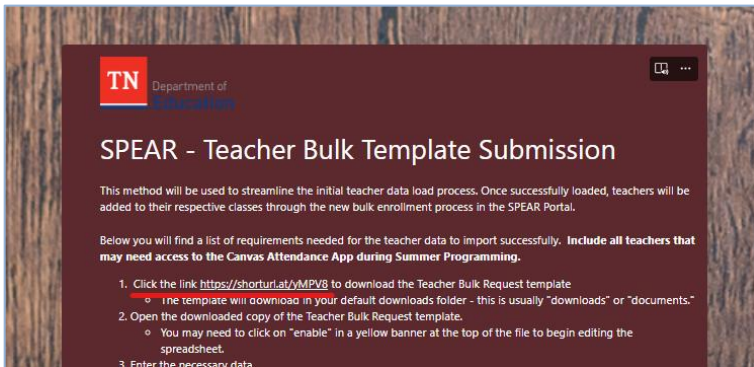
### **Teacher Bulk Submission Template**

The template used for the initial teacher bulk submission process is available via the [Teacher Bulk Submission](#) form, by EIS Coordinators only. To complete the form, follow the steps below:

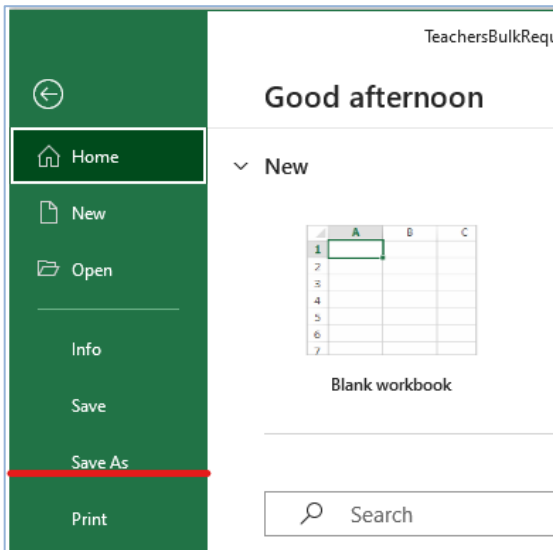
- Submit all teachers who may participate in Summer Programming. It is acceptable to cast a “wide net” when submitting teachers for this part of the process.
- Include all teachers that may need access to the Attendance App, Schoolnet, or designated as a Teacher of Record during Summer Programming.
- **IMPORTANT:** The correct format for district and school must be used on the template for the template to process correctly. To reduce the likelihood of errors, it is recommended to **transfer teachers to the template by one school group at a time.**

## Save a Local Copy of the Template

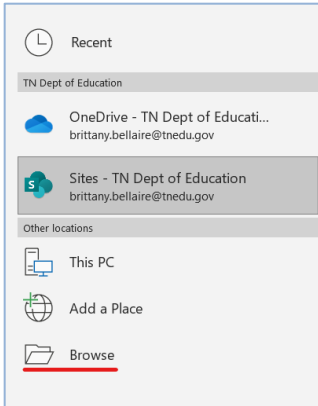
1. Navigate to the [Teacher Bulk Submission Form](#).
2. Click the link to access the most up-to-date template. If prompted to confirm opening the file, select "Open." The opened file will be read only.
  - **A copy must be saved to your computer to edit the template.**



3. To save a local copy, navigate to the File menu and choose "Save As."



4. Select "Browse" to save the file locally on the computer.



5. Open the downloaded copy of the template on your computer.
  - You may need to click on "enable" in a banner at the top of the file to begin editing the spreadsheet.

### Complete the Template - For Those Familiar with Excel

The district must be selected from a list or pasted only to empty rows prior to selecting/pasting school values, or the validation will error out and the template may not process correctly at submission. When copying and pasting teacher information, paste only the values by right clicking the cell and selecting the value only paste option instead of using CTRL V.

For each teacher, add the teacher information listed below:

- Teacher's **First Name as reported in EIS.**
- Teacher's **Last Name as reported in EIS.**
- **Teacher License Number** as reported in EIS.
- **If a teacher does not have a TLN**, leave the TLN blank. A temporary TLN will be generated for the teacher in SPEAR if no TLN exists on record.
- Teacher's Primary **organization email** used at the district/school level.
- Select the **district and school** to obtain the correct format for populating the template.

Once completed, review the [Submitting the Bulk Teacher Submission Template](#) section of this guide.

### Step by Step Guide for Template Completion

The purpose of this section is to outline the steps necessary to move data into the template without undoing required formatting. Successful submission of the template is dependent on proper formatting to maintain data integrity and accuracy. All teachers who may participate in Summer Programming must be added to the template.

**Tip:** Create a separate spreadsheet (referred to as the **source spreadsheet** in this guide) for consolidating a list of all teachers who may participate in summer programming. All data editing should occur in the source spreadsheet to decrease occurrences of data entry mistakes and improve the remainder of the process.

- Ensure the following teacher information is included in the source spreadsheet, in this order. **Teacher's First Name**, as reported in EIS.
- **Teacher's Last Name**, as reported in EIS.
- **Teacher License Number**, as reported in EIS.
  - **If a teacher does not have a TLN**, leave the TLN blank. A temporary TLN will be generated for the teacher for use in SPEAR if no TLN exists on record.
- **Teacher's Primary organization email**, used at the district/school level.
- **Primary School** –
  - School is not copied to the template from the source spreadsheet at this time. Later it will be used to sort.

1. Open the copy of the teacher bulk submission template saved locally from the computer. (Refer back to the [Save a Local Copy of the Template](#) section if needed.)
2. On the first blank row, select the district from the list provided.

1	A	B	C	D	E	F
	FirstName	LastName	LicenseNumber	OrganizationEmailAddress	District	School
2					Anderson County - 10	
3					Anderson County - 10	
4					Arlington - 793	
5					Athens - 541	
6					Bartlett - 794	
7					Bedford County - 20	
8					Bells - 172	
9					Benton County - 30	
10					Bedsole County - 40	

3. Next, select the school.

1	A	B	C	D	E	F
	FirstName	LastName	LicenseNumber	OrganizationEmailAddress	District	School
2					Anderson County - 10	
3						Anderson County Career Technical Center - 3
4						Anderson County Head Start / Preschool - 7001
5						Anderson County High School - 2
6						Andersonville Elementary - 5
7						Briceville Elementary - 10
8						Claxton Elementary - 15
9						Clinch River Community School - 105
10						Clinton High School - 25

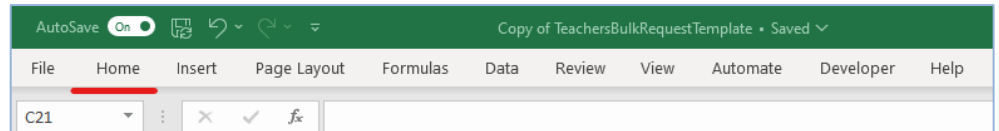
4. **Quality Check:** The template should now look like this, with only the District and School filled out for the first row.

1	A	B	C	D	E	F
	FirstName	LastName	LicenseNumber	OrganizationEmailAddress	District	School
2					Anderson County - 10	Anderson County Career Technical Center - 3
3						
4						
5						
6						
7						
8						

5. Navigate to the source spreadsheet where the teacher information resides that needs to be transferred to the template.
6. Ensure the column order between the source spreadsheet and the bulk teacher template are the same order: First Name, Last Name, Teacher License Number, Organization Email, School (School is not copied to the template but will be used to sort.)
  - Your column names may differ from the examples provided.

7. Sort the spreadsheet by the school column. Follow instructions below if needed.

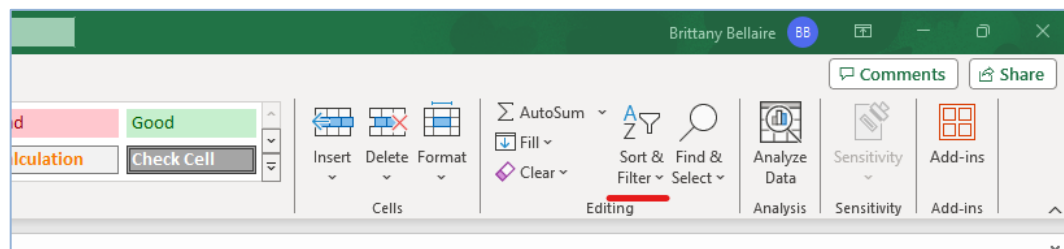
A. Click on the Home option in the top navigation.



B. Select all entries in the table by clicking on the corner arrow.

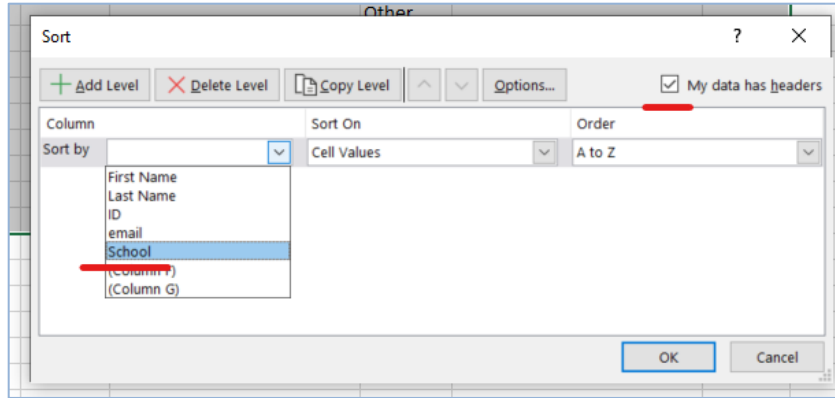
	A	B	C	D
1	First Name	Last Name	ID	email
2	Example First	Example First	12345678	school@email@example.com
3	Example First	Example Last	12345679	school@email@example.com
4	Example First	Example Last	12345680	school@email@example.com
5	Example First	Example Last	12345681	school@email@example.com
6	Example First	Example Last	12345682	school@email@example.com
7	Example First	Example Last	12345682	school@email@example.com
8	Example First	Example Last	12345682	school@email@example.com
9	Example First	Example Last	12345682	school@email@example.com
10	Example First	Example Last	12345682	school@email@example.com
11	Example First	Example Last	12345682	school@email@example.com
12	Example First	Example Last	12345682	school@email@example.com
13	Example First	Example Last	12345682	school@email@example.com
14				

C. Click on the "Sort & Filter" button located on the right side of the Home panel.



D. On the Sort popup, ensure "My data has headers" is selected, and select the school column (or whatever it is named on your source spreadsheet) in the list. Press ok to sort.





8. **Quality Check:** Once sorted, the spreadsheet may look something like this, with each school grouped together:

	A	B	C	D	E
1	First Name	Last Name	ID	email	School
2	Example First	Example First	12345678	school@email@example.com	Anderson
3	Example First	Example Last	12345679	school@email@example.com	Anderson
4	Example First	Example Last	12345680	school@email@example.com	Anderson
5	Example First	Example Last	12345681	school@email@example.com	Anderson
6	Example First	Example Last	12345682	school@email@example.com	Anderson
7	Example First	Example Last	12345682	school@email@example.com	Other School
8	Example First	Example Last	12345682	school@email@example.com	Other School
9	Example First	Example Last	12345682	school@email@example.com	Other School
10					

9. On the source spreadsheet, select the data to copy over to the template. Transfer teachers in groups by School to the template to ensure correct formatting. Follow the instructions below if needed.

A. Click on the first cell of the “first name” column so that a bold border appears around that cell.



B. **While holding shift,** Select the last row in the Organization Email column. If needed, scroll down the document to get to the last row before holding down shift and clicking.

C. If done correctly, the selected information will look like this.

Example First	Example First	12345678	school@email@example.com
Example First	Example Last	12345678	school@email@example.com
Example First	Example Last	12345678	school@email@example.com
Example First	Example Last	12345678	school@email@example.com
Example First	Example Last	12345678	school@email@example.com

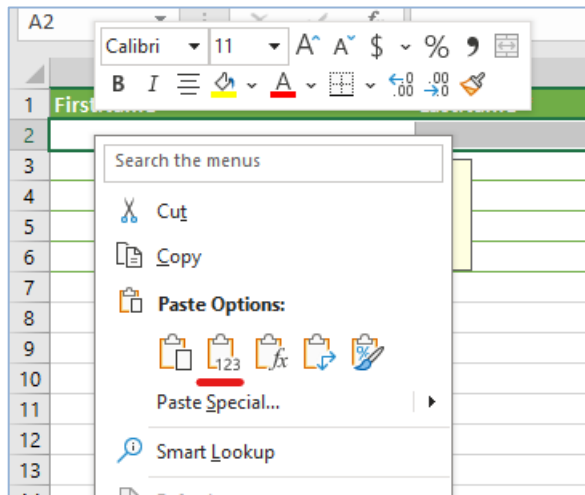
- D. Copy the selected fields (CTRL C).
- E. Navigate to the bulk teacher access template where district and school was previously selected for one row on the template.

1	FirstName	LastName	LicenseNumber	OrganizationEmailAddress	District	School
2					Anderson County - 10	Andersonville Elementary - 5
3						
4						
5						
6						

- F. Select the first blank cell in the empty "FirstName" row.

1	FirstName	LastName	LicenseNumber	OrganizationEmailAddress
2				
3				
4				
5				
6				
7				

- G. Right-click on the cell to paste only "values" to the template. **Do not use CTRL V.**

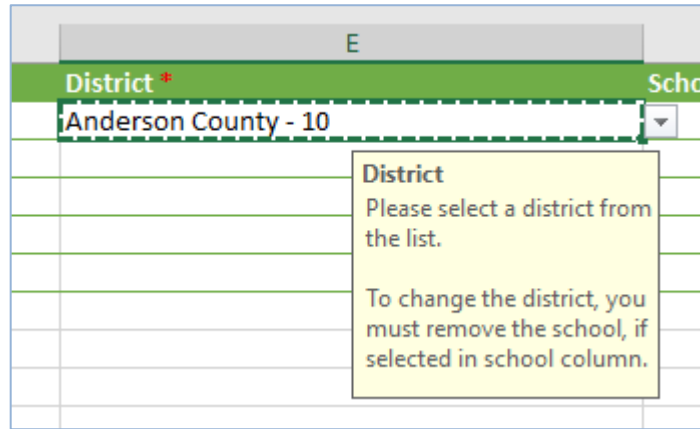


10. **Quality check:** The headers should not be pasted over or the header names changed, columns are in the right order, and the district and school columns still contain the district and school selected from the list.

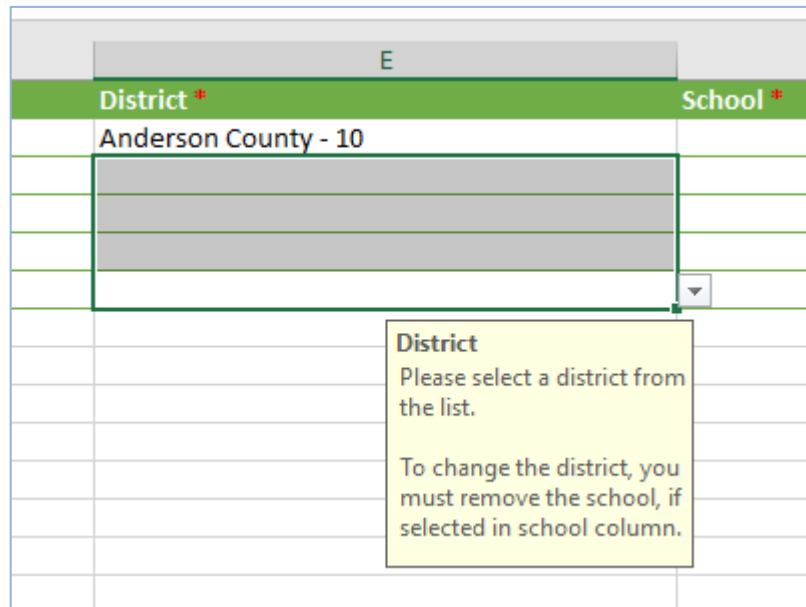
	A	B	C	D	E	
1	FirstName *	LastName *	LicenseNumber	OrganizationEmailAddress *	District *	School *
2	Example First	Example First		12345678 schoolemail@example.com	Anderson County - 10	Andersonville Eleme
3	Example First	Example Last		12345678 schoolemail@example.com		
4	Example First	Example Last		12345678 schoolemail@example.com		
5	Example First	Example Last		12345678 schoolemail@example.com		
6	Example First	Example Last		12345678 schoolemail@example.com		
7						

11. Copy the district and paste “value only” for the empty rows. **The district must be copied and pasted in before** the school to ensure proper processing of the template. Follow the instructions below if needed.

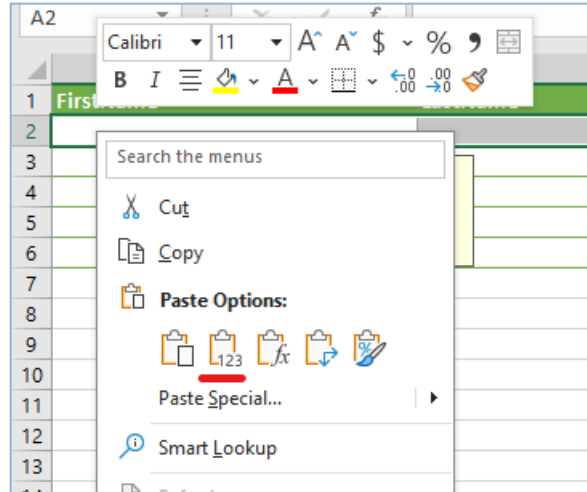
A. Select the cell containing the populated district and copy the cell (CTRL C).



B. Click **the first empty cell** in the district list, then hold shift and click the last cell in the list.

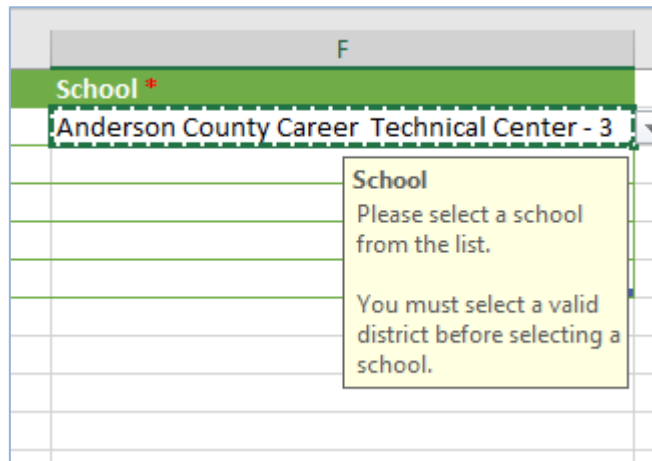


C. Right-click on the selected cells. Select the “paste values” option. **Do not use CRL V to paste.**

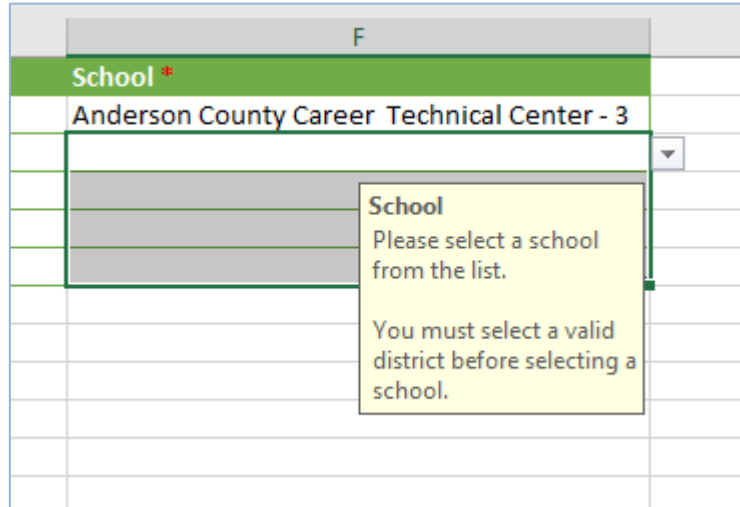


12. Copy the school and paste “value only” for the empty rows. **The school must be copied and pasted in after** the district to ensure proper processing of the template. Follow the instructions below if needed.

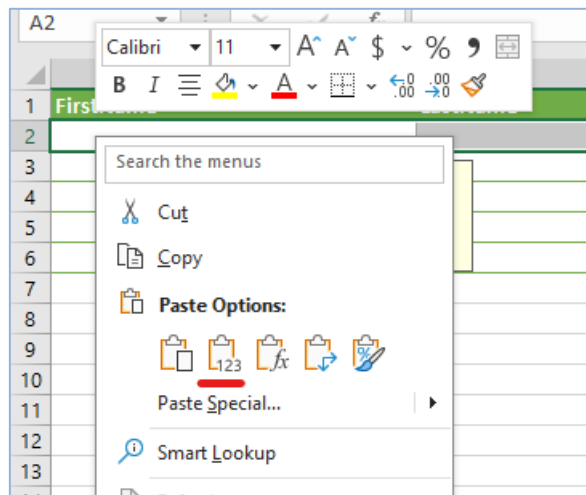
A. Select the cell containing the school and copy the cell.



B. Click **the first empty cell** in the school list, then hold shift and click the last cell in the list.



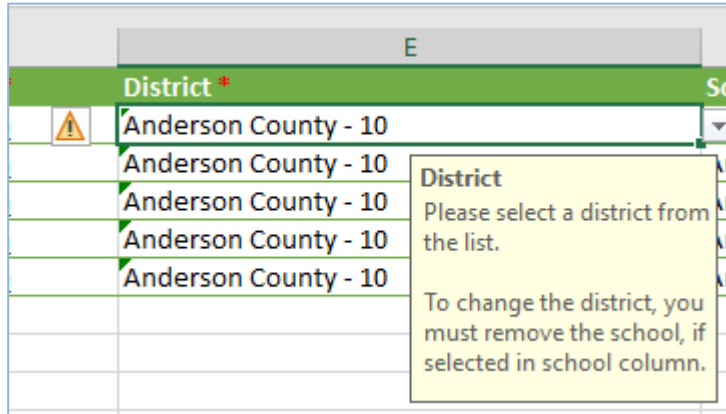
- C. Right-click on the selected cells. Select the “paste values” option. **Do not use CRL V to paste.**



13. **Quality Check 1:** All the listed teachers should now have a district and school entered. None of the headers or the column order should have been changed from the original template’s format.

	A	B	C	D	E	F
1	FirstName *	LastName *	LicenseNumber	OrganizationEmailAddress *	District *	School *
2	Example First	Example First	12345678	school@email@example.com	Anderson County - 10	Andersonville Elementary - 5
3	Example First	Example Last	12345678	school@email@example.com	Anderson County - 10	Andersonville Elementary - 5
4	Example First	Example Last	12345678	school@email@example.com	Anderson County - 10	Andersonville Elementary - 5
5	Example First	Example Last	12345678	school@email@example.com	Anderson County - 10	Andersonville Elementary - 5
6	Example First	Example Last	12345678	school@email@example.com	Anderson County - 10	Andersonville Elementary - 5
7						

14. **Quality Check 2:** If you click on one of the district cells, and it shows an “Alert” icon, the cells were pasted to the template improperly. Ensure the steps above are followed to avoid this.



15. Using the source spreadsheet and referencing the steps above, transfer all teachers to the template, working in groups of teachers assigned to the same school.
  - Review the spreadsheet for any typos or incorrectly pasted information. For example, if you review the screenshots above, the first row of the data had an incorrect last name entered.
  
16. Once all teachers have been added to the template, continue to the next section.

### Submitting the Bulk Teacher Submission Template

1. Save the Teacher Bulk Template file in Excel (\*.xlsx) format.
  - a. To save in .xlsx format, click "Save As" and select "Excel Workbook (\*.xlsx)." The file may already be saved in this format.
  
2. Upload the updated .xlsx file using the [bulk teacher submission](#) form. Complete all required form questions and submit.
  
3. The EIS Coordinator who submitted the request will receive a confirmation email stating that the template was received, and the import process has started. After the import process is completed the administrator will receive an email outlining whether any records have failed to process.
  - a. Errors may be fixed directly in the [teacher access tracker](#). Once corrected, the teacher request will attempt to process again.
  - b. If the template is in the correct format, teacher access will process within two hours.
  - c. If a submitted teacher does not have a Single Sign On account, the teacher will not be processed and will not appear in SPEAR.
  - d. Teachers will not see any classes in the attendance reporting application until they have been added to a class as part of the enrollment process.

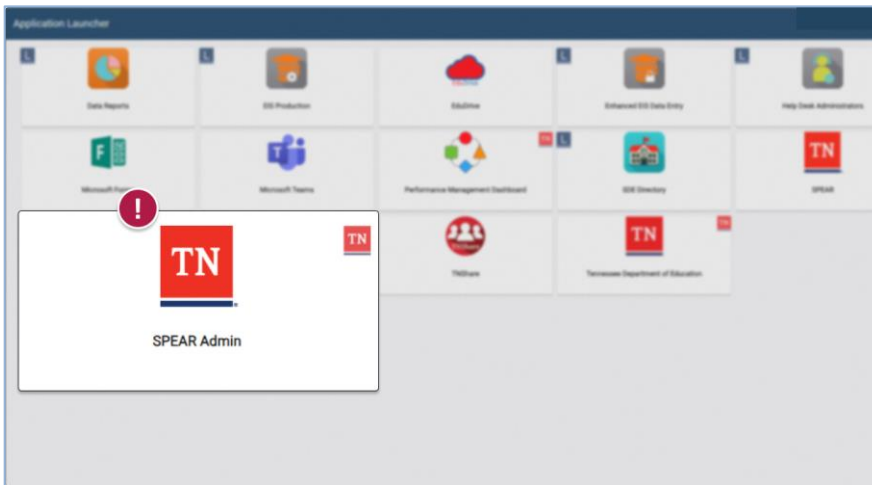
**Note: the department will use this teacher process as a one-time pre-loading/initial load of teachers for the district, but after the initial upload, EIS Coordinators must request access for a**



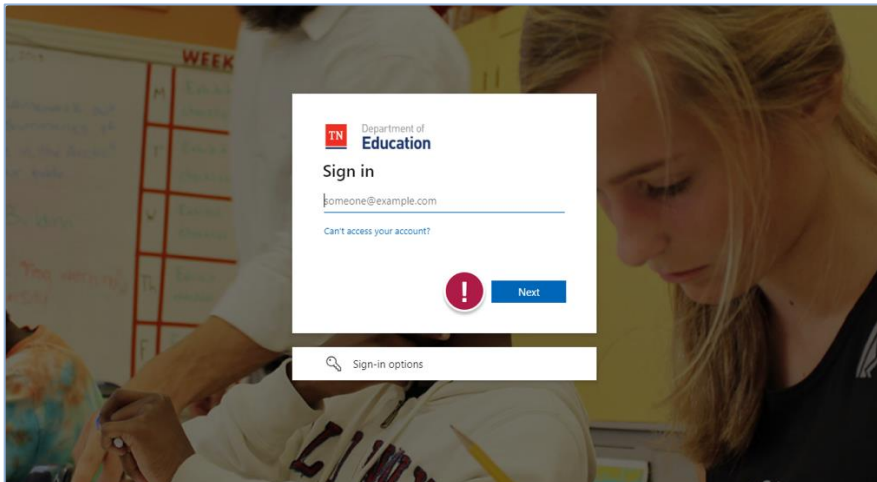
teacher individually through the teacher access tracker.

## Navigating to the SPEAR Admin Portal

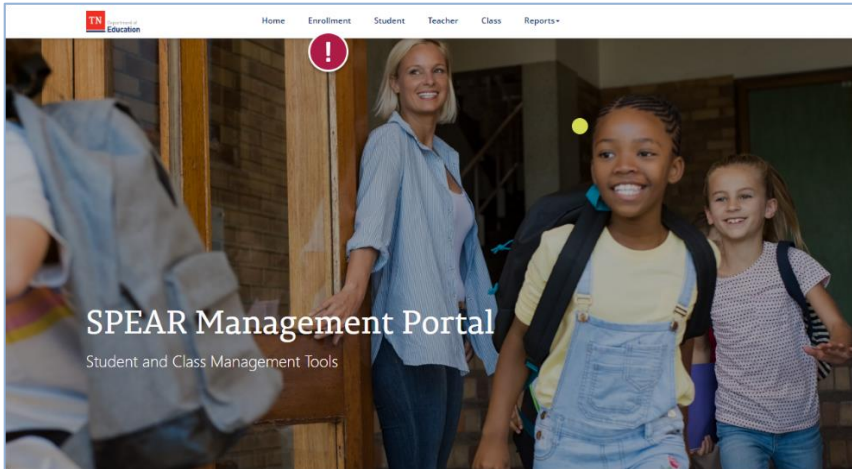
1. Log into TDOE Orion (<https://orion.tneducation.net>).
2. Login using your SSO account.
3. Find the “SPEAR Admin” Summer Program Application icon on your dashboard. If you do not have a tile, contact [dt.support@tn.gov](mailto:dt.support@tn.gov).



4. Launch the application from Orion. You will see a sign in prompt.



5. The app will open on the SPEAR Admin Portal's home page. Navigate via the top menu bar.



## Using the SPEAR Admin Portal

The [SPEAR Admin Portal](#) supports the enrollment process of creating classes, enrolling students, and assigning teachers for summer programs. In addition to the enrollment functionality, administrators will have access to reporting and other tools to assist in data review and correction.

In this section, commonly used terms include:

1. **Class** – The cohort of students that are participating in summer programs. A class contains only one rising grade.
2. **Program Type** - The camp, specified with a beginning and end date, where attendance will be tracked for a cohort of students. The grade level of a camp will also inform what assessment a student can access for post-tests.
3. **Teacher ID** – Usually a Teacher License Number, but sometimes an auto-generated temporary ID.
4. **Student ID** – Usually a Student State Identification number but sometimes a district-created temporary ID.
5. **Is Homeschool** – The current term in SPEAR for students who do not have SSIDs and must have a temporary ID created by the district for use only in SPEAR and Schoolnet.
6. **Class Grade – Enter the rising grade of the students participating in the class.** For instance, if a student attends summer programming and their 2023-2024 assigned grade was 1st grade, the summer class they would be assigned to would be for rising 2<sup>nd</sup> grade.

### Teacher Pre-Enrollment Pre-Loading

The teachers submitted via the [teacher bulk submission process](#) and individually through the [Teacher Access Tracker](#) will be added to the SPEAR database as contacts for the district. Teachers require class assignments to view data in the Attendance application. During the multi-select enrollment flow, administrators may search and filter existing teachers to assign them to a class. **New this year: Teachers cannot be created in the SPEAR Admin Portal and must be created via the [teacher](#)**

[access request process.](#)

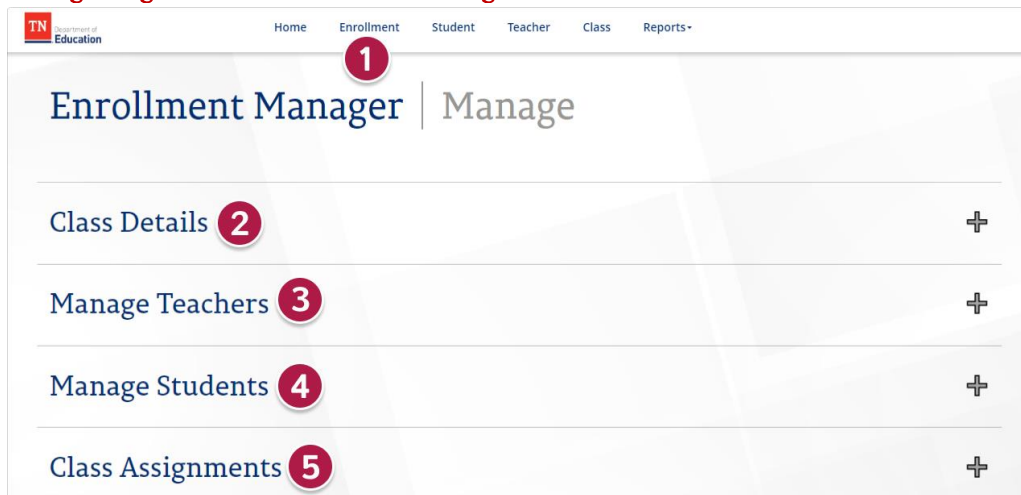
## Student Pre-Enrollment Pre-Loading

All rising grade 1 – 9 student records from EIS for each district have been loaded to the SPEAR Admin Portal so that districts can easily place students into classes. During the enrollment process, administrators may search, filter, and select multiple students at once to add to a class. Additional temporary student records can be created in the [SPEAR Admin Portal](#) for use during the summer program for students not yet enrolled for the academic year or home schooled.

## Completing Enrollment via the SPEAR Admin Portal

Prior to the start of Summer Program, districts will need to create summer programming classes and complete class rosters. Enrollment will be submitted through a new multi-select process designed to ensure data accuracy for future reporting. Multi-select enrollment is a feature in the new [SPEAR Admin Portal](#).

### Navigating to the Enrollment Manager



1. Click on Enrollment to navigate to the enrollment manager.

The enrollment screen is divided into four sections:

#### 2. Class Details

The main navigation hub for the Enrollment screen, a user may select a class, create a new class, or view class details for the selected class.

#### 3. Add Teachers

Expand the Add Teachers section to search and add teachers to a class.

#### 4. Add Students

Expand the Add Students section to search and add students to a class.

## 5. Class Assignments

Review teachers and students assigned to the class. Remove class assignments for one or multiple contacts.

### Creating a Class

If not already opened, expand the “Class Details” section of the multi-select enrollment flow.

The screenshot shows a web interface for creating a class. At the top, there are three tabs: 'Create Class' (highlighted with a red circle 1), 'Class Look Up', and 'View Class'. Below the tabs, the form fields are: 'School' (text input with 'Memphis Scholars South C' and a red circle 2), 'Program' (text input with 'Summer School'), 'Class Program Type' (text input with 'Learning Loss Bridge Camp' and a red circle 3), 'Grade Level \*' (dropdown menu with '4' and a red circle 4), 'Start Date' (calendar icon with '5/20/2024' and a red circle 5), 'End Date' (calendar icon with '6/14/2024' and a red circle 6), and a 'Submit' button (yellow with a red circle 7).

1. Navigate to Create Class by clicking on the tab. The active tab will always appear at the front of the tab navigation. To create a class, enter the required information (location).
2. **School** – The service school where the class is being held.
3. **Class Program Type** – The camp type for the class. Options are:
  - Summer Learning Camp (rising K - 3): Used when taking attendance and tracking Summer Learning Camp separately from STREAM Camp.
  - Learning Loss Bridge (rising grades 4 - 9)
  - STREAM Camp (rising K - 3): Used when taking attendance and tracking STREAM camp separately from Summer Learning Camp
  - Summer Stream Hybrid (rising K - 3): Used when combining Summer Learning camps and STREAM camps.
4. Enter the **rising grade** of the students who are participating in the class. For instance, if a student attends summer programming and their 2023-2024 assigned grade was 1st grade, the summer class they would be assigned to would be for rising 2<sup>nd</sup> grade.
  - Note, for data tracking purposes only one grade may be registered to one class.
5. Select the **Start Date** of summer programming.

6. Select the **End Date** of summer programming.
7. Press **“Submit”** to create the new class.

### Class Name Generation

Upon creation, a class name will be generated by the application.

For example, a generated class name of 3SLCAlex5\_SP190\_2 would contain the following information:

**The rising grade** – In this example, “3.”

The program type abbreviation – In this example, “SLC.”

- The program type abbreviations are:
  - **SLC** – Summer Learning Camp
  - **LLB** – Learning Loss Bridge
  - **STR** – STREAM Camp
  - **SSH** – Summer Learning/STREAM Hybrid

**The first four letters of the school** – In this example “Alex” for Alex Green Elementary.

**The school number** – In this example “5” for Alex Green Elementary’s school number.

**The program abbreviation** – In this example, “SP” for Summer Programming.

**The district ID** – In this example “190” for Davidson County.

**The class number** – In this example, “2” because an existing class for rising 3 SLC at Alex Green Elementary had been created, so this is the second class of this grade and type at this school.

### Selecting a Class

The screenshot shows the 'Class Details' page. At the top, there is a header 'Class Details' and a sub-header 'To manage a class, select an existing class or create one below'. Below this are three buttons: '1 Class Look Up' (highlighted with a red circle and underline), 'Create Class', and 'View Class'. On the right side, there is a search bar with a red circle '3' and the text 'Memphis Scholars South'. Below the search bar is a table with the following columns: 'Name' (with a red circle '2' and an upward arrow), 'Class Start Date', 'Class End Date', 'Grade Level', and 'School'. The table contains seven rows of class data, each with a dropdown arrow on the right side of the 'School' column.

Name ↑	Class Start Date	Class End Date	Grade Level	School
<a href="#">0SLCMemph8125_SP792_1</a>	5/20/2024	6/14/2024	K	Memphis Scholars South Campus - 20
<a href="#">0STRMemph8125_SP792_1</a>	5/20/2024	6/14/2024	K	Memphis Scholars South Campus - 20
<a href="#">1SLCMemph8125_SP792_1</a>	5/20/2024	6/14/2024	1	Memphis Scholars South Campus - 20
<a href="#">1STRMemph8125_SP792_1</a>	5/20/2024	6/14/2024	1	Memphis Scholars South Campus - 20
<a href="#">2SLCMemph8125_SP792_1</a>	5/20/2024	6/14/2024	2	Memphis Scholars South Campus - 20
<a href="#">2STRMemph8125_SP792_1</a>	5/20/2024	6/14/2024	2	Memphis Scholars South Campus - 20
<a href="#">3SLCMemph8125_SP792_1</a>	5/20/2024	6/14/2024	3	Memphis Scholars South Campus - 20

1. Select “Class Look Up” to view all classes for your assigned district or schools.
  - Select a class by clicking a row or using the carrot menu to the right of the row entry.

- Selecting a class will populate the class roster for review or enrollment modification.
2. Columns may be clicked to sort data based on the column's order.
  3. You may begin typing the beginning portion of a column to narrow results, for instance by School or by "1SLC" to bring up all Summer Learning Camps for 1<sup>st</sup> graders.

## Editing Class Details

Class details may be reviewed when a class is selected in the enrollment manager. If any other information has been entered in error, refer to the [Deactivating a Class](#) section of this guide.

To manage a class, select an existing class or create a new one below

1
View Class
Class Look Up
Create Class

**Class Name**  
4SLCMemp8125\_SP792\_1 2

**School**  
Memphis Scholars South Campus - 20 3

**Program**  
Summer School 4

**Class Program Type**  
Summer Learning Camp 5

**Grade Level**  
4 6

**Start Date**  
5/20/2024 7

**End Date**  
6/14/2024 8

Submit 9

1. Click the view class tab. If you have a class selected, it will populate with the class details.
2. The **generated class name** is viewable, but not editable. This is to ensure reporting data for a class matches assessment data from Schoolnet.
3. The **service school** of a class. Note: Students whose primary school differs than the service school will be available to enroll in this class.
4. **Program** – this will always be Summer School.
5. **Class program type** – this is Summer Learning Camp, STREAM, Learning Loss Bridge, or Summer Learning/STREAM Hybrid.
6. **Grade Level** – The rising grade of the class. Double check rising grade levels for rising grades 4 - 9 to ensure the correct assessments will be available for students in Schoolnet.
7. The **start date** of the class. This may differ if camp was delayed or affected by external events such as weather. Change to accurately reflect dates.
8. The **end date** of the class. This may differ if class was delayed and should be changed to accurately



reflect the actual dates. Do not include make-up days in the start/end dates of the class.

## Adding Teachers

From the Enrollment Manager, after selecting or creating a class, click the “Manage Teachers” section to expand the teacher look up.

The screenshot shows a 'Teacher List' interface with a search bar and a table of teachers. The table has columns for 'Selected', 'Subjects Taught', 'SSID', 'First Name', 'Last Name', and 'School'. A search bar is located at the top right. A dropdown menu at the top left shows '10' entries. A button at the bottom left says 'Add Teacher(s) to Class Roster'. Red circles with numbers 1 through 6 point to specific features: 1 (dropdown), 2 (column header), 3 (search bar), 4 (checkbox), 5 (subject dropdown), and 6 (button).

Selected	Subjects Taught	SSID	First Name	Last Name	School
<input type="checkbox"/>		1001	Kathy	Bates	Memphis Scholars South Campus - 20
<input checked="" type="checkbox"/>	ELA and Math	2002	Willie	Blount	Memphis Scholars South Campus - 20
<input type="checkbox"/>		3003	Steve	Fossett	Memphis Scholars South Campus - 20
<input type="checkbox"/>		4004	Jack	Hanna	Memphis Scholars South Campus - 20
<input type="checkbox"/>		5005	Thomas	Harris	Memphis Scholars South Campus - 20
<input type="checkbox"/>		6006	Cordell	Hull	Memphis Scholars South Campus - 20
<input type="checkbox"/>		7007	Margaret	Keane	Memphis Scholars South Campus - 20
<input type="checkbox"/>		8008	David	Crockett	Memphis Scholars South

1. The total number of entries displayed may be selected at the top of the teacher list to reduce the number of pages.
2. Clicking a column will sort teachers by that column's sort order.
3. Type the beginning of a column's information to narrow down the list, for instance the primary school of the teacher.
4. Click on a checkbox to select a teacher. You may select multiple teachers at once.
  - To view all check marked teachers, click the “Selected” to reorder selected teachers at the top.
5. Every teacher is required to have a subject taught assigned. The subject taught designation should be used for teachers who are accountable for student progress for the subject. If multiple teachers are teaching the class throughout Summer Programming, add both teachers with the same subject taught. Use “none” for instructional staff or substitute teachers.

The Subject Taught options are:

- None (use for instructional staff or substitute teachers)
- ELA and Math
- ELA
- Math

6. Click “Submit” to add the teachers to the class. If a subject taught has not been chosen for any of the selected teachers, the teachers will not be added to the class. Correct the missing entry before attempting to submit it again.
- Added teachers will be available to review in the “Class Assignments” section of the enrollment screen.
  - The teacher’s section may collapse to reduce scrolling on the page.
  - Teachers who have been added to the class will be removed from the look-up list.

### Adding Students

From the enrollment manager after selecting or creating a class, click the Manage Students to expand student look up.

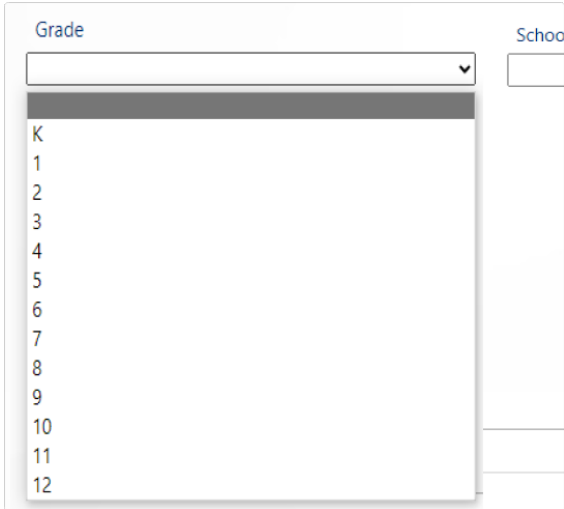
- **When enrolling a student outside of their primary district** contact [DT.Support@tn.gov](mailto:DT.Support@tn.gov) for assistance in temporarily changing the student to the service district.

### Populating the Student List

To narrow results, select one or both filters and press “start search.” To view all students available in the district, remove filters and press “Start Search.”

The screenshot shows the 'Manage Students' interface. At the top, there is a 'Student Search' section with two filters: 'Grade' (marked with a red circle 1) and 'School Name' (marked with a red circle 2). Below these filters is a 'Start Search' button (marked with a red circle 3). Underneath the search section, there are tabs for 'Student List' and 'Search Results'. Below the tabs, there is a dropdown menu for 'Entries Per Page' set to '10' and a 'Search:' input field. Below this is a table with columns: 'Selected', 'SSID', 'First Name', 'Last Name', and 'School'. The table is currently empty, displaying 'No data available in table' and 'Showing 0 to 0 of 0 entries' at the bottom.

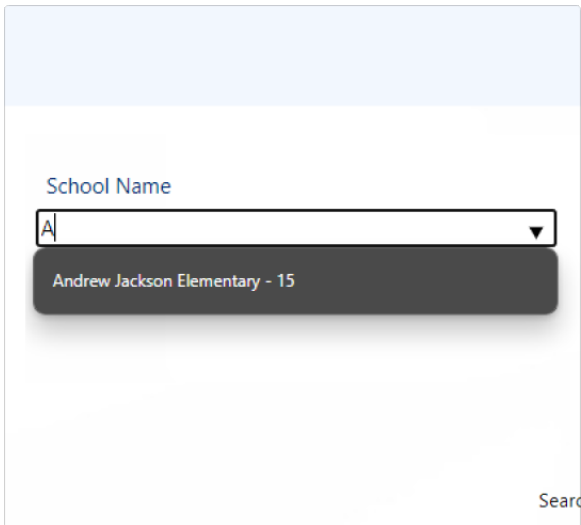
1. The grade filter narrows student results the students’ assigned grade. The assigned grade is the grade attended in the 2023-2024 school year. Click and select a grade from the drop down.



2. The School filter narrows student results by the students' primary school. The primary school should match the primary school of the student in EIS.

To select a school, type the school name or select the school from the list. When a school is selected, the list will only show that school in the list.

**To view all schools in the drop down list, remove any entered text and the full list will reappear.**



3. Press "Start Search" to view students with or without the filters selected.

## Student List

The screenshot shows a 'Student List' interface with a search bar and a table of student records. The interface includes a dropdown menu for the number of entries per page (set to 10), a search input field, and a table with columns for 'Selected', 'SSID', 'First Name', 'Last Name', and 'School'. A table with 10 rows is visible, with the second row selected. At the bottom, there is a 'Showing 1 to 10 of 14 entries' indicator and a 'Submit' button labeled 'Add Student(s) to Class Roster'.

Selected	SSID	First Name	Last Name	School
<input type="checkbox"/>	1001	Dolly	Partron	Memphis Scholars South Campus - 20
<input checked="" type="checkbox"/>	2002	Chet	Atkins	Memphis Scholars South Campus - 20
<input type="checkbox"/>	3003	Roy	Atcuff	Memphis Scholars South Campus - 20
<input type="checkbox"/>	4004	Kenny	Chesney	Memphis Scholars South Campus - 20
<input type="checkbox"/>	5005	Dottie	West	Memphis Scholars South Campus - 20
<input type="checkbox"/>	6006	Taylor	Swift	Memphis Scholars South Campus - 20
<input type="checkbox"/>	7007	Hattie	Caraway	Memphis Scholars South Campus - 20
<input type="checkbox"/>	8008	Aretha	Franklin	Memphis Scholars South Campus - 20
<input type="checkbox"/>	9999	Test Summer	Student	Memphis Business Academy Elementary School - 8207
<input type="checkbox"/>	33330	Fred	Flinstone	Memphis Scholars South Campus - 20

1. The total number of entries displayed may be selected at the top of the student list to reduce the number of pages.
2. Clicking a column will sort students by that column's sort order.
3. Type the beginning of a column's information to narrow down the list, for instance the primary school of the teacher.
4. Click on a checkbox to select a student. You may select multiple students at once.
  - To view all check marked students, click the "Selected" to reorder selected students at the top.
5. Click "Submit" to add the students to the class.
  - Added students will be available to review in the "Class Assignments" section of the enrollment screen.
  - The section may collapse to reduce scrolling on the page.
  - Students added to the class will be removed from the look-up list.

### Managing Class Assignments

Click the "Class Assignments" banner to expand the section if it is not already expanded.

The Class Assignments section will list all teachers and students in the class. When enrolling a student outside of their primary district, contact [DT.Support@tn.gov](mailto:DT.Support@tn.gov) for assistance in temporarily changing the student to the service district.

Teacher Class Assignments | Example Class **7**

100 **1** Search:

SSID	Subjects Taught	First Name	Last Name	School	Remove
7007	ELA	Margaret	Keane	Memphis Sch South Campus	<b>5</b> Remove Assignment
8008	Math <b>6</b>	David	Crockett	Memphis Scholars South Campus - 20	Remove Assignment
9009	None	Minnie	Pearl	Memphis Scholars South Campus - 20	Remove Assignment

**2** Showing 1 to 3 of 3 entries < < 1 > >

Student Class Assignments | Example Class

100 Search:

SSI <b>3</b>	First Name	Last Name	School	Remove
1001	Dolly	Parton	Memphis Scholars South Campus - 20	Remove Assignment
2002	Chet	Atkins	Memphis Scholars South Campus - 20	Remove Assignment
3003	Roy	Accuff	Memphis Scholars South Campus - 20	Remove Assignment
4004	Kenny	Chesney	Memphis Scholars South	Remove Assignment

1. The number of entries displayed by be selected to manage the list of students or teachers.
2. The total number of teachers and number of students will display below the respective tables.
3. Click a column to sort based on that column's sort order.
4. Both teacher and student tables may be searched independently to narrow down records.
5. If a student no longer attends summer school, update their records by selecting "remove assignment." There is no need to mark absences for the remainder of the program.
6. The subject taught for the teacher will display with their class assignment. If the subject taught is incorrect, remove the teacher and re-add them to the roster.
7. The class name will be referenced in the class assignments header.

### Deactivating a Class

If a class is no longer relevant or has errors, the class may be deactivated.

- Before deactivating a class, please review the following
  - Deactivating a class will remove the class from the Attendance App and SPEAR Admin Portal.
  - Any assessments in Schoolnet associated with the class will no longer be accessible.
  - Any student attendance, make up days, or assessment data will no longer be accessible and must be updated to the correct class.
- A class may only be deactivated [when all students and teachers have been removed](#) from the class roster to ensure data reporting quality. Once all students and teachers have been removed, the deactivate option will display.
  - Remember to move any students into the correct classes for reporting purposes.
- If the class has not been deactivated but students and teachers were removed in error, the

students and teachers who have been removed in error may be added back into the class.

- Schoolnet access may be temporarily unavailable if records updated. Data is sent to Schoolnet at 3 p.m. CT each business day and available on SchoolNet the next morning.
- When added back, teacher access to the class on the attendance app and student attendance, make up days, and assessment data visibility on the app will immediately be restored.

Note: There will not be a way for administrators to reactivate the class or port data between classes.

## Reviewing SPEAR Data

To ensure quality and accuracy of reports, review and update data available in SPEAR consistently throughout the program to ensure accurate records. All reporting for attendance, make up days, assessments scores, and updates to class rosters must be entered by the end of Summer Programming.

- Attendance, make up days, and assessment scores may be updated via the [Attendance application](#).
- Class dates and rosters may be updated via the [SPEAR Admin Portal](#).
- All submitted data may be reviewed via reports located in the [SPEAR Admin Portal](#).

## Reviewing Classes

### General Review

- Ensure start and end dates for classes in SPEAR are accurate.
  - Update any incorrect or changed class start/end dates in the SPEAR Admin Portal.

### For start/end dates that change from what was submitted initially in a district's ePlan application:

- Notify [summer.programs@tn.gov](mailto:summer.programs@tn.gov) with the following:
  - Original submitted start/end date for summer programming.
  - New start/end date of district or class-specific schedule
  - Reason for change
  - Whether this was a district-wide change, or class-specific changes were implemented.

### For Learning Loss Bridge Camps:

- At least one teacher and one student must be assigned to a class for Schoolnet to generate and provide access to a parallel section for assessment purposes.

## Reviewing Teacher Assignments

### General Review:

- Confirm that all teachers who are the Teacher of Record for a class have been added to the class and have the correct subject taught assigned.
- Ensure all teachers who need access to the class in the Attendance app are assigned to the class.

- This includes teachers who will be updating attendance, make up day attendance, and assessment scores.
- If a staff member will be facilitating make up days and needs to access all students via the attendance app for tracking purposes, consider [requesting school or district administrator access](#) for the staff member instead of teacher access.

**For Learning Loss Bridge teachers:**

- Teachers must be added to a class before they will have access to the class in SchoolNet.
- Teachers must also be set up in Schoolnet separately.

**Reviewing Student Assignments**

**General Review:**

- Ensure that any students who did not attend summer programming are removed from class rosters.
  - If a student attended one or more days of summer programming, do not remove the student from the roster. Instead, mark the student absent for each absent day of the program.
- Ensure the student is enrolled in a class in SPEAR that matches the camp type they participated in.
- Ensure the student is enrolled in a class in SPEAR that matches the rising grade for the student.
  - For instance, if the student’s 2023-2024 assigned grade in EIS was K, the class they are assigned to should have a rising grade of “1”

**For students attending Learning Loss Bridge camps:**

- Ensure the student is enrolled in only one class.
- If the student is accidentally enrolled in multiple Learning Loss Bridge camps:
  - Retain enrollment in the SPEAR class that matches the section in Pearson in which the student completed any summer school assessments.
  - Remove enrollment from any other classes in SPEAR.
  - Update attendance and make up days where applicable to reflect the student’s participation in Summer Programming.

**For students attending Summer/Stream Hybrid camps:**

- Ensure the student is enrolled in only one class.
- If the student is accidentally enrolled in multiple Summer/Stream Hybrid camps:
  - Retain enrollment in the SPEAR class whose teachers match the Teachers of Record for the student’s assessments.
  - Remove enrollment from any other classes in SPEAR.
  - Update attendance, make up days, and assessments where applicable to reflect the student’s participation in Summer Programming.

### **For students attending both Stream and Summer Learning camps:**

- Ensure the student is enrolled in only one Stream camp.
- Ensure the student is enrolled in only one Summer Learning camp.
- If the student is accidentally enrolled in multiple camps, retain enrollment in each SLC/STREAM class whose teachers match the Teachers of Record for the student's assessments.
  - Remove enrollment from any other classes in SPEAR.
  - Update attendance, make up days, and assessments (Summer Learning camps only) where applicable for both classes to reflect the student's participation in Summer Programming.

### **Review Attendance App Data**

**Note:** If a staff member needs to access all students via the attendance app for tracking purposes, [consider requesting school or district administrator access](#) for the staff member instead of teacher access. Otherwise, the staff members will need to be added to all classes for their school or district for updating information.

### **Mark all student absences for students.**

- For students attending both STREAM and Summer Learning Camps:
  - Update separate attendance for both classes in the attendance application.

### **Add make-up days attended for relevant students.**

- Student participation on make-up days must be updated via the attendance application and may be reviewed via reports in the SPEAR Admin Portal.
- Do not update any absence records for the student to reflect attendance in a make-up day.

### **Enter assessment scores for Summer Learning camps or Summer/Stream Hybrid camps.**

- Update assessment scores for Summer Learning Camp and Summer/STREAM hybrid camps **via the Attendance App**.
  - Rising grade 1 – 3 math post assessment scores (0 – 10 raw score) must be submitted.
  - Rising K post assessment scores (0-100 percent) must be submitted.

### **The following assessment scores should not be entered in the Attendance App:**

- For 2024, summer assessment reporting for rising grades 4 - 9 will occur through Schoolnet.
  - The Department will continue to feed the enrollment data from SPEAR to Schoolnet to provide a seamless transition of student enrollment.
- Rising grade 1 – 3 ELA assessments will continue to be administered via a district's adopted state-approved universal reading screener and sent to the Department following the standard protocol for URS score submission through vendors.
- Additional guidance on assessments for summer programming can be found on the [Learning Acceleration page](#).



# Managing SPEAR Data

## Class List

The screenshot shows the 'Class List' page in the SPEAR platform. The page has a navigation bar with 'Home', 'Enrollment', 'Student', 'Teacher', 'Class', and 'Reports'. The 'Class' tab is selected. Below the navigation bar, there is a 'Classes' section with a 'Create' button (2) and a search bar (3). The main content is a table with columns: 'Name' (4), 'School', 'District/Region (School)', and 'Instance Program (Class Program Instance)'. The table lists several classes, each with a 'View details' and 'Manage' button (5). At the bottom of the table, there is a pagination control (6) showing page 1 of 3.

Name	School	District/Region (School)	Instance Program (Class Program Instance)
<a href="#">0SLCMemph8125_SP792_1</a>	Memphis Scholars South Campus - 20	Memphis-Shelby County Schools - 792	Summer School
<a href="#">2SLCMemph8125_SP792_1</a>	Memphis Scholars South Campus - 20	Memphis-Shelby County Schools - 792	Summer School
<a href="#">1SLCMemph8125_SP792_1</a>	Memphis Scholars South Campus - 20	Memphis-Shelby County Schools - 792	Summer School
<a href="#">4LLBMemph8125_SP792_1</a>	Memphis Scholars South Campus - 20	Memphis-Shelby County Schools - 792	Summer School
<a href="#">5LLBMemph8125_SP792_1</a>	Memphis Scholars South Campus - 20	Memphis-Shelby County Schools - 792	Summer School
<a href="#">6LLBMemph8125_SP792_1</a>	Memphis Scholars South Campus - 20	Memphis-Shelby County Schools - 792	Summer School
<a href="#">7LLBMemph8125_SP792_1</a>	Memphis Scholars South Campus - 20	Memphis-Shelby County Schools - 792	Summer School

1. Click on Class to view all created classes in the SPEAR platform.
2. Click on the class Create button to navigate to the enrollment manager.
3. Any columns may be searched on the class table, starting from the beginning of the entry.
4. Click a row to open the class detail's view.
5. View details of the class or click "manage" to open the class in the enrollment manager.
6. Results are paginated and can be navigated to view all entries.

## Class Details

The screenshot displays the 'Class Details' interface. The 'Information' panel contains the following data:

<b>Name *</b>	OSLCMemph8125_SP792_1	<b>Class Start Date</b>	5/20/2024
<b>External ID</b>	—	<b>Class End Date</b>	6/14/2024
<b>School</b>	Memphis Scholars South Campus - 20	<b>Grade Level</b>	K
<b>Class Program Instance</b>	Summer Learning Camp		
<b>Teachers</b>			
<b>Teacher ID (Assigned Teacher)</b>	<b>Full Name (Assigned Teacher)</b>	<b>Subject Taught</b>	<b>School/District (Assigned Teacher)</b>
1001	Kathy Bates	ELA	Memphis Scholars South Campus - 20
2002	Willie Blount	ELA	Memphis Scholars South Campus - 20
9009	Minnie Pearl	None	Memphis Scholars South Campus - 20

1. **The class name** is now auto generated at the time of class creation. For example, a generated class name of 3SLCAlex5\_SP190\_2 would contain the following information:

- The rising grade – In this example, “3.”
- The program type abbreviation – In this example, “SLC.”
- The program type abbreviations are:
  - SLC – Summer Learning Camp
  - LLB – Learning Loss Bridge
  - STR – STREAM Camp
  - SSH – Summer Learning/STREAM Hybrid
- The first four letters of the school – In this example “Alex” for Alex Green Elementary.
- The school number – In this example “5” for Alex Green Elementary’s school number.
- The program abbreviation – In this example, “SP” for Summer Programming.
- The district ID – In this example “190” for Davidson County.
- The class number – In this example, “2” because an existing class for rising 3 SLC at Alex Green Elementary had been created, so this is the second class of this grade and type at this school.

2. **Class Start Date** – The class start date should be updated in the event of a delay or change in schedule.

3. **School** – The service school conducting the class. This may be different than a student’s primary school.

4. **Class End Date** – The end date of the summer program – this should be updated in the event of a delay or change in schedule. Do not include make up days as part of the start/end date for the class.

5. **Class Grade Level** – The class grade level, in this case the rising grade of the students participating in the summer program

6. **Class Program Instance** – One of four camp types for summer programming. This includes:

- Summer Learning Camp
- STREAM Camp
- Summer Learning/STREAM Hybrid
- Learning Loss Bridge Camp

7. Scrolling down to Class Assignments, the user will be able to view the **teachers and students** currently assigned to the class. To manage the roster of the class, go to the enrollment manager.

## Teacher List

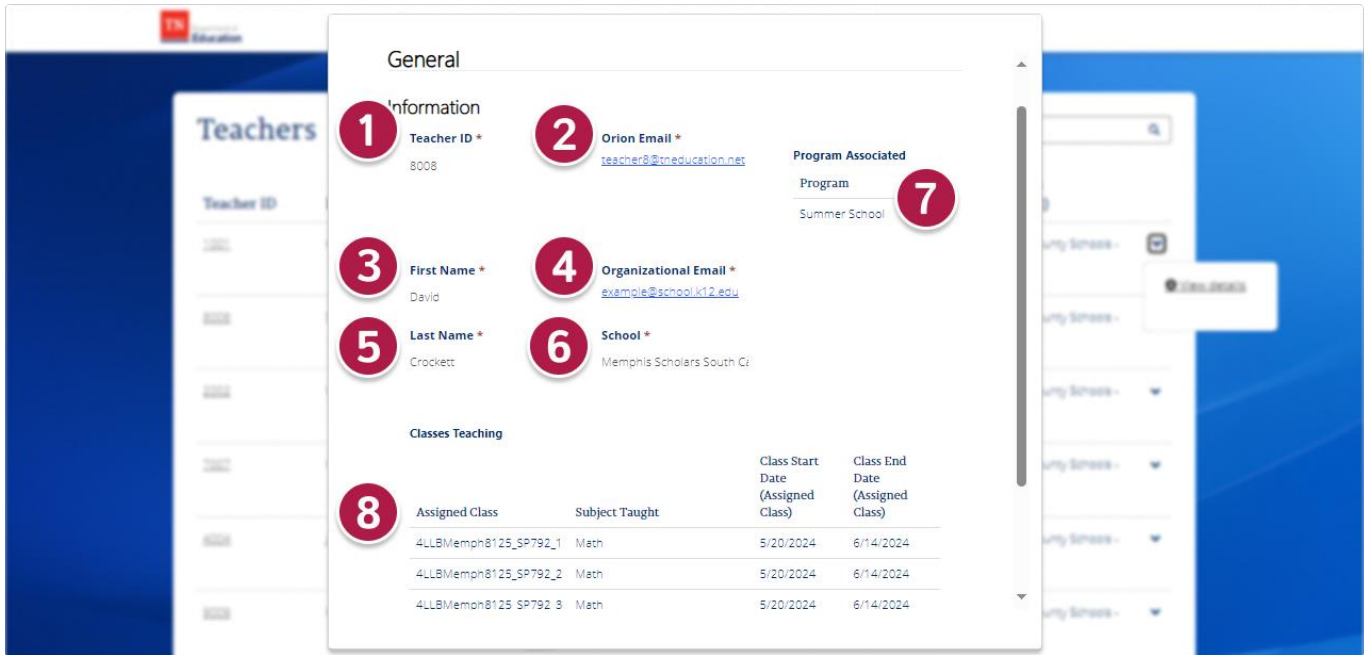
The screenshot shows the 'Teacher List' page in the SPEAR Admin Portal. The navigation menu at the top includes Home, Enrollment, Student, Teacher (selected), Class, and Reports. The main content area is titled 'Teachers' and features a search bar. Below the search bar is a table with the following columns: Teacher ID, Full Name, Email, School/District, and District/Region (School/District). The table contains six rows of teacher data. A 'View details' button is located to the right of the first row.

Teacher ID	Full Name	Email	School/District	District/Region (School/District)
<a href="#">1001</a>	Kathy Bates	<a href="mailto:teacher1@tneducatio.n.net">teacher1@tneducatio.n.net</a>	Memphis Scholars South Campus - 20	Memphis-Shelby County Schools - 792
<a href="#">8008</a>	David Crockett	<a href="mailto:teacher8@tneducatio.n.net">teacher8@tneducatio.n.net</a>	Memphis Scholars South Campus - 20	Memphis-Shelby County Schools - 792
<a href="#">2002</a>	Willie Blount	<a href="mailto:teacher2@tneducatio.n.net">teacher2@tneducatio.n.net</a>	Memphis Scholars South Campus - 20	Memphis-Shelby County Schools - 792
<a href="#">7007</a>	Margaret Keane	<a href="mailto:teacher7@tneducatio.n.net">teacher7@tneducatio.n.net</a>	Memphis Scholars South Campus - 20	Memphis-Shelby County Schools - 792
<a href="#">4004</a>	Jack Hanna	<a href="mailto:teacher4@tneducatio.n.net">teacher4@tneducatio.n.net</a>	Memphis Scholars South Campus - 20	Memphis-Shelby County Schools - 792
<a href="#">9009</a>	Minnie Pearl	<a href="mailto:teacher9@tneducatio.n.net">teacher9@tneducatio.n.net</a>	Memphis Scholars South Campus - 20	Memphis-Shelby County Schools - 792

1. To navigate to the teacher list, click on the top teacher tab.
2. Click on a column to sort the data with that column's sort order.
3. Type in the search bar to filter results.
4. Click on a row or on "view details" in the expanded menu for a row, to view teacher details.

## Teacher Details

Teacher details are no longer editable through the SPEAR Admin Portal. Please contact your EIS Coordinator if information in SPEAR is inaccurate.



1. **Teacher ID** - The teacher ID is generally the teacher license number. In the event that a staff member does not have a TLN, a temporary ID will be generated as part of the loading process.
2. **Orion Email** - The single sign on (SSO) email associated with the account.
3. **First Name** - Staff member's first name as it appears in EIS.
4. **Organizational Email** - The main contact email for the staff member. This must match what is in Schoolnet for teachers and staff members who are assisting in rising grade 4 - 9 assessments.
5. **Last Name** - Staff member's last name as it appears in EIS.
6. **School** - The primary school of the staff member. Note: A staff member may be assigned to a class with service school different than the teacher's primary school.
7. **Program Associated** - For teachers that are participating in other SPEAR-housed programs, the Program Associated list will display all relevant programs.
8. **Classes Teaching** - The teacher details view will also display all class assignments for a teacher.

### Creating a New Teacher

EIS Coordinators may request additional access or the creation of individual teachers through the [Teacher Access Tracker](#).

- Provided the teacher has a Single Sign On (SSO) individual teacher requests shall be completed and viewable in SPEAR Admin Portal within four hours.
- Newly created teachers must be added to a class to view students in the attendance application.
- Teachers or staff members must have an active Single Sign On (SSO) account. EIS Coordinators may request SSO Accounts via the [SSO Request Form](#). Districts are encouraged to apply for SSO accounts early to ensure timely access to the SPEAR Admin Portal.

## Student List

The screenshot shows the 'Students' page in the SPEAR portal. At the top, there is a navigation bar with tabs for Home, Enrollment, Student, Teacher, Class, and Reports. The 'Student' tab is selected and highlighted with a red circle '1'. Below the navigation bar, the 'Students' section features a 'Create' button (circled '2') and a search bar (circled '3'). A table lists students with columns for Student ID, Full Name, School/District, and District/Region (School/District). The table contains seven rows of student data. A dropdown menu is open for the first row (Dolly Parton), showing 'View details' and 'Edit' options (circled '4'). At the bottom right of the table, there is a pagination control showing '5' of 2 pages (circled '5').

Student ID	Full Name	School/District	District/Region (School/District)
1001	Dolly Parton	Memphis Scholars South Campus - 20	Memphis-Shelby County Schools - 792
2002	Chet Atkins	Memphis Scholars South Campus - 20	Memphis-Shelby County Schools - 792
3003	Roy Acuff	Memphis Scholars South Campus - 20	Memphis-Shelby County Schools - 792
4004	Kenny Chesney	Memphis Scholars South Campus - 20	Memphis-Shelby County Schools - 792
5005	Dottie West	Memphis Scholars South Campus - 20	Memphis-Shelby County Schools - 792
6006	Taylor Swift	Memphis Scholars South Campus - 20	Memphis-Shelby County Schools - 792
7007	Hattie Caraway	Memphis Scholars South Campus - 20	Memphis-Shelby County Schools - 792

1. To navigate to the student data table, click on the main student navigation tab.
2. Students may still be manually entered into SPEAR portal. The system will ensure that no duplicate students are created so long as the SSID is not different than the one currently stored for the student.
3. Type in the search bar to filter results.
4. Through the expanded menu, view student details or edit the student's information.
5. The list of students is paginated and can be navigated via the page links.

## Student Details



1. **Student ID** - The student ID is generally the Student State ID (SSID) of the student in EIS.
2. **Home School** - When a student does not have an SSID, whether from being a home schooled student, a rising K student, or other circumstances, use the “home school” or temporary ID selection and select “Yes.” All students who need a temporary ID should be flagged with the “is homeschool” and “yes” option.
  - To create a unique student ID for the temporary ID of a student, follow this formula:
    - 9 + District Number + School Number + Rising Grade + Series.
    - For instance, if a student from Davidson County (**District Number 190**), in Alex Green elementary (**School Number 5**), in **rising grade 4** and is the **third student** to have been given an ID, the temporary ID would be:
      - 9190543
      - In the event that there is a duplicate in the system, the UI will prevent a student from being created with that temporary ID.
      - For additional support for temporary IDs, contact [dt.support@tn.gov](mailto:dt.support@tn.gov).
3. **Program** - Students who are participating in multiple programs housed in SPEAR, will not have editable records. Please contact your EIS coordinator if there are discrepancies for students in SPEAR.
4. **First name** – As appears in EIS.
5. **Current Assigned Grade** – The 2023-2024 grade assignment of the student in EIS.
6. **Last Name** – As appears in EIS.
7. **School** – The primary school of a student. Note: A student may be enrolled in a class at a service school that differs from their primary school.
8. Within the student details view, a table of all **enrolled classes for the student** will display.
  - To manage enrollment, navigate to the enrollment manager, and select the course you wish to manage that student’s enrollment.

## Editing Students

The screenshot shows the 'Edit Student' form in the SPEAR system. The form is titled 'Edit' and contains a 'General' section with 'Information' and 'Program' sub-sections. Eight red circles with white numbers (1-8) are overlaid on the form to indicate key fields: 1. Student ID (1001), 2. Home School (radio buttons for No/Yes), 3. Program (Summer School, TAC), 4. First Name (Dolly), 5. Grade (1st), 6. Last Name (Pertron), 7. School (Memphis Scholars Sout), and 8. Submit button. The background shows a 'Students' list table with columns for Student ID and District.

1. **Student ID** - The student ID is generally the SSID of the student in EIS.
2. **Home School** - When a student does not have an SSID, whether from being a home school student, a rising K student, or other circumstances, use the “home school” or temporary ID selection and select “Yes.” All students who need a temporary ID should be flagged with the is home school yes option.
  - To create a unique student ID for the temporary ID of a student, follow this formula:
    - 9 + District Number + School Number + Rising Grade + Series.
    - For instance, if a student from Davidson County (**District Number 190**), in Alex Green elementary (**School Number 5**), in **rising grade 4** and is the **third student** to have been given an ID, the temporary ID would be:
      - 9190543
      - In the event that there is a duplicate in the system, the SPEAR application will prevent a student from being created with that temporary ID.
      - For additional support for temporary IDs, contact [DT.Support@tn.gov](mailto:DT.Support@tn.gov).
3. **Program** - Students who are participating in multiple programs housed in SPEAR, will not have editable records. Please contact your EIS coordinator if there are discrepancies for students in SPEAR.
4. **First name** - As appears in EIS.
5. **Assigned Grade** - The 2023-2024 grade assignment of the student in EIS.
6. **Last Name** - As appears in EIS.
7. **School** - The primary school of a student. Note: A student may be enrolled in a class at a service school that differs from their primary school.
8. Within the student details view, a table of all **enrolled classes for the student** will display.
  - To manage enrollment, navigate to the enrollment manager, and select the course you wish to manage that student’s enrollment.



## Creating a New Student

**Student ID** - Enter in the Student State Identification (SSID) number. Note – this is NOT the identification number of the student in the district. The SSID of students correlates back to their EIS records.

**Home School** - When a student does not have an SSID, whether from being a home school student, a rising K student, or other circumstances, use the “home school” or temporary ID selection and select “Yes.” All students who need a temporary ID should be flagged with the home school yes option.

- To create a unique student ID for the temporary ID of a student, follow this formula:
  - 9 + District Number + School Number + Rising Grade + Series.
  - For instance, if a student from Davidson County (**District Number 190**), in Alex Green elementary (**School Number 5**), in **rising grade 4** and is the **third student** to have been given an ID, the temporary ID would be:
    - 9190543
    - In the event that there is a duplicate in the system, the SPEAR application will prevent a student from being created with that temporary ID.
    - For additional support for temporary IDs, contact [DT.Support@tn.gov](mailto:DT.Support@tn.gov).

**First name** – As appears in EIS.

**Current Assigned Grade** – The 2023-2024 grade assignment of the student in EIS.

**Last Name** – As appears in EIS.

**School** – The primary school of a student. Note: A student may be enrolled in a class at a service school that differs from their primary school.

**Submit** – Save the student record.

To manage the enrollment of a student, navigate to the enrollment **manager** and select the class you would like to add or remove the student from.



## Removing a Teacher or Student from a Class

### If the class is not known:

1. Click on the “Teacher” or “Student” tab from the main navigation.
2. Use the search function to find the teacher or student record.
3. Click “View Details” to view the student or teacher’s classes.
4. The class assignments of a student will appear below the student details.

### If the class is known:

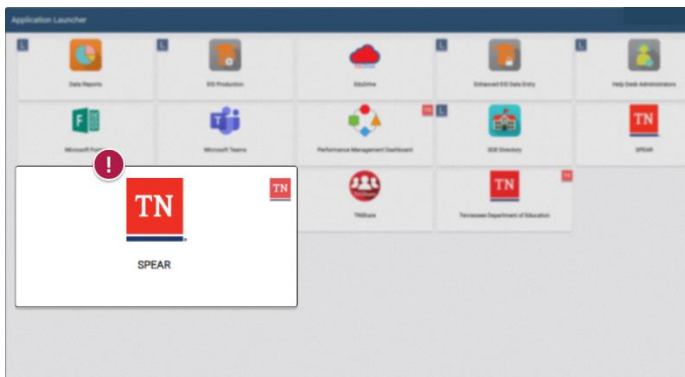
1. Navigate to the Enrollment screen by selecting “Enrollment” tab in the main navigation.
2. Select the class from the list or filter to the class.
3. Once the class is selected, scroll down to the “Class Assignments” section of the enrollment screen.
4. Select the student or teacher you wish to remove from the class and click the “remove from class” button. Confirm the student/teacher's removal.
5. If a student or teacher was removed in error, the student or teacher may be added back in the Add Teacher or Add Student section of the enrollment screen.

# Using the Attendance Application

## Accessing the Attendance Application

Please note: This application works best on a mobile device or via Chrome on desktop.

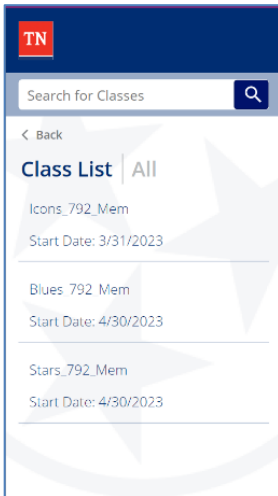
1. Login to TDOE Orion (<https://orion.tneducation.net>)
2. Find the “SPEAR” Summer Program Attendance Application icon on your dashboard. If you do not have one, please contact [DT.Support@tn.gov](mailto:DT.Support@tn.gov).



3. Launch the application from Orion. This will take you directly to the app home screen.



4. Click “View Classes” and scroll down to view all classes.
  - District Level Administrators will navigate from the district to school, then the class list.
  - School Level Administrators will navigate from School to the class list.
  - Teachers will see all classes to which they have been assigned.



### **Student Attendance**

To ensure proper reporting, track every absence for a student. Do not remove absences if students attend make up days.

1. Select a class to record attendance.

Start Date: 4/30/2023

---

Country\_792\_Mem (Summer School)

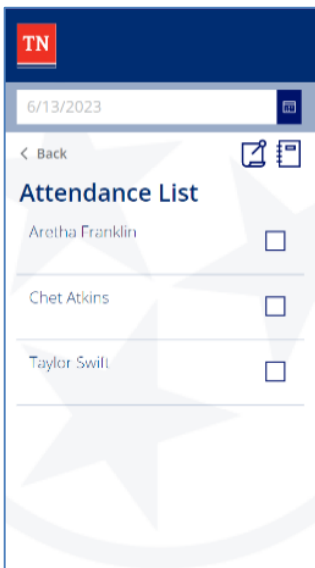
Start Date: 4/30/2023

---

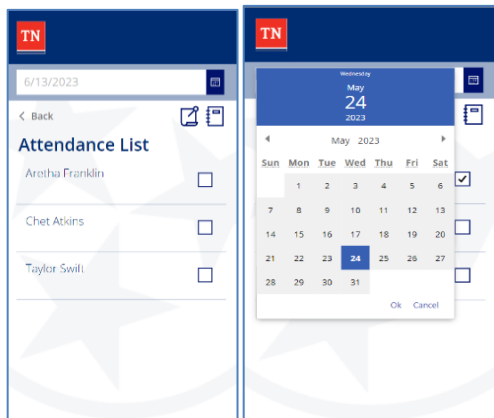
Blues\_792\_Mem (Summer School)

Start Date: 4/30/2023

2. An Attendance list will populate for the class selected. The screen will default to today's date.

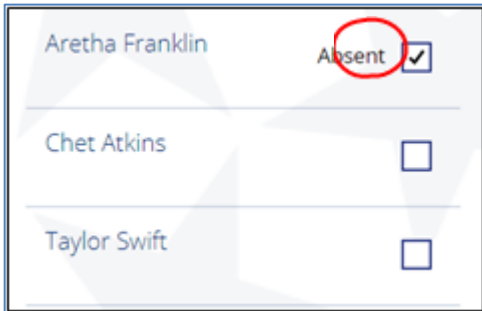


3. To change the date for the attendance record, click the calendar icon.

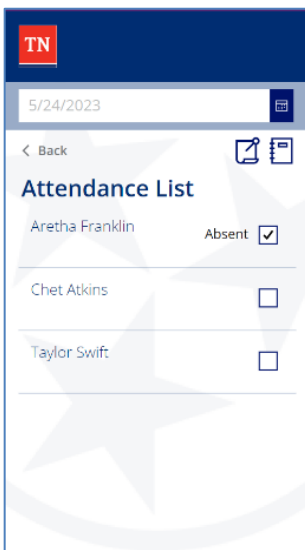


4. To mark a student as absent, select the checkbox to the right of their name.
- Only check the box next to those students who are absent.
  - Attendance will automatically be saved.

- You may check or uncheck any records that were entered in error.
- To remove an absence, uncheck the checkbox to the right of their name.



5. Use the “Back” function to return to the class list view to enter additional attendance.

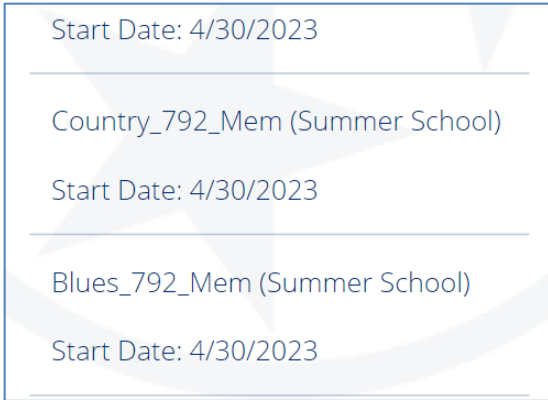


## Student Make Up Days

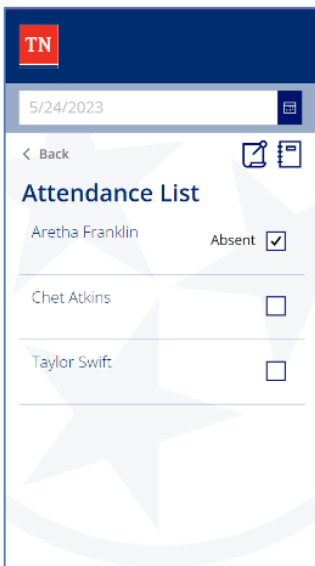
Make up days should be reported for any student who attends additional days of summer programming. Make up days are reported separately from attendance. Do not remove any existing absences of a student when adding a make-up day.

- Absences for a student should not be modified if a student attends a make-up day. Record all absences in the Attendance screen for students. Report any additional make up days through the Make Up Day screen.
- Return to the Make Up Day screen at any time during summer programming to update or edit existing make up days.
- In cases where staff do not have access to the Attendance App for a class, school and district admins will need to update the make-up days information for them.

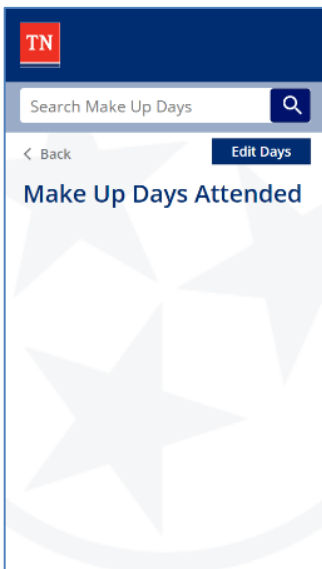
1. From the Class List Screen, select the class for entering make up days. Scroll down to view all classes.



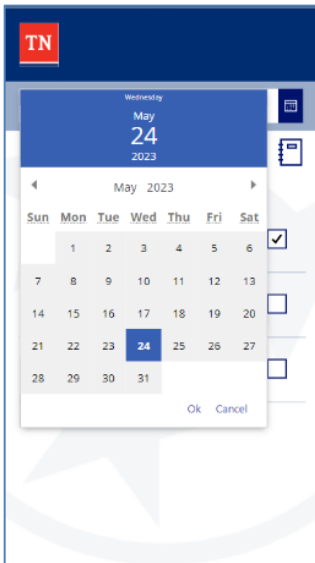
2. In the upper right corner of the attendance screen, select the pinned memo icon.



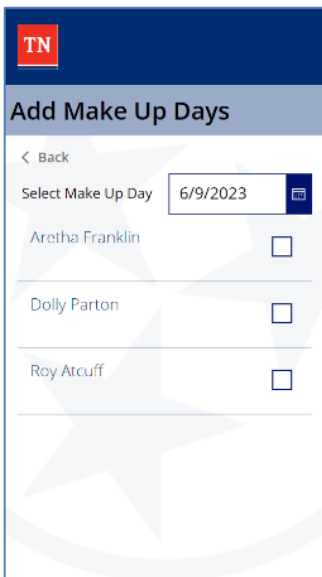
3. On the Make Up Days Attended Screen, select "Edit Days."



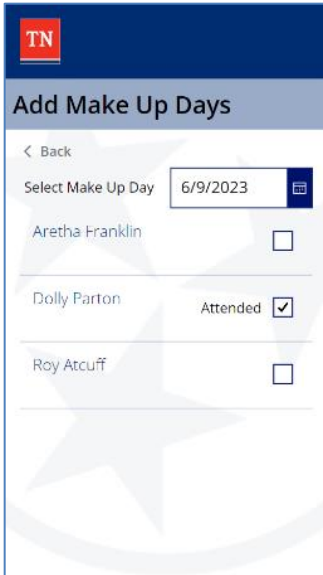
- To view a specific date, tap into the date selector and select the day. Press “OK” to go to that day.



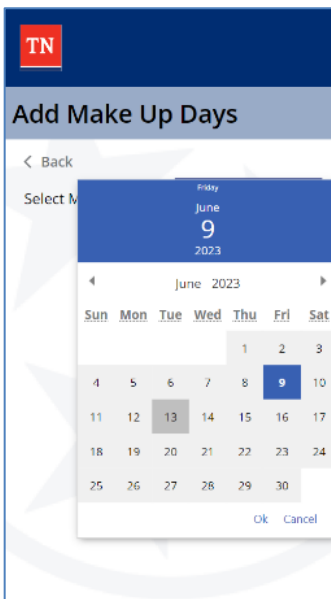
- A list of all the students will be displayed for the selected day.



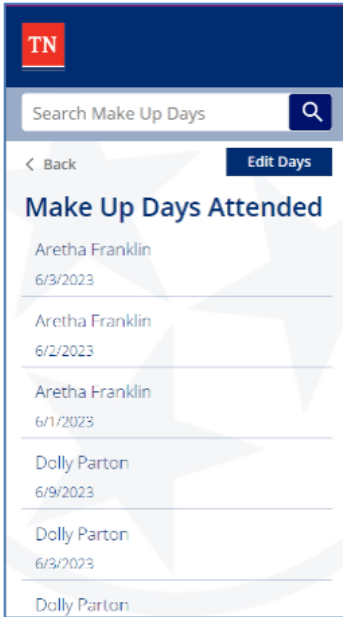
- Mark every student who attended a make-up day on the selected date with the check box.



7. Select the calendar to navigate to another date or once finished, press back.
  - Dates that already have Make Up Dates listed will display with a gray square.



8. The Make Up Days Attended list will now populate with students.
  - To filter the Make Up Days Attended List, type a name or specific date into the “Search Make Up Days” field.



### Assessment Score Reporting

This guide outlines how to report Rising K post scores and Rising 1 to 3 Math post scores via the attendance app. Additional guidance on assessments for summer programming can be found on the [Learning Acceleration page](#). Return to the assessment screen at any time during summer programming to update assessment scores.

#### **Rising Kindergarten ELA Post Test** - Reported in Attendance App

Districts must report post test scores for Rising Kindergarten students participating in Summer Learning camps or Summer/STREAM hybrid camps. Teachers may navigate to the student's assigned class in the attendance app to submit assessment scores. **Submit Rising Kindergarten ELA Post scores as a percentage between 0 and 100.** Example – 82.6.

#### **Rising 1 to 3 Math Post Test** - Reported in Attendance App

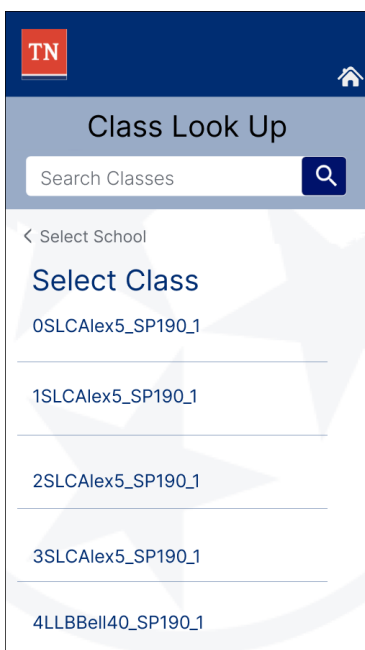
Districts must report math post test scores for Rising 1 to 3 students participating in Summer Learning camps or Summer/STREAM hybrid camps. Teachers may navigate to the student's assigned class in the attendance app to submit assessment scores. **Submit Rising 1 to 3 Math Post scores as raw scores between 0 to 10.** Example – 6.

#### **Rising 4 to 9 Schoolnet Assessments** - Reported in Schoolnet

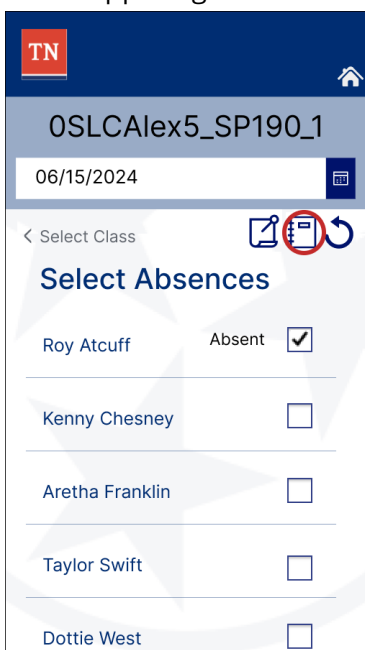
Students enrolled in Learning Loss Bridge Camps (Rising 4-9) will access Schoolnet to take summer programming assessments. Students and teachers will have access to the required assessments in Schoolnet if they are assigned to a class with the appropriate rising grade. Records are transferred from SPEAR to Schoolnet every Monday through Friday at 3 pm central. Teachers and students added before 3 pm will have access at 9 am central the following morning. A teacher must have an account registered in Schoolnet. Refer to the [Schoolnet Access for Administrators and Teachers](#) section for requesting Schoolnet accounts for teachers and administrators.



1. From the class list screen, select the class for which you are entering scores. Scroll down to view all classes.

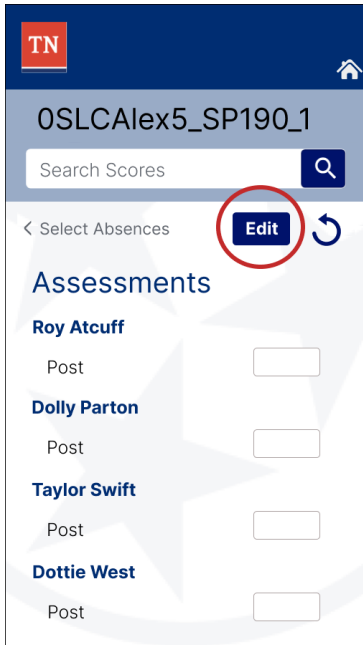


2. In the upper right corner of the attendance screen, select the notebook icon.



3. An assessment list will populate based on the required assessments for the camp. To edit records, select "Edit" in the upper right section of the attendance screen. The grayed-out boxes will become bold, and the "edit" button will switch to a "Lock" button.
  - In this example, the camp requires submission of post scores for a Rising K Summer Learning camp.

- A blank score indicates that a score has not been entered or cleared in the assessment edit screen.



4. Refer to summer programming guidance for submitting scores:

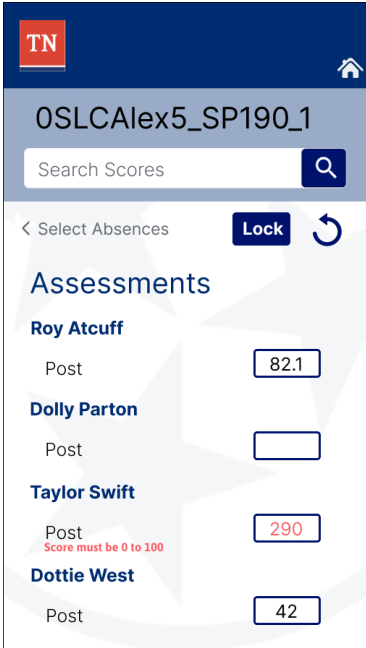
#### **Rising Kindergarten ELA Post Test**

Districts must report post test scores for Rising Kindergarten students participating in Summer Learning camps or Summer/STREAM hybrid camps. Teachers may navigate to the student's assigned class in the attendance app to submit assessment scores. **Submit Rising Kindergarten ELA Post scores as a percentage between 0 and 100.** Example – 82.6.

#### **Rising 1 to 3 Math Post Test**

Districts must report math post test scores for Rising 1 to 3 students participating in Summer Learning camps or Summer/STREAM hybrid camps. Teachers may navigate to the student's assigned class in the attendance app to submit assessment scores. **Submit Rising 1 to 3 Math Post scores as raw scores between 0 to 10.** Example – 6.

5. Enter the score for each student for all assessments indicated in the assessment list.
  - In this example, student Roy Atcuff scored 82% correct on the post test, using the kindergarten readiness assessment or Pre-K screener that the district used.
  - Scores will automatically be saved when entered.
  - Click into a score to edit the entered value.
  - To clear a score, delete the entered contents of the score. Please note this is permanent and there is no undo button.
  - Re-enter the cleared value if deleted in error.



6. If desired, press “Lock” to return the screen to a read only state for review purposes. Click “Edit” to toggle back to edit mode.
  
7. Once finished, press back (Select Class) to return to the Class Attendance view.

