



# Summer Programming EIS Coordinator Overview

EIS Supervisors,

In preparation for Summer Programming 2024, TDOE has changed the enrollment process for the SPEAR (State Program Enrollment and Attendance Reporting) application. Please review the overview of the program phases and related guidance linked below. **For districts scheduled to begin the summer programming in May, the tasks below should be completed immediately.**

This overview document provides a basic introduction to the EIS Coordinator actions required for districts to be prepared for 2024 summer programming. In anticipation of questions or help needed, please find contact information below.

- For questions regarding Summer Programming enrollment processes and technical support, contact [dt.support@tn.gov](mailto:dt.support@tn.gov).
- For general questions about the Summer Programming, contact [summer.programs@tn.gov](mailto:summer.programs@tn.gov).

To ensure all data is accurate and correct, the two major steps explained below will need to be completed:

- In TNShare, EIS Coordinators shall ensure SSO requests, bulk teacher submission, and administrator access requests have been completed using the designated tracker submissions (see below for links)
- Once the State Program Enrollment & Attendance Reporting (SPEAR) Admin Portal is opened for district use, districts shall complete enrollment including class creation, teacher assignment, and student enrollments.

## Staff Access for SPEAR

*Please note, only an EIS coordinator will have access to open the linked forms and requests below.*

### Single Sign On (SSO) Accounts Required

Teachers and administrators must have an active single sign on (SSO) account prior to requesting access for others. To request SSO access for newly hired staff, submit a [request for an SSO account](#) to be created. The SSO creation process may take up to 48 hours (about 2 working days) to be completed.

As soon as a district has determined which staff will be supporting Summer Programming, EIS Coordinators should complete the requests for [teachers](#) and [administrators](#) in TNShare. Those requests are required prior to adding any enrollment information into the SPEAR Admin Portal.

### **NOTES:**

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- Districts should create accounts for primary and any backup staff that will support summer programming.
- Completing an Administrator request for access will provide access to both [SPEAR](#) and the [SPEAR Admin Portal](#) for those users.
- This tracker does not provide access to Schoolnet.

### Schoolnet Access

The Schoolnet access process is separate from the access to both 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. A Single Sign On (SSO) account with the Schoolnet tile on the Orion dashboard.

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 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, so that a request for an account to be created can be processed.

### Teacher Pre-Enrollment Pre-Loading

**New this year:** Only teachers will be submitted via a bulk spreadsheet template. Teachers cannot be created in the SPEAR Admin Portal and must be created via the teacher access request tracker.

The Tennessee Department of Education (department) will use the bulk teacher template submission process as a one-time pre-loading for your district staff via the [Teacher Bulk Enrollment Template Submission Form](#). Additional teacher requests may be submitted individually through the [teacher access request](#) form. Teachers must have an active Single Sign On (SSO) account prior to submission.

- **Guidance for who to include:**
  - All teachers that will participate in summer programming should be included in the bulk enrollment process.
  - Once submitted, teachers will be pre-loaded into SPEAR for selection during the

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enrollment process.

- During enrollment administrators may search and filter imported teachers to assign them to a class in the [SPEAR Admin Portal](#).
  - See the [SPEAR Enrollment and Attendance Manual](#) for information on assigning teachers to classes.

**Note:** Staff members who will be tracking make up days and/or support multiple schools should be provided school or district administrator access for the staff member instead of teacher access.

### Student Pre-Enrollment Pre-Loading

All rising grade 1 – 9 student records in 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 programming for students not yet enrolled or home schooled.

### Enrollment (Three Weeks Prior to Program Start)

*New this year: **Enrollment will no longer be completed via bulk template submission.** Creation of classes and assigning students/teachers to a class will be done through the [SPEAR Admin Portal](#).*

Rising 1 – 9 grade students in each district will be available in the SPEAR Admin Portal to enroll in classes before summer programming starts. All classes must be created and have students/teachers assigned via the [SPEAR Admin Portal](#).

Through the SPEAR Admin portal, classes will be created in the SPEAR Admin Portal and teachers and pre-loaded students may be assigned to the created classes.

Any additional students can be created through the [SPEAR Admin Portal](#). See the [SPEAR Enrollment and Attendance Manual](#) for information on creating and enrolling students.

### Reporting (End of Summer Programming)

All reporting for attendance, make up days, assessments scores, and all updates to class rosters must be updated by the end of Summer Programming for reporting purposes.

- 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](#).
- See [the SPEAR Enrollment and Attendance Manual](#) for further information on updating



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SPEAR data.

## Reviewing SPEAR Application records

Quick reminders for usage of the SPEAR application for users:

### Attendance App

- Update student absences for all classes.
- Add post test scores for Summer Learning camps for rising Kindergarten and math for rising grades 1-3.
- Ensure participation is recorded for all students who attended a make-up day.

### Classes

- Ensure teachers are assigned to all classes taught during summer programming and have the correct subject taught associated with them per class.
- Review student rosters to verify students participated in summer programming and are rostered to an appropriate class.
- Ensure start and end dates for classes in SPEAR are accurate.