

## TLE Qualitative Report Instructions

If you have not downloaded a template, use the template titled 2015 Qualitative Report Template at: [www.ok.gov/sde/tle](http://www.ok.gov/sde/tle)

Enter your data onto the spreadsheet. Pay particular attention to the information listed below—these are the most common issues that cause errors.

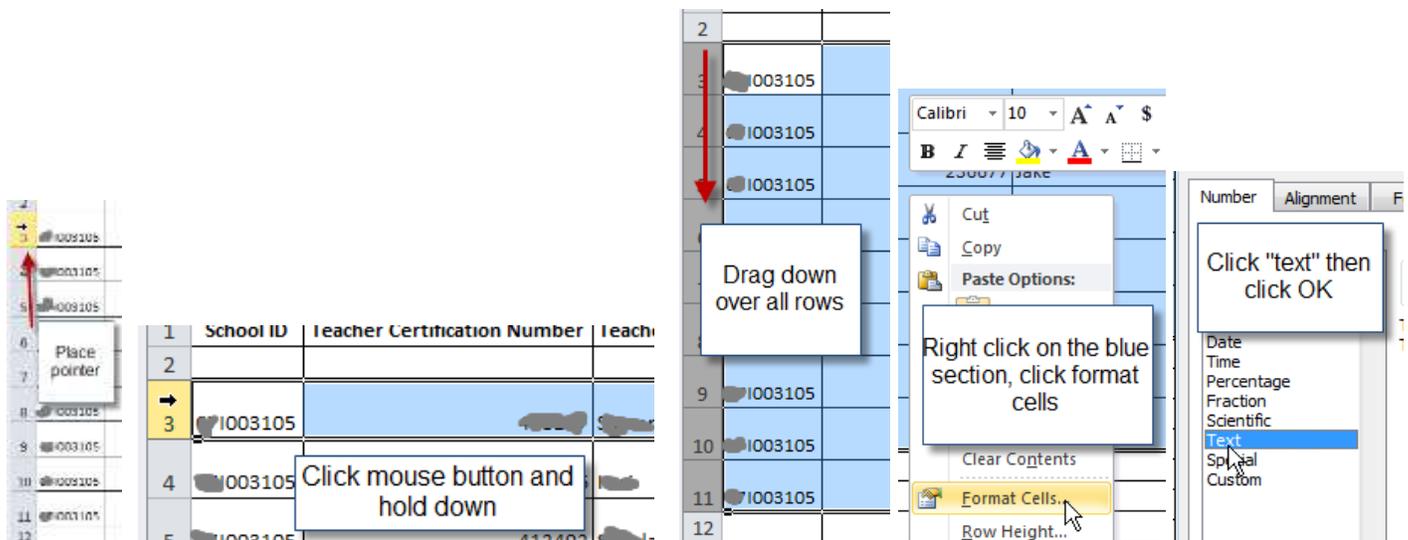
### Please note:

- Everything on the TLE Qualitative Report must be exact – Letter case, spacing, etc.
  - For example, if the “Model Used” is Tulsa TLE, there MUST be a space between Tulsa and TLE.
- TLE MUST be in all caps.
- If the “Model Used” is MCREL, the “c” MUST be lower case.

See the list at the bottom of the page for available options and the proper format for each one.

Make sure that all of the cells on your spreadsheet are formatted as text:

The easiest way to do this is to put your mouse pointer on the top row of text (below the column titles), then hold your mouse button down and drag your pointer all the way down to the bottom row of text so that it highlights all of the lines at once. When all the lines are highlighted, right click on the blue section, select Format Cells, click “text”, and then click “OK”:



Once the spreadsheet has been completed and formatted, save the file to your computer. Log in and upload the file to The Wave.

Available options and the proper format for each one:

**Column title:** ModelUsed

**Accepted entries for this column:**

- Marzano Teacher
- Marzano Leader
- Tulsa TLE
- McREL

**Column Title:** DataCollectionPlatform

**Accepted entries for this column:**

- iObservation
- TalentED
- OKTLE
- SearchSoft
- Paper
- Other (if Other, specify)

**Column Title:** EvaluationScore

**Accepted entries for this column:**

- 1.00-5.00

**Column Title:** DomainScore

**Accepted entries for this column:**

- NA
- Not Evaluated
- 1.00-5.00

**Column Title:** IndicatorScore

**Accepted entries for this column:**

- NA
- Not Evaluated
- 1.00-5.00