SAMPLE PORTFOLIO

TEACH BIG ARTIFACTS SERIES

Teacher Artifacts Report

A sample portfolio for **Ms. Garcia**, Grade 4

RIDGEVIEW ELEMENTARY 2026 TO 2027

Every lesson you teach leaves a record.

This one is yours to keep.

SAMPLE

47 days	128	1,842
TEACHING STREAK	DECKS TAUGHT	MINUTES ON RECORD

INSIDE THIS SAMPLE

01	**The Dated Teaching Log**	What you taught, day by day
02	**The TEKS Coverage List**	Every standard, and where it was taught
03	**The Full Appraisal Packet**	One file, ready for your conference

Every chart and every section starts on its own page, so nothing splits in half when you print.

Sample document. Teacher, class, and student details are made up.

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A NOTE FOR YOU

This is your year, on paper

You already do the work. You plan the lesson, you stand in front of the class, you play the review game, and you watch the light come on. What is often missing is a clean record of all of it, in one place, ready to hand to your campus leader.

This sample shows you that record. It follows Ms. Garcia, a made up fourth grade teacher at Ridgeview Elementary, through the first ten weeks of the school year. Her school, her class, and her numbers are sample data. The pages, the order, and the charts are exactly what you would print.

Three things to notice as you read

- Every section and every chart starts on its own sheet of paper. Nothing splits across two pages, so a chart is never cut in half by the printer.
- Whole group game time counts. A game you play with the class is real Tier 1 teaching, and it shows up in your coverage just like a slide deck, in its own color.
- Your reports stay yours. Nothing is shared with your campus leader until you tap Share with my campus leader.

When to print

Print the whole portfolio at the end of a grading period. Print one section the night before a conference. Print a single chart for a planning meeting. Each chart stands on its own, so you never have to hand over more than you choose.

SAMPLE

> THE SHORT VERSION
> Your teaching is already the evidence. This portfolio writes it down, keeps it in one place, and prints it on pages you can hand over without a second thought.

With you in the classroom,

The Teach BIG team

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What is inside

The sample follows the order that makes your year easiest to tell. First comes what you taught and when. Then comes the list of standards that teaching covered. Then comes the full packet for your appraisal conference.

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How your evidence is counted	5	The two colors, game time, and privacy
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Week of October 19	8	The current week, ready to print
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Every TEKS you have taught	11	First date, times taught, and how
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SAMPLE

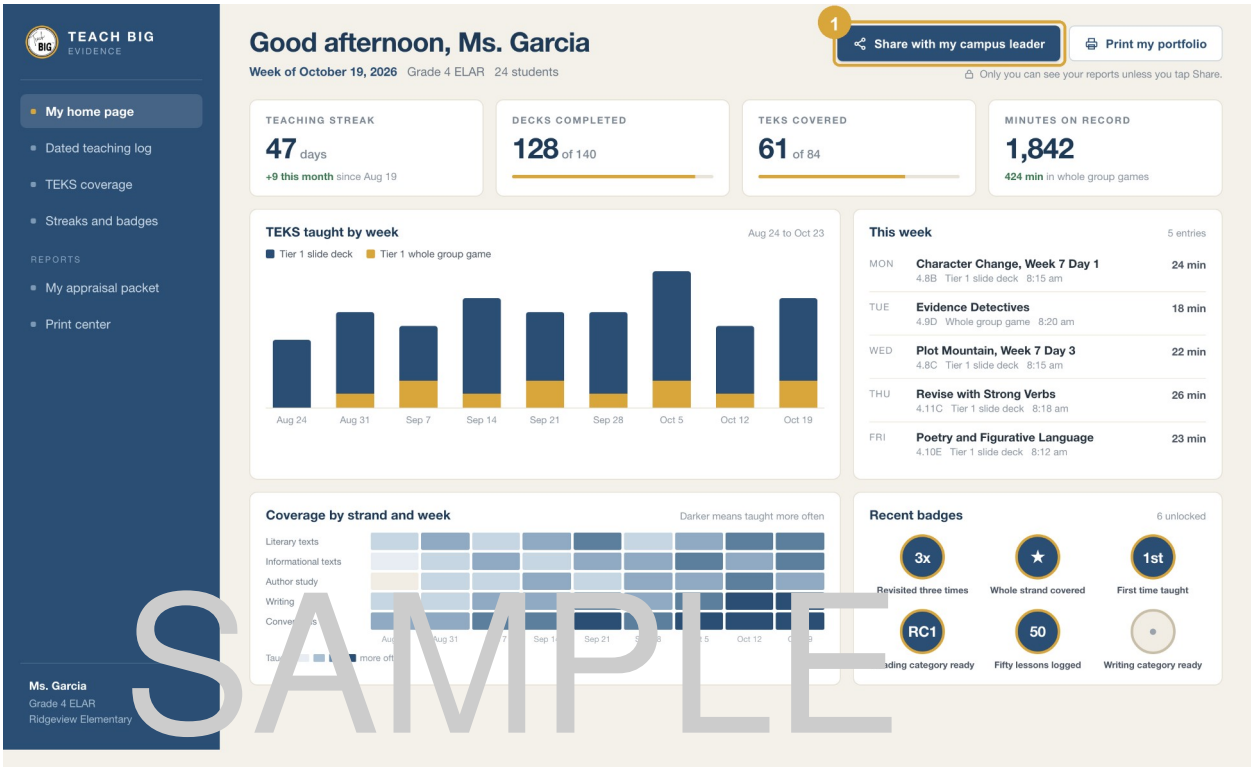
WHY THIS ORDER

The log is the easiest page to read, so it comes first. The coverage list is the page a leader asks for next. The packet is the one you hand over, so it comes last, complete and in one file.

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YOUR HOME PAGE

The screen you start from



The Teacher Evidence home page for Ms. Garcia on October 23, 2026. 1. Share with my campus leader is the only way your reports leave your account.

Four numbers sit at the top: your teaching streak, the decks you have finished, the standards you have covered, and the minutes on record. Under them, the week you are in, the standards you taught, and the badges you have earned so far.

Only you see this page. Your reports stay private until you tap Share with my campus leader, and even then you choose what to send. There is no timer running and nothing to fill in. The page fills itself as you teach.

NO EXTRA STEPS

Nothing here needs a spreadsheet, a binder, or a Sunday night. You present the lesson, you play the game, and the page keeps up on its own.

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HOW YOUR EVIDENCE IS COUNTED

Two colors, one record

Everything in this portfolio comes from something you already do. You present a slide deck. You play a whole group game. You score student work. Each one leaves a dated record, and the record becomes the pages you print.

Your three sources

- The slide deck you present to the class, with the minutes it ran.
- The whole group game you play with the class, with the minutes it ran.
- The student work you score, which shows what students took from the lesson.

The two Tier 1 colors

- **Tier 1 slide deck** presented to the whole class
- **Tier 1 whole group game** played with the whole class

Game time counts exactly like deck time. Ten minutes of a Tier 1 review game is ten minutes of Tier 1 teaching, and the standards in that game land on your coverage list. The color is there so you can see the variety in your week, not so one kind of teaching counts more than the other.

SAMPLE

Why the colors matter at a conference

A leader who sees only blue may wonder whether every lesson came from a slide deck. A mix of blue and gold shows a teacher who presents, reviews, and reteaches in more than one way. Both colors count toward coverage.

Your reports stay private

Only you see your reports. The Share with my campus leader button on your home page is the one door out, and you are the one who opens it. Until you tap it, nothing is visible to anyone else on your campus.

> THE ORDER YOU WILL SEE
> The Dated Teaching Log comes first, because it is the easiest to read. The TEKS Coverage List comes second, because it turns those lessons into standards. The Full Appraisal Packet comes last, because it puts everything in one file.

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PART ONE

ONE

The Dated Teaching Log

Start with the simplest question a leader can ask: what did you teach, and when? This part answers it one week at a time, in the order the lessons happened.

SAMPLE

IN THIS PART

Week of October 12	six lessons and two games
Week of October 19	the week you are in now
Minutes by standard	where the time went

Pages 7 to 9

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PART ONE / THE DATED TEACHING LOG

Week of October 12, 2026

A dated list of what you taught, in the order you taught it. One row per lesson or game, with the standard it covered and the minutes it ran. This is the page a leader reads when they want to see a normal week.

DATE	LESSON OR GAME	TEKS	TYPE	MIN
Mon Oct 12	Author's Purpose, Week 6 Day 1	4.10A	**Slide deck**	24
Mon Oct 12	Purpose Sort	4.10A	**Whole group game**	14
Tue Oct 13	Text Features, Week 6 Day 2	4.10D	**Slide deck**	22
Wed Oct 14	Text Feature Hunt	4.10D	**Whole group game**	16
Wed Oct 14	Sidebars and Captions	4.10D	**Slide deck**	12
Thu Oct 15	Revising Introductions	4.11C	**Slide deck**	25
Thu Oct 15	Strong Verbs Sort	4.11C	**Whole group game**	11
Fri Oct 16	Edit and Publish	4.11D	**Slide deck**	20

5 teaching days **8** lessons and games **144** minutes **4** standards covered

SAMPLE

Every row was written the moment the lesson ended, so the times are measured, not remembered. If you teach the same standard twice in one week, it appears twice, which is exactly what a leader wants to see.

WHAT A LEADER SEES

Five teaching days, eight lessons, and four standards, all on one sheet. No summary is needed, because the week already tells its own story.

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PART ONE / THE DATED TEACHING LOG

Week of October 19, 2026

The same page for the week you are in. Nothing changes in the layout, which is the point. Week after week, the record looks the same, and the story gets easier to follow.

DATE	LESSON OR GAME	TEKS	TYPE	MIN
Mon Oct 19	Character Change, Week 7 Day 1	4.8B	**Slide deck**	24
Tue Oct 20	Evidence Detectives	4.9D	**Whole group game**	18
Wed Oct 21	Plot Mountain, Week 7 Day 3	4.8C	**Slide deck**	22
Thu Oct 22	Revise with Strong Verbs	4.11C	**Slide deck**	26
Fri Oct 23	Poetry and Figurative Language	4.10E	**Slide deck**	23
Fri Oct 23	Figurative Language Sort	4.10E	**Whole group game**	15

5 teaching days · **6** lessons and games · **128** minutes · **5** standards covered

SAMPLE

A note about Fridays

Friday holds two entries because you presented a lesson and then played a review game. The game earned its own row and its own minutes, and 4.10E shows up twice in the same day. That is not a mistake. It is the record doing its job.

THE WEEK AT A GLANCE

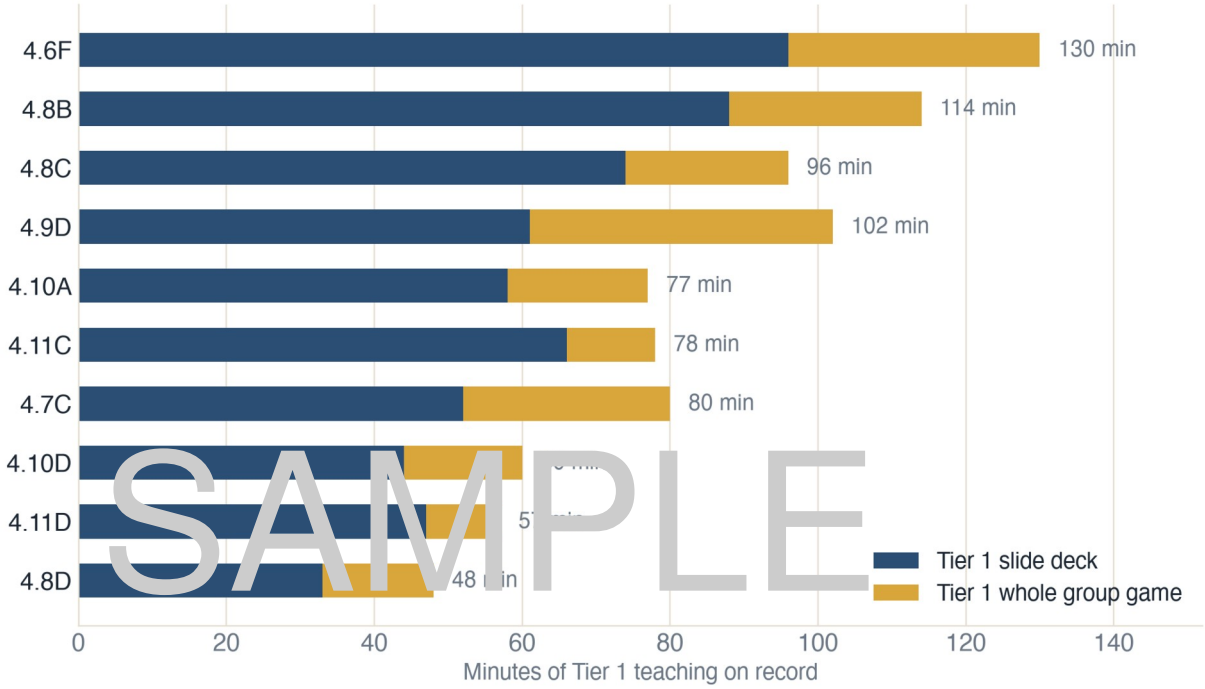
Six lessons across five days, and every one carries a standard. A leader can count the days, read the titles, and see the minutes without asking you to explain a thing.

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PART ONE / MINUTES BY STANDARD

Where your teaching time went

Coverage tells you what you taught. Minutes tell you how much. This chart puts both on one page, so you can see which standards received real time and which ones were touched once.



The ten most taught standards, late August to October 23. Sample data.

Each bar is one standard. Blue is time in a slide deck, gold is time in a whole group game, and the number at the end is the total. These ten standards hold 842 of the 1,842 minutes on Ms. Garcia's record.

Two things stand out. First, 4.6F received the most time at 130 minutes, which matches how often inferencing appears in Grade 4 reading. Second, whole group games supplied 223 of those 842 minutes, close to one minute in four. That is a healthy share of review time, and it counts.

READ IT THIS WAY

Blue is presentation, gold is practice, and the total is the time behind the standard. A standard with a wide gold band was reviewed often. A standard with a thin one was presented and moved on.

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PART TWO

TWO

The TEKS Coverage List

Now the standards. This part takes the same year and reads it through the TEKS, so you can answer the question every leader asks: which standards have you taught, and which ones are still open?

SAMPLE

IN THIS PART

Every TEKS you have taught	first date, times, and how
Coverage by week	the whole year as a heat map
What is still open	gaps, with a suggested week
Student growth by standard	what students took from it

Pages 11 to 14

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PART TWO / THE TEKS COVERAGE LIST

Every standard you have taught

One row per standard, in the order you first taught it. The date is the first time it appeared, the count is how many separate days it was taught, and the last column shows whether it came from a deck, a game, or both.

TEKS	SKILL	FIRST TAUGHT	DAYS	HOW
4.6F	Make inferences with evidence	Aug 26	5	**Both**
4.8B	Analyze character relationships	Aug 31	5	**Both**
4.7C	Use text evidence to respond	Sep 2	4	**Both**
4.8C	Analyze plot elements	Sep 9	4	**Both**
4.9D	Text features in informational text	Sep 14	4	**Both**
4.11C	Revise drafts	Sep 16	4	**Both**
4.10A	Author's purpose	Sep 21	4	**Both**
4.11A	Compose literary texts	Sep 23	3	**Deck**
4.10D	Organizational patterns	Sep 28	3	**Both**
4.11D	Edit drafts	Oct 1	3	**Both**
4.10E	Literary devices	Oct 7	2	**Both**
4.8D	Influence of setting	Oct 14	2	**Game**

SAMPLE

Ms. Garcia has covered 61 of the 84 Grade 4 ELAR standards as of October 23. The twelve shown here are the ones with the most time behind them. The full list runs to 61 rows in a real portfolio and prints on three pages, each starting fresh.

WHAT COUNTS AS COVERED

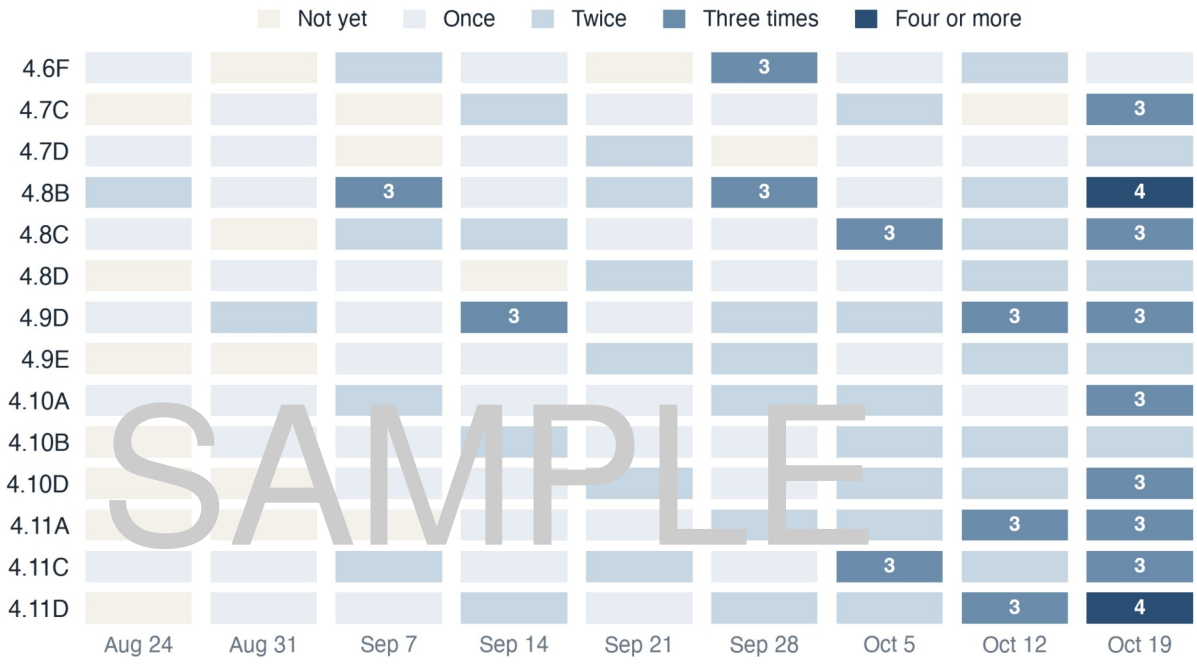
A standard counts the first time you teach it in a Tier 1 lesson, whether that lesson came from a slide deck or a whole group game. One lesson is enough to put it on the list. The days column shows how often you came back.

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PART TWO / COVERAGE BY WEEK

The same year, as a heat map

A list shows you what you taught. A heat map shows you the rhythm. Each column is a week, each row is a standard, and the darker the square, the more often that standard was taught that week.



Weeks of August 24 to October 19. Numbers appear once a standard is taught three times or more in a week.

Read across a row to see revisits. Read down a column to see the balance of a single week. A pale square is not a failure. It may mean the standard is not due yet, or that the week belonged to something else.

Leaders tend to ask two questions when they see this page. Is anything being taught once and dropped? Is any week lopsided? The heat map answers both without a single number in the text.

THE PAGE TO BRING TO A DATA MEETING

Print this one when the conversation turns to pacing. It shows the whole year on one sheet, and it makes the next two weeks obvious without a single slide.

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What is still open

Not every standard belongs in October. This page lists the ones Ms. Garcia has not taught yet, with a week that fits the year plan, so a gap reads as a plan rather than an oversight.

TEKS	SKILL	SUGGESTED	WHY THEN
4.12A	Plan a research inquiry	Week 10	Follows the nonfiction unit
4.12B	Gather information from sources	Week 10	Same unit, second step
4.12D	Synthesize information	Week 11	Needs the research behind it
4.10C	Print and graphic features	Week 11	Pairs with the research unit
4.10B	Text structure and purpose	Week 12	Builds on 4.10A and 4.10D
4.2B	Multisyllabic word reading	Week 12	Ongoing word study
4.3A	Vocabulary in context	Week 13	Ongoing word study
4.11B	Compose informational texts	Week 14	After research is complete
4.11E	Publish and share writing	Week 15	End of the writing cycle
4.9E	Synthesize across two texts	Week 15	Spring reading focus

SAMPLE

Twenty three standards remain open, and every one of them has a week. The list updates as you teach, so the number shrinks through the year. Before the STAAR window, this page becomes the checklist that shows every reporting category has been covered.

HOW TO USE THIS PAGE

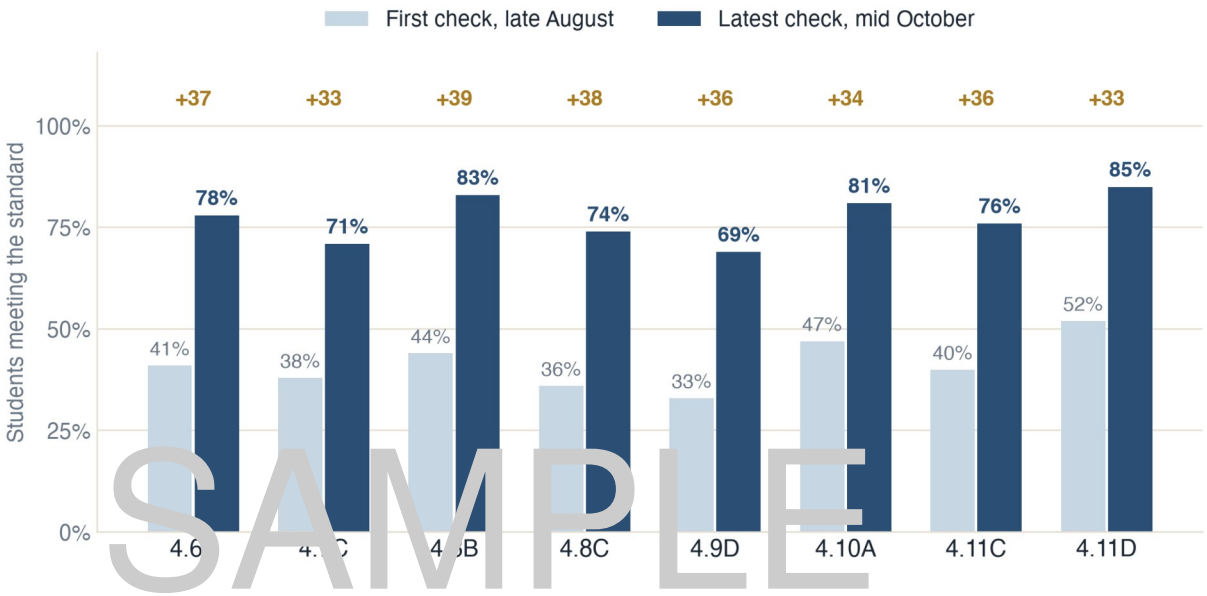
Open it once a month, pick the next two rows, and teach them in the week they name. If the plan changes, the page changes with it. A gap you can name is a gap you can close.

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PART TWO / STUDENT GROWTH

What students took from it

Coverage proves you taught it. Growth shows students learned it. This page compares the first class check in late August with the latest one in mid October, standard by standard.



SAMPLE

Class level results, 24 students. Each bar is the share of students meeting the standard on a short check.

Every standard moved. The largest gain was 4.8B at 39 points, from 44 percent to 83 percent, which lines up with the character work in late September. The smallest gain was 4.7C at 33 points, still a strong move for eight weeks of school.

These are class numbers, not student names. If you want names for your own planning, you can turn them on. Your appraisal packet prints without them by default.

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PART THREE

THREE

The Full Appraisal Packet

Last comes the file you hand over. Everything from the first two parts, in one order, with a one page summary on top and room for your own words at the end.

SAMPLE

IN THIS PART

What is in the packet	the order of the pages
One page summary	the page your leader reads first
Streaks and badges	consistency and milestones
Print and share	how the file leaves your hands

Pages 16 to 21

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What is in the packet

The packet is the whole portfolio in one file, in the order a conference usually runs. You print it once, staple it once, and hand it over. Every part keeps its own page breaks, so the order holds on paper.

ORDER	PAGES	WHAT IT PROVES
1. One page summary	17	The year in four numbers, at a glance
2. Dated teaching log	7 to 8	What you taught, day by day
3. TEKS coverage list	11	Which standards that teaching covered
4. Coverage heat map	12	That the coverage was spread across the year
5. Student growth	14	That students learned what you taught
6. Streaks and badges	18 to 20	That your consistency held all year
7. Teacher notes	22	Your own words, in your own hand

SAMPLE

The cover sheet

A single page goes on top with your name, your campus, your grade, the school year, and the four numbers that matter most. A leader can read it in thirty seconds and know what the rest of the file holds.

The sign off line

The last page leaves a short line for your campus leader to sign and date. It is optional, and it is there because some campuses still keep a signed copy in the personnel file. If yours does not, the line stays blank and nothing is lost.

> **PRINT IT ONCE**
> Pick the full packet, press print, and walk in with one file. Every part keeps its own page breaks, so the order holds whether you staple it or hand over a digital copy.

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PART THREE / ONE PAGE SUMMARY

Ms. Garcia, Grade 4 ELAR

Ridgeview Elementary | School year 2026 to 2027 | October 23, 2026

138 LESSONS AND GAMES LOGGED	**1,842** MINUTES OF TIER 1 TEACHING
61 of 84 GRADE 4 ELAR STANDARDS COVERED	**47** SCHOOL DAYS IN A ROW

What the year looks like so far

Ten weeks of teaching, five days a week, with at least one Tier 1 lesson every school day. Coverage is spread across reading, writing, and conventions, with the research standards scheduled for the weeks after fall break. Class growth moved on every standard checked, with an average gain of 35 points.

SAMPLE

Coverage by reporting category

REPORTING CATEGORY	STANDARDS COVERED	TOTAL
Reading	34	42
Writing	21	27
Research	6	15

Each category is on pace for the STAAR window. Research is the lightest, which is expected in October, and its standards sit in weeks 10 and 11 on the open list.

How this file was built

Every page comes from lessons taught in this classroom. Slide decks and whole group games were logged as they happened, and student checks were scored on the same schedule as always. No extra paperwork was created for this packet.

Signature

Campus leader _____ Date _____

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Your consistency, day by day

A teaching streak counts school days in a row with at least one Tier 1 lesson, either a slide deck or a whole group game. Weekends, holidays, and sick days do not break it, because they are not teaching days.



School days from August 31 to October 23. Gold squares are days whose Tier 1 lesson was a whole group game.

SAMPLE

47	47	40
DAYS IN THE CURRENT STREAK	BEST STREAK THIS YEAR	SCHOOL DAYS SHOWN ABOVE

A streak is not a competition and it is not a score. It is a simple way to see that the teaching kept going, week after week, even in the busy stretches. The gold squares matter here too: a game day keeps the streak alive exactly like a deck day.

BUILT FROM THE SAME ROWS

The streak comes from your teaching log. There is no separate check in, no button to press, and no extra form at the end of the day. If the lesson is on the log, the day counts.

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Your year in four numbers

The summary page gives a leader the headline. This page gives the working detail behind it, month by month, so any number can be traced back to the days it came from.

128 DECKS COMPLETED, OF 140 IN THE YEAR	**1,842** MINUTES OF TIER 1 TEACHING
138 LESSONS AND GAMES LOGGED	**424** MINUTES IN WHOLE GROUP GAMES

Month by month

MONTH	DECKS	LESSONS AND GAMES	MINUTES
August 19 to 3	14	15	190
September	62	68	890
October 1 to 25	52	55	762
Year to date	128	138	1,842

SAMPLE

That works out to about 38 minutes of Tier 1 teaching per school day across the ten weeks, a normal block in a fourth grade classroom. The whole group game share is 424 minutes, or about 23 percent of all Tier 1 time.

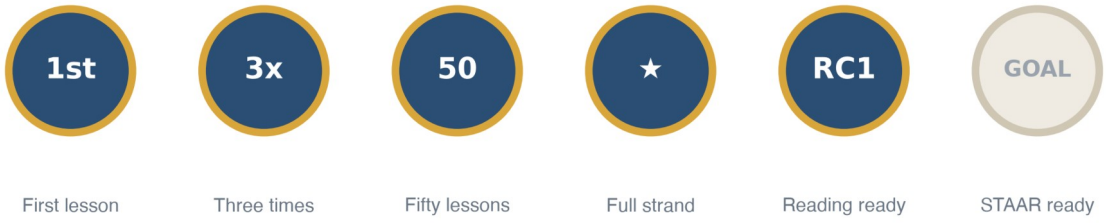
HOW THE NUMBERS ADD UP

A deck counts once when you finish presenting it. Minutes are measured while the lesson runs, not estimated later. A day with a lesson and a game is two rows and two sets of minutes, which is why the month totals are larger than the deck count.

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Badges that mean something

Badges are not stickers for showing up. Each one marks a TEKS milestone a leader would recognize, and each one is earned by teaching, not by clicking.



BADGE	HOW YOU EARN IT	MS. GARCIA
First lesson	Teach a standard for the first time	Aug 26, 4.6F
Three times	Teach the same standard on three days	Sep 18, 4.8B
Fifty lessons	Log fift er 1 le ns	Sep 30
Full strand	Cove ever stan ar in c e tran	Oct 2, eading literary
Reading ready	Co r every an ard a re orti category	Oct 16, reading
STAAR ready	Cover all reporting categories before the window	In progress, writing 21 of 27

SAMPLE

The milestones were chosen to match what campus leaders actually ask for. First lesson covers the obvious question about whether a standard was ever taught. Three times covers revision and reteach. Full strand and reporting category cover the questions that come before a benchmark or the STAAR window.

EARNED BY TEACHING

Every badge on this page comes from the same records as the teaching log. There is nothing extra to click, nothing to submit, and nothing to remember. If you taught it, the badge follows.

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Print it, or keep it to yourself

Your portfolio is designed for paper. Every chart and every section begins on a new sheet, and no table is allowed to split across two pages. If a section does not fit, it moves to the next page whole.

Printing

- Print the full portfolio, or pick a single part from the print center.
- Every page is letter size and prints cleanly in black and white.
- The portfolio is 24 pages, which prints as twelve sheets on both sides.
- Charts use color to separate decks from games, and they still read in grayscale because the bars carry labels.

Sharing



The Share with my campus leader button sends a read only copy of the pages you choose. Until you tap it, only you can see your reports. After you share, the copy carries the date it was sent, so there is no question about which version your leader is holding.

SAMPLE

What your leader sees

The same pages, in the same order, with your name and campus at the top. No student names unless you turn them on. No scores beyond the class level unless you add them. You choose the version, and you can print it before you share it, so there are no surprises.

A COPY YOU CONTROL

These pages are yours. Share them, print them, or keep them in a drawer. Nothing leaves your account until you decide it should.

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NOTES

Before your conference

A conference goes better when you have two or three sentences ready. Use this page to write them down while the year is fresh.

A lesson I am proud of, and why

Something my class can do now that they could not in August

SAMPLE

A standard I want to reteach, and my plan for it

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NOTES

Notes

Space for the rest of the year. Dates, wins, questions, and anything you want to remember before the next conference.

SAMPLE

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Thank you for teaching big.

The record is yours. The work was always yours.

SAMPLE

Teacher Evidence Report Sample

A printable portfolio from Teach BIG for the 2026 to 2027 school year.

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