Table of Contents

Linkage ........................................................................................................................................................... 4

Campus Setup Period .................................................................................................................................. 4
  Accessing the System ................................................................................................................................. 4
  Establishing a Support Team .................................................................................................................... 5

Ensuring Staff are Listed Correctly ............................................................................................................. 6
  Reviewing Teachers and Classes ............................................................................................................... 6
  Alternative Views ...................................................................................................................................... 7
  Which Campus-Based Staff Should Complete Linkage? ............................................................................ 7
  Adding Staff to Your Campus .................................................................................................................... 8

Correcting Class Assignments ....................................................................................................................... 9
  Adding Classes ....................................................................................................................................... 9
  Copying Classes .................................................................................................................................... 10
  Transferring a Class ................................................................................................................................. 13
  Deleting Classes .................................................................................................................................... 16
  Editing Classes ....................................................................................................................................... 16

Correcting Rosters ........................................................................................................................................ 17
  Copying Student Rosters .......................................................................................................................... 17
  Replacing Student Rosters ........................................................................................................................ 20
  Restoring a Deleted Roster ....................................................................................................................... 22

Monitoring Teacher Completion ................................................................................................................... 24
  Reviewing Student Instruction ................................................................................................................. 26
  Filtering Information on the Student Report ............................................................................................ 27
  Reviewing Alerts and Notifications ......................................................................................................... 30
  Viewing Hidden Alerts ............................................................................................................................. 32

Principal Review and Approval Period ......................................................................................................... 33
  Reviewing Student Instruction ................................................................................................................ 33
  Reviewing Alerts and Notifications .......................................................................................................... 34
  Reviewing Submitted Roster Summaries ................................................................................................. 34
  Approving Rosters (Principals Only) ........................................................................................................ 35
  Username and Password Support ........................................................................................................... 37
  Powerpoint Slides ................................................................................................................................... 37
Campus Setup Period
The Campus Setup Period occurs the first week of the Linkage Period and is designed to ensure the system is prepared for a successful linkage process.

During this period, you will:
1. Access the system.
2. Set up a support team of individuals at your campus with similar access rights to help the principal and other staff throughout the linkage period.
3. Ensure all teachers for whom linkages are required have the correct rosters. If they do not, you can add, remove, or move rosters for your teachers.

Accessing the System
Step 1: Go to www.houstonisd.org/aim and log in on the “My Resources Login” tab.

Step 2: On the “My Resources Home” page, click the “Link” icon.

Welcome

You will now see the “Link” home page:
Establishing a Support Team

Campus-based support team members assist principals in completing all required tasks for the campus during the Linkage process, including:

- Adding and removing staff.
- Adding and removing class rosters.
- Modifying roster details when necessary.

To be part of a support team, the person must be assigned as a staff member on the campus. The support team will be visible to the staff on your campus on their “Link” page in the “Support Team” section, so campus-based staff will know who they may contact for further support during the Linkage process.

**Note:** When you select support team members, you are providing them with **all** the capabilities to change teacher and class roster data through the AIM portal. *Please be selective* when adding support team members. Most campuses do not require more than six support team members. Many campuses only require one to two support team members.
Step 1: On the “Link” page, click Change in the “Support Team” section.

Step 2: To add someone to your support team: Check the box next to the staff member’s name. To remove someone from your support team: Uncheck the box next to the staff member’s name.

Step 3: Click Return to go back to the “Link” page.

Ensuring Staff are Listed Correctly

Reviewing Teachers and Classes
Review a list of your 2019–2020 campus-based staff members who need to complete student-teacher linkages and add or remove staff and class rosters as appropriate.

Step 1: On the “Link” page under the “School Setup” section, click Review Teachers and Classes. The “School Setup” page will display.
Alternative Views
Note that there are several views available to help you understand the way staff and class assignments have been configured in the system. Explore the various views to gain a better understanding and identify any errors or omissions in the setup for your campus.

- **Class View**—Lists all teachers with each of their classes and number of students assigned to each class. This view provides all necessary functionality to review and correct teachers and classes. *Please note: This page defaults to show “Staff With Classes,” but users can change the view to see “All Staff,” “Staff Without Classes,” or “Rosters Without Students.”*

- **Staff View**—Lists all staff with classes, followed by all staff without classes. *Please note: This page defaults to show a count of the students assigned to each teacher for each tested subject, but users can change the setting to show the number of rosters for each tested subject or for a selected subject.*

- **Subject View**—Shows all staff members who teach a particular subject and the number of students assigned to each teacher by grade level for each subject.

- **Grade View**—Shows all staff members who teach a particular grade and the number of students assigned to each teacher by subject for each grade level.

<table>
<thead>
<tr>
<th>Class View</th>
<th>Staff View</th>
<th>Subject View</th>
<th>Grade View</th>
</tr>
</thead>
</table>

⚠️ **Key Question:** Are all your staff accounted for?

**Action:**
1. First, make sure “All Staff” is selected from the “Show:” dropdown.
2. Ensure all teachers are listed with the appropriate class assignments.
   a. If teachers listed are incomplete or incorrect, you can add/remove staff.
   b. If class assignments are incorrect, you can make corrections.

Which Campus-Based Staff Should Complete Linkage?
Teachers should complete linkage if they teach any of the following subjects and grade levels:

- TELPAS content grades 3–8
- ELA grades 4–8
- Math grades 4–8
- Writing grades 4 or 7
- Science grades 5 or 8
- Social Studies grade 8
- Algebra I
- English I
- English II
- Biology
- U.S. History
Adding Staff to Your Campus

Step 1: If teachers are missing from your list, click the Add Staff button.

Clicking the Add Staff button will display the “Add Staff” page.

Step 2: Search for the staff member using one or two letters of the first and/or last name, or use one or more of the other search criteria. If your search does not return who you are looking for, check the spelling or the person’s name or try his/her email address.

Step 3: Click Add to add the teacher to your campus. If the Add button is not highlighted, then the staff member already appears your staff list. If this is the case, please return to the “Class View” page and select “All Staff” from the “Show” drop-down.
Correcting Class Assignments
When all teachers at your campus appear on your list, you may need to correct their class assignments prior to the Teacher Linkage Period. Use the instructions below to edit, add, copy, transfer, or delete class assignments. Be sure to review “Which Campus-Based Staff Should Complete Linkage?” on page 7 to understand which classes to set up as this may have changed from previous years.

Adding Classes
There are several ways to add classes:

Option 1: For staff who may be missing a class or two that are required to be linked, click the Actions button beside his/her name and select the “Add Class” option. A dialog box will display allowing you to enter the information required to add the new class roster.

Note: In most cases, it is not critical to enter the exact course name/number. In all cases, it is critical to select the correct course type (e.g., “Algebra I” instead of “Math”).
Option 2: For staff who may be missing a class shared by another staff member or incorrectly associated with another staff member, the Copy/Transfer link provides tools to quickly address these issues with the following options:

- **Copying Classes**
- **Transferring Classes**
- **Copying Student Rosters**
- **Replacing Student Rosters**

**Copying Classes**

To save time in setting up rosters, this feature allows you to copy rosters from one teacher to another—resulting in both teachers with the exact same roster of students to link. For example, this may be helpful in the situation of co-teachers, when two teachers share a class roster.

**To copy a class:**

1. Click the Actions button and select “Copy/Transfer.” Next, under “Copy Class,” click the Continue button.

   ![Screen capture of the Copy/Transfer feature in Linkage](image-url)

   **Copy/Transfer**

   - **From:** Staff: Alisa, Cheryl
   - **Copy Class:** Class and class roster will be copied
   - **Transfer Class:** Class will be reassigned to a new teacher
   - **Copy Student Roster:** Class roster will be copied
   - **Replace Student Roster:** Student roster will be replaced

   ![Screen capture of the Linkage interface](image-url)

   **Class View**

   - Alisa, Cheryl (STF-000001-15)
   - Writing 8 Y/P (YSK)
   - Writing 8 Y/F (YSK)
   - Writing 8 Y/F (YSK)
   - Writing 8 Y/F (YSK)
   - Writing 8 Y/F (YSK)

   ![Screen capture of the School Setup - Class View](image-url)

   **School Setup - Class View**

   - School: Hall Middle School (990)
   - School Office: Secondary Schools (SEC_2)
   - Show: Staff with Classes, for Content Area: All
   - Students on Roster, Deleted Students, Status

   ![Screen capture of the School Setup - Class View](image-url)
2. To transfer the current months and percentage of instruction settings with the student, select “Include membership and % instruction” and click the Continue button.

(Recommended selection) Include membership and % instruction: The months and percentage of instruction in the class roster will be transferred with the students. If the teacher has not yet completed the linkage process, the months that were automatically populated from the Student Information System will be transferred with the students.

(Not recommended) Default to entire term and 0% instruction: The months and percentage of instruction in the class roster will not be transferred, and default values (From: Sept. to May/June, ___ % Instruction is 0%) will be used instead. The months that were automatically populated from the Student Information System will not be transferred with the students.

3. Principals and support team members have the option to “Change” the class during this process. For example, if Ms. Aksu teaches ELA to a group of students and that class was pre-loaded for Ms. Aksu, but Mr. Aufmuth teaches those same students Math, and Math was not pre-loaded for Mr. Aufmuth, you may wish to copy Ms. Aksu’s ELA class to Mr. Aufmuth, but change it to Math in the process.

This is where you change the class, described above.
Next, select the staff member to whom to copy the information and click **Continue**.

4. Click **Copy Class** and then click **OK** to confirm this action. The original teacher’s data does not change. A new class is created for the recipient teacher.
Transferring a Class
To save time in setting up rosters, this feature allows you to transfer a roster from one teacher (Ms. Aksu) to another teacher (Mr. Aufmuth)—resulting in only the “target” teacher (Mr. Aufmuth) having the roster to verify. The roster will be removed from the original teacher (Ms. Aksu). This may be helpful when, for example, classes were reassigned during the school year.

1. Click the Actions button and select “Copy/Transfer.” Next, select “Transfer Class,” then click the Continue button.
2. If you want to transfer the current months and percentage of instruction settings with the student, select “Include membership and % instruction,” and then click the Continue button.

(Recommended selection) Include membership and % instruction: The months and percentage of instruction in the class roster will be transferred with the students. If the teacher has not yet completed the linkage process, the months that were automatically populated from the Student Information System will be transferred with the students.

(Not recommended) Default to entire term and 0% instruction: The months and percentage of instruction in the class roster will not be transferred, and default values (From: Sept. to May/June, ___ % Instruction is 0%) will be used instead. The months that were automatically populated from the Student Information System will not be transferred with the students.

3. Principals and support team members have the option to “Change” the class during this process. For example, if Ms. Aksu had a class pre-loaded, but Mr. Aufmuth teaches those students Math, and Math was not pre-loaded for Mr. Aufmuth, you may wish to transfer Ms. Aksu’s ELA class to Mr. Aufmuth, but change it to Math in the process. To continue, click the Continue button.

This is where you change the class, described above.
4. Select the staff member to whom you would like to transfer the class, and click Continue.

Note: The class will appear as a “Deleted” class for the original staff person.

5. Click Transfer Class to confirm this action, and then select the OK button.
Deleting Classes
To remove a class from a teacher, click the Actions button beside the class name and select the Delete option. This will remove the class from that teacher’s list of active classes and place it on a list of deleted classes for that teacher.

Editing Classes
In any of the “Review Teachers and Classes” views (Class View, Staff View, Subject View, Grade View), click on a staff member’s name to view that teacher’s class list.
Correcting Rosters

Copying Student Rosters

This function allows you to copy students from one class to another to create a new or expanded roster. Based on the example in the screen shots below, Mr. Aufmuth and Ms. Asku taught the same 48 students. Instead of setting up those class rosters separately, all students can be copied from Mr. Aufmuth’s class to Ms. Asku’s class. This function can be used to copy students from one teacher to another teacher, or from one roster to one or more other class rosters.

1. Click the Actions button and select “Copy/Transfer.” Next, select “Copy Student Roster,” then click the Continue button.
2. If you want to transfer the current months and percentage of instruction settings with the student, select “Include membership and % instruction” and then click the Continue button.

(Recommended selection) Include membership and % instruction: The months and percentage of instruction in the class roster will be transferred with the students. If the teacher has not yet completed the linkage process, the months that were automatically populated from the Student Information System will be transferred with the students.

(Not recommended) Default to entire term and 0% instruction: The months and percentage of instruction in the class roster will not be transferred, and default values (From: Sept. to May/June, ___ % Instruction is 0%) will be used instead. The months that were automatically populated from the Student Information System will not be transferred with the students.

3. Select the staff member to whom you would like the students transferred, then select one or more of the available classes associated with that staff member, and click Continue.
4. Click the **Copy Student Roster** button to confirm this action, and then click **OK**.

All of the students in the roster you are copying will be put into another roster as well as any other students who are already in the receiving roster. For example, the roster you are copying from contains students A, B, C. The roster you are copying to contains students C, D, E, F.

Once complete, the roster you are copying to will contain students A, B, C, D, E, F. Student C will not be duplicated, and Students D, E, and F will not be “lost” or deleted.

This function allows you to replicate the class roster contents from one class roster to one or more class rosters for the same staff member or for other staff members.
Replacing Student Rosters
This function allows you to replace the students in one roster with students from a different roster. This could be used if, for example, a self-contained teacher completed his/her ELA roster and wanted the rosters for all other subjects to be identical. Another example is in the case of a co-teacher situation, when both teachers should be linking exactly the same students at exactly the same percentage of instruction, which would result in exactly the same teacher-level analysis. Replacing student rosters with a completed roster would ensure the two were, in fact, exactly the same.

1. Click the Actions button and select “Copy/Transfer.” Next, select “Replace Student Roster,” then click the Continue button.
2. If you want to transfer the current months and percentage of instruction settings with the student, select “Include membership and % instruction”, and then click the Continue button.

(Recommended selection) Include membership and % instruction: The months and percentage of instruction in the class roster will be transferred with the students. If the teacher has not yet completed the linkage process, the months that were automatically populated from the Student Information System will be transferred with the students.

(Not recommended) Default to entire term and 0% instruction: The months and percentage of instruction in the class roster will not be transferred, and default values (From: Sept. to May/June, ___ % Instruction is 0%) will be used instead. The months that were automatically populated from the Student Information System will not be transferred with the students.

3. Select one or more of the available classes for this staff member, and click Continue.
4. Click **Replace Student Roster** to confirm this action, and then click **OK**.

All of the students in the roster you are copying will **replace** any students who are already in the receiving roster. For example, the roster you are starting with contains Students A, B, C. The roster you are replacing contains Students C, D, E. Once complete, the roster you replaced will contain Students A, B, C. Student C will not be duplicated, and Students D and E **will be deleted**. Please note that the deleted students **will** appear in the “Deleted Students” section of the roster.

**Restoring a Deleted Roster**

Deleted classes can be reviewed and restored by clicking on the teacher’s name and reviewing the “Deleted Classes” section at the bottom. Click **Actions**, then **Restore** to move the class roster back to the active list of rosters for that teacher. If the roster was verified and submitted when deleted, restoring the roster will also restore the verified information in the roster.
Teacher Linkage Period

REQUIRED FOR ALL CAMPUSES DISTRICT-WIDE WITH STUDENTS IN GRADES 3–11

Enlist your teachers to complete their own linkage. Provide the Teacher Checklist and User Guide for Teachers to support them through the process. Direct users to the support documents at http://portal.battelleforkids.org/HISD_AIM/linkage-verification/resources for assistance.
Monitoring Teacher Completion

Monitoring teacher completion during the Teacher Linkage Period allows you to view which teachers have submitted and reviewed their rosters for approval while teachers still have the ability to complete the process themselves. All teachers who are required to provide student-teacher linkages and percentages of instruction should submit the rosters before the end of the Teacher Linkage Period. **If teachers do not complete student-teacher linkages during the designated period (because they are on leave, etc.), then principals/support team members must do it for them.** It is important for principals and support team members to monitor teacher completion during the Teacher Linkage Period and encourage those who have not completed the process or cleared their own alerts to do so by the deadline. This will reduce your workload during the Principal Review and Approval Period.

While it is recommended that teachers review their own class rosters, there are times when it is necessary for support team members and principals to make changes and/or complete the process for some teacher. The examples provided below are not meant to be all-inclusive; rather, they are meant to show some possible scenarios that may occur at your campus.

**Examples of when a support team member or principal may need to modify teachers’ rosters:**

1. The teacher did not clear his/her own alerts during the Teacher Linkage Period.
2. The teacher did not take the opportunity to clear alerts/modify percentage of instruction and left students over-claimed.
3. The teacher forgot to link some students (e.g., new students).

**Examples of when a support team member or principal may need to complete teachers’ rosters:**

1. The teacher is on Family and Medical Leave or some other type of leave and cannot complete his/her own rosters.
2. The teacher left the district, but the principal or teacher would like for the teacher to have a Comparative Growth report.
3. The support team did not set up a required roster for a teacher during the Campus Setup Period; therefore, the teacher was unable to complete the Teacher Linkage process.
4. One or more subjects or grade levels are missing for a campus because of missing rosters or teachers who did not complete rosters.
To access the Teacher Completion report:

1. Click on Monitor Teacher Completion.

2. Click on the teacher’s name to view his/her individual rosters.

During the Teacher Linkage Period, principals and support team members have the ability to:

1. Monitor completion and remind teachers who still need to verify and submit their rosters to do so by the end of the Teacher Linkage Period (May 15, 2020).
   
   a. NOTE: Teachers can save their rosters without submitting them. You will need to ensure teachers submit their rosters for approval prior to the end of the Teacher Linkage Period.

2. Verify and submit rosters for teachers on leave.
3. Add any rosters that may still be missing for teachers.
4. Delete rosters that are incorrectly assigned to teachers.
5. Copy or transfer completed rosters from one teacher to another.

By focusing on these tasks during the Teacher Linkage Period, principals and support team members will save themselves a lot of work during the Principal Review and Approval Period.
**Reviewing Student Instruction**

The Review Student Instruction report indicates “flagged” students that may have been omitted from a core content area or may have been over-claimed or under-claimed by the teacher(s).

**Note:** Teachers will be making changes during this period, which will affect the Student Instruction reporting displayed.

It is important for teachers to address and/or clear their own alerts during the Teacher Linkage Period (April 27–May 15, 2020). An alert does not necessarily indicate an error. While all alerts may not be resolved, teachers should understand and be able to explain them.

**To access the Review Student Instruction report:**

1. Click Review Students. The “Review Students” page will display.

2. Use the filtering options to view certain kinds of students (e.g., over-claimed students for Math).

3. Click on the student’s name to see all of the rosters where that student has been claimed, as well as the teachers who have claimed that student.

**Remember:** This report is for your information and for your action if necessary. The information presented to you may need to be corrected—or may not. Only you can decide. Rosters and student-teacher linkage should reflect campus practice. If there is a logical reason why there are no students on any 4th grade Math rosters at your campus, then you should have a lot of 4th graders not on Math rosters. Contact the Research and Accountability team for support to figure out if there is any need to worry.
Filtering Information on the Student Report

Filter the data displayed on this report using the options available in the drop-down labeled “Show.” You may also limit data displayed on this report using the “Grade” filter. When high school courses are displayed, you may similarly filter by content area.

![Filtering Options](image)

- **R** indicates that the student was not found on a roster in that content area. Depending on your campus, some of this information may be correct—for example, if there was not a teacher of record for a particular grade/subject on your campus (e.g., a long-term substitute or an hourly lecturer). In other cases, students may have been accidentally or inappropriately deleted from rosters and should be re-assigned to the correct teacher.

- **ฏ** indicates that the student is under-claimed. Under-claimed students may be acceptable in some situations. One example of acceptable under-claiming of students is when instruction is shared and one of the teachers is not required to complete student-teacher linkages. Another example is when a teacher left for an extended period of time during the school year and students were with a long-term substitute who should not be linking students.

**Note:** If a student is not claimed at 100%, it does not necessarily mean that an error has occurred. It just means that this requires further investigation. The important rule to remember is that the instruction represented should model the actual instructional practices as they occurred for this student on your campus.

- **➕** indicates that the student is over-claimed. Over-claimed students should be corrected so that instruction totals 100%. For example, multiple teachers may claim a student at 100%, which will cause a student to be over-claimed. This should be corrected at the campus-level. Over-claimed students may be acceptable in some situations. Some examples of acceptable over-claiming include:
  - Three (or more) teachers provide instruction for the student for the same months, and the decision was made that all teachers would receive the same percentage. If three teachers are all responsible for instruction, the appropriate percentage would be 33.3% instruction each. Since this percentage cannot be selected in a roster, all three teachers claiming the student(s) at 100% time each would mathematically result in each teacher being attributed with 33.3% instruction for the student(s).
  - A student appeared on multiple rosters for the same teacher. The teacher linked the student on more than one roster, at 100% instruction. Since the student is over-claimed, but all instruction is still only attributed to one teacher, mathematical reduction would result in the teacher being attributed with 100% instruction.

**Note:** In cases where students remain over-claimed upon final submission, the teachers’ instructional claims on a student will be mathematically reduced proportionately until the combined total is 100%.

- **✔️** indicates the student’s instructional claims totaled 100% for that content area.
To review issues with specific students on the Review Student page, click on the student’s name. Clicking on a student’s name will bring up a box that allows you to review instructional details for each content area. In the example below, we see that the Math teacher has not yet completed his student-teacher linkages indicating a percentage of instruction for this student. We also see that two Social Studies teachers have linked this student at 100% instruction each. This is likely a situation that will need to be corrected.

Note: During the Teacher Linkage Period, teachers can and should make corrections to their own rosters. Once linkage ends, principals and support team members will need to make the roster corrections on behalf of the teachers.

In the above example, the principal/support team member should do the following to correct the data for social studies:

- Contact Mr. Fuentes and Mr. Lloyd and ask them to make the corrections within their own rosters (if the Teacher Linkage Period is still open). This is the preferred option.
- The principal/support team member can find this student within Mr. Fuentes’ roster and Mr. Lloyd’s roster and make the corrections within each of those rosters. This is the only option if the Teacher Linkage Period is closed.

Note: When changes are made to teacher linkages or rosters, the date of change and the staff member who made the changes are documented within the underlying data on the AIM portal. Teachers will also be informed by email if any changes are made to their rosters after they have submitted the rosters for approval.
To view the history of changes made to a class, choose “View Class History” from the Actions button on a roster.
Reviewing Alerts and Notifications

Some alerts may not be actionable but are meant to expose possible issues to address. You can review the following alerts and notifications:

Student Completion Alerts: These alerts are actionable, but at the principal/support team member’s discretion.
- Students claimed more than 100%
- Students claimed when not expected
- Students claimed less than 100%
- Students not on roster

Teacher Completion Alerts:
- Roster not assigned to teacher—Actionable!
- Rosters in progress—Actionable!
- Rosters with no students—Actionable!

If an alert exposes an issue that requires correction, then you may do so during this process. You may refresh alerts immediately by clicking Refresh Alerts at the right of the “Alerts and Notifications” section.

Remember: Student completion alerts are for your information and for your action if necessary. The information presented to you may need to be corrected—or may not. Only you can decide. Rosters and student-teacher linkage should reflect campus practice. If there is a logical reason why there are no students on any 4th grade Math rosters at your campus, you should have a lot of 4th graders in the “Students not on roster” alert. Contact the Research and Accountability support team for support to figure out if there is any need to worry.
1. To review alerts, click on the number of alerts to the right.

2. After you click on the alerts, a list of students which require review appears. Click on View/Edit to review the student’s details.
You may enter into rosters from this screen to make changes to the student for whom there is an alert.

To hide/ignore an alert, click the checkbox next to “Hide Alert.” Any changes to hidden alerts will require you to refresh alerts. Only principals and support team members have the ability to hide alerts.

Viewing Hidden Alerts
If you find you need to review the alerts that were previously hidden, you may need to “unhide” those alerts. To view all hidden alerts, click the Review Acknowledged link in the Actions button in the “Alerts” section.

Clicking on Review Acknowledged pulls up a list of students with hidden alerts. You may then review only those students, and make changes if desired.
**Principal Review and Approval Period**

Once the Teacher Linkage Period has closed, principals and/or support team members must conduct a final review to ensure all class rosters have been completed and submitted*, appropriate students have been claimed, and all actionable alerts have been cleared. While support team members may assist with this process, the principal must complete the final approval (see Approving Rosters).

*Remember: Teachers can now save a roster without submitting for approval. Ensure your teachers submit their rosters for approval during the Teacher Linkage period. This is an important step in monitoring linkage completion prior to review and approval.

---

**Reviewing Student Instruction**

When the Teacher Linkage Period is over, any remaining student instructional claims issues that need to be resolved will need to be done by the principal and/or support team. Teachers no longer have access to change their rosters.

1. Click on Review Student Instruction to review any remaining “flagged” students, making certain to correct any remaining issues. Refer to details regarding student instruction above, in the “Linkage Period” section of this document.
A green ✓ will show for students with no alerts. Students who are over-claimed or under-claimed will show a yellow circular symbol. Students not on a roster for a particular subject area will show a red circular symbol. Students for whom the alert has been “hidden” will show a green ✓ with an asterisk.

Remember: Student completion alerts are for your information and for your action if necessary. The information presented to you may need to be corrected—or may not. Only you can decide. Rosters and student-teacher linkage should reflect campus practice. If there is a logical reason why there are no students on any 4th grade Math rosters at your campus, you should have a lot of 4th graders in the “Students not on roster” alert. Contact the Research and Accountability team for support to figure out if there is any need to worry.

Reviewing Alerts and Notifications
A thorough review of any remaining alerts and notifications—to correct any remaining issues that can be addressed—should be completed prior to approving class rosters. Refer to details regarding alerts and notifications above in the “Linkage Period” section of this document.

Reviewing Submitted Roster Summaries
1. Click on Review Rosters to see a summary by teacher of significant changes made to rosters.

This may include students added or deleted and any students included on a roster at some value other than 100%. This view does not allow the principal or support team to see all students claimed or all months and percentages; it only provides a summary of “significant changes” made to this teacher’s submitted rosters.

In addition, principals may approve the rosters on an individual roster basis (click Approve for each summary) or by teacher (click Approve All to approve all submitted rosters for this teacher only). To see a complete roster submitted by a teacher, click View.

Tip: It is not necessary to approve each individual roster. The final step allows you to approve all submitted rosters on your campus with one click. Please note: Once approved, individual rosters must be reopened in order to make further changes. There is no “one click” to re-open all rosters at a campus.
Approving Rosters (Principals Only)

The last step of the Linkage process is to approve all submitted rosters. Clicking on Approve Rosters will lead you through a four-step final approval process, including:

1. A review of the teacher completion report (described above)
2. A review of the student instruction report (described above)
3. A final approval of all submitted rosters (described above)
4. A final approval for your campus and completion of the Linkage process

Note: This process may be completed more than one time during the Principal Review and Approval Period if necessary. But once rosters have been approved, the principal must re-open a roster to make any changes that might be necessary.

Approve Button: After reviewing the teacher completion report, student instruction report, and roster approval one final time, click the Approve button to approve all remaining submitted rosters and complete the Linkage and Verification process for your campus.

Note: Only principals will see the Approve button. Support team members will not see the Approve or Approve School buttons, as only principals have the ability to approve rosters. The following message will appear at the top of the “Link” page to confirm the final approval:

Note: Only Submitted rosters will be approved by “Approving School.” If teachers have saved their rosters, but not submitted for approval, those rosters will need to be submitted prior to being approved.
Getting Help

This section provides a listing of the many resources available to assist principals and campus-based support teams in the Linkage process, from start to finish.
Username and Password Support
The HISD Help Desk is available for username and password assistance at (713) 892-7378. Help Desk staff will only provide username and password support, and are not in the position to answer questions related to the Linkage system or process. You may also use the “Forgot Password?” feature on the portal. Charter school employees who do not know or remember their username should email research@houstonisd.org for assistance.

PowerPoint Slides
PowerPoint slides with screenshots are also available 24/7 on the AIM portal.

Online Support
Principals and support team members can submit an electronic help ticket if they need assistance during this process. Users submit questions online, and a “case” or support ticket is created. If you submit a question online, you will have to log back into the portal to review responses.

Battelle for Kids’ Help Desk: Navigating AIM Portal and BFK•Link® Support
The BFK Help Desk is available at (866) 543-7555 Monday through Friday from 7 a.m.–4 p.m. CST to help with:
• Accessing the AIM portal
• Logging into the AIM portal with username and password
• Locating/navigating the BFK•Link® system
• Locating campus support team members as listed on the “Link” home page
• Locating missing students
• Adding missing students to the AIM portal (note that the Help Desk cannot add missing students to rosters, only to the portal itself)

Questions should be specific to the Linkage process only—not to Comparative Growth reports.

Houston ISD Research & Accountability Linkage Support Team
Principals, support team members, and teachers may contact the Research & Accountability office to directly connect with members of the Linkage Support Team at research@houstonisd.org or 713-556-6700 between 7 a.m. – 4 p.m. Furthermore, principals or support team members may arrange a campus visit by a member of the linkage support team to assist teachers, support team members, and the principal in completing the linkage process at your campus.