Who?
- Fellows at Apollo and Apollo-like campuses

What?
- Set up and verify rosters of students for the 2015-2016 school year

Where?
- Online, through a web-based application

When?
- February 15 – 19, 2016

Why?
- To ensure the list of students you were responsible for tutoring is accurate and complete
- To calculate your Fellow Award.
- No awards can or will be calculated without approved rosters!
To get to the ASPIRE portal, go to the HISD portal. Do not log on. Instead, scroll down to the “Learn More About” section, and click on ASPIRE.
Click on the My Resources tab to log onto the ASPIRE portal.
Be sure to use your whole email address, including the @houstonisd.org portion. If you have logged on before, your password is the same. If you have never logged on before, read the instructions for New Users. If you have forgotten your password, use the Forgot Password link.
These functions will not be available until February 15, 2016
Click on “Begin” to begin filling in a roster. You should have as many rosters as you have sessions. If you have more sessions, please contact your Program Manager to set up additional rosters for you to complete.

Note that these rosters have not been started.
You will need to add all of your students to your rosters. To do this, click on Add Students (⭐).
• Enter as much or little information as you wish.

• Click the *Add* button beside the student name.

• If your search returns more than one page of results, use the page indicators at the bottom of the screen to see more students matching your search criteria.

• **Because there may be multiple students with the same name, please be sure to pay attention to the student’s grade level and student ID in order to select the correct student.**

• Click “Return” when you have finished adding all of your students for this roster.
Check the list of students. If necessary:

1. Delete students that were not in your classroom (i.e., if you added the wrong student)

2. Add any more students necessary

Enter the % of instruction. You may only enter 100%. If you leave a student at 0%, the “Reason” column will remain red. Once you enter “100%,” the “Reason” column turns grey. You do not need to enter a “Reason.”
Click the Submit button at the bottom of the page to save your changes. **If you do not click the Submit button at the bottom of the roster, your work will not be saved!**

The Statement of Accuracy & Completeness dialog box will appear. Click the OK button.
These rosters have been submitted, but they can still be edited.

<table>
<thead>
<tr>
<th>Class Name</th>
<th>Students</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cummings Middle</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B Science 7-8</td>
<td>21</td>
<td>Submitted</td>
<td>Edit, Copy Students, Delete</td>
</tr>
<tr>
<td>B Science 7-8</td>
<td>21</td>
<td>Submitted</td>
<td>Edit, Copy Students, Delete</td>
</tr>
<tr>
<td>B Science 7-8</td>
<td>18</td>
<td>Not Started</td>
<td>Begin, Copy Students, Delete</td>
</tr>
<tr>
<td>B Science 7-8</td>
<td>17</td>
<td>Not Started</td>
<td>Begin, Copy Students, Delete</td>
</tr>
</tbody>
</table>

These rosters have not been started.

These functions will not be available until February 15, 2016.
Be sure to check the Alerts section and resolve any over-claimed students. An over-claimed student is a student claimed on multiple rosters (more than one of your own rosters, or yours and another fellow’s roster). Students may only be claimed one time by one fellow. If you have alerts, click on the number of alerts.
Click on View / Edit to see the details for a student
You may enter your roster from here to remove the student, or you can see the name of the fellow who has also claimed your student. Your campus coordinator or Apollo Program Manager can help you in deciding who should claim the student, and can work with the coordinators from other campuses to ensure no students are over-claimed.
IMPORTANT NOTES!

- Roster Setup and Verification must be completed in order to be considered for awards for the students you tutored during the 2015-2016 school year.
- Roster Verification information presented here is not available until February 15.
- Roster Verification dates for completion: February 15–19, 2016!
- There will be **NO extensions** on the roster verification window!