Who?
- Coordinators at Apollo and Apollo-like campuses

What?
- Set up rosters for Fellows (2015-2016 school year)
- Approve rosters for Fellows (2015-2016 school year)

Where?
- Online, through a web-based application

When?
- Setup: February 5 – 12
- Approval: February 22 - 26

Why?
- To ensure Fellows are able to submit rosters of students, and to ensure the list of students submitted are accurate and complete
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 My Resources to log on to 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.
Go to the Link section, and click on Apollo Link.
Setup Period
February 5-12

School Setup

Watch Video Tutorial (1:14)
1. Review expected linkages (class rosters).
2. Review teachers & classes for accuracy.

Review Teachers and Classes
During the setup period, go to the “Review Teachers and Classes” in the “School Setup” section.
Your campus might look like this (no Fellows listed). It is more likely that all of your Fellows will be listed; however, if some or all of the Fellows on your campus are missing, you can add them by clicking on “Add Staff.”
Put in the first few letters of the first and/or last name of the missing fellow. You may also use email address or employee ID to search for fellows. **Click on Search.** ★ When the fellow for whom you are searching comes up, click “Add.” **Click “Return” when you have finished adding fellows.**

![Image of Add Staff page]

- **School:** Project Chrysalis MS (071)
- **First Name Begins With:** Vic
- **Last Name Begins With:** Mos
- **Organization Name:**

<table>
<thead>
<tr>
<th>Staff</th>
<th>Employee ID</th>
<th>Organization</th>
<th>E-mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mosier, Victoria</td>
<td>67232</td>
<td>Research and Accountability</td>
<td><a href="mailto:vmosier@houstonisd.org">vmosier@houstonisd.org</a></td>
</tr>
</tbody>
</table>
You are returned to the “Class View” screen. Most fellows will already have rosters appearing for them, based on the number of sessions for your campus. You may need to add or delete one or more rosters for some fellows. To do this, click on the fellow’s name.
If the fellow has no classes, or is missing a roster that you want to add, click on Actions, then Add Class.

Use the drop-down menus for Organization, Class Name, Period, Schedule, Content Area, Core Subject, and Course. Then Click “Add.” You will need to do this for each session you need to add for the fellow.
If the fellow has classes you need to delete, click on the Actions button beside the roster you will delete, then click on Delete.
Once you have added or deleted the necessary sessions for the fellow, click “Close,” then return to the Class View tab. Ensure that all of your fellows appear on this list, with the correct number of sessions. If more sessions need to be added for a fellow, click on the Fellow’s name and add more classes.
<table>
<thead>
<tr>
<th><strong>DO:</strong></th>
<th><strong>DON’T:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Make sure all fellows have the correct number of rosters.</td>
<td>• Add the students to the rosters – the fellows do this themselves.</td>
</tr>
<tr>
<td>• Make sure all fellows at your campus are listed.</td>
<td>• Add fellows who are no longer with your campus – even if they were there at the beginning of the year.</td>
</tr>
<tr>
<td>• Delete fellows who are no longer at your campus, or who started at your campus after the beginning of the eligibility period.</td>
<td>• Add fellows who started at your campus after the beginning of the eligibility period.</td>
</tr>
</tbody>
</table>
Approval Period
February 22-26

Review and Approval (2 Rosters)

- Watch Video Tutorial (1:45)
- 1. Review student instruction claims.
- 3. Approve rosters.

- Review Student Instruction
- Review Rosters
- Review Summary and Approve Rosters
Click on Review Student Instruction for a list of the students who have been claimed.
Please note that the list of students may be longer than one page.
Click on Review Rosters for a list of the fellows who have completed their rosters.

Click on their rosters pending approval for a complete list of students added to the roster.
From here you may review the list of students for each roster. You may also enter each of the rosters (click “View”) and make changes to the roster. If you wish, you may approve each roster individually (“Approve”). Approval of each individual roster **is not necessary.**
Click on Review Summary and Approve Rosters
On this screen, you can see that there was one Fellow with rosters. That Fellow has submitted her rosters, which now need your approval. Click on the Next button to review the students who have been claimed by this Fellow.
Here you can see all of the students who were claimed by this fellow. Note that if there is more than one fellow on your campus, all students claimed by all fellows will be listed here. Click “Next” to submit the roster(s).
This page shows the number of students per grade level for the rosters that have been completed by the fellows at your campus. If all is correct, click on the Approve button. This will complete the Approval process.
**IMPORTANT NOTES!**

- Setup must be completed by coordinators by **February 12** to ensure all fellows have the appropriate number of rosters.

- **Campus Setup dates for completion:**
  
  **February 5 – 12, 2016!**

- Roster Verification must be completed by fellows in order for them to be considered for awards for the students they taught during the 2015-2016 school year.

- You do not need to approve each individual roster; you may approve all rosters at once.

- **Roster Approval dates for completion:**
  
  **February 22 – 26, 2016!**

- If you need assistance, please contact aspireaward@houstonisd.org or Elaine Hui at ehui@houstonisd.org.