HISD is pleased to announce the following enhancements to the BFK•Link® tool used to complete Linkage and Verification through the ASPIRE portal. All enhancements are designed to save time and ensure the process is as efficient as possible for participating educators.

### Search/filter for a specific teacher

**Users:** Principals and support team members  
**Description:** On the School Setup page, a new “Staff” search box is available. Principals and support team members can enter a teacher’s name to locate that staff member and his/her rosters.  
**Example of When to Use Enhancement:** At large campuses that have a high number of staff  
**Period to Use Enhancement:** Campus Setup Period, Linkage & Verification Period, Principal Confirmation Period

### Copy rosters and change the subject in one step

**Users:** Principals and support team members  
**Description:** Principals and support team members have always been able to copy or transfer a class. However, in the past, the principal or support team member needed to copy an ELA roster and change it to math in two steps. Now, principals and support team members have the ability to copy or transfer the roster and select the subject area *in one step*.  
**Example of When to Use Enhancement:** When a teacher teaches two classes (Reading and Math, for example) to the same students and only one class is automatically loaded; when a roster appears for one teacher, and those same students need to be in a roster of a different subject for another teacher  
**Period to Use Enhancement:** Campus Setup Period and Linkage & Verification Period

### Merge rosters by “subject type”

**Users:** Teachers  
**Description:** If rosters are the same subject, staff can merge them. The rosters no longer need to be the same course number.  
**Example of When to Use Enhancement:** When teachers have multiple class rosters in the same subject area (Reading 10, Reading 101 ESL, Reading 101 Advanced, for example) and wish to merge them  
**Period to Use Enhancement:** Linkage & Verification Period
Delete multiple students from a roster at the same time

Users: Teachers, principals, and support team members
Description: On the Class Roster page, a new “Remove Students” link is available. As teachers are reviewing their rosters, they can now remove multiple students from a roster by checking the box next to the student’s name and clicking “Save.”
Example of When to Use Enhancement: When teachers are verifying their own rosters (principals and support team members also receive access)
Period to Use Enhancement: Linkage & Verification Period

View history for deleted classes

Users: Teachers, principals, and support team members
Description: Staff can now access the history of changes for a deleted class—without needing to restore the class. This information was not previously available.
Example of When to Use Enhancement: When staff members wish to review the changes made to a class before it was deleted
Period to Use Enhancement: Linkage & Verification Period

Add multiple students to a roster at the same time

Users: Support team members and principals
Description: As support team members/principals are reviewing student details and alerts on the Student Detail/Student Roster Summary page, they can add a student(s) to the roster more easily than previous years. Using the new “Add to Roster” button, which is available for all students, a support team member/principal can quickly add a student in a subject area to the roster.
Example of When to Use Enhancement: When a principal is reviewing class rosters and notices one or several students missing from a roster
Period to Use Enhancement: Principal Confirmation Period

A Brief Overview of 2015 Linkage Enhancements
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