Linkage Overview

• This guide provides an overview of the linkage process for principals and support team members by showing selected screen shots of the online tool.

• It is not meant to be a full training but rather a “snapshot” of key features of the tool from the principal and support team perspective.

• Please note that the screenshots in this guide are meant to serve as examples only. They may or may not apply to specific HISD situations.
Learning Targets

• After reviewing this guide, principals and support team members will be familiar with:
  ✓ The Link dashboard
  ✓ The phases of linkage
  ✓ How to resolve any outstanding alerts
  ✓ How to monitor the status of teacher completion during linkage
  ✓ How to review and approve class rosters
The Purpose of Linkage

- Linkage was developed to give teachers an opportunity to correct the data in order to build trust and transparency.
- Teachers become involved in a process to ensure the record of instruction is *official* and *right*, not *official* and *wrong*.
- With linkage, teachers get class rosters they can see, correct, and confirm.
Expected Linkages

HISD teachers of students in the following grades and subjects will participate in the Linkage process:

- ELA grades 4–8
- Math grades 4–8
- Writing grades 4 or 7
- Science grades 5 or 8
- Social Studies grade 8
- ESL/ELD grades 3–8 (student is tested on TELPAS)
- Algebra I
- Biology
- English I
- English II
- U.S. History
The Big Picture

The Three Phases of Linkage

CAMPUS SETUP

LINKAGE

PRINCIPAL REVIEW & APPROVAL
The Big Picture

The Three Phases of Linkage

• **Phase 1: Campus Setup**

  Principals and their support teams prepare the tool for teachers to use.
The Big Picture

The Three Phases of Linkage

- **Phase 1: Campus Setup**
  Principals and their support teams prepare the tool for teachers to use.

- **Phase 2: Linkage**
  Teachers verify rosters with support from school leaders.
The Big Picture

The Three Phases of Linkage

• **Phase 1: Campus Setup**  
  Principals and their support teams prepare the tool for teachers to use.

• **Phase 2: Linkage**  
  Teachers verify rosters with support from school leaders.

• **Phase 3: Principal Review & Approval**  
  Principals and their support teams resolve alerts, errors, and omissions, and complete the process.
Phase 1: Campus Setup

The goal of Phase 1 is to set up classes and teachers correctly so that when teachers begin verifying rosters they see correct information.

Note: During Phase 1, principals and support staff should not be editing class rosters and correcting individual student data.
Getting Started

Your Link Dashboard

• The first thing we will look at is the Link Dashboard. It includes:
  • Tools for the three phases of linkage
  • Important dates
  • Classes that support team members may teach
• Use the Link Dashboard to manage the process and monitor progress for your school.
• In this guide, we will show all three sections (phases) of the dashboard.
• The next page is a screen shot of a sample dashboard.
Getting Started
The Link Dashboard

Support Team members who teach classes requiring verification will see their list of class rosters.

Issues needing attention:

- Student claimed more than 100% LA
- Student claimed when not in class
- Student claimed less than 100% LA
- Student not on Roster (More)

Support Resources:

- Teacher Tutorial
- Principal Guide
- View Hidden Alerts
- Teacher Guide
- Contact Support

Important Dates:

- School Setup: Jan 1 - Jan 14
- Roster Verification: Jan 16 - Jan 24

Your Support Team:

- FOley, Stanley (principal)
Phase 1: Campus Setup

Tasks for Principals

1. Authorize Support Team members for your school.

2. Review staff and teaching assignments loaded into the system.

3. Correct teachers and/or instructional assignments by adding, updating, or removing incorrect classes.
Campus Setup: Task 1

Authorize Support Team Members

Support Team members have access to this page and all associated data. Use Support Team members to help review, monitor, and complete the linkage process.

Support Team members can review teacher and class information for the school, but only school principals can approve rosters.

Click “Change” to add or remove Support Team members.
Campus Setup: Task 2

Review Expected Classes

This screen will pop up when you first log into the system and access your dashboard.

This is an example of what you will see. Review your district’s specific information to determine which teachers should be verifying which rosters.

Click “Expected Classes” to refer back to this information.
Campus Setup: Task 3
Review Teachers and Instructional Assignments

Verify that each teacher who needs to verify rosters is listed here on the Class View tab with an accurate list of their class rosters.

Principals and support team members can add and delete staff and classes.
Campus Setup: Task 3 (continued)

Correct Teachers and/or Instructional Assignments

Use the “Show” and “Content Area” filters to expand or limit the list of displayed staff.

Search for and add missing staff who need to verify rosters.

Use the “Actions” button on the teacher row to:
- Add missing classes. (A new class will have an empty roster to which teachers can add students.)
- Remove staff who did not work in your building. It is not necessary to remove staff who are not verifying rosters. (This option becomes active when all classes for that teacher have been deleted.)

Click on a class roster to display the roster details including students.

Use the “Actions” button on the roster row to:
- Delete inaccurate classes.
- Copy or transfer classes to another teacher.

School Setup is complete... when teachers and class rosters linkage are accurately listed.
Phase 2: Linkage

During this phase, teachers confirm:

• Which students they taught,
• During what period of instruction, and
• For what percent of instructional responsibility.

Support teams provide support and monitor completion.
Phase 2: Linkage

Tasks for Principals and Support Team

1. Plan and conduct a rollout with teachers who will complete linkage to encourage participation, show them how to access the system, and demonstrate how to complete the three-step linkage process.

2. Monitor completion regularly to ensure all staff who need to complete linkage do so by the deadline.

3. Assist teachers with questions or concerns.
Linkage: Task 1

Plan and Conduct Rollout

Leverage communication and training resources, such as the Teacher Linkage PowerPoint.
During Phase 2, the Support Team should focus on making certain all class rosters have been submitted for approval.

Principals may approve rosters individually as they are submitted. However, it is best to approve rosters during the Review and Approval time period for consistency and efficiency.

At this point, we see that the majority of rosters have not been started by teachers, a couple are in progress, and several have been submitted for approval.

Monitor individual teacher progress. Rosters not started, in progress, or unapproved require action by the teacher. Submitted rosters are ready for principal approval.

Click a teacher’s name to view their classes.
Monitor Teacher Completion

Alerts highlight information that may require review.

On occasion, alerts may need to be refreshed. Click “Actions” and select “Refresh.”

The alert refresh may take a few minutes to complete, however you can continue to do other work in the application while it is in progress.

Click “16 Alerts” to review.

Different alerts require different actions.

In this example of a “Rosters with no students,” these rosters are empty. To resolve this alert you could do one of the following: Ask the teacher to add students, verify and submit, or click “View/Edit” and delete the roster if not valid.
Monitor Teacher Completion

You can view alerts by teacher. This can be very helpful for a principal or support member.

Here, you might start by checking with the teachers who have rosters with no students to determine whether those rosters should be deleted or simply still need to be verified.
Linkage: Task 3

Monitor Teacher Completion

• Use the information in the guides and FAQs to assist teachers where possible.
• Contact your district support team with questions.

Linkage is complete...
when teachers have verified and submitted their rosters
and teacher completion alerts have been resolved.
Phase 3: Principal Review & Approval

During this phase, principals and support teams ensure that all teachers for whom linkage is required have completed the process to represent the most accurate summary of instructional responsibility for students at the school throughout the school year with minimal errors or omissions. Keep in mind that not all grade levels or subjects require linkage.
Phase 3: Principal Review & Approval

Tasks

1. Review reports and alerts in the system and make corrections where appropriate (e.g., under-claimed students or students without a teacher).
2. Review changes with teachers who completed linkage as necessary and appropriate.
3. Approve the school’s verified roster information as accurate and complete.
Principal Review & Approval: Task 1

Review Reports and Alerts

This report indicates that Florence is not on a Language Arts class roster.

Click to add this student to an existing class roster.

If information is correct, address the alert by acknowledging it.
Principal Review & Approval: Task 1 (continued)

Review Reports and Alerts

Susan’s instruction also requires review.
Principal Review & Approval: Task 2

Review Changes with Teachers as Needed

This student is not 100% claimed in Math.
Should another teacher claim this student? If yes, then add this student to a teacher's roster.

If the claimed instruction is in fact accurate, address the alert by acknowledging it.
Principal Review & Approval: Task 3

Approve School’s Verified Rosters

- This is an optional step that facilitates the review and approval of individual class rosters prior to final school approval.
- Approved rosters cannot be modified without being individually unapproved. Both approval and unapproval must be done by the principal.
Principal Review & Approval: Task 3 (continued)

Approve School’s Verified Rosters

This page displays changes such as students who were added or deleted, as well as any students who are claimed less than 100%.

Approve all class rosters submitted by this teacher.

To view or make changes to a roster, click “View” to open it.

If all changes are accurate, approve this roster.

<table>
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<th>Integrated English Language Arts</th>
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<td>Kelly, Brian (200972-41B)</td>
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<td>100%</td>
</tr>
<tr>
<td>Rosario, Nicholas (200616-41B)</td>
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<table>
<thead>
<tr>
<th>Science 4-6</th>
<th>Status</th>
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</thead>
<tbody>
<tr>
<td>No Changes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Link
School approval is a four-step process. If necessary, "Approve Rosters" may be completed multiple times during the Review and Approval period.

Review teacher completion. For school approval, all rosters should have been submitted and some may have already been approved individually.

Click "Next" after confirming that all rosters have been submitted.
Principal Review & Approval: Task 3 (continued)

Approve School’s Verified Rosters

Click “Next” when you understand why all remaining students are still flagged.

For flagged students whose instruction may not be fully claimed, verify whether they should be added to a roster.
Approve School’s Verified Rosters

Click “Approve Rosters” when you have reviewed the verification summary and Statement of Accuracy, and are ready to approve rosters.

Notice in this example that for 4th grade, there are approximately 20 more students linked to teachers in Language Arts than in the other subjects. This could be an indication that one or more teachers did not complete the linkage process.

Approving rosters can be completed multiple times if necessary.

Notice the number of rosters pending approval. A count of students in all submitted and approved rosters is also provided.
Principal Review & Approval: Task 3 (continued)

Approve School’s Verified Rosters

Review and Approval is complete... when student instruction is accurately documented and class rosters have been approved.
Contact Support

If you have any questions about the Linkage process, please refer to the Documents and User Guides posted on the portal or email research@houstonisd.org.