Linkage Overview

- This guide provides an overview of the linkage process for teachers 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 teacher’s 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.
The Purpose of Linkage

• Linkage was developed to give teachers an opportunity to correct the data in order to build trust and transparency.

• You become involved in a process to ensure the record of instruction is official and right, not official and wrong.
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
Learning Targets

✓ Become familiar with the Link dashboard for teachers.
✓ Learn how to verify your list of class rosters, including:
  o Reviewing the roster for accuracy
  o Reviewing the period of instruction for accuracy
  o Indicating the percentage of instruction
✓ Know how to resolve any outstanding alerts.
Getting Started

Your Link Dashboard

• The first thing we will look at is the Link dashboard. It includes:
  o A list of classes you teach
  o Important dates
  o Support Team information

• Use the Link dashboard to manage your classes.
  This is what you will see when you log in to the system.

• The following page is a screen shot of a sample dashboard.
Getting Started

Your Link Dashboard

These are the classes that are assigned to you for which linkage is required. If this is not correct, contact your school’s Support Team. Remember that all of your classes may not be listed; if linkage is not required for a particular grade or subject, those rosters will not, and should not, appear.

Your Support Team. In some cases, this may be only your principal.

Issues needing attention

Important Dates

Roster Verification
Jan 14 - Jan 23
Ends in 4 days

Review and Approval
Due by June 29
Closed

Support Team
Foley, Stanley (principal)

Resources
Teacher Tutorial
Principal Guide
Teacher Guide
Contact Support

Support Resources
Getting Started

Your Support Team, Deadlines, and Resources

Class rosters must be verified and submitted for approval in the time period displayed in this box. This is just an example. Check the web site for your actual deadlines.

Contact a designated Support Team member with questions.

If you are missing class rosters or did not teach a class listed, contact your Support Team.

Refer to and use the support resources as needed. Contact support for assistance.
Getting Started

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 classes need to be verified in your district.

Click “Expected Classes” to refer back to this information.

This year, your school district will be completing roster verification for the following grades and subjects:

- Reading and Math (4th-8th grade)
- Science (5th and 8th grades only)
Getting Started

Review the Listed Classes

Review your class list. If a class is missing or a class is listed that you didn’t teach, contact your Support Team to add or delete classes.

Click “Actions” and select “Begin” to open a class roster.
A Simple Process

You verify these three statements:

1. “I taught these students”
2. “During these months”
3. “For this percent of instruction”
Linkage

When you click “begin” for one of your classes, you will be taken to the class roster screen where you will perform the actual linkage process.

There are three simple steps to verifying your roster:

1. Review the list of students to make sure the right students are listed for your class.
2. Review the instructional period for each student (months that you were responsible for instruction).
3. Indicate the appropriate percent of instruction for each student.

The next page is a screen shot of a sample class roster.
The Linkage Process

1. Review Your List of Students for Accuracy

- Make necessary corrections to the “I taught these students” field.

<table>
<thead>
<tr>
<th>I taught these students</th>
<th>Add Students</th>
<th>Remove Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anderson, Susan (300670-41A)</td>
<td>6</td>
<td>Aug/Sep</td>
</tr>
<tr>
<td>Blake, Francis (300298-41A)</td>
<td>6</td>
<td>Aug/Sep</td>
</tr>
<tr>
<td>Hawkins, Darla (300946-41A)</td>
<td>6</td>
<td>Aug/Sep</td>
</tr>
<tr>
<td>Park, Pauline (302843-41A)</td>
<td>6</td>
<td>Aug/Sep</td>
</tr>
<tr>
<td>Love, Albert (300259-41A)</td>
<td>6</td>
<td>Aug/Sep</td>
</tr>
<tr>
<td>Pate, Benjamin (300814-41A)</td>
<td>6</td>
<td>Aug/Sep</td>
</tr>
<tr>
<td>Powell, Robert (300574-41A)</td>
<td>6</td>
<td>Aug/Sep</td>
</tr>
<tr>
<td>Rawlins, Letter (300989-41A)</td>
<td>6</td>
<td>Aug/Sep</td>
</tr>
<tr>
<td>Sanchez, Karen (300423-41A)</td>
<td>6</td>
<td>Aug/Sep</td>
</tr>
<tr>
<td>Stine, Gerald (300438-41A)</td>
<td>6</td>
<td>Aug/Sep</td>
</tr>
<tr>
<td>Smith, Patricia (301864-41A)</td>
<td>6</td>
<td>Aug/Sep</td>
</tr>
<tr>
<td>Vernez, William (300562-41A)</td>
<td>6</td>
<td>Aug/Sep</td>
</tr>
<tr>
<td>Workman, James (300666-41A)</td>
<td>6</td>
<td>Aug/Sep</td>
</tr>
</tbody>
</table>

Click on the gray “X” to remove a student who did not receive any instruction during the year. They will appear in the deleted students list at the bottom of the page.

Click "Add Students" to search for missing students.

Click "Remove Students" to remove multiple students who did not receive any instruction during the year.

Click "Save" if you need to leave the page and complete verification later.

Verify that this is an accurate list of students for whom you provided instruction.
The Linkage Process

2. Review the Period of Instruction for Accuracy

- Make necessary corrections to the “during these months” fields.

Please note: the months listed in section 2 come from the student information system. If the dates were put in correctly at the campus level, no changes should be necessary.

Think of percentage of instruction as, “How much of the student’s ELA instruction was I responsible for over the course of the school year?” If you were his only ELA teacher, then you were responsible for 100% of his instruction. If you and another teacher both provided the student equal amounts of instruction in ELA, you would likely be responsible for 50% of his instruction.

Verify that this period of consecutive instruction is accurate for each student.

Select a value in the green row dropdown to set a value for all students.

Click “Enter by months” to toggle to a month by month display to enter months of instruction for non-consecutive months.

Select individual student values as necessary.

Click “Save” if you need to leave the page and complete verification later.
The Linkage Process

3. Review the Percent of Assigned Instruction

- Make necessary corrections to the “% of instruction” field.

Think of percentage of instruction as, “How much of the student’s ELA instruction was I responsible for over the course of the school year?” If you were his only ELA teacher, then you were responsible for 100% of his instruction. If you and another teacher both provided the student equal amounts of instruction in ELA, you would likely be responsible for 50% of his instruction.
The Linkage Process

Submit All Rosters and Resolve Alerts

- Review submitted rosters and alerts.

Rosters should have accurate student counts.

Rosters can be opened for editing until they are approved or until the end of the Roster Verification period.

Roster information can be copied from one class to another.

Alerts highlight information that may require review. Resolve any outstanding alerts.

Click on “26 Alerts” to see alert details. In this case, another teacher may need to claim the remaining 20% of instruction for these students to clear this alert.

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.
The Linkage Process

Resolving Alerts

Click on View/Edit to review the details for this student.

You may need to make corrections in your roster, or you may need to discuss the percentage of instruction claimed with another teacher who may need to make corrections.

You can enter your roster by clicking on the course name.
The Linkage Process

Get Support; Print Rosters

- Print submitted rosters (optional).

For support, click the "Help" button or review materials in the Resources section.

Print and save submitted rosters for your records. Click "Actions" then "Print" or "Print All Rosters."

You can also print rosters after they have been approved.

Contact support to submit a support request.
The Linkage Process

Completing the Process

- **Linkage is complete** when all class rosters have been verified and submitted and any outstanding alerts have been resolved.

- Rosters are automatically submitted to your principal for approval.

- Be sure you have clicked on “Save & Submit” for each roster. If you only clicked “Save,” your roster does not show as submitted for your principal or support team members.
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.