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Introduction

On April 21, the 2013–2014 ASPIRE Linkage and Verification process begins for principals and campus support team members. HISD uses information from this process to calculate teacher EVAAS® and Comparative Growth reports, which are referenced in the Teacher Appraisal and Development System and for ASPIRE awards. Optional open-lab workgroups are being offered to assist principals, campus-based support teams, and teachers in completing this process as accurately and timely as possible.

The Campus Setup period allows principals and support team members to prepare campuses for the Linkage and Verification Period by providing the opportunity to ensure all information is as accurate as possible prior to the Linkage Period for teachers. This allows teachers to provide their linkages in a timely and accurate manner.

Verification is a process for campus-based staff to review tentative 2013–2014 ASPIRE Award Program eligibility and award grouping (categorization) information. The task during this period is for campus-based staff to review the information and discuss problems or corrections with the principal or campus support team for resolution. Employees should also review their preliminary eligibility—including attendance—for accuracy. This is not the final ASPIRE award eligibility as some rules can only be computed upon completion of the school year.

Linkage is a process to attribute instructional influence on student academic progress for core foundation teachers in grades 1–11 who provide instruction in Reading, Mathematics, Language Arts, Science, and Social Studies.

The Approval period allows principals the final opportunity to review student-teacher linkages, ensure all core foundation teachers’ rosters have been completed, ensure that the appropriate students have been claimed, and clear all actionable alerts.

Importance of Verifying Rosters, Categorization, and Eligibility

All student-teacher linkages submitted during this period are final. This information is used, along with test scores, to calculate teacher-level EVAAS® and Comparative Growth analyses. These analyses cannot be recalculated once data has been submitted to SAS EVAAS® shortly after the Linkage Period has concluded. EVAAS® and Comparative Growth information is used in the Teacher Appraisal and Development System, for other HISD staffing decisions, and in calculating incentive awards. It is extremely important, therefore, to complete, review, and correct student-teacher linkages during the stipulated time period.
Key Dates and Activities

April 21–25  **Campus Setup:** Principals and support team members must complete campus setup so that campus-based staff can complete the eligibility and categorization verification and student-teacher linkage (roster verification) process in the timeframe provided.

April 28–May 16  **Staff Verification and Student-Teacher Linkage (Roster Verification):** Eligibility and categorization verification for all campus-based staff; student-teacher linkage (roster verification) for all core foundation teachers.

May 19–23  **Principal Confirmation/Approval:** Review and approval of class rosters, eligibility, and categorization.

Improvements to the ASPIRE Verification Process

HISD, in partnership with Battelle for Kids, has continued improving this process by:
- Improving the integration of alerts with reports, including adding alerts relative to individual teachers’ class rosters at the teacher level;
- Providing teachers more control over their own rosters with merging functionality;
- Improving navigation and eliminating redundancy with fewer pages and more functionality;
- Enhancing data quality and management tools and reports for principals;
- Continuing to allow for student mobility and extended teacher absences;
- Continuing to improve alignment of the award model with the verification process;
- Continuing to include the tentative 2013–2014 ASPIRE Award Program eligibility and categorization during the verification and linkage process; and
- Improving and clarifying alerts and flags to highlight common errors at the campus during the process.

Who Should Complete ASPIRE Verification?

- **All staff members** who are assigned to your campus during the 2013–2014 school year will need to verify their **tentative** eligibility and categorization (i.e. ASPIRE award groups 1−7 and 1L/2L) for the 2013–2014 ASPIRE Award Program. All categorization and eligibility information used for the ASPIRE Award Program is tentative, as the year has not yet been completed. Additionally, some award groups cannot be completely determined until after the linkage/verification process. For a complete description of eligibility rules and award groups, refer to the **Program Eligibility Document** on the ASPIRE portal.

- **Core foundation teachers** who provide instruction in Reading, Language Arts, Mathematics, Science, and Social Studies in grades 1−11, including STAAR end of course exams (EOCs) in grades 7−11 need to complete student linkages/verification, which may result in teacher-level EVAAS® value-added reports. On the “Link” page, click “Expected Linkages” for additional details. To ensure the reports’ accuracy, these teachers must verify the students taught, indicate mobility, and claim the percent of instruction they provided students in their classes throughout the year. **Please note that all core foundation teachers of students in grades 1−11 in classes requiring linkage must have students linked to them to be considered as a core foundation teacher. This includes special education teachers and teachers of small classes.**
Principal/Support Team Member Responsibilities Managing ASPIRE Verification

Following is a brief overview of principals’ and support team members’ primary responsibilities in this process, all of which is completed through the ASPIRE portal:
- Review campus-based staff award information (eligibility and categorization).
- Review core foundation teacher classes to ensure all core foundation teachers have the correct number of rosters with which to provide student-teacher linkages.
- Monitor teacher completion during the linkage process.
- Monitor informational notifications and resolve alerts at the campus-level.
- Review and approve submitted rosters at both the teacher level and the campus-level and ensure accuracy and completeness.

Principal/Support Team Member Campus Setup Activities
- Principals create a campus support team to assist in managing and supporting the verification process on your campus. A campus support team is important, as phone support will not be directly available to staff members.
- Review and make updates to campus-based staff and class rosters for teachers who are required to complete student-teacher linkages/verification.
- Review tentative ASPIRE award eligibility and award groups for all staff on your campus. Request overrides where necessary.

Principal/Support Team Member Approval Period Activities
- Confirm tentative award eligibility and categorization. Request any additional overrides that may be necessary.
- Review informational notifications and clear alerts, requesting any additional overrides that may be necessary.
- Review, confirm, and approve class rosters, checking for accuracy and completeness at both the teacher level and the campus-level.

Campus Setup Period

Accessing the System

Step 1: Go to [http://www.houstonisd.org/ASPIRE](http://www.houstonisd.org/ASPIRE) and log in under the “My Resources” tab.

Step 2: On the “My Resources Home” page, in the “LINK” section, click on “Link.”
You will now see the ASPIRE Link home page:

Symbols on this diagram correspond to explanatory text below.

**Establishing a Support Team**
Campus-based support team members assist principals in completing all required tasks during the linkage period for your campus. Support team members can assist principals by adding and removing staff, adding and removing class rosters, and submitting override requests. Roster details may also be modified if necessary, although it is recommended that teachers update class rosters. To be part of your support team, the person must be assigned as a staff member on your campus. The support team will be visible to the staff on your campus on their “Link” page in the “Support Team” section so campus-based staff will know who they may contact for further support during the verification process.
Step 1: On the “Link” page, click “Change” in the “Support Team” section.

![Support Team Change](image)

Step 2: Select the checkbox next to the name of the staff member you wish to include on your support team. To remove someone from the support team, uncheck the box next to the staff member’s name.

![Establish Linkage Support Team](image)

Step 3: Click “Return” to go back to the “Link” page.

**Note:** When you select support team members, you are providing them with all of the capabilities to change teacher and class roster data within ASPIRE Verification tool. Please be selective when adding support team members. Most campuses do not require more than six support team members. Some campuses only require 1−2 support team members.

**Reviewing Teachers and Classes**
This task includes reviewing a list of your 2013–2014 campus-based staff members who need to complete student-teacher linkages and adding or removing staff and class rosters as appropriate.

Step 1: On the “Link” page, under the “School Setup” section, click “Review Teachers and Classes.” The “School Setup – Class View” page will display.
Alternative Views

Classes may be viewed and/or edited in the following tabs:

- **Class View**—Lists all teachers with each of their classes and number of students assigned to each class. This view provides all necessary functionality to review and correct teachers and classes.

- **Staff View**—Shows the number of students assigned to each teacher for each tested subject. (Please note: Students may be counted twice in this list in the cases of shared instruction).

- **Subject View**—Shows all of the staff members who teach a particular subject and the number of students assigned to each teacher by grade level for each subject.

- **Grade View**—Shows all of the staff members who teach a particular grade and the number of students assigned to each teacher by subject for each grade level.

Adding Staff

**Step 1:** If staff are missing from the “Class View” tab, click the “Add Staff” button.

Clicking the “Add Staff” button will display the “Add Staff” page.

*Add Staff*

Use this page to search for a staff member you would like to add to your campus list. Please Note: Principals can add core teaching staff and/or staff members that are hired and evaluated by that principal. If you are unable to find a staff member through the search, please contact the ASPIRE Award Support Team at ASPIREAward@Houstonisd.org for further assistance.

<table>
<thead>
<tr>
<th>School:</th>
<th>Elementary School Office</th>
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<tbody>
<tr>
<td>First Name Begins With:</td>
<td>Last Name Begins With:</td>
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<tr>
<td>E-mail Address:</td>
<td>Organization Name:</td>
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<td>Employee ID:</td>
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<th>Add All</th>
<th>Staff</th>
<th>Employee ID</th>
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<tr>
<td>Add</td>
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<td>34</td>
<td>Elementary</td>
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<td>Add</td>
<td>Hall</td>
<td>74</td>
<td></td>
<td><a href="mailto:74@houstonisd.org">74@houstonisd.org</a></td>
</tr>
</tbody>
</table>
Step 2: Search for the staff member using one or two letters of the first and/or last name, or use one or more of the other search criteria.

Step 3: Click “Add” to add the staff member to your campus.

Step 4: Click “Return” to go back to the “Class View” tab.

Removing Staff
To remove a staff member, click the “Actions” button beside his/her name and select the “Remove Staff” option. This is only available if the staff member does not show any class rosters. A screen requesting confirmation will appear.

Note: Removed staff will continue to display on the Eligibility and Categorization page for award classification purposes.

Editing Classes
In any of the “Review Teachers and Classes” views (Class View, Staff View, Subject View, Grade View), click on a staff member’s name to view that teacher’s class list.

Adding Classes
There are several ways to add classes:

Option 1: For staff that may be missing a class or two that are required to be verified, click the “Actions” button beside his/her name and select the “Add Class” option. A dialog box will display allowing you to enter the information required to add the new class roster.
Note: In most cases, it is not critical to enter the exact course name/number (see Secondary Reading Initiative (SRI) Classes for the exception). In all cases, it is critical to select the correct course type (for example: “Algebra I” instead of “Math”).

Option 2: For staff that may be missing all core classes, click the “Actions” button and select the “Add as Core Teacher” option.

A dialog box will display allowing you to enter the information required to create the new classes.
**Option 3:** For staff that may be missing a class shared by another staff member or incorrectly associated with another staff member, the “Copy/Transfer” link provides tools to quickly address these issues with the following options:

- **Copying Classes**
- **Transferring Classes**
- **Copying Student Rosters**
- **Replacing Student Rosters**

**Secondary Reading Initiative (SRI) Classes**

For the 2013–2014 Linkage and Verification Period and ASPIRE Award Program, SRI courses are considered **core foundation courses** and require student-teacher linkages. For specific course numbers, please see the Secondary Reading Initiative (SRI) Program Eligibility Document located on the ASPIRE portal.

SRI teachers are considered as core foundation teachers for ASPIRE award purposes if they teach courses (SRI and/or others) identified as core foundation for the majority of the day/year. Teachers of SRI courses will receive an EVAAS® report for Reading that includes the students enrolled in these courses (if the minimum thresholds for analysis are met).

Principals and support team members should **not** delete these courses from the ASPIRE linkage portal. SRI teachers are considered for **both** the ASPIRE and SRI awards. SRI teachers **must** link the **specific** SRI courses (i.e., RDG1636) in order to have an SRI award calculated. If a teacher needs to have an SRI Reading course added, it is imperative that the correct course number is selected when adding classes.

SRI teachers should link their students through the ASPIRE portal **only**; a separate linkage process will **not be required** for the spring semester. Please see the Special Cases document for additional details.

**Copying Classes**

This feature allows you to copy a class from one staff member to another on your campus.
For example: Teacher 1 has class A. Teacher 2 has class B. You copy class A from Teacher 1 to Teacher 2. Once complete, Teacher 1 will still have class A, but Teacher 2 will have class A and B. All students are copied with the class.

1. Click the “Actions” button and select “Copy/Transfer.” Next, select “Copy Class,” and then click the “Continue” button.

2. If you want to transfer the current months and percentage of instruction settings with the student, click the “Continue” button in the “Include membership and % instruction” box.

**Recommended:** If you select “Include membership and % instruction,” the months and percentage of instruction in the class roster will be transferred with the students.
If you select “Default to entire term and 0% instruction,” the months and percentage of instruction in the class roster will not be transferred and default values (From: Aug/Sept to May/June, ___% Instruction is 0%) will be used instead. This is not the recommended selection.

3. In the “To” box, select the staff member to whom to copy the information, and click “Copy Class.” Principals and support team members have the option to “Change” the class during this process. For instance, if Teacher 1 teaches Language Arts to a group of students and that class was pre-loaded for Teacher 1, but Teacher 2 teaches those same students Math, and Math was not pre-loaded for Teacher 2, you may wish to copy Teacher 1’s language arts class to Teacher 2, but change it to Math in the process.

4. Click the OK button to confirm this action. The original teacher’s data does not change. A new class is created for the recipient teacher.

Transferring Classes
This function allows you to transfer a class from one staff member to another on your campus. For example: Teacher 1 has class A and Teacher 2 has class B. You transfer class A from Teacher 1 to Teacher 2. Once complete, Teacher 1 will have no classes, and Teacher 2 will have classes A and B.

Note: The class will appear as a “Deleted” class for the original staff person.

1. Click the “Actions” button and select “Copy/Transfer.” Next, select “Transfer Class,” then click the “Continue” button.
2. If you want to transfer the current months and percentage of instruction settings with the student, click the “Continue” button in the “Include membership and % instruction” box.

**Recommended:** If you select “Include membership and % instruction,” the months and percentage of instruction in the class roster will be transferred with the students.

If you select “Default to entire term and 0% instruction,” the months and percentage of instruction in the class roster will not be transferred and default values (From: Aug/Sept to May/June, _____% Instruction is 0%) will be used instead. **This is not the recommended selection.**

3. In the “To” box, select the staff member you would like the class transferred to, and click “Transfer Class.” Principals and support team members have the option to “Change” the class during this process.
4. Click the “OK” button to confirm this action.

**Note:** If all rosters are deleted for a teacher, you should also request a categorization override, as teachers with no rosters and no student-teacher linkages cannot be considered as “core foundation teachers” for award purposes. See [Requesting Categorization Overrides](#), below.

**Copying Student Rosters**
This function allows you to copy students from one class to another to create a new or expanded roster.

**Do not use this function for SRI teachers!** See [Secondary Reading Initiative (SRI) Classes](#) for more details.

1. Click the “Actions” button and select “Copy/Transfer.” Next, select “Copy Student Roster,” then click the “Continue” button.
2. If you want to transfer the current months and percentage of instruction settings with the student, click the “Continue” button in the “Include membership and % instruction” box.

Recommended: If you select “Include membership and % instruction,” the months and percentage of instruction in the class roster will be transferred with the students.

If you select “Default to entire term and 0% instruction,” the months and percentage of instruction in the class roster will not be transferred and default values (From: Aug/Sept to May/June, ____% Instruction is 0%) will be used instead. This is not the recommended selection.
3. In the “To” box, select the staff member you would like the class transferred to, select one or more of the available classes associated with that staff member, and click “Copy Students.”

4. Click the “OK” button to confirm this action.

All of the students in the roster you are copying will be put into another roster, as well as any other students who are already in the receiving roster. For example, the roster you are copying from contains students A, B, C. The roster you are copying to contains students C, D, E, F. Once complete, the roster you are copying to will contain students A, B, C, D, E, F. Student C will not be duplicated, and Student F will not be “lost” or deleted.

Replacing Student Rosters
This function allows you to replicate the class roster contents from one class roster to one or more class rosters for this staff member.
1. Click the “Actions” button and select “Copy/Transfer.” Next, select “Replace Student Roster,” then click the “Continue” button.

   From
   Staff: Hammond, Brandon
   Class: Integrated English Language Arts 4-6 (60 students)

   Copy Class
   Class and class roster will be copied More
   Continue

   Transfer Class
   Class will be reassigned to a new teacher More
   Continue

   Copy Student Roster
   All Students from this class will be copied More
   Continue

   Replace Student Roster
   Student roster will be replaced More
   Continue

2. If you want to transfer the current months and percentage of instruction settings with the student, click the “Continue” button in the “Include membership and % instruction” box.

   From
   Staff: Hammond, Brandon
   Class: Integrated English Language Arts 4-6 (60 students)

   Include membership and % instruction
   Membership and % Instruction will be copied
   Continue

   Default to entire term and 0% instruction
   Student roster will be replaced
   Continue

   Recommended: If you select “Include membership and % instruction,” the months and percentage of instruction in the class roster will be transferred with the students.

   If you select “Default to entire term and 0% instruction,” the months and percentage of instruction in the class roster will not be transferred and default values (From: Aug/Sept to May/June, ____% Instruction is 0%) will be used instead. This is not the recommended selection.

3. In the “To” box, select one or more of the available classes for this staff member, and click “Replace Student Roster.”
4. Click the “OK” button to confirm this action.

All of the students in the roster you are copying will replace any students who are already in the receiving roster. For example, the roster you are starting with contains Students A, B, C. The roster you are replacing contains Students C, D, E. Once complete, the roster you replaced will contain Students A, B, C. Student C will not be duplicated, and Students D and E will be deleted.

Deleting Classes

There are two ways to delete classes:

Option 1: To remove a class from a teacher, click the “Actions” button beside the class name and select the “Delete” option. This will remove the class from that teacher’s list of active classes and place it on a list of deleted classes for that teacher.
Option 2: To remove a class from a teacher, click on a teacher’s name, then click “Delete” beside the class name. This will remove the class from that teacher’s list of active classes and place it on a list of deleted classes for that teacher.

Deleted classes can be reviewed and restored by clicking on the teacher’s name and reviewing the “Deleted Classes” section at the bottom. Click “Restore” to move the class roster back to the active list of rosters for that teacher. If the roster was verified and submitted when deleted, restoring the roster will also restore the verified information in the roster.
Do not use this function for SRI courses, unless a teacher did not teach the course. See Secondary Reading Initiative (SRI) Classes for more details.

**Reviewing Award Eligibility and Categorization**
This task involves reviewing a list of your 2013–2014 campus-based staff members’ award groups and eligibility and requesting overrides as necessary. On the “Link” page, “School Setup” section, click “Review Award Eligibility and Categorization.”

**Note:** Campus-based staff members will be able to see their information in the “Tentative Award Information” section in the middle of their “Link” page.
Step 1: Review ASPIRE award eligibility and categorization:

- Ensure all staff members that worked on your campus during the 2013–2014 school year are listed correctly. Staff members who have transferred to or from your campus, and staff members who worked at your campus and other campuses during the school year will be listed, but will also show an organization other than your campus with appropriate percentages displayed for each. For teachers who transferred to or from your campus during the school year, the campus-level ASPIRE awards are based on where staff spent the majority of the year. For staff who worked at more than one school over the course of the year, campus-level ASPIRE awards are awarded at the appropriate percentages (i.e., 40% for 2 days/week, 60% for 3 days/week, etc.).

- For more information and to view details, click on the teacher’s name. Click the “Source Data” tab at the top of the screen to see various source data used to determine award groups, eligibility, and transfer information.
Staff eligibility is indicated as a green checkmark or red “X.” To review details as to why they may not be eligible, click on the person’s name. The reason for ineligibility as supported by data will be listed next to the eligibility rule. Note that all eligibility requirements must be met in order to be considered as eligible for the ASPIRE award.

- If you suspect an error, you can review the PeopleSoft source data used to determine eligibility. If after reviewing the information you still believe it is incorrect, you can request an override (see Requesting Eligibility Overrides).

- Staff award categories will match the award groups listed in the 2013–2014 ASPIRE Award Program Rules and Eligibility document. There are a few exceptions not listed in the document to which you need to pay particular attention:
  - Staff members listed with an “X” under the category column (i.e., X5. Apollo Tutor) are not eligible and not considered for awards based on data from Chancery and PeopleSoft. You may request a category override (see Requesting Categorization Overrides). If an eligibility override is also required, then please be sure to request that as well (see Requesting Eligibility Overrides).
  - Staff members listed with a “Z” under the category column (i.e., Z2. No Chancery data) could not have a categorization computed by the system and need your review. Be sure to request overrides on all staff placed in the “Z” categories (see Requesting Categorization Overrides). No staff should remain in these groups at the end of this period.

- “% Campus” shows the percent of a person’s ASPIRE award that will be earned from your campus. This will be 0% for anyone who served your campus less than 40% of the time, or for anyone who was at your campus for less than the majority of the school year. Those who worked on your campus the majority of the year will likely be represented as 100%. If you believe this to be in error, then you can request an override on the category and change the percentage (see Requesting Categorization Overrides).
Step 2: Request Overrides:
- For any of the information that you see that is in error, you have the ability to request an override for each item that is incorrect. For example, if someone does not meet eligibility rule 1 and rule 4, you will need to request an override for each rule. Override requests are reviewed and either approved or rejected by Research and by Human Resources. You will see changes appear on the report as well as receive an e-mail notifying you when an override review is completed.

Requesting Categorization Overrides
After viewing details by clicking on the teacher’s name or clicking on a group code in the “Gr/Sub” column, click “Request Override” on the “Categorization” tab.

When submitting an override request, please be as detailed as possible. For example, instead of submitting an override with the comment “Core teacher,” it would be more helpful to submit a comment such as, “Core teacher, responsible for the instruction of COURSE (4 periods a day) and COURSE (3 periods a day). Linkage is required for this teacher.”

Tip: Open up the Comments History to see comments on overrides that may have been previously submitted, as well as the responses to those previous override requests.
Complete the following steps to request a categorization override:

1. Select an override category.
2. “Add Detail” for core foundation categorization overrides. “Detail” is the core foundation subject taught.
3. Update “Evidence” if needed (evidence can be seen by staff member).
4. Provide specific comments in support of the override. Override comments cannot be seen by staff members, and should explicitly explain why an override is required.
5. Click “Save” to request the categorization override.

**Note:** Adding detail for a teacher member does not create classes for the teacher to link students. Once you have requested an override to change a staff member to a core teacher, you must create classes for that teacher to provide linkages. See Adding Classes for more information.

**Requesting Eligibility Overrides**

Click on the “Eligibility” tab and click “Request.”

The “Eligibility Override” dialog box will display.
Complete the following steps to request an eligibility override:

1. Check to make sure that the “New Eligibility” displays the desired new eligibility.
2. Provide specific comments in support of the override.
3. Click “Save” to request the eligibility override.

Tip: Open up the Comments History to see comments on overrides that may have been previously submitted, as well as the responses to those previous override requests.
Linkage Period

Once staff lists and class rosters have been adjusted as necessary and confirmed, the next step is for principals and support team members to oversee and support campus staff in completing the verification process. It is important that principals and support team members monitor staff progress and follow up as necessary. Specifically, principals and support team members should:

- Facilitate teacher/staff training
- Review completion report
- Review student instruction
- Review and correct alerts
- Review informational notifications

Facilitating Teacher Training

In order to provide teacher training, there are two video tutorials designed for teachers. The first video, “Watch Video Overview,” provides an overview of why teachers are participating in the linkage process. This video is available on the “Link” page under the “Resources” section.

The second video provides an overview of the linkage process. To access this video, click on “Watch Video Tutorial” link under the “Roster Verification” section of the “Link” page.
The HISD Research & Accountability department is also pleased to offer several options for assistance during the School Setup Period (April 21–25), the Teacher Linkage Period (April 28–May 16), and the Principal Confirmation Period (May 19–23).

These opportunities for assistance are optional for those principals and campus-based staff who would like assistance in completing the campus setup, teacher linkage, and/or principal confirmation process. For details on open lab workgroups in your area, please see the Open Lab Announcement on the ASPIRE portal.

**Monitoring Teacher Completion**
Click on “Monitor Teacher Completion” to review a report indicating which teachers have reviewed and submitted their class rosters for approval. All teachers who are required to verify rosters should submit them before the end of the Verification Period.
Clicking “Monitor Teacher Completion” will display the “Monitor Teacher Completion” page. You may view a teacher’s individual rosters from this page by clicking on the teacher’s name.

Reviewing Student Instruction
Click on “Review Student Instruction” to review a report indicating “flagged” students that may have been omitted from a core content area, may have been instructionally under-claimed, or may have been instructionally over-claimed.

Note: Teachers will be making changes during this period which will affect the Student Instruction Reporting displayed.
Clicking “Review Students” will display the “Review Students” page.

Use the filtering options to view only certain kinds of students (i.e., Overclaimed students for Math).

Click on the student’s name to see all of the rosters where that student has been claimed, as well as the teachers who have claimed that student.

**Filtering Information on this Report**

Filter the data displayed on this report using the options available in the drop-down labeled “Show”. You may also limit data displayed on this report using the “Grade” filter. When high school courses are displayed, you may similarly filter by content area.

- Red circles with an “R” indicate that the student was not found on a roster in that content area. Depending on your campus, some of this information may be correct—for example, if there was not a teacher of record for a particular grade/subject on your campus (i.e., a long-term substitute or an hourly lecturer taught the class). In other cases, students may have been accidentally or inappropriately deleted from rosters, and should be re-assigned to the correct teacher.

- A yellow semi-circle indicates that the student is underclaimed while a yellow circle with a plus indicates a student that is overclaimed. Underclaimed students may be acceptable if instruction is shared and a teacher is not required to complete roster verification. Overclaimed students should be corrected so that instruction totals 100%. For example, multiple teachers may claim a student at 100%, which will cause a student to be overclaimed. This should be corrected at the campus-level.

**Note:** In cases where students remain overclaimed upon final submission, the teachers’ instructional claims on a student will be reduced proportionately until the combined total is 100%.

- A green checkmark indicates the student’s instructional claims totaled 100% for that content area.

**Note:** If a student is not claimed at 100%, it does not necessarily mean that an error has occurred. It just means that this requires further investigation. The important rule to remember is that the instruction represented should model the actual instructional practices as they occurred for this student on your campus.
To review issues with specific students on the Review Student page, click on the student’s name. Clicking on a student’s name will bring up a box that allows you to review instructional details for each content area. In the example below, we see that the Math teacher has not yet completed his student-teacher linkages indicating a percentage of instruction claimed for this student. We also see that two Social Studies teachers have claimed this student at 100% each. This is likely a situation that will need to be corrected.

**Note:** During the linkage period, teachers can and should make corrections to their own rosters. Once linkage ends, principals and support team members will need to make the roster corrections on behalf of the teachers.

<table>
<thead>
<tr>
<th>Class</th>
<th>Teacher</th>
<th>Aug/Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May/Jun</th>
</tr>
</thead>
<tbody>
<tr>
<td>LA English</td>
<td>Wright, Constance</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
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</tr>
<tr>
<td>Language Arts Total</td>
<td></td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>M Advanced Mathematics /Pre-Algebra</td>
<td>Wilson, Greg</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Math Total</td>
<td></td>
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<td>0%</td>
<td>0%</td>
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<td>0%</td>
</tr>
<tr>
<td>Sd Science 7-8</td>
<td>Shaffer, Alexander</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
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<td>100%</td>
</tr>
<tr>
<td>S5 Integrated Social Studies II</td>
<td>Fuentes, Maurice</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
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<td>100</td>
</tr>
<tr>
<td>S5 Integrated Social Studies</td>
<td>Lloyd, Willie</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
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<td></td>
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<td>200%</td>
<td>200%</td>
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<td>200%</td>
<td>200%</td>
<td>200%</td>
<td>200%</td>
<td>200%</td>
</tr>
</tbody>
</table>

To correct the data for Social Studies in the above example, the principal or support staff must:
1. Find this student within Mr. Fuentes’ roster and Mr. Lloyd’s roster and make the corrections within each of those rosters; **or**
2. Contact Mr. Fuentes and Mr. Lloyd and ask them to make the corrections within their own rosters (if the linkage period is still open). **This is the preferred option!**

**Tip:** Review student instruction prior to the closing of the linkage period so that you can have teachers correct their own errors!

**Note:** When changes are made to teacher linkages or rosters, the date of change and the staff member who made the changes are documented within the underlying data on the ASPIRE portal. Teachers will also be informed by email if any changes are made to their rosters after they have submitted the rosters for approval.

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**Now Available!** Teachers, support team members, and principals can see the changes that were made to their rosters and by whom these changes were made!
Reviewing Alerts and Notifications
Some alerts may not be actionable, but are meant to expose possible issues to address. You can review the following alerts and notifications:

Award Categorization Alerts
- Group 1/2/3 with no Subjects—Actionable!
- Uncategorized Staff—Please Reconcile—Actionable!

Award Informational Notifications
- Ineligible Staff
- Ineligible Staff due to Attendance only
- Staff Assigned Less Than 100 Percent
- Staff on Your Campus Assigned at a Different Campus
- Staff Opted-Out
- Ineligible Staff due to Growth Plan/PPA

Student Completion Alerts
- Student claimed more than 100%—Actionable!
- Students claimed when not expected—Actionable!
- Students claimed less than 100%—Actionable! (some of the time!)
- Students not on roster—Actionable! (most of the time!)

Teacher Completion Alerts
- Group 1/2/3 with Unfinished Linkage Data—Actionable!
- Rosters with no students—Actionable!

If an alert exposes an issue that requires correction, then you may do so during this process. You may refresh alerts immediately by clicking “Refresh Alerts” at the right of the Alerts and Notifications section.
To ignore an alert, click the checkbox next to Hide Alert. Any changes to hidden alerts will require you to refresh alerts. **Only principals and support team members have the ability to hide alerts.**

### Viewing Hidden Alerts
To view all hidden alerts, click the “Review Hidden Alerts” link in the “Resources” section.

### Resources
- Award Program Eligibility
- 2012-2013 School Leader Award Ms.
- 2012-2013 Teacher Award Model DL
- Core Course Listing
- Summary of Updates and Changes
- Review Hidden Alerts
Approval Period

Once the linkage period has closed, principals must conduct a final review to ensure all class rosters have been completed, appropriate students have been claimed, and all actionable alerts have been cleared. While support team members may assist with this process, the principal must complete the final approval (see Approving Rosters).

Symbols on this diagram correspond to explanatory text below.

Reviewing Student Instruction

When the Linkage Period is over, any remaining student instructional claims issues will need to be resolved by the principal and/or support team. Teachers no longer have access to update their rosters. Click on “Review Student Instruction” to review any remaining “flagged” students, making certain to correct any remaining issues. Refer to details regarding student instruction above, in the “Linkage Period” section of this document.

Reviewing Alerts and Notifications

A thorough review of any remaining alerts and notifications, correcting any remaining issues that can be addressed, should be completed prior to approving class rosters. Refer to details regarding alerts and notifications above, in the “Linkage Period” section of this document.

Note: Once approved, rosters must be reopened in order to make further changes.

Reviewing Submitted Roster Summaries

Click on “Review Rosters” to see a summary by teacher of significant changes made to rosters.

This may include students added or deleted and any students included on a roster at some value other than 100%. This view does not allow the principal or support team to see all students claimed or all months and percentages; it only provides a summary of “significant changes” made to this teacher’s submitted rosters. In addition, principals may approve the rosters on an individual roster basis (click the “Approve” button for each summary) or by teacher (click Approve All to approve all submitted rosters for this teacher only). To see a complete
roster submitted by a teacher, click the “View” button. Support Team members may only review the roster summaries—they will not see the “Approve” or “Approve All” buttons.

### Approving Rosters (Principals Only)

The last step of ASPIRE verification is to approve all submitted rosters. Clicking on “Approve Rosters” will lead you through a three step final approval process including a review of the teacher completion report, a review of the student instruction report, and then a final approval of all submitted rosters and completion of the ASPIRE verification process for your campus.

**Note:** This process may be completed more than one time during the review and approval period if necessary.

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The following message will appear at the top of the Link page to confirm the final approval.
Support Resources

Username & Password Support
Username and password assistance will be provided by the HISD Help Desk at (713) 892-7378 or the “Forgot Password?” feature on the site. HISD Help Desk staff will only provide username and password support, and will not answer any questions related to the ASPIRE linkage and verification system or process. Charter school employees will need to email ASPIREaward@houstonisd.org for assistance with username and password issues.

Campus-Level Support
Instructional and support staff members should seek assistance from their principal and members of the support team identified by the principal. Your support team is displayed on the “Link” page. Phone support for the linkage and verification process will not be available to instructional and support staff.

The HISD Research & Accountability department is pleased to offer several options for assistance during the School Setup Period (April 21–25), the Teacher Linkage Period (April 28–May 16), and the Principal Confirmation Period (May 19–23).

These opportunities for assistance are optional for those principals and campus-based staff who would like assistance in completing the campus setup, teacher linkage, and/or principal confirmation process. For details on open lab workgroups in your area, please see the Open Lab Announcement on the ASPIRE portal.

Online Support
Principals and support team members can submit an electronic help ticket if they need assistance during this process.

My ASPIRE Home

These tickets will receive first priority for resolution or response, and all other tickets will be responded to on a first-come, first-served basis. General support for all instructional and support staff will be available through the Support System on the portal. Users submit questions online, and a “case” or support ticket is created. If you submit a question online, you will have to log back into the portal to review responses.
Phone Support
Phone support is limited to principals and campus support teams only. Principals and campus support team members may contact the (BFK) ASPIRE Support Team at (866) 543-7555 Monday through Friday between 8 a.m.–6 p.m. EST. Questions should be specific to the linkage and verification process only—not to EVAAS® value-added reports or to the ASPIRE Award Program.

Questions about the 2013–2014 ASPIRE Award Program
Staff members are encouraged to review the 2013–2014 award program materials on the ASPIRE portal under the “Recognize” tab. If you still have questions regarding the ASPIRE Award Program, contact ASPIREAward@houstonisd.org.

Thank you for your efforts and support of this important process!