



# Battelle *for* Kids



## **ROSTER VERIFICATION**

District Administrator Guide

2015

## Roster Verification Overview

This guide provides an overview of the roster verification process for district administrators 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 district administrator’s perspective.

## The Goal of Roster Verification

Roster verification 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***.

## Learning Targets

- ☐ Provide a snapshot of the roster verification tool for district administrators.
- ☐ Show how the district administrator can monitor:
  - teacher completion rates
  - school completion rates
  - principal approvals
  - individual school roster verification data

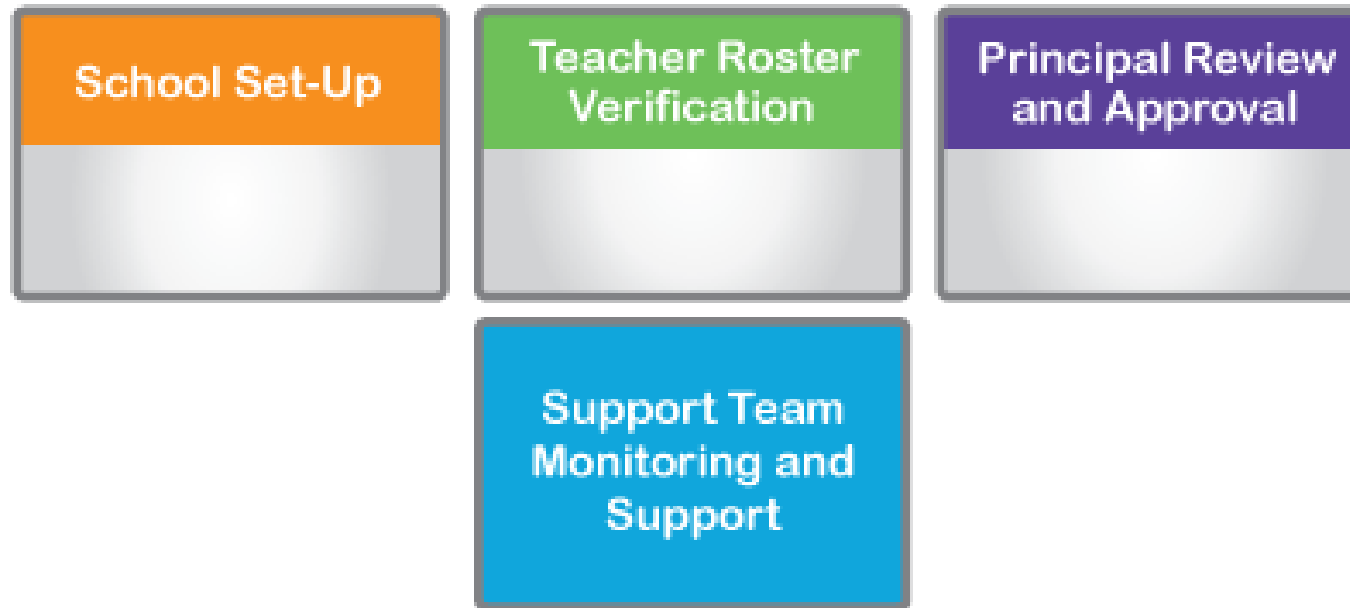
## The District Administrator's Role

- ☐ Advocate for data accuracy.
- ☐ Monitor the status of teacher completion rates.
- ☐ Assist principals in leading and promoting roster verification.
- ☐ Facilitate a culture of trust and transparency around student data.

## The Big Picture

# The Three Phases of Roster Verification

*Phases of Roster Verification:*



## The Big Picture

# The Three Phases of Roster Verification

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

**Principal and Support  
Team Kick-Off**

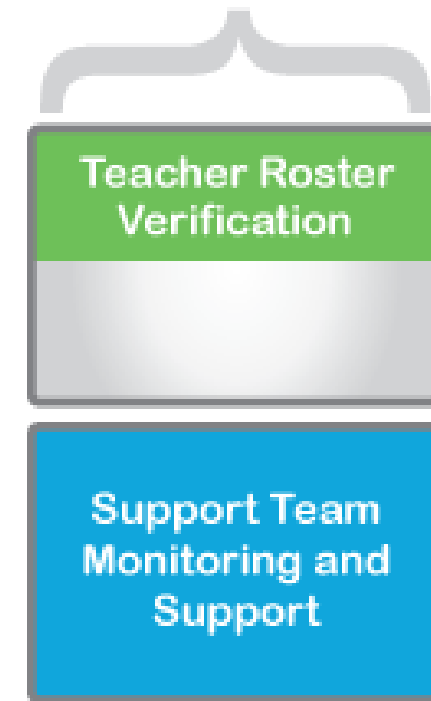


## The Big Picture

# The Three Phases of Roster Verification

- *Phase 1: School Setup*  
*Principals and support teams prepare the tool for teachers to use.*
- *Phase 2: Roster Verification*  
*Teachers verify rosters with support from school leaders.*

**School-Based  
Teacher Preparation**





## The Big Picture

# The Three Phases of Roster Verification

- ☐ *Phase 1: School Setup*  
*Principals and support teams prepare the tool for teachers to use*
- ☐ *Phase 2: Roster Verification*  
*Teachers verify rosters with support from school leaders*
- ☐ *Phase 3: Review and Approval*  
*Principals and support teams resolve alerts, errors, and omissions, and complete the process.*

**Principal Final  
Approval and  
Submission**



# The Link Dashboard

- The dashboard shows the three phases of roster verification.

The screenshot shows the BFK-Link dashboard interface. Key components and callouts include:

- Top Navigation:** Links for "Link", "ePortfolio", and "Support".
- School Selection:** "School: Stnd Link Demo District #41B (DD41B)" with a "Change" button and "Expected Classes" link.
- Three Phases of Roster Verification:**
  - Phase 1 (School Setup):** Includes "Review expected classes" and "Review teachers & classes for accuracy". Callout: "To view a particular school's dashboard, click 'Change' and then select the school name."
  - Phase 2 (Roster Verification):** Includes "Facilitate teacher training", "Monitor teacher completion", and "Review unresolved teacher alerts". Callout: "Phase 2"
  - Phase 3 (Review and Approval):** Includes "Review student instruction", "Review unresolved student alerts", and "Review and approve rosters". Callout: "Phase 3"
- Important Dates:** A sidebar section showing "School Setup" (Feb 22 - Feb 26), "Roster Verification" (Feb 27 - Mar 6, Closed), and "Review and Approval" (Due by March 13, Ends in 4 days).
- School Support Team:** A section indicating no support contacts are established for the organization.
- Support Resources:** Links for "Teacher Tutorial", "District Guide", "Principal Guide", "Teacher Guide", and "Contact Support".
- My Class Rosters:** A table showing no records to display.
- School Alerts and Notifications:** A section titled "Last run on 2/27/2015 6:05 AM" with a dropdown for "ACTIONS".
  - Student Completion Alerts:**
    - Student claimed more than 100% (More) - 0 Alerts
    - Student claimed when not expected (More) - 0 Alerts
    - Student claimed less than 100% (More) - 0 Alerts
    - Student not on Roster (More) - 0 Alerts
  - Teacher Completion Alerts:**
    - Rosters with no students (More) - 0 Alerts
    - Grade/Subject with less than 70% of students claimed (More) - 0 Alerts
- Issues needing attention:** A callout pointing to the "Student Completion Alerts" section.
- Return Button:** Located at the bottom left of the dashboard.

# Monitoring the Process

- To see how your district is doing during the roster verification process, use the “Manage Link” feature.

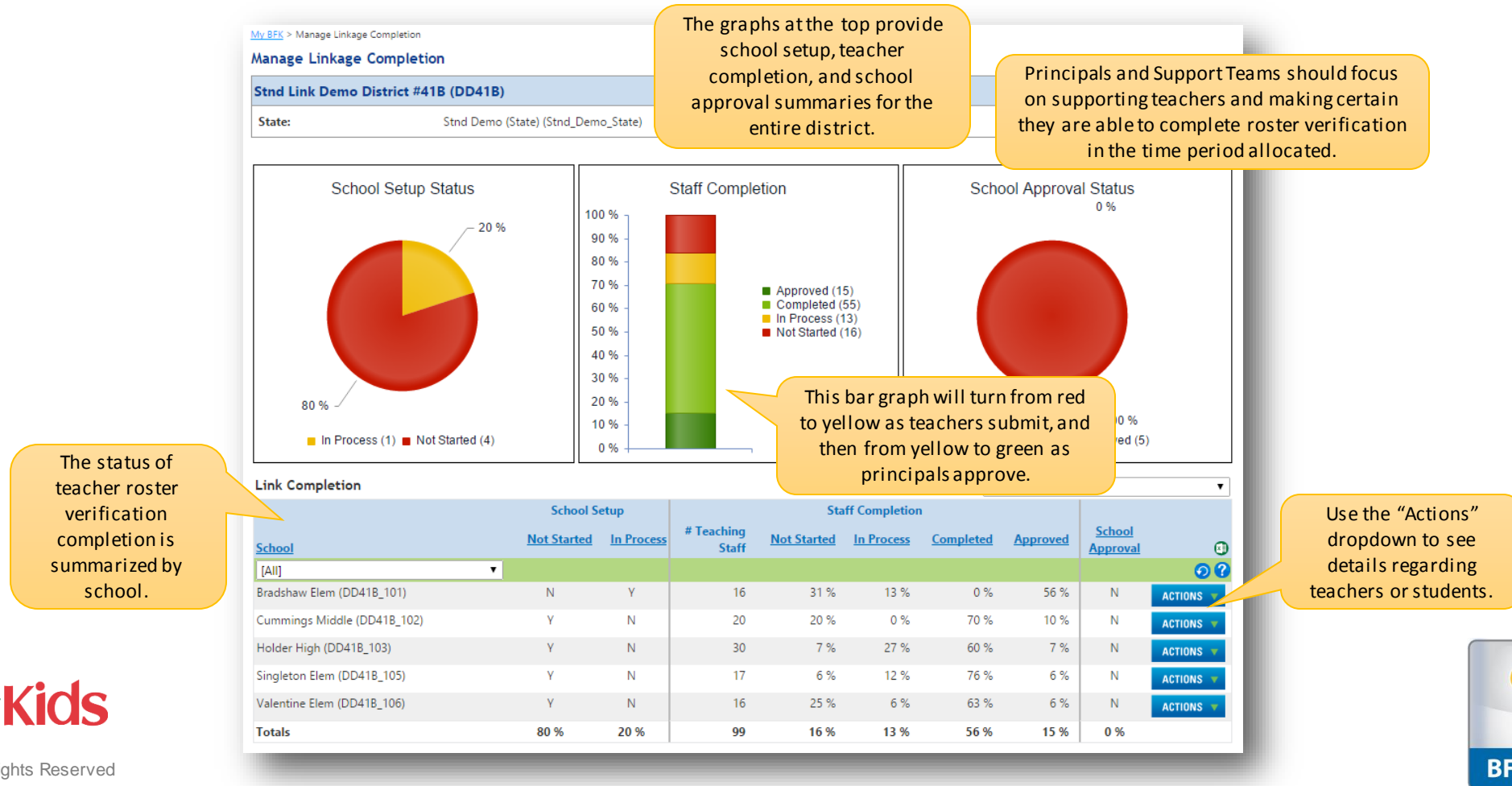
## My Link Portal

[Link](#)[Manage Link](#)

Click “Manage Link” to access the roster verification completion summary report for your district.

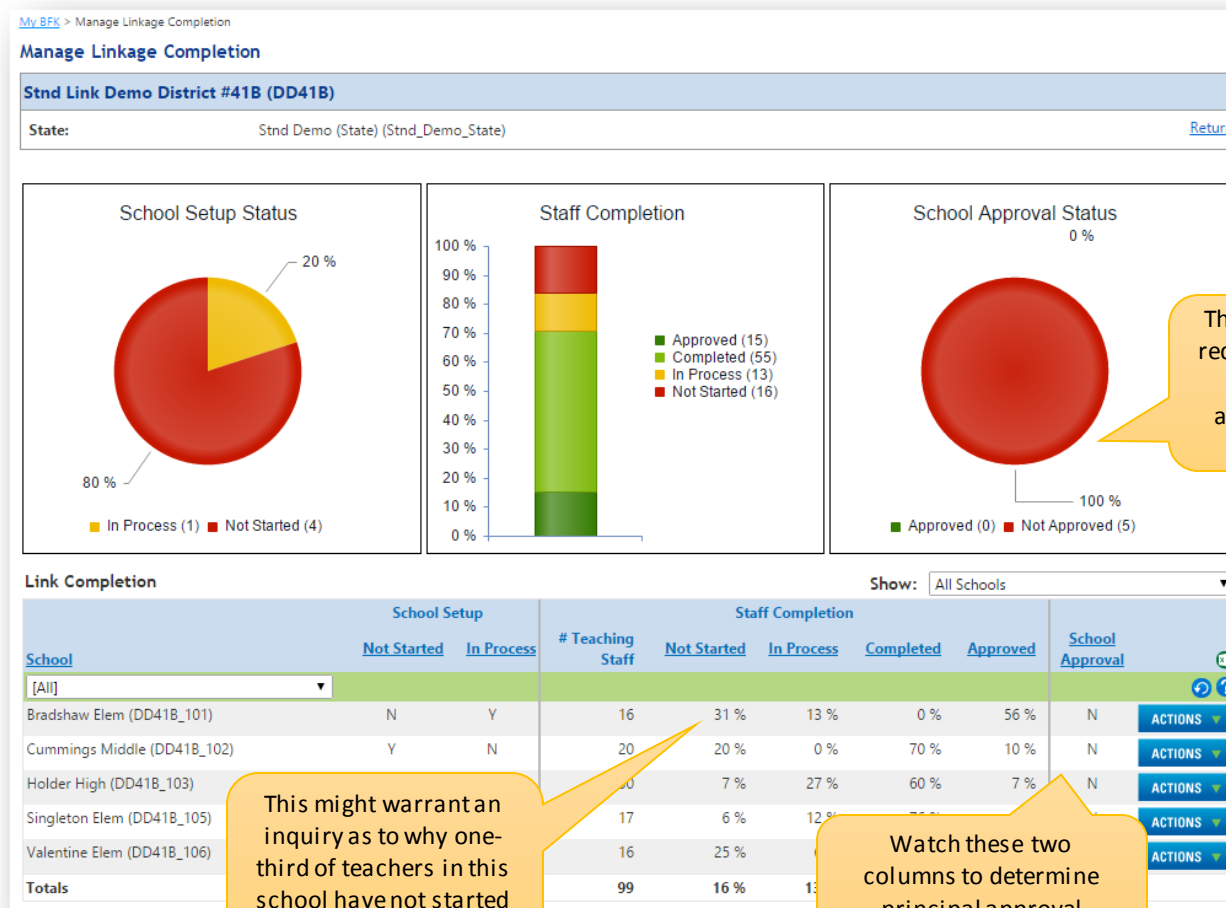
# From Red to Yellow to Green...

- Use the “Manage Link” feature during the process to monitor buildings across the district.



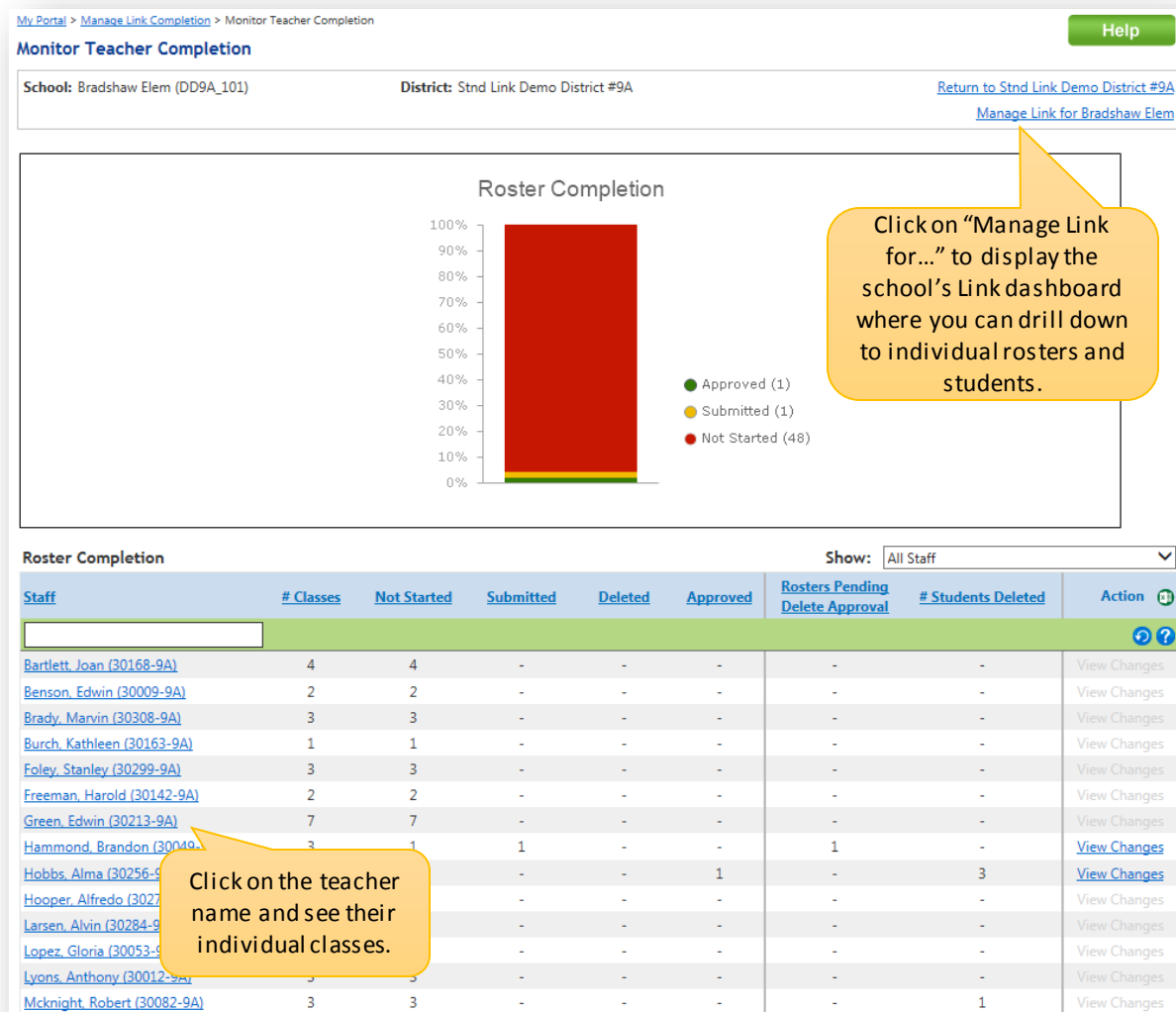
# Real-Time Progress Updates

- The graphics show staff completion rates and principal approval status.



# Review Progress of Individual Teachers

- Drill down to see the status of teachers in a school.



# Instantly Communicate with Staff

- Email groups of teachers and school administrators directly through the application.

**Send New Message**

You have no new messages

**Send email messages directly to specific groups of staff.**

**Filter and search for staff by school, role, roster status, and login status.**

**Choose Filter(s)**

**Filter Recipients**

Send To: All

Audience: ☐ Principals ☒ Teachers ☐ Support Team

**Advanced Filtering**

**Organization Selection**

District: Std Link Demo District #9A

School: [All] (Optional)

Search

**Roster Status**

☐ Not Started  
☐ Submitted  
☐ Approved  
☐ Rejected  
☐ Delete Pending Approval  
☐ Deleted

**Login Status**

☐ Has Logged in  
☐ Has Not Logged in

Between: [ ] [ ] [ ] [ ]

And: [ ] [ ] [ ] [ ]

**Send Message To:**

Include	Staff Name	Email Address	Organization
<input checked="" type="checkbox"/>	Allison, Nicholas (30108-9A)	Allison.Nicholas@DemoDistrict9A.org	Singleton Elem
<input checked="" type="checkbox"/>	Austin, Sherry (30290-9A)	Austin.Sherry@DemoDistrict9A.org	Cummings Middle
<input checked="" type="checkbox"/>	Baird, Peggy (30102-9A)	Baird.Peggy@DemoDistrict9A.org	Singleton Elem

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**BFK-Link®**

# Support Resources for Staff

- A number of resources are available to staff.

My BFK > Link

Link

Link ePortfolio Support

School: Stnd Link Demo District #41B (DD41B) [Change](#) [Expected Classes](#)

School Setup	Roster Verification	Review and Approval (0 Rosters)
1. Review expected classes. 2. Review teachers & classes for accuracy. <a href="#">Review Teachers and Classes</a>	1. Facilitate teacher training. 2. Monitor teacher completion. 3. Review unresolved teacher alerts. <a href="#">View Teacher Completion</a>	1. Review student instruction. 2. Review unresolved student alerts. 3. Review and approve rosters. <a href="#">Review Students</a> <a href="#">Review and Approve Rosters</a> <a href="#">Review Summary and Approve Rosters</a>

[Select a School](#)

Admin, District (DA9999-41B)

My Class Rosters Show: Active Rosters ACTIONS

No classes requiring verification were found. Support Team members can add classes if verification is required.

Class Name	Students
No records to display.	

School Alerts and Notifications - Last run on 2/27/2015 6:05 AM ACTIONS

**Student Completion Alerts**

- Student claimed more than 100% [\(More\)](#) 0 Alerts
- Student claimed when not expected [\(More\)](#) 0 Alerts
- Student claimed less than 100% [\(More\)](#) 0 Alerts
- Student not on Roster [\(More\)](#) 0 Alerts

**Teacher Completion Alerts**

- Rosters with no students [\(More\)](#) 0 Alerts
- Grade/Subject with less than 70% of students claimed [\(More\)](#) 0 Alerts

[Return](#)

School Setup  
Feb 22 - Feb 26

Roster Verification  
Feb 27 - Mar 6  
Closed

Review and Approval  
Due by March 13  
Ends in 4 days

Support Team [Change](#)  
There are no support contacts established for your organization. Contact your principal or manager for assistance.

Resources

- [Teacher Tutorial](#)
- [District Guide](#)
- [Principal Guide](#)
- [Teacher Guide](#)
- [Contact Support](#)

Access guides, tutorials, videos, and support.





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