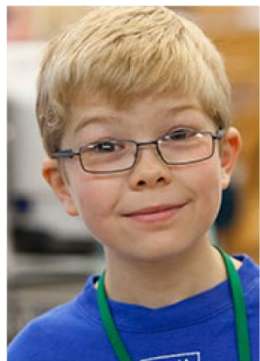


Battelle *for* Kids



ROSTER VERIFICATION

Principal and Support Team Guide

2015

Roster Verification Overview

This guide provides an overview of the roster verification 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.

Learning Targets

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

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.

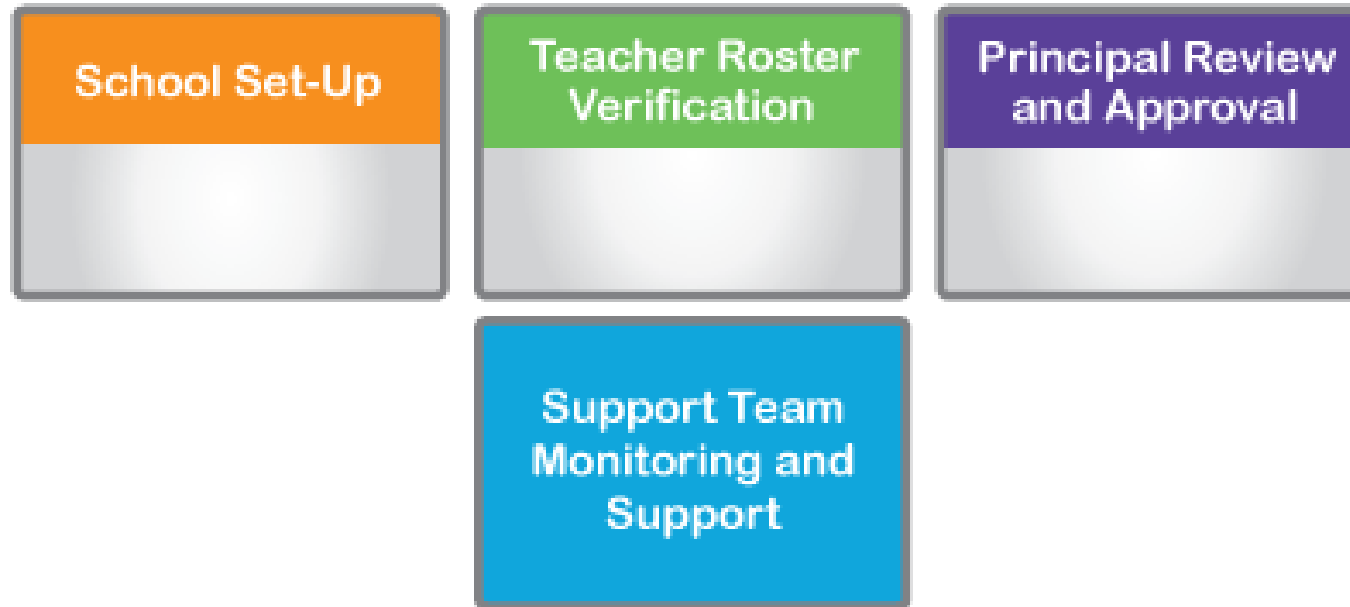
Teachers become involved in a process to ensure the record of instruction is ***official*** and ***right***, not ***official*** and ***wrong***.

With roster verification, teachers get class rosters they can see, correct, and confirm.

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**

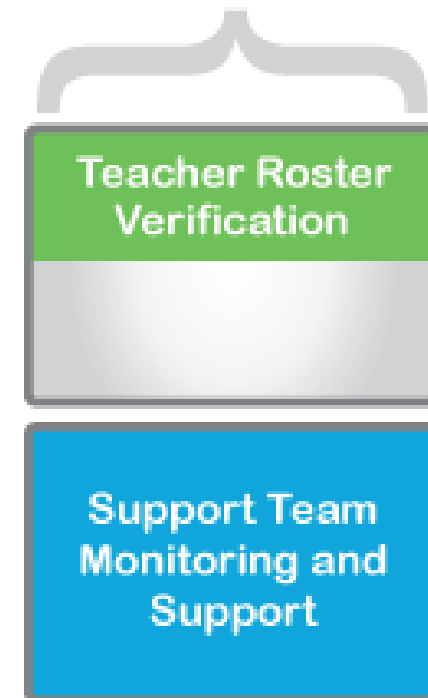


The Big Picture

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**



Phase 1: School Setup

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

Note: During Phase 1, principals and support staff should not be going into 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:
 - The three phases of roster verification
 - 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

My BFK > Link

Link | ePortfolio | Support

School: Bradshaw E (1)

Phase 1: School Setup

- Review expected classes.
- Review teachers & classes for accuracy.

[Review Teachers and Classes](#)

Phase 2: Roster Verification

- Facilitate teacher training.
- Monitor teacher completion.
- Review unresolved teacher alerts.

[View Teacher Completion](#)

Phase 3: Review and Approval (0 Rosters)

- Review student instruction.
- Review unresolved student alerts.
- Review and approve rosters.

[Review Students](#)
[Review and Approve Rosters](#)
[Review Summary and Approve Rosters](#)

Foley, Stanley (30299-41A)

My Class Rosters

Class Name | Status

No records to display.

Show: Active Rosters

School Alerts and Notifications - Last run

| Alert Category | Alerts |
|---|----------|
| 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 |

Important Dates

School Setup
Feb 21 - Mar 2

Roster Verification
Mar 3 - Mar 12
Ends in 4 days

Review and Approval
Due by March 17
Begins in 4 days

Support Team [Change](#)
Foley, Stanley (principal)

Resources

- [Teacher Tutorial](#)
- [Principal Guide](#)
- [View Hidden Alerts](#)
- [Teacher Guide](#)
- [Contact Support](#)

Your Support Team

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

Support Resources

Issues needing attention

[Return](#)

Phase 1: School Setup

Tasks of 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.

School Setup: Task 1

Authorize Support Team Members

My BFK > Link

Link

Link ePortfolio Support

School: Bradshaw Elem (DD41A_101)

School Setup

1. Review expected classes.
2. Review teachers & classes for accuracy.

[Review Teachers and Classes](#)

Roster Verification

1. Facilitate teach
2. Monitor teach
3. Review unreso

[View Teacher](#)

Foley, Stanley (30299-41A)

My Class Rosters

Show: Active Rosters ACTIONS

| Class Name | Students | Status |
|------------------------|----------|--------|
| 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 21 - Mar 2

Roster Verification

Mar 3 - Mar 12
Ends in 4 days

Review and Approval

Due by March 17
Begins in 4 days

Support Team [Change](#)

Foley, Stanley (principal)

Resources

- [Teacher Tutorial](#)
- [Principal Guide](#)
- [View Hidden Alerts](#)
- [Teacher Guide](#)
- [Contact Support](#)

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

Click "Change" if you want to add or remove Support Team members.

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

School Setup: Task 2

Review Expected Classes

School: Bradshaw Elem (DD9A_101)

| School Setup | Roster Verification | Review and Approval (4 Rosters) |
|--|---|---|
| 1. Review expected classes. 2. Review teachers & classes for accuracy. Review Teachers and Classes | 1. Facilitate teacher training. 2. Monitor teacher completion. 3. Review unresolved teacher alerts. Monitor Teacher Completion | 1. Review student instruction. 2. Review unresolved student alerts. 3. Review and approve rosters. Review Students Review and Approve Rosters Review Summary and Approve Rosters |

[Expected Classes](#)

Click "Expected Classes" to refer back to this information.

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.

Expected Classes - Internet Explorer

http://dev-portal.battelleforkids.org/BFKLinkCE/core/help/inlineHelpPopup.aspx?pageTitle=Link&helpTitle=Linkage Overview&orgID=597228

i 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)

School Setup: Task 3

Review Staff & Teaching Assignments

School: Bradshaw Elem (DD9A_101) [Expected Classes](#)

| School Setup | Roster Verification | Review and Approval (4 Rosters) |
|--|---|---|
| 1. Review expected classes. 2. Review teachers & classes for accuracy. Review Teachers and Classes | 1. Facilitate teacher training. 2. Monitor teacher completion. 3. Review unresolved teacher alerts. Monitor Teacher Completion | 1. Review student instruction. 2. Review unresolved student alerts. 3. Review and approve rosters. Review Students Review and Approve Rosters |

My BFK > Link > School Setup - Class View Help

School Setup - Class View

Class View | Staff View | Subject View | Grade View

School: Bradshaw Elem (DD41A_101) District: Stnd Link Demo District #41A (DD41A) Print Return

Show: for Content Area: [ADD STAFF](#) ⚠ No Students on Roster

| Class | Students on Roster | Deleted Students | Status | ACTIONS |
|--|--------------------|------------------|-------------|---------|
| Staff: <input type="text"/> | | | | |
| Bartlett, Joan (30168-41A) | | | | |
| E11 Integrated English Language Arts 4-6 | | | | ACTIONS |
| E11 Integrated English Language Arts 4-6 | | | | ACTIONS |
| E11 Integrated English Language Arts 4-6 | | | | ACTIONS |
| A1 Mathematics 4-6 | | | | ACTIONS |
| Brady, Marvin (30308-41A) | | | | |
| E11 Integrated English Language Arts K-3 | | | | ACTIONS |
| A1 Mathematics K-3 | 14 | - | Not Started | ACTIONS |
| B Science PreK-3 | 19 | - | Not Started | ACTIONS |
| SS Social Studies K-3 | 19 | - | Not Started | ACTIONS |

Click "Setup Complete" once list has been reviewed and is accurate.

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.

School Setup: Task 3 (continued)

Correct Teachers and/or Instructional Assignments

The screenshot shows the 'School Setup - Class View' interface. At the top, there are tabs for 'Class View' and 'Grade View'. A 'Help' button is in the top right. Below the tabs, the school and district information is displayed: 'School: Bradshaw (DD41A_101)' and 'District: Stnd Link Dev District #41A (DD41A)'. There are 'Print' and 'Return' buttons. A 'Show:' dropdown is set to 'Staff with Classes' and a 'for Content Area:' dropdown is set to 'All'. An 'ADD STAFF' button is next to the content area dropdown. A warning icon indicates 'No Students on Roster'. The main area displays a list of staff and their classes. Each staff member has an 'ACTIONS' button next to their name. The list includes Joan Bartlett and Marvin Brady, each with several classes listed.

Use the "Show" filter to expand or limit the list of displayed staff.

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

Click "Setup Complete" once list has been reviewed and is accurate.

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

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 that are not verifying rosters. (This option becomes active when all classes for that teacher have been deleted.)

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 requiring verification are accurately listed.

Phase 2: Roster Verification

During this phase, teachers confirm:

- Which students they taught,
- During what part of the year, and
- For what percent of instructional responsibility.

Phase 2: Roster Verification

Tasks for Principals and Support Team

1. Plan and conduct a rollout with teachers who will complete roster verification to encourage participation, show them how to access the system, and demonstrate how to complete the three-step roster verification process.
2. Monitor completion regularly to ensure all staff who need to complete roster verification do so by the deadline.
3. Assist teachers with questions or concerns.

Roster Verification: Task 1

Plan and Conduct Rollout

The screenshot shows the 'Class Roster' interface for 'Integrated English Language Arts K-3 (1CE1B)'. The interface includes a sidebar with navigation options, a main content area with student details, and a table of instruction periods. A red callout box highlights a dropdown menu in the 'To' column of the instruction period table, with the text 'Click the drop-down menu'.

| Students (14) | Grade | From | To | % of Instruction |
|---------------------------------|-------|---------|---------|------------------|
| Set Values for All Students >>> | | | | |
| Aguilar, Miriam (300504-9A) | 3 | Aug/Sep | May/Jun | |
| Burch, Casey (300093-9A) | 3 | Nov | May/Jun | |
| Cardenas, Miguel (301413-9A) | 3 | Aug/Sep | May/Jun | |
| Carrillo, Amber (300469-9A) | 3 | Aug/Sep | May/Jun | |
| Elliott, Myrtle (300038-9A) | 3 | Dec | Apr | |
| Foreman, Andre (301243-9A) | 3 | Aug/Sep | May/Jun | |
| Hobbs, Claude (301533-9A) | 3 | Aug/Sep | May/Jun | |
| Michael, Alex (301417-9A) | 3 | Aug/Sep | May/Jun | |
| Payne, Gene (301358-9A) | 3 | Aug/Sep | May/Jun | |
| Robbins, Gloria (301097-9A) | 3 | Aug/Sep | May/Jun | |
| Rocha, Chris (301204-9A) | 3 | Aug/Sep | May/Jun | |
| Simon, Danny (300838-9A) | 3 | Aug/Sep | May/Jun | |
| Small, Isaac (301150-9A) | 3 | Aug/Sep | May/Jun | |
| Washington, Clifton (300724-9A) | 3 | Aug/Sep | May/Jun | |

Leverage rollout and training resources, such as the Teacher Tutorial.

Roster Verification: Task 2

Monitor Teacher Completion

School: Bradshaw Elem (DD9A_101) [Expected Classes](#)

| School Setup | Roster Verification | Review and Approval (4 Rosters) |
|--|---|---|
| 1. Review expected classes. 2. Review teachers & classes for accuracy. Review Teachers and Classes | 1. Facilitate teacher training. 2. Monitor teacher completion. 3. Review unresolved teacher alerts. Monitor Teacher Completion | 1. Review student instruction. 2. Review unresolved student alerts. 3. Review and approve rosters. Review Students Review and Approve Rosters |

My BFK > Link > Monitor Teacher Completion Help

Monitor Teacher Completion

School: Bradshaw Elem (DD41A_101) District: Stnd Link Demo District #41A (DD41A) [Return](#)

Roster Completion

100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%

- Approved (0)
- Submitted (5)
- Not Started (48)

At this point, we see that only two teachers have submitted their rosters for approval.

Most teachers have not started submitting rosters and still need to do so.

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.

| Staff | # Classes | Not Started | Submitted | Deleted | Approved | Rosters Pending Delete Approval | # Students Deleted | Action |
|--|-----------|-------------|-----------|---------|----------|---------------------------------|--------------------|------------------------------|
| Bartlett, Joan (30168-41A) | 4 | 4 | - | - | - | - | - | View Changes |
| Brady, Marvin (30308-41A) | 4 | - | 4 | - | - | - | - | View Changes |
| Burch, Kathleen (30163-41A) | 1 | 1 | - | - | - | - | - | View Changes |
| Freeman, Harold (30142-41A) | 2 | - | 1 | 1 | - | - | - | View Changes |
| Green, Edwin (30213-41A) | 7 | 7 | - | - | - | - | - | View Changes |
| Hammond, Brandon (30049-41A) | 4 | 4 | - | - | - | - | - | View Changes |
| Hobbs, Alma (30256-41A) | 4 | 4 | - | - | - | - | - | View Changes |
| Hooper, Alfredo (30273-41A) | 1 | 1 | - | - | - | - | - | View Changes |

Roster Verification: Task 2 (continued)

Monitor Teacher Completion

School Alerts and Notifications - Last run on 10/20/2015 10:00 AM

Student Completion Alerts

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

Teacher Completion Alerts

- ⚠ Rosters with no students [\(More\)](#)
- ⚠ Grade/Sub: [My Portal](#) > [Link](#) > Alert Details

Alerts highlight information that may require review.

ACTIONS

- 👤 View By Teacher
- 🔄 Refresh

0 Alerts

[83 Alerts](#)

0 Alerts

[8 Alerts](#)

Alert Details

School: Bradshaw Elem (DD9A_101) **District:** Stnd Link Demo District #9A [Return](#)

Alert Category: Teacher Completion Alerts **Alert Type:** Rosters with no students

This alert checks for course rosters not containing any students. To fix these course rosters, click on the *View/Fix* link below to view the roster and add students for linkage.

| Alert Details | Action |
|--|-----------------------------|
| Benson, Edwin (30009-9A) - Mathematics 4-6 (110150) | View / Edit |
| Burch, Kathleen (30163-9A) - Integrated English Language Arts 4-6 (050154) | View / Edit |
| Freeman, Harold (30142-9A) - Algebra I (110301) | View / Edit |
| Green, Edwin (30213-9A) - Integrated English Language Arts 4-6 (050154) | View / Edit |
| Green, Edwin (30213-9A) - Integrated English Language Arts 4-6 (050154) | View / Edit |
| Green, Edwin (30213-9A) - Mathematics 4-6 (110150) | View / Edit |
| Green, Edwin (30213-9A) - Mathematics 4-6 (110150) | View / Edit |
| Green, Edwin (30213-9A) - Science 4-6 (132120) | View / Edit |
| Green, Edwin (30213-9A) - Science 4-6 (132120) | View / Edit |
| Sanford, Alma (30008-9A) - Integrated English Language Arts 4-6 (050154) | View / Edit |

[Return](#)

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.

Different alerts require different actions.

In this example, 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.

Roster Verification: Task 2 (continued)

Monitor Teacher Completion

School Alerts and Notifications - Last run on 3/8/2015 7:36 PM

Student Completion Alerts

- ⚠ Student claimed more than 100% [\(More\)](#)
- ✅ Student claimed when not expected [\(More\)](#)
- ⚠ Student claimed less than 100% [\(More\)](#)
- ✅ Student not on Roster [\(More\)](#)
[My Portal](#) > [Link](#)

Teacher Com

- ⚠ Rosters wi
- ⚠ Grade/Sut

Alert Summary By Building

Std Link Demo District #9A

School: Bradshaw Elem Show: All Alert Types

| Staff Name | Rosters with no students | Student claimed less than 100% | Total Alerts |
|-------------------------------|--------------------------|--------------------------------|--------------|
| | | | |
| ✉ Hobbs, Alma (30256-9A) | - | 26 | 26 |
| ✉ Mcknight, Robert (30082-9A) | - | 26 | 26 |
| ✉ Todd, Maria (30218-9A) | - | 26 | 26 |
| ✉ Lyons, Anthony (30012-9A) | - | 25 | 25 |
| ✉ Larsen, Alvin (30284-9A) | - | 23 | 23 |
| ✉ Benson, Edwin (30009-9A) | 1 | | |
| ✉ Underwood, Louis (30038-9A) | - | | |
| ✉ Freeman, Harold (30142-9A) | 1 | | |
| ✉ Green, Edwin (30213-9A) | 6 | | |
| ✉ Bartlett, Joan (30168-9A) | - | | |
| ✉ Burch, Kathleen (30163-9A) | 1 | | |
| ✉ Sanford, Alma (30008-9A) | 1 | | |

Return

ACTIONS

- 👤 View By Teacher
- 🔄 Refresh

0 Alerts

[83 Alerts](#)

0 Alerts

This page shows the alerts by teacher for the school. 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.

Roster Verification: Task 3

Monitor Teacher Completion

- Use the information in the Overview, Guides, and FAQs to assist teachers where possible.
- Contact your district support team for further questions.

Roster verification is complete...

when teachers have verified and submitted their rosters and any teacher completion alerts have been resolved.

Phase 3: Review and Approval

During this phase, principals and support teams ensure that all teachers have completed roster verification representing the most accurate summary of instructional responsibility for students at the school throughout the school year with minimal errors or omissions.

Phase 3: Review and 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 roster verification as necessary and appropriate.
3. Approve the school's verified roster information as accurate and complete.

Review and Approval: Task 1

Review Reports and Alerts

School: Bradshaw Elem (DD9A_101) Expected Classes

| School Setup | Roster Verification | Review and Approval (4 Rosters) |
|--|---|---|
| 1. Review expected classes. 2. Review teachers & classes for accuracy. Review Teachers and Classes | 1. Facilitate teacher training. 2. Monitor teacher completion. 3. Review unresolved teacher alerts. Monitor Teacher Completion | 1. Review student instruction. 2. Review unresolved student alerts. 3. Review and approve rosters. Review Students Review and Approve Rosters Review Summary and Approve Rosters |

My BFK > Link > Review Students Help

Review Students

School: Bradshaw Elem (DD41B_101) District: Stnd Link Demo District Return

R Student Not On Roster
Complete
Overclaimed
Underclaimed
Show Students Flagged for Review
for Content Area: All

| Student Name | Grade | Language Arts | Math | Science | Social Studies |
|---|-------|---------------|------|---------|----------------|
| Aquirre, Eddie (201182-41B) | 4 | R | ✓ | ✓ | ✓ |
| Anderson, Florence (201048-41B) | 3 | R | ⚠ | ⚠ | ⚠ |
| Ashley, Heather (200071-41B) | | | | | |

Anderson, Florence (201048-41B)

Click to add this student to an existing class roster.

| Class | Teacher | Aug/Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May/Jun |
|-----------------------------|-------------------------------|---------|-----|-----|-----|-----|-----|-----|-----|---------|
| Language Arts | Add to Roster | - | - | - | - | - | - | - | - | - |
| Not On Roster | | | | | | | | | | |
| Language Arts Total: | | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% |
| Math | Add to Roster | | | | | | | | | |
| A1 Mathematics K-3 | Brady, Marvin | 50 | 50 | 50 | 50 | 50 | 50 | 50 | 50 | 50 |
| Math Total: | | 50% | 50% | 50% | 50% | 50% | 50% | 50% | 50% | 50% |

Acknowledge Alert:

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.

Review and Approval: Task 1 (continued)

Review Reports and Alerts

- Click on student names that need review.

My BFK > Link > Review Students Help

Review Students

School: Bradshaw Elem (DD41B_101) District: Stnd Link Demo District #41B (DD41B) Return

R Student Not On Roster
 ✔ Complete
 + Overclaimed
 ⊖ Underclaimed

 Show: Students Flagged for Review
 for Content Area: All

[Add Students](#)

| Student Name ▲ | Grade | Language Arts | Math | Science | Social Studies |
|---|---------|--------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <input type="text"/> | [All] ▼ | | | | |
| Aquirre, Eddie (201182-41B) | 4 | R | ✔ | ✔ | ✔ |
| Anderson, Florence (201048-41B) | 3 | R | ⊖ | ⊖ | ⊖ |
| Anderson, Susan (200670-41B) | 6 | ✔ | ⊖ | ✔ | ✔ |

Susan's instruction also requires review.

Review and Approval: Task 2

Review Changes with Teachers as Needed

B Student Roster Summary X

Anderson, Susan (200670-41B)

Show: All Content Areas ▼

| Class | Teacher | Jan | Feb | Mar | Apr | May/June |
|---|------------------|------|------|------|------|----------|
| Language Arts | | | | | | |
| E11 Integrated English Language Arts 4-6 | Mcknight, Robert | 100 | 100 | 100 | 100 | 100 |
| Language Arts Total: | | 100% | 100% | 100% | 100% | 100% |
| Math | | | | | | |
| A1 Mathematics 4-6 | Mcknight, Robert | 60 | 60 | 60 | 60 | 60 |
| Math Total: | | 60% | 60% | 60% | 60% | 60% |
| Science | | | | | | |
| B Science 4-6 | Mcknight, Robert | 100 | 100 | 100 | 100 | 100 |
| Science Total: | | 100% | 100% | 100% | 100% | 100% |
| Social Studies | | | | | | |
| SS Social Studies 4-6 | Mcknight, Robert | 100 | 100 | 100 | 100 | 100 |
| Social Studies Total: | | 100% | 100% | 100% | 100% | 100% |
| Months not in Bradshaw Elem (DD41B_101): | | | | | | |

Any changes to acknowledged alerts will require you to refresh alerts.

Save Cancel

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.

Review and Approval: Task 3

Approve School's Verified Rosters

- Click on “Review and Approve Rosters.”
 - This is an optional step that allows individual review and approval of class rosters prior to final approval.

School: Bradshaw Elem (DD9A_101) [Expected Classes](#)

| School Setup | Roster Verification | Review and Approval (4 Rosters) |
|--|---|---|
| 1. Review expected classes. 2. Review teachers & classes for accuracy. Review Teachers and Classes | 1. Facilitate teacher training. 2. Monitor teacher completion. 3. Review unresolved teacher alerts. Monitor Teacher Completion | 1. Review student instruction. 2. Review unresolved student alerts. 3. Review and approve rosters. Review Students Review and Approve Rosters Review Summary and Approve Rosters |

[My Portal](#) > [Link](#) > Review and Approve Classes

Review and Approve Classes

School: Bradshaw Elem (DD9A_101) District: Std Link Demo District #9A

| Staff | Pending Approval |
|-----------------------------|---------------------------|
| Bartlett, Joan (30168-9A) | 2 classes |
| Brady, Marvin (30308-9A) | 3 classes |
| Hammond, Brandon (30049-9A) | 2 classes |

[Return](#)

Click on “2 classes” to review a summary of changes for this teacher’s submitted rosters.

Review and Approval: Task 3 (continued)

Approve School's Verified Rosters

My BFK > Link > Review and Approve Classes > Principal Review Report

Principal Review Report

Hobbs, Alma (20256-41B)

Changes to pre-loaded class rosters are not shown.

assigned instruction from this teacher for each **Show:** Unapproved Rosters

Approve All

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

For convenience, all class rosters submitted by this teacher can be approved at the same time.

Click "View" to open the class roster for viewing or making changes.

After reviewing changes, this teacher's class roster can be individually approved.

| E11 Integrated English Language Arts 4-6 | | | | | | | | | | |
|--|---------|------|------|------|------|------|------|------|----------|----------|
| Status: Submitted | | | | | | | | | | |
| (1 out of 16 students) | | | | | | | | | | |
| Student Name | Aug/Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May/June | Comments |
| Mccall, Carolyn (200855-41B) | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | Added |

| A1 Mathematics 4-6 | | | | | | | | | | |
|--|---------|------|------|------|------|------|------|------|----------|----------|
| Status: Submitted | | | | | | | | | | |
| (3 out of 26 students) | | | | | | | | | | |
| Student Name | Aug/Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May/June | Comments |
| Gilliam, Nicole (200704-41B) | 50% | 50% | 50% | 50% | 50% | 50% | 50% | 50% | 50% | |
| Kelly, Brian (200072-41B) | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | Added |
| Rosario, Nicholas (200616-41B) | 50% | 50% | 50% | 50% | 50% | 50% | 50% | 50% | 50% | |

| B Science 4-6 | | | | | | | | | | |
|------------------------|--|--|--|--|--|--|--|--|--|--|
| Status: Submitted | | | | | | | | | | |
| (0 out of 26 students) | | | | | | | | | | |
| No Changes | | | | | | | | | | |

Review and Approval: Task 3 (continued)

Approve School's Verified Rosters

School: Bradshaw Elem (DD9A_101) Expected Classes

| School Setup | Roster Verification | Review and Approval (4 Rosters) |
|--|---|---|
| 1. Review expected classes. 2. Review teachers & classes for accuracy. Review Teachers and Classes | 1. Facilitate teacher training. 2. Monitor teacher completion. 3. Review unresolved teacher alerts. Monitor Teacher Completion | 1. Review student instruction. 2. Review unresolved student alerts. 3. Review and approve rosters. Review Students Review and Approve Rosters Review Summary and Approve Rosters |

There are four steps to provide an overall school approval.

If necessary, "Approve Rosters" may be completed multiple times during the Review and Approval period.

The screenshot shows the 'Roster Completion' interface for Bradshaw Elem (DD9A_101) in the Snd Link Demo District #41B (DD41B). At the top, a progress bar indicates four steps: 1. Review Teacher Completion, 2. Review Students, 3. Approve Rosters, and 4. Approve School. Below this is a stacked bar chart titled 'Roster Completion' showing the status of rosters: 7 Approved (green), 28 Submitted (yellow), and 25 Not Started (red). Below the chart is a table with the following data:

| Staff | # Classes | Not Started | Submitted | Deleted | Approved | Rosters Pending Delete Approval | # Students Deleted |
|-------------------------------|-----------|-------------|-----------|---------|----------|---------------------------------|--------------------|
| Brady, Marlin (20308-41B) | 4 | 3 | 1 | - | - | - | 1 |
| Freeman, Harold (20142-41B) | 2 | 1 | 1 | - | - | - | - |
| Green, Edwin (20215-41B) | 7 | 6 | 1 | - | - | - | 1 |
| Hartmond, Brandon (20049-41B) | 4 | - | 4 | - | - | - | 1 |
| Hobbs, Alma (20256-41B) | 4 | - | 4 | - | - | - | - |
| Hopper, Alfredo (20273-41B) | 1 | - | 1 | - | - | - | - |
| Larsen, Alvin (20284-41B) | - | - | - | - | - | - | - |
| Lopez, Gloria (20253-41B) | - | - | - | - | - | - | - |
| Eyans, Anthony (20012-41B) | - | - | - | - | 3 | - | - |
| McKnight, Robert (20082-41B) | - | - | - | - | - | - | - |
| Underwood, Louis (20038-41B) | - | - | - | - | - | - | - |
| Totals | | | 3 | | | | 3 |

At the bottom of the interface, there are 'Next' and 'Cancel' buttons. A progress bar at the very bottom shows the current step as 'Approve Rosters'.

Review teacher completion.

When beginning 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.

Review and Approval: Task 3 (continued)

Approve School's Verified Rosters

My BFK > Link > Approval - Student Completion

Approval - Student Completion

1 Review Teacher Completion 2 Review Students 3 Approve Rosters 4 Approve School

School: Bradshaw Elem (DD41B_101) District: Stnd Link Demo District #41B (DD41B)

Student Not On Roster
 Complete
 Overclaimed
 Underclaimed
 Show: for Content Area:

| Student Name | Grade | Language Arts | Math | Science | Social Studies |
|---|-------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| <input type="text" value=""/> | [All] | | | | |
| Aquirre, Eddie (201182-41B) | 4 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Anderson, Florence (201048-41B) | 3 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Anderson, Susan (200670-41B) | 6 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Ashley, Heather (200071-41B) | 3 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Avery, Jamie (200589-41B) | 3 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Franks, Jamie (201174-41B) | 3 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Frederick, Wanda (201451-41B) | 6 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Galloway, Kristin (200000-41B) | 3 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

1 2 3 4 Page 1 of 4, items 1 to 50 of 185.

1 Review Teacher Completion 2 Review Students 3 Approve Rosters 4 Approve School

Back Next Cancel

Review students.
Verify flagged students who may need to be reviewed for total percentage of claimed instruction, or who may not be on an expected class roster.

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

Review and Approval: Task 3 (continued)

Approve School's Verified Rosters

My BFK > Link > Approval - Approve Rosters

Approval - Approve Rosters

You are about to Approve All Completed Linkage Classes in your organization. Please make sure you have spot-checked shared instruction, staff with numerous classes, staff who have multi-organization classes and others you feel necessary. Click "Approve" to continue or "Cancel" to return.

School: Bradshaw Elem (DD41B_101)

Number of Rosters Pending Approval: 28

Content Area: All

Number of unique students in all submitted and approved rosters.

| Grade | Language Arts | Math | Science | Social Studies |
|-------|---------------|------|---------|----------------|
| 3 | - | 20 | - | - |
| 4 | 54 | 36 | 37 | 36 |
| 5 | 45 | 45 | 45 | 45 |
| 6 | 52 | 52 | 52 | 52 |

Statement of Accuracy & Completeness
I understand that the data I am submitting will be used to determine academic gains. Therefore, by submitting the data, I attest that it is complete and accurate to the best of my knowledge.

Back Approve Rosters Cancel

Approve rosters.

Notice the number of rosters pending approval. A count of students in all submitted and approved rosters is also provided.

Approving rosters can be completed multiple times if necessary.


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

Review and Approval: Task 3 (continued)

Approve School's Verified Rosters

My BFK > Link > Approval - Approve School

Approval - Approve School

 Rosters were approved successfully.

1 Review Teacher Completion 2 Review Students 3 Approve Rosters 4 Approve School

School: Bradshaw Elem (DD41B_101) District: Stnd Link Demo District #41B (DD41B)

Content Area: All

Number of unique students verified in each grade and subject.

| Roster Status | Language Arts | Math | Science | Social Studies | Algebra I |
|---------------|---------------|------|---------|----------------|-----------|
| Not Started | 7 | 6 | 6 | 4 | 1 |
| Approved | 14 | 8 | 6 | 6 | - |

Click "Approve School" when you are ready to submit the school's rosters.

Approve the school.
Review the number of unique rosters in each grade and subject.

Back Approve School Cancel

Review and Approval is complete...

when student instruction is accurately documented and class rosters have been approved.



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