

Battelle *for* Kids



ROSTER VERIFICATION

Teacher Guide

2015

Roster Verification Overview

This guide provides an overview of the roster verification 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 some of the key features of the tool from the teacher 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

- Become familiar with the Link dashboard for teachers.
- Learn how to verify your list of class rosters, including:
 - Reviewing the roster for accuracy
 - Reviewing the period of instruction for accuracy
 - 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:
 - a list of classes you teach
 - important dates
 - Support Team information

- Use the Link Dashboard to manage your overall classes and to provide an overview of the system. 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

The screenshot shows the Link Dashboard for Robert Mcknight (30082-41A). The dashboard includes a navigation bar with 'Link', 'ePortfolio', and 'Support' buttons. The main content area is divided into several sections:

- My Class Rosters:** A table showing classes assigned to the user. A callout points to this section: "These are the classes that are assigned to you. If this is not correct, contact your school's Support Team." The table has columns for Class Name, Students, Status, and ACTIONS.
- Teacher Alerts and Notifications:** A section for alerts, with a callout: "Issues needing attention". It includes sub-sections for Student Completion Alerts and Teacher Completion Alerts.
- Important Dates:** A section on the right side with a callout: "Important Dates". It includes "Roster Verification" (Mar 4 - Mar 13, Ends in 4 days) and "Review and Approval" (Due by March 18, Begins in 4 days).
- Support Team:** A section on the right side with a callout: "Your Support Team. In some cases, this may be only your principal." It lists "Foley, Stanley (principal)".
- Resources:** A section on the right side with a callout: "Support Resources". It includes links for "Teacher Tutorial", "Principal Guide", "Teacher Guide", and "Contact Support".

At the bottom left, there is a "Return" button.

Getting Started Your Link Dashboard (continued)

- Your Support Team will help you to start the process.

My BFK > Link

Link ePortfolio Support

Mcknight, Robert (30082-41A)

My Class Rosters Show: Active Rosters ACTIONS

Class Name	Students	Status	ACTIONS
Bradshaw Elem (DD41A_101)			
E11 Integrated English Language Arts 4-6	14		ACTIONS
A1 Mathematics 4-6	25	Not Started	ACTIONS
B Science 4-6	26	Not Started	ACTIONS
SS Social Studies 4-6	26	Not Started	ACTIONS

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

Student Completion Alerts

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

Teacher Completion Alerts

- ✓ Rosters with no students [\(More\)](#) 0 Alerts

Return

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.**

Roster Verification
Mar 4 - Mar 13
Ends in 4 days

Review and Approval
Due by March 18
Begins in 4 days

Support Team
Foley, Stanley (principal)

Resources

- Teacher Tutorial
- Principal Guide
- Teacher Guide
- Contact Support

Click "Actions" to make changes to a roster.

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 utilize the support resources as needed. Contact support for assistance.

Getting Started

Review “Expected Classes”

The screenshot shows the BFK-Link dashboard for user Robert Mcknight (30082-41A). The main area displays 'My Class Rosters' for Bradshaw Elem (DD41A_101) with a table of classes and their statuses. A red box highlights the 'Expected Classes' link in the top right of the roster section, with a callout bubble stating: "Click 'Expected Classes' to refer back to this information." Below the roster table is a 'Teacher Alerts and Notifications' section with 'Student Completion Alerts' and 'Teacher Completion Alerts'. An 'Expected Classes - Internet Explorer' popup window is overlaid on the dashboard, displaying a message: "This year, your school district will be completing roster verification for the following grades and subjects:" followed by a list: "Reading and Math (4th-8th grade)" and "Science (5th and 8th grades only)". A callout bubble points to the popup with the text: "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." The popup also includes a 'Return' button at the bottom left.

Class Name	Students	Status
Bradshaw Elem (DD41A_101)		
E11 Integrated English Language Arts 4-6	14	Not Started
A1 Mathematics 4-6	25	Not Started
B Science 4-6	26	Not Started
SS Social Studies 4-6	26	Not Started

Expected Classes - Internet Explorer
http://dev-portal.battelleforkids.org/BFKLinkCE/core/help/inlineHelpPopup.aspx?pageTitle=Link&helpTitle=Linkage Overview&orgID=5972281

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)

Return

Starting the Roster Verification Process

Review the Listed Classes

My BFK > Link

Link ePortfolio

Mcknight, Robert (30)

My Class Rosters

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.

Class Name	Students	Status	Actions
Bradshaw Elem (DD41A_101)			
E11 Integrated English Language Arts 4-6	14	Not Started	ACTIONS
A1 Mathematics 4-6	25	Not Started	ACTIONS
B Science 4-6	26	Not Started	ACTIONS
SS Social Studies 4-6	26	Not Started	ACTIONS

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

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

Teacher Completion Alerts

- ✓ Rosters with no students [\(More\)](#) 0 Alerts

Return

Roster Verification

Mar 4 - Mar 13
Ends in 4 days

Review and Approval

Due by March 18
Begins in 4 days

Support Team

Foley, Stanley (principal)

Resources

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

A Simple Process

- You verify these three statements:
 - “I taught these students”
 - “During these months”
 - “For this percent of instruction”

Roster Verification

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

The Roster Verification Process

1. Review Your List of Students for Accuracy

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

My BFK > Link > Class Roster Help

Class Roster

E11 Integrated English Language Arts 4-6 Status: Not Started ACTIONS

Staff: Mcknight, Robert Subject Area: Language Arts

School: Bradshaw Elem (DD41A_101) [View More Information](#)

1 **I taught these students** **3** for % of instruction

[Add Students](#) [Remove Students](#)

Students (14) Grade

[Set Values for All Students >>>](#)

Student Name	Grade	Aug	May/Jun
Anderson, Susan (300670-41A)		Aug/Sep	May/Jun
Barlow, Francis (300278-41A)		Aug/Sep	May/Jun
Hawkins, Dana (300946-41A)		Aug/Sep	May/Jun
Hull, Pauline (300240-41A)		Aug/Sep	May/Jun
Love, Albert (300259-41A)	6	Aug/Sep	May/Jun
Pate, Benjamin (300814-41A)	6	Aug/Sep	May/Jun
Powell, Robert (300574-41A)	6	Aug/Sep	May/Jun
Rowland, Lester (300988-41A)	6	Aug/Sep	May/Jun
Salas, Chris (301563-41A)	6	Aug/Sep	May/Jun
Santiago, [redacted] (300[redacted]-41A)	6	Aug/Sep	May/Jun
Sharp, Gerald (300[redacted]-41A)	6	Aug/Sep	May/Jun
Stark, Pauline (301084-41A)	6	Aug/Sep	May/Jun
Velez, Darren (300581-41A)	6	Aug/Sep	May/Jun
Workman, Dana (3006[redacted]-41A)	6	Aug/Sep	May/Jun

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

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 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.

Submit Cancel

The Roster Verification Process

2. Review the Period of Instruction for Accuracy

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

My BFK > Link > Class Roster

Class Roster

E11 Integrated English Language Arts 4-6 Status: Not Started

Staff: Mcknight School: Bradsh Subject Area: Language Class Schedule: Full Year (Aug/Sep - May/Jun)

Help ACTIONS View More Information

Verify that this period of consecutive instruction is accurate for each student. Use a majority of the month rule to determine a cutoff.

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

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

Select individual student values as necessary.

Students (14)	Grade	2 Enter by months during these months		3 for % of instruction
		From	To	
Anderson, Susan (300670-41A)	6	Aug/Sep	May/Jun	
Barlow, Francis (300278-41A)	6	Aug/Sep	May/Jun	
Hawkins, Dana (300946-41A)	6	Aug/Sep	May/Jun	
Hull, Pauline (300240-41A)	6	Aug/Sep	May/Jun	
Love, Albert (300259-41A)	6	Aug/Sep	May/Jun	
Pate, Benjamin (300814-41A)	6	Aug/Sep	May/Jun	
Powell, Robert (300574-41A)	6	Aug/Sep	May/Jun	
Rowland, Lester (300988-41A)	6	Aug/Sep	May/Jun	
Salinas, Chris (301563-41A)	6	Aug/Sep	May/Jun	
Santiago, Kristin (301231-41A)	6	Aug/Sep	May/Jun	
Sharp, Gerald (300438-41A)	6	Aug/Sep	Aug/Sep	
Stark, Pauline (301084-41A)	6	Aug/Sep	Oct	
Velez, Darren (300581-41A)	6	Aug/Sep	Nov	
Workman, Dana (300668-41A)	6	Aug/Sep	Dec	
			Jan	
			Feb	
			Mar	
			Apr	
			May/Jun	

Submit Cancel

The Roster Verification Process

3. Review the Percent of Assigned Instruction

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

My BFK > Link > Class Roster Help

Class Roster

E11 Integrated English Language Arts 4-6 Status: Not Started Please submit unsaved data **ACTIONS**

Staff: Mcknight, Robert Subject Area: Language Arts
 School: Bradshaw Elem (DD41A_101) Class Schedule: Full Year (Aug/Sep - May/Jun) [View More Information](#)

1 I taught these students		dur	ths	3 for
Students (14)		From		% of instruction
<input type="checkbox"/> Anderson, Susan (300670-41A)		Sep		100%
<input type="checkbox"/> Barlow, Francis (300278-41A)		Sep		100%
<input type="checkbox"/> Hawkins, Dana (300946-41A)		Sep	May/Jun	100%
<input type="checkbox"/> Hull, Pauline (300240-41A)		Sep	May/Jun	80%
<input type="checkbox"/> Love, Albert (300259-41A)		Sep	May/Jun	100%
<input type="checkbox"/> Pate, Benjamin (300814-41A)		Sep	May/Jun	90%
<input type="checkbox"/> Powell, Robert (300574-41A)	6	Aug/Sep	May/Jun	80%
<input type="checkbox"/> Rowland, Lester (300988-41A)	6	Aug/Sep	May/Jun	70%
<input type="checkbox"/> Salinas, Chris (301563-41A)	6	Aug/Sep	May/Jun	60%
<input type="checkbox"/> Santiago, Kristin (301231-41A)	6	Aug/Sep	May/Jun	50%
<input type="checkbox"/> Sharp, Gerald (300438-41A)	6	Aug/Sep	May/Jun	40%
<input type="checkbox"/> Stark, Pauline (301084-41A)	6	Aug/Sep	May/Jun	30%
<input type="checkbox"/> Velez, Darren (300581-41A)	6	Aug/Sep	May/Jun	20%
<input type="checkbox"/> Workman, Dana (300668-41A)	6	Aug/Sep	May/Jun	10%

1 I taught these students [Add Students](#) [Remove Students](#)

Select the percent of instruction provided for each student. Team teaching and pull-outs may lower the percentage from 100%, but student **attendance does not factor into the percent of instruction.**

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

Select individual student values as necessary.

Click "Submit" when ready to save and submit for approval.

The Roster Verification Process

Submit all Rosters and Resolve All Alerts

- Review submitted rosters and alerts.

The screenshot displays the 'My BFK > Link' interface for user 'Mcknight, Robert (30082-41A)'. The main section is 'My Class Rosters' for 'Bradshaw Elem (DD41A_101)'. It contains a table with the following data:

Class Name	Students	Status	ACTIONS
E11 Integrated English Language Arts 4-6	14	Submitted	ACTIONS
A1 Mathematics 4-6	25	Submitted	ACTIONS
B Science 4-6	26	Not Started	ACTIONS
SS Social Studies 4-6	26	Not Started	ACTIONS

Below the rosters is the 'Teacher Alerts and Notifications' section, which includes:

- 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) - 26 Alerts
- Teacher Completion Alerts:**
 - Rosters with no students (More) - 0 Alerts

Callout boxes provide the following instructions:

- 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.**
- Click the "Help" button or review materials in the Resources section below for more information.**
- Alerts highlight information that may require review. Resolve any outstanding alerts.**
- On occasion, alerts may need to be refreshed. Click "Actions" and select "Refresh."**
- The alert refresh may take a few minutes to complete, however you can continue to do other work in the application while it is in progress.**
- Click on "26 Alerts" to see alert details. In this case, another teacher should claim the remaining 20% of instruction for these students to clear this alert.**

Additional interface elements include a 'Help' button, a 'Roster Verification' status bar (Mar 4 - Mar 13, Ends in 4 days), a 'Review and Approval' section (Due by March 18, Begins in 4 days), a 'Support Team' section (Foley, Stanley (principal)), and a 'Resources' section with links to 'Teacher Tutorial', 'Principal Guide', 'Teacher Guide', and 'Contact Support'.

The Roster Verification Process

Print Rosters

- Print submitted rosters. (Optional)

My BFK > Link

Link ePortfolio Support

Mcknight, Robert (30082-41A)

My Class Rosters Show: Active Rosters ACTIONS

Class Name	Students	Status	ACTIONS
Bradshaw Elem (DD41A_101)			
E11 Integrated English Language Arts 4-6	14	Submitted	ACTIONS
A1 Mathematics 4-6	25	Submitted	ACTIONS
B Science 4-6	26	Submitted	ACTIONS
SS Social Studies 4-6	2	Submitted	ACTIONS

Teacher Alerts and Notifications - Last run on 3/9/2015 8:53 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% [\(More\)](#) 26 Alerts

Teacher Completion Alerts

- ✓ Rosters with no students [\(More\)](#) 0 Alerts

Return

Help

Roster Verification

Mar 4 - Mar 13
Ends in 4 days

Review and Approval

Due by March 18
Begins in 4 days

Support Team

✉ Foley, Stanley (principal)

Resources

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

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.

Completing the Process

- Roster verification 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.



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