









# 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**

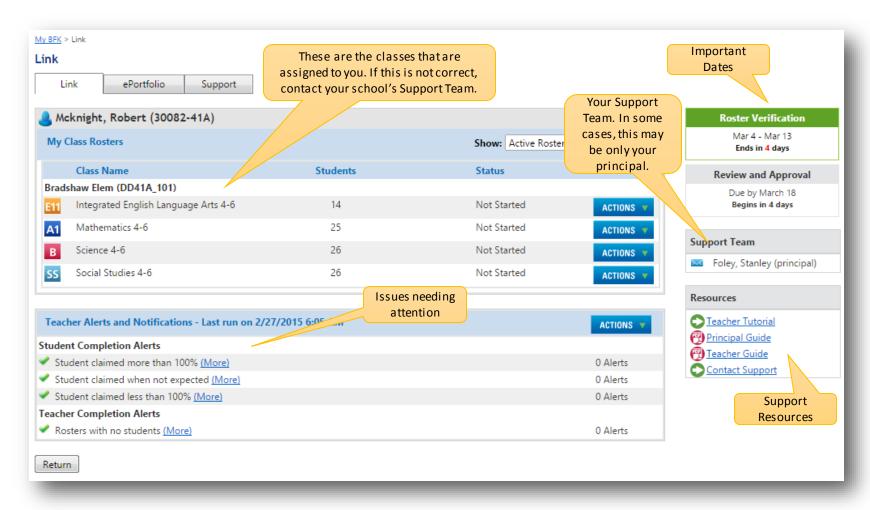
#### **Your Link Dashboard**

- □ 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.





## **Your Link Dashboard**



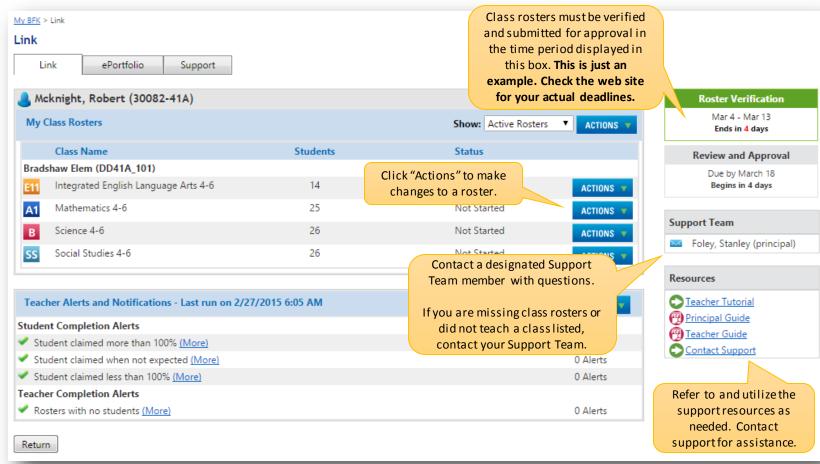




#### **Getting Started**

#### Your Link Dashboard (continued)

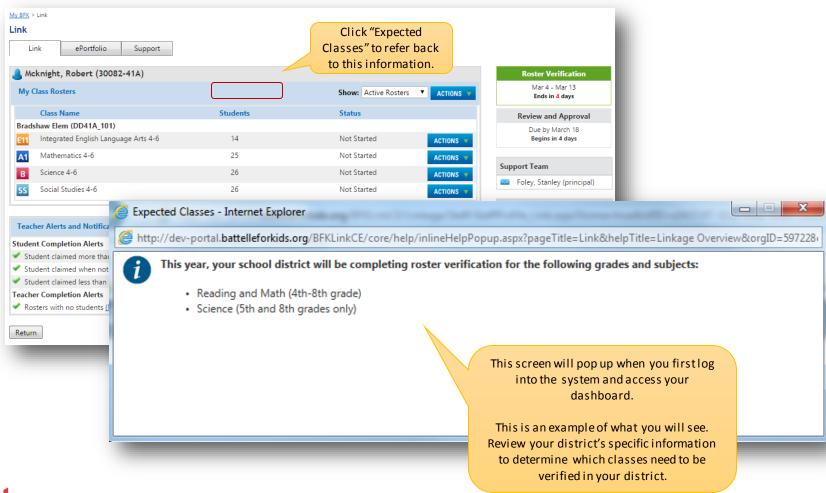
□ Your Support Team will help you to start the process.







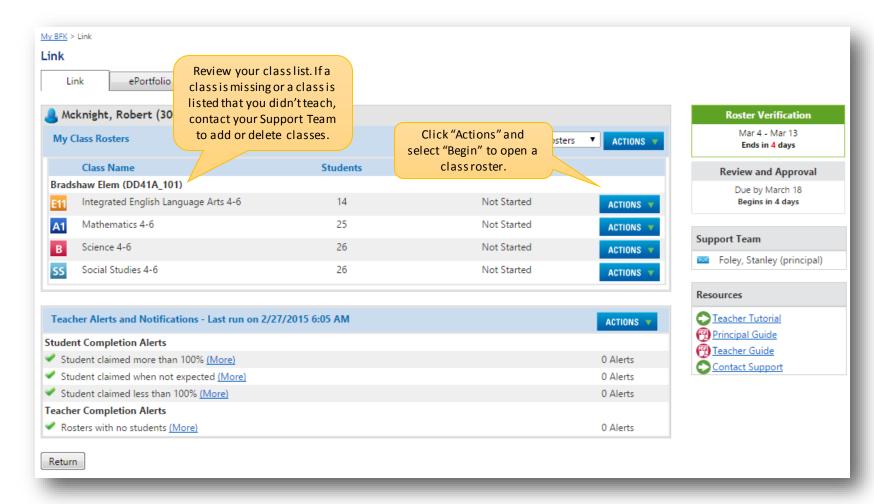
# Getting Started Review "Expected Classes"







# Starting the Roster Verification Process Review the Listed Classes







#### **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.

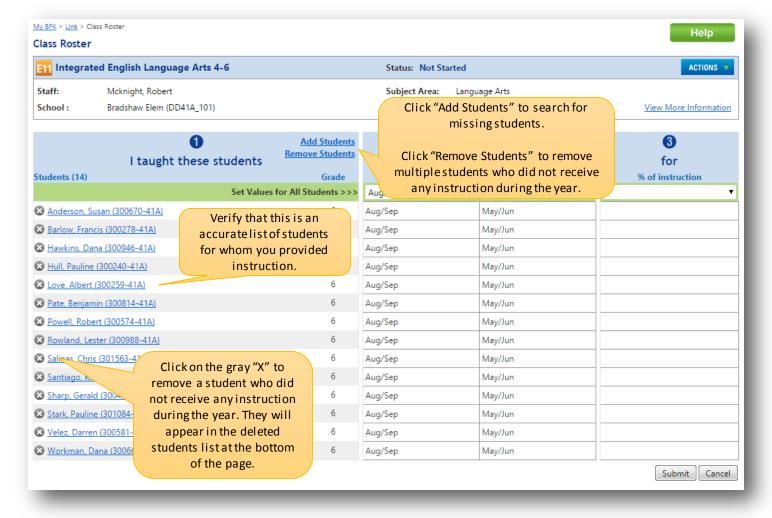




#### **The Roster Verification Process**

#### 1. Review Your List of Students for Accuracy

☐ Make necessary corrections to the "I taught these students" field.



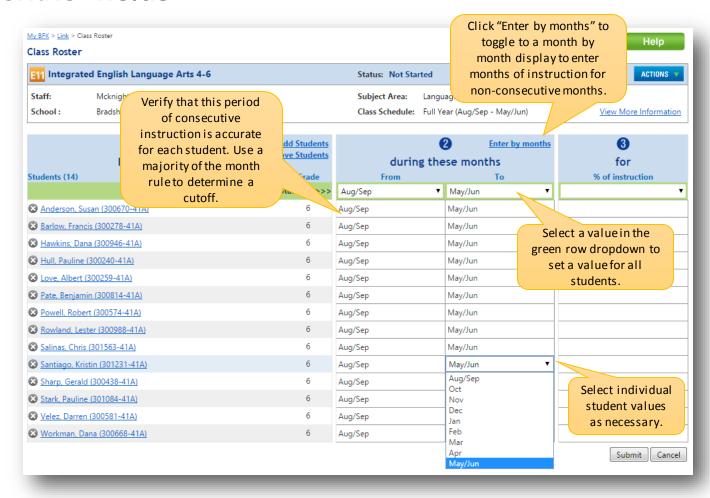




#### **The Roster Verification Process**

#### 2. Review the Period of Instruction for Accuracy

☐ Make necessary corrections to the "during these months" fields.



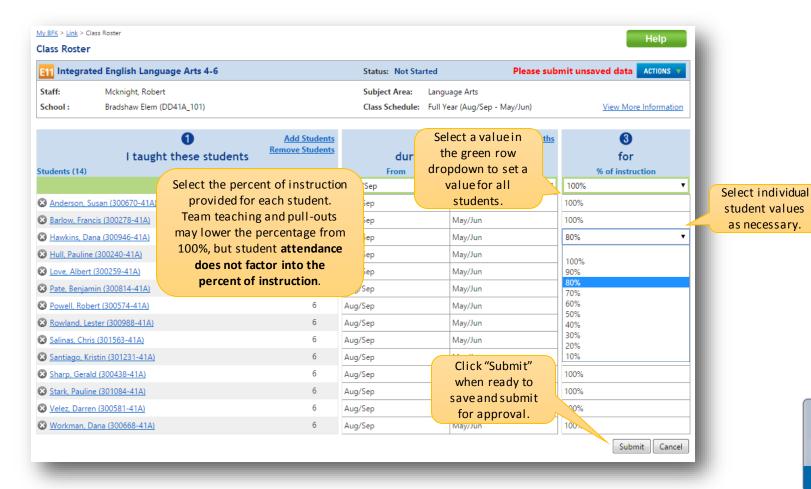




#### **The Roster Verification Process**

#### 3. Review the Percent of Assigned Instruction

■ Make necessary corrections to the "% of instruction" field.

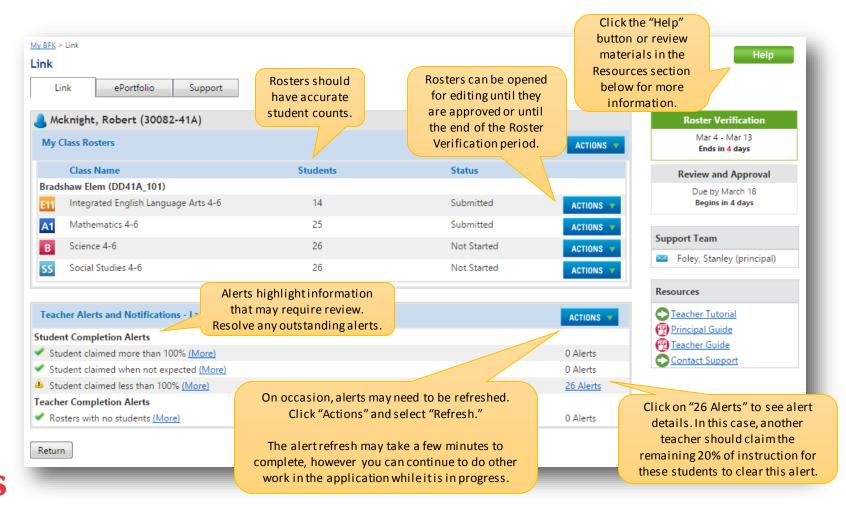






## The Roster Verification Process **Submit all Rosters and Resolve All Alerts**

☐ Review submitted rosters and alerts.

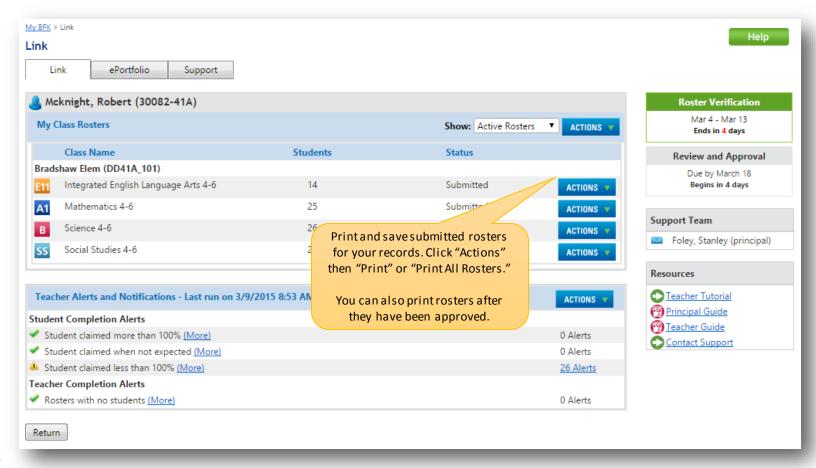






### The Roster Verification Process **Print Rosters**

☐ Print submitted rosters. (Optional)







#### **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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