



**Battelle** *for Kids*

## **Roster Verification**

**District Administrator Guide  
2016**



# 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 Purpose 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
- ✓ Show how the district administrator can instantly communicate with staff through the application.

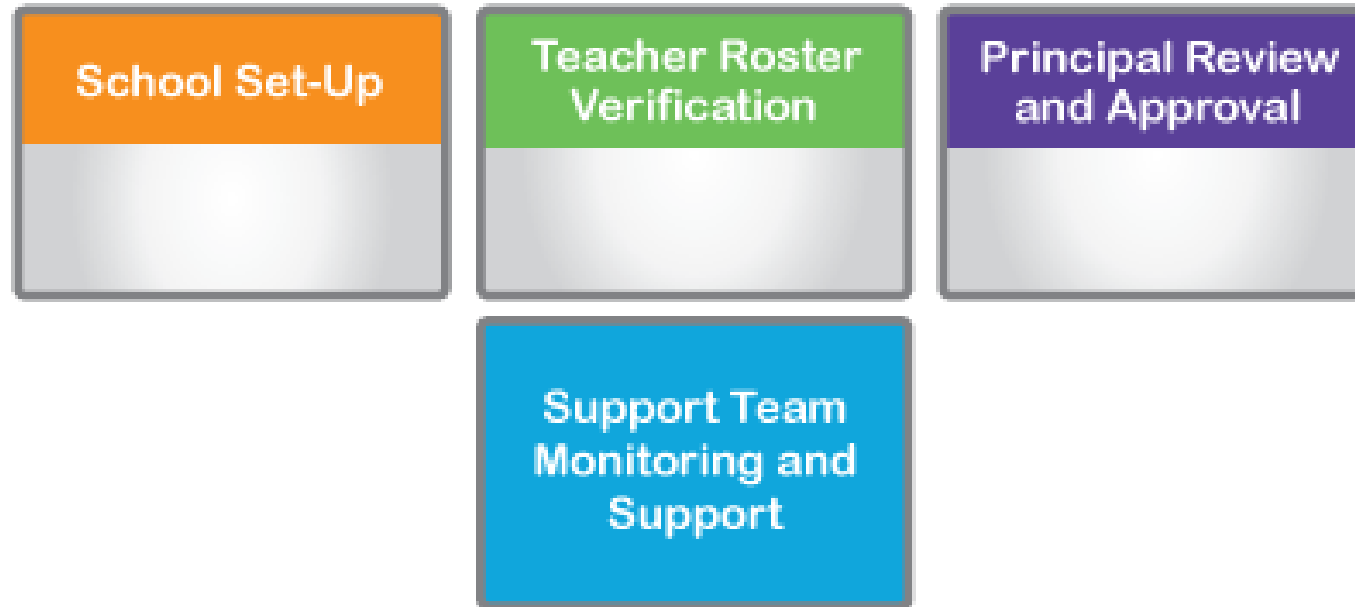
# The District Administrator's Role

- 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



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## Phase 1: School Setup

Principals and their support teams prepare the tool for teachers to use.

Principal and Support  
Team Kick-Off



## The Big Picture

# The Three Phases of Roster Verification

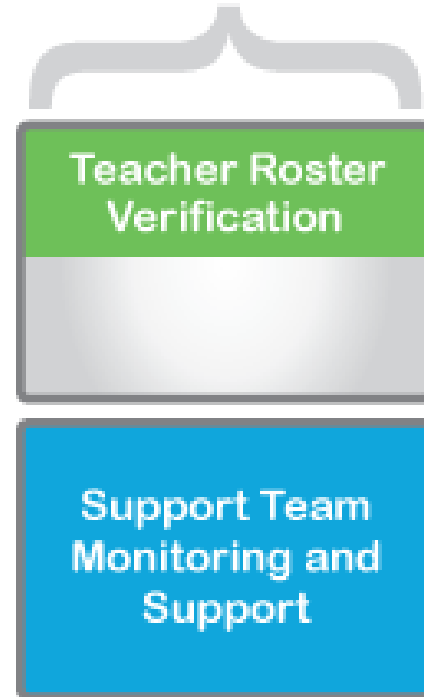
### *Phase 1: School Setup*

*Principals and their 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*

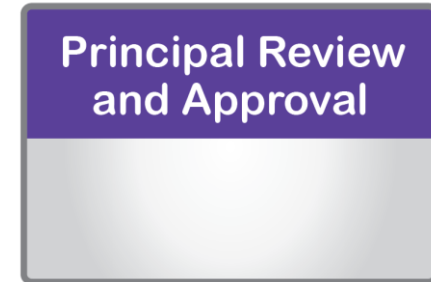
*Principals and their support teams prepare the tool for teachers to use.*

### *Phase 2: Roster Verification*

*Teachers verify rosters with support from school leaders.*

### **Phase 3: Review and Approval**

Principals and their support teams resolve alerts, errors, and omissions, and complete the process.



# The Link Dashboard

My Portal > Link

Link

School: Stnd Link Demo District #41A (DD41A) [Change](#) [Expected Classes](#)

**School Setup**

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

[Review Teachers and Classes](#)

**Roster Verification**

1. Facilitate teacher training.
2. Monitor teacher completion.
3. Review unresolved teacher alerts.

[View Teacher Completion](#)

**Review and Approval (0 Rosters)**

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](#)

[Select a School](#)

**Admin, District (DA9999-41A)**

**My Class Rosters** [Expected Classes](#) Show: Active Rosters Actions

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

Class Name	Students	Status
No records to display.		

**School Alerts and Notifications - Last run on 1/19/2016 5:02 AM** Actions

**Student Completion Alerts**

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

**Teacher Completion Alerts**

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

[Return](#)

**School Setup**

Jan 4 - Jan 13

**Roster Verification**

Jan 14 - Jan 23  
Ends in 4 days

**Review and Approval**

Due by June 29  
Closed

**Support Team** [Change](#)

There are no support contacts established for your organization. Contact your principal or manager for assistance.

**Resources**

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

To view a particular school's dashboard, click "Change" and then select the school name.

Important Dates

Phase 1

Phase 2

Phase 3

School Support Team

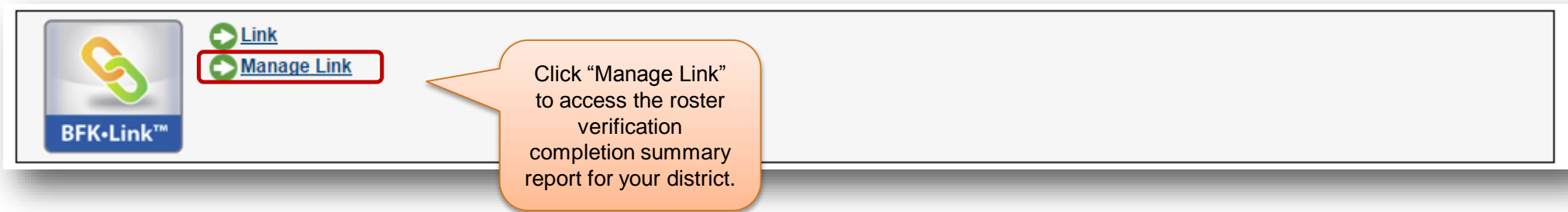
Note, as a district administrator you will not see contacts displayed unless you are assigned to a school, .

Support Resources

Issues needing attention

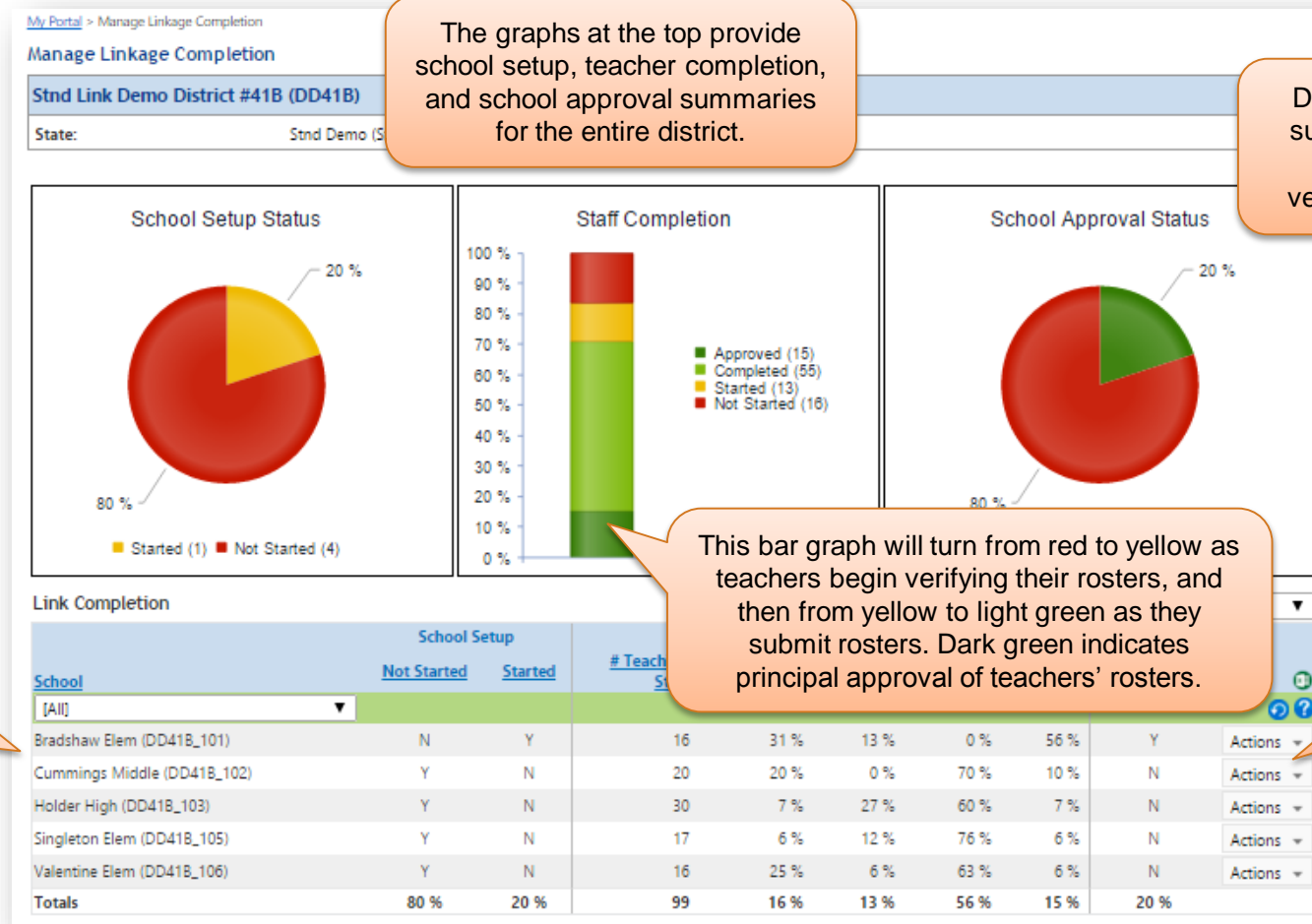
# Monitoring the Process

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



# From Red to Yellow to Green

Use the “Manage Link” feature to monitor schools across the district.



The graphs at the top provide school setup, teacher completion, and school approval summaries for the entire district.

District administrators should focus on supporting schools and making certain they are able to complete roster verification in the time period allocated.

The status of roster verification completion is summarized by school.

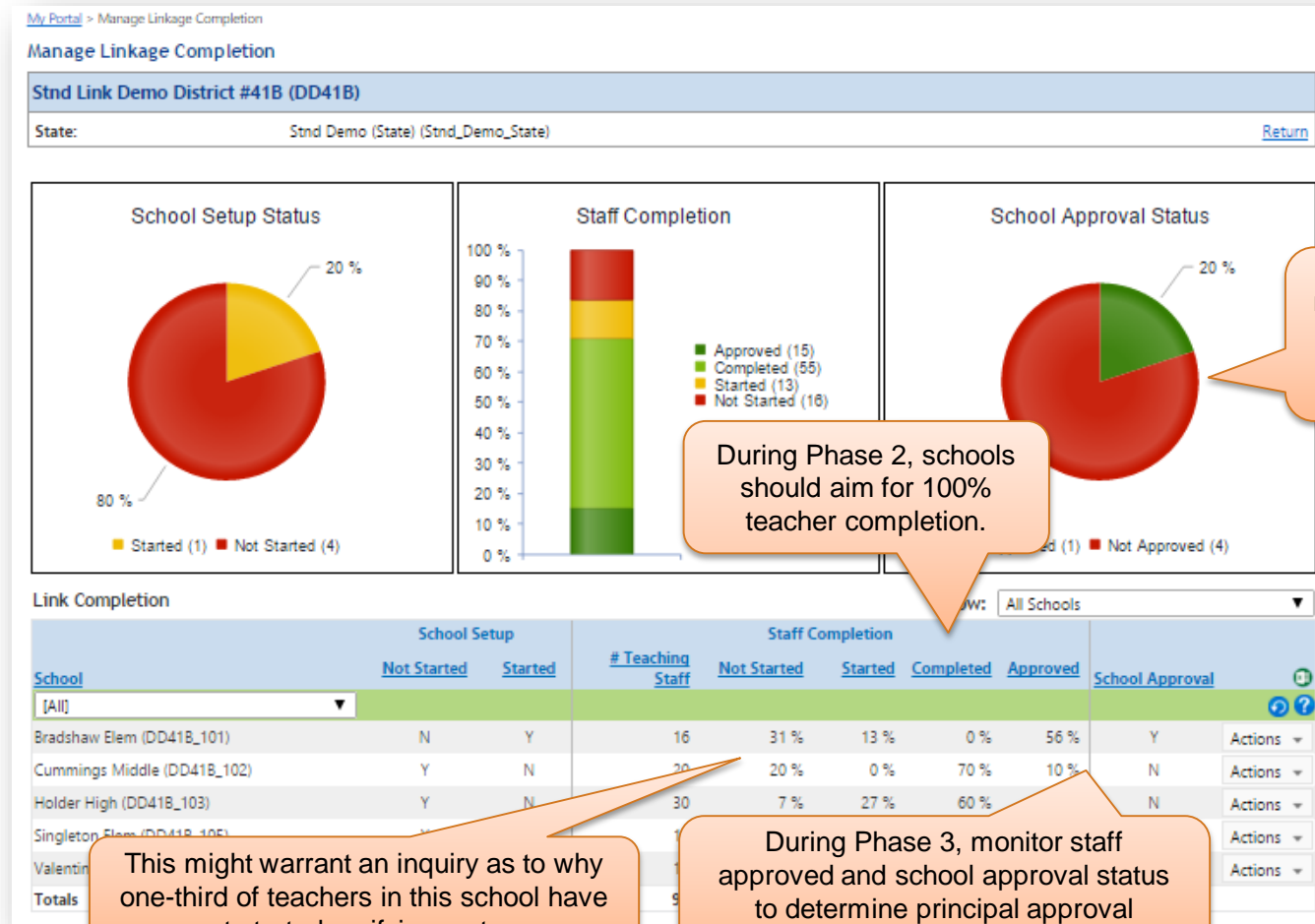
This bar graph will turn from red to yellow as teachers begin verifying their rosters, and then from yellow to light green as they submit rosters. Dark green indicates principal approval of teachers' rosters.

Use the “Actions” dropdown to see details regarding a school’s teachers or students.



# Real-Time Progress Updates

The graphics show staff completion rates and principal approval status.



This chart will turn from red to green as principals complete school approval (step 4 in the approval process).

During Phase 2, schools should aim for 100% teacher completion.

This might warrant an inquiry as to why one-third of teachers in this school have not started verifying rosters.

During Phase 3, monitor staff approved and school approval status to determine principal approval progress for each school.



# Review Progress of Individual Teachers

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

My Portal > Manage Linkage Completion > Monitor Teacher Completion

### Monitor Teacher Completion

School: Holder High (DD41B\_103) District: Stnd Link Demo District #41B (DD41B) [Return to Stnd Link Demo District #41B \(DD41B\)](#)  
[Manage Link for Holder High \(DD41B\\_103\)](#)

**Roster Completion**

- Not Started (25)
- Approved (8)
- Submitted (88)

Click on the teacher name and see their individual classes.

Click on "Manage Link for..." to display the school's Link dashboard where you can drill down to individual rosters and students.

Monitor teacher progress. Rosters not started, in progress, and unapproved require action by the teacher. Submitted rosters are ready for principal approval.

Roster Completion Show: All Staff

Staff	# Classes	Not Started	In Progress	Unapproved	Submitted	Approved	Pending Deletion	Deleted	# Student Deletions	
<a href="#">Boyle, Kathryn (20003-41B)</a>	1	-	-	-	-	1	-	-	-	Actions
<a href="#">Brewer, Felicia (20280-41B)</a>	2	1	-	-	-	1	-	-	-	Actions
<a href="#">Cantu, Terri (20124-41B)</a>	3	-	-	-	3	-	-	-	-	Actions
<a href="#">Casey, Jimmy (20001-41B)</a>	3	-	-	-	3	-	-	-	-	Actions

# Instantly Communicate with Staff

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

Send email messages directly to specific groups of staff.

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

On the next page, compose a message, and send it to selected staff through the application.

Include	Staff Name	Email Address	Organization
<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>	Allison, Nicholas (30108-41A)	Allison.Nicholas@DemoDistrict41A.org	Singleton Elem
<input checked="" type="checkbox"/>	Austin, Sherry (30290-41A)	Austin.Sherry@DemoDistrict41A.org	Cummings Middle



# Support Resources

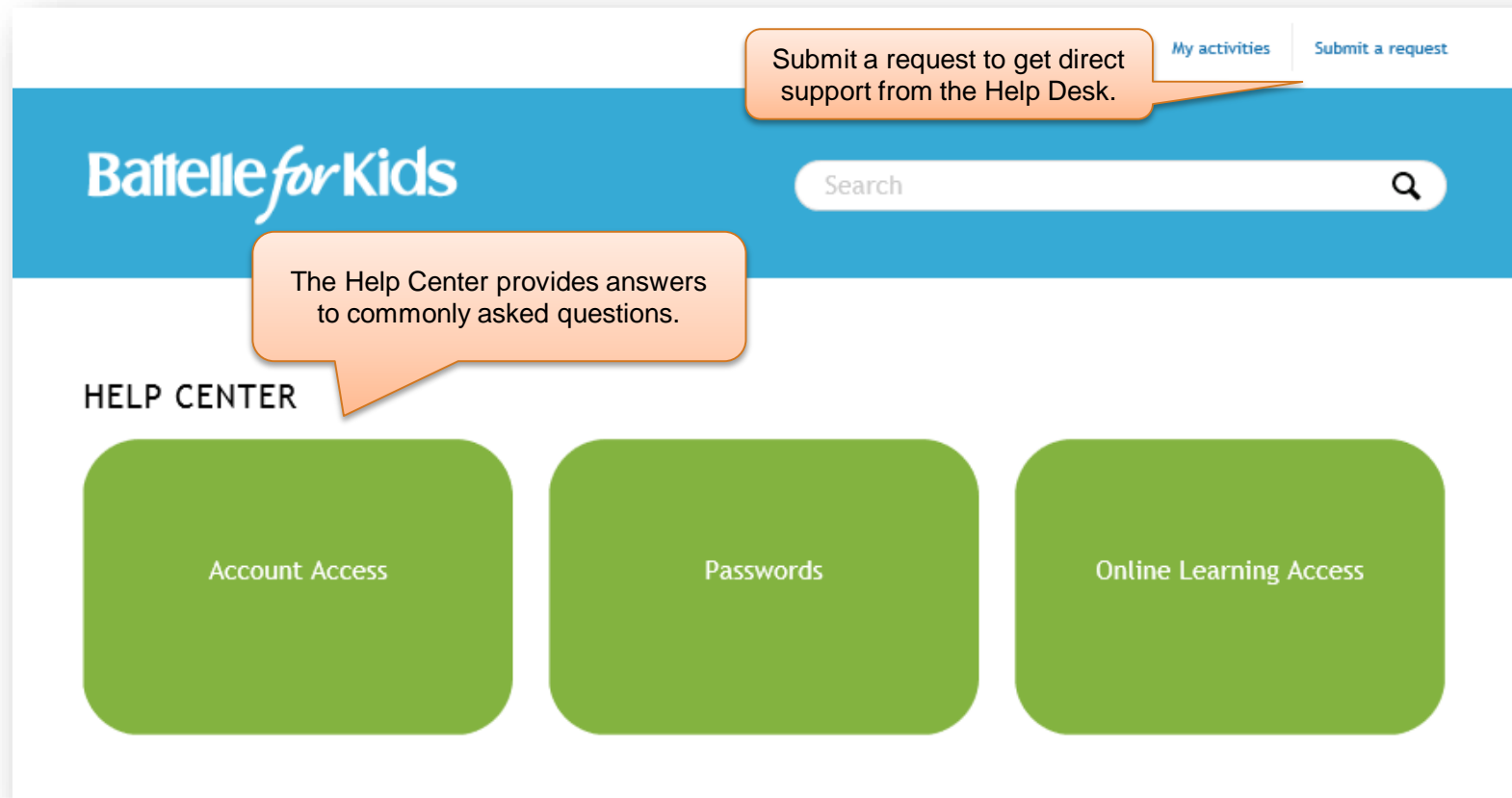
A number of resources are available to staff.

The screenshot displays the BFK-Link user interface. At the top right, there is a green 'Help' button. Below it, a 'Resources' section contains links for 'Teacher Tutorial', 'Principal Guide', 'View Hidden Alerts', 'Teacher Guide', and 'Contact Support'. A callout bubble points to the 'Help' button with the text: 'For support, click the “Help” button or review materials in the Resources section.' Another callout bubble points to the 'Contact Support' link with the text: 'User guides, teacher tutorial, and local guidelines. Contact support to submit a support request.' The main interface shows a 'School Setup' section with a 'Roster Verification' tab, a 'My Class Rosters' section with a 'Class Name' table, and a 'School Alerts and Notifications' section with 'Student Completion Alerts' and 'Teacher Completion Alerts'.



# Contact Support

Contact support from the login page or “Resources” on your dashboard.



# Thank you!

**BattelleForKids.org**

 [Facebook.com/Battelleforkidsorg](https://www.facebook.com/Battelleforkidsorg)

 [Twitter.com/Battelleforkids](https://twitter.com/Battelleforkids)

 [YouTube.com/Battelleforkids](https://www.youtube.com/Battelleforkids)

**MOVING EDUCATION FORWARD**

