Battelle *for* **Kids**

Roster Verification

District Administrator Guide
2016

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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.

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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.*

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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

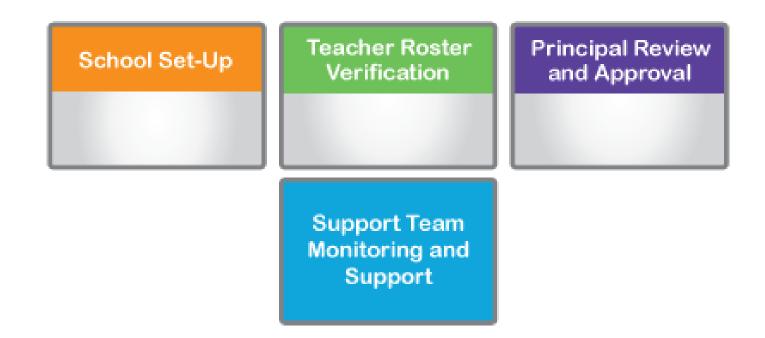✓ Show how the district administrator can instantly communicate with staff through the application.

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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.

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The Three Phases of Roster Verification

School Set-Up

Teacher Roster Verification

Principal Review and Approval

Support Team Monitoring and Support

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The Three Phases of Roster Verification

Phase 1: School Setup

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

Principal and Support Team Kick-Off

School Setup

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The Three Phases of Roster Verification

**School-Based
Teacher Preparation**

Phase 1: School Setup

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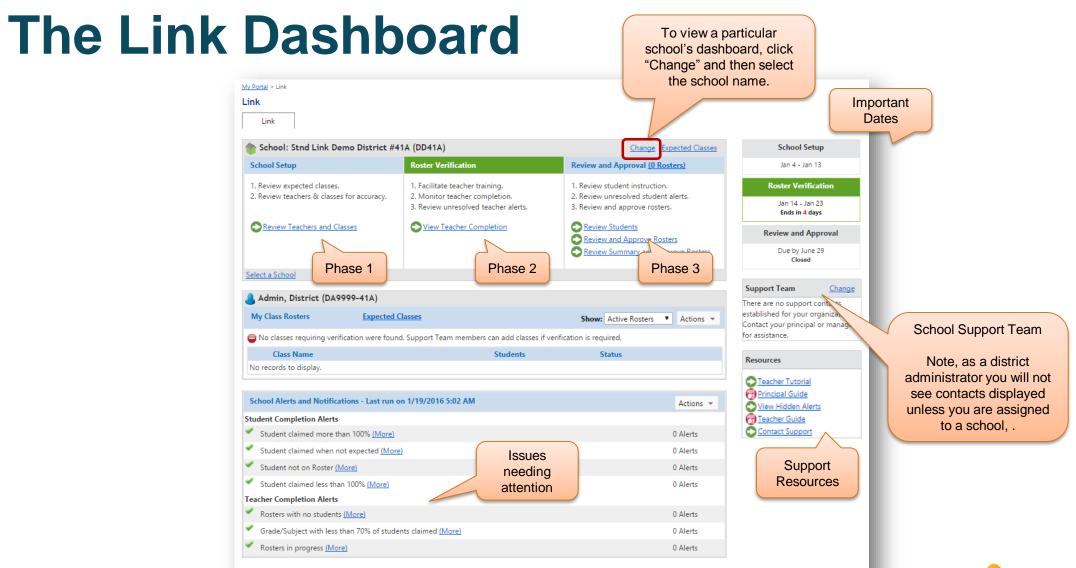
Teacher Roster
Verification

Phase 2: Roster Verification

Teachers verify rosters with support from school leaders.

Support Team
Monitoring and
Support

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The Three Phases of Roster Verification

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

Principal Review and Approval

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.

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The Link Dashboard

Monitoring the Process

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

Click "Manage Link" to access the roster verification completion summary report for your district.
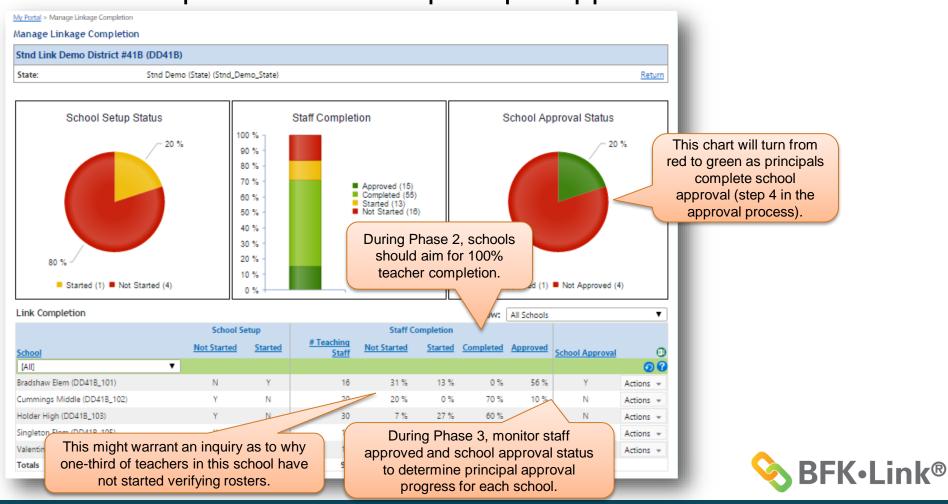
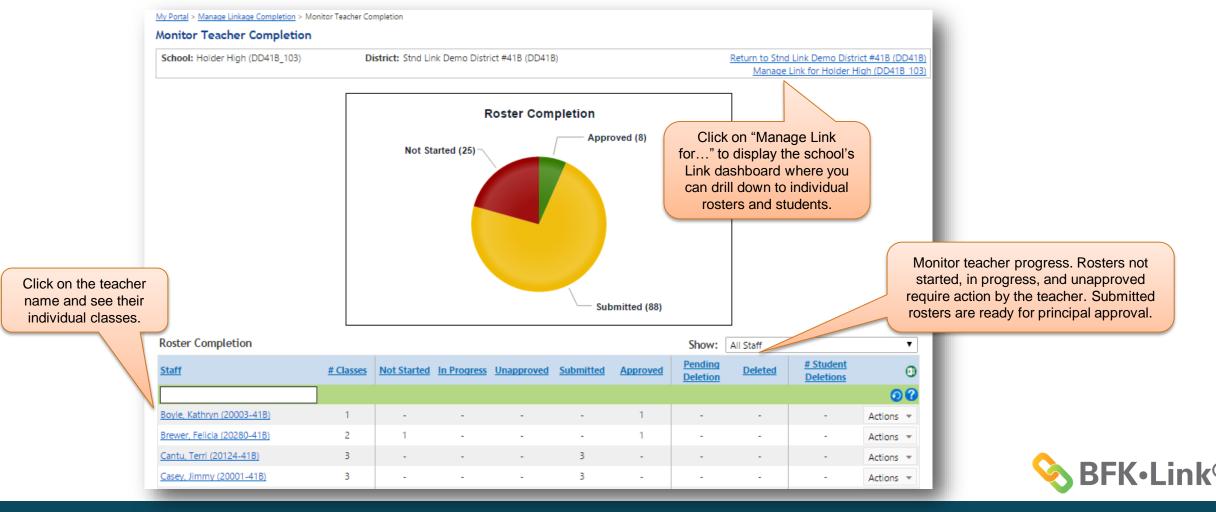# From Red to Yellow to Green

Use the "Manage Link" feature to monitor schools 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

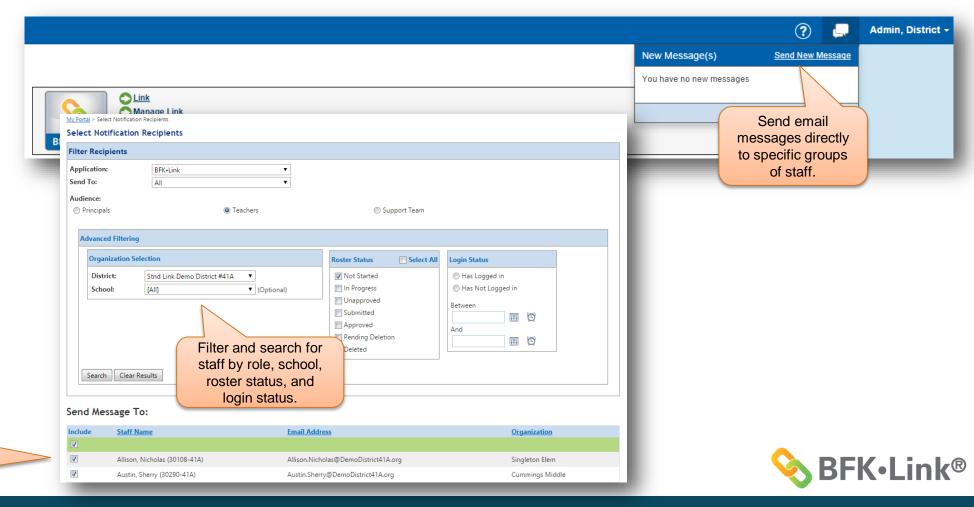Email groups of teachers and school administrators directly through the application.
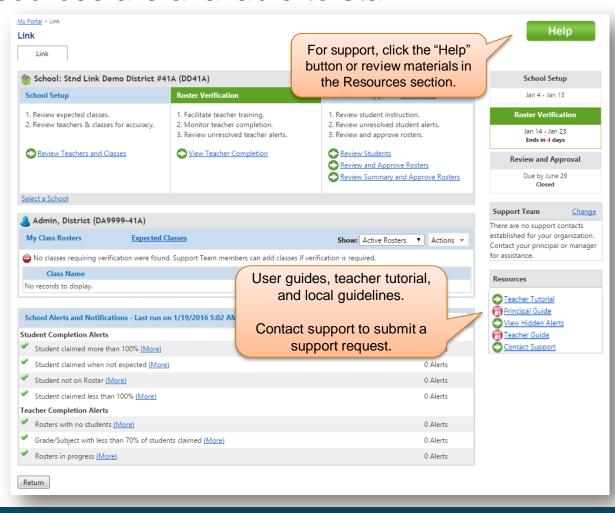
Support Resources

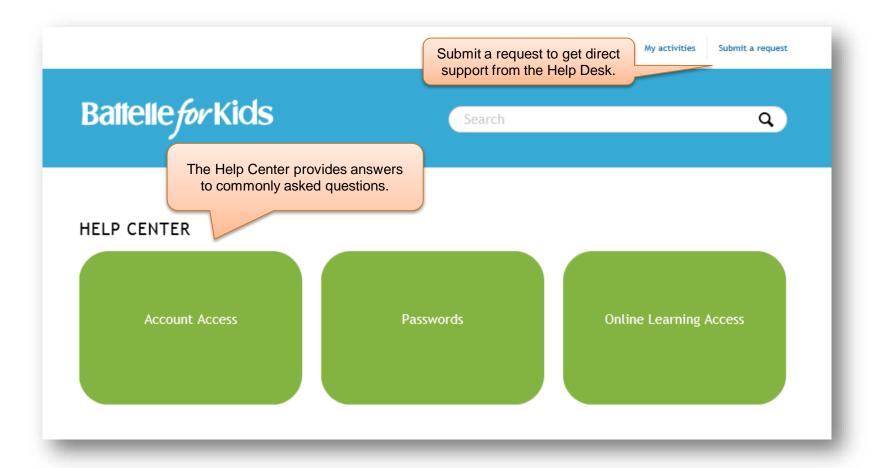A number of resources are available to staff.

Contact Support

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

Thank you!

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YouTube **YouTube.com/Battelleforkids**

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