



Battelle *for Kids*

Roster Verification

Teacher Guide
2016



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 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

- ✓ 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 classes. 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

My Portal > Link

Link

Link

Mcknight, Robert (30082-41A)

My Class Rosters

Class Name	Students	Actions
Bradshaw Elem (DD41A_101)		
LA Integrated English Language Arts 4-6	14	
M Mathematics 4-6	25	Not Started
Sc Science 4-6	26	Not Started
SS Social Studies 4-6	26	Not Started

Teacher Alerts and Notifications - Last run on 1/19/2016 5:02 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)	26 Alerts

Teacher Completion Alerts

✔ Rosters with no students (More)	0 Alerts
✔ Rosters in progress (More)	0 Alerts

Important Dates

Roster Verification

Jan 14 - Jan 23
Ends in 4 days

Review and Approval

Due by June 29
Closed

Support Team

Foley, Stanley (principal)

Resources

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

Return

Getting Started

Your Support Team, Deadlines, and Resources

The screenshot displays the BFK-Link user interface for a user named Robert Mcknight. The interface is divided into several sections:

- Link:** A search box containing the text "Link".
- User Profile:** Shows the user's name "Mcknight, Robert (30082-41A)".
- My Class Rosters / Expected Classes:** A table with columns for Class Name, Students, and Status. The first row is for "Bradshaw Elem (DD41A_101)" with a status of "Not Started".
- Teacher Alerts and Notifications:** A section titled "Teacher Alerts and Notifications - Last run on 1/19/2016 5:02 AM" containing "Student Completion Alerts" and "Teacher Completion Alerts".
- Support Resources:** A sidebar on the right containing sections for "Roster Verification" (Jan 14 - Jan 23, Ends in 4 days), "Review and Approval" (Due by June 29, Closed), "Support Team" (Foley, Stanley (principal)), and "Resources" (Teacher Tutorial, Principal Guide, Teacher Guide, Contact Support).

Three callout boxes provide additional information:

- Top Callout:** "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." (Points to the Roster Verification section)
- Middle Callout:** "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." (Points to the Support Team section)
- Bottom Callout:** "Refer to and use the support resources as needed. Contact support for assistance." (Points to the Resources section)

Getting Started

Review “Expected Classes”

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.

Click “Expected Classes” to refer back to this information.

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

Class Name	Students	Status	Actions
Bradshaw Elem (DD41A_101)			
LA Integrated English Language Arts 4-6	14	Not Started	Actions
M Mathematics 4-6	25	Not Started	Actions
Sc Science 4-6	26	Not Started	Actions
SS Social Studies 4-6	26	Not Started	Actions

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)

Roster Verification
Jan 14 - Jan 23
Ends in 4 days

Review and Approval
Due by June 29
Closed

Support Team
Foley, Stanley (principal)

Resources
[Contact Support](#)

0 Alerts
0 Alerts
[26 Alerts](#)
0 Alerts
0 Alerts

Getting Started

Review the Listed Classes

My Portal > Link

Link

Link

Mcknight, Robert (30082-41A)

My Class Rosters [Expected Classes](#)

Class Name	Students	Status	Actions
Bradshaw Elem (DD41A_101)			
LA Integrated English Language Arts 4-6	14	Not Started	Actions
M Mathematics 4-6	25	Not Started	Actions
Sc Science 4-6	26	Not Started	Actions
SS Social Studies 4-6	26	Not Started	Actions

Click "Actions" and select "Begin" to open a class roster.

Teacher Alerts and Notifications

Student Completion Alerts

- Student claimed more than 100% [\(More\)](#) 0 Alerts
- Student claimed when not in class [\(More\)](#) 0 Alerts
- Student claimed less than 100% [\(More\)](#) [26 Alerts](#)

Teacher Completion Alerts

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

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.

Roster Verification

Jan 14 - Jan 23
Ends in 4 days

Review and Approval

Due by June 29
Closed

Support Team

Foley, Stanley (principal)

Resources

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

Return

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 roster.



The Roster Verification Process

1. Review Your List of Students for Accuracy

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

The screenshot shows the 'Class Roster' interface for 'Integrated English Language Arts 4-6'. The staff member is Robert Mcknight at Bradshaw Elem (DD41A_101). The interface includes a table of students with columns for 'I taught these students', 'Grade', and 'for instruction'. Callouts provide instructions on how to manage the student list.

Callout 1: Verify that this is an accurate list of students for whom you provided instruction.

Callout 2: Click “Add Students” to search for missing students.

Callout 3: Click “Remove Students” to remove multiple students who did not receive any instruction during the year.

Callout 4: 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.

Callout 5: Click “Save” if you need to leave the page and complete verification later.

Students (14)	Grade	for instruction
<input checked="" type="checkbox"/> Anderson, Susan (300670-41A)	6	Aug/Sep
<input checked="" type="checkbox"/> Barlow, Francis (300278-41A)	6	Aug/Sep
<input checked="" type="checkbox"/> Hawkins, Dana (300946-41A)	6	Aug/Sep
<input checked="" type="checkbox"/> Hull, Pauline (300240-41A)	6	Aug/Sep
<input checked="" type="checkbox"/> Love, Albert (300259-41A)	6	Aug/Sep
<input checked="" type="checkbox"/> Pate, Benjamin (300814-41A)	6	Aug/Sep
<input checked="" type="checkbox"/> Powell, Robert (300574-41A)	6	Aug/Sep
<input checked="" type="checkbox"/> Rowland, Lester (300988-41A)	6	Aug/Sep
<input checked="" type="checkbox"/> Salinas, [unclear] (300...-41A)	6	Aug/Sep
<input checked="" type="checkbox"/> Santiago, Kristin (300...-41A)	6	Aug/Sep
<input checked="" type="checkbox"/> Sharp, Gerald (300438-41A)	6	Aug/Sep
<input checked="" type="checkbox"/> Stark, Pauline (301084-41A)	6	Aug/Sep
<input checked="" type="checkbox"/> Velez, Darren (300581-41A)	6	Aug/Sep
<input checked="" type="checkbox"/> Workman, Dana (300668-41A)	6	Aug/Sep

The Roster Verification Process

2. Review the Period of Instruction for Accuracy

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

The screenshot shows the 'Class Roster' interface for 'LA Integrated English Language Arts 4-6'. The interface includes a header with 'Status: Not Started', 'Subject Area: Language Arts', and 'Class Schedule: Full Year (Aug/Sep - May/June)'. Below this is a table with columns for 'Students (14)', 'Grade', 'From', 'To', and '% of instruction'. A green row at the top of the table is labeled 'Set Values for All Students >>>'. The 'From' column is set to 'Aug/Sep' and the 'To' column is set to 'May/June'. A dropdown menu is open for the 'To' column, showing a list of months from 'Aug/Sep' to 'May/June'. The 'May/June' option is highlighted. Callouts provide instructions: 'Verify that this period of consecutive instruction is accurate for each student.' points to the 'From' and 'To' columns; 'Click “Enter by months” to toggle to a month by month display to enter months of instruction for non-consecutive months.' points to the 'Enter by months' link; 'Select a value in the green row dropdown to set a value for all students.' points to the green row; 'Select individual student values as necessary.' points to the dropdown menu; and 'Click “Save” if you need to leave the page and complete verification later.' points to the 'Save' button at the bottom.

My Portal > Link > Class Roster

Class Roster

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

Staff: Mcknight, Robert Subject Area: Language Arts

School: Bradshaw Elem Class Schedule: Full Year (Aug/Sep - May/June)

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

Verify that this period of consecutive instruction is accurate for each student.

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

Select individual student values as necessary.

Click “Save” if you need to leave the page and complete verification later.

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

Save Save & Submit Cancel

The Roster Verification Process

3. Review the Percent of Assigned Instruction

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

Class Roster
LA Integrated English Language Arts 4-6
Status: Not Started
Please save changes
Actions

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

Students (14)	Grade	From	During	To	% of instruction
<input type="checkbox"/> Anderson, Susan (300670-41A)					
<input type="checkbox"/> Barlow, Francis (300278-41A)				May/Jun	
<input type="checkbox"/> Hawkins, Dana (300946-41A)				May/Jun	
<input type="checkbox"/> Hull, Pauline (300240-41A)				May/Jun	
<input type="checkbox"/> Love, Albert (300259-41A)				Jan	
<input type="checkbox"/> Pate, Benjamin (300814-41A)				May/Jun	
<input type="checkbox"/> Powell, Robert (300574-41A)	6	Aug/Sep		May/Jun	
<input type="checkbox"/> Rowland, Lester (300988-41A)	6	Aug/Sep		May/Jun	
<input type="checkbox"/> Salinas, Chris (301563-41A)	6	Dec		May/Jun	
<input type="checkbox"/> Santiago, Kristin (301231-41A)	6	Aug/Sep		May/Jun	
<input type="checkbox"/> Sharp, Gerald (300438-41A)	6	Aug/Sep			
<input type="checkbox"/> Stark, Pauline (301084-41A)	6	Aug/Sep			
<input type="checkbox"/> Velez, Darren (300581-41A)	6	Aug/Sep			
<input type="checkbox"/> Workman, Dana (300668-41A)	6	Aug/Sep		May/Jun	

1 I taught these students

2 during

3 for

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 "Save and Submit" when complete and ready to submit for approval.

Save Save & Submit Cancel

The Roster Verification Process

Submit All Rosters and Resolve Alerts

Review submitted rosters and alerts.

My Portal > Link

Link

Link

Mcknight, Robert (30082-41A)

My Class Rosters [Expected Classes](#)

Class Name	Students	Status	Actions
Bradshaw Elem (DD41A_101)			
LA Integrated English Language Arts 4-6	14	Submitted	Actions
M Mathematics 4-6	25	Not Started	Actions
Sc Science 4-6	26	Not Started	Actions
SS Social Studies 4-6	26	Not Started	Actions

Teacher Alerts and Notifications - 1

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
- Rosters in progress [\(More\)](#) 0 Alerts

[Return](#)

Roster Verification

Jan 14 - Jan 23
Ends in 4 days

Review and Approval

Due by June 29
Closed

Support Team

Foley, Stanley (principal)

Resources

Rosters should have accurate student counts.

Roster information can be copied from one class to another.

Rosters can be opened for editing until they are approved or until the end of the Roster Verification period.

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 may need to claim the remaining 20% of instruction for these students to clear this alert.



The Roster Verification Process

Get Support; Print Rosters

Print submitted rosters (optional).

The screenshot shows the BFK-Link interface for Robert Mcknight (30082-41A). It features a 'Link' input field, a 'Help' button, and a 'Roster Verification' section with a 'Review and Approval' status of 'Closed'. A table lists classes: Integrated English Language Arts 4-6 (14 students), Mathematics 4-6 (25 students), Science 4-6 (26 students), and Social Studies 4-6 (26 students). Below the table are sections for 'Teacher Alerts and Notifications' and 'Resources'.

For support, click the "Help" button or review materials in the Resources section.

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.

Contact support to submit a support request.

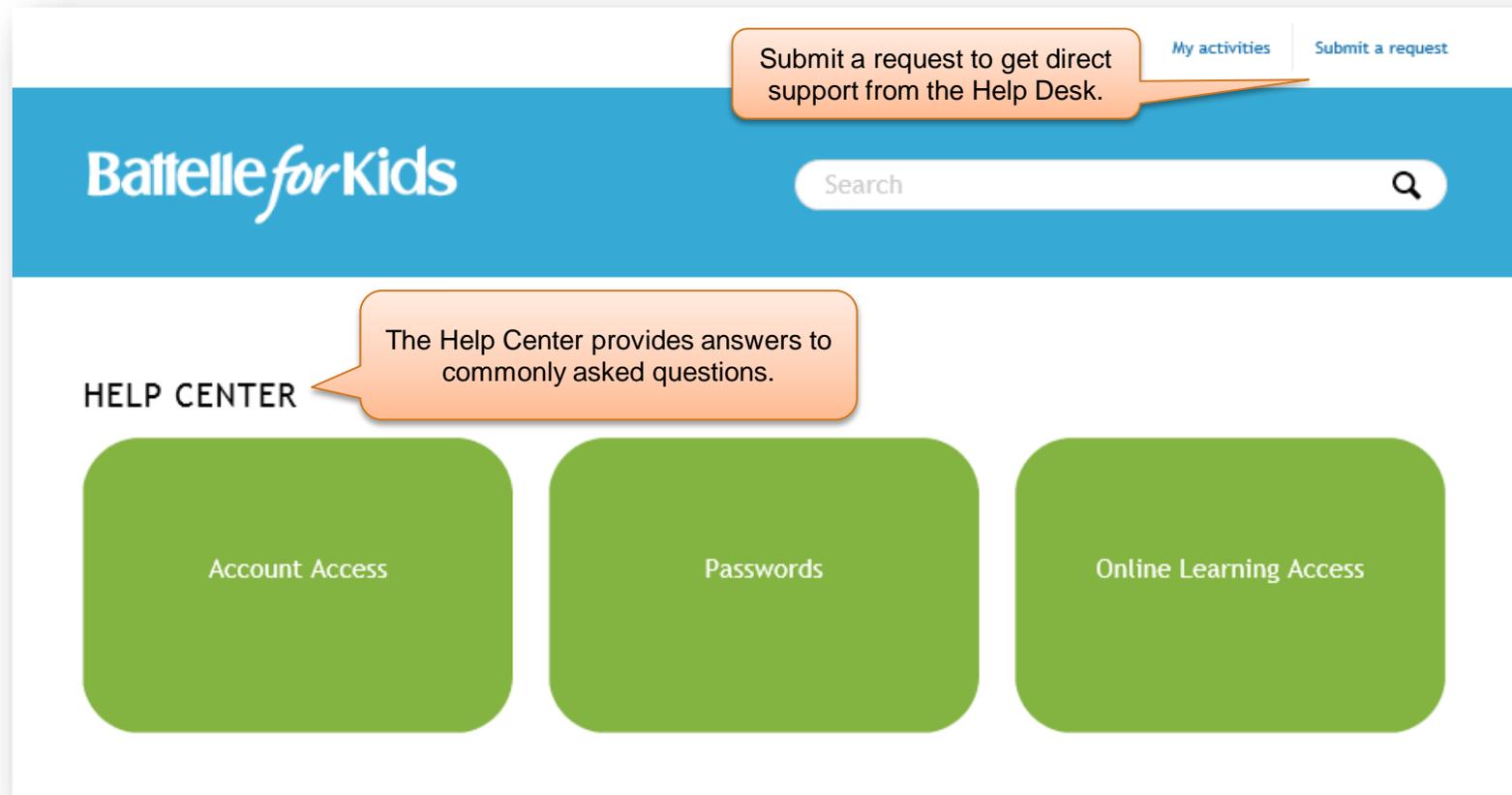
The Roster Verification Process

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.

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

