Battelle for Kids

Roster Verification

Teacher Guide
2016

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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.

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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

✓ 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.

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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.

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Getting Started
Your Link Dashboard

Getting Started
Your Support Team, Deadlines, and Resources

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.

My Portal > Link

Link

Link

👤 Mcknight, Robert (30082-41A)

| My Class Rosters | Expected Classes | | Show: Active Rosters ▼ | Actions ▼ |

Click "Expected Classes" to refer back to this information.

Class Name	Students	Status	
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 ▼

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

Expected Classes - Internet Explorer ▭ ▫ ✕

ℯ http://dev-portal.battelleforkids.org/BFKLinkCE/core/help/inlineHelpPopup.aspx?pageTitle=Link&helpTitle=Linkage Overview&orgID=597228

| Actions ▼ |

ⓘ **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)

0 Alerts

0 Alerts

26 Alerts

0 Alerts

0 Alerts

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Getting Started
Review the Listed Classes

A Simple Process

You verify these three statements:

- "I taught these students"

- "During these months"

- "For this percent of instruction"

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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.

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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 Alerts

Review submitted rosters and alerts.

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

Rosters should have accurate student counts.

Roster information can be copied from one class to another.

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.

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The Roster Verification Process
Get Support; Print Rosters

Print submitted rosters (optional).

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.

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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Contact Support

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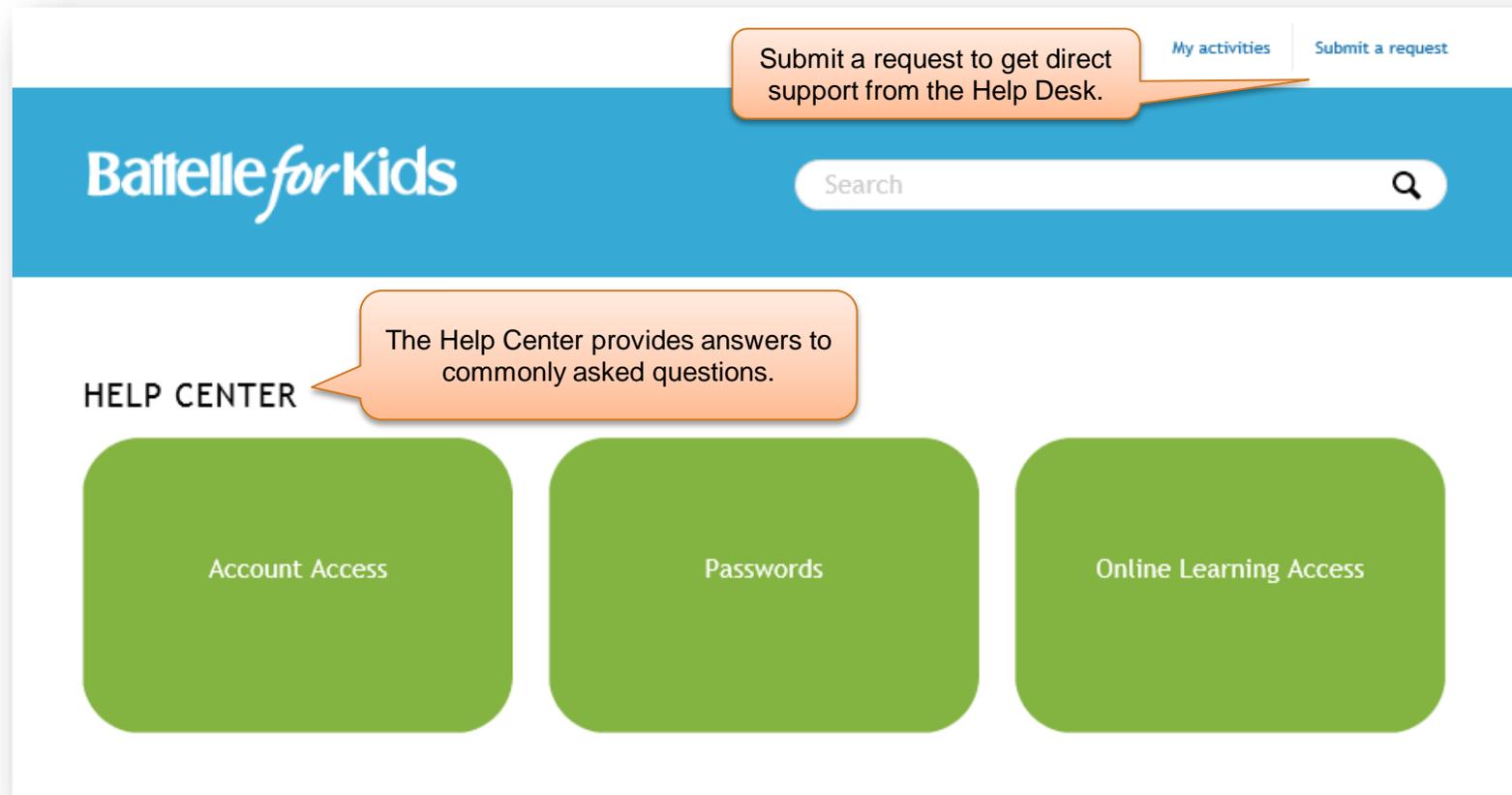
Thank you!

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