



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.



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

The screenshot shows the BFK Link dashboard for a user named Robert McKnight. The interface is divided into several sections:

- My Class Rosters:** A table listing classes for Bradshaw Elem (DD41A_101).

Class Name	Students	Actions
Integrated English Language Arts 4-6	14	Not Started
Mathematics 4-6	25	Not Started
Science 4-6	26	Not Started
Social Studies 4-6	26	Not Started
- 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
- Alerts:**
 - 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

Callout boxes provide additional context:

- Important Dates:** "Important Dates"
- My Class Rosters:** "These are the classes that are assigned to you. If this is not correct, contact your school's Support Team."
- Support Team:** "Your Support Team. In some cases, this may be only your principal."
- Alerts:** "Issues needing attention"



Getting Started

Your Support Team, Deadlines, and Resources

My Profile > Link

Link

McKnight, Robert (30082-41A) Expected Classes

My Class Rosters

Class Name	Students	Status	Alerts
Bradshaw Elem. (DD41A,101)			
Integrated English Language Arts 4-6	14	Not Started	0 Alerts
Mathematics 4-6	25		0 Alerts
Science 4-6	26		26 Alerts
Social Studies 4-6	26		0 Alerts

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

Student Completion Alerts

- Student claimed more than 100% [View](#) 0 Alerts
- Student claimed when not expected [View](#) 0 Alerts
- Student claimed less than 100% [View](#) 26 Alerts

Teacher Completion Alerts

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

Return

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.

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.

Refer to and use the support resources as needed. Contact support for assistance.

Roster Verification
Jan 14 - Jan 23
Ends in 3 days

Review and Approval
Due by June 29
Closed

Support Team
Foley, Stanley (principal)

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

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.

The screenshot displays the BFK Link web application interface. At the top, there is a navigation menu with options like 'My Class Rosters', 'Expected Classes', and 'Active Rosters'. Below this, a table lists class rosters with columns for Class Name, Students, and Status. A callout box points to the 'Expected Classes' link in the table.

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

On the right side of the interface, there are several administrative panels: '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' (Contact Support). At the bottom, there are alert boxes for '0 Alerts' in various categories.

1 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)

Getting Started

Review the Listed Classes

My Class Rosters Expected Classes

Class Name Students Not Started Actions

Bradshaw Elem (DD41A, 101)	14	Not Started	Actions
Integrated English Language Arts 4-6	25	Not Started	Actions
Mathematics 4-6	26	Not Started	Actions
Science 4-6	26	Not Started	Actions
Social Studies 4-6	26	Not Started	Actions

Teacher Alerts and Notices

Student Completion Alerts

- Student claimed more than 100% (0 Alerts)
- Student claimed when not started (0 Alerts)
- Student claimed less than 100% (26 Alerts)

Teacher Completion Alerts

- Rosters with no students (0 Alerts)
- Rosters in progress (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.

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

Hosted 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

Link

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' page for 'Integrated English Language Arts 4-6'. The page includes a header with 'Status: Not Started' and 'Subject Area: Language Arts'. Below this, there are fields for 'Staff' (McKnight, Robert) and 'School' (Bradshaw Elem (DD41A_101)).

The main table lists 14 students with columns for 'Add Students', 'Remove Students', 'Grade', and 'Set Values for All Students'. The 'Add Students' column contains a list of checkboxes, some of which are grayed out. Callouts provide instructions: 'Verify that this is an accurate list of students for whom you provided instruction.' points to the 'Add Students' column. '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.' points to a grayed-out checkbox. 'Click "Add Students" to search for missing students.' points to the 'Add Students' button. 'Click "Remove Students" to remove multiple students who did not receive any instruction during the year.' points to the 'Remove Students' button. 'Click "Save" if you need to leave the page and complete verification later.' points to the 'Save' button.

Students (14)	Add Students	Remove Students	Grade	Set Values for All Students >>>
Anderson, Susan (B00620-41A)	<input type="checkbox"/>	<input type="checkbox"/>	6	Aug/Sep
Balboa, Francis (B00227-41A)	<input type="checkbox"/>	<input type="checkbox"/>	6	Aug/Sep
Bywater, Quana (B00544-41A)	<input type="checkbox"/>	<input type="checkbox"/>	6	Aug/Sep
Hall, Phillip (B00320-41A)	<input type="checkbox"/>	<input type="checkbox"/>	6	Aug/Sep
Loeb, Albert (B00258-41A)	<input type="checkbox"/>	<input type="checkbox"/>	6	Aug/Sep
Miller, Benjamin (B00304-41A)	<input type="checkbox"/>	<input type="checkbox"/>	6	Aug/Sep
Rowell, Robert (B00274-41A)	<input type="checkbox"/>	<input type="checkbox"/>	6	Aug/Sep
Rozmond, Lester (B00688-41A)	<input type="checkbox"/>	<input type="checkbox"/>	6	Aug/Sep
Schultz, [Name]	<input type="checkbox"/>	<input type="checkbox"/>	6	Aug/Sep
Santolo, Kristin [Name]	<input type="checkbox"/>	<input type="checkbox"/>	6	Aug/Sep
Shiro, Gerald (B00438-41A)	<input type="checkbox"/>	<input type="checkbox"/>	6	Aug/Sep
Stark, Phillip (B00084-41A)	<input type="checkbox"/>	<input type="checkbox"/>	6	Aug/Sep
Yezzer, Darren (B00501-41A)	<input type="checkbox"/>	<input type="checkbox"/>	6	Aug/Sep
Wickmann, Dana (B00668-41A)	<input type="checkbox"/>	<input type="checkbox"/>	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 a software interface for roster verification. At the top, it displays 'Class Roster' for 'Integrated English Language Arts 4-6'. The status is 'Not Started'. The subject area is 'Language Arts' and the class schedule is 'Full Year (Aug/Sep - May/Jun)'. A list of 14 students is shown, each with a green checkmark in the 'during these months' column. Callouts provide instructions: 1. 'Verify that this period of consecutive instruction is accurate for each student.' 2. 'Click "Enter by months" to toggle to a month by month display to enter months of instruction for non-consecutive months.' 3. 'Select individual student values as necessary.' A 'Save' button is visible at the bottom right.

Student Name	Instruction Period
Anderson, Sean (320670-41A)	Aug/Sep
Bedon, France (300278-41A)	Aug/Sep
Benkov, Dana (302946-41A)	Aug/Sep
Hill, Pauline (300260-41A)	Aug/Sep
Van, Albert (300258-41A)	Aug/Sep
Zhu, Benjamin (300814-41A)	Aug/Sep
Zwert, Robert (300574-41A)	Aug/Sep
Boydell, Lester (300886-41A)	Aug/Sep
Singer, Chris (301565-41A)	Aug/Sep
Sanchez, Maria (307214-41A)	Aug/Sep
Synn, Gerald (300438-41A)	Aug/Sep
Shirk, Pauline (301094-41A)	Aug/Sep
Leber, Catherine (300583-41A)	Aug/Sep
Worvatin, Dana (300666-41A)	Aug/Sep



The Roster Verification Process

3. Review the Percent of Assigned Instruction

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

The screenshot shows the 'Class Roster' interface for 'Integrated English Language Arts 4-6'. The interface includes a header with 'Please save changes' and 'Actions', and a table with columns for 'Students (14)', 'Grade', 'From', and '% of instruction'. The table lists 14 students with their respective grades and instruction percentages. Callouts provide instructions on how to edit the data.

1 I taught these students

2 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.

3 Select a value in the green row in the 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.

Students (14)	Grade	From	% of instruction
Anderson, Susan (000570-41A)	6	Aug/Sep	100%
Brown, Francis (000770-41A)	6	Aug/Sep	90%
Chang, Anna (000906-41A)	6	Jan	80%
Hill, Pauline (000240-41A)	6	May/Jun	70%
Lee, Albert (000355-41A)	6	May/Jun	60%
Pitt, Benjamin (000814-41A)	6	May/Jun	50%
Pratt, Roger (000574-41A)	6	May/Jun	40%
Scott, Walter (000908-41A)	6	May/Jun	30%
Smith, Chris (001563-41A)	6	May/Jun	20%
Stinson, Kevin (001251-41A)	6	May/Jun	10%
Wang, Gerald (000439-41A)	6	Aug/Sep	100%
Walt, Pauline (001084-41A)	6	Aug/Sep	100%
Wong, Eugene (000201-41A)	6	Aug/Sep	100%
Woraman, Dana (000668-41A)	6	Aug/Sep	100%



The Roster Verification Process

Submit All Rosters and Resolve Alerts

Review submitted rosters and alerts.

The screenshot displays the BFK.Link interface for roster verification. At the top, there's a 'My Profile & Links' section with a 'Link' button. Below that, the user 'Mcknight, Robert (30082-41A)' is shown with a 'My Class Rosters' section. A table lists classes: Bradshaw Elem (DD41A_101), Integrated English Language Arts 4-6, Mathematics 4-6, Science 4-6, and Social Studies 4-6. The table has columns for 'Class Name', 'Expected Classes', 'Students', and 'Status'. The 'Students' column shows counts (14, 25, 26, 26) and the 'Status' column shows 'Submitted', 'Not Started', 'Not Started', and 'Not Started'. Below the table, there are 'Actions' buttons for each class. On the right, a 'Roster Verification' section shows dates 'Jan 14 - Jan 23' and 'Ends in 4 days', along with a 'Review and Approval' section 'Due by June 29' and a 'Support Team' link for 'Foley, Stanley (stfoley@b)'. At the bottom, there are 'Teacher Alerts and Notifications' and 'Student Completion Alerts' sections, each with a 'More' link. Callouts provide instructions: '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.', '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.', and '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.'

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

Teacher Alerts and Notifications - 1

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

Student Completion Alerts

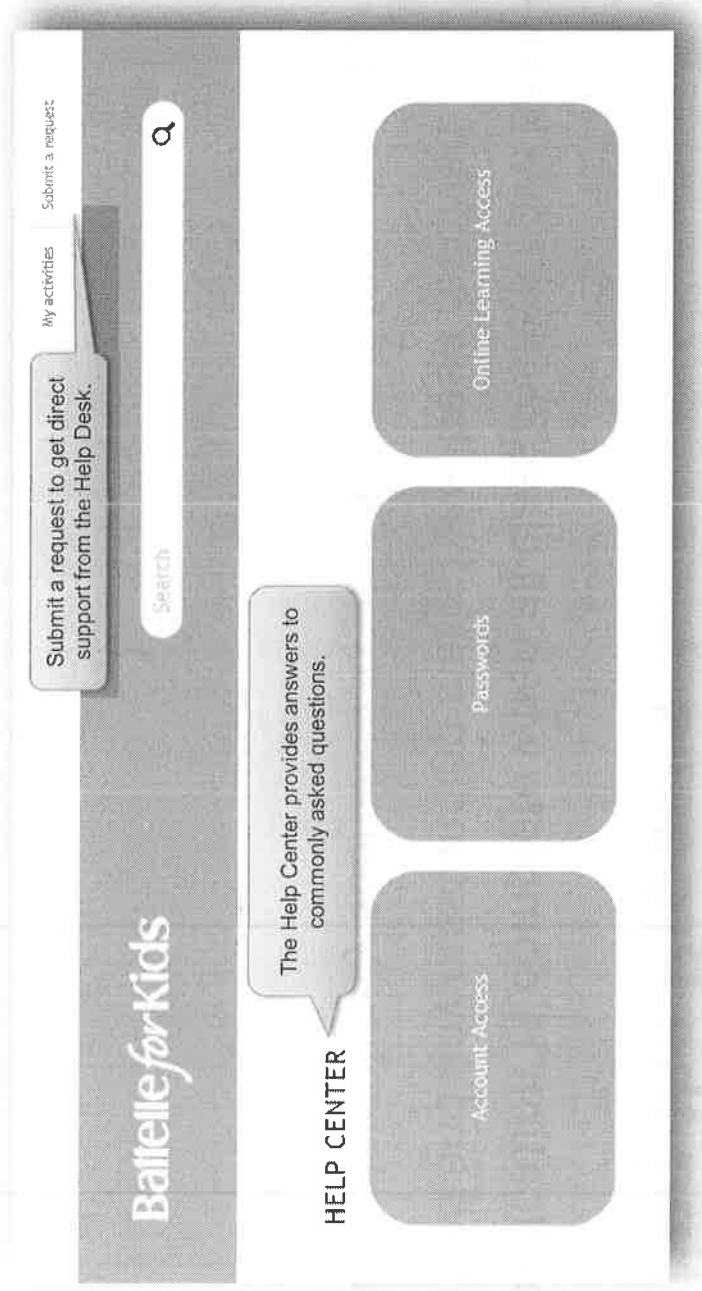
- Students with no students [More](#) 0 Alerts
- Rosters in progress [More](#) 0 Alerts

Resources

- Support Team: Foley, Stanley (stfoley@b)

Contact Support

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



Thank you!

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