



# Battelle for Kids – TLE Roster Verification Best Practices

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Elementary School (And Middle Schools not set up with Course Sections)

1. One (Self-Contained) Subject/Section Defined
2. Tested Grades and Subjects Only Defined
3. All Grades and Subjects Defined

**One Subject/Section Defined** – One Section is defined for each classroom. This would be similar to the Homeroom teacher who teaches the bulk of the subjects but may not teach all subjects. If at least one section is defined and is given the code of “Self-Contained,” at least two rosters (Reading and Math) will be created for each grade from 3<sup>rd</sup> through 8<sup>th</sup> grade. In addition to the Reading and Math roster, other applicable rosters will be created for the same teacher and students for the tests that occur in those grades (e.g. 5<sup>th</sup> Grade Science will be created for each teacher who has 5<sup>th</sup> grade Self-Contained as the subject code). The work that will be required is in moving the various rosters from teacher to teacher or deleting rosters that do not apply.

Example:

Teacher A is a 5<sup>th</sup> grade teacher who teaches all subjects in her classroom except for Science. If Teacher A is set up with at least one Section and Course for the students in her homeroom classroom, a Reading Class Roster, Math Class Roster and Science Class Roster is created for her with the students in her homeroom class.

Teacher B is a 5<sup>th</sup> grade teacher who teaches only Science, but is also a Homeroom teacher. If Teacher B is set up with at least one Section and Course for the students in her homeroom classroom, a Reading Class Roster, Math Class Roster and Science Class Roster is created for her with the students in her homeroom class.

The Science Roster for Teacher A is not correct because Teacher A does not teach those students. This Roster is simply transferred over to Teacher B in the Battelle for Kids application because Teacher B is the Science Teacher for those students.

The Math and Reading Rosters for teacher B are not correct because Teacher B only teaches Science. She teaches Science to the students in her homeroom, so that Roster can be kept, but the Math and Reading Rosters need to either be transferred to the teacher who teaches those subjects or can simply be deleted from that teacher.



**Tested Grades and Subjects Only Defined** – For Grades 3 to 8, any teacher teaching a roster of students in a tested subject area, as defined by the TLE office using State Oklahoma Cost Accounting System (OCAS) codes, will have a course section setup specifically for them with the students associated with that particular subject matter area. In this scenario, there is work in the Student Information System ahead of time to schedule each individual tested subject area and to enroll students in those classes. In Battelle, these will appear as separate courses for each teacher with the appropriate rosters of students associated to the correct teacher.

Example:

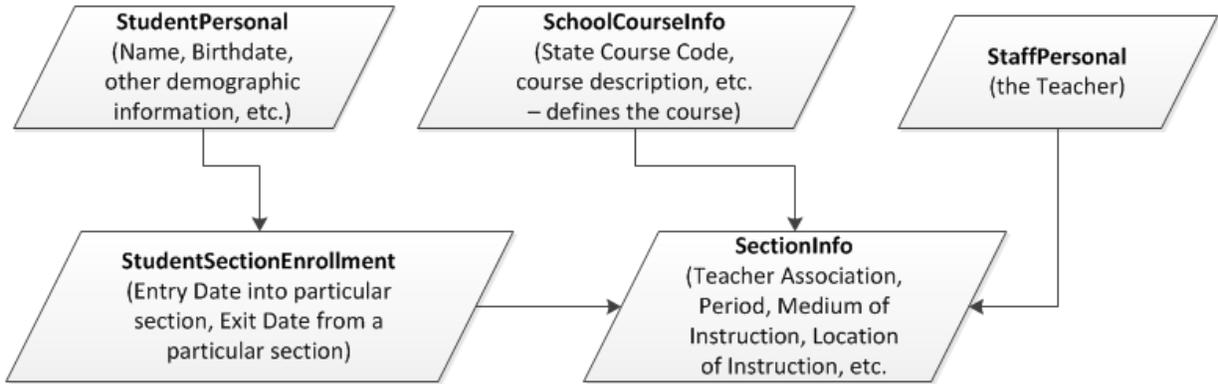
Teacher A is a 5<sup>th</sup> grade teacher who teaches all subjects in her classroom with the exception of Science, Physical Education, and Music. In the Student Information System for this teacher, two specific subject areas are defined (Reading and Math). A course section is set up for Reading. This teacher is set up as the teacher teaching that course section and students are enrolled in that course section with start and end dates for their enrollment in the course section. The same is done for reading. Physical Education and Music are not set up as course sections or tracked in the Student Information System as separate classes. This is tracked internally by the teachers and/or school as students rotate classes. The Wave system would have no knowledge of the students enrolled in Physical Education or Music or who the teachers of those particular classes are. This would not be necessary for Roster Verification because those classes, as of right now, are not tested subjects. The Science course section would be set up, but with a different teacher teaching it because this is a 5<sup>th</sup> grade class. In 4<sup>th</sup> grade, the science would not be tracked just like the physical education is not tracked because it is not a tested subject during the 4<sup>th</sup> grade year.

**All Grades and Subjects Defined** – The elementary school is set up in the same way that the High School courses are managed. All subjects are set up as individual course sections; each containing a period, a medium of instruction, a location of instruction, and the teacher teaching the course, the term information. Students are enrolled in these course sections with an entry date given for enrollment in each of the course sections and an exit date provided if the student leaves the course section. This is a more intensive set up in the Student Information System locally, but provides the greatest breakdown of all courses, sections, teachers, and students. If TLE included Music, Physical Education, or any other currently non-tested grade or subject, this set up would be ready to accommodate the need for Roster Verification. As of right now, no timeline or plan has been laid out to include non-tested grades and/or subjects.

Summary – Each method has its pros and cons. The more effort placed in scheduling out course sections in the Student Information System (SIF) will result in less effort during Roster Verification to set up course sections and teachers and associating students. However, the process to manage multiple course sections at the elementary level year round may be more hassle than managing the Roster Verification setup once a year. Each District/School should decide what makes the most sense for their situation with the resources they have available.



Below is a Wave Diagram of how data is linked together through SIF Object sent from a local district Student Information System. If any of the five objects below are missing, the Student/Teacher/Course data link cannot be made and would have to be hand entered into the Roster Verification application.



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