



**Battelle  
for Kids**  
Bringing clarity to  
school improvement

# ROSTER VERIFICATION

## Principal and Support Team Guide 2012

# School Setup

## **OUTCOME:**

Principals and Support Teams make sure that the system is ready for teacher Roster Verification.



1. Authorize Support Team members for your school.
2. Review staff and teaching assignments loaded into the system.
3. Correct teachers and/or instructional assignments by adding, updating, or removing incorrect classes.



# School Setup Your Link Page

The screenshot shows the 'School Setup' page for a user named Bradshaw, Katherine. The page is divided into several sections:

- Step 1: School Setup** (February 14 - February 23): Includes a 'Watch Video Tutorial' and instructions to review expected classes and teachers. A link 'Review Teachers and Classes' is provided.
- Step 2: Roster Verification** (February 24 - March 04, Ends in 4 days): Includes a 'Watch Video Tutorial' and instructions to facilitate teacher training and monitor completion. A link 'View Teacher Completion' is provided.
- Step 3: Review and Approval (0 Rosters)** (Due by March 09, Begins in 4 days): Includes a 'Watch Video Tutorial' and instructions to review student instruction and unresolved alerts. Links for 'Review Students', 'Review and Approve Rosters', and 'Approve Rosters' are provided.
- Important Dates:** A summary box on the right highlights the 'School Setup' period (Feb 14-23), 'Roster Verification' period (Feb 24-Mar 04, ending in 4 days), and 'Review and Approval' period (due by Mar 09, beginning in 4 days).
- Support Team:** A section titled 'Your Support Team' lists Bradshaw, Katherine as the principal.
- Support Resources:** A list of links including 'Link Overview', 'Watch Video Overview', 'Teacher Tutorial', 'Principal Guide', 'Staff Guide', and 'Contact Support'.
- My Class Rosters:** A section for Bradshaw, Katherine (3) showing 'No classes requiring verification were found. Support Team members can add classes if verification is required.' A link 'Add Class' is present.
- School Alerts and Notifications:** A section with 'Refresh Alerts' and two categories:
  - Student Completion Alerts:** Three items, all with green checkmarks and 0 Alerts: 'Student claimed more than 100%', 'Student claimed when not expected', and 'Student claimed less than 100%'.
  - Teacher Completion Alerts:** Two items, both with green checkmarks and 0 Alerts: 'Rosters with no students' and 'Grade/Subject with less than 70% of students claimed'.

Callouts from the image point to these sections: 'Step 1', 'Step 2', 'Step 3', 'Important Dates', 'Support Team members who teach classes requiring confirmation will see their list of class rosters', 'Your Support Team', 'Support Resources', and 'Issues needing attention'.



# School Setup: Task 1 (Actions 1-3)

## Authorize Support Team Members

My BFK > Link

**Link**

Profile | Link | ePortfolio | Support

**School: Singleton Elem (DD14A\_105)**

School Setup	Roster Verification
<p><a href="#">Watch Video Tutorial</a></p> <ol style="list-style-type: none"><li>1. Review expected classes.</li><li>2. Review teachers &amp; classes for accuracy.</li></ol> <p><a href="#">Review Teachers and Classes</a></p>	<p><a href="#">Watch Video Tutorial</a></p> <ol style="list-style-type: none"><li>1. Facilitate teacher training.</li><li>2. Monitor teacher completion.</li><li>3. Review unresolved teacher alerts.</li></ol> <p><a href="#">View Teacher Completion</a></p>

**Bradshaw, Katherine (30172-14A)**

**My Class Rosters** [Expected Classes](#)

No classes requiring verification were found. Support Team members can add classes if verification is required.

[Add Class](#)

**School Alerts and Notifications** [Refresh Alerts](#)

Alert Category	Alerts
<b>Student Completion Alerts</b>	
✔ Student claimed more than 100% <a href="#">(More)</a>	0 Alerts
✔ Student claimed when not expected <a href="#">(More)</a>	0 Alerts
✔ Student claimed less than 100% <a href="#">(More)</a>	0 Alerts
<b>Teacher Completion Alerts</b>	
✔ Rosters with no students <a href="#">(More)</a>	0 Alerts
✔ Grade/Subject with less than 70% of students claimed <a href="#">(More)</a>	0 Alerts

[Return](#)

**Support Team** [Change](#)

- ✔ Bradshaw, Katherine (principal)

**Resources**

- [Link Overview](#)
- [Watch Video Overview](#)
- [Teacher Tutorial](#)
- [Principal Guide](#)
- [Staff Guide](#)
- [Contact Support](#)

**Support Team members have access to this page and all associated data. Use Support Team members to help review, monitor and complete the Roster Verification Process.**

**Click "Change" if you want to add or remove Support Team members.**

**Support Team members can review and modify teacher and class information for the school, but only school principals can approve rosters.**



# School Setup: Task 2 (Action 1)

## Review Staff & Teaching Assignments

School: Singleton E

[Expected Classes](#)

School Setup	Teacher Verification	Review and Approval (0 Rosters)
<p><a href="#">Watch Video Tutorial</a></p> <ol style="list-style-type: none"> <li>1. Review expected classes.</li> <li>2. Review teachers &amp; classes for accuracy.</li> </ol> <p><a href="#">Review Teachers and Classes</a></p>	<p><a href="#">Watch Video Tutorial</a></p> <ol style="list-style-type: none"> <li>1. Facilitate teacher training.</li> <li>2. Monitor teacher completion.</li> <li>3. Review unresolved teacher alerts.</li> </ol> <p><a href="#">View Teacher Completion</a></p>	<p><a href="#">Watch Video Tutorial</a></p> <ol style="list-style-type: none"> <li>1. Review student instruction.</li> <li>2. Review unresolved student alerts.</li> <li>3. Review and approve rosters.</li> </ol> <p><a href="#">Review Students</a></p> <p><a href="#">Review and Approve Rosters</a></p> <p><a href="#">Approve Rosters</a></p>

Watch tutorial if desired.

Expected Classes - Windows Internet Explorer

 A challenge faced by states and districts across the country is accurately capturing all of the complex variables that contribute to and result from highly effective teaching. To measure this, we need to know which teacher (or teachers) teach what subject(s) to which students. With active participation of teachers and principals in verifying teacher, student and school data, districts can enhance their teachers' and principals' understanding of the effect of our educational practices on student learning.

**This year, your school district will be linking in the following grades and subjects:**

- Reading and Math (4th-8th grade).
- Science (5th and 8th grade only).

This is an example of what you will see. Review your district's specific information to determine which teachers should be verifying which rosters.



## Review Staff & Teaching Assignments

School: Singleton Elem

[Expected Classes](#)

School Setup	Teacher Verification	Review and Approval (0 Rosters)
<p><a href="#">Watch Video Tutorial</a></p> <ol style="list-style-type: none"><li>1. Review expected classes.</li><li>2. Review teachers &amp; classes for accuracy.</li></ol> <p><a href="#">Review Teachers and Classes</a></p>	<p><a href="#">Watch Video Tutorial</a></p> <ol style="list-style-type: none"><li>1. Facilitate teacher training.</li><li>2. Monitor teacher completion.</li><li>3. Review unresolved teacher alerts.</li></ol> <p><a href="#">View Teacher Completion</a></p>	<p><a href="#">Watch Video Tutorial</a></p> <ol style="list-style-type: none"><li>1. Review student instruction.</li><li>2. Review unresolved student alerts.</li><li>3. Review and approve rosters.</li></ol> <p><a href="#">Review Students</a></p> <p><a href="#">Review and Approve Rosters</a></p> <p><a href="#">Approve Rosters</a></p>

Watch tutorial if desired.

My BFK > Link > School Setup - Class View

**School Setup - Class View** [Help](#)

School: Singleton Elem (DD14A\_105) District: Stnd Link Demo District #14A [Return](#)

[Class View](#) [Staff View](#) [Subject View](#) [Grade View](#)

Show:  [No Students on Roster](#)

Class	Staff	Students	Start Date	Actions
<a href="#">Allison, Nicholas (30108-14A)</a>	<a href="#">Add Class</a>	<a href="#">Remove Staff</a>		
<a href="#">Integrated English Language Arts 4-6</a>	16	-	Not Started	<a href="#">Copy/Transfer</a> <a href="#">Delete</a>
<a href="#">Baird, Peggy (30102-14A)</a>	<a href="#">Add Class</a>	<a href="#">Remove Staff</a>		
<a href="#">Integrated English Language Arts 4-6</a>	48	-	Not Started	<a href="#">Copy/Transfer</a> <a href="#">Delete</a>
<a href="#">Integrated English Language Arts 4-6</a>	16	-	Not Started	<a href="#">Copy/Transfer</a> <a href="#">Delete</a>
<a href="#">Science 4-6</a>	40	-	Not Started	<a href="#">Copy/Transfer</a> <a href="#">Delete</a>
<a href="#">Christensen, Alfredo (30057-14A)</a>	<a href="#">Add Class</a>	<a href="#">Remove Staff</a>		
<a href="#">Integrated English Language Arts 4-6</a>	25	-	Not Started	<a href="#">Copy/Transfer</a> <a href="#">Delete</a>
<a href="#">Social Studies 4-6</a>	37	-	Not Started	<a href="#">Copy/Transfer</a> <a href="#">Delete</a>

Verify that each teacher who needs to verify rosters is listed here on the Class View tab **with an accurate list** of their class rosters.

Only principals and support team members can add and delete staff and classes.



# School Setup: Task 3 (Actions 1–2)

## Correct Teachers and/or Instructional Assignments

Use the "Show" filter to expand or limit the list of displayed staff.

Search for and add missing staff that need to verify rosters.

Remove staff that did not work in your building. It is not necessary to remove staff that are not verifying rosters. (This link becomes active when all classes have been deleted)

Click on a class roster to display the roster details including students.

Add missing classes (a new class has an empty roster to which teachers can add students taught).

Delete inaccurate classes.

Copy or transfer classes to another teacher using the Copy/Transfer wizard.

Help

Return

Class View Staff view Subject View Grade View

Show: Staff with Classes + Add Staff

Staff	Students on Roster	Deleted Students	Status	Actions
Allison			Not Started	<a href="#">Add Class</a> <a href="#">Remove Staff</a>
LA In			Not Started	<a href="#">Copy/Transfer</a> <a href="#">Delete</a>
Baird, Peggy (30...-14A)			Not Started	<a href="#">Add Class</a> <a href="#">Remove Staff</a>
LA Integrated English Language Arts 4-6			Not Started	<a href="#">Copy/Transfer</a> <a href="#">Delete</a>
LA Integrated English Language Arts 4-6			Not Started	<a href="#">Copy/Transfer</a> <a href="#">Delete</a>
Sc Science 4-6			Not Started	<a href="#">Copy/Transfer</a> <a href="#">Delete</a>

**School Setup is complete...**

when teachers and class rosters requiring verification are accurately listed.



# Roster Verification

## **OUTCOME:**

Teachers confirm the students taught during all or part of the school year and the teacher's percent of instructional responsibility for each student.



# Roster Verification Tasks

1. Plan and conduct a rollout with teachers who will complete **Roster Verification** to encourage participation, show them how to access the system, and demonstrate how to complete the three-step **Roster Verification** process.
2. Monitor completion regularly to ensure all assigned to complete Roster Verification do so by the deadline.
3. Assist teachers with questions or concerns.



# Roster Verification: Task 1 (Actions 1–5)

## Plan and Conduct Rollout

The screenshot displays the 'Class Roster' interface for 'Integrated English Language Arts K-3'. The interface includes a sidebar with navigation options, a main content area with student details and a table, and a bottom navigation bar.

**Class Roster Details:**

- Course Name:** Integrated English Language Arts K-3 (050152)
- Subject Area:** Language Arts
- Class Schedule:** Full Year (Aug/Sep - May/Jun)
- Status:** Not Started
- District:** Link Demo District #5A
- Building:** Singleton Elem (DDSA\_105)
- Staff:** Marks, Kelly

**Table: I taught these Students**

Students (14)	Grade	From	To	% of instruction
Set Values for All Students >>>				
Agular, Miriam (300504-5A)	3	Aug/Sep	May/Jun	
Burch, Casey (300093-5A)	3	Aug/Sep	May/Jun	
Cardenas, Miguel (301413-5A)	3	Nov	May/Jun	
Carrillo, Amber (300469-5A)	3	Aug/Sep	May/Jun	
Elliott, Myrtle (300038-5A)	3	Aug/Sep	May/Jun	
Foreman, Andre (301243-5A)	3	Dec	Apr	
Hobbs, Claude (301533-5A)	3	Aug/Sep	May/Jun	
Michael, Alex (301417-5A)	3	Aug/Sep	May/Jun	
Payne, Gene (301358-5A)	3	Aug/Sep	May/Jun	
Robbins, Gloria (301097-5A)	3	Aug/Sep	May/Jun	
Rocha, Chris (301204-5A)	3	Aug/Sep	May/Jun	
Simon, Danny (300838-5A)	3	Aug/Sep	May/Jun	
Small, Isaac (301150-5A)	3	Aug/Sep	May/Jun	
Washington, Clifton (300724-5A)	3	Aug/Sep	May/Jun	

**Deleted Students (1)**

A red callout box points to the 'From' dropdown menu for the student 'Foreman, Andre' with the text: "Click the drop-down menu".

Displayed here is an example page with interactive prompt.

Leverage rollout and training resources, such as the Teacher Tutorial depicted in the above screenshot.



# Roster Verification: Task 2 (Actions 1-2)

## Monitor Teacher Completion

School: Singleton Elem (DD14A\_105) [Expected Classes](#)

School Setup	Roster Verification	Review and Approval (0 Rosters)
<a href="#">Watch Video Tutorial</a> 1. Review expected classes. 2. Review teachers & classes for accuracy.  <a href="#">Review Teachers and Classes</a>	<a href="#">Watch Video Tutorial</a> 1. Facilitate teacher training. 2. Monitor teacher completion. 3. Review unresolved teacher alerts.  <a href="#">View Teacher Completion</a>	<a href="#">Watch Video Tutorial</a> 1. Review student instruction. 2. Review unresolved student alerts. 3. Review and approve rosters.  <a href="#">Review Students</a> <a href="#">Review and Approve Rosters</a> <a href="#">Approve Rosters</a>

My BFK > Link > Monitor Teacher Completion

### Monitor Teacher Completion

School: Singleton Elem (DD14B\_105) District: Stnd Link Demo District #14B [Return](#)

**Roster Completion**

- Approved (6)
- Submitted (31)
- Not Started (12)

At this point, we see that most teachers have submitted their rosters for approval.

There are two teachers who may need a reminder to complete their roster verifications.

During the Roster Verification step, the Support Team should focus on making certain all class rosters have been submitted for approval.

Principals may approve rosters individually as they are submitted. However, it is best to approve rosters during the Review and Approval time period for consistency and efficiency.

Staff	# Classes	Not Started	Submitted	Approved	# Students Deleted	Action
Allison, Nicholas (20108-14B)	1	-	1	-	-	<a href="#">View Changes</a>
Baird, Peggy (20102-14B)	7	6	1	-	10	<a href="#">View Changes</a>
Christensen, Alfredo (20057-14B)	2	-	2	-	-	<a href="#">View Changes</a>
England, Alice (20248-14B)	3	-	3	-	-	<a href="#">View Changes</a>
Fitzpatrick, Paula (20010-14B)	4	1	3	-	-	<a href="#">View Changes</a>
Floyd, Gilbert (20247-14B)	1	-	1	-	-	<a href="#">View Changes</a>
Garrett, Josephine (20151-14B)	1	-	1	-	-	<a href="#">View Changes</a>



# Roster Verification: Task 2 (Action 3)

## Monitor Teacher Completion

School Alerts and Notifications - Last run on 2/29/2012 12:45 PM		<a href="#">Refresh Alerts</a>
<b>▼ Student Completion Alerts</b>		
✓	Student claimed more than 100% ( <a href="#">More</a> )	0 Alerts
✓	Student claimed when not expected ( <a href="#">More</a> )	0 Alerts
✓	Student claimed less than 100% ( <a href="#">More</a> )	0 Alerts
<b>▼ Teacher Completion Alerts</b>		
⚠	Rosters with no students ( <a href="#">More</a> )	<b>2 Alerts</b>
✓	Grade/Subject with less than 70% of students claimed ( <a href="#">More</a> )	0 Alerts

My BFK > Link > Alert Details

### Alert Details

**School:** Singleton Elem (DD14B\_105)      **District:** Stnd Link Demo District #14B      [Return](#)

**Alert Category:** Teacher Completion Alerts      **Alert Type:** Rosters with no students

This alert checks for course rosters not containing students. To resolve this alert you could do one of the following: Ask the teacher to add students, verify and submit, or Click "View/Edit" and delete the roster if not valid.

Alert Details	Action
Pittman, Kirk (20132-14B) - Social Studies 4-6	<a href="#">View / Edit</a>
Fitzpatrick, Paula (20010-14B) - Mathematics 4-	<a href="#">View / Edit</a>

[Return](#)

Different alerts require different actions. In this example, these two rosters are empty.

To resolve this alert you could do one of the following:  
 Ask the teacher to add students, verify and submit, or  
 Click "View/Edit" and delete the roster if not valid.



## Roster Verification: Task 3 (Actions 1–2)

# Monitor Teacher Completion

Using the information in the Overview, Guide documents and FAQs, assist teachers where possible.

If you need further assistance, contact the BFK support center at 1-866-543-7555 or [support@BattelleforKids.org](mailto:support@BattelleforKids.org).

### **Roster Verification is complete...**

when teachers have verified and submitted their rosters and any teacher completion alerts have been resolved.



# Review and Approval

## **OUTCOME:**

Principals and Support Teams ensure that all teachers have completed Roster Verification representing the most accurate assignment of instructional responsibility for students at the school throughout the school year with minimal errors or omissions.



# Review and Approval Tasks

1. Review reports and alerts in the system and make corrections where appropriate (e.g., under-claimed students or students without a teacher).
2. Review changes with teachers who completed Roster Verification as necessary and appropriate.
3. Approve the school's verified roster information as accurate and complete.



# Review and Approval: Task 1 (Actions 1 and 2)

## Review Reports and Alerts

School: Singleton Elem (DD14A\_105) [Expected Classes](#)

School Setup	Roster Verification	Review and Approval (0 Rosters)
<a href="#">Watch Video Tutorial</a> 1. Review expected classes. 2. Review teachers & classes for accuracy.  <a href="#">Review Teachers and Classes</a>	<a href="#">Watch Video Tutorial</a> 1. Facilitate teacher training. 2. Monitor teacher completion. 3. Review unresolved teacher alerts.  <a href="#">View Teacher Completion</a>	<a href="#">Watch Video Tutorial</a> 1. Review student instruction. 2. Review unresolved student alerts. 3. Review and approve rosters.  <a href="#">Review Students</a> <a href="#">Review and Approve Rosters</a> <a href="#">Approve Rosters</a>

**B Student-Subject Linkage Detail**

Student: Armstrong, Derek (201365-14B)

Class	Teacher	Aug/Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May/June
LA Language Arts		100%	100%	100%	100%	100%	100%	100%	100%	100%
<b>Language Arts Total:</b>		100%	100%	100%	100%	100%	100%	100%	100%	100%
M Math		100%	100%	100%	100%	100%	100%	100%	100%	100%
<b>Math Total:</b>		100%	100%	100%	100%	100%	100%	100%	100%	100%
Sc Not On Roster		0%	0%	0%	0%	0%	0%	0%	0%	0%
<b>Science Total:</b>		0%	0%	0%	0%	0%	0%	0%	0%	0%
SS Social Studies	Alford, Johnnie	100%	100%	100%	100%	100%	100%	100%	100%	100%
<b>Social Studies Total:</b>		100%	100%	100%	100%	100%	100%	100%	100%	100%

Months not in Singleton Elem:

[Save](#) [Cancel](#)

Click to add this student to an existing class roster.

My BFK > Link > Review Students

**Review Students**

School: Singleton Elem (DD14B\_105) District: Stnd Link Demo District #14B [Return](#)

Grade: All | 3 | 4 | 5 | 6 Show: Students Flagged for Review

Grade: All R Student Not On Roster ✔ Complete ⚠ Needs Review

Student Name	Grade	Language Arts	Math	Science	Social Studies
Armstrong, Derek (201365-14B)	3	✔	✔	<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">R</span>	✔
Callahan, Jean (200577-14B)	4	✔	✔	✔	<span style="color: orange;">⚠</span>

[Return](#)

Derek is not on a Science class roster.



# Review and Approval: Task 1 (Actions 2 and 3)

## Review Reports and Alerts

- Click on student names that need review

My BFK > Link > Review Students

### Review Students

School: Singleton Elem (DD14B\_105) District: Stnd Link Demo District #14B [Return](#)

Grade: All | 3 | 4 | 5 | 6 Show: Students Flagged for Review

Grade: All R Student Not On Roster Complete Needs Review

Student Name	Grade	Language Arts	Math	Science	Social Studies
<input type="text"/>					
<a href="#">Armstrong, Derek (201365-14B)</a>	3	✓	✓	R	✓
<a href="#">Callahan, Jean (200577-14B)</a>	4	✓	✓	✓	⚠

[Return](#)

Jean's instruction requires a review.



# Review and Approval: Task 2 (Actions 1 and 2)

## Review Changes with Teachers as Needed

**B Student-Subject Linkage Detail**

Student: Callahan, Jean (200577-14B)

Class		Aug/Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May/June
LA Language Arts		100	100	100	100	100	100	100	100	100
		100%	100%	100%	100%	100%	100%	100%	100%	100%
M Math		100	100	100	100	100	100	100	100	100
		100%	100%	100%	100%	100%	100%	100%	100%	100%
Sc Sc		100	100	100	100	100	100	100	100	100
		100%	100%	100%	100%	100%	100%	100%	100%	100%
<b>Science Total:</b>		100%	100%	100%	100%	100%	100%	100%	100%	100%
SS Social Studies	Allison, Nicholas	70	70	70	70	70	70	70	70	70
	Alvarez, Henry	20	20	20	20	20	20	20	20	20
<b>Social Studies Total:</b>		90%	90%	90%	90%	90%	90%	90%	90%	90%

Months not in Singleton Elem:  Aug/Sep  Oct  Nov  Dec  Jan  Feb  Mar  Apr  May/June

Save Cancel

*This student is not at 100% in Social Studies. Should the percentage claimed by one of these teachers be changed?*



# Review and Approval: Task 3 (Actions 1 and 2)

## Approve School's Verified Rosters

- Click on “Review and Approve Rosters”
  - This is an optional step that allows individual review and approval of class rosters prior to final approval.

My BFK > Link > Review and Approve Classes

### Review and Approve Classes

School: Singleton Elem (DD14B\_105) District: Stnd Link Demo District #14B

Staff	Submitted Classes
Allison, Nicholas (20108-14B)	<a href="#">1 class</a>
Baird, Peggy (20102-14B)	<a href="#">1 class</a>
Christensen, Alfredo (20057-14B)	<a href="#">2 classes</a>
England, Alice (20248-14B)	<a href="#">3 classes</a>
Fitzpatrick, Paula (20010-14B)	<a href="#">3 classes</a>
Floyd, Gilbert (20247-14B)	<a href="#">1 class</a>
Garrett, Josephine (20151-14B)	<a href="#">1 class</a>
Henson, Brittany (20189-14B)	<a href="#">3 classes</a>
Hunter, Randall (20071-14B)	<a href="#">3 classes</a>
Marks, Kelly (20035-14B)	<a href="#">3 classes</a>
Mcknight, Carl (20264-14B)	<a href="#">1 class</a>
Mendez, Stanley (20201-14B)	<a href="#">3 classes</a>
Owen, Neil (20188-14B)	<a href="#">2 classes</a>
Rose, Rick (20056-14B)	<a href="#">1 class</a>
Simon, Randall (20074-14B)	<a href="#">3 classes</a>

[Return](#)

Click on "2 classes" to review a summary of changes for this teacher's submitted rosters.



# Review and Approval: Task 3 (Actions 2 and 3)

## Approve School's Verified Rosters

My BFK > Link > Review and Approve Classes > Review and Approve Classes - Roster Changes

### Review and Approve Classes - Roster Changes

Staff: Christensen, Alfredo (20057-14B) Approve All

Changes to pre-loaded class rosters are summarized below. Students receiving 100% of assignments each month are not shown.

Unapproved Rosters ▾

**LA Integrated English Language Arts 4-6** (4 out of 26 students) Status: Submitted View Approve

Student Name	Aug/Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May/June	Comments
<a href="#">Avery, Naomi (200437-14B)</a>	50 %	50 %	50 %	50 %	50 %	50 %	50 %	50 %	50 %	
<a href="#">Britt, Wade (200345-14B)</a>	100 %	100 %	100 %	100 %				100 %	100 %	Added
<a href="#">Crosby, Ben (200482-14B)</a>	80 %	80 %	80 %	80 %				80 %	80 %	
<a href="#">Lambert, Marcia (200691-14B)</a>	-	-	-	-						Deleted

**SS Social Studies 4-6** (1 out of 37 students) Status: Submitted View Approve

Student Name	Jan	Feb	Mar	Apr	May/June	Comments
<a href="#">Cooley, Rachel (201018-14B)</a>	-	-	-	-	-	Deleted

Return

*For convenience, all class rosters submitted by this teacher can be approved at the same time..*

*After reviewing changes, this teacher's class roster can be individually approved.*

*Click "View" to open the class roster for viewing or making changes.*

*This page displays changes such as adding or deleting students and will also show any claims less than 100%.*



# Review and Approval: Task 3 (Action 3)

## Approve School's Verified Rosters

My BFK > Link > Approve Classes

### Approve Classes

School: Singleton Elem (DD148\_105) District: Stnd Link Demo District #148

1 Review Teacher Completion 2 Review Students 3 Submit

There are 3 steps in "Approve Rosters" providing an overall school approval. If necessary, "Approve Rosters" may be completed multiple times during the Review and Approval period.

When beginning the school approval, all rosters should have been submitted and some may have already been approved individually.

#### Roster Completion

Staff	# Classes	Not Started	Submitted	Approved	# Students Deleted
Allison, Nicholas (20108-148)	1	-	1	-	-
Baird, Peggy (20102-148)	4	-	-	4	10
Christensen, Alfredo (20057-148)	2	-	2	-	2
England, Alice (20248-148)	3	-	-	3	-
Fitzpatrick, Paula (20010-148)	3	-	-	3	-
...	...	...	...	...	...
Owen, Neil (20188-148)	2	-	2	-	-
Pittman, Kirk (20132-148)	4	-	-	4	-
Rose, Rick (20056-148)	1	-	1	-	-
Simon, Randall (20074-148)	3	-	-	3	-
<b>Totals</b>	<b>44</b>	<b>-</b>	<b>8</b>	<b>36</b>	<b>12</b>

1 View: 25 1 to 17 of 17

Click next when you have confirmed that all rosters have been submitted.

1 Review Teacher Completion 2 Review Students 3 Submit

Next Cancel



# Review and Approval: Task 3 (Action 3)

## Approve School's Verified Rosters

My BFK > Link > Approve Classes

### Approve Classes

1 Review Teacher Completion    2 Review Students    3 Submit

School: Singleton Elem (DD14B\_105)    District: Stnd Link Demo District #14B

Grade: All | 3 | 4    Show: Students Flagged for Review

Grade: All    (R) Student Not On Roster    Complete    Needs Review

	Language Arts	Math	Science	Social Studies
Barry, Wendy (201181-14B)	4	⚠	✓	✓
Snider, Douglas (201412-14B)	4	⚠	✓	✓
Britt, Wade (200345-14B)	6	✓	(R)	✓

1 Review Teacher Completion    2 Review Students    3 Submit

Back    Next    Cancel

**Review flagged students who may need to be reviewed for total percentage of claimed instruction, or who may not be on an expected class roster.**

**Click next when you understand why any remaining students are still flagged.**



# Review and Approval: Task 3 (Action 4)

## Approve School's Verified Rosters

My BFK > Link > School Link Approval Confirmation

### School Link Approval Confirmation

1 Review Teacher Completion    2 Review Students    3 **Submit**

School: Singleton Elem (DD14B\_105)    District: Stnd Link Demo District #14B

#### Students Verified

Number of unique students verified in each grade and subject.

Grade	Language Arts	Math	Science	Social Studies
3	162	162	162	162
4	162	162	162	162
5	162	162	162	162
6	162	162	162	162

You are about to Approve All Completed Linkage Classes in your organization. Please make sure you have spot-checked shared instruction, staff with numerous classes, staff who have multi-organization classes and others you feel necessary. Click "Approve" to continue or "Cancel" to return.

#### Statement of Accuracy & Completeness

I understand that the data I am submitting will be used to determine academic gains. Therefore, by submitting the data, I attest that it is complete and accurate to the best of my knowledge.

Approve Rosters, or these 3 steps, can be completed multiple times if necessary.

Click Approve when you have reviewed the verification summary and Statement of Accuracy.

## Review and Approval is complete...

when student instruction is accurately documented and class rosters have been approved.





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