



**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

My BFK > Link

Link

Prof Portfolio Supp

Step 1

Step 2

Step 3

Important Dates

School Setup
February 14 - February 23

Roster Verification
February 24 - March 04
Ends in 4 days

Review and Approval
Due by March 09
Begins in 4 days

School: Singleton Elem (DD14A_105) [Expected Classes](#)

School Setup

[Watch Video Tutorial](#)

1. Review expected classes.
2. Review teachers & classes for accuracy.

[Review Teachers and Classes](#)

Roster Verification

[Watch Video Tutorial](#)

1. Facilitate teacher training.
2. Monitor teacher completion.
3. Review unresolved teacher alerts.

[View Teacher Completion](#)

Review and Approval (0 Rosters)

[Watch Video Tutorial](#)

1. Review student instruction.
2. Review unresolved student alerts.
3. Review and approve rosters.

[Review Students](#)
[Review and Approve Rosters](#)
[Approve Rosters](#)

Bradshaw, Katherine (3) [Expected Classes](#)

My Class Rosters

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

[Add Class](#)

School Alerts and Notifications [Refresh 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)	0 Alerts

Teacher Completion Alerts

✓ Rosters with no students (More)	0 Alerts
✓ Grade/Subject with less than 70% of students claimed (More)	0 Alerts

[Return](#)

Your Support Team

Support Team [Change](#)

Bradshaw, Katherine (principal)

Support Resources

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



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

[Watch Video Tutorial](#)

1. Review expected classes.
2. Review teachers & classes for accuracy.

[Review Teachers and Classes](#)

Roster Verification

[Watch Video Tutorial](#)

1. Facilitate teacher training.
2. Monitor teacher completion.
3. Review unresolved teacher alerts.

[View Teacher Completion](#)

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

14 - February 23

Verification

24 - March 04

in 4 days

Approval

09

ns in 4 days

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](#)

▼ **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)	0 Alerts

▼ **Teacher Completion Alerts**

✓ Rosters with no students (More)	0 Alerts
✓ Grade/Subject with less than 70% of students claimed (More)	0 Alerts

[Return](#)

Support Team [Change](#)

✓ Bradshaw, Katherine (principal)

Resources

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



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> Watch Video Tutorial</p> <ol style="list-style-type: none"> 1. Review expected classes. 2. Review teachers & classes for accuracy. <p> Review Teachers and Classes</p>	<p> Watch Video Tutorial</p> <ol style="list-style-type: none"> 1. Facilitate teacher training. 2. Monitor teacher completion. 3. Review unresolved teacher alerts. <p> View Teacher Completion</p>	<p> Watch Video Tutorial</p> <ol style="list-style-type: none"> 1. Review student instruction. 2. Review unresolved student alerts. 3. Review and approve rosters. <p> Review Students</p> <p> Review and Approve Rosters</p> <p> Approve Rosters</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.

School Setup: Task 2 (Actions 2–4)

Review Staff & Teaching Assignments

School: Singleton Elem [Expected Classes](#)

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

Watch tutorial if desired.

My BFK > [Link](#) > School Setup - Class View Help

School Setup - Class View

School: Singleton Elem (DD14A_105) District: Stnd Link Demo District #14A [Return](#)

Class View **Staff View** Subject View Grade View

Show: Staff with Classes No Students on Roster

*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.

Class	Students	Teacher	Status	Actions
Allison, Nicholas (30108-14A)				Add Class Remove Staff
Integrated English Language Arts 4-6	16	-	Not Started	Copy/Transfer Delete
Baird, Peggy (30102-14A)				Add Class Remove Staff
Integrated English Language Arts 4-6	48	-	Not Started	Copy/Transfer Delete
Integrated English Language Arts 4-6	16	-	Not Started	Copy/Transfer Delete
Science 4-6	40	-	Not Started	Copy/Transfer Delete
Christensen, Alfredo (30057-14A)				Add Class Remove Staff
Integrated English Language Arts 4-6	25	-	Not Started	Copy/Transfer Delete
Social Studies 4-6	37	-	Not Started	Copy/Transfer Delete



School Setup: Task 3 (Actions 1–2)

Correct Teachers and/or Instructional Assignments

The screenshot shows the 'School Setup - Class View' interface. At the top, there's a breadcrumb trail: 'My BFK > Link > School Setup - Class View'. A 'Help' button is in the top right. Below the breadcrumb, there's a 'School' dropdown menu. A 'Class View' tab is selected, with other tabs being 'Staff View', 'Subject View', and 'Grade View'. A 'Show:' dropdown menu is set to 'Staff with Classes', and an '+ Add Staff' button is next to it. A table lists classes with columns for 'Students on Roster', 'Deleted Students', 'Status', and 'Actions'. The table has three rows of classes. Each class row has an 'Add Class' link, a 'Copy/Transfer' link, and a 'Delete' link. A 'Remove Staff' link is also present in the 'Actions' column for each class. Red callout boxes provide instructions: 'Use the "Show" filter to expand or limit the list of displayed staff.' points to the 'Show:' dropdown. 'Search for and add missing staff that need to verify rosters.' points to the '+ Add Staff' button. '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)' points to the 'Remove Staff' link. 'Click on a class roster to display the roster details including students.' points to a class row. '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.' points to the 'Add Class', 'Copy/Transfer', and 'Delete' links.

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.

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.



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 BFK-Link Class Roster interface. On the left, a sidebar shows a navigation menu with options like 'Introduction', 'Navigation', 'Page Overview', 'I Taught These Students', 'Add Students', 'For These Months', '% of Instruction' (highlighted), 'Enter by Month', 'Submit', 'Copy Students', and 'Complete Verification'. The main area shows the 'Class Roster' for 'Integrated English Language Arts K-3'. It includes fields for Course Name, Subject Area, Class Schedule, Status, District, Building, and Staff. Below this is a table titled 'I taught these Students' with columns for 'Students (14)', 'Grade', 'From', 'To', and '% of instruction'. A red callout bubble points to the 'To' column dropdown menu, with the text 'Click the drop-down menu'. The table lists 14 students, including Aguilar, Miriam (300504-5A), Burch, Casey (300093-5A), Cardenas, Miguel (301413-5A), Carrillo, Amber (300469-5A), Elliott, Myrtle (300038-5A), Foreman, Andre (301243-5A), Hobbs, Claude (301533-5A), Michael, Alex (301417-5A), Payne, Gene (301358-5A), Robbins, Gloria (301097-5A), Rocha, Chris (301204-5A), Simon, Danny (300838-5A), Small, Isaac (301150-5A), and Washington, Clifton (300724-5A). The bottom of the interface shows a 'Deleted Students (1)' section and a timer at 05:12 / 10:38 Minutes.

Displayed here is an example page with interactive prompt.

Click the drop-down menu

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

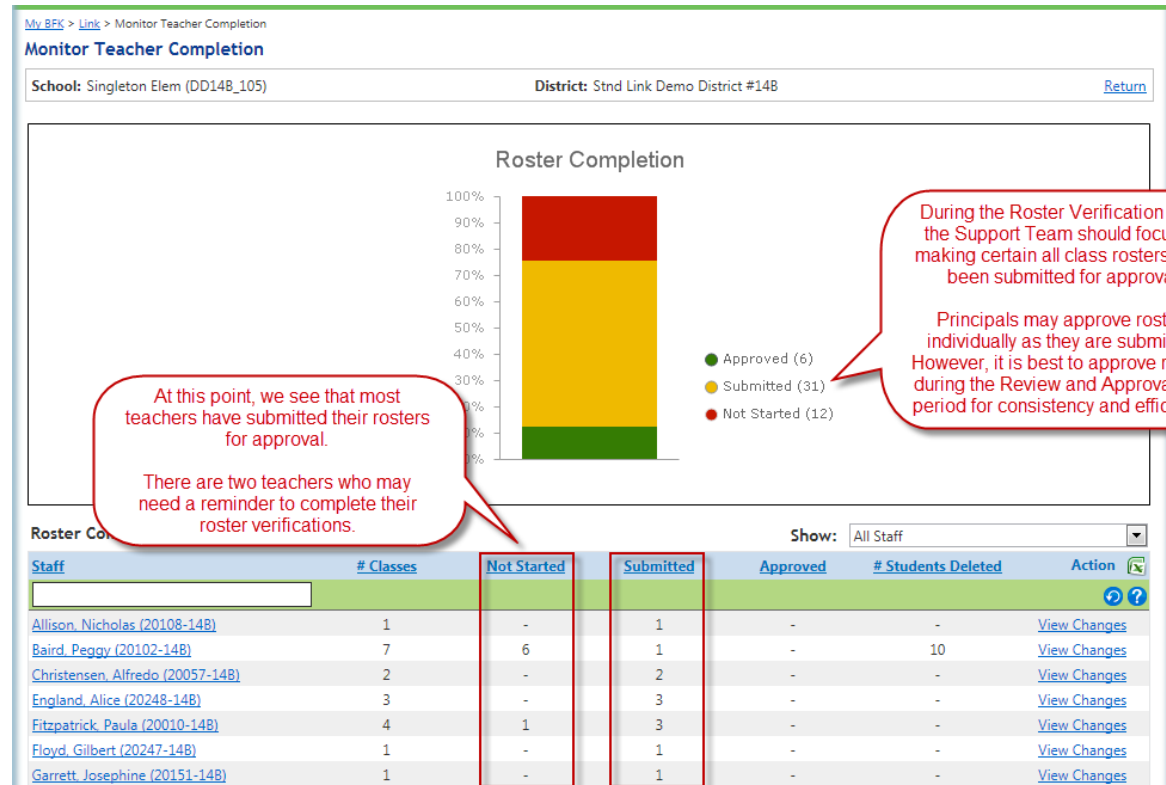


Roster Verification: Task 2 (Actions 1-2)

Monitor Teacher Completion

School: Singleton Elem (DD14A_105) [Expected Classes](#)

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



Roster Verification: Task 2 (Action 3)

Monitor Teacher Completion

School Alerts and Notifications - Last run on 2/29/2012 12:45 PM			Refresh 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)		0 Alerts
▼ Teacher Completion Alerts			
⚠	Rosters with no students (More)		2 Alerts
✓	Grade/Subject with less than 70% of students claimed (More)		0 Alerts

My BFK > [Link](#) > Alert Details

Alert Details

School: Singleton Elem (DD14B_105) District: Stnd Link Demo District #148 [Return](#)

Alert Category: Teacher Completion Alerts

This alert checks for course rosters not containing students.

Alert Details	Action
Pittman, Kirk (20132-14B) - Social Studies 4-6	View / Edit
Fitzpatrick, Paula (20010-14B) - Mathematics 4-	View / Edit

[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 OSDE.

- If your questions pertain to the who, what, when, where, or why of Roster Verification, contact the TLE office at 405-522-8298.
- If your questions pertain to the how of Roster Verification, or if you need technical assistance, contact the SDE Customer Service Desk at 405-521-3301.

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

17

School: Singleton Elem (DD14A_105) [Expected Classes](#)

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

B Student-Subject Linkage Detail

Student: Armstrong, Derek (201365-148)

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%
Language Arts Total:		100%	100%	100%	100%	100%	100%	100%	100%	100%
M Math		100%	100%	100%	100%	100%	100%	100%	100%	100%
Math Total:		100%	100%	100%	100%	100%	100%	100%	100%	100%
Sc Not On Roster		0%	0%	0%	0%	0%	0%	0%	0%	0%
Science Total:		0%	0%	0%	0%	0%	0%	0%	0%	0%
SS Social Studies	Alford, Johnnie	100%	100%	100%	100%	100%	100%	100%	100%	100%
Social Studies Total:		100%	100%	100%	100%	100%	100%	100%	100%	100%

Months not in Singleton Elem: ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

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

[My BFK](#) > [Link](#) > Review Students

Review Students

School: Singleton Elem (DD14B_105) District: Stnd Link Demo District #148 [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 (201365-148)	3	✔	✔	R	✔
Callahan, Jean (200577-148)	4	✔	✔	✔	⚠

[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 #148 [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"/>					
Armstrong, Derek (201365-148)	3	✓	✓	R	✓
Callahan, Jean (200577-148)	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/Jun
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%
Science Total:		100%	100%	100%	100%	100%	100%	100%	100%	100%
SS Social Studies	Allison, Nicholas	70	70	70	70	70	70	70	70	70
Social Studies	Alvarez, Henry	20	20	20	20	20	20	20	20	20
Social Studies Total:		90%	90%	90%	90%	90%	90%	90%	90%	90%

Months not in Singleton Elem: ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

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)	1 class
Baird, Peggy (20102-14B)	1 class
Christensen, Alfredo (20057-14B)	2 classes
England, Alice (20248-14B)	3 classes
Fitzpatrick, Paula (20010-14B)	3 classes
Floyd, Gilbert (20247-14B)	1 class
Garrett, Josephine (20151-14B)	1 class
Henson, Brittany (20189-14B)	3 classes
Hunter, Randall (20071-14B)	3 classes
Marks, Kelly (20035-14B)	3 classes
Mcknight, Carl (20264-14B)	1 class
Mendez, Stanley (20201-14B)	3 classes
Owen, Neil (20188-14B)	2 classes
Rose, Rick (20056-14B)	1 class
Simon, Randall (20074-14B)	3 classes

[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)

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

Unapproved Rosters

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%.

Return

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

Student Name	Jan	Feb	Mar	Apr	May/Jun	Comments
Cooley, Rachel (201018-14B)	-	-	-	-	-	Deleted



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 (DD148_105) District: Strnd Link Demo District #148

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.

Roster Completion

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

100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%

Approved (36)
Submitted (8)
Not Started (0)

Roster Completion

Show: All Staff

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	-
Totals	44	-	8	36	12

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

2

3

Review Teacher Completion Review Students Submit

School: Singleton Elem (DD14B_105)
District: Stnd Link Demo District #14B

Grade: All | 3 | 4

Grade: All

Show: Students Flagged for Review

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

2

3

Review Teacher Completion Review Students Submit

Back Next Cancel

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 2 3

Review Teacher Completion Review Students Submit

School: Singleton Elem (DD148_105) District: Stnd Link Demo District #148

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.

Back Approve Cancel

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.





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

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