

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

# ROSTER VERIFICATION

Teacher Guide  
2012

# Roster Verification Overview

- Verify your list of class rosters
- For each class roster:
  - Verify students receiving instruction
  - Indicate exceptions to the period of instruction
  - Select the percentage of instruction
  - Submit rosters for approval
- Resolve any outstanding alerts
- For additional support, refer to the Resources section next to your list of class rosters



# Preparation



# Getting Started Your Link Page

My BFK > Link

Link

Prof Portfolio Supp

**Step 1**

**Step 2**

**Step 3**

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>

**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**

**Bradshaw, Katherine (3)**

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

No classes requiring verification were found. Support Team members can add classes if verification is required.  
[Add Class](#)

**Support Team members who teach classes requiring confirmation will see their list of class rosters**

**Your Support Team**

**Support Resources**

**Issues needing attention**

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

▼ **Student Completion Alerts**

✓ 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

▼ **Teacher Completion Alerts**

✓ 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](#)



# Getting Started (cont'd)

- Your Support Team will help you to start the process

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

**Link**

Profile | **Link** | ePortfolio | Support

**Garrett, Josephine (30151-14A)**

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

Class Name	Status	Action
▼ Singleton Elem		
<b>LA</b> Language Arts (050154)	Not Started	<a href="#">Begin</a> <a href="#">Copy Students</a>
<b>M</b> Math (110150)	Not Started	<a href="#">Begin</a> <a href="#">Copy Students</a>
<b>Sc</b> Science (132120)	Not Started	<a href="#">Begin</a> <a href="#">Copy Students</a>

**Teacher Alerts and Notifications**

▼ **Student Completion Alerts**

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

▼ **Teacher Completion Alerts**

- ✓ Rosters with no students ([More](#))

[Return](#)

**Roster Verification**  
March 01 - March 10  
**Ends in 4 days**

**Review and Approval**  
Due by March 15  
**Begins in 4 days**

**Support Team**

- ✉ Bradshaw, Katherine (principal)

**Resources**

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

**Class rosters must be verified and submitted for approval in the time period displayed in this box. Check the web site for your actual time period. This is just an example**

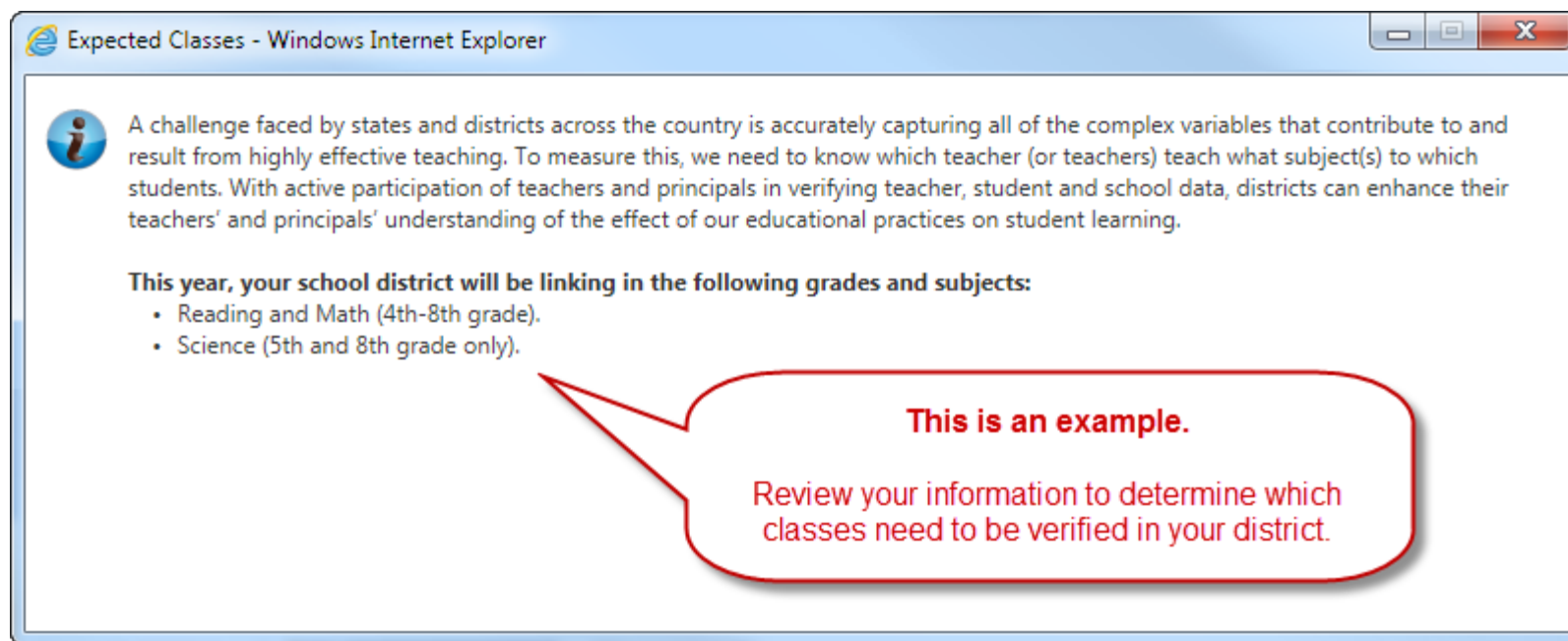
**Click "Begin" to open a class roster to start the verification process.**

**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 utilize the support resources as needed.**



# Review “Expected Classes”



The screenshot shows a web browser window with the title bar 'Expected Classes - Windows Internet Explorer'. The page content includes an information icon, a paragraph about the challenge of capturing variables in teaching, and a list of subjects for linking. A red speech bubble points to the list with the text 'This is an example. Review your information to determine which classes need to be verified in your district.'

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.**

Review your information to determine which classes need to be verified in your district.



# Verify Your List of Classes

My BFK > Link

Link

Profile Link

Garrett, Josephine

My Class Rosters [Expected Classes](#)

Class Name	Students	Status	Action
Singleton Elem			
LA Language Arts (050154)	11	Not Started	<a href="#">Begin</a> <a href="#">Copy Students</a>
M Math (110150)	11	Not Started	<a href="#">Begin</a> <a href="#">Copy Students</a>
Sc Science (132120)	11	Not Started	<a href="#">Begin</a> <a href="#">Copy Students</a>

Teacher 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

Return

Help

**Roster Verification**  
March 01 - March 10  
**Ends in 4 days**

**Review and Approval**  
Due by March 15  
**Begins in 4 days**

**Support Team**  
Bradshaw, Katherine (principal)

**Resources**  
[Link Overview](#)  
[Teacher Tutorial](#)  
[Principal Guide](#)  
[Staff Guide](#)  
[Contact Support](#)

Review your class roster 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 "Begin" to start the roster verification process.



# Roster Verification



# 1. Review Your List of Students for Accuracy

9

## □ Make necessary corrections

My BFK > [Link](#) > Class Roster

**Class Roster**

**M Math (110150)** [Edit](#) Status: Not Started

Course Name: Mathematics 4-6 (110150) District: Stnd Link Demo District #14A [Copy Students](#)  
Subject Area: Math School: Singleton Elem (DD14A\_105) [Contact Support Team](#)  
Class Schedule: Full Year (Aug/Sep - May/Jun) Staff: Garrett, Josephine

1 **I taught these students** [Add Students](#) 2 **Enter by months** 3 **for**

Students (11) Grade

Set Values for All Students >>>

<input type="checkbox"/> Atkinson, Katherine (300417-14A)	5	May/Jun	
<input type="checkbox"/> Chambers, Shelly (301109-14A)	5	May/Jun	
<input type="checkbox"/> Floyd, Julie (301012-14A)	5	May/Jun	
<input type="checkbox"/> Guerrero, Kyle (300167-14A)	5	Aug/Sep	
<input type="checkbox"/> Irwin, Tonya (300869-14A)	5	Aug/Sep	
<input type="checkbox"/> Kirkland, Casey (300642-14A)	5	Aug/Sep	
<input type="checkbox"/> Lynch, Deanna (301435-14A)	5	Aug/Sep	
<input type="checkbox"/> Maldonado, Velma (300244-14A)	5	Aug/Sep	
<input type="checkbox"/> Mercer, Joel (300897-14A)	5	Aug/Sep	
<input type="checkbox"/> Sheppard, Tracy (300671-14A)	5	Aug/Sep	
<input type="checkbox"/> Wood, Joanne (300454-14A)	5	Aug/Sep	

Click "Add Students" to search for missing students.

Submit Cancel



# 2. Review Instruction Period for Accuracy

10

- Make necessary corrections

My BFK > Link > Class Roster

**Class Roster** Help

**M Math (110150)** [Edit](#) Status: Not Started

**Course Name:** Mathematics 4-6 (110150) **District:** Stnd Link Demo District #14A  
**Subject Area:** Math **School:** Singleton Elem (DD14A\_105)  
**Class Schedule:** Full Year (Aug/Sep - May/Jun) **Staff:** Garrett, Josephine [Copy Students](#)

**Status:** Not Started

**1** I taught these students **2** during these months

**Students (11)** **From** **To** **% of instruction**

**Set Values for All Students >>>**

Atkinson, Katherine (300417-14A)	Aug/Sep	May/Jun	
Chambers, Shelly (301109-14A)	Aug/Sep	May/Jun	
Floyd, Julie (301012-14A)	Aug/Sep	May/Jun	
Guerrero, Kyle (300167-14A)	Aug/Sep	May/Jun	
Inwin, Tonya (300869-14A)	Aug/Sep	May/Jun	
Kirkland, Casey (300642-14A)	Aug/Sep	Aug/Sep	
Lynch, Deanna (301435-14A)	Aug/Sep	Oct	
Maldonado, Velma (300244-14A)	Aug/Sep	Nov	
Mercer, Joel (300897-14A)	Aug/Sep	Dec	
Sheppard, Tracy (300671-14A)	Aug/Sep	Jan	
Wood, Joanne (300454-14A)	Aug/Sep	Feb	

**Enter by months**

Click "**Enter by months**" to toggle to a month by month display to enter % of instruction for non-consecutive months of instruction.

Select a value in the green row drop-down to set a value for all students.

Verify that this period of consecutive instruction is accurate for each student. Use a majority of the month rule to determine a cutoff.

Select individual student values as necessary.

**Submit** **Cancel**

# 3. Select % of Assigned Instruction

11

My BFK > [Link](#) > Class Roster

**Class Roster** Help

**M Math (110150)** [Edit](#) Status: Not Started Please submit unsaved data

**Course Name:** Mathematics 4-6 (110150) **District:** Stnd Link Demo District #14A [Copy Students](#)  
**Subject Area:** Math **School:** Singleton Elem (DD14A\_105) [Contact Support Team](#)  
**Class Schedule:** Full Year (Aug/Sep - May/Jun) **Staff:** Garrett, Josephine  
**Status:** Not Started

**1 I taught these students** [Add Students](#)

Students (11) Grade

Set Values for All Students >>>

Atkinson, Katherine (30011)		Aug/Sep	May/Jun	100%
Chambers, Shelly (30012)		Aug/Sep	May/Jun	100%
Floyd, Julie (30101)		Aug/Sep	May/Jun	80%
Guerrero, Kyle (30013)		Aug/Sep	May/Jun	100%
Irwin, Tonya (3008)		Aug/Sep	May/Jun	100%
Kirkland, Casey (30014)		Aug/Sep	May/Jun	100%
Lynch, Deanna (30015)		Aug/Sep	May/Jun	100%
Maldonado, Velma (30016)		Aug/Sep	May/Jun	100%
Mercer, Joel (300897-14A)	5	Aug/Sep	May/Jun	100%
Sheppard, Tracy (300671-14A)	5	Aug/Sep	May/Jun	100%
Wood, Joanne (300454-14A)	5	Aug/Sep	May/Jun	100%

Select a value in the green row drop-down to set a value for all students.

Select a percent of instruction provided for each student. Co-teaching and pull-outs may lower the percentage from 100%, but student **attendance does not factor into the assigned instruction percentage.**

Select individual student values as necessary.

Click "**Submit**" when ready to save and submit for approval.

[Submit](#) [Cancel](#)

# Submit All Rosters and Resolve Alerts

## □ Review submitted rosters and alerts

The screenshot displays the BFK-Link interface for a user named Garrett, Josephine (30151). The interface includes a navigation bar with 'Profile', 'Link', and 'ePort' tabs. The main content area is divided into two sections: 'My Class Rosters' and 'School Alerts and Notifications'.

**My Class Rosters:** A table showing class rosters for 'Singleton Elem'. The table has columns for 'Class Name', 'Students', 'Status', and 'Action'. The rows are:

Class Name	Students	Status	Action
LA Language Arts (050154)	11	Submitted	<a href="#">Edit</a> <a href="#">Copy Students</a>
M Math (110150)	11	Submitted	<a href="#">Edit</a> <a href="#">Copy Students</a>
Sc Science (132120)	11	Not Started	<a href="#">Begin</a> <a href="#">Copy Students</a>

**School Alerts and Notifications:** A section titled 'School Alerts and Notifications - Last run on 3/6/2012 5:14 PM' with a 'Refresh Alerts' link. It contains two expandable sections:

- 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](#)) - 2 Alerts
- Teacher Completion Alerts:**
  - Rosters with no students ([More](#)) - 0 Alerts

**Callouts and Annotations:**

- Top Left:** 'Rosters should have accurate student counts.' (points to the 'Students' column)
- Top Center:** 'Rosters can be opened for editing until they are approved.' (points to the 'Edit' links)
- Top Right:** 'Click the "Help" button or review materials in the Resources section below for more information.' (points to the 'Help' button and 'Resources' section)
- Bottom Center:** 'Resolve any outstanding alerts. Click on "2 Alerts" to see alert details. In this case, another teacher should claim the remaining 20% of instruction for two students to clear this alert.' (points to the '2 Alerts' link)

**Right Sidebar:**

- Help:** A green button.
- Review and Approval:** A section with 'Due by March 15' and 'Begins in 4 days'.
- Support Team:** A section listing 'Bradshaw, Katherine (principal)'.
- Resources:** A section with links to 'Link Overview', 'Teacher Tutorial', 'Principal Guide', 'Staff Guide', and 'Contact Support'.

- **Roster Verification is complete** when all class rosters have been verified and submitted and any outstanding alerts have been resolved.





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