

## TLE Roster Verification – FAQ’s

Question	Answer
How do I sign up for Roster Verification?	Your district does not have to sign up for Roster Verification, simply participate in one of the training opportunities or watch the training video(s) on the SDE TLE webpage.
Do we have to participate in Roster Verification?	No. For the 2013 school year Roster Verification is not mandatory it is voluntary. However, if your district chooses to participate it will provide more accurate information for the value added analysis.
How do I get a log onto Single Sign On?	<p>If you do not already have an account on Single Sign On, you will need to set up an account by going to the Single Sign On Home Page:</p> <p><a href="https://sdeweb01.sde.ok.gov/SSO2/Signin.aspx">https://sdeweb01.sde.ok.gov/SSO2/Signin.aspx</a></p> <p>Choose the link: “Are you a new user? Click here to create an account.”</p> <p>Follow the instructions to set up your account on Single Sign On making sure to request access to your school district. This access will then be approved or denied by the District Superintendent or Logon Administrator for your district. Once they have approved your account, they can give you access to the Battelle for Kids application.</p> <p>If you already have a Single Sign On Account, but are not yet associated with your district, you can click on “Your Account” on the left side after logging in. Next click on “Add A District” and follow the instructions to request access to a particular district. Your District Superintendent or Logon Administrator will then have to log in and approve your account and give you access to the Battelle for Kids application.</p> <p>The District Superintendent or District Log On Administrator can set up your account and give you the Battelle access. SDE only manages the Superintendent access. Work with your District Superintendent or Logon Administrator to get set up.</p>
Where does the data from Battelle come from?	The data that was loaded into Battelle is taken from the information that is submitted up from your local Student Information System to the Wave. Unlike most of the applications that are certified through the Wave, Battelle is not updated as your local SIS is updated. You will need to log into Battelle and add/delete/modify teachers, courses, etc. As new students come into your district, they will be added into Battelle daily since the ability to add a student is not a function available to a district user in the Battelle for Kids application. If a new student enrolls, wait

	24 hours for them to be added to the Battelle application.
What teachers should complete roster verification?	For the 2013 school year only teachers who teach a tested grade or subject should complete roster verification, for a list of which tested grades and subjects are included please visit the SDE TLE web page.
I do not have any students listed for my school or district. What should I do?	If you have no students listed please contact the OMES Service Desk at (405) 521-2444 and we can work with your district data coordinator to get a file and upload to the Battelle application. Be sure to mention this is a report for the State Department of Education. If you are only missing one or two students and they just enrolled, wait 24 hours for them to be added. If after 224 hours, they don't appear, contact the OMES Help Desk and we can have those students added in.
I am missing a student from my roster list how do I add them?	You can associate students with a course by going to the roster you want to add them to and select "Add Students: at the top of the box labeled "I taught these students". If you cannot find the student when you search, we can add the student. Please call the SDE Service Desk or the OMES Service Desk and ask them to add a student to your school. Have the following information ready: the students First Name, Middle Name, Last Name, Local ID, STN, Birthdate, District, School, and Grade Level. If the student was recently entered into your Student Information System, wait 24 hours for them to be automatically added to Battelle.
What do I do if I have students that are in Battelle but they are not associated with a teacher or any courses?	All students that were educated at your school for grades 3-12 should be claimed by at least one teacher. Review the rosters and determine which roster the student should be included on, select the roster and then select "Add Students" at the top of the section labeled "I taught these students".
What do I do if there is a student listed on my roster by I did not educate this student in course specified?	There are two options. 1. You can delete the student from your roster by selecting the X to the left of their name. OR 2. You can select 0% in the "% of instruction" column. You should delete the student if the student was never in your class, and you should select 0% if the student was in your class but someone else was responsible for the student for all of the time.
What is the difference between the percentages on Step 3 in rosters for percent of instruction?	100% - I am claiming this student for all of the time. 75% - I am claiming this student for most of the time. 50% - I am claiming this student for part of the time. 25% - I am claiming this student for some of the time. 0% - I am claiming this student for none of the time.
I have a student that I taught for a short period of time and then they left and then came back, how do I indicate their instruction?	On the Roster you can select "Enter by months" at the top of the section labeled "during these months" this will allow you to indicate by month a percentage.
What are the business rules around claiming students?	A student cannot be claimed more than 100%, and a student cannot be claimed less than 100% if they were in attendance at your school for the entire year.

<p>Do Superintendent and Principals currently have a log in?</p>	<p>Yes. All users with Superintendent or Principal access in Single Sign on have automatically been set up in Battelle. If by chance, your account was not pulled over into Battelle, you would follow the same steps for a teacher. A staff account in Battelle has to be created with the email address that matches your Single Sign On Account. And you will need to be set up as either the Principal or District Administrator in the Battelle for Kids Single Sign On roles section.</p>
<p>Once we make corrections to the data in Battelle will our corrections take precedence over any updates from our vendors Student Information System?</p>	<p>Yes. The Battelle system is independent of the Wave at this point other than the addition of new students coming in to your school daily. All changes made in the Battelle system will remain in the Battelle system and will no longer be updated by your Student Information System.</p>
<p>On the percent of instruction for IEP students, we put the student on a roster for the classroom teacher but what do we put for the special education teacher?</p>	<p>Specialists will need to work with the core teachers to determine an appropriate percentage. Further guidance and best practices will come as teacher training begins.</p>
<p>At the high school level, do all teachers at a school site have to be entered and check their rosters or only teachers in tested subjects?</p>	<p>Only the teachers with an OCCT or EOI test for their subject will need to complete roster verification. Refer to the “Tested Grades and Subjects” document to see the State Course Codes and Descriptions of what is considered tested subject area.</p>
<p>When do Superintendents get their login information?</p>	<p>The system will be made available Thursday morning and Superintendents can log in through Single Sign On to gain access. Battelle for Kids will show up on the application list.</p>
<p>What is the number of days after which you should exclude or include a student in your roster? For example if the students is there for 10 days of that month? 20 days? Half?</p>	<p>This is still being developed in Best Practices document for teachers and administrators. More to come.</p>
<p>Once all of the data is correct will it be possible to export the data as a CSV to upload the corrections to vendors Student Information Systems?</p>	<p>No, it will not be possible to pull a CVS file and it is recommended that the data used to perform the Battelle Roster Verification not be used to update your Student Information System. The process this year will better inform school districts of ways to schedule their classes and teachers in the future, but it is usually not possible to replicate all of the possible scenarios that could take place in the teaching environment on a schedule. We anticipate there will always be a difference between the data that produces the schedule and the actual roster verification. The goal would be to reduce the differences to reduce the amount of work that goes into cleaning up roster verification.</p>
<p>If all teachers need training, will it be offered outside of school hours?</p>	<p>Yes. Our hope is that most of the webinars for teachers will occur after school. The webinars will also be recorded so a teacher can watch at their convenience.</p>

<p>How do I know if a teacher has a Single Sign On account?</p>	<p>This will be something you will need to ask your teachers. If they can sign into the Oklahoma Educators Credentialing System (OECS) to review their certificate and credentialing information, they have a Single Sign On account. If not, they can set up an account or the district superintendent or district administrator can set one up for them. If they already have an account, they would log in and request to be associated with your district. The District Superintendent or Log On Administrator can then approve that request and set them up with Battelle Access. The Log On Administrator or District Superintendent can also search for them using the “Manage Users” link to see if that user is already associated with their school district.</p>
<p>Will Superintendents make usernames for data administrators?</p>	<p>If the user already has Single Sign On Access, they will need to be granted the “District Administrator” role for the Battelle for Kids application in Single Sign On. They will also need to have a staff account set up in Battelle with the same email address as their Single Sign On account. If they do not have a single sign on account, then yes, the superintendent can create one for them.</p>
<p>Can a Principal also have district data administrator access?</p>	<p>Yes. The Principal can be granted District Administrator access by giving them that role in Single Sign On for the Battelle application. Principals by default have access to their own school site as an administrator with many of the same privileges as a District Administrator. The District Administrator has a few more rights and at the district level. The principal is restricted to the School they are associated with.</p>
<p>Do the teachers have user accounts in Battelle based on uploaded WAVE data or do they only have a Battelle account only if they had an existing SSO account?</p>	<p>The teacher was uploaded, but not their Email address. The email address for the teachers will have to be added into the Battelle for Kids application for each teacher. Be sure to use the email address that is their primary Single Sign On email address.</p>
<p>What is the timeline that all data should be correct and in Battelle?</p>	<p>On March 25<sup>th</sup> the data should be as clean and you can get it, this is when Superintendents and Principal training will occur. Teachers will not have access until April 10<sup>th</sup>, and then the final submission is June 14<sup>th</sup> to have the data submitted through Battelle to OSDE. At your own local district with your administrators and principals, you can extend the March 25<sup>th</sup> deadline to up to April 10<sup>th</sup> when the teachers will log in to have more time to clean the data along with your administrators and principals. The goal is that the data is clean and ready for teacher on April 10 to give them enough time to review their rosters.</p>
<p>When was the data pulled from the Wave?</p>	<p>The roster and teacher data was pulled on March 1, 2013. The students were pulled as well at that time, but continue to be pulled without their rosters daily. The rosters can no longer be updated with Wave data. The only daily updates that will occur are the addition of more students as they enroll in your school district so that they will appear in the Search Students location.</p>

March 26, 2013

## Webinar on Roster Verification Q&A

Q: Will there be a set of designated percentages for the percent of instructional time? Example: 25%, 50%, 75%, 100% or district discretion (1% - 100%)?

**A: Yes. The system has been set up for teachers to indicate that they were responsible for 25%, 50%, 75%, or 100% of a student's instruction.**

Q: If there is an error after a principal verifies data, is there a way to fix it?

**A: Please contact the OMES help desk at (405) 521-2444**

Q: Will the BFK system automatically email a teacher who has not completed verification or will principals have to do it individually?

**A: The principal must notify the teacher.**

Q: Would you recommend the teachers that don't have an account to create one or have our district Wave staff do it for them?

**A: Teachers should create their own accounts.**

Q: Will OMES staff have a Q and A session also?

**A: No. However they will be present during these scheduled webinars to answer your questions.**