

Teacher and Leader Effectiveness: Roster Verification Webinar

Spring 2014

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Office of Educator Effectiveness

Duane Brown, Data Coordinator
Office of Student Information



TEACHER
& LEADER
EFFECTIVENESS | TLE
www.ok.gov/sde/tle



Webinar Agenda

	Agenda Point	Time
1.	Why Roster Verification?	5 minutes
2.	What is Roster Verification?	5 minutes
3.	Who completes Roster Verification?	10 minutes
4.	What to do now?	10 minutes
5.	What to do next? (before March 28 th)	10 minutes
6.	What to do in April-May?	10 minutes
7.	What to do after? (by June 13 th)	10 minutes
8.	Available Resources	5 minutes
9.	Question and Answer Session	30 minutes

Why Roster Verification?



Educator Effectiveness Theory of Action

Educators and researchers agree that **Teacher Effectiveness** is the single most important factor in student academic achievement.

Do you believe...?

Every child deserves to have an effective teacher every year. YES

Every teacher deserves to have a team of effective leaders throughout his/her career. YES

Effectiveness can be developed. YES

Educator growth is best achieved through deliberate practice on specific knowledge and skills. YES

We do, too!



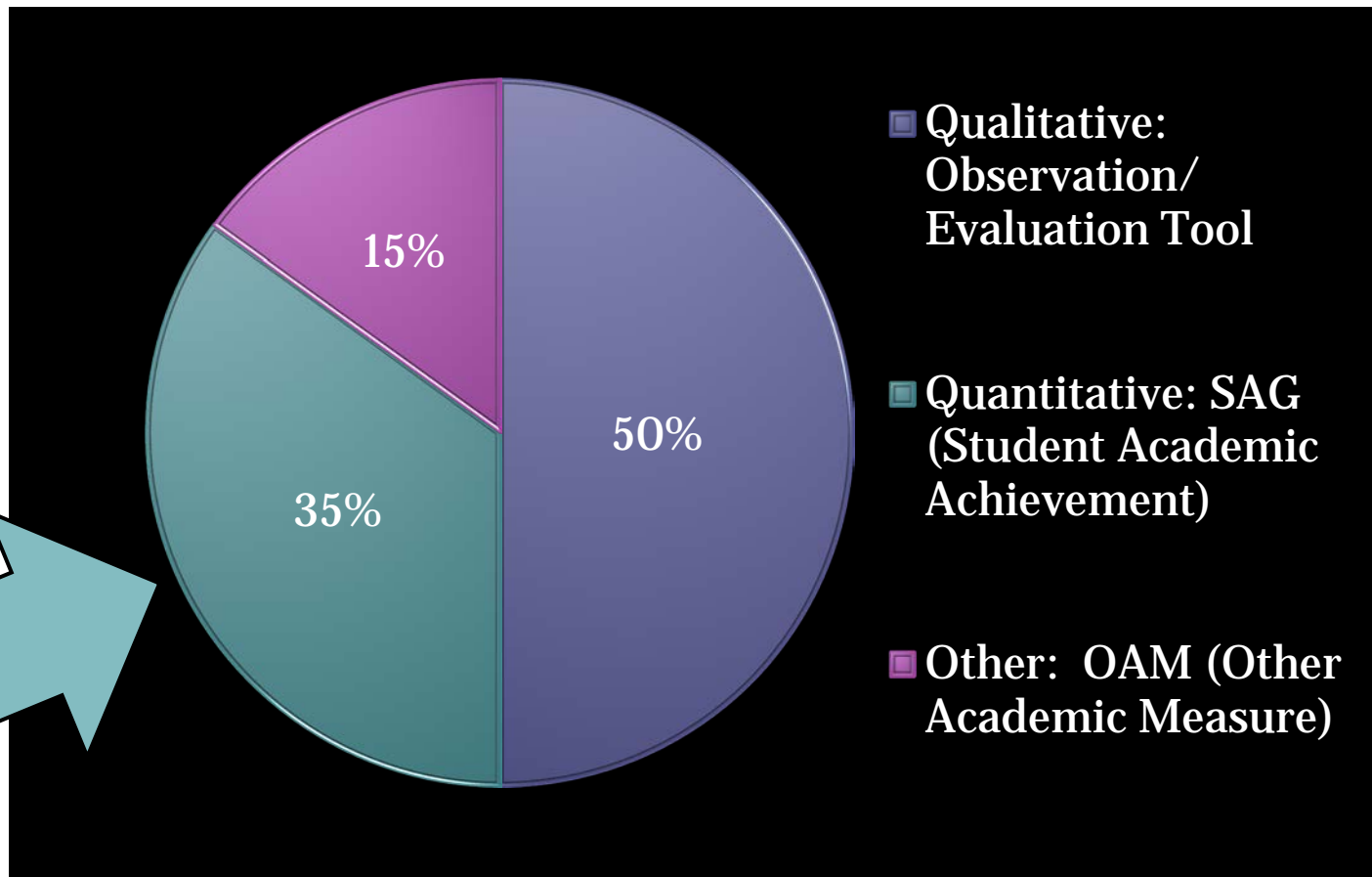
Statutory Requirements

➤ 50% of evaluation based on quantitative components:

- 35% SAG (Student Academic Growth) using multiple years of standardized test data
- 15% based on OAM (Other Academic Measures)

70 O.S. § 6-101.16

Components of the TLE System



Accounts for the “What if’s...?”

- a student changes schools during the year?
- a student is reassigned to other classrooms for instructional reasons?
- a student changes his or her schedule mid-year?
- a student is receiving instruction from more than one teacher in a given subject?

Opportunity for teachers to...

- “link” themselves to the students they instructed
- account for dynamics within any given classroom scenario such as co-teaching
- verify the accuracy of their data

What is Roster Verification?

A decorative graphic consisting of several horizontal lines of varying lengths and colors (teal, light blue, white) extending across the width of the slide below the title.

Oklahoma's partner, **Battelle for Kids**, provides:



- communication materials
- technical tools and manuals
- training resources

Roster Verification

is an opportunity for teachers to verify linkage to students in order to ensure the most reliable SAG (Student Academic Growth) data reports.



Easy as 1...2...3!

“I taught these students

for these months

for this percentage of time.”

Step 1...

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 [Copy Students](#)
 Subject Area: Math School: Singleton Elem (DD14A_105) [Contact Support Team](#)
 Class Schedule: Full Year (Aug/Sep - May/Jun) Staff: Garrett, Josephine

Started

1 [Add Students](#) **2** [Enter by months](#) **3** [for](#)

I taught these students during these months for

Students (11)	Grade	From	To	% of instruction
Set Values for All Students >>>				
Atkinson, Katherine (300417-14A)	5	May/Jun	May/Jun	
Chambers, Shelly (301109-14A)	5	May/Jun	May/Jun	
Floyd, Julie (301012-14A)	5	Aug/Sep	May/Jun	
Guerrero, Kyle (300167-14A)	5	Aug/Sep	May/Jun	
Irwin, Tonya (300869-14A)	5	Aug/Sep	May/Jun	
Kirkland, Casey (300642-14A)	5	Aug/Sep	May/Jun	
Lynch, Deanna (301435-14A)	5	Aug/Sep	May/Jun	
Maldonado, Velma (300244-14A)	5	Aug/Sep	May/Jun	
Mercer, Joel (300897-14A)	5	Aug/Sep	May/Jun	
Sheppard, Tracy (300671-14A)	5	Aug/Sep	May/Jun	
Wood, Joanne (300454-14A)	5	Aug/Sep	May/Jun	

Verify that this is an accurate list of students for whom you provided instruction.

Click on the "gray X" to remove a student who did not receive any instruction during the year. They will appear in the deleted students list at the bottom of the page.

Click "Add Students" to search for missing students.

Step 2...

My BEK > Link > Class Roster Help

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)
Class Schedule: Full Year (Aug/Sep - May/Jun) **Staff:** Garrett, Josephine
Status: Not Started

1 I taught these students

Students (11)

Students	Grade
Atkinson, Katherine (300417-14A)	5
Chambers, Shelly (301109-14A)	
Floyd, Julie (301012-14A)	
Guerrero, Kyle (300167-14A)	
Irwin, Tonya (300869-14A)	
Kirkland, Casey (300642-14A)	
Lynch, Deanna (301435-14A)	5
Maldonado, Velma (300244-14A)	5
Mercer, Joel (300897-14A)	5
Sheppard, Tracy (300671-14A)	5
Wood, Joanne (300454-14A)	5

2 during these months

From To % of instruction

Set Values for All Students >>>

From	To	% of instruction
Aug/Sep	May/Jun	
Aug/Sep	May/Jun	
Aug/Sep	May/Jun	
Aug/Sep	May/Jun	
Aug/Sep	May/Jun	
Aug/Sep	Aug/Sep	
Aug/Sep	Oct	
Aug/Sep	Nov	
Aug/Sep	Dec	
Aug/Sep	Jan	
Aug/Sep	Feb	
Aug/Sep	Mar	
Aug/Sep	Apr	
Aug/Sep	May/Jun	
Aug/Sep	May/Jun	

Submit Cancel

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

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

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.

Step 3...

My BEK > 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		during		3 for	
Students (11)	Grade	From		% of instruction	
Set Values for All Students >>>					
		Aug/Sep	May/Jun	100%	
Atkinson, Katherine (3001)		Aug/Sep	May/Jun	100%	
Chambers, Shelly (3002)		Aug/Sep	May/Jun	100%	
Floyd, Julie (30101)		Aug/Sep	May/Jun	75%	
Guerrero, Kyle (3003)		Aug/Sep	May/Jun	100%	
Irwin, Tonya (3008)		Aug/Sep	May/Jun	100%	
Kirkland, Casey (3009)		Aug/Sep	May/Jun	100%	
Lynch, Deanna (3011)		Aug/Sep	May/Jun	100%	
Maldonado, Velma (3012)		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%	

Submit Cancel

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

Select individual student values as necessary.

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

Who Completes Roster Verification?

A decorative graphic consisting of a solid teal horizontal bar, followed by a white horizontal bar, and then three thin, parallel teal horizontal lines.

Requirements

- RV is mandatory for every school district in spring 2014.
- *Representative sampling is an option for larger districts with multiple, same-level schools. (OSDE recommends a majority of sites participate.)
- 100% of teachers who provide instruction at selected sites must participate. This includes teachers of both tested and non-tested grades and subjects (NTGS).

**Representative Sampling: statistically representative of the district as a whole (i.e. at least one high school, one junior high, one elementary, etc.).*

Note



- This is a “no stakes” year.
- SAG (Student Academic Growth) reports will be at teacher level to inform instruction.
- School-wide SAG information will guide planning of instruction for 2014-15.

Timeline

March 3
WAVE
Tool Opens
for Data
Review

March 28
WAVE
Tool Closes

April 3
Battelle
For Kids
Opens

May 30
Teachers
Finish BFK

June 13
Admin.
Finish BFK



TLE – STEPS FOR SUCCESS



- **Goal 1** – Every teacher a Single Sign On Account with Certificate Number
- **Goal 2** – Every teacher a Single Sign On Account with Certificate Number; associated with your district.
- **Goal 3** – Every teacher a Single Sign On Account with Certificate Number; associated with your district; with the Battelle for Kids “User” role assigned to their account.
- **Goal 4** – Data Clean Up in the Wave TLE Roster Verification Import Application (March 3 – March 28)
- **Goal 5** – Final Data Clean Up in the Battelle For Kids application April 3 – approximately April 11.
- **Goal 6** – Teachers Begin Roster Verification by logging into Single Sign On and Clicking on the Battelle for Kids application. (approximately April 14 to approximately May 31)
- **Goal 7** – Principals/Administrators review and approve rosters in the Battelle for Kids application (completed by June 13)





- **February 24 – March 2**
 - Goal 1
- **March 3 – March 28**
 - Goals 1, 2, 3, & 4
- **April 3 to June 13**
 - Goals 5, 6 & 7


February 24 – March 2



- **Goal 1** - Every Teacher A Single Sign On Account with Certificate Number
 - 1 – Determine if your teachers already have an SSO account. If they do, Goal 1 is complete.
 - 2 – If the teacher does NOT have an SSO account, have them go to the home page and create a user account on their own.
- Show example of How to Go to the SSO and create an account.

 Home / Applications

 About This Site

 Links And Docs

 Sign In



Welcome to the new Single Sign On system. If you have an existing username and password for the previous Single Sign On system you may use that here. If you do not have an account you may create one now using the link below.



If you are having trouble signing in please click the link below to recover your username or password. If you need assistance please contact the OMES Help Desk at (405) 521-2444 or at (866) 521-2444.

Username:

Password:



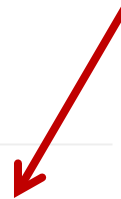
Are you a new user? [Click here to create an account.](#)







Username problems? [Click here to recover your username.](#)



Password problems? [Click here to recover your password.](#)



-  Home / Applications
-  About This Site
-  Links And Docs
-  Sign In

Create A User Account

[Home](#) > Create A User Account

Create A User Account - Step 1 of 4

Use this form to create an account.

Please enter the information below and click the Next button.

User Name:

*

Password:

*

Confirm Password:

*

First Name:

*

Last Name:

*

Primary Email Address:

*

2nd Email Address: optional

Town of Birth:

*

Date of Birth: -- -- 1996

*

* Required Field

[Cancel](#)

[Next](#)

Create A User Account

Create A User Account - Step 2 of 4

Use this form to create an account.

Please enter the information below and click the Next button.

Secret Question 1: *

Secret Answer 1: *

Secret Question 2: *

Secret Answer 2: *

Secret Question 3: *

Secret Answer 3: *

Note: These questions will be used to verify your identity if you ever need to reset your password.

* Required Field

[Cancel](#)

[Previous Step](#)

[Next](#)

Create A User Account - Step 3 of 4

Use this form to create an account.

Please enter the information below and click the Next button.

Would you like to access your Oklahoma certification records? If so, provide your Teacher Number or SSN.

- I do NOT want to access my Oklahoma certification records.
- I DO want to access my Oklahoma certification records.

Note: Teacher Number or Social Security Number is required. *

Teacher Number:



Social Security Number:


* Required Field


[Cancel](#)


[Previous Step](#)


[Next](#)

 Home / Applications

 Your Account

 About This Site

 Links And Docs

 Sign Out


Your Account

[Home](#) > [Your Account](#)



Don't get locked out of your account! Please add another email to make sure you can always recover your password.

Profile - Training Example

Username: training.example1	Email: training.example1@sde.ok.gov
First Name: Training	2nd Email:
Middle Initial:	Phone:
Last Name: Example	Fax:
District(s):	Birth Date: 1/1/1970
not set	Town Of Birth: Example Town
Add A District	Secret Question 1: What is the name of your first pet?
Institution:	Secret Question 2: Where did you meet your spouse?
Teacher Number: 	Secret Question 3: What was your high school mascot?

[Edit Account](#)

[Change Username](#)

[Edit Security Answers](#)

[Change Password](#)

Apps & Roles

You cannot manage your own roles.

This user is not associated with any roles.

- Home / Applications
- Your Account**
- About This Site
- Links And Docs
- Sign Out

Your Account

[Home](#) > [Your Account](#)

 Don't get locked out of your account! Please add another email to make sure you can always recover your password.

Profile - Training Example

Username: training.example1	Email: training.example1@sde.ok.gov
First Name: Training	2nd Email:
Middle Initial:	Phone:
Last Name: Example	Fax:
District(s):	Birth Date: 1/1/1970
not set	Town Of Birth: Example Town
Add A District	Secret Question 1: What is the name of your first pet?
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- [Edit Account](#)
- [Change Username](#)
- [Edit Security Answers](#)
- [Change Password](#)

Apps & Roles

You cannot manage your own roles.

This user is not associated with any roles.

Editing Your User Account

Editing Your User Account - Step 1 of 1

Use this form to edit your account.

Please enter the information below and click the Submit button.

User Name: training.example1

First Name: *

Middle Initial:

Last Name: *

Primary Email Address: *

2nd Email Address:

Phone Number (xxx) xxx-xxxx:

Phone extension (if applicable):

Fax Number (xxx) xxx-xxxx:

Town of Birth: *

Date of Birth: Jan 1970 *

Note: Would you like to access your Oklahoma certification records online? If so, provide your Teacher Number or SSN.

Teacher Number:

Social Security Number:



* Required Field

Cancel

Submit




February 24 – April 3





- **Goal 2 - Every Teacher A Single Sign On Account with Certificate**


Number; associated with your district


- Inside of the SSO, a teacher has the option to select to “Add a District” to their account which will allow the Superintendent or District Logon Administrator the ability to assign roles (Battelle) to the account.
- If you, as an Admin, can see the teacher in SSO they are associated and Goal 2 is complete. If not they are not associated.
- Mass Association planned for middle to late March

 Home / Applications

 Your Account

 About This Site

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 Sign Out

Your Account

[Home](#) > [Your Account](#)



Don't get locked out of your account! Please add another email to make sure you can always recover your password.

Profile - Training Example

Username: training.example1

Email: training.example1@sde.ok.gov

First Name: Training

2nd Email:

Middle Initial:

Phone:

Last Name: Example

Fax:

District(s):

Birth Date: 1/1/1970

not set

Town Of Birth: Example Town

[Add A District](#)

Secret Question 1: What is the name of your first pet?

Institution:

Secret Question 2: Where did you meet your spouse?

Teacher Number:

Secret Question 3: What was your high school mascot?

[Edit Account](#)

[Change Username](#)

[Edit Security Answers](#)

[Change Password](#)

Apps & Roles

You cannot manage your own roles.

This user is not associated with any roles.



[Home / Applications](#)

[Your Account](#)

[About This Site](#)

[Links And Docs](#)

[Sign Out](#)

Request Access To A District


[Home](#) > [Your Account](#) > Request Access To A District


Request Access To A District - Step 1 of 4


Adding a district to your account.

Do you need to be set up with your district to have access to a site or sites for reporting purposes?


* Required Field

 Home / Applications

 Your Account

 About This Site

 Links And Docs

 Sign Out

Request Access To A District

[Home](#) > [Your Account](#) > Request Access To A District

Request Access To A District - Step 2 of 4

Adding a district to your account.

County:



- District:**
- BELL
 - CAVE SPRINGS
 - COOKSON HILLS CHRISTIAN SCHOOL
 - DAHLONEGAH
 - GREASY
 - INDIAN CAPITAL, STILWELL
 - MARYETTA
 - PEAVINE
 - ROCKY MOUNTAIN
 - SKELLY
 - STILWELL
 - WATTS
 - WESTVILLE
 - ZION





* Required Field


Cancel


[Previous Step](#)


[Next](#)

 Home / Applications

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 Sign Out

Request Access To A District

[Home](#) > [Your Account](#) > Request Access To A District

Request Access To A District - Step 3 of 4

Adding a district to your account.

Are you the superintendent at DAHLONEGAH?

Yes

No

- You must provide documentation that you are the superintendent.
- Please upload appropriate documentation.

* Required Field

[Cancel](#)

[Previous Step](#)

[Next](#)

- Home / Applications
- Your Account
- About This Site
- Links And Docs
- Sign Out

Request Access To A District

[Home](#) > [Your Account](#) > Request Access To A District

Request Access To A District - Step 4 of 4

This is a summary of your request.

District: DAHLONEGAH

Superintendent: No

NOTE: Your request will be emailed to the superintendent and logon administrators for your district.

* Required Field

[Cancel](#)

[Previous Step](#)


[Submit](#)








OKLAHOMA


State Department of Education


 Home / Applications


 Your Account

 Manage Users

 Requests (13)

 Admin Tools

 About This Site

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Home / Applications

Applications



Accountability (A-F Report Cards)

February 24 – April 3



- **Goal 3** - Every Teacher A Single Sign On Account with Certificate Number; associated with your district; with the Battelle for Kids “User” role assigned to their account.
 - Inside Single Sign On, District Superintendents and Logon Admins can assign the Battelle app and the “User” role to any user in their district.
 - Mass assignment of the role planned for middle to late March

March 3 – March 28



- **Goal 4 - Data Clean Up in the Wave TLE Roster Verification Import Application (March 3 – March 28)**
 - We will discuss how this application works coming up shortly

April 3 – June 13



- **Goal 5** – Final Data Clean Up in the Battelle For Kids application

April 3 – approximately April 11.

- **Goal 6** – Teachers Begin Roster Verification by logging into Single Sign On and clicking on the Battelle for Kids application.

(approximately April 14 to approximately May 31)

- **Goal 7** – Principals/Administrators review and approve rosters in the Battelle for Kids application (completed by June 13)

- We will discuss the Battelle for Kids application shortly

SDE Help Desk: 405-521-3301



TLE – STEPS FOR SUCCESS

TLE ROSTER VERIFICATION IMPORT

Version 1.0



PURPOSE

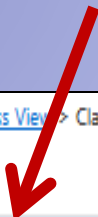
- Clean Up/Review Wave Data
- Import a File of Teacher/Student/Course linkages

PURPOSE

[My Portal](#) > [Link](#) > [School Setup - Class View](#) > [Class Roster](#)

Help

Class Roster



LA 1114 - Language Arts [Edit](#)

Status: Submitted

Course Name: Language Arts (1114)

District: Example District

[Copy/Transfer](#)

Subject Area: **Language Arts**

School: Example School (291099999)

[Delete Roster](#)

Class Schedule: **Full Year (Aug/Sep - May/Jun)**

Staff: Example, Teacher

[Contact Support Team](#)

Status: Submitted

1

[Add Students](#)

I taught these students

Students (1)

Grade

[Set Values for All Students >>>](#)

StudentII, Example (9999901)

6

2

[Enter by months](#)

during these months

From

To

Aug/Sep

May/Jun

Oct

May/Jun

3

for

% of instruction

50%

Submit

Cancel

Deleted Students (1)

PURPOSE

[My Portal](#) > [Link](#) > [School Setup - Class View](#) > [Class Roster](#)

Help

Class Roster

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[Set Values for All Students >>>](#)

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2

[Enter by months](#)

during these months

From

To

Aug/Sep

May/Jun

Oct

May/Jun

3

for

% of instruction

50%

Submit

Cancel

Deleted Students (1)



ACCESS – SINGLE SIGN ON

<https://sdeweb01.sde.ok.gov/SSO2/Signin.aspx>

- Home / Applications
- About This Site
- Helpful Links
- Sign In**

Your SSO2 session has expired. You must sign in again to continue using the system.

Welcome to the new Single Sign On system. If you have an existing username and password for the previous Single Sign On system you may use that here. If you do not have an account you may create one now using the link below.

If you are having trouble signing in please click the link below to recover your username or password. If you need assistance please contact the OSF Help Desk at (405) 521-2444 or at (866) 521-2444.

Username:

Password:

Sign-in

- Are you a new user? Click here
- Username problems? Click here
- Password problems? Click here

Single Sign On 2

Welcome [Training Example](#) - Sign Out

- Home / Applications
- Your Account
- About This Site
- Links And Docs
- Sign Out

Home / Applications

Applications



The Wave's portal.

• TLE Roster Verification Import

Select anywhere in this box

These are your current applications

(29I099) Example District



ACCESS – SINGLE SIGN ON

<https://sdeweb01.sde.ok.gov/SSO2/Signin.aspx>

- Home / Applications
- About This Site
- Helpful Links
- Sign In

Your SSO2 s

Welcome
Single Si
the link b

If yo
you

Username: leea.mc

Password:

Sign In

Are you a ne

Username p

Password p

- Site Principal
- SMART Report Access
- State Reporting Certification Access
- State Reporting Certification Freeze
- State Reporting Certification Modify
- STN Wizard Access
- Student Transfer District Approval
- Student Transfer District Entry
- Student Transfer Notification
- TLE Report Access
- XSD Validation Errors Wizard

Single Sign On 2

Welcome Training Example - Sign Out

Select
anywhere in
this box

ese are your current applications

(29I099) Example District

About This Site

Links And Docs

Sign Out



The Wave's portal.

• TLE Roster Verification Import



ACCESS – THE WAVE

the wave

Oklahoma Statewide Student Information System
Janet Barresi, State Superintendent

Home District **Reporting** Wave Help Desk

You are here: Home

Select the Reporting tab and select State Reporting Certification

- Direct Certification
- DTool Reports
- Early Warning Indicators
- FQSR/ASR
- Initial Enrollment Prior Participation
- MyDATA
- Precode
- State Reporting Certification**
- Student Transfer System
- Surfing Reports

Districts: Select a District!

Vendors: Select a Vendor!



REPORTS DASHBOARD

State Reporting Certification

Welcome to the State Reporting Certification Application. To begin, select a report from the list below:

Historical Reports

County/District Code:

291099 - HARMON / Example District

Report Link	Status	Op	Date	Contingent Report(s)	Report Note	Program Area / Phone#
TLE Roster Verification Import	Not Started	10/2/13 0:00	10/15/13 23:59	None	New Report / Read Me	Teacher Leader Effectiveness (405) 521-3301

Select Report



REPORTS DASHBOARD

Historical Adjusted Graduation Cohort

[State Reporting Home Page](#)

Select Site **Select a school site to review by clicking on the site name.**

Superintendent
Selects Certify

Certify

The Certify button will be enabled for the District Superintendent when all Site Statuses are indicated as Confirmed.

Select to view
Site level report

Principal or
Superintendent selects
"Confirm" when report
is complete.

Site Name

Site Status

TempName (999)

Not Started

Confirm

Release



NAVIGATION

TLE Roster Verification Import

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[Site Selector](#)

[Prepopulated Data](#)

[On Screen Data Entry](#)

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[Find Missing Students](#)



[Reporting Tools](#)

Prepopulated Data

Select Site:

Site Status: Not Started

Students

[Refresh](#) |  

	School ID	Last Name	First Name	Middle Name	Local ID	STN	Grade
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
+	291099705	Brown	John	Doe	123456	1001123456	09
+	291099705	Smith	Jane	Marie	654321	1001654321	10

NAVIGATION

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[Reporting Tools](#)

Prepopulated Data

Select Site:

Site Status: Not Started

Students

[Refresh](#) |  

	School ID	Last Name	First Name	Middle Name	Local ID	STN	Grade
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
+	29I099705	Brown	John	Doe	123456	1001123456	09
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NAVIGATION

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[Reporting Tools](#)

Prepopulated Data

Select Site:

Site Status: Not Started

Students

[Refresh](#)  

	School ID	Last Name	First Name	Middle Name	Local ID	STN	Grade
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
+	291099705	Brown	John	Doe	123456	1001123456	09
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NAVIGATION

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Prepopulated Data

Select Site:

Site Status: Not Started

Students

[Refresh](#) |  

	School ID	Last Name	First Name	Middle Name	Local ID	STN	Grade
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
+	29I099705	Brown	John	Doe	123456	1001123456	09
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NAVIGATION

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[Reporting Tools](#)

Prepopulated Data

Select Site:

Site Status: Not Started

Students

[Refresh](#) |  

	School ID	Last Name	First Name	Middle Name	Local ID	STN	Grade
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
+	291099705	Brown	John	Doe	123456	1001123456	09
+	291099705	Smith	Jane	Marie	654321	1001654321	10

NAVIGATION

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[Reporting Tools](#)

Prepopulated Data

Select Site:

Site Status: Not Started

Students

[Refresh](#) |  

	School ID	Last Name	First Name	Middle Name	Local ID	STN	Grade
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
+	29I099705	Brown	John	Doe	123456	1001123456	09
+	29I099705	Smith	Jane	Marie	654321	1001654321	10

PREPOPULATED DATA

TLE Roster Verification Import

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[Reporting Tools](#)

Prepopulated Data

Select Site:

Site Status: Not Started

Students

[Refresh](#) |  

	School ID	Last Name	First Name	Middle Name	Local ID	STN	Grade
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
+	291099705	Brown	John	Doe	123456	1001123456	09
+	291099705	Smith	Jane	Marie	654321	1001654321	10

PREPOPULATED DATA

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[Reporting Tools](#)

Prepopulated Data

Select Site:

Site Status: Not Started

Students

[Refresh](#)  

	School ID	Last Name	First Name	Middle Name	Local ID	STN	Grade
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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PREPOPULATED DATA

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Prepopulated Data

Select Site:

Site Status: Not Started

Students

[Refresh](#)  

	School ID	Last Name	First Name	Middle Name	Local ID	STN	Grade
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
+	291099705	Brown	John	Doe	123456	1001123456	09
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PREPOPULATED DATA

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[Reporting Tools](#)

Prepopulated Data

Select Site:



Site Status: **In Process**

Students

[Refresh](#)  

School ID	Last Name	First Name	Middle Name	Local ID	STN	Grade
<input type="text"/>	<input type="text" value="ADAME"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
- 29I099705	Brown	John	Doe	123456	1001123456	09

Courses

[Refresh](#)  

School ID	Teaching Certificate Number	Teacher Last Name	Teacher First Name	Course Title	Course Code	Section Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
29I099705	333222	Jones	Jacob	ALGEBRA II	4412	123-Algebra II
29I099705	888777	Roberts	David	U.S. HISTORY	5410	124-USHistory
29I099705	555444	Woods	Francis	U.S. HISTORY	5410	941-USHistory
29I099705	111999	Walker	Betty	ENGLISH III	4051	178-04
+ 29I099705	Smith	Jane	Marie	654321	1001654321	10

PREPOPULATED DATA

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[Reporting Tools](#)

Prepopulated Data

Select Site:



Site Status: In Process

Students

[Refresh](#)  

School ID	Last Name	First Name	Middle Name	Local ID	STN	Grade
<input type="text"/>	<input type="text" value="ADAME"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
29I099705	Brown	John	Doe	123456	1001123456	09

Courses

[Refresh](#)  

School ID	Teaching Certificate Number	Teacher Last Name	Teacher First Name	Course Title	Course Code	Section Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
29I099705	333222	Jones	Jacob	ALGEBRA II	4412	123-Algebra II
29I099705	888777	Roberts	David	U.S. HISTORY	5410	124-USHistory
29I099705	555444	Woods	Francis	U.S. HISTORY	5410	941-USHistory
29I099705	111999	Walker	Betty	ENGLISH III	4051	178-04
29I099705	Smith	Jane	Marie	654321	1001654321	10

PREPOPULATED DATA

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Prepopulated Data

Select Site:



Site Status: In Process

Students

[Refresh](#)  

School ID	Last Name	First Name	Middle Name	Local ID	STN	Grade
<input type="text"/>	<input type="text" value="ADAME"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
- 29I099705	Brown	John	Doe	123456	1001123456	09

Courses

[Refresh](#)  

School ID	Teaching Certificate Number	Teacher Last Name	Teacher First Name	Course Title	Course Code	Section Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
29I099705	333222	Jones	Jacob	ALGEBRA II	4412	123-Algebra II
29I099705	888777	Roberts	David	U.S. HISTORY	5410	124-USHistory
29I099705	555444	Woods	Francis	U.S. HISTORY	5410	941-USHistory
29I099705	111999	Walker	Betty	ENGLISH III	4051	178-04
+ 29I099705	Smith	Jane	Marie	654321	1001654321	10

ON SCREEN DATA ENTRY

TLE Roster Verification Import

State Reporting Home Page

Site Selector

On Screen Data Entry

Final Report

Find Missing Students

Reporting Tools

On Screen Data Entry

Select Site: Example School (705)


Site Status: In Process

Export to Excel

Import Excel File

Restore Original File

Students

Refresh 

	School ID	Last Name	First Name	Middle Name	Local ID	STN	Grade
	<input type="text"/>	ADAME	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
+	291099705	Brown	John	Doe	123456	1001123456	09
+	291099705	Smith	Jane	Marie	654321	1001654321	10

ON SCREEN DATA ENTRY

TLE Roster Verification Import

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On Screen Data Entry

Select Site:


Site Status: In Process

[Export to Excel](#)

[Import Excel File](#)

[Restore Original File](#)

Students

[Refresh](#) 

	School ID	Last Name	First Name	Middle Name	Local ID	STN	Grade
	<input type="text"/>	<input type="text" value="ADAME"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
+	291099705	Brown	John	Doe	123456	1001123456	09
+	291099705	Smith	Jane	Marie	654321	1001654321	10

ON SCREEN DATA ENTRY

TLE Roster Verification Import

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Site Selector

On Screen Data Entry

Final Report

Find Missing Students

Reporting Tools

On Screen Data Entry

Select Site: **Example School (705)**

Export to Excel

Import Excel File

Restore Original File

Site Status: In Process

Students

Refresh |

School ID	Last Name	First Name	Middle Name	Local ID	STN	Grade
<input type="text"/>	<input type="text" value="ADAME"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
29109705	Brown	John	Doe	123456	1001123456	09

Courses

+ Add New Course

Refresh |

Teaching Certificate Number	Teacher Last Name	Teacher First Name	Course Title	Course Code	Section Number	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Edit 22222	Jones	Jacob	U.S. HISTORY	5410	941-USHistory	Delete
Edit 888777	Roberts	David	ENGLISH III	4051	178-04	Delete
Edit 555444	Woods	Francis	ALGEBRA II	4412	123-Algebra II	Delete
Edit 111999	Walker	Betty	U.S. HISTORY	5410	124-USHistory	Delete
+ 291099705	Smith	Jane	Marie	654321	1001654321	10

ON SCREEN DATA ENTRY

+ Add New Course

Teaching Certificate Number

Teacher Last Name

Teacher First Name

Course Title

Course Code

Section Number



Teaching Certificate Number:



Teacher Last Name:

Teacher First Name:

Course Code:

Section Number:

Add New Course

Cancel

ON SCREEN DATA ENTRY

+ Add New Course

Teaching Certificate Number

Teacher Last Name

Teacher First Name

Course Title

Course Code

Section Number



Teaching Certificate Number:

Teacher Last Name:

Teacher First Name:

Course Code:

Section Number:



Add New Course

Cancel

ON SCREEN DATA ENTRY

+ Add New Course

Teaching Certificate Number

Teacher Last Name

Teacher First Name

Course Title

Course Code

Section Number

Teaching Certificate Number:

Teacher Last Name:

Teacher First Name:

Course Code:

Section Number:



OCAS Code (4 – Digit State Course Code)

Add New Course

Cancel

ON SCREEN DATA ENTRY

+ Add New Course

Teaching Certificate Number

Teacher Last Name

Teacher First Name

Course Title

Course Code

Section Number

Teaching Certificate Number:

Teacher Last Name:

Teacher First Name:

Course Code:

Section Number:



Local Section Identifier + Local Title of the Course

Add New Course

Cancel

ON SCREEN DATA ENTRY

TLE Roster Verification Import

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On Screen Data Entry

Select Site:

Site Status: In Process

[Export to Excel](#)

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Students

[Refresh](#) |

School ID	Last Name	First Name	Middle Name	Local ID	STN	Grade
<input type="text"/>	<input type="text" value="ADAME"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
- 291099705	Brown	John	Doe	123456	1001123456	09

Courses

[+ Add New Course](#)

[Refresh](#) |

Teaching Certificate Number	Teacher Last Name	Teacher First Name	Course Title	Course Code	Section Number	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Edit 333222	Jones	Jacob	U.S. HISTORY	5410	941-USHistory	Delete
Edit 888777	Roberts	David	ENGLISH III	4051	178-04	Delete
Edit 555444	Woods	Francis	ALGEBRA II	4412	123-Algebra II	Delete
Edit 111999	Walker	Betty	U.S. HISTORY	5410	124-USHistory	Delete
+ 291099705	Smith	Jane	Marie	654321	1001654321	10

ON SCREEN DATA ENTRY

+ Add New Course

Teaching Certificate Number	Teacher Last Name	Teacher First Name	Course Title	Course Code	Section Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Teaching Certificate Number:

Teacher Last Name:

Teacher First Name:

Course Code:

Section Number:

**+
Student First Name
Student Last Name
Student Testing Number (STN)
Grade Level
Course Name
School ID**

ON SCREEN DATA ENTRY

TLE Roster Verification Import

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Data Entry Import File

[Browse...](#)

[Upload File](#)

[Check Data](#)

[View Good Data](#)

[View Bad Data](#)

[Submit Good Data](#)

[Return](#)

ON SCREEN DATA ENTRY

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Data Entry Import File

[Browse...](#)

[Upload File](#)

[Check Data](#)

[View Good Data](#)

[View Bad Data](#)

[Submit Good Data](#)

[Return](#)



ON SCREEN DATA ENTRY

TLE Roster Verification Import

[State Reporting Home Page](#)

Data Entry Import File

Your file has been uploaded!



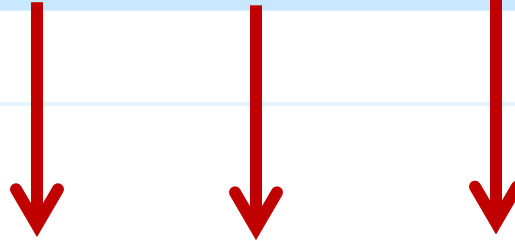
ON SCREEN DATA ENTRY

TLE Roster Verification Import

[State Reporting Home Page](#)

Data Entry Import File

All your data is good to submit!



- First Name, Last Name, STN of the Student
- First Name or Last Name + Teaching Certificate Number
- Valid State Course Code
- Section Number filled out

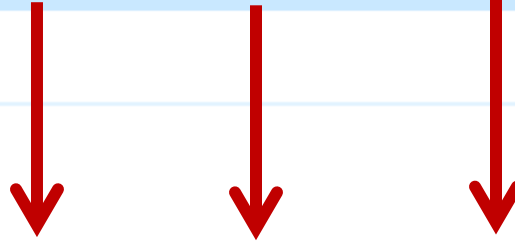
ON SCREEN DATA ENTRY

TLE Roster Verification Import

[State Reporting Home Page](#)

Data Entry Import File

All your data is good to submit!



- First Name, Last Name, STN of the Student
- First Name or Last Name + Teaching Certificate Number
- Valid State Course Code
- Section Number filled out

- **IMPORTANT** – Only the contents of the submitted are in the system now – all Prepopulated Wave Course data has been deleted.

ON SCREEN DATA ENTRY

TLE Roster Verification Import

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Select Site:


Site Status: In Process

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Students

[Refresh](#) 

	School ID	Last Name	First Name	Middle Name	Local ID	STN	Grade
	<input type="text"/>	<input type="text" value="ADAME"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
+	291099705	Brown	John	Doe	123456	1001123456	09
+	291099705	Smith	Jane	Marie	654321	1001654321	10

FINAL REPORT

TLE Roster Verification Import

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Final Report

Select Site:

[Confirm](#)

[Release](#)

Site Status: In Process

School ID	Last Name	First Name	Middle Name	Local Id	STN	Gender	Grade Level	Course Title	State Course Code	Teaching Certificate Number	Teacher Last Name	Teacher First Name	Section Number
<input type="text"/>	<input type="text" value="adame"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
29I099705	Brown	John	Doe	123456	1001123456	M	09	ALGEBRA II	4412	333222	Jones	Jacob	123-Algebra II
29I099705	Brown	John	Doe	123456	1001123456	M	09	ENGLISH III	4051	111999	Walker	Betty	178-04
29I099705	Brown	John	Doe	123456	1001123456	M	09	U.S. HISTORY	5410	555444	Woods	Francis	941-USHistory
29I099705	Brown	John	Doe	123456	1001123456	M	09	U.S. HISTORY	5410	888777	Roberts	David	124-USHistory
29I099705	Smith	Jane	Marie	654321	1001654321	F	10	ALGEBRA I	4411	668899	Davis	Geraldine	851-AlgebraI

FINAL TWO SCREENS

TLE Roster Verification Import

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On Screen Data Entry

Select Site:


Site Status: In Process

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Students

[Refresh](#) 

	School ID	Last Name	First Name	Middle Name	Local ID	STN	Grade
	<input type="text"/>	<input type="text" value="ADAME"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
+	291099705	Brown	John	Doe	123456	1001123456	09
+	291099705	Smith	Jane	Marie	654321	1001654321	10

FIND MISSING STUDENTS

Find Missing Students

Select Site:

Site Status: In Process

Issues are highlighted

Select link to go to STN Wizard or Data Validation Wizard

Export to Review

CCDistSite	STN	Local Id	First Name	Middle Name	Last Name	Suffix	STN Wizard Issue	Data Validation Wizard Issue
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
29I099705		23456	MARY	SUE	CARTER		Has Issues	No Issues
29I099705		65432	WILLIAM		MARTIN		Has Issues	No Issues
29I099705		12345	JANE	DOE	SMTH		Has Issues	No Issues
29I099705		98765	JOHN	DOE	JONES		Has Issues	No Issues
29I099705		11112	DAVID	DANIEL	JONES		Has Issues	No Issues

DEADLINE

- March 28, 2014 – The application will close
- The data contained inside of this system will be moved into the Battelle For Kids System
- You will still be able to make edits to the data in Battelle, but they will be one teacher, one course at a time.
- Battelle is planned to open up April 3, 2014



Oklahoma
STATE DEPARTMENT OF EDUCATION

Questions – (405) 521-3301

BATTELLE FOR KIDS

State Department of Education

Account Access

- District Administrator (District Superintendent/Admins)
- Principal
- User (Teacher)

Account Access - SSO

OKLAHOMA
State Department of Education

Single Sign On **2**
Welcome Duane Brown - Sign Out

Home > Manage Users

Manage Users

Home / Applications
Your Account
Manage Users
Requests
Admin Tools
About This Site
Helpful Links
Sign Out

Create A New User View All My Users

Name: Last Name: Username: Email: Search

Show 1000 items per page Page: 1

UserID	Username	First Name	Last Name	Email	BirthDate	Sign ins
No Records Found						

Account Access - SSO

Profile - Training Example

[Send User A Password Recovery Link - Bypasses Secret Questions](#)

Username: training.example2 Email: .
First Name: Training 2nd Email:
Middle Initial: Phone:
Last Name: Example Fax:
District(s): Birth Date: **Missing**
TempName (29I099) Town Of Birth: **Missing**
· Admin for entire district Secret Question 1: What town were you born in?
Institution: Secret Question 2: What is the name of your first pet?
Teacher Number: Secret Question 3: What is your mother's maiden name?

[Edit Account](#) [Edit Districts](#) [Change Username](#) [Edit Security Answers](#)
[Change Password](#)

Systems & Roles [Security Transaction Log](#) [System Access Log](#) [Password Log](#) [Misc - Admin](#)

Applications and Roles

[Manage roles for this user](#)

NOTE: These are not links.

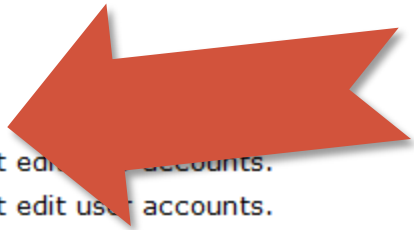
Application	Role	District
Battelle For Kids	User	n/a
The Wave	Site Principal	all districts

Account Access - SSO

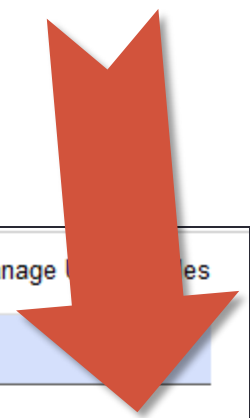
Systems & Roles | Security Transaction Log | System Access Log | Password Log | **Misc - Admin**

Active: **Yes** toggle
Must Reset Password: **No** toggle
Is Locked Out: **No** toggle
Is Logon Administrator: **No** toggle
Is Superintendent: **No** toggle
Is Principal: **No** toggle
Create Edit User Accounts: **No** Cannot edit user accounts.
Create Create User Accounts: **No** Cannot edit user accounts.

Sign ins: 75
Bad Password Attempts: 0



Account Access - SSO




Manage User's Roles

[Home](#) > [Manage Users](#) > [Viewing User Profile](#) > [Manage Roles](#)

Manage Roles For Training Example

[Return to Training Example's profile](#)

[Add A Role](#)

System	Role	Specific District(s)?		
Battelle For Kids	User	n/a	delete	<input type="checkbox"/>
The Wave's portal.	Site Principal	all districts 	delete	<input type="checkbox"/>

[Deleted Selected Roles](#)

Account Access - SSO

Manage User's Roles - Step 1 of 1

Adding a role for 'Training Example'.
Please enter the information below and click the Submit button.

Choose Application:


Select A Role:

- User
- Principal
- District Administrator

User's Current Roles For Battelle For Kids

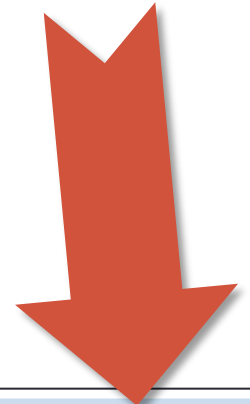
- None

[Cancel](#)



Account Access – Battelle

- Principal Set Up for Approval Purposes

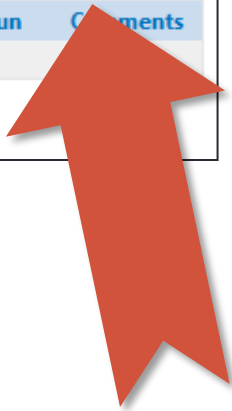


LA Language Arts		(1 out of 2 students)									Status: Submitted	View
Student Name	Aug/Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May/Jun	Comments		
StudentII, Example (9999901)	0%	50%	50%	50%	50%	50%	50%	50%	50%	Added		

Return

LA Language Arts		(1 out of 2 students)									Status: Submitted	View	Approve
Student Name	Aug/Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May/Jun	Comments			
StudentII, Example (9999901)	0%	50%	50%	50%	50%	50%	50%	50%	50%				

Return



Account Access - SSO

Manage User's Roles - Step 1 of 1

Adding a role for 'Training Example'.
Please enter the information below and click the Submit button.

Choose Application:


Select A Role:

- User
- Principal
- District Administrator

User's Current Roles For Battelle For Kids

- None

[Cancel](#)



District Data Administrator Training

1. Staff/Teachers
2. Classes
3. Students

Reviewing Rosters

The screenshot shows the Battelle for Kids My Link Portal. At the top left is the LINK logo, and at the top right is a blue button labeled "LOG OUT". The main content area is titled "My Link Portal" and includes a user profile for "Data Example" with a "Return to Single Sign On" link. Below this is a BFK-Link™ widget with "Link" and "Manage Link" options. A large red arrow points to the "Link" option. The footer contains licensing information for the Oklahoma State Department of Education, the current user's name and role, and links for "Logout" and "Site Policies".

LINK

Battelle for Kids

LOG OUT

My Link Portal

Data Example
→ [Return to Single Sign On](#)

BFK-Link™
→ [Link](#)
→ [Manage Link](#)

Licensed to:
Oklahoma State Department of Education

Current User: Example, Data (Linkage District Administrator) [Logout](#) [Site Policies](#)

powered by **Battelle for Kids**

Link

- Profile
- Link

School: Example School (291099999) [Change](#)

School Setup	Roster Verification	Review and Approval (1 Roster)
1. Review expected classes. 2. Review teachers & classes for accuracy. Review Teachers and Classes Add Missing Email Account Return to Single Sign On	1. Facilitate teacher training. 2. Monitor teacher completion. 3. Review unresolved teacher alerts. Monitor Teacher Completion	1. Review student instruction. 2. Review unresolved student alerts. 3. Review and approve rosters. Review Students Review and Approve Rosters Approve Rosters

School Setup
March 01 - February 27

Roster Verification
March 01 - June 14
Ends in 95 days

Review and Approval
Due by June 15

Example, Data (TLE03)

My Class Rosters

Class Name	Students	Status	Action
Example District			
M my class	4	Submitted	Edit Copy/Transfer Delete
M test	4	Not Started	Begin Copy/Transfer Delete

[Add Class](#)

Support Team [Change](#)

- Example, Data (Example District)
- Example, Training (principal) (Example School)

School Alerts and Notifications [Refresh Alerts](#)

Student Completion Alerts

- ✔ Student claimed less than 100% [\(More\)](#) 0 Alerts
- ✔ Student claimed more than 100% [\(More\)](#) 0 Alerts

Resources

- [District Guide](#)
- [Principal Guide](#)
- [Teacher Guide](#)

Link

- Profile
- Link

School: Example School (291099999) [Change](#)

School Setup	Roster Verification	Review and Approval (1 Roster)
1. Review expected classes. 2. Review teachers & classes for accuracy. Review Teachers and Classes Add Missing Email Account Return to Single Sign On	1. Facilitate teacher training. 2. Monitor teacher completion. 3. Review unresolved teacher alerts. Monitor Teacher Completion	1. Review student instruction. 2. Review unresolved student alerts. 3. Review and approve rosters. Review Students Review and Approve Rosters Approve Rosters

School Setup
March 01 - February 27

Roster Verification
March 01 - June 14
Ends in 95 days

Review and Approval
Due by June 15

Example, Data (TLE03)

My Class Rosters

Class Name	Students	Status	Action
Example District			
M my class	4	Submitted	Edit Copy/Transfer Delete
M test	4	Not Started	Begin Copy/Transfer Delete

[Add Class](#)

Support Team [Change](#)

- Example, Data (Example District)
- Example, Training (principal) (Example School)

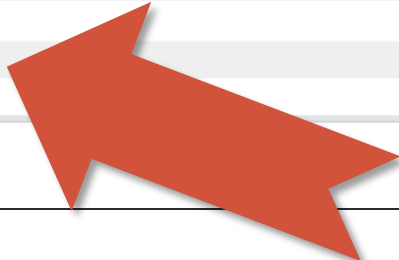
School Alerts and Notifications [Refresh Alerts](#)

Student Completion Alerts

- Student claimed less than 100% [\(More\)](#) 0 Alerts
- Student claimed more than 100% [\(More\)](#) 0 Alerts

Resources

- [District Guide](#)
- [Principal Guide](#)
- [Teacher Guide](#)



Link

- Profile
- Link

School: Example School (291099999) [Change](#)

School Setup	Roster Verification	Review and Approval (1 Roster)
1. Review expected classes. 2. Review teachers & classes for accuracy. Review Teachers and Classes Add Missing Email Account Return to Single Sign On	1. Facilitate teacher training. 2. Monitor teacher completion. 3. Review unresolved teacher alerts. Monitor Teacher Completion	1. Review student instruction. 2. Review unresolved student alerts. 3. Review and approve rosters. Review Students Review and Approve Rosters Approve Rosters

School Setup
March 01 - February 27

Roster Verification
March 01 - June 14
Ends in 95 days

Review and Approval
Due by June 15

Example, Data (TLE03)

My Class Rosters

Class Name	Students	Status	Action
Example District			
M my class	4	Submitted	Edit Copy/Transfer Delete
M test	4	Not Started	Begin Copy/Transfer Delete

[Add Class](#)

Support Team [Change](#)

- Example, Data (Example District)
- Example, Training (principal) (Example School)

School Alerts and Notifications [Refresh Alerts](#)

Student Completion Alerts

✔ Student claimed less than 100% (More)	0 Alerts
✔ Student claimed more than 100% (More)	0 Alerts

Resources

- [District Guide](#)
- [Principal Guide](#)
- [Teacher Guide](#)



Link

- Profile
- Link

Help

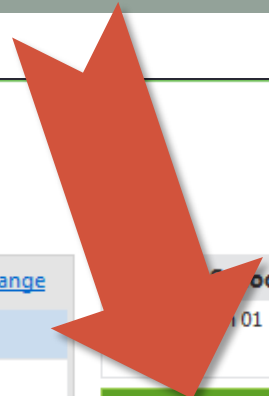
School: Example School (291099999) [Change](#)

School Setup	Roster Verification	Review and Approval (1 Roster)
1. Review expected classes. 2. Review teachers & classes for accuracy. Review Teachers and Classes Add Missing Email Account Return to Single Sign On	1. Facilitate teacher training. 2. Monitor teacher completion. 3. Review unresolved teacher alerts. Monitor Teacher Completion	1. Review student instruction. 2. Review unresolved student alerts. 3. Review and approve rosters. Review Students Review and Approve Rosters Approve Rosters

School Setup
March 01 - February 27

Roster Verification
March 01 - June 14
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Example, Data (TLE03)

My Class Rosters

Class Name	Students	Status	Action
▼ Example District			
M my class	4	Submitted	Edit Copy/Transfer Delete
M test	4	Not Started	Begin Copy/Transfer Delete

[Add Class](#)

Support Team [Change](#)

- Example, Data (Example District)
- Example, Training (principal) (Example School)

School Alerts and Notifications [Refresh Alerts](#)

▼ Student Completion Alerts

✔	Student claimed less than 100% (More)	0 Alerts
✔	Student claimed more than 100% (More)	0 Alerts

Resources

- [District Guide](#)
- [Principal Guide](#)
- [Teacher Guide](#)

Return

Link

Profile

Link

School: Example School (291099999) [Change](#)

School Setup

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

- [Review Teachers and Classes](#)
- [Add Missing Email Account](#)
- [Return to Single Sign On](#)

Roster Verification

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

- [Monitor Teacher Completion](#)

Review and Approval (1 Roster)

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

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

School Setup

March 01 - February 27

Roster Verification

March 01 - June 14
Ends in 95 days

Review and Approval

Due by June 15

Example, Data (TLE03)

My Class Rosters

Class Name	Students	Status	Action
▼ Example District			
M my class	4	Submitted	Edit Copy/Transfer Delete
M test	4	Not Started	Begin Copy/Transfer Delete

[Add Class](#)

School Alerts and Notifications [Refresh Alerts](#)

▼ Student Completion Alerts

- ✔ Student claimed less than 100% ([More](#)) 0 Alerts
- ✔ Student claimed more than 100% ([More](#)) 0 Alerts

Return

Support Team [Change](#)

- ✉ Example, Data (Example District)
- ✉ Example, Training (principal) (Example School)

Resources

- [District Guide](#)
- [Principal Guide](#)
- [Teacher Guide](#)

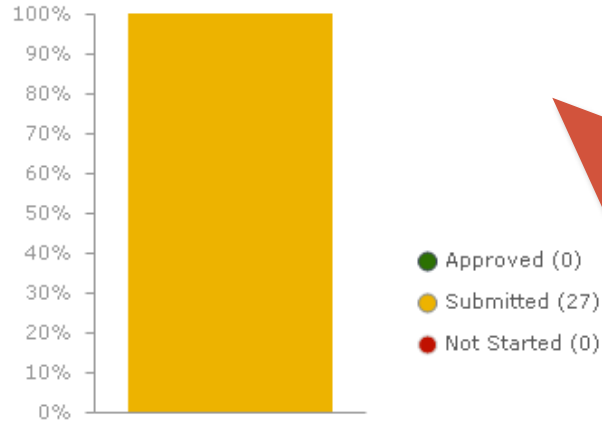
Monitor Teacher Completion

School: **Example School (291099705)**

District: **Example District**

[Return](#)

Roster Completion



Roster Completion

Show:

Staff	# Classes	Not Started	Submitted	Approved	# Students Deleted	Action
<input type="text"/>						Refresh Help
Teacher 1	2	-	2	-	-	View Changes
Teacher 2	2	-	2	-	-	View Changes
Teacher 3	3	-	3	-	5	View Changes
	4	-	4	-	-	View Changes
	2	-	2	-	-	View Changes
	2	-	2	-	-	View Changes
	4	-	4	-	2	View Changes
	2	-	2	-	2	View Changes
	2	-	2	-	-	View Changes
Totals	27	-	27	-	9	

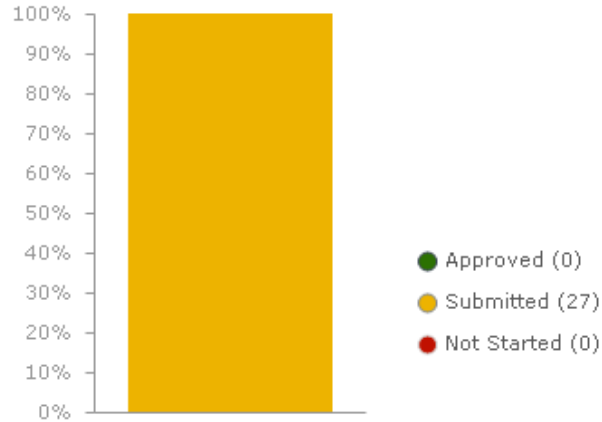
Monitor Teacher Completion

School: **Example School (291099705)**

District: **Example District**

[Return](#)

Roster Completion



Roster Completion

Show:

Staff	# Classes	Not Started	Submitted	Approved	# Students Deleted	Action
<input type="text"/>						Refresh Help
Teacher 1	2	-	2	-	-	View Changes
Teacher 2	2	-	2	-	-	View Changes
Teacher 3	3	-	3	-	5	View Changes
	4	-	4	-	-	View Changes
	2	-	2	-	-	View Changes
	2	-	2	-	-	View Changes
	4	-	4	-	2	View Changes
	2	-	2	-	2	View Changes
	2	-	2	-	-	View Changes
	4	-	4	-	-	View Changes
Totals	27	-	27	-	9	

Link

- Profile
- Link

School: Example School (291099999) [Change](#)

School Setup	Roster Verification	Review and Approval (1 Roster)
1. Review expected classes. 2. Review teachers & classes for accuracy. Review Teachers and Classes Add Missing Email Account Return to Single Sign On	1. Facilitate teacher training. 2. Monitor teacher completion. 3. Review unresolved teacher alerts. Monitor Teacher Completion	1. Review student instruction. 2. Review unresolved student alerts. 3. Review and approve rosters. Review Students Review and Approve Rosters Approve Rosters



School Setup
March 01 - February 27

Roster Verification
March 01 - June 14
Ends in 95 days

Review and Approval
Due by June 15

Example, Data (TLE03)

My Class Rosters

Class Name	Students	Status	Action
▼ Example District			
M my class	4	Submitted	Edit Copy/Transfer Delete
M test	4	Not Started	Begin Copy/Transfer Delete

[Add Class](#)

Support Team [Change](#)

- Example, Data (Example District)
- Example, Training (principal) (Example School)

School Alerts and Notifications [Refresh Alerts](#)

▼ Student Completion Alerts

- ✔ Student claimed less than 100% [\(More\)](#) 0 Alerts
- ✔ Student claimed more than 100% [\(More\)](#) 0 Alerts

Resources

- [District Guide](#)
- [Principal Guide](#)
- [Teacher Guide](#)

Help

Review Students

School: **Example School (291099705)**

District: **Example District**

[Return](#)

Grade: All | [3](#) | [4](#) | [5](#) | [7](#) | [11](#)

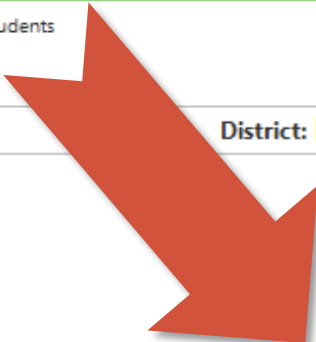
Show: Students Flagged for Review

Grade: All

R Student Not On Roster Complete Needs Review

Student Name	Grade	Language Arts	Math	Reading	Science	Social Studies
<input type="text"/>						
Student 1	3		✓	⚠		
Student 2	3		✓	⚠		
Student 3	3		✓	⚠		
	3		✓	⚠		
	3		⚠	⚠		
	3		✓	⚠		
	4		⚠	⚠		
	4		⚠	⚠		
	4		⚠	✓		
	4		⚠	⚠		
	4		⚠	⚠		
	5	✓	⚠	⚠	⚠	
	5	⚠	✓	✓	✓	
	5	✓	✓	⚠	✓	

Return

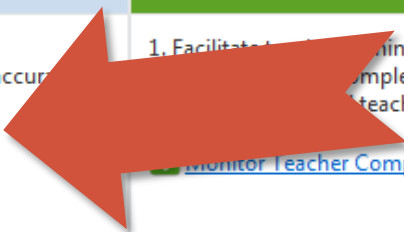


Link

- Profile
- Link

School: Example School (291099999) [Change](#)

School Setup	Roster Verification	Review and Approval (1 Roster)
1. Review expected classes. 2. Review teachers & classes for accuracy. Review Teachers and Classes Add Missing Email Account Return to Single Sign On	1. Facilitate... 2. Monitor Teacher Completion Monitor Teacher Completion	1. Review student instruction. 2. Review unresolved student alerts. 3. Review and approve rosters. Review Students Review and Approve Rosters Approve Rosters



School Setup
March 01 - February 27

Roster Verification
March 01 - June 14
Ends in 95 days

Review and Approval
Due by June 15

Example, Data (TLE03)

My Class Rosters

Class Name	Students	Status	Action
Example District			
M my class	4	Submitted	Edit Copy/Transfer Delete
M test	4	Not Started	Begin Copy/Transfer Delete

[Add Class](#)

Support Team [Change](#)

- Example, Data (Example District)
- Example, Training (principal) (Example School)

School Alerts and Notifications [Refresh Alerts](#)

Student Completion Alerts

- Student claimed less than 100% [\(More\)](#) 0 Alerts
- Student claimed more than 100% [\(More\)](#) 0 Alerts

Resources

- [District Guide](#)
- [Principal Guide](#)
- [Teacher Guide](#)

Reviewing Rosters – Staff/Teachers

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

Help

School Setup - Class View

School: Example School (291099999)

District: Example District

[Return](#)

Class View


Staff View




Subject View

Grade View

Show: All Staff

[+](#) Add Staff

 No Students on Roster

Class	Students on Roster	Deleted Students	Status	Actions
Example, Data (TLE03)	No Classes At This School			Add Class Remove Staff
Example, Teacher (400693)				Add Class Remove Staff
 Language Arts	1	1	Submitted	Copy/Transfer Delete
 General Science	1	1	Not Started	Copy/Transfer Delete
Example, Training (P291099999)				Add Class Remove Principal
 Language Arts	1	-	Not Started	Copy/Transfer Delete

[Return](#)

Reviewing Rosters – Staff/Teachers

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

Help

School Setup - Class View

School: Example School (291099999)

District: Example District

[Return](#)


Class View


Staff View







Subject View

Grade View

Show: All Staff

 Add Staff

 No Students on Roster

Class	Students on Roster	Deleted Students	Status	Actions
 Example, Data (TLE03)	No Classes At This School			Add Class Remove Staff
 Example, Teacher (400693)				Add Class Remove Staff
 Language Arts	1	1	Submitted	Copy/Transfer Delete
 General Science	1	1	Not Started	Copy/Transfer Delete
 Example, Training (P291099999)				Add Class Remove Principal
 Language Arts	1	-	Not Started	Copy/Transfer Delete

[Return](#)

Account Access - SSO

Manage User's Roles - Step 1 of 1

Adding a role for 'Training Example'.
Please enter the information below and click the Submit button.

Choose Application:


Select A Role:

- User
- Principal
- District Administrator

User's Current Roles For Battelle For Kids

- None

[Cancel](#)



Reviewing Rosters – Staff/Teachers

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

Help

School Setup - Class View

School: Example School (291099999)

District: Example District

[Return](#)


Class View


Staff View







Subject View

Grade View

Show: All Staff

 Add Staff

 No Students on Roster

Class	Students on Roster	Deleted Students	Status	Actions
 Example, Data (TLE03)	No Classes At This School			Add Class Remove Staff
 Example, Teacher (400693)				Add Class Remove Staff
 Language Arts	1	1	Submitted	Copy/Transfer Delete
 General Science	1	1	Not Started	Copy/Transfer Delete
 Example, Training (P291099999)				Add Class Remove Principal
 Language Arts	1	-	Not Started	Copy/Transfer Delete

Return

Reviewing Rosters – Staff/Teachers

[My Portal](#) > [Link](#) > [School Setup - Class View](#) > Add Staff

Add Staff

Search for a staff member to add to your school or to create a new staff member.

District: Example District (291099) [Add New Staff](#)

First Name Begins With: Last Name Begins With:

E-mail Address:

Organization Name:

Employee ID:

Enter search criteria, and select search, select Add to add that teacher to your list.

If the teacher you are searching for is not listed you can create a new teacher record.

<input type="button" value="+ Add All"/>	Staff	Employee ID	Organization	E-mail Address
<input type="button" value="+ Add"/>	Mote, Leea	TLE13		Leea.Mote@omes.ok.gov
<input type="button" value="+ Add"/>	Mote, Leea	147910		leea.mote@osf.ok.gov

Reviewing Rosters – Staff/Teachers

[My Portal](#) > [Link](#) > [School Setup - Class View](#) > [Add Staff](#) > Add New Staff

Add New Staff

Possible Matching Staff

- Create a New Staff Account
 Update an Existing Staff

Last Name	First Name	Email	Employee ID	Organization
<input type="checkbox"/> Mote	Leea	Leea.Mote@omes.ok.gov	TLE13	

Update

Cancel

Identify whether this is a new user account or updating and existing.

Reviewing Rosters – Staff/Teachers

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

Help

School Setup - Class View

School: Example School (291099999)

District: Example District

[Return](#)

Class View


Staff View




Subject View

Grade View

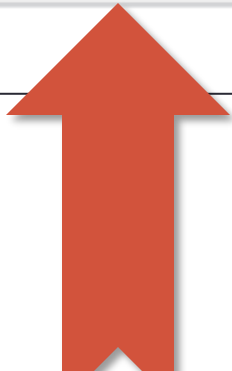
Show: All Staff

[+ Add Staff](#)

 No Students on Roster

Class	Students on Roster	Deleted Students	Status	Actions
Example, Data (TLE03)	No Classes At This School			Add Class Remove Staff
Example, Teacher (400693)				Add Class Remove Staff
 Language Arts	1	1	Submitted	Copy/Transfer Delete
 General Science	1	1	Not Started	Copy/Transfer Delete
Example, Training (P291099999)				Add Class Remove Principal
 Language Arts	1	-	Not Started	Copy/Transfer Delete

[Return](#)



Reviewing Rosters - Classes

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

School Setup - Class View

Help

School: Example School (291099999)

District: Example District

[Return](#)

Class View

Staff View

Subject View

Grade View

Show: All Staff

[+ Add Staff](#)



on Roster



Class	Students on Roster	Deleted Students	Status	Actions
Example, Data (TLE03)	No Classes At This School			Add Class Remove Staff
Example, Teacher (400693)				Add Class Remove Staff
Language Arts	1	1	Submitted	Copy/Transfer Delete
General Science	1	1	Not Started	Copy/Transfer Delete
Example, Training (P291099999)				Add Class Remove Principal
Language Arts	1	-	Not Started	Copy/Transfer Delete

[Return](#)


Reviewing Rosters - Classes

Edit Classes

Staff: Example, Teacher (400693) [Close](#)

Class Name	Students	Deleted Students	Status	Action
▼ Example School				
 Language Arts	1	1	Submitted	Edit Copy/Transfer Delete
 General Science	1	1	Not Started	Begin Copy/Transfer Delete

[Add Class](#) [Close](#)



Reviewing Rosters - Classes

BFK Link CE - Add Class

Add Class

Choose the course you would like to add for the teacher and provide a name for the class.

Staff: Example, Data

Organization: Example School

Core Subject: Math


Course:

Class Schedule:

Class Name:

Class Code:

Class Period:



BFK Link CE - Add Class

Add Class

Choose the course you would like to add for the teacher and provide a name for the class.

Staff: Example, Data

Organization: Example School

Core Subject: Math

Course:

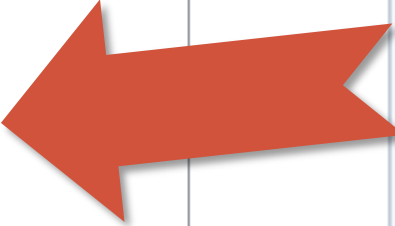
Class Schedule:

Class Name:

Class Code:

Class Period:

- 3rd Grade Math (Self-Contained) (1053-M)
- 4th Grade Math (Self-Contained) (1054-M)
- 5th Grade Math (Self-Contained) (1055-M)
- 6th Grade Math (Self-Contained) (1056-M)
- 7th Grade Math (Self-Contained) (1057-M)
- 8th Grade Math (Self-Contained) (1058-M)
- ACE Algebra I Remediation (4414)
- ACE Algebra II Remediation (4415)
- ACE Geometry Remediation (4524)
- ACE Math Remediation (2234)
- ACE Math Remediation (4405)
- Algebra I (4411)
- Algebra I (NOT FOR HIGH SCHOOL CREDIT) (2227)
- Algebra I A (1/2 Unit Credit) (4432)
- Algebra I B (1/2 Unit Credit) (4433)
- Algebra II (4412)
- Combined Geometry (4520)
- Combined Geometry (not FOR HIGH SCHOOL CREDIT) (2232)
- Contextual Algebra (4421)
- Contextual Geometry (4521)
- Geometry (NOT FOR HIGH SCHOOL CREDIT) (2230)
- Mathematics (2204)
- Plane Geometry (4530)
- Pre Algebra (2217)
- Solid Geometry (4540)
- Title I Math (2231)
- Title I Math (4404)



Reviewing Rosters - Classes

BFK Link CE - Add Class

Add Class

Choose the course you would like to add for the teacher and provide a name for the class.

Staff: Example, Data

Organization: Example School

Core Subject: Math

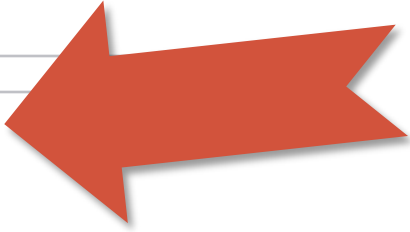
Course:

Class Schedule:

Class Name:

Class Code:

Class Period:



Reviewing Rosters - Classes

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

Help

School Setup - Class View

School: Example School (291099999)

District: Example District

[Return](#)

Class View


Staff View




Subject View

Grade View

Show: All Staff

[+](#) Add Staff

 No Students on Roster

Class	Students on Roster	Deleted Students	Status	Actions
Example, Data (TLE03)	No Classes At This School			Add Class Remove Staff
Example, Teacher (400693)				Add Class Remove Staff
 Language Arts	1	1	Submitted	Copy/Transfer Delete
 General Science	1	1	Not Started	Copy/Transfer Delete
Example, Training (P291099999)				Add Class Remove Principal
 Language Arts	1	-	Not Started	Copy/Transfer Delete

Return

District Data Administrator Training

1. Staff/Teachers
2. Classes
3. Students

Reviewing Rosters - Student

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

Help

School Setup - Class View

School: Example School (291099999)

District: Example District

[Return](#)

Class View


Staff View




Subject View

Grade View

Show: All Staff

[+](#) Add Staff

 No Students on Roster

Class	Students on Roster	Deleted Students	Status	Actions
Example, Data (TLE03)	No Classes At This School			Add Class Remove Staff
Example, Teacher (400693)				Add Class Remove Staff
 Language Arts	1	1	Submitted	Copy/Transfer Delete
 General Science	1	1	Not Started	Copy/Transfer Delete
Example, Training (P291099999)				Add Class Remove Principal
 Language Arts	1	-	Not Started	Copy/Transfer Delete

Return

Reviewing Rosters - Student

[My Portal](#) > [Link](#) > [School Setup - Class View](#) > Class Roster

Help

Class Roster

LA 1114 - Language Arts [Edit](#)

Status: Submitted

Course Name: Language Arts (1114)

District: Example District

[Copy/Transfer](#)

Subject Area: **Language Arts**

School: Example School (291099999)

[Delete Roster](#)

Class Schedule: **Full Year (Aug/Sep - May/Jun)**

Staff: Example, Teacher

[Contact Support Team](#)

Status: Submitted

1

[Add Students](#)

I taught these students

Students (1)

Grade

[Set Values for All Students >>>](#)

StudentII, Example (9999901)

6

2

[Enter by months](#)

during these months

From

To

Aug/Sep

May/Jun

Oct

May/Jun

3

for

% of instruction

50%

Deleted Students (1)

Reviewing Rosters - Student

[My Portal](#) > [Link](#) > [School Setup - Class View](#) > Class Roster

Help

Class Roster

LA 1114 - Language Arts [Edit](#)

Status: Submitted

Course Name: Language Arts (1114)

District: Example District

[Copy/Transfer](#)

Area: **Language Arts**

School: Example School (291099999)

[Delete Roster](#)

Schedule: **Full Year (Aug/Sep - May/Jun)**

Staff: Example, Teacher

[Contact Support Team](#)

Submitted

1

[Add Students](#)

I taught these students

2

[Enter by months](#)

during these months

3

for

% of instruction

[Set Values for All Students >>>](#)

From

Aug/Sep

To

May/Jun

StudentII, Example (9999901)

6

Oct

May/Jun

50%

Submit

Cancel

Deleted Students (1)

Reviewing Rosters - Student

[My Portal](#) > [Link](#) > [School Setup - Class View](#) > [Class Roster](#) > Add Student(s)

Add Student(s)

Search for a student to add to your class roster. Try searching using just the first letter or two of the first and/or last name. Also try searching within the district if the student is not found in your school. If the student does not exist, record the student's name and ID and contact your Support Team to have the student added to the database so that you will find the student when searching.

School: Example School

[Return](#)

District: Example District

Course Name: Language Arts (1114)

First Name Begins With:

Last Name Begins With:

District Student ID: (Last 4 digits or full ID)

Grade Level: All

School: Example School



Reviewing Rosters - Student

[My Portal](#) > [Link](#) > [School Setup - Class View](#) > [Class Roster](#) > Add Student(s)

Add Student(s)

Search for a student to add to your class roster. Try searching using just the first letter or two of the first and/or last name. Also try searching within the district if the student is not found in your school. If the student does not exist, record the student's name and ID and contact your Support Team to have the student added to the database so that you will find the student when searching.

School: Example School

[Return](#)

District: Example District

Course Name: Language Arts (1114)

First Name Begins With:

Last Name Begins With:

District Student ID:

(Last 4 digits or full ID)

Grade Level:

School:

Search

Return

 Add All

Student Name

District Student ID

Grade

Included

StudentII, Example

9999901

6

 Add

StudentIII, Example

9999903

7



Reviewing Rosters - Student

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

Help

School Setup - Class View

School: Example School (291099999)

District: Example District

[Return](#)

Class View


Staff View




Subject View

Grade View

Show: All Staff

[+](#) Add Staff

 No Students on Roster

Class	Students on Roster	Deleted Students	Status	Actions
Example, Data (TLE03)	No Classes At This School			Add Class Remove Staff
Example, Teacher (400693)				Add Class Remove Staff
 Language Arts	1	1	Submitted	Copy/Transfer Delete
 General Science	1	1	Not Started	Copy/Transfer Delete
Example, Training (P291099999)				Add Class Remove Principal
 Language Arts	1	-	Not Started	Copy/Transfer Delete

Return



Reviewing Rosters - Student

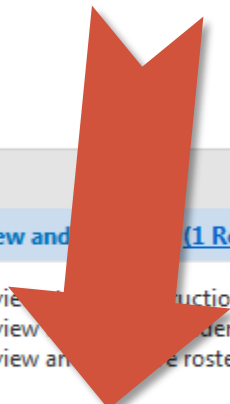
[My Portal](#) > [Link](#)

Link

[Profile](#) [Link](#)

School: Example School (291099999) [Change](#)

School Setup	Roster Verification	Review and Approve Rosters (1 Roster)
<ol style="list-style-type: none">1. Review expected classes.2. Review teachers & classes for accuracy. <ul style="list-style-type: none">→ Review Teachers and Classes→ Add Missing Email Account→ Return to Single Sign On	<ol style="list-style-type: none">1. Facilitate teacher training.2. Monitor teacher completion.3. Review unresolved teacher alerts. <ul style="list-style-type: none">→ Monitor Teacher Completion	<ol style="list-style-type: none">1. Review and approve roster construction.2. Review and approve student alerts.3. Review and approve rosters. <ul style="list-style-type: none">→ Review Students→ Review and Approve Rosters→ Approve Rosters



Reviewing Rosters - Student

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

Review Students

Help

School: Example School (291099999)




District: Example District

[Return](#)

Grade: All |

Show: Students Flagged for Review ▾

Grade: All

 Student Not On Roster  Complete  Needs Review

Student Name ▲

Grade ▲



No students flagged for review were found. To review all students, select the option from the list above.

[Return](#)



Reviewing Rosters - Student

[My Portal](#) > [Link](#) > Review Students [Help](#)

Review Students

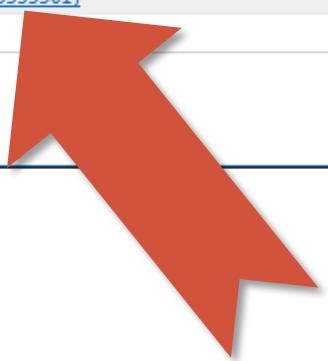
School: Example School (291099999) District: Example District [Return](#)

Grade: All | Show: All Students

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

Student Name ▲	Grade ▲	
<input type="text"/>		↻ ?
StudentII, Example (9999901)	6	

[Return](#)




Reviewing Rosters - Student

Student-Subject Linkage Detail ✕

Student: StudentII, Example (9999901)

Class	Teacher	Aug/Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May/Jun
LA Language Arts Language Arts	Example, Teacher	0	50	50	50	50	50	50	50	50
	Example, Training	0	0	0	0	0	0	0	0	0
	Language Arts Total:	0%	50%	50%	50%	50%	50%	50%	50%	50%
M test my class	Example, Data	100	100	100	100	100	100	100	100	0
	Example, Data	100	100	100	100	100	100	100	100	0
	Math Total:	200%	200%	200%	200%	200%	200%	200%	200%	0%
Sc General Science	Example, Teacher	0	0	0	0	0	0	0	0	0
	Science Total:	0%	0%	0%	0%	0%	0%	0%	0%	0%
Months not in Example District:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Months not in Example School:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>										



Reviewing Rosters – Copy/Transfer

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

Help

School Setup - Class View

School: Example School (291099999)

District: Example District

[Return](#)

Class View


Staff View




Subject View

Grade View

Show: All Staff

[+](#) Add Staff

 No Students on Roster

Class	Students on Roster	Deleted Students	Status	Actions
Example, Data (TLE03)	No Classes At This School			Add Class Remove Staff
Example, Teacher (400693)				Add Class Remove Staff
 Language Arts	1	1	Submitted	Copy/Transfer Delete
 General Science	1	1	Not Started	Copy/Transfer Delete
Example, Training (P291099999)				Add Class Remove Principal
 Language Arts	1	-	Not Started	Copy/Transfer Delete

Return



Reviewing Rosters – Copy/Transfer

Copy/Transfer [X]

From

Staff:	Example, Teacher
Class:	General Science (1 students)

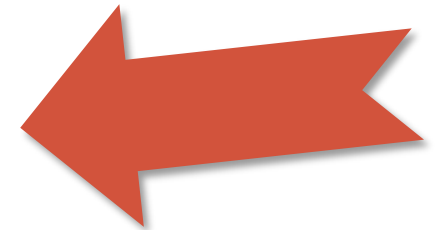
Copy Class [Continue →]
Class and class roster will be copied [More](#)

Transfer Class [Continue →]
Class will be reassigned to a new teacher [More](#)

Copy Student Roster [Continue →]
All Students from this class will be copied [More](#)

Replace Student Roster [Continue →]
Student roster will be replaced [More](#)

[Cancel X]



Reviewing Rosters – Copy/Transfer

Copy/Transfer [Close]

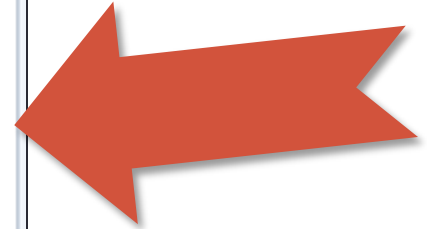
From

Staff:	Example, Teacher
Class:	General Science (1 students)

Include membership and % instruction [Continue →]
Membership and % Instruction will be copied

Default to entire term and 0% instruction [Continue →]
Student roster will be replaced

[← Previous] [Cancel ✕]



Reviewing Rosters – Teacher Process



[My Portal](#) > [Link](#) > [School Setup - Class](#) > [Roster](#)

Help

Class Roster

Sc 2254 - General Science [Edit](#)

Status: Not Started

Course Name: General Science (2254)

District: Example District

[Copy/Transfer](#)

Subject Area: **Science**

School: Example School (291099999)

[Delete Roster](#)

Class Schedule: **Full Year (Aug/Sep - May/Jun)**

Staff: Example, Teacher

[Contact Support Team](#)

Status: Not Started

1

[Add Students](#)

I taught these students

Students (1)

Grade

[Set Values for All Students >>>](#)

StudentII, Example (9999901)

6

2

[Enter by months](#)

during these months

From

To

Aug/Sep

May/Jun

Aug/Sep

May/Jun

3

for

% of instruction

0%

Deleted Students (1)

Reviewing Rosters – Teacher Process

[My Portal](#) > [Link](#) > [School Setup - Class View](#) > Class Roster

Help

Class Roster

Sc 2254 - General Science [Edit](#)

Status: Not Started

Course Name: General Science (2254)

District: Example District

[Copy/Transfer](#)

Subject Area: **Science**

School: Example School (291099)

[Delete Roster](#)

Class Schedule: **Full Year (Aug/Sep - May/Jun)**

Staff: Example, Teacher

[Contact Support Team](#)

Status: Not Started

1

[Add Students](#)

I taught these students

Students (1)

Grade

[Set Values for All Students >>>](#)

StudentII, Example (9999901)

6

2

[Enter by months](#)

during these months

From

To

Aug/Sep

May/Jun

Aug/Sep

May/Jun

3

for

% of instruction

0%

Deleted Students (1)

Reviewing Rosters – Teacher Process

[My Portal](#) > [Link](#) > [School Setup - Class View](#) > Class Roster

Help

Class Roster

Sc 2254 - General Science [Edit](#)

Status: Not Started

Course Name: General Science (2254)

District: Example District

[Copy/Transfer](#)

Subject Area: **Science**

School: Example School (291099999)

[Delete Roster](#)

Class Schedule: **Full Year (Aug/Sep - May/Jun)**

Staff: Example, Teacher

[Contact Support Team](#)

Status: Not Started

1

[Add Students](#)

I taught these students

Students (1)

Grade

[for All Students >>>](#)

StudentII, Example (9999901)

6

2

[Enter by months](#)

during these months

From

To

Aug/Sep ▼

May/Jun ▼

Aug/Sep ▼

May/Jun ▼

3

for

% of instruction

▼

0% ▼

Submit

Cancel

Deleted Students (1)

Reviewing Rosters – Teacher Process

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

Class Roster

Sc 2254 - General Science [Edit](#) Status: No

Course Name: General Science (2254) **District:** Example District [Copy/Transfer](#)
Subject Area: **Science** **School:** Example School (2910999) [Delete Roster](#)
Class Schedule: **Full Year (Aug/Sep - May/Jun)** **Staff:** Example, Teacher [Contact Support Team](#)
Status: Not Started

1 [Add Students](#)

I taught these students

Students (1)	Grade
Set Values for All Students >>>	
<input type="checkbox"/> StudentII, Example (9999901)	6

Deleted Students (1)

2 [Enter by months](#)

during these months

From	To
Aug/Sep ▼	May/Jun ▼
Aug/Sep ▼	May/Jun ▼

3

for

% of instruction

▼
0% ▼

Reviewing Rosters – Teacher Process

[My Portal](#) > [Link](#) > [School Setup - Class View](#) > Class Roster

Class Roster

Help

Sc 2254 - General Science [Edit](#)

Status: Not Started

Course Name: General Science (2254)

District: Example District

[Copy/Transfer](#)

Subject Area: **Science**

School: Example School (291099999)

[Delete Roster](#)

Class Schedule: **Full Year (Aug/Sep - May/Jun)**

Staff: Example, Teacher

[Contact Support Team](#)

Status: Not Started

1

[Add Students](#)

I taught these students

Students (1)

Grade

[Set Values for All Students >>>](#)

StudentII, Example (9999901)

6

2

[Enter by months](#)

during these months

From

To

Aug/Sep ▼

May/Jun ▼

Aug/Sep ▼

May/Jun ▼

3

for

% of instruction

▼

0% ▼

Submit

Cancel

Deleted Students (1)

Reviewing Rosters – Teacher Process

[My Portal](#) > [Link](#) > [School Setup - Class View](#) > Class Roster

Class Roster

Help

Sc 2254 - General Science [Edit](#)

Status: Not Started

Course Name: General Science (2254)

District: Example District

[Copy/Transfer](#)

Subject Area: **Science**

School: Example School (291099999)

[Delete Roster](#)

Class Schedule: **Full Year (Aug/Sep - May/Jun)**

Staff: Example, Teacher

[Contact Support Team](#)

Status: Not Started

1

[Add Students](#)

I taught these students

Students (1)

Grade

[Set Values for All Students >>>](#)

StudentII, Example (9999901)

6

2

[Enter by months](#)

during these months

From

To

Aug/Sep

May/Jun

Aug/Sep

May/Jun

3

for

% of instruction

0%

Deleted Students (1)

Reviewing Rosters – Teacher Process

1 [Add Students](#)

I taught these students


Students (1)	Grade
Set Values for All Students >>>	
StudentII, Example (9999901)	6

2 [Enter by year](#)

during these months for % of instruction

Aug/Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May/Jun
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
0%	0%	0%	0%	0%	0%	0%	0%	0%

Deleted Students (1)



Reviewing Rosters – Teacher Process

[My Portal](#) > [Link](#) > [School Setup - Class View](#) > Class Roster

Help

Class Roster

Sc 2254 - General Science [Edit](#)

Status: Not Started

Course Name: General Science (2254)

District: Example District

[Copy/Transfer](#)

Subject Area: **Science**

School: Example School (291099999)

[Delete Roster](#)

Class Schedule: **Full Year (Aug/Sep - May/Jun)**

Staff: Example, Teacher

[Contact Support Team](#)

Status: Not Started

1

[Add Students](#)

I taught these students

Students (1)

Grade

Set Values for All Students >>>

StudentII, Example (9999901)

6

2

[Enter by months](#)

during these months

From

To

Aug/Sep

May/Jun

Aug/Sep

May/Jun

3

for

% of instruction

0%

0%

Submit

Cancel

Deleted Students (1)



Reports and Principal Review

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

Link

Profile | Link

School: Example School (291099999) [Change](#)

School Setup	Roster Verification	Review and Approval (1 Roster)
<ul style="list-style-type: none">1. Review expected classes.2. Review teachers & classes for accuracy. <ul style="list-style-type: none">→ Review Teachers and Classes→ Add Missing Email Account→ Return to Single Sign On	<ul style="list-style-type: none">1. Facilitate teacher training.2. Monitor teacher completion.3. Review unresolved teacher alerts. <ul style="list-style-type: none">→ Monitor Teacher Completion	<ul style="list-style-type: none">1. Review student instruction.2. Review unresolved student alerts.3. Review and approve rosters. <ul style="list-style-type: none">→ Review Students→ Review and Approve Rosters→ Approve Rosters

Example, Data (TLE03)

My Class Rosters

Class Name	Students	Status	Action
Example District			
M my class	4	Submitted	Edit Copy/Transfer Delete
M test	4	Not Started	Begin Copy/Transfer Delete

[Add Class](#)

School Alerts and Notifications [Refresh Alerts](#)

- Student Completion Alerts
- ✓ Student claimed less than 100% ([More](#)) 0 Alerts
- ✓ Student claimed more than 100% ([More](#)) 0 Alerts

Help

School Setup
March 01 - February 27

Roster Verification
March 01 - June 14
Ends in 95 days

Review and Approval
Due by June 15

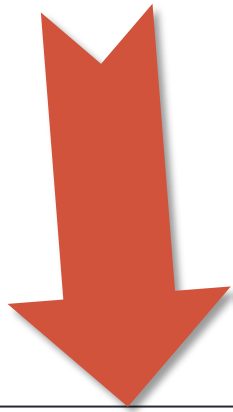
Support Team [Change](#)

- Example, Data (Example District)
- Example, Training (principal) (Example School)

Resources

- [District Guide](#)
- [Principal Guide](#)
- [Teacher Guide](#)

Reports and Principal Review



LA Language Arts		(1 out of 2 students)								Status: Submitted	<input type="button" value="View"/>	<input type="button" value="Approve"/>
Student Name	Aug/Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May/Jun	Comments		
StudentID, Example (9999901)	0%	50%	50%	50%	50%	50%	50%	50%	50%	Added		



My Portal > Link

Link

[Help](#)

Profile | **Link**

School: Example District (291099) [Change](#)

School Setup

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

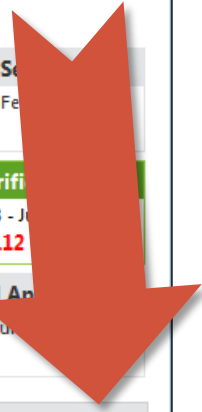
[Review Teachers and Classes](#)

[Select a School](#)

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.**



Example, Data (TLE03)

My Class Rosters

Class Name	Students	Status	Action
Example District			
M my class		Not Started	Begin Copy/Transfer Delete

[Add Class](#)

School Alerts and Notifications

[Refresh Alerts](#)

Student Completion Alerts

	Student claimed less than 100% (More)	0 Alerts
	Student claimed more than 100% (More)	0 Alerts

School Setup
February 28 - Feb

Roster Verification
February 28 - J
Ends in 112

Review and An
Due by Ju

Support Team [Change](#)

- Example, Data (Example District)
- Example, Training (principal) (Example School)
- ExampleSix, Teacher (principal) (Example School II)

Resources

- [District Guide](#)
- [Principal Guide](#)
- [Teacher Guide](#)

[Return](#)

BATTELLE FOR KIDS

State Department of Education

Questions

What to do during April and May?

A decorative graphic consisting of a solid teal horizontal bar, followed by a white horizontal bar, and then three thin, parallel white horizontal lines.

District leaders...

- train staff
- answer teachers' questions as they complete RV
- monitor teacher completion rates
- check and reconcile red-flagged data ("alerts")
- call OSDE Customer Service Desk at (405) 521-3301 for assistance with difficult questions

What to do in June?



Final Steps

- Principals review and approve rosters at site level.
- Superintendent reviews and verifies completion at district level by June 13 2014



Available Resources



Additional Webinars

Roster Verification Wave Data Clean-Up Q & A

- **March 3 and March 4 @ 2:00-3:00**
- **March 11 and March 25 @ 10:00-11:00**

Battelle Roster Verification Webinar

- **April 8, April 22, May 6, May 13, May 27, and June 3 @ 2:00-3:00**
- **April 15, April 29, May 20 @ 10:00-11:00**

Parents Guide to THIRD-GRADE Reading Retention

1 2 3 4 5 6



[About](#)

[Services](#)

[News & Blogs](#)

[Resources](#)

[Home / Teacher and Leader Effectiveness \(TLE\)](#)

Teacher and Leader Effectiveness (TLE)

TLE oversees Oklahoma's new teacher/leader evaluation system that is used to inform instruction, create professional development opportunities, and improve both the practice and art of teaching and leading.

Topics

[TLE Training](#)

Informative/educational videos and resources for educators and stakeholders.

[Roster Verification](#)

Student/teacher linkage training and communication.

[Quantitative Components](#)

Everything you need to know about the quantitative portion of the TLE including Other Academic Measures and Value Added Measures.

[Qualitative Components](#)

Everything you need to know about the qualitative portion of the TLE including approved qualitative frameworks and guiding documents.

TLE News/ Events/Updates

- [TLE Nuts and Bolts Presentation](#) 
- [Oklahoma Educator Workforce Shortage Task Force Initial Report](#) 
- [TLE Next Steps for 2014 Presentation](#) 
- [TLE Theory of Action Brochure](#) 
- [Senate Bill 426 \(Bill relating to Teacher/Leader Evaluations\)](#)
- [9-6-13 Videoconference: Updated OAM & Roster Verification Video](#)
- [9-6-13 Videoconference Handout/Powerpoint](#) 
- [InTASC Crosswalk Evaluation System](#) 
- [TLE Implementation Timeline for Districts](#) 

Regional Pre-AP/AP TRAINING

Free Spring Training:
for teachers who teach:
Math, Science, English, Social Studies

Hosted by:
1 2 3 4 5 6 EDUCATION

Presented by: 

[About](#)

[Services](#)

[News & Blogs](#)

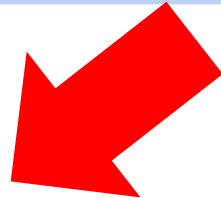
[Resources](#)


[Home / TLE Roster Verification](#)

TLE Roster Verification

Linkage Video Series

- [Facilitator's Guide to Series \(PDF\)](#)
- [Why Linkage? \(4 min video\)](#)
- [What is Linkage? \(4 min video\)](#)
- [Why is Linkage Important? \(4 min video\)](#)
- [Linkage Roles \(3 min video\)](#)
- [What is Teacher Verification? \(3 min video\)](#)
- [Final Steps \(2 min video\)](#)



 [Archived 2013 Roster Verification Training](#)

[<< Back to TLE home page](#)

TLE Roster Verification

Webinars

Current Roster Verification Training Opportunities

- February 24, 2014 @ 1pm - 2:30pm
- February 25, 2014 @ 9am - 10:30am
- February 26, 2014 @ 3pm - 4:30pm
- February 27, 2014 @ 11am - 12:30pm
- February 28, 2014 @ 9am - 10:30am

Register for a webinar session (at oksdetraining.webex.com), and click on the tab for "upcoming".



Contact Information



OSDE Customer Service Desk

(405) 521-3301

www.ok.gov/sde/tle

Jenyfer Glisson, Executive Director of Teacher and Leader Effectiveness

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Ginger DiFalco, Coordinator of Teacher and Leader Effectiveness

ginger.difalco@sde.ok.gov

(405) 522-8298

Questions?

A decorative graphic consisting of a solid teal horizontal bar that spans the width of the slide. Below this bar, on the right side, there are several horizontal lines of varying lengths and colors, including teal and white, creating a layered, abstract effect.