

TLE Roster Verification - Frequently Asked Questions

Q: Where do we go for training on using the Battelle for Kids application?

A: The links to training materials are located on the right side of the screen on the TLE Web page of the OSDE Web site (<http://www.ok.gov/sde/tle>). There are two sections—one for Administrators and one for Teachers.

Q: I am a Teacher, who should I contact for help or support?

A: All teachers should contact their Principal or designated TLE support person in their school/district.

Q: I am getting an alert indicating a one of my students is claimed more than 100%. What does this mean and how do I correct it?

A: This alert indicates that a student is being claimed by more than one teacher for the same period of time for at least a portion of the year. To correct this issue, look at the course code you have used for this roster. Your administrator should be able to assist in determining which teachers are claiming the student and adjust percentages of instruction that each teacher is providing to the student.

Q: I am getting an alert indicating one of my students is claimed less than 100%. What does this mean and how do I correct it?

A: This alert indicates that a student is showing that they were enrolled in your school for the entire school year; however a portion of that time is not being claimed by any teacher. Your administrator should be able to assist in determining which teacher(s) should be claiming the student and determine if another teacher should be claiming the student, then determine if percentages of instruction that each teacher is providing to the student is accurate or needs to be adjusted.

Q: I am trying to set up my teachers in the Battelle for Kids application but they do not have access.

A: All teachers must first have an account in Single Sign On (SSO). For assistance in setting up teachers with an SSO account, view the Battelle for Kids Administrator Tutorial Video on the TLE Web page (www.ok.gov/sde/tle).

Q: I do not see a way for the Superintendent to certify our rosters.

A: There is not a place in Battelle for Kids for Superintendents to certify rosters. The final rosters are approved by the Principals. Superintendents do not have a role in the Roster Verification process.

Q: I am missing students from my roster and I do not seem to be able to find them to add them in Battelle.

A: If a student is missing, it is probably because they have a data validation issue in the Wave. Go to the Data Validation Wizard in the Wave and review any errors in the Student Personal category for the following:

Birthdate was not provided or invalid

FirstName was not provided or invalid

Gender was not provided

LastName was not provided or invalid

MiddleName was not provided or invalid

Race_Code record was not provided

State of birth was not provided or invalid

After fixing the error(s), allow the information to update and you should be able to add the student in Battelle.

Q: We have used the course codes given; however, more than half of our students are not populated in the site rosters. This was for 3-8th grade students. And yes, we are PS district. What should we do to get kids on rosters?

A: *This situation may require you to contact the SDE Help Desk and submit a ticket.*

Q: We send our alternative education students to another district that we co-op with. The students are on our SIS but the instruction takes place at the neighboring school and is taught by the teacher(s) employed at the neighboring school. Will the teacher(s) at the neighboring school place our students on their roster? If so how?

A: *Yes. If the CO-OP school provides the student to the Wave system with a Basis of Admission of CO-OP, this student will appear in the Student List of the CO-OP school and can be added to the Roster of a teacher who teaches in that school. This is the recommendation. There may be technical issues that keep this from taking place, but the recommendation is that the student be included on that CO-OP teachers Roster and that the school who educates that student send that student to the Wave with a Basis of Admission of CO-OP.*

Q: I have students in the Middle School 6th-8th that take additional/supplemental Math and Reading classes (Title I Math and Title I Reading). These classes are listed on the TLE Roster Verification Import. Can I delete these classes since they are just supplemental courses and not their required Reading/Language and Math Courses?

A: *The teachers in the supplemental classes (Title I Math and Title I Reading) will also do RV. The teachers of the regular classes and the Title I classes can determine the dosage amount each teacher is responsible for in instructing these students.*

Q: Are we reporting on only Reading classes, not Language classes?

A: *Refer to slide 5 of the presentation to see the course codes of all participating classes. If a self-contained teacher is teaching both reading and language arts such as writing and grammar, only one roster needs to be linked. If a student has two separate teachers for reading and language and the course code is on the participation slide, then both teachers complete RV.*

Q: I have a Penmanship class with an OCAS of 1115. It is coming across as Spelling/Vocab. I'm confused about why you are pulling the 1115 code. Don't you just want Reading and Math teachers?

A: *ELA includes reading, language arts, spelling, writing, and vocabulary. Any teacher who teaches one of these subjects in grades 4-8 will do RV. If a self-contained teacher teaches reading and has multiple rosters with the same students for spelling, vocabulary, etc., the reading roster can be retained and the other rosters deleted.*

Q: My English II class is showing up on the TLE Roster Verification. Do I just delete it?

A: *Yes.*

Q: Will RV pull both a homeroom (self contained) Elem course and an Elem Math Course on the same student?

A: *The codes are pulled depending on what course code is used in your student information system. If the self-contained codes are used, RV will automatically split that into reading and math.*

Q: Exactly where do we check to see if all of our teachers are listed?

A: *The district/school logon administrator can see teachers associated with the district in SSO on the manage users section of the RV application.*

Q: The Participation list included Algebra 1-A and B. Do teachers who teach Alg. 1 A have to do the roster verification since they do not take the EOI that year?

A: *If the students are not testing in Algebra I this school year, then teachers of Alg. 1 A do not need to do RV.*

Q: Will the RV application duplicate students if their course has two separate courses for each semester?

A: *A separate RV process will be completed for each semester course.*

Q: Can we still complete Roster Verification for non-VAM tested subject teachers to attribute time of instruction in Co-Teaching, etc? (3rd Grade, Eng. II, Science, & Social Studies).

A: *No, course codes for those subjects will not be included in the RV application.*

Q: AP English Lit is listed as well, but that is a senior class. Is it up to the site to decide whether those are included?

A: *If students in that class will be taking the English III test this year, the teacher of the AP English Lit class completes RV. If not, then the teacher does not complete RV.*

Q: What are all the reasons that a student will be in Find Students?

A: *The student will be in Find Students for the following reasons:*

- 1. Errors on Race/Ethnicity*
- 2. Errors on Gender*
- 3. Errors on First, Middle or Last Name*
- 4. Errors on Birth Date*
- 5. Missing STN (Student is on the STN Wizard)*
- 6. Review the Find Missing Students for other possible areas in the instructions section.*

Q: Are alternative schools or IBI (Internet-Based Instruction) Courses included? (If teacher is there for their 2nd job for Night School or Internet Based Instruction, but the course is a tested course will they need to be on RV?)

A: *Only teachers who are employed by districts and who participate in TLE complete RV. If the teacher of an IBI class is only monitoring the class while students engage with an online “textbook”, then that teacher does not do RV.*

Q: If we complete an upload, do we include all kids/subjects for the entire school or only the subjects/kids that are needed according to the list given earlier?

A: *See slide 4 of the presentation for subject course codes included in 2015. RV will be completed for Grades 4-8 ELA/Reading and Math, Alg. I, Alg. II, Geometry, and English III. Also see slide 5 of the presentation for the Participation list. Teachers teaching any of the participating codes to students in the above mentioned grades/subjects will complete RV.*

Q: If my classes are duplicated, will we need to delete those extra duplicates?

A: *Yes, rosters should reflect the actual teachers, students, and classes.*

Q: What was it you said about elementary students self-contained but are being taught math by another teacher?

A: *The self-contained teacher will do RV for reading/ELA, and the math teacher will complete RV for math.*

Q: Will you clarify self-contained codes - are they not recognized or split into math/reading?

A: *Self-contained codes will be split into math and reading.*

Q: In my scenario Student A is going to have 6th grade math with teacher A all year and title I math with Teacher B all year. Both teachers teach the student 100%. Do you still have to count the title I math course since it is not a required course?

A: *Yes, teacher A and teacher B are both contributing to students in math. Teacher A and B can determine what percentage of instruction is assigned to each teacher.*

Q: This is a very short timeline to get this finished--especially if we have problems with the data. Spring Break is right in the middle of this process and many districts are closed.

A: *The data cleanup window in the Wave application extends from March 4 – 31. The Battelle for Kids application will be open from April 10 – June 12. We have offered four webinars in March, and the TLE webpage has all the resources needed for support.*

Q: Students are showing up, but no classes are showing up.

A: *Contact the SDE Help Desk.*

Q: Will you tell me again when the Battelle application in SSO will be available for school administrators?

A: *Early April (around the 10th) to June 12th. Administrators will do a final “cleaning” of the data before asking their teachers to complete RV. Teachers should complete RV before their last contracted day in May.*

Q: Are VAM scores only supposed to be for subjects that have a valid pre & posttests? Eg. The 4th grade math is included but not 3rd grade math. If so, why are we including spelling/vocabulary and world lit?

A: *In grades 4-8 ELA includes reading, language arts, writing, grammar, and spelling. If the teacher is self-contained and teaches all these subjects, he/she would only do one roster for reading. If students go to one teacher for reading and another teacher for writing, then both teachers would do RV. A world lit teacher would do RV if students in that class are taking the English III class this year. If not, then the teacher would not do RV.*

Q: How will the TLE VAM scores be calculated for those courses that do not have a pre- and posttest?

A: *VAM is calculated by using valid pre- and posttest scores. Refer to the technical manual on the TLE website to see which pre and posttests are used for calculating VAM.*

Q: How do you determine the percentage of instruction time for students?

A: *Each teacher works with the school administration to determine if the instruction time was 100% or shared with another teacher in amounts of 75%, 50%, or 25%.*

Q: We have seniors taking College Algebra concurrently. I am the teacher that records attendance and grades so I am listed on TLE. I am also the teacher listed for a student taking Geometry at an alternative site. All of these students are listed on the file under my name. I don't teach them. Should I delete them in the file and then confirm?

A: *The students taking College Algebra are not taught by an employee of your school district and are not evaluated by your administrators under TLE, so those students can be deleted from your roster. If you are not the instructor for the Geometry course, you can delete that student from your roster because they will appear on the roster of the teacher that is responsible for their Geometry instruction.*

Q: All of my 8th grade pre-algebra students (in middle school) are showing a course number for the high school pre-algebra elective only (4413 I believe), and they should be pre-algebra 2217. Is this because my SIS is uploading incorrect information to the WAVE?

A: *Yes, the Wave pulls course codes from the way the courses are set up in the local student information system.*

Q: Will teachers who teach two-year courses in which students will not be testing this spring need to do RV this year?

A: *No, only teachers of tested grades and subjects included in RV participation for this year and with students who will test this spring need to do RV.*

Q: Does dosage over 100% affect VAM score in any way?

A: *If a self-contained teacher completes rosters for both reading and language arts for the same students, the reading VAM scores will show dosage of 200%. The 200% dosage for all students does not affect VAM scores since the same amount was applied to all students.*

Q: Since English III students who have passed the ACT are exempted from taking the EOI, will we still need to do a RV for them?

A: *Teachers of English III only do RV for students who will be taking the English III EOI this spring. Students who will not be taking that test can be removed from the roster.*

Q: Do all math and English teachers at the high school level complete RV? There are only four subjects included on the participation list, but there are many more courses included on the course code list.

A: *There are more course codes listed than the tested subjects because there are multiple courses that can contribute to student achievement in math and English.*

Q: Do teachers of ACE reading and math classes do RV?

A: *Yes, if students enrolled in those classes will test in Algebra I, Algebra II, Geometry, or English III this year.*

Q: Will the data pre-populated in Battelle include the start month for students? For example, if a student enrolled in mid-October, will the Wave show that in Battelle, or will the teacher need to make those changes?

A: *We are working on trying to get this to populate correctly in Battelle, but it still may require manual entry on the student in Battelle to exclude certain months where the student was not enrolled.*

During the data clean-up period (March 4 – 31), administrators have the opportunity to make data changes. The data will then be uploaded to Battelle for Kids. At that time the default setting in BFK is a starting date at the beginning of the school year.

Q: If a teacher is an ACE teacher for reading at 9th grade, and those students will not take the English III test, does that teacher do RV?

A: *No.*

Q: Just because data is pulled from the Wave for RV, if students are not testing in Grades 4-8 math, Grades 4-8 reading/ELA, Algebra I, Algebra II, Geometry, or English III, then those students' records can be deleted. Is this correct?

A: *Yes.*

Q: Do teachers in tested subjects with fewer than ten students participate in RV since they won't have a VAM?

A: *Yes, class size does not impact participation in RV.*

Q: When will you know if the Wave and Battelle are communicating with connection to months included for student enrollment?

A: *Once the Wave application closes on March 31st, we will be uploading the data into Battelle and testing it.*

Q: When is BFK going to be available to be assigned to teachers in SSO?

A: *BFK will be available in early April, no later than April 10th.*

Q: Is data information on courses still being pulled each weekend?

A: *Yes.*

Q: Will every student at each site show, even if they are not in one of the courses that are to be reported?

A: *The RV application is only pulling data with the course codes included on slide 5 of the presentation.*

Q: Do we leave students who have left our school on roster verification?

A: *Yes, students who are no longer at a school will be included on roster verification for the months they were instructed at that school.*

Q: Is ELA included in the Reading, or do teachers who teach Language Arts, but not Reading, need to complete RV?

A: *Teachers in grades 4-8 who teach reading or any language arts, spelling, vocabulary, grammar class as shown on slide 5 of the presentation need to do RV. For example: If a teacher is self-contained, she does not need to complete multiple rosters for reading/language arts/spelling/vocabulary if she is the only instructor the students have in those "reading" subjects.*

Q: I am working on verifying the information on SSO for TLE and have a question. Our 6th grade students are listed as having two language arts classes and there is a segment with each of the teacher's names on the file. One of those teachers specifically teaches grammar and writing skills, while the other teacher solely teaches reading and comprehension skills. Can I delete the teacher from the file that is responsible for teaching the grammar and writing skills, or will this cause an issue? What I am concerned about is a teacher receiving a VAM score that is reflective of skills they are not responsible for teaching. My 6th grade teachers are language arts certified, and both classes have a 1114 code.

A: *Both teachers (the one teaching reading and comprehension and the one teaching grammar and writing) need to complete RV. **All of these skills contribute to students' growth in reading.** Since both classes have the same 1114 code, the dosages on the reports will show 200%. This is not an issue since it will be the same for all students enrolled in both of the classes.*

Q: At our elementary 4th-5th graders have a language arts teacher and a reading teacher. The OCCT is for reading. The language arts teacher does not teach the reading objectives. Shouldn't the language teacher be removed from the roster verification?

A: *No. See the answer above.*

Q: If I select "on screen data entry" and make some changes, will the student info system no longer update in the evenings?

A: *That is correct.*

Q: What test is the geometry test compared to for roster verification purposes? Algebra and geometry are not that similar in content.

A: *Refer to pages 7 and 8 of the technical manual titled Measuring Teacher and School Value Added in Oklahoma, 2013-2014 School Year posted on the TLE webpage:*

<http://www.ok.gov/sde/sites/ok.gov.sde/files/2013-2014%20Measuring%20VAM%20in%20Oklahoma.pdf>

Q: A fourth grade self-contained classroom has three lines for reading, the first being reading, second being language arts, and third being spelling/vocabulary. For purposes of Roster Verification cleanup, can we delete the second two so that a teacher will not be showing teaching a student 300% of the time for "reading related subjects"?

A: *If the same students are instructed **by the same teacher** in each of the courses listed (since this is a self-contained class), the duplicate rosters can be deleted and leave only the reading roster.*

Q: If students are being taught a participating subject area at a tech center, do we put the teacher as our counselor or have the tech center teacher have an sso account for our school?

A: *No, only teachers who are employed by your school district and are part of the TLE system are included in RV.*

Q: What would you put for a participation code for a student who is in a special education class? Example: a fourth grade student who goes to a lab situation for math or reading.

A: *Any teacher who provides instruction for a student in the tested grades and subjects as listed on slide 4 of the presentation will do RV. The regular reading or math teacher **and** the special education teacher of the lab class can determine the percentage of instruction provided for the students they share.*

Q: Is there a place where you can find out if teachers have completed their sign-up on the Wave...without having to go around to every teacher and asking them? I downloaded the Student/Course/Teacher Assignment Report and saw that my teachers were connected...so I'm assuming that they have completed their single sign-on account.

A: *There is no place available currently to confirm if teachers at your site have SSO accounts set up with all the information including certificate numbers. This is something that OSDE can look into developing in the future.*

Q: I have a teacher who left our district in February. She is no longer teaching anywhere. Should I delete her from roster verification? If not how should her information be handled?

A: *A teacher who is no longer in the district will obviously not be completing RV. This situation will be handled to reflect the amount of time students were instructed by the current teacher for the tested subjects.*

Q: If we confirm the data on the Wave, and then students move into the district, will we manually enter them? Or how do we account for their percentage of instruction?

A: *Yes, students who move into the district once the Wave data has been uploaded into BFK will need to be manually added. The percentage of instruction can be included when teachers do RV in BFK.*

Q: If you have a sixth grade teacher that teaches a student reading and English and another sixth grade teacher teaches the same student spelling, how would the percentages be assigned?

A: *The percentages can be determined at the local level with these teachers. Spelling contributes something to students' growth in reading.*

Q: Would you recommend 8th grade be listed as Reading instead of LA for roster verification? (The test is reported as "reading".)

A: *The course name is a local decision. All components of language arts contribute to students' growth in reading.*

Q: What if a teacher does not teach Reading, but teaches Language Arts. Do they do RV?

A: *Yes.*

Q: We have students in ACE remediation classes that are doing their remediation with a computer program (Study Island). The teacher in the classroom does not have any responsibility for remediating the student. So would they not do roster verification?

A: *Only teachers who are providing instruction in participating courses do RV.*

Q: Do all teachers do the roster verification beginning around April 15 for for my site, just 4th and 5th math and reading teachers? To clarify Pre-k-3rd do not do roster verification?

A: *Correct, pre-k to 3rd grade teachers do not complete RV.*

Q: Will the Wave data show withdrawn students?

A: *No. Students who have withdrawn need to be included on rosters for the time they were instructed at your school.*

Q: Am I correct in thinking that my Title I reading teacher will participate in RV?

A: *Yes, if students that teacher instructs will be testing this year in the participating subjects as shown on slide 4 of the presentation.*

Q: All of my 7th and 8th grade students have a reading class and a separate language arts class. Will the language arts teachers receive VAM scores from the reading test?

A: *Yes. The reading VAM score comes from the OCCT reading test and includes any instruction in reading or language arts. Both (Language Arts and Reading) teachers will participate in RV.*

Q: I have a new teacher that did not show up on the initial roster verification. Once she gets affiliated with the district through SSO, will her students show up, or will I have to enter her individually and manually enter her students?

A: *Once a teacher sets up an SSO account associated with a district and includes the certification number, that teacher's data will be included on the Wave RV data.*

Q: A teacher who teaches writing and whose students take a state writing test will get a VAM score on the reading OCCT test. Is this correct?

A: *Yes, the state writing test is not a separate VAM subject. Writing instruction is included in students' growth in reading.*

Q: Just to clarify, third grade reading and math teachers do not participate in RV. Correct?

A: *Correct.*

Q: Should the rosters show teachers that left the district at the semester and the new teacher that replaced them at semester?

A: *Yes, provided that the information in the student information system is up-to-date.*

Q: Where can we find the recorded version of this training (not just the Vimeo link)?

A: <http://www.ok.gov/sde/tle>

Q: A teacher must have ten students for a VAM score, correct?

A: *The number of students does not impact who participates in RV. All teachers of tested subjects in participating courses (see slides 4 and 5 of presentation) do RV. It is true that an individual teacher needs to have ten students to receive a value-added score, but all participating teachers contribute to the school valued added and thus must participate in RV.*

Q: In grades 5-8 special education teachers and ACE teachers who are in support of ELA and Math instruction should have rosters to verify. Correct?

A: *Yes. The regular and special education teachers can determine the percentage of instruction responsibility for each teacher.*

Q: Can you clarify exactly which teachers will complete this report? For example, just Alg I, II and Geometry, or all of the other math teachers?

A: *See slides 4 and 5 of the presentation. <http://www.ok.gov/sde/tle>*

Q: Can we print this presentation? Is there a link?

A: <http://www.ok.gov/sde/tle>

Q: If a teacher teaches writing and reading - will she receive two VAM scores?

A: *No, there is not a separate VAM score for writing. The reading VAM score includes students' instruction in writing.*

Q: This is really specific: students that have dropped are showing no courses. Are dropped students an issue?

A: *Dropped students should not be an issue. All students who were enrolled in a tested grade or subject should be included in roster verification even if that student left your district/school.*

Q: If a teacher is teaching an Intermediate Algebra class, and a student in that class is going to be a "retester", will the Intermediate Algebra teacher have that student on his roster? Is the fact that a student is a "retester" change anything?

A: *If students are going to take the Algebra I or Algebra II test this year, the Intermediate Algebra teacher will do RV for those students.*

Q: I have a student who changed classes from Algebra II to Intermediate Algebra. Do we delete the Algebra II class on the roster or leave it the way it is?

A: *Show the months the student was instructed in Algebra II and the months the student was instructed in Intermediate Algebra.*

Q: Do we add the re-testers to the roster after it is in the Battelle system?

A: *Yes.*

Roster Verification Checklist

- ✓ Ensure all teachers (that will be doing roster verification) have access via Single Sign On (for instructions go here: <https://vimeo.com/90669568>)
- ✓ Determine and communicate to district/site staff, the **point of contact person within your district/site** for roster verification questions from teachers.