



Roster Verification



**Principal and Support Team Guide
2019**

Roster Verification Overview

- This guide provides an overview of the roster verification process for district administrators by showing selected screen shots of the online tool.
- It is not meant to be a full training but rather a “snapshot” of key features of the tool from the district administrator’s perspective.



Learning Targets

- After reviewing this guide, principals and support team members will be familiar with:
 - ✓ The Link dashboard
 - ✓ The phases of roster verification
 - ✓ How to resolve any outstanding alerts
 - ✓ How to monitor the status of teacher completion during the roster verification phase
 - ✓ How to review and approve class rosters

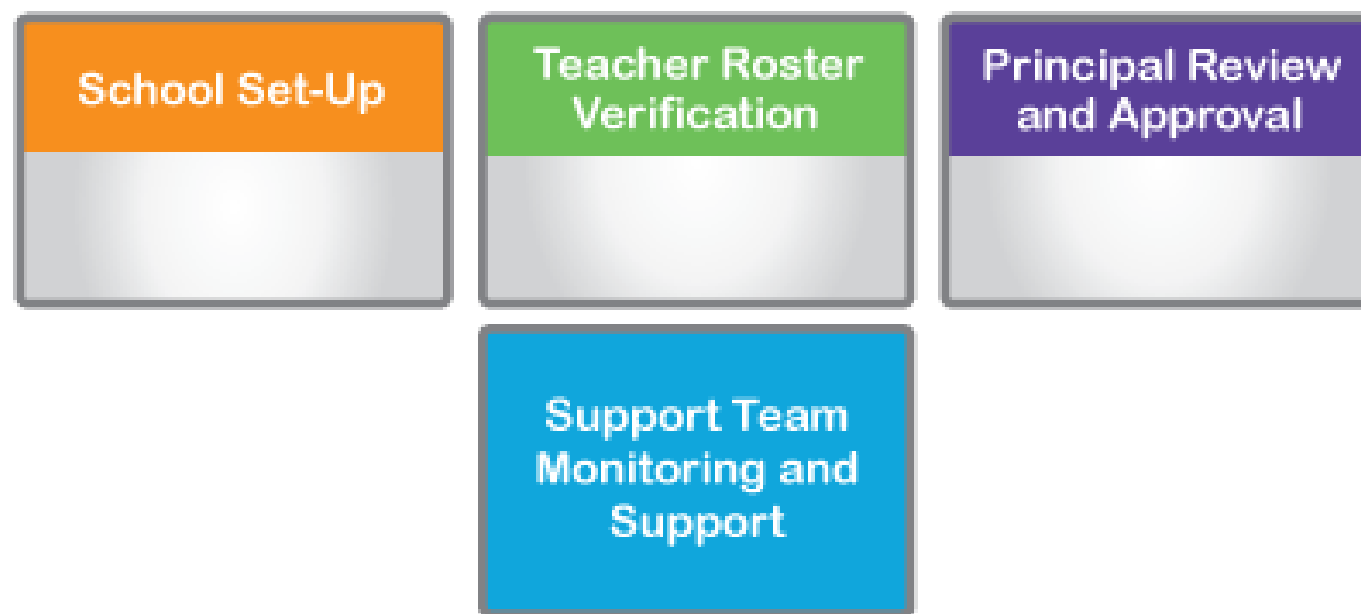
The Purpose of Roster Verification

- Roster verification was developed to give teachers an opportunity to correct the data in order to build trust and transparency.
- Teachers become involved in a process to ensure the record of instruction is ***official*** and ***right***, not ***official*** and ***wrong***.
- With roster verification, teachers get class rosters they can see, correct, and confirm.



The Big Picture

The Three Phases of Roster Verification



The Big Picture

The Three Phases of Roster Verification

- **Phase 1: School Setup**

Principals and their support teams prepare the tool for teachers to use.

Principal and Support
Team Kick-Off



The Big Picture

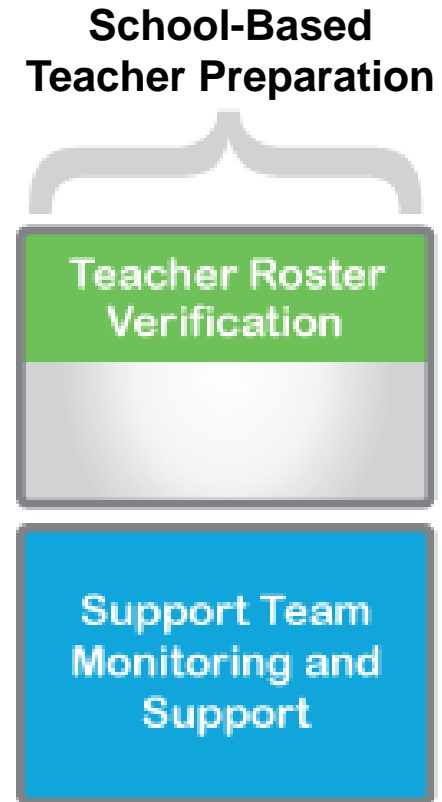
The Three Phases of Roster Verification

- ***Phase 1: School Setup***

Principals and their support teams prepare the tool for teachers to use.

- **Phase 2: Roster Verification**

Teachers verify rosters with support from school leaders.



The Big Picture

The Three Phases of Roster Verification

- ***Phase 1: School Setup***

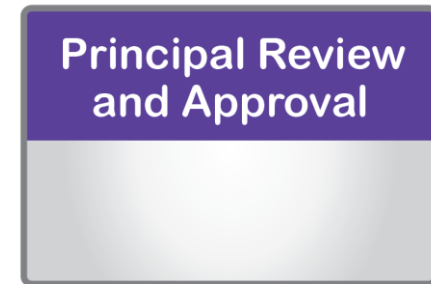
Principals and their support teams prepare the tool for teachers to use.

- ***Phase 2: Roster Verification***

Teachers verify rosters with support from school leaders.

- **Phase 3: Review and Approval**

Principals and their support teams resolve alerts, errors, and omissions, and complete the process.



Phase 1: School Setup

The goal of Phase 1 is to set up classes and teachers correctly so that when teachers begin verifying rosters they see correct information.

Note: During Phase 1, principals and support staff should not be editing class rosters and correcting individual student data.

Getting Started

Your Link Dashboard

- The first thing we will look at is the Link Dashboard. It includes:
 - Tools for the three phases of roster verification
 - Important dates
 - Classes that support team members may teach
- Use the Link Dashboard to manage the process and monitor progress for your school.
- In this guide, we will show all three sections (phases) of the dashboard.
- The next page is a screen shot of a sample dashboard.

Getting Started

The Link Dashboard

My Portal > Link

Link

School: Bradshaw Elem (DD41A_101) [Expected Classes](#)

School Setup

1. Review expected classes
2. Review teachers & classes

[Review Teachers and Classes](#)

Roster Verification

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

[View Teacher Completion](#)

Review and Approval (2 Rosters)

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

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

Important Dates

School Setup
Jan 5 - Jan 14

Roster Verification
Jan 15 - Jan 24
Ends in 4 days

Review and Approval
Due by June 29
Closed

Foley, Stanley (30299-41A)

My Class Rosters

Class Name	Status
No records to display.	

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

Show: Active Rosters Actions

School Alerts and Notifications - Last run on 1/20/2016 9:51 AM Actions

Student Completion Alerts

Student claimed more than 100% (More)	0 Alerts
Student claimed when not expected (More)	0 Alerts
Student claimed less than 100% (More)	0 Alerts
Student not on Roster (More)	0 Alerts

Issues needing attention

Teacher Completion Alerts

Rosters with no students (More)	8 Alerts
Grade/Subject with less than 70% of students claimed (More)	16 Alerts
Rosters in progress (More)	0 Alerts

Your Support Team

Support Team [Change](#)

Foley, Stanley (principal)

Resources

- [Teacher Tutorial](#)
- [Principal Guide](#)
- [View Hidden Alerts](#)
- [Teacher Guide](#)
- [Contact Support](#)

Support Resources

Return

Phase 1: School Setup

Tasks for Principals

1. Authorize Support Team members for your school.
2. Review staff and teaching assignments loaded into the system.
3. Correct teachers and/or instructional assignments by adding, updating, or removing incorrect classes.

School Setup: Task 1

Authorize Support Team Members

My Portal > Link

Link

Link

School: Bradshaw Elem (DD41A_101) [Expected Classes](#)

School Setup	Roster Verification	Review and Approval (2 Rosters)
<ul style="list-style-type: none">1. Review expected classes.2. Review teachers & classes for accuracy. Review Teachers and Classes	<ul style="list-style-type: none">1. Facilitate teacher training.2. Monitor teacher completion.3. Review unresolved teacher alerts. View Teacher Completion	<ul style="list-style-type: none">1. Review student instruction.2. Review unresolved student alerts.3. Review and approve rosters. Review Students

Foley, Stanley (30299-41A)

My Class Rosters [Expected Classes](#)

Class Name
No records to display.

School Alerts and Notifications - Last run on 1/20/2016 9:51 AM [Actions](#)

Student Completion Alerts

✓ Student claimed more than 100% (More)	0 Alerts
✓ Student claimed when not expected (More)	0 Alerts
⚠ Student claimed less than 100% (More)	0 Alerts
⚠ Student not on Roster (More)	0 Alerts

Teacher Completion Alerts

⚠ Rosters with no students (More)	8 Alerts
⚠ Grade/Subject with less than 70% of students claimed (More)	16 Alerts
✓ Rosters in progress (More)	0 Alerts

[Return](#)

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.

Support Team members can review teacher and class information for the school, but **only school principals can approve rosters.**

Click "Change" to add or remove Support Team members.

School Setup

Jan 5 - Jan 14

Roster Verification

Jan 15 - Jan 24
Ends in 4 days

Review and Approval

Due by June 29
Closed

Support Team [Change](#)

Foley, Stanley (principal)

Resources

[Contact Support](#)

School Setup: Task 2

Review Expected Classes

This screen will pop up when you first log into the system and access your dashboard.

This is an example of what you will see. Review your district's specific information to determine which teachers should be verifying which rosters.

Click "Expected Classes" to refer back to this information.

School: Bradshaw Elem (DD9A_101) [Expected Classes](#)

School Setup	Roster Verification	Review and Approval (4 Rosters)
<ol style="list-style-type: none">1. Review expected classes.2. Review teachers & classes for accuracy. Review Teachers and Classes	<ol style="list-style-type: none">1. Facilitate teacher training.2. Monitor teacher completion.3. Review unresolved teacher alerts. Monitor Teacher Completion	<ol style="list-style-type: none">1. Review student instruction.2. Review unresolved student alerts.3. Review and approve rosters. Review Students Review and Approve Rosters Review Summary and Approve Rosters

Expected Classes - Internet Explorer

<http://dev-portal.battelleforkids.org/BFKLinkCE/core/help/inlineHelpPopup.aspx?pageTitle=Link&helpTitle=Linkage Overview&orgID=597228>

i This year, your school district will be completing roster verification for the following grades and subjects:

- Reading and Math (4th-8th grade)
- Science (5th and 8th grades only)

School Setup: Task 3

Review Teachers and Instructional Assignments

School: Bradshaw Elem (DD9A_101)

[Expected Classes](#)

School Setup <ul style="list-style-type: none">1. Review expected classes.2. Review teachers & classes for accuracy. Review Teachers and Classes	Roster Verification <ul style="list-style-type: none">1. Facilitate teacher training.2. Monitor teacher completion.3. Review unresolved teacher alerts.	Review and Approval (4 Rosters) <ul style="list-style-type: none">1. Review student instruction.2. Review unresolved student alerts.3. Review and approve rosters.
--	--	---

My Portal > Link > School Setup - Class View

School Setup - Class View

Class View Staff View Subject View Grade View

School: Bradshaw Elem (DD41A_101) District: Stnd Link Demo District #41A (DD41A) [Print](#) [Return](#)

Show: for Content Area: [+ Add Staff](#) ⚠ No Students on Roster


Class

Staff:

Bartlett, Joan (30168-41A)	LA Integrated English Language Arts 4-6	11	-	Not Started	Actions
	LA Integrated English Language Arts 4-6				Actions
	LA Integrated English Language Arts 4-6				Actions
	M Mathematics 4-6	12	-	Not Started	Actions
Brady, Marvin (30308-41A)	LA Integrated English Language Arts K-3	19	-	Not Started	Actions
	M Mathematics K-3	14	-	Not Started	Actions
	Sc Science PreK-3	19	-	Not Started	Actions

Verify that each teacher who needs to verify rosters is listed here on the Class View tab **with an accurate list** of their class rosters.

Principals and support team members can add and delete staff and classes.



School Setup: Task 3 (continued)

Correct Teachers and/or Instructional Assignments

The screenshot shows the 'School Setup - Class View' interface. At the top, there are tabs for 'Class View' and 'Grade View'. A 'Help' button is in the top right. Below the tabs, there are filters for 'School: Bradshaw Elem (DD41A_101)' and 'District: Stnd Link Demo District #41A (DD41A)'. A 'Print Return' link is also present. A 'Show:' dropdown is set to 'Staff with Classes' and a 'for Content Area:' dropdown is set to 'All'. An 'Add Staff' button is next to these filters. A warning icon and text 'No Students on Roster' are on the right. Below the filters, there is a table with columns for 'Class', 'Staff', and 'Actions'. The table lists two teachers: Bartlett, Joan (30168-41A) and Brady, Marvin (30308-41A). Each teacher has a list of classes with icons (LA for Language Arts, M for Math, Sc for Science) and an 'Actions' button. Callouts provide instructions: 'Use the "Show" and "Content Area" filters to expand or limit the list of displayed staff.', 'Search for and add missing staff who need to verify rosters.', 'Click "Setup Complete" once list has been reviewed and is accurate.', 'Click on a class roster to display the roster details including students.', 'Use the "Actions" button on the **teacher row** to: Add missing classes. (A new class will have an empty roster to which teachers can add students.) Remove staff who did not work in your building. It is not necessary to remove staff who are not verifying rosters. (This option becomes active when all classes for that teacher have been deleted.)', and 'Use the "Actions" button on the **roster row** to: Delete inaccurate classes. Copy or transfer classes to another teacher.'

My Portal > Link > School Setup - Class View

School Setup - Class View

Class View Grade View

School: Bradshaw Elem (DD41A_101) District: Stnd Link Demo District #41A (DD41A) Print Return

Show: Staff with Classes for Content Area: All Add Staff

No Students on Roster

Class

Staff: [Search Box]

Bartlett, Joan (30168-41A)

LA Integrated English Language Arts 4-6

LA Integrated English Language Arts 4-6

LA Integrated English Language Arts 4-6

M Mathematics 4-6 12 - Not Started

Brady, Marvin (30308-41A)

LA Integrated English Language Arts K-3 19 - Not Started

M Mathematics K-3

Sc Science PreK-3

Actions

Actions

Actions

Actions

Actions

Actions

Actions

Actions

School Setup is complete...

when teachers and class rosters requiring verification are accurately listed.



Phase 2: Roster Verification

During this phase, teachers confirm:

- Which students they taught,
- During what period of instruction, and
- For what percent of instructional responsibility.

Support teams provide support and monitor completion.

Phase 2: Roster Verification

Tasks for Principals and Support Team

1. Plan and conduct a rollout with teachers who will complete roster verification to encourage participation.
2. Monitor completion regularly to ensure all staff who need to complete roster verification do so by the deadline.
3. Assist teachers with questions or concerns.

Roster Verification: Task 1

Plan and Conduct Rollout

Leverage communication and training resources so that participating teachers:

- ✓ Understand the purpose of Roster Verification .
- ✓ Know how to access the system and their login information.
- ✓ Know how and when to complete the three-step roster verification process.
- ✓ Know where to access any Guidelines or FAQ information and have an understanding of local policies regarding Roster Verification.
- ✓ Know who to contact with questions.

Roster Verification: Task 2

Monitor Teacher Completion

School: Bradshaw Elem (DD9A_101)

School Setup

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

[Review Teachers and Classes](#)

Roster Verification

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

[Monitor Teacher Completion](#)

Review and Approval (4 Rosters)

[My Portal](#) > [Link](#) > Monitor Teacher Completion

Monitor Teacher Completion

School: Bradshaw Elem (DD41A_101) District: Stnd Link Demo District #41A (DD41A)

Roster Completion

At this point, we see that the majority of rosters have not been started by teachers, a couple are in progress, and several have been submitted for approval.

During Phase 2, the Support Team should focus on making certain all class rosters have been submitted for approval.

Principals may approve rosters individually as they are submitted. However, it is best to approve rosters during the Review and Approval time period for consistency and efficiency.

Monitor individual teacher progress. Rosters not started, in progress, or unapproved require action by the teacher. Submitted rosters are ready for principal approval.

Click a teacher's name to view their classes.

Staff	# Classes	Not Started	In Progress	Unapproved	Submitted	Approved	Pending Deletion	Deleted	# Student Deletions	
Bartlett, Joan (30168-41A)	4	4	-	-	-	-	-	-	-	Actions
Brady, Marvin (30308-41A)	4	3	-	-	1	-	-	-	-	Actions
Burch, Kathleen (30163-41A)	1	-	1	-	-	-	-	-	-	Actions
Freeman, Harold (30142-41A)	2	2	-	-	-	-	-	-	-	Actions

Roster Verification: Task 2 (continued)

Monitor Teacher Completion

School Alerts and Notifications - Last run on 1/1/2025

Student Completion Alerts

- ⚠ Student claimed more than 100% ([More](#))
- ✅ Student claimed when not expected ([More](#))
- ✅ Student not on Roster ([More](#))
- ⚠ Student claimed less than 100% ([More](#))

Teacher Completion Alerts

- ⚠ Rosters with no stu ([My Portal](#) > [Link](#) > Alert Details)
- ⚠ Grade/Subject with
- ✅ Rosters in progress

Alert Details

School: Bradshaw Elem (DD9A_101) **District:** Stnd Link Demo District #9A [Return](#)

Alert Category: Teacher Completion Alerts **Alert Type:** Rosters with no students

This alert checks for course rosters not containing any students. To fix these course rosters, click on the *View/Fix* link below to view the roster and add students for linkage.

Alert Details	Action
Benson, Edwin (30009-9A) - Mathematics 4-6 (110150)	View / Edit
Burch, Kathleen (30163-9A) - Integrated English Language Arts 4-6 (050154)	View / Edit
Freeman, Harold (30142-9A) - Algebra I (110301)	View / Edit
Green, Edwin (30213-9A) - Integrated English Language Arts 4-6 (050154)	View / Edit
Green, Edwin (30213-9A) - Integrated English Language Arts 4-6 (050154)	View / Edit
Green, Edwin (30213-9A) - Mathematics 4-6 (110150)	View / Edit
Green, Edwin (30213-9A) - Mathematics 4-6 (110150)	View / Edit
Green, Edwin (30213-9A) - Science 4-6 (132120)	View / Edit
Green, Edwin (30213-9A) - Science 4-6 (132120)	View / Edit
Sanford, Alma (30008-9A) - Integrated English Language Arts 4-6 (050154)	View / Edit

[Return](#)

Alerts highlight information that may require review.

On occasion, alerts may need to be refreshed. Click "Actions" and select "Refresh."

The alert refresh may take a few minutes to complete, however you can continue to do other work in the application while it is in progress.

Click "16 Alerts" to review.

Different alerts require different actions. In this example of a "Rosters with no students," these rosters are empty. To resolve this alert you could do one of the following: Ask the teacher to add students, verify and submit, or click "View/Edit" and delete the roster if not valid.

Actions

- [View By Teacher](#)
- [Refresh](#)

0 Alerts

0 Alerts

[16 Alerts](#)

Roster Verification: Task 2 (continued)

Monitor Teacher Completion

School Alerts and Notifications - Last run on 3/8/2015 7:36 PM

Student Completion Alerts

- ⚠ Student claimed more than 100% ([More](#))
- ✅ Student claimed when not expected ([More](#))
- ⚠ Student claimed less than 100% ([More](#))
- ✅ Student not on Roster ([More](#))
[My Portal](#) > [Link](#)

Teacher Completion Alerts

- ⚠ Rosters with no students
- ⚠ Grade/Subject mismatches

Alert Summary By Building

Stand Link Demo District #9A

School: Bradshaw Elem Show: All Alert Types

Staff Name	Rosters with no students	Student claimed less than 100%	Total Alerts
✉ Hobbs, Alma (30256-9A)	-	26	26
✉ Mcknight, Robert (30082-9A)	-	26	26
✉ Todd, Maria (30218-9A)	-	26	26
✉ Lyons, Anthony (30012-9A)	-	25	25
✉ Larsen, Alvin (30284-9A)	-	23	23
✉ Benson, Edwin (30009-9A)	1	21	22
✉ Underwood, Louis (30038-9A)	-		
✉ Freeman, Harold (30142-9A)	1		
✉ Green, Edwin (30213-9A)	6		
✉ Bartlett, Joan (30168-9A)	-		
✉ Burch, Kathleen (30163-9A)	1		
✉ Sanford, Alma (30008-9A)	1		

[Return](#)

You can view alerts by teacher. This can be very helpful for a principal or support member.

View By Teacher
Review Acknowledged
Refresh

0 Alerts
83 Alerts
0 Alerts

Here, you might start by checking with the teachers who have rosters with no students to determine whether those rosters should be deleted or simply still need to be verified.

Roster Verification: Task 3

Monitor Teacher Completion

- Use the information in the guides and FAQs to assist teachers where possible.
- Contact your district support team with questions.

Roster verification is complete...

when teachers have verified and submitted their rosters and teacher completion alerts have been resolved.

Phase 3: Review and Approval

During this phase, principals and support teams ensure that all teachers have completed roster verification representing the most accurate summary of instructional responsibility for students at the school throughout the school year with minimal errors or omissions.

Phase 3: Review and Approval

Tasks

1. Review reports and alerts in the system and make corrections where appropriate (e.g., under-claimed students or students without a teacher).
2. Review changes with teachers who completed roster verification as necessary and appropriate.
3. Approve the school's verified roster information as accurate and complete.

Review and Approval: Task 1

Review Reports and Alerts

School: Bradshaw Elem (DD9A_101) [Expected Classes](#)

School Setup

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

[Review Teachers and Classes](#)

Roster Verification

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

[Monitor Teacher Completion](#)

Review and Approval (4 Rosters)

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

[Review Students](#)

[Review and Approve Rosters](#)

[Review Summary and Approve Rosters](#)

Help

Student Not On Roster Complete Overclaimed Underclaimed Claimed when not in School

Show: Students for Review for Content Area: All

Student Name	Grade	Language Arts	Math	Science	Social Studies
Aguirre, Eddie (201182-41B)	4	+	✓	✓	✓
Anderson, Florence (201048-41B)	3	R	○	○	○
Ashley, Heather (200071-41B)					

Anderson, Florence (201048-41B)

Show: All Content Areas

Class	Teacher	Aug/Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May/Jun
Language Arts	+									
Not On Roster										
Language Arts Total:		0%	0%	0%	0%	0%	0%	0%	0%	0%
Math	+									
A1 Mathematics K-3	Brady, Marvin	50	50	50	50	50	50	50	50	50
Math Total:		50%	50%	50%	50%	50%	50%	50%	50%	50%

Acknowledge Alert: ☐

This report indicates that Florence is not on a Language Arts class roster.

Click to add this student to an existing class roster.

If information is correct, address the alert by acknowledging it.

Review and Approval: Task 1 (continued)

Review Reports and Alerts

[Home](#) > [Link](#) > Review Students

Review Students Help

School: Bradshaw Elem (DD41B_101) **District:** Stnd Link Demo District #41B (DD41B) Actions

R Student Not On Roster ✓ Complete + Overclaimed ○ Underclaimed
! Claimed when not in School

Show: Students Flagged for Review **for Content Area:** All

Student Name	Grade	Language Arts	Math	Science	Social Studies
<input type="text"/>	[All]				
Aguirre, Eddie (201182-41B)	4	+	✓	✓	✓
Anderson, Florence (201048-41B)	3	R	○	○	○
Ashley, Heather (200071-41B)	3	○	○	○	○

Heather's instruction
also requires review.

Review and Approval: Task 2

Review Changes with Teachers as Needed

B Student Roster Summary ✕

Anderson, Susan (200670-41B)


Show: All Content Areas ▼

Class	Teacher	Jan	Feb	Mar	Apr	May/June
Language Arts	<input type="button" value="+ Add to Roster"/>					
E11 Integrated English Language Arts 4-6	Mcknight, Robert	100	100	100	100	100
Language Arts Total:		100%	100%	100%	100%	100%
Math	<input type="button" value="+ Add to Roster"/>					
A1 Mathematics 4-6	Mcknight, Robert	60	60	60	60	60
Acknowledge Alert: <input type="checkbox"/>		60%	60%	60%	60%	60%
Math Total:		60%	60%	60%	60%	60%
Science	<input type="button" value="+ Add to Roster"/>					
B Science 4-6	Mcknight, Robert	100	100	100	100	100
Science Total:		100%	100%	100%	100%	100%
Social Studies	<input type="button" value="+ Add to Roster"/>					
SS Social Studies 4-6	Mcknight, Robert	100	100	100	100	100
Social Studies Total:		100%	100%	100%	100%	100%
Months not in Bradshaw Elem (DD41B_101):		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Any changes to acknowledged alerts will require you to refresh alerts.

Annotations:

- This student is not 100% claimed in Math.
Should another teacher claim this student? If yes, then add this student to a teacher's roster.
- If the claimed instruction is in fact accurate, address the alert by acknowledging it.



Review and Approval: Task 3

Approve School's Verified Rosters

- This is an optional step that facilitates the review and approval of individual class rosters prior to final school approval.

The screenshot displays the 'Review and Approve Classes' interface for School: Bradshaw Elem (DD9A_101). The interface is divided into three main sections: School Setup, Roster Verification, and Review and Approval (4 Rosters). The Review and Approval section is highlighted with a red box around the 'Review and Approve Rosters' link. Below this, the 'Review and Approve Classes' page shows a table of staff members with their pending approval counts. A callout box points to the '2 classes' link for Joan Bartlett, indicating that clicking on the number will review a summary of changes for that teacher's submitted rosters.

School: Bradshaw Elem (DD9A_101) [Expected Classes](#)

School Setup	Roster Verification	Review and Approval (4 Rosters)
<ol style="list-style-type: none">1. Review expected classes.2. Review teachers & classes for accuracy. Review Teachers and Classes	<ol style="list-style-type: none">1. Facilitate teacher training.2. Monitor teacher completion.3. Review unresolved teacher alerts. Monitor Teacher Completion	<ol style="list-style-type: none">1. Review student instruction.2. Review unresolved student alerts.3. Review and approve rosters. Review Students Review and Approve Rosters Review Summary and Approve Rosters

[My Portal](#) > [Link](#) > Review and Approve Classes

Review and Approve Classes

School: Bradshaw Elem (DD9A_101) **District:** Stnd Link Demo District #9A

Staff	Pending Approval
Bartlett, Joan (30168-9A)	2 classes
Brady, Marvin (30308-9A)	3 classes
Hammond, Brandon (30049-9A)	2 classes

[Return](#)

Click on "2 classes" to review a summary of changes for this teacher's submitted rosters.

Review and Approval: Task 3 (continued)

Approve School's Verified Rosters

My BFK > [Link](#) > [Review and Approve Classes](#) > Principal Review Report

Principal Review Report

Hobbs, Alma (20256-41B) Approve All

Changes to pre-loaded class rosters are summarized below. Students receiving 100% of assigned instruction from this teacher for each month are not shown. **Show:** Unapproved Rosters

E11 Integrated English Language A Status: Submitted View Approve (1 out of 16 students)

This page displays changes such as students who were added or deleted, as well as any students who are claimed less than 100%.

To view or make changes to a roster, click "View" to open it.

Student Name	Aug/Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May/Jun	Comments
Mccall, Carolyn (200855-41B)	100%	100%	100%	100%	100%	100%	100%	100%	100%	Added

A1 Mathematics 4-6 Status: Submitted View Approve (3 out of 26 students)

If all changes are accurate, approve this roster.

Student Name	Aug/Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May/Jun	Comments
Gilliam, Nicole (200704-41B)	50%	50%	50%	50%	50%	50%	50%	50%	50%	
Kelly, Brian (200072-41B)	100%	100%	100%	100%	100%	100%	100%	100%	100%	Added
Rosario, Nicholas (200616-41B)	50%	50%	50%	50%	50%	50%	50%	50%	50%	

B Science 4-6 Status: Submitted View Approve (0 out of 26 students)

No Changes

Review and Approval: Task 3 (continued)

Approve School's Verified Rosters

My Portal > [Link](#) > Approval > Teacher Completion

Approval - Teacher Completion

School: Bradshaw Elem (DD9A_101)

[Expected Classes](#)

School Setup

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

[Review Teachers and Classes](#)

Roster Verification

- Facilitate teacher training.
- Monitor teacher completion.
- Review unresolved teacher alerts.

[Monitor Teacher Completion](#)

Review and Approval (4 Rosters)

- Review student instruction.
- Review unresolved student alerts.
- Review and approve rosters.

[Review Students](#)

[Review and Approve Rosters](#)

[Review Summary and Approve Rosters](#)

1 Review Teacher Completion 2 Review Students 3 Approve Rosters 4 Approve School

District: Stnd Link Demo District #41A (DD41A)

Roster Completion

Staff	# Classes	Not Started	In Progress	Unapproved	Submitted	Approved	Pending Deletion	Deleted	# Student Deletions
Bartlett, Joan (30168-41A)	4	1	-	-	3	-	-	-	1
Freeman, Harold (30142-41A)	2	-	-	-	1	-	-	1	-
Green, Edwin (30213-41A)	7	6	-	-	1	-	-	-	-
Hammond, Brandon (30049-41A)	4	-	-	-	2	-	-	-	-
Lyons, Anthony (30012-41A)	4	-	-	-	4	-	-	-	-
Underwood, Louis (30038-41A)	4	-	-	-	4	-	-	-	-
Totals					15			1	1

View: 25 Page 1 of 1, items 1 to 6 of 6.

1 Review Teacher Completion 2 Review Students 3 Approve Rosters 4 Approve School

Next Cancel

Review teacher completion.

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

School approval is a four-step process.

If necessary, "Approve Rosters" may be completed multiple times during the Review and Approval period.

Click "Next" after confirming that all rosters have been submitted.

Review and Approval: Task 3 (continued)

Approve School's Verified Rosters

Home > Link > Approval - Student Completion

Approval - Student Completion

Help

1 Review Teacher Completion 2 Review Students 3 Approve Rosters 4 Approve School

School: Bradshaw Elem (DD41B_101) District: Stnd Link Demo District #41B (DD41B)

Student Not On Roster Complete Overclaimed Underclaimed
 Claimed when not in School

Show: Students Flagged for Review for Content Area: All

Student Name	Grade	Language Arts	Math	Science	Social Studies
<input type="text"/>	[All]				
Aguirre, Eddie (201182-41B)	4				
Anderson, Florence (201048-41B)	3				
Ashley, Heather (200071-41B)	3				
Avery, Jamie (200589-41B)					
Galloway, Kristin (200961-41B)	3				
Garrett, Carlos (201353-41B)	6				

1 2 3 4

Page 1 of 4, items 1 to 50 of 183.

1 Review Teacher Completion 2 Review Students 3 Approve Rosters 4 Approve School

Back Next Cancel

Review students.
For flagged students whose instruction may not be fully claimed, verify whether they should be added to a roster.

Click "Next" when you understand why all remaining students are still flagged.

Review and Approval: Task 3 (continued)

Approve School's Verified Rosters

My BFK > Link > Approval - Approve Rosters

Approval - Approve Rosters

1

2

3

4

Review Teacher Completion

Review Students

Approve Rosters

Approve School

You are about to Approve All Completed Linkage Classes in your organization. Please make sure you have spot-checked shared instruction, staff with numerous classes, staff who have multi-organization classes and others you feel necessary. Click

School: Bradshaw Elem (DD41B_101)

Number of Rosters Pending Approval: 28

Content Area: All

Number of unique students in all submitted and approved rosters.

Grade	Language Arts	Math	Science	Social Studies
3	-	20	-	-
4	54	36	37	36
5	45	45	45	45
6	52	52	52	52

Statement of Accuracy & Completeness

I understand that the data I am submitting will be used to determine academic gains. Therefore, by submitting the data, I attest that it is complete and accurate to the best of my knowledge.

3

4

Approve Rosters

Approve School

Back Approve Rosters Cancel

Approve rosters.

Notice the number of rosters pending approval. A count of students in all submitted and approved rosters is also provided.

Approving rosters can be completed multiple times if necessary.


Click "Approve Rosters" when you have reviewed the verification summary and Statement of Accuracy, and are ready to approve rosters.

Review and Approval: Task 3 (continued)

Approve School's Verified Rosters

[My Portal](#) > [Link](#) > Approval - Approve School

Approval - Approve School

 Rosters were approved successfully.

1

2

3

4

Review Teacher Completion Review Students Approve Rosters Approve School

You are about to approve roster verification for your organization which will indicate to administrators that you have completed the approval process. Please make sure all rosters have been verified and the class and student information are complete and accurate to the best of your knowledge. Click "Approve School" to continue or "Cancel" to return.

School: Bradshaw Elem (DD41B_101) **District:** Stnd Link Demo District #41B (DD41B)

Content Area:

Number of rosters in each subject and status.

Roster Status	Language Arts	Math	Science	Social Studies	Algebra I
Not Started	5	4	4	3	1
Approved	16	10	8	7	-

Statement of Accuracy & Approval
I understand that the data is accurate and complete to the best of my knowledge. Therefore, by submitting the data, I attest that it is complete and accurate to the best of my knowledge.

Approve the school.

Review the number of unique rosters in each grade and subject.

Click "Approve School" when you are ready to submit the school's rosters.

Review and Approval is complete...

when student instruction is accurately documented and class rosters have been approved.

THANK YOU!

