



Roster Verification



Teacher Guide
2019

Roster Verification Overview

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

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.
- You become involved in a process to ensure the record of instruction is *official* and *right*, not *official* and *wrong*.





Learning Targets

- ✓ Become familiar with the Link dashboard for teachers.
- ✓ Learn how to verify your list of class rosters, including:
 - Reviewing the roster for accuracy
 - Reviewing the period of instruction for accuracy
 - Indicating the percentage of instruction
- ✓ Know how to resolve any outstanding alerts.

Getting Started

Your Link Dashboard

- The first thing we will look at is the Link Dashboard. It includes:
 - A list of classes you teach
 - Important dates
 - Support Team information
- Use the Link Dashboard to manage your classes. This is what you will see when you log in to the system.
- The following page is a screen shot of a sample dashboard.

Getting Started

Your Link Dashboard

My Portal > Link

Link

Link

Mcknight, Robert (30082-41A)

My Class Rosters [Expected Classes](#)

Class Name	Students	Actions
Bradshaw Elem (DD41A_101)		
Integrated English Language Arts 4-6	14	
Mathematics 4-6	25	Not Started
Science 4-6	26	Not Started
Social Studies 4-6	26	Not Started

Teacher Alerts and Notifications - Last run on 1/19/2016 5:02 AM

Student Completion Alerts

- Student claimed more than 100% [\(More\)](#) 0 Alerts
- Student claimed when not expected [\(More\)](#) 0 Alerts
- Student claimed less than 100% [\(More\)](#) [26 Alerts](#)

Teacher Completion Alerts

- Rosters with no students [\(More\)](#) 0 Alerts
- Rosters in progress [\(More\)](#) 0 Alerts

[Return](#)

Important Dates

- Roster Verification**
Jan 14 - Jan 23
Ends in 4 days
- Review and Approval**
Due by June 29
Closed

Support Team

- Foley, Stanley (principal)

Resources

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

These are the classes that are assigned to you. If this is not correct, contact your school's Support Team.

Your Support Team. In some cases, this may be only your principal.

Issues needing attention

Support Resources

Getting Started

Your Support Team, Deadlines, and Resources

My Portal > Link

Link

Link

Mcknight, Robert (30082-41A)

My Class Rosters [Expected Classes](#)

Class Name	Students	Status	Actions
Bradshaw Elem (DD41A_101)			
LA Integrated English Language Arts 4-6	14	Not Started	Actions
M Mathematics 4-6	25		
Sc Science 4-6	26		
SS Social Studies 4-6	26		

Teacher Alerts and Notifications - Last run on 1/19/2016 5:02 AM

Student Completion Alerts

- ✔ Student claimed more than 100% [\(More\)](#) 0 Alerts
- ✔ Student claimed when not expected [\(More\)](#) 0 Alerts
- ⚠ Student claimed less than 100% [\(More\)](#) [26 Alerts](#)

Teacher Completion Alerts

- ✔ Rosters with no students [\(More\)](#) 0 Alerts
- ✔ Rosters in progress [\(More\)](#) 0 Alerts

[Return](#)

Roster Verification

Jan 14 - Jan 23
Ends in **4 days**

Review and Approval

Due by June 29
Closed

Support Team

✉ Foley, Stanley (principal)

Resources

- ➔ [Teacher Tutorial](#)
- ➔ [Principal Guide](#)
- ➔ [Teacher Guide](#)
- ➔ [Contact Support](#)

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

Contact a designated Support Team member with questions. If you are missing class rosters or did not teach a class listed, contact your Support Team.

Refer to and use the support resources as needed. Contact support for assistance.

Getting Started

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 classes need to be verified in your district.

Click “Expected Classes” to refer back to this information.

My Class Rosters [Expected Classes](#) Show: Active Rosters Actions

Class Name	Students	Status	Actions
Bradshaw Elem (DD41A_101)			
LA Integrated English Language Arts 4-6	14	Not Started	Actions
M Mathematics 4-6	25	Not Started	Actions
Sc Science 4-6	26	Not Started	Actions
SS Social Studies 4-6	26	Not Started	Actions

Expected Classes - Internet Explorer
http://dev-portal.battelleforkids.org/BFKLinkCE/core/help/inlineHelpPopup.aspx?pageTitle=Link&helpTitle=Linkage Overview&orgID=5972281

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)

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Resources
[Contact Support](#)

0 Alerts
0 Alerts
[26 Alerts](#)
0 Alerts
0 Alerts

Getting Started

Review the Listed Classes

My Portal > Link

Link

Link

Mcknight, Robert (30082-41A)

My Class Rosters [Expected Classes](#)

Class Name	Students	Status	Actions
Bradshaw Elem (DD41A_101)			
LA Integrated English Language Arts 4-6	14	Not Started	Actions
M Mathematics 4-6	25	Not Started	Actions
Sc Science 4-6	26	Not Started	Actions
SS Social Studies 4-6	26	Not Started	Actions

Click "Actions" and select "Begin" to open a class roster.

Teacher Alerts and Notifications Actions

Student Completion Alerts

- ✔ Student claimed more than 100% [\(More\)](#) 0 Alerts
- ✔ Student claimed when not assigned [\(More\)](#) 0 Alerts
- ⚠ Student claimed less than 100% [\(More\)](#) [26 Alerts](#)

Teacher Completion Alerts

- ✔ Rosters with no students [\(More\)](#) 0 Alerts
- ✔ Rosters in progress [\(More\)](#) 0 Alerts

Return

Roster Verification

Jan 14 - Jan 23
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Review and Approval

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Support Team

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Resources

- ➔ [Teacher Tutorial](#)
- ➔ [Principal Guide](#)
- ➔ [Teacher Guide](#)
- ➔ [Contact Support](#)

A Simple Process

- You verify these three statements:
 - “I taught these students”
 - “During these months”
 - “For this percent of instruction”

Roster Verification

- When you click “begin” for one of your classes, you will be taken to the class roster screen where you will perform the actual roster verification process.
- There are three simple steps to verifying your roster:
 1. Review the list of students to make sure the right students are listed for your class.
 2. Review the instructional period for each student (months that you were responsible for instruction).
 3. Indicate the appropriate percent of instruction for each student.
- The next page is a screen shot of a sample class roster.

The Roster Verification Process

1. Review Your List of Students for Accuracy

- Make necessary corrections to the “I taught these students” field.

The screenshot shows the 'Class Roster' page for 'Integrated English Language Arts 4-6'. The page includes a header with 'My Portal > Link > Class Roster', a 'Help' button, and a 'Class Roster' title. Below the title, it shows 'LA Integrated English Language Arts 4-6' with a status of 'Not Started' and an 'Actions' dropdown. The staff is listed as 'Mcknight, Robert' and the school as 'Bradshaw Elem (DD41A_101)'. The subject area is 'Language Arts'. There are three numbered callouts: 1. 'I taught these students' with 'Add Students' and 'Remove Students' links. 2. A callout pointing to the 'Add Students' link. 3. A callout pointing to the 'Remove Students' link. The main table lists 14 students with columns for 'Students (14)', 'Grade', and 'I taught these students'. The table has a 'Set Values for All Students >>>' link. At the bottom, there are 'Save', 'Save & Submit', and 'Cancel' buttons.

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

Click “Add Students” to search for missing students.

Click “Remove Students” to remove multiple students who did not receive any instruction during the year.

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 “Save” if you need to leave the page and complete verification later.

Students (14)	Grade	I taught these students
<input checked="" type="checkbox"/> Anderson, Susan (300670-41A)	6	Aug/Sep May/Jun
<input checked="" type="checkbox"/> Barlow, Francis (300278-41A)	6	Aug/Sep May/Jun
<input checked="" type="checkbox"/> Hawkins, Dana (300946-41A)	6	Aug/Sep May/Jun
<input checked="" type="checkbox"/> Hull, Pauline (300240-41A)	6	Aug/Sep May/Jun
<input checked="" type="checkbox"/> Love, Albert (300259-41A)	6	Aug/Sep May/Jun
<input checked="" type="checkbox"/> Pate, Benjamin (300814-41A)	6	Aug/Sep May/Jun
<input checked="" type="checkbox"/> Powell, Robert (300574-41A)	6	Aug/Sep May/Jun
<input checked="" type="checkbox"/> Rowland, Lester (300988-41A)	6	Aug/Sep May/Jun
<input checked="" type="checkbox"/> Salinas, [redacted]	6	Aug/Sep May/Jun
<input checked="" type="checkbox"/> Santiago, Kristin [redacted]	6	Aug/Sep May/Jun
<input checked="" type="checkbox"/> Sharp, Gerald (300438-41A)	6	Aug/Sep May/Jun
<input checked="" type="checkbox"/> Stark, Pauline (301084-41A)	6	Aug/Sep May/Jun
<input checked="" type="checkbox"/> Velez, Darren (300581-41A)	6	Aug/Sep May/Jun
<input checked="" type="checkbox"/> Workman, Dana (300668-41A)	6	Aug/Sep May/Jun

The Roster Verification Process

2. Review the Period of Instruction for Accuracy

- Make necessary corrections to the “during these months” fields.

The screenshot shows the 'Class Roster' page for 'Integrated English Language Arts 4-6'. The interface includes a header with 'Class Roster', 'Status: Not Started', and 'Subject Area: Language Arts'. Below this is a table with columns for 'Students (14)', 'Grade', 'during these months' (with sub-columns 'From' and 'To'), and '% of instruction'. A green bar at the top of the table allows setting values for all students. A dropdown menu is open for the 'To' column, showing a list of months from Aug/Sep to May/Jun. At the bottom, there are 'Save', 'Save & Submit', and 'Cancel' buttons.

Callouts provide the following instructions:

- Verify that this period of consecutive instruction is accurate for each student.
- Select a value in the green row dropdown to set a value for all students.
- Click “Enter by months” to toggle to a month by month display to enter months of instruction for non-consecutive months.
- Select individual student values as necessary.
- Click “Save” if you need to leave the page and complete verification later.

The Roster Verification Process

3. Review the Percent of Assigned Instruction

- Make necessary corrections to the “% of instruction” field.

The screenshot shows the 'Class Roster' interface for 'Integrated English Language Arts 4-6'. The interface includes a header with 'Status: Not Started' and a 'Please save changes' button. Below the header, there are fields for 'Staff: Mcknight, Robert', 'Subject Area: Language Arts', 'School: Bradshaw Elem (DD41A_101)', and 'Class Schedule: Full Year (Aug/Sep - May/Jun)'. The main table lists 14 students with columns for 'Students (14)', 'Grade', 'From', 'During', and '% of instruction'. A dropdown menu is open for the '% of instruction' column, showing options from 10% to 100%. Three callout boxes provide instructions: 1. 'Select the percent of instruction provided for each student. Team teaching and pull-outs may lower the percentage from 100%, but student attendance does not factor into the percent of instruction.' 2. 'Select a value in the green row dropdown to set a value for all students.' 3. 'Select individual student values as necessary.' A fourth callout points to the 'Save & Submit' button, stating 'Click “Save and Submit” when complete and ready to submit for approval.' The interface also includes 'Add Students', 'Remove Students', and 'Help' buttons.

Students (14)	Grade	From	During	% of instruction
Anderson, Susan (300670-41A)			May/Jun	
Barlow, Francis (300278-41A)			May/Jun	
Hawkins, Dana (300946-41A)			May/Jun	
Hull, Pauline (300240-41A)			Jan	
Love, Albert (300259-41A)			May/Jun	
Pate, Benjamin (300814-41A)			May/Jun	
Powell, Robert (300574-41A)	6	Aug/Sep	May/Jun	
Rowland, Lester (300988-41A)	6	Aug/Sep	May/Jun	
Salinas, Chris (301563-41A)	6	Dec	May/Jun	
Santiago, Kristin (301231-41A)	6	Aug/Sep	May/Jun	
Sharp, Gerald (300438-41A)	6	Aug/Sep		
Stark, Pauline (301084-41A)	6	Aug/Sep		
Velez, Darren (300581-41A)	6	Aug/Sep		
Workman, Dana (300668-41A)	6	Aug/Sep	May/Jun	

The Roster Verification Process

Submit All Rosters and Resolve Alerts

- Review submitted rosters and alerts.

My Class Rosters

Class Name	Students	Status	Actions
Bradshaw Elem (DD41A_101)			
LA Integrated English Language Arts 4-6	14	Submitted	Actions
M Mathematics 4-6	25	Not Started	Actions
Sc Science 4-6	26	Not Started	Actions
SS Social Studies 4-6	26	Not Started	Actions

Teacher Alerts and Notifications

Alert Category	Alerts
Student Completion Alerts	
Student claimed more than 100% (More)	0 Alerts
Student claimed when not expected (More)	0 Alerts
Student claimed less than 100% (More)	26 Alerts
Teacher Completion Alerts	
Rosters with no students (More)	0 Alerts
Rosters in progress (More)	0 Alerts

Roster Verification

Jan 14 - Jan 23
Ends in 4 days

Review and Approval

Due by June 29
Closed

Support Team

Foley, Stanley (principal)

Resources

Return

Callout Boxes:

- Rosters should have accurate student counts.
- Roster information can be copied from one class to another.
- Rosters can be opened for editing until they are approved or until the end of the Roster Verification period.
- Alerts highlight information that may require review. Resolve any outstanding alerts.
- 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 on "26 Alerts" to see alert details. In this case, another teacher may need to claim the remaining 20% of instruction for these students to clear this alert.

The Roster Verification Process

Get Support; Print Rosters

- Print submitted rosters (optional).

The screenshot shows the Link Roster Verification interface for user Mcknight, Robert (30082-41A). The interface includes a 'Link' search bar, a 'Help' button, and a 'Roster Verification' section with a progress bar (Jan 14 - Jan 23, Ends in 4 days) and a 'Review and Approval' section (Due by June 29, Closed). A 'Support Team' section lists 'Foley, Stanley (principal)'. A 'Resources' section contains links for 'Teacher Tutorial', 'Principal Guide', 'Teacher Guide', and 'Contact Support'. The main content area shows 'My Class Rosters' with a table of classes and an 'Actions' dropdown menu. Below the table is a 'Teacher Alerts and Notifications' section with 'Student Completion Alerts' and 'Teacher Completion Alerts'.

For support, click the "Help" button or review materials in the Resources section.

Print and save submitted rosters for your records. Click "Actions" then "Print" or "Print All Rosters."

You can also print rosters after they have been approved.

Contact support to submit a support request.

The Roster Verification Process

Completing the Process

- **Roster verification is complete** when all class rosters have been verified and submitted and any outstanding alerts have been resolved.
- Rosters are automatically submitted to your principal for approval.

THANK YOU!

