



**Battelle
for Kids**
Bringing clarity to
school improvement

ROSTER VERIFICATION

District Administrator Guide

2012

Roster Verification Process

- ❑ The following will help you understand how to:
 - ❑ Monitor the District-Level Teacher Completion
 - ❑ Monitor the School-Level Teacher Completion
 - ❑ Monitor Principal Approval
 - ❑ Review Individual School Roster Verification Data



Getting Started (cont'd)

□ Monitoring Roster Verification

 District Admin



→ [Link](#)

→ [Manage Link](#)

Click "Manage Link" to see the Roster Verification Completion summary report for your district.



Teacher Completion

□ Monitoring Teacher Completion (District Level)

My BFK > Manage Link Completion

Manage Link Completion

District: Stnd Link Demo District #1A (DD1A) State: Stnd Demo (State) [Return](#)

Staff Link Completion

● Approved (0)
● Completed (2)
● In Process (20)
● Not Started (72)

School Link Approval Status

● Approved (0)
● Not Approved (5)

Alerts

No Alerts

The graphs at the top provide a teacher completion and approval summary for the entire district.

Staff Link Completion

Show: All Schools

School	# Teaching Staff	Not Started	In Process	Completed	Approved	School Approval	Action
[All]							?
Bradshaw Elem	16	75 %	19 %	6 %	0 %	N	View Teachers View Students
Cummings Middle	18	72 %	28 %	0 %	0 %	N	View Teachers View Students
Holder High	30	77 %	23 %	0 %	0 %	N	View Teachers View Students
Singleton Elem	16	63 %	31 %	6 %	0 %	N	View Teachers View Students
Valentine Elem	14	100 %	0 %	0 %	0 %	N	View Teachers View Students
Totals	94	77 %	21 %	2 %	0 %	0 %	

Teacher Roster Verification results are shown here summarized by school.

Alerts

Alert Category:

Alert Type:

Organization:

Select an Alert Category and Type.

Principals and school Support Teams should focus on supporting teachers and making certain they are able to complete Roster Verification in the time period allocated.

Click these links to see details regarding teachers or students.



Teacher Completion (cont'd)

□ Monitoring Teacher Completion (School Level)

My BPS > [Manage Link Completion](#) > Monitor Teacher Completion

Monitor Teacher Completion

School: Bradshaw Elem (DD1A_103) District: Stnd Link Demo District #1A [Return to Stnd Link Demo District #1A](#)
[Manage Link for Bradshaw Elem](#)

Clicking on a school name will display this list of teachers and their individual completion status.

Roster Completion

● Approved (0)
● Submitted (10)
● Not Started (42)

Clicking on "Manage Link for..." to display the Principal/Support Team Link page where you can drill down to individual rosters and students.

Roster Completion Show: All Staff

Staff	# Classes	Not Started	Submitted	Approved	# Students Deleted	Action
Bartlett, Joan (10168)	4	4	-	-	-	View Changes
Brady, Marvin (10308)	4	1	3	-	16	View Changes
Burch, Kathleen (10163)	1	1	-	-	-	View Changes
Foley, Stanley (10299)	4	4	-	-	-	View Changes
Freeman, Harold (10142)	2	2	-	-	-	View Changes
Green, Edwin (10213)	1	-	1	-	-	View Changes
Hammond, Brandon (10049)	4	1	3	-	6	View Changes
Hobbs, Alma (10256)	4	4	-	-	-	View Changes
Hooper, Alfredo (10273)	1	1	-	-	-	View Changes
Larsen, Alvin (10284)	6	6	-	-	-	View Changes
Lopez, Gloria (10053)	1	1	-	-	-	View Changes
Lyons, Anthony (10012)	4	4	-	-	-	View Changes
Mcknight, Robert (10082)	4	4	-	-	-	View Changes
Miranda, Maurice (10217)	4	4	-	-	-	View Changes
Todd, Maria (10218)	4	1	3	-	16	View Changes
Underwood, Louis (10038)	4	4	-	-	-	View Changes
Totals	52	42	10	-	38	

View: 25 1 to 16 of 16



Principal Approval

□ Monitoring Principal Approval

My BFK > Manage Link Completion

Manage Link Completion

District: Stnd Link Demo District #1A (DD1A) State: Stnd Demo (State) [Return](#)

Staff Link Completion

100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%

- Approved (0)
- Completed (2)
- In Process (20)
- Not Started (72)

School Link Approval Status

100.00 %

- Approved (0)
- Not Approved (5)

Alerts

No Alerts

Staff Link Completion

Show: All Schools

School	# Teaching Staff	Not Started	In Process	Completed	Approved	School Approval	Action
[All]							?
Bradshaw Elem	16	75 %	19 %	6 %	0 %	N	View Teachers View Students
Cummings Middle	18	72 %	28 %	0 %	0 %	N	View Teachers View Students
Holder High	30	77 %	23 %	0 %	0 %	N	View Teachers View Students
Singleton Elem	16	63 %	31 %	6 %	0 %	N	View Teachers View Students
Valentine Elem	14	100 %	0 %	0 %	0 %	N	View Teachers View Students
Totals	94	77 %	21 %	2 %	0 %	0 %	

Alerts

Alert Category:

Alert Type:

Organization:

Select an Alert Category and Type.

Watch these two columns to determine Principal approval progress for each school.



Roster Verification Completion

□ Reviewing School Level Detail

My BFK > [Manage Link Completion](#) > Organization Link

Link

Profile | **Link** | Staff List | Documents | Staff Documents

School: Bradshaw Elem (DD1A_103)
District: Stnd Link Demo District #1A

School Setup	Roster Verification	Review and Approval (10 Rosters)
<p>Watch Video Tutorial</p> <ol style="list-style-type: none">1. Review expected classes.2. Review teachers & classes for accuracy. <p>Review Teachers and Classes</p>	<p>Watch Video Tutorial</p> <ol style="list-style-type: none">1. Facilitate teacher training.2. Monitor teacher completion.3. Review unresolved teacher alerts. <p>View Teacher Completion</p>	<p>Watch Video Tutorial</p> <ol style="list-style-type: none">1. Review student instruction.2. Review unresolved student alerts.3. Review and approve rosters. <p>Review Students</p> <p>Review and Approve Rosters</p> <p>Approve Rosters</p>

School Setup
February 19 - February 28

Roster Verification
February 29 - March 09
Ends in 4 days

Review and Approval
Due by March 14
Begins in 4 days

School Alerts and Notifications [Refresh 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](#)) 0 Alerts
- ▼ **Teacher Completion Alerts**
 - ✔ Rosters with no students ([More](#)) 0 Alerts
 - ✔ Grade/Subject with less than 70% of students claimed ([More](#)) 0 Alerts

[Return](#)

Use the links on this page to review class roster level detail for this school.





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