Roster Verification (RV) FAQs for the 2013-14 School Year

This document is intended for the administrators of the BFK Link or Roster Verification (RV) system at either the complex area or school level.

In this article

NOTE: Some answers are split for different RV purposes (whether Student Surveys or SGP).

1. What are the key changes to Roster Verification (RV) during the 2013-14 school year?
    RV will occur 3 times this school year and it will be used to roster student surveys and SGP. The specific windows for RV and each phase is illustrated in the table below:

Hawaii Educator Effectiveness System

RV Purpose *Track*	Data Snapshot (OITS)	School Setup (SBT)	Soft Delete (OITS)	Teacher RV (Teachers)	Review & Approval (Administrator)	Data Quality Check (State)	Data Send to Vendor (State)	Survey Window (Schools)	Results (Schools)
Spring Tripod *Yellow*	1/15	1/17	1/17 3-4pm	1/20-24	1/24 3-4pm	1/27-30	1/31	2/24-3/7	4/25
Spring Tripod *Red*	1/15	1/17-21	1/21 3-4pm	1/22-24	1/24 3-4pm	1/27-30	1/31	2/24-3/7 Or 3/3-21	4/25
Spring Tripod *Blue, Green, Single*	1/15	1/20-24	1/24 3-4pm	1/27-30	1/31-2/3	2/4-6	2/7	3/3-21	4/25
SGP *Single,Yellow, Red, Blue*	3/19	3/24-31	N/A	4/1-18	4/21-25	4/28-5/2	5/5	N/A	2014 Fall Semester
SGP *Green*	3/19	3/24-31	N/A	5/5-22	5/26-30	6/2-5	6/9	N/A	2014 Fall Semester

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2. Who participates in which of the 3 administrations of RV this year and for what purposes?

The first 2 administrations of RV (fall and winter) are for the purpose of rostering student surveys and involve all teachers for grades K-12. The final administration of RV (spring) is for the purpose of attributing SGP scores to teachers of state-tested subject areas and grades. The graphic below further illustrates this:
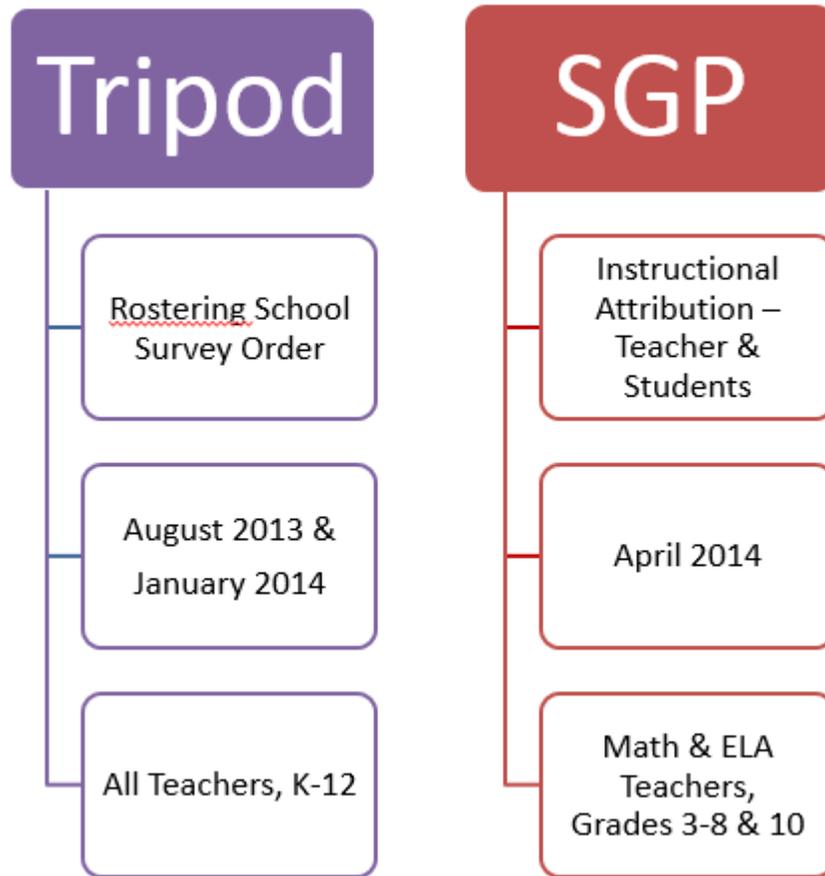
3. Where do I find all of the materials for administering Roster Verification at my site?
   a) Mandatory online training course for School Based Teams (SBTs) and STRONGLY recommended for administrators: access using the PDE3 system, course number PD167301
   b) SBT resources: http://eesadmin.weebly.com/roster-verification.html (PW: Hawaii5-0EES)
   c) Teacher resources: Teacher Resources: http://eesteacher.weebly.com/roster-verification.html
   d) For help with Roster Verification contact Helpdesk: (808) 586-4072
   e) For login support contact CSD: (808) 564-6000

4. Who verifies rosters for SGP?

Teachers of Math and ELA classes in grades 3-8 and 10 in all schools statewide who are responsible for the following will participate in Roster Verification:

- Delivering instruction, AND
- Assigning or collaborating in the assignment of grades or monitoring student progress

For more information, see the RV Guidelines on the EES admin website

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5. If I have created 2 classes in eSIS for an inclusion classroom, which section will the BFK system load? And, if both sections are not loaded, what should I do to create my inclusion classrooms?

The BFK RV system will load the PRIMARY class created in eSIS. If both classes (regular Ed and SPED) are not captured, follow the steps outlined below:

   a) Add the SPED (or other) staff if that individual is not currently on your staff list
   b) "Copy Class" from the Reg Ed (or primary) teacher for the class
   c) Select the SPED (or other) staff member that was added and copy the class(es) to this individual

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6. We have teacher that teach a mix of high school students in all different grades. Only a few of the students will take the HSA, should we have the teacher verify for the entire class?

Teachers should only verify for the students who take the HSA and not those students who take the HSA-Alt.

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7. We have teachers who provide instruction to students who take the HSA-Alt (HSAA)? Should they verify?

No. Only teachers who provide instruction for HSA tested grades and subjects should verify rosters. The only exception is in classes with a mixture of students taking the HSA and HSA-Alt which is described above in question 4.

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8. We have some classes at our schools that change each quarter. How will this affect Roster Verification?

For Student Survey Purposes
The Roster Verification windows are before quarterly course changes for single track schools and will allow for survey administration before quarterly course changes occur.

For SGP
Teachers of state-tested subject areas and grade levels will verify rosters (class lists) and month by month instructional linkage based on a student's enrollment in the class for the entire 2013-14 school year for those classes (quarter, half- and full year classes) for which they provide instruction and assign (or collaborate in assigning) grades.

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9. A student was placed in an alternative setting but is still enrolled in our school. How should we attribute this student?

For Student Survey Purposes
Teachers should delete the student if she/he is currently in the alternative setting.

For SGP Purposes

Teachers should verify the attribution for this student for the period the student was enrolled solely in the host school (not for the period enrolled in the alternate program).

10. We are a multi-track school. Some of our teachers are not currently active because of our school calendar. How will they verify rosters for the school year?

OITS will work directly w/ schools on multi-track calendars to verify during the time periods which those teachers are active in order to verify rosters for the '13-14 school year. In other words, if part of a school's staff is in recess during a particular administration, then a new window with all 3 phases of Roster Verification (School Setup, Roster Verification and Review & Approval) will be offered for those teachers to complete the verification.

11. Whoops! I accidentally deleted a class. How do I restore classes that I accidentally deleted?

1. Click the **Review Teachers and Classes** link under School Setup.

School:	Puohala Elem School (314)
Complex Area:	Castle-Kahuku

School Setup	**Roster Verification**
1. Review expected classes. 2. Review teachers & classes for accuracy. ➡ Review Teachers and Classes	1. Facilitate teacher training. 2. Monitor teacher completion. 3. Review unresolved teacher alerts. ➡ Monitor Teacher Completion

⊟ **Alerts and Notifications**

2. Click the name of the teacher the class was assigned to.

3. Expand the **Deleted Classes** link at the bottom of the list of classes.

4. Click the **Restore** link under the Action column for the class you wish to restore.

	Class Name	Students	Deleted Students	Status	Action
▾	**Deleted Classes (12)**				
▾	**Puohala Elem School**				
M	MATH GR 2 (Sem1) - 02	1	-	Not Started	Restore
M	MATH GR K (Sem1) - 02	1	-	Not Started	Restore
LA	ENG LANG ARTS GR 2 (Sem1) - 01	1	-	Not Started	Restore
LA	ENG LANG ARTS GR K (Sem1) - 01	1	-	Not Started	Restore
LA	ENG LANG ARTS GR K (Sem1) - 01	1	-	Not Started	Restore
Sc	SCI GR 2 (Sem1) - 04	1	-	Not Started	Restore
Sc	SCI GR K (Sem1) - 04	1	-	Not Started	Restore
O	CAREER/TECH ED GR 2 (Sem1) - 07	3	-	Not Started	Restore
PE	PHY ED GR 2 (Sem1) - 06	3	-	Not Started	Restore
PE	HLTH GR 2 (Sem1) - 05	3	-	Not Started	Restore
A	PERFORM ART GR 2 (Sem1) - 10	3	-	Not Started	Restore
A	VISUAL ART GR 2 (Sem1) - 09	3	-	Not Started	Restore

Add Class

Close

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12. How can teachers duplicate rosters quickly without the help of SBT members?

1. Teachers log in and click **Copy Students** from the link tab.

My Portal > Link

Link

Profile	Link

👤 Ale, Makena (▮▮▮▮▮)

	My Class Rosters			Expected Classes
	Class Name	Students	Status	Action
▾	**Kahuku Elem School**			
M	MATH GR K (Sem1) - 02	25	Submitted	Edit Copy Students
LA	ENG LANG ARTS GR K (Sem1) - 01	25	Submitted	Edit Copy Students
WL	WORLD LANG GR K (Sem1) - 08	23	Not Started	Begin Copy Students
Sc	SCI GR K (Sem1) - 04	25	Submitted	Edit Copy Students
SS	SOCIAL STDY GR K (Sem1) - 03	25	Submitted	Edit Copy Students
PE	HLTH GR K (Sem1) - 05	25	Submitted	Edit Copy Students
A	PERFORM ART GR K (Sem1) - 09	25	Submitted	Edit Copy Students
A	VISUAL ART GR K (Sem1) - 10	25	Submitted	Edit Copy Students

2. Next he/she selects the *Include membership and % instruction* option by clicking the appropriate **Continue** link.
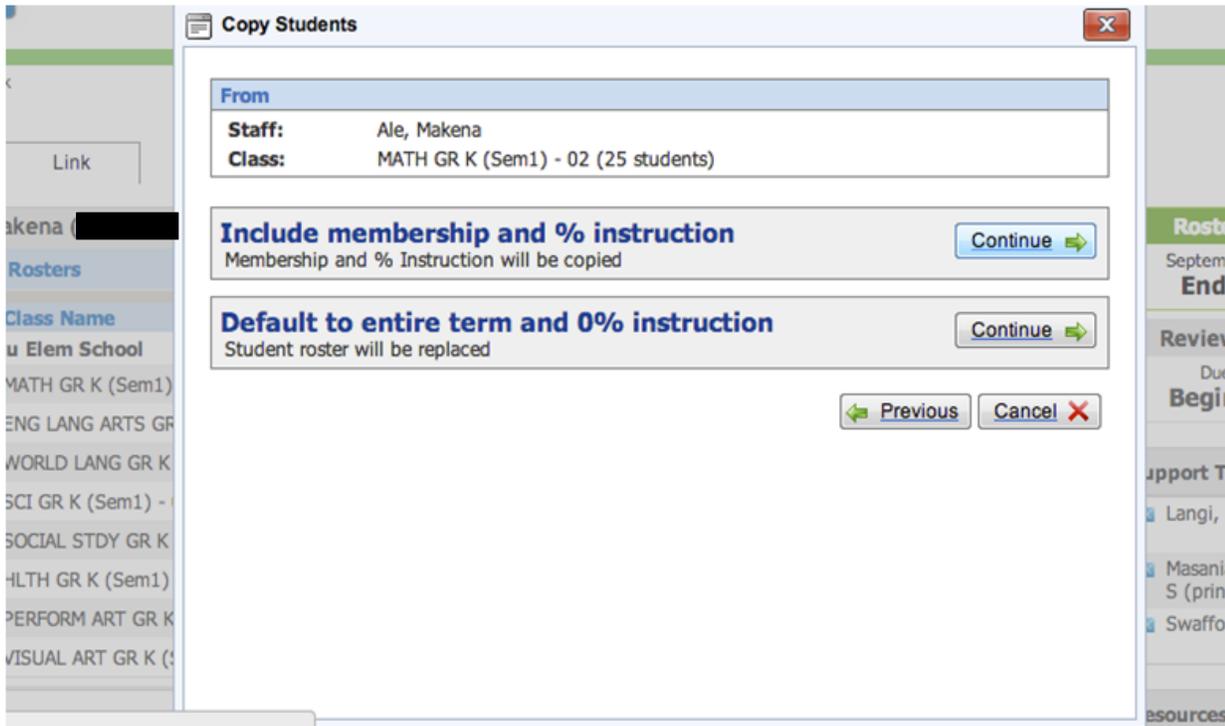
3. Finally, they can select which course or subject they wish to copy the students to.
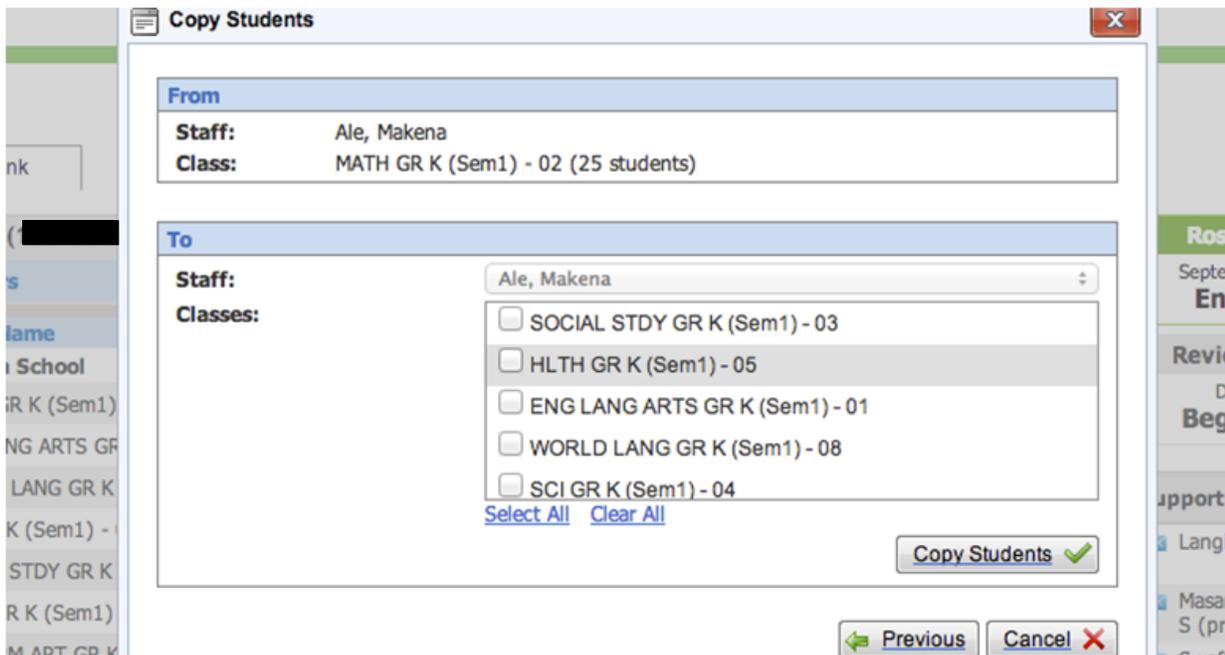
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13. I'm still unclear on the purposes of Roster Verification, how the data and this program will be used in this pilot and where this is all going. Please explain.
   Check out the video: http://eesteacher.weebly.com/roster-verification.html. Roster Verification has very specific purposes for teachers, administrators and the EES.

Teachers

Roster Verification informs two important reports teachers will receive as a part of the EES, namely Tripod Student Surveys and Student Growth Percentiles (SGP). Tripod needs verified roster data to determine the counts per class during specific times of the day. The verified roster data informs SGP reports by teacher in order to provide individual student reports by teacher into the PDE3 accounts as well populate classroom level reports. Lastly, Roster Verification allows teachers to be a part of the data validation process in order to determine which students were enrolled in their classes under a given timeframe.

Administrators

Roster Verification provides administrators with specific data regarding the class-by-class rosters of students to be surveyed, instructional timeline and the percent instruction received by student groups depending upon the administration.

EES

Part of the EES is connecting student outcomes with teachers, and Roster Verification involves teachers in creating these linkages. In numerous cases, eSIS data is unreliable for making the link between teacher and student groups. Some examples of why eSIS is unreliable are: i) special populations – ELL, SPED, ii) high student mobility, iii) school-specific instructional models such as regularly rotating reading groups or co-taught classes.

14. What are the criteria to determine if a teacher should roster for SGP?
    a. Is the employee a BU05 certified teacher? If yes, do they provide ELA and/or Math instruction that impacts the student's grades to students in grades 3-8 or 10 for 6 weeks or longer?

       OR

    b. Are they a long term substitute with an employee ID?

       AND

       Are they a long term substitute providing ELA/Math instruction to students for the same class for at least 6 weeks?

15. When should a long term sub verify a roster?

For Student Survey Purposes

Long term subs should only verify rosters if they 1) will be teaching the group of students for at least 20+ consecutive days, 2) are expected to return the following semester, AND 3) have a DOE Employee ID.

For SGP

If the long term sub is delivering instruction and assessing (or collaborating in assessing) student progress for 6 weeks, this long term sub should verify rosters only for the classes he/she in the given period (by month) he/she has provided instruction and assessed progress. AND 3) has a DOE Employee ID.

16. What do I do with a long term sub who covered a class during a time period when the teacher was on leave and this long term sub is no longer at the school?

For Student Survey Purposes

No action is required. The long term sub will not participate.

For SGP

The active teacher for that classroom will verify the period of instruction he/she provided before going on leave. The long term sub will not verify if he/she is no longer at the school. The school based team may verify the period of instruction for long term sub.

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17. What do I do if a teacher is on leave during roster verification and we have subs rotating in/out on a regular basis?

For Student Survey Purposes
If the teacher is expected to return and either has or is expected to have delivered instruction and assessed (or collaborated in assessing) student progress for at least 20+ consecutive school days, that teacher should verify rosters. If that teacher is unavailable, this can be completed by the SBT.

For SGP
SBTs should contact the teacher and either:

1. provide instructions for verifying rosters over the phone (if possible) OR
2. submit that teacher's rosters on their behalf according to school enrollment/registration records.

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18. What do I do if I need to add students and they are not found in the Add Student search?
Make sure you are searching in "All" schools using dropdown

If student still not found when searching All schools call the Helpdesk and provide the following information (808) 586-4072:

- Name of Student
- State and eSIS Pupil ID#
- Grade level
- Date of Birth

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19. I'm having problems logging into the system BFK Link or RV production system! Please help!
The site login is: https://rostersonline.k12.hi.us

*Note: only available during designated Roster Verification windows

UN: EmpID

PW: Your DOE internet PW

If you require additional support contact CSD: (808) 564-6000

NOTE: The training site is http://rosterstrain.k12.hi.us/ and is not meant for making final changes for schools submitting roster data.
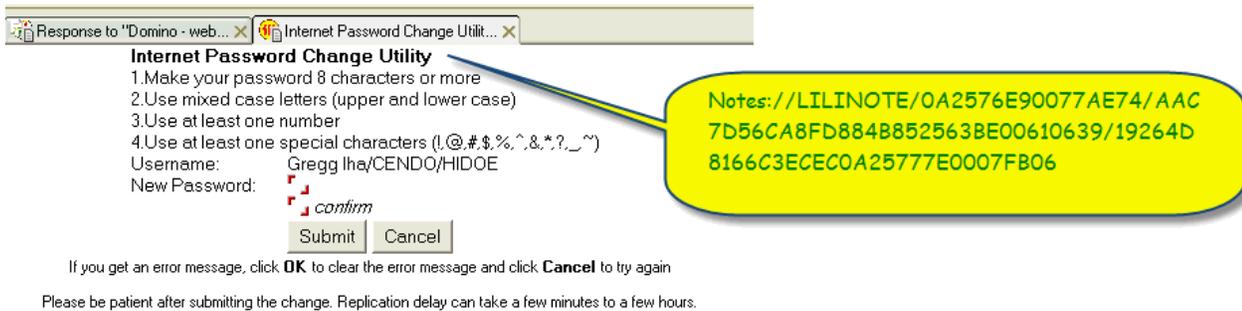
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20. We are having huge problems with teachers not having their login information. What can we do? How can we get them their passwords? Or how can they get their own passwords?

Use the Lotus Reset Utility

Notes://LILINOTE/0A2576E90077AE74/AAC7D56CA8FD884B852563BE00610639/19264D8166C3ECEC0A25777E0007FB06

With this "Password Reset utility", users will be able to create their own DOE Internet password. Don't forget that the user who clicks on this link must have the Lotus Notes Client software loaded & working on the computer they are using for this link to work. This link may not work on Apple computers.

The thing to remember is that changes are not instant, it could take minutes or hours for the change to replicate to all DOE notes/domino servers. I'd say best to change your password, continue using your old password, when the old password doesn't work, use the new one. If you don't know your internet password, then you'll have to wait...maybe go home and try tomorrow...if you try logging in with the wrong password too many times, you could get locked out of applications for a set number of minutes or hours.

Call the CSD directly at phone number (808) 564-6000 if more help is needed. If employees need Lotus Notes accounts, schools can submit requests for the accounts through CSD's http://csd.k12.hi.us Requestor Console (BMC Remedy Action Request System).

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21. What am I supposed to be doing in School Setup?

In general, School Setup is setting up the correct teachers with the correct classes with the correct rosters. The data in the BFK system was extracted from eSIS, so, the teachers and courses that are assigned in eSIS should show up in the BFK system when you login. During School Setup you want to double-check the courses and the teachers assigned. You also want to account for special populations and or classroom situations (SPED, ELL, Co-Taught, etc.). Remember, if a teacher delivers and assesses instruction/collaborates in assessment, then that teacher should verify each course he/she teaches. If these classes were not set up in eSIS, then you will need to set them up in School Setup.

For Student Survey Purposes
SBTs will assign classes to be surveyed per teacher according to what day(s) and time(s) within the survey windows the school selects for administering surveys. This will be done using the Confirmation page or Statement of Accuracy & Completion fields described in the SBTs User Manual p. 13.

For SGP
See the general description above.

22. We have staff members on our list that are not classroom teachers. Why is this and what should we do?

The BFK snapshot grabbed data from eSIS from the staff list at the school. The good news is that you do not need to worry about inactive staff members or classroom teachers outside of the verification consideration UNLESS they have courses connected to them.

If there is a teacher listed at your school who no longer teaches there and has courses, simply delete those courses for that out-dated teacher. After they no longer have courses assigned to them, you can simply ignore the listing.

However, if there is not a teacher listed who SHOULD be associated with your school, you will need to add that staff member and their courses. Remember, if a teacher delivers AND assesses/collaborate in assessing instruction, then that teacher should verify each course he/she teaches.

23. Why can't I access BFK from home?

The training site (rosterstrain.k12.hi.us) is available only on a DOE network. The actual Roster Verification site (https://rostersonline.k12.hi.us) is available from any network.

IMPORTANT: Only the actual RV site (https://rostersonline.k12.hi.us) should be used for school administration purposes.

24. The timeframe for School Setup is too short! What if I don't have enough time to completely check that all of my teachers are loaded and have the correct?

You can still make necessary changes before teachers complete their final submission of verified rosters. This means that you can set up classes into the roster verification window as well. The specific administration windows for each phase of RV are described in the table in question 1. If you need assistance with school setup, please feel free to contact the EES Helpdesk at (808) 586-4072 (M-F, 7:30am-3:30pm).

25. I'm confused. Where do I find the tutorial video for training teachers?

This is available at the following links:

- Teacher Resources: http://eesteacher.weebly.com/roster-verification.html

26. I am an administrator for a combined level school (Inter/High, K-12, etc.) or a multi-track school. When I log in I see teachers but no classes. What should I do?

You can select the proper school by clicking the "Change" button below in the screen shot. If you do not see this "Change" button you will need to contact the Helpdesk at (808) 586-4072 (M-F, 7:30am-3:30pm).

ua High School (722)   Change Expected Classes

	Roster Verification	Review and Approval (0 Rosters)
classes. k classes for accuracy. and Classes	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 and Approve Rosters ➡ Approve Rosters

School Setup
September 12 - September 17

Roster Verification
September 18 - October 11
Ends in 23 days

Review and Approval
Due by October 18
Begins in 23 days

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27. I'm still trying to figure out how to print or identify my drop/add listings by class in eSIS to provide this for my teachers. Where can I find this information?

For Student Survey Purposes
Drop/add or registration data per class per student is not necessary. Teachers will verify the enrollment of students in their classes on the day of RV administration at their schools.

For SGP
The BFK system integrated these data. When a teacher begins to verify their rosters, the instructional timeline will already be loaded into the month by month % attribution. For this reason, it is recommended that you do not change the loaded attribution for classes.

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28. What are teachers supposed to verify? Attendance? Grades? Enrollment? And, how long must a student be enrolled in the class to be considered "included?"

For Student Survey Purposes
Teachers will verify the student enrollment of a specific class preselected by the SBT on the day of RV. Unlike with SGP administrations of RV, teachers will only verify the list of students enrolled and then submit the rosters. They will not need to identify month by month attribution.

For SGP
Teachers are verifying the period of enrollment – or when a student was first registered in a class up until a student is withdrawn. For Roster Verification teachers are validating the month to month linkage with a group of students based on when those students were enrolled in the course. Students are "Included" for a given month if they have been registered with a teacher for 10 or more school days in that month. Students are "Excluded" if they have been registered with a teacher for 9 or fewer school days in that month.

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29. How do I handle students that have moved out of my school?

For Student Survey Purposes

Teachers should delete students from their rosters who have moved or transferred and are no longer enrolled in the school

For SGP
Students that have moved out of your school do not show up in eSIS for your school. Since the data loaded into the BFK system came from eSIS, no information on students that left your school before the eSIS load date has been preloaded. In general, students should be manually added back to rosters during school setup using the Add Student search within BFK (this task can be done by the school setup team or by teachers during roster verification). Since timing information isn't preloaded for these students, teachers should be instructed to pay careful attention to correct the enrollment timeframe for these students before submission. If the school setup team tries to change the enrollment timing information, the only way to preserve changes is to submit the roster. If not notified in advance, this can be confusing to teachers because their rosters will appear submitted. See Should the school based team "submit" rosters? for more information.

Even if choosing to leave the task of adding missing students back to rosters for teachers to complete, school setup teams should at least check to make sure that all necessary students are accessible for their teachers using the Add Student search within BFK. Students that have simply moved to a different HI DOE school have always been accessible through the Add Student search function. During the school setup period, students that moved out of the HI DOE (private school, out of state, etc.) must be added by contacting the Helpdesk as described in the following FAQ: What to do if I need to add students and they are not found in the Add Student search?

For students that left the HI DOE early in the year, they can be excluded from the roster verification process only if they have not and will not ever take the HSA. The purpose of this roster verification process is to track the enrollment of students and connect their enrollment data with their HSA performance. Given that students sometimes move back into the DOE and take the test later, it is safer to add those students if possible.

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30. Should the school based team "submit" rosters?

For Student Survey Purposes
SBTs must submit the rosters of all classes to be surveyed in order to reach the Confirmation page or Statement of Accuracy & Completion fields described in the SBTs User Manual p. 13.

For SGP
School based team members are not responsible for submitting rosters except on behalf of long-term substitutes that do not have DOE internet passwords and meet the participation requirements and teachers on leave (see the following FAQ: What do I do if a teacher is on leave during roster verification and we have subs rotating in/out on a regular basis?). When adding students to rosters and deleting students from rosters, changes are saved automatically. It is not necessary to submit a roster to capture those changes. If rosters are submitted as part of the school setup process, the status of those rosters will change to "submitted". This can be confusing for teachers that may believe that they do not have to verify and submit those rosters.

Some school based teams have expressed the desire to help teachers complete roster verification by adding enrollment timing information for students that did not have that information preloaded. Common examples of students without preloaded enrollment timing information include students that had to be

manually added to rosters because they left the school. Unfortunately, the only way for school setup teams to save changes to how long a student was enrolled is to submit the roster. This can be okay if teachers are warned ahead of time and instructed to resubmit those rosters. If teachers do this, their submission will overwrite the school team submission and the BFK system will record that the teacher submitted the roster. If teachers do not resubmit rosters, the rosters will show that they have been submitted by the school team and not the necessary teacher.

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31. What should be done during Review and Approval?

For Student Survey Purposes
During Review and Approval, teachers can no longer make changes to submitted rosters, and it is the responsibility of Principals to approve of the data submitted by teachers as the data which will be used for ordering Tripod student surveys. It is very likely that there will be many student alerts which is appropriate given that the RV system will be used for selecting only certain classes within a teacher's designated courseload. It is most important for SBTs to ensure that the correct classes have been selected for the Tripod survey administration (matching the day(s) and time(s) designated for the survey), and that these classes have the correct student rosters.

For SGP
During Review and Approval, teachers can no longer make changes to submitted rosters, and it is the responsibility of Principals to approve of the data submitted by teachers. The system will list student and teacher alerts for the following reasons:

    a) students are claimed by more than 1 teacher
    b) students are not claimed by any teacher for a given month
    c) students are not on a roster
    d) teachers have not submitted rosters

One thing to keep in mind is that the system provides an alert for any atypical situation in which a student is not claimed or "Included" for all months in a school year. To expedite this phase without going through each of the individual student alerts, prioritize the data approval process as follows:

1) Ensure all teachers have verified their rosters
    a) Rosters that are not verified will generate a large number of alerts
    b) If a roster is not verified, SBTs should verify and submit these for the teachers
2) Students not on rosters (noted by a red circle with and "R" in the center)
    a) Make sure you correct these if a correction needs to be made
3) Students under-claimed or over-claimed noted by a yellow triangle with an exclamation point
    a) Spot-check these quickly and look especially for students claimed by more than 2 teachers

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32. How do you remove approval from a roster to allow for editing?
Principals can log in and remove approval from a roster using the Reopen button located in the top right of a class roster page. This button is only visible when logged in using a principal account. After a roster is reopened, it can be edited and resubmitted as necessary. Note that teachers can no longer make changes to rosters during the Review and Approval window. SBTs and principals must make any changes and corrections.

33. What is "soft delete"?

"Soft delete" takes place after SBTs have completed the School Setup phase. The RV team at the state office runs a "soft delete" which extracts from unsubmitted classes from the teachers' view. In other words, when teachers log onto rostersonline.k12.hi.us to complete roster verification they will only see the classes that have been preselected by the SBT. These classes and rosters, however, are not permanently deleted.

34. Is there a minimum number of students that a teacher needs to be providing instruction for in order to Roster Verify for SGP?

NO, even if a teacher has one student that they provide ELA and/or Math instruction for they need to roster. If a teacher provides ELA and Math instruction they need to have two different rosters, one for each content area. The purpose behind having teachers do this is so that we have an accurate measure of who/how many people have instructional impact on that child.

However, you will need at least 20 data points to get an Individual Teacher Rating.

35. If I have a student who gets ELA or MATH instruction from multiple teachers, would I need to create a roster for each teacher?

Yes. There should be a roster assigned for each teacher that has instructional impact on the student for AT LEAST 6 weeks school days.

36. What about students who are on long term suspension or ALC?
They are excluded for the months they are in those circumstances.

37. What about students who are retained or skip a grade?
Student's that are retained or skipped a grade should be removed from the roster.

38. If a teacher overseeing students taking online supports but does not provide instruction then do they roster?
No. If they are not providing instruction that impacts students' grades they do not need to roster. If they are overseeing students that are using online programs but are not providing instruction they should not roster.

39. If High School only gets school level ELA SGP why do their math teachers need to roster?
Yes, 10th grade math teachers need to RV this year. We are looking into if this is necessary for 10th grade ELA and Math teachers next year. The rationale for 10th grade teachers verifying their rosters is for data collection purposes only. As we look at various scoring options we can use the information to help information policy decisions.

40. Since High School does not go down to the teacher level, could the school based team submit the rosters if they wanted to in order to help teachers out?
Yes. If the school team wants to create and submit the rosters for the teacher in HIGH SCHOOL that is acceptable.

41. Many schools have RTI support services in place to support struggling learners – do certificated teachers who provide supplemental reading or math intervention have to roster verify the students that they work with?
Yes, teachers who meet the participation requirements should RV for SGP.