

# Roster Verification

2015-16

This document provides instructions for reviewing student rosters.

User's Guide for  
Teachers

An electronic version of this document is available at:  
[http://www.eride.ri.gov/RosterVerification/UserGuide\\_Teacher.pdf](http://www.eride.ri.gov/RosterVerification/UserGuide_Teacher.pdf)

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## About Roster Verification

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***Important change for the 2015-16 school year:*** In the past, roster verification applied to teachers in grades 3 through 7. However, due to the change in test administration, educators of students in grades 4 through 8 will need to complete roster verification in 2015-16 and beyond.

### ***What is Roster Verification?***

- Roster verification is the process by which educators teaching students in grades 4-8 who have been identified as contributing educators in ELA or Math verify that the Teacher Course Student (TCS) data pertaining to them is accurate.
- LEAs will use the Roster Verification Tool within the Educator Performance and Support System (EPSS).
- The Roster Verification Tool will draw from TCS data it is collecting from all LEAs via their Student Information Systems (SIS) on a daily basis.
- Your Student Information System is the data system which captures enrollment, attendance, classroom scheduling and grading information. Examples include: Aspen, Power School, MMS, SchoolMax and Infinite Campus.
- Teachers who are considered to be Contributing Educators to ELA and/or mathematics learning for students in grades 4-8 will be required to review and verify student rosters.
- Principals will be responsible for reviewing TCS rosters, investigating issues, and providing a final sign-off for all contributing educators in the building.

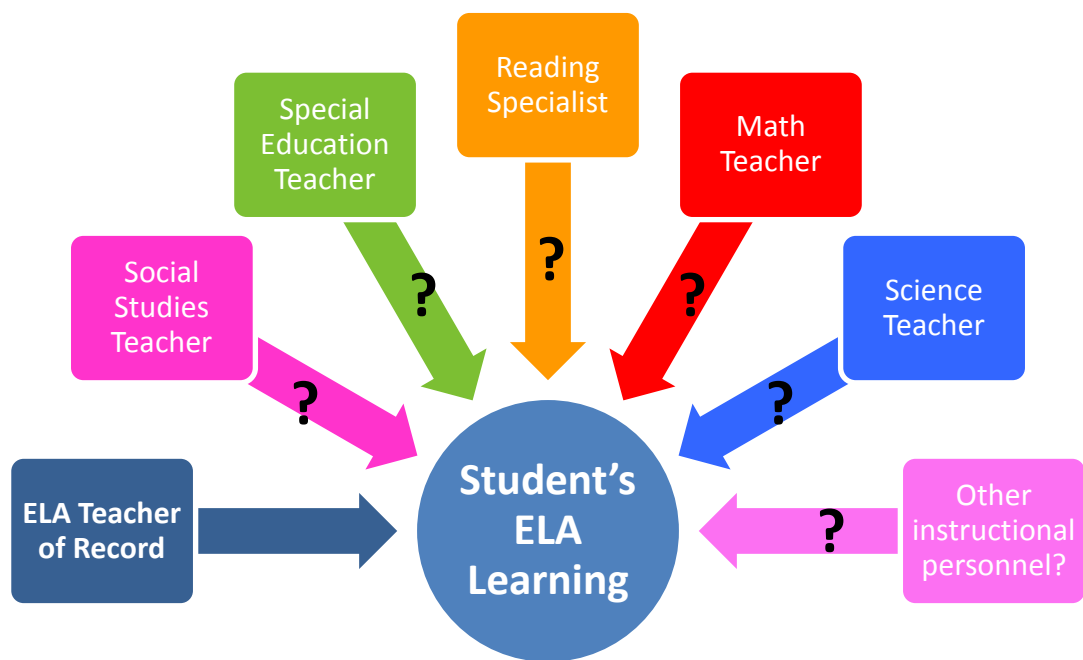
### ***What is the Teacher Course Student Connection?***

- The Teacher Course Student connection, or “**TCS**”, comprises the data that reports the linkage between students, the courses and sections to which they are assigned, and the teachers who provide their instruction.
- TCS data is collected through your school’s Student Information System (or SIS)

### ***What is a Contributing Educator?***

- A Contributing Educator (CE) is the teacher who has an assignment that is expected to contribute to the literacy or mathematics development of students. This includes the primary classroom teacher as well as any other educator as defined by each district’s Contributing Educator policy.
- Many teachers may be identified as contributing educators for a class or course.

The image below demonstrates how various teachers, in addition to a student's ELA Teacher of Record, may also be considered contributing educators to that student's literacy development. The decision about who is defined as a contributing educator for a student is made by your district based on guidance from the state. Guidance from the state can be found at <http://www.ride.ri.gov/Portals/0/Uploads/Documents/TCS%20guidance%202016%20FINAL.pdf>.



### ***How will TCS data inform teacher-level student growth?***

Beginning this year, median student growth percentiles based on PARCC assessments will be available for teachers supporting ELA/literacy and mathematics in grades 4 through 8. The TCS data informs which students' performances should be associated with each teacher.

The growth data will be available in EPSS to teachers and their principals to review and discuss. This data provides important information that can help teachers and principals understand student performance and teacher impact on student learning. That said, student growth percentiles provide limited information and therefore should be discussed in conjunction with other assessment data and measures of student learning.

### ***Why do the Teacher and the Principal play such important roles in the Roster Verification Process?***

Data Clerks and Data Managers are responsible for TCS data entry and maintenance of the SIS system, but **Teachers and Principals** are the primary users of the TCS data, which they will be using on a daily basis to inform educational decision-making.

Ultimately it is only the Teachers and Principals, who can confirm that the data accurately reflect the appropriate instructional connections between teachers and classes and students. Teachers and Principals will be held accountable for ensuring that these data are accurate and that educators have access to necessary information to improve instruction for their students.



***Think of yourself, the teacher, as the “customer” of TCS Data. The data must be accurate, reliable, and ultimately useful for YOU!***

### ***The Importance of Data Quality Practices during Roster Verification***

The Roster Verification process is intended to bridge the gap that exists between those who are collecting and entering data into the data system, and those who will be using the data for day-to-day decision-making. As you are reviewing and editing your roster, it is important to be aware of the critical role that you will play in ensuring the accuracy of the information. Consider some points which highlight the importance of TCS Data for educators:

- TCS data is only as good as its source.
- You, the educator, are the best source to provide key information about the students that you teach.
- The decisions you make about the accuracy of your Roster Data will directly impact your ability to access the right information about your students.
- Final roster data that you and your principal verify will become the state’s official system of record used for calculating student growth.
- The TCS data informs which students’ performances should be associated with each teacher.

### ***Key Data Quality Practice # 1: Use Additional Sources of Information***

It is possible that your district’s student information system did not capture the most up-to-date information about your students’ course assignments, but you as their teacher maintained other sources of information that may provide a more accurate picture of your students and their status in your classroom.

**Identify the most accurate source(s) of information that you have about your students. Examples include:**

- Grade Books
- Classroom Attendance Records
- Benchmark Assessment data
- Student Portfolios

These data sources can provide evidence that you have recorded reliable, real-time information about that student and help you confirm whether you did indeed provide instruction to a student during a particular time period. Daily or weekly grade books can show recorded grades for quizzes, homework on specific dates. Daily attendance logs can tell you whether a particular student was on your radar during a specific time period.

**When you are reviewing other sources, look for:**

- Evidence that you recorded grades (quiz, homework) for your student on certain dates,
- Evidence that you recorded attendance or absence for a student

### ***Key Data Quality Practice # 2: Compare Data for Consistency***

You are likely to work closely with other teachers in coordinating lesson planning, instructional interventions, and student performance goals for students who you may have in common. You should be comparing your data with other teachers who the students on your roster to look for inconsistencies in any of the following areas:

- Discuss potential questions/issues with other teachers who teach some or all of the same students in your class.
- Compare your Contributing Educator status with other similar teachers to understand if you are interpreting your district's policy the same way.
- Look for inconsistencies across different teachers regarding student's May 20, 2016 or October 1, 2015 enrollment status as captured in your school's student information system.

## Logging in to the RIDE Roster Verification System

1. Open a web browser such as Internet Explorer, Google Chrome, Mozilla Firefox or Safari
2. Point your browser to <https://ridemap.ride.ri.gov>
3. Enter your RIDemap Username and password and then click on the link below the login button.

**Note:** If you can't remember your RIDemap password, click the "Forgot your password" link. If you do not have a RIDemap account, click "Register for New Account". For other questions about your RIDemap account, visit <https://support.ride.ri.gov/> and submit a help desk ticket.

**RIDemap** convenient navigation to better education

RIDEMAP

**RIDemap Alerts**

The Rhode Island Growth Model (Private) Visualization tool will be down for maintenance starting at 3:00 PM on Wednesday, March 20th. It is our intent to restore access to the system by 6:00 PM on the same day.

**Hints and Tips**

**Coming Soon**

**Rhode Island Certification System** - eCERT: bringing together data and information on applying for and renewing your certification (Coming Soon)

**Growth Model Visualization:** offering a graphical, dynamic way to look at changes over time in student and school achievement (coming in 2013)

**Help Desk**

RIDE also has a helpdesk to assist you with questions or issues you may have with these applications. Click [here](#) to enter a ticket.

**Login**

Username

Password

[Register for New Account](#)

[Forgot your Password?](#)

4. After logging in successfully, you will see links to the systems that you have access to, including the EPSS. Click on the EPSS link to access your evaluation dashboard.

RIDEMAP

**RIDemap Alerts**

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**Hints and Tips**

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**Rhode Island Certification System** - eCERT: bringing together data and information on

**Help Desk**

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**Public**

- InfoWorks!
- Rhode Island Growth Model
- RICert

**State**

- EPSS

5. In the EPSS, you will land on your "My Evaluation Cycle" dashboard. To the right of your "My Evaluation Cycle" tab, you will see a tab labeled "Roster Verification". Click on that tab.

**RIDE.ri.gov**

RIDemap Home | Sign out | Help

My Dashboard: EPSS Test1

Barrington Primrose Hill School

My Evaluation Cycle Roster Verification

6. After clicking on the “Roster Verification” tab, you will see your Student Roster Page. This is where you will be able to see all the students, their courses, sections as well as the information you will be asked to verify during this Roster Verification process. During the Roster Verification “Open Period”, you will be able to log into the system and verify your rosters. If you log into the system before the “Open Period”, you will not be able to select the “Show Roster” button and you will see a note that indicates when the Roster Verification period will begin.

#### Roster Verification

User's Guide

**Educator Roster Verification for May 2016 Submission**

School District: All Districts

School: All Schools

Course ID: All CourseIDs

Course Name: All Course Names

Section ID: All SectionIDs

Grade: All Grades

Sort Roster By:

☐ Show Only Edited Records

Show Roster

Roster Verification will begin on 5/25/2016 9:00:00 AM.

**Note:** Teachers who do not have student rosters that need to be verified for the purposes of student growth scores will see a message explaining why no student roster is appearing (at all times, even during the OPEN period). If you believe you are receiving this message in error and should have a roster to verify, contact your principal or <https://support.ride.ri.gov>.

#### Roster Verification

User's Guide

**Educator Roster Verification for May 2016 Submission** [\[Add Student to Roster\]](#)

School District: All Districts

School:

Course ID:

Course Name:

Section ID:

Grade:

Sort Roster By:

☐ Show Only Edited Records

Show Roster

There are currently no students assigned to you. Please note that this verification process is applicable only to educators who are identified as an ELA and/or Math contributing educator for students in grades 4-8.

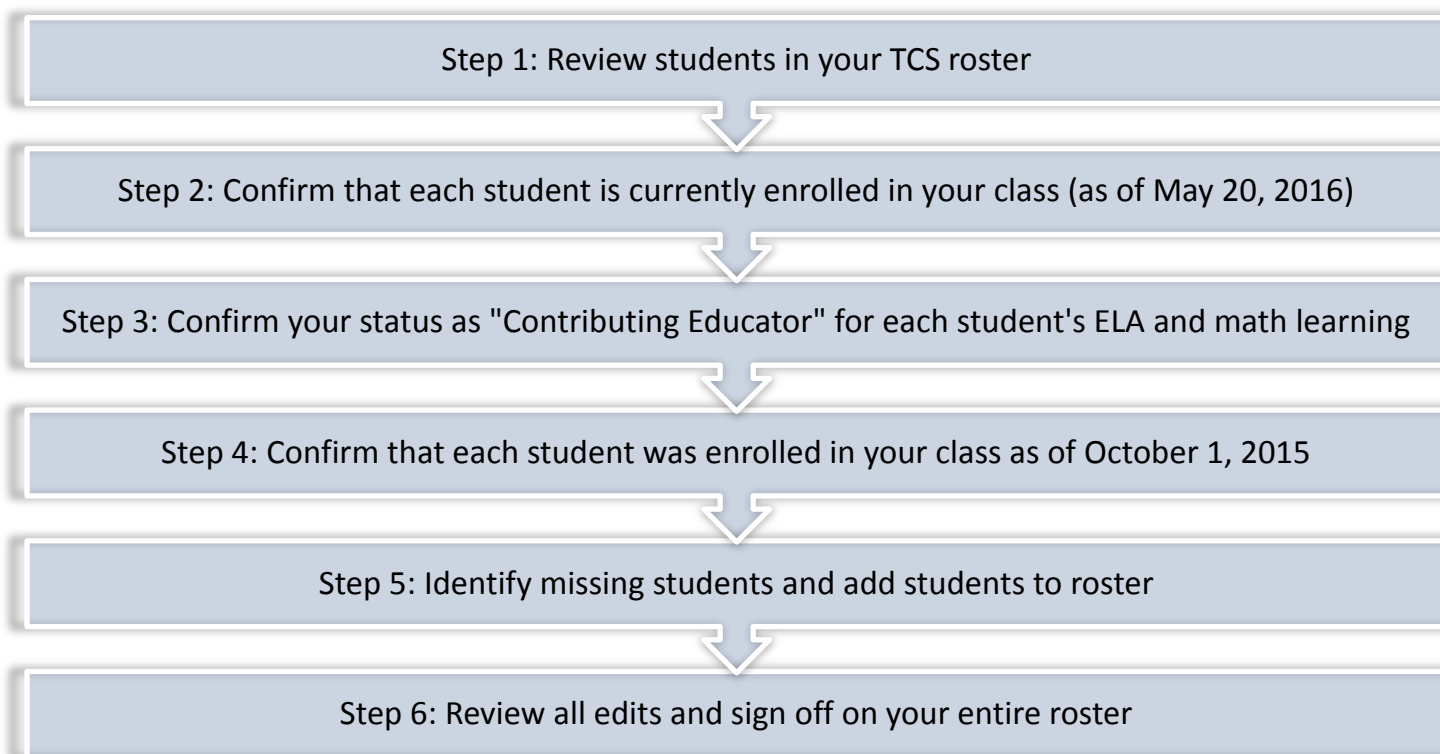
**Contact:** For help please enter a support ticket at <https://support.ride.ri.gov>



## Roster Verification Process Overview

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The Roster Verification Process for teachers is broken down into the following steps:



### Important reminders for teachers about Roster Verification timelines

- In order for your principals to complete their review and school-wide sign-off on teacher rosters, they must be able to begin reviewing a teacher's completed roster as soon as the Roster Verification "open period" for teachers ends.
- Roster Verification involves more than just changing the data shown to you in the Roster Verification tool. It may involve you consulting with alternate data sources (such as Student Information Systems, classroom attendance records or grade books or working with your school's Registrar, Clerk or Principal to confirm the accuracy of specific student records or Course-Section assignments).

**It is imperative that you begin your Roster Verification process as early as possible to ensure that you can complete your review and sign-off before the end of the "open period".**

## Step 1: Review students on your TCS roster

During the Roster Verification “Open” period, you will see a list of search criteria that will allow you to view and sort your course rosters.

The screenshot shows the RIDEmap interface for Roster Verification. At the top, there's a header with the RIDE logo and navigation links. Below that, a dashboard bar shows 'My Dashboard: EPSS Test1' and location filters for 'Barrington' and 'Primrose Hill School'. The main content area has tabs for 'My Evaluation Cycle' and 'Roster Verification'. Under 'Roster Verification', there's a 'Sign-Off' button and a message: 'Once you have verified your rosters and made the appropriate updates, please click on the Sign-Off button.' Below this is a section titled 'Educator Roster Verification for May 2013 Submission' with a link to '[Add Student to Roster]'. This section contains several dropdown menus for filtering and sorting. Callouts point to these dropdowns, labeling them as 'Filtering dropdown lists' and 'Sorting dropdown lists'.

Sign-Off

Once you have verified your rosters and made the appropriate updates, please click on the Sign-Off button.

Sign-Off

Educator Roster Verification for May 2013 Submission [Add Student to Roster]

School District: All Districts

School: All Schools

Course ID: All CourseIDs

Course Name: All Course Names

Section ID: All SectionIDs

Grade: All Grades

Sort Roster By:

☐ Show Only Edited Records

Show Roster

Filtering dropdown lists

Sorting dropdown lists

### Searching the list

To look up students in your TCS roster, you can use the dropdown lists on the page to filter or sort by specific criteria.

- You can FILTER your roster using one or more of the dropdown lists: School District, School, Course ID, Course Name, Section ID, Grade
- You can SORT your roster by course, section or student using one of the Sorting dropdown lists that include the following options: course, section or student.

## Understanding the components of your student list

- The list of students you will see should represent the students in your class as of May 20, 2016
- Each student on your list will be linked to the following [student-course information](#): Course ID, Course Title, Section ID and Student ID.
- Each student will have a set of [roster-related data](#) which you will review to verify your final roster.
- The [roster-related data](#) in each column will be pre-populated with either a “Y” or an “N” to indicate Yes or No based on the information provided from your Student Information System. If you determine that any of these data are incorrect, click on the “Edit” button to take you to a page where you can make specific changes.

## Editing Your Roster

- Ask yourself the following questions to determine if any of the student roster records should be edited to correct any inaccuracies.
  - Does this list of students match my classroom rosters that I keep? (Which students don’t belong? Which students left before May 20? Which students arrived after October 1? Which students are missing?)
  - Am I a Contributing Educator for ELA or Math as defined in my district’s Contributing Educator Policy?
  - Which students were assigned to my classroom on October 1, 2015?
- You can only edit roster data for individual students one at a time. For each student on your roster list, you will find an edit button that you can click to enter a separate “editing” page (below).

21 Record(s) Found

Course ID	Course Title	Section ID	Student ID	Last Name	First Name	Grade	In Class Oct1	Never In Class	Moved	ELA Contributor	Math Contributor	
M203	Math Elementary GR4	M203-002	1003	Brown	Michael	04	Y	N	N	N	Y	<a href="#">Edit</a>
M203	Math Elementary GR4	M203-002	1013	Martinez	Zachary	04	Y	N	N	N	Y	<a href="#">Edit</a>
M203	Math Elementary GR4	M203-002	1011	Martin	John	04	Y	N	N	N	Y	<a href="#">Edit</a>
M203	Math Elementary GR4	M203-002	1009	Davis	Maya	04	Y	N	N	N	Y	<a href="#">Edit</a>
M203	Math Elementary GR4	M203-002	1015	Hall	Mary	04	Y	N	N	N	Y	<a href="#">Edit</a>
M203	Math Elementary GR4	M203-002	1000	Smith	Justin	04	Y	N	N	N	Y	<a href="#">Edit</a>

- On the “Edit Student” page, you can edit all of the student’s roster-related data and/or make comments to explain the change(s). See the screen shot below:

## Roster Verification

### Edit Student - MARY HALL

Course ID: M203  
Course Name: Math Elementary GR4  
Section ID: M203-002

Checking or un-checking the boxes in this list will allow you to edit each student's roster-related data. The following sections of this user guide describe how you will determine when to edit these items.

The TCS submission column allows you to view the original TCS submission from your school's Student Information System. If you make changes to a student's roster-related data you can always refer back to this column to recall what your SIS originally reported.

Teacher Submission  
(values submitted by teacher)

TCS Submission  
(values submitted by district)

Student Never In Class: ☐  
(Only check this option if the student was never assigned to this class.)

Student Moved From Class: ☒  
(Only check this option if the student was assigned to this class, but moved out of the class before May 20, 2016.)

ELA Contributing Educator: ☐  
(Only check this box if you are an ELA Contributing educator for this class.)

Math Contributing Educator: ☒  
(Only check this box if you are a Math Contributing Educator for this class.)

Assigned to Class on October 1: ☒  
(Only check this box if this student was also assigned to this class on October 1, 2015.)

Comment:

This comments box allows you to type notes or comments to explain any changes you are making. Information provided in this box will be used by your principal when he or she reviews and approves your roster changes.

SAVE

CANCEL

## Step 2: Confirm that each student is currently assigned to your class (as of May 20, 2016)

1. Determine if you need to edit a student's record because you believe that the student is incorrectly listed on your roster either because they have never been in your class or because they moved from your class before May 20, 2016.
2. Use the edit buttons in the right-hand column of your roster list to enter the "edit student" page.
3. Check or uncheck the relevant boxes to change the student's status.
4. Enter a brief comment to explain the reason why you made this change to your roster, indicating what other documentation you looked at to confirm that the student was not in your class (such as your classroom attendance list).
5. Save your changes.

### Roster Verification

User's Guide

**Edit Student - MARY HALL** [Cancel]

Course ID: M203  
Course Name: Math Elementary GR4  
Section ID: M203-002

Teacher Submission  
(values submitted by teacher)

TCS Submission  
(values submitted by district)

Student Never In Class: (Only check this option if the student was never assigned to this class.)	<input type="checkbox"/>	NA
Student Moved From Class: (Only check this option if the student was assigned to this class, but moved out of the class before May 20, 2016.)	<input checked="" type="checkbox"/>	

Comment:

SAVE

CANCEL

If you determine that the student was never in your class or moved prior to May 20, 2016, click on the appropriate checkbox

Before leaving this page, enter a brief comment to explain for the reason for the change you have made.

### Examples of comments to justify removing a student from the roster

- "Checked the SIS and talked to the Data Coordinator to confirm that the student was incorrectly assigned to my section."
- "Verified through my classroom attendance logs and reviews of my grade books that the student moved from the LEA on December 20, 2015. Checked with other teachers and they confirmed that the student left their classes as well."

### Step 3: Confirm your status as “Contributing Educator” for each student’s ELA and Math Learning

The “ELA Contributor” and “Math Contributor” columns are identified in the graphic below. If there is a “Y” under either of these columns, this means that you have been identified as a Contributing Educator to this student’s ELA and/or Math development. If there is an “N”, this means that you have not been identified as a Contributing Educator to this student’s ELA and/or Math development.

Course ID	Course Title	Section ID	Student ID	Last Name	First Name	Grade	In Class Oct1	Never In Class	Moved	ELA Contributor	Math Contributor	
E103	ELA Elementary GR4	E103-001	1003	Brown	Michael	04	Y	N	N	Y	N	<a href="#">Edit</a>
E103	ELA Elementary GR4	E103-001	1013	Martinez	Zachary	04	Y	N	N	Y	N	<a href="#">Edit</a>
E103	ELA Elementary GR4	E103-001	1011	Martin	John	04	Y	N	N	Y	N	<a href="#">Edit</a>
E103	ELA Elementary GR4	E103-001	1009	Davis	Maya	04	Y	N	N	Y	N	<a href="#">Edit</a>
E103	ELA Elementary GR4	E103-001	1015	Hall	Mary	04	Y	N	N	Y	N	<a href="#">Edit</a>

This teacher is an ELA Contributing Educator but not a Math Contributing Educator.



**Caution:** Before changing your Contributing Educator status, make sure you have confirmed your district’s policy on Contributing Educators with your principal to ensure that your changes are consistent with your LEA’s policies.

A **Contributing Educator (CE)** is the teacher who has an assignment that is expected to contribute to the literacy or mathematics development of students. This includes the primary classroom teacher as well as any other educator as defined by each district’s Contributing Educator policy. Multiple teachers may be identified as Contributing Educators for the same class or course.

1. If you have confirmed that your Contributing Educator status needs to be edited, enter the Student Roster Editing Page by clicking the [Edit](#) button (see above).
2. If you are listed as a Contributing Educator for ELA or Math but believe you should not be, remove the check in the box to the right of the list item in the Student Roster Editing Page. Or, if you believe you are a Contributing Educator but do not have a “Y” in the appropriate column on your main roster list, remove the checkbox to the right of the appropriate list item in the Student Roster Editing Page (see the screen shot on the next page).
3. Enter a brief comment to explain the reason why you made this change to your roster, indicating what other documentation you looked at to confirm that the student was not in your class, such as your classroom attendance list
4. Save your changes.

**Edit Student - MARY HALL**
[Cancel]

---

Course ID: M203  
 Course Name: Math Elementary GR4  
 Section ID: M203-002

	Teacher Submission <small>(values submitted by teacher)</small>	TCS Submission <small>(values submitted by district)</small>
Student Never In Class: <i>(Only check this option if the student was never assigned to this class.)</i>	<input type="checkbox"/>	
Student Moved From Class: <i>(Only check this option if the student was assigned to this class, but moved out of the class before May 20, 2016.)</i>	<input type="checkbox"/>	
ELA Contributing Educator: <i>(Only check this box if you are an ELA Contributing educator for this class.)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Math Contributing Educator: <i>(Only check this box if you are a Math Contributing Educator for this class.)</i>	<input checked="" type="checkbox"/>	
Assigned to Class on October 1: <i>(Only check this box if this student was also assigned to this class on October 1, 2015.)</i>	<input checked="" type="checkbox"/>	
Comment: <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>		

**The box should NOT be checked in areas where you are NOT a Contributing Educator for the student**

**The box should be checked in areas where you ARE a Contributing Educator for the student**

### Examples of comments to justify changing your status as a Contributing Educator

- “I am a seventh grade social studies teacher. Per my LEA’s policy, I am not a Contributing Educator of ELA learning. Checked with other social studies teachers to confirm.”
- “I am a sixth grade Special Education Teacher and per my LEA’s policy I should be a contributing educator for all students on my IEP caseload receiving reading intervention.”

## Step 4: Confirm that each student was assigned to your class as of October 1, 2015

The **In Class on Oct. 1** has been checked based on the dates that the district provided of your assignment to a class and the students enrolled in your class.

Course ID	Course Title	Section ID	Student ID	Last Name	First Name	Grade	In Class	Never Class	Moved	ELA Contributor	Math Contributor	
M203	Math Elementary GR4	M203-002	1003	Brown	Michael	04	Y	N	N	N	Y	<a href="#">Edit</a>
M203	Math Elementary GR4	M203-002	1013	Martinez	Zachary	04	Y	N	N	N	Y	<a href="#">Edit</a>
M203	Math Elementary GR4	M203-002	1011	Martin	John	04	Y	N	N	N	Y	<a href="#">Edit</a>
M203	Math Elementary GR4	M203-002	1009	Davis	Maya	04	Y	N	N	N	Y	<a href="#">Edit</a>
M203	Math Elementary GR4	M203-002	1015	Hall	Mary	04	Y	N	N	N	Y	<a href="#">Edit</a>
M203	Math Elementary GR4	M203-002	1000	Smith	Justin	04	Y	N	N	N	Y	<a href="#">Edit</a>

1. If you have confirmed that a change in the **In Class on Oct. 1** column is needed, because one or more of the students were not assigned to your class on October 1 (because they either left prior to October 1 or entered after October 1), click the **edit** button to the right of their name(s) on your Student Roster List. You will be taken to the Student Roster Edit page.
2. To change whether the student was assigned on October 1, uncheck the box next to that row on the student editing page.
3. Enter a brief comment to explain the reason why you made this change to your roster, indicating what other documentation you looked at to confirm that the student was not in your class, such as your classroom attendance list.
4. Save your changes.

### Examples of comments to justify changing a student's October 1 assignment status

- “Verified through my classroom attendance logs and review of my grade book that the student did not enter my classroom until November 1, 2015. Checked with other teachers to confirm entry date.”



## Step 5: Identify missing students and add them to your roster

If you notice a student or students from any of your courses are missing from your roster, you will need to click on the **Add Student to Roster** button on the top right-hand corner of the page (see the yellow arrow below) to make the necessary changes.

**Reminder: You are only verifying rosters for students in grades 4 through 8 for whom you are an ELA or Math Contributing Educator. Other students you teach will not show up on this list.**

### Roster Verification

[User's Guide](#)

#### Sign-Off

Once you have verified your rosters and made the appropriate updates, please click on the Sign-Off button.

Sign-Off

#### Educator Roster Verification for May 2015 Submission

[\[Add Student to Roster\]](#)

School District:

School:

Course ID:

Course Name:

Section ID:

Grade:

Sort Roster By:

☐ Show Only Edited Records

Show Roster



If you have confirmed that there is a student missing from your roster, the most likely scenario is that the student is enrolled via your school's Student Information System (SIS), but their course sections were not matched correctly and therefore did not make it onto your roster.

1. Click on the **Add Student to Roster** button, which will take you to the Add Student page (displayed below).
2. Select your district, school and grade. The student ID listing will then populate. Until those selections are made, the student listing will appear empty.
3. Search and find this student by his or her student identification number in the **Student ID dropdown** list.
4. Select the accompanying information for this student from the following drop-down lists: **Course ID**, **Course Title** and **Section ID**. If the course, section or enrollment information is missing, you need to indicate that the option you are looking for is not there, and enter it by selecting "**Course Not Listed**" and typing in the actual Course ID, Course Title, and Section ID. [Please note that it is important that you work with your school principal, registrar or data entry clerk to confirm this information to ensure that you do not type in the incorrect information.]

- Once you have selected all the appropriate dropdown lists for this student, you must indicate whether you are a **contributing educator for math and/or ELA on May 20, 2016** and if the student was also in **your class on October 1, 2015**.
- Enter a comment to justify your changes
- Click the “save” button.

**Roster Verification** User's Guide

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**Add Student** [Cancel]

---

District:

---

School:

---

Grade:

---

Student ID:

---

Course ID:

---

Course Title:

---

Section Id:

---

ELA Contributing Educator: ☐  
*(Only check this box if you are an ELA Contributing Educator for this class.)*

---

Math Contributing Educator: ☐  
*(Only check this box if you are a Math Contributing Educator for this class.)*

---

Assigned to Class on October 1: ☐  
*(Only check this box if this student was also assigned to this class on October 1, 2015.)*

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Comment:

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Search for missing students here. All students who are enrolled in the SIS at your school will appear in this dropdown.

Select the appropriate course information and indicate your Contributing Educator status for the student you are adding

## Step 6: Review all edits and sign off on your roster

### Review Your Changes

If you have made any changes to your roster, when you return to the Teacher Roster page, you will notice that several rows appear highlighted in pink. This indicates the students for whom you have made one or more changes to their roster data.

1. Review in detail all the changes you have made to ensure that you have made decisions using the most accurate and reliable evidence that you have.
2. If you determine you need to make further changes, you may return to the Student Roster Edit page by clicking the “Edit” button.

Course ID	Course Title	Section ID	Student ID	Last Name	First Name	Grade	In Class Oct1	Never In Class	Moved	ELA Contributor	Math Contributor	
E103	ELA Elementary GR4	E103-001	1003	Brown	Michael	04	Y	N	N	Y	N	
E103	ELA Elementary GR4	E103-001	1013	Martinez	Zachary	04	Y	N	N	Y	N	
E103	ELA Elementary GR4	E103-001	1011	Martin	John	04	Y	N	N	Y	N	
E103	ELA Elementary GR4	E103-001	1009	Davis	Maya	04	Y	N	N	Y	N	
E103	ELA Elementary GR4	E103-001	1015	Hall	Mary	04	Y	N	N	Y	N	Edit
E103	ELA Elementary GR4	E103-001	1000	Smith	Justin	04	Y	N	N	N	N	Edit
E103	ELA Elementary GR4	E103-001	1005	Black	Alexander	04	N	N	N	Y	N	Edit
E103	ELA Elementary GR4	E103-001	1012	Cassidy	Jessie	04	Y	N	N	Y	N	Edit

Pink highlighting indicates that the roster-related data associated with the student has been modified.

### Sign Off on Your Roster

3. When you have finished reviewing of all your roster changes, click on the Sign-Off button to indicate that you have completed the Roster Verification process and are ready for the principal to review and approve your changes. **After you sign off, your roster will be locked to prevent additional edits (you do have the ability to remove sign-off, see next section).**

My Evaluation Cycle

Roster Verification

Roster Verification

Training Video | User's Guide

Sign-Off

Once you have verified your rosters and made the appropriate updates, please click on the Sign-Off button.

Sign-Off

Educator Roster Verification for May 2013 Submission

[Add Student to Roster]

School District:

All Districts

School:

All Schools

Course ID:

All CourseIDs

Course Name:

All Course Names

Section ID:

All SectionIDs

Grade:

All Grades

Sort Roster By:

Student Last Name

## Removing Your Sign Off

If you realize after you have signed off on your roster that you either made a mistake or forgotten to make additional changes, don't worry. You can still go back, as long as it is on or before the end of the roster verification period. If it is after the Roster Verification deadline, you will need to speak to your principal about additional changes or mistakes and he or she will work with you to resolve the issue on their end.

You will see a "Remove Sign-Off" button at the top right hand corner of your Roster Verification Page. Clicking this button will remove the sign off and return you to your Student Roster Page where you can view your students and make additional edits as needed.

Roster Verification


User's Guide

Sign-Off

You signed-off on your rosters on 4/3/2015 10:45:13 AM.

NOTE: In order to edit your rosters further, you must click the 'Remove Sign-Off' link located in the upper right.

Remove Sign-Off



**Note:** If you need to make changes after the Teacher Roster Verification period is over, you will need to notify your principal so he or she can work with you to resolve the issues as part of the Principal approval process.

**Reminder:** You must complete your final sign-off on your roster by the **June 3<sup>rd</sup>** deadline!

## Help Resources

If you need help with Roster Verification, you can find support using one of the following resources:

- **Consult your school principal** – Your principal should be the first person you turn to for additional help with the Roster Verification process. He or she will be most qualified to provide you with the appropriate support.
- **Contact RIDEmap help desk** – Go to <https://ridemap.ride.ri.gov> and click the link to enter a help desk ticket. RIDE can help answer questions specific to the Roster Verification Tool as well as the step by step process you should be following.

## Key Dates and Milestones

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Beginning Monday, May 9, your principal will begin the process by logging into the Roster Verification Tool and checking the Teacher and Course-Section data to ensure that the information from your Student Information System (SIS) system was submitted correctly to RIDE. Your principals may ask you to help confirm some details about specific course assignments that you have. Your principal will identify if there are any missing teachers or course sections, and get them corrected in the SIS so that the correct data can be submitted back to RIDE in time for teachers to begin their portion of the Roster Verification process.

Beginning on Wednesday May 25, all teachers who are contributing educators must begin their segment of the Roster Verification Process. Teachers should complete Roster Verification no later than Friday, June 3.

Beginning Monday, June 6, principals will begin their review and sign off process of the rosters that their teachers have verified in the previous period. Principals must complete this segment of Roster Verification no later than Wednesday, June 22.

