# Roster Verification BFK•Link™ Overview

March 2012

# Who is Battelle for Kids?

- Not-for-profit, educational-improvement organization that believes in:

  - **The Right People**
    - Having highly effective educators throughout the system to maximize student opportunities.

  - **The Right Measures**
    - Measuring Educator and Employee Effectiveness

  - **The Right Practices**
    - Researching and Supporting Effective Educational Practices

  - **The Right Messages**
    - Engaging Stakeholders for Strategic Improvement and Managing Change.

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# Teacher Value-Added and Linkage

o Based on 22 years of value-added study, Dr. William Sanders concludes that variation in student academic progress can be attributed:

**Legend:**
- To the District quality
- To the School quality
- To the Teacher quality

- 5%
- 30%
- 65%
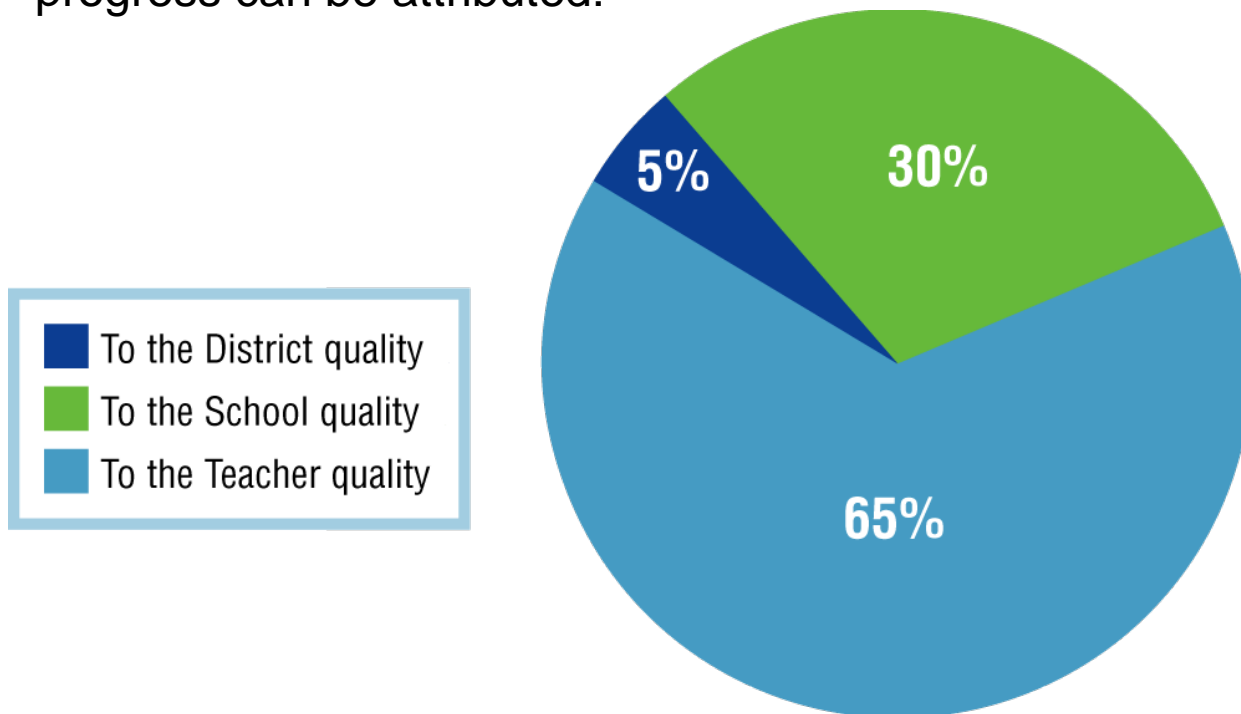
# The Importance of Linkage

- Linkage or roster verification is a process done with teachers to attribute instructional influence on student academic progress and to produce the most accurate teacher value-added reports.

- Whitepaper: "**The Importance of Accurately Linking Instruction to Students to Determine Teacher Effectiveness**"
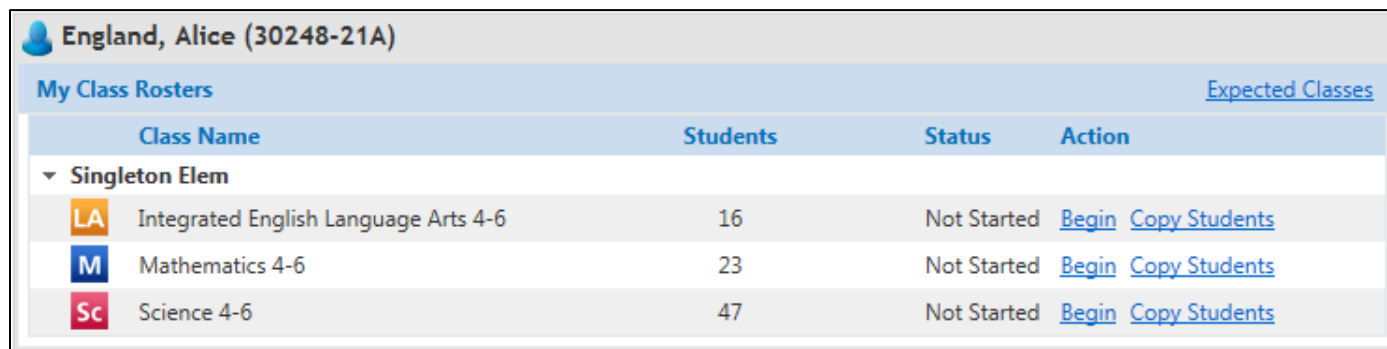
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# BFK•Link Participation

| School Year | 08-09 | 09-10 | 10-11* |
|---|---|---|---|
| Clients | 4 | 10 | 14 |
| Districts | 57 | 103 | 169 |
| Schools | 730 | 1,090 | 1,674 |
| Staff | 14,027 | 20,443 | 29,692 |
| Students | 421,531 | 553,062 | 881,604 |

# Overview

☐ What does roster verification look like?

# Teacher Roster Verification

1. BFK•Link is a web-based tool that begins with a list of teaching *assignments* or *courses requiring linkage.*

| | Class Name | Students | Status | Action |
|---|---|---|---|---|
| **England, Alice (30248-21A)** | | | | |
| **My Class Rosters** | | | | Expected Classes |
| **Singleton Elem** | | | | |
| LA | Integrated English Language Arts 4-6 | 16 | Not Started | Begin  Copy Students |
| M | Mathematics 4-6 | 23 | Not Started | Begin  Copy Students |
| Sc | Science 4-6 | 47 | Not Started | Begin  Copy Students |

*What do you know about the teacher from the courses listed above?*

- *Self-contained*
  - *Missing Social Studies or not a linked subject for the grade(s) taught*
- *4th, 5th, and/or 6th grade*
- *Or is this a "home room scheduling artifact of the SIS?"*

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# Linkage Class Roster Screen

□Linkage should be "true" when "read."

◻ *If it is not, then make the appropriate corrections.*



| **M** Mathematics 4-6  Edit | | | **Status: Not Started** | | **Please submit unsaved data** |
|---|---|---|---|---|---|

**Course Name:** Mathematics 4-6 (110150)  **District:** Stnd Link Demo District #21A  Copy Students
**Subject Area:** Math  **School:** Singleton Elem (DD21A_105)  Contact Support Team
**Class Schedule:** Full Year (Aug/Sep – May/Jun)  **Staff:** England, Alice
**Status:** Not Started

| ❶ I taught these students  Add Students | | ❷ during these months  Enter by months | | ❸ for |
|---|---|---|---|---|
| **Students (23)** | **Grade** | **From** | **To** | **% of instruction** |
| Set Values for All Students >>> | | Aug/Sep ▼ | May/Jun ▼ | 100% ▼ |
| ⊗ Barry, Wendy (301181-21A) | 4 | Aug/Sep ▼ | May/Jun ▼ | 100% ▼ |
| ⊗ Boyd, Kathleen (301475-21A) | 4 | Aug/Sep ▼ | May/Jun ▼ | 100% ▼ |
| ⊗ Burch, Casey (300093-21A) | 3 | Aug/Sep ▼ | Dec ▼ | 100% ▼ |
| ⊗ Dalton, Glenn (300508-21A) | 4 | Aug/Sep ▼ | May/Jun ▼ | 100% ▼ |

# Step 1: Review and Modify Course Rosters

Add, Remove, Copy or Replace Students from the roster.



| | | | | | | |
|---|---|---|---|---|---|---|
| **M Mathematics 4-6** Edit | | | **Status: Not Started** | | **Please submit unsaved data** | |

| | | | | | |
|---|---|---|---|---|---|
| **Course Name:** | Mathematics 4-6 (110150) | **District:** | Stnd Link Demo District #21A | | Copy Students |
| **Subject Area:** | Math | **School:** | Singleton Elem (DD21A_105) | | Contact Support Team |
| **Class Schedule:** | Full Year (Aug/Sep - May/Jun) | **Staff:** | England, Alice | | |
| **Status:** | Not Started | | | | |

| ❶ I taught these students | | ❷ during these months | | ❸ for |
|---|---|---|---|---|
| **Students (23)** | **Grade** | **From** | **To** | **% of instruction** |
| Set Values for All Students >>> | | Aug/Sep ▾ | May/Jun ▾ | 100% ▾ |
| ⊗ Barry, Wendy (301181-21A) | 4 | Aug/Sep ▾ | May/Jun ▾ | 100% ▾ |
| ⊗ Boyd, Kathleen (301475-21A) | 4 | Aug/Sep ▾ | May/Jun ▾ | 100% ▾ |
| ⊗ Burch, Casey (300093-21A) | 3 | Aug/Sep ▾ | Dec ▾ | 100% ▾ |
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**Add Students** — Enter by months

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# Step 2: Class Membership or Mobility

Make adjustments to the starting and ending months to indicate each students' time spent in your classroom.



- ☐ If a student was in your class, moved to another, and returned, use *Enter by month* to indicate linkage by month.

- ☐ To save time, you can set the same value for all students.

# Step 3: Indicate % Instructional Responsibility

☐ In most cases, teachers will set all students at 100%

☐ Team teaching situations might share student instruction at 50% each

☐ A special education teacher may claim a student for as little as 20% (1 day per week)

# Linkage Process Overview

Linkage Planning → Data Load → Training → Principal and Teacher Linkage → District Sign-Off → Deliverables

# Planning

- BFK process planning and support from:
  - Client Engagement
  - Project Management
  - Technology Services
  - Client Services
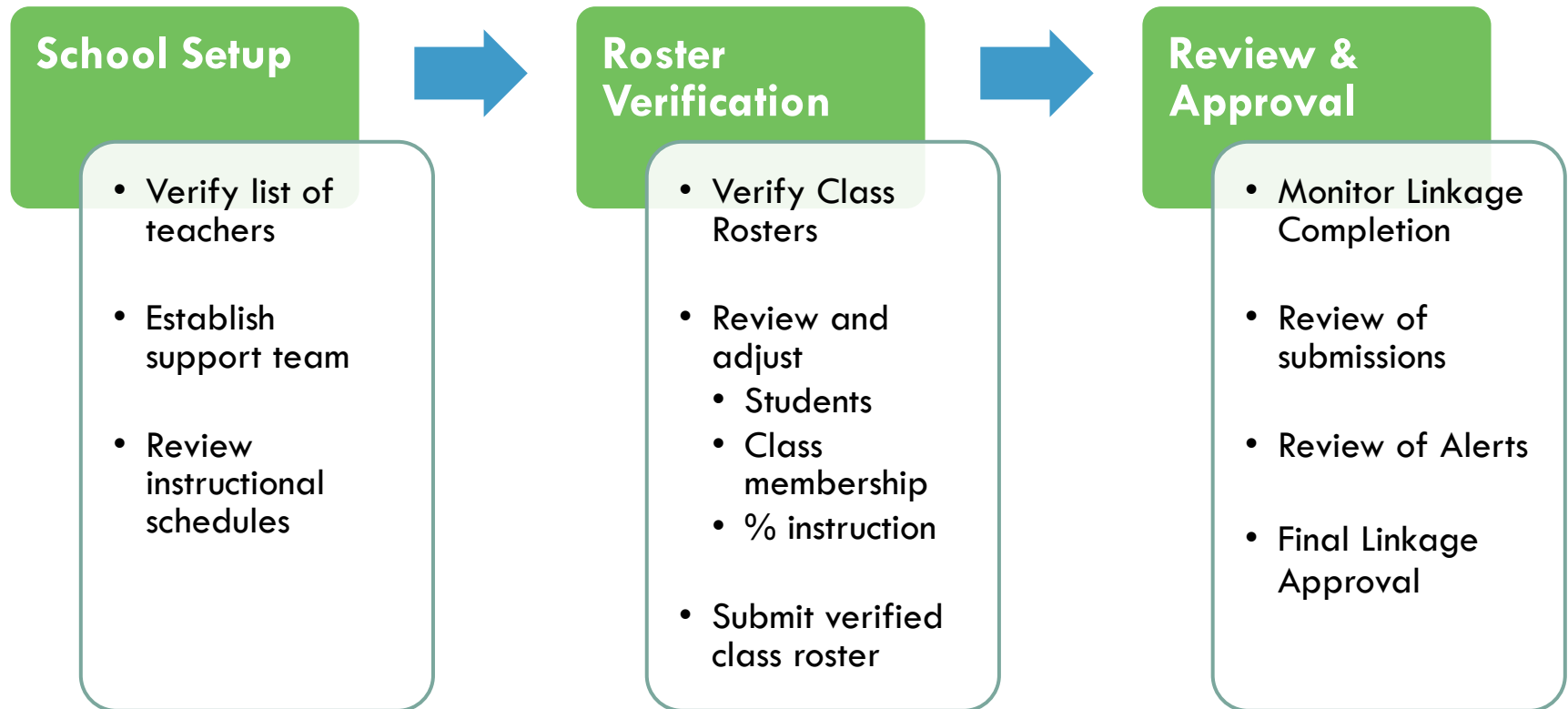  - Marketing and Commmunications

# Data Load

- Start with best data available
  - Usually from SIS
  - Standard Data Templates
  - Advanced
- Advanced Data Profiling
  - Check for inconsistencies
  - Descriptive statistics
- Validation of Data Loaded

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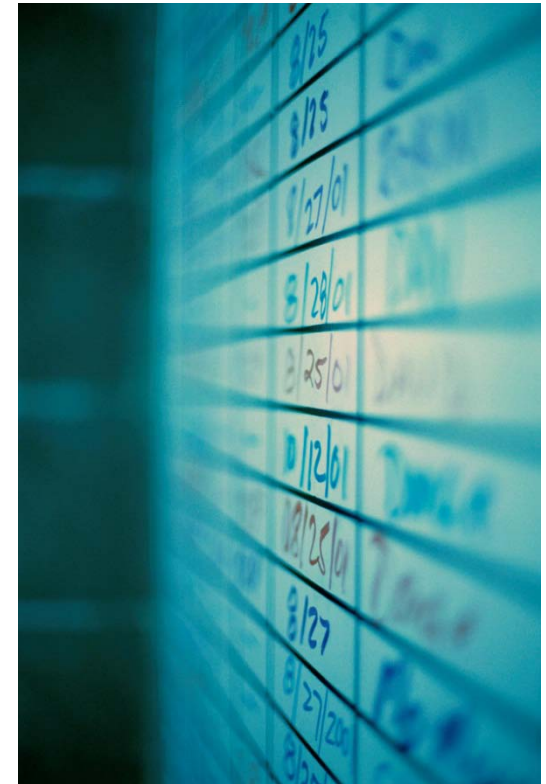
# Training

- First year linkage overview preview
- Linkage training (for principals and designated support staff)
  - Face-to-face training and live system demonstration
  - Optional alternative webinar (live or recorded)
  - Online linkage resources (research, guides, help)
  - Lab setting recommended
    - Web site identification, account access
    - Users can follow along with the instruction
    - Users can begin the linkage process with their own building data and on-site assistance

# Principal and Teacher Linkage

**School Setup**

- Verify list of teachers
- Establish support team
- Review instructional schedules

**Roster Verification**

- Verify Class Rosters
- Review and adjust
  - Students
  - Class membership
  - % instruction
- Submit verified class roster

**Review & Approval**

- Monitor Linkage Completion
- Review of submissions
- Review of Alerts
- Final Linkage Approval

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# School Setup

- **Outcome:  During School Setup, principals and Support Teams make sure that the system is ready for teacher Roster Verification by:**
  - Authorizing support team members for your school to assist in roster verification.
  - Reviewing staff and teaching assignments loaded into the system.
  - Correcting teachers and/or instructional assignments by adding, updating or removing incorrect classes.
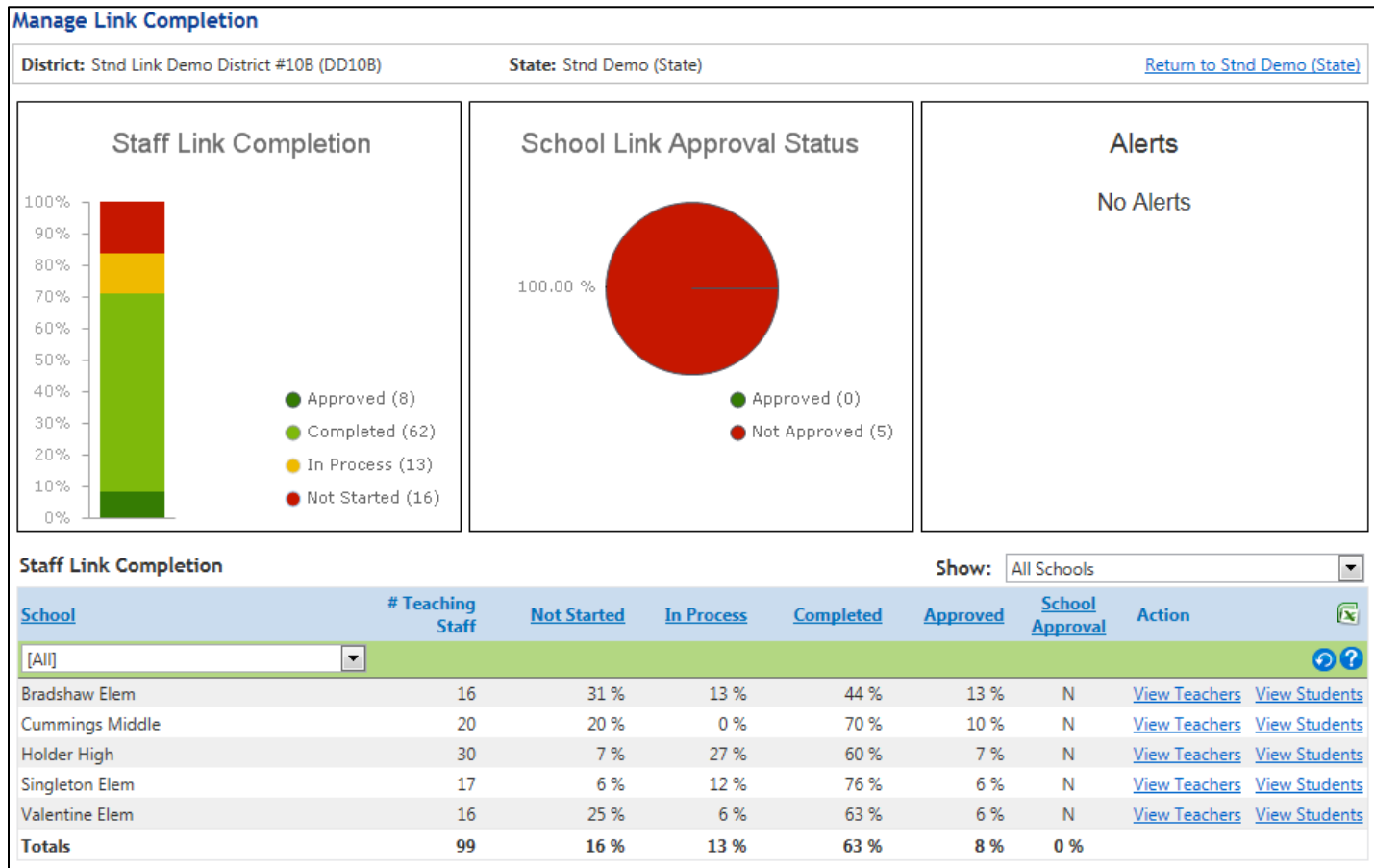
# Roster Verification

□ **Outcome:  Teachers confirm the students taught throughout the school year and the teacher's percent of instructional responsibility for each student.**

□ Principals or their support team designee(s) will be responsible for ensuring this successful process by:

- ◻ Planning and conducting a rollout with teachers who will complete roster verification to encourage participation, show them how to access the system and how to complete the three-step roster verification process.

- ◻ Monitoring completion regularly to ensure all assigned to complete linkage do so by the deadline.

- ◻ Assisting teachers with questions or concerns.

# Principal Review/Approval

- **Outcome: All teachers complete roster verification representing the most accurate attribution of instructional responsibility for students at the school throughout the school year with minimal errors or omissions.**

- Principals and support team members ensure success by:
  - Reviewing reports and alerts in the system and making corrections where appropriate (e.g., under-claimed students or students without a math teacher).
  - Reviewing changes with teachers who completed roster verification as necessary and appropriate.
  - Approving their school's verified roster information as accurate and complete.

# District Administrator Review

☐ Review completion and alerts for each building

**Manage Link Completion**

| District: Stnd Link Demo District #10B (DD10B) | State: Stnd Demo (State) | Return to Stnd Demo (State) |

### Staff Link Completion

- Approved (8)
- Completed (62)
- In Process (13)
- Not Started (16)

### 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 | 31 % | 13 % | 44 % | 13 % | N | View Teachers | View Students |
| Cummings Middle | 20 | 20 % | 0 % | 70 % | 10 % | N | View Teachers | View Students |
| Holder High | 30 | 7 % | 27 % | 60 % | 7 % | N | View Teachers | View Students |
| Singleton Elem | 17 | 6 % | 12 % | 76 % | 6 % | N | View Teachers | View Students |
| Valentine Elem | 16 | 25 % | 6 % | 63 % | 6 % | N | View Teachers | View Students |
| **Totals** | **99** | **16 %** | **13 %** | **63 %** | **8 %** | **0 %** | | |

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# Alerts – Surfacing to Your Attention

# Support

- Dedicated customer support team
  - Toll-free phone support for principals/support staff
  - Electronic help tickets/problem tracking/resolution
- Online linkage resources
  - Linkage Overview and Checklist documents
  - Pictographic Principal and Teacher Guides
  - Online web page help

# District Sign-Off

☐ Summary of Linkage Outputs



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Linkage Output - **Sample Local SD**
Linkage Summary Statistics

## Summary Counts

| | | | |
|---|---|---|---|
| 1 | Districts | 505 | Students Linked |
| 2 | Schools | 496 | Math |
| 21 | Teachers with linkage | 502 | Reading |
| | | 200 | Science |

## Student Count by School and Grade

| | 1 | 3 | 4 | 5 | 6 | 7 | 8 |
|---|---|---|---|---|---|---|---|
| Sample local SD | | | | | | | |
| Norwood Elem | 1 | 4 | 92 | 98 | | | |
| West Jefferson MS Middle | | | | | 107 | 98 | 105 |

## Student Count per Subject and Grade

| | 1 | 3 | 4 | 5 | 6 | 7 | 8 |
|---|---|---|---|---|---|---|---|
| Math | | | 92 | 98 | 107 | 98 | 101 |
| Reading | 1 | 4 | 92 | 98 | 107 | 98 | 102 |
| Science | | | | 98 | | | 102 |

## Student Count by School and Subject

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# Deliverables

- Linkage data results
  - Calculated % of instruction per subjects teacher and student
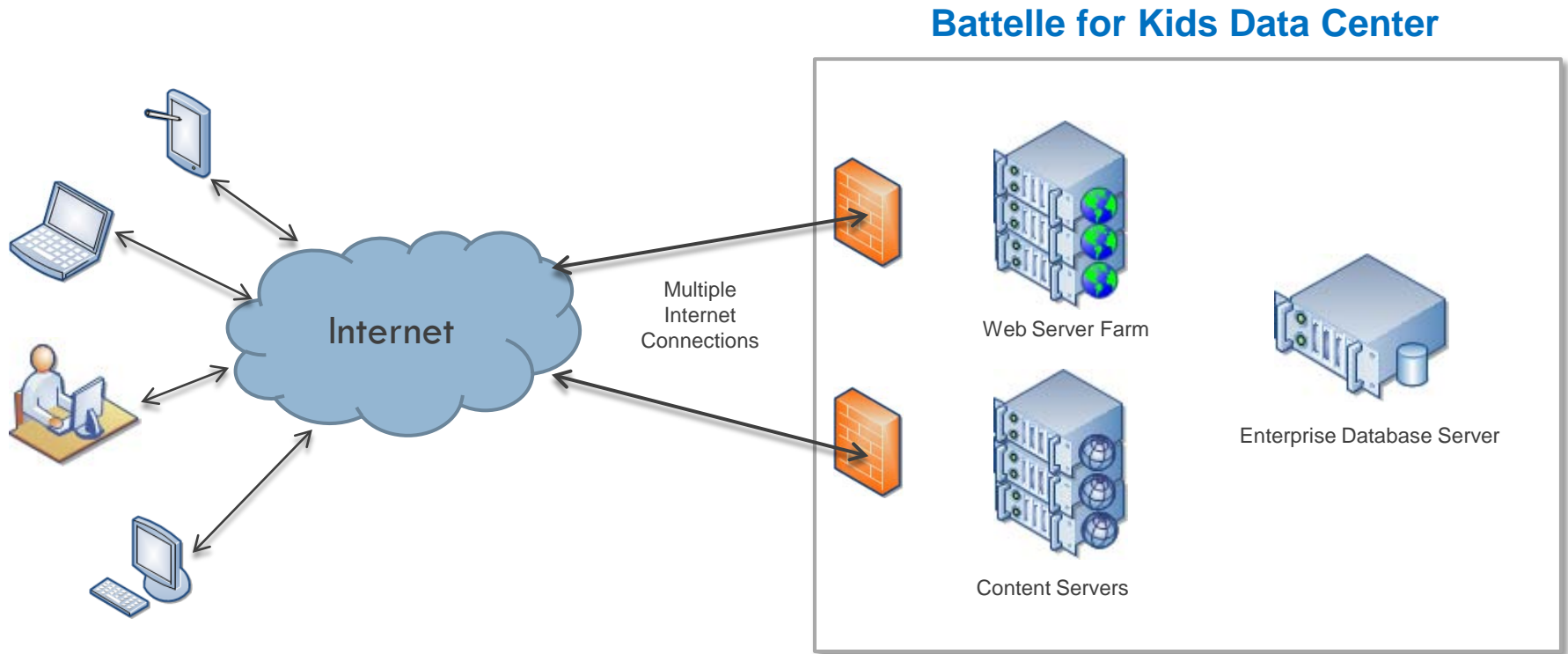  - Also by building and district (if applicable)

# BFK•Link Hosting Technical Architecture



**Battelle for Kids Data Center**

Internet

Multiple Internet Connections

Web Server Farm

Enterprise Database Server

Content Servers

BFK•Link is a web based application built on the Microsoft .NET platform including Microsoft Application Server, Microsoft Internet Information Services (IIS) and Microsoft SQL Server.

# Battelle for Kids Data Center

- Battelle for Kids servers are hosted on a State of the Art Data Center
  - Redundant internet connections
  - Robust power including industrial class UPS and power generators
  - Fire protection
  - Regulatory Compliance:
    - PCI-DSS Complaint
    - SAS70 Type II Certified
  - 24x7 on site security including
    - Electronic access control systems
    - Video surveillance
    - Guarded lobby

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(614) 481-3141