

Teachers of CEI-Eligible Courses: 2013-14 CEI Roster Verification (May 9-May 30, 2014)

Read this document before you begin.

1. On your MyData Portal homepage, open the **Improve** menu, select **SEIs/CEIs (Local Accountability)**, and go to the “CEI Roster Verification” category. Click [Review 2013-14 CEI Rosters](#). Listed are your courses from the 2013-14 school year which are eligible for a Classroom Effectiveness Index (CEI).
2. Open a course to review. The roster shows students who were scheduled with you for at least one day during the school year. This information comes directly from scheduling created in Chancery by the school.
3. Instructions are available in this document you are reading, or you can click [Show instructions on this page](#) for a summary. Follow these instructions if you need to make corrections to the course roster. *The rosters you submit should describe which students were in your courses during the 2013-14 school year.*
4. Repeat steps #2 and #3 for each of your courses.
5. After opening and completing **all courses**, click **Submit my rosters for review**. Your rosters and any changes to them will be reviewed by your principal or by a person designated by your principal.

You are verifying the students you instructed in each term of the 2013-14 school year. These students are determined based on scheduling and attendance data in Chancery, the district’s student information system (SIS). For CEIs, students are linked to a teacher if they are in attendance in a course for a sufficient number of days during the course-relevant testing

period and were properly scheduled with the teacher. Do not attempt to apply any [CEI-eligibility criteria](#), such as retention or appropriate test combinations. These criteria are evaluated using students’ 2013-14 assessment data and absence data from Chancery *after the school year has ended*. Rosters are automatically adjusted during the summer to remove students who do not meet all [CEI-eligibility criteria](#).

Few teachers will need to make corrections to their rosters. The window for roster verification runs from **May 9 – May 30**. If you wait until the last days to begin, you may not finish in time. You must submit your changes on or before May 30. *The window will not be held open, even if you began before the deadline.*

IMPORTANT MESSAGE CONCERNING ADJUSTMENTS:

CEI adjustment requests cannot be made to correct rosters. CEI rosters must be corrected online during the CEI Roster Verification window. The CEI adjustment request process (which begins after CEI reports are published in the fall) exists *only* for concerns *other than* adding or removing students from rosters.

Technical notes:

1. Use Internet Explorer 8.0 or later.
2. If your system stalls or “times out” when submitting a large number of changes, submit only 5-6 changes at a time and click **Save current changes** after each set.

Welcome, [My Home](#) | [Sign out](#)

Search by name, ID, TEA #...

MyStudents **Evaluate** **Investigate** **Monitor** **Improve** **Reports**

[Teacher Home](#) > [inc school reports menu](#) > [cei](#)

SEIs/CEIs (Local Accountability)

The CEI Roster Verification process is available online each spring. Teachers review their preliminary CEI rosters and make corrections as needed so the instructional environment is correctly reflected in the rosters that link students to teachers for the computation of CEIs. Rosters are submitted to the teacher's principal (or principal-designated approver) for final approval before they are submitted to Evaluation & Accountability for use in computing the year's CEIs.

CEI Roster Verification

[Review 2013-14 CEI rosters](#) (DEADLINE: May 30, 2014)

[View/print 2013-14 CEI rosters](#)

CRV Documents:

Instructions: Teacher

Instructions: Approver

CEI Courses and Post-Tests

Recommended timeline for semester 2

Training Videos:

CEI Roster Verification Training Videos: Teacher | Approver

Please turn on speakers to hear voice-over.

Use our online form to ask questions about the Effectiveness Indices:

[Ask a question about SEIs or CEIs](#)

From the **Improve** menu, select **SEIs/CEIs (Local Accountability)**, then go to the “CEI Roster Verification” category. Click [Review 2013-14 CEI rosters](#).

TEACHERS WITH SCHOOLWIDE ACCOUNTS: If your account allows schoolwide access to student data, you must **first** select your name from the **Teachers** list on the school homepage (lower right). This changes your pages to “teacher pages” so you can access your CEI rosters. Now open the **Improve** menu and continue as described above.

NOTE: If you do not see the link to [Review 2013-14 CEI rosters](#), you were not the teacher of record for any courses that are eligible for a CEI.

The deadline for 2013-14 CEI roster verification is May 30.

Few teachers will need to make corrections to their CEI rosters.

Welcome, [My Home](#) | [Sign out](#)

Search by name, ID, TEA #...

MyStudents **Evaluate** **Investigate** **Monitor** **Improve** **Reports**

[Teacher Home](#) > [inc school reports menu](#) > [Teacher Enrollment](#)

2013-14 CEI Roster Verification

Your assigned CEI-eligible courses are listed below. Click [Review](#) or [Edit](#) next to the course group to open or edit all rosters in that group. Rosters are created from the scheduling information that is entered into the student information system (SIS) by campuses. The CEI Roster Verification process is the only method for updating your CEI rosters to ensure that they accurately reflect the students that should be included in the computation of your CEIs. The deadline for the CEI Roster Verification window is **May 30, 2014**. These pages will not be accessible for first-time submissions after **May 30, 2014**. [Click here](#) for more information on CEIs.

CEI roster review instructions: [Show instructions on this page](#) | [Instructions document](#) | [2013-14 CEI courses document](#)

0400 LANGUAGE ARTS (and related courses)

[Hide list of courses](#)

- 0415 - CREATIVE WRITING
- 0524 - DEAF ED LANGUAGE ART
- 0154 - DEAF ED READING
- 0400 - LANGUAGE ARTS
- 0426 - READ/LANG ARTS ENG
- 0427 - READ/LANG ARTS SPAN
- 0403 - READING

[Review roster](#)

[Submit my rosters for review](#)

[View/Print](#)

Tests by Course Scheduling Group

0400 LANGUAGE ARTS

- STAAR 3-8 GRADE 4 READING
- STAAR 3-8 GRADE 4 WRITING
- ACP GRADE 4 LANGUAGE ARTS
- ACP GRADE 4 READING

Courses listed are those eligible for a CEI. Non-CEI courses do not appear. Next to your list of courses are the current-year tests on which CEIs for the course are based.

1. View instructions for reviewing course rosters with the [Show instructions on this page](#) link. Text will appear on your screen. You can hide the instructions after reading them.
2. View courses that comprise the course scheduling group with the [Show list of courses](#) link. Text will appear on your screen. You can hide the list after reading it.
3. View tests used to compute CEIs for each course scheduling group. Semester 1 and 2 ACPs as well as specific forms of the STAAR (i.e. English and Spanish versions, STAAR M, and STAAR L) are not denoted.
4. You must review every course roster. The “Submit” button will function ONLY when you have confirmed your review of ALL rosters shown. The next section describes how to do this.

[Submit my rosters for review](#)

Teacher Home > my school reports menu > CEI > Teacher Enrollment > Show Roster

2013-14 CEI Roster Verification

Teacher: _____ Course: **0400 LANGUAGE ARTS**

The following students were scheduled in your course for at least one day during the term. Your responsibility in reviewing this roster is to confirm or correct the information that shows which students you taught during each term. You need to update this roster only if there were changes in the instructional environment that were not recorded in Chancery, as presented below.

CEI roster review instructions: [Show instructions on this page] [Instructions document] [Open 2013-14 CEI courses document] [Technical Note]

IMPORTANT: Changes you make are not saved until you click a **green** button. You cannot submit your work to your approver until you review and click a **green** button for **every** course on your list of courses.

I'm finished Save current changes Cancel Undo current changes

Roster sorted by section then name. Click column header to change order. Move cursor over column headers for definitions and descriptions.
 ✓ = Yes; student is eligible for inclusion. ✗ = No; student is not eligible for inclusion. All changes are denoted here with a "Teacher" label.

#	ID	Name	Semester 1		Semester 2		YR1 (3/28/14)		YR2 (4/21/14)		Attendance in Course			
			Sec	Chg	Chg	Your student?	Chg	Your student?	Chg	Your student?	S1	S2	YR1	YR2
1			4C	✗ SIS	✗ SIS	✗ SIS	✗ SIS	✗ SIS	✗ SIS	0	29	29	29	①
2			4C	✓ SIS	✗ SIS	✗ SIS	✗ SIS	✗ SIS	✗ SIS	68	43	116	116	①
3			4C	✓ SIS	✗ SIS	✗ SIS	✗ SIS	✗ SIS	✗ SIS	68	43	116	116	①
4			4C	✓ SIS	✗ SIS	✗ SIS	✗ SIS	✗ SIS	✗ SIS	69	44	118	118	①
5			4C	✗ SIS	✗ SIS	✗ SIS	✗ SIS	✗ SIS	✗ SIS	46	0	46	46	①
6			4C	✓ SIS	✗ SIS	✗ SIS	✗ SIS	✗ SIS	✗ SIS	60	40	105	105	①
7			4C	✓ SIS	✗ SIS	✗ SIS	✗ SIS	✗ SIS	✗ SIS	64	43	111	111	①
8			4C	✗ SIS	✗ SIS	✗ SIS	✗ SIS	✗ SIS	✗ SIS	4	0	4	4	①
9			4C	✗ SIS	✗ SIS	✗ SIS	✗ SIS	✗ SIS	✗ SIS	7	37	48	48	①
10			4C	✓ SIS	✗ SIS	✗ SIS	✗ SIS	✗ SIS	✗ SIS	65	44	114	114	①
11			4C	✓ SIS	✗ SIS	✗ SIS	✗ SIS	✗ SIS	✗ SIS	67	44	116	116	①
12			4C	✓ SIS	✗ SIS	✗ SIS	✗ SIS	✗ SIS	✗ SIS	66	43	114	114	①

Add a 7-digit ID: 9999999 Section: 4C 4D 4E Semester 1: ☒ Semester 2: ☒ Full Year (3/28/13): ☒ Full Year (4/21/13): ☒ Add Clear

I'm finished Save current changes Cancel Undo current changes

The roster is populated with students who were scheduled in your course at least one day during the 2013-14 school year.

All sections are combined in the roster. In this example, the teacher has three sections. The roster is sorted by section then student name. Change the sort order by clicking #, ID, Name, or Sec(tion).

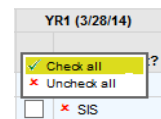
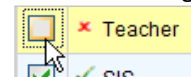
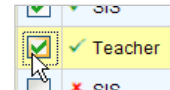
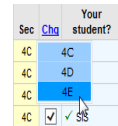
Each student is marked for each term in which he was scheduled. The mark is a ✓ (the student was properly scheduled with the teacher and in attendance for a sufficient number of days during the term) or an ✗ (not properly scheduled with the teacher and/or not in attendance for a sufficient number of days during the term). (Click on the detail icon ① in the "Detail" column for comprehensive enrollment and attendance data from Chancery.) In this example, several students transferred into the teacher's course late into the term. *These students will not, by default, be included in the computation of the teacher's CEI for the term because they were not scheduled with her on the required days.*

SIS stands for "student information system" and it means the student is included/not included based on information from Chancery (the district's SIS). After a change, SIS becomes *Teacher* to show the status is *your*

setting. (In some instances, the word "Unlinked" appears, indicating you have worked with your principal to "unlink" a section. This has the same result as removing checkmarks from all students in a section.)

To update the roster you can:

- Change the section.** Click a student's section number to choose from among your available sections.
- Add a student for a term.** If a student is marked as *not* properly scheduled with you and/or not in attendance in your course for a sufficient number of days but he *was* your student for the term and you want him on your CEI roster, click the unchecked box in the "Chg" column.
- Remove one student from a term.** If a student is marked as being properly scheduled with you and/or in attendance in your course a sufficient number of days but you did *not* instruct him for the term, click the checked box in the "Chg" column to remove the checkmark.
- Remove/add all students for a term.** Click **Chg** for the appropriate term to open a selection window. Choose "check all" or "uncheck all." **TECHNICAL NOTE:** If the network connection is slow, this option will not work. Your session will stall or "time out." Make changes in sets of 5-6 and click **Save current changes** after each set of changes.
- Review scheduling and attendance information.** Click ① in the *Details* column to view a mini calendar that provides specific information about each student's scheduling status in the teacher's course and attendance record for courses within a specific course scheduling group. The dates are color-coded to assist users in quickly identifying the days in which a student was not in attendance, either due to not being scheduled in a course within a course scheduling group or simply being absent.



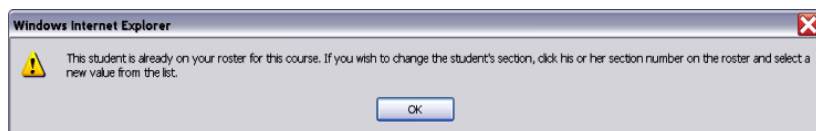
2013 - 2014 Absence Detail

August 2013							September 2013							October 2013							November 2013							December 2013						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3					1	2	3	4	5	6	7	1	2	3	4	5		1	2	3	4	5	6	7	1	2	3	4	5	6	7	
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	13	14	15	16	17	8	9	10	11	12	13	14		
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	20	21	22	23	24	10	11	12	13	14	15	16		
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	27	28	29	30	21	22	23	24	25	26	27	28		
25	26	27	28	29	30	31	29	30						27	28	29	30	31									22	23	24	25	26	27	28	

January 2014							February 2014							March 2014							April 2014							May 2014						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8	6	7	8	9	10	4	5	6	7	8	9	10		
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15	13	14	15	16	17	11	12	13	14	15	16	17		
19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22	20	21	22	23	24	18	19	20	21	22	23	24		
26	27	28	29	30	31		23	24	25	26	27	28		23	24	25	26	27	28	29	23	24	25	26	27	25	26	27	28	29	30	31		

6. Add a new student. Below any course roster, enter the 7-digit student ID, choose a section, and check the term(s) during which the student was in scheduled in your course. **When adding a student, attendance information cannot be added. None will be displayed (see graphic below). Only select a term if the student was in your course the complete term.**

NOTE: If you try to add a student to a course in which he is already listed, you will get this pop-up note. Use the section drop-down to change the student's section.



In the roster below, the teacher had a section of students who were re-scheduled with other teachers late in the term, perhaps due to late leveling. *Rosters like this are common and are not in error.*

2013-14 CEI Roster Verification
Teacher: _____ Course: **0300 LANGUAGE ARTS**

The following students were scheduled in your course for at least one day during the term. Your responsibility in reviewing this roster is to confirm or correct the information that shows which students you taught during each term. You need to update this roster only if there were changes in the instructional environment that were not recorded in Chancery, as presented below.

CEI roster review instructions: [[Show instructions on this page](#) | [Instructions document](#)] | [Open 2013-14 CEI courses document](#) | [Technical Note](#)]

IMPORTANT: Changes you make are not saved until you click a **green** button. You cannot submit your work to your approver until you review and click a **green** button for **every** course on your list of courses.

I'm finished **Save current changes** **Cancel** **Undo current changes**

Roster sorted by section then name. Click column header to change order. Move cursor over column headers for definitions and descriptions.
✓ = Yes; student is eligible for inclusion. ✗ = No; student is not eligible for inclusion. All changes are denoted here with a "Teacher" label.

#	ID	Name	Sec	Semester 1		Semester 2		YR2 (4/21/14)		Attendance in Course			
				Chg	Your student?	Chg	Your student?	Chg	Your student?	S1	S2	YR2 Detail	
1			3A	✗	SIS	✗	SIS	✗	SIS	69	44	118	①
2			3A	✗	SIS	✗	SIS	✗	SIS	70	44	119	①
3			3A	✗	SIS	✗	SIS	✗	SIS	66	42	113	①
4			3A	✗	SIS	✗	SIS	✗	SIS	70	44	119	①
5			3A	✗	SIS	✗	SIS	✗	SIS	70	43	118	①
6			3A	✗	SIS	✗	SIS	✗	SIS	69	42	116	①
7			3A	✗	SIS	✗	SIS	✗	SIS	66	44	115	①
8			3A	✗	SIS	✗	SIS	✗	SIS	70	44	119	①
9			3A	✗	SIS	✗	SIS	✗	SIS	68	43	116	①
10			3A	✗	SIS	✗	SIS	✗	SIS	43	43	91	①

Because these students were scheduled in the teacher's course at least one day during the term, they appear on a roster. However, these students were **not** scheduled in the teacher's course on the days required for inclusion in the year-long CEI(s) (or the semester CEI, if a semester course), so their names are **not** checked. They will **not** be used to compute the teacher's CEI. The standard is in place to ensure the CEIs are fair and reliably track the same effects each year. *You are not held accountable for students you did not have in class for the full length of the term.*

If, however, you **do** want to be held accountable for the progress these students made during the term, you can "claim" them for your accountability measure. You can have these students' scores used in the computation of your CEI (assuming they meet all other eligibility criteria) by checking the box(es) next to each student in the section. **IMPORTANT:** You **cannot** change your mind about this after your rosters are submitted and approved. You cannot request that the students come *back off* your roster next fall during the CEI adjustment request period because you are dissatisfied with their outcomes. Once you place the students on your roster, they remain for the computation of CEIs.

To complete his review, the teacher must click **I'm finished**.

MyData Portal Welcome, My Home | Sign out

My Students Evaluate Investigate Monitor Improve Reports

Teacher Home > No school reports menu cci > Teacher/Enrollment > Show Roster >

2013-14 CEI Roster Verification
Teacher: _____ Course: **0300 LANGUAGE ARTS**

The following students were scheduled in your course for at least one day during the term. Your responsibility in reviewing this roster is to confirm or correct the information that shows which students you taught during each term. You need to update this roster only if there were changes in the instructional environment that were not recorded in Chancery, as presented below.

CEI roster review instructions: [[Show instructions on this page](#) | [Instructions document](#)] | [Open 2013-14 CEI courses document](#) | [Technical Note](#)]

IMPORTANT: Changes you make are not saved until you click a **green** button. You cannot submit your work to your approver until you review and click a **green** button for **every** course on your list of courses.

I'm finished **Save current changes** **Cancel** **Undo current changes**

Roster sorted by section then name. Click column header to change order. Move cursor over column headers for definitions and descriptions.
✓ = Yes; student is eligible for inclusion. ✗ = No; student is not eligible for inclusion. All changes are denoted here with a "Teacher" label.

#	ID	Name	Sec	Semester 1		Semester 2		YR2 (4/21/14)		Attendance in Course			
				Chg	Your student?	Chg	Your student?	Chg	Your student?	S1	S2	YR2 Detail	
1			3A	✓	Teacher	✓	Teacher	✓	Teacher	69	44	118	①
2			3A	✓	Teacher	✓	Teacher	✓	Teacher	70	44	119	①
3			3A	✓	Teacher	✓	Teacher	✓	Teacher	66	42	113	①
4			3A	✓	Teacher	✓	Teacher	✓	Teacher	70	44	119	①
5			3A	✓	Teacher	✓	Teacher	✓	Teacher	70	43	118	①
6			3A	✓	Teacher	✓	Teacher	✓	Teacher	69	42	116	①
7			3A	✓	Teacher	✓	Teacher	✓	Teacher	66	44	115	①
8			3A	✓	Teacher	✓	Teacher	✓	Teacher	70	44	119	①
9			3A	✓	Teacher	✓	Teacher	✓	Teacher	68	43	116	①
10			3A	✓	Teacher	✓	Teacher	✓	Teacher	43	43	91	①

Changes made to a roster will not be saved until you click a **green** button.

I'm finished

Save changes and return to your course list to open another roster or to submit rosters to your approver.

Save current changes

Save changes and stay on current roster to make more changes or review current ones.

Cancel

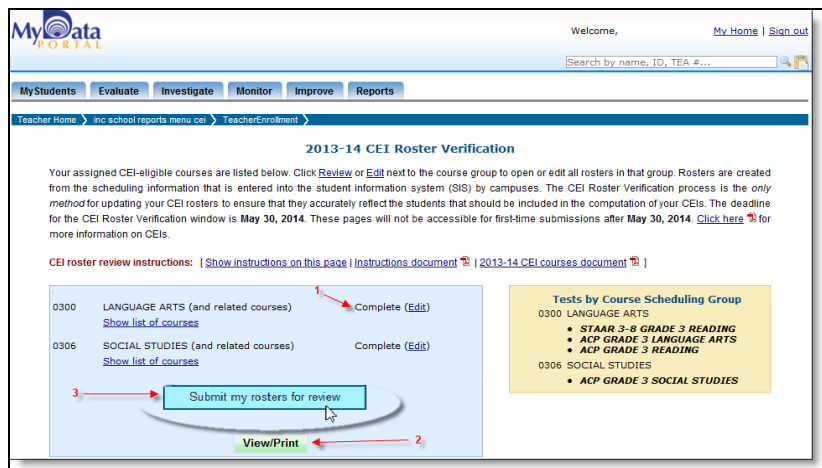
Return to the course list without saving any changes.

Undo current changes

Discard current changes ("start over") on the roster.

Buttons are positioned at both the top and bottom of the roster.

A print option is also available on the main page with the **View/Print** button. Use the button to print all courses in a single document.



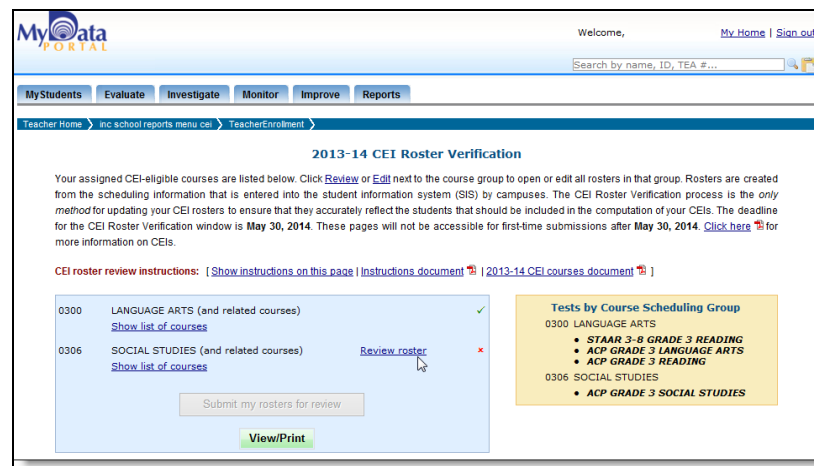
Your changes are **not** reported to your approver until you use the **Submit** button, which will **only** function when you have reviewed **every** roster and clicked one of the two **green buttons**.

1. At any time before you submit your completed rosters to your approver, you can work on them again with the **Edit** link.
2. Use the **View/Print** button for a section-by-section summary of your rosters before you submit. After submission, you cannot make changes to a roster unless the approver returns it for further consideration.
3. Click **Submit my rosters for review** so your approver can see your course rosters to complete the review process.

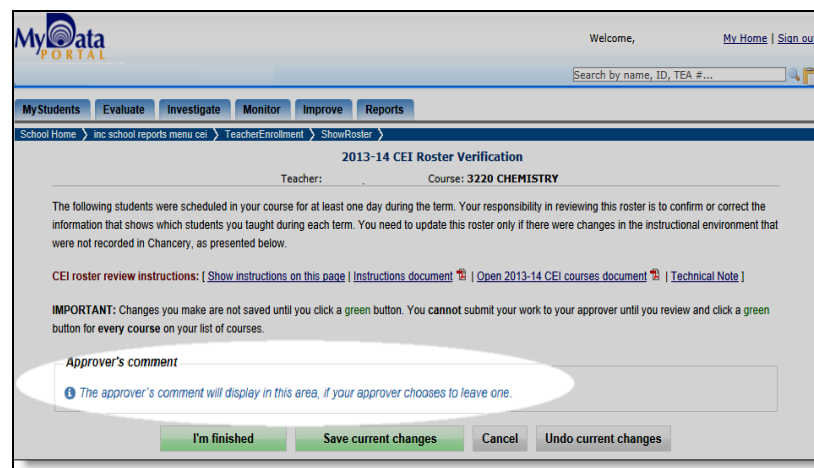
After clicking **Submit my rosters for review**, you must provide an electronic signature.

Your approver's decisions regarding your submitted rosters will be sent to you in an e-mail notification from OIR@dallasisd.org.

(If you have worked with your principal to unlink courses, you will receive notification messages that contain specific instructions for those activities.)



After your approver has made his or her decisions, your course list page will show the results. A **✓** next to a course means no changes are necessary and there is nothing else for you to do. An **✗** means some changes were not approved and must be re-examined.



The approver may provide feedback on a roster that is not approved. Comments will display above the roster if any were provided.

IMPORTANT CEI POLICIES

Course Scheduling Group

Beginning with the 2013-14 CEI Roster Verification, teachers' rosters are listed under a course scheduling group instead of by individual course. Courses are considered part of the same course scheduling group if they are evaluated with the same assessment(s) or if instruction received for a time in one course supports the instruction received in another course into which the student transfers or is concurrently enrolled. This change was put in place to more accurately track the amount of time that a student received instruction from a teacher within a single content area. For example, grade 5 language arts and reading are evaluated with the same state and local assessments (i.e. grade 5 STAAR 3-8 Reading and grade 5 semester 1 and 2 Language Arts and Reading ACPs). As a result, these courses are clustered together in the 0500 Language Arts course scheduling group. It is not necessary to update your 0500 Language Arts roster to a 0503 Reading roster.

Reading/Language Arts CEIs for Grades 1-8

Beginning with the 2013-14 school year, Evaluation and Assessment will change the way CEIs are computed for English Language Arts/Reading courses in grades 1-8. The modification was recommended by the district's English Language Arts and Reading (ELAR) department.

- CEIs in grades 1-8 Language Arts, ELA, and Writing courses will be based on both STAAR 3-8 Writing scores and norm-referenced or STAAR 3-8 Reading scores, where available. This means reading scores (whether norm-referenced or STAAR 3-8), will be used to compute CEIs for language arts or writing courses. Most language arts courses in grades 1-3, 5-6, and 8 will receive 2013-14 CEIs based on reading scores because no standardized, secure writing test is administered in these grades. Only in grades 4 and 7 will language arts courses receive CEIs based on writing and reading scores.
- CEIs in grades 1-8 Reading courses are based on scores from norm-referenced or STAAR 3-8 reading tests and STAAR 3-8 Writing scores, where available. This means scores from the STAAR 3-8 writing test will be used in CEIs for reading courses.

Availability of CEIs for Teachers on Leave

Teachers normally eligible for CEIs who have more than 20 working days of leave do not have CEIs computed for that school year because of the extensive time away from the classroom. Data from Human Capital Management is used to determine leave status.

Evaluation and Assessment provides the ability to "opt-in" for teachers who were on leave during the school year. If you have (or will have) more than 20 days of leave accumulated for the school year, you can request that CEIs be computed for you *regardless of* your leave. Your decision to have CEIs computed for you cannot be changed after the deadline for CEI Roster Verification. If you "opt-in" for CEIs, they will be computed for you over the summer, and you cannot at a later time request that the CEIs be removed or suppressed because of your leave status. *The CEIs computed at your request will be permanent.*

Instructions: On your CEI Roster Verification homepage, click the opt-in checkbox to elect to receive your 2013-14 CEIs if your leave is longer than 20 working days (in total). By checking the box, you are indicating that in

the event that you are on leave for more than 20 days during the 2013-14 school year, you want your 2013-14 CEIs to be computed. To submit your request, click **Click here to submit request**. Your request is not saved in our database until it is submitted.

Frequently Asked Questions

1. Q: How long will it take me to review my rosters?

A: Most people will need fewer than 20 minutes.

2. Q: Will my changes be copied to Chancery?

A: **NO**. The changes you are making to your CEI rosters are only for the purpose of computing CEIs. The changes are stored in an external system. **If course scheduling is incorrect in Chancery, your data controller or registrar must make the changes in Chancery.**

3. Q: Can I add a student for a term if his official course start date is later than the start of the term?

A: Yes. You will receive a warning about the discrepancy, but the addition is allowed. When you add a student, you attest that the student received instruction from you during the term even though he was not properly added to your course when he began receiving instruction.

4. Q: *Can I have a student on my roster in different sections?*

A: Yes, but not in overlapping terms. The system will not allow you to add a student if the same term is checked for multiple sections.

5. Q: *How do I report that I did not teach a section or a course?*

A: Remove all checkmarks for all students in all terms. (HINT: To quickly remove the entire *course*, click “[Chg](#)” at the top of each term column. This opens a selection box with the option to uncheck all students in all sections. For slow networks, this option will not work. See Question #22.)

6. Q: *Do I remove a student from my roster because he will not meet all the criteria for inclusion in my CEI?*

A: NO. Only verify that the students are correctly marked based on whether you were the instructor. Do not attempt to apply any [CEI-eligibility criteria](#), such as retention or appropriate test combinations. These criteria are evaluated automatically before the computation of CEIs but *after* all rules for CEI computation have been finalized by the district's executive team.

7. Q: *I did not get some students until later on in the term (ex. 30 days after the beginning of the term). Can the students still be "linked" to me for the year so they can be considered for my CEIs?*

A: The choice to add students to your roster for a term, even if you did not instruct them all term, must be made by you and your approver. The CEIs are constructed so that these students are *not* linked to a teacher because it is not fair to compare teachers to one another when some have had significantly less “face-time” with their students. Some teachers will be comfortable being held accountable for students' performance even though they had less time with the students. If this describes you, add the students to your CEI rosters by checking them for the term. Once you submit this change, it cannot be reversed. After they are submitted, the rosters will include the students as if they were in your course(s) for the entire term, and your

CEIs will be computed with all students who are eligible for inclusion. (You cannot change your mind in the fall if you do not like the results!)

8. Q: *Why do some students have checkmarks after their names and not others?*

A: The first step in creating CEI rosters is determining which students were properly scheduled with the teacher and in attendance in a course for a sufficient number of days in the term. Students who may remain on the CEI roster as a result of the number of days in attendance in the course and proper scheduling are highlighted with this checkmark. On CEI reports, the students listed are those who were linked to you for the course based on enrollment during the term. Those marked in bold red font on the CEI report are linked to you but could not be used for the CEI computation because they did not meet all [CEI-eligibility criteria](#). Also see Question #6.

9. Q: *I am a fifth-grade teacher who provides reading instruction to students, but I only have a CEI roster for the language arts courses (0500). How do I update my roster so that my students are listed under a reading course?*

A: Beginning with the 2013-14 CEI Roster Verification, teachers' rosters are listed under a course scheduling group instead of by individual course. Courses are considered part of the same course scheduling group if they are evaluated with the same assessment(s) or if instruction received for a time in one course supports the instruction received in another course into which the student transfers or is concurrently enrolled. This change was put in place to more accurately track the amount of time that student received instruction from a teacher within a single content area. Because grade 5 language arts and reading courses are evaluated with the same state and local assessments (i.e. grade 5 STAAR 3-8 Reading and grade 5 semester 1 and 2 Language Arts and Reading ACPs), these courses are clustered together in the 0500 Language Arts course scheduling group. It is not necessary to update your 0500 Language Arts roster to a 0503 Reading roster.

10. Q: *If I teach fourth grade bilingual Reading/Language Arts (0427/0428) do I need to update my roster to ensure that my CEIs are based on both STAAR Reading and Writing scores?*

A: By design, the curricula for 0427 Reading/Language Arts (Spanish) and 0428 Reading/Language Arts (English) include instruction in both

reading and language arts. As a result, CEIs for these courses will be based on both STAAR 3-8 Reading and STAAR 3-8 Writing scores. No updates are necessary to CEI rosters for teachers of courses 0427 and 0428. (Note that since 2010-11, as recommended by the Effectiveness Indices Advisory Council (EIAC) and the English Language Arts (ELAR) and Multilanguage Enrichment Program (MLEP) departments, only student scores from tests of the same language as the course are used in computing CEIs for bilingual reading/language arts courses. CEIs for course 0x27 are based on scores from Spanish language tests, such as *Logramos* and Spanish STAAR, and CEIs for course 0x28 are based on scores from English language tests, such as *ITBS* and English STAAR.)

- 11. Q:** *I am a seventh-grade teacher who provides reading instruction to students, but my CEI rosters show that my students are assigned to me in a language arts course (1000 - Language Arts 7). How do I correct this so that my rosters are for a reading course instead of a language arts course?*

A: Beginning with the 2013-14 CEI Roster Verification, teachers' rosters are listed under a course scheduling group instead of by individual course. Because grade 7 language arts and reading are evaluated with the same state and local assessments (i.e. grade 7 STAAR 3-8 Reading and Writing and grade 7 semester 1 and 2 Language Arts and Reading ACPs), these courses are clustered together in the 1000 Language Arts course scheduling group. It is not necessary for her to update her 1000 Language Arts roster to a 1030 Reading 7 roster.

- 12. Q:** *I am a fourth-grade teacher who only provides reading instruction to students, but my CEI rosters show both reading and mathematics courses (0400 - Language Arts and 0405- Mathematics). How do I remove the language arts rosters?*

A: You have two options. The "DIY" method is to open the 0405 roster and hover over the "Chg" column. Choose the "Uncheck all" option. This removes all the checkmarks so the students' scores will not be used in your CEI. (See Page 3 to get more help on this.) Another option is to contact your principal and ask her to unlink the language arts course's sections. When you access the course roster after she does this, the names of the students in the unlinked section will be on the roster, but all boxes are unchecked, so these students cannot be used for computing a CEI in this course. The affected students will be labeled "Unlinked" on your roster to record why their status was

changed. Once the principal does this, you cannot work with those sections anymore.

- 13. Q:** *I am a fifth-grade teacher who provides language arts instruction to my students, but a note next to my CEI course list indicates that STAAR 3-8 Reading scores will be used to compute my CEIs. Why will reading scores be used to compute 2013-14 CEIs for a language arts course?*

A: Beginning with the 2013-14 school year, CEIs in grades 1-8 Language Arts, ELA, and Writing courses will be based on students' scores from STAAR 3-8 Writing and/or STAAR 3-8 Reading, where available. This modification was recommended by the district's English Language Arts (ELAR) department.

- 14. Q:** *If I teach reading to my sixth-grade students but the course the kids are in is a Language Arts course, will I get a reading CEI?*

A: Yes, you will receive a CEI based on STAAR 3-8 Reading. Beginning with the 2013-14 CEIs, sixth-grade language arts course CEIs will be computed from the reading test.

- 15. Q:** *Many of my students have high attendance counts, but all of them have "x's" in the term columns. Why aren't my students linked with me for the purpose of computing CEIs?*

A: The checkmarks and "x's" in the term columns reflect a student's eligibility for inclusion in the term CEI based on the student's scheduling with the teacher and attendance in the course during the related test term. A student must be scheduled with a teacher by the first day of the second six-weeks grading period for semester 1 and year-long CEIs and the first day of the fifth six-weeks grading period for semester 2 CEIs. Additionally, the student must be scheduled with the teacher on the last instructional day before the first day of the course-relevant testing period. The counts provided in the *Attendance in Course* columns reflect the number of days that a student was in attendance in a course at the campus, independent of his or her scheduling with a specific teacher. Because attendance in a course is determined across teachers, it is possible for a student to have a sufficient number of days in attendance but not be properly scheduled with a specific teacher.

- 16. Q:** *My rosters show my homeroom students but my grade-level is departmentalized. How do I correct my rosters?*

A: If a course is listed in which you did not instruct students, you can remove all students. (See Question #5.) Alternatively, your *principal* can “unlink” the section from you, which has the same effect (removal of all checkmarks for all students in the section) but can be quicker. Contact your principal to ask that he “unlink” a section. Most likely, you will also need sections *added* at the same time. Your *principal* can do this also with the same tool. **You will not receive extra time to complete this step if it applies to you. Do not delay in accessing your course list in the event that you need to work with your principal.**

17. Q: *Can my 2013-14 CEIs be computed even if I was on leave for more than 20 working days during the 2013-14 school year?*

A: Yes, if you ask for it *now*, during CEI Roster Verification. Instructions for making this *nonreversible* request are on Page 6.

18. Q: *How can I make changes to rosters I have already submitted?*

A: You cannot edit rosters that have been submitted. Contact your principal or designated approver to request that they “deny” your rosters. This will return them to you for access and additional editing.

19. Q: *Can I submit roster changes after the CEI reports are published in the fall?*

A: NO. The CEI adjustment request process is reserved for “non-roster” investigations. Adjustment requests will not be accepted when made to request the addition or removal of students from rosters. Rosters will not be changed after the close of the online review process.

20. Q: *The button to submit my rosters does not work. What can I do?*

A: The **Submit my rosters** button will function **only** after you have reviewed every course roster **and** clicked a green button. You will see Complete (Edit) to the right of a course if it has been successfully completed (see Page 5). **Use Internet Explorer version 8.0 or later to view the CEI roster verification pages.** Some features may not work with other browsers.

21. Q: *Where do I get additional assistance?*

A: Send a complete description of the problem to OIR@dallasisd.org. **Always include the following:** employee ID, full name, and TEA number. Describe your problem or question in writing so we know how best to direct your question. **You will delay a response if you do**

not send this information. *We are not sufficiently staffed to respond to all questions via telephone nor can we acknowledge receipt of a question before we have an answer for you.* You will not receive a response until we have all information on the problem and have an answer to provide.

22. Q: *The network connection is slow or busy and my session is stalled or times out. How can I submit my changes before the deadline?*

A: Some campus networks will not allow a large number of changes to be transmitted at once. Make a small number of changes (five or six) and click **Save current changes**. This commits your current changes to the database and leaves you on the roster screen to make additional changes. When all changes are completed, click **I'm finished**.

23. Q: *There are too many people on the network and my changes will not go through! Can I get extra time?*

A: NO. The deadline is May 30, 2014, in all circumstances. Avoid peak usage times immediately before and after the school day. See Question #22.

24. Q: *My computer is not working and the deadline is approaching. Will I get extra time?*

A: No.

25. Q: *Can I submit changes on May 31?*

A: No. The deadline is May 30.

26. Q: *Can I submit changes on June 1, 2, 3, 4, 5, 6, or 7?*

A: No.

27. Q: *Can I submit changes in July after I am back from vacation?*

A: We think you know where this is going. No.