



In a Minute



Volume 4, Issue 8: New Features for Spring 2014-15

April 8, 2015

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Confirm the accuracy of your course rosters with the updated TEI Roster Verification module

WHAT: The online TEI Roster Verification module gives TEI-eligible teachers the opportunity to view their TEI rosters and make corrections, where necessary. The one and only TEI Roster Verification period during the 2014-15 school year runs from Monday, May 11 through Friday, May 29 at 5 pm.

WHY: The purpose of the TEI Roster Verification module is to ensure the creation of the most accurate rosters for computing TEI achievement metrics. Rosters are constructed based on student scheduling data in Chancery. By viewing their rosters, teachers are confirming the students they instructed in each term of the 2014-15 school year. A student is listed on the roster if he was scheduled in the teacher's course for at least one day during a term. A student is linked to a teacher if he meets scheduling criteria with the teacher and attends the course a sufficient number of days throughout the course-relevant testing period. Principals work with teachers during TEI Roster Verification to guarantee that teachers' rosters reflect the instructional environment at the campus during the 2014-15 school year.

WHERE: MyData Portal user homepage

HOW: Teachers

1. Click **Review 2014-15 TEI Rosters**.
2. The course list is comprised of all of your TEI-eligible courses. Open one course to review. Students on the roster were scheduled in that course for at least one day during the term (based on information extracted from Chancery).
3. Verify that students linked to you with a checkmark were your students for the specified term. Students with an x next to their name are not linked to you and will not be included in your TEI metrics. If you want to be held accountable for the progress of any of these students, click on the box for the appropriate test term to change the x to a checkmark. In the *Comment* column, you must explain why you are adding this student. (OPTIONAL: If you would like high level corrections that are beyond the scope of the module, check the roster investigation box located at the bottom of your course roster. Additionally, provide specific information about your concerns, including relevant background information and student names/IDs.) Click **I'm finished** to save your changes and return to the course list.
4. Repeat steps #2 and #3 for each of your courses.
5. After opening and completing all courses, click **Submit my rosters for review**. Once submitted, your rosters will be available for review by your principal. Your principal will make decisions for each course roster. When ready, you will be notified via e-mail that your principal's decisions are posted. Access denied rosters in the same way to make additional changes.

Figure 1. Teacher's view of course roster.

Announcements

The ACP Spring Film Festival hosted by Evaluation and Assessment and Teaching and Learning runs through April 11. Sign up now for relevant film sessions by following the ACP Film Festival link on the [Local Assessment website](#).

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Figure 2. Principal's view of teacher's roster changes.

Principals

1. Click **TEI Roster Verification** to see a list of TEI-eligible teachers based on 2014-15 scheduling. (Assistant principals will only see teachers delegated by the principal.) A "TEI-eligible" teacher taught at least one course associated with one or more standardized tests with results that are used in the calculation of achievement statistics.
2. To assign an assistant principal as the approver for a teacher, click **Add** in the *Delegate* column. Designated approvers can only view rosters for teachers assigned to them.
3. Look in the *Rosters to review* table for teachers who have submitted rosters that are ready for review.
4. Click **View** to the left of a teacher's name to view changes, approve or deny each roster, and add comments.

CONTACT: For more information on the TEI Roster Verification process, visit the TEI Roster Verification page or submit questions via the "Ask a question about TEI" feature (sign-in required for both resources).

Frequently Asked Question: There are students that I instructed all year missing from my roster. How do I add them to my roster so that I can get credit for them in my TEI achievement metrics?

TEI rosters are constructed based on student scheduling data extracted from Chancery. A student is listed on the roster if he was scheduled in the teacher's course for at least one day during a term. A student is linked to a teacher if he was properly scheduled with the teacher and in attendance in the course a sufficient number of days throughout the course-relevant testing term. If a student is listed on the roster with an x next to their name when he should have a checkmark, simply click the box to change the x to a checkmark. You must provide an explanation in the *Comment* column as to why you are adding the student. If the student is not listed on your roster at all, check the roster investigation box located at the bottom of your course roster. Then provide specific information about your concern, including any relevant background information and student names/IDs. OIR will investigate all requests and determine whether or not corrections should be made. The investigation may involve contacting your principal or other school personnel to verify information. After our investigation is complete, your principal will have the opportunity to approve or deny your rosters.

#	ID	Name	YR3 (3/28/14)	Calendar	Comment
1	111111	STUDENT, SAMPLE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
2	222222	STUDENT, SAMPLE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
3	333333	STUDENT, SAMPLE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
4	444444	STUDENT, SAMPLE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
5	555555	STUDENT, SAMPLE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
6	666666	STUDENT, SAMPLE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
7	777777	STUDENT, SAMPLE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
8	888888	STUDENT, SAMPLE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
9	999999	STUDENT, SAMPLE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
10	101010	STUDENT, SAMPLE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Add comment for student

I would like to be held accountable for her performance even though I did not instruct her all year.

Maximum characters: 255. You've typed: 100 characters.

Frequently Asked Question: I am a fifth-grade reading teacher, but my students are listed on my roster under a grade 5 language arts course. How do I update my roster so that my students are listed under a reading course?

Teachers' rosters are listed under a course group instead of by individual course. Courses are considered part of the same course 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. The use of course groups allows for more accurate tracking of the amount of time that a student received instruction from a teacher within a single content area. Because 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 semester 2 Language Arts and Reading *ACPs*), these courses are clustered together in the 0500 Language Arts course group. It is not necessary to update your grade 5 Language Arts roster to a grade 5 Reading roster.

SAMPLE TEACHER

SAMPLE SCHOOL (999)

LANGUAGE ARTS (and [related courses](#)) [Review roster](#)

Frequently Asked Question: I taught my students for most of the school year, but many of them have x's in the term columns. Why aren't my students linked to me for computing TEI achievement metrics?

The checkmarks and x's in the term columns reflect a student's eligibility for inclusion in the term-relevant TEI achievement metrics based on the student's scheduling with the teacher and attendance in the course during the related test term. To be "linked" to the teacher, students must be scheduled in the teacher's course by the start of the test term and be in attendance at least 85% of the days during a test term. The maximum number of absences are test term-dependent. For additional information about a student's scheduling and attendance criteria, click the icon in the *Calendar* column. If you feel comfortable being linked to students who did not meet scheduling and attendance criteria, simply click on the box to change the x to a checkmark. You must provide an explanation in the *Comment* column as to why you are adding them. After they are submitted, the rosters will include the students as if they were in your course(s) for the entire term, and your TEI achievement metrics will be computed with all students who are eligible for inclusion.

#	ID	Name	Semester 1	Semester 2	YR1 (3/28/14)	Calendar	Comment
1	111111	STUDENT, SAMPLE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
2	222222	STUDENT, SAMPLE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
3	333333	STUDENT, SAMPLE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
4	444444	STUDENT, SAMPLE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
5	555555	STUDENT, SAMPLE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
6	666666	STUDENT, SAMPLE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
7	777777	STUDENT, SAMPLE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
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9	999999	STUDENT, SAMPLE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
10	101010	STUDENT, SAMPLE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
11	110101	STUDENT, SAMPLE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
12	120120	STUDENT, SAMPLE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
13	130130	STUDENT, SAMPLE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
14	140140	STUDENT, SAMPLE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
15	150150	STUDENT, SAMPLE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

Frequently Asked Question: I am trying to better understand my students' scheduling and attendance history in my course. How do I interpret the information presented in student's absence detail calendar?

The absence detail calendar provides specific information about each student's scheduling and attendance record with a teacher for courses within a specific course group. The dates are color-coded to assist users in quickly identifying the days on which a student was not in attendance, whether due to not being enrolled with the teacher in a course within the course group or simply being absent. A white background with black text designates that the student was scheduled with the teacher and in attendance, while an orange background with black text indicates that the student was scheduled with the teacher but not in attendance with the teacher. A gray box with gray text denotes that the student was not scheduled with the teacher. A light green box with gray text demarcates non-instructional days. Additional calendar notations highlight the first and last days of the course-relevant testing term(s).

