



# In a Minute



Volume 5, Issue 8: Important Features for Spring 2015-16

April 6, 2016

## INSIDE THIS ISSUE

- TEI Roster Verification
- FAQ: Course Group
- FAQ: Adding Students
- FAQ: Attendance versus Scheduling
- FAQ: Absence Detail Calendar

## Users access useful public reports and data tools via the MyData Portal Public Homepage

**WHAT:** The online TEI Roster Verification module gives teachers the opportunity to view their TEI rosters and make corrections, where necessary. Only teachers with TEI courses (Category A and Category B teachers) will have rosters to review. The one and only TEI Roster Verification period during the 2015-16 school year runs from Tuesday, May 10 through Wednesday, May 25 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 2015-16 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 and attendance criteria for 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 2015-16 school year.

**WHERE:** *MyData Portal user homepage* and *Improve > Local Accountability*

### HOW: Teachers

1. Click **Review 2015-16 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. 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.

### Principals

1. Click **Review 2015-16 TEI Rosters** to see a list of TEI-eligible teachers based on 2015-16 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).

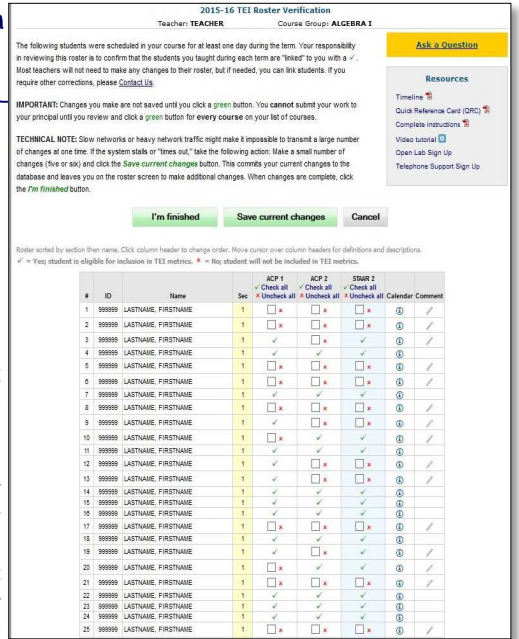


Figure 1. Teacher's view of course roster.

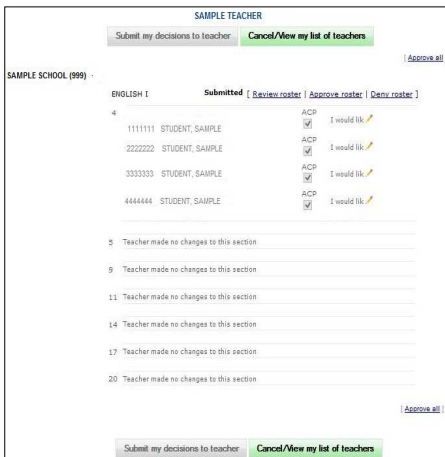


Figure 2. Principal's view of teacher's roster changes.

## Announcements

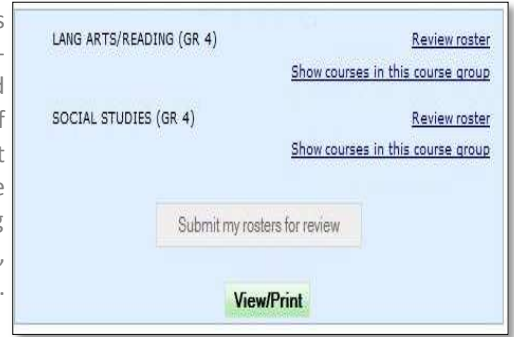
The ACP Spring Film Festival hosted by Evaluation and Assessment and Teaching and Learning will end on April 9. Sign up now for relevant film sessions by following the ACP Film Festival link on the [Local Assessment website](#).

## Office of Institutional Research

3700 Ross Avenue, Box 55  
 Dallas, Texas 75204  
 Phone: 972-925-6446  
 Fax: 972-794-3544  
 Email: [oir@dallasisd.org](mailto:oir@dallasisd.org)

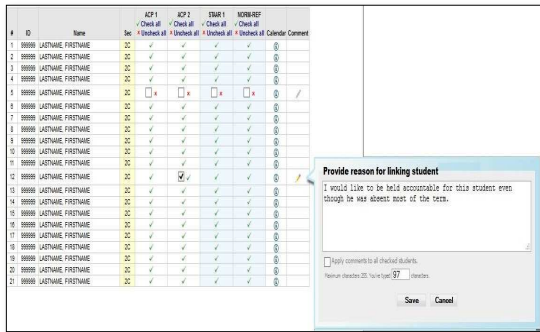
## Frequently Asked Question: I am a fourth-grade reading teacher, but my students are listed under grade 4 language arts. How do I update my roster so that my students are listed under just a reading course group?

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 4 language arts and reading are evaluated with the same assessments (i.e. grade 4 STAAR 3-8 Reading and Writing and grade 4 semester 1 and semester 2 Language Arts and Reading ACPs), these courses are clustered together in the grade 4 Language Arts/Reading course group. It is not necessary to update your roster to a grade 4 Reading roster.



## Frequently Asked Question: Students who I instructed all year are 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 met the scheduling and attendance criteria for the course-relevant test 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, please notify OIR via the *Ask a Question/Report an Error* link. Provide specific information about your concern, including any relevant background information and student names/IDs. OIR will investigate all requests and notify you of the results via email from oir@dallasisd.org. The investigation may involve contacting your principal or other school personnel to verify information.

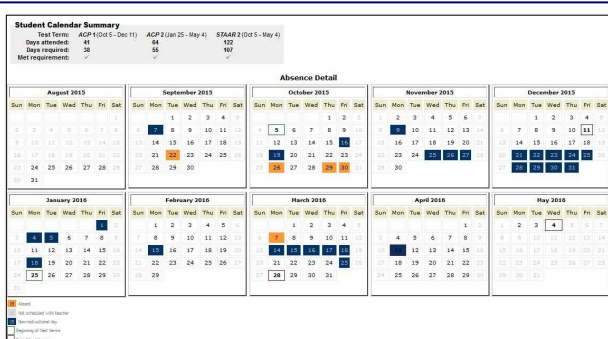


## Frequently Asked Question: Many of my students have x's in the term columns even though I taught them for most of the school year. Why aren't they linked to me for computing TEI achievement metrics?

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 roster 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	Sec	ACP 1	ACP 2	STAR 2	Calendar	Comment
				✓ Check all	✓ Check all	✓ Check all		
				✗ Uncheck all	✗ Uncheck all	✗ Uncheck all		
1	999999	LASTNAME, FIRSTNAME	1	✗	✗	✗	📅	📝
2	999999	LASTNAME, FIRSTNAME	1	✗	✗	✗	📅	📝
3	999999	LASTNAME, FIRSTNAME	1	✗	✗	✗	📅	📝
4	999999	LASTNAME, FIRSTNAME	1	✓	✓	✓	📅	📝
5	999999	LASTNAME, FIRSTNAME	1	✓	✓	✓	📅	📝
6	999999	LASTNAME, FIRSTNAME	1	✗	✗	✗	📅	📝
7	999999	LASTNAME, FIRSTNAME	1	✓	✓	✓	📅	📝
8	999999	LASTNAME, FIRSTNAME	1	✓	✓	✓	📅	📝
9	999999	LASTNAME, FIRSTNAME	1	✗	✗	✗	📅	📝
10	999999	LASTNAME, FIRSTNAME	1	✗	✗	✗	📅	📝
11	999999	LASTNAME, FIRSTNAME	1	✓	✓	✓	📅	📝
12	999999	LASTNAME, FIRSTNAME	1	✗	✗	✗	📅	📝
13	999999	LASTNAME, FIRSTNAME	1	✓	✓	✓	📅	📝
14	999999	LASTNAME, FIRSTNAME	1	✗	✗	✗	📅	📝
15	999999	LASTNAME, FIRSTNAME	1	✓	✓	✓	📅	📝
16	999999	LASTNAME, FIRSTNAME	1	✓	✓	✓	📅	📝
17	999999	LASTNAME, FIRSTNAME	1	✗	✗	✗	📅	📝
18	999999	LASTNAME, FIRSTNAME	1	✓	✓	✓	📅	📝
19	999999	LASTNAME, FIRSTNAME	1	✓	✓	✓	📅	📝
20	999999	LASTNAME, FIRSTNAME	1	✗	✗	✗	📅	📝

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



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 and in attendance with the teacher while an orange background with black text indicates that the student was absent on that instructional day. A blue box with white text demarcates non-instructional days. Additional calendar notations highlight the first and last days of the course-relevant testing term(s).