



Department of Education



**Using the Roster Verification System (RVS)
How-To Guide:
View RVS Report – ERS Assignment Structure**

**Compiled by:
DOE Roster Verification Support Team**

Technology Resources and Educator Supports

February 2019

Who Should Use This Guide

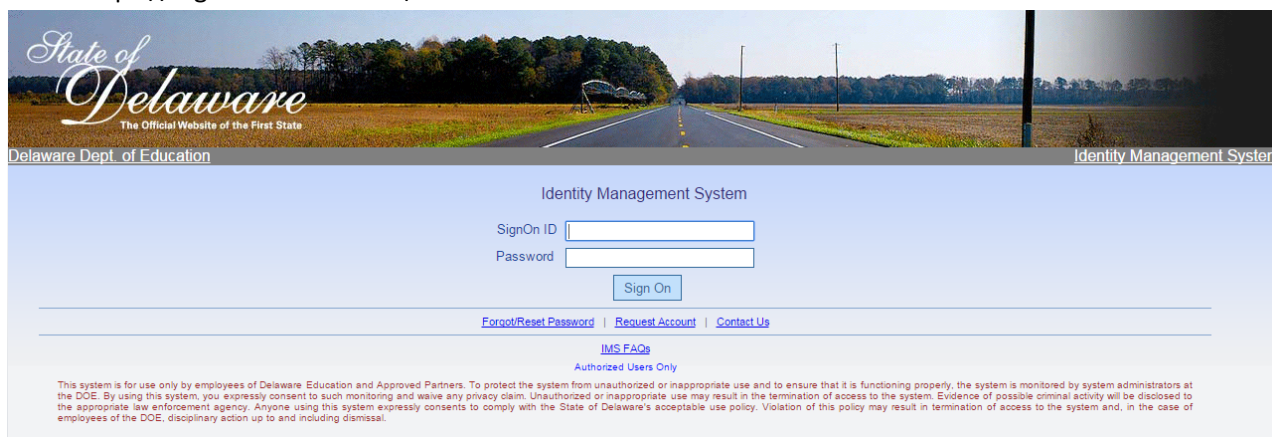
This guide designed for the following users:

- Group 1 Educators
- Building Administrators
- District Administrators

This document assumes your level of access in your vendor system (e.g. DSC's DPAS application) is accurate. That level of access—Educator being evaluated (Group 1), Assistant Principal (Group 4), Principal (Group 5), and District Administrator (Group 6)—determines what you can see in the Reports section of RVS. If you find that you cannot see the “Reports” tab in RVS, please check your Group number in your vendor system and correct it if necessary.

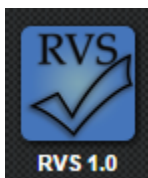
How to View/Edit Your Roster

1. Go to <https://login.doe.k12.de.us/>

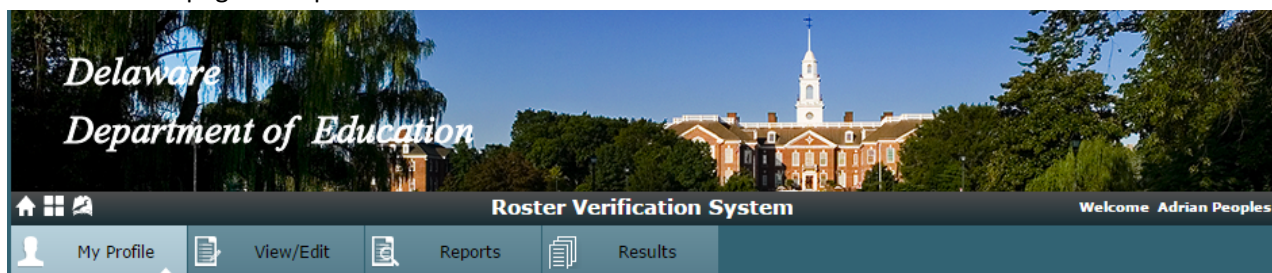


The screenshot shows the login page for the Delaware Dept. of Education's Identity Management System. At the top, there is a banner with the text "State of Delaware" and "The Official Website of the First State". Below this, the text "Delaware Dept. of Education" is on the left and "Identity Management System" is on the right. The main section is titled "Identity Management System" and contains a "SignOn ID" field, a "Password" field, and a "Sign On" button. Below the button are links for "Forgot/Reset Password", "Request Account", and "Contact Us". At the bottom, there is a link for "IMS FAQs" and a note that says "Authorized Users Only". A disclaimer at the very bottom states: "This system is for use only by employees of Delaware Education and Approved Partners. To protect the system from unauthorized or inappropriate use and to ensure that it is functioning properly, the system is monitored by system administrators at the DOE. By using this system, you expressly consent to such monitoring and waive any privacy claim. Unauthorized or inappropriate use may result in the termination of access to the system. Evidence of possible criminal activity will be disclosed to the appropriate law enforcement agency. Anyone using this system expressly consents to comply with the State of Delaware's acceptable use policy. Violation of this policy may result in termination of access to the system and, in the case of employees of the DOE, disciplinary action up to and including dismissal."

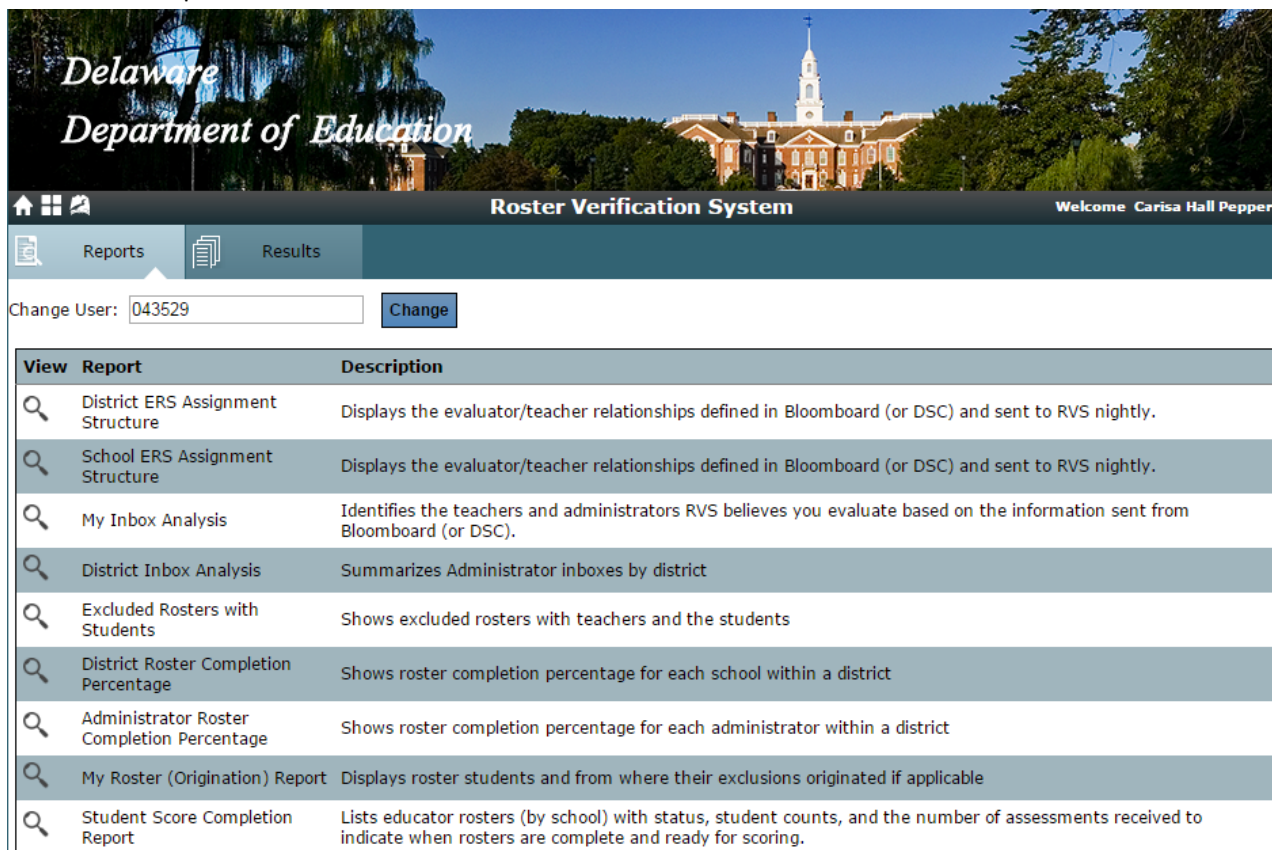
2. Enter username and password
3. Click RVS Icon



4. The RVS home page will open



5. Click on the Reports tab



Possible reports include, but are not limited to:

Name	Description
Individual Roster Report	Shows roster status by roster and student.
My Excluded Students	Shows exclusions for the logged in educator
Building Roster Completion Percentage	Shows roster completion percentage for each Group 1 educator within a school

My Inbox Analysis	Identifies the teachers and administrators RVS believes you evaluate based on the information sent from DSC.
School ERS Assignment Structure	Displays the evaluator/teacher relationships defined in DSC and sent to RVS nightly.
Student Score Completion Report	Lists educator rosters (by school) with status, student counts, and the number of assessments received to indicate when rosters are complete and ready for scoring.

Please note that the list of reports listed depend upon your level of access.

6. Click the  to the left of the School ERS Assignment Structure report.



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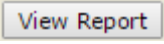
Roster Verification System Welcome Patricia Oliphant

Reports Results

Return to Report Menu

School View Report

7. Select a School

8. Click the  button

School Sussex Academy View Report


1 of 1 Find | Next

Sussex Academy Evaluator Educator Matrix

This report displays the DPAS II Evaluation Reporting System (ERS) assignment structure. The ERS assignment structure is the basis for what an administrator can do within RVS and for whom they have permission to do it. Please note this report is only concerned with those teachers and administrator eligible for a Component V, Measure A report. These data are based on your DOE-approved vendor system that records observations and evaluations (e.g. Bloomboard or Data Service Center). If there are names on this list that should not be OR missing names, please contact the person(s) within your district who have access to make changes in those systems. **PLEASE NOTE: For RVS to work properly the Group column MUST BE 1,4,5, or 6 AND the Educator ID must be the true PHRST employee ID number.**

Evaluator	Position	Educator	Name	Group	Educator Position
Allen Stafford	Administrative Assistant	156481	Andy Frankum	1	Teacher, Middle, English, Comprehensive
		120553	Carla Costa	1	Teacher, Middle, Math, Grades 7&8
		120536	Erin Bobby	1	Teacher, Secondary, English, Comprehensive
		090748	Heather Foley	1	Teacher, Middle, English, Comprehensive
		145820	Jaime Bahder	1	Teacher, Middle, Math, Grades 7&8
		132091	Jaime Hurlock	0	
		108717	Jennifer Thompson	1	Teacher, Middle, English, Comprehensive
		119937	Karen Hugues	1	Teacher, Middle, English, Comprehensive
		042236	Karen Willey	1	Teacher, Middle, English, Comprehensive
		010223	Kathy Cripps	1	Teacher, Middle, Math, Comprehensive
		090929	Kathy Kay	1	Teacher, Middle, English, Comprehensive
		157877	Rebecca Frankum	1	Intern, Instruction
		126657	Steve Bastianelli	0	Teacher, Secondary, Physical Education

A few notes about this report. It is designed to show three important pieces of information: who evaluates whom; to which group does an educator belong; and how many roster have been created for an educator. If either the evaluator/educator relationship OR the educator group is incorrect, you must return to your approved vendor educator evaluation system (e.g. DSC) to make the changes. RVS will update with the new information within 24 hours.

9. Once you have completed viewing your report, click the  **Reports** tab to return to the RVS reports list

Questions/Comments

Please direct any questions/comments to the DOE RVS Support Team. We are available for technical assistance to all districts and charter schools. We can be reached by phone or email.

RVS System Questions: Adrian.Peoples@doe.k12.de.us or (302) 735-4161

RVS Policy Questions: Seher.Ahmad@doe.k12.de.us