



*Department of Education*



# **Using the Roster Verification System (RVS) How-To Guide: View RVS Report – Inbox Analysis**

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

**Technology Resources and Educator Supports**

February 2020

## Who Should Use This Guide

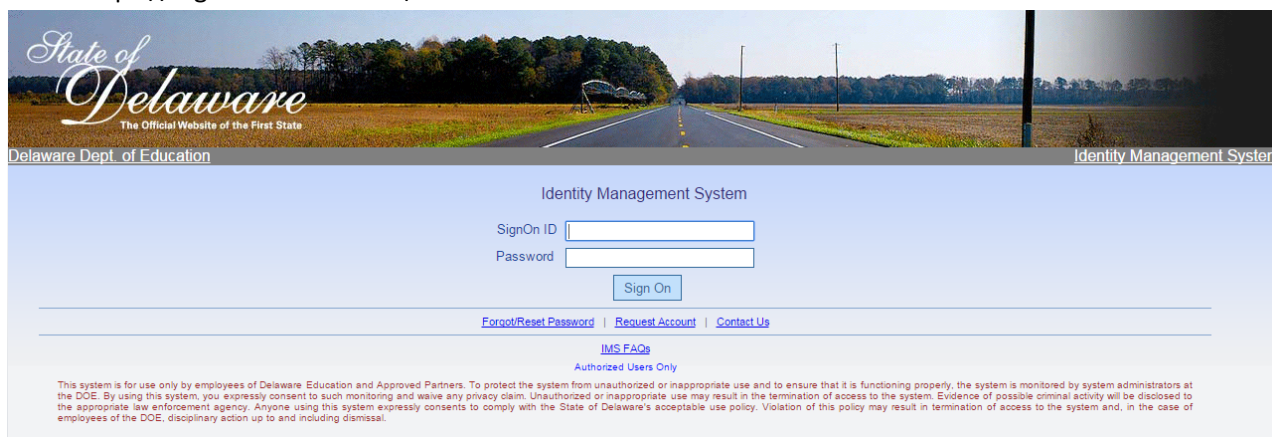
This guide designed for the following users:

- 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/>

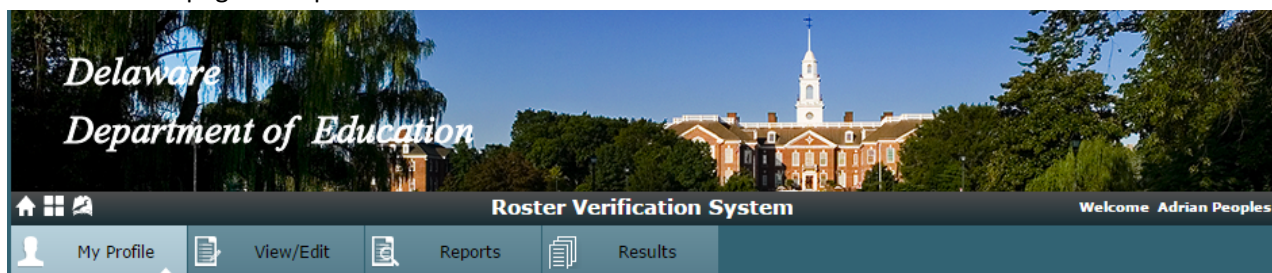


The screenshot shows the login page for the Delaware Dept. of Education's Identity Management System. At the top, there is a banner with the text "State of Delaware" and "The Official Website of the First State". Below this, the text "Delaware Dept. of Education" is on the left and "Identity Management System" is on the right. The main content area is titled "Identity Management System" and contains a "SignOn ID" field, a "Password" field, and a "Sign On" button. Below the fields, there 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."

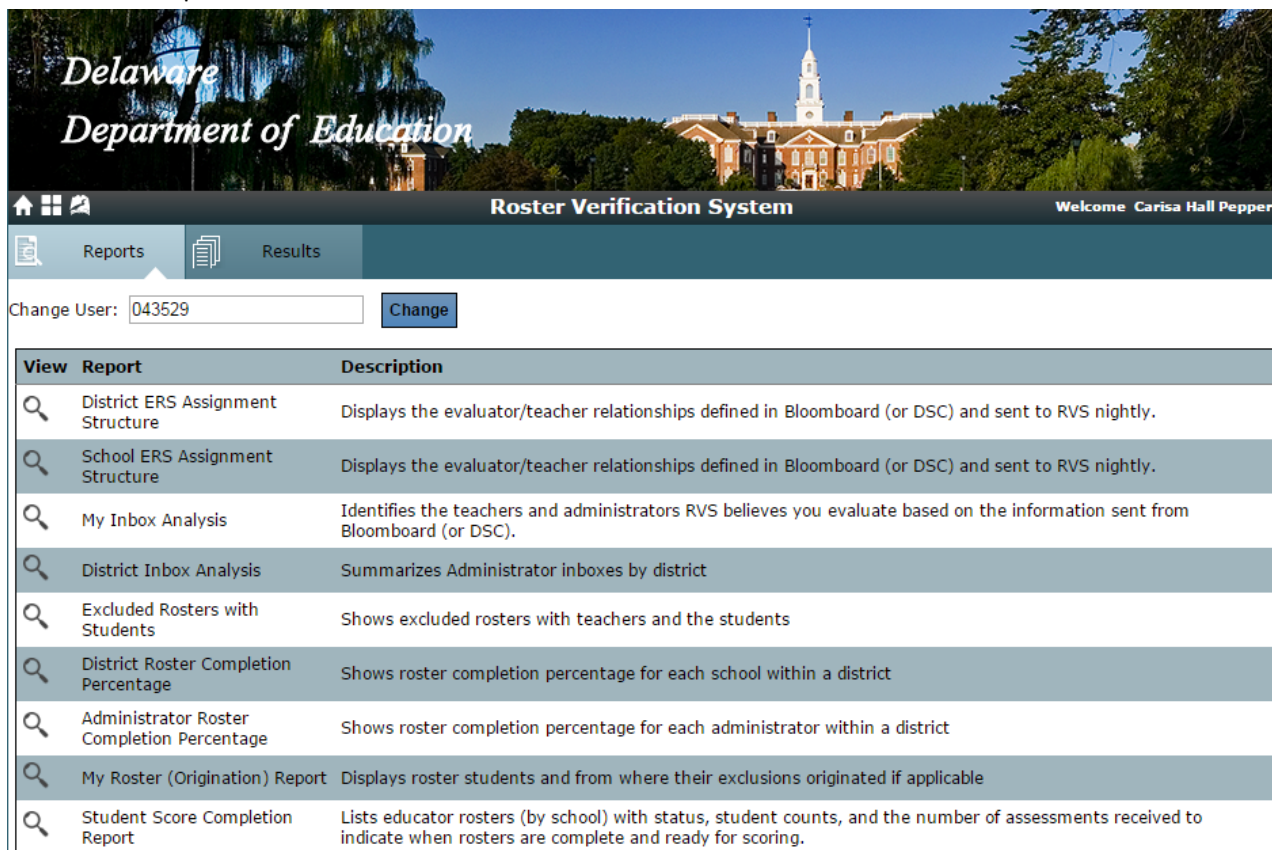
2. Enter username and password
3. Click RVS Icon



- The RVS home page will open



- Click on the Reports tab




Possible reports include, but are not limited to:

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

|  |   |
|--|---|
| <b>My Inbox Analysis</b>               | Identifies the teachers and administrators RVS believes you evaluate based on the information sent from DSC.  |
| <b>School ERS Assignment Structure</b> | Displays the evaluator/teacher relationships defined in DSC and sent to RVS nightly.  |
| <b>Student Score Completion Report</b> | 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 My Inbox Analysis report.

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Find | Next

### My Inbox Analysis

This report is designed to tell you why an educator is in your inbox (or why he/she is not). It contains the names of the educators you evaluate according to your system (e.g. Bloomboard or DSC). If the educator's name is on this report, he/she either has at least one roster OR DOE feels he/she SHOULD have a roster to evaluate. If there are names on this list that should not be OR missing names, please contact your evaluation system technical support to have your assignments corrected.

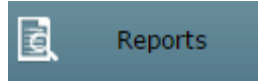
| Name              | Position                                   | Rosters | Submitted | Approved | In My Inbox? | Complete? | Why Not?                  |
|-------------------|--|---------|-----------|----------|--------------|-----------|---------------------------|
| Andy Frankum      | Teacher, Middle, English, Comprehensive    | 1       | 0         | 0        | No           | No        | Not all rosters submitted |
| Carla Costa       | Teacher, Middle, Math, Grades 7&8          | 1       | 0         | 0        | No           | No        | Not all rosters submitted |
| Erin Bobby        | Teacher, Secondary, English, Comprehensive | 0       | 0         | 0        | No           | No        | Group 1                   |
| Heather Foley     | Teacher, Middle, English, Comprehensive    | 1       | 0         | 0        | No           | No        | Not all rosters submitted |
| Jaime Bahder      | Teacher, Middle, Math, Grades 7&8          | 1       | 0         | 0        | No           | No        | Not all rosters submitted |
| Jennifer Thompson | Teacher, Middle, English, Comprehensive    | 1       | 0         | 0        | No           | No        | Not all rosters submitted |
| Karen Hugues      | Teacher, Middle, English, Comprehensive    | 1       | 0         | 0        | No           | No        | Not all rosters submitted |
| Karen Willey      | Teacher, Middle, English, Comprehensive    | 1       | 0         | 0        | No           | No        | Not all rosters submitted |
| Kathy Cripps      | Teacher, Middle, Math, Comprehensive       | 1       | 0         | 0        | No           | No        | Not all rosters submitted |
| Kathy Kay         | Teacher, Middle, English, Comprehensive    | 1       | 0         | 0        | No           | No        | Not all rosters submitted |
| Rebecca Frankum   | Intern, Instruction                        | 0       | 0         | 0        | No           | No        | Group 1                   |

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A few notes about this report. An educator must be explicitly assigned to you in your approved educator evaluation vendor system (e.g. DSC). To be considered "Complete," the educator must be a Group 1 educator who has submitted ALL of their rosters for approval AND all rosters must be APPROVED by the evaluator. Check the "Why Not?" column to determine why an educator is not considered complete. An educator can submit a roster either for approval or exclusion. Either situation is considered to be "Submitted."

7. Once you have completed viewing your report, click the
- RVS reports list



tab to return to the

## 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](mailto:Adrian.Peoples@doe.k12.de.us) or (302) 735-4161

RVS Policy Questions: [Seher.Ahmad@doe.k12.de.us](mailto:Seher.Ahmad@doe.k12.de.us)