



Department of Education



Using the Roster Verification System (RVS) How-To Guide: View RVS Report – Student Score Completion

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

Technology Resources and Educator Supports

February 2020

Who Should Use This Guide

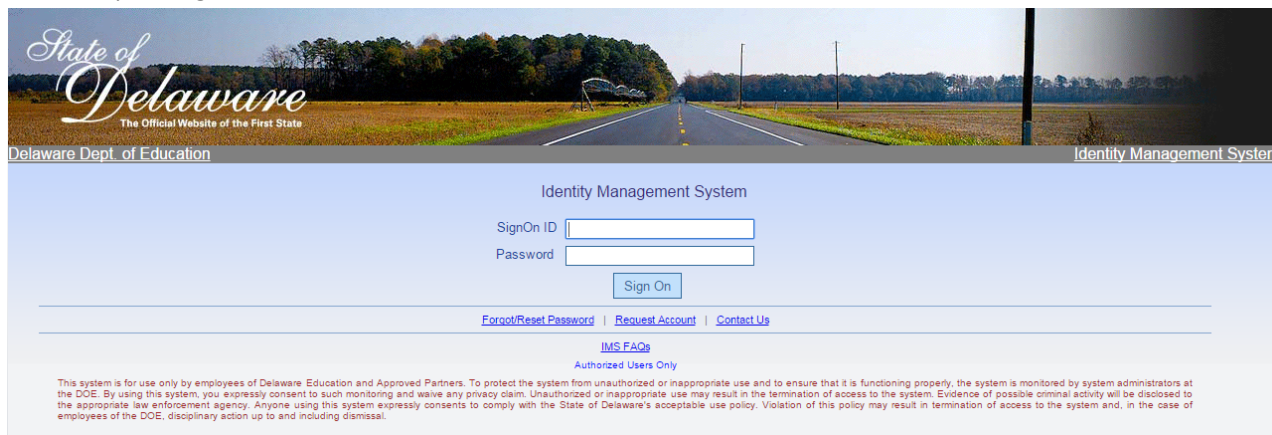
This guide designed for the following users:

- 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/>

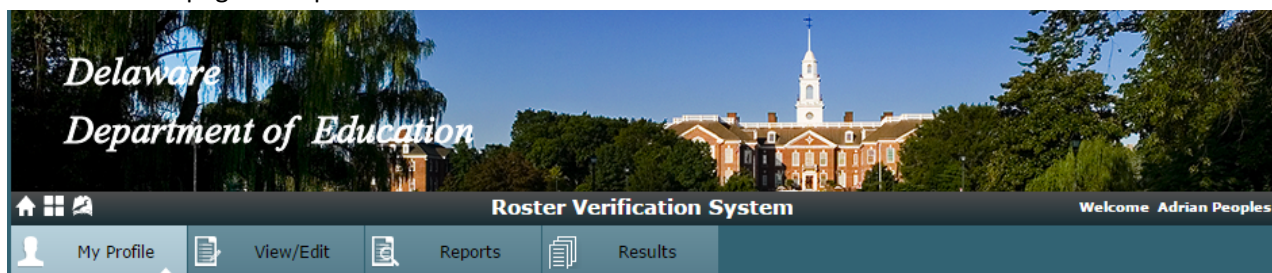


The screenshot shows the login page for the Delaware Dept. of Education's Identity Management System. At the top, there is a banner with the text "State of Delaware" and "The Official Website of the First State". Below this, the text "Delaware Dept. of Education" is on the left and "Identity Management System" is on the right. The main heading is "Identity Management System". Below this, there are two input fields: "SignOn ID" and "Password". A "Sign On" button is located below the password field. Below the button, there are three links: "Forgot/Reset Password", "Request Account", and "Contact Us". Below these links, there is a link for "IMS FAQs" and the text "Authorized Users Only". At the bottom, there is a disclaimer: "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."

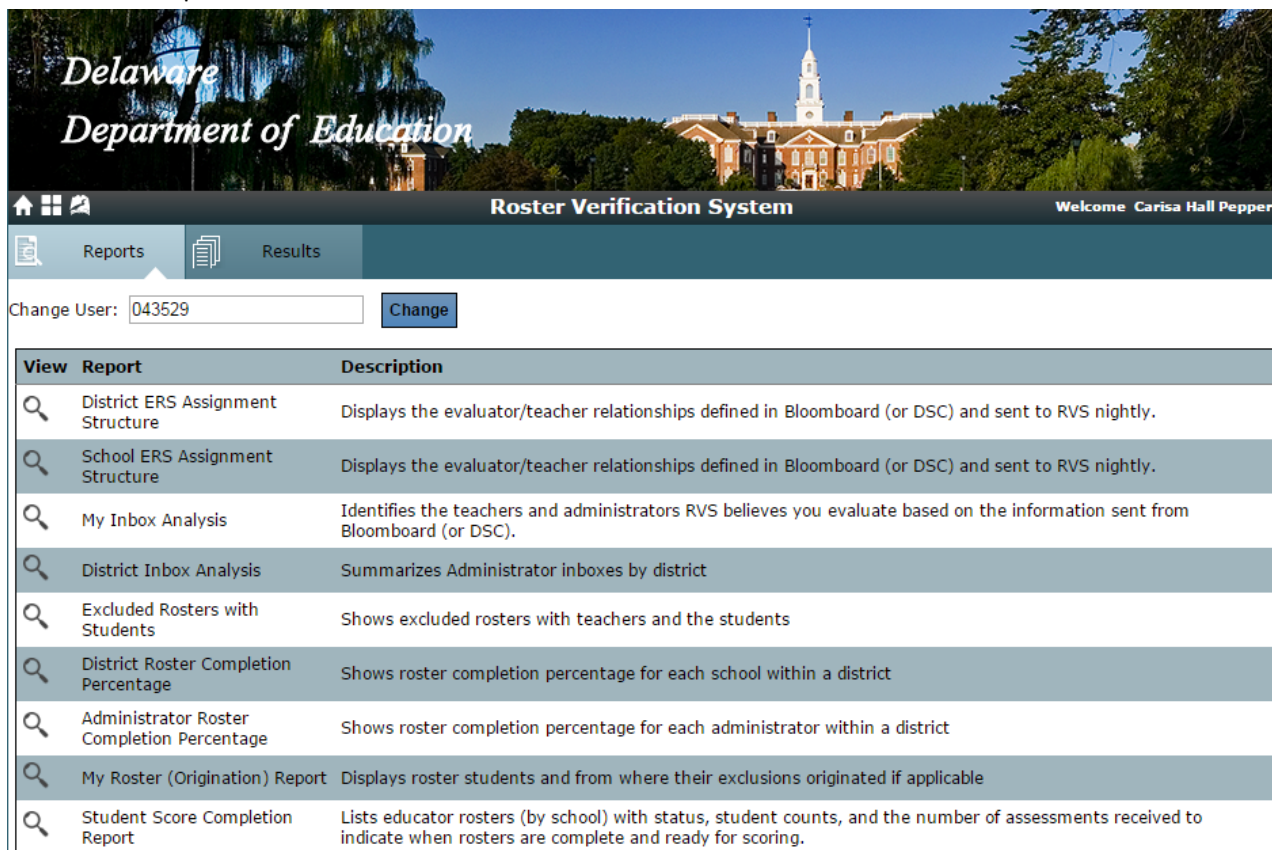
2. Enter username and password
3. Click RVS Icon



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 Student Score Complete report.



Delaware
Department of Education

Roster Verification System Welcome Patricia Oliphant

Reports Results

Return to Report Menu

School View Report

7. Select a School

8. Click the **View Report** button

School **Sussex Academy** **View Report**

1 of 1 Find | Next

Sussex Academy RVS Roster Student Score Completion Report


This report shows the educators with approved students on their rosters AND whether official assessment scores have been received for the corresponding subject. This report is not a real-time report. The Scores and Percent Complete columns are updated weekly.

School Year: 2017

Percent Scores Received for Included Students: 0.00%

Educator	Roster	Submitted?	Approved?	Students	Scores	% Complete
Andy Frankum	2017 ELA Roster	No	No	0	0	0.00
Carla Costa	2017 MATH Roster	No	No	0	0	0.00
Heather Foley	2017 ELA Roster	No	No	0	0	0.00
Jaime Bahder	2017 MATH Roster	No	No	0	0	0.00
Jennifer Thompson	2017 ELA Roster	No	No	0	0	0.00
Karen Hugues	2017 ELA Roster	No	No	0	0	0.00
Karen Willey	2017 ELA Roster	No	No	0	0	0.00
Kathy Cripps	2017 MATH Roster	No	No	0	0	0.00
Kathy Kay	2017 ELA Roster	No	No	0	0	0.00

A few notes about this report. It is designed to only show educators with valid rosters. The "Students" column corresponds to the number of INCLUDED and APPROVED students on the roster. The "Scores" column indicates how many relevant state assessment scores have been received and loaded for the included and approved students on the roster. The report is designed to show one roster per educator per subject.

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