



Department of Education



**Using the Roster Verification System (RVS)
How-To Guide:
Approve Submitted Rosters**

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

Technology Resources and Educator Supports

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Who Should Use This Guide

This guide designed for the following users:

- Building Administrators
- District Administrators

This document assumes at least one roster has been submitted to your Inbox. There are several reports available to determine the status your team's roster submission.

How to Approve a Submitted Roster

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



The screenshot shows the login page for the Identity Management System. At the top, there is a banner image of a road in a field with the text "State of Delaware" and "The Official Website of the First State". Below the banner, 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 two input fields: "SignOn ID" and "Password". Below these fields is a "Sign On" button. At the bottom of the form, there are links for "Forgot/Reset Password", "Request Account", and "Contact Us". Below the links, there is a link for "IMS FAQs" and the text "Authorized Users Only". At the very bottom, there is a small 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

The screenshot shows the RVS home page interface. At the top, an orange banner displays a warning: "You have 111 days remaining in your Roster Verification Window." Below this, the user's profile information is shown: "Name: Paul Rabinovitch" and "RVS Roles: Evaluator". Underneath, it lists "Educator Group: Group 3" and "Evaluator(s):". A section titled "IMPORTANT MESSAGE(S)" contains a bulleted list of messages regarding roster submission progress. Below the messages, there are three summary sections: "MY ROSTER(S): 0 FOUND", "AVAILABLE ASSIGNMENT(S)", and "MY SCOPE: 1 LOCATION(S)". At the bottom, a dark blue footer contains navigation links: "RVS Home | DDOE IMS | Support Materials | Contact Us" and a copyright notice: "© 2012-2016 State of Delaware, Delaware Department of Education".

5. Confirm your Header Information is correct

This screenshot shows the header information section of the RVS home page, which is identical to the one in step 4. It includes the orange warning banner, the user's name (Paul Rabinovitch), role (Evaluator), educator group (Group 3), and evaluator(s) information.

Please note that the information contained in the Header Information is controlled by the approved online evaluation system currently being used by your district. DOE cannot change this information. If you feel this information is incorrect, please contact your school and/or district administration. It must be corrected in your online evaluation system. Once corrected, it will be sent to RVS within 24 hours.

6. View Important Message(s)

This screenshot shows the "IMPORTANT MESSAGE(S)" section from the RVS home page. It features a dark header with the title "IMPORTANT MESSAGE(S)" and a light gray background containing a bulleted list of messages about roster submission progress.

The information contained in the Important Messages section for administrators gives summary level statistics on the progress of his/her team's roster submission as well as details about how many rosters have been approved. For detailed team information, please go to the Reports section of RVS and run Inbox Analysis or Team Roster Completion reports.

7. View Available Assignment(s)

AVAILABLE ASSIGNMENT(S)									
Select a school: Delcastle Technical High School									
<input checked="" type="checkbox"/> Show Mine <input type="checkbox"/> Group 1 <input checked="" type="checkbox"/> With Rosters <input type="checkbox"/> Ready For Me									
3 assignments found for the selected locations.									
Add	View	Name	School	Position	Rosters	Ready	Complete	Permission	
		Anthony Webb	Delcastle Technical High School	Teacher, Secondary, Math, Comprehensive	1	No	No	Edit	
		Corey Shepherd	Delcastle Technical High School	Teacher, Secondary, Math, Comprehensive	1	No	No	Edit	
		Joseph Evans	Delcastle Technical High School	Teacher, Secondary, Math, Comprehensive	1	No	No	Edit	

This section allows you to view who on your team has rosters and the status of those rosters.

A few terms to define here. **Rosters** tells you the number of rosters RVS has created for the educator. **Ready** means the educator has submitted ALL rosters for either approval or exclusions. This is very important to note. If an educator has more than one (1) roster and he/she has not submitted ALL rosters to you, the Ready column will indicate “No.” The educator will not appear in your Inbox until ALL rosters have been submitted. **Complete** means you have successfully approved all rosters for the educator. **Permission** tells you what you can do with the educator’s rosters. In RVS the permission levels are either “Edit” or “View Only.”

What do you do if you do not see any educators on your team? Use the checkboxes show below to search for educators:

Select a school:	Delcastle Technical High School		
<input checked="" type="checkbox"/> Show Mine	<input type="checkbox"/> Group 1	<input checked="" type="checkbox"/> With Rosters	<input type="checkbox"/> Ready For Me

If you are an evaluator in more than one building, you can switch schools by using the “Select a school” dropdown. The **Show Mine** checkbox, when checked, only shows you educators who are assigned to you within your online evaluation system provided by an approved third-party vendor (i.e. DSC’s DPAS application). The **Group 1** checkbox, when checked, filters down to only those educators who are identified as Group 1. The **With Rosters** checkbox helps you determine for whom RVS created rosters—not necessarily who SHOULD have a roster. The **Ready For Me** checkbox, when checked, shows only those educators who have submitted ALL of their rosters to you (i.e., they are in your inbox ready for your attention).

8. Click the  icon to the left of the educator's name whose rosters you wish to review/approve

All included students with both a Fall and Spring score on the state assessment will be used in the calculation of Component V, Measure A.

Name: Paul Rabinovitch

Building: Delcastle Technical High School

Educator of Record: Anthony Webb

Roster: 2016 Math Roster Combine All Rosters

Submit ENTIRE Roster For: Approval Exclusion

Submitted: No [Submit roster to evaluator](#)

For: Not Submitted

Decision: No Decision Made

Decision Made On: Not Applicable

What can I do? View/Edit

Show All students

2 students found for roster named: 2016 Math Roster

[Add student to this roster](#) [Reset student-level approvals](#)

	Name	Grade	Roster	In/Out	Reason	Approved	By	When
<input checked="" type="checkbox"/>	Bishop, Tyson	10	2016 Math Roster	Included	Enrolled			1/1/0001
<input checked="" type="checkbox"/>	Salazar, Dustyn	10	2016 Math Roster	Included	Enrolled			1/1/0001

Please note that as an evaluator, you can do a lot of things on behalf of an educator. That means you can submit a roster to yourself on the educator's behalf. You can also edit a student's inclusion status.

At the top of the Roster screen, you will see information about you, the educator of record, and the roster. If the educator has more than one roster, you can switch between them by using the Roster dropdown list provided.

If you feel a roster should NOT be a part of your Student Growth Component rating, you must submit the ENTIRE roster for EXCLUSION. As the evaluator, you must approve this decision before it becomes effective.

If the roster will be included as part of an educator's Student Growth Component rating, ALL student-level inclusion/exclusion decisions must be made before a roster is submitted for approval.

At the bottom of this screen you will see a list of students associated with this roster. All students are initially included on the roster. If you want to exclude students from this roster, you must do it

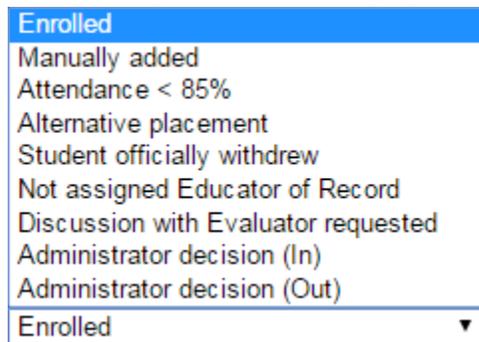
one student at a time. All individual student decisions must be approved by the evaluator before it becomes effective.

Approving students one at a time across several rosters can be quite cumbersome. RVS has provided tools to expedite the process. Please note, you should only use these tools when you are ready to approve the roster.

9. Click the **Combine All Rosters** checkbox to combine all educators rosters into one
10. Click the **Show only excluded students** checkbox to filter the singular student list down to only those students whose reason has been set to exclude the student from the list
11. Click the  icon to the left of a student's name to request a change in inclusion status for that student

	Name	Grade	Roster	In/Out	Reason	Approved	By	When
	Bishop, Tyson	10	2016 Math Roster	Included	Enrolled	Approved		1/1/0001

The options you have for changing a student's status are as follows:



- Enrolled
- Manually added
- Attendance < 85%
- Alternative placement
- Student officially withdrew
- Not assigned Educator of Record
- Discussion with Evaluator requested
- Administrator decision (In)
- Administrator decision (Out)
- Enrolled

As an evaluator you have two (2) additional reasons for inclusion/exclusion that the educator does not see. Using your administrator discretion and/or through a conversation with the educator, you can choose to include/exclude a student using the "Administrator decision (In)" and "Administrator decision (Out)" reasons respectively.

Please note that if you or the educator select "Discussion with Evaluator requested," as the evaluator, YOU MUST CHANGE the reason once a resolution has been reached. If you do NOT change the reason, the student will be included as part of your Student Growth Component rating for the educator.

As the evaluator, you must approve an educator's request for student exclusion. Your options are:

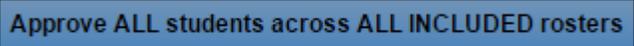


- Approved
- Approved
- Not Approved
- Reset

If you choose Reset, the decision is erased for the given student.

12. Click the  icon to the far left of the student's name to save the changes made. If you do NOT click this button, your changes will be ignored by the system.

13. Repeat the previous two steps as necessary for other students whose status you wish to change

It is also possible to approve all exclusion reasons across all rosters (for the selected educator) by clicking the  button. Doing this will set the educator's roster status to "complete" and he/she will be removed from your inbox.

14. Once you have completed your roster changes and submitted the roster, click the



tab to return to the RVS home page

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.

[Adrian Peoples](#), RVS System Questions (302) 735-4161

[Seher Ahmad](#), RVS Policy Questions