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/

2. Enter username and password

3. Click RVS Icon

4. The RVS home page will open

> You have **111** days remaining in your Roster Verification Window.
>
> **Name:** Paul Rabinovitch **RVS Roles:** Evaluator
>
> **Educator Group:** Group 3 **Evaluator(s):**
>
> **IMPORTANT MESSAGE(S)**
> - Your team of 28 educators have submitted 0% of their rosters.
> - You have approved 0% of your team's rosters.
> - Please work with your team to get more rosters submitted before attempting to build your own roster.
> - You have at least one assignment who has NOT submitted all of their rosters
>
> **MY ROSTER(S): 0 FOUND**
> **AVAILABLE ASSIGNMENT(S)**
> **MY SCOPE: 1 LOCATION(S)**
>
> **RVS Home** | **DDOE IMS** | **Support Materials** | **Contact Us**
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5. Confirm your Header Information is correct

> You have **111** days remaining in your Roster Verification Window.
>
> **Name:** Paul Rabinovitch **RVS Roles:** Evaluator
>
> **Educator Group:** Group 3 **Evaluator(s):**

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)

> **IMPORTANT MESSAGE(S)**
> - Your team of 28 educators have submitted 0% of their rosters.
> - You have approved 0% of your team's rosters.
> - Please work with your team to get more rosters submitted before attempting to build your own roster.
> - You have at least one assignment who has NOT submitted all of their rosters

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 ▾
☑ Show Mine ☐ Group 1 ☑ With Rosters ☐ 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 ▾
☑ Show Mine ☐ Group 1 ☑ With Rosters ☐ 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

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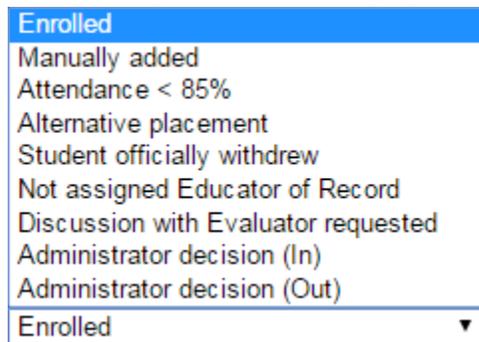
Enrolled
Manually added
Attendance < 85%
Alternative placement
Student officially withdrew
Not assigned Educator of Record
Discussion with Evaluator requested
Administrator decision (In)
Administrator decision (Out)

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:
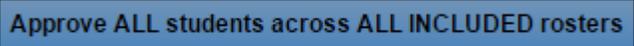
Approved ▼
Approved
Not Approved
Reset

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 Approve ALL students across ALL INCLUDED rosters 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

    My Profile 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