Department of Education

Using the Roster Verification System (RVS) How-To Guide: Build a Roster

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:

- Building Administrators
- District Administrators

PLEASE READ: Before Building a Roster

Before you can build a roster you **must approve 100%** of your team's rosters. This will ensure all administrator-eligible exclusions are automatically copied to your roster.

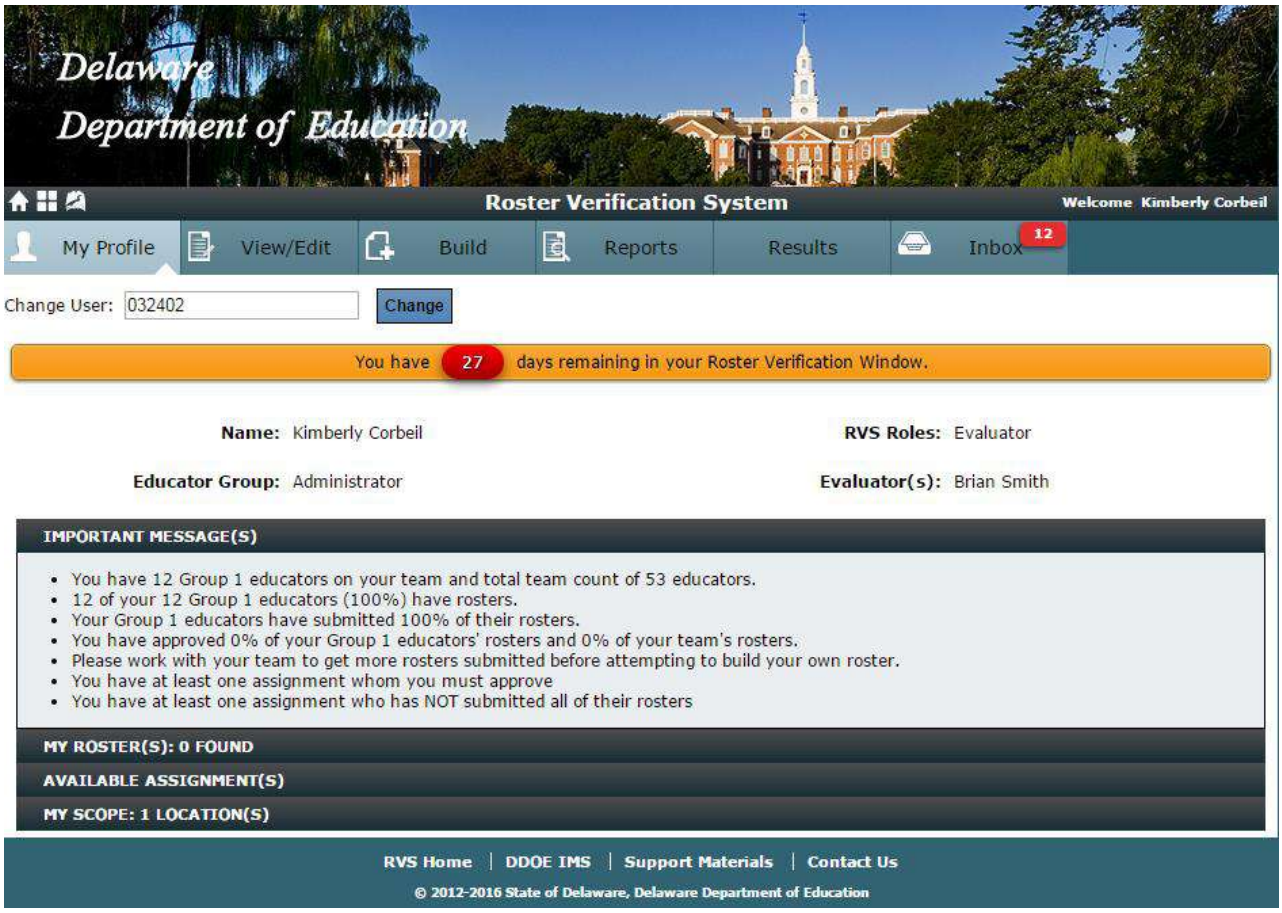
Open RVS

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

2. Enter username and password
3. Click RVS Icon

View Important Message(s) Section

The Important Messages section on the RVS My Profile page will give you information about the status of your team's rosters.



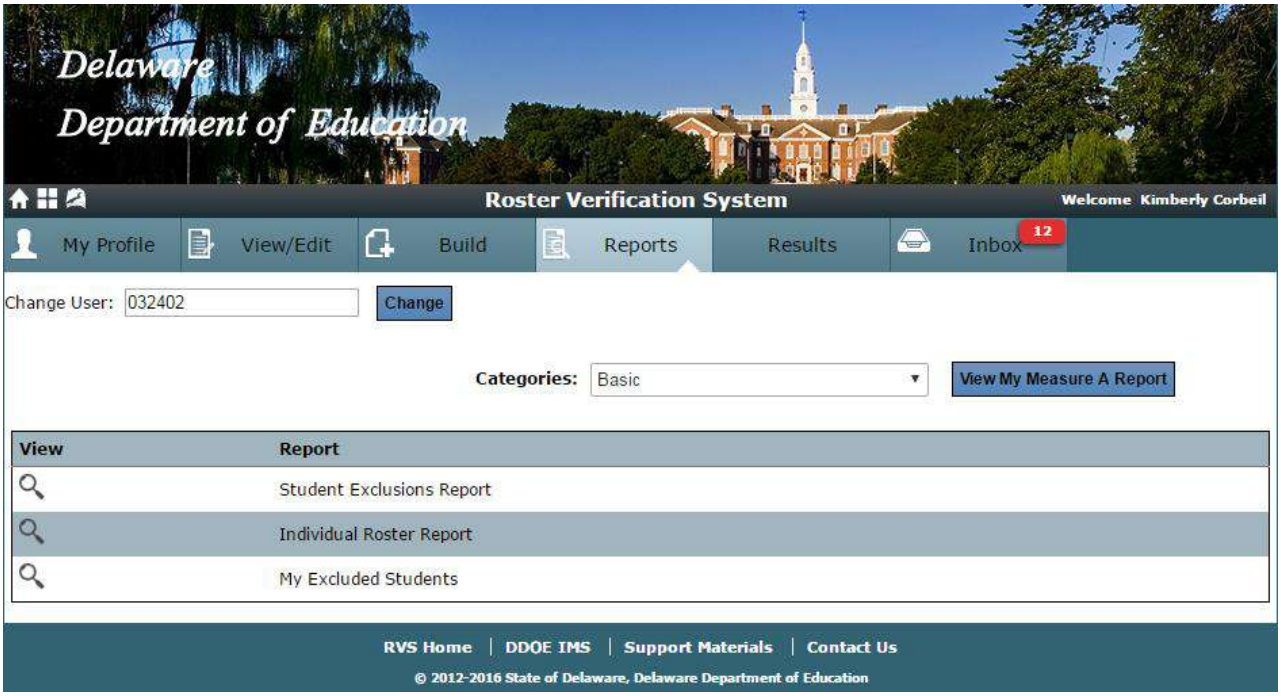
In the screenshot above, you can see that RVS will show you:

- How many educators (teachers, administrators, and specialists) you have on your team, regardless of Group number
- How many Group 1 educators you have on your team
- What percentage of Group 1 teachers have rosters (note, this should be 100%, if it is not, there is an issue you must resolve)
- What percentage of Group 1 rosters have been submitted (note, this must be 100% before RVS will allow you to create your roster)
- What percentage of rosters have been approved (note, this must be 100% before RVS will allow you to create your roster)

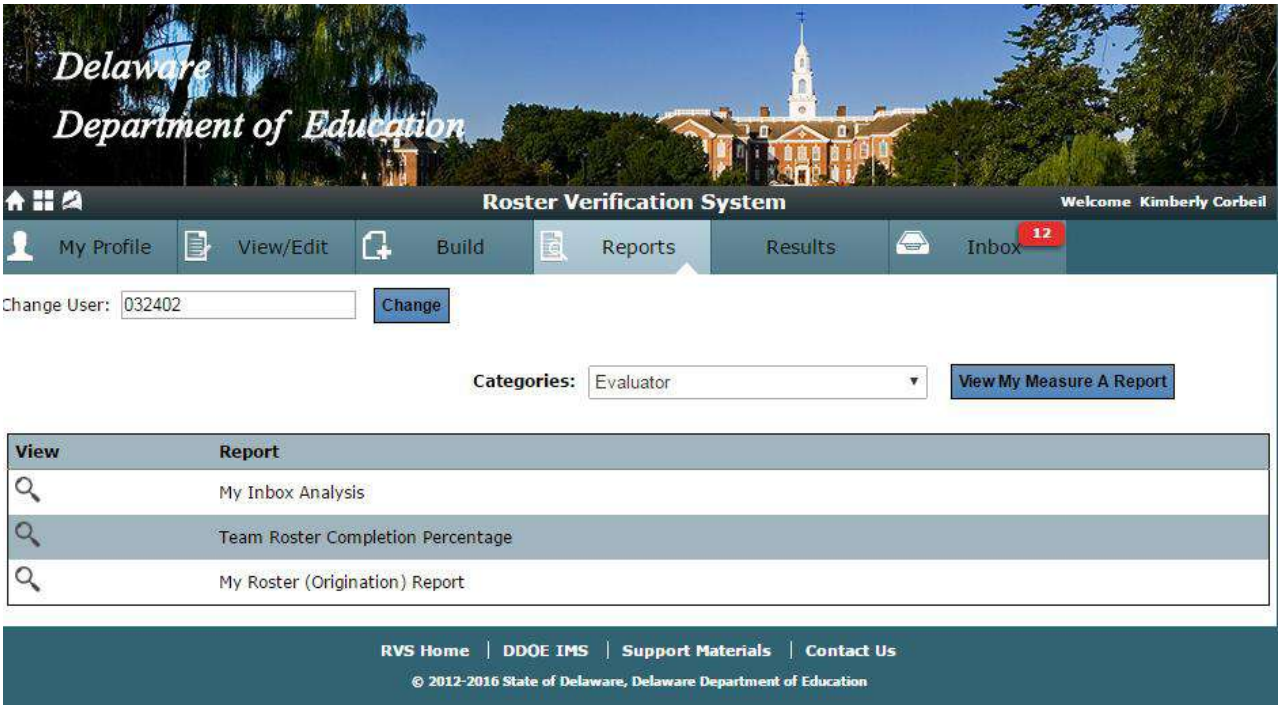
There are several other messages that can appear here. If after looking at your data RVS determines that you can build a roster, you will see the message, “please create a roster.” Another way to check into the status of your team’s rosters is by viewing the “My Inbox Analysis” report in RVS.

View the My Inbox Analysis Report

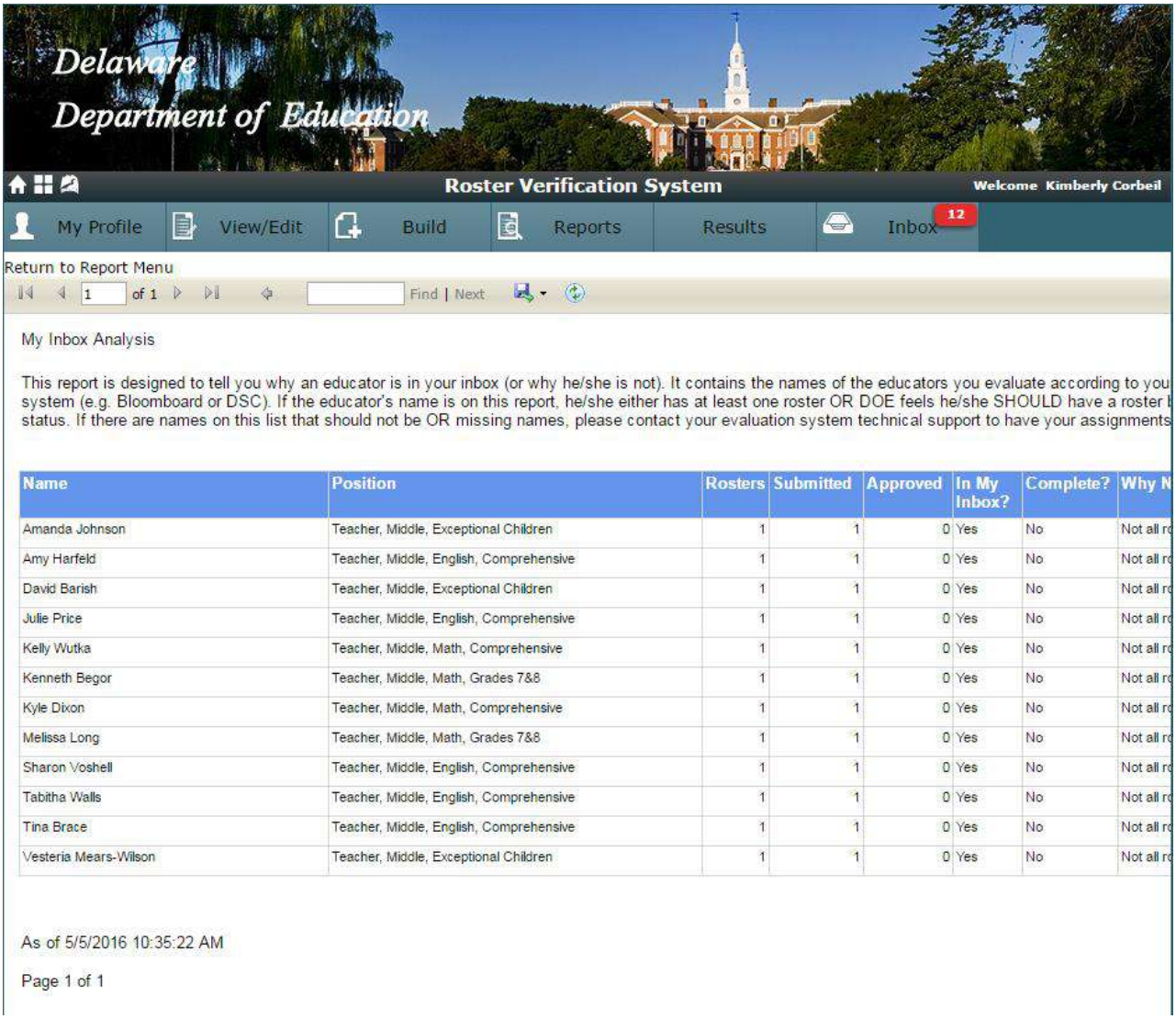
1. From the RVS My Profile Page, click the Reports tab



2. Select the Evaluator Category



3. Click the view icon to the left of My Inbox Analysis

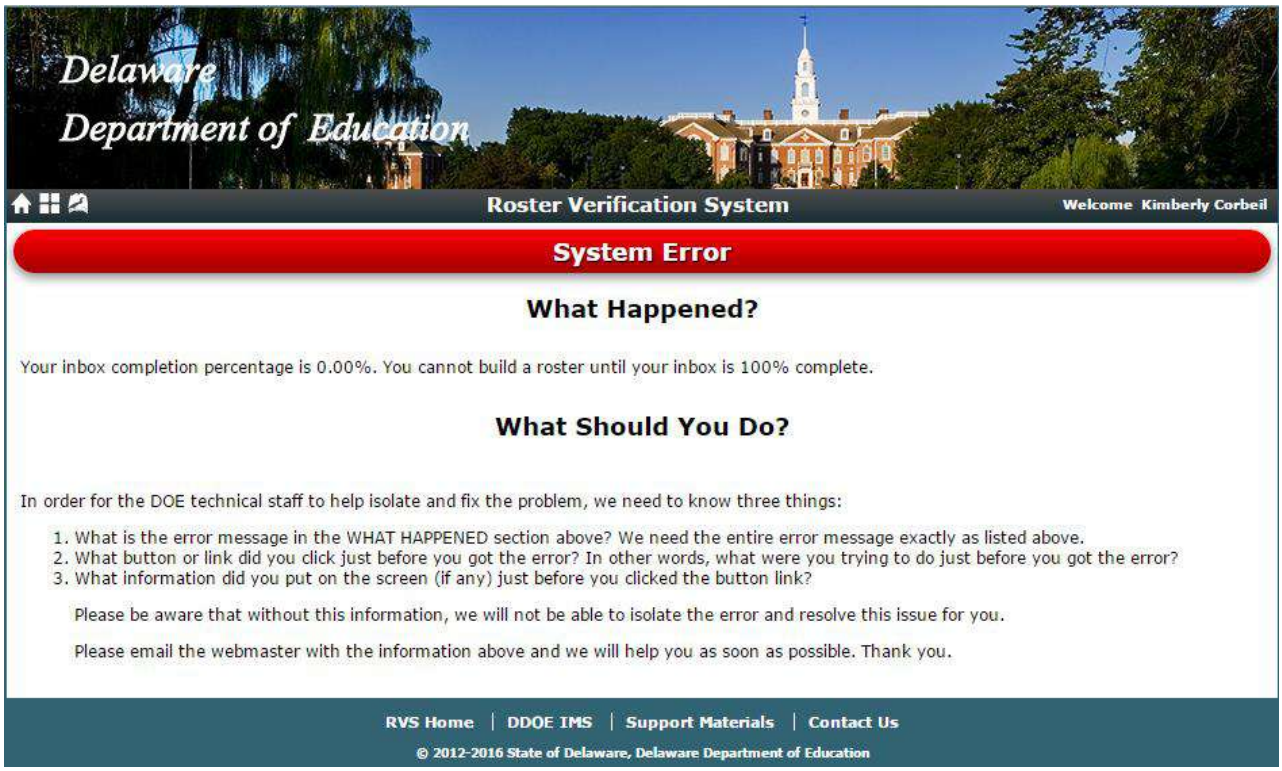


In this report you will see all educators assigned to you by your educator evaluation system (e.g. DSC's DPAS application), how many rosters each educator has, how many have been submitted and approved. The final two columns are very important. All eligible educators must have a "Yes" in their Complete column before you can create a roster. If the Complete column value is "No" for an eligible educator, the "Why Not?" column is populated with a reason.

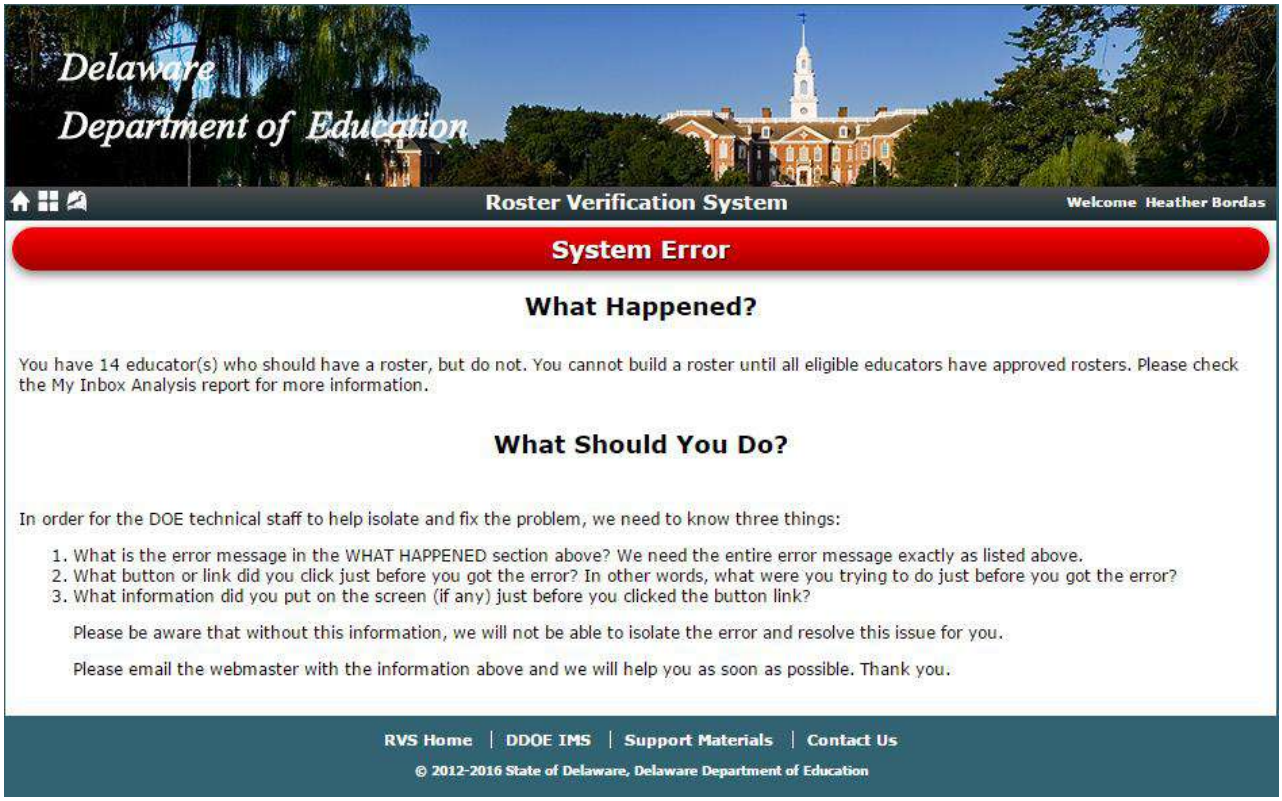
In the screenshot above, this evaluator has not yet begun the approval process for the educators on her team. The number "12" on the Inbox tab directly corresponds to the 12 names on this report—there is a "Yes" next to each name in the "In My Inbox?" column.

RVS Build Prevention

If you attempt to build a roster by clicking the Build tab and RVS determines that you are not ready to build a roster, you will get an error message that looks similar to the screenshot below:



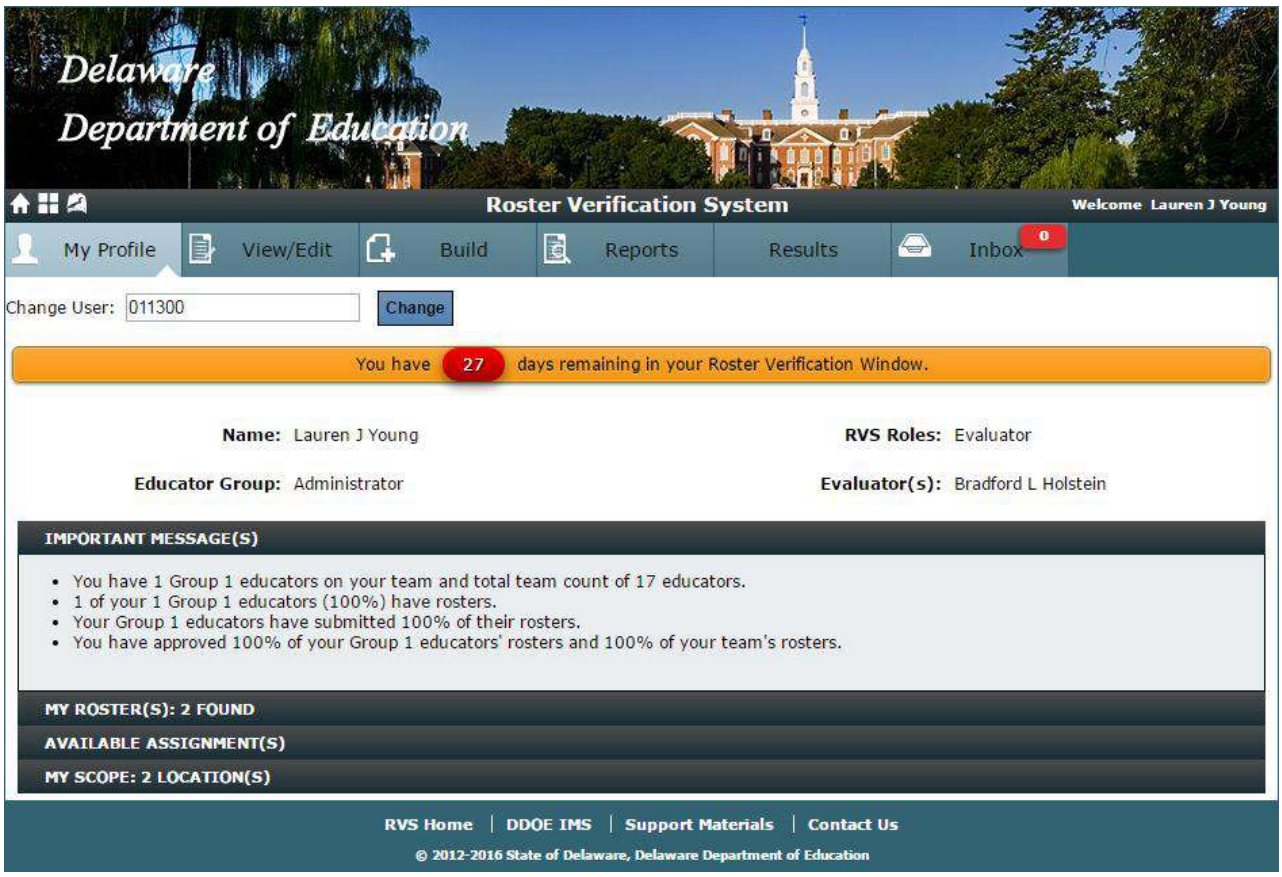
In this case, there are educators in the evaluator's inbox that need approval before RVS will allow her to build a roster. School Principals and District administrators may receive a message like the screenshot below:



In this case, the evaluator has administrators who have not created their rosters yet. The administrator could be an Assistant Principal—where the Principal is the evaluator—or the administrator could be a Principal—where a District Administrator is the evaluator. In either case, RVS will not allow you to create a roster until you have approved every eligible educator's roster on your team.

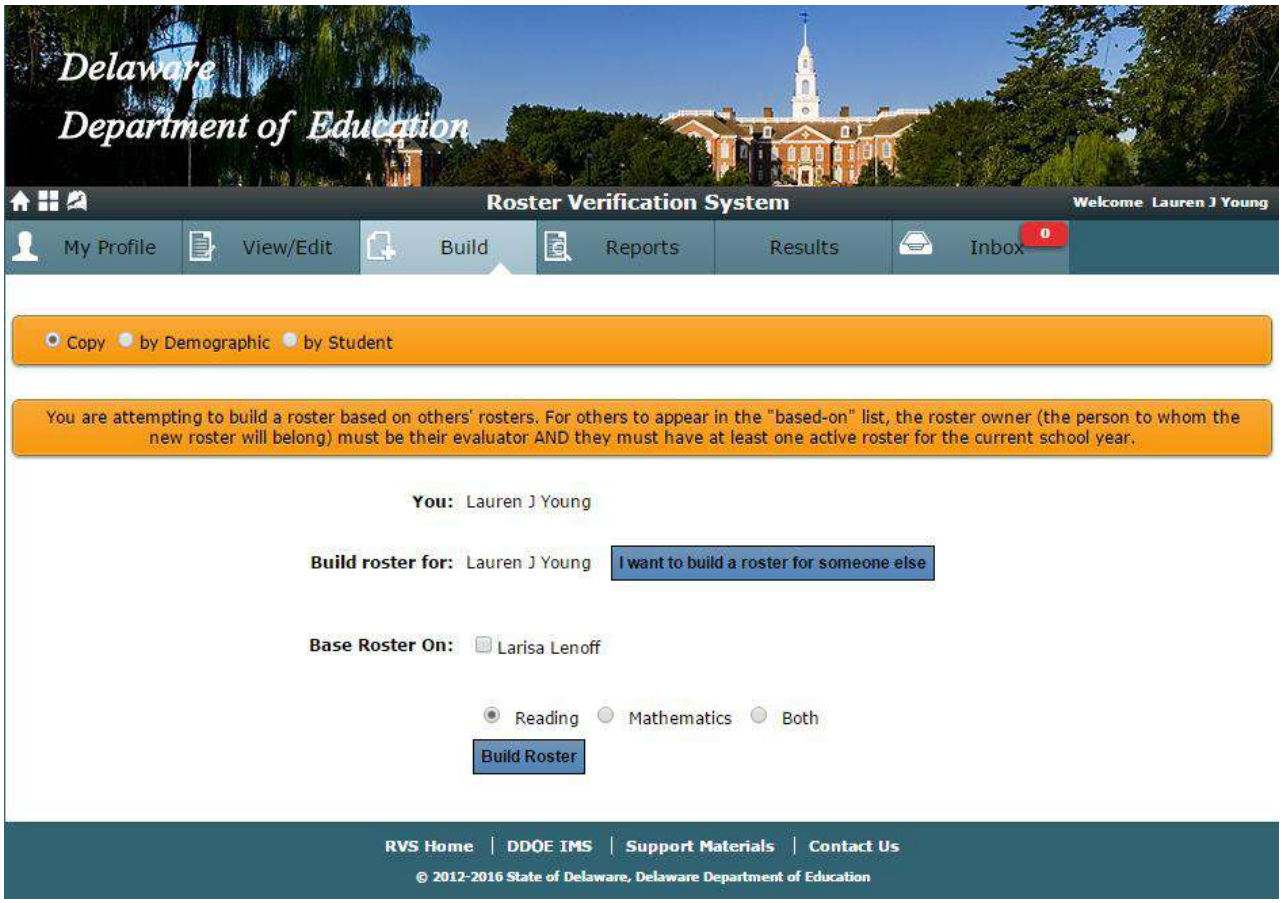
Building an RVS Roster

Once you have approved 100% of your team's rosters, you are ready to build your own roster. The screenshot below contains some key messages you should see to let you know you are ready to build a roster.



- 100% of your Group 1 educators should have rosters
- 100% of your Group 1 educators should have submitted rosters
- 100% of your team's rosters have been approved

If you see this in your "Important Messages" section, you should be able to click on the "Build" tab. When you click on the Build tab, RVS will bring you to the RVS Build screen.



Building an RVS Roster: Copy Method

There are three ways you can build a roster. The default way is the Copy method. In the Copy method, you are choosing to base your roster on one or more of your team's approved rosters. Use this method if you are only accountable for the students within your team's rosters. If you accountable for more students, you may choose to build your roster by demographic.

To build a roster using the copy method do the following once you open the RVS Build screen:

1. Click the Copy option (if not already selected, see screenshot above)
2. Click the checkbox next to the educator(s) whose rosters you want to copy to build your roster
3. Select if you want to build a Reading Roster, a Math Roster, or both
4. Click the Build Roster button

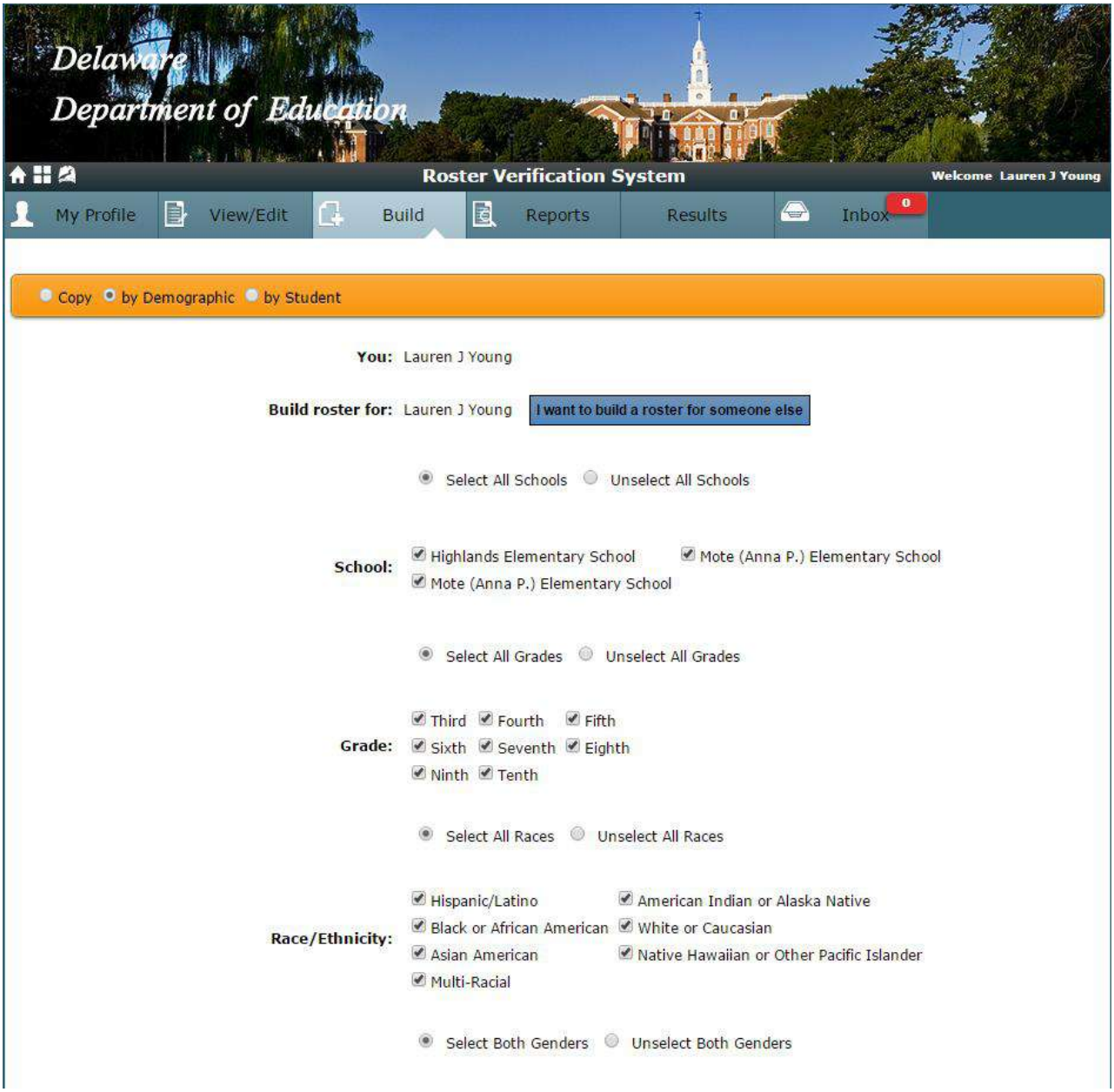
Once RVS builds the roster(s) you requested, it will automatically take you back to your RVS My Profile page where your rosters will be visible and ready to edit.

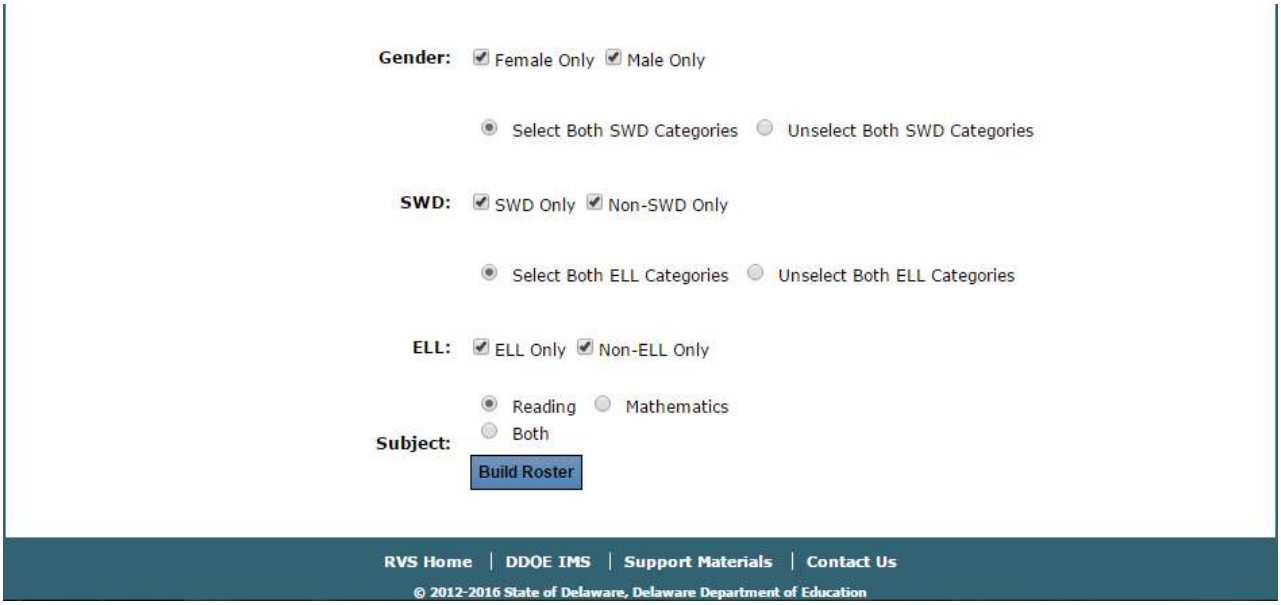
Building an RVS Roster: By Demographic Method

The second way to build a roster is the By Demographic method. In this method you select the type of students you want on your roster and RVS builds it. Use this method if you are accountable for a group of students that is not entirely contained within the rosters of the educators you evaluate.

To build a roster using the By Demographic method, do the following once you open the RVS Build screen:

1. Click the by Demographic option





2. Complete the form by clicking the checkboxes next to the demographics you want to include on your roster

3. Select if you want to build a Reading Roster, Math Roster, or both

4. Click the Build Roster button

Once RVS builds the roster(s) you requested, it will automatically take you back to your RVS My Profile page where your rosters will be visible and ready to edit.

Building an RVS Roster: Taking a Long Time?

Once RVS builds the roster(s) you requested, it should automatically take you back to your RVS My Profile page where your rosters will be visible and ready to edit. **Please note that RVS may take several minutes to build your roster. If after 3 minutes, RVS still shows you the "Loading…" dialog, it could be that RVS has built your roster, but lost control of the dialog box. Exit RVS and return. You will see your rosters built and waiting for you.**

Building an RVS Roster: Copying Exclusions From Approved Rosters

Because approved educator rosters have exclusions, RVS will copy certain exclusions to an administrator's roster during the build process. However, RVS is only designed to copy "attendance-based" exclusions. The logic here is that non-attendance based exclusions, e.g. Not Teacher of Record, do not apply to administrators.

Also, just because RVS copies an exclusion to your roster does not mean you have to keep the exclusion. For example, a student moves classes between two teachers halfway through the school year. Both teachers may exclude the student due to the less than 85% attendance. However, the student was in the school the entire year. In this case, the less than 85% attendance exclusion does not apply to you as an administrator even though RVS automatically copied the exclusion to your roster. The administrator has the ability to include the student in her roster before submitting it to her evaluator.

Please review all exclusions to ensure they apply to your situation before submitted it to your evaluator for approval.

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