



*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/>

The screenshot shows the login page for the Delaware Identity Management System. At the top, there is a banner with the 'State of Delaware' logo and a scenic image of a road. Below the banner, 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 positioned below the password field. Underneath the button, there are three links: 'Forgot/Reset Password', 'Request Account', and 'Contact Us'. Below these links is a link to 'IMS FAQs'. At the 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



## 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.

**Delaware Department of Education**

**Roster Verification System** Welcome **Kimberly Corbeil**

My Profile View/Edit Build Reports Results Inbox **12**

Change User:

You have **27** days remaining in your Roster Verification Window.

**Name:** Kimberly Corbeil **RVS Roles:** Evaluator

**Educator Group:** Administrator **Evaluator(s):** Brian Smith

**IMPORTANT MESSAGE(S)**

- You have 12 Group 1 educators on your team and total team count of 53 educators.
- 12 of your 12 Group 1 educators (100%) have rosters.
- Your Group 1 educators have submitted 100% of their rosters.
- You have approved 0% of your Group 1 educators' rosters and 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 whom you must approve
- 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](#)

© 2012-2016 State of Delaware, Delaware Department of Education

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

Delaware Department of Education

Roster Verification System

Welcome Kimberly Corbell

My Profile View/Edit Build Reports Results Inbox 12

Change User: 032402 Change

Categories: Basic View My Measure A Report

View	Report
	Student Exclusions Report
	Individual Roster Report
	My Excluded Students

RVS Home | DDOE IMS | Support Materials | Contact Us

© 2012-2016 State of Delaware, Delaware Department of Education

2. Select the Evaluator Category

Delaware Department of Education

Roster Verification System

Welcome Kimberly Corbell

My Profile View/Edit Build Reports Results Inbox 12

Change User: 032402 Change

Categories: Evaluator View My Measure A Report

View	Report
	My Inbox Analysis
	Team Roster Completion Percentage
	My Roster (Origination) Report

RVS Home | DDOE IMS | Support Materials | Contact Us

© 2012-2016 State of Delaware, Delaware Department of Education



- Click the view icon to the left of My Inbox Analysis

**Delaware Department of Education**

**Roster Verification System** Welcome Kimberly Corbeil

My Profile View/Edit Build Reports Results Inbox **12**

Return to Report Menu

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 status. 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

Name	Position	Rosters	Submitted	Approved	In My Inbox?	Complete?	Why Not?
Amanda Johnson	Teacher, Middle, Exceptional Children	1	1	0	Yes	No	Not all ro
Amy Harfeld	Teacher, Middle, English, Comprehensive	1	1	0	Yes	No	Not all ro
David Barish	Teacher, Middle, Exceptional Children	1	1	0	Yes	No	Not all ro
Julie Price	Teacher, Middle, English, Comprehensive	1	1	0	Yes	No	Not all ro
Kelly Wutka	Teacher, Middle, Math, Comprehensive	1	1	0	Yes	No	Not all ro
Kenneth Begor	Teacher, Middle, Math, Grades 7&8	1	1	0	Yes	No	Not all ro
Kyle Dixon	Teacher, Middle, Math, Comprehensive	1	1	0	Yes	No	Not all ro
Melissa Long	Teacher, Middle, Math, Grades 7&8	1	1	0	Yes	No	Not all ro
Sharon Voshell	Teacher, Middle, English, Comprehensive	1	1	0	Yes	No	Not all ro
Tabitha Walls	Teacher, Middle, English, Comprehensive	1	1	0	Yes	No	Not all ro
Tina Brace	Teacher, Middle, English, Comprehensive	1	1	0	Yes	No	Not all ro
Vesteria Mears-Wilson	Teacher, Middle, Exceptional Children	1	1	0	Yes	No	Not all ro

As of 5/5/2016 10:35:22 AM

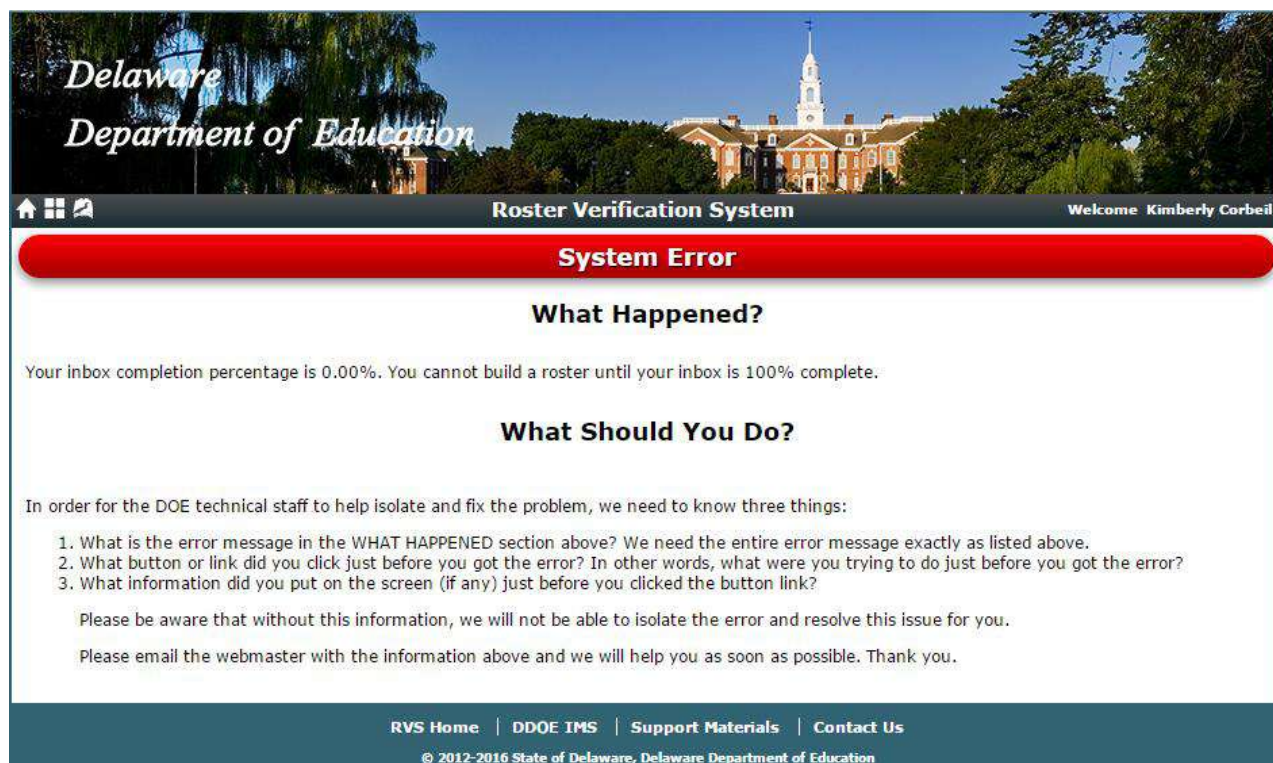
Page 1 of 1

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:



*Delaware*  
*Department of Education*

**Roster Verification System** Welcome Kimberly Corbeil

**System Error**

**What Happened?**

Your inbox completion percentage is 0.00%. You cannot build a roster until your inbox is 100% complete.

**What Should You Do?**

In order for the DOE technical staff to help isolate and fix the problem, we need to know three things:

1. What is the error message in the WHAT HAPPENED section above? We need the entire error message exactly as listed above.
2. What button or link did you click just before you got the error? In other words, what were you trying to do just before you got the error?
3. What information did you put on the screen (if any) just before you clicked the button link?

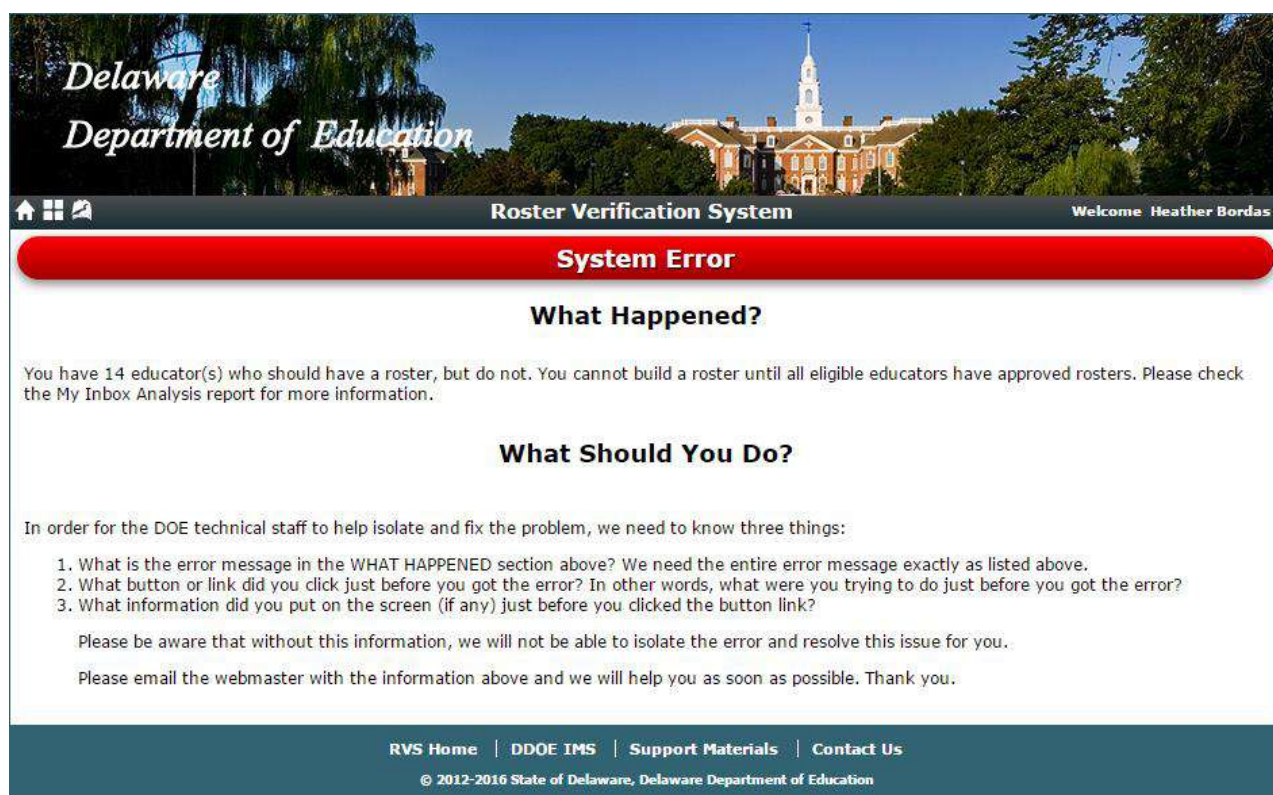
Please be aware that without this information, we will not be able to isolate the error and resolve this issue for you.

Please email the webmaster with the information above and we will help you as soon as possible. Thank you.

[RVS Home](#) | [DDOE IMS](#) | [Support Materials](#) | [Contact Us](#)

© 2012-2016 State of Delaware, Delaware Department of Education

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:



*Delaware*  
*Department of Education*

**Roster Verification System** Welcome Heather Bordas

**System Error**

**What Happened?**

You have 14 educator(s) who should have a roster, but do not. You cannot build a roster until all eligible educators have approved rosters. Please check the My Inbox Analysis report for more information.

**What Should You Do?**

In order for the DOE technical staff to help isolate and fix the problem, we need to know three things:

1. What is the error message in the WHAT HAPPENED section above? We need the entire error message exactly as listed above.
2. What button or link did you click just before you got the error? In other words, what were you trying to do just before you got the error?
3. What information did you put on the screen (if any) just before you clicked the button link?

Please be aware that without this information, we will not be able to isolate the error and resolve this issue for you.

Please email the webmaster with the information above and we will help you as soon as possible. Thank you.

[RVS Home](#) | [DDOE IMS](#) | [Support Materials](#) | [Contact Us](#)

© 2012-2016 State of Delaware, Delaware Department of Education



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.

**Delaware Department of Education**

**Roster Verification System** Welcome Lauren J Young

My Profile View/Edit Build Reports Results Inbox

Change User: 011300 Change

You have 27 days remaining in your Roster Verification Window.

**Name:** Lauren J Young **RVS Roles:** Evaluator

**Educator Group:** Administrator **Evaluator(s):** Bradford L Holstein

**IMPORTANT MESSAGE(S)**

- You have 1 Group 1 educators on your team and total team count of 17 educators.
- 1 of your 1 Group 1 educators (100%) have rosters.
- Your Group 1 educators have submitted 100% of their rosters.
- You have approved 100% of your Group 1 educators’ rosters and 100% of your team’s rosters.

**MY ROSTER(S): 2 FOUND**

**AVAILABLE ASSIGNMENT(S)**

**MY SCOPE: 2 LOCATION(S)**

[RVS Home](#) | [DDOE IMS](#) | [Support Materials](#) | [Contact Us](#)

© 2012-2016 State of Delaware, Delaware Department of Education

- 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.

*Delaware*  
*Department of Education*

**Roster Verification System** Welcome Lauren J Young

My Profile View/Edit **Build** Reports Results Inbox 0

☒ Copy ☐ by Demographic ☐ by Student

You are attempting to build a roster based on others' rosters. For others to appear in the "based-on" list, the roster owner (the person to whom the new roster will belong) must be their evaluator AND they must have at least one active roster for the current school year.

**You:** Lauren J Young

**Build roster for:** Lauren J Young [I want to build a roster for someone else](#)

**Base Roster On:** ☐ Larisa Lenoff

☒ Reading ☐ Mathematics ☐ Both

[Build Roster](#)

RVS Home | DDOE IMS | Support Materials | Contact Us  
© 2012-2016 State of Delaware, Delaware Department of Education

## 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 are 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

The screenshot shows the Delaware Department of Education Roster Verification System. The header features the department's name and a banner image of a school building. Below the header is a navigation bar with tabs: My Profile, View/Edit, Build (selected), Reports, Results, and Inbox (with a red notification badge showing '0'). A welcome message 'Welcome Lauren J Young' is displayed on the right. Below the navigation bar is an orange bar with three radio buttons: 'Copy', 'by Demographic' (selected), and 'by Student'. The main content area is titled 'You: Lauren J Young'. Below this is a section 'Build roster for: Lauren J Young' with a button 'I want to build a roster for someone else'. The interface then presents several selection options: 'Select All Schools' and 'Unselect All Schools' (both unselected); 'School:' with checkboxes for 'Highlands Elementary School', 'Mote (Anna P.) Elementary School', and 'Mote (Anna P.) Elementary School' (all checked); 'Select All Grades' and 'Unselect All Grades' (both unselected); 'Grade:' with checkboxes for 'Third', 'Fourth', 'Fifth', 'Sixth', 'Seventh', 'Eighth', 'Ninth', and 'Tenth' (all checked); 'Select All Races' and 'Unselect All Races' (both unselected); 'Race/Ethnicity:' with checkboxes for 'Hispanic/Latino', 'Black or African American', 'Asian American', 'Multi-Racial', 'American Indian or Alaska Native', 'White or Caucasian', and 'Native Hawaiian or Other Pacific Islander' (all checked); and 'Select Both Genders' and 'Unselect Both Genders' (both unselected).

**Delaware Department of Education**

**Roster Verification System** Welcome Lauren J Young

My Profile View/Edit **Build** Reports Results Inbox 0

☐ Copy ☒ by Demographic ☐ by Student

**You:** Lauren J Young

**Build roster for:** Lauren J Young [I want to build a roster for someone else](#)

☒ Select All Schools ☐ Unselect All Schools

**School:** ☒ Highlands Elementary School ☒ Mote (Anna P.) Elementary School  
☒ Mote (Anna P.) Elementary School

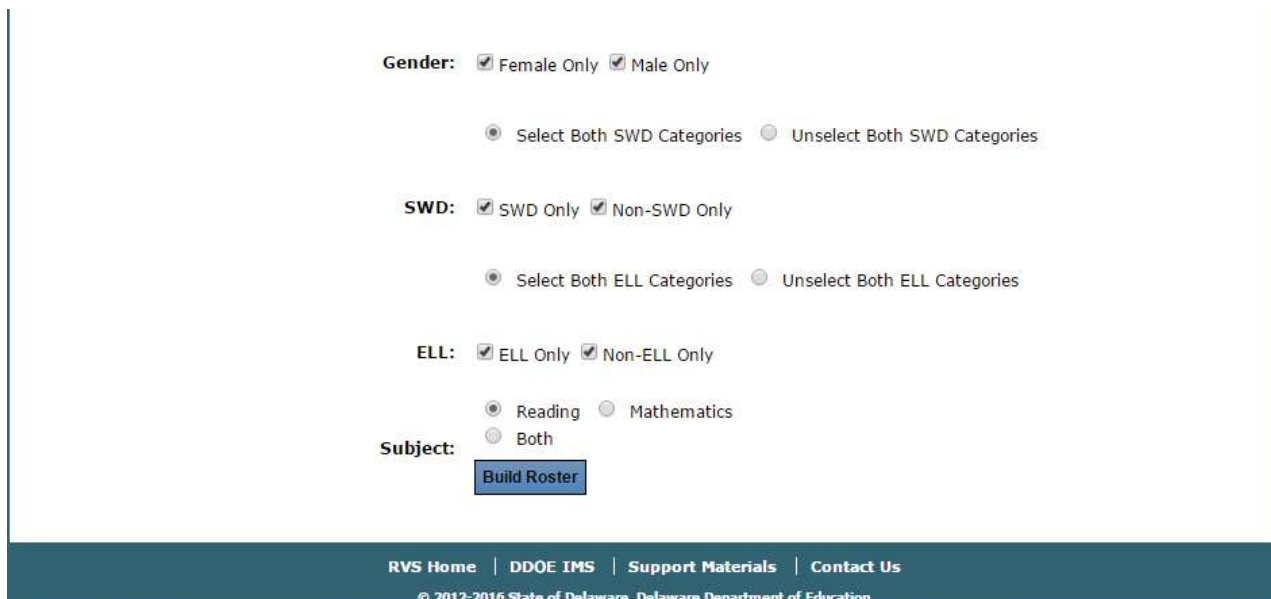
☒ Select All Grades ☐ Unselect All Grades

**Grade:** ☒ Third ☒ Fourth ☒ Fifth  
☒ Sixth ☒ Seventh ☒ Eighth  
☒ Ninth ☒ Tenth

☒ Select All Races ☐ Unselect All Races

**Race/Ethnicity:** ☒ Hispanic/Latino ☒ American Indian or Alaska Native  
☒ Black or African American ☒ White or Caucasian  
☒ Asian American ☒ Native Hawaiian or Other Pacific Islander  
☒ Multi-Racial

☒ Select Both Genders ☐ Unselect Both Genders



The screenshot shows a web form for building a roster. It includes several sections with checkboxes and radio buttons:

- Gender:** ☒ Female Only ☒ Male Only
- SWD:** ☒ SWD Only ☒ Non-SWD Only
- ELL:** ☒ ELL Only ☒ Non-ELL Only
- Subject:**
  - ☐ Reading ☐ Mathematics
  - ☐ Both

Below these options is a blue button labeled "Build Roster". At the bottom of the form, there is a footer with links: "RVS Home | DDOE IMS | Support Materials | Contact Us" and a copyright notice: "© 2012-2016 State of Delaware, Delaware Department of Education".

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