



*Department of Education*



# **Using the Roster Verification System (RVS) How-To Guide: View/Edit an Existing Roster**

**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:

- Group 1 Educators
- Building Administrators
- District Administrators

This document assumes at least one roster already exists for you. If you are a Group 1 Educator and a roster does NOT exist for you, one of three (3) reasons could explain why:

1. Your Employee ID is NOT in the appropriate location in eSchool.
2. Your classes have NOT been properly identified as ELA or Math classes.
3. You have NOT been identified as a Group 1 Educator in your online evaluation system (e.g., DSC's DPAS application). Please contact your online evaluation system support personnel at your district in order to rectify that problem.

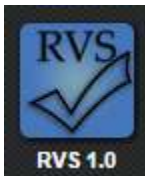
## How to View/Edit Your Roster

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



The screenshot shows the login page for the Identity Management System. At the top left, there is a banner for the State of Delaware with the text "The Official Website of the First State" and "Delaware Dept. of Education". 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. At the bottom of the form, there are three links: "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. Unapproved 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

You have **79** days remaining in your Roster Verification Window.

**Name:** Lisa Burnham **RVS Roles:** Educator of Record

**Educator Group:** Group 1 **Evaluator(s):** Lurleen Bryant, Mary Cooke, Melissa Voshell, Toriano Giddens

**IMPORTANT MESSAGE(S)**

- You have at least one roster that must be submitted to your evaluator

**MY ROSTER(S): 1 FOUND**

**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 **79** days remaining in your Roster Verification Window.

**Name:** Lisa Burnham **RVS Roles:** Educator of Record

**Educator Group:** Group 1 **Evaluator(s):** Lurleen Bryant, Mary Cooke, Melissa Voshell, Toriano Giddens

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)**

- You have at least one roster that must be submitted to your evaluator

7. Click on My Roster(s) to view your rosters

**MY ROSTER(S): 1 FOUND**


*You have 1 roster(s) for the current school year.*

View	Name	Applicable	Why	Included	Submitted	Approved
	2016 ELA Roster	Yes		Yes	No	No

Please note, if this section says you do not have any rosters for the current year and you feel this is a mistake, please contact the Department of Education (DOE) RVS Technical Support. Please DO NOT have your evaluator create a roster for you manually until you have first checked with DOE.

A few terms to define here. **Applicable** means the roster is relevant to RVS for the current year.

**Included** means the roster will be counted towards your over Student Growth Component rating. **Submitted** means you have successfully submitted your entire roster to your evaluator for approval. **Approved** means your evaluator has successfully approved your entire roster.

8. Click the  icon to the left of the Roster Name you wish to view

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:** Lisa Burnham

**Building:** William Henry Middle School ▼

**Educator of Record:** Lisa Burnham ▼

**Roster:** 2016 ELA Roster ▼

**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?** Edit

**Show** All students ▼

39 students found for roster named: 2016 ELA Roster


1 2								
	Name	Grade	Roster	In/Out	Reason	Approved	By	When
<input checked="" type="checkbox"/>	Carey, Thomas	06	2016 ELA Roster	Included	Enrolled			1/1/0001
<input checked="" type="checkbox"/>	Collins, David	06	2016 ELA Roster	Included	Enrolled			1/1/0001


At the top of the Roster screen, you will see information about you and your roster. If you have 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. Your evaluator must approve this decision before it becomes effective.

If your roster will be included as part of your Student Growth Component rating, you must make ALL student-level inclusion/exclusion decisions before you submit the ENTIRE roster 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 your evaluator before it becomes effective.

9. 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
 Carey, Thomas	06	2016 ELA Roster	Included	Enrolled		1/1/0001

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

- Enrolled
- Enrolled**
- Manually added
- Attendance < 85%
- Alternative placement
- Student officially withdrew
- Not assigned Educator of Record
- Discussion with Evaluator requested

Please note that if you select "Discussion with Evaluator requested," your evaluator MUST change the reason once a resolution has been reached. If he/she does NOT change the reason, the student will be included as part of your Student Growth Component rating.

As long as your evaluator has not approved the student decision or the entire roster, you can change the status of a student's roster inclusion as many times as you need to.

10. 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.

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

12. Click the  button to submit the entire roster for approval

**Submit ENTIRE Roster For:**  Approval  Exclusion

**Submitted:** No 

**For:** Not Submitted

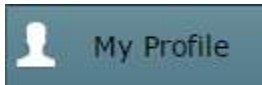
**Decision:** No Decision Made

**Decision Made On:** Not Applicable

**What can I do?** Edit

The above section of the Roster screen will show you the status of your roster as it changes.

13. 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