Applications Review and Updates
Presenter

Katie Milazzo
Web Applications Manager
Bureau of Accountability Reporting

Accountability@fldoe.org
Topics

• Roster Verification Tool Overview
• Helpful SSO Reminders
• Upcoming Applications
  • Graduation Rate Cohort Corrections
  • College and Career Acceleration
Roster Verification Tool (RVT)

- Overview
- Functionality
- Reminders
Overview

• Section 1012.34(1)(a), Florida Statutes, requires districts to “provide instructional personnel the opportunity to review their class rosters for accuracy and to correct any mistakes”

• To assist districts in complying with this provision of statute, FDOE created the online RVT for optional use

• Opens twice a year, once state processing has closed:
  • Fall (Survey 2 Verification)
  • Spring (Survey 3 Verification)

• Data from RVT used to create the Survey 2-3 match files for VAM purposes, for those districts that opt to use the tool
Functionality – Teachers and Schools

• Teachers
  • Review Rosters
    • Teachers can sort through their rosters and can also export their rosters to a Word document, if needed
  • Modify Rosters
    • Add additional students (approval required)
    • Remove students (approval required)
    • Leave comments
  • Verify/Submit Rosters

• School Users
  • Control login access (open/close) for teacher users
  • Check for missing teacher data
  • Review and verify rosters
  • Add or remove students
  • Approve/Deny changes
  • Submit Rosters
Functionality – District Users

- District Users
  - Control login access (open/close) for school and teacher users
  - Check for missing teacher data
  - Create, review, and verify rosters
  - Add or remove students
  - Approve/Deny changes
  - Submit Rosters
District Main Menu

- Logins
  - Manage District Logins - Add or edit logins for district administrators who oversee the verification process.
  - School List - Manage school logins, view lists of teachers by school.

- Rosters
  - Class Rosters - Search, review and verify rosters by school, teacher, and class period.
  - Roster Changes - Review, approve/deny changes submitted. Find scheduling conflicts and students left unscheduled for a class period due to "remove" changes to rosters.
  - Create New Roster - Add a new Roster for a specific school in this district.
  - Roster Activity Log - Review Rosters that were manually created & Review Add and Remove Teachers from Rosters activities.

- Reports
  - Teacher Comments - Review comments submitted by teachers.
  - Export All Changes to Excel (opens as .xls)
  - Complete Date Report - Complete Dates

- Submission
  - Submit Complete Rosters - Once all rosters have been reviewed and necessary changes made, click to submit the rosters and complete the process.

- Guide
  - District Guide (PDF)

If you have questions contact FLDOE Class Roster Coordinator at ClassRoster@fldoe.org
Florida Department of Education
www.FLDOE.org
School List - Control Login Access for Schools

School List

Instructions: Below is a list of schools for this district. From this list you open and close access for each school, manage school logins, view the list of teachers, and monitor progress on roster verification.

- Clicking the "Admin Logins" links in the "School Admin Logins" column allows you to set up school-level user accounts.
- Clicking the "Teachers" links in the "Teachers" column will allow you to view information for all the teachers in that school, monitor their access to the tool, and reset their passwords. School coordinators also have this capability.
- Click the column title to sort the data by that column.

Quick set buttons: You can set all "Login Access" boxes to checked (access open) or un-checked (access closed) at once unsing the following links. Then click the "Save Changes."

<table>
<thead>
<tr>
<th>School ID</th>
<th>School Name</th>
<th>Principal Name</th>
<th>Login Access (Check to open)</th>
<th>Whole School is Read Only (Check to limit access to read only. Overrides any individual rights at school.)</th>
<th>Teacher Comment Only (Check to limit teachers’ access to comments only.)</th>
<th>School Admin Logins</th>
</tr>
</thead>
<tbody>
<tr>
<td>2851</td>
<td>A. PHILIP RANDOLPH ACADEMIES</td>
<td>BARNES</td>
<td>☑</td>
<td></td>
<td></td>
<td>Admin Logins</td>
</tr>
<tr>
<td>2631</td>
<td>ABE SS PARK ELEMENTARY SCHOOL</td>
<td>SHORE</td>
<td></td>
<td></td>
<td></td>
<td>Admin Logins</td>
</tr>
<tr>
<td>2521</td>
<td>ALDEN ROAD EXCP. STUDENT CENTER</td>
<td>BLITCH</td>
<td></td>
<td></td>
<td></td>
<td>Admin Logins</td>
</tr>
<tr>
<td>0661</td>
<td>ALFRED I. DUPONT MIDDLE SCHOOL</td>
<td>BARNWELL</td>
<td></td>
<td></td>
<td></td>
<td>Admin Logins</td>
</tr>
<tr>
<td>2571</td>
<td>ALIMACANI ELEMENTARY SCHOOL</td>
<td>STALLS</td>
<td></td>
<td></td>
<td></td>
<td>Admin Logins</td>
</tr>
<tr>
<td>1851</td>
<td>AMIKIDS JACKSONVILLE</td>
<td>ROBINSON</td>
<td></td>
<td></td>
<td></td>
<td>Admin Logins</td>
</tr>
<tr>
<td>2621</td>
<td>ANDREW A. ROBINSON ELEMENTARY SCHOOL</td>
<td>FANN</td>
<td></td>
<td></td>
<td></td>
<td>Admin Logins</td>
</tr>
<tr>
<td>0351</td>
<td>ANDREW JACKSON HIGH SCHOOL</td>
<td>CLINCH</td>
<td></td>
<td></td>
<td></td>
<td>Admin Logins</td>
</tr>
</tbody>
</table>
School List - Check for Missing Teacher Data

- For teachers reported on Teacher Course format but not Staff Demographic format
- Email/UserName field must be populated before the user can log in to the tool
## School List - Control Login Access for Teachers

<table>
<thead>
<tr>
<th>Count</th>
<th>Record ID</th>
<th>Teacher ID</th>
<th>Local ID</th>
<th>Last Name</th>
<th>First Name</th>
<th>Class Rosters</th>
<th>Email/UserName (required for logins)</th>
<th>Last Login Date</th>
<th>Submission Date</th>
<th>Login Access (Check to open - must have an email)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>14296</td>
<td>***</td>
<td>999999</td>
<td>DOE</td>
<td>JANE</td>
<td>Rosters</td>
<td><a href="mailto:DOEJ@DUVAL.SCHOOLS.ORG">DOEJ@DUVAL.SCHOOLS.ORG</a></td>
<td></td>
<td></td>
<td>✅</td>
</tr>
<tr>
<td>2</td>
<td>27856</td>
<td>***</td>
<td>998888</td>
<td>SMITH</td>
<td>JOHN</td>
<td>Rosters</td>
<td><a href="mailto:SMITHJ@DUVAL.SCHOOLS.ORG">SMITHJ@DUVAL.SCHOOLS.ORG</a></td>
<td></td>
<td></td>
<td>✅</td>
</tr>
<tr>
<td>3</td>
<td>60610</td>
<td>***</td>
<td>777777</td>
<td>MOUSE</td>
<td>MICKEY</td>
<td>Rosters</td>
<td><a href="mailto:MOUSEM@DUVAL.SCHOOLS.ORG">MOUSEM@DUVAL.SCHOOLS.ORG</a></td>
<td></td>
<td></td>
<td>✅</td>
</tr>
</tbody>
</table>
District Main Menu

- Logins
  - Manage District Logins - Add or edit logins for district administrators who oversee the verification process.
  - School List - Manage school logins, view lists of teachers by school.

- Rosters
  - Class Rosters - Search, review and verify rosters by school, teacher, and class period.
  - Roster Changes - Review, approve/deny changes submitted. Find scheduling conflicts and students left unscheduled for a class period due to "remove" changes to rosters.
  - Create New Roster - Add a new Roster for a specific school in this district.
  - Roster Activity Log - Review Rosters that were manually created & Review Add and Remove Teachers from Rosters activities.

- Reports
  - Teacher Comments - Review comments submitted by teachers.
  - Export All Changes to Excel (opens as .xls)
  - Complete Date Report - Complete Dates

- Submission
  - Submit Complete Rosters - Once all rosters have been reviewed and necessary changes made, click to submit the rosters and complete the process.

- Guide
  - District Guide (PDF)

If you have questions contact FLDOE Class Roster Coordinator at ClassRoster@fldoe.org
Florida Department of Education

www.FLDOE.org
Class Rosters - Search for and Review Teacher Rosters

Roster Verification Tool

Survey 2

Welcome Duval County
User Level: DISTRICT Coordinator: Duval

Main Menu  Change Password  Logout

CLASS ROSTERS

Previous Page

Roster Search Parameters

Search rosters by selecting a school and teacher. You may view all teachers at once by selecting "-ALL-" however, it may take some time to load the page. To avoid delay, narrow your search by choosing a specific teacher and/or begin period:

SCHOOL *
DUVAL CHARTER AT BAYMEADOWS (1321)

TEACHER *
DOE, JANE, ***922

BEGIN PERIOD
1

Search Rosters
Class Rosters – Search and Review Teacher Rosters

Instructions

Below are the rosters that were reported by your district for the Fall 2019 data collection period. Please use this tool as an opportunity to confirm that the information is an accurate reflection and have the option of adding students who are missing from your class roster and removing students who were not part of your class roster as necessary. Please keep in mind that this review occurred to your roster since 10/11/2019 should not be made through this tool. **DO NOT USE THE BROWSER'S BACK BUTTON!** Use the menu buttons at the top of the screen to navigate.

Now that you have reviewed your Roster(s) and made any necessary changes, please remember to go back to the main menu and "Submit" your completed rosters!

Roster Search Results

Print All Rosters Listed to MS Word (approximately 921 page/s)
Click highlighted headers to sort by that column. Click again to reverse the sort.

<table>
<thead>
<tr>
<th>No.</th>
<th>District</th>
<th>School</th>
<th>Teacher Last Name</th>
<th>Teacher First Name</th>
<th>Teacher ID</th>
<th>Term</th>
<th>Section</th>
<th>Period Begin</th>
<th>Period End</th>
<th>Course</th>
<th>Course Number</th>
<th>Changes</th>
<th>Rosters</th>
<th>Teacher Reviewed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>16</td>
<td>1321</td>
<td>***</td>
<td></td>
<td></td>
<td>1</td>
<td>01600</td>
<td>2</td>
<td>2</td>
<td>M/J Fitness - Grade 6</td>
<td>1508000</td>
<td></td>
<td>Roster</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>16</td>
<td>1321</td>
<td>***</td>
<td></td>
<td></td>
<td>1</td>
<td>01601</td>
<td>2</td>
<td>2</td>
<td>M/J Fitness - Grade 6</td>
<td>1508000</td>
<td></td>
<td>Roster</td>
<td></td>
</tr>
</tbody>
</table>
## Class Rosters - Remove Students

### Class Roster as of 10/11/2019

**Duval Charter at Baymeadows, 1321**

Teacher(s): **Jane Doe**,  
Course: **Mathematics – Grade Three**, 5012050

<table>
<thead>
<tr>
<th>Count</th>
<th>FLEID</th>
<th>Local ID</th>
<th>Last Name</th>
<th>First Name</th>
<th>Middle</th>
<th>Grade Level</th>
<th>Details</th>
<th>Remove From Roster</th>
<th>Change</th>
<th>Approval Status</th>
<th>Teacher Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>FL000001851306</td>
<td></td>
<td>Stiles</td>
<td>John</td>
<td></td>
<td>03</td>
<td>detail</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>FL000001860696</td>
<td></td>
<td>Major</td>
<td>Mary</td>
<td></td>
<td>03</td>
<td>detail</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>FL000001849399</td>
<td></td>
<td>Richard</td>
<td>Miles</td>
<td></td>
<td>03</td>
<td>detail</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Class Rosters - Add Students

ADD STUDENT TO ROSTER

To add a student to your roster, click “Show Student Search Panel” if it is hidden, then select your search criteria and click “Search Students.” Once list of students appears, select the student and click “View Student Details.” The student details will display. If you want to add the student click “Add to Roster.”

STUDENT DETAIL

<table>
<thead>
<tr>
<th>NAME</th>
<th>FLEID</th>
<th>LOCAL STUDENT ID</th>
<th>DATE OF BIRTH</th>
<th>GENDER</th>
<th>RACE</th>
<th>COMMENTS (IF APPLICABLE) – LIMIT TO 500 CHARACTERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ZIMMERMAN, XAN</td>
<td>FL0000000000</td>
<td>1268124</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
District Main Menu

- Logins
  - Manage District Logins - Add or edit logins for district administrators who oversee the verification process.
  - School List - Manage school logins, view lists of teachers by school.

- Rosters
  - Class Rosters - Search, review and verify rosters by school, teacher, and class period.
  - Roster Changes - Review, approve/deny changes submitted. Find scheduling conflicts and students left unscheduled for a class period due to "remove" changes to rosters.
  - Create New Roster - Add a new Roster for a specific school in this district.
  - Roster Activity Log - Review Rosters that were manually created & Review Add and Remove Teachers from Rosters activities.

- Reports
  - Teacher Comments - Review comments submitted by teachers.
  - Export All Changes to Excel (opens as .xls)
  - Complete Date Report - Complete Dates

- Submission
  - Submit Complete Rosters - Once all rosters have been reviewed and necessary changes made, click to submit the rosters and complete the process.

- Guide
  - District Guide (PDF)

If you have questions contact FLDOE Class Roster Coordinator at ClassRoster@fldoe.org
Florida Department of Education

www.FLDOE.org
Roster Changes - Approve or Deny Changes

- Changes made by teacher users must be approved by district or school users before taking effect

<table>
<thead>
<tr>
<th>School ID</th>
<th>School</th>
<th>Conflict</th>
<th>Change</th>
<th>Approval Status</th>
<th>Approve</th>
<th>Approver's Comment</th>
<th>Last Request Under Teacher</th>
<th>Scheduling Method</th>
<th>Student</th>
<th>Student Local ID</th>
<th>Course</th>
<th>Course Number</th>
<th>Section</th>
<th>Begin Period</th>
<th>End Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>1321</td>
<td>DUVAL CHARTER AT BAYMEADOWS</td>
<td>schedule</td>
<td>remove</td>
<td>approved</td>
<td></td>
<td></td>
<td>JANE DOE</td>
<td>Co-teaching</td>
<td>MAJOR, MARY</td>
<td>Mathematics - Grade Three</td>
<td>5012050</td>
<td>01302</td>
<td>2</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>1321</td>
<td>DUVAL CHARTER AT BAYMEADOWS</td>
<td>schedule</td>
<td>remove</td>
<td>approved</td>
<td></td>
<td></td>
<td>JANE DOE</td>
<td>Co-teaching</td>
<td>MILES, RICHARD</td>
<td>Mathematics - Grade Three</td>
<td>5012050</td>
<td>01302</td>
<td>2</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

Click highlighted headers to sort by that column. Click again to reverse the sort. “Conflict” indicates that the student is on the roster for more than one class for the same period. “Conflict” in gray text indicates that the change was denied. Use the “Approver’s Comment” column to clarify your reason for the changes in approval status. Users at all levels, including the teacher, are able to see this comment.

If you have questions contact FLDOE Class Roster Coordinator at ClassRoster@fldoe.org
Florida Department of Education
District Main Menu

- Logins
  - Manage District Logins - Add or edit logins for district administrators who oversee the verification process.
  - School List - Manage school logins, view lists of teachers by school.
- Roster
  - Class Roster - Search, review and verify rosters by school, teacher, and class period.
  - Roster Changes - Review, approve/deny changes submitted. Find scheduling conflicts and students left unscheduled for a class period due to "remove" changes to rosters.
  - Create New Roster - Add a new Roster for a specific school in this district.
  - Roster Activity Log - Review Rosters that were manually created & Review Add and Remove Teachers from Rosters activities.
- Reports
  - Teacher Comments - Review comments submitted by teachers.
  - Export All Changes to Excel (opens as .xls)
  - Complete Date Report - Complete Dates
- Submission
  - Submit Complete Rosters - Once all rosters have been reviewed and necessary changes made, click to submit the rosters and complete the process.
- Guide
  - District Guide (PDF)

If you have questions contact FLDOE Class Roster Coordinator at ClassRoster@fldoe.org
Florida Department of Education
www.FLDOE.org
Create New Rosters

- Functionality only available for district users
District Main Menu

**Roster Verification Tool**  **Survey 2**

Welcome Duval County
User Level: DISTRICT Coordinator : Duval

Main Menu  Change Password  Logout

**District Main Menu**

- Logins
  - Manage District Logins - Add or edit logins for district administrators who oversee the verification process.
  - School List - Manage school logins, view lists of teachers by school.

- Rosters
  - Class Rosters - Search, review and verify rosters by school, teacher, and class period.
  - Roster Changes - Review, approve/deny changes submitted. Find scheduling conflicts and students left unscheduled for a class period due to "remove" changes to rosters.
  - Create New Roster - Add a new Roster for a specific school in this district.
  - Roster Activity Log - Review Rosters that were manually created & Review Add and Remove Teachers from Rosters activities.

- Reports
  - Teacher Comments - Review comments submitted by teachers.
  - Export All Changes to Excel (opens as .xls)
  - Complete Date Report - Complete Dates

- Submission
  - Submit Complete Rosters - Once all rosters have been reviewed and necessary changes made, click to submit the rosters and complete the process.

- Guide
  - District Guide (PDF)

---

If you have questions contact FLDOE Class Roster Coordinator at ClassRoster@fldoe.org
Florida Department of Education

[www.FLDOE.org](http://www.FLDOE.org)
Submit Complete Rosters

Final Submit

Clicking the "Submit" button below will send notice to Florida Department of Education that you have completed your roster verification process. This will also close your access and you will no longer be able to make changes.

Warnings:

- Some approved changes resulted in students that are not fully scheduled due to changes. These are changes that may have left students unscheduled for a class period. Go to Roster Changes on the main menu to review these.

Submit
RVT Reminders

• If a teacher is reported on the Staff Demographic format but not on the Teacher Course format, the district must manually create rosters for this teacher in RVT
  • The teacher will not appear on the school's teacher list page, but will appear in the teacher selector drop-down
  • This must be done before the teacher will be allowed to review information in RVT

• If a teacher is reported on the Teacher Course format but not the Staff Demographic format, the teacher will have missing information on the school's teacher list page
  • The district or school must fill in this missing information

• If a teacher is not reported on Teacher Course and is also not reported on Staff Demographic, they will not be in the tool and cannot be added
Questions?
Helpful Single Sign On (SSO) Information

- Office Roles
- SSO Support Tab
- SSO Roles
- Bulk Access
Office Roles

• Accountability Reporting responsibilities:
  1. Any questions regarding the data on the application
  2. Bugs/errors/issues inside a specific application

• District LEA administrator responsibilities:
  1. SSO account creation
  2. Specific application access administration

• District SSO accounts responsibilities:
  1. Resetting editing complete for district/schools
  2. School edit permission
  3. Finalizing each application by setting all editing complete
Office Roles

- SSO office responsibilities:
  1. Application access bugs/problems
  2. Help desk for SSO
 Accounts are primarily set up and managed by a user's sponsoring organization such as a school district or education institution. Locate your organization's contact information by typing the first two letters of the name below, then, select your organization from the list and click Submit.

Select your organization:  

LEA Admin Info

SSO Support Mainline

Self Registration
Accounts that begin with zero are self-registered and these accounts are not managed by a sponsoring organization. If you are a self-registered user and need assistance, contact the Service Center.

Support Resources
About SSO (PPT)
Signing into SSO – PowerPoint (PPT)
Signing into SSO – Quick Reference Guide (PDF)
Changing your Password (PPT)
Deleting Internet Browser Cookies (PDF)
SSO Roles for Accountability Applications

• All roles must be set separately for each application

• Roles
  • User
    • This is the base role
    • All district and school level personnel working in the application
  • District Administrator
    • Primary accountability coordinator or designee
  • District
    • District personnel working in the application
  • School
    • School personnel working in the application
Bulk Access Upload File

- LEA Admin is able to automate application access
- They can contact the SSO helpdesk for assistance
Application Review

- Graduation Rate Cohort Corrections
- College and Career Acceleration
Graduation Rate Cohort Corrections

• Tool through which districts can correct the unadjusted four-year cohort that serves as the beginning of the four-year graduation rate calculation.

• Districts may update withdrawal codes, withdrawal dates, and the school of enrollment. In addition, districts can add students who had been deleted previously because they graduated early; remove duplicate records; and identify student records that should only be included in a DJJ or jail cohort.
College and Career Acceleration

• Tool through which districts/schools provide information leading to additional matching between graduates and Survey 5 acceleration measures (i.e., AICE/IB/AP examinations, dual enrollment course, industry certifications).
  • Districts and schools will have the opportunity to match graduates to additional Survey 5 acceleration measures using the district, school, and student ID that were reported on a particular year’s Survey 5
  • Only students who are in the graduation rate numerator are eligible to be included in the College and Career Acceleration component and, therefore, the web application.
Questions?
VAM Data Visualization Tool Walkthrough

Presenter: Deanene Deaton, SAS-EVASS