

Steps for Reviewing Student Rosters: Principals and Designated Approvers

1. Sign in to MyData Portal.
2. Click on “Enrollment Verification for CEIs: 2007-08 Semester 1. You will see a list of your CEI-eligible teachers.
3. If other staff members are going to assist in this process, follow the instructions on the screen to make the assignment of teacher to approver. Once assigned, that staff member can only view rosters of teachers assigned to him or her.
4. Encourage your teachers to sign in to MyData Portal, access their rosters, and make necessary changes within FIVE working days.
5. Once teachers have submitted their rosters for review, the names will be listed under “Rosters to review.”
6. Click “View” to the left of a teacher’s name to review changes, approve or deny each section’s roster as submitted, and add comments if desired. Students on *approved* rosters will be used in the computation of a teacher’s CEIs. It is important that these rosters are complete and accurate.
7. After making a decision on **all** of a teacher’s sections, click “Submit my decisions to teacher.” The teacher will receive e-mail notification with instructions.
8. Repeat step #7 for each teacher who has submitted rosters for review.

Additional instructions are included online. Click “Help” on any screen to download this PDF document of instructions with sample screens.

Teacher instructions for the review process are in a separate PDF document. These documents are available online after a user signs in.

Approvers: Click on "Enrollment Verification for CEIs: 2007-08 Semester 1" in the **Web Reports** column on your MyData Portal school home page. See below.

MyData Portal Evaluation and Accountability

Welcome, **PRINCIPAL**

[[Home](#) | [Sign out](#) | [CCentral](#) | [My Account](#) | [Help](#) | [Feedback](#) | [Teacher Accounts](#)]

School | **Rosters** | **TAKS** | **Benchmark** | **ITBS** | **CEIs**

SAMPLE SCHOOL

Web Reports	PDF Reports	Teachers of Record	
Principal's Reports School Usage Statistics	ARI/AMI 2007-08 ARI Roster (11/02/07) 2007-08 AMI Roster (10/17/07)	1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____ 8. _____ 9. _____ 10. _____ 11. _____ 12. _____ 13. _____ 14. _____ 15. _____ 16. _____ 17. _____ 18. _____	
Enrollment Verification for CEIs 2007-08 Semester 1	Accountability Systems Comparison of Systems (12/11/07) 2006-07 AEIS Report (12/11/07) Preliminary 2007 TAKS Results for the Estimated 2006-07 Accountability Subset (06/19/07)		
Benchmark Summary Reports 2007-08 Benchmark 2 Benchmark 1	CEI Reports Teacher's Report User's Guide (12/14/07)		
2006-07 TAKS Diagnostic Benchmark 2 Benchmark 1	Campus Data Packets 2007-08 Campus Data Packet (07/20/07) 2007-08 CDP: Incoming Students (06/21/07) 2006-07 Campus Data Packet (08/02/06)		
2005-06 Benchmark 3 Benchmark 2 Benchmark 1			

Teacher names

DRAFT

This is the principal's view *before* any teachers have submitted rosters. At this point, the only possible action is delegation of the approval process for one or more teachers to another member of your staff.

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School Rosters TAKS Benchmark ITBS CEIs

Verify Enrollment: 2007-08 Semester 1

[Rosters not submitted | Rosters approved]

Rosters not submitted:

No	EMPID	Name	Rosters Submitted	Submission Approved	Delegate	Approver
1					Add	
2					Add	
3					Add	
4					Add	
5					Add	
6					Add	
7					Add	
8					Add	
9					Add	
10					Add	
11					Add	
12					Add	
13					Add	
14					Add	
15					Add	
16					Add	
17					Add	
18					Add	
19					Add	
20					Add	

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Click a row to assign the task of reviewing this teacher's rosters to another staff member. Click "Accept." The designee will be listed as "approver" on the previous page. Repeat for each teacher as necessary.

MyData Portal Evaluation and Accountability Welcome, **PRINCIPAL**
[Home | Sign out | CCentral | My Account | Help | Feedback | Teacher Accounts]

School Rosters TAKS Benchmark ITBS CEIs

Verify Enrollment: 2007-08 Semester 1

Delegate Roster Approval

Teacher: _____

Select an approver:

Select	Employee ID	Name	Job Description
<input type="radio"/>			
<input type="radio"/>			
<input checked="" type="radio"/>		Non-teacher	professional staff
<input type="radio"/>			

This is the principal's list of teachers after delegating some teachers' rosters to an assistant principal. Three teachers have submitted their rosters for approval. Click "View" to see these teachers' rosters and act upon them at any time, as described in the remaining pages of this document. A designated approver can "View" rosters only for teachers assigned by the principal (see next page).

Verify Enrollment: 2007-08 Semester 1

[[Rosters not submitted](#) | [Rosters approved](#)]

Rosters to review:

	No	EMPID	Name	Rosters Submitted	Submission Approved	Delegate	Approver
View	1			03/11/2008		Add	
View	2			03/11/2008		Remove	PRINCIPAL, ASSISTANT
View	3			03/11/2008		Add	

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Rosters not submitted:

	No	EMPID	Name	Rosters Submitted	Submission Approved	Delegate	Approver
	1					Remove	PRINCIPAL, ASSISTANT
	2					Add	
	3					Add	
	4					Remove	PRINCIPAL, ASSISTANT
	5					Add	
	6					Add	
	7					Add	
	8					Remove	PRINCIPAL, ASSISTANT
	9					Add	
	10					Add	
	11					Add	
	12					Add	
	13					Add	
	14					Add	
	15					Add	
	16					Add	
	17					Add	

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This is an assistant principal's list of teachers. Only teachers assigned by the principal are available. All other actions are the same, with the exception that the designated approver is not able to delegate to a third person. Click "View" to see all teacher activity.

Verify Enrollment: 2007-08 Semester 1

[[Rosters not submitted](#) | [Rosters approved](#)]

Rosters to review:

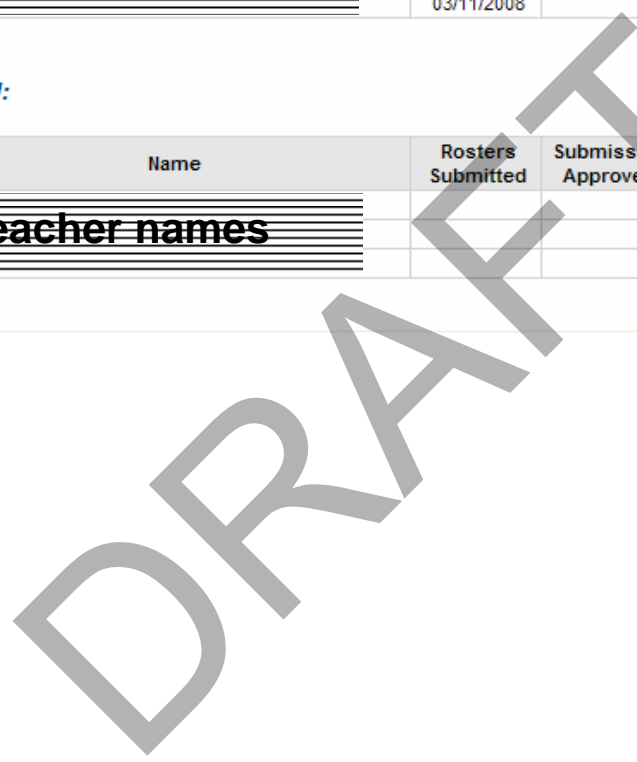
	No	EMPID	Name	Rosters Submitted	Submission Approved	Delegate	Approver
View	1			03/11/2008			PRINCIPAL. ASSISTANT

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Rosters not submitted:

	No	EMPID	Name	Rosters Submitted	Submission Approved	Delegate	Approver
	1						PRINCIPAL. ASSISTANT
	2		Teacher names				PRINCIPAL. ASSISTANT
	3						PRINCIPAL. ASSISTANT

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The approver can approve or deny a roster directly from this page, or can use "Approve all" to approve all rosters at once without reviewing each. To view the complete list of students, click "Review roster." **To send a comment to the teacher regarding your decision, you must use "Review roster" and approve or deny the roster from the roster page.** Each section must be approved or denied in order to submit decisions to the teacher.

Verify Enrollment: 2007-08 Semester 1

SAMPLE TEACHER

[[View list of teachers](#) | [Help](#)]

SAMPLE SCHOOL (100)

0305	SOCIAL STUDIES	31	Submitted	[Review roster Approve roster Deny roster]
	9999999	LASTNAME, FIRSTNAME	Not in this class	
	9999999	LASTNAME, FIRSTNAME	Not in this class	
	9999999	LASTNAME, FIRSTNAME	Teacher did not assign grade	
	9999999	LASTNAME, FIRSTNAME	Teacher did not assign grade	
0306	SOCIAL STUDIES	31	Submitted	[Review roster Approve roster Deny roster]
	9999999	LASTNAME, FIRSTNAME	Not in this class	
0307	SOCIAL STUDIES	31	Submitted	[Review roster Approve roster Deny roster]
	Teacher made no changes to this section			
0310	SOCIAL STUDIES	31	Submitted	[Review roster Approve roster Deny roster]
	Teacher made no changes to this section			
0314	SOCIAL STUDIES	31	Submitted	[Review roster Approve roster Deny roster]
	Teacher made no changes to this section			

[[Approve all](#)]

This button will work when all sections are complete

This is a detailed roster for a teacher's section. Add a comment at the bottom (up to 255 characters). To send the comment to the teacher along with your decision about the roster, you **must** approve (green button) or deny (red button) on **this page**.

Verify Enrollment: 2007-08 Semester 1

SCHOOL : _____
 TEACHER : _____
 COURSE : _____
 SECTION : _____

[[View list of teachers](#) | [View this teacher's sections](#) | [Help](#)]

No	ID	Name	Included?	Description of change to roster
1			✓	
2			✗	Not in this class
3			✓	
4			✗	Not in this class
5			✓	
6			✗	Teacher did not assign grade
7			✓	
8			✓	
9			✓	
10			✓	
11			✓	
12			✗	Teacher did not assign grade
13			✓	
14			✓	
15			✓	

Student names

Add comment for teacher. Comments must be no more than 255 characters in length. [[Clear comment](#)]

Type any comments or directions here. The number below the box tells you how many characters you have remaining of the 255 allowance.

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An orange asterisk marks the record for any student who was added to the roster but is also included in another section roster for the same course. Click the asterisk for information about the multiple assignment.

Verify Enrollment: 2007-08 Semester 1

SCHOOL : _____
TEACHER : _____
COURSE : _____
SECTION : _____

[[View list of teachers](#) | [View this teacher's sections](#) | [Help](#)]

No	ID	Name	Included?	Description of change to roster
1		AD	✓	
2		A	✓	Added by teacher to original roster
3			✓	
4		CH	✓	
5		CIS	✓	
6		CO	✓	
7		FA	✓	
8		GA	✓	
9		GA	✓	
10		GO	✓	
11		JAC	✓	
12		LUI	✓	
13		LU	✓	
14		MA	✓	

Student names

After making a decision on each section, the submission button at the bottom of a teacher's list of sections will function. An e-mail message is sent to the teacher informing her if she needs to edit her sections. If all sections are approved, no further action is required of the teacher.

0306 SOCIAL STUDIES
31 ✓ **Approved** [[Review roster](#) | [Approve roster](#) | [Deny roster](#)]
9999999 | LASTNAME, FIRSTNAME Not in this class

0307 SOCIAL STUDIES
31 ✓ **Approved** [[Review roster](#) | [Approve roster](#) | [Deny roster](#)]
Teacher made no changes to this section

0310 SOCIAL STUDIES
31 ✓ **Approved** [[Review roster](#) | [Approve roster](#) | [Deny roster](#)]
Teacher made no changes to this section

0314 SOCIAL STUDIES
31 ✓ **Approved** [[Review roster](#) | [Approve roster](#) | [Deny roster](#)]
Teacher made no changes to this section

[[Approve all](#)]

This is the approver's list of teachers after approving one teacher's rosters. You can "View" the approved rosters, but decisions about the rosters cannot be reversed after submission to the teacher.

Verify Enrollment: 2007-08 Semester 1

[[Rosters not submitted](#) | [Rosters approved](#)]

Rosters to review:

	No	EMPID	Name	Rosters Submitted	Submission Approved	Delegate	Approver
View	1			03/11/2008		Remove	PRINCIPAL. ASSISTANT
View	2			03/11/2008		Add	

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Rosters not submitted:

	No	EMPID	Name	Rosters Submitted	Submission Approved	Delegate	Approver
	1					Remove	PRINCIPAL. ASSISTANT
	2					Add	
	3					Add	
	4					Remove	PRINCIPAL. ASSISTANT
	5					Add	
	6					Add	
	7					Add	
	8					Remove	PRINCIPAL. ASSISTANT
	9					Add	
	10					Add	
	11					Add	
	12					Add	
	13					Add	
	14					Add	
	15					Add	
	16					Add	
	17					Add	

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Rosters approved:

	No	EMPID	Name	Rosters Submitted	Submission Approved	Delegate	Approver
View	1				03/11/2008		PRINCIPAL. CAMPUS

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