

Principals and Designated Approvers

Steps for 2008-09 CEI Roster Verification

1. Sign in to *MyData Portal*.
2. Click on Review 2008-09 CEI Rosters under **CEI Roster Verification** in the **Web Reports** section (top right of homepage). Principals will see a list of 2008-09 CEI-eligible teachers; other approvers will see those delegated by the principal. A “CEI-eligible” teacher is teaching a course for which a CEI may be assigned in 2008-09.
3. If other staff members are going to approve teachers’ submissions, follow the instructions on the screen to delegate. Once assigned, an approver can only view rosters of teachers assigned to him or her.
4. Teachers who have submitted their rosters for review will be listed under “Rosters to review.”
5. Click “View” to the left of a teacher’s name to view changes, approve or deny each roster, and add comments. Students on *approved* rosters will be used as the baseline rosters for the computation of a teacher’s CEIs, so it is important that these rosters are accurate. At the end of the school year, additional CEI-eligibility criteria are applied globally to all CEI rosters. These criteria include retention history and absences. In reviewing their CEI rosters, teachers are **only** to report which students they instructed and to whom they assigned a grade in each six-week grading period. They are not responsible for providing or researching any other information.
6. After making a decision on **all** rosters, click “Submit my decisions to teacher.” The teacher will receive an e-mail notification with instructions.
7. Repeat steps #5 and #6 for each teacher who has submitted rosters for review.

Encourage teachers to access their rosters and make necessary changes **as soon as possible**. **The window for teachers to review 2008-09 fall semester CEI rosters and submit corrections closes March 13, 2009**. If you require a teacher to adjust a roster submitted before March 13, he will have access to **that roster only** until finished. Teachers **will not** have another opportunity to work with their fall semester rosters. If they begin close to the deadline on March 13, they may not finish in time. No extensions will be given due to illness, questions, technical problems, etc. so that we can complete 2008-09 CEIs before the start of the next school year. **The window for approvers to review teachers’ submitted rosters closes March 27, 2009**. After March 27, we will mark as “approved” all submitted rosters upon which the approver has not taken action.

The screenshot shows the MyData Portal homepage. At the top, there are navigation links: Home, Sign out, C:Central, My Account, Teacher Accounts, and Help/Contact. Below this is a horizontal menu with tabs for School, Rosters, TAKS, Benchmark, JTBS, AGPS, and CEIs. The main content area is divided into three columns: Web Reports, PDF Reports, and Teachers of Record. In the Web Reports column, a callout box highlights the 'CEI Roster Verification' section, which includes links for 'Review 2008-09 CEI Rosters' and 'Teacher's Instructions Approver's Instructions'. Other sections include Principal's Reports, Accountability Systems, CEI/SEI, Campus Data Packets, School Report Cards from TEA, and TAKS. The PDF Reports column lists various reports like ARI/AMI, Revised AYP Data Tables, and AEIS reports. The Teachers of Record column has a list of numbers 1 through 25 and a 'Select a teacher above' button. At the bottom, there are 'Planning Tools' and 'Local Assessment Online Testing Center' links.

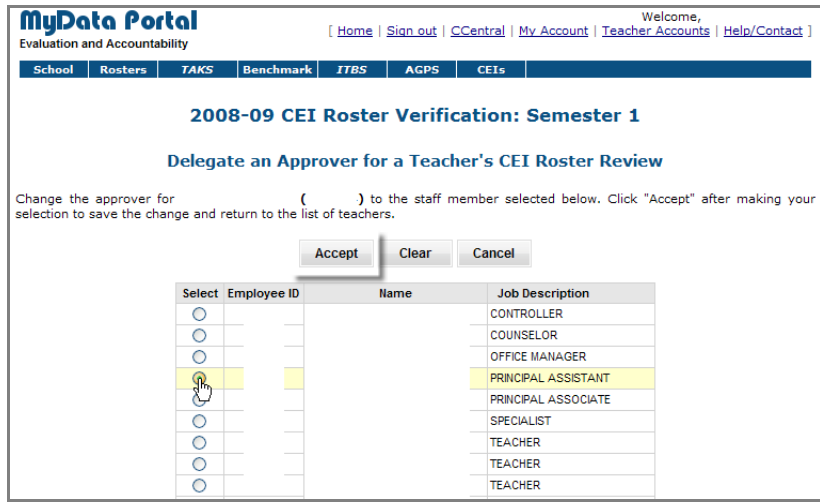
Click [Review 2008-09 CEI rosters](#) under **CEI Roster Verification** in the **Web Reports** section of your homepage.

Schoolwide users: If you do not see this link, you have not been designated as an approver by your principal. **Principals:** If you do not see this link, your account is not set up for principal-level access. Contact Data Analysis, Reporting, and Research Services at OIR@dallasisd.org

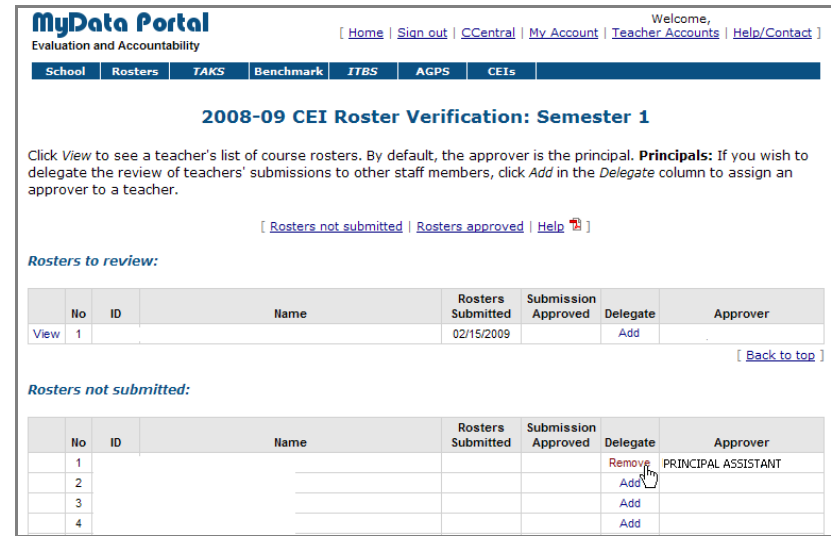
The screenshot shows the '2008-09 CEI Roster Verification: Semester 1' page. At the top, there are navigation links: Home, Sign out, C:Central, My Account, Teacher Accounts, and Help/Contact. Below this is a horizontal menu with tabs for School, Rosters, TAKS, Benchmark, JTBS, AGPS, and CEIs. The main content area has a title '2008-09 CEI Roster Verification: Semester 1' and a paragraph explaining the 'View' and 'Add' actions. Below this are two tables. The first table, 'Rosters to review:', has columns: No, ID, Name, Rosters Submitted, Submission Approved, Delegate, and Approver. It contains one row with '1' in the 'No' column and '02/15/2009' in the 'Rosters Submitted' column. A red arrow labeled '1' points to the 'View' link in the first row, and another red arrow labeled '2' points to the '1' in the 'No' column. The second table, 'Rosters not submitted:', has the same columns and contains 17 empty rows. A red arrow labeled '1' points to the 'Add' link in the first row of this table. At the bottom right of each table is a '[Back to top]' link.

From your teacher list:

1. **Principals:** Delegate the review of a teacher’s rosters to another staff member. The principal is the default approver, and his name will not appear until he has acted on a teacher’s submission.
2. View a teacher’s submitted rosters.



Principals: Most of your professional staff members are listed as potential designated approvers. After selecting an approver for a teacher, click “Accept” to save your choice.



The approver’s name will appear as the approver on your teacher list. (If you later change your mind, click “Remove” to remove the designated approver.)

The principal’s name will show as the approver only after you have acted on a teacher’s submission; until then, a blank “Approver” box indicates the principal is the default approver for the teacher, and no other staff members can see the teacher’s submission with their accounts.

The approver will now have the teacher in his own teacher list when signing in.

The remaining instructions in this document apply to all approvers.

You approve or deny each roster separately, but you can quickly approve all course rosters with the Approve all at the bottom of the page, just above the “Submit my decisions to teacher” button. **You must click the “Submit” button to record the approvals.**

Once you have approved all of a teacher’s rosters, her name will appear in a new section at the bottom of your teacher list. Those rosters are no longer accessible to you, and the teacher is not able to make any further changes. She has a “View/Print” button on her course list page to see the final versions that were submitted and approved.

NOTE ON LEAVING COMMENTS: Because a roster is frozen after you approve it, teachers cannot see comments left for rosters you approve. Thus, you would leave a comment (as below) only if you intend to *deny* the roster. Clicking the red button after writing a comment is the same action as clicking Deny roster on the summary page.

MyData Portal
Evaluation and Accountability

Welcome,
[Home | Sign out | CCentral | My Account | Teacher Accounts | Help/Contact]

School Rosters TAKS Benchmark JTBS AGPS CEIs

2008-09 CEI Roster Verification: Semester 1

SCHOOL :
TEACHER :
COURSE : 0205 MATHEMATICS

[View my list of teachers | View this teacher's courses]

The teacher's change to a student's status is labeled "Teacher" to differentiate from the original status (labeled "DB" for district database). The view you have mimics the teacher's view, but the checkboxes are not active because only the teacher can make changes to the roster.

Instructions: [Show instructions to teachers | Open teachers' PDF document | Open approvers' PDF document]

No	ID	Name	Section	Course start date	SW1		SW2		SW3	
					Chng	Your student?	Chng	Your student?	Chng	Your student?
1			21	8/28/2008	<input type="checkbox"/>	✓ DB	<input type="checkbox"/>	✓ DB	<input type="checkbox"/>	✓ DB
2			21	8/25/2008	<input type="checkbox"/>	✓ DB	<input type="checkbox"/>	✓ DB	<input type="checkbox"/>	✓ DB
3			21	8/25/2008	<input type="checkbox"/>	✗ DB	<input type="checkbox"/>	✗ DB	<input type="checkbox"/>	✓ DB
4			21	8/25/2008	<input type="checkbox"/>	✓ DB	<input type="checkbox"/>	✓ DB	<input type="checkbox"/>	✓ DB
5			21	8/25/2008	<input type="checkbox"/>	✓ DB	<input type="checkbox"/>	✓ DB	<input type="checkbox"/>	✓ DB

Add comment for teacher. Comments must be no more than 255 characters in length.
Click "Review roster" for a teacher's course roster in order to leave your comments here. You can then deny with the red button below. The action is the same as using "Deny roster" on the previous page.
[Clear comment] Comment characters remaining: 53

Roster approved Roster NOT approved cancel

Q: How do I know what the teachers are required to do in reviewing their 2008-09 CEI rosters? I cannot see their screens.

A: Please read the teacher’s PDF instructions. A copy is available on your homepage and the teacher’s homepage under **CEI Roster Verification**.

Q: We did not schedule teachers in the SIS to match the courses and sections the teachers actually instructed. How do I add a course or section to a teacher’s list so he can populate the roster correctly?

A: Use the form posted on your homepage to provide us the information we need to create a new section or course. Only the principal can authorize the request. Contact Data Analysis, Reporting, and Research Services at OIR@dallasisd.org for assistance. Supply a telephone number so we can call if necessary.

Q: If I deny a teacher’s roster after March 13 but before March 27, can he make corrections?

A: Yes, only to a roster that was denied. Fall semester rosters cannot be submitted for a first review after March 13.

Q: A teacher is on my teacher list but has left my school. What do I do?

A: You are reviewing rosters from teachers who taught your students in the fall semester, regardless of their current teaching location. (His new principal would not have information about the instructional environment at *your* school in the fall.) If the teacher has left the district, he cannot sign in to MyData Portal and hence will not be able to submit rosters. He will remain in your “Rosters not submitted” section for the fall semester.

Q: Do a teacher remove a student from her roster because the student won’t meet all the criteria for inclusion in her CEI?

A: The teacher is **only** to provide information that describes the students who were in her class each grading period. She would not attempt to apply any CEI-eligibility criteria, such as absences or retention. These criteria are evaluated globally at the end of the year, after all rules for CEI computation have been finalized by the district’s executive team. The teacher is reporting whether she instructed each student for a six-week grading period.