

Teachers of CEI-Eligible Courses

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 **Teacher Reports** section (lower left of homepage). You will see a list of your courses in which you may receive a 2008-09 Classroom Effectiveness Index.
3. Open one course for review. The roster shows students to whom you assigned at least one six-week grade during the **fall semester**, based on information entered into the district's student information system.
4. You have instructions available in this document, or you can click [Show instructions on this page](#) for a summary of instructions. Follow these instructions if you need to make corrections to the course roster. The rosters you submit should describe which students were in your classes for the first semester.
5. Repeat steps #3 and #4 for each of your courses.
6. After completing **all** courses, click "Submit my rosters for review." Your rosters and any changes to them will be reviewed by your principal or by a person designated by your principal.

You are providing information for students you instructed in each grading period of the fall semester. You should not attempt to apply any CEI-eligibility criteria, such as absences or retention. These criteria are evaluated globally at the end of the year. **Secondary teachers:** These rosters will be the basis for your first semester ACP CEIs. **Elementary teachers:** This review provides an opportunity to check if your school's scheduling in the student information system matches the instructional arrangements in place during the fall semester.

This is an opportunity for you to review the basis of your 2008-09 CEI rosters for the *fall semester*. Few teachers will need to make corrections to their rosters. The window for CEI Roster Verification ends on **March 13, 2009. If you wait until the last week to review, you may not finish in time. You must submit your rosters before March 13. The window will not be held open, even if you begin before the deadline.**

The screenshot shows the MyData Portal interface. At the top, there are navigation links: Home, Sign out, CCentral, My Account, and Help/Contact. Below this are tabs for TAKS, Benchmark, and ITBS/ITED. The main content area is divided into three columns: Planning Tools, Benchmark 2008-09, and TAKS 2008. A callout box highlights the 'CEI Roster Verification' link under the 'Teacher's Reports' section, with a 'NEW' badge next to it. Other links in this section include 'Review 2008-09 CEI rosters' and 'Teacher's Instructions'.

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

NOTE: If you do not see this link, you are not currently teaching any courses that may be eligible for a Classroom Effectiveness Index.

The screenshot shows the '2008-09 CEI Roster Verification: Semester 1' page. It includes instructions for reviewing rosters and a list of courses with 'Review roster' links. Red arrows point to the 'Show instructions on this page' link (labeled 1) and the 'Review roster' link (labeled 2). Below the course list are buttons for 'Submit my rosters for review' and 'View/Print'. A note at the bottom states: 'NOTE: The window for reviewing first semester CEI rosters closes March 13, 2009. The rosters you submit should describe which students were in your classes for the first semester. Most teachers will have no changes to make. For those who need to describe changes in the instructional environment that are not reflected in the district's official course enrollment summary, reporting those changes now helps ensure the accuracy of your 2008-09 CEIs.'

The courses listed on the first CEI Roster Verification page are those that may be eligible for a 2008-09 CEI.

1. View instructions for reviewing course rosters with the [Show instructions on this page](#) link. Text will appear on your screen. You can hide the instructions after reading them.
2. You must review each available course roster. Only when you have confirmed your review of all rosters will the "Submit my roster for review" button be functional.

Few teachers will need to make corrections to their CEI rosters.

MyData Portal
Evaluation and Accountability

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

TAKS | Benchmark | ITBS/ITED

2008-09 CEI Roster Verification: Semester 1

SCHOOL :
TEACHER :
COURSE : 0500 LANGUAGE ARTS

[Show my course list | Print this roster]

According to the district's student information system, the following students received at least one six-weeks grade from you in the first semester. Here you can provide supplemental or new information about this roster that will be used in updating your 2008-09 CEI rosters. You only need to use this page if there were changes in the instructional environment that are not reflected in the district's official course enrollment summary presented below.

Instructions for reviewing CEI rosters: [Show instructions on this page | Open PDF document]

IMPORTANT: Any changes you make will not be saved until you click "I have completed this course." The button is available at the top and bottom of the roster.

I have completed this course Cancel

By default, roster is sorted by section then by student name. Click a column header to sort differently. Click "No" to return to the original sort order.

| No | ID | Name | Section (click to change) | Course start date | SW1 | | | SW2 | | | SW3 | | | Remove student |
|----|----|------|------------------------------|-------------------|-------------------------------------|---------------|-------------------------------------|---------------|-------------------------------------|---------------|-------------------------------------|---------------|--------------------------|----------------|
| | | | | | Chng | Your student? | Chng | Your student? | Chng | Your student? | Chng | Your student? | | |
| 1 | | | 51 | 8/25/2008 | <input checked="" type="checkbox"/> | DB | <input type="checkbox"/> | DB | <input type="checkbox"/> | DB | <input type="checkbox"/> | DB | <input type="checkbox"/> | x |
| 2 | | | 51 | 8/25/2008 | <input checked="" type="checkbox"/> | DB | <input type="checkbox"/> | DB | <input type="checkbox"/> | DB | <input type="checkbox"/> | DB | <input type="checkbox"/> | x |
| 3 | | | 51 | 8/25/2008 | <input checked="" type="checkbox"/> | DB | <input checked="" type="checkbox"/> | DB | <input checked="" type="checkbox"/> | DB | <input checked="" type="checkbox"/> | DB | <input type="checkbox"/> | x |
| 4 | | | 51 | 8/25/2008 | <input checked="" type="checkbox"/> | DB | <input checked="" type="checkbox"/> | DB | <input checked="" type="checkbox"/> | DB | <input checked="" type="checkbox"/> | DB | <input type="checkbox"/> | x |
| 5 | | | 51 | 8/28/2008 | <input checked="" type="checkbox"/> | DB | <input checked="" type="checkbox"/> | DB | <input checked="" type="checkbox"/> | DB | <input checked="" type="checkbox"/> | DB | <input type="checkbox"/> | x |
| 6 | | | 51 | 8/25/2008 | <input checked="" type="checkbox"/> | DB | <input checked="" type="checkbox"/> | DB | <input checked="" type="checkbox"/> | DB | <input checked="" type="checkbox"/> | DB | <input type="checkbox"/> | x |
| 7 | | | 51 | 8/25/2008 | <input checked="" type="checkbox"/> | DB | <input checked="" type="checkbox"/> | DB | <input checked="" type="checkbox"/> | DB | <input checked="" type="checkbox"/> | DB | <input type="checkbox"/> | x |
| 8 | | | 51 | 8/25/2008 | <input checked="" type="checkbox"/> | DB | <input checked="" type="checkbox"/> | DB | <input checked="" type="checkbox"/> | DB | <input checked="" type="checkbox"/> | DB | <input type="checkbox"/> | x |
| 9 | | | 51 | 8/25/2008 | <input checked="" type="checkbox"/> | DB | <input checked="" type="checkbox"/> | DB | <input checked="" type="checkbox"/> | DB | <input checked="" type="checkbox"/> | DB | <input type="checkbox"/> | x |
| 10 | | | 51 | 8/25/2008 | <input checked="" type="checkbox"/> | DB | <input checked="" type="checkbox"/> | DB | <input checked="" type="checkbox"/> | DB | <input checked="" type="checkbox"/> | DB | <input type="checkbox"/> | x |
| 11 | | | 51 | 8/25/2008 | <input checked="" type="checkbox"/> | DB | <input checked="" type="checkbox"/> | DB | <input checked="" type="checkbox"/> | DB | <input checked="" type="checkbox"/> | DB | <input type="checkbox"/> | x |
| 12 | | | 51 | 8/25/2008 | <input checked="" type="checkbox"/> | DB | <input checked="" type="checkbox"/> | DB | <input checked="" type="checkbox"/> | DB | <input checked="" type="checkbox"/> | DB | <input type="checkbox"/> | x |
| 13 | | | 51 | 8/25/2008 | <input checked="" type="checkbox"/> | DB | <input checked="" type="checkbox"/> | DB | <input checked="" type="checkbox"/> | DB | <input checked="" type="checkbox"/> | DB | <input type="checkbox"/> | x |
| 14 | | | 51 | 8/28/2008 | <input checked="" type="checkbox"/> | DB | <input checked="" type="checkbox"/> | DB | <input checked="" type="checkbox"/> | DB | <input checked="" type="checkbox"/> | DB | <input type="checkbox"/> | x |
| 15 | | | 51 | 8/28/2008 | <input checked="" type="checkbox"/> | DB | <input checked="" type="checkbox"/> | DB | <input checked="" type="checkbox"/> | DB | <input checked="" type="checkbox"/> | DB | <input type="checkbox"/> | x |
| 16 | | | 51 | 8/25/2008 | <input checked="" type="checkbox"/> | DB | <input checked="" type="checkbox"/> | DB | <input checked="" type="checkbox"/> | DB | <input checked="" type="checkbox"/> | DB | <input type="checkbox"/> | x |
| 17 | | | 51 | 8/25/2008 | <input checked="" type="checkbox"/> | DB | <input checked="" type="checkbox"/> | DB | <input checked="" type="checkbox"/> | DB | <input checked="" type="checkbox"/> | DB | <input type="checkbox"/> | x |
| 18 | | | 51 | 8/25/2008 | <input type="checkbox"/> | DB | <input checked="" type="checkbox"/> | DB | <input checked="" type="checkbox"/> | DB | <input checked="" type="checkbox"/> | DB | <input type="checkbox"/> | x |
| 19 | | | 51 | 8/25/2008 | <input checked="" type="checkbox"/> | DB | <input checked="" type="checkbox"/> | DB | <input checked="" type="checkbox"/> | DB | <input checked="" type="checkbox"/> | DB | <input type="checkbox"/> | x |
| 20 | | | 51 | 8/25/2008 | <input checked="" type="checkbox"/> | DB | <input checked="" type="checkbox"/> | DB | <input checked="" type="checkbox"/> | DB | <input checked="" type="checkbox"/> | DB | <input type="checkbox"/> | x |
| 21 | | | 51 | 8/25/2008 | <input checked="" type="checkbox"/> | DB | <input checked="" type="checkbox"/> | DB | <input checked="" type="checkbox"/> | DB | <input checked="" type="checkbox"/> | DB | <input type="checkbox"/> | x |
| 22 | | | 52 | 8/25/2008 | <input checked="" type="checkbox"/> | DB | <input checked="" type="checkbox"/> | DB | <input checked="" type="checkbox"/> | DB | <input checked="" type="checkbox"/> | DB | <input type="checkbox"/> | x |
| 23 | | | 52 | 8/25/2008 | <input checked="" type="checkbox"/> | DB | <input checked="" type="checkbox"/> | DB | <input checked="" type="checkbox"/> | DB | <input checked="" type="checkbox"/> | DB | <input type="checkbox"/> | x |

Add a 7-digit ID: 9999999 Section: [v] SW 1 SW 2 SW 3 Add Clear

I have completed this course Cancel

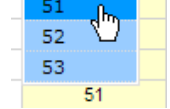
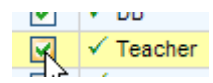
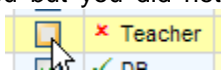
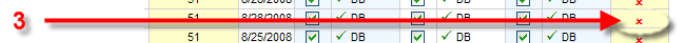
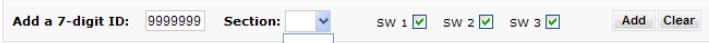
The roster is populated with students to whom, according to the student information system, you assigned at least one six-week grade in the first semester.

All sections of the course are on the roster. In this example, the teacher has at least two sections of the course. (See bubble #1 in the graphic.) Student 21 is the last student in section 51 and Student 22 is the first student in section 52. The roster is sorted by section then alphabetically by student name. You can change the sort order by clicking a column header.

There are three marks for each student, one for each six-week grading period. The mark will either be a ✓ which means you assigned the student's grade or an ✗ which means you did not assign the student's grade.

"DB" stands for "district's database." After you make a change, "DB" will switch to "Teacher" to show that the status is your setting and not the original from the student information system.

To update the roster you can:

- Change the section.** Click the student's section number, then choose from among your other sections
 
- Add student for one grading period.** If a student is *not* marked as receiving a grade from you but he *was* your student for the grading period, click the unchecked box in the "Chng" column. Student 18 (bubble #2 in graphic) might be added by checking her empty SW1 box. The "✗ DB" would change to "✓ Teacher"
 
- Remove student from one grading period.** If a student is marked as having received a grade from you but you did not instruct him for the grading period, click the checked box in the "Chng" column
 
- Remove student from all the semester's grading periods.** Click ✗ under "Remove student" to empty all boxes, indicating the student should not be on this roster (see bubble #3)
 
- Add a new student.** At the bottom of the page, enter the 7-digit student ID, choose a section, and check the grading periods for which you assigned the student's grade. *NOTE: After adding a student, no course start date will be available. The course start date is for display purposes only and cannot be updated.*




MyData Portal
Evaluation and Accountability

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

TAKS Benchmark ITBS/ITED

2008-09 CEI Roster Verification: Semester 1

SCHOOL :
TEACHER :
COURSE : 0500 LANGUAGE ARTS

[Show my course list | Print this roster]

According to the district's student information system, the following students received at least one six-weeks grade from you in the first semester. Here you can provide supplemental or new information about this roster that will be used in updating your 2008-09 CEI rosters. You only need to use this page if there were changes in the instructional environment that are not reflected in the district's official course enrollment summary presented below.

Instructions for reviewing CEI rosters: [Show instructions on this page | Open PDF document]

IMPORTANT: Any changes you make will not be saved until you click "I have completed this course." The button is available at the top and bottom of the roster.

I have completed this course Cancel

By default, roster is sorted by section then by student name. Click a column header to sort differently. Click "No" to return to the original sort order.

| No | ID | Name | Section (click to change) | Course start date | SW1 | | SW2 | | SW3 | | Remove student |
|----|----|------|---------------------------|-------------------|------|---------------|------|---------------|------|---------------|----------------|
| | | | | | Chng | Your student? | Chng | Your student? | Chng | Your student? | |
| 1 | | | 51 | 8/25/2008 | ✓ | DB | ☐ | × DB | ☐ | × DB | × |
| 2 | | | 51 | 8/25/2008 | ✓ | DB | ☐ | × DB | ☐ | × DB | × |
| 3 | | | 51 | 8/25/2008 | ✓ | DB | ☑ | DB | ☑ | DB | × |
| 4 | | | 51 | 8/25/2008 | ✓ | DB | ☑ | DB | ☑ | DB | × |
| 5 | | | 51 | 8/28/2008 | ✓ | DB | ☑ | DB | ☑ | DB | × |
| 6 | | | 51 | 8/25/2008 | ✓ | DB | ☑ | DB | ☑ | DB | × |

Any changes you make to a roster will not be saved until you click "I have completed this course." This green button is at the top and bottom of the roster. To leave without keeping any changes you made, use the "Cancel" button.

Before leaving the page, you can use [Print this roster](#) to create a printable version of the roster for your records. The print option is also available on the main page with the "View/Print" button.

MyData Portal
Evaluation and Accountability

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

TAKS Benchmark ITBS/ITED

2008-09 CEI Roster Verification: Semester 1

Click [Review roster](#) next to each course listed below. Students shown on a course roster are those to whom you assigned grades in any of the first semester grading periods. This information comes from the district's student information system.

Instructions for reviewing CEI rosters: [Show instructions on this page | Open PDF document]

0500 LANGUAGE ARTS Complete (Edit)
0503 READING Complete (Edit)

3 → **Submit my rosters for review** **View/Print** ← 2

We recommend use of the "View/Print" button for a section-by-section summary of your rosters before you submit. After submission, you cannot make changes to a roster unless the approver returns it for further consideration.

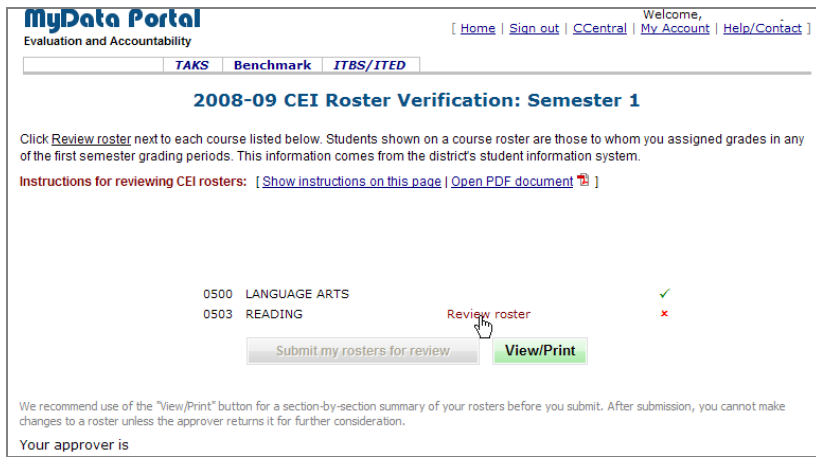
Your approver is your principal.

Your changes are not reported to your approver until you use the "Submit my rosters for review" button.

1. At any time before you submit your completed rosters to your approver, you can open them again with the [Edit](#) link and make additional changes
2. Use the "View/Print" button for a section-by-section summary of your rosters before you submit. After submission, you cannot make changes to a roster unless the approver returns it for further consideration.
3. Your approver cannot see any of your course rosters to complete his or her portion of the review process until you click "Submit my rosters for review."

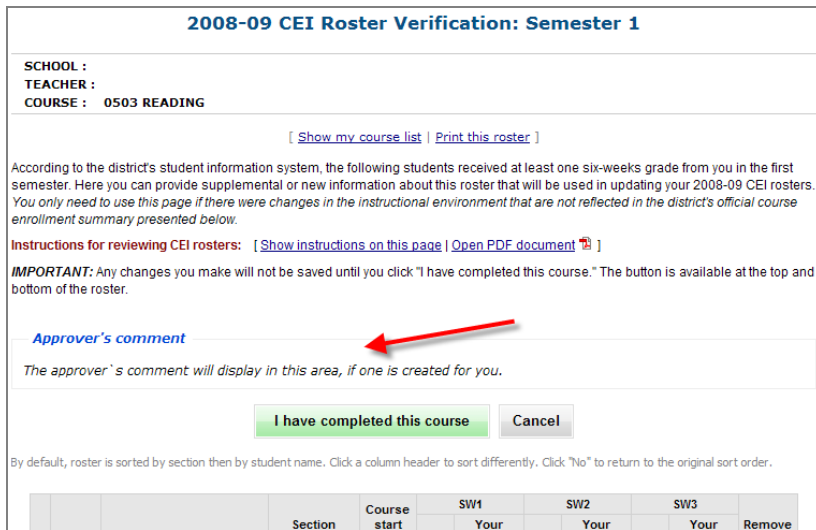
After clicking the gray button, you will be required to provide an electronic signature.

All changes **must** be approved by your approver before the process is complete. After you submit your rosters, your approver will see your changes then will return his or her decisions to you. You will receive an e-mail notification of his or her decisions from OIR@dallasisd.org.



After receiving the e-mail notification, your course list page will show the approver’s decisions.

A ✓ next to a course means no changes are necessary and there is nothing else for you to do. An ✗ means some changes were not approved and must be re-examined. The approver may provide feedback. Comments will display above the roster.



Q: Will these changes be made to the student information system?

A: **NO.** The changes you are making to your CEI rosters are only for the purpose of computing CEIs. **If your course scheduling is incorrect on the student information system, your CRC or data controller must make the changes.** If changes are not made for the second semester, your second semester rosters will have to be corrected separately at the end of the school year.

Q: Can I add a student for a grading period if his official course start date is later than the start of the grading period?

A: Yes. You will receive a warning about the discrepancy, but the addition is allowed. When you add a student, you attest that the student received instruction from you for the grading period.

Q: Can I have a student on my course roster in different sections?

A: Yes, but not in overlapping grading periods. The system will not allow you to add a student if the same grading period (e.g., SW1) is checked for both sections.

Q: How do I report that I did not teach a section or a course?

A: For each affected student, click the ✗ under “Remove student.” All three of the student’s boxes will be emptied.

Q: How do I request the addition of a section or course that is not displayed?

A: Your principal has access to a form with which she can request new sections or courses for you. Once added, you must populate the roster using the “Add” feature at the bottom of the roster.

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

A: Only provide information that describes the students who were in your class each grading period. Do 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. You are reporting whether you instructed each student for a six-week grading period.