Louisiana Believes

CVR User Guide – Roster Verification

DEPARTMENT of EDUCATION

Inside this guide...

Roster Verification provides teachers of tested grades and subjects the opportunity to review and verify their student rosters to ensure the accuracy of the information used to calculate Transitional Student Growth Data.

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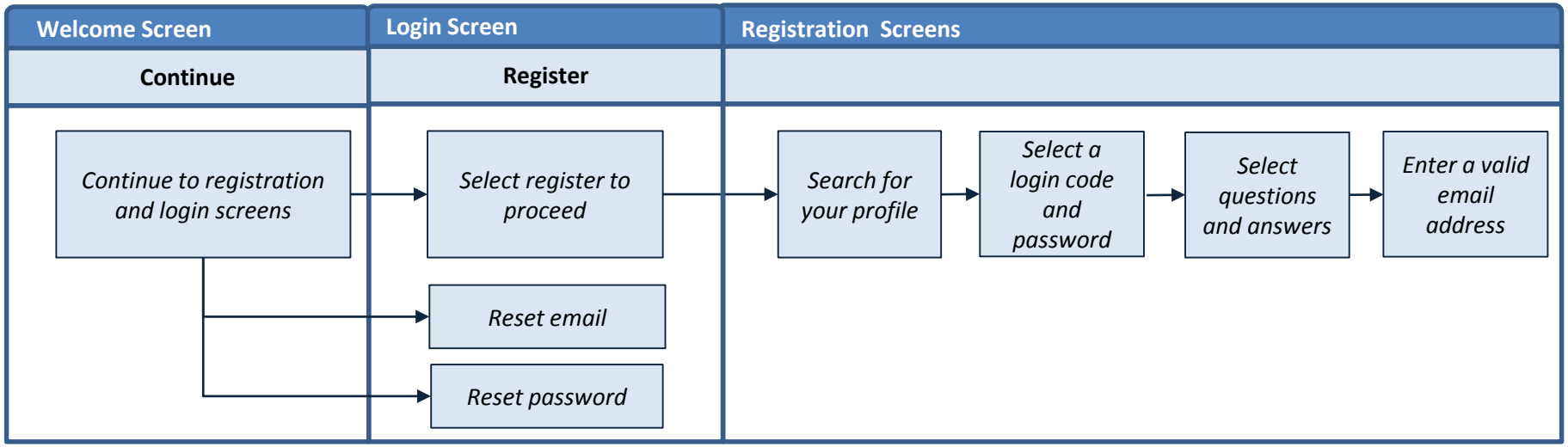
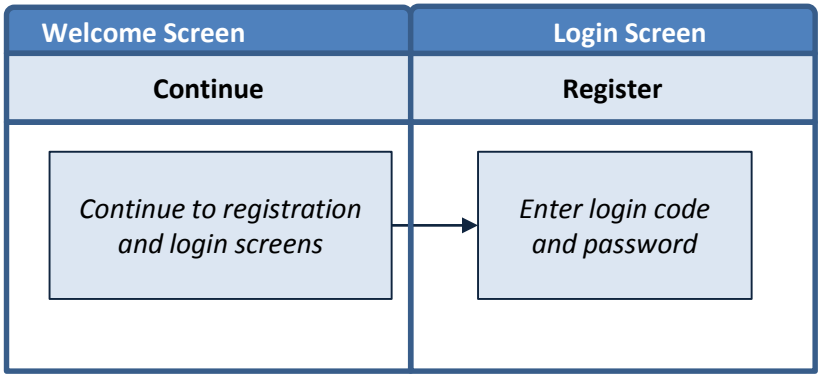
Getting Started in CVR

Register/Reset Email or Password *All Users*



Login to CVR *All Users*



Access Management (Data Managers)

Adding Teachers *Data Manager*

Login Account

Update

Enter 'Last Name' *(and other search data)* → *Select 'Go' to find the user you are searching for* → *Select 'Add' to add a new user* → *Enter relevant data (User Group, SSN, Last Name, First Name, District, School)* → *Click 'Save Changes' to add the account.*

Note: To add users other than teachers, contact the CVR help desk.

Resetting De-activated accounts *Data Manager*

Login Account

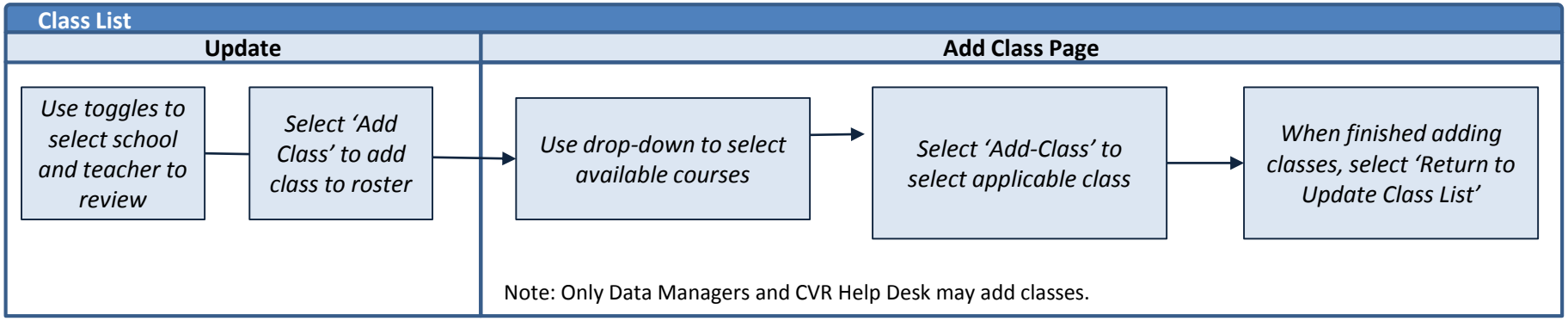
Update

Enter 'Last Name' *(and other search data)* → *Select 'Go' to find the user you are searching for* → *List of employees matching your search criteria will appear* → *Select applicable employee* → *Click 'Reset' to reset their account.*

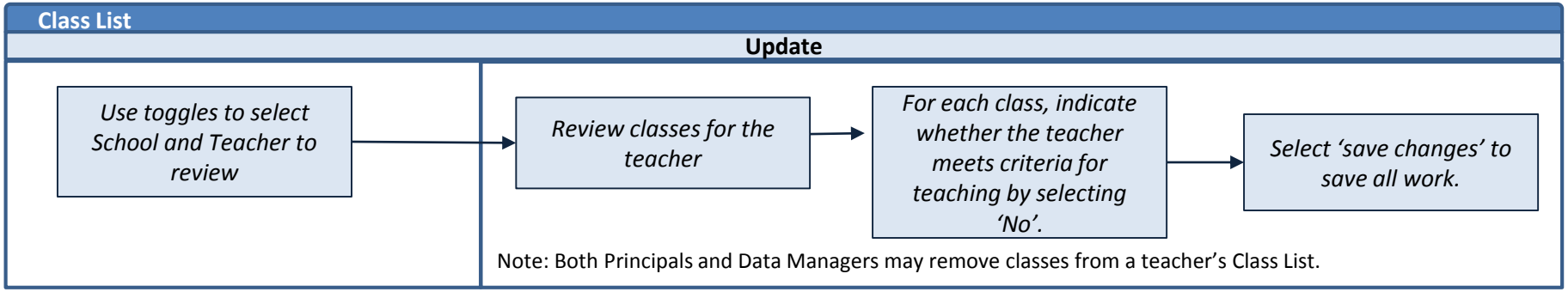
Note: If the account has been de-activated, there will be a 'D' under the status column. Once the account has been reset, the user will need to re-register as if logging in for the first time.

Roster Verification Management (Data Manager)

Add Classes *Data Manager*

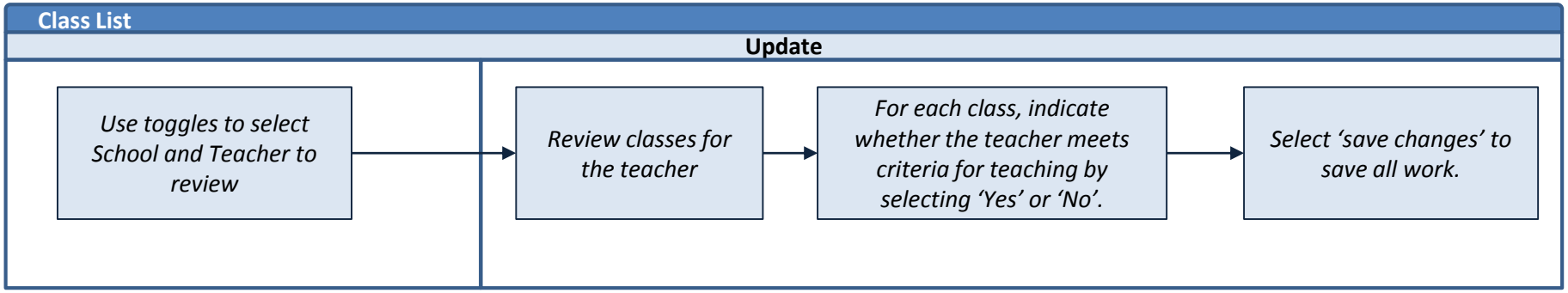


Remove Classes *Principal, Data Manager*

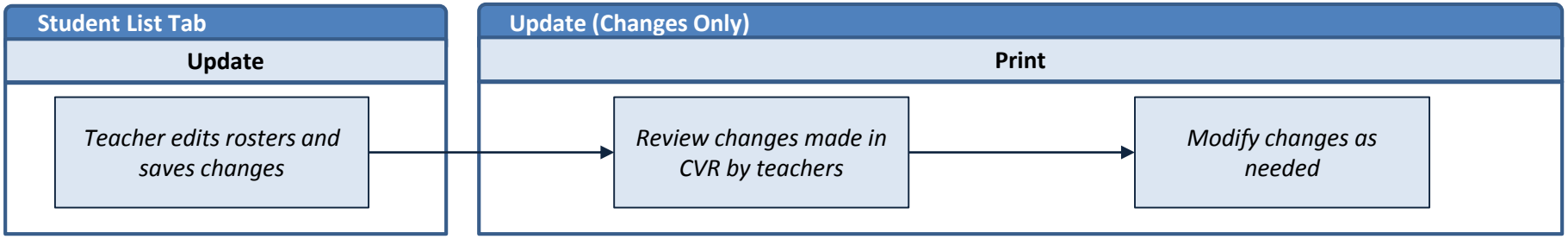


Roster Verification Processes (Principal)

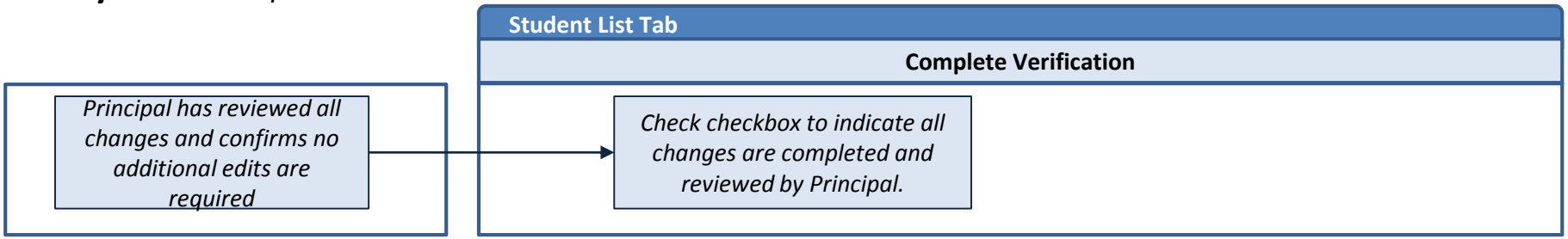
Review/Update Class Lists *Principal, Data Manager*



Review/Approve Student Roster Changes *Principal*

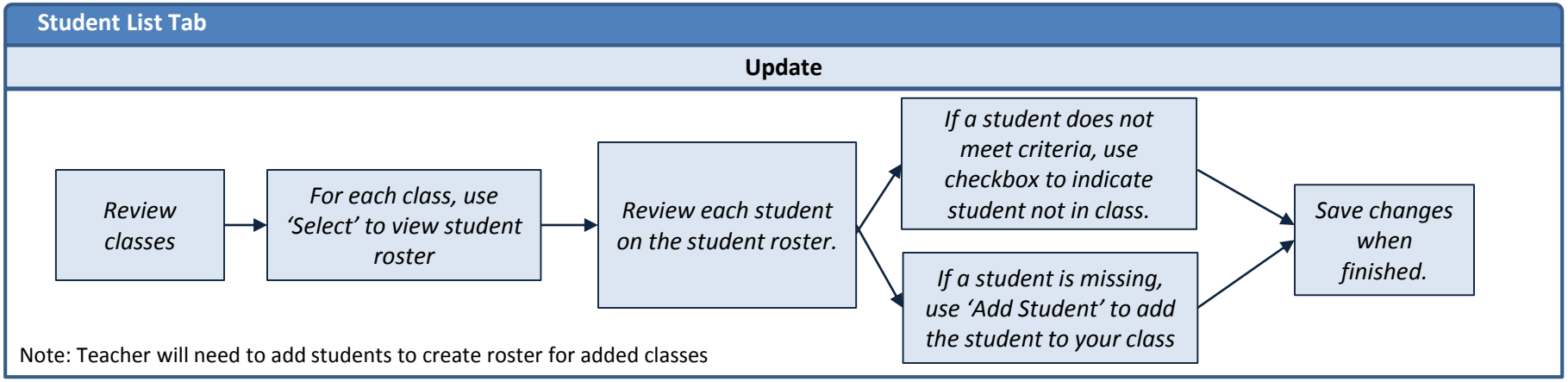


Verify Data *Principal*

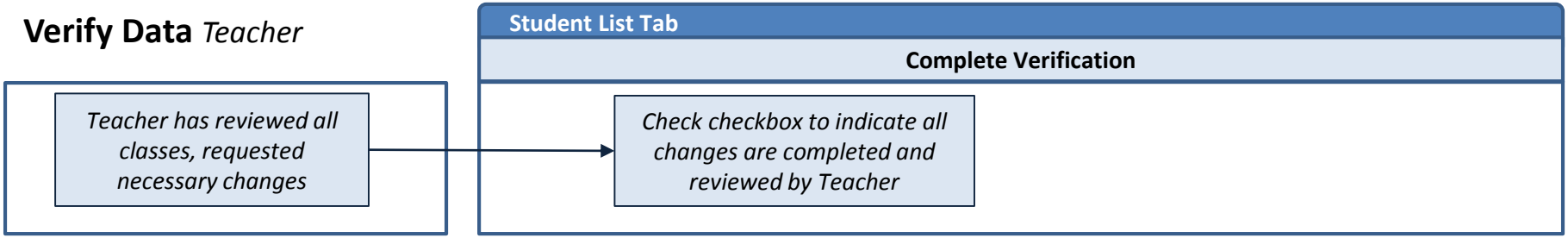


Roster Verification Processes (Teacher)

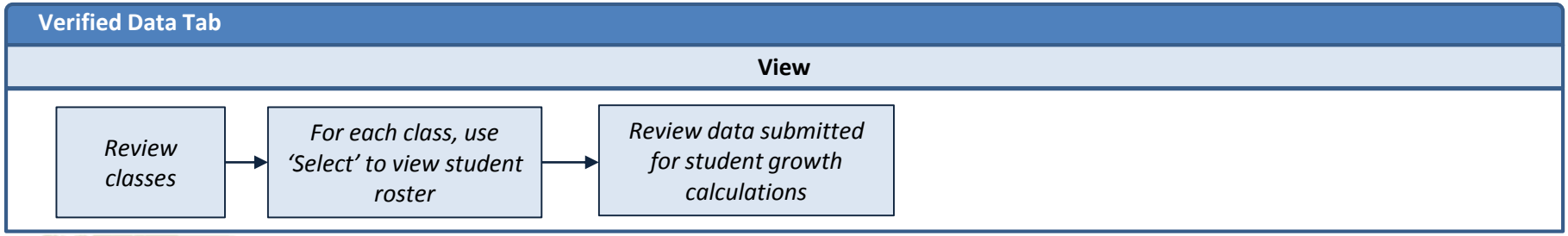
Add/Remove Students; Request Student Roster Changes *Teacher*



Verify Data *Teacher*

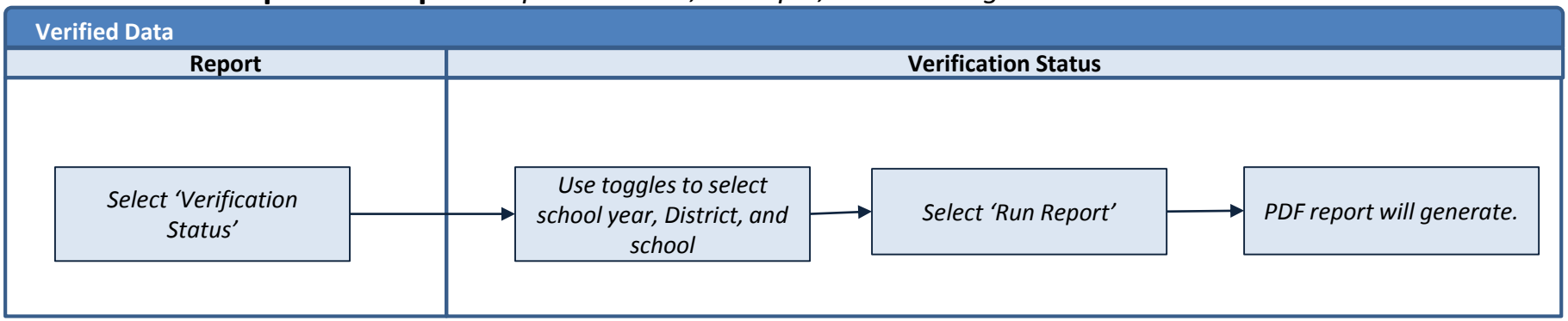


Review Verified Data *Teacher*

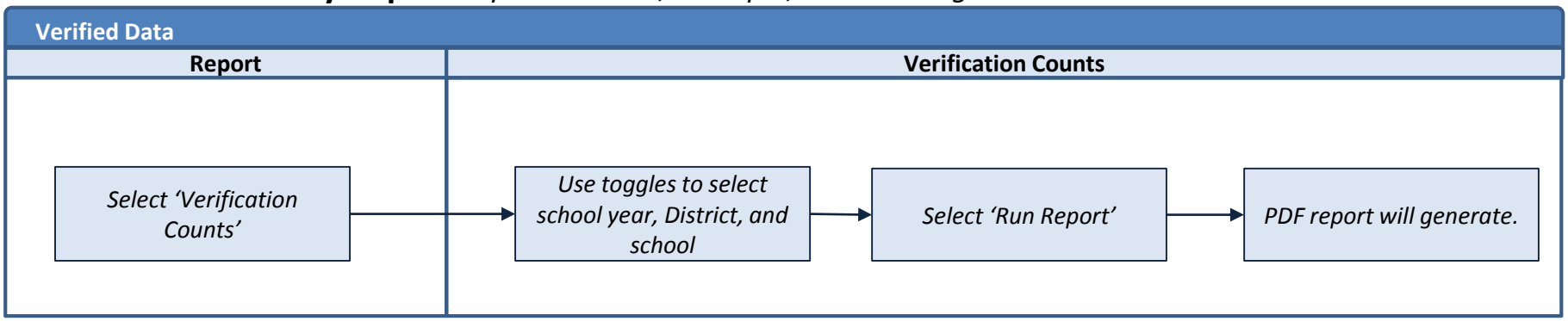


Roster Verification Processes (Principal/District)

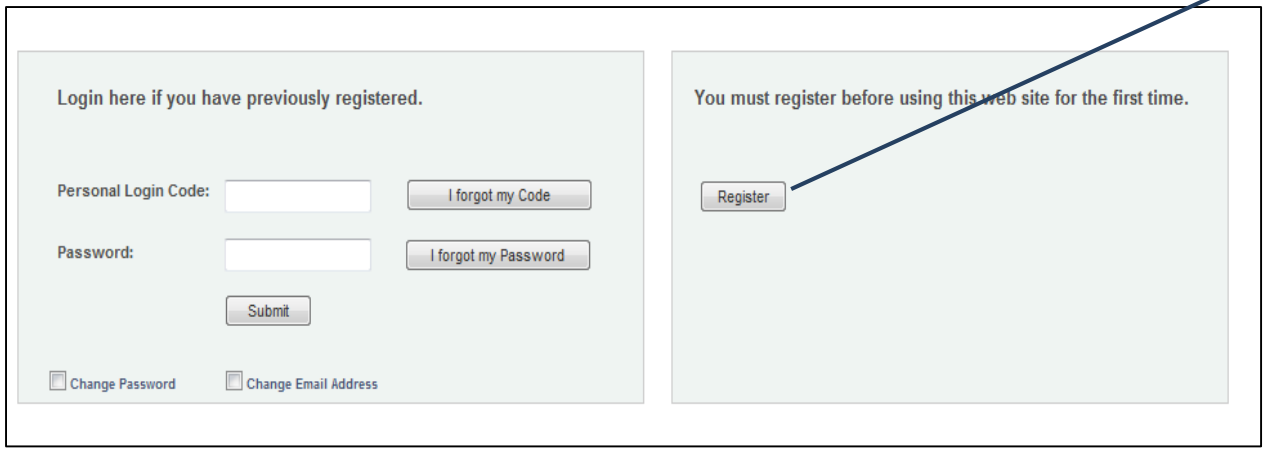
Verification Completion Report *Superintendent, Principal, Data Manager*



Verification Summary Report *Superintendent, Principal, Data Manager*



Login/Registration Screen

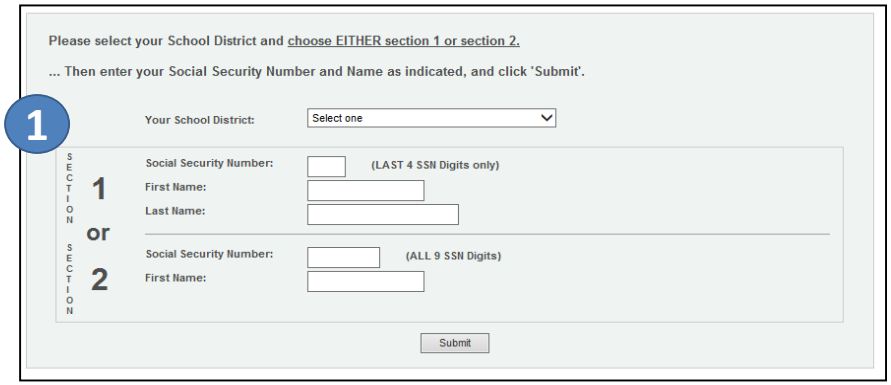


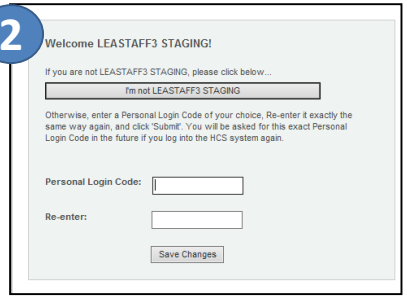
To register for the first time, click "Register"

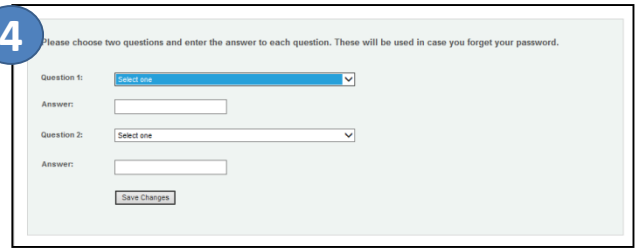
- *Although you may use the same Login Code to register, you will need to register separately in CIS and CVR.*

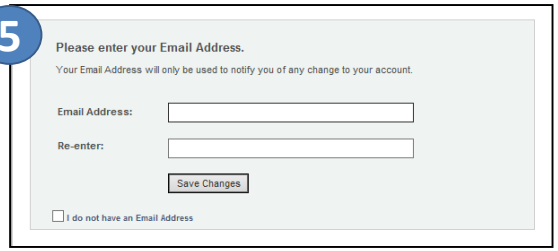
Once registered, enter your 'Personal Login Code' and password to enter the site.

Registration Screens









1. **To locate your CVR profile, enter the social security number your district has on file**

   Before you can register your account, your district must add you to CIS

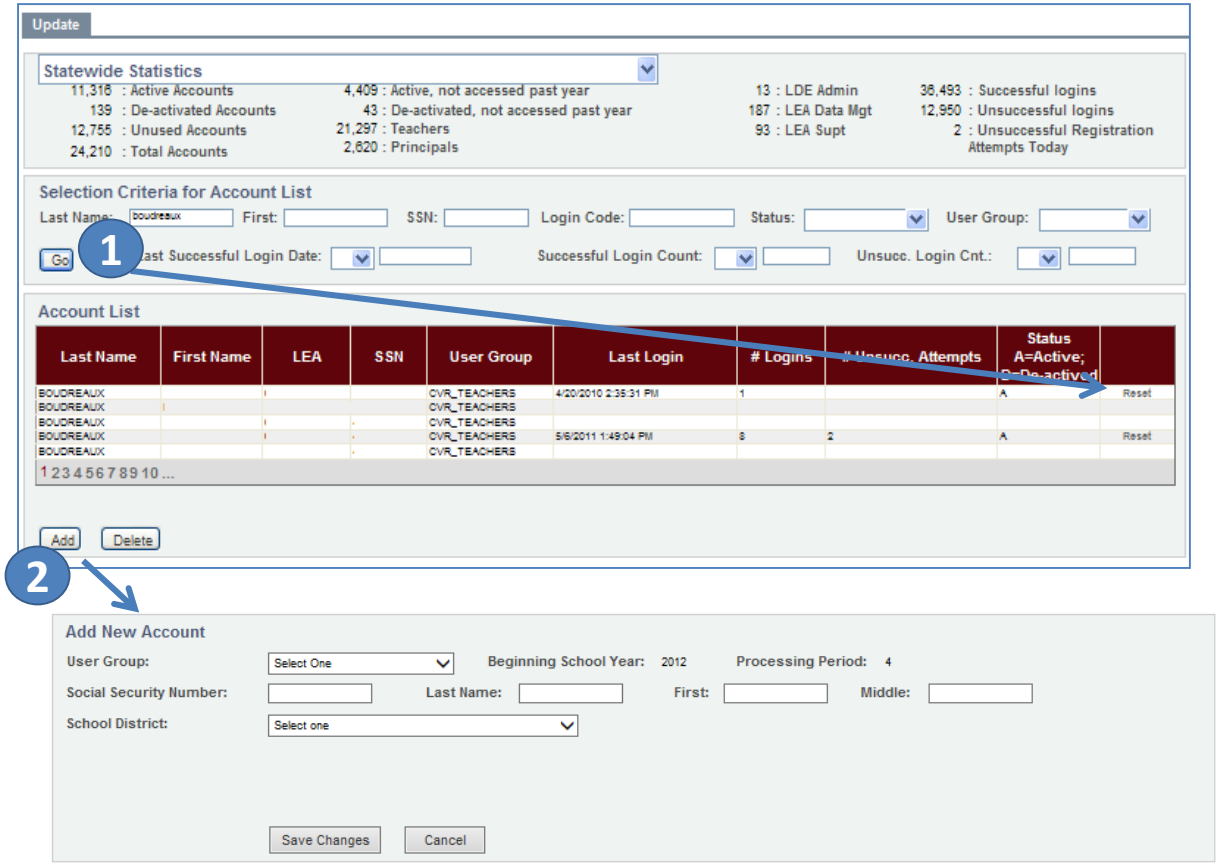
2. **Select a login code** (this is the username you will use to log in to CVR)

3. **Select a password**

4. **Select security questions** (these will enable your to retrieve your password, if lost)

5. **Enter a valid email address**

Access Management Screen



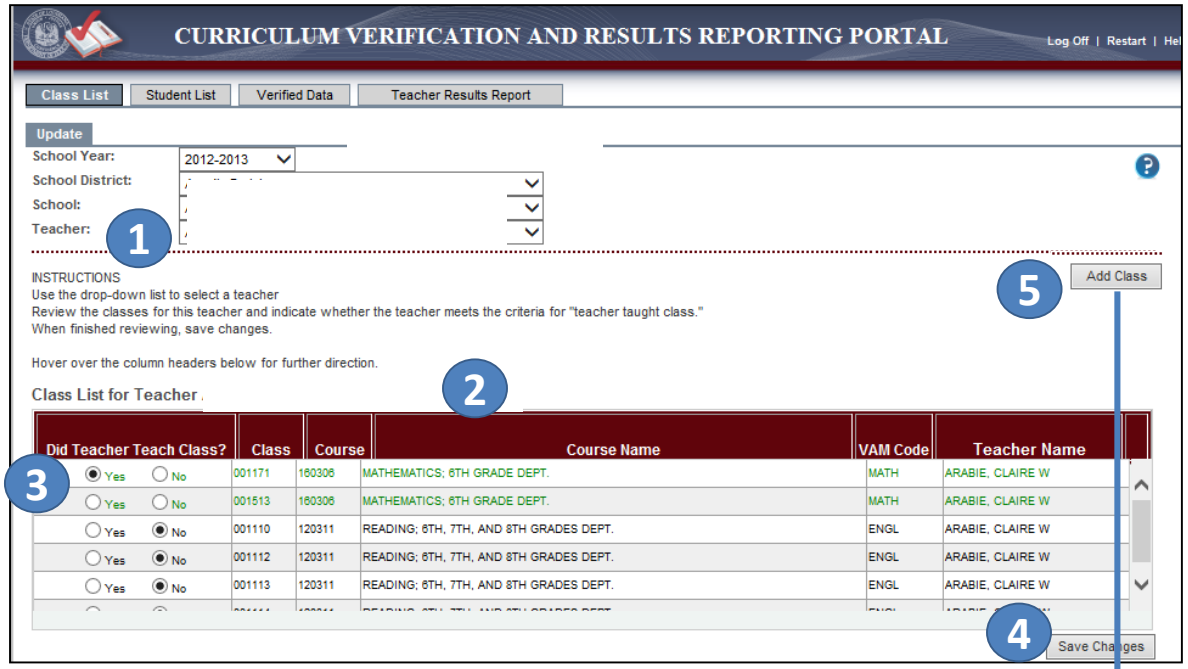
1 Re-setting existing accounts

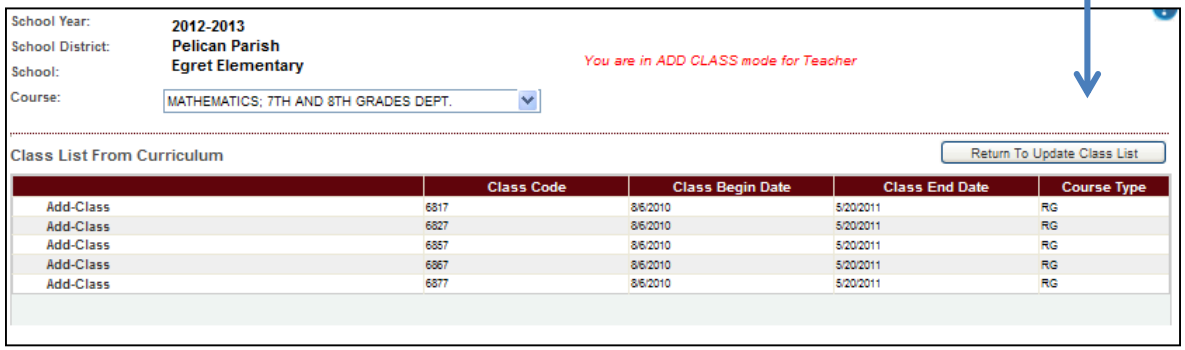
- To re-activate existing accounts, first search for the profile, and then select "Reset"

2 Adding new teachers

- To add a new account, first select "go" and then "add".
- Enter information for new teacher.

Class List Screen





1 **Select teacher**

2 **Review classes**

Both Principals and Data Managers may review classes.

3 **Indicate whether teacher meets criteria for teaching the class**

Criteria for a teacher teaching a class:

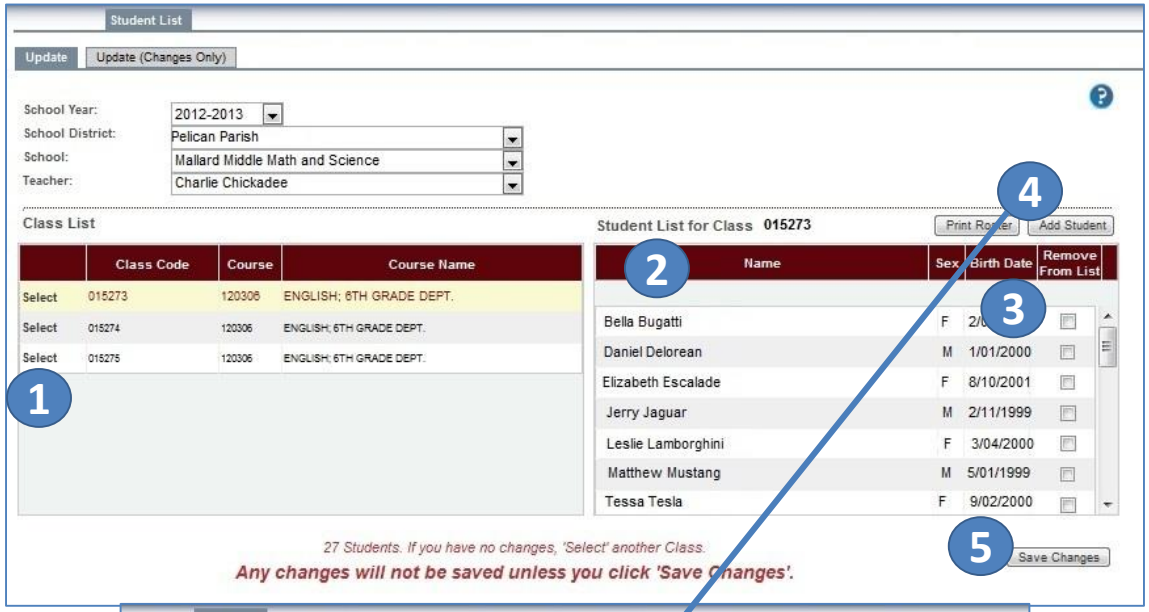
- *Teacher was primary educator from 10/1/13 – 3/21/14.*
- *Teacher missed fewer than 60 days of teaching for the academic year.*
- *Teacher missed fewer than 60 days of teaching for the academic year.*

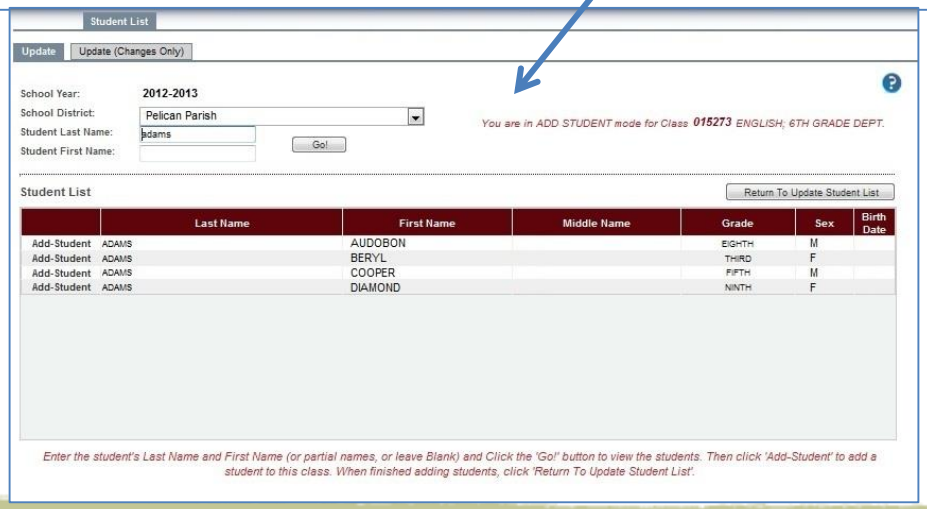
4 **Save changes**

5 **Add a class**

If a class is not available, it may be added by a Data Manager only.

Student List Screen





1 Select Class

If a class is missing, contact your Principal and/or Data Manager.

2 Use 'select' button to select and review student roster

3 Remove students from class if they do not meet criteria

Criteria for including a student in the class:

- *Student was in class (continuously) from 10/1/13 – 3/21/14 (for a full year class).*
- *Student was in class (continuously) between start of class - 3/21/14 (if a term class).*
- *Student was not absent 20 or more consecutive days.*

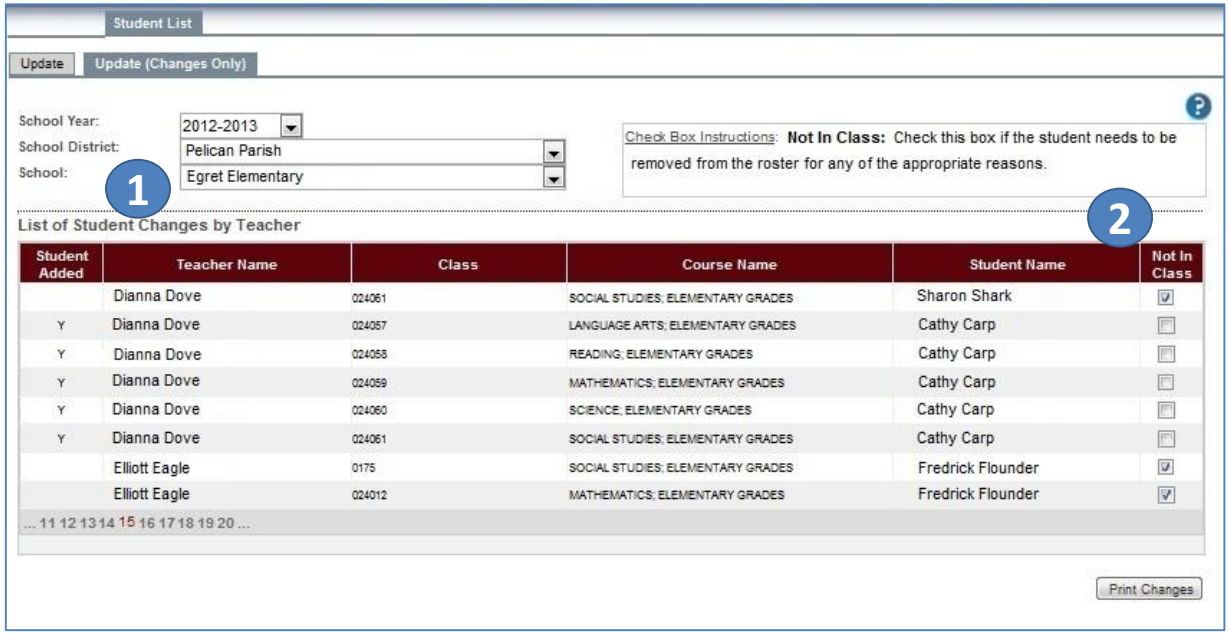
4 Add students to class

If a student meets criteria, but is missing from roster, add the student to the class.

5 Save changes and continue to next class

When all roster changes are made, verify that roster verification has been completed.

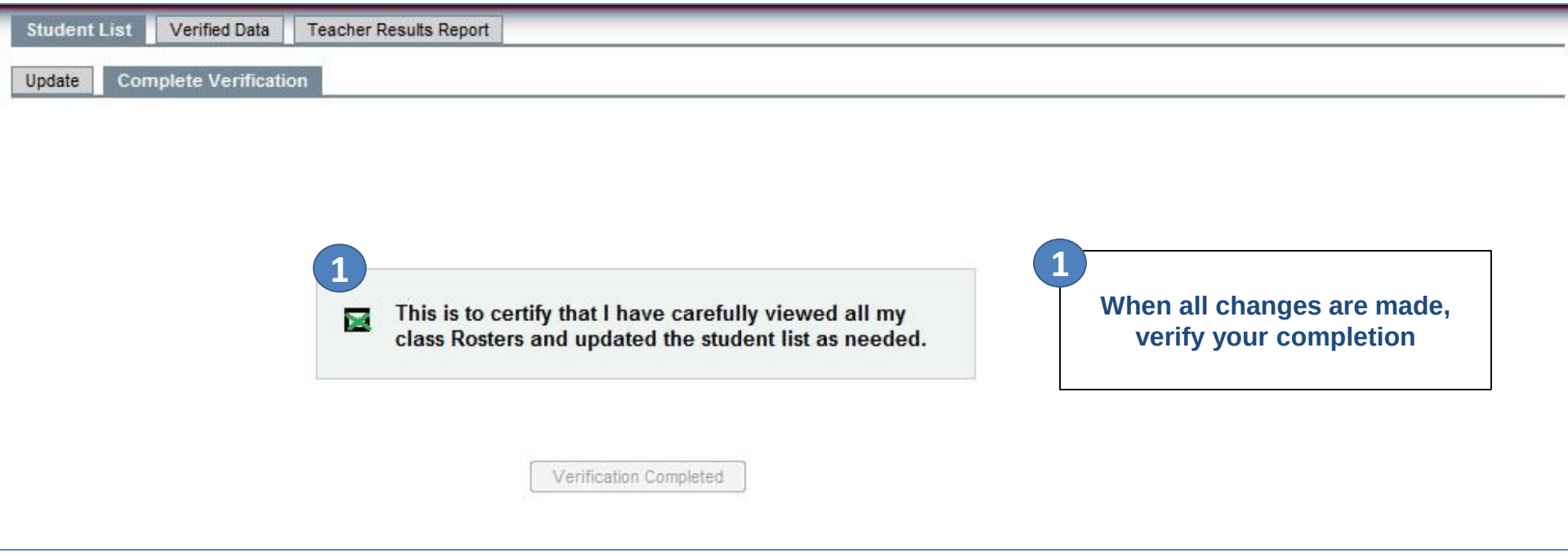
Student List Changes



1. **Review all changes submitted for teachers at your school**

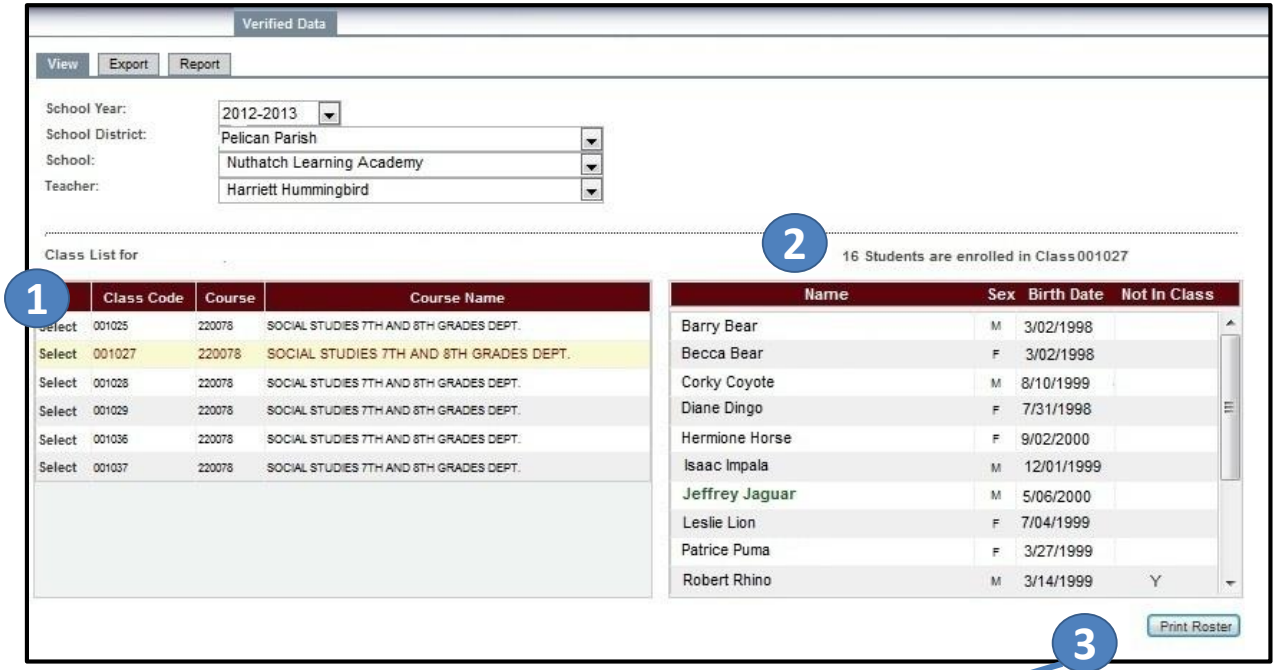
2. **Reverse changes (if necessary)**

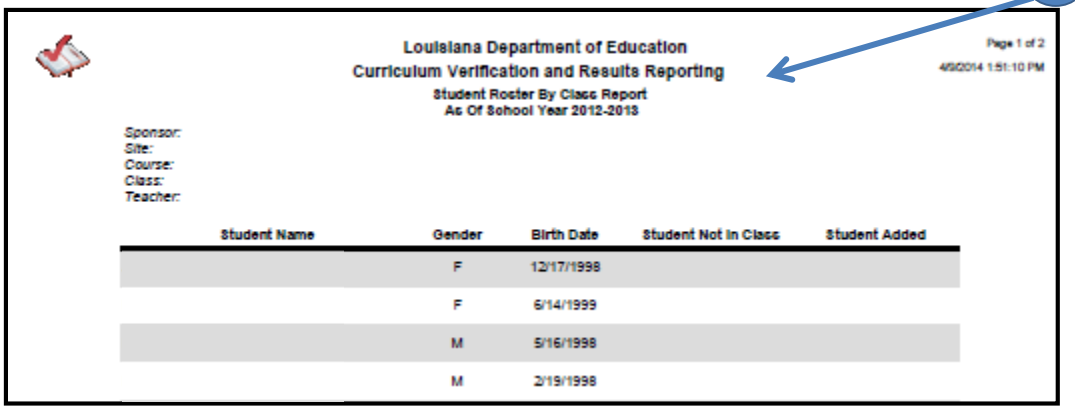
Verification



1 When all changes are made, verify your completion

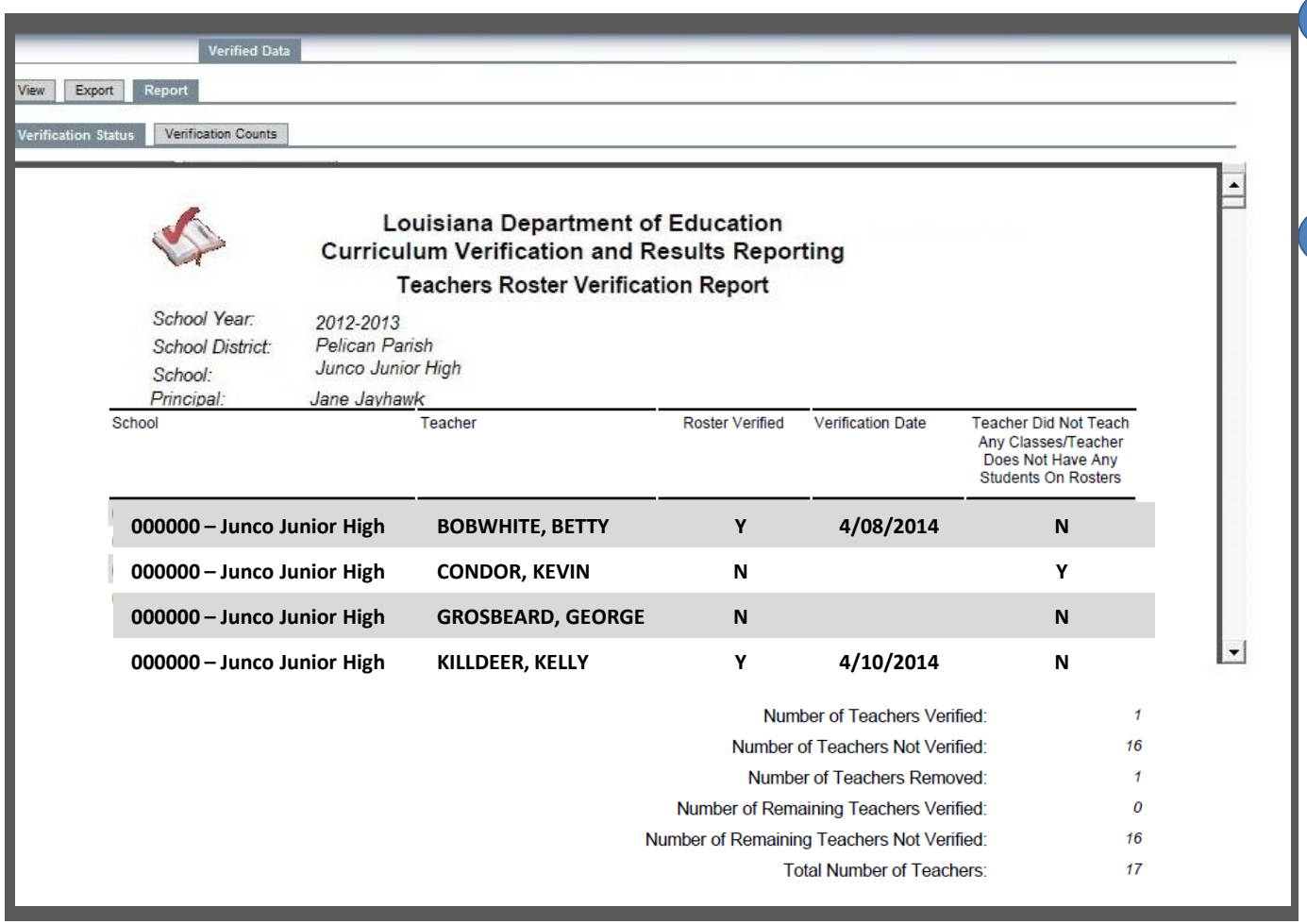
Verified Data





1. **Select class to review roster**
2. **View students in roster and verified changes**
3. **Print PDF summary of roster changes**

Verification Completion Report



1. **Select school year, district, and school**

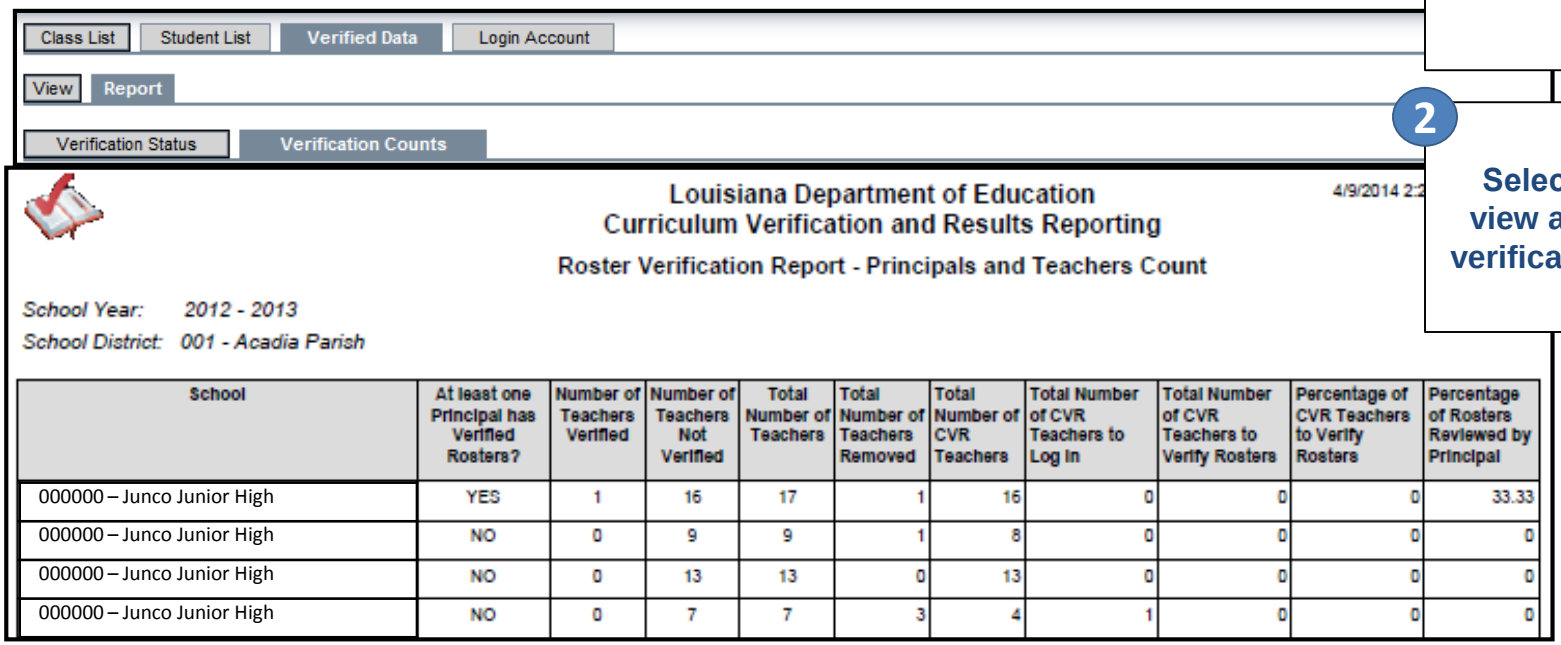
2. **Select 'Run Report' to view a PDF summary of verification completion for all Principals and Teachers.**

- *Teachers who were marked 'Did Not Teach Class' for all classes in applicable course codes are considered 'Removed'.*
- *Teachers who have no students in any applicable courses are considered 'Removed'.*
- *Of the Remaining Teachers, 100% should verify rosters.*

Verification Summary Report

1. Select school year and district

2. Select 'Run Report' to view a PDF summary of verification for all schools



School	At least one Principal has Verified Rosters?	Number of Teachers Verified	Number of Teachers Not Verified	Total Number of Teachers	Total Number of Teachers Removed	Total Number of CVR Teachers	Total Number of CVR Teachers to Log In	Total Number of CVR Teachers to Verify Rosters	Percentage of CVR Teachers to Verify Rosters	Percentage of Rosters Reviewed by Principal
000000 – Junco Junior High	YES	1	16	17	1	16	0	0	0	33.33
000000 – Junco Junior High	NO	0	9	9	1	8	0	0	0	0
000000 – Junco Junior High	NO	0	13	13	0	13	0	0	0	0
000000 – Junco Junior High	NO	0	7	7	3	4	1	0	0	0

- *Teachers who were marked 'Did Not Teach Class' for all classes in applicable course codes are considered 'Removed'.*
- *Teachers who have no students in any applicable courses are considered 'Removed'.*
- *Of the Remaining Teachers, 100% should verify rosters.*

FAQs and Additional Resources

FAQs:

- **Which grades and subjects are included in roster verification?**
  Math/ELA Core Courses (3rd – 8th grades); Science/Social Studies Core Courses (4th – 8th grades); Algebra 1 EOC (including 9th grade); Geometry 1 EOC (including 10th grade)

- **I am a current teacher, but the system does not recognize me as an authorized user, why?**
  Please check with your District CVR Data Manager to make sure that the first and last name you are using is what was entered in PEP (sometimes a person's first and middle name are entered in together as the person's first name and therefore this is what you would have to use to register with in the CVR).

- **My account says it has been deactivated, what do I do?**
  You may contact your local District CVR Data Manager and your account will be reset. Once your account is reset, you will then have to re-register and create a new login and password.

- **There are classes/data missing under the 'Student List' tab for me to verify, why?**
  If there is no data, either you do not have any core courses with students OR the verification period is not open. Check to make sure the portal is open for verification on the front page of the CVR. **If the portal is open and you believe you should have data, please contact CVR Help Desk**. If you are either missing an entire class or have a class listed on your roster that you did not teach, you may contact your District CVR Data Manager and the appropriate class(es) will be added or removed.

I am trying to add a student to my roster, but cannot find the student in the 'Add Student' function.
Make sure that the student you are trying to add is coming from the same district. You cannot add students coming from another district. If the student is coming from within the same district and you still can't find him/her, please contact CVR Help Desk. You will not be able to add 11th and 12th grade students.

Why can I not add students to my roster that moved in from another district and why do I not need to add them to my roster?
Students cannot be added from other districts because of confidentiality reasons. Personnel in one district are restricted access to another district's data. If a student moved into your district/classroom during the year and they were not there for the entire course length, the student will not be linked to you for your transitional student growth data.

Additional Resources:

- Compass End-of-Year FAQ

Where to go for help:

- For questions about Transitional Student Growth Data and CVR, email CVR Help Desk
- District Compass contact **list**
- Data Manager contact **list**