

# User Manual: Roster Verification for Teachers

This document describes how teachers can use the Battelle for Kids (BFK) Link website to complete roster verification. School based teams will be tasked with providing support to help ensure that necessary information is submitted correctly and in a timely manner.

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## Logging into Battelle for Kids

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1. Open a web browser on a computer and navigate to <https://rostersonline.k12.hi.us>.  
As a security measure, this is a website that is only accessible through secure connections. This URL or

web address will not work unless preceded by the secure "https://" protocol designation.



## Roster Verification

### Account Login

UserName:

Password:



**Login Instructions**

Please enter your username and password and press the Login button.

- For username, enter your eight-digit DOE Employee ID.
- For password, enter your DOE Internet password used for other DOE services accessed over the Internet, such as Lotus Notes Webmail, eHR, eCSSS, ARCH and PDE3 systems.

If you do not know or do not remember your Login/Password, please call the Centralized Service Desk (CSD) for assistance at (808) 377-8320. The CSD will retrieve your password if available or direct your request to the Lotus Notes Support Section (LNSS). The password provided by the CSD or LNSS will be used for Lotus Notes webmail, eHR, eCSSS, ARCH, PDE3 and roster verification.

Please note: Users with eCSSS access who do not know their password will be asked to contact their SSC or User Manager to request a reset if the password is not retrievable.

The Centralized Service Desk, (808) 377-8320, is available between the hours of 7:45am and

2. Enter your eight-digit DOE Employee ID in the UserName field.  
Using usernames based on your name will not work on this website. If you don't know your DOE Employee ID, it can be found in the detailed view of your entry in the DOE directory on Lotus Notes. This number is also used to identify you within the TSEAS substitute system.
3. Enter your DOE internet password in the Password field.  
The Battelle for Kids website uses the same DOE internet password utilized by other DOE systems like PDE<sup>3</sup> and Lotus Notes webmail. If you do not know your DOE internet password, contact the Customer Service Desk for assistance at (808) 564-6000.
4. Click the **Login** button.

### NOTE:

If you cannot access the website even though you know you have your correct DOE Employee ID and DOE internet password, contact the EES Help Desk for assistance at (808) 586-4072. The EES Help Desk is available from 7:30 A.M. to 3:30 P.M., Monday through Friday, except state and federal holidays, teacher DLWOP days, and the winter break period.

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## Navigating the Link Tab

The Link tab allows teachers to view a summary of all their class rosters and track their roster verification progress.

1. [Log into the Battelle for Kids website.](#)

2. Click the link labeled **Link** beneath your name.

## My Link Portal



### Status Indicators on the Link Page

My Portal > Link Help

**Link**

Profile | Link

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**My Class Rosters** [User Agreement](#)

Class Name	Students	Status	Action
<b>A</b> High School	<b>B</b>	<b>C</b>	<b>D</b>
LA ENG LA 2 LAB A (Q1)	12	Not Started	<a href="#">Begin</a> <a href="#">Copy Students</a>
LA ENG LA 2 LAB A (Q1)	7	Not Started	<a href="#">Begin</a> <a href="#">Copy Students</a>
LA ENG LA 2 LAB B (Q2)	7	Not Started	<a href="#">Begin</a> <a href="#">Copy Students</a>
LA ENG LA 2 LAB B (Q2)	13	Not Started	<a href="#">Begin</a> <a href="#">Copy Students</a>
LA ENG LANG ARTS 1 GR 9 (S2)	3	Not Started	<a href="#">Begin</a> <a href="#">Copy Students</a>
LA ENG LANG ARTS 2 GR 10 (S1)	2	Not Started	<a href="#">Begin</a> <a href="#">Copy Students</a>
LA ENG LANG ARTS 2 GR 10 (S2)	8	Not Started	<a href="#">Begin</a> <a href="#">Copy Students</a>
LA ENG LANG ARTS 2 GR 10 (S2)	2	Not Started	<a href="#">Begin</a> <a href="#">Copy Students</a>
LA ENG LANG ARTS 2 GR 10 (S2)	9	Not Started	<a href="#">Begin</a> <a href="#">Copy Students</a>
LA ENG LANG ARTS 3 GR 11 (S1)	3	Not Started	<a href="#">Begin</a> <a href="#">Copy Students</a>
LA ENG LANG ARTS 4 GR 12 (S2)	1	Not Started	<a href="#">Begin</a> <a href="#">Copy Students</a>

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**Teacher Alerts and Notifications** [Refresh Alerts](#)

- Student Completion Alerts
  - Student not claimed ([More](#)) 0 Alerts
- Teacher Completion Alerts
  - Rosters with no students ([More](#)) 0 Alerts

[Return](#)

**Roster Verification**

February 01 - May 14  
**Ends in 63 days**

**Review and Approval**

Due by May 15

**Support Team**

[\[Email\]](#) (principal)

**Resources** E

- [District Guide](#)
- [Principal Guide](#)
- [Teacher Guide](#)
- [Hawaii Teacher's How-To Training...](#)

- A** A square icon to the left of the class name will indicate the tested subject associated with the class. For example, a blue square with an "M" indicates the tested subject is math, "R" indicates reading/ELA, "Sc" indicates science, "SS" indicates social studies, and "L" indicates language arts exam.
- B** The *Students* column allows you to see the student count associated with a roster at a glance.  
NOTE: This may not reflect the number of students that are currently in the class since roster verification captures information about student enrollment in your class for the entire duration of the course. That means that students that are no longer in your course will still contribute to this count, even if you have verified that they should be excluded since their departure.

- ⦿ The *Status* column indicates whether a verified roster has been submitted. Rosters that have not had changes saved will have the status "Not Started", while rosters that have been submitted will have the status "Submitted". When you have completed roster verification, all classes should have the status "Submitted". If you have classes that already have the status "Submitted" when you first start the roster verification process, **you should still go in to review and submit those rosters.**  
NOTE: Since submitting rosters is the only way to save changes to enrollment timeframes, any rosters that you or your school setup team submitted in order to save progress will show the status "Submitted" even if you are not completely done making changes.
- ⦿ The *Action* column provides a link that allows you to view the students on the roster for that class. The link will read "Begin" for rosters that have not been submitted and "Edit" for classes that have been submitted before.
- ⦿ The *Resources* section provides links to various resources to help you navigate the BFK system and learn more about the roster verification process.
- ⦿ The *Teacher Alerts and Notifications* section shows a summary of a few roster verification conditions that could indicate errors in the information submitted.

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## Submitting a Verified Roster

The Manage Link Completion page allows staff with district administrator access to view a summary of how much progress schools within their district have made.

1. [Log into the Battelle for Kids website.](#)
2. Click the link labeled **Link** beneath your name.

### My Link Portal



3. Click on the link in the *Action* column for the class you want to verify to open the *Class Roster* page for that class. For classes that have not been submitted, the link will read **Begin**. For classes that have been submitted before in the past, the link will read **Edit**.

A screenshot of the 'Class Roster' page. The page has a green header with 'My Roster - Link' and a 'Help' button. Below the header are tabs for 'Profile' and 'Link'. The main content area shows a table titled 'My Class Rosters' with columns for 'Class Name', 'Students', 'Status', and 'Action'. A yellow arrow points to the 'Begin' link in the 'Action' column for the first row. To the right of the table are two green boxes: 'Roster Verification February 01 - May 14 Ends in 63 days' and 'Review and Approval Due by May 15'.

Class Name	Students	Status	Action
High School			
LA ENG LA 2 LABA (Q1)	12	Not Started	<a href="#">Begin</a> <a href="#">Students</a>
LA ENG LA 2 LABA (Q1)	7	Submitted	<a href="#">Edit</a> <a href="#">Copy Students</a>

4. Verify the students and enrollment information on your class roster is correct.
  - a. [Add students as necessary](#).
  - b. [Delete students as necessary](#).
  - c. Click the **Enter by months** link to check that all enrollment data that has been prepopulated from eSIS is free of error.

NOTE: See [Navigating the Class Roster Page](#) for more help on the components of the Class Roster page and how to make changes.

5. Submit your roster using the **Submit** link to save changes and mark the roster as submitted (verified).

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## Navigating the Class Roster Page

### Validating Tripod Survey Orders

Teachers will be prompted to validate the Tripod survey after clicking the **Submit** link. These fields will already be completed by the School based team and Survey Coordinator. The teacher's responsibility is to validate these pre-established settings for the Tripod survey order.

- ⓐ A drop down menu identifies whether the selected class will be surveyed. School based team members will have already designated the classes to be surveyed. Teachers will only see the classes that have been pre-selected. Teachers should not change any of the information on A, B or C without first communicating with the school based team.
- ⓑ The language and type drop down identifies the language that Tripod surveys will be produced for the teacher and the type of survey indicates whether it will be online or paper/pencil.
- ⓒ The date will be determined and entered by the school based team in collaboration with the administration.

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## Validating Rosters for SGP

Teachers will validate roster data and month to month attribution during designated roster verification windows at the end of the school year. The following steps demonstrate how teachers will complete this process.

[My Portal](#) > [Link](#) > Class Roster

### Class Roster

Help

**LA LLH2013S - 01-01 - ENG LA 2 LAB A (Q1)** [Edit](#) <sup>A</sup> Status: Not Started <sup>B</sup> **Please submit unsaved data**

Course Name: ENG LA 2 LAB A (LLH2013S) [Copy Students](#)  
 Subject Area: Language Arts School:  High School (272) [Contact Support Team](#)  
 Class Schedule: Quarter 1 (Aug - Oct) Staff:   
 Status: Not Started

1 <sup>C</sup> Add Students	2 <sup>D</sup> Enter by months	3 <sup>H</sup> for
I taught these students	during these months	Enrolled School Days
Students (12) <sup>E</sup>	From To <sup>F</sup>	Enrolled School Days <sup>G</sup>
Set Values for All Students >>>	Aug Oct	<input type="text"/>
<input checked="" type="checkbox"/> Student 1 10	Aug Oct	Include
<input checked="" type="checkbox"/> Student 2 9	Aug Oct	Include
<input checked="" type="checkbox"/> Student 3 10	Aug Oct	Include
<input checked="" type="checkbox"/> Student 4 9	Aug Oct	Include <sup>H</sup>
<input checked="" type="checkbox"/> Student 5 10	Aug Oct	Include
<input checked="" type="checkbox"/> Student 6 9	Aug Oct	Include
<input checked="" type="checkbox"/> Student 7 9	Aug Oct	Include
<input checked="" type="checkbox"/> Student 8 9	Oct Oct	Exclude
<input checked="" type="checkbox"/> Student 9 9	Aug Oct	Include
<input checked="" type="checkbox"/> Student 10 9	Aug Oct	Include
<input checked="" type="checkbox"/> Student 11 9	Aug Oct	Include
<input checked="" type="checkbox"/> Student 12 10	Aug Oct	Exclude

<sup>I</sup>

- <sup>A</sup> The **Edit** link allows you to make changes to the class information (Name, Code, Period, etc.). Generally, this should not be necessary.
- <sup>B</sup> A message stating "Please submit unsaved data" will appear if you make any changes to the roster. Any changes will not be saved if you navigate back to the *Link* screen without submitting the roster.
- <sup>C</sup> The **Add Students** link allows you to [add students that are missing from your roster](#).
- <sup>D</sup> The **Enter by months** link will take you to a view that allows you to change whether a student was enrolled in your class for each individual month. Clicking the value under each month in a student row will open a drop down allowing you to indicate whether this student should be included or excluded for that particular month. For the purposes of roster verification, students that have been enrolled for 10 or more school days should be marked as included for a given month. Students that have been enrolled for less than 10 school days should be excluded. This is generally the best way to view and validate rosters since it shows all the specific information being submitted along with this roster. Using the month drop-downs and inclusion criteria in the *Enter by year* view can sometimes cause unexpected changes. To reiterate, the attribution distinction for both Tripod and SGP purposes is *enrollment* and not *student attendance*.

1 Add Students		2 Enter by year				
I taught these students		during these months for Enrolled School Days				
Students (3)	Grade	Aug/Sep	Oct	Nov	Dec	Jan
Set Values for All Students >>>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>		Exclude	Include	Include	Include	Include
<input type="checkbox"/>		Include	Include	Include	Exclude	Include
<input type="checkbox"/>		Include	Include	Exclude	Exclude	Exclude

- Students that do not belong on your class roster at all can be deleted by clicking on the  icon. To restore a student that you have deleted, you can toggle the **Deleted Students** link below your roster to show any students you have deleted. Clicking the **Restore** link will add the student back to your roster.

[Deleted Students \(1\)](#)

Student	Grade	Action
	10	<a href="#">Restore</a>

- Section 2 shows columns showing what month a student was first enrolled to when they exited your class. Changing the values in the drop-down menus contained in the green header bar will change values for all students on your roster.
- Section 3 allows you to indicate whether the month range specified in section 2 indicates whether a student should be counted as enrolled on your roster or not. For the purposes of roster verification, students that have been enrolled for 10 or more school days should be marked as included for a given month. Students that have been enrolled for less than 10 days should be excluded. Changing the values in the drop-down menus contained in the green header bar will change values for all students on your roster. NOTE: Designations should depend on enrollment, not attendance. Student absences do not reduce the number of days officially enrolled. Data from eSIS has been used to prepopulate enrollment information in rosters shown so any changes should be made with care.
- A link labeled **Entered by Month** appears when students have enrollment information that cannot be summarized with a starting and ending month range. Clicking the link takes you to the *Enter by months* view.
- Clicking the **Submit** link saves any changes you have made to the roster and marks it as submitted. Clicking the **Cancel** link will return you to the main Link screen showing a list of all your classes without saving any changes to the roster. On most browsers, a warning will pop-up if you make changes and attempt to leave the page without pressing one of these two buttons. Since submitting rosters is the only way to save changes, any rosters that you submitted in order to save progress will show the status "Submitted" even if you are not completely done making changes. If you have done this, make sure not to forget to complete your review of the roster before the roster verification deadline.

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## Adding Students to a Class Roster

- [Log into the Battelle for Kids website.](#)
- Follow steps 1-3 in the [Submitting a Verified Roster](#) process to navigate to the roster page for a class.

- Click the **Add Students** link in section 1.

- Type search criteria in the *First name Begins With*, *Last Name Begins With*, or *District Student ID* field. The search fields will search for partial names as long as the search criteria entered matches the beginning of the student's name. For example, if a student's name is "Robert", "Rob" will work, but "Bert" will not. For students with punctuation in their names, it is best to stop typing out their name before the punctuation mark. It is not necessary to fill out all fields.

[My Portal](#) > [Link](#) > [Class Roster](#) > Add Student(s)

### Add Student(s)

Search for a student to add to your class roster. Try searching using just the first letter or two of the first and/or last name. Also try searching within the district if the student is not found in your school. If the student does not exist, record the student's name and ID and contact your Support Team to have the student added to the database so that you will find the student when searching.

School:  [Return](#)  
 Complex Area:   
 Course Name: ENG LA 2 LAB A (LLH2013S)

First Name Begins With:   
 Last Name Begins With:   
 District Student ID:  (Last 4 digits or full ID)  
 School:   
 Grade Level:

- Specify a grade in the *Grade Level* drop-down menu if desired. This step is generally unnecessary.
- Change the *School* drop-down menu to "All".

School:

- Click the **Search** button.

- Click the **Add** button next to the name of the student you wish to add in the list of search results that appears under the search fields.

<input type="button" value="Add All"/>	Student Name	District Student ID	Grade
<input type="button" value="Add"/>	Wanya Smith	1111111	10
<input type="button" value="Add"/>	Wanya Smith	1111111	5
<input type="button" value="Add"/>	Wanya Smith	1111111	6
<input type="button" value="Add"/>	Wanya Smith	1111111	6
<input type="button" value="Add"/>	Wanya Smith	1111111	7
<input type="button" value="Add"/>	Wanya Smith	1111111	10

If you search using broad inclusion criteria, you may have to sort through multiple pages of results. If this is the case, you can navigate to other search result pages using the numbered links that appear below the

student names.

1 2 3 4 5 6 7 8 9 10 ...

Page 1 of 44, items 1 to 15 of 654.

9. Click the **Return** text link or button to return to the class roster.

Return

### Missing Students

If you cannot find and add a student through the search function, contact the Helpdesk at (808) 586-4072 (M-F, 7:30am-3:30pm). Be prepared with the student's name, ID number, grade level, and date of birth.

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