

## CLASS ROSTER VERIFICATION INFORMATION AND DIRECTIONS

### To prepare class rosters for SLO calculation

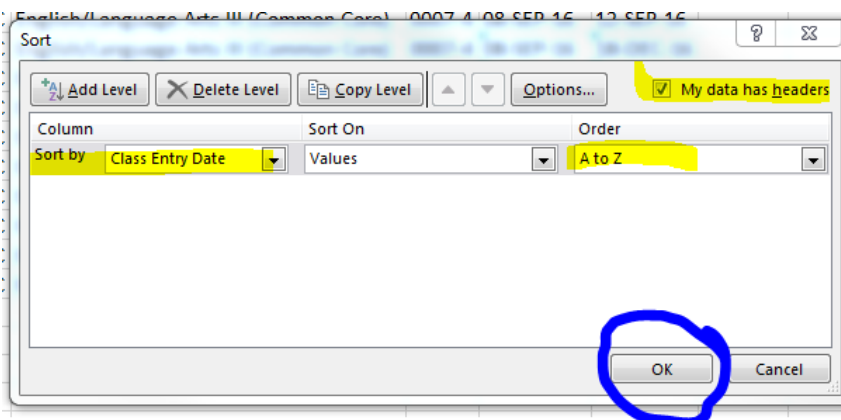
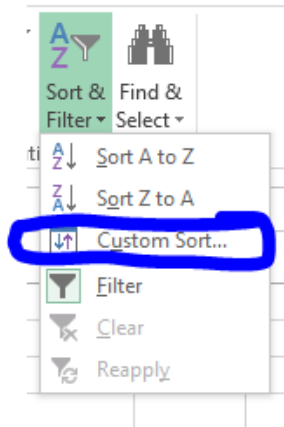
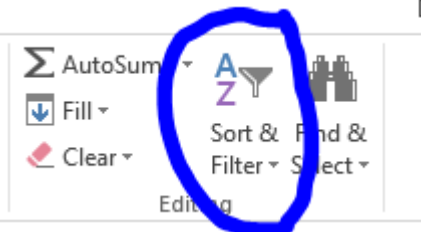
If you are a teacher of grade 3, Algebra I, II, or Geometry:

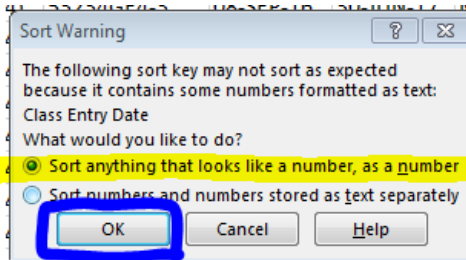
- You should have printed and saved your highlighted copy from TSRV for use with your individual SLO in eDoctrina to determine excluded students. Use that list to select the Excl box next to any student NOT meeting the 60% enrollment threshold. Jump down to [To prepare SLO calculation](#)

**If you are a teacher of Science 8 or any course ending in a Regents exam:**

- Open the Class Rosters with Enter and Exit dates Spreadsheet that you received via email from Dawn Young.
- Sort by "Class Entry Date" A-Z

	H	I	J	K
	Course Section	Class Entry Date	Class Exit Date	
Core)	0007-4	08-SEP-16	30-JUN-17	
Core)	0007-4	08-SEP-16	30-JUN-17	





- Please highlight any student who did not meet the 60% enrollment rule based on 108 days.
- i.e.--any student with an entry date on your roster **after January 3, 2017** should be highlighted
- **\*\*CAUTION—CHECK STUDENT NAME TO DETERMINE IF THEY MOVED SECTIONS, IN WHICH CASE, THEY WILL COUNT IF MEETING THE 108 DAY ENROLLMENT RULE—see tip below**

**To highlight a row:**

Point to the row # and click, then select the highlight icon in the toolbar. You can select multiple rows at the same time and then highlight as the dates should be ordered.



- Resort by Class Exit Date
- Please highlight any student who did not meet the 60% enrollment rule based on 108 days.
- i.e.--any student with an exit date on your roster **before March 1, 2017** should be highlighted
- **\*\*CAUTION—CHECK STUDENT NAME TO DETERMINE IF THEY MOVED SECTIONS, IN WHICH CASE, THEY WILL COUNT IF MEETING THE 108 DAY ENROLLMENT RULE**
- Please highlight any student whose combined enrollment in your course **equals less than 108 days** (for students who started in your class, went to another school, and returned to your class) should be highlighted

**TIP to check for students moving between sections:**

After highlighting using the rules above, sort again on Name. If you have a highlighted row with the student repeated, you can easily check to see if the student was continuously enrolled with you but in different sections. In the example below based on entry and exit dates, the student should be included.

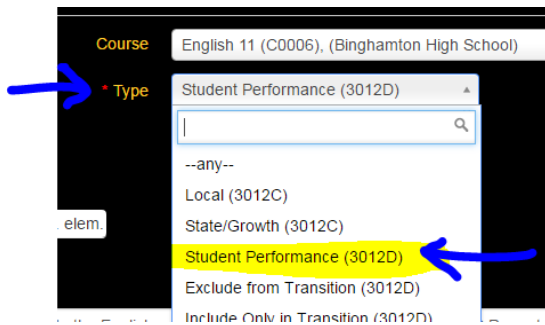
[Redacted]	[Redacted]	04	11	ELA 01003CC	English/Language Arts III (Common Core)	0007-	08-SEP-16	01-MAR-17
[Redacted]	[Redacted]	04	11	ELA 01003CC	English/Language Arts III (Common Core)	0007-	02-MAR-17	30-JUN-17

**Save file to attach to your SLO in eDoctrina**

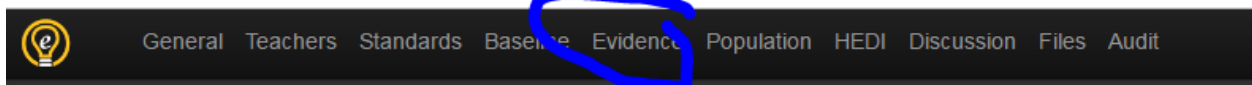
**REMINDER: This is based on enrollment, not attendance**

## To prepare SLO calculation

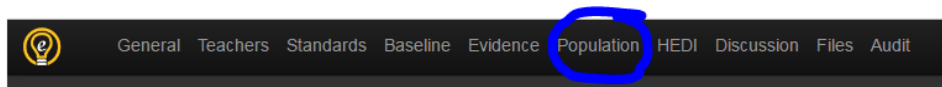
- Log into eDoctrina
- Select SLO
- Open your SLO for 2016-2017
- Change the Type to Student Performance (3012D)



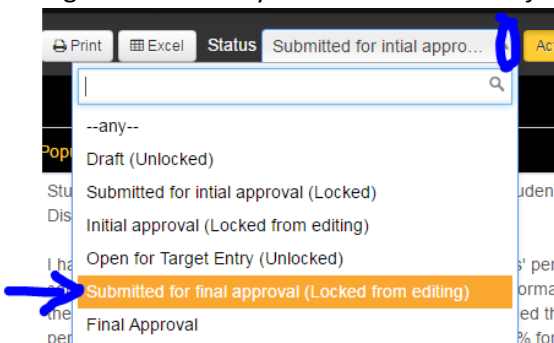
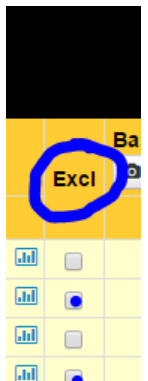
- Select Evidence



- Double click on the assessment for your course (See [State Assessment & Regents # Chart](#))
- Select Population



- Use your highlighted list(s) (from above steps) to select the Excl box (to the right of student names) next to any student NOT meeting the 60% enrollment threshold within your SLO in eDoctrina.
- As long as the data from your assessment has been loaded, student scores should populate the Final Score column. Contact Dawn Young if you believe data to have been loaded but no scores appear.
- Attach your Class Roster with highlighted students in the Attachments section at the bottom of the SLO
- Change the status of your SLO to *Submitted for Final Approval*.



- Your weighted SLO score will be imported into MyLearningPlan to determine your Overall Evaluation rating (see page 12 of *Teacher APPR Handbook*)