Instruction Roster Verification Administration - Start here

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The Roster Verification tools allow teachers to certify the amount of time they spend with students, which can then be submitted to the state. Use these tools to create roster verification events, assign them to teachers, and review existing verification events.

Roster Verification Events track time spent between teachers and students. Events are established by administrators and define the parameters for which teachers and other staff members must enter contact time for students in their rosters. Teachers then verify their rosters. The Roster Verification Event Log collects all existing Roster Verification Events, based on the context selected in the Campus toolbar.

Explanation

- Understand reporting options for Events.
- Understand reporting options for the Event Log.

How-to guides

Roster Verification Events

- Create a Roster Verification Event | Video | Simulation
- Test your Event parameters to verify setup.

Roster Verification Event Log

- Available actions for records in the log.
- View an Event Record Video | Simulation
- Edit or Delete an Event Video | Simulation

Reference

- Field descriptions for Events
- Field descriptions for the Event Log

Teacher actions

- The Certify Your Roster article and video describe the Roster Verification process from a teacher's perspective.