

Frequently Asked Questions for Roster Verification via the Teacher Student Roster Verification Tool

Rosters can be found at <https://eservices.nysed.gov/taa/login.htm>.

Note: This is the same web site that was used for teacher ePMF/BEDS reporting.

Q1 Who has to do this?

A1 All teachers of record for courses that link students to teachers should have rosters.

Q2 Why do I have to do this?

A2 This process is to ensure that students are properly linked to teachers and principals regardless of whether they “count” for APPR.

Login Issues

Q3 I came in from another teaching position. Do I need a **PIN** number?

A3 If you have already created an account for roster verification in another school, or for ePMF/BEDS, you do not need a new PIN. You will be able to log in using your previous username and password. If you have never logged into the TAA system before, you may need a PIN. Please contact your building administrator.

Q4 This is my first teaching assignment. How do I establish an account?

A4 A PIN will be generated for you. You need to contact your Building Administrator to receive it.

Q5 I forgot my **password or username**. What should I do?

A5 Click the “I forgot my password” or “I forgot my username” link to the right of the Login button.

Q6 I’m having **trouble logging on** to the website. What should I do?

A6 Click the **Help with your account?** link, or contact NYSED at 518-474-7965.

After Successfully Logging In – Verifying Your Roster

Q7 What should I look for on the **full year snapshot tab**?

A7 This tab is provided for all courses linking students to teachers. Teachers should ensure that all their current year students appear on the list. The snapshot date should reflect the year end date (6-30-2015). If students have transferred in or out please make sure their linkage start and end dates are accurate. There is a “view additional data columns” link on the bottom left hand of the roster. Clicking on this link opens up four more columns of data showing more details.

Q8 What should I look for on the **assessment snapshot tab**?

A8 This tab is provided for all courses ending in a NYS assessment (3-8 ELA/Math, 4/8 Science, and Regents). The assessment snapshot tab should contain the same list of students as in the full snapshot tab. The date of the snapshot date should reflect the assessment date for the course. There is a “view additional data columns” link on the bottom left hand of the roster. Clicking on this link opens up four more columns of data. According to the APPR Guidance document, only students with over 60% linkage will count towards a teacher’s State Provided Growth score. **If the assessment snapshot tab is blank for a course ending in a NYS assessment, please note this on the verification form.**

- Q9** I have some courses that only have a full year snapshot. Is this OK?
A9 Yes. Only courses ending in a NYS assessment will have both.
- Q10** Why do I see students on my roster who have **dropped or transferred**?
A10 Any student who was assigned to your course for any period of time should appear. It is correct for these students to show on your roster as long as the linkage start and end dates are accurate.
- Q11** There is a student on my roster I've **never seen** before. What should I do?
A11 It is okay for these students to show on your roster as long as the linkage start and end dates are accurate. If the student was exited from the class before the first day of school, report this on your verification form.
- Q12** Should I see courses that aren't listed on my **SLO**?
A12 Yes. You should see ALL classes and students for which you are the teacher of record.
- Q13** Why are my course names sometimes different than what I am used to?
A13 All courses must be mapped to state course codes using the best possible match to a state course catalog. Contact your building administrator if you feel there are any problems or issues with the mapping.
- Q14** Why do I see the same **student listed twice** on my roster?
A14 This usually happens for one of two reasons and it typically is not a problem. The student could have 2 different enrollment dates. An example would be a student who was enrolled at the beginning of the year, left, and then re-enrolled. There could also be a student that switched sections of the course and appears on two of your rosters. It is important to note that for verification the linkage start and linkage end dates should be accurate.
- Q15** My data is **accurate**. Do I still need to turn in the verification form?
A15 Yes. It is imperative that we track who has reviewed their data as this is a directive of NYS. Also, the administration cannot see what is under your account unless you allow them. The district administration has a separate system to look at teacher and principal data, so it is important to make sure there are no inconsistencies.
- Q16** How do I **print the screen** in the **Teacher Student Roster Verification Tool**?
A16 When viewing rosters, you should see a print screen button that says **Print-Friendly PDF**. This will print all your rosters.
- Q17** The **Teacher Student Roster Verification Tool** portal only recognizes my **maiden name**, not my married name. How should I correct this?
A17 NYSED links you to your data by your TEACH ID and not your name, so this will not negatively impact the data. Only you can correct your name by going into your TEACH account. Here is the link: <http://www.highered.nysed.gov/tcert/teach/login.html>