



# **Curriculum Verification and Results Reporting Portal (CVR)**

## **USER GUIDE**

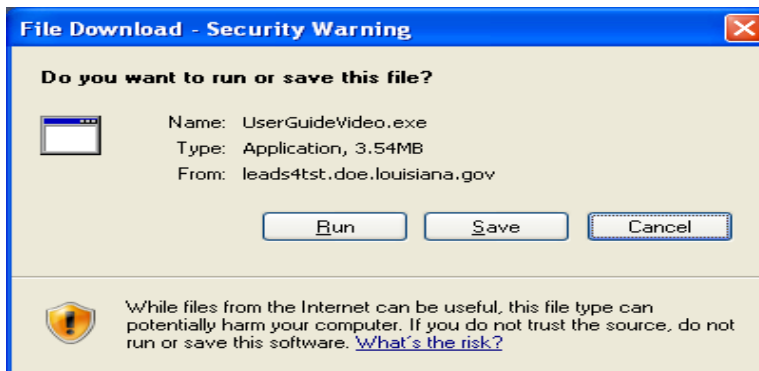
**PAUL G. PASTOREK | STATE SUPERINTENDENT  
LOUISIANA DEPARTMENT OF EDUCATION**



# Introduction to the CVR

- Note: For help with the CVR Reporting Portal, you may use these instructions, or you can access a video at the following link: User Guide Video.
- To access the video, you must hold down the Control key (Ctrl) on your keyboard while clicking on the User Guide Video tab.
- A pop up box may appear asking if you want to run or save this file. Click on the Run button. A security box may appear next and again, please click the Run tab. (See below for pictures of pop up boxes. The video is a secure file to access.)

#1.



#2.





# Introduction to the CVR

- The Curriculum Verification and Results reporting portal (CVR) is a critical component of the State's Value Added Initiative project.
- The value added initiative will assess changes in student achievement across a school year in classes and schools, allowing educators to identify where students are making the most and the least progress.
- In the spring each year, teachers will be asked to verify and/or make changes to the class rosters that have been submitted to the State. This is important to make sure that teacher-student links are accurate.



# Introduction to the CVR

- The CVR will give teachers access to a roster for each core content course that they taught that year. Teachers will be able to make changes by stating that a student moved from the class or was never in the class, and/or they have the option to add students who were omitted from the roster.
- Principals will also be asked to access the CVR to verify and confirm any changes that the teachers in his/her school have made to their rosters. This is just another measure to ensure accuracy.
- Principals will have multiple methods of viewing all of their teachers' class rosters and any changes that their teachers made to his or her roster.



## CVR (cont'd)

- The data verification process should not take longer than 20-30 minutes. **However, the portal is scheduled to open for data verification for only a specified amount of time.**
- Once the verification process is complete, any changes that need to be made will be applied to the CVR dataset and not to the LEADS. From this data, analyses will be conducted to produce value added scores for teachers.
- The results of the analyses will be available in report format on the CVR for teachers and principals.
- If you have questions or need help, please contact the DOE by email at: [LDOECVR@LA.GOV](mailto:LDOECVR@LA.GOV).

- To access the portal, use the following web address:  
<https://leads4.doe.louisiana.gov/cvr/>
- The first page is a welcome page.
- Click on the “Continue to Registration/Login Page” to proceed.

**Welcome to the Curriculum Verification and Results Reporting Portal.**

If this is your first visit here you will be required to register on the next page. If you have already registered, please continue to the next page and log in. If you are not a teacher or a principal of the state of Louisiana please exit this site now.

[Continue to Registration / Login Page](#)

## Login or Register to Access Portal

1. On your first visit to the portal, first, please review the User Guide either through this document or by watching a quick video. Then click on the “Register” button on the right side of the screen.
2. If you have already registered, you may login with your “Personal Login Code” and “Password” (remember passwords are case sensitive).



### CURRICULUM VERIFICATION AND RESULTS REPORTING PORTAL

Log Off | Restart

This web site requires you to log in.

Login here if you have previously registered.

Personal Login Code:

I forgot my Code

Password:

I forgot my Password

Submit

Change Password

Change Email Address

Please view the User Guide before you register.

User Guide

User Guide Video

You must register before using this web site for the first time.

Register

## Self-Registration

Note: You only need to register once; if you have already created a login and password, you may login to the portal and proceed to Data Verification.

1. Select your school district from the drop down box.
2. Enter your social security number.
3. Enter your first name.
4. Click the “Submit” button.



Please select your School District, enter your Social Security Number and First Name, and click 'Submit'.

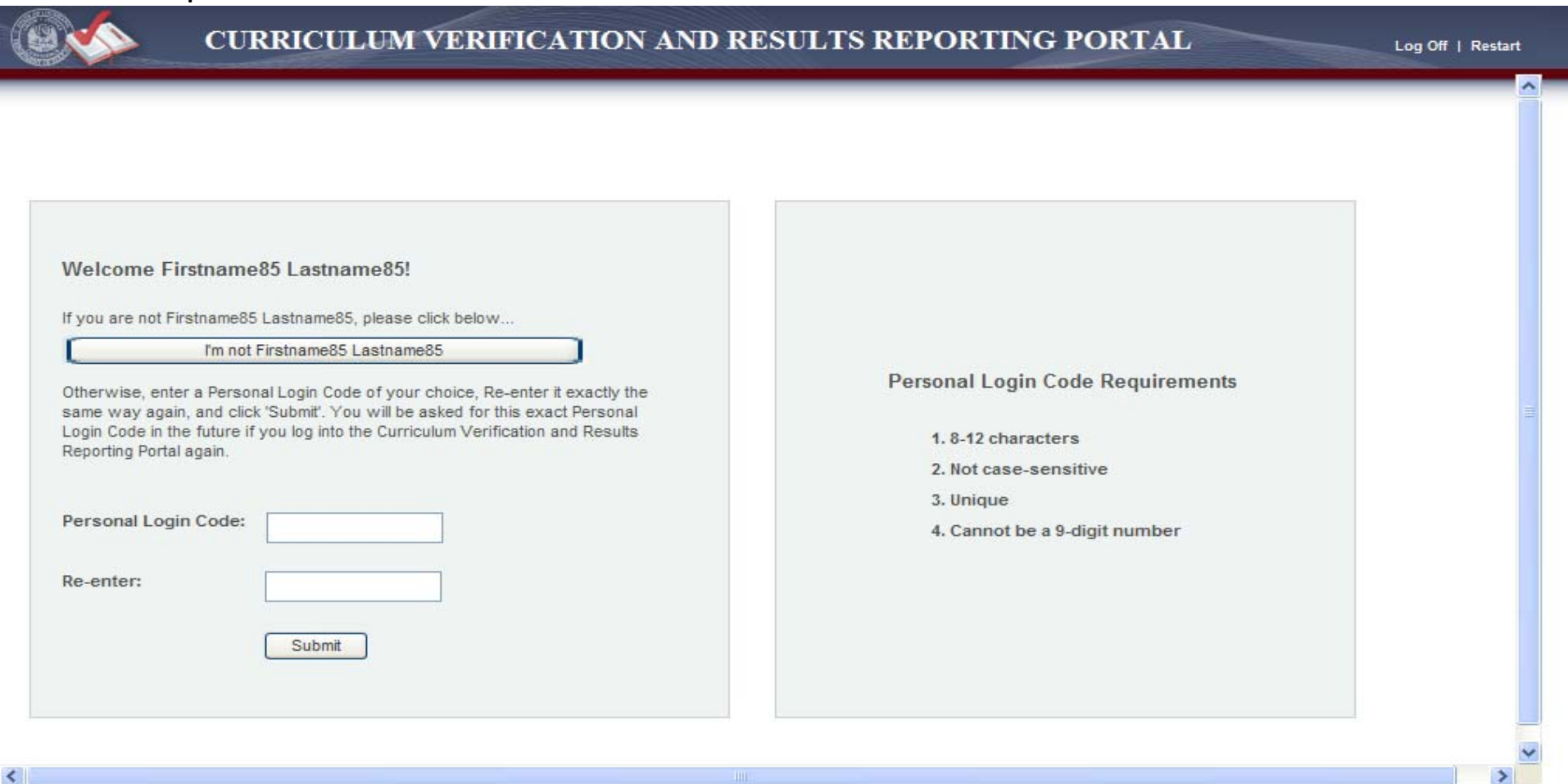
Your School District:

Social Security Number:

First Name:

## Create a Personal Login Code

1. Choose a “Personal Login Code” that you will remember. See the restrictions/requirements for your login code on the right side of the screen.
2. Keep your “Personal Login Code” confidential, as you are responsible for it.
3. This is the “Personal Login Code” you must use each time you wish to access the portal.



The screenshot shows the top navigation bar of the 'CURRICULUM VERIFICATION AND RESULTS REPORTING PORTAL'. On the left is a logo with a book and a checkmark. On the right are 'Log Off' and 'Restart' links. The main content area is split into two panels. The left panel is a login form with a welcome message, a 'Forgot password' link, and input fields for a 'Personal Login Code' and its 'Re-enter' confirmation, followed by a 'Submit' button. The right panel lists 'Personal Login Code Requirements' with four numbered points: 1. 8-12 characters, 2. Not case-sensitive, 3. Unique, and 4. Cannot be a 9-digit number.

**WELCOME TO THE CURRICULUM VERIFICATION AND RESULTS REPORTING PORTAL**

Log Off | Restart

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**Welcome Firstname85 Lastname85!**

If you are not Firstname85 Lastname85, please click below...

[I'm not Firstname85 Lastname85](#)

Otherwise, enter a Personal Login Code of your choice, Re-enter it exactly the same way again, and click 'Submit'. You will be asked for this exact Personal Login Code in the future if you log into the Curriculum Verification and Results Reporting Portal again.

Personal Login Code:

Re-enter:

**Personal Login Code Requirements**

1. 8-12 characters
2. Not case-sensitive
3. Unique
4. Cannot be a 9-digit number

## Create a Password

1. Choose a “Password” that you will remember. See the restrictions/requirements for your “Password” on the right hand side of the screen.
2. Keep your “Password” confidential as you are responsible for it.
3. This is the “Password” you must use each time you wish to access the portal.



Please enter a Password of your choice then Re-enter it exactly the same way.

*Passwords are case sensitive.*

Password:

Re-enter:

Submit

### Personal Password Code Requirements

1. 8-50 characters
2. Case-sensitive
3. Hashed with random salt before being stored in database
4. Expires after 90 days
5. Cannot be the same as any of the three most recent prior passwords
6. Must include a character in at least 3 of these 4 groups:
  - a. Upper case letters (A-Z)
  - b. Lower case letters (a-z)
  - c. Base 10 digits (0-9)
  - d. Non alphanumeric characters found on the top row of the keyboard (!@#%&\*()-\_+=)

## Forgot Login Code/ Password Security Questions

1. Answer two questions. Make sure to record the answers you provide to these two questions; if you forget your login code/password, you will be asked to provide these answers to re-register with a new login code/password.
2. Once you have registered, you are ready proceed to Data Verification.

Please choose two questions and enter the answer to each question. These will be used in case you forget your password.

Question 1:

Answer:

Question 2:

Answer:

## Email Setup Page

1. You will be asked to enter an email address that you can access to notify you if there are any changes made to your account.
2. If you do not have an email account, check the box below the “Submit” button.

Please enter your Email Address.

Your Email Address will only be used to notify you of any change to your account.

Email Address:


Re-enter:

Submit

I do not have an Email Address

## Registration Completion

1. Once you have successfully completed your registration, you will be able to continue on to the data verification.
2. Click on the “Continue” button.



**CURRICULUM VERIFICATION AND RESULTS REPORTING PORTAL**

Log Off | Restart

Welcome **Firstname85 Lastname85!**

You have successfully registered.

Please click 'Continue' to enter the Curriculum Verification and Results Reporting Portal.

[Continue](#)

## Data Verification

1. Make sure the “Student List” tab at the top is selected.
2. Make sure the information in the drop down boxes are correct (School Year, School District, School, Teacher).
3. All core courses in grades K-9 you taught will be listed under “Class List “on the left. **(Do not be concerned about other grades you may have instructed outside of K-9.)** You may have more than one sheet. If you see numbers at the bottom of the list, you have more classes on the next page.
4. To see the class roster, click on “Select” next to the “Class Code” on the left side of the page.
5. The “Student List for Class” you selected will appear on the right (see next page).



Update

School Year: 2009-2010

School District: Lafourche Parish

School: Galliano Elementary School

Teacher: LINUS, BENJAMIN

Class List

|        | Class Code | Course | Course Name                       |
|--------|------------|--------|-----------------------------------|
| Select | 0020111    | 220000 | SOCIAL STUDIES; ELEMENTARY GRADES |
| Select | 0020112    | 220000 | SOCIAL STUDIES; ELEMENTARY GRADES |
| Select | 0020113    | 220000 | SOCIAL STUDIES; ELEMENTARY GRADES |
| Select | 0020221    | 220000 | SOCIAL STUDIES; ELEMENTARY GRADES |
| Select | 0020222    | 220000 | SOCIAL STUDIES; ELEMENTARY GRADES |
| Select | 0020223    | 220000 | SOCIAL STUDIES; ELEMENTARY GRADES |

1 2

Click 'Select' to display Student List

## Data Verification (Cont'd)

5. Look through the student names. If the student was in the class from Oct. 1 through the beginning of State Testing, do nothing. If the student was never in that class or moved, check the appropriate box. (See “Check Box Instructions” above “Student List for Class” for specific “moved out” date.)
6. If no changes are necessary, simply move on to another class by clicking “Select” next to “Class Code” on the left. **If you make any changes, a “Submit” button will appear below the “Student List for Class” box, otherwise the “Submit” button will be absent. You must click the “Submit” button to enter your changes. (see below)**
7. If you are missing a class you taught, you will need to contact us at [LDOECVR@LA.GOV](mailto:LDOECVR@LA.GOV), and we will add the class.

CURRICULUM VERIFICATION AND RESULTS REPORTING PORTAL
Log Off | Restart

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Student List
Verified Data
Teacher Results Report

Update

School Year:

School District:

School:

Teacher:

**Check Box Instructions:** **Not In Class:** only check this box if the student was never assigned to this class. **Moved From Class:** check this box only if the student was assigned to this class, but moved out of the class before January 1, 2010.

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**Class List**

|        | Class Code | Course | Course Name        |
|--------|------------|--------|--------------------|
| Select | 10         | 120331 | ENGLISH I (TST 08) |

**Student List for Class 10** Add Student

| Name                        | Sex | Birth Date | Not In Class             | Moved From Class                    |
|-----------------------------|-----|------------|--------------------------|-------------------------------------|
| Lastname1225, Firstname1225 | M   | 1/1/1995   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Lastname1226, Firstname1226 | M   | 1/1/1995   | <input type="checkbox"/> | <input type="checkbox"/>            |
| Lastname1227, Firstname1227 | M   | 1/1/1995   | <input type="checkbox"/> | <input type="checkbox"/>            |
| Lastname1228, Firstname1228 | M   | 1/1/1995   | <input type="checkbox"/> | <input type="checkbox"/>            |
| Lastname1229, Firstname1229 | M   | 1/1/1995   | <input type="checkbox"/> | <input type="checkbox"/>            |
| Lastname1230, Firstname1230 | M   | 1/1/1995   | <input type="checkbox"/> | <input type="checkbox"/>            |
| Lastname1231, Firstname1231 | M   | 1/1/1995   | <input type="checkbox"/> | <input type="checkbox"/>            |

You made changes. These changes will not be saved unless you click 'Submit'

Submit

## Data Verification: Adding Students to List\*

1. If a student is missing from the roster, click the “Add Student “ button to the right of the “Student List for Class.” (See previous page to view location of button). Note: To add a student, you will need to have the school the student moved from and the student’s grade placement.
2. After the “Add Student” page appears, go to the “School” drop down list. You will be able to select where the student came from (your own school or another school in your district). You will not be able to add a student who moved in from out of district due to confidentiality reasons. If an out of district student moved into your classroom and was there from Oct.1 through the beginning of State Testing, please contact us at [LDOECVR@LA.Gov](mailto:LDOECVR@LA.Gov) , and we can correct this in our data system.

\* Instructions continued on next page.

School Year: 2009-2010  
 School District: Lafourche Parish  
 School:    
 Grade:

You are in ADD STUDENT mode for Class 0020111, SOCIAL STUDIES; ELEMENTARY GRADES



#### Student List

|             | Last Name  | First Name | Middle Name | Sex | Birth Date |
|-------------|------------|------------|-------------|-----|------------|
| Add-Student | ACEVEDA    | DAVID      |             | M   | 7/2/2003   |
| Add-Student | ACROWLEY   | TERRY      |             | M   | 10/17/2002 |
| Add-Student | AGARDOCKI  | RONNIE     |             | M   | 3/25/2003  |
| Add-Student | AGARRIS    | TAVON      |             | M   | 12/19/2002 |
| Add-Student | AGILROY    | BEN        |             | M   | 8/25/2003  |
| Add-Student | AHANLON    | TINA       |             | F   | 7/13/2003  |
| Add-Student | AKESAKHIAN | DIRO       |             | F   | 1/25/2003  |
| Add-Student | AMACKEY    | CORRINE    |             | F   | 3/21/2003  |
| Add-Student | AMACKEY    | VIC        |             | M   | 12/15/2002 |
| Add-Student | ARAWLING   | MONICA     |             | F   | 1/14/2003  |
| Add-Student | ASOFER     | DANIELLE   |             | F   | 3/6/2003   |
| Add-Student | AWAGENBACH | HOLLAND    | DUTCH       | F   | 10/26/2002 |

1 2 3 4

Choose the School and Grade from which you want to select a student. Then click 'Add-Student' to add a student to this class. When finished adding students, click 'Return To Update Student List'.

## Data Verification: Adding Students to List Cont.

3. Next, in the “Grade” drop down list, select the grade the student was in.
4. A list of students will be generated. Click on the “Add-Student “ button next to the student who should be added to your class.
5. The student will be added to the roster and highlighted in green to show that he/she was added.
6. When you are finished adding students to the “Class List,” click “Return to Update Student List” to return to the full roster.

CURRICULUM VERIFICATION AND RESULTS REPORTING PORTAL
Log Off | Restart

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Student List
Verified Data
Teacher Results Report

Update

School Year: 2009-2010

School District: Lafourche Parish

School:

Grade:

*You are in ADD STUDENT mode for Class 0020111, SOCIAL STUDIES; ELEMENTARY GRADES*

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Student List
Return To Update Student List

|             | Last Name  | First Name | Middle Name | Sex | Birth Date |
|-------------|------------|------------|-------------|-----|------------|
| Add-Student | ACEVEDA    | DAVID      |             | M   | 7/2/2003   |
| Add-Student | ACROWLEY   | TERRY      |             | M   | 10/17/2002 |
| Add-Student | AGARDOCKI  | RONNIE     |             | M   | 3/25/2003  |
| Add-Student | AGARRIS    | TAVON      |             | M   | 12/19/2002 |
| Add-Student | AGILROY    | BEN        |             | M   | 8/25/2003  |
| Add-Student | AHANLON    | TINA       |             | F   | 7/13/2003  |
| Add-Student | AKESAKHIAN | DIRO       |             | F   | 1/25/2003  |
| Add-Student | AMACKEY    | CORRINE    |             | F   | 3/21/2003  |
| Add-Student | AMACKEY    | VIC        |             | M   | 12/15/2002 |
| Add-Student | ARAWLING   | MONICA     |             | F   | 1/14/2003  |
| Add-Student | ASOFER     | DANIELLE   |             | F   | 3/8/2003   |
| Add-Student | AWAGENBACH | HOLLAND    | DUTCH       | F   | 10/26/2002 |

1 2 3 4

*Choose the School and Grade from which you want to select a student. Then click 'Add-Student' to add a student to this class. When finished adding students, click 'Return To Update Student List'.*

# Data Verification: Update/Update (Changes Only)

## This Page of Instruction is For Principals Only

- Principals, if you select the tab “Update” below “Student List” tab, you can view each teacher’s roster individually and any changes he/she made (by selecting the teacher’s name in the “Teacher” drop down list.
- If you select the “Update (Changes Only)” tab to the right of the “Update” tab, you can look at only those teachers who made changes to their rosters. The list will show the teacher’s name, the course, and the change made by the teacher (see image below). **(If teachers are listed who are no longer at your site, you do not need to worry about them.)**
- Principals, we are asking that you verify the changes teachers have made to avoid mistakes. If a mistake was made by a teacher, you will have the right to over-ride those changes. To make changes, simply uncheck the appropriate box or check the not in class box to remove a student who was added to a roster.
- After you have gone over all the changes and made your changes (if necessary), nothing else is required.

The screenshot shows the 'CURRICULUM VERIFICATION AND RESULTS REPORTING PORTAL' interface. At the top, there are navigation tabs: 'Student List', 'Verified Data', and 'Teacher Results Report'. Below these, there are sub-tabs: 'Update' and 'Update (Changes Only)'. The 'Update (Changes Only)' tab is selected. The interface includes a search area with dropdown menus for 'School Year' (2009-2010), 'School District' (Lafourche Parish), and 'School' (Galliano Elementary School). A help box titled 'Check Box Instructions' explains the 'Not In Class' and 'Moved From Class' checkboxes. Below the search area is a section titled 'List of Student Changes by Teacher' which contains a table with columns for 'Student Added', 'Teacher Name', 'Class', 'Student Name', 'Not In Class', and 'Moved From Class'. The table shows one entry for student BARTLETT, TORI NICHOLE, added by teacher ALLEMAND, BEULAH-FAYE, with the 'Not In Class' checkbox checked and the 'Moved From Class' checkbox unchecked.

**Log Off | Restart**

**Student List** | **Verified Data** | **Teacher Results Report**

**Update** | **Update (Changes Only)**

School Year: 2009-2010  
School District: Lafourche Parish  
School: Galliano Elementary School

**Check Box Instructions:** **Not In Class:** only check this box if the student was never assigned to this class. **Moved From Class:** check this box only if the student was assigned to this class, but moved out of the class before January 1, 2010.

**List of Student Changes by Teacher**

| Student Added | Teacher Name          | Class   | Student Name           | Not In Class                        | Moved From Class         |
|---------------|-----------------------|---------|------------------------|-------------------------------------|--------------------------|
|               | ALLEMAND, BEULAH-FAYE | 0040551 | BARTLETT, TORI NICHOLE | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

## Verified Data--View

- The “Verified Data” tab is located to the right of the “Student List” tab at the top.
- The “View” tab will allow you to look at your class rosters that will be submitted at the end of the verification process.
- You will not be able to make changes under this tab; you will only be able to check what you have entered.
- If you need to make changes you will have to return to the “Student List” tab to the left of the “Verified Data” tab.
- The “View” tab is always available to view on the portal—even after the verification process is closed.

**View**

School Year:    
 School District:    
 School:    
 Teacher:

Class List for Lastname85, Firstname85 at Kinder High School

10 Students are enrolled in Class 10

|           | Class Code | Course             | Course Name |
|-----------|------------|--------------------|-------------|
| Select 10 | 120331     | ENGLISH I (TST 08) |             |

| Name                        | Sex | Birth Date | Not In Class | Moved From Class |
|-----------------------------|-----|------------|--------------|------------------|
| Lastname1225, Firstname1225 | M   | 1/1/1995   |              |                  |
| Lastname1226, Firstname1226 | M   | 1/1/1995   |              |                  |
| Lastname1227, Firstname1227 | M   | 1/1/1995   |              |                  |
| Lastname1228, Firstname1228 | M   | 1/1/1995   |              |                  |
| Lastname1229, Firstname1229 | M   | 1/1/1995   |              |                  |
| Lastname1230, Firstname1230 | M   | 1/1/1995   |              |                  |
| Lastname1231, Firstname1231 | M   | 1/1/1995   |              |                  |
| Lastname1232, Firstname1232 | M   | 1/1/1995   |              |                  |

*Click Select to display Students List.*



# Teacher Results Report

- The “Teacher Results Report” tab at the top will display a teacher’s results after analyses by the Department of Education (DOE).
- No data will be available under this tab until the DOE has completed the analysis process. Statewide reports will not be available until School Year 2011-2012.
- Email notifications will be sent out when result reports are available.
- Teachers will only be able to see his/her individual results.
- Principals will be able to see all teachers’ results in his/her school.



# Thank You!

- Thank you for accessing the CVR reporting portal. You are a critical component in helping the State create a better education system for all!
- We appreciate your time and help!
- If you have any questions or comments, please email DOE at [LDOECVR@LA.GOV](mailto:LDOECVR@LA.GOV), and we will get back to you as soon as possible.