

### NJ SMART Timeline – February 2016

DATE	EVENT
	No Portal Events for this month

### February Action Items

Task	Recommended Completion Date	
Download and review the Course Student Submission Handbook and the Course Staff Submission Handbook	February 2, 2016	<input type="checkbox"/> Completed
Download the NCES SCED code List	February 11, 2016	<input type="checkbox"/> Completed
Attend a Course Roster Submission Webinar	February 17, 2016	<input type="checkbox"/> Completed
Map your Local Course Codes to the National SCED Codes	February 26, 2016	<input type="checkbox"/> Completed

For dates and times of NJ SMART Webinars visit <http://www.nj.gov/education/njsmart/training>

### NJ SMART Timeline – March 2016

DATE	EVENT
	No Portal Events for this month

### March Action Items

Task	Recommended Completion Date	
Attend a Course Roster Webinar if further training is needed	March 9, 2016	<input type="checkbox"/> Completed
Finish mapping your Local Course Codes to the National SCED Codes	March 11, 2016	<input type="checkbox"/> Completed
Update SIS with mapped courses codes	March 18, 2016	<input type="checkbox"/> Completed
Link Students and Staff to the mapped SCED Codes	March 25, 2016	<input type="checkbox"/> Completed

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### NJ SMART Timeline – April 2016

DATE	EVENT
Monday, April 18, 2016	Open: Practice CTE, Course Roster and Staff Evaluation Submissions

### April Action Items

Task	Recommended Completion Date	
Attend a Course Roster Webinar if more training is needed	April 5, 2016	<input type="checkbox"/> Completed
Begin inputting Staff data onto NJ SMART Staff Course Template	April 8, 2016	<input type="checkbox"/> Completed
Begin inputting Student data onto NJ SMART Student Course Template	April 8, 2016	<input type="checkbox"/> Completed
Upload Staff Course Roster Data to the Course Roster Submission Practice Period	April 22, 2016	<input type="checkbox"/> Completed
Upload Student Course Roster Data to the Course Roster Submission Practice Period	April 22, 2016	<input type="checkbox"/> Completed
Resolve Errors and Sections Without Students in the Staff Course page	April 29, 2016	<input type="checkbox"/> Completed
Resolve Errors and Students Out of Sync in the Student Course page	April 29, 2016	<input type="checkbox"/> Completed

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### Submission Timeline – May 2016

DATE	EVENT
	No Portal Events for this month

### May Action Items

Task	Recommended Completion Date	
Attend Course Roster Webinar if further training is needed	May 16, 2016	<input type="checkbox"/> Completed
Upload any additional practice data to the Staff Course Section	May 24, 2016	<input type="checkbox"/> Completed
Upload any additional practice data to the Student Course Section	May 24, 2016	<input type="checkbox"/> Completed
Continue to Resolve Errors and Sections Without Students in the Staff Course page	May 31, 2016	<input type="checkbox"/> Completed
Continue to Resolve Errors and Students Out of Sync in the Student Course page	May 31, 2016	<input type="checkbox"/> Completed
Review the Course Rosters page of the Rosters Refresh/Release Section to confirm that the student and teachers are linked to the correct Course	May 31, 2016	<input type="checkbox"/> Completed

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### Submission Timeline – June 2016

DATE	EVENT
Thursday, June 30, 2016	Snapshot: SID and SMID Management
Thursday, June 30, 2016	Close: Practice Staff Evaluation, CTE, Course Roster Submissions and LDM State Submission

### June Action Items

Task	Recommended Completion Date	
Attend a Course Roster Webinar if further training is needed	June 2, 2016	<input type="checkbox"/> Completed
Upload any additional practice data to the Staff Course Section	June 3, 2016	<input type="checkbox"/> Completed
Upload any additional practice data to the Student Course Section	June 3, 2016	<input type="checkbox"/> Completed
Continue to Resolve Errors and Sections Without Students in the Staff Course page	June 13, 2016	<input type="checkbox"/> Completed
Continue to Resolve Errors and Students Out of Sync in the Student Course page	June 13, 2016	<input type="checkbox"/> Completed
Review the Course Rosters page of the Rosters Refresh/Release Section to confirm that the student and teachers are linked to the correct Course	June 20, 2016	<input type="checkbox"/> Completed
Export Course Roster Submission Practice Period Data for both Student and Staff – Data is removed after Practice Period	June 28, 2016	<input type="checkbox"/> Completed
Update SIS with any changes so that the data matches what is in NJ SMART	June 28, 2016	<input type="checkbox"/> Completed

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### Submission Timeline – July 2016

DATE	EVENT
Wednesday, July 6, 2016	Open: SID and SMID Management
Wednesday, July 6, 2016	Open: Official Staff Evaluation, CTE, Course Roster and State Submissions

### July Action Items

Task	Recommended Completion Date	
Attend Course Roster - Mapping SCEDs and Data Elements Webinar if further training is needed	July 7, 2016	<input type="checkbox"/> Completed
Upload exported Staff Course Roster Data for the Course Roster Submission Official Period	July 11, 2016	<input type="checkbox"/> Completed
Upload exported Student Course Roster Data for the Course Roster Submission Official Period	July 11, 2016	<input type="checkbox"/> Completed
Resolve Errors and Sections Without Students in the Staff Course page	July 15, 2016	<input type="checkbox"/> Completed
Resolve Errors and Students Out of Sync in the Student Course page	July 15, 2016	<input type="checkbox"/> Completed
Review the Course Rosters page of the Rosters Refresh/Release Section to confirm that the student and teachers are linked to the correct Course	July 22, 2016	<input type="checkbox"/> Completed
Certify and Release the Course Roster Submission	July 26, 2016	<input type="checkbox"/> Completed
Update SIS with any changes so that the data matches what is in NJ SMART	July 26, 2016	<input type="checkbox"/> Completed

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### Submission Timeline – August 2016

DATE	EVENT
Friday, August 5, 2016	Close: SID and SMID Management
Friday, August 5, 2016	Deadline: SID Management Inactivation of 2015-2016 High School Graduates
Friday, August 5, 2016	Deadline: Official Staff Evaluation, CTE, Course Roster and State Submissions
Friday, August 5, 2016	Close: Special Education Local Data Mart

### August Action Items

Task	Recommended Completion Date	
<b>Resolve Errors and Sections Without Students in the Staff Course page and Errors and Students Out of Sync in the Student Course page by the August 5, 2016 5:00 PM Deadline</b>	August 5, 2016	<input type="checkbox"/> Completed
<b>Review the Course Rosters page of the Rosters Refresh/Release Section to confirm that the student and teachers are linked to the correct Course by the August 5, 2016 5:00 PM Deadline</b>	August 5, 2016	<input type="checkbox"/> Completed
<b>Certify and Release the Course Roster Submission by the August 5, 2016 5:00 PM Deadline</b>	August 5, 2016	<input type="checkbox"/> Completed

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