

NJ SMART Course Roster Submission



A Guide to the Course Roster Verification Process

NJ Smart Users can view, export, and verify course rosters, including rosters of students included in mSGP calculations, by following these simple steps:

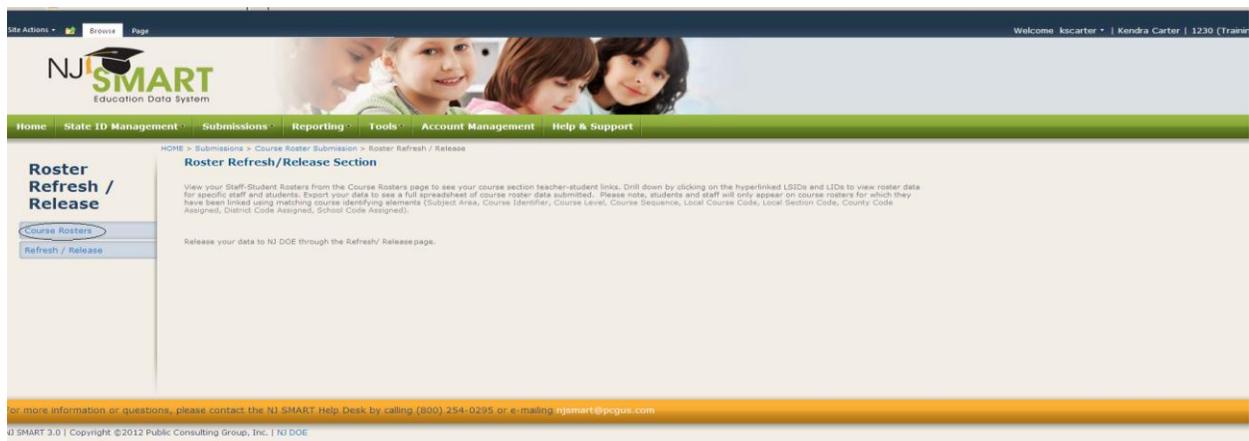
Step 1

Navigate to the Course Roster Refresh/ Release tab of the NJ SMART portal.



Step 2

From the Roster Refresh/ Release page, click the “Course Rosters” option from the left navigation bar.



Help Desk Phone: (800) 254-0295

Help Desk Email: njsmart@pcgus.com

For general information, please visit: <http://www.nj.gov/education/njsmart/>

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From the Course Rosters Page, you can view all staff members submitted by your district who were SUCCESSFULLY linked to student rosters. Note staff who could not be linked to student records will not be populated on this page. You must check your "Error," "Staff without Students," and "Student Out-of-Sync" buckets to resolve those unlinked records. Once resolved, they will be added to the list of linked staff who appear on the Course Rosters page.

Step 3

From the Course Rosters page, you can also export a full listing of ALL roster data submitted by your district for staff who were successfully linked to students. This extract should be used to share Course Roster data with appropriate district staff and verify accuracy.

The screenshot shows the NJ SMART web interface. At the top, there's a navigation bar with 'Home', 'State ID Management', 'Submissions', 'Reporting', 'Tools', 'Account Management', and 'Help & Support'. Below this is the 'Course Rosters' section, which includes a 'Refresh / Release' button and a 'Filter by' dropdown menu. A red arrow points to the 'Export Data' button. To the right, there's a 'Course Roster Submission Summary' table with the following data:

Course Roster Submission Summary	
Total Course Rosters Uploaded	3
Total Unique Staff Uploaded	10
Sections without Students	6
Total Unique Students Uploaded	10
Total Student Out of Sync	1
Staff File Errors	2
Student File Errors	1
Days left until official Course Roster Submission Deadline	95

The screenshot shows a Microsoft Excel spreadsheet with the following data:

Local Staff Identifier	Staff Member Identifier	First Name	Last Name	County	District	School	Course	Grade	Spr	Available	Course Se	Local Cou	Local Cou	Local Seci	Local Iden	State Iden	Student	Student	Student	Student	Student	Credits	Numeric	GPA	
1919	88749399	TestEight	Test	19220614	20120902	20130510	21	1230	040	01	008	B	\$ 0.00	11	Language	888	8	5157	86200892	StudentFive	20010402	20120912	20130615	\$ 0.00	85
1919	88749399	TestEight	Test	19220614	20120902	20130510	21	1230	040	01	008	B	\$ 0.00	11	Language	888	8	5262	952904834	StudentFour	20010402	20120912	20130615	\$ 0.00	84
1919	88749399	TestEight	Test	19220614	20120902	20130510	21	1230	040	01	008	B	\$ 0.00	11	Language	888	8	5151	112581621	StudentOne	20010402	20120912	20130615	\$ 0.00	A
1919	88749399	TestEight	Test	19220614	20120902	20130510	21	1230	040	01	008	B	\$ 0.00	11	Language	888	8	5059	350401827	StudentSeven	20010402	20120912	20130615	\$ 0.00	A
1919	88749399	TestEight	Test	19220614	20120902	20130510	21	1230	040	01	008	B	\$ 0.00	11	Language	888	8	5858	868438028	StudentSix	20010402	20120912	20130615	\$ 0.00	A
1919	88749399	TestEight	Test	19220614	20120902	20130510	21	1230	040	01	008	B	\$ 0.00	11	Language	888	8	6363	884370616	StudentTen	20010402	20120912	20130615	\$ 0.00	A
1919	88749399	TestEight	Test	19220614	20120902	20130510	21	1230	040	01	051	B	\$ 0.00	11	Language	121	11	5353	862083321	StudentThree	20010402	20120912	20130615	\$ 0.00	A
2727	88746330	TestFive	Test	19610823	20120902	20130510	21	1230	040	01	004	B	\$ 0.00	11	Language	555	5	5252	78266395	StudentTwo	20010402	20120912	20130615	\$ 0.00	A
1717	88740184	TestTen	Test	19550424	20120902	20130510	21	1230	040	01	051	B	\$ 0.00	11	Language	121	11	5353	903883321	StudentThree	20010402	20120912	20130615	\$ 0.00	A

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Step 4

In order to see all courses taught by a specific staff member, you are able to filter the list using the “filter by” option. You can filter by Local Staff ID, SMID, First Name, or Last Name. Once you have located the staff member you want to verify, click the hyperlinked Local Staff ID. Clicking the Local Staff ID will take you to the School Details page.



HOME > Submissions > Course Roster Submission > Roster Refresh / Release > Course Rosters

Use the Course Rosters page view course section that have been created by successful teacher-student links. Click on a hyperlinked LSID to drill down to schools assigned to the staff member. Click on the School Code from that page to view the courses assigned to that staff member at that school. The hyperlinked details button on the page that follows will provide you with a list of the students assigned to that staff member's course within that school.

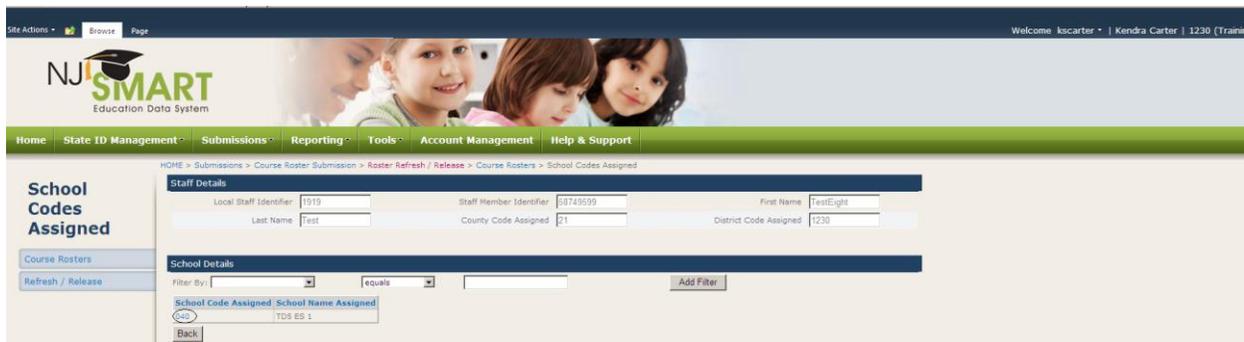
Export your data from this page of the Course Rosters tab to view every successfully linked course within one spreadsheet. Please note, students and staff will only appear on this page's export if they have been linked successfully with all of the Course Identifier elements (Subject Area, Course Identifier, Course Level, Course Sequence, Local Course Code, Local Section Code, County Code Assigned, District Code Assigned, Subunit Code Assigned). Students in Out-of-Sync and staff in Sections-without-Students will not appear.

Local Staff Identifier	Staff Member Identifier	First Name	Last Name
2219	88749399	TestEight	Test
2727	88746330	TestFive	Test
1727	88740184	TestTen	Test

Course Roster Submission Summary	
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Step 5

The School Details page will show you a list of all schools with which the chosen staff member has associated course rosters. Clicking on the hyperlinked School Code Assigned will take you to the Course Details page.



HOME > Submissions > Course Roster Submission > Roster Refresh / Release > Course Rosters > School Codes Assigned

Staff Details

Local Staff Identifier: 1919 Staff Member Identifier: 88749399 First Name: TestEight
Last Name: Test County Code Assigned: 21 District Code Assigned: 1230

School Details

Filter By: [dropdown] equals [dropdown] Add Filter

School Code Assigned	School Name Assigned
220	TDS ES 1

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Step 6

From the Course Details page, you are able to view all course sections for the staff member as reported for the chosen school. Clicking the hyperlinked Details option will navigate you to a full listing of all students linked to the chosen course section. To verify rosters associated with mSGP, click the Details option for Subject Areas 51, 52, and 73.

The screenshot shows the NJ SMART web application interface. At the top, there is a navigation bar with 'Home', 'State ID Management', 'Submissions', 'Reporting', 'Tools', 'Account Management', and 'Help & Support'. Below this is a breadcrumb trail: 'HOME > Submissions > Course Roster Submission > Roster Refresh / Release > Course Rosters > Course Details'. The main content area is titled 'Course Details' and contains two sections: 'Staff Details' and 'Course Details'. The 'Staff Details' section shows fields for Local Staff Identifier (2227), Staff Member Identifier (20126751), First Name (Teacher), Last Name (One), County Code Assigned (21), District Code Assigned (1210), School Code Assigned (070), and School Name Assigned (TD4.MS.1). The 'Course Details' section has a filter dropdown set to 'equals' and an 'Add Filter' button. Below the filter is a table with the following data:

	Details	Subject Area	Course Identifier	Course Level	Course Sequence	Local Course Code	Local Section Code
	Details	52	034	G	11	4MA	3
	Details	51	044	G	11	4RE	3
	Details	53	234	G	11	4SC	3

There is a 'Back' button below the table.

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Step 7

The Student in Staff Courses page allows you to view the full student roster for the selected course section. From this page, you have the option to export the roster data for the selected course. **This extract should be used to share Course Roster data with appropriate district staff and verify accuracy.**

Students in Staff Courses

Extract Format: Comma-separated Excel **Export Data**

Local Identification Number	State Identification Number	First Name	Last Name
5727	6650080528	StudentFive	TestFive
5656	220204986	StudentFour	TestFour
6262	9529049346	StudentNine	TestNine
5151	1735815211	StudentOne	TestOne
5959	3504018274	StudentSeven	TestSeven
5858	8684380289	StudentSix	TestSix
6363	6843706162	StudentTen	TestTen

For more information or questions, please contact the NJ SMART Help Desk by calling (800) 254-0295 or e-mailing njsmart@pcgus.com

Local Identification Number	State Identification Number	First Name	Last Name	Date Of Birth	County Code Assigned	District Code Assigned	School Code Assigned	Section Entry Date	Section Exit Date	Subject Area	Course Identifier	Course Level	Grade Span	Available Credit	Course Sequence	Local Course Title	Local Course Code	Local Section Code	Credits Earned	Numeric Grade Earned	Alpha Grade Earned	Completion Status	Course Type
5727	6650080528	StudentFive	TestFive	20010402	21	*230	040	20120912	20130615	01	008	B		5.000	11	Language 888	888	0	5.000	55		s1	
5656	220204986	StudentFour	TestFour	20010402	21	*230	040	20120912	20130615	01	008	B		5.000	11	Language 888	888	0	5.000	52		s1	
6262	9529049346	StudentNine	TestNine	20010402	21	*230	040	20120912	20130615	01	008	B		5.000	11	Language 888	888	0	5.000	54		s1	
5151	1735815211	StudentOne	TestOne	20010402	21	*230	040	20120912	20130615	01	008	B		5.000	11	Language 888	888	0	5.000		A	s1	
5959	3504018274	StudentSeven	TestSeven	20010402	21	*230	040	20120912	20130615	01	008	B		5.000	11	Language 888	888	0	5.000		A	s1	
5858	8684380289	StudentSix	TestSix	20010402	21	*230	040	20120912	20130615	01	008	B		5.000	11	Language 888	888	0	5.000		A	s1	
6363	6843706162	StudentTen	TestTen	20010402	21	*230	040	20120912	20130615	01	008	B		5.000	11	Language 888	888	0	5.000		A	s1	

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Note for using this data to verify mSGP rosters:

- If a roster count on the Teacher Median SGP District Summary Report is lower than indicated on this export, it is most often because some students were not enrolled for at least 70% of the school year and were excluded from mSGP calculations.
- If a student roster is inaccurate, it can only be corrected during official Course Roster submissions. NJDOE will provide further district guidance for addressing Course Roster inaccuracies.
- If a course roster is accurate, but a mSGP appears to be inaccurate, please contact the NJ SMART Help Desk for additional assistance.