Course Roster Submission Checklist

NJ SMART Timeline – March 2025

DATE	EVENT
Monday, March 3, 2025	Deadline: SID Management Seal of Biliteracy Collection

March Action Items

Task	Recommended Completion Date	Status
Watch Course Roster eLearning video	See the eLearning Videos & Webinars for training dates	☐ Completed
Download and review the Course Student Submission Handbook and the Course Staff Submission Handbook	March 7, 2025	☐ Completed
Download the NJ SMART SCED Course Code List	March 7, 2025	☐ Completed
Map your Local Course Codes to the NJ SMART SCED Course Codes	March 14, 2025	☐ Completed
Update Student Information System with mapped SCED Course Codes	March 14, 2025	☐ Completed
Link students and staff to the mapped SCED Course Codes	March 28, 2025	☐ Completed

Course Roster Submission Checklist

NJ SMART Timeline – April 2025

DATE	EVENT
Tuesday, April 8, 2025	Open: Practice CTE and Course Roster Submissions

April Action Items

Task	Recommended Completion Date	Status
Attend a Course Roster Webinar	See the eLearning Videos & Webinars for training dates	☐ Completed
Begin inputting Staff data into NJ SMART Staff Course Roster template or into local data system for export	April 11, 2025	☐ Completed
Begin inputting Student data onto NJ SMART Student Course Roster template or into Student Information System for export	April 11, 2025	☐ Completed
Upload Staff Course Roster data to the Course Roster Submission Practice Period	April 17, 2025	☐ Completed
Upload Student Course Roster data to the Course Roster Submission Practice Period	April 17, 2025	☐ Completed
Resolve Errors and Sections Without Students in Course Staff	April 24, 2025	☐ Completed
Resolve Errors and Students Out-of-Sync in Course Student	April 25, 2025	☐ Completed

Course Roster Submission Checklist

NJ SMART Timeline – May 2025

DATE	EVENT
N/A	No Portal Events for this month

May Action Items

Task	Recommended Completion Date	Status
Attend Course Roster Webinar if additional training is needed	See the eLearning Videos & Webinars for training dates	☐ Completed
Upload any additional practice data to the Course Staff section	May 16, 2025	☐ Completed
Upload any additional practice data to the Course Student section	May 16, 2025	☐ Completed
Continue to Resolve Errors and Sections Without Students in Course Staff	May 22, 2025	☐ Completed
Continue to Resolve Errors and Students Out-of-Sync in Course Student	May 23, 2025	☐ Completed
Review the Course Rosters page within the Refresh/Release section to confirm that students and teachers are linked to the correct courses	May 23, 2025	☐ Completed

Course Roster Submission Checklist

NJ SMART Timeline – June 2025

DATE	EVENT
Tuesday, June 3, 2025	Close: Practice State Assessment Registration Submission
Friday, June 27, 2025	Close: Practice CTE and Course Roster Submissions
Monday, June 30, 2025	Snapshot: SID and SMID Management*

Data captured by the SID and SMID Snapshot will be used to validate the data submitted to the Course Roster Submission

June Action Items

Task	Recommended Completion Date	Status
Attend a Course Roster Webinar if additional training is needed	See the eLearning Videos & Webinars for training dates	☐ Completed
Upload any additional practice data to the Course Staff section	June 6, 2025	☐ Completed
Upload any additional practice data to the Course Student section	June 6, 2025	☐ Completed
Continue to Resolve Errors and Sections Without Students in Course Staff	June 9, 2025	☐ Completed
Continue to Resolve Errors and Students Out-of-Sync in Course Student	June 10, 2025	☐ Completed
Review the Course Rosters page within the Refresh/Release section to confirm that students and teachers are linked to the correct courses	June 13, 2025	☐ Completed
Export Course Roster Submission Practice Period Data for both Course Student and Course Staff – all data is removed after Practice Period closes	June 27, 2025	☐ Completed
Update SIS and local data system with any changes so that the data matches what is in NJ SMART	June 27, 2025	☐ Completed

Course Roster Submission Checklist

NJ SMART Timeline – July 2025

DATE	EVENT
Wednesday, July 2, 2025	Open: Official CTE and Course Roster Submissions

July Action Items

Task	Recommended Completion Date	Status
Attend Course Roster Webinar if additional training is needed	See the eLearning Videos & Webinars for training dates	☐ Completed
Upload exported Staff Course Roster data for the Course Roster Submission Official Period	July 7, 2025	☐ Completed
Upload exported Student Course Roster data for the Course Roster Submission Official Period	July 7, 2025	☐ Completed
Resolve Errors and Sections Without Students in Course Staff	July 14, 2025	☐ Completed
Resolve Errors and Students Out-of-Sync in Course Student	July 15, 2025	☐ Completed
Update SIS and local data system with any changes so that the data matches what is in NJ SMART	July 15, 2025	☐ Completed
Review the Course Rosters page within the Refresh/Release section to confirm that students and teachers are linked to the correct courses	July 18, 2025	☐ Completed
Certify and Release the Course Roster Submission if complete	July 31, 2025	☐ Completed

Course Roster Submission Checklist

NJ SMART Timeline – August 2025

DATE	EVENT
Friday, August 1, 2025	Deadline: Official CTE and Course Roster Submissions
Friday, August 1, 2025	Close: Special Education Local Data Mart

August Action Items

Task	Recommended Completion Date	Status
Resolve Errors and Sections Without Students in Course Staff and Errors and Students Out-of-Sync in Course Student by the August 1, 2025 5PM Deadline	August 1, 2025	☐ Completed
Review the Course Rosters page within the Refresh/Release section to confirm that students and teachers are linked to the correct courses by the August 1, 2025 5PM Deadline	August 1, 2025	☐ Completed
Certify and Release the Course Roster Submission by the August 1, 2025 5PM Deadline	August 1, 2025	☐ Completed