

Course Roster Submission Checklist

Course Roster Submission Checklist

NJ SMART Timeline – February 2022

DATE	EVENT
N/A	No Portal Events for this month

February Action Items

Task	Recommended Completion Date	Status
Download and review the Course Student Submission Handbook and the Course Staff Submission Handbook	February 3, 2022	<input type="checkbox"/> Completed
Download the NJ SMART SCED code List	February 10, 2022	<input type="checkbox"/> Completed
Watch Course Roster eLearning Videos	See the eLearning Videos & Webinars for videos	<input type="checkbox"/> Completed
Map your Local Course Codes to the National SCED Codes	February 25, 2022	<input type="checkbox"/> Completed

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NJ SMART Timeline – March 2022

DATE	EVENT
Tuesday, March 1 st , 2022	Deadline: SID Management Seal of Biliteracy Collection

March Action Items

Task	Recommended Completion Date	Status
Finish mapping your Local Course Codes to the NJ SMART SCED Codes	March 9, 2022	<input type="checkbox"/> Completed
Update SIS with mapped courses codes	March 16, 2022	<input type="checkbox"/> Completed
Watch Course Roster eLearning Videos	See the eLearning Videos & Webinars for Videos	<input type="checkbox"/> Completed
Link Students and Staff to the mapped SCED Codes	March 25, 2022	<input type="checkbox"/> Completed

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NJ SMART Timeline – April 2022

DATE	EVENT
Monday, April 11, 2022	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	<input type="checkbox"/> Completed
Begin inputting Staff data onto NJ SMART Staff Course Template	April 12, 2022	<input type="checkbox"/> Completed
Begin inputting Student data onto NJ SMART Student Course Template	April 12, 2022	<input type="checkbox"/> Completed
Upload Staff Course Roster Data to the Course Roster Submission Practice Period	April 20, 2022	<input type="checkbox"/> Completed
Upload Student Course Roster Data to the Course Roster Submission Practice Period	April 20, 2022	<input type="checkbox"/> Completed
Resolve Errors and Sections Without Students in the Staff Course page	April 27, 2022	<input type="checkbox"/> Completed
Resolve Errors and Students Out of Sync in the Student Course page	April 27, 2022	<input type="checkbox"/> Completed

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NJ SMART Timeline – May 2022

DATE	EVENT
N/A	No Portal Events for this month

May Action Items

Task	Recommended Completion Date	Status
Attend Course Roster Webinar if further training is needed	See the eLearning Videos & Webinars for training dates	<input type="checkbox"/> Completed
Upload any additional practice data to the Staff Course Section	May 20, 2022	<input type="checkbox"/> Completed
Upload any additional practice data to the Student Course Section	May 20, 2022	<input type="checkbox"/> Completed
Continue to Resolve Errors and Sections Without Students in the Staff Course page	May 27, 2022	<input type="checkbox"/> Completed
Continue to Resolve Errors and Students Out of Sync in the Student Course page	May 27, 2022	<input type="checkbox"/> Completed
Review the Course Rosters page of the Rosters Refresh/Release Section to confirm that students and teachers are linked to the correct Courses	May 27, 2022	<input type="checkbox"/> Completed

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NJ SMART Timeline – June 2022

DATE	EVENT
Monday, June 6, 2021	Close: Practice State Assessment Registration Submission
Thursday, June 30, 2022	Close: Practice CTE and Course Roster Submissions

June Action Items

Task	Recommended Completion Date	Status
Attend a Course Roster Webinar if further training is needed	See the eLearning Videos & Webinars for training dates	<input type="checkbox"/> Completed
Upload any additional practice data to the Staff Course Section	June 8, 2022	<input type="checkbox"/> Completed
Upload any additional practice data to the Student Course Section	June 8, 2022	<input type="checkbox"/> Completed
Continue to Resolve Errors and Sections Without Students in the Staff Course page	June 10, 2022	<input type="checkbox"/> Completed
Continue to Resolve Errors and Students Out of Sync in the Student Course page	June 10, 2022	<input type="checkbox"/> Completed
Review the Course Rosters page of the Rosters Refresh/Release Section to confirm that students and teachers are linked to the correct Courses	June 17, 2022	<input type="checkbox"/> Completed
Export Course Roster Submission Practice Period Data for both Student and Staff – Data is removed after Practice Period	June 24, 2022	<input type="checkbox"/> Completed
Update SIS with any changes so that the data matches what is in NJ SMART	June 24, 2022	<input type="checkbox"/> Completed

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NJ SMART Timeline – July 2022

DATE	EVENT
Wednesday, July 6, 2022	Open: Official CTE and Course Roster Submissions

July Action Items

Task	Recommended Completion Date	Status
Attend Course Roster Webinar if further training is needed	See the eLearning Videos & Webinars for training dates	<input type="checkbox"/> Completed
Upload exported Staff Course Roster Data for the Course Roster Submission Official Period	July 8, 2022	<input type="checkbox"/> Completed
Upload exported Student Course Roster Data for the Course Roster Submission Official Period	July 8, 2022	<input type="checkbox"/> Completed
Resolve Errors and Sections Without Students in the Staff Course page	July 15, 2022	<input type="checkbox"/> Completed
Resolve Errors and Students Out of Sync in the Student Course page	July 15, 2022	<input type="checkbox"/> Completed
Review the Course Rosters page of the Rosters Refresh/Release Section to confirm that students and teachers are linked to the correct Courses	July 22, 2022	<input type="checkbox"/> Completed
Certify and Release the Course Roster Submission	July 27, 2022	<input type="checkbox"/> Completed
Update SIS with any changes so that the data matches what is in NJ SMART	July 29, 2022	<input type="checkbox"/> Completed

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NJ SMART Timeline – August 2022

DATE	EVENT
Wednesday, August 3, 2022	Close: Special Education Local Data Mart
Wednesday, August 3, 2022	Snapshot: SID and SMID Management
Wednesday, August 3, 2022	Deadline: Official CTE and Course Roster Submissions

August Action Items

Task	Recommended Completion Date	Status
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 3, 2021 5PM Deadline	August 3, 2022	<input type="checkbox"/> Completed
Review the Course Rosters page of the Rosters Refresh/Release Section to confirm that students and teachers are linked to the correct Courses by the August 3, 2021 5PM Deadline	August 3, 2022	<input type="checkbox"/> Completed
Certify and Release the Course Roster Submission by the August 3, 2021 5PM Deadline	August 3, 2022	<input type="checkbox"/> Completed
Watch Course Roster eLearning Videos	See the eLearning Videos & Webinars for videos	<input type="checkbox"/> Completed