

Course Roster Submission Checklist

Course Roster Submission Checklist

NJ SMART Timeline – February 2024

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 1, 2024	<input type="checkbox"/> Completed
Download the NJ SMART SCED Course Code List	February 8, 2024	<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 20, 2024	<input type="checkbox"/> Completed

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NJ SMART Timeline – March 2024

DATE	EVENT
Friday, March 1, 2024	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 Course Codes	March 8, 2024	<input type="checkbox"/> Completed
Update Student Information System with mapped SCED Course Codes	March 15, 2024	<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 Course Codes	March 27, 2024	<input type="checkbox"/> Completed

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NJ SMART Timeline – April 2024

DATE	EVENT
Tuesday, April 9, 2024	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 Roster template or into local data system for export	April 12, 2024	<input type="checkbox"/> Completed
Begin inputting Student data onto NJ SMART Student Course Roster template or into Student Information System for export	April 12, 2024	<input type="checkbox"/> Completed
Upload Staff Course Roster data to the Course Roster Submission Practice Period	April 19, 2024	<input type="checkbox"/> Completed
Upload Student Course Roster data to the Course Roster Submission Practice Period	April 19, 2024	<input type="checkbox"/> Completed
Resolve Errors and Sections Without Students in Course Staff	April 25, 2024	<input type="checkbox"/> Completed
Resolve Errors and Students Out-of-Sync in Course Student	April 26, 2024	<input type="checkbox"/> Completed

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NJ SMART Timeline – May 2024

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	<input type="checkbox"/> Completed
Upload any additional practice data to the Course Staff section	May 17, 2024	<input type="checkbox"/> Completed
Upload any additional practice data to the Course Student section	May 17, 2024	<input type="checkbox"/> Completed
Continue to Resolve Errors and Sections Without Students in Course Staff	May 24, 2024	<input type="checkbox"/> Completed
Continue to Resolve Errors and Students Out-of-Sync in Course Student	May 24, 2024	<input type="checkbox"/> Completed
Review the Course Rosters page within the Refresh/Release section to confirm that students and teachers are linked to the correct courses	May 24, 2024	<input type="checkbox"/> Completed

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NJ SMART Timeline – June 2024

DATE	EVENT
Tuesday, June 4, 2024	Close: Practice State Assessment Registration Submission
Friday, June 28, 2024	Close: Practice CTE and Course Roster Submissions

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	<input type="checkbox"/> Completed
Upload any additional practice data to the Course Staff section	June 7, 2024	<input type="checkbox"/> Completed
Upload any additional practice data to the Course Student section	June 7, 2024	<input type="checkbox"/> Completed
Continue to Resolve Errors and Sections Without Students in Course Staff	June 10, 2024	<input type="checkbox"/> Completed
Continue to Resolve Errors and Students Out-of-Sync in Course Student	June 10, 2024	<input type="checkbox"/> Completed
Review the Course Rosters page within the Refresh/Release section to confirm that students and teachers are linked to the correct courses	June 14, 2024	<input type="checkbox"/> Completed
Export Course Roster Submission Practice Period Data for both Course Student and Course Staff – all data is removed after Practice Period closes	June 26, 2024	<input type="checkbox"/> Completed
Update SIS and local data system with any changes so that the data matches what is in NJ SMART	June 26, 2024	<input type="checkbox"/> Completed

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NJ SMART Timeline – July 2024

DATE	EVENT
Wednesday, July 3, 2024	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	<input type="checkbox"/> Completed
Upload exported Staff Course Roster data for the Course Roster Submission Official Period	July 5, 2024	<input type="checkbox"/> Completed
Upload exported Student Course Roster data for the Course Roster Submission Official Period	July 5, 2024	<input type="checkbox"/> Completed
Resolve Errors and Sections Without Students in Course Staff	July 12, 2024	<input type="checkbox"/> Completed
Resolve Errors and Students Out-of-Sync in Course Student	July 12, 2024	<input type="checkbox"/> Completed
Review the Course Rosters page within the Refresh/Release section to confirm that students and teachers are linked to the correct courses	July 19, 2024	<input type="checkbox"/> Completed
Certify and Release the Course Roster Submission	July 26, 2024	<input type="checkbox"/> Completed
Update SIS and local data system with any changes so that the data matches what is in NJ SMART	July 29, 2024	<input type="checkbox"/> Completed

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NJ SMART Timeline – August 2024

DATE	EVENT
Friday, August 2, 2024	Snapshot: SID and SMID Management
Friday, August 2, 2024	Deadline: Official CTE and Course Roster Submissions
Friday, August 2, 2024	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 2, 2024 5PM Deadline	August 2, 2024	<input type="checkbox"/> 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 2, 2024 5PM Deadline	August 2, 2024	<input type="checkbox"/> Completed
Certify and Release the Course Roster Submission by the August 2, 2024 5PM Deadline	August 2, 2024	<input type="checkbox"/> Completed