Course Roster Submission

2023-2024 SY

- *NJ SMART*

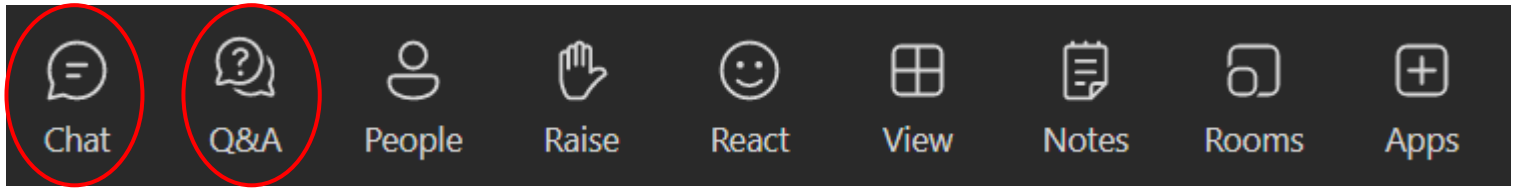
PUBLIC CONSULTING GROUP

Solutions that Matter

NJ SMART Webinar Etiquette

We want to ensure that all attendees connected to the call can easily hear the training and that all questions are answered.

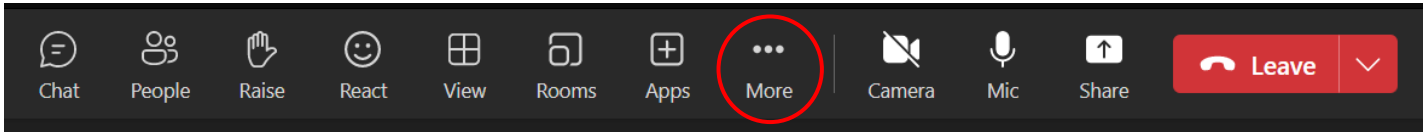
How can I ask a question?



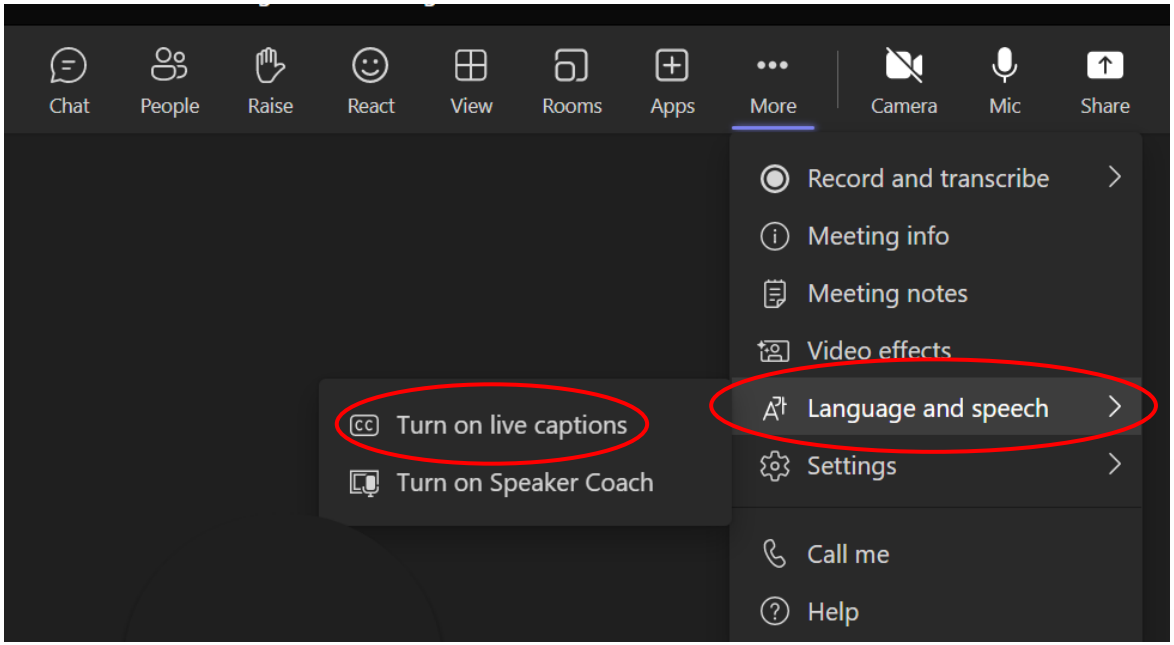
Webinar Feature: Live Captioning

To use live captions during this webinar:

1. Click the “More” option along the Teams webinar control panel (top of your screen).



2. Click on “Language and speech” and then “Turn on live captions.”



Course Roster Submission Agenda

Introduction	• Find resources to help you get started • Understand the background and purpose of the Course Collection
Submission Guidelines	• Recognize general LEA responsibilities during the Course Roster Submission • Discuss key dates and deadlines • Strategize according to the recommended action timeline for a healthy submission
Course Data Overview	• Review Course Roster Submission FAQs • Apply your knowledge of SCED codes to map local courses to national courses • Learn how the SID Management Submission works with the Course Roster Submissions
Portal Features	• Explore submission features and functions within the Portal • Interpret the path of a successful staff and student record upload, course roster match, and release

Available Resources

NJ SMART Helpdesk

1-800-254-0295
njsmart@pcgus.com

Resources & Trainings

NJ SMART Resources & Trainings

Why are we doing a Course Collection?

The US DOE has placed increasingly intensive reporting requirements on collecting student and staff level data. The Course Roster Submission collects course related data on both groups.

- To meet these reporting requirements, US DOE has outlined 10 elements that must be met by the state.

- The Course Collection completes New Jersey's 2 remaining elements, a state-wide teacher identification system that matches teachers to students and a database of student transcripts

Data Verification

- Teacher mSGP data comes directly from the Course Roster Submission
- It is important to ensure data accuracy **BEFORE** certifying data at the close of the Course Roster Submission
- For tips on how to verify your Course Roster Submission data: Course Roster Verification Click-by-Click
- As a reminder, all submission data is considered **final at the close of the official deadline: August 2nd, 2024, at 5:00pm**

Course Roster Submission Resources

To get started on your Course Roster Submission, you should download the most up-to-date versions of the following documents from the Resources & Trainings page:

NJ SMART Resources & Trainings

About this Site

The NJ SMART Resources & Trainings website links users to important information occurring within NJ SMART, including downloadable resources and webinar and on demand trainings available to assist you throughout the data submission process.

Maintaining Security and Policy Compli

Users are reminded that NJ SMART is a secure data tran
NJ SMART is subject to the rules and requirements of the
records and the Federal Privacy Act regarding employee
reported immediately to NJ SMART at 800-254-0295.

Questions and Assistance

Questions about NJ SMART can be directed to the NJ SM

- Overview
- Background
- eLearning Videos & Webinars
- Documents for Download

Course Roster Submission

- NJ SMART **Staff** Course Roster Data Handbook v1.8 *Updated 3/28/23
- NJ SMART **Student** Course Roster Data Handbook v2.5 *Updated 3/28/23
- Course Roster Submission FAQ *Updated 2/22/24
- **Staff** Course Roster Template A *Updated 2/22/24
- **Student** Course Roster Template A *Updated 2/22/24
- **Staff** Course Roster Template B *Updated 4/1/20
- **Student** Course Roster Template B *Updated 12/17/20
- NJ School Performance Reports SCED Course Mapping List *Updated 2/27/24
- Course Roster Verification Click-by-Click *Updated 3/27/23
- Course Roster Submission (Online Webinar) Training *Updated 4/12/23
- Course Roster Submission Guide *Updated 2/14/23
- New Jersey School Performance Reports: Course Roster Submission Guidance *Updated 2/28/24

Submission Guidelines: Overview

NJ SMART takes one collection for the Course Roster Submission at the end of each school year.

- Both the Staff and Student Course Roster data should reflect all courses taught during the school year.
- All LEAs must submit course records for students who are attending their district
  - Students who you do not report to SID Management will appear on your SID Management Out-of-District page
- Any student that attended the LEA during the school year must be included in the Course Roster submission for the courses they received while enrolled in the district.
- All LEAs must submit course records for teachers of record (those responsible for 100% of the class roster) assigned to their district.

Submission Guidelines: Overview

- For the 2023-2024 Course Roster Submission, a district should only submit information for courses taught in the 2023-2024 school year

- All staff submitted to the Course Roster Submission must appear in your current SMID records. All attending students in your district must be submitted to the Course Student regardless of whether you report the student.

- Unlike other submissions, both active and inactive student and staff records are reported to the Course Roster Submission.

How the EOY Snapshot Works

Step 1:
We take a picture of how your records appear in SID Management at the Snapshot deadline **(8/2)**.

Course Roster Submission

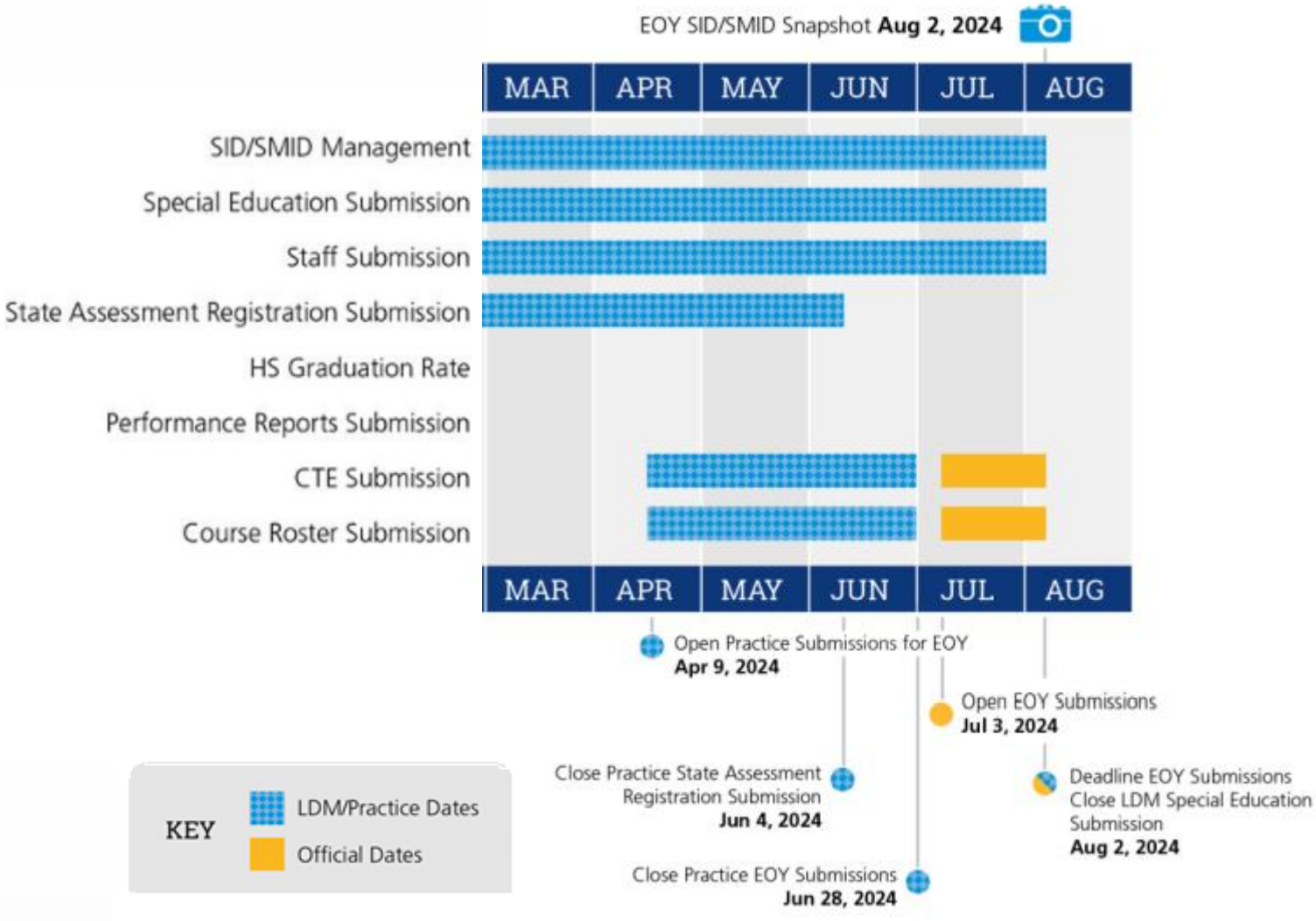
Step 2:
This data is placed onto your

Snapshot

page in the portal.

Note: The Course Roster Submissions validate against live SID and SMID Management data

2023-2024 School Year Timeline



Course Roster Recommended Timeline

School Year: 2023-2024	Action
April/May	• Ensure your SID & SMID records are current and accurate • Upload during the Practice Period • Correct your errors
June	• Export your Course Roster records from the portal before the Practice Period closes on June 28th
Early July	• The Official Submission period opens on July 3rd • Update and upload your Course Roster records for the Official Submission • Resolve your Errors
Late July/August	• Certify/Release your records

Updates for the 2023-2024 SY

The following updates have been made for this year's Course Roster Submission:

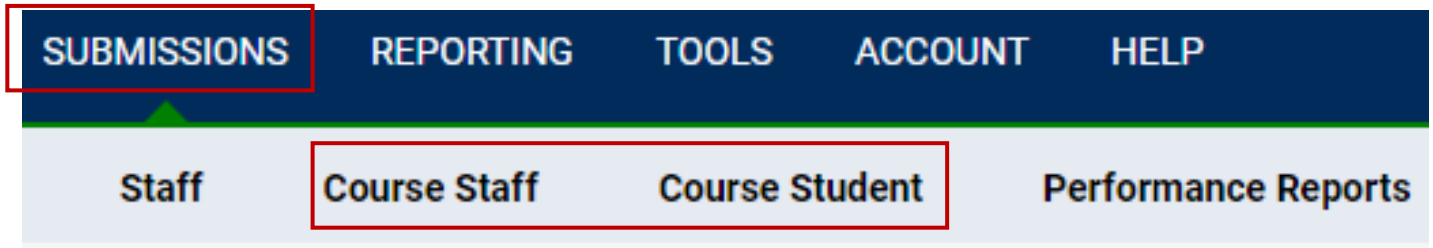
- Changes have been made to the NJ SMART SCED Course Code List
  - Additions and deletions are noted in the Updates tab
  - A new column for NJDOE Guidance has been added.
  - Please update your course mapping accordingly. These changes have been made to more closely align with NCES SCED Version 11.0

Questions?

Data Elements Overview

When submitting data to any NJ SMART submission, the data must meet specific requirements set forth by the NJDOE and NJ SMART validation rules.

- Validation rules are put into place to help increase overall data quality
- Any field that fails to meet the outlined validation rules is given an Error status in the NJ SMART portal
- LEAs will submit **TWO** types of files to the Course Roster collection. The **first** will contain staff-specific course data. The **second** file will contain student-specific course data.



Data Elements Overview (cont.)

Staff File Data Elements

- LSID
- SMID
- Staff First Name
- Staff Last Name
- Staff Date of Birth
- **County Code Assigned**
- **District Code Assigned**
- **School Code Assigned**
- **Subject Area**
- **Course Identifier**
- **Course Level**
- Available Credit
- Grade Span
- **Course Sequence**
- Local Course Title
- **Local Course Code**
- **Local Section Code**
- Section Entry Date
- Section Exit Date

Student File Data Elements

- LID
- SID
- Student First Name
- Student Last Name
- Student Date of Birth
- **County Code Assigned**
- **District Code Assigned**
- **School Code Assigned**
- **Subject Area**
- **Course Identifier**
- **Course Level**
- Available Credit
- Grade Span
- **Course Sequence**
- Local Course Title
- **Local Course Code**
- **Local Section Code**
- Section Entry Date
- Section Exit Date
- Credits Earned
- Numeric Grade Earned
- Alpha Grade Earned
- Completion Status
- Course Type

Reporting Responsibilities

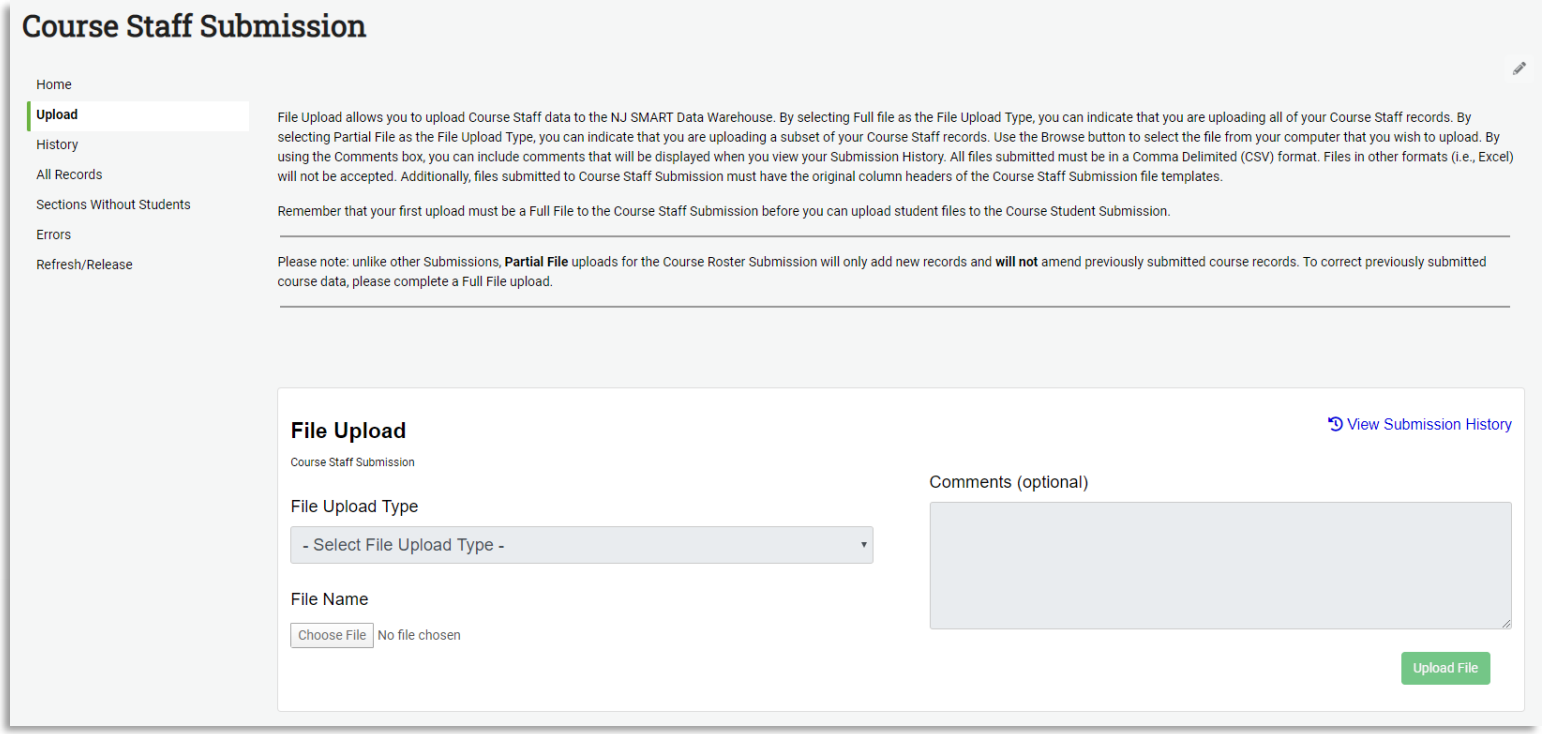
In general, who do I report to the Course Roster Submission and which classes are to be submitted?

Collected Courses:
• Standard courses taught by a single teacher assigned to your district
• Standard courses taught by co-teachers assigned to your district
• Remote courses physically attended by students off-site (location other than at another LEA) that are taught by staff **not** assigned to your district
• College level dual enrollment/dual credit courses taught by staff **not** assigned to your district
• College level dual enrollment/dual credit courses taught by staff assigned to your district
• Online courses taught by staff **not** assigned to your district

First Full File Upload

Do I need to upload all my LEA's student or staff records during my first full file upload?

- Although your first upload to the Course Roster Submission must be a Full File upload, you do not need to upload every student or staff record in your district
- You must upload to the **Staff Section** of the Course Collection **first**.



SSSDs, APSSDs, ESC, DCF

Are Special Services School Districts (SSSDs) and Approved Private Schools for Students with Disabilities (APSSDs) with students assigned to courses required to submit to the Course Roster Submission? What about the Educational Services Commission (ESC) or the Department of Children and Families (DCF)?

- Special Services School Districts will be required to submit to the Course Roster Collection
- APSSDs, Nonpublic locations, ESC and DCF will not be required to submit any information to the Course Roster Submission

Please note: When the reporting LEA submits records to SID Management that will also be submitted to Course Roster by the SSSDs, please be sure that the SID Management records are free of Error, Sync, Conflict, and Unresolved Status so that the SSSDs can report to the Course Roster Submission without error.

Service Rosters

Are we required to report service rosters to the Course Roster Submission?

- Districts are not required to report service rosters

  Ex.: An inclusion teacher working with a small group of students

- Districts that have chosen to report service rosters have done so by creating a separate course section that is specific to the service roster:

Teacher A (Primary Teacher)

- Responsible for all students enrolled in course
- Assign full course section

Teacher B (Inclusion Teacher)

- Works cooperatively with Teacher A to provide services for a subset of students in course
- Assign additional course section with a different local section number

Sequence of Mapping

How do I link a student to their teacher in the Course Roster Submission?

- To successfully create the student/teacher link in the Course Roster Submission, your courses should be mapped out first
- The record for the teacher(s) and each record for the roster of students must have the same combination of local and NJ SMART SCED coding

Local Course Code, Title and section → NJ SMART SCED, Course Level, Grade Span, Sequence →

Teacher 100% responsible for the course → Roster of students for the course

Mapping SCED codes

How do I determine a SCED code for a course?

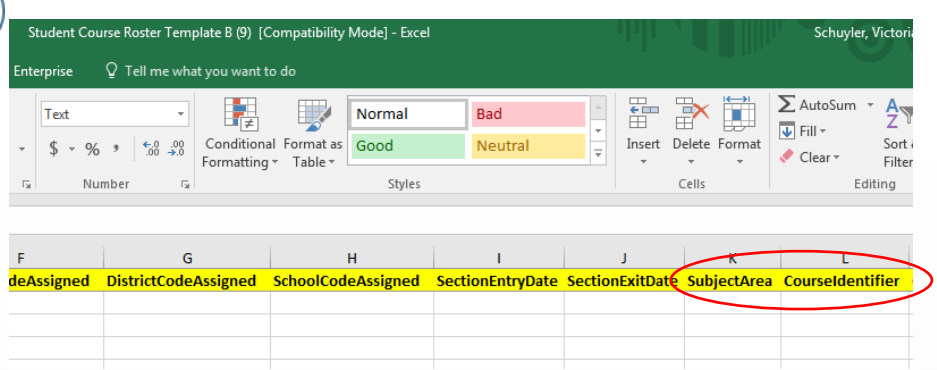
1.

SCED Course Name	SCED Course Description
Chemistry	Chemistry courses involve studying the composition, properties, and reactions of substances. These courses typically explore such concepts as the behaviors of solids, liquids, and gases; acid/base and oxidation/reduction reactions; and atomic structure. Chemical formulas and equations and nuclear reactions are also studied.

2.

Subject Area	Course Identifier
03	101

3.



Chemistry
Credits: 2.500
Course Level: G (General)
Course Sequence: 12

Chemistry Lab
Credits: 2.500
Course Level: G (General)
Course Sequence: 22

Prior to Secondary vs. Secondary

How do I determine whether to use a Prior-to-Secondary SCED code or Secondary SCED code?

The Prior-to-Secondary NCES SCED Codes do not tie to a student's progression towards a high school diploma.

The Secondary NCES SCED Codes are for those courses that will earn the student credit toward a high school diploma.

A course in a high school can carry a Secondary SCED while not offering credit toward a diploma, i.e., an extra period to enhance study skills that carries no credit. If the course appears on the student's transcript for zero credits, the district can determine whether they want to report the course.

Course Roster Submission Data Usage

What is the Course Roster Submission data used for?

- Items such as NJ SMART SCED code can impact data driven reports
  - Ex.: Students are pulled to the Prior-to-Secondary Algebra 1 course if reported with the NJ SMART SCED of 52052

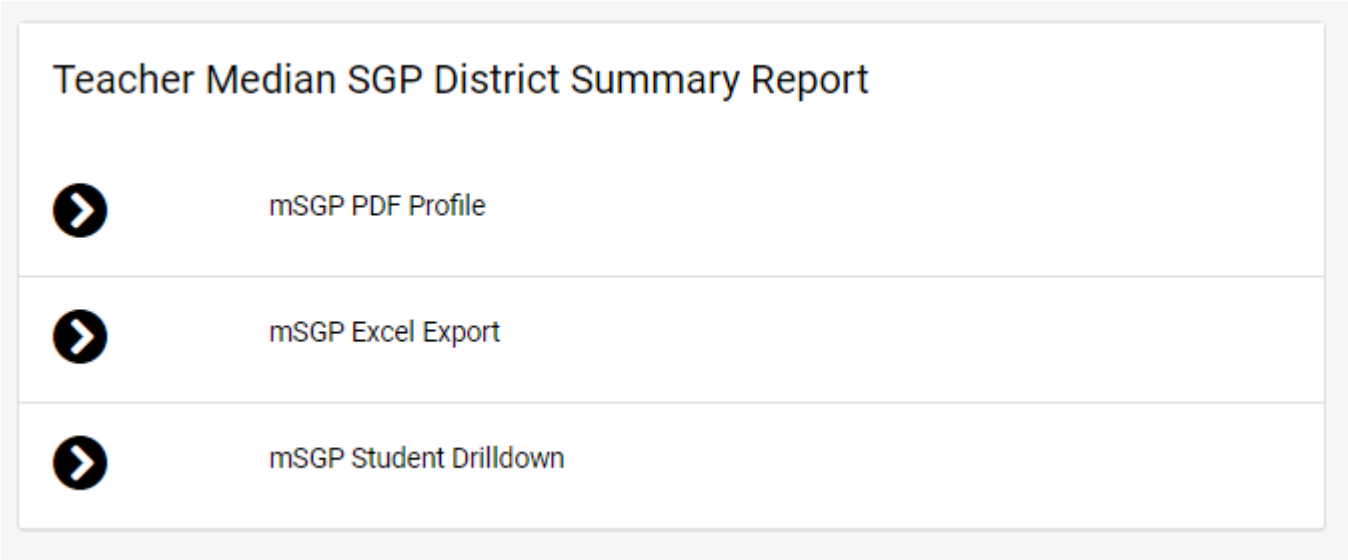
Resources:

- New Jersey School Performance Reports: Course Roster Submission Guidance
- mSGP Report FAQ

mSGP

What are the implications if we do not submit a Student Course Roster record for a student who is no longer Active in my district and was being taught by a teacher in an SGP subject?

If no Student Course Roster record is submitted for a student, then that student's SGP will not be counted in the Median SGP calculation for any teacher that taught them that year.

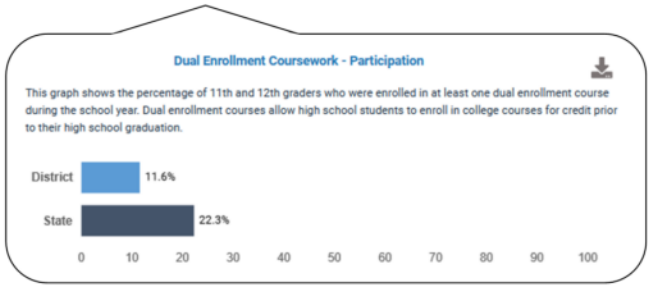


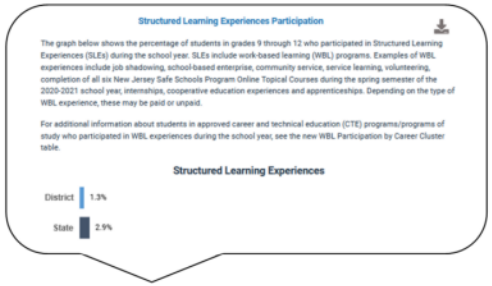
Performance Report/Course Roster Summary

Where do I go to find information on the criteria used to calculate the data displayed in my LEA's Performance Report?

- NJ School Performance Reports: NJ SMART Course Roster Submission Guidance

The **Dual Enrollment Coursework- Participation** table uses records submitted to NJ SMART with a Course Type value of "C" in the Course Roster Submission to identify College Level/ Dual Enrollment courses. Course Type of C should only be used if there is an existing articulation agreement between the high school and a college or university.





The **Structured Learning Experiences Participation** table uses Secondary SCED codes ending in 48 or 98 reported to the Course Roster Submission to determine participation.

Important: For the NJ School Performance Reports, if course data is incorrect in any section of the report, it may be due to the wrong SCED Code being used on the Course Roster Submission. Utilizing the SCED Code Mapping list will help explain where each type of course is noted in the School Performance Reports.

College Level Dual Enrollment

How do I report students who took a college-level course?

- If the college-level course is taught **within district by staff assigned to your district:**
    - The course is reported with the best matching NCES SCED code
    - The staff member(s) teaching the course **are reported**
    - The students assigned to the course are reported
    - Course Type = C (for college-level)
- If the college-level course is taught **at a college by a staff member not assigned to your district**:
    - The course is reported with the best matching NCES SCED code
    - The staff member(s) teaching the course **are not reported**
    - The students assigned to the course are reported
    - Course Type = C (for college-level)

A Course Type of C should only be used if there is an existing articulation agreement between the high school and a college or university.

Transcript Data

Should I include classes such as Study Hall, Community Service, Workplace Experience, etc. in the Course Roster Collection?

- If a course appears on a student's transcript and offers credits, then it must be included in the Course Roster Collection
- Courses not classified under a specific content area may be found in the Miscellaneous section of the SCED codes manual
- For Secondary courses: Available Credit should be 0.000 if students do not receive a grade.

Prior-To-Secondary:

Subject Area	Course Identifier	Subject Area Name	SCED Course Name
72	001	Miscellaneous	Standardized Test Preparation

Secondary:

Subject Area	Course Identifier	Subject Area Name	SCED Course Name
22	001	Miscellaneous	Standardized Test Preparation

AP Courses

How do I indicate that a class is an AP class?

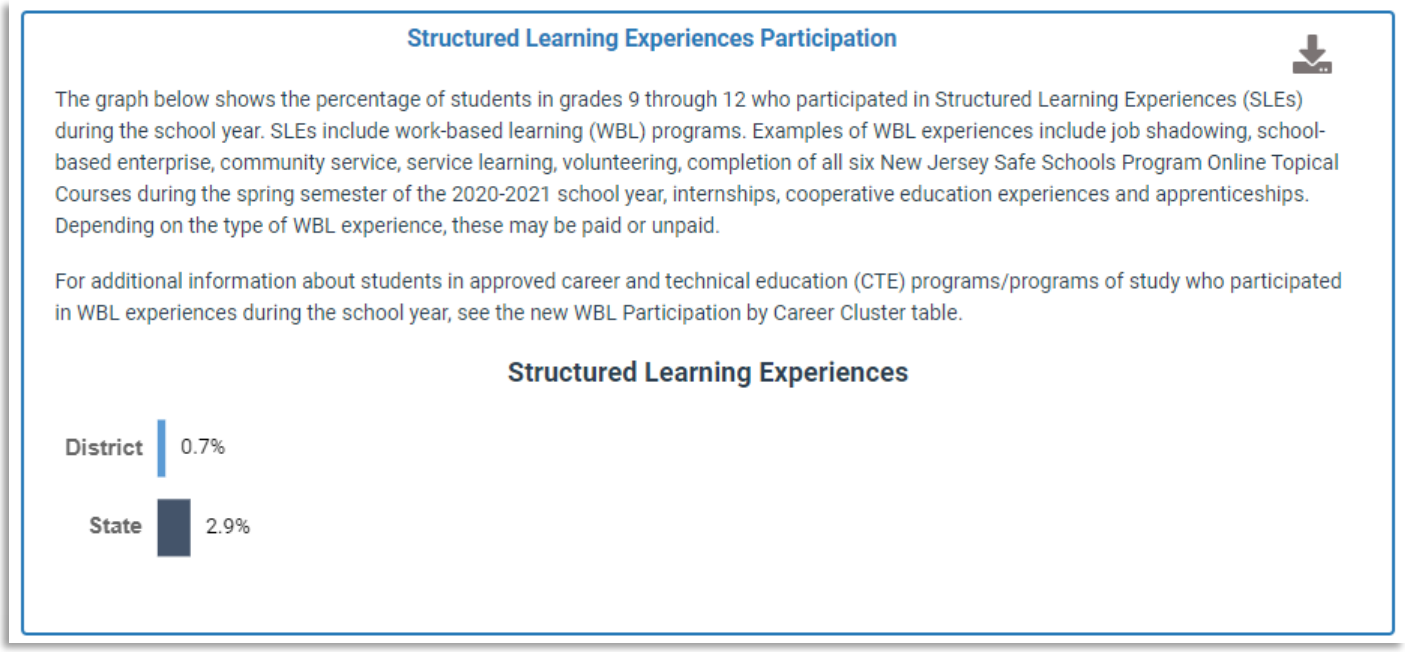
- AP and IB courses have separate and unique SCED codes

Subject Area	Course Identifier	Subject Area Name	SCED Course Name	SCED Course Description
04	205	Social Sciences and History	AP Economics	AP Economics courses prepare students for the College Board's examinations in both AP Microeconomics and AP Macroeconomics. See SCED codes 04203 and 04204 for detailed content descriptions.
24	513	World Language and Literature	IB Language B—Korean	IB Language B—Korean courses prepare students to take the International Baccalaureate Language B exams. These courses focus on improving students' accuracy and fluency in oral and written communication (usually in the students' "second" language).

Structured Learning Experience (SLE)

How do I indicate that a class is a Structured Learning Experience?

A SCED Code with a Course Identifier ending with 48 or 98 indicates that a course is a SLE.



Grade Span

What grades should be included in the Grade Span field?

- The field is mandatory for all Prior-To-Secondary courses
  - Alphanumeric, 4 Characters with no decimals, PK through 12
- Indicates the intended place of a course in the school's course progression, it should not reflect actual grade levels of students in a course
  - Ex.: A course appropriate for Kindergarten and First Grade would be assigned a Grade Span of KG01
  - Ex.: A course that only spans second grade would be assigned a Grade Span of 0202

Section Entry Date & Section Exit Date

Since the course submission is being collected as of the end of the year, will all students and teachers have a course exit date?

- Yes, all students and staff members should have a Section Entry Date and Section Exit Date
- These dates are specific to the unique student / staff member

Ex: Course that runs September – June:

Teacher A	How to Report
Enters course: September 2nd	Section Entry Date: 20230902
Exits course: December 2nd	Section Exit Date: 20231202

Ex: Staff member returns in May: **Report most recent Entry/Exit Dates*

Teacher A	How to Report
Enters course: May 1st	Section Entry Date: 20240501
Exits course: June 18th	Section Exit Date: 20240618

Self-Contained Classes

Will I be required to identify each subject area for my self-contained K-5 courses?

- For non-subject specific Prior-to-Secondary courses, use Subject Area 73

Subject Area	Course Identifier	Subject Area Name	SCED Course Name
73	028	Nonsubject Specific	Early Childhood Education

Course Rosters Tab

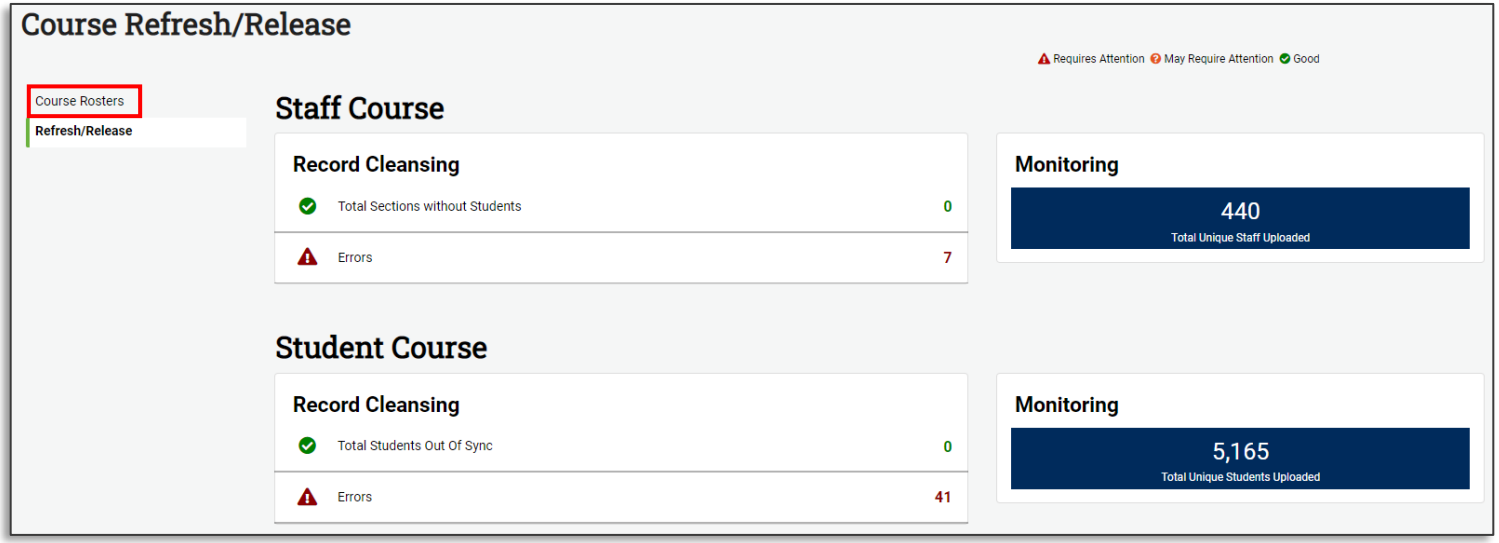
Why are changes made to records in my student or staff section of Course Roster Submission not being reflected on my Course Rosters tab?

- When making changes to student and staff records, you should click Edit/Update on the details page of any corresponding matching record to link the student and staff records together
- Uploading files to the Staff Course and Student Course sections will also refresh the records

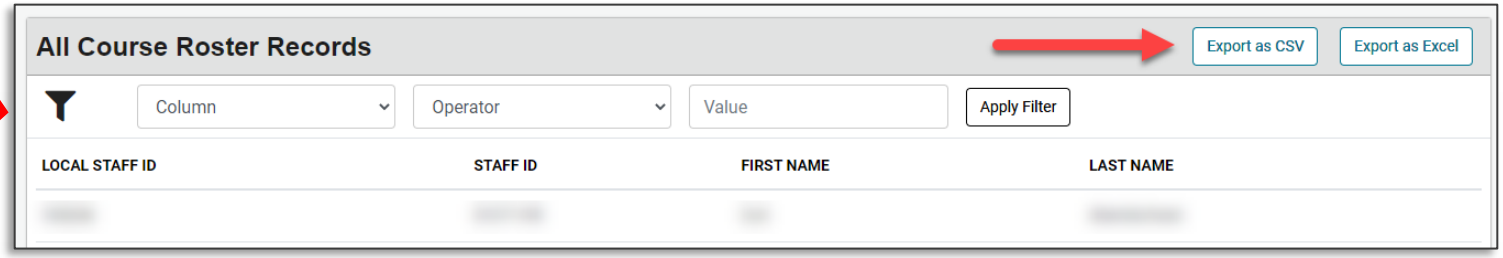
Course Rosters Tab (Cont.)

Will staff records in Sections without Students and student records in Student Out-Of-Sync show on the Course Rosters page?

These records will show under Record Cleansing



Only successfully linked courses will appear under All Course Roster Records



Identifying Elements

Why am I receiving a combination error?

- Local Staff Identifier (LSID)
- Local Identification Number (LID)
  - **Note:** *LID will not need to match for students who aren't reported to your own SID Management*
- State Identification Number (SID) / Staff Member Identifier (SMID)
- First Name
- Last Name
- Date of Birth

- These elements should already be established for the student/staff member in SID/SMID Management

- These elements cross validate with live SID/SMID data. When in error, check all five fields against your current SID records to make sure they match
- The SID/SMID record must be free of Error, Unresolved, Sync, and Conflict

Combination Errors

- There are five elements from SID Management/SMID Management that repeat in Course Roster and must retain the same values across submissions
- Records that do not match will be in error:

Staff File

	SMID Management		Course Roster Submission
LSID	123	=	123
SMID/SID	11111111	=	11111111
Date of Birth	19790302	=	19790302
First Name	Mark	≠	Marcus
Last Name	Smith	=	Smith

Student File

SID Management		Course Roster Submission
2222222222	=	2222222222
19990302	≠	19981502
Kenny	=	Kenny
Stan	=	Stan

Note: LID is not shown for student file since the validation for Course Student does not include LID

Combination Errors

What does a combination error look like in the Course Roster Submission?

Student Course Roster:

Errors: 1

DATA ELEMENT	ERROR DESCRIPTION
StateIdentificationNumber	Combination of Local ID, State ID, First Name, Last Name, and Date of Birth does not match data submitted during SID Management.

Staff Course Roster:

Errors: 1

DATA ELEMENT	ERROR DESCRIPTION
StaffMemberIdentifier	Combination of LSID, SMID, First Name, Last Name and Date of Birth does not match data submitted during SMID Submission.

Reminder: Combination errors can now be corrected within SID and SMID Management

Teacher on Leave & Substitutes

If a teacher goes on temporary leave (illness, sabbatical, maternity leave, etc.) and a permanent sub comes in, should the teacher on leave be reported?

- Both the teacher on leave and the permanent sub should be reported to the Course Roster Submission
  - **Long-term substitutes hold a certificate from the state (Standard/CE/CEAS) and replace a teacher for a period of 20 or more consecutive days**
- Include the Section Exit Date when reporting staff members who have exited a course section on temporary leave

Inactive Students

If a student left my district and did not complete a course, is the student reported to my district's Course Roster Submission?

- Inactive records are accepted in the Course Roster Submission
- Inactive students **who have not completed a course** are not required to be reported to the Course Collection; determining whether to include these records is a district-level decision
  - Option to report "NG" (no grade) in the Completion Status field
- **Reminder:** Any Inactive students who have completed a course **must** be reported.

Certify/Certify with Errors

Certify	Certify with Errors
Only enabled for districts that have uploaded and corrected all errors in the NJ SMART Portal.	Only enabled for districts that have uploaded a Full File and the only remaining issues are record in Conflict - Claiming. All other errors must be resolved in SID.

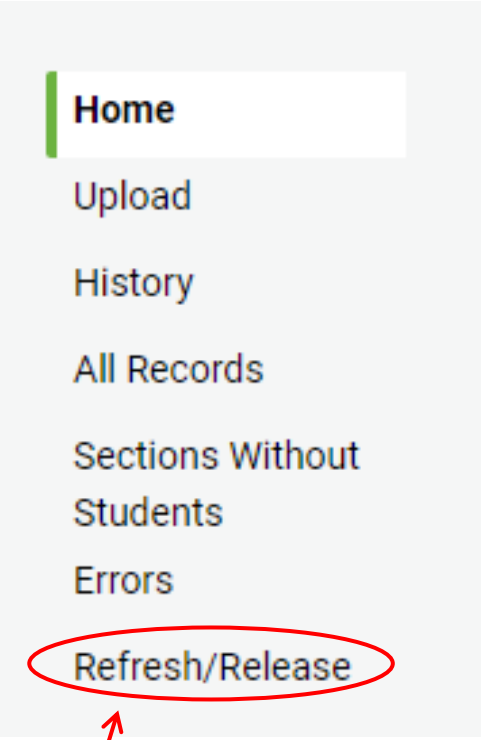
Certify and Certify with Errors will not be enabled if there are records in the Out-of-Sync records page in the Student Course Roster, and Total Sections without Students in the Staff Course Roster.

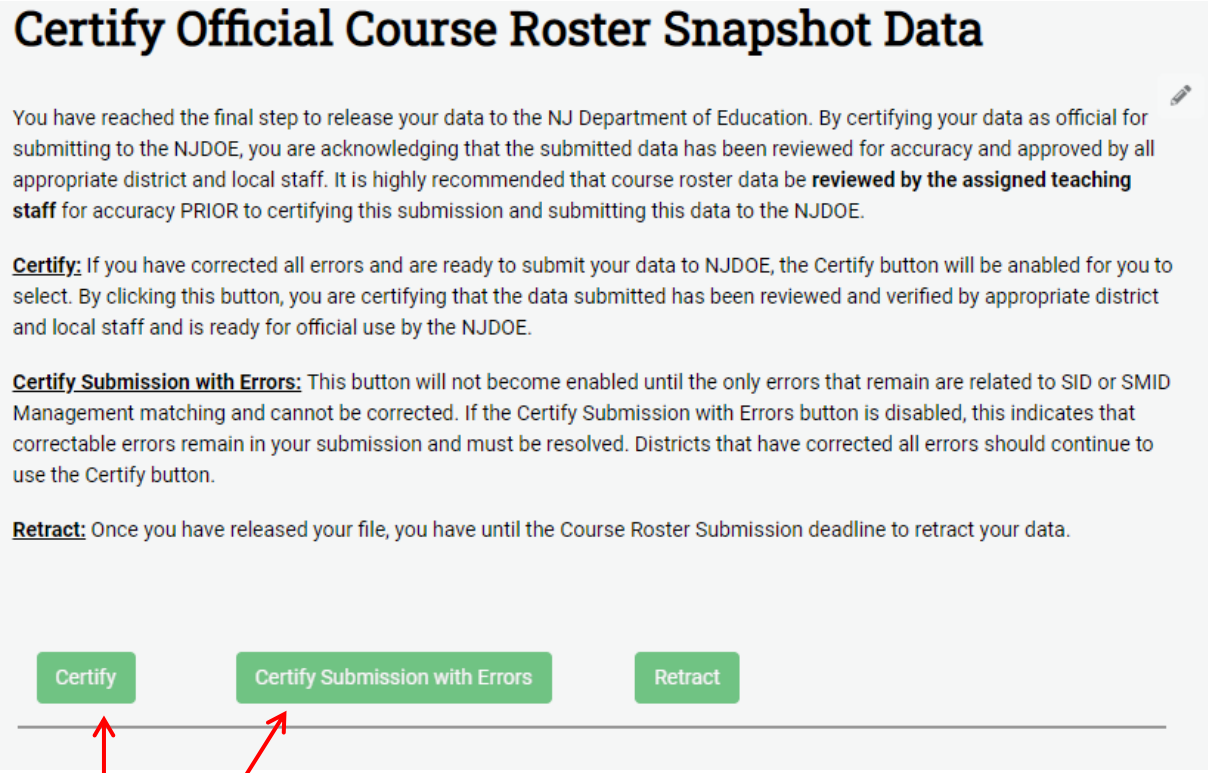
Out-of-Sync shows students who were submitted to the Course Student section with a unique course identifier combination (Subject Area, Course Identifier, Course Level, Course Sequence, Local Course Code, and Local Section Code, County Code Assigned, District Code Assigned, School Code Assigned) that does not match any course identifier combination found in the Course Staff section. To remove students from Out-of-Sync, you must verify the accuracy of each student course record.

Sections Without Students shows the unique course sections submitted in the Course Staff file that have not been matched to student records. Staff records will appear here until at least one student record with a matching unique course section is uploaded.

The Certify and Certify with Errors buttons are only enabled during the Official Submission Period. **You do not need to wait until the deadline date to Certify your data.**

Certify/Certify with Errors (cont.)





Step 1

Step 2
**Only enabled during the Official Submission

*You can check the Release History section of the Refresh/Release page to see if and when your data was certified.

Questions?

Course Roster eLearning Videos

The Course Roster eLearning Videos give an overview of why the student and staff course data is collected, and what should be reported to the submission. The Course Roster Technical Video covers the process of uploading and managing records to the Course Roster Submission and creating a successful link between the staff and student records.

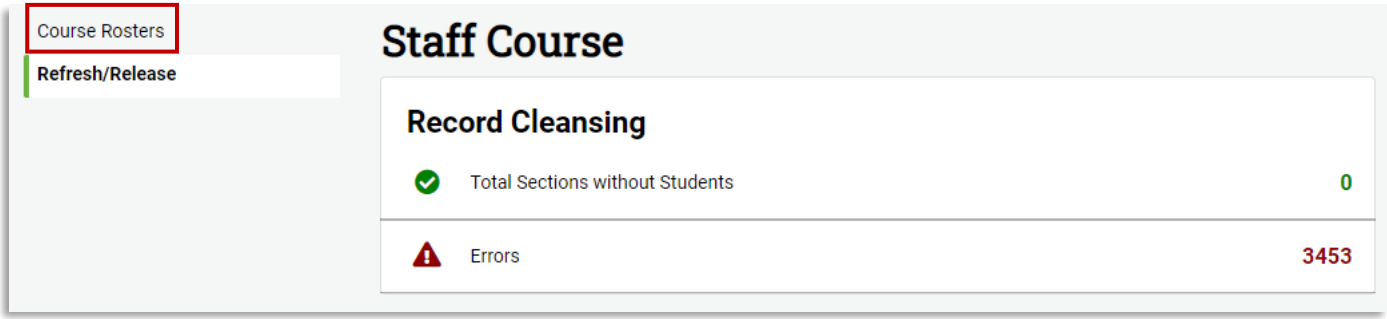
- Course Roster Submission
- Course Roster Technical

The Importance of Verifying Course Rosters

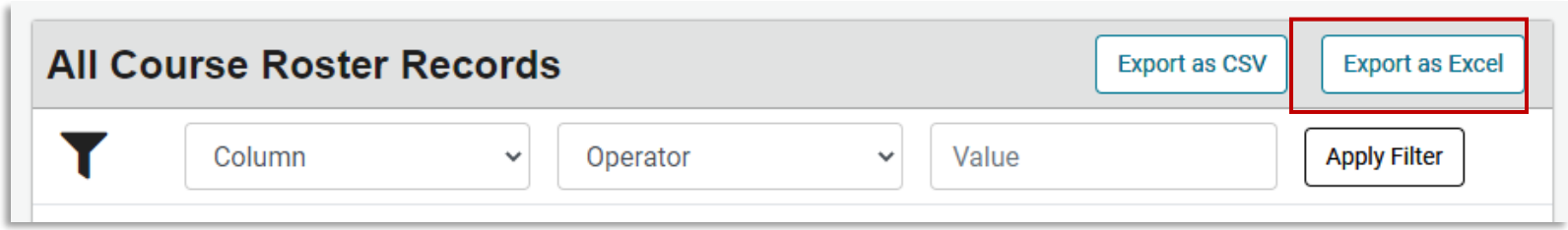
- Please review the [Course Roster Verification Click-by-Click]

- Navigate to the Course Staff or Course Student Submission and select Refresh/Release from the left menu

- While on this page, select Course Rosters. This will display all staff and students that have been successfully linked together



- This data can be exported from this page and shared with the appropriate district staff to verify accuracy of the data. To do so, select Export as Excel



The Importance of Verifying Course Rosters Continued…

- In the NJ SMART portal, in order to see all courses taught by a specific staff member, you can 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 staff member’s record to view the School Details page.
- The School Details page will show you a list of all schools for which the chosen staff member has associated course rosters. Clicking on the school record will take you to the Course Details page
- From the Course Details page, you can view all course sections for the staff member as reported for the chosen school. Clicking the individual course record will direct you to a full listing of all students linked to the selected course section
  - To verify rosters associated with mSGP, click the course records with Subject Areas of 51, 52, and 73.

The Importance of Verifying Course Rosters Continued…

The system performs validation checks to make sure that the data conforms with NJDOE codes and is in the correct format.

However, **information should be verified by the district for accuracy**. Information such as Section Entry Date must be manually checked to make sure that it has been correctly reported for that staff member. In the past, as an example, this was not checked by a district, and a teacher did not receive an mSGP because the Section Entry Date was incorrectly pulled from the LEA's local data system.

Available Resources

NJ SMART Helpdesk

1-800-254-0295
njsmart@pcgus.com

Resources & Trainings

NJ SMART Resources & Trainings

Please Provide your Feedback

We'd love to hear from you!

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