

Course Roster Verification Click by Click

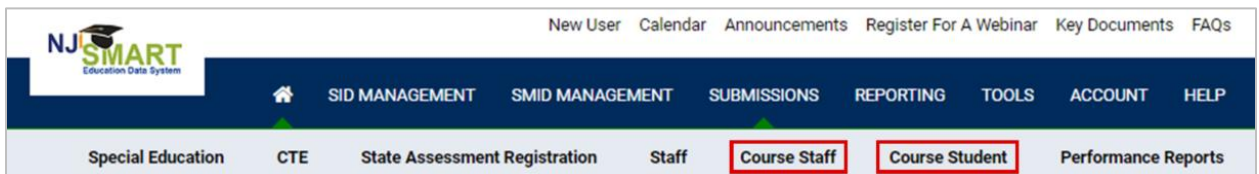
Course Roster Verification Click by Click: A Guide to the Course Roster Verification Process

INTRODUCTION

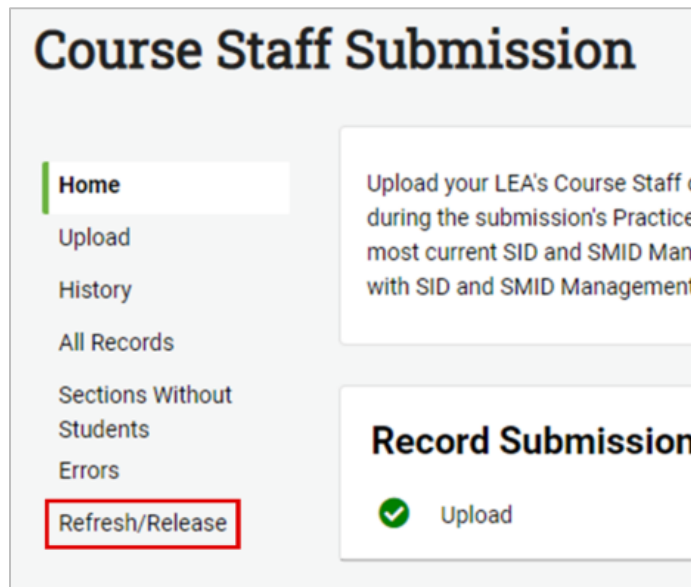
NJ Smart users can view, export, and verify course rosters, **including rosters of students included in mSGP calculations**, by following these simple steps:

VIEWING COURSE ROSTER SUBMISSION DATA

1. Hover over the Submissions tab along the top navigation menu and then click on Course Staff or Course Student.

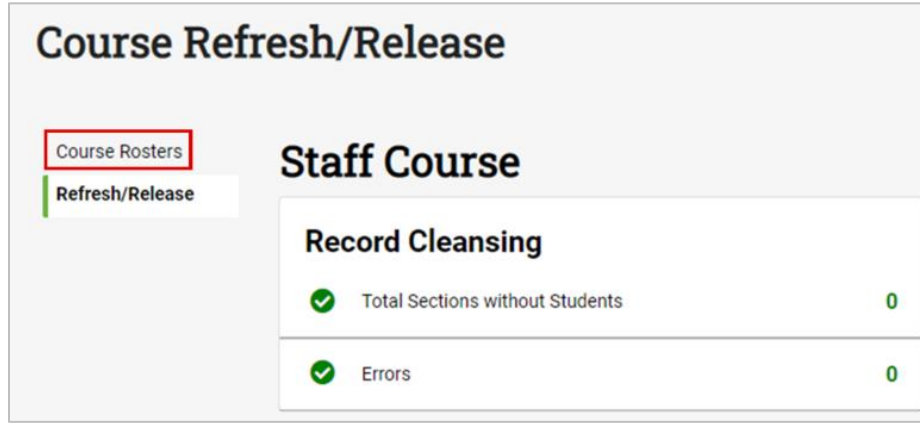


2. From the Course Staff Submission/Course Student Submission page, click the “Refresh/Release” option from the left navigation bar.

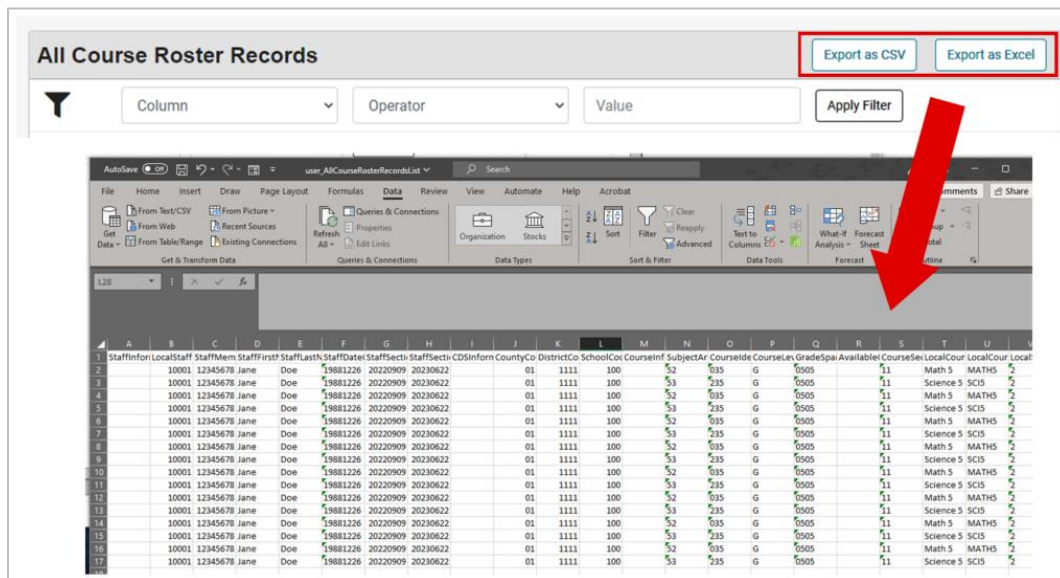


Course Roster Verification Click by Click

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



- From the Course Rosters Page, you can view all staff members submitted by your district who were **successfully** linked to student records. Note: Staff members who could not be linked to valid student records will not be populated on this page. You must check your “Errors,” “Sections Without Students,” and “Students 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. 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 to verify accuracy.



Course Roster Verification Click by Click

- 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, Staff ID (SMID number), 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.

All Course Roster Records Export as CSV Export as Excel

Column
Operator
Value

LOCAL STAFF ID	STAFF ID	FIRST NAME	LAST NAME
----------------	----------	------------	-----------

- 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 school record will take you to the Course Details page.

School

Column
Operator
Value

SCHOOL CODE ASSIGNED	SCHOOL NAME ASSIGNED
100	High School

- 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 individual course record will navigate you to a full listing of all students linked to the chosen course section.

Course

Column
Operator
Value

DETAILS	SUBJECT AREA	COURSE IDENTIFIER	COURSE LEVEL	COURSE SEQUENCE	LOCAL COURSE CODE	LOCAL SECTION CODE
Details	52	035	G	11	MATH5	2
Details	53	235	G	11	SCI5	2

- The Student in Staff Courses table allows you to view the full student roster for the selected course section. From this page, you have the option to filter the roster data for the selected course.

Students in Staff Courses

Column
Operator
Value

LOCAL ID	STATE ID	FIRST NAME	LAST NAME
----------	----------	------------	-----------

Course Roster Verification Click by Click

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 present 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.
- If a course roster is accurate, but a mSGP appears to be inaccurate, please contact the NJ SMART Help Desk for additional assistance.