

Course Roster Verification Click by Click

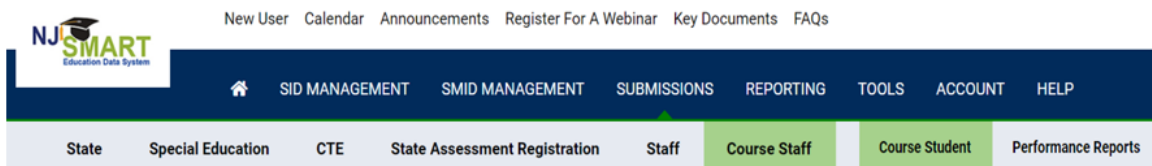
Course Roster Verification Click by Click: A Guide to the Course Roster Verification Process

INTRODUCTION

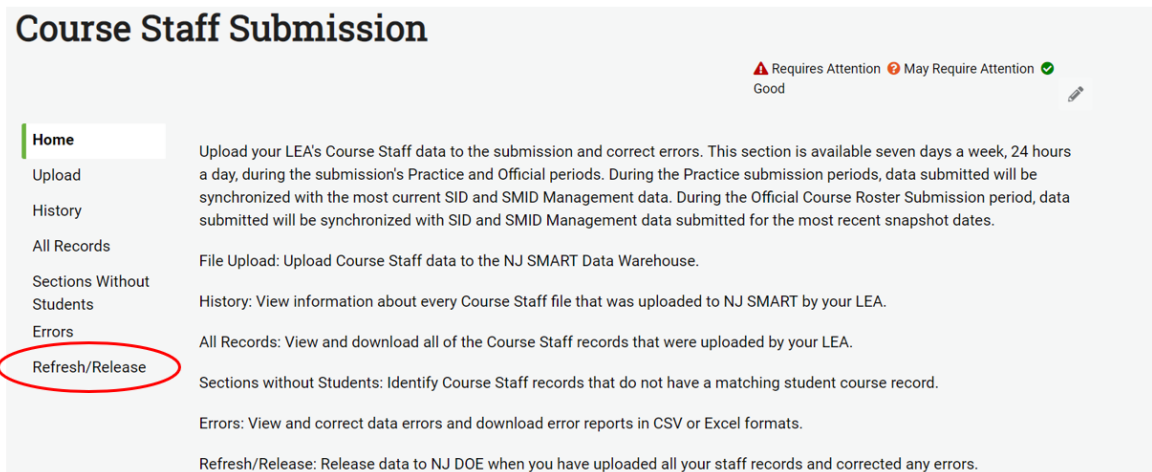
NJ Smart users can view, export, and verify course rosters, **including rosters of students included in mSGP calculations**, by following these simple steps:

VIEWING COURSE ROSTER SUBMISSION DATA

1. Click on the Submissions tab from the top navigation menu and then click on the Course Staff or Course Student.

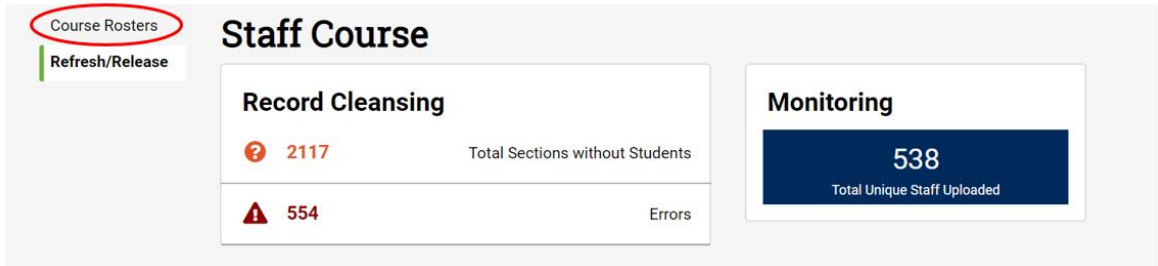


2. From the Course Staff Submission/Course Student Submission page, click the “Refresh/Release” option from the left navigation bar.

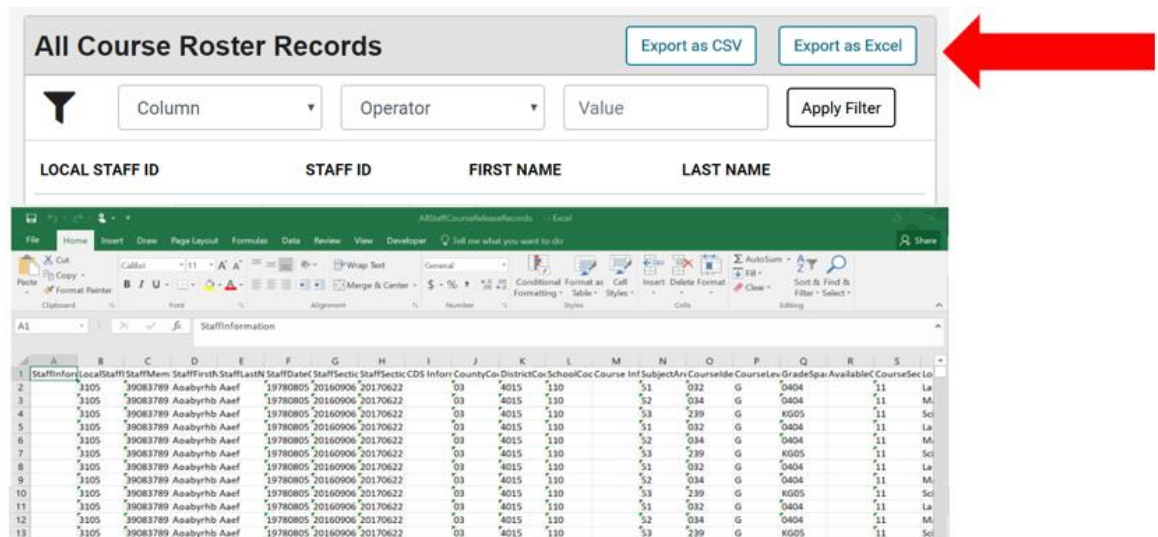


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- From the Refresh/Release page, click the “Course Rosters” option from the navigation bar.



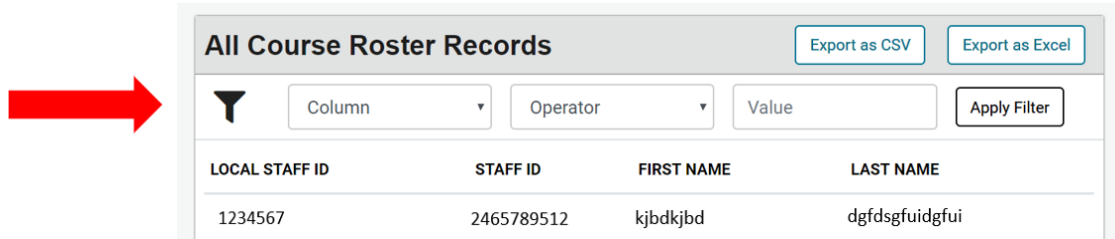
- From the Course Rosters Page, you can view all staff members submitted by your district who were **successfully** linked to student rosters. Note staff who could not be linked to student records will not be populated on this page. You must check your “Error,” “Staff without Students,” and “Student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



LOCAL STAFF ID	STAFF ID	FIRST NAME	LAST NAME
3105	39083789	Anabyrhb	Aaeef
3105	39083789	Anabyrhb	Aaeef
3105	39083789	Anabyrhb	Aaeef
3105	39083789	Anabyrhb	Aaeef
3105	39083789	Anabyrhb	Aaeef
3105	39083789	Anabyrhb	Aaeef
3105	39083789	Anabyrhb	Aaeef
3105	39083789	Anabyrhb	Aaeef
3105	39083789	Anabyrhb	Aaeef
3105	39083789	Anabyrhb	Aaeef
3105	39083789	Anabyrhb	Aaeef
3105	39083789	Anabyrhb	Aaeef
3105	39083789	Anabyrhb	Aaeef
3105	39083789	Anabyrhb	Aaeef
3105	39083789	Anabyrhb	Aaeef

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- 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, 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.

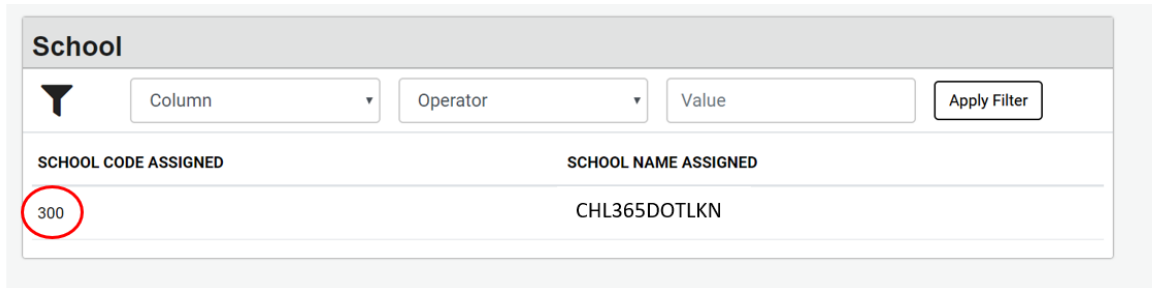


All Course Roster Records Export as CSV Export as Excel

Column Operator Value Apply Filter

LOCAL STAFF ID	STAFF ID	FIRST NAME	LAST NAME
1234567	2465789512	kjbdkjbd	dgfdsgfuidgfui

- 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.

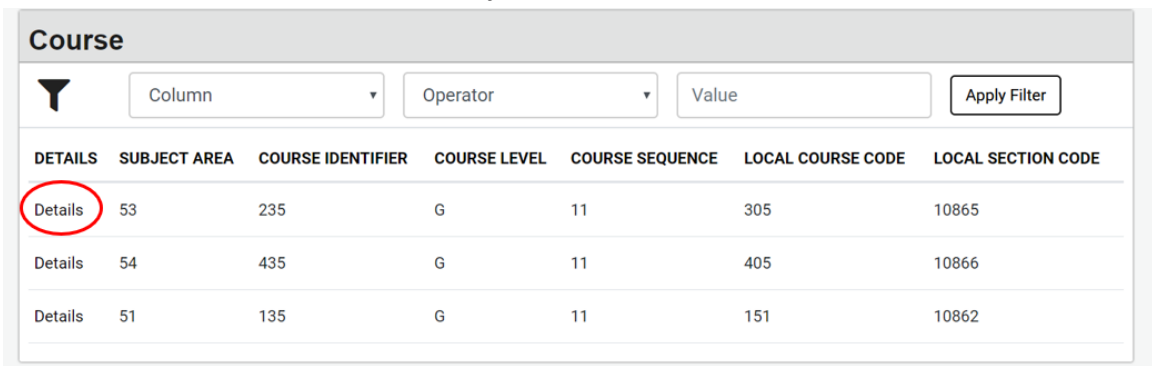


School

Column Operator Value Apply Filter

SCHOOL CODE ASSIGNED	SCHOOL NAME ASSIGNED
300	CHL365DOTLKN

- 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. **To verify rosters associated with mSGP, click the course records with Subject Areas of 51, 52, and 73.**



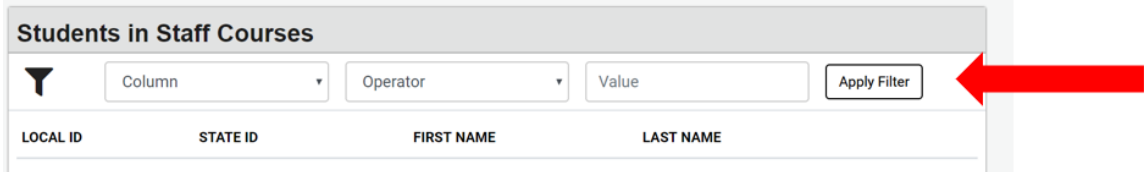
Course

Column Operator Value Apply Filter

DETAILS	SUBJECT AREA	COURSE IDENTIFIER	COURSE LEVEL	COURSE SEQUENCE	LOCAL COURSE CODE	LOCAL SECTION CODE
Details	53	235	G	11	305	10865
Details	54	435	G	11	405	10866
Details	51	135	G	11	151	10862

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8. 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.



The screenshot shows a table titled "Students in Staff Courses". Above the table is a filter interface with a funnel icon, a "Column" dropdown menu, an "Operator" dropdown menu, a "Value" text input field, and an "Apply Filter" button. A red arrow points to the "Apply Filter" button. Below the filter interface, the table headers are visible: LOCAL ID, STATE ID, FIRST NAME, and LAST NAME.

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.