Course Roster Submission: About

INTRODUCTION

The Course Roster Submission collects student-level transcript data and matches the students taking the courses to the teacher or teachers responsible for the courses.

Users submitting to the Course Roster Submission will need Staff Level *and* Student Level access to the NJ SMART portal. Submitters who do not have access to staff and student data must receive permissions from their Homeroom Administrator.

Users are strongly encouraged to participate in the practice period that opens each April to refine their data quality to ensure accurate data is reported during the Official Submission period. As the data collected during this Submission is used for important state and federal reporting, including mSGP calculation and the NJ School Performance Reports, it is vital to verify course roster data through the steps outlined in the Course Roster Verification Click by Click.

For the most up-to-date versions of the Course Roster Student Handbook, file templates, and supplemental resources, please see the Documents for Download section of the NJ SMART Resources & Trainings page.

UPDATES TO COURSE ROSTER SUBMISSION

For updates to the Course Roster Submission, please consult the Revision History of both the Staff Course Roster Submission Handbook and Student Course Roster Submission Handbook.

KEY DATES

Please refer to the NJ SMART Timeline for important dates and deadlines for the Course Roster Submission:

TRAINING INFORMATION

For detailed information on all training offered by NJ SMART, please visit NJ SMART Resources & Trainings.