

Course Roster Submission Checklist

Course Roster Submission Checklist

NJ SMART Timeline – February 2019

DATE	EVENT
N/A	No Portal Events for this month

February Action Items

Task	Recommended Completion Date	Task Completed?
Download and review the Course Student Submission Handbook and the Course Staff Submission Handbook	February 1, 2019	<input type="checkbox"/>
Download the NJ SMART SCED code List	February 8, 2019	<input type="checkbox"/>
Attend a Course Roster Submission Webinar	February 12, 2019	<input type="checkbox"/>
Map your Local Course Codes to the National SCED Codes	February 28, 2019	<input type="checkbox"/>

For dates and times of NJ SMART Webinars, please visit the [NJ SMART Training and Support](#) page.

Course Roster Submission Checklist

NJ SMART Timeline – March 2019

DATE	EVENT
N/A	No Portal Events for this month

March Action Items

Task	Recommended Completion Date	Task Completed?
Finish mapping your Local Course Codes to the NJ SMART SCED Codes	March 8, 2019	<input type="checkbox"/>
Update SIS with mapped courses codes	March 15, 2019	<input type="checkbox"/>
Attend a Course Roster Webinar if further training is needed	March 19, 2019	<input type="checkbox"/>
Link Students and Staff to the mapped SCED Codes	March 26, 2019	<input type="checkbox"/>

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NJ SMART Timeline – April 2019

DATE	EVENT
Monday, April 15, 2019	Open: Practice CTE and Course Roster Submissions

April Action Items

Task	Recommended Completion Date	Task Completed?
Attend a Course Roster Webinar if more training is needed	April 4, 2019	<input type="checkbox"/>
Begin inputting Staff data onto NJ SMART Staff Course Template	April 15, 2019	<input type="checkbox"/>
Begin inputting Student data onto NJ SMART Student Course Template	April 15, 2019	<input type="checkbox"/>
Upload Staff Course Roster Data to the Course Roster Submission Practice Period	April 19, 2019	<input type="checkbox"/>
Upload Student Course Roster Data to the Course Roster Submission Practice Period	April 19, 2019	<input type="checkbox"/>
Resolve Errors and Sections Without Students in the Staff Course page	April 26, 2019	<input type="checkbox"/>
Resolve Errors and Students Out of Sync in the Student Course page	April 26, 2019	<input type="checkbox"/>

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NJ SMART Timeline – May 2019

DATE	EVENT
N/A	No Portal Events for this month

May Action Items

Task	Recommended Completion Date	Task Completed?
Attend Course Roster Webinar if further training is needed	May 1, 2019	<input type="checkbox"/>
Upload any additional practice data to the Staff Course Section	May 20, 2019	<input type="checkbox"/>
Upload any additional practice data to the Student Course Section	May 20, 2019	<input type="checkbox"/>
Continue to Resolve Errors and Sections Without Students in the Staff Course page	May 31, 2019	<input type="checkbox"/>
Continue to Resolve Errors and Students Out of Sync in the Student Course page	May 31, 2019	<input type="checkbox"/>
Review the Course Rosters page of the Rosters Refresh/Release Section to confirm that students and teachers are linked to the correct Courses	May 31, 2019	<input type="checkbox"/>

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NJ SMART Timeline – June 2019

DATE	EVENT
Friday, June 28, 2019	Snapshot: SID and SMID Management
Friday, June 28, 2019	Close: Practice CTE, Course Roster Submissions and LDM State Submission

June Action Items

Task	Recommended Completion Date	Task Completed?
Attend a Course Roster Webinar if further training is needed	June 3, 2019	<input type="checkbox"/>
Upload any additional practice data to the Staff Course Section	June 7, 2019	<input type="checkbox"/>
Upload any additional practice data to the Student Course Section	June 7, 2019	<input type="checkbox"/>
Continue to Resolve Errors and Sections Without Students in the Staff Course page	June 10, 2019	<input type="checkbox"/>
Continue to Resolve Errors and Students Out of Sync in the Student Course page	June 10, 2019	<input type="checkbox"/>
Review the Course Rosters page of the Rosters Refresh/Release Section to confirm that students and teachers are linked to the correct Courses	June 17, 2019	<input type="checkbox"/>
Export Course Roster Submission Practice Period Data for both Student and Staff – Data is removed after Practice Period	June 26, 2019	<input type="checkbox"/>
Update SIS with any changes so that the data matches what is in NJ SMART	June 26, 2019	<input type="checkbox"/>

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NJ SMART Timeline – July 2019

DATE	EVENT
Tuesday, July 2, 2019	Open: SID and SMID Management
Tuesday, July 2, 2019	Open: Official CTE, Course Roster and State Submissions

July Action Items

Task	Recommended Completion Date	Task Completed?
Attend Course Roster Webinar if further training is needed	July 8, 2019	<input type="checkbox"/>
Upload exported Staff Course Roster Data for the Course Roster Submission Official Period	July 8, 2019	<input type="checkbox"/>
Upload exported Student Course Roster Data for the Course Roster Submission Official Period	July 8, 2019	<input type="checkbox"/>
Resolve Errors and Sections Without Students in the Staff Course page	July 15, 2019	<input type="checkbox"/>
Resolve Errors and Students Out of Sync in the Student Course page	July 15, 2019	<input type="checkbox"/>
Review the Course Rosters page of the Rosters Refresh/Release Section to confirm that students and teachers are linked to the correct Courses	July 22, 2019	<input type="checkbox"/>
Certify and Release the Course Roster Submission	July 26, 2019	<input type="checkbox"/>
Update SIS with any changes so that the data matches what is in NJ SMART	July 29, 2019	<input type="checkbox"/>

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NJ SMART Timeline – August 2019

DATE	EVENT
Friday, August 2, 2019	Close: SID and SMID Management, Special Education Local Data Mart
Friday, August 2, 2019	Deadline: SID Management Inactivation of 2018-2019 High School Graduates
Friday, August 2, 2019	Deadline: Official CTE, Course Roster and State Submissions

August Action Items

Task	Recommended Completion Date	Task Completed?
Resolve Errors and Sections Without Students in the Staff Course page and Errors and Students Out of Sync in the Student Course page by the August 2, 2019 5:00 PM Deadline	August 2, 2019	<input type="checkbox"/>
Review the Course Rosters page of the Rosters Refresh/Release Section to confirm that students and teachers are linked to the correct Courses by the August 2, 2019 5:00 PM Deadline	August 2, 2019	<input type="checkbox"/>
Certify and Release the Course Roster Submission by the August 2, 2019 5:00 PM Deadline	August 2, 2019	<input type="checkbox"/>

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