State of New Jersey
DEPARTMENT OF EDUCATION
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CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

CHRISTOPHER D. CERF
Acting Commissioner

RE: NJSMART Training

The message below was e-mailed to your NJSMART Coordinator. It is provided for your information.

Below, please find the NJ SMART portal event schedule, training schedule, and training descriptions for the month of April.

NJ SMART Portal Event Schedule

- **June 30, 2011**
    - Deadline: SID Management
    - Deadline: State Submission - Local Data Mart period (**Note**: All data will be cleared)
    - Deadline: Practice CTE Submission (**Note**: All data will be cleared)

- **July 06, 2011**
    - Open: SID Management
    - Open: Official State Submission
    - Open: Official CTE Submission

- **August 03, 2011**
    - Deadline: Official State Submission
    - Deadline: Official CTE Submission

NJ SMART Training Schedule

- **April 05: 10:00 AM–** State Submission Training: New Elements
- **April 07: 2:00 PM –** State Submission Training: New Elements
- **April 11: 2:00 PM –** District Reports Training 1: New Users
- **April 13: 10:00 AM–** State Submission Training: New Elements
- **April 13: 2:00 PM –** District Reports Training 2: New Features
- **April 14: 10:00 AM –** Optional Submission Training
- **April 18: 2:00 PM –** State Submission Training: New Elements
- **April 28: 10:00 AM–** State Submission Training: New Elements

NJ SMART Training Descriptions

State Submission Training: New Elements – These trainings will provide detailed information specific to the State Submission, including instructions on how to utilize the Local Data Mart period, an in-depth review of new data elements and validation rules, and best practices for ensuring the highest State Submission data quality. ***This training is required for all LEAs and users.***

District Reports Training 1: New Users – This course is recommended for any user who is new to District Reports. This training was initially offered in Spring 2010 and is a basic introduction to the District Report features and functionality. It will target the following objectives:

- List and define reports that are currently available
- Identify source and availability of data in District Reports
- Instruct users how to modify accounts for access to District Reports (live demonstration)
- Instruct users on how to navigate, interpret, and read the District Reports (live demonstration)
- Introduce users to available training resources including user guides, online videos, FAQs, etc. (live demonstration)

District Reports Training 2: New Features – This course is recommended for users who have experience using District Reports and/or have participated in District Reports Training 1. The training is designed to review and demonstrate the Local Data Mart Report features and functionality. It will target the following objectives:

- Distinguish between Local Data Mart (LDM) Submissions and Official State Snapshots
- Instruct users how to use State and Special Education LDM Submissions
    - How to submit LDM data (live demonstration)
    - How to refresh LDM data (live demonstration)
    - How to analyze LDM data in District Reports (live demonstration)

Optional Submission Trainings – This course will provide detailed information specific to the new Optional Submission. It will target the following objectives:

- List and define the Optional Submissions that are currently available - Discipline, Program Enrollment, and Credits Earned
- Define and interpret data elements available for each Optional Submission, validation rules, and best practices
- Instruct users on how to upload and refresh Optional Submission data to view in District Reports
- Guide users on how to use District Reports to answer important questions formulated from Optional Submissions data

How to Participate in an NJ SMART Training

Each training will be web-based and last approximately 60 minutes. You do not need to register for a session in advance. Simply log on 5 minutes prior to the session start-time to http://pcgus.webex.com, click on **Meeting Center** at the top of the home page, and then click on the Meeting Topic link of the training session you are attending that corresponds to the time of your session. The password for each session is: **letmein**

For purposes of tracking, when signing-in to the webinar, please provide your first name, last name and the name of your district, e.g. John Smith - Newark Public Schools. To listen to the audio portion of the webinar, please call: **1-888-742-8686**; Conference ID: **4911745**.

If you have any questions prior to the webinars, please contact the NJ SMART Helpdesk at 800-254-0295 or send an email to njsmart@pcgus.com.