

May 4, 2011

The message below was e-mailed to district and charter school NJSMART contacts.

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

NJ SMART Portal Event Schedule

- **June 30, 2011**
 - Deadline: SID Management
 - Deadline: State Submission - Local Data Mart period (all data are **deleted**)
 - Deadline: Practice CTE Submission (all data are **deleted**)

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

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

- **August 08, 2011**
 - Open: SID Management for the new school year (all data are **deleted**)
 - Open: State Submission - Local Data Mart period (all data are **deleted**)
 - Open: Special Education - Local Data Mart period (all data are **deleted**)

NJ SMART Training Schedule

- **May 03: 11:00 AM** – CTE Submission
- **May 06: 9:00 AM** – State Submission New Elements
- **May 11: 1:00 PM** – CTE Submission
- **May 17: 11:00 AM** – State Submission New Elements
- **May 18: 1:00 PM** – District Reports Training 1
- **May 19: 10:00 AM** – CTE Submission
- **May 23: 9:00 AM and 1:00 PM** – SID Management 2011-2012 *New!*
- **May 24: 9:00 AM** – District Reports Training 2
- **May 25: 1:00 PM** – State Submission New Elements
- **May 26: 10:00 AM** – Optional Submission
- **May 27: 1:00 PM** – CTE Submission

NJ SMART Training Descriptions

CTE Submission Training – This training will provide detailed information specific to the CTE Submission, including an in-depth review of data elements and validation rules, and best practices for ensuring the

highest CTE Submission data quality. **This training is required for all LEAs and users participating in the CTE Submissions.**

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 on 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, and more (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)

SID Management 2011-2012 Training – This training will review important changes to SID Management for the upcoming 2011-2012 School Year. **This training is required for all LEAs and users.** The changes include:

- New requirements to inactivate graduates and transfer students at the close of the school year prior to August 3rd
- New elements that will be collected beginning August 8th for the 2011-2012 School Year
- Updated Reporting Responsibilities for special education students

Optional Submission Training – This training will provide detailed information specific to the Optional Submissions. Training objectives include:

- Overview of the three Optional Submissions that are currently available - Discipline, Program Enrollment, and Credits Earned
- In-depth review of Optional Submission data elements, validation rules, and best practices
- Instructions and demonstration on how to upload and refresh Optional Submission data to review in District Reports
- Guidance on how to use District Reports to answer important questions, formulated from the Optional Submissions data

State Submission New Elements Training – This course will provide detailed information specific to the State Submission, including a demonstration of 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.**

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. To participate in a training session:

1. Simply log on 5 minutes prior to the session start-time to <http://pcgus.webex.com>.
2. 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.
3. Enter your first name, last name, and the name of your district, e.g. John Smith – Newark Public Schools.
4. Enter the password. The password for each session is: **letmein**
5. 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.

NJ SMART Team