NORTH COAST SCHOOL OF EDUCATION (NCSOE)
DISTRICT COORDINATORS

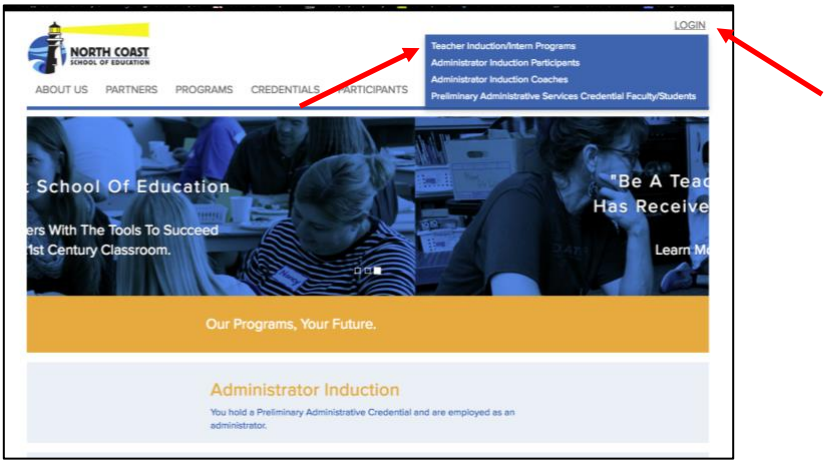
DIRECTIONS FOR COMPLETING ONLINE ROSTERS

Thank you for partnering with SCOE's NCSOE to provide a more streamlined and accessible way to work with your new teachers and their Mentors by completing your rosters online.

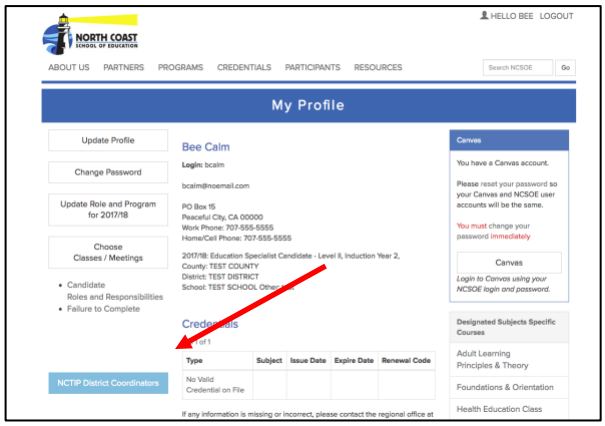
Access to your roster for the new program year will open in August. The previous year's roster will still be available in your account *(see Step 6, #4c for tips on exporting the previous year's roster).*

Step 1: Log in to your NCSOE profile account.

1. Click on the *LOGIN* button on the upper right-hand corner of ncsoe.org.
2. Select *Teacher Induction/Intern Program*.
3. Enter your *Login* and *Password*.



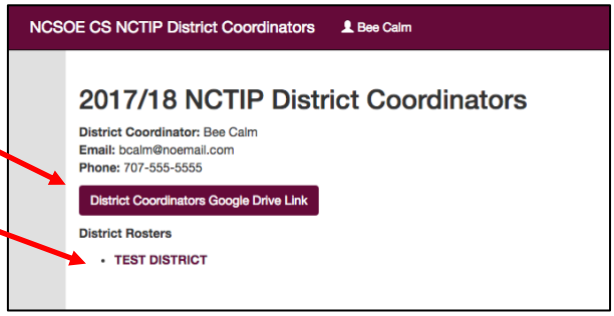
Step 2: Accessing your district's roster - As a District Coordinator, you have been linked to your district roster within the NCSOE Database. This is the same system you use to register for your District Coordinator meetings.



To access your district roster, click on the blue *NCTIP District Coordinators button* on the lower left side of the screen. (To have access to this button, you must have an updated NCSOE account with the Role of District Coordinator. Please contact NCSOE if you do not have access.)

Step 3: Viewing your District Coordinator page - On your District Coordinator page, you can access useful program documents by clicking on the red *District Coordinators Google Drive* button.

This page is also where you will access your *district's Master Roster* by clicking on the link with the name of your district.



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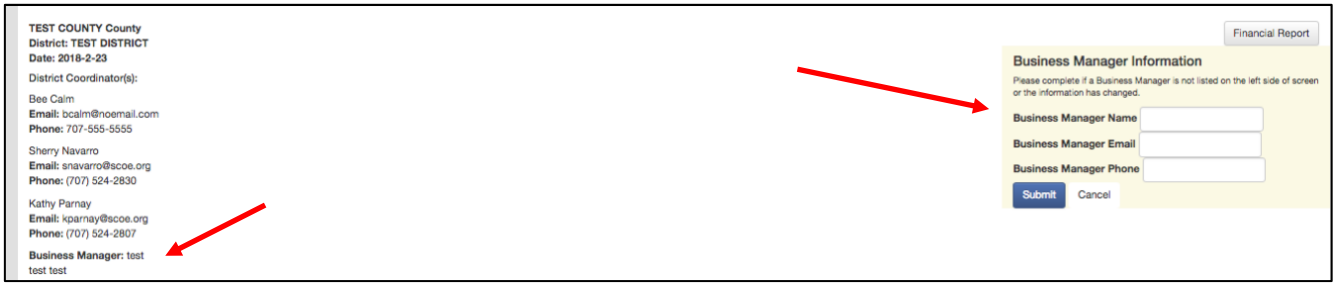
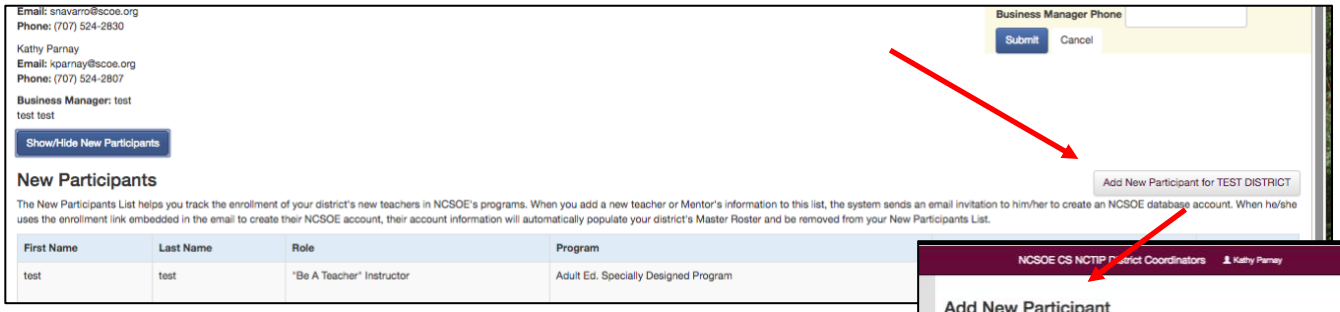
Step 4: Updating district contact information – On the upper left-hand corner of your district roster page you will notice contact information for you and your district's Business Manager.

If your Business Manager's information is missing or inaccurate, you may update this information on the upper right corner of the page. (If your contact information needs updating, please use the *Update Profile button* on your *NCSOE My Profile* account page. This information is fed directly from your NCSOE account.)



Step 5: Using the New Participants List section - The New Participants List helps you track the enrollment of your district's new teachers in NCSOE's programs. When you add a new teacher or Mentor's information to this list, the system sends an email invitation to him/her to create an NCSOE database account. When he/she uses the enrollment link embedded in the email to create their NCSOE account, their account information will automatically populate your district's Master Roster and be removed from your New Participants List.

You can add your new teachers to the list by clicking the *Add New Participant button* found on the right side of the screen, below the *Business Manager Information box*.



Step 6: Managing your district's Master Roster – Below the New Participant List you'll find the Master Roster.

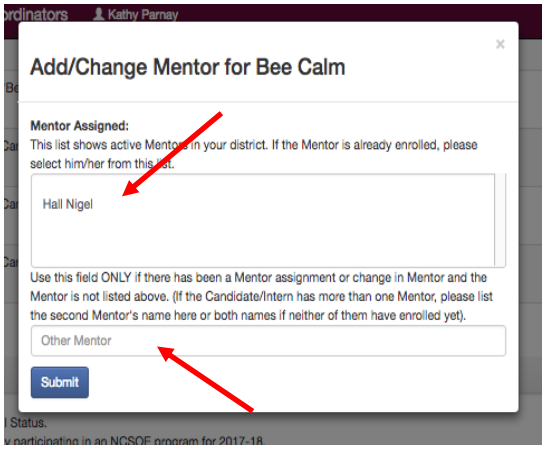
The Master Roster is an interactive Roster through which your district verifies each teacher's NCSOE program participation. When a participant creates a NCSOE database account and indicates they are employed at your district, their information will appear on your Master Roster. The Master Roster is used by NCSOE staff for invoicing and funding purposes.

It is the District Coordinator's responsibility to ensure the accuracy of their district's Roster by maintaining their Roster through *assigning Mentors*, *approving* and *not approving* teachers, and *posting DC Notes*.

1. **The approval status** for each participant appears under the DC Status column. When you assign a Mentor to a new teacher, the system will automatically "approve" both teachers. To change an approval status, click on the *Approval Status button*. Participants who are "Not Approved" must include an explanation in the *DC Notes*.

   When a teacher is marked "Not Approved", NCSOE staff will review the information and, if appropriate, will remove the individual from your Master Roster.

2. **Assign your new teachers to their Mentor** by clicking on the *Add/Change Mentor button*. Mentors must be assigned within the first 30 days of program enrollment and be matched to their new teacher according to CTC requirements, such as credentials held, grade level and/or subject area as appropriately matched to the participant's teaching assignment.

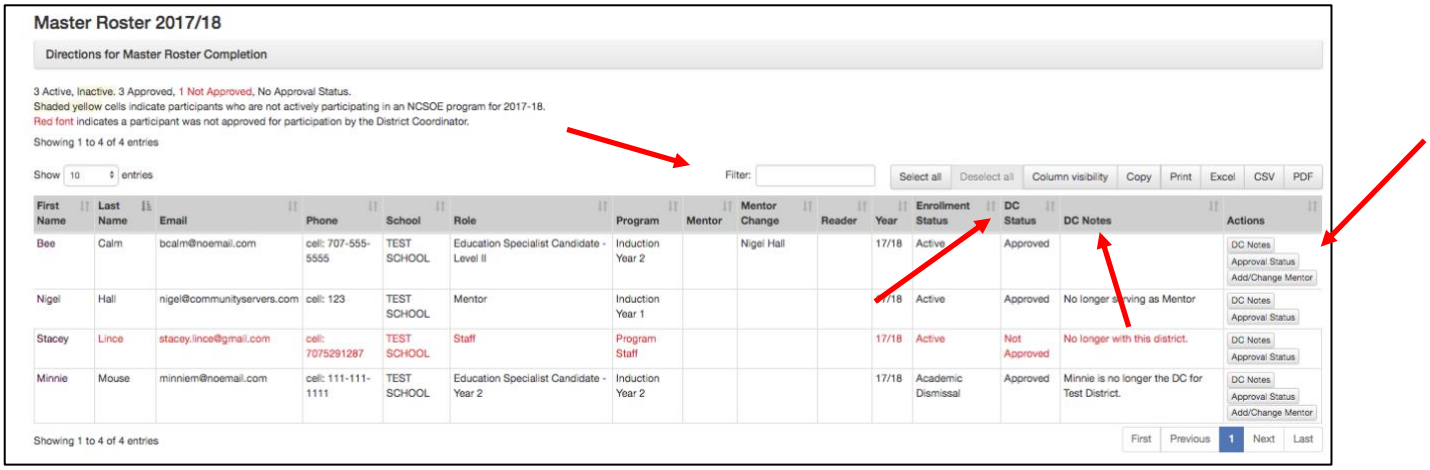


   To assign a Mentor, click on the *Add/Change Mentor button* in the row of the teacher you are assigning him/her to. In the popup window, the top list of names to choose from are Mentors who have enrolled in the database by identifying themselves as being employees of your district. Click on the appropriate name so it is highlighted. If their name does not appear in the list, please type it in the text box at the bottom of the popup window. It will important to remind that Mentor to create their NCSOE database account and register for the PD Series they will be attending with their new teacher.

   When you enter a Mentor assignment using the *Add/Change Mentor button*, the Mentor's name will populate under the *Mentor Change* column. Once the match has been officially made in the database by NCSOE staff, the Mentor's name will appear in the *Mentor* column. *The system will automatically assign teachers returning for their second year in Induction with their Mentor from the previous year.* If needed, you may change this assignment by using the *Add/Change Mentor button*.

3. **Special notes** concerning a specific teacher may be added by clicking on the *DC Notes button*. These notes are seen by NCSOE staff (i.e. two Mentors sharing the support role for a single teacher, identifying special circumstances such as a Spring start teacher, or teachers who are delaying or have dropped the program). You may edit your *DC Notes* by clicking on the DC Notes button and simply adding or deleting text.

   Once all teachers have received a DC Status of "Approved" or "Not Approved", your Roster is complete.



4. **The Toolbar:** The toolbar allows you to easily sort, filter or download the Master Roster.
   a. *Sorting:* You can sort by any column (i.e. Last Name, Role, DC Status, etc.) by clicking on the header for that column. This can help you group your participants for easier viewing.

   b. *Filtering:* If you are looking for a specific person, you can easily have the system search for that name by typing it in the Filter box. Only those accounts that show that name will appear, all other teachers will be temporarily hidden from view. When you are ready to view your entire roster again, simply delete the text in the filter box.

   c. *Exporting:* You can easily export your roster as an Excel, pdf or CSV file. First select the participant(s) to be included in your export by clicking on the row so that it is highlighted in

blue. If you wish to include all participants, click on the "Select All" button. Then click on the button that identifies the type of document you want to download (Excel, pdf or CSV).

Hint: at the end of the year, export your roster as an Excel file and use the document as a worksheet for managing your new teachers until the new program year roster is available in August.

d. *Column Visibility:* Hiding columns is a useful tool if you are viewing your roster on a small screen or only want to see specific columns. Click on the "Column Visibility" button and select the columns you wish to hide. When you are ready to see all the columns again, click on "Column Visibility" again and select "Restore Visibility".

If you have any questions concerning program requirements or teacher eligibility, please contact your NCSOE Program Coordinator.

If you are experiencing technical issues with your roster, please contact Kathy Parnay at kparnay@scoe.org.