

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.

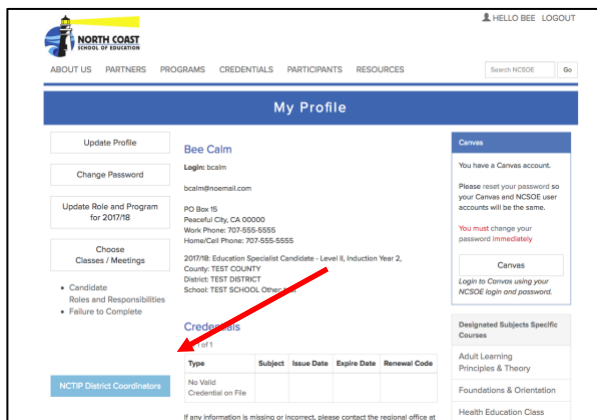
Access to your roster for the new program year will open in August. The previous year's roster will still be available in your account (see Step 6, #4c for tips on exporting the previous year's roster).

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. 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.

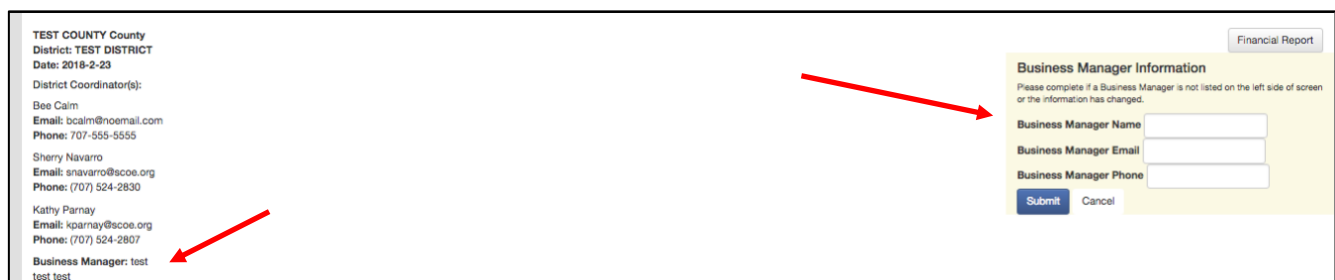


To access your district roster, click on the blue *NCTIP District Coordinators* button on the lower left side of the screen.

To have access to this button, you must have an NCSOE account with the Role of District Coordinator. Please contact NCSOE if you do not have access to your roster.

Step 3: Updating district contact information – On the upper left-hand corner of your district roster 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 comes directly from your NCSOE account.)



Note: We encourage Business Managers to create their own NCSOE account so they will also have access to the District's Roster and Financial Report.

Step 4: 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 him/her an email invitation 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*.

The screenshot shows the NCSOE CS NCTIP District Coordinator interface. On the left, there is contact information for Kathy Parnay and a 'Show/Hide New Participants' button. The main area features the 'Add New Participant' form with fields for First Name, Last Name, Role, Program, and Email. A red arrow points to the 'Add New Participant' title. To the right, a table lists participants with columns for Program, Email, and Actions. The 'Actions' column contains 'Edit' and 'Delete' buttons, with red arrows pointing to them. A 'Business Manager Phone' field with 'Submit' and 'Cancel' buttons is also visible.

You can also edit and delete your entries by clicking on the *Edit or Delete buttons*.

Step 5: 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 an 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 by *approving* and *not approving* teachers, *assigning Mentors*, 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

The screenshot shows a popup window titled 'Add/Change Mentor for Bee Calm'. It contains a section 'Mentor Assigned:' with a list of active mentors. A red arrow points to the name 'Hall Nigel' in the list. Below the list is a text input field labeled 'Other Mentor' with a red arrow pointing to it. A 'Submit' button is at the bottom.

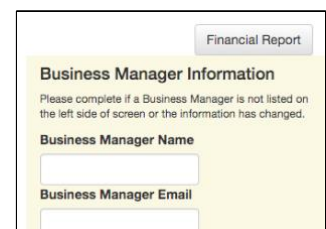
employees of your district. Click on the appropriate name so it is highlighted. If their name does not appear in the list, please type it in the text box at the bottom of the popup window. It will be important to remind that Mentor to create their NCSOE database account and register for their professional development.

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.* However, you will need to "approve" them. If needed, you may change this assignment by using the *Add/Change Mentor button*.

3. **DC notes** are a very important tool when communicating to NCSOE staff about a specific teacher. By clicking on the *DC Notes* button, you are able to include information about special circumstances (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.
4. **Your Roster is complete** when all teachers have received a DC Status of "Approved" or "Not Approved".
5. **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 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 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 they are 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".

Step 6: Viewing Your district's Financial Report - You can see the district's NCSOE financial report by clicking on the *Financial Report button* on the upper right side of the screen, above the Business Manager Information box. This report shows a list of the current participating teachers along with the invoicing and funding information. Typically, invoicing begins in late Fall for the current year of participants and funding in early Spring. This report has the same filtering and exporting functions as the Master Roster.



The image shows a screenshot of a web form titled "Financial Report". At the top right of the form is a button labeled "Financial Report". Below the title is a section for "Business Manager Information". A note states: "Please complete if a Business Manager is not listed on the left side of screen or the information has changed." There are two input fields: "Business Manager Name" and "Business Manager Email".

We encourage Business Managers to create an NCSOE account so they will also have access to this information.

Step 7: Questions - If you have any questions concerning program requirements or teacher eligibility, please contact your [NCSOE Program Coordinator](#) (*contact information can be found on our website, under the About Us tab by selecting Faculty and Staff*).

If you are experiencing technical issues with your roster, please contact the regional office at ncsoe@scoe.org.