



NORTH COAST TEACHER INDUCTION PROGRAM DISTRICT COORDINATORS

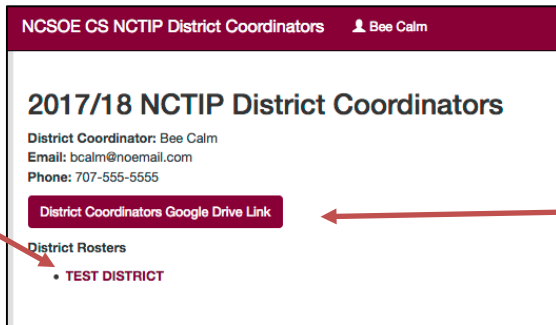
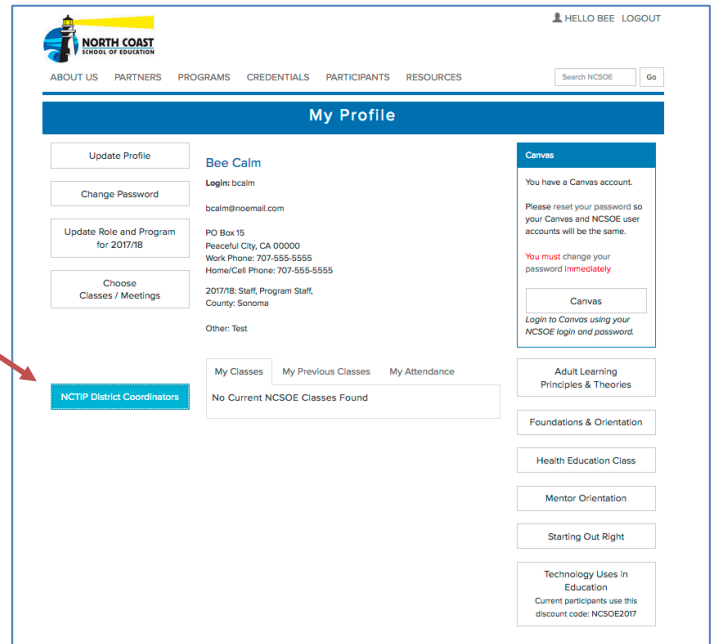
DIRECTIONS FOR COMPLETING ONLINE ROSTERS

Revised September 8, 2017

Thank you for partnering with NCSOE to provide a more streamlined and accessible way to work with your Candidates/Interns and their Mentors by completing your rosters online.

Steps 1: Log into your NCSOE profile account by visiting the upper right-hand corner of ncsoe.org. As a District Coordinator, you have been linked to your district within the NCSOE database. This is the same system you use to register for your District Coordinator meetings. **Click on the NCTIP District Coordinators button** on the left side of your screen (you must have an updated NCSOE account with a Role of District Coordinator).

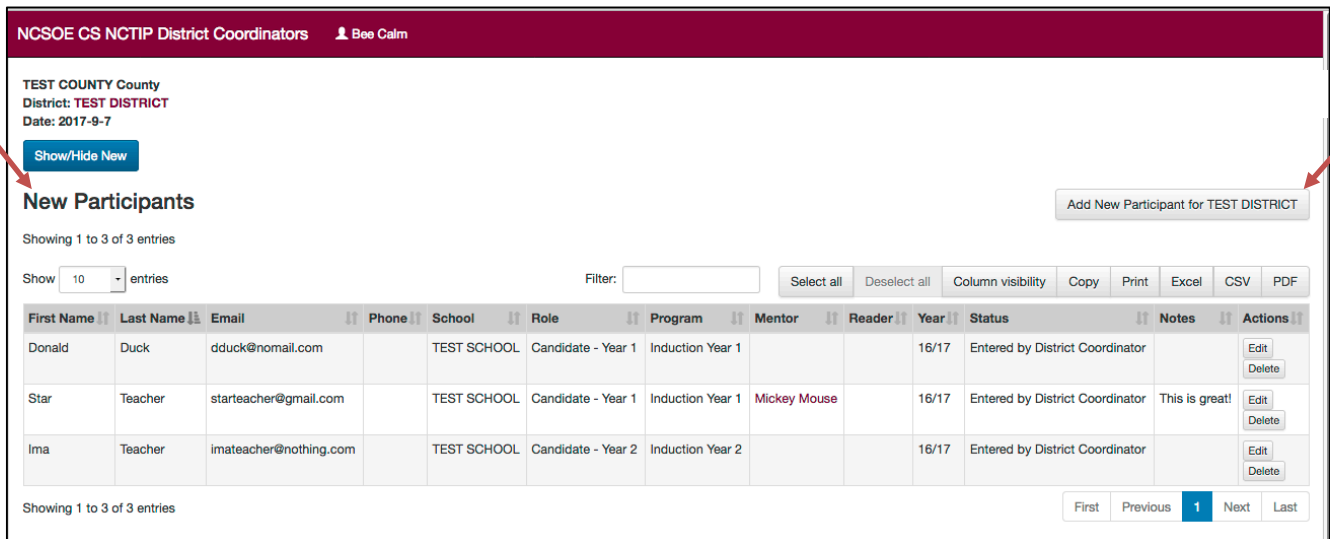
Step 2: On the District Coordinator's page, click on the district or school you want to access. In the sample, it is "TEST DISTRICT." If you are a Coordinator for multiple districts, all assigned districts will be listed here:



Note: The **District Coordinators Google Drive Link** button will take you to a folder that holds important District Coordinator resources and program information to help you support your new teachers.

Step 3: Creating Your New Participants List

When the new program year opens in early August, you will begin by creating a list of new teachers in your district. This list becomes your **New Participants list** - a tool for you to track your teachers' enrollments in the database. To add a new teacher, click on the **Add New Participant** button and fill out the form fields.



It is important that you enter the teacher's **correct email address** as the system will be sending the teacher an automatic email providing them with instructions on how to create an NCSOE database account. You may edit or remove a teacher's information on the **New Participants list** by clicking on the **Edit** or **Remove** button.

Once a teacher on the New Participants list creates their NCSOE database account, they will appear on your **Master Roster**. However, the system will not automatically remove them from your New Participants list. You may choose to delete them from your **New Participant list** to help you track the enrollment progress of your new teachers.

First Name	Last Name	Email	Phone	School	Role	Program	Mentor	Reader	Year	Status	Notes	Actions
Donald	Duck	dduck@nomail.com		TEST SCHOOL	Candidate - Year 1	Induction Year 1			16/17	Entered by District Coordinator		Edit Delete
Star	Teacher	starteacher@gmail.com		TEST SCHOOL	Candidate - Year 1	Induction Year 1	Mickey Mouse		16/17	Entered by District Coordinator	This is great!	Edit Delete
Ima	Teacher	imateacher@nothing.com		TEST SCHOOL	Candidate - Year 2	Induction Year 2			16/17	Entered by District Coordinator		Edit Delete

Step 4: Managing your Master Roster

Your district's returning teachers who participated in Year 1 the previous year will be listed on your Master Roster. Their accounts will have an **"inactive" Enrollment Status** until they update their account to the new program year. It is important that you check your **Master Roster** for those with an "Inactive" Enrollment Status (they will be highlighted in yellow) and either "approve" or "not approve" them by clicking on the **Approval Status** button in the far-right column. **If you have "approved" them and their Enrollment Status remains "inactive", please contact the teacher to remind them to update their NCSOE account and register for their Professional Development Series.**

First Name	Last Name	Email	Phone	School	Role	Program	Mentor	Mentor Change	Reader	Year	Enrollment Status	DC Status	Notes	Actions
District	Coordinator	dco@nomail.com	cell: 222-222-2222	TEST SCHOOL	District Coordinator					16/17	Inactive	Approved		DC Notes Approval Status
Nigel	Hall	nigel@communityservers.com	cell: 123	TEST SCHOOL	Staff	Program Staff				17/18	Active	Approved		DC Notes Approval Status
Stacey	Lince	stacey@lince@gmail.com	cell: 7075291287	TEST SCHOOL	Staff	Program Staff				17/18	Active	Approved		DC Notes Approval Status
Chip	Monk	ncsoeonline@gmail.com		TEST SCHOOL	Candidate - Year 1	Induction Year 1	Mickey Mouse			17/18	Active	Approved		DC Notes Approval Status Add/Change Mentor
Minnie	Mouse	minniem@noemail.com	cell: 111-111-1111	TEST SCHOOL	District Coordinator	Program Staff				17/18	Active	Not Approved	Minnie is no longer the DC for Test District.	DC Notes Approval Status

As your new teachers create their database accounts, they will also appear on your **Master Roster**. You will need to "approve" or "not approve" those teachers listed there by clicking on the **Approval Status** button.

When you **"not approve"** a teacher, it is important that you **include a note** explaining why the teacher will not be participating with NCSOE. All "not approved" participants will appear on your roster in **red font** until they have been inactivated by program staff. Once staff has inactivated the teacher's account, they will be removed from your Master Roster.

Note: You may change a participant’s approval status at any time. If a teacher will no longer be participating, change his/her status by clicking on the “Approval Status” button. **When changing a participant’s status, it is critical that you include a detailed note explaining the situation.**

Step 5: The next step is to assign each Candidate/Intern a Mentor on the Master Roster. You will notice that returning teachers from the previous year will show their past Mentor assignment. If needed, you can change this assignment by clicking on the **Add/Change Mentor button**. You will use this same button when making all Mentor assignments/changes. (Only teachers with the role of Candidate or Intern will have the Add/Change Mentor button.)

Master Roster 2017/18
 4 Active, 1 Inactive, 4 Approved, 1 Not Approved, No Approval Status.
 Shaded yellow cells indicate participants who are not actively participating in an NCSOE program for 2017-18.
 Red font indicates a participant was not approved for participation by the District Coordinator.
 Showing 1 to 5 of 5 entries

First Name	Last Name	Email	Phone	School	Role	Program	Mentor	Mentor Change	Reader	Year	Enrollment Status	DC Status	Notes	Actions
District	Coordinator	dc@noemail.com	cell: 222-222-2222	TEST SCHOOL	District Coordinator					16/17	Inactive	Approved		DC Notes Approval Status
Nigel	Hall	nigel@communityservers.com	cell: 123	TEST SCHOOL	Staff	Program Staff				17/18	Active	Approved		DC Notes Approval Status
Stacey	Lince	stacey.lince@gmail.com	cell: 7075291287	TEST SCHOOL	Staff	SCHOOLNCBTP				17/18	Active	Approved		DC Notes Approval Status
Chip	Monk	ncsoeonline@gmail.com		TEST SCHOOL	Candidate - Year 1	Induction Year 1	Mickey Mouse			17/18	Active	Approved		DC Notes Approval Status Add/Change Mentor
Minnie	Mouse	minniem@noemail.com	cell: 111-111-1111	TEST SCHOOL	District Coordinator	Program Staff				17/18	Active	Not Approved	Minnie is no longer the DC for Test District.	DC Notes Approval Status

When you click on the button, a pop-up window will appear. The top box will display all the Mentors enrolled in the database for your district for the current year. If a Candidate/Intern’s Mentor is listed there, **click on his/her name so it becomes highlighted and then click the “submit” button**. If you do not see the Mentor listed, it means they have not yet created/updated their account. Please enter their name in the bottom box. If two Mentors will be supporting a single Candidate, you may choose one name from the top box and enter the second in the bottom box. If neither name is listed in the top box, enter both names in the bottom box.

Add/Change Mentor for Chip Monk

Mentor Assigned:
 This list shows active Mentors in your district. If the Mentor is already enrolled, please select him/her from this list.

Hall Nigel

Use this field ONLY if there has been a Mentor assignment or change in Mentor and the Mentor is not listed above. (If the Candidate/Intern has more than one Mentor, please list the second Mentor’s name here or both names if neither of them have enrolled yet.)

Other Mentor

Submit

After you click on “submit”, the Mentor’s name will appear in the **Mentor Change** column for the Candidate/Intern you have just assigned him/her to, regardless of whether you selected a name in the top box or entered it manually in the bottom box.

Note: It is critical that both the Mentor and Candidate/Intern create a database account ASAP. Both the Mentor or Candidate/Intern must have a current database account or they will not be able to be linked electronically in the database. Until linked, the Candidate/Intern and Mentor will NOT have access to their Canvas Account.

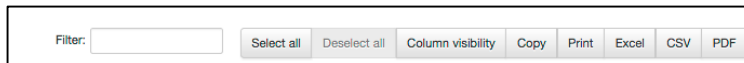
Step 8: DC Notes

The **DC Notes** button allows you to add notes regarding a specific teacher (i.e., pending hire, two Mentors will share responsibilities 50/50, etc.). This is a great way to communicate to the Program Coordinator important enrollment information regarding a teacher.

Showing 1 to 5 of 5 entries

First Name	Last Name	Email	Phone	School	Role	Program	Mentor	Mentor Change	Reader	Year	Enrollment Status	DC Status	Notes	Actions
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Nigel	Hall	nigel@communityservers.com	cell: 123	TEST SCHOOL	Staff	Program Staff				17/18	Active	Approved		DC Notes Approval Status
Stacey	Lince	stacey.lince@gmail.com	cell: 7075291287	TEST SCHOOL	Staff	SCHOOLNCBTP				17/18	Active	Approved		DC Notes Approval Status

Step 9: With the online rosters, you are able to filter your lists by specific criteria (i.e. role, name, etc.) by typing in the “**Filter**” **box**. To make a copy, print, or export in Excel, CVS or as a PDF, you will need to select all of the records you want included by clicking on the **Select all button** (to highlight all teachers) or manually choosing specific teacher(s) by clicking on the row so it is highlighted in blue **prior** to clicking on the Copy, Print, Excel, CVS, or PDF button.

A screenshot of a toolbar interface. On the left, there is a text input field labeled "Filter:" followed by a small empty text box. To the right of the input field is a series of seven buttons: "Select all", "Deselect all", "Column visibility", "Copy", "Print", "Excel", "CSV", and "PDF". The buttons are arranged horizontally and have a light gray background with a thin border.

Coming Soon

Invoicing and funding features will be added later this year.

As a District Coordinator, we value your input. If you would like a specific item added to the electronic roster that will make registration and enrollment easier, please let your Program Coordinator know.