

Accessing Educator mSGP Reports

Background

The New Jersey Department of Education annually provides mSGP data for qualifying educators. mSGP reports may be accessed using the information in this document. mSGPs describe student growth on state standardized tests and comprise **5% of each qualifying teacher's and 10% of each qualifying principal's and AP/VP's evaluations for 2018-19 school year**. As communicated in a [recent broadcast memo](#), the evaluation weights for 2019-2020 school year will remain unchanged. This guide outlines the process for accessing mSGP reports through NJ SMART.

Process for Accessing the mSGP Reports

The mSGP District Summary Report is accessible only through the secure NJ SMART portal and only to those with login credentials and permissions that allow access to SMID Management (note that users must have permission to access student data within NJ SMART in order to use the new drilldown functionality explained below). Account access and permissions are administered and managed by your district Web User Administrator.

New enhancements to the report will feature a cross tab format designed to give users access to aggregate information for an educator including mSGP subject breakdown, overall mSGP, and number of students included versus number of students excluded from the mSGP calculations. The report will provide a drilldown functionality from the aggregate data to a Student List. The Student List will contain students who are linked to the individual educator based on the NJ SMART Course Roster Submission. The list will include student specific attributes such as relevant course roster and SGP data. Users will also have the ability to export a full data extract containing all staff and student data used in educator mSGP calculations. This full export will provide districts with all data necessary to verify mSGPs.

Authorized NJ SMART users with SMID Management account privileges can access the report by following these steps:

1. Log into the NJ SMART portal using your assigned credentials.
2. Click on “*State ID Management*” on the top of the NJ SMART Page (second option from left).
3. Click “*SMID Management*” (second option in drop-down menu).
4. Click “*Reports*” (on the left navigation bar).
5. Select “*Teacher Median SGP District Summary Report*” or “*Administrator Median SGP District Summary Report*”
6. Make the desired selections from the resulting Report Parameters page to choose the specific school(s) and/or educator(s) for whom the report will be run, and click “*Run Report.*”
7. For further guidance on how to use the enhanced functionality in the mSGP reports, including Teacher Median SGP Drilldown Functionality, consult the [Click-by-Click guide](#).
8. Save the resultant report(s) in a manner that is consistent with your local policies and procedures, just as you would secure any confidential document or part of a staff member's personnel file.

For More Information

- Visit the [NJ SMART Resources & Trainings webpage](#)
- Questions or feedback? Please e-mail educatorevaluation@doe.nj.gov , or call the AchieveNJ Help Line at 609-376-3974.