mCLASS - Staff to Class Extract

06/18/2025 6:41 am EDT

If a class does not have a staff member assigned to it, check these conditions in NCSIS:

1. Staff must have an active district assignment.

    a. Navigation to verify district assignment: *Search Staff > Census > Staff > District Assignments*

2. Staff must be teaching one of the following classes:

    a. 1050

    b. 1051

    c. 1052

    d. 1053

    e. 1054*

    f. 1055*

    g. 11512Z0

    h. 11512Z1

    i. 11512Z2

    j. 11512Z3

    k. 11512Z4*

    l. 11512Z58

        i. Navigation to verify teacher schedule: *Search Staff > Census > Staff >Teacher Schedule*

3. Staff member must have one of the following roles assigned:

    a. RTA Teacher

    b. RTA Admin (for NCSIS Admins and/or Data Managers)

    c. RTA Specialist (for school and district administrators, curriculum facilitators, interventionists, and coaches)

        i. Navigation to verify role: *Search Staff > Census > Staff > District Assignments > Employment Assignment Information*

4. The class must have at least one student enrolled.

    a. Navigation to check section enrollment: *Search Course/Section for course number > Click the Course > Use Related*

Tools and click *Course Sections*

NCSIS Knowledgebase | Article: mCLASS - Staff to Class Extract | Last Updated: 06/18/2025 6:41 am EDT