

mCLASS - Staff to Class Extract

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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](#)

**Applicable if the PSU has purchased mCLASS for 4th and/or 5th grade.*

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