Guide to R&E Common Logon Applications

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Introduction

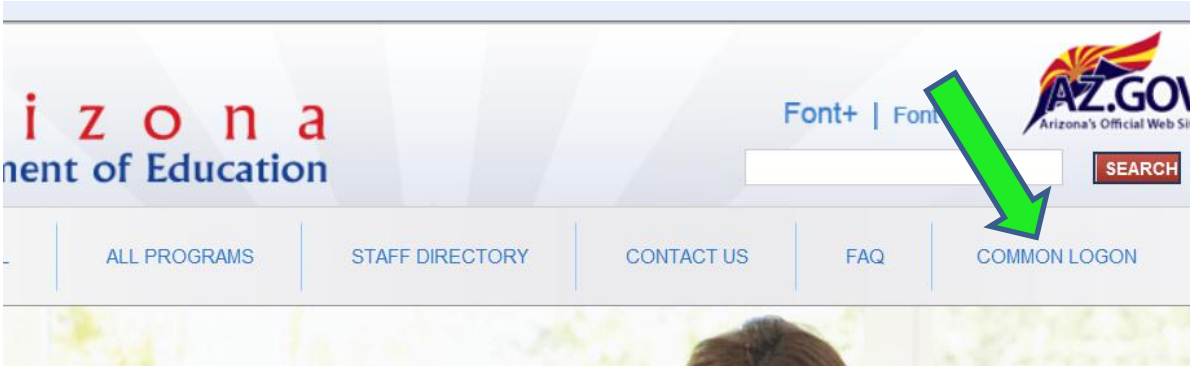
This step-by-step guide to Common Logon reports is meant to assist first time users in accessing the data used by R&E for accountability calculations and navigating the AZ LEARNS/Adequate Yearly Progress page on the Common Logon. The reports available on the Common Logon AZ LEARNS/Adequate Yearly Progress application (each of these is described in greater detail later in this document) that are discussed in this guide:

- AYP/AZ LEARNS Memos – you will find all current school year memos sent out by R&E here.
- AYP/AZ LEARNS Evaluations – this link will allow you to view the AYP determination, AZ LEARNS legacy achievement profile, and A-F letter grade for your entity, as well as underlying numbers used in the calculations.
- Graduation Rate Cohort Report – this will allow you to view the four- and five-year graduation rates and dropout rate for your entity as well as student-level information for all three. This information is used for schools and LEAs that serve high school grades only.
- Student Counts Report – this report allows you to view students enrolled at your entity on a given test date. This report is available at the summary and detail level.
- SAIS ID Corrections Application – this application allows you to view and correct invalid SAIS IDs from AIMS records received for your entity.
- Download Testing Data - This link allows you to download a tab-delimited text file containing student level test results (AIMS, AIMS-A, and Norm-Referenced).

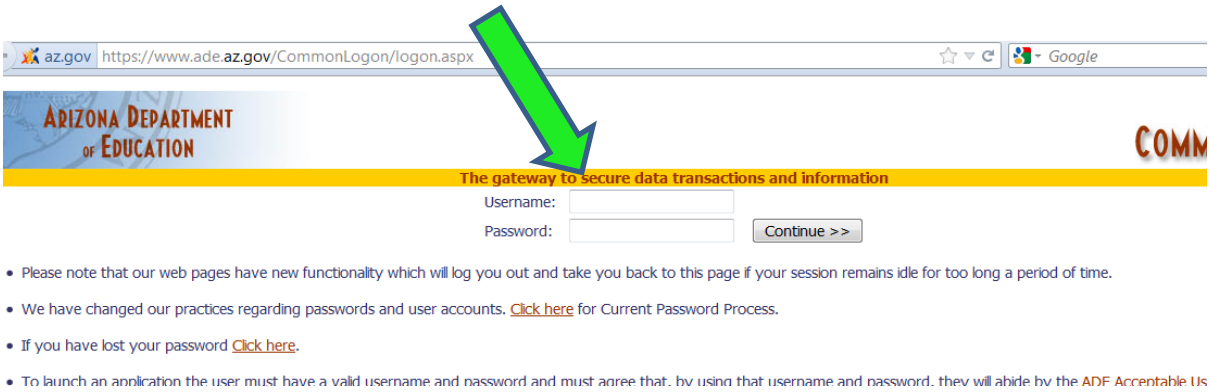
Please keep in mind that these are not all the links on the page, and this guide does not cover AYP, AZ LEARNS legacy, or A-F letter grade calculations in detail. If you have questions regarding accountability calculations, or any of the systems, please feel free to contact us via email: Achieve@azed.gov.

Getting Started

First, access the ADE home page (http://www.azed.gov/). On the home page, click on the link called Common Logon.

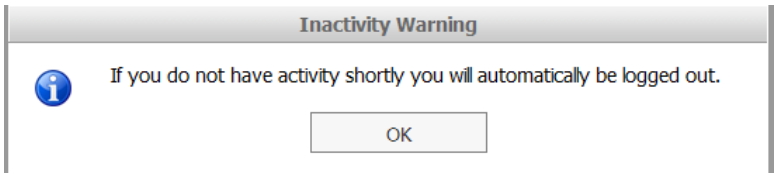


To enter the Common Logon, which is a secure server, you will need a username and password issued by ADE. If you do not have a username and password, please have your administrator send an email to Achieve@azed.gov requesting Common Logon access for you. This email should include your name, title, email address, the level of access you need (LEA[1] or school), and a list of Common Logon applications you will need. Please be aware that not all applications are available to both levels of access.



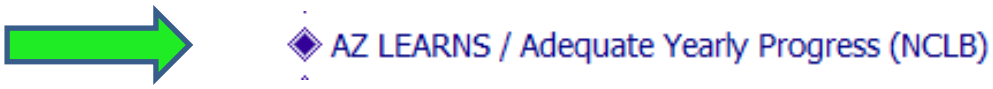
[1] LEA: Local Education Agency, is used for districts and charter holders.

IMPORTANT NOTE: All Common Logon applications, including the reports found on the AZ LEARNS/Adequate Yearly Progress page, have a time-out security feature that will log you out and take you back to the login page if your session remains idle for too long. You will see this:



This will negate any changes you have made in the R&E applications. We highly recommend that updates be documented in either Word or Excel prior to logging in to ensure that changes are not lost.

Once you enter the Common Logon, click on the link called AZ LEARNS/Adequate Yearly Progress (NCLB):



If this link does not appear on your Common Logon menu, please send an email to Achieve@azed.gov requesting access to this application.

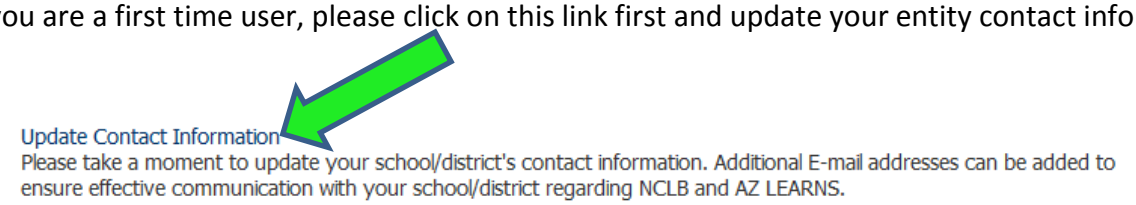
Please note: All links on the AZ LEARNS/Adequate Yearly Progress page are blue, while headers are red. Text on the page that is red will not open another page.

Update Contact Information

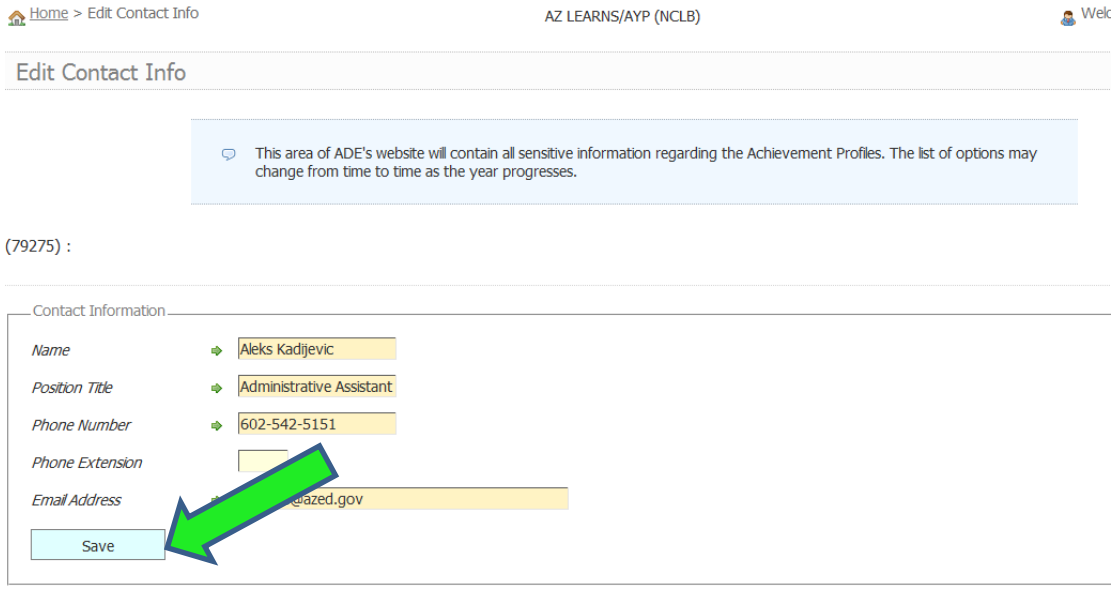
You can see the current contact information for your entity on the right side of the page, under Contact Information.

Contact Information	
Name	Aleks Kadijevic
Position Title	Administrative Assistan
Phone Number	602-542-5151
Phone Ext.	
Email Address	achieve@azed.gov

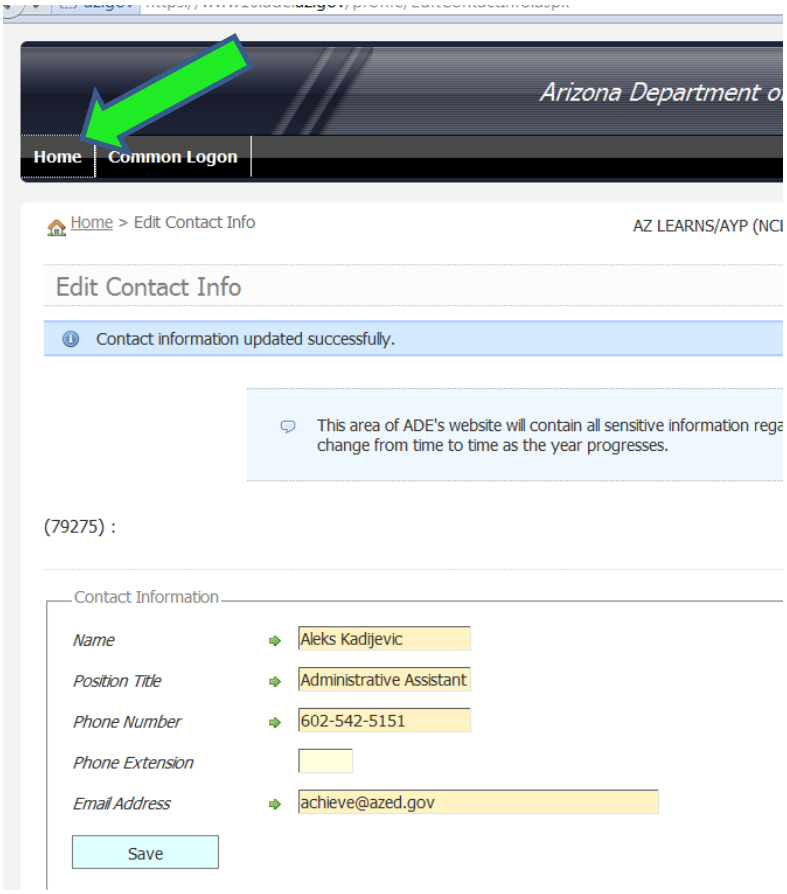
If you are a first time user, please click on this link first and update your entity contact information.



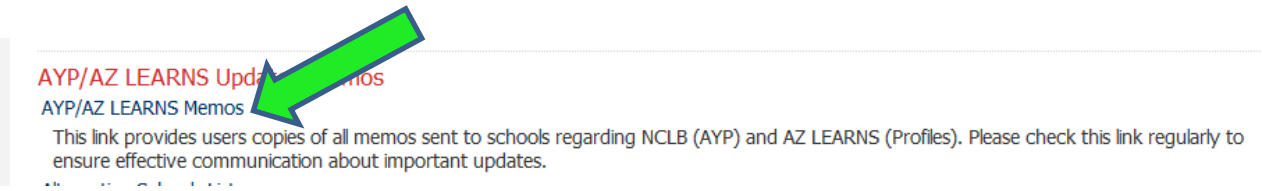
If you make any changes to this information, please be sure to click on the Save button.



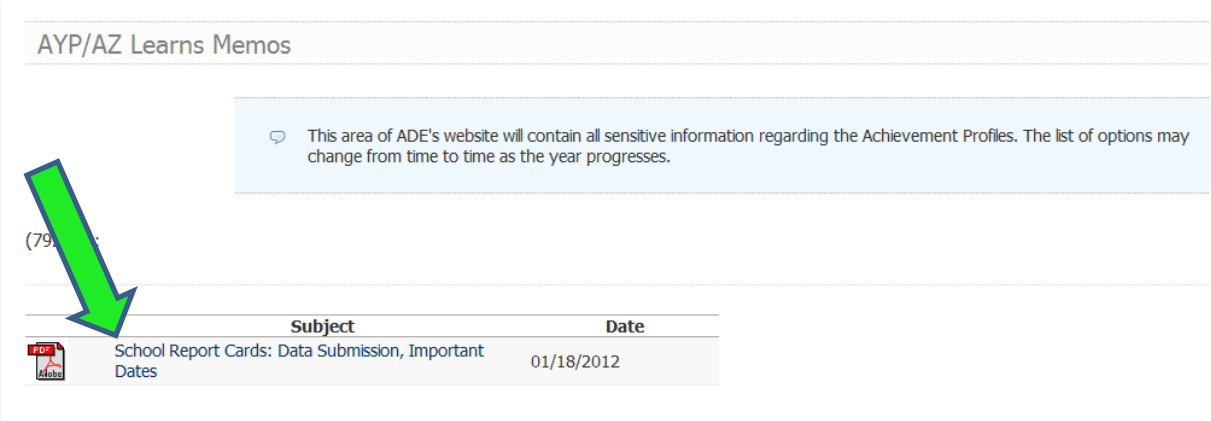
Once you have saved your updated information, please click on the Home button in the upper left hand corner of the page. This will take you back to the AZ LEARNS/Adequate Yearly Progress page.



AYP/AZ LEARNS Memos

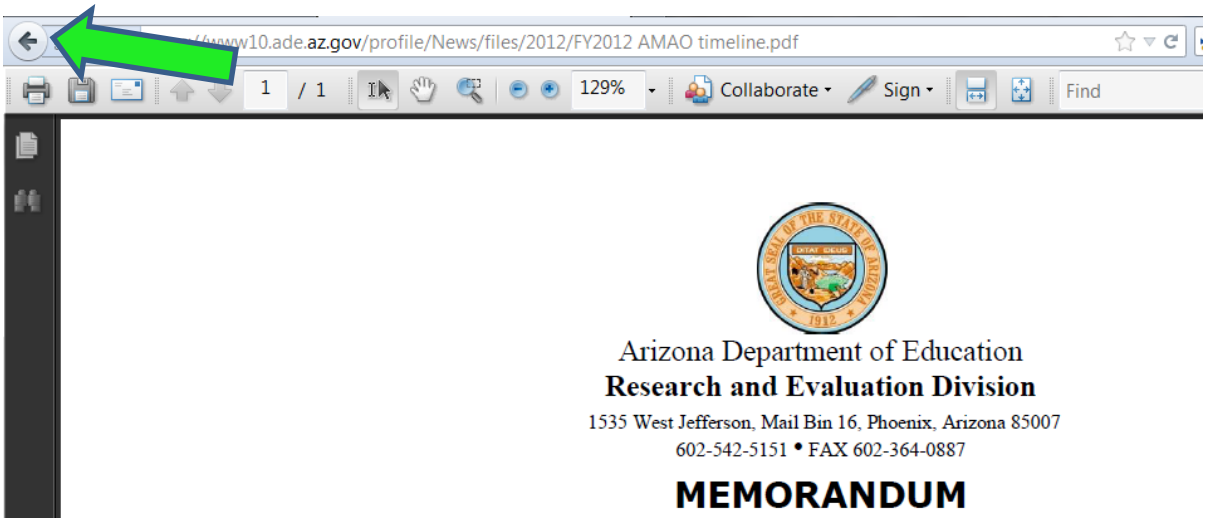


Please click on this link to access all current year memos sent out by R&E. Clicking on the name of the memo will open the PDF document. Adobe Acrobat Reader is required to view PDF documents. If you do not have Adobe Acrobat Reader, please visit this website http://get.adobe.com/reader/ for a free download.

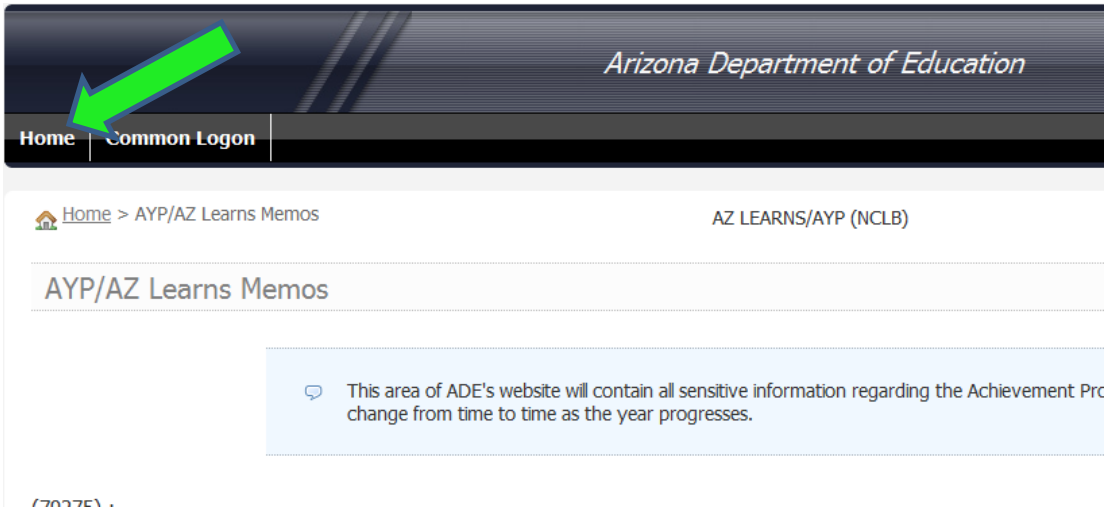


If you see memos listed that you have not received, please send an email to Achieve@azed.gov and request that we add your name to the R&E email distribution list.

To return to the memos page, click the Back button in your browser.

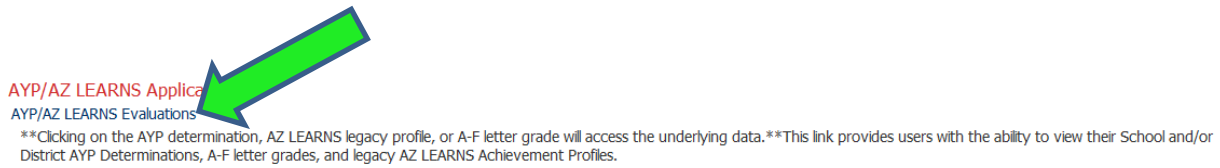


Click on Home to return to the AZ LEARNS/Adequate Yearly Progress page.

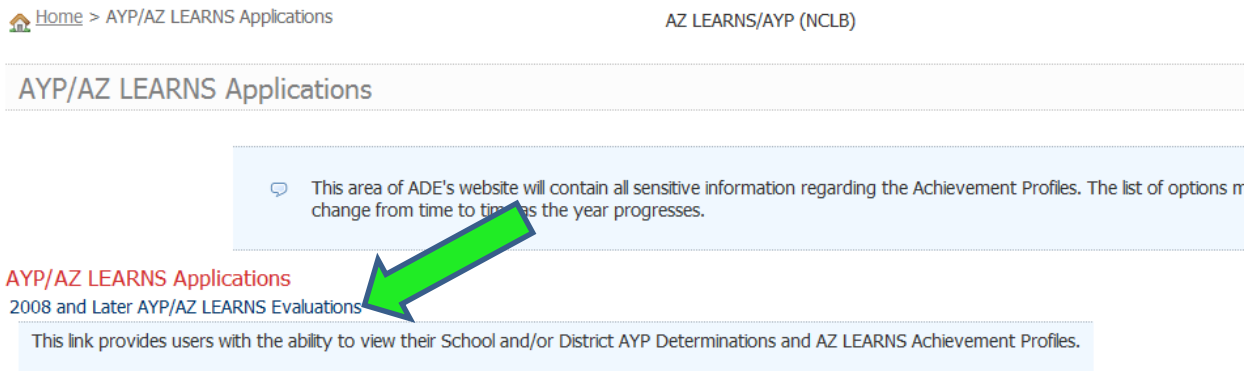


AYP/AZ LEARNS Evaluations

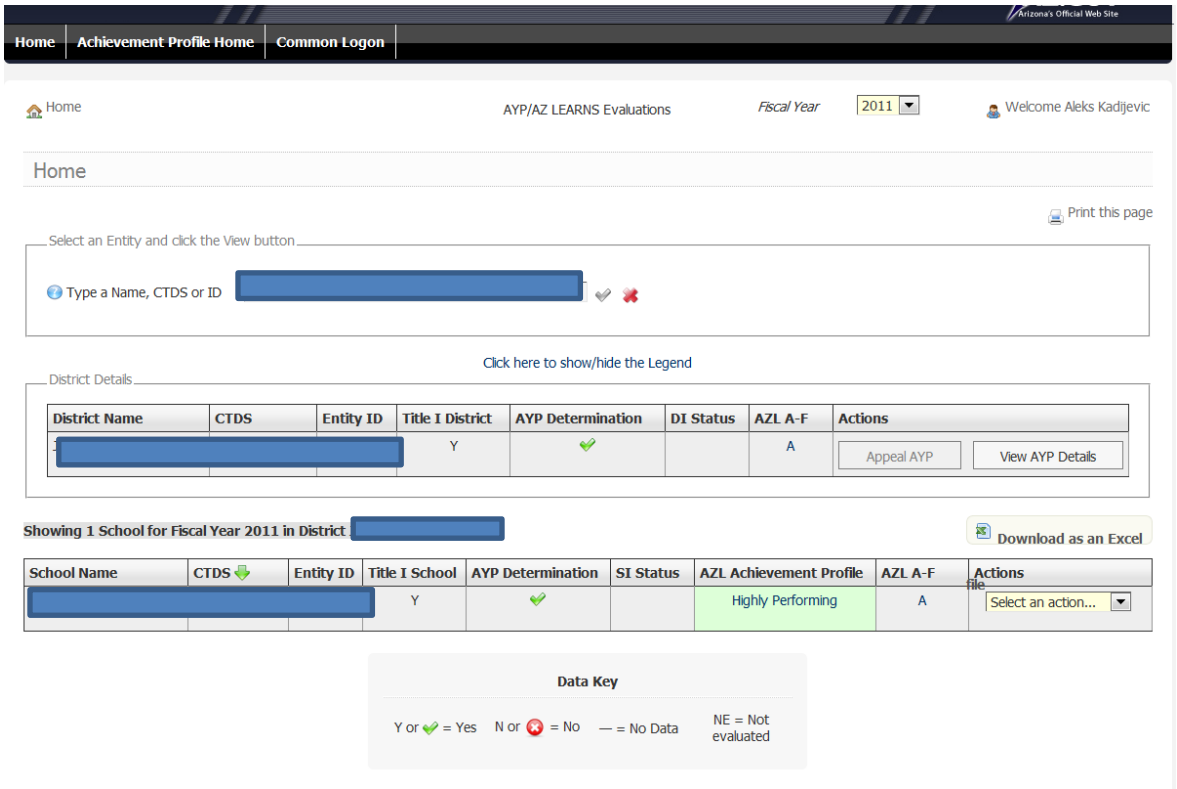
This link allows you to view the AYP determinations, AZ LEARNS legacy achievement profiles, and A-F letter grade for your entity, as well as underlying numbers used in the calculations.



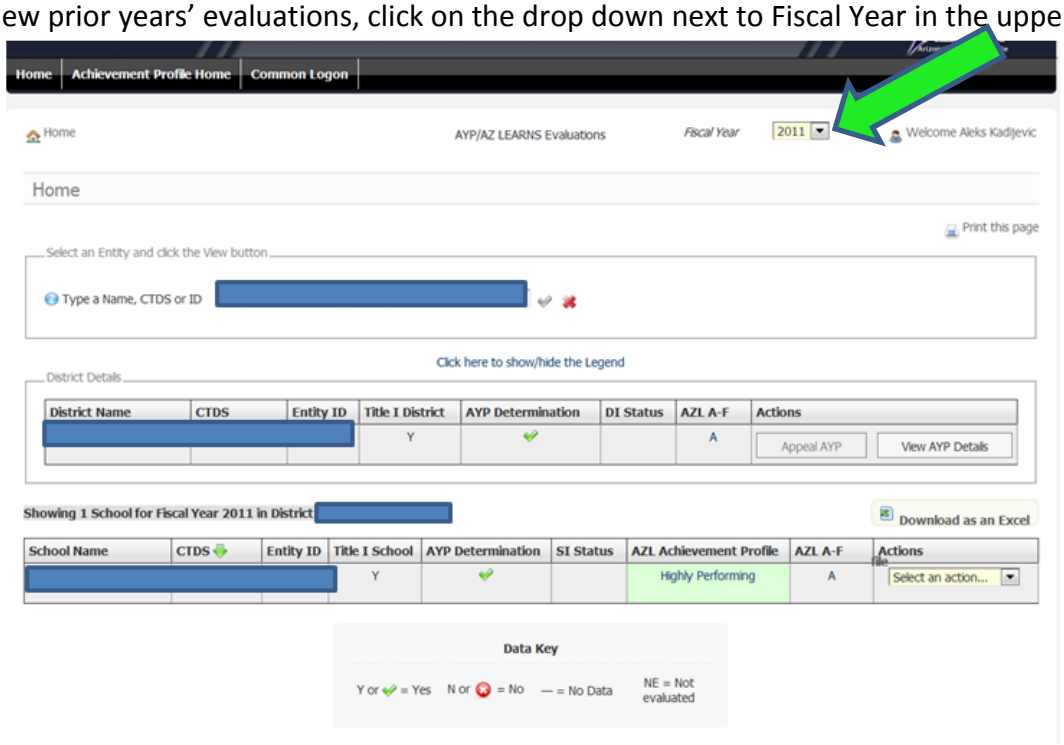
Once you click on the link called AYP/AZ LEARNS Evaluations, please click on the link named 2008 and Later AYP/AZ LEARNS Evaluations.



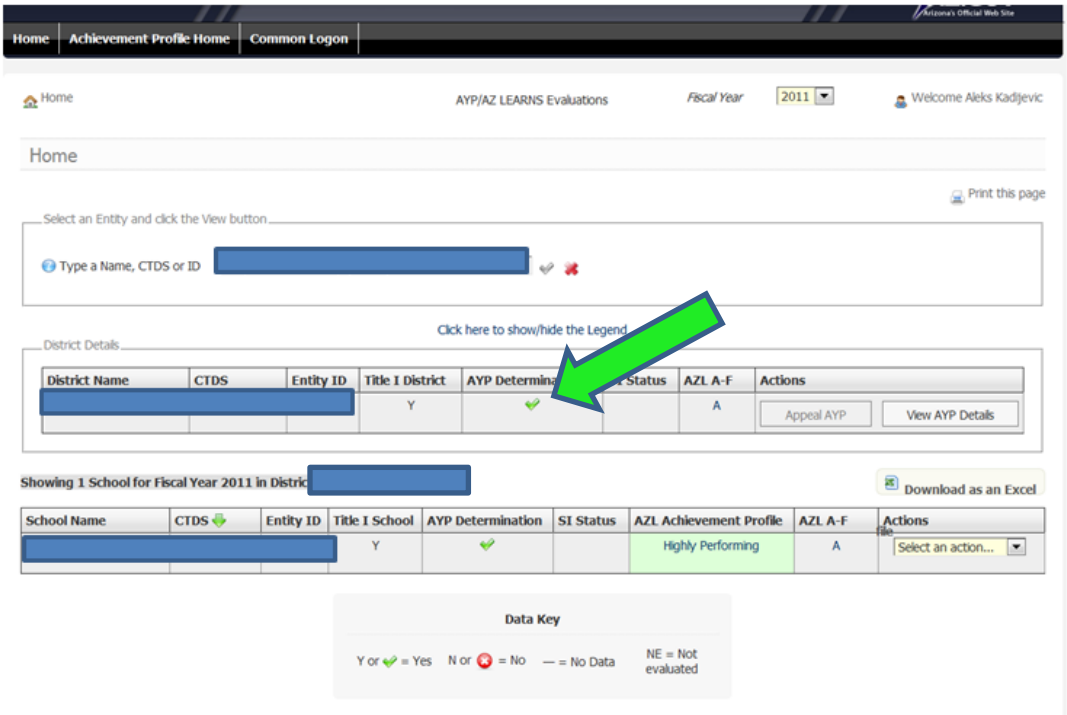
If you have LEA level access, your next page should look something like this (if you have school level access, you will see only one school):



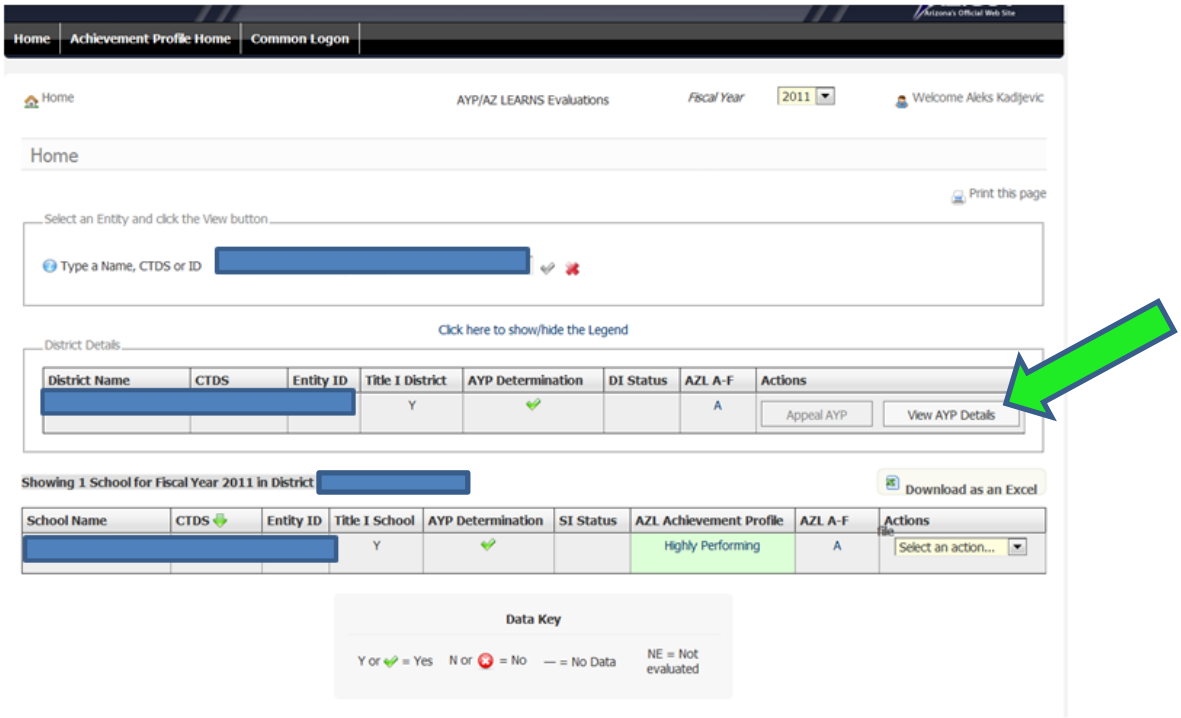
To view prior years' evaluations, click on the drop down next to Fiscal Year in the upper right hand corner.



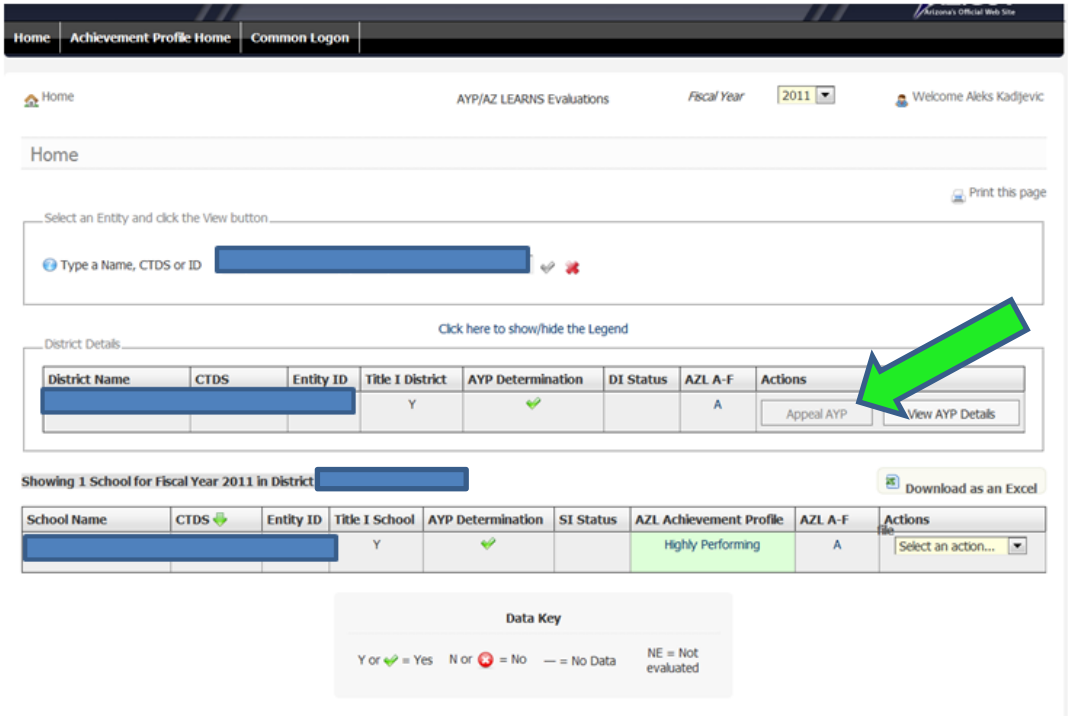
To view the AYP details for your entity, click on the or under AYP determination.



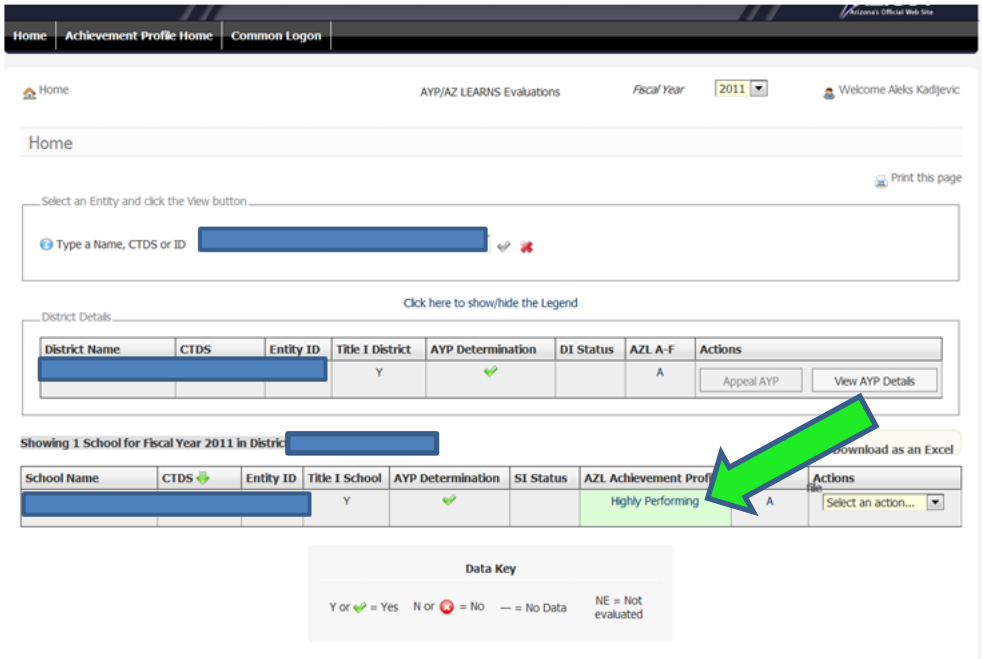
Or click on View AYP Details under Actions:.



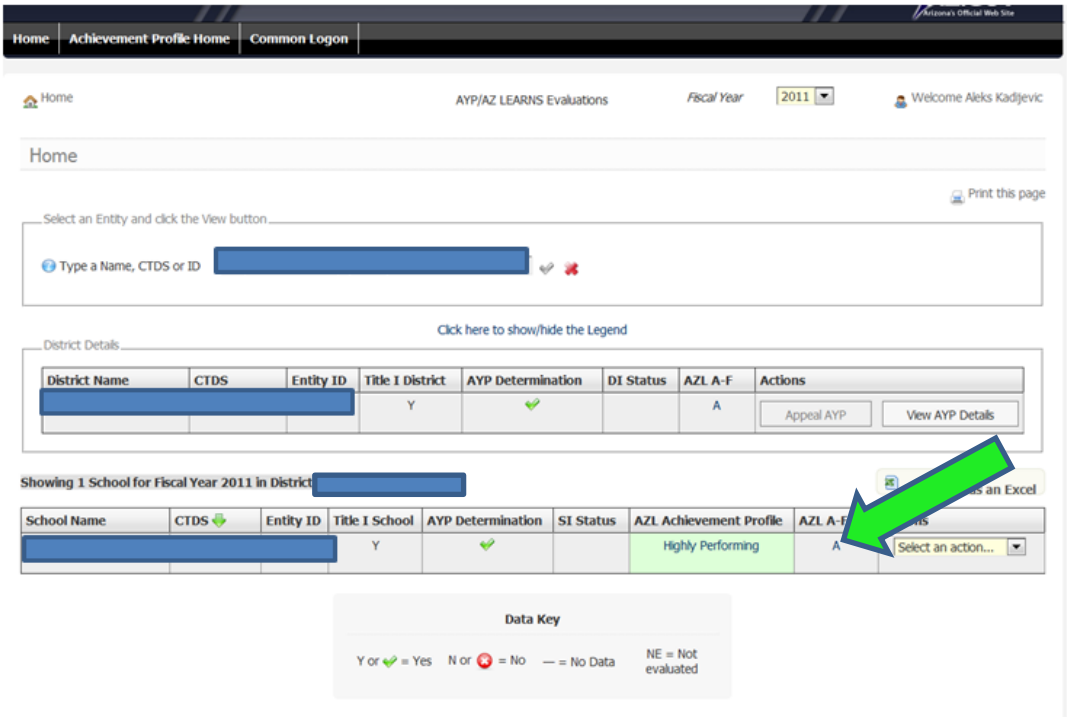
To submit an appeal, click on Appeal AYP under Actions (please keep in mind that if this link is not active, the appeals application is closed).



To view the AZ LEARNS Legacy Achievement Profile details, click on the profile name under AZL Achievement Profile (this applies only to schools, as LEAs do not receive legacy achievement profiles).

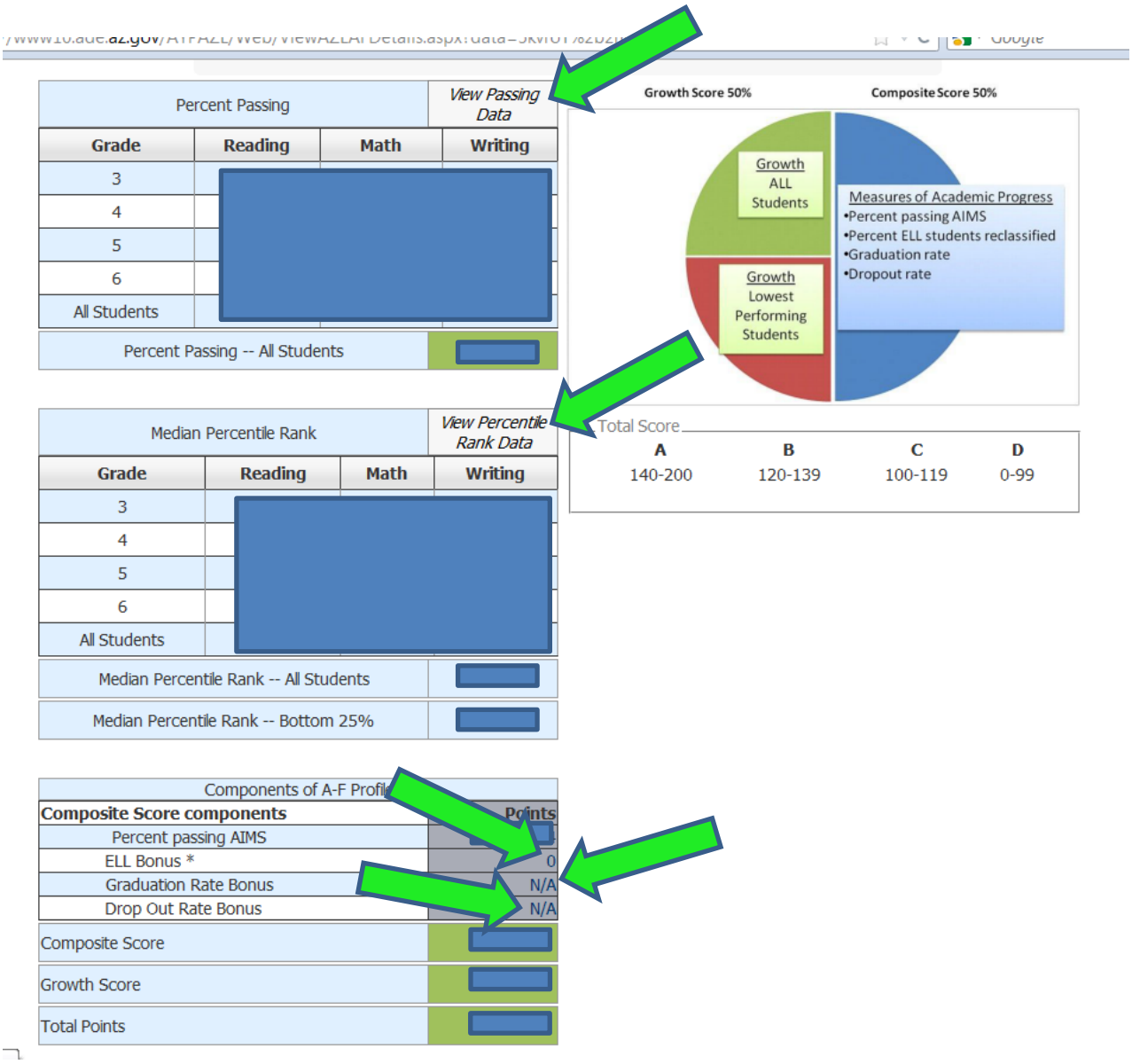


To view the A-F letter grade details, click on the letter grade that appears under AZ A-F.

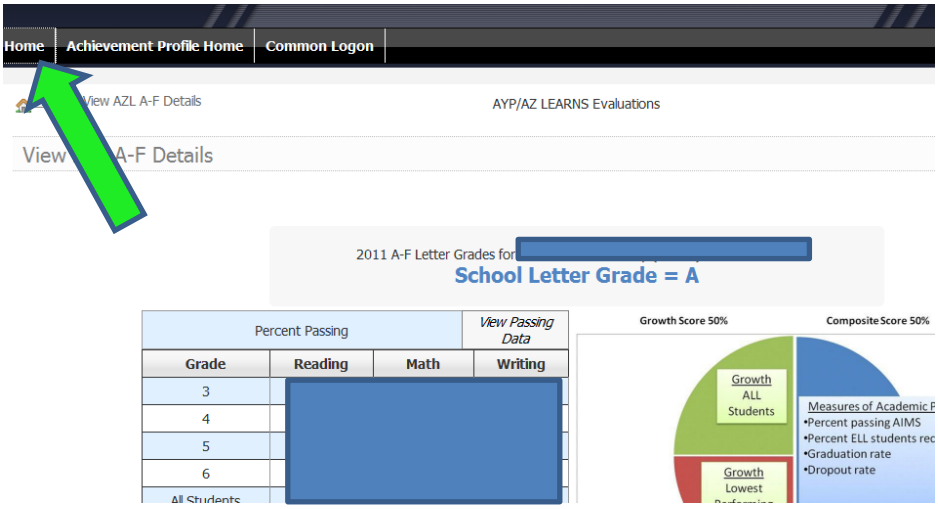


On the AZ LEARNS legacy and A-F letter grades details pages, there are numerous links to pages with further details.

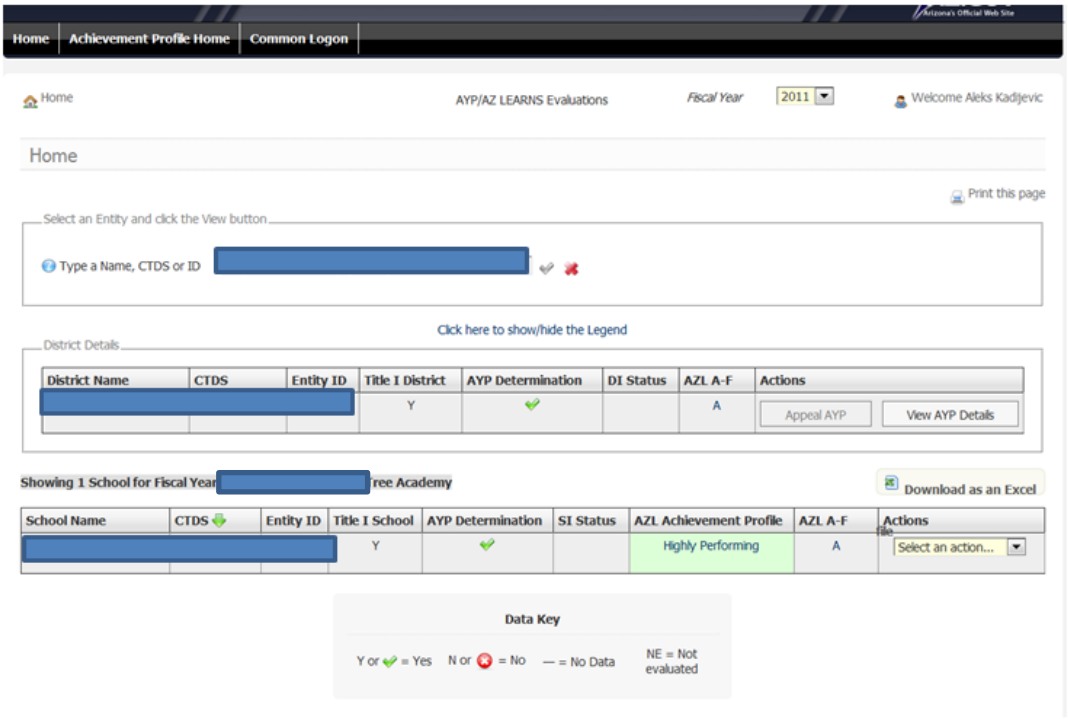
For example, the A-F letter grade page you will find the following five links that open pages with further details.



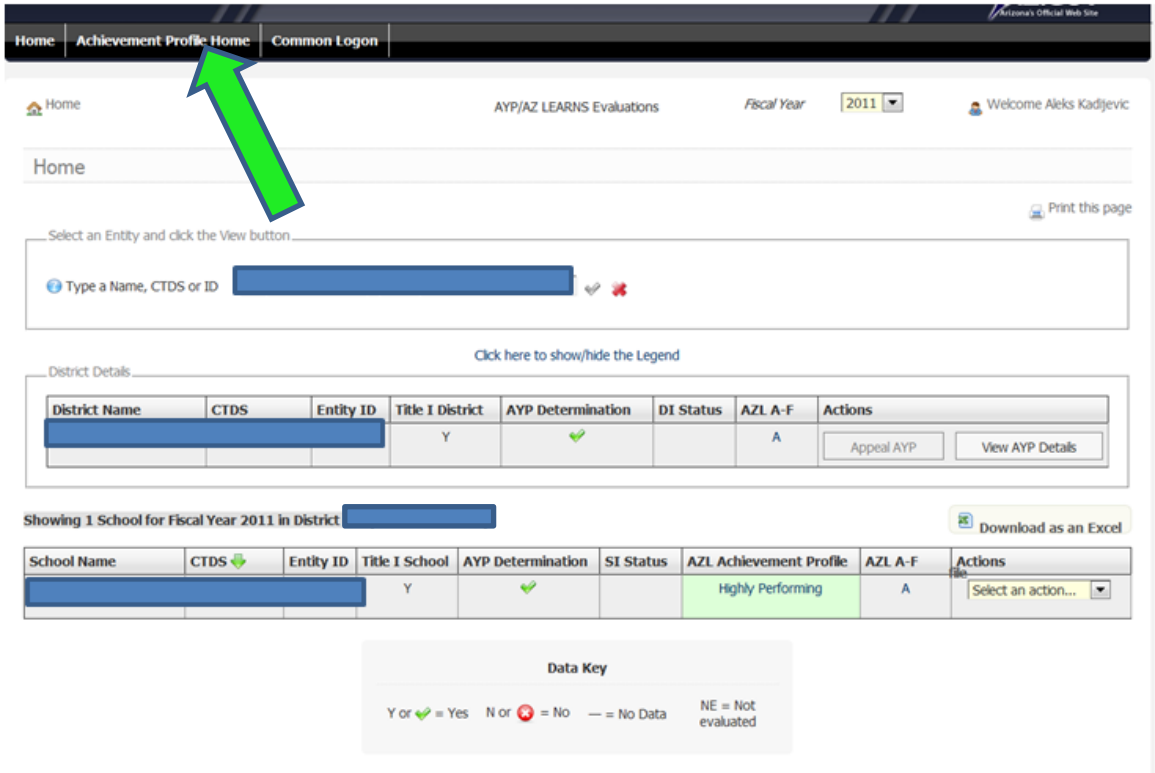
Clicking Home on any detail page



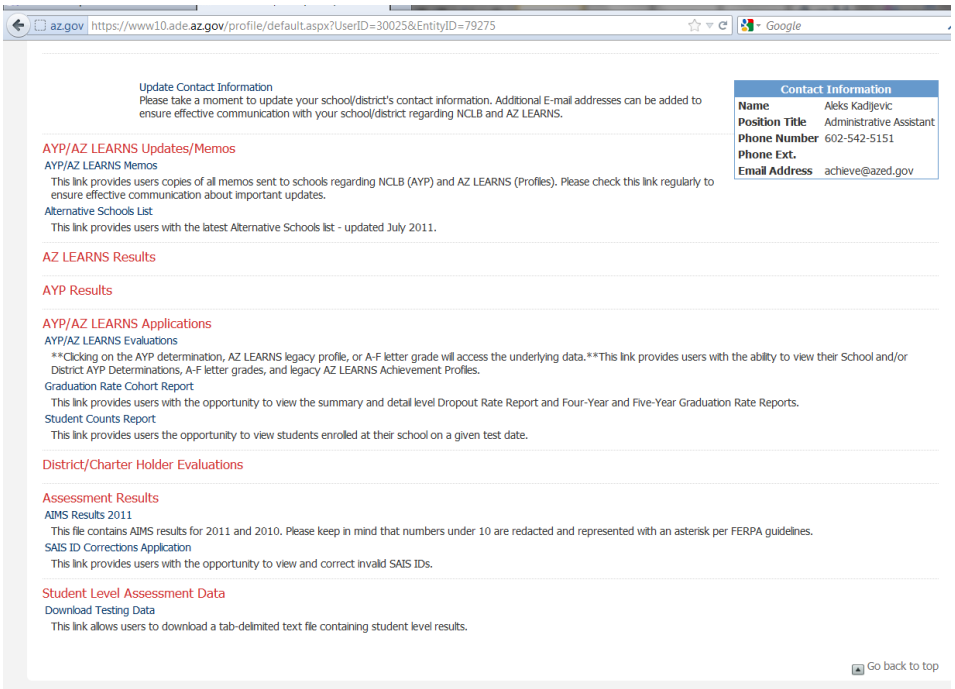
Will take you back to the AYP/AZ LEARNS Evaluations page.



Clicking on the Achievment Profile Home button

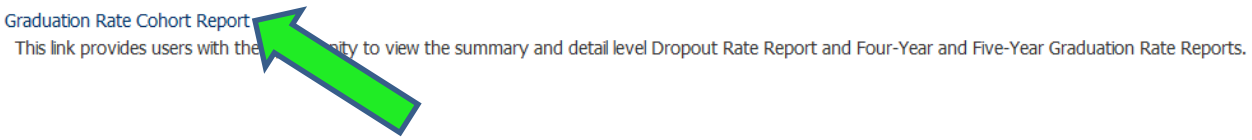


Will take you back to the AZ LEARNS/Adequate Yearly Progress home page.

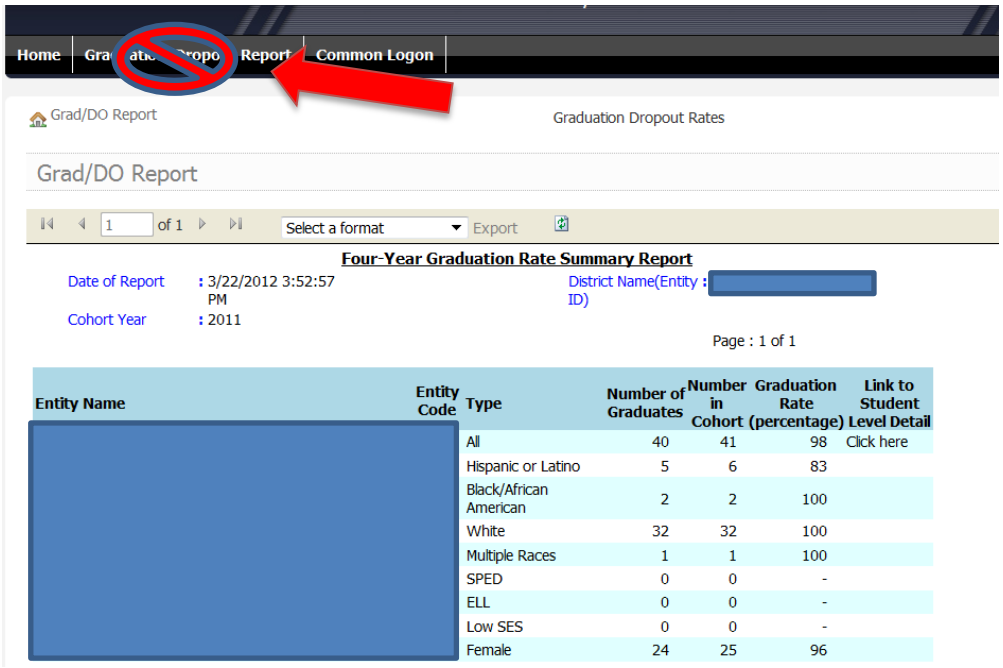


Graduation Rate Cohort Report

The Graduation Rate Cohort Report is used only for schools and LEAs that serve high school grades and can be disregarded by those entities that serve only elementary grades. The data that is available in this application can be corrected only in SAIS.

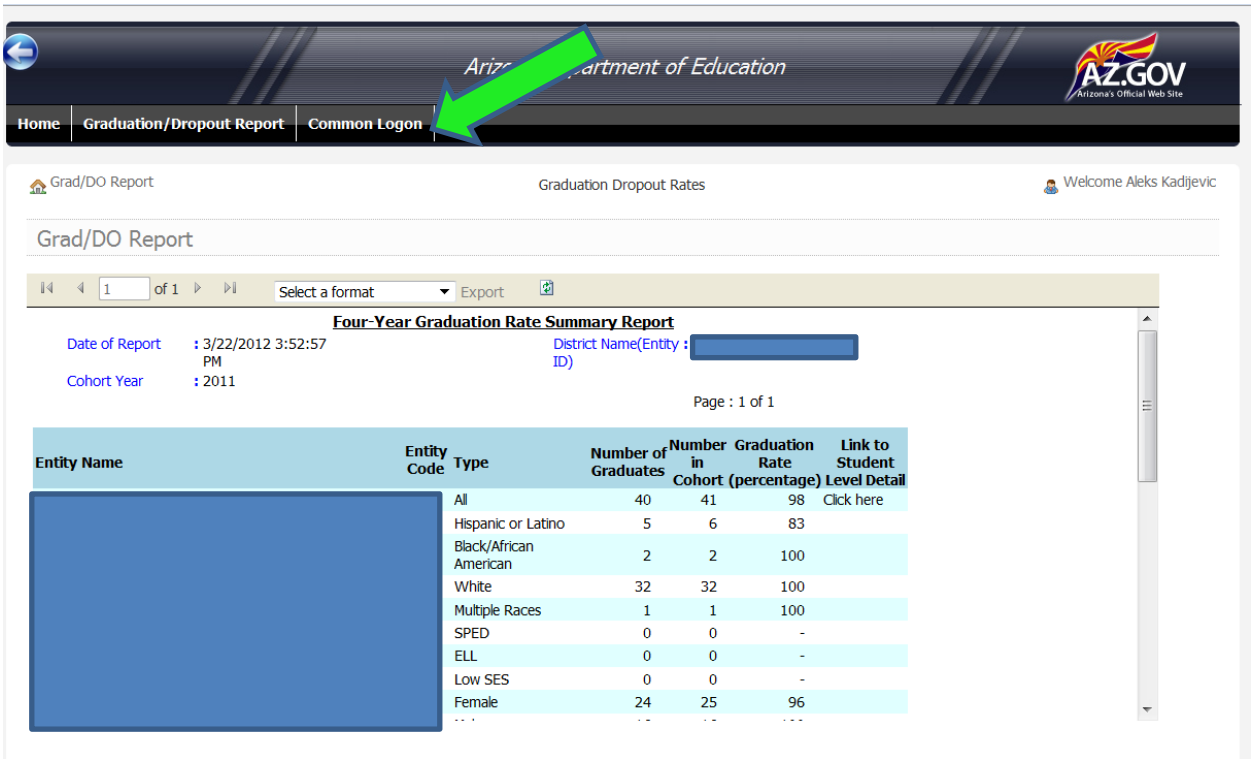


In this application, the Home button will take you back to the Graduation Rate Cohort Report. Please do NOT use the Graduation/Dropout Report Button. Clicking on this button will result in an error message.

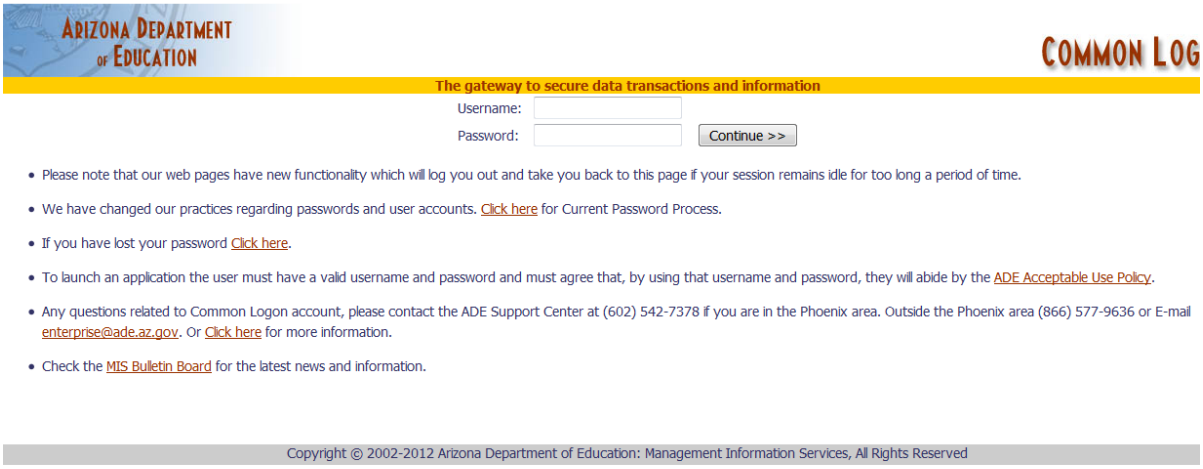


Entity Name	Entity Code	Type	Number of Graduates	Number in Cohort	Graduation Rate (percentage)	Link to Student Level Detail
		All	40	41	98	Click here
		Hispanic or Latino	5	6	83	
		Black/African American	2	2	100	
		White	32	32	100	
		Multiple Races	1	1	100	
		SPED	0	0	-	
		ELL	0	0	-	
		Low SES	0	0	-	
		Female	24	25	96	

To back out of the Graduation Rate Cohort Report, click on the Common Logon button.

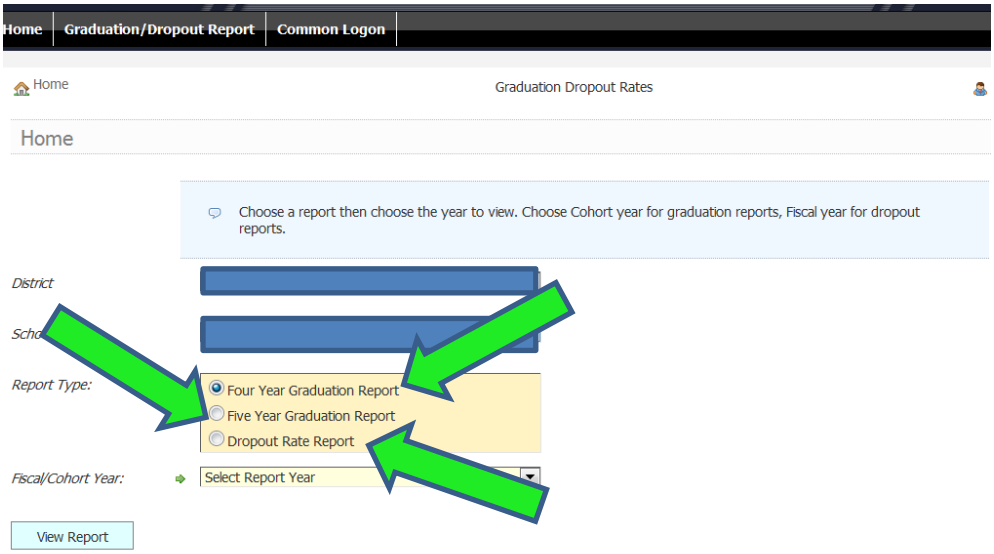


This will take you back to the Common Logon log in page.

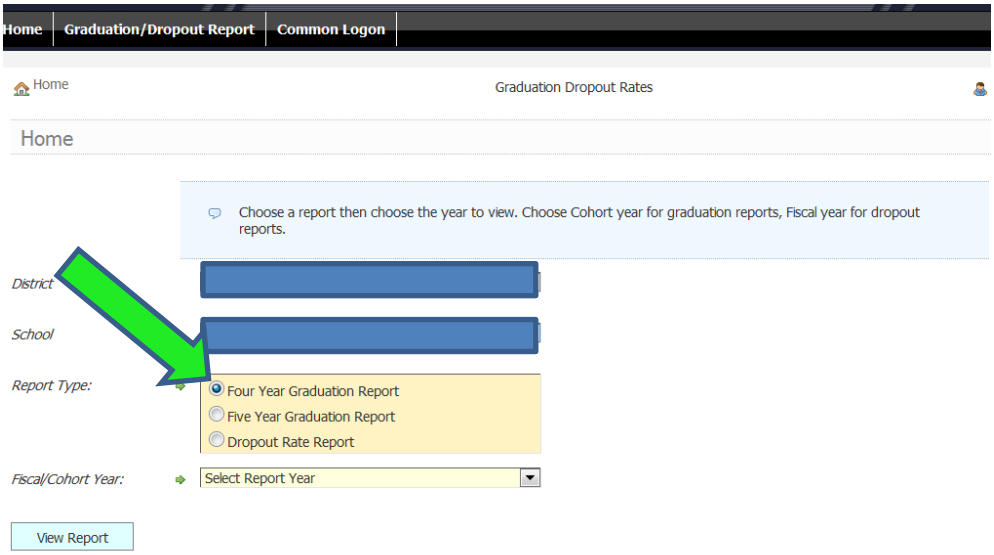


This application allows you to pull three different reports.

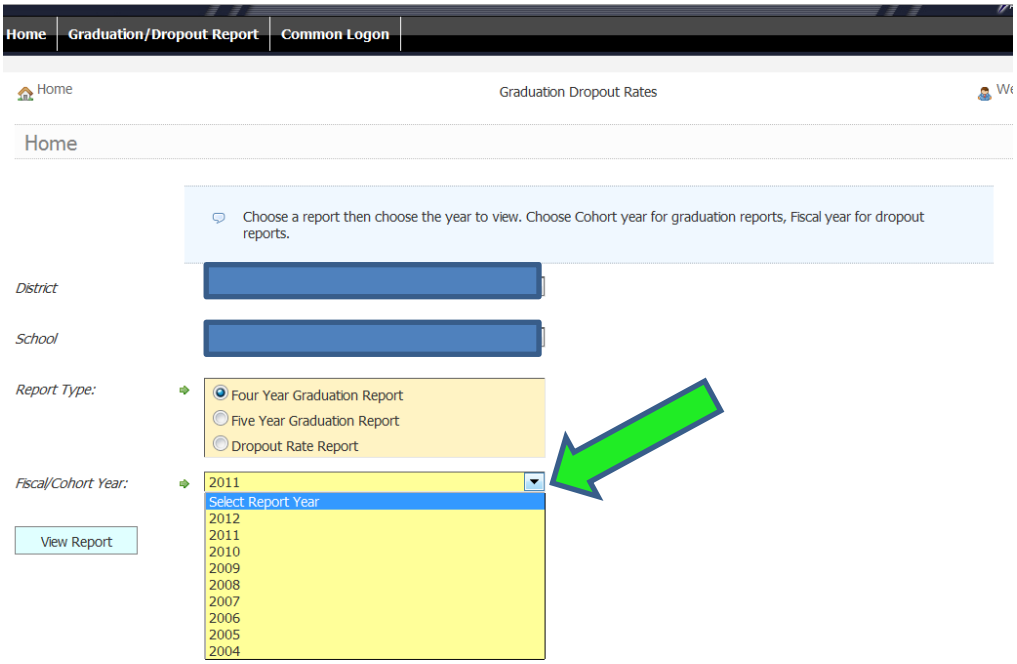
The four-year graduation rate report (used for AYP), the five-year graduation rate report (used for AZ LEARNS legacy and A-F accountability), and the dropout rate report (used for AZ LEARNS legacy and A-F accountability). The following instructions apply for all three reports.



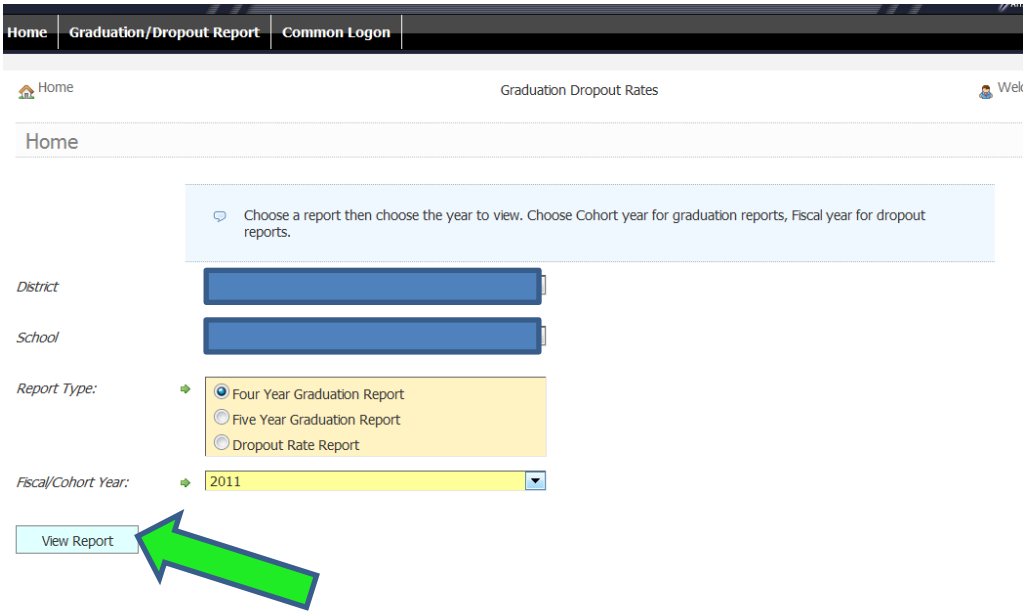
To pull the four-year graduation rate report, select the report type.



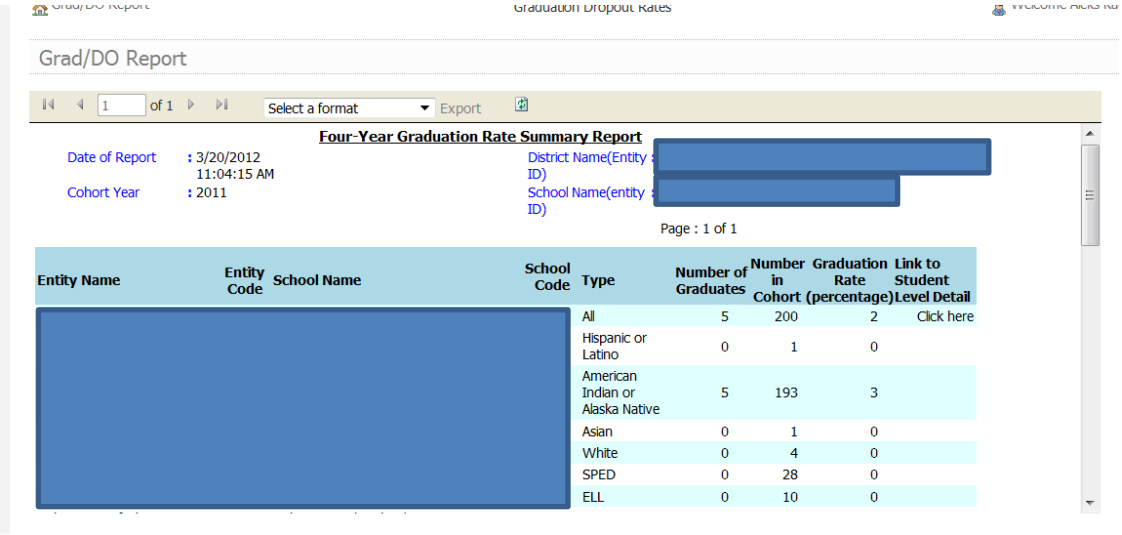
Then select the cohort year by clicking on the dropdown menu (please keep in mind that cohort year is used for the two graduation rates, while fiscal year is used for the dropout rate).



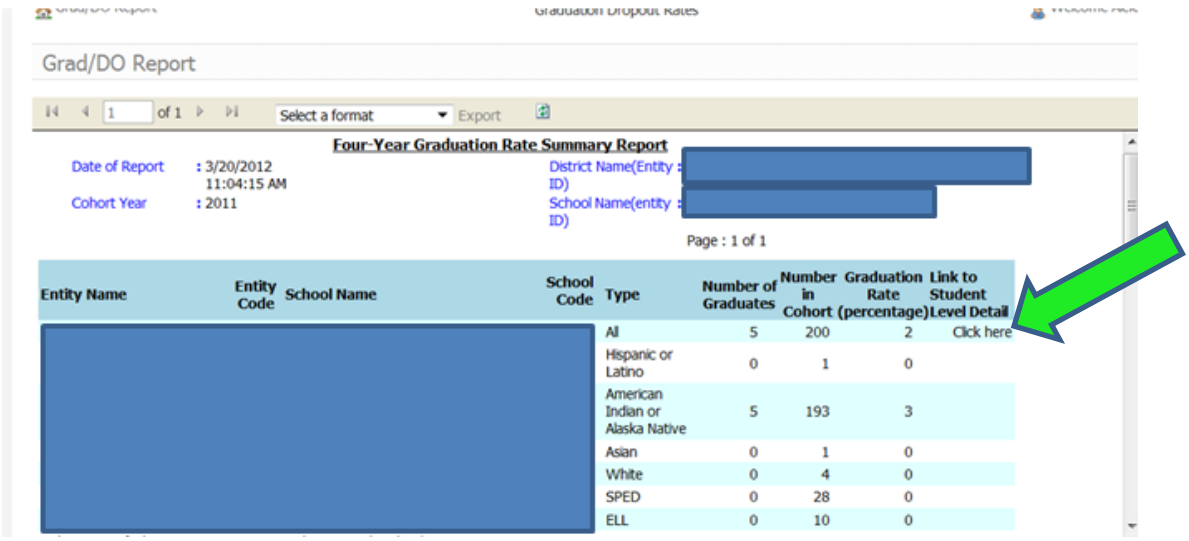
Then click on View Report.



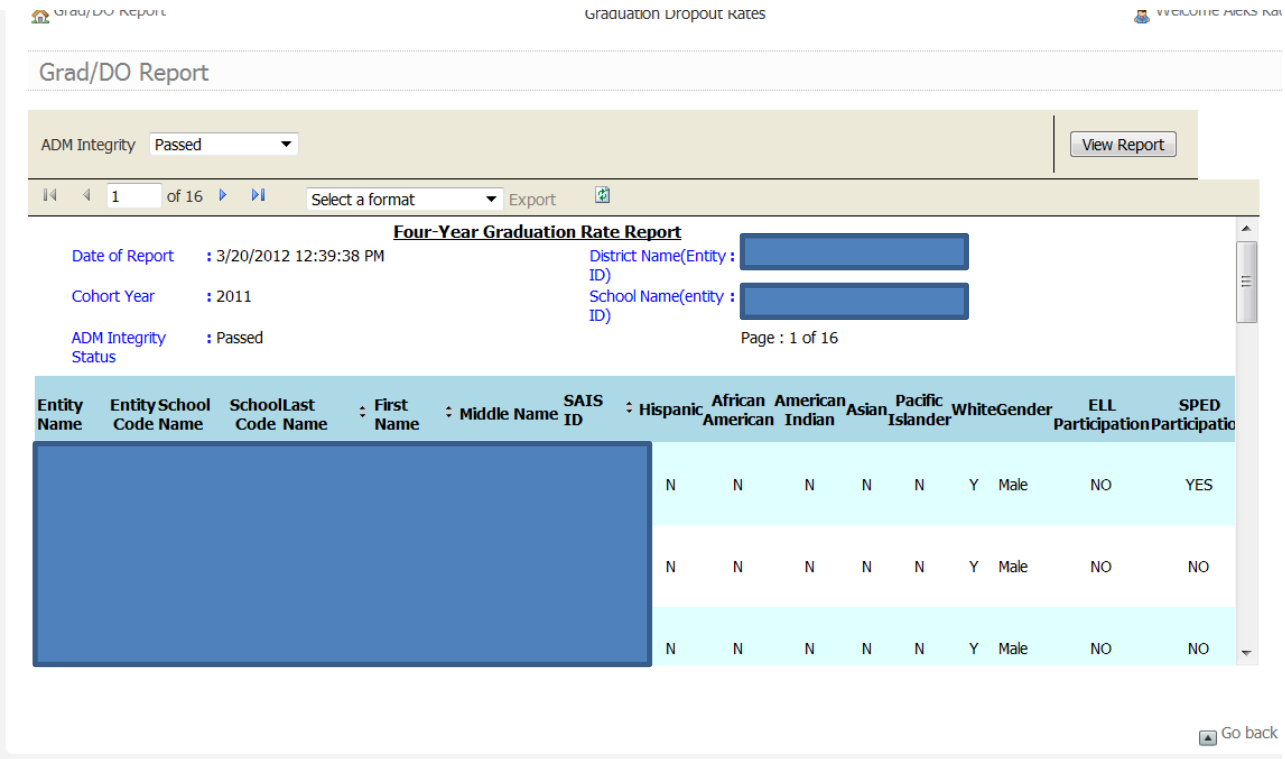
The default level for this report is summary, so you will see this.



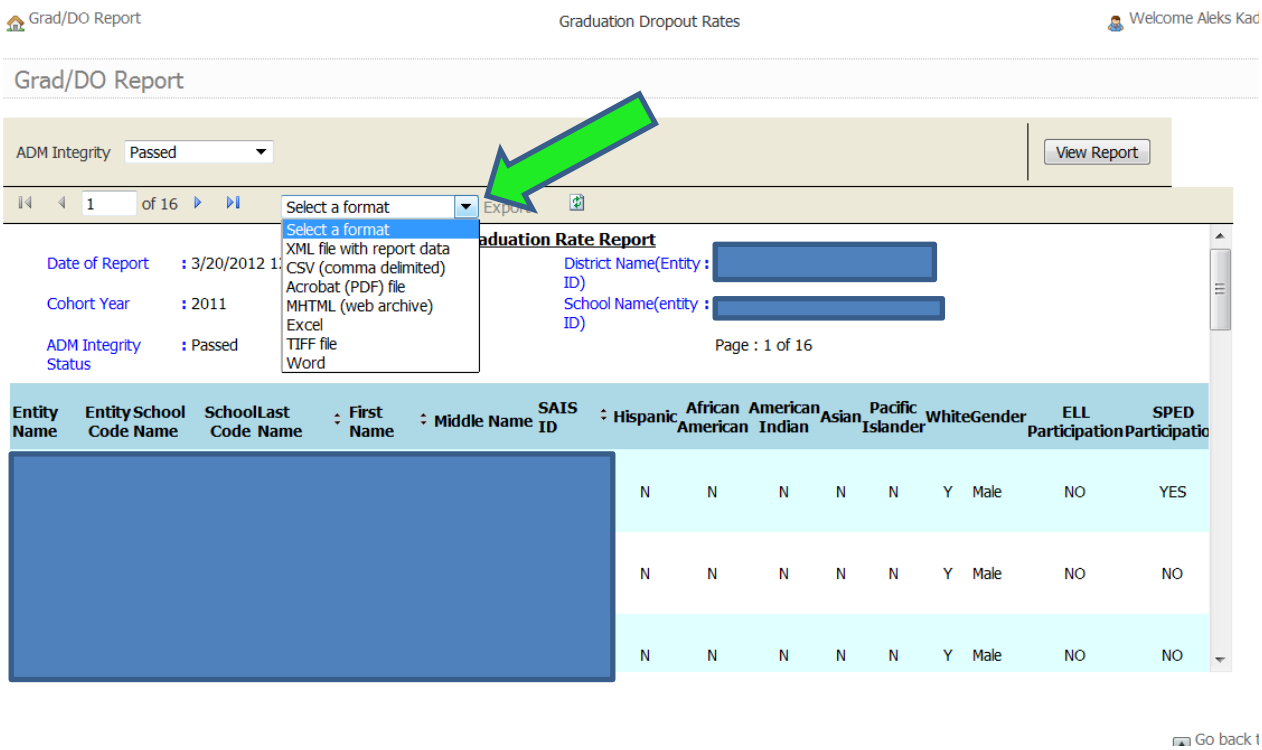
To view student-level data, click on Click here under Link to Student Level Detail.



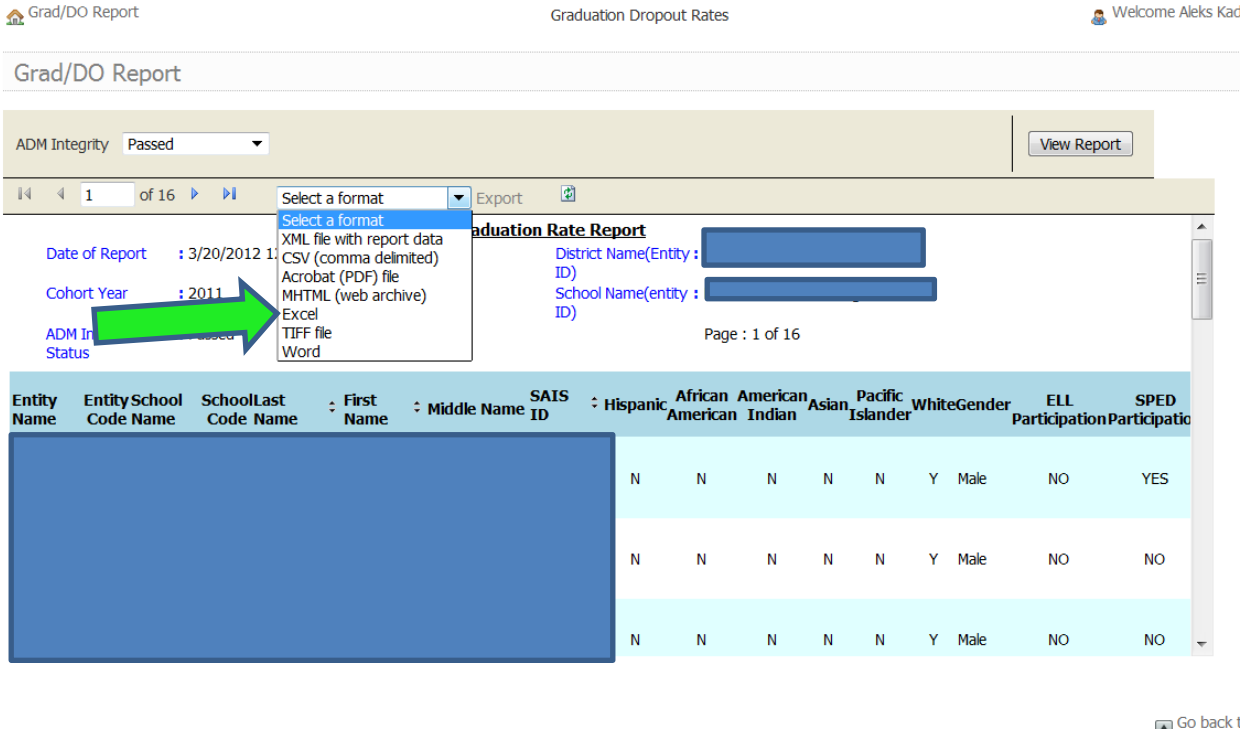
The student level detail will look like this.



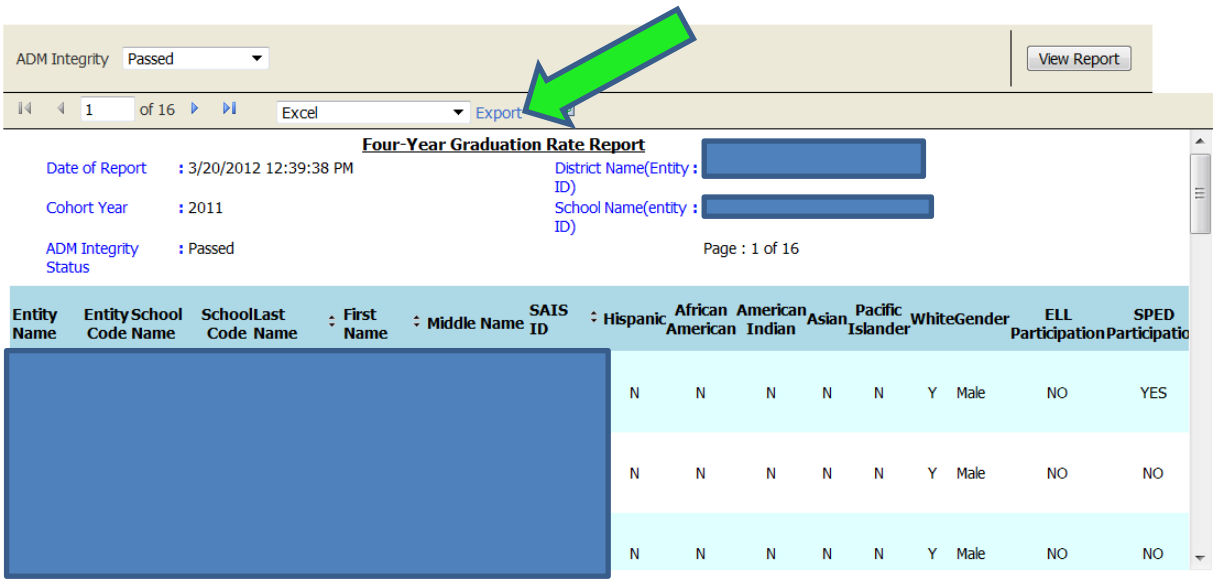
The easiest way to view this data is to export it to an Excel or CSV (comma delimited) document. To do this, you would need to first select a format in the dropdown.



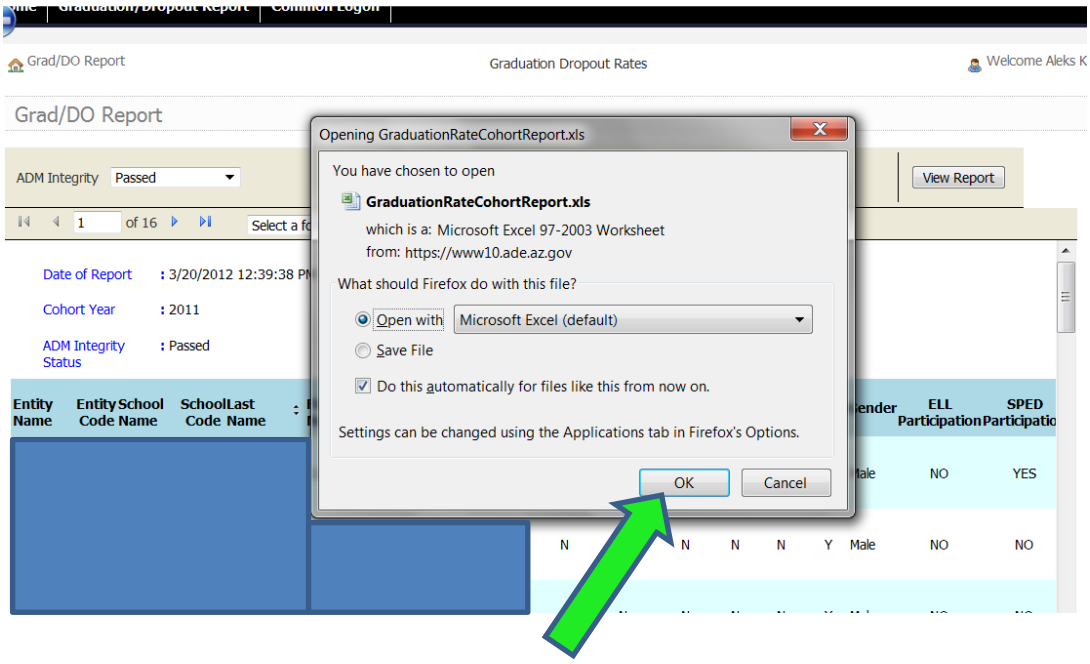
For the purpose of this guide, we will choose Excel for the format. Please feel free to choose any available format that you prefer.



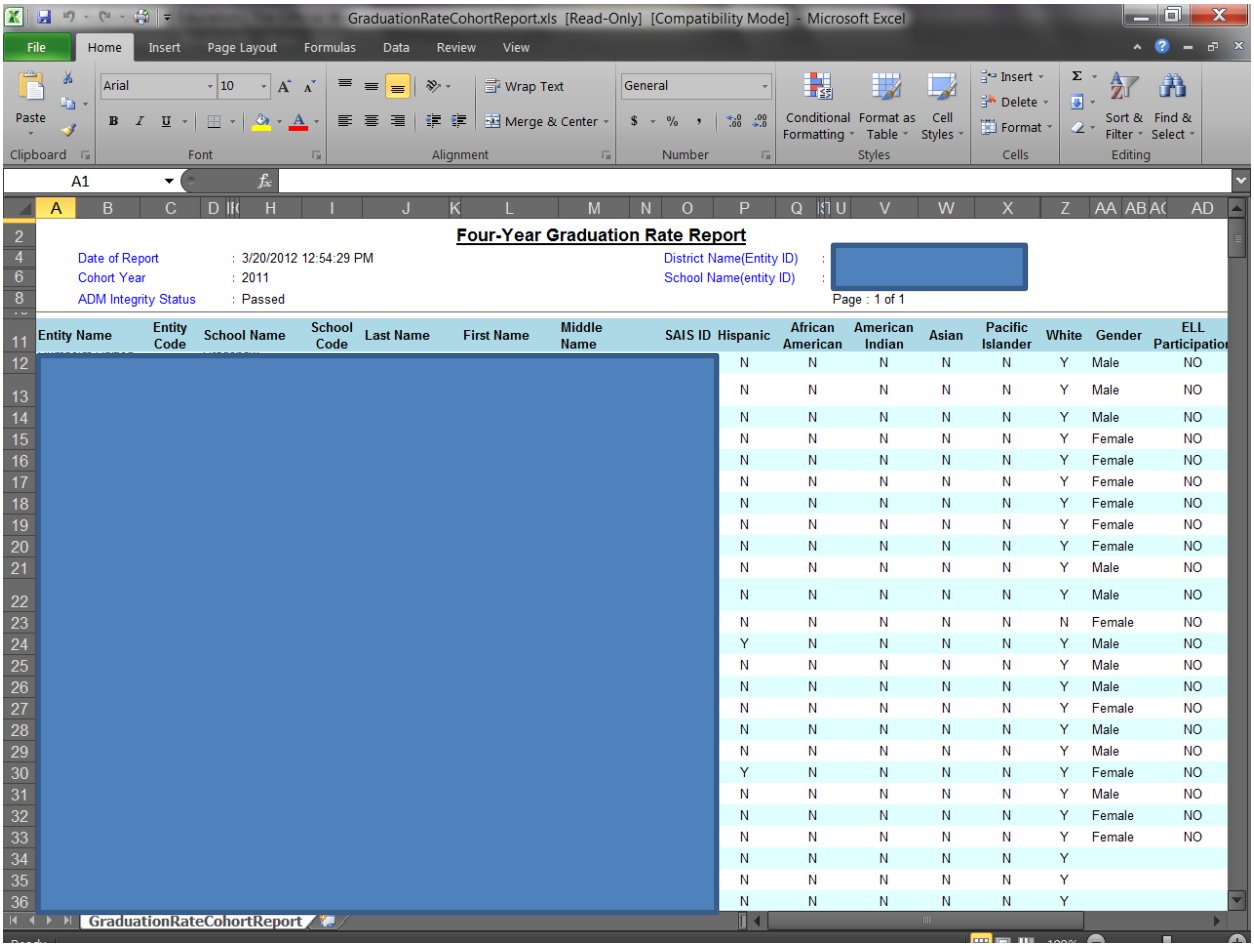
Once you have selected a format, click on Export.



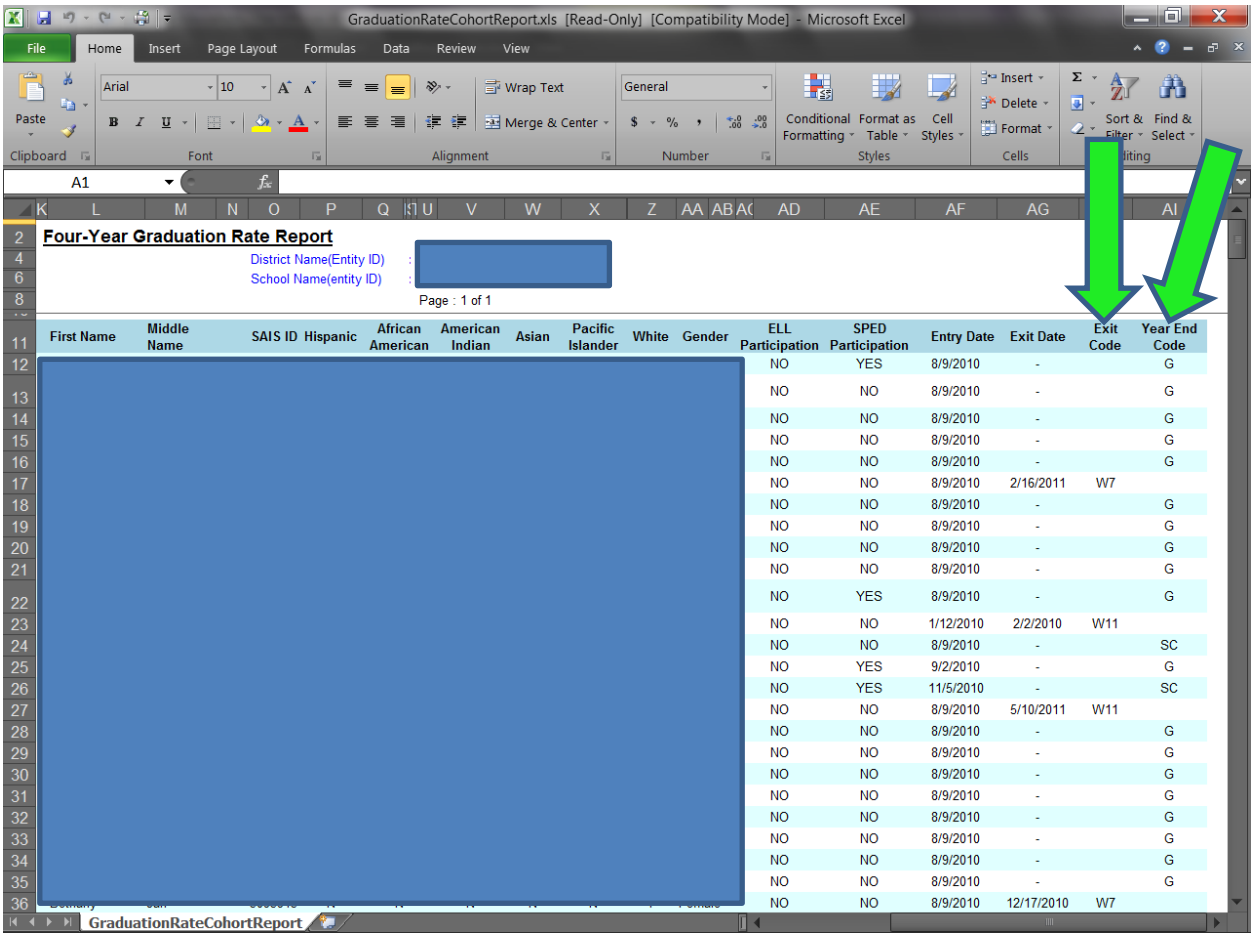
In the dialogue box that opens (similar to this one), click OK.



An Excel document will open.



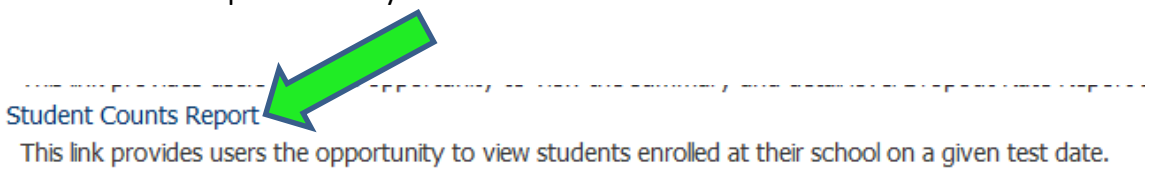
You can save this file to your desktop. Year end and exit codes for each student are available in the last two columns of the Excel document.



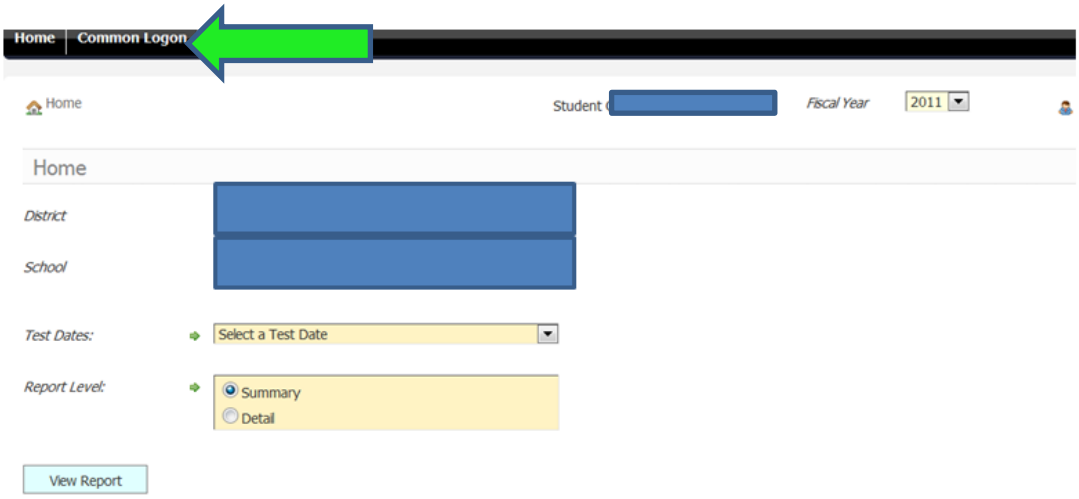
First Name	Middle Name	SAIS ID	Hispanic	African American	American Indian	Asian	Pacific Islander	White	Gender	ELL Participation	SPED Participation	Entry Date	Exit Date	Exit Code	Year End Code
										NO	YES	8/9/2010	-		G
										NO	NO	8/9/2010	-		G
										NO	NO	8/9/2010	-		G
										NO	NO	8/9/2010	-		G
										NO	NO	8/9/2010	-		G
										NO	NO	8/9/2010	2/16/2011	W7	
										NO	NO	8/9/2010	-		G
										NO	NO	8/9/2010	-		G
										NO	NO	8/9/2010	-		G
										NO	NO	8/9/2010	-		G
										NO	YES	8/9/2010	-		G
										NO	NO	1/12/2010	2/2/2010	W11	
										NO	NO	8/9/2010	-		SC
										NO	YES	9/2/2010	-		G
										NO	YES	11/5/2010	-		SC
										NO	NO	8/9/2010	5/10/2011	W11	
										NO	NO	8/9/2010	-		G
										NO	NO	8/9/2010	-		G
										NO	NO	8/9/2010	-		G
										NO	NO	8/9/2010	-		G
										NO	NO	8/9/2010	-		G
										NO	NO	8/9/2010	-		G
										NO	NO	8/9/2010	-		G
										NO	NO	8/9/2010	-		G
										NO	NO	8/9/2010	12/17/2010	W7	

Student Counts Report

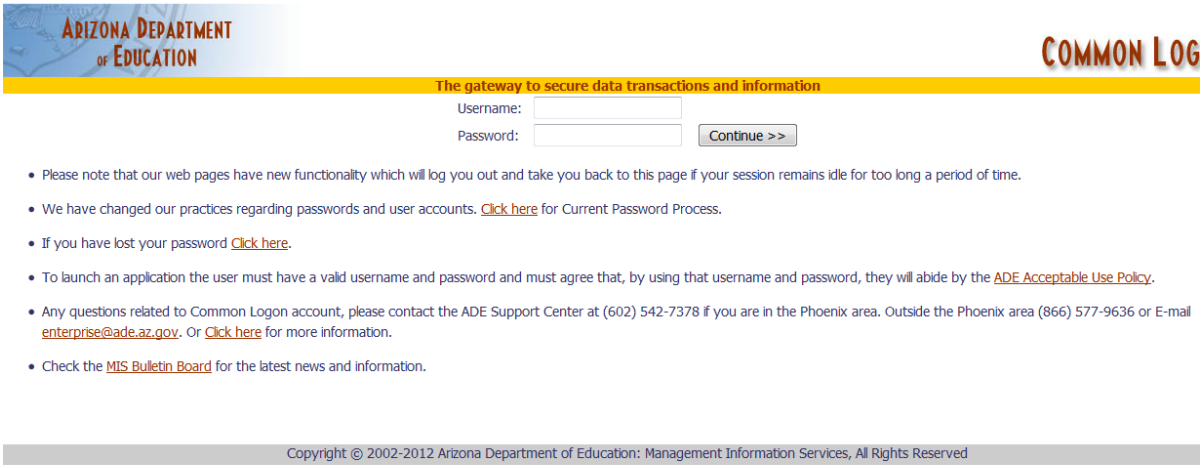
The next link on the AZ LEARNS/Adequate Yearly Progress application is Student Counts Report. The data available in this report can only be corrected in SAIS.



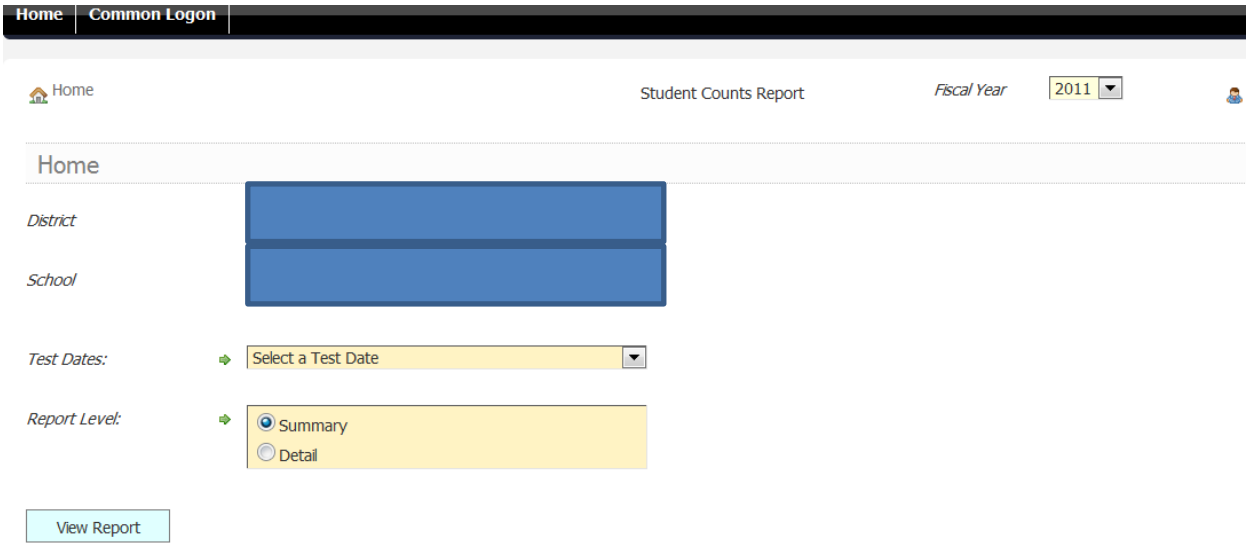
To back out of the Student Counts report, click on the Common Logon button.



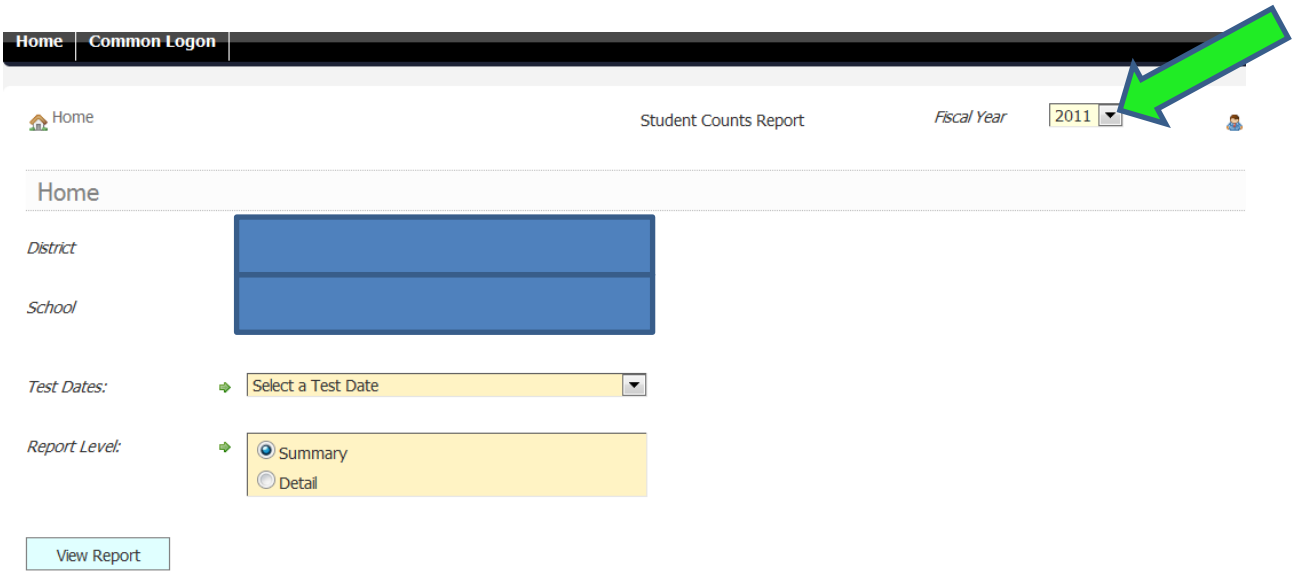
This will take you back to the Common Logon log in page.



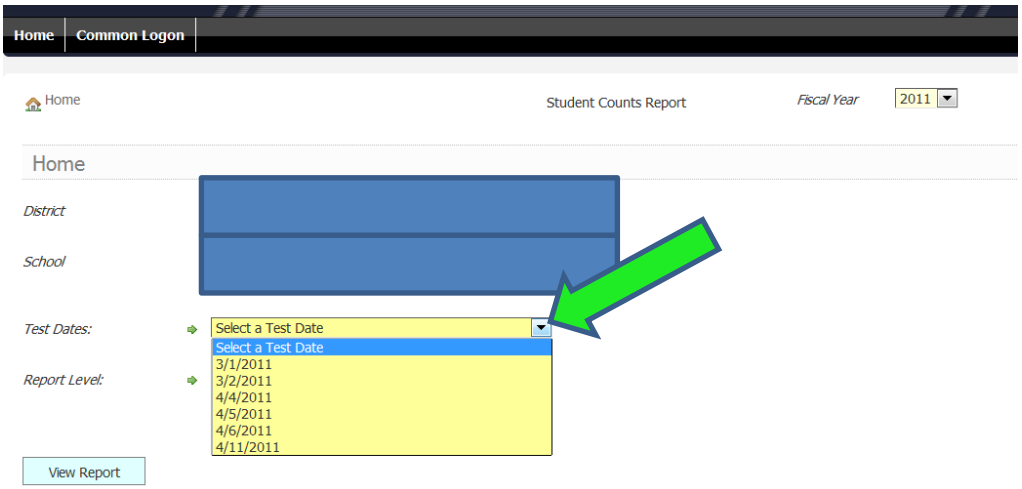
This report allows you to access the number of students enrolled in each grade, cohort (if applicable), and subgroup (race/ethnicity and program membership), as well as student level data for these categories, for each testing date.



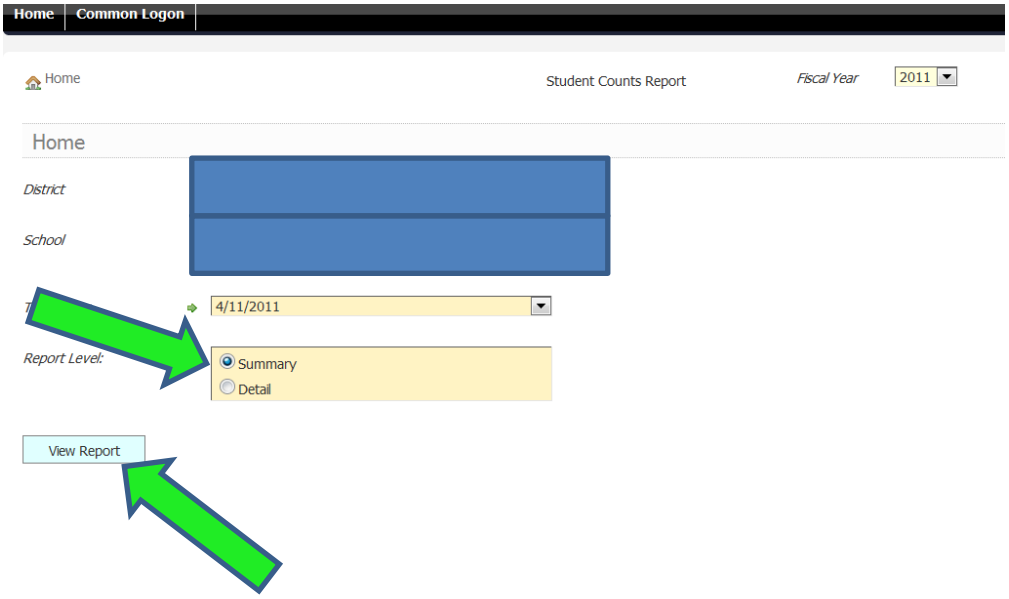
The Fiscal Year is, by default, always the latest data available. For prior years, click on the dropdown and select another year.



Select a test date (please keep in mind that high school grades have separate test dates for each subject, while elementary grades use the first date of the testing window).



Once you have selected a test date, choose the report level you prefer. Then click View Report.



The summary report will give you the number of students enrolled in each subgroup and grade (NOTE: this report pulls all students who were enrolled on the testing date chosen, regardless of grade or cohort).

Student Counts Report

Welcom

1 of 1 Select a format Export

Student Count Report Summary for Fiscal Year 2011

Report Generated on : 3/20/2012 1:46:47 PM

Testing Date : 4/11/2011 All Schools

District/ Entity ID	School/ Entity ID	Grade or Cohort	Total Students	Hispanic	African American	American Indian	Asian	Pacific Islander	White	Multiple Races	ELL	FRL	Homeless	RALEP	SPED
	N/A	03	7	5	0	0	0	0	2	0	1	0	0	1	1
	N/A	04	6	6	0	0	0	0	0	0	1	0	0	0	0
	N/A	05	6	6	0	0	0	0	0	0	1	0	0	1	1
	N/A	06	10	5	0	0	0	0	5	0	0	0	0	0	0
	N/A	07	4	4	0	0	0	0	0	0	1	0	0	0	3
	N/A	08	10	6	0	0	0	0	4	0	1	0	0	0	1
	N/A	2011	7	6	0	0	0	0	1	0	0	0	0	0	2
	N/A	2012	4	3	0	0	0	0	1	0	0	0	0	0	0
	N/A	2013	4	1	0	0	0	0	3	0	0	0	0	0	0
	N/A	2014	8	5	0	0	0	0	3	0	1	0	0	0	0

The detail level report will give you student-level details (student names and SAIS IDs).

Student Count Student-Level Details for Fiscal Year 2011

Report Generated on : 3/20/2012 1:50:52 PM
Testing Date : 4/11/2011
All Schools

District Name	School Name	SAIS ID	Last Name	First Name	Grade or Cohort	Hispanic	African American	American Indian	Asian	Pacific Islander	White	ELL	SPED	RALEP	Entity ID
	All Schools				03	Y	N	N	N	N	Y	N	N	N	
	All Schools				03	Y	N	N	N	N	Y	N	N	N	
	All Schools				03	N	N	N	N	N	Y	N	Y	N	
	All Schools				03	N	N	N	N	N	Y	N	N	N	
	All Schools				03	Y	N	N	N	N	Y	Y	N	Y	
	All Schools				03	Y	N	N	N	N	Y	N	N	N	
	All Schools				03	Y	N	N	N	N	Y	N	N	N	
	All Schools				04	Y	N	N	N	N	Y	N	N	N	
	All Schools				04	Y	N	N	N	N	Y	N	N	N	
	All Schools				04	Y	N	N	N	N	Y	N	N	N	
	All Schools				04	Y	N	N	N	N	Y	Y	N	N	
	All Schools				04	Y	N	N	N	N	Y	N	N	N	
	All Schools				04	Y	N	N	N	N	Y	N	N	N	
	All Schools				05	Y	N	N	N	N	Y	N	Y	N	
	All Schools				05	Y	N	N	N	N	Y	N	N	N	
	All Schools				05	Y	N	N	N	N	Y	Y	N	Y	
	All Schools				05	Y	N	N	N	N	Y	N	N	N	
	All Schools				05	Y	N	N	N	N	Y	N	N	N	
	All Schools				05	Y	N	N	N	N	Y	N	N	N	
	All Schools				06	Y	N	N	N	N	Y	N	N	N	
	All Schools				06	N	N	N	N	N	Y	N	N	N	
	All Schools				06	N	N	N	N	N	Y	N	N	N	
	All Schools				06	Y	N	N	N	N	Y	N	N	N	
	All Schools				06	N	N	N	N	N	Y	N	N	N	
	All Schools				06	Y	N	N	N	N	Y	N	N	N	
	All Schools				06	Y	N	N	N	N	Y	N	N	N	
	All Schools				06	N	N	N	N	N	Y	N	N	N	

The easiest way to view this data is to export it to an Excel or CSV (comma delimited) document. To do this, you will need to first select a format in the dropdown.

Student Counts Report

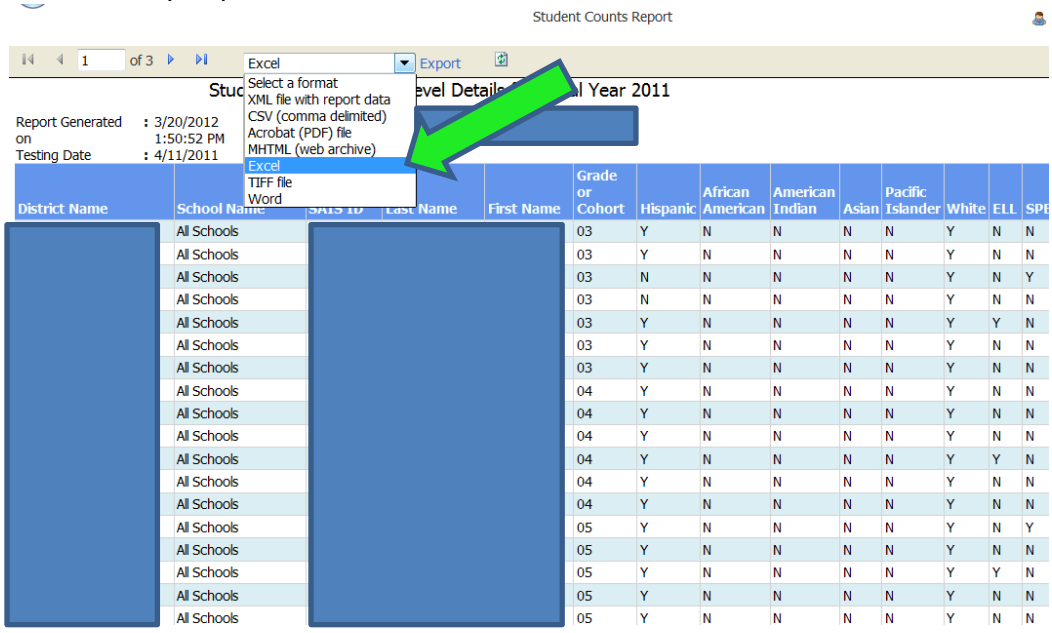
1 of 3 Select a format

Select a format
XML file with report data
CSV (comma delimited)
Acrobat (PDF) file
MHTML (web archive)
Excel
TIFF file
Word

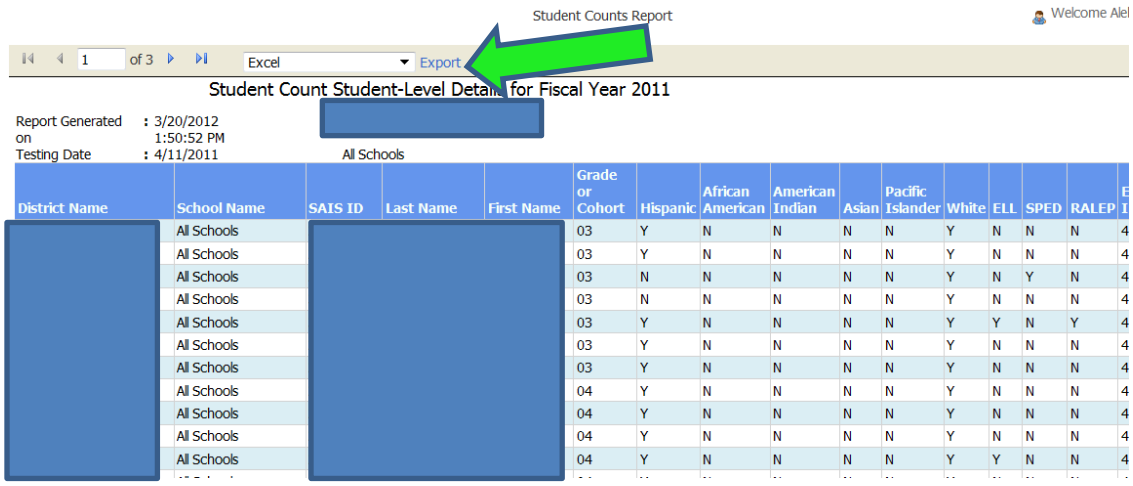
Report Generated on : 3/20/2012 1:50:52 PM
Testing Date : 4/11/2011

District Name	School Name	SAIS ID	Last Name	First Name	Grade or Cohort	Hispanic	African American	American Indian	Asian	Pacific Islander	White	ELL	SPED	RALEP
					03	Y	N	N	N	N	Y	N	N	N
					03	Y	N	N	N	N	Y	N	N	N
					03	N	N	N	N	N	Y	N	Y	N
					03	N	N	N	N	N	Y	N	N	N
					03	Y	N	N	N	N	Y	Y	N	Y
					03	Y	N	N	N	N	Y	N	N	N
					03	Y	N	N	N	N	Y	N	N	N
					04	Y	N	N	N	N	Y	N	N	N

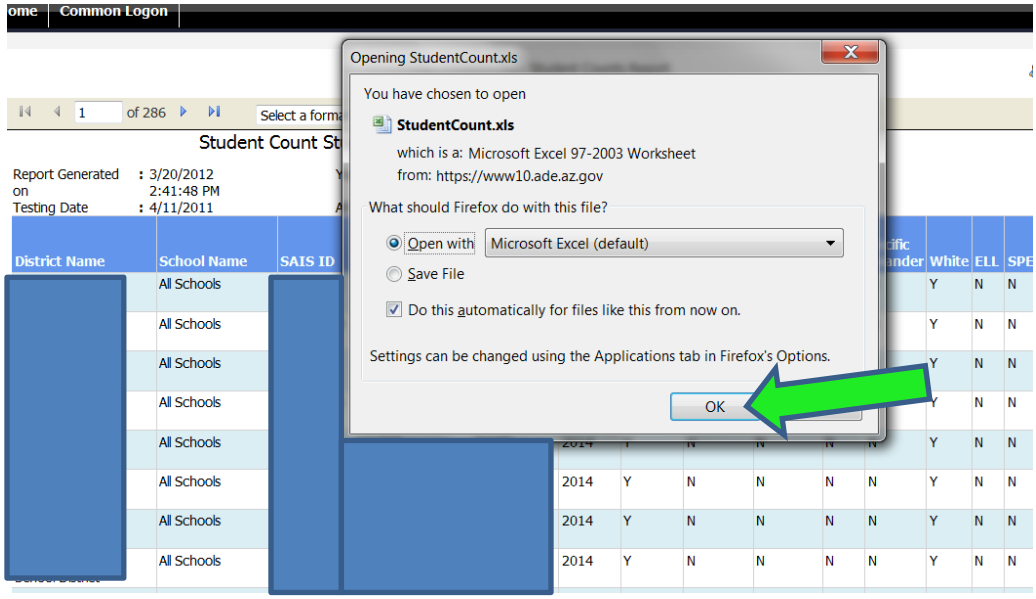
For the purpose of this guide, we will choose Excel for the format. Please feel free to choose any available format that you prefer.



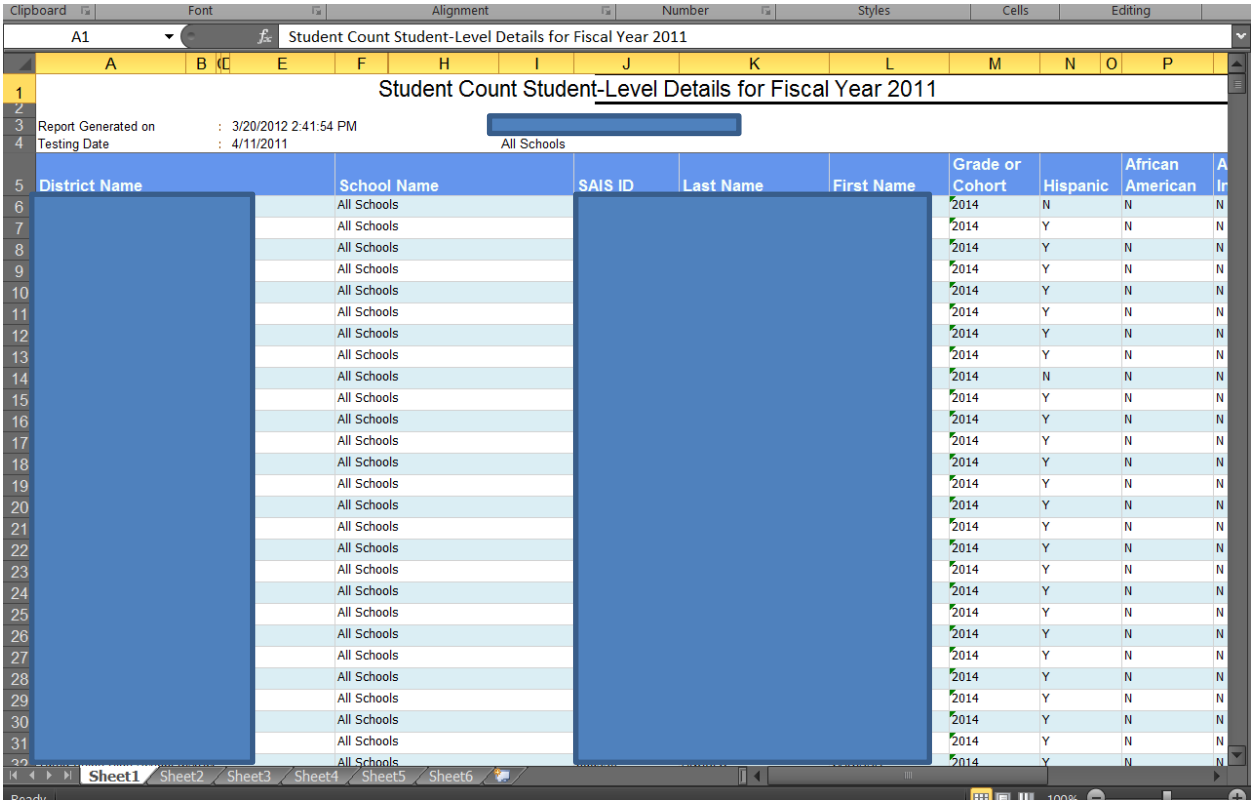
Once you have selected a format, click on Export.



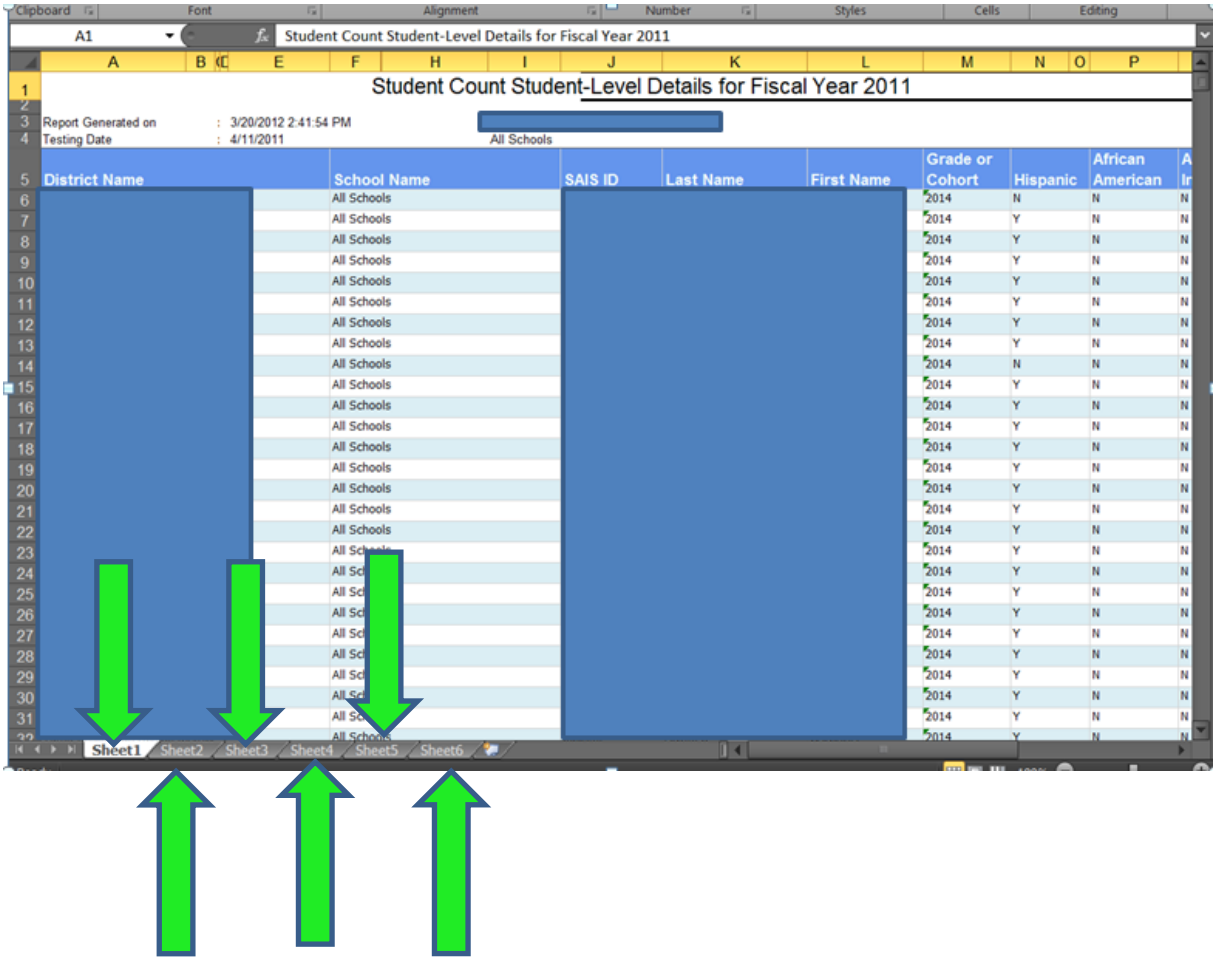
In the dialogue box that opens (similar to this one), click OK.



An Excel document will open.



You can save this file to your desktop. NOTE: if you're pulling this report at an LEA level and have multiple schools, each school will have its own tab in the Excel document. The school entity id is in the last column of the Excel document.



SAIS ID Corrections Application

SAIS ID Corrections Application

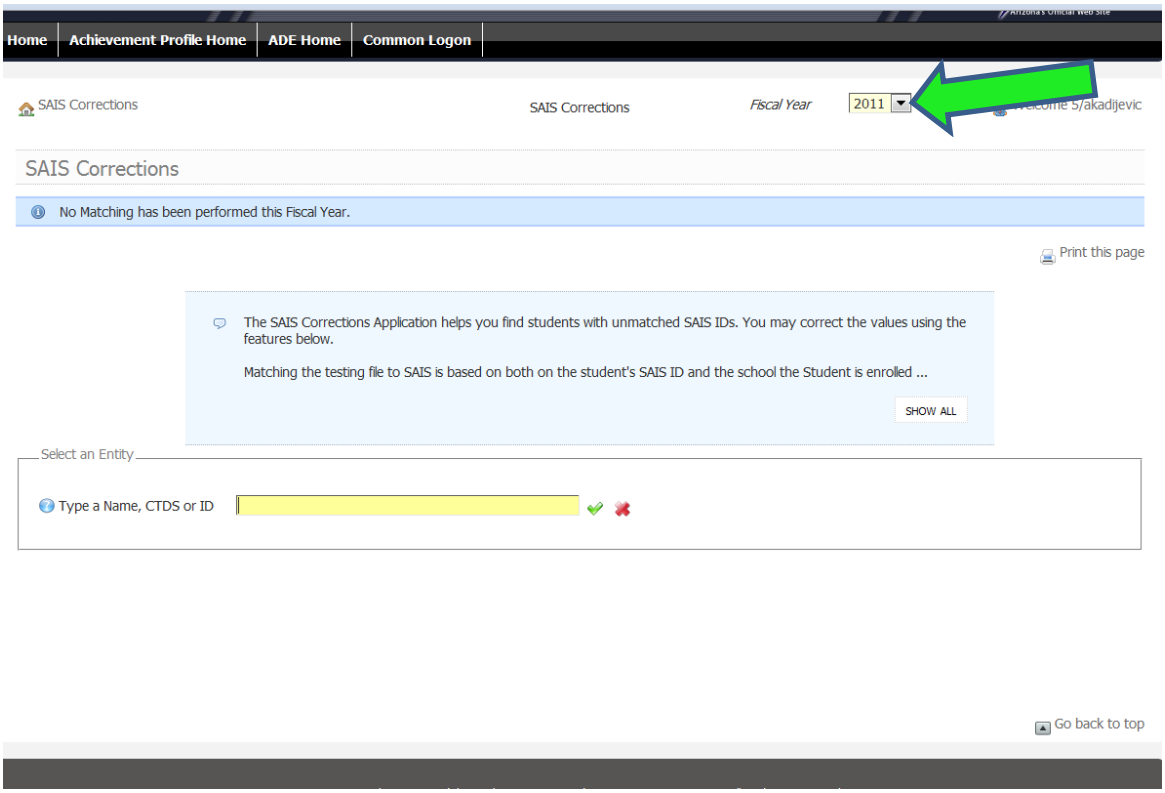
This link provides users with the opportunity to view and correct invalid SAIS IDs.

This is the only application on the AZ LEARNS/Adequate Yearly Progress page of the Common Logon that allows data corrections.

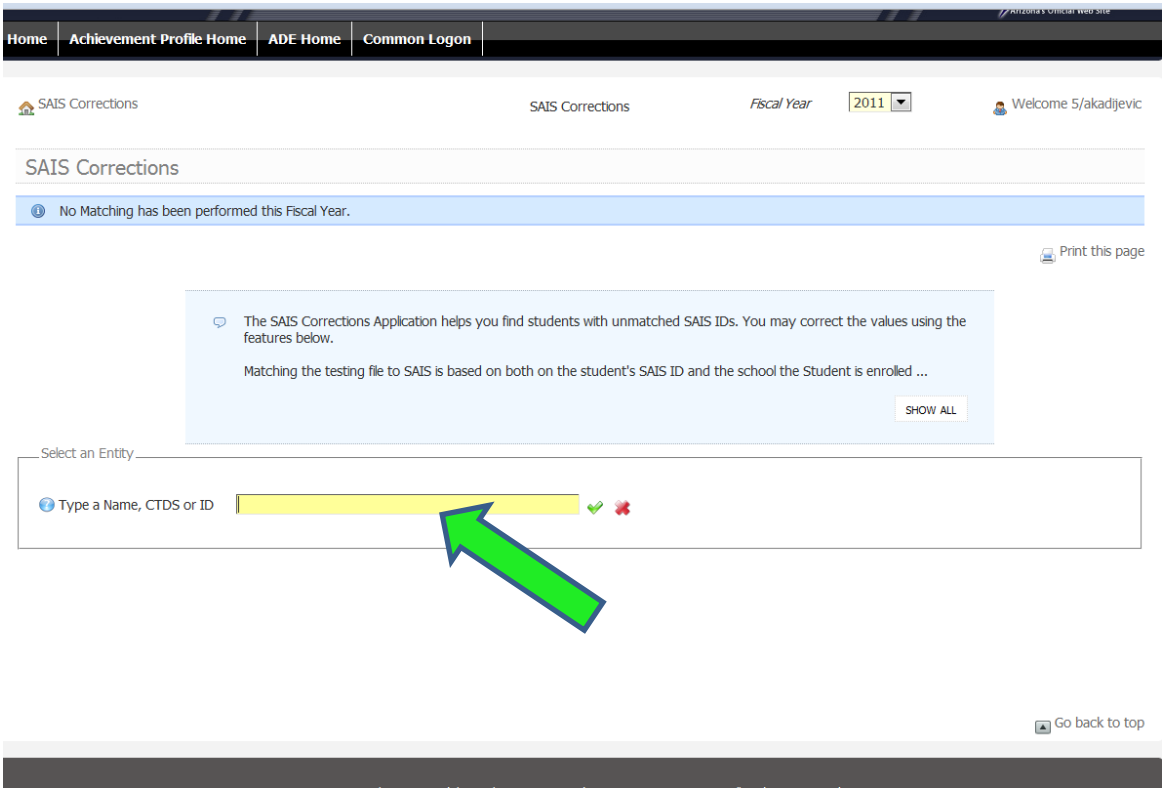
NOTE: The data you see in this application is pulled from the student test records. ADE matches student test records to enrollment data using SAIS ID numbers. If a student cannot be matched to the school where he tested, the record will appear in this application. There are several reasons a student record can fail matching: the student was not enrolled at the school at the time of testing (for high school students, this means that a student's record would appear in the SAIS ID corrections application up to three separate times – reading, Writing, and Math); the student's SAIS ID number was not entered on the test record; the SAIS ID entered on the test record is not accurate; the student's name that is on the test record does not match what appears in SAIS for the SAIS ID number; the date of birth that appears on the test record does not match what appears in SAIS for this student; the grade that appears on the test record does not match what is in SAIS for this student.

The SAIS ID corrections application allows **ONLY** correction of the SAIS ID number that appears on the test record. Any other data (enrollment, name, DOB, and grade) can be corrected only in SAIS. You will not be allowed to make changes to a SAIS ID number unless the student is enrolled at the school or LEA where he tested.

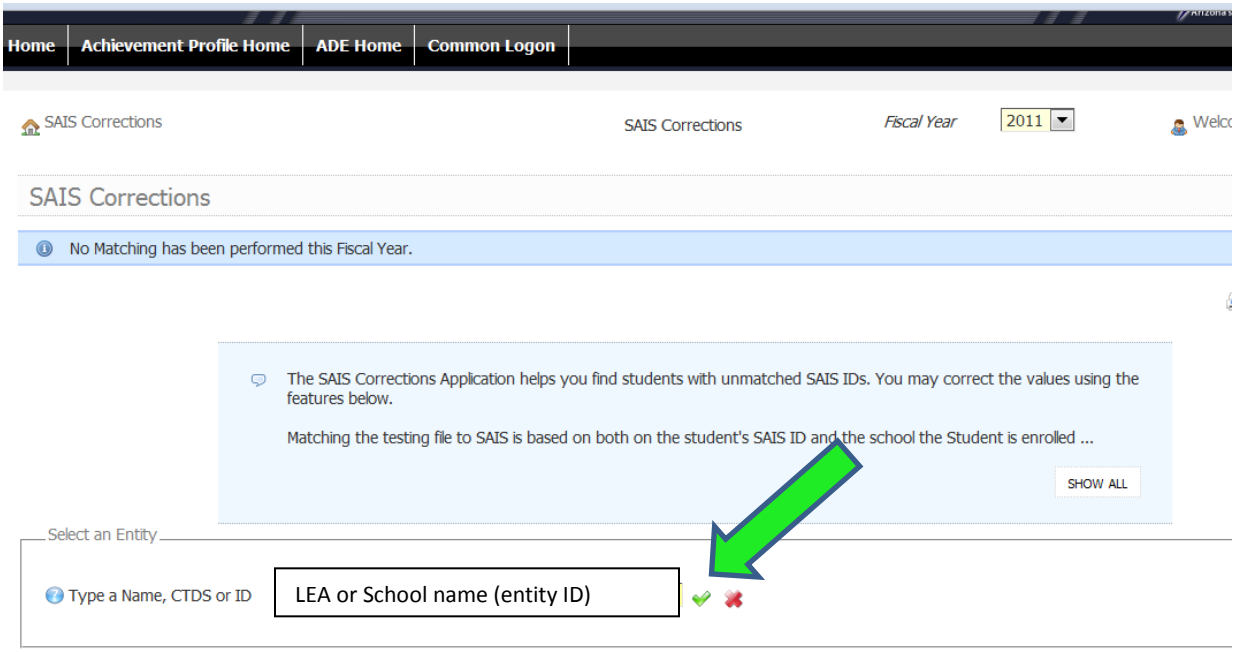
The Fiscal Year is, by default, always the latest data available. For prior years, click on the dropdown and select another year.



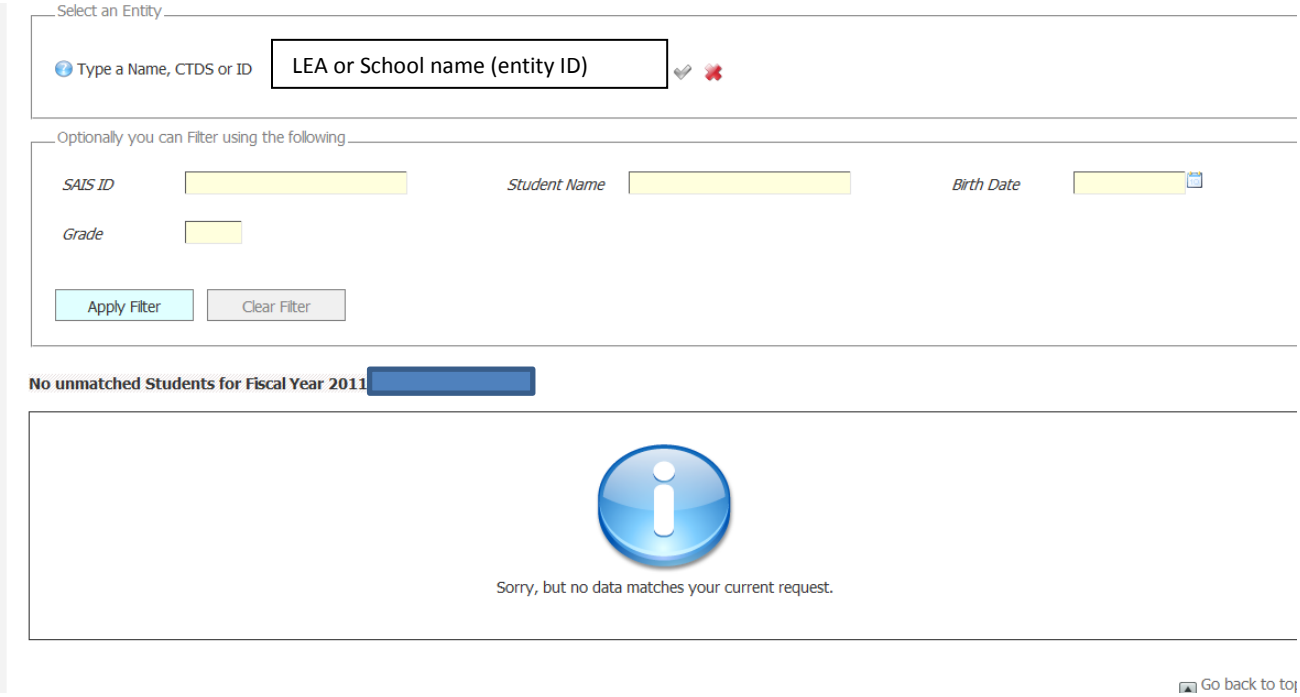
To access your entity's SAIS corrections, enter the name, CTDS, or entity ID number in the search field.



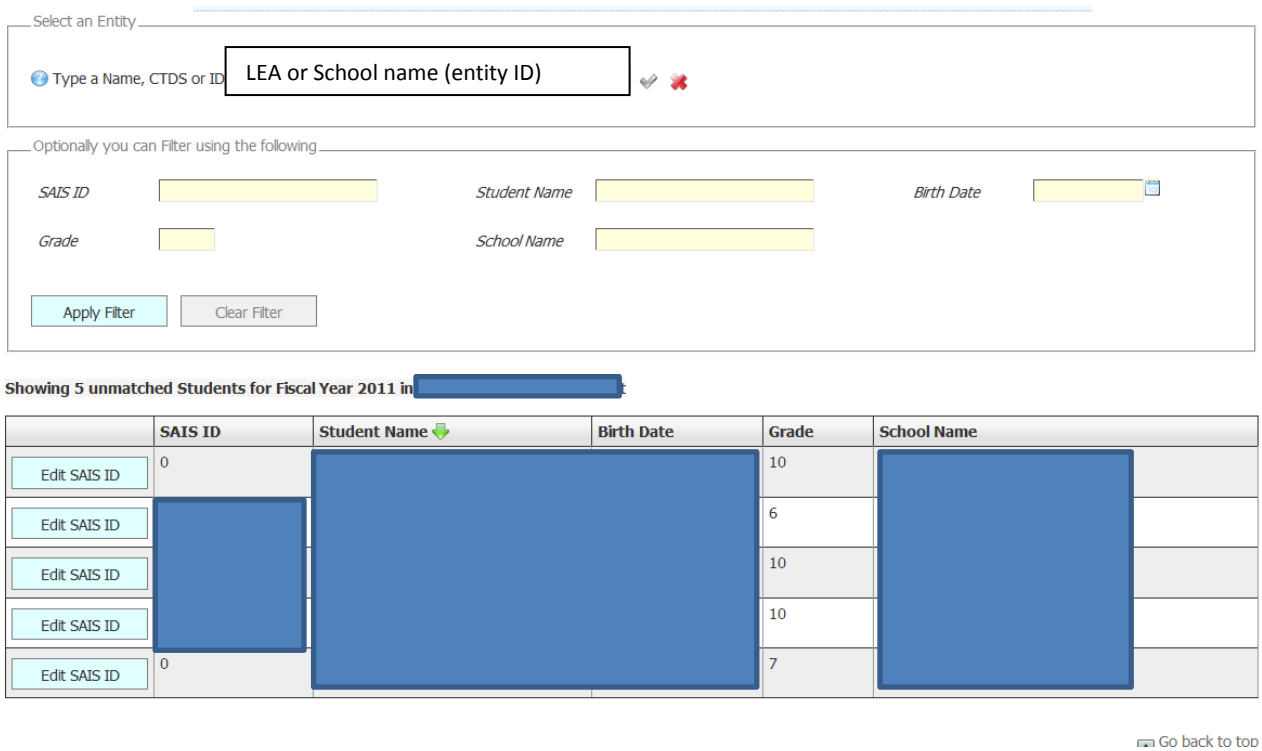
Once your entity name is visible in this format: Entity name (entity ID), click on the green check mark.



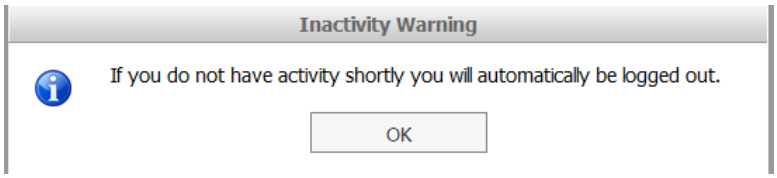
If there are no unmatched students in the fiscal year you chose, you will see this:



If there are unmatched students, you will see a display similar to this:

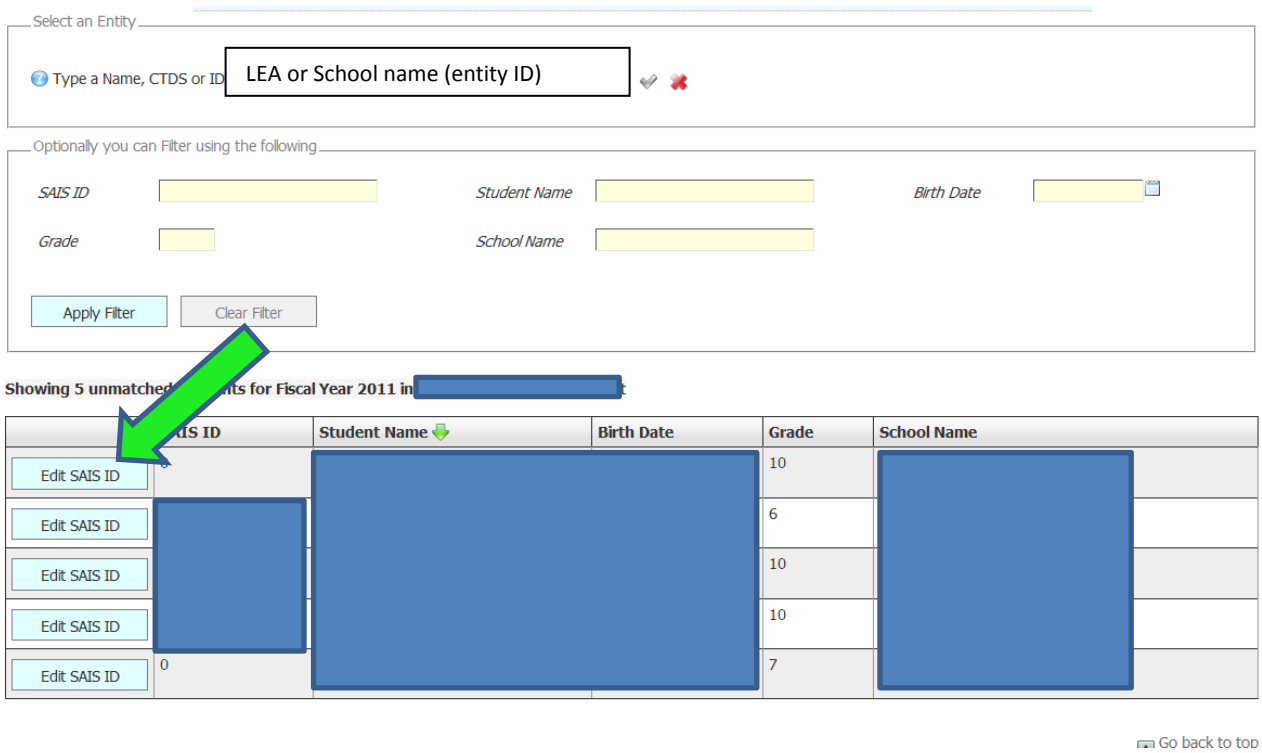


IMPORTANT NOTE: All Common Logon applications, including the reports found on the AZ LEARNS/Adequate Yearly Progress page, have a time-out security feature if your session remains idle for too long. You will see this:



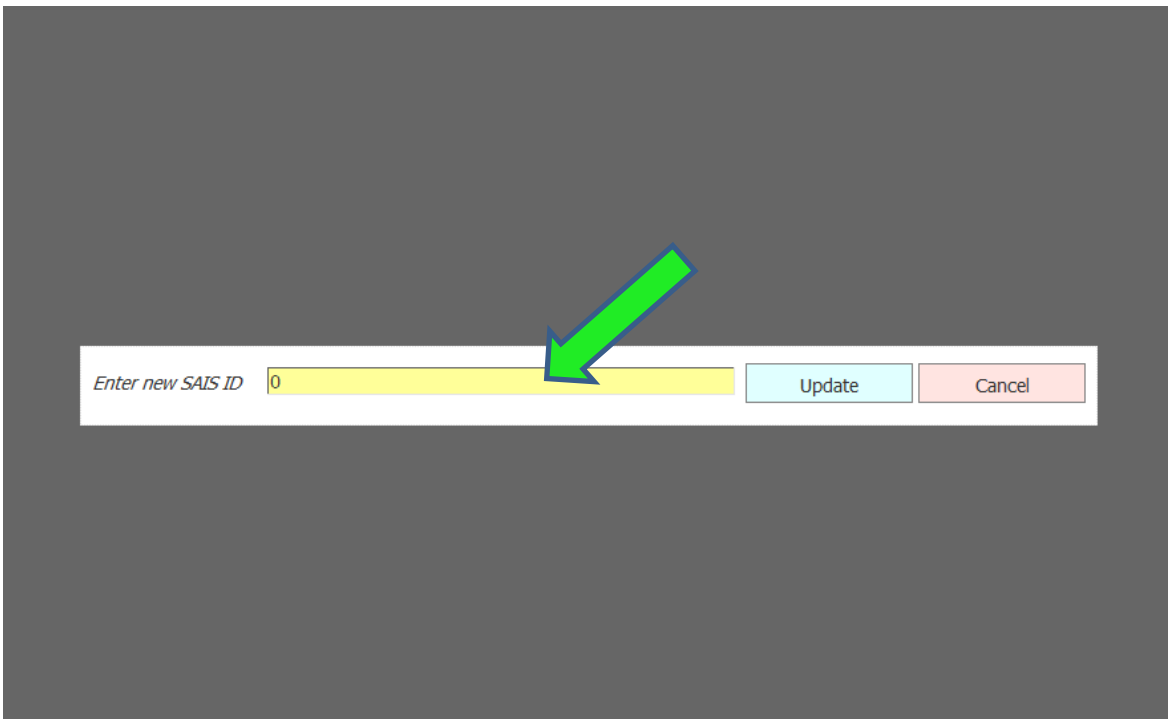
This will negate any changes you have made in the R&E applications since the Warning appeared. We highly recommend that updates be documented in either Word or Excel prior to logging in to ensure that changes are not lost.

To correct SAIS ID numbers, click on Edit SAIS ID next to the SAIS ID you are ready to change.



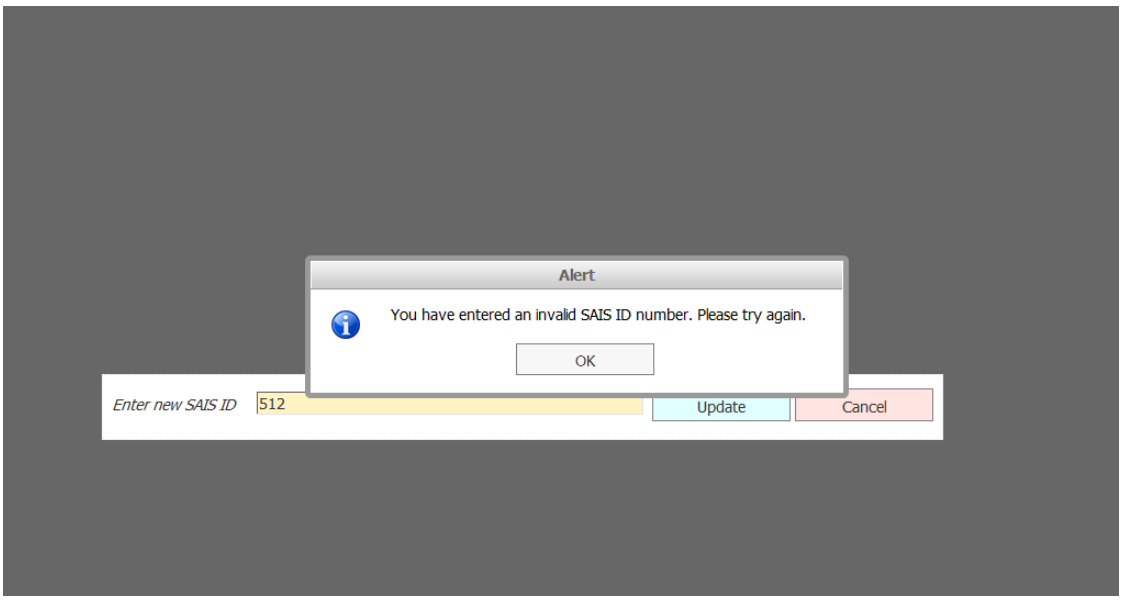
A new dialogue box will open.

Enter the correct SAIS ID number in the field.

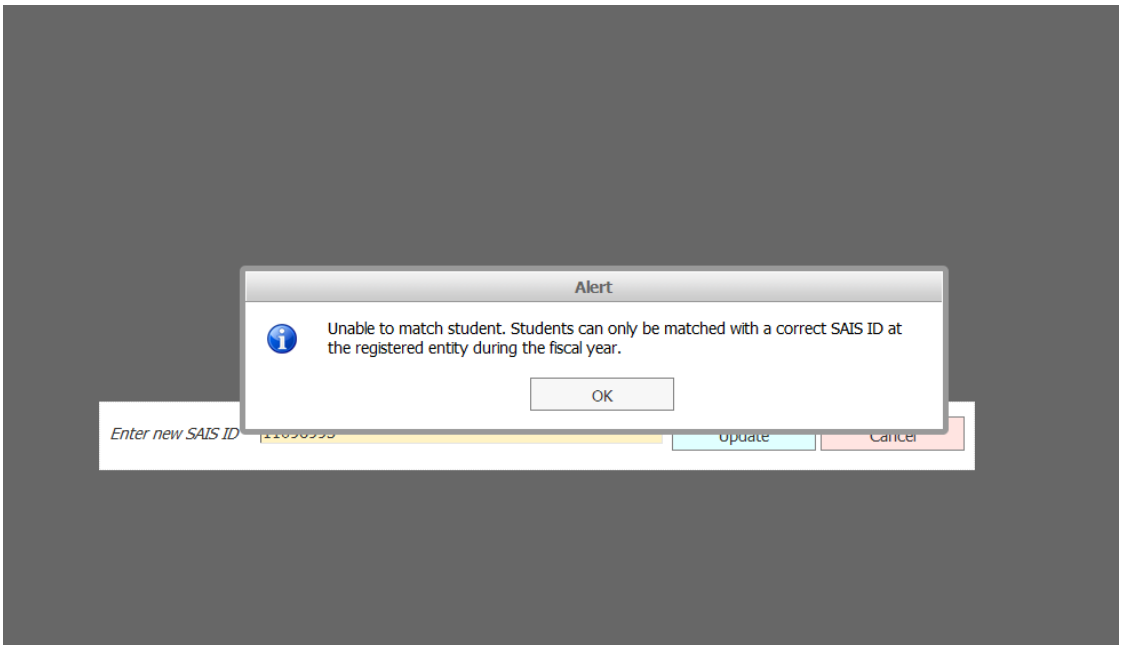


You cannot copy/paste into this field, as it allows only typed numbers. Once you have entered the correct SAIS ID number, click Update.

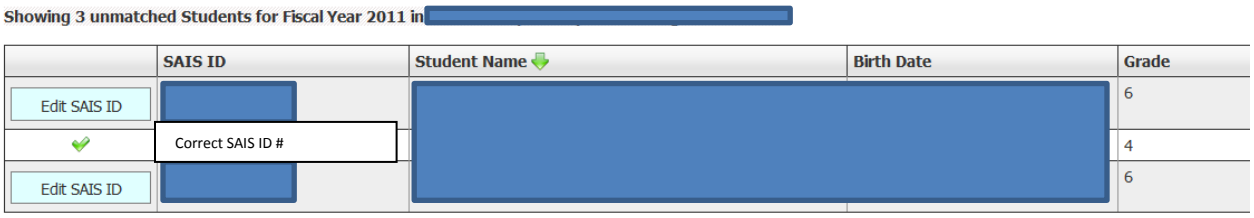
If the number you enter does not match enrollment in your LEA or school, you will see this.



Or this.

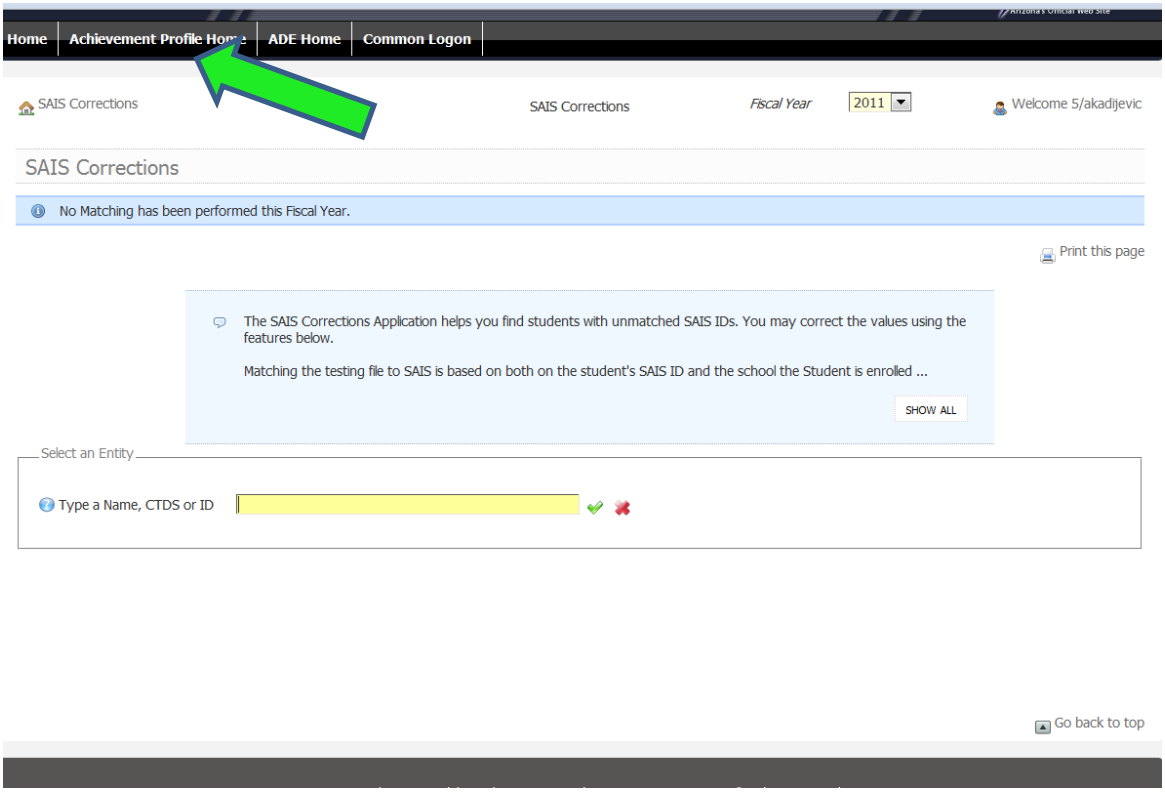


When you enter the correct SAIS ID number and the student was enrolled at the time of testing, you will see a green check mark appear where the Edit SAIS ID button was. When you access the application again, this student record will no longer appear.



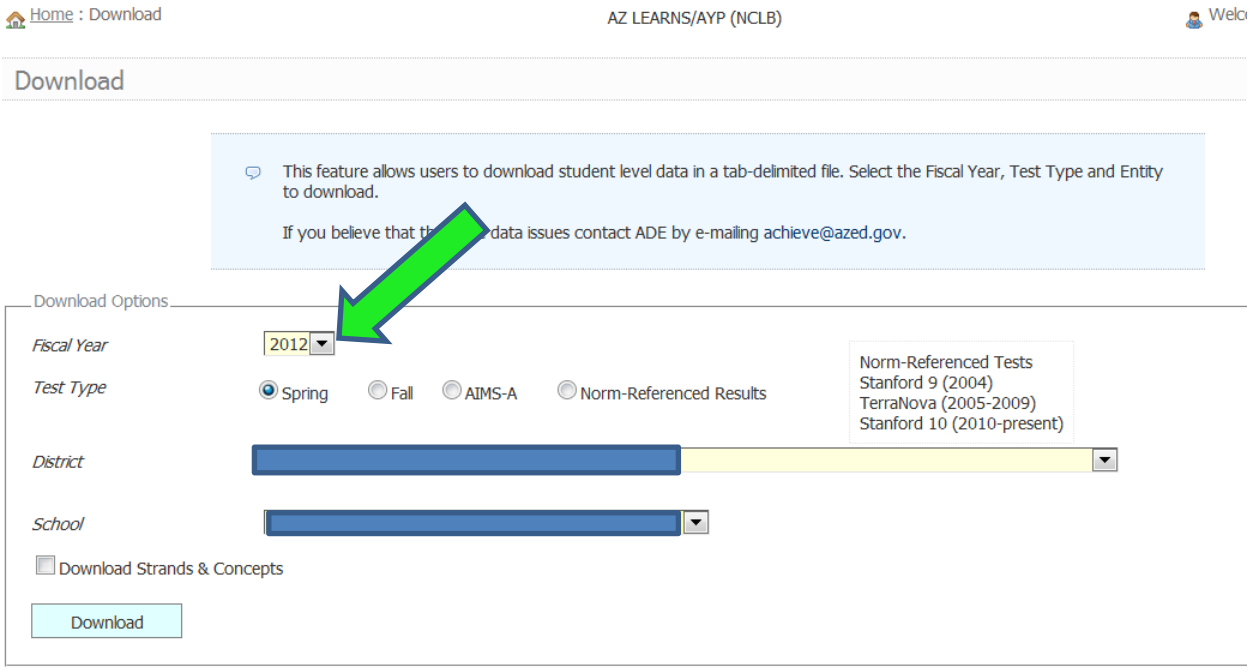
Please keep in mind that student records will remain on this application until the SAIS ID is corrected. If there is nothing to correct in that field, but there is incorrect data in any other field or the student is not enrolled, this record will remain on the application. In the case of some records (home school or private school students, for example, who do not have SAIS ID numbers), they will remain on the application with no further corrections to be made.

To exit the SAIS ID corrections application, click on Achievement Profile Home. This will take you to the AZ LEARNS/Adequate Yearly Progress page.

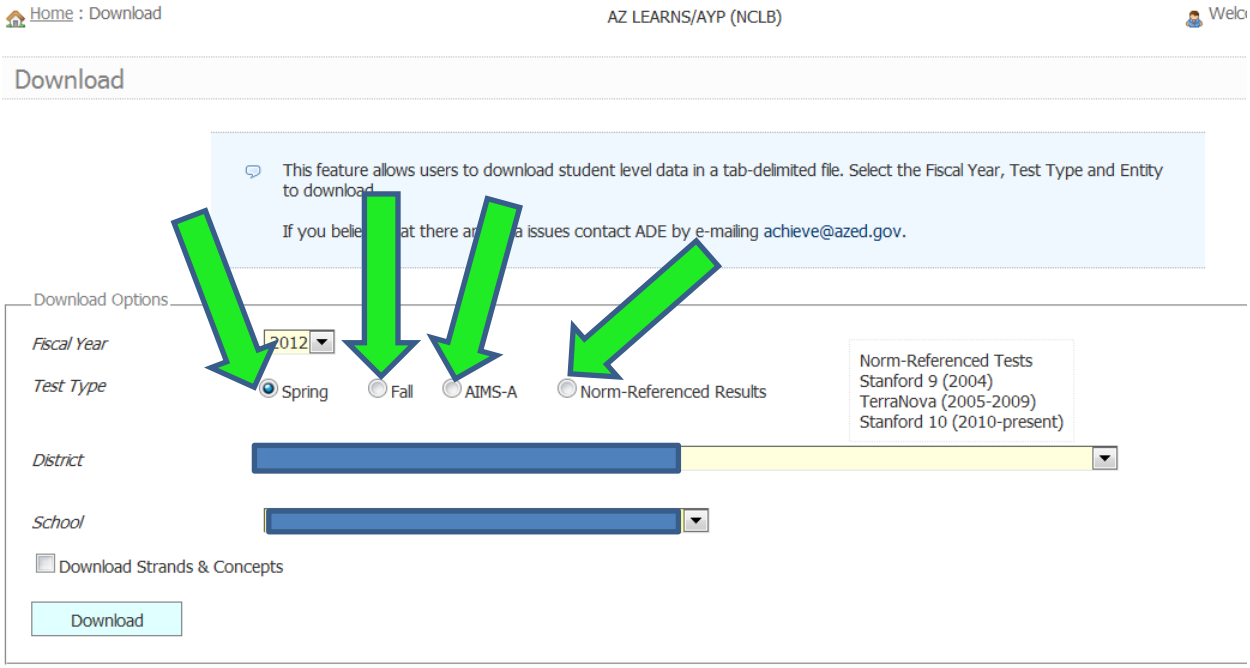


Download Testing Data Application

This application allows you to download student-level AIMS, AIMS-A, and Norm-Referenced test data for your LEA or school. Choose the Fiscal Year first.

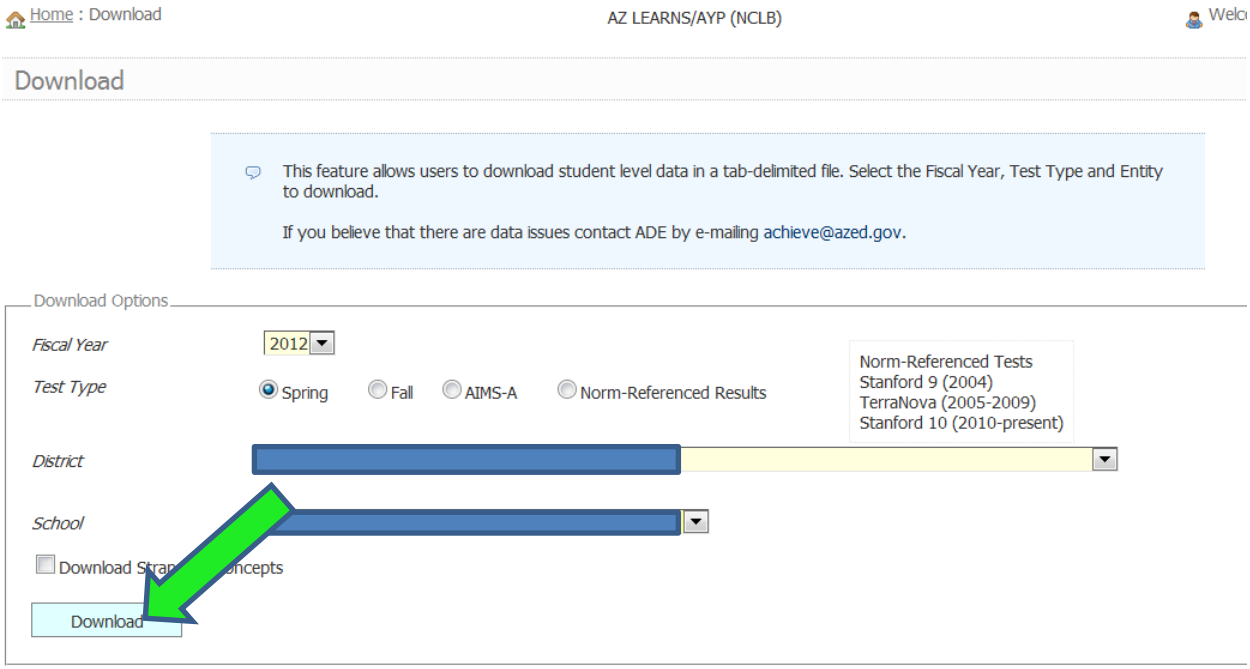


Then choose the Test Type (Spring will pull AIMS data for grades 3-8 and high school; Fall will pull AIMS data for high school only; AIMS-A will pull AIMS-A data only; Norm-Referenced Results will pull only the Norm-Referenced data for grades 2-8 and 9).

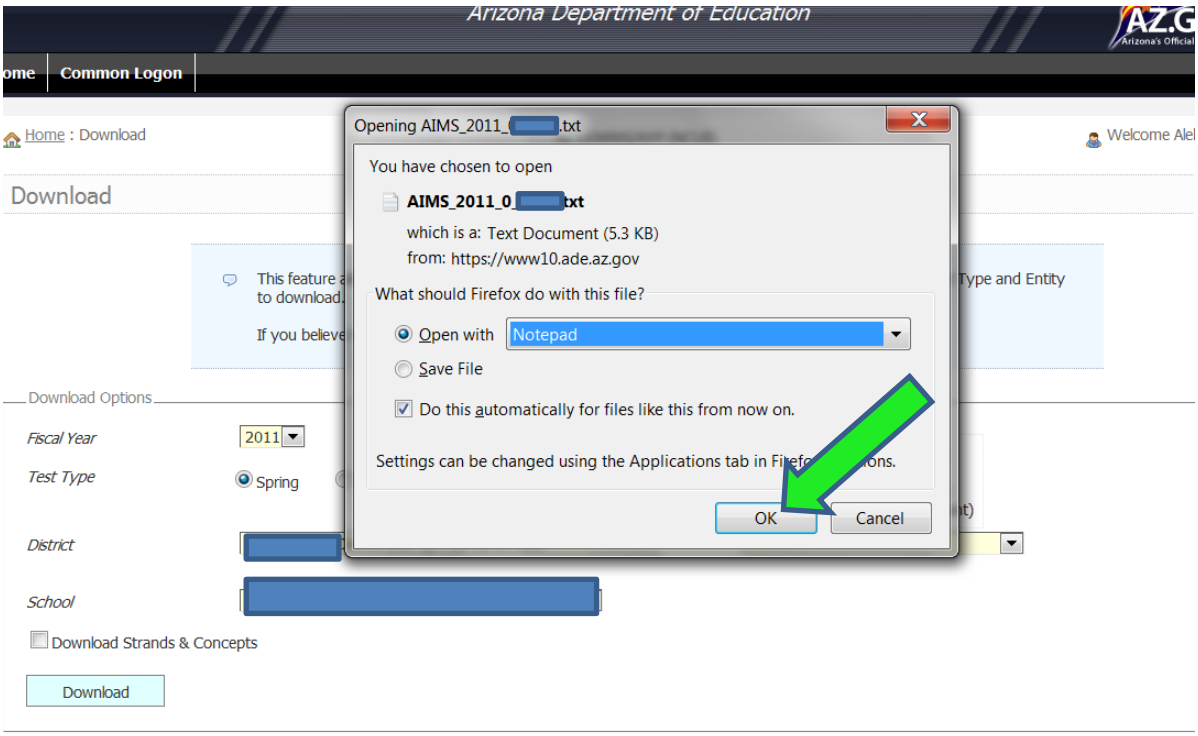


NOTE: The Fall data is tied to Fiscal Year. For example: pulling Fiscal Year 2012 Fall AIMS data will result in test results from October 2011.

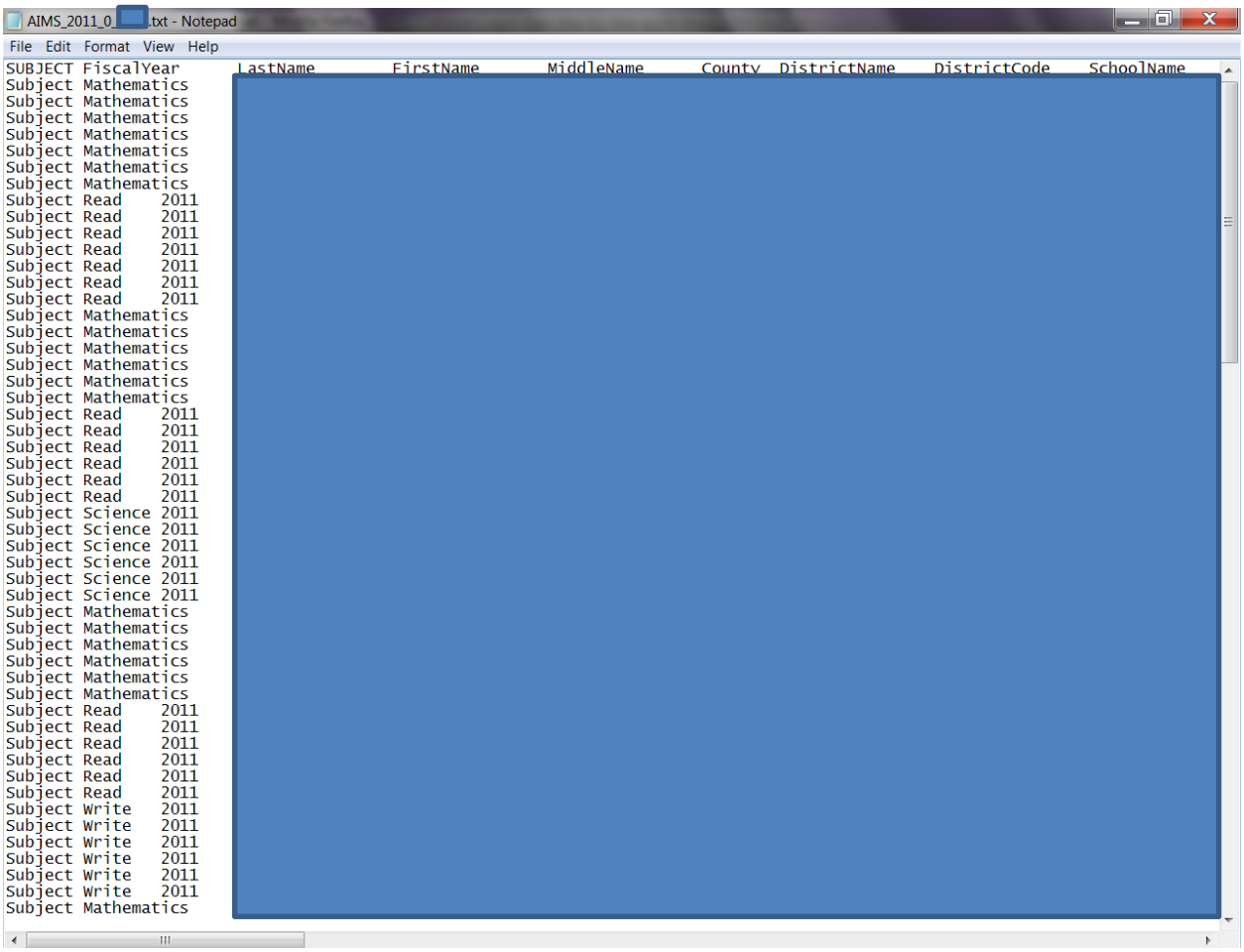
Then click Download.



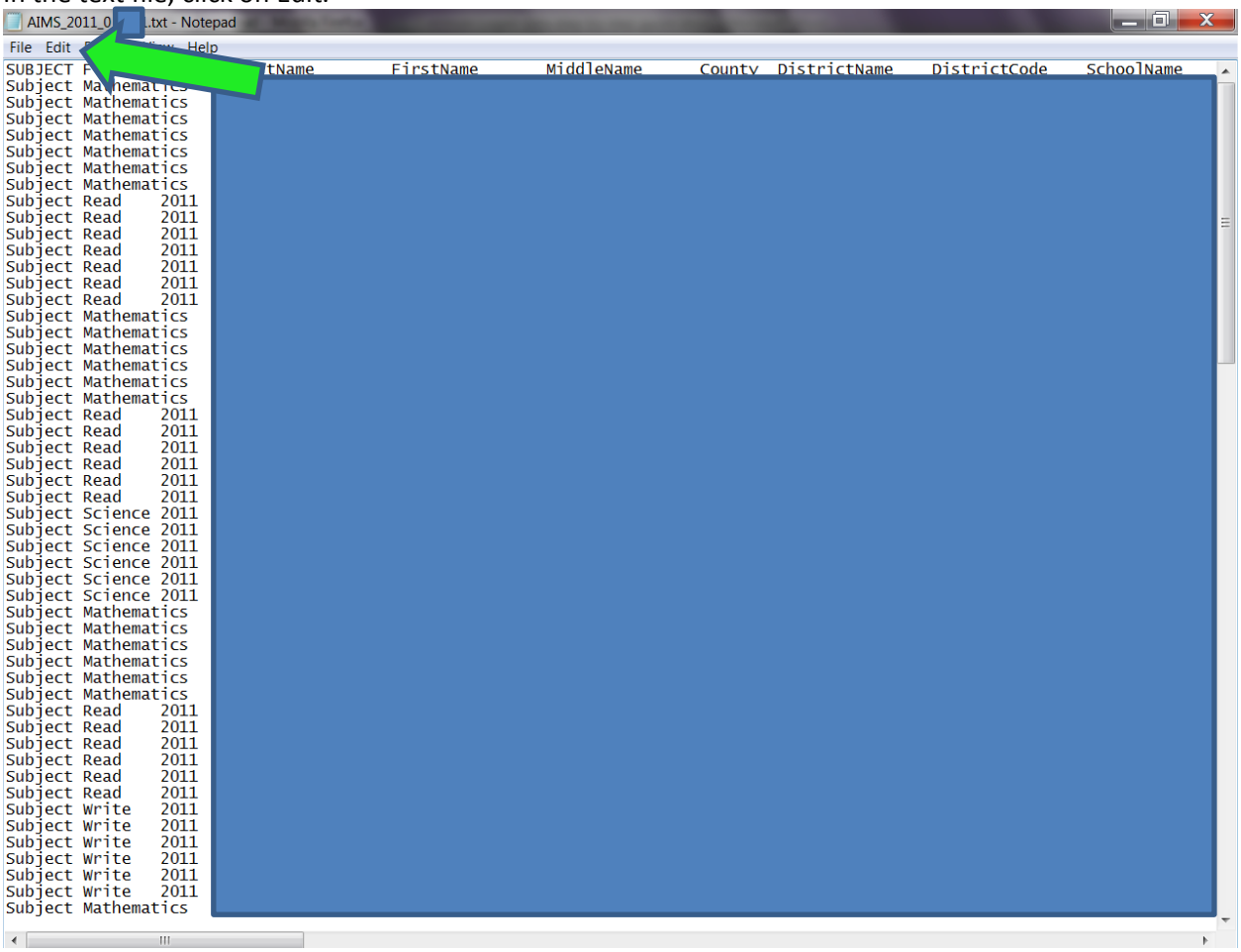
In the dialogue box that opens (similar to this one), click OK.



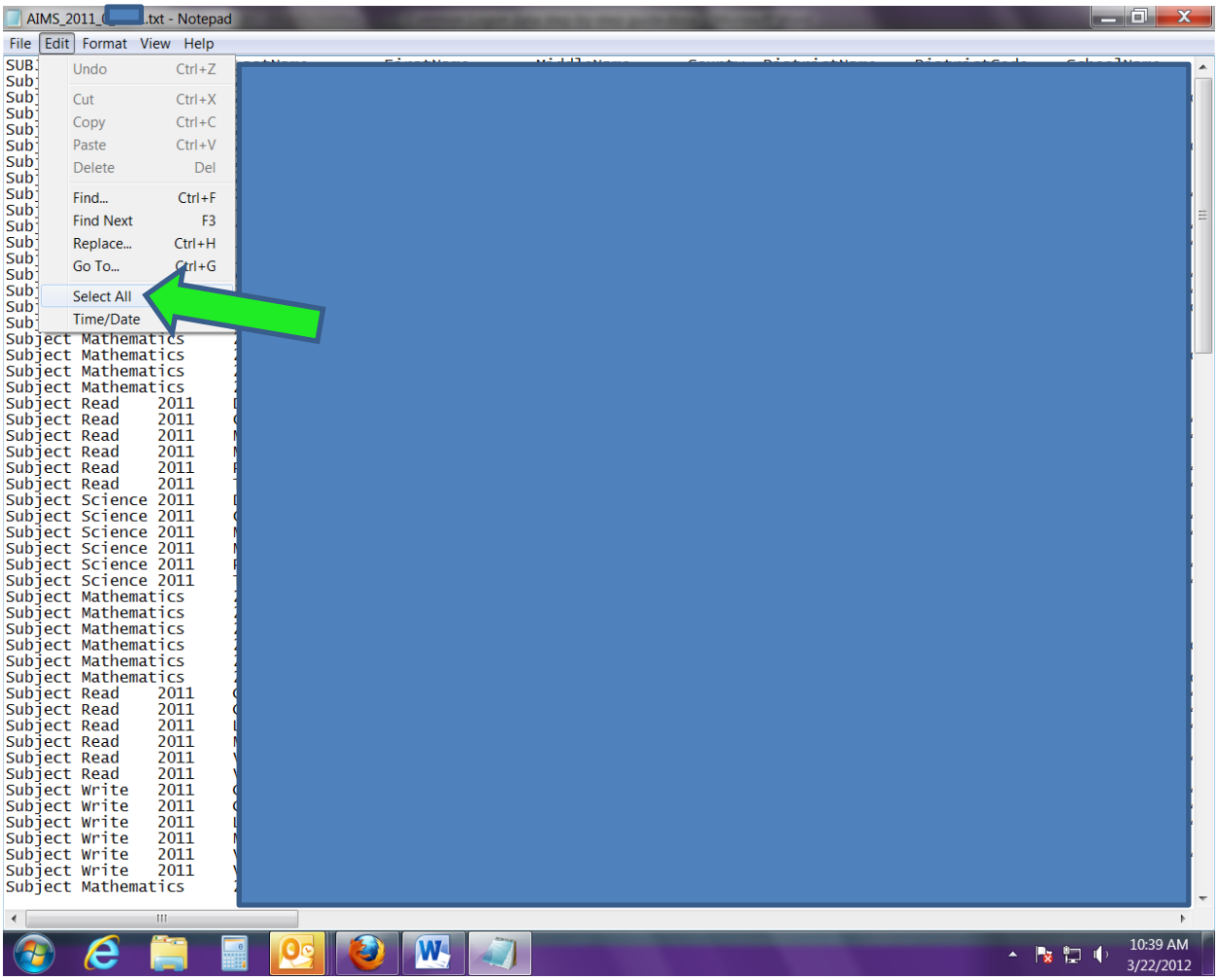
The file will initially open in a tab-delimited text (txt) document.



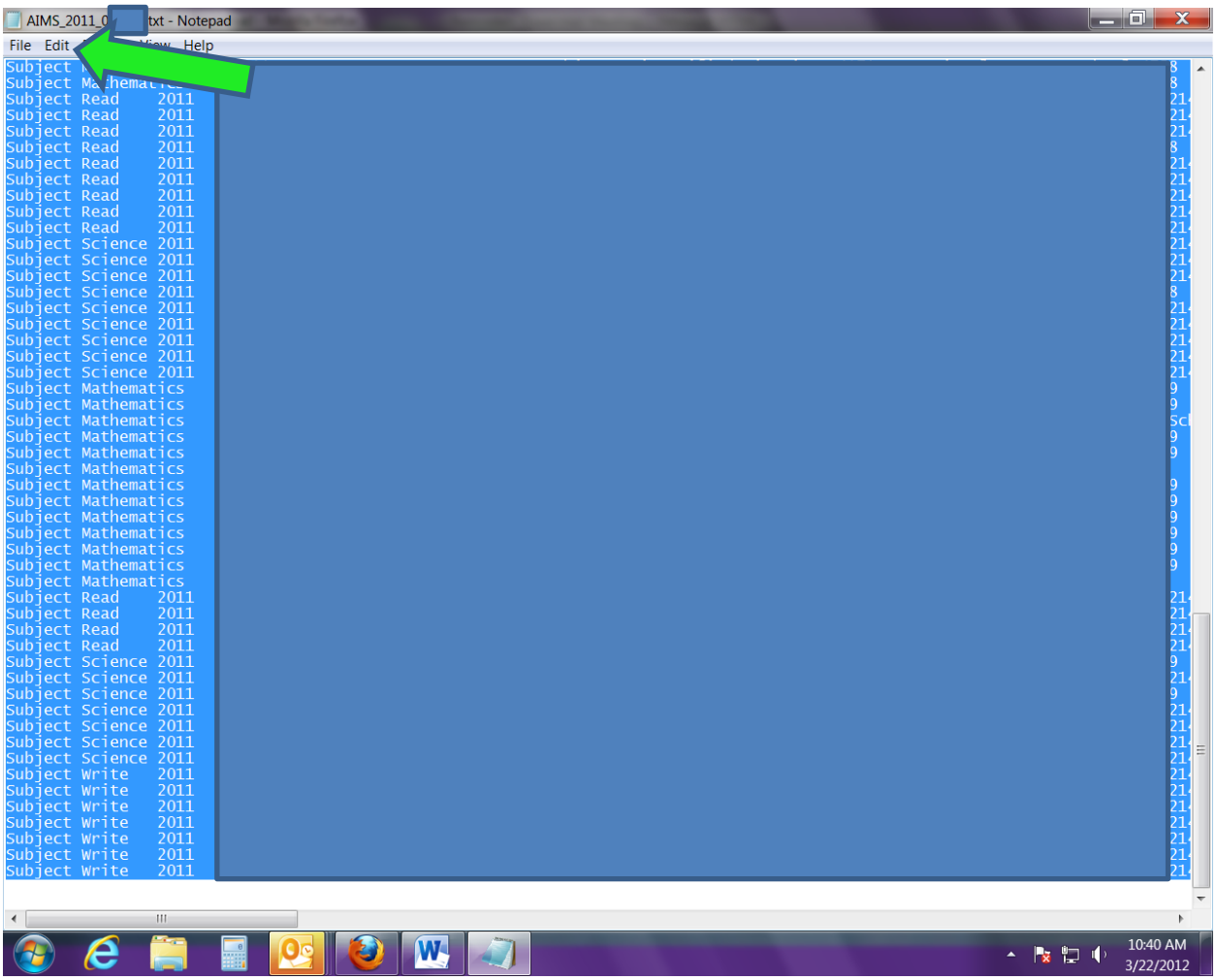
In the text file, click on Edit.



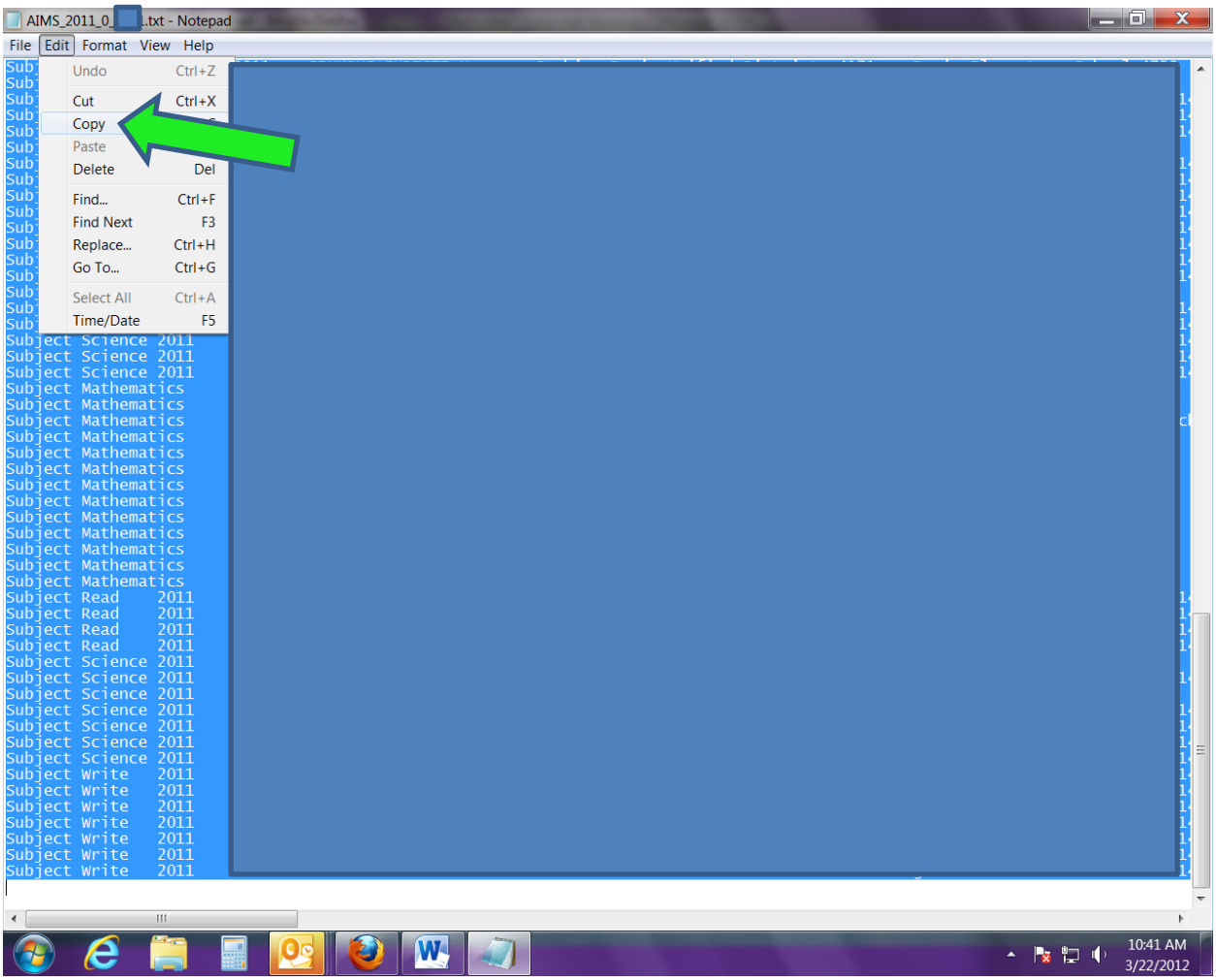
Then click on Select All in the dropdown menu.



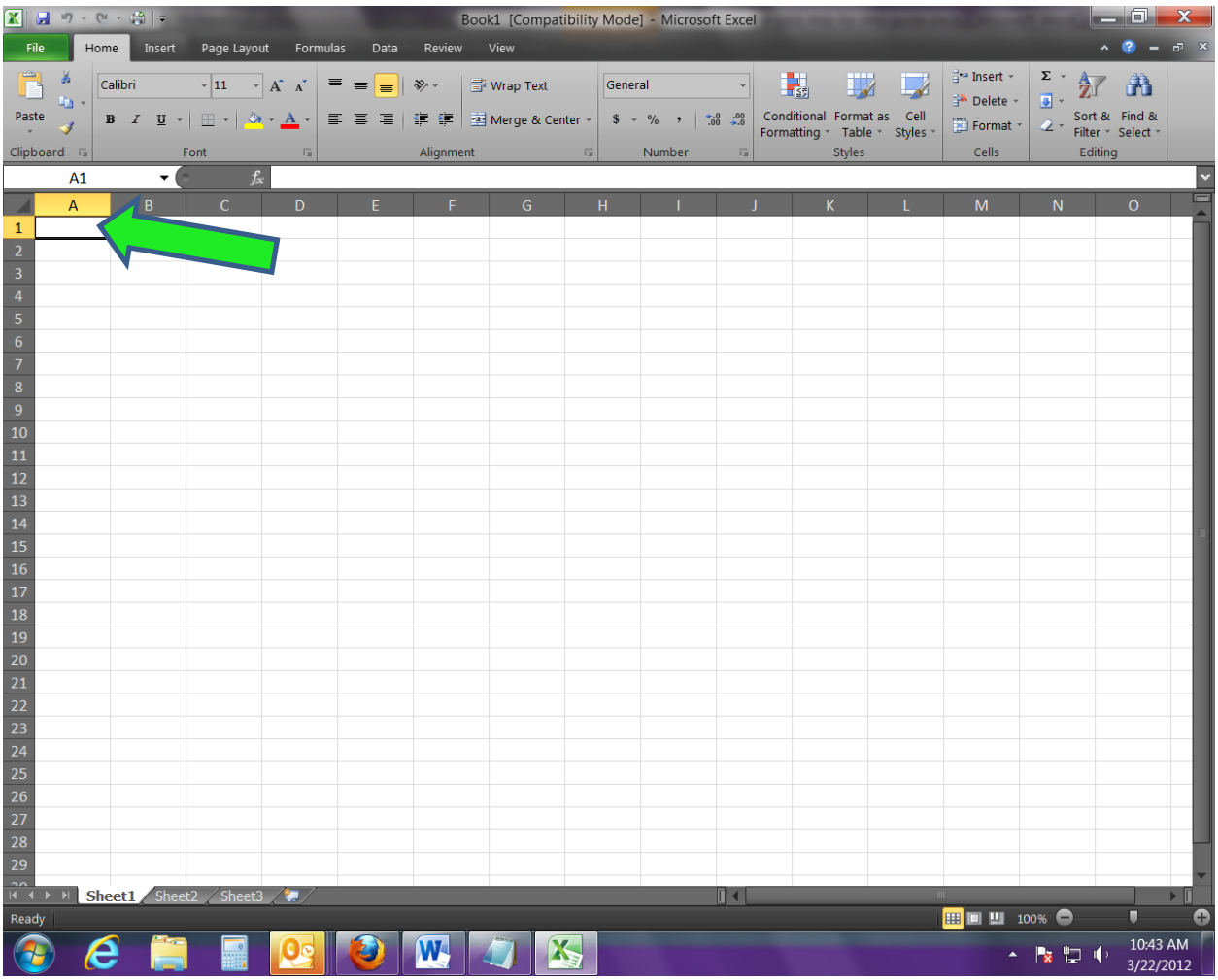
When everything in the document is highlighted, click on Edit again.



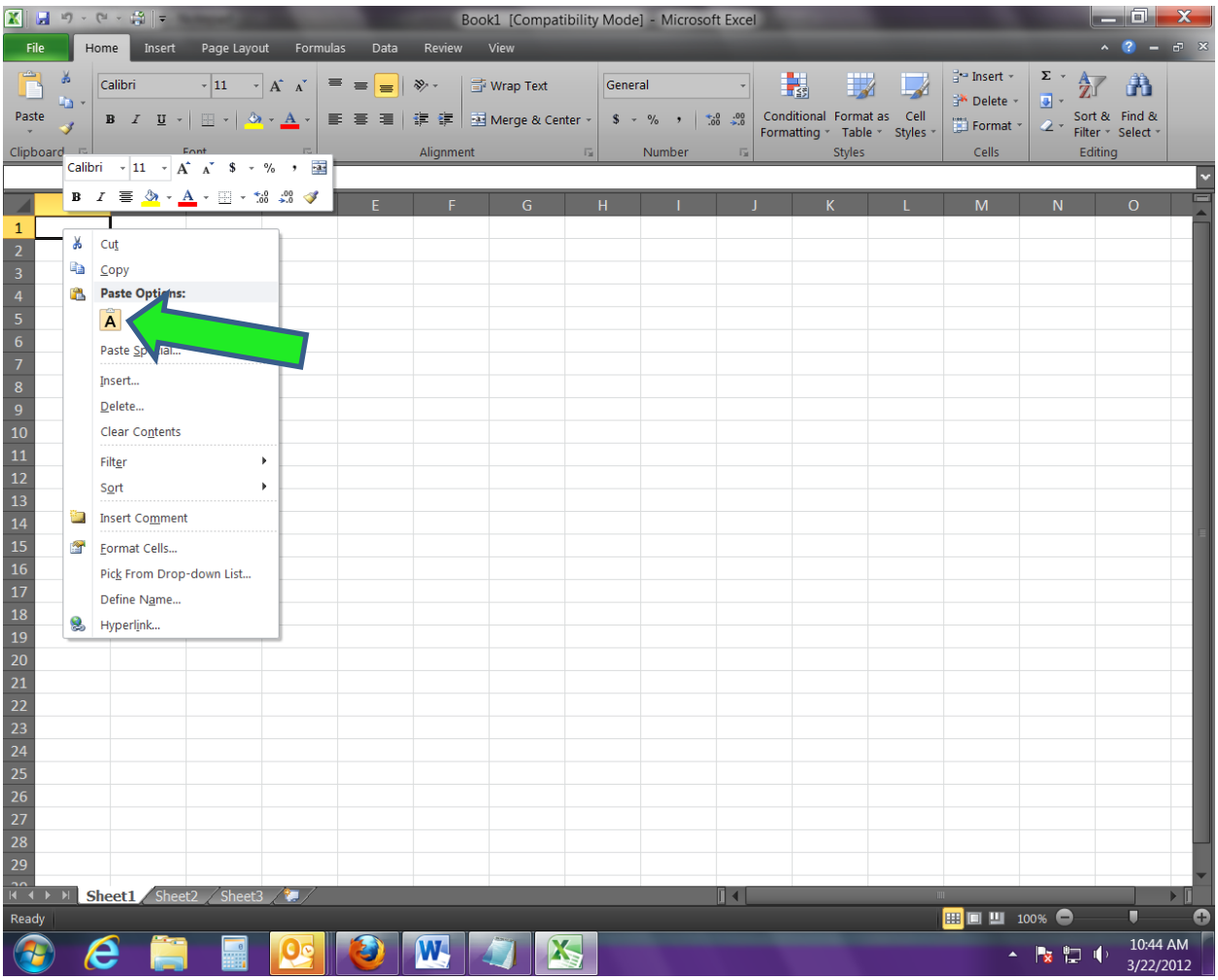
Then, click on Copy.



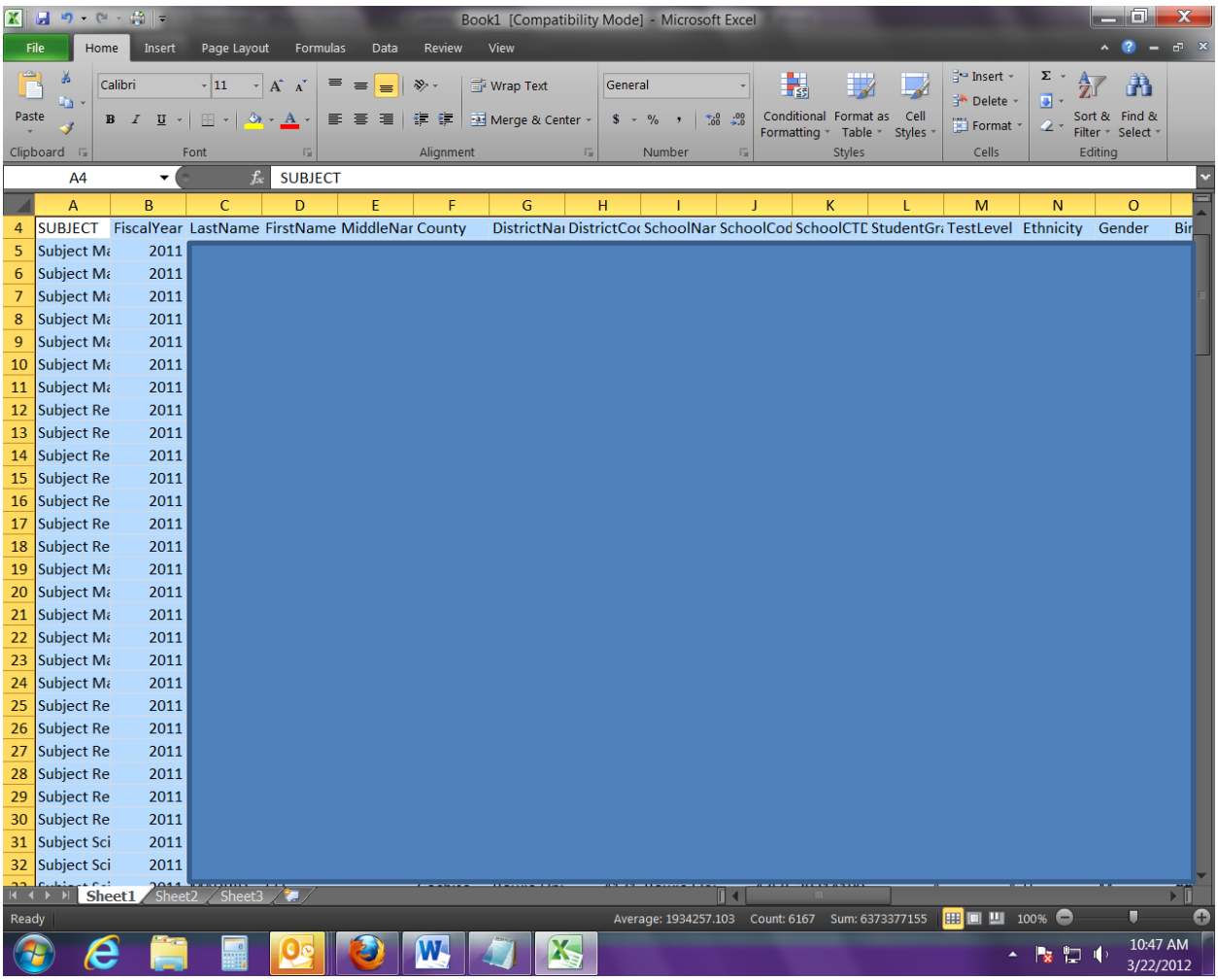
Open a blank Excel document, right-click on the first cell (A1).



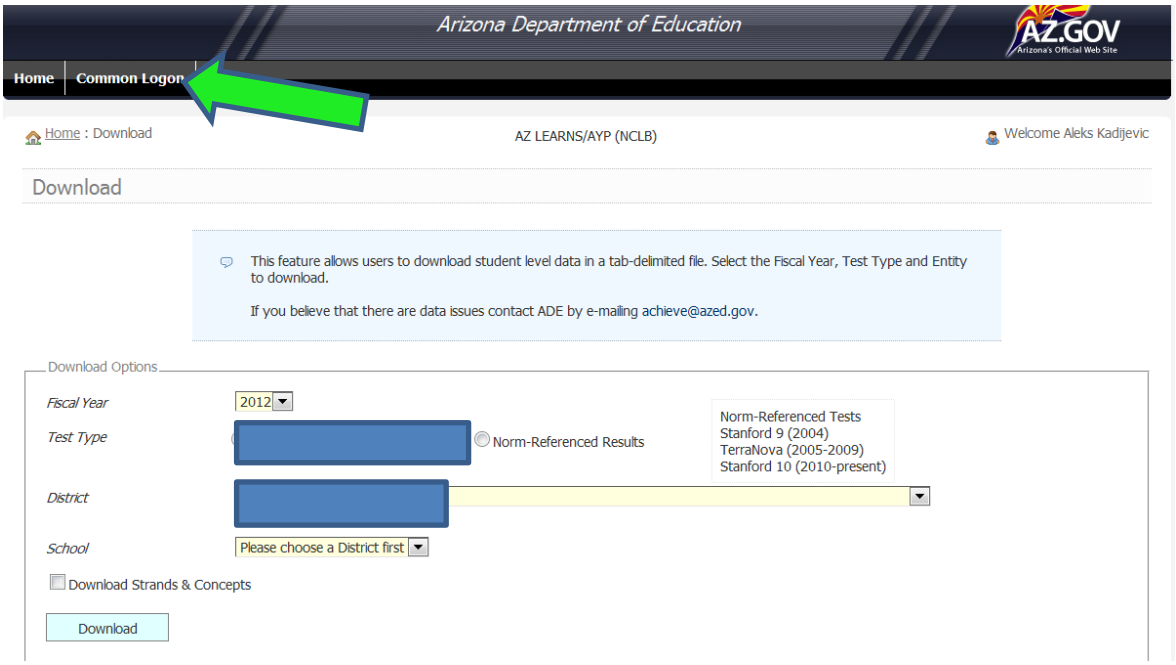
Click on Paste in the dropdown menu.



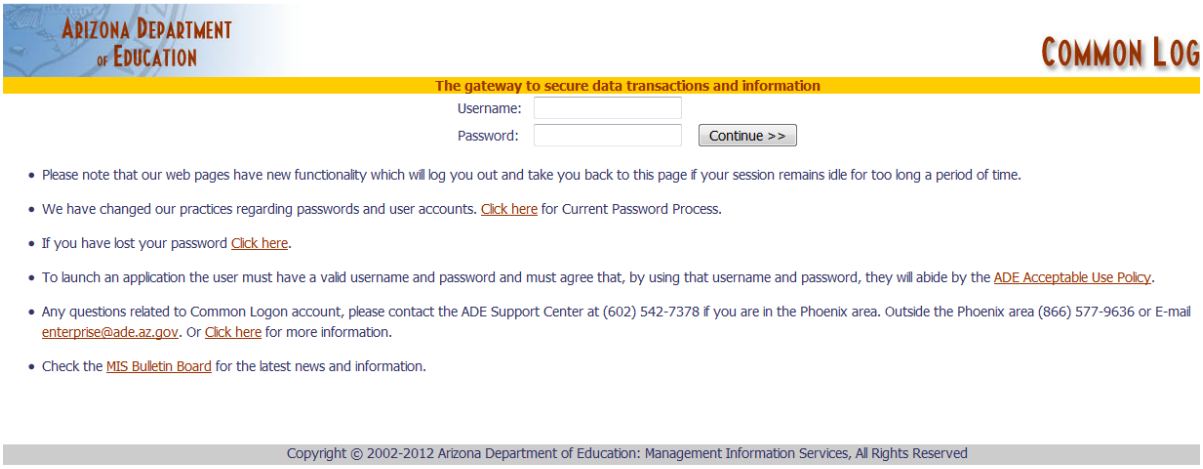
The Excel document will then show all the data in the text file.



To exit the Download Testing Data application, click on the Common Logon button.



This will take you back to the Common Logon log in page.



If you have any questions or suggestions regarding this guide, or require additional assistance, please feel free to contact R&E at 602-542-5151 or via email: Achieve@azed.gov.