

# ADE Quick Reference Guides

## AzEDS Features



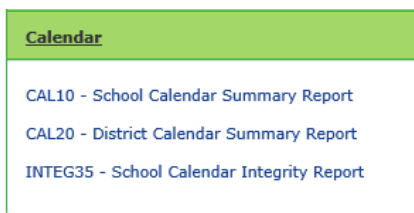
# Instructional Calendar

AzEDS collects instructional calendars via the REST API to validate student data in Integrity.

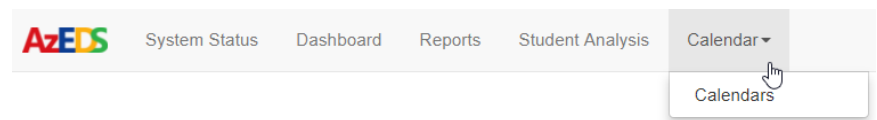
### Permissions

Entity Administrators manage ADEConnect permissions for their respective Local Education Agencies (LEAs). Permissions to the AzEDS Calendar feature allow a user to access the Calendar User Interface and to view and interact with calendar reports.

The Calendar reports menu appears among the other report menus:



The Calendar User Interface adds a new menu item to the AzEDS Portal Ribbon where the user can view calendars submitted by their LEA:



### AzEDS Calendar User Interface

The AzEDS Calendar User Interface shows a user all the calendar tracks for their respective LEAs. The user interface allows a user to visualize the calendar, certify track(s), and view a list of uploaded changes to specific tracks since the last Integrity processing.

LEA Name	School Id	School CTDS	School Name	Track	Instructional Days	Certified	Date Certified	Certified By	Integrity Status	ADE Approved
Alhambra Elementary District(4280-070468000)	5381	070468101	Alhambra Traditional School	Track 01	180	No			Pending	Yes
Alhambra Elementary District(4280-070468000)	5383	070468103	James W. Rice Primary School	Track 01	180	No			Pending	Yes
Alhambra Elementary District(4280-070468000)	5384	070468104	Barcelona Middle School	Track 01	180	No			Pending	Yes
Alhambra Elementary District(4280-070468000)	5385	070468106	Catalina Ventura School	Track 01	180	No			Pending	Yes
Alhambra Elementary District(4280-070468000)	5386	070468107	Cordova Elementary School	Track 01	180	No			Pending	Yes
Alhambra Elementary District(4280-070468000)	5387	070468109	Granada East School	Track 01	180	No			Pending	Yes
Alhambra Elementary District(4280-070468000)	5388	070468110	Granada Primary School	Track 01	180	No			Pending	Yes
Alhambra Elementary District(4280-070468000)	5390	070468112	Sevilla Primary School	Track 01	180	No			Pending	Yes
Alhambra Elementary District(4280-070468000)	5391	070468113	R.E. Simpson School	Track 01	180	No			Pending	Yes

1. **Sort and Filter:** The Calendar User Interface can be sorted or filtered on any of the headings.
2. Choosing the track opens the **“View Calendar”** screen with a visualization of the selected track.
3. With a viewer-level permission, the Certified column displays the **Certified status** of each track.

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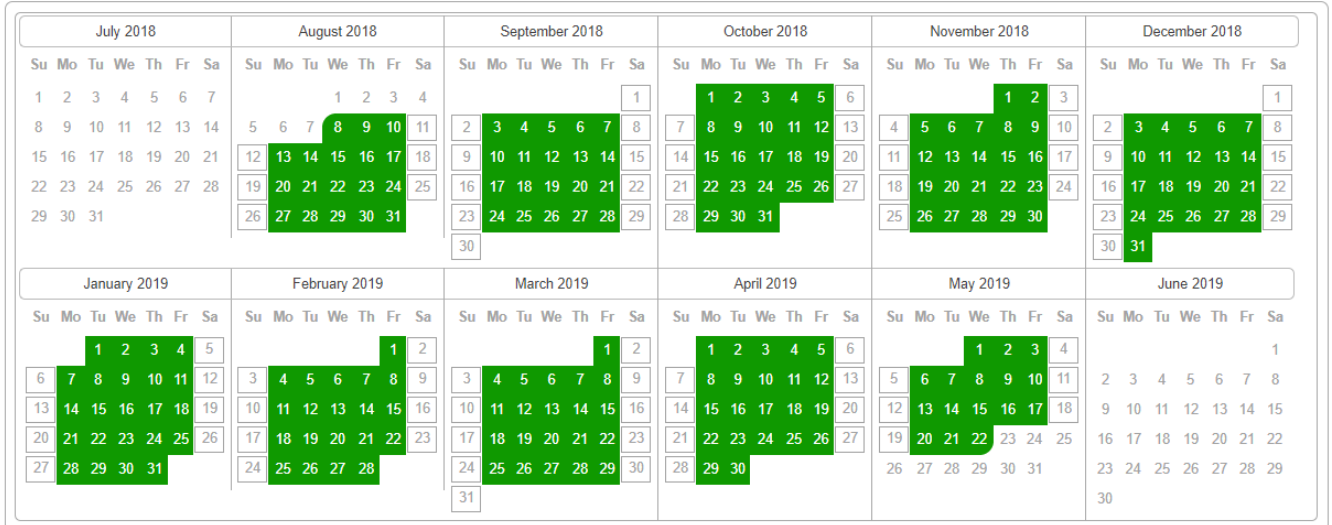
View Calendar

Fiscal Year	2019	Local Education Agency	Alhambra Elementary District (070468000 - 4280)
Track Desc	7	School	Alhambra Traditional School (070468101 - 5381)

Calendar View **Pre-Integrity vs Post-Integrity Comparison**

Show Pre-Integrity Calendar data  
 Show Post-Integrity Calendar data

Declared Begin Date	08/08/2018	Declared Instructional Days	180
Declared End Date	05/22/2019	Submitted Instructional Days	206
		Submitted Non-Instructional Days	82



6 Legend

First Day of School Declared	First Day of School Declared + Instructional day Submitted	Instructional Day	Non Instructional Day	Submitted Weekend	Submission Missing	Sub. Invalid
Last Day of School Declared	Last Day of School Declared + Instructional day Submitted	Holiday	Winter break	Fall break	Spring break	Multiple Events

- Integrity Radio Buttons:** Changes the displayed visualization between the track event descriptors available at the most recent AzEDS Integrity process and the track event descriptors submitted since the last AzEDS Integrity process.
- Track Header Information and summary:** Displays the track begin date, end date, and instructional days as submitted, and the summarized track event descriptors.
- Legend of track event descriptors:** The legend helps summarize and display track event descriptors.
- Pre-Integrity vs Post-Integrity Comparison list:** Choosing the next tab opens a list that compares the track event descriptors available from the most recent AzEDS Integrity process and the track event descriptors submitted since the last AzEDS Integrity process.

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View Calendar

Fiscal Year	2019	Local Education Agency	CHILDREN'S CENTER FOR NEURODEVELOPMENTAL STUDIES (072167000 - 7363)
Track Desc	Track 01	School	The Childrens Center for Neurodevelopmental Studies (072167001 - 7364)

Calendar View Pre-Integrity vs Post-Integrity Comparison

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Only show dates with differences

Calendar Date	Pre-Integrity - Event Type	Post-Integrity - Event Type
08/01/2018	Instructional day	Instructional day
08/02/2018	Instructional day	Instructional day
08/03/2018	Instructional day	Instructional day
08/04/2018	Weekend day	Weekend day
08/05/2018	Weekend day	Weekend day
08/06/2018	Instructional day	Instructional day

View Calendar

Fiscal Year	2019	Local Education Agency	Vail Unified District (100220000 - 4413)
Track Desc	Track 01	School	Civano Charter School (100220118 - 78835)

Calendar View Pre-Integrity vs Post-Integrity Comparison

Only show dates with differences

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Calendar Date	Pre-Integrity - Event Type	Post-Integrity - Event Type
07/16/2018	Instructional day	null
07/17/2018	Instructional day	null
07/18/2018	Instructional day	null
07/19/2018	Instructional day	null
07/20/2018	Instructional day	null
07/21/2018	Weekend day	null

8. **Difference between last AzEDS Integrity process and real-time visualization:** The checkbox allows the user to filter for lines with changes to the track event descriptors.

9. List line turns red when a **track event descriptor has changed** since the list AzEDS Integrity process.

## Certify

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LEA Name	School Id	School CTDS	School Name	Track	Instructional Days	Certified	Date Certified	Certified By	Integrity Status	ADE Approved
Chandler Unified District #80(4242-070280000)	5118	070280113	Sanborn Elementary School	Track 01	200	Certify			Pending	Yes
Chandler Unified District #80(4242-070280000)	5118	070280113	Sanborn Elementary School	Track 02	180	Certify			Pending	Yes
Chandler Unified District #80(4242-070280000)	5119	070280114	Chandler Traditional Academy - Goodman	Track 01	200	Certify			Pending	Yes
Chandler Unified District #80(4242-070280000)	5119	070280114	Chandler Traditional Academy - Goodman	Track 02	180	Certify			Pending	Yes
Chandler Unified District #80(4242-070280000)	5120	070280115	Weinberg Elementary School	Track 01	200	Certify			Pending	Yes
Chandler Unified District #80(4242-070280000)	5120	070280115	Weinberg Elementary School	Track 02	180	Certify			Pending	Yes

10. If a user has permission to Certify a track: The Certified column shows a button on tracks that are currently available to Certify. A **Certify button** opens a screen with a statement to validate.

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Certify Calendar ✕

**School Id** 5118  
**School CTDS** 070280113  
**School Name** Sanborn Elementary School  
**Track** Track 01

Grade(s)	Annual Instructional Time Requirement(s)
PS	216 hours in a 360 minute per week program
KG	356 hours
1 to 3	712 hours
4 to 6	890 hours
7 and 8	1000 hours
9 to 12	720 hours

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As the superintendent of this LEA, I certify that the selected calendar track(s) meet the minimum instructional time requirements in A.R.S. § 15-901 as summarized above.

Cancel Certify

11. The checkbox may be chosen whether certifying one or multiple calendar tracks.