



Educational Monitoring, Assistance and Compliance

EMAC LEA Portal Updates

# Introduction

Welcome to the Educational Monitoring Assistance and Compliance (EMAC) application. This document is a high-level overview of updates to the EMAC LEA Portal. These updates will affect the below roles in the EMAC LEA Portal application.

**Current Version:** LEA/School Users can only access and Submit data for task(s) assigned to the LEA/School User.

**Gap with the Current Version:** When a Monitoring Program is created, and a task is assigned to an Education Organization. EMAC LEA/School user would not be **AWARE** of the Monitoring Program/Task(s) until an EMAC LEA Administrator assigns the task to an EMAC LEA/School User.

**Updated Version:** LEA/School Users can access the and Submit data for task(s) assigned to the LEA/School User. **Additionally, LEA/School Users can view the remaining task(s) which are assigned to the Education Organization in a READ-ONLY Mode.**

## Roles:

EMAC LEA Admin (In case of EMAC LEA User being the EMAC LEA Admin)

EMAC LEA User

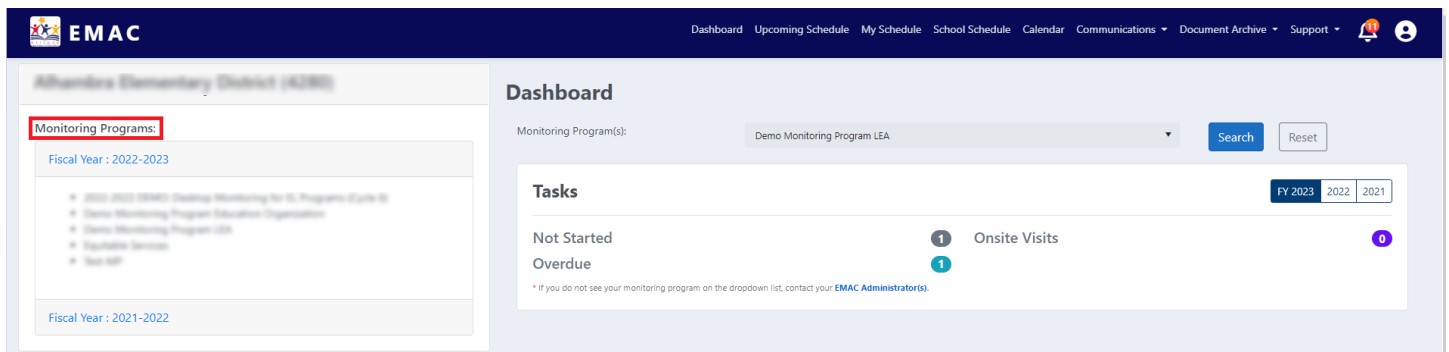
EMAC School User

# 1. EMAC LEA Portal Dashboard Updates

## Update 1.1: Monitoring Program(s) view on Dashboard:

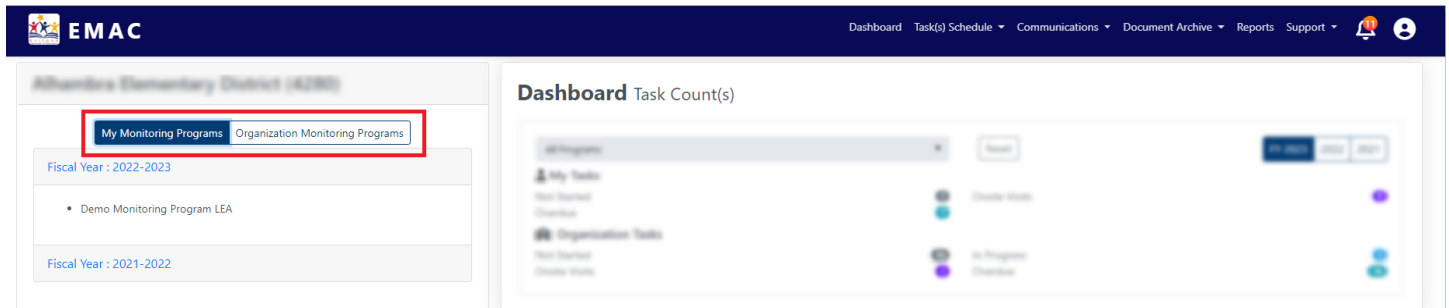
### Current Version:

EMAC LEA/School Users can view all Monitoring Program(s) assigned to an Educational Organization.



### Updated Version:

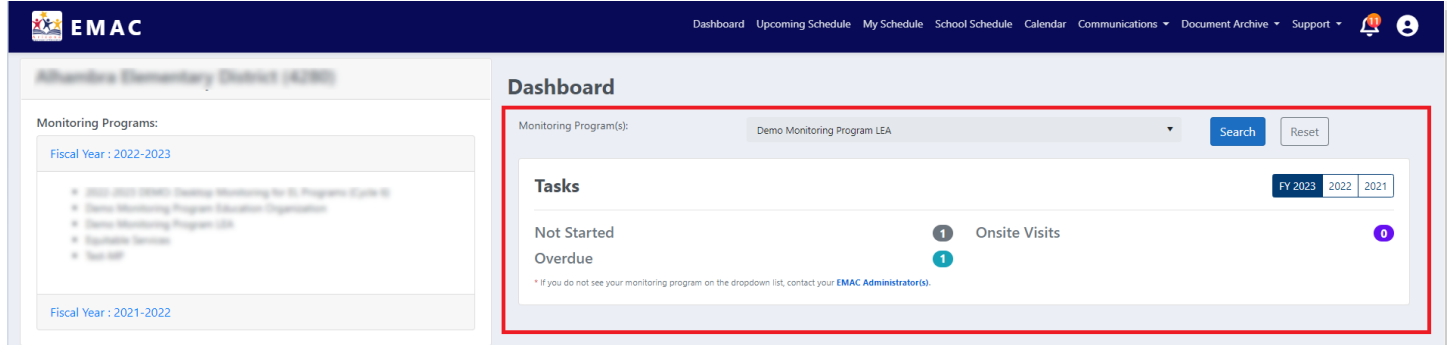
EMAC LEA/School Users can toggle between “My Monitoring Programs” and “Organization Monitoring Programs”.



## Update 1.2: Task Counts (My Tasks and Organization Tasks)

### Current Version:

**Tasks:** This section currently displays all the task counts assigned to an **EMAC LEA/School User**.

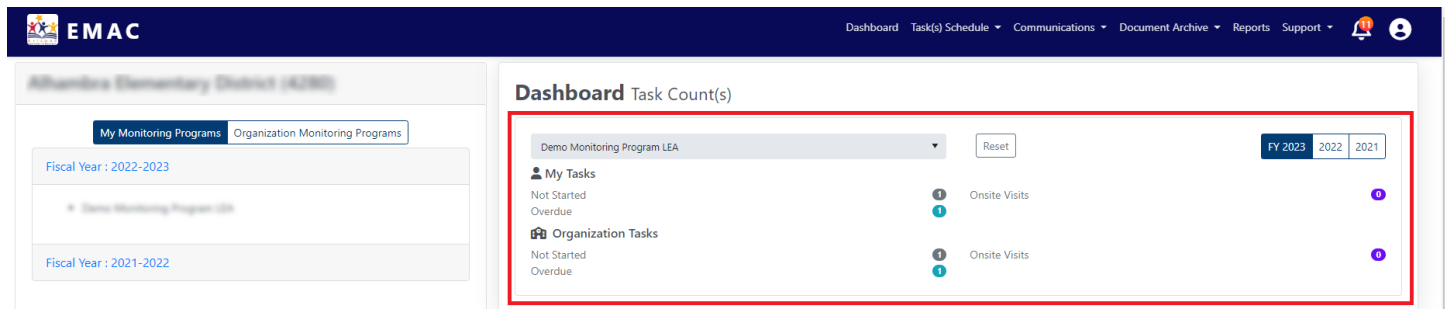


The screenshot shows the EMAC Dashboard for 'Allamuchy Elementary District (4290)'. The 'Dashboard' section is highlighted with a red box. It displays 'Monitoring Program(s): Demo Monitoring Program LEA' with 'Search' and 'Reset' buttons. Below this, the 'Tasks' section shows counts for 'FY 2023', '2022', and '2021'. For 'Onsite Visits', there is 1 'Not Started' and 0 'Overdue' tasks. For 'Organization Tasks', there is 1 'Not Started' and 1 'Overdue' task. A note states: '\* If you do not see your monitoring program on the dropdown list, contact your EMAC Administrator(s)'.

### Updated Version:

**My Tasks:** This section will display all the task counts assigned to an **EMAC LEA/School User**.

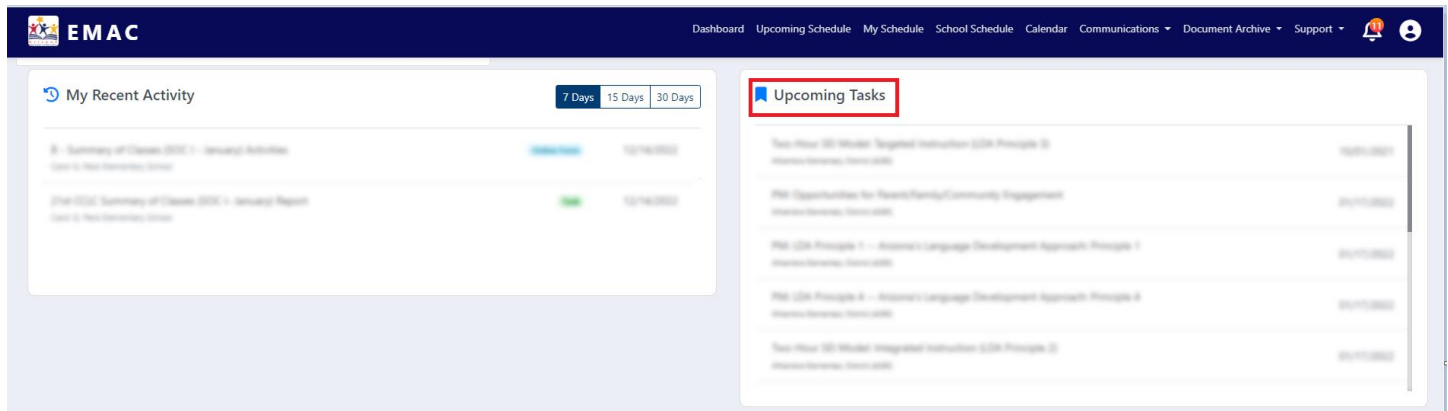
**Organization Tasks:** This section will display all the task counts assigned to an **Education Organization**.



The screenshot shows the EMAC Dashboard for 'Allamuchy Elementary District (4290)'. The 'Dashboard Task Count(s)' section is highlighted with a red box. It displays 'Monitoring Program(s): Demo Monitoring Program LEA' with 'Reset' and 'FY 2023', '2022', '2021' buttons. Below this, the 'My Tasks' section shows counts for 'Onsite Visits' (1 Not Started, 1 Overdue) and 'Organization Tasks' (1 Not Started, 1 Overdue).

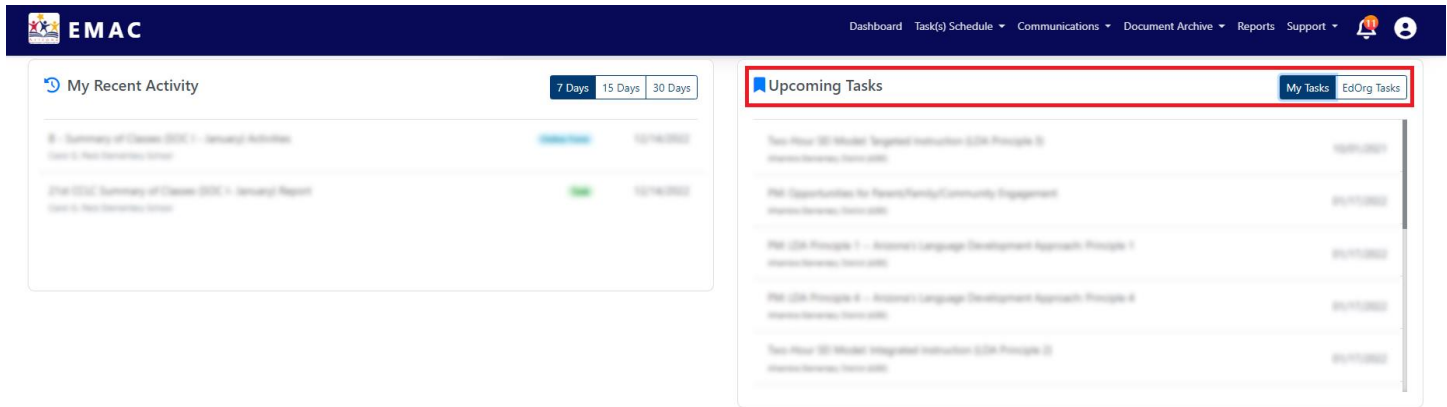
## Update 1.3: Upcoming Tasks

**Current Version:** This section currently displays all the upcoming tasks to an Education Organization LEA/School User.



The screenshot shows the EMAC Dashboard for 'Allamuchy Elementary District (4290)'. The 'Upcoming Tasks' section is highlighted with a red box. It displays a list of tasks with their due dates. The tasks listed are: 'Task Hour 30 Model: Targeted Instruction (204 Principle 3)', 'The Opportunity for Racial/Ethnic Community Engagement', 'The 204 Principle 1 - Address Language Development Approach Principle 1', 'The 204 Principle 2 - Address Language Development Approach Principle 4', and 'Task Hour 30 Model: Integrated Instruction (204 Principle 2)'.

**Updated Version:** EMAC LEA/School Users can toggle between My Tasks and Organization Tasks under “Upcoming Tasks” Section.

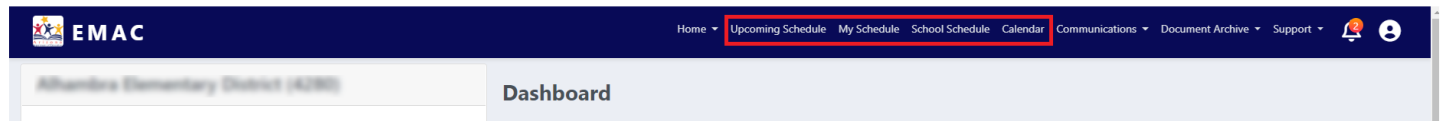


The screenshot shows the EMAC dashboard with the 'Upcoming Tasks' section highlighted. At the top right of this section, there are two toggle buttons: 'My Tasks' (selected) and 'EdOrg Tasks'.

### Update 1.4: Navigation Menu

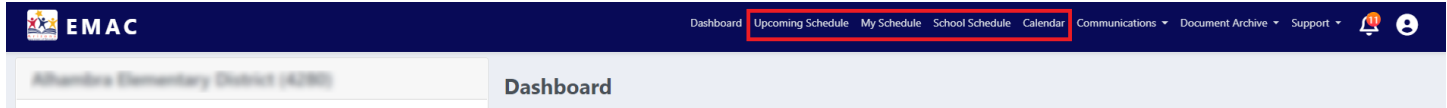
**Current Version:** Upcoming Schedule, My Schedule, School Schedule (Not visible for School User) and Calendar.

LEA Admin being the LEA User:



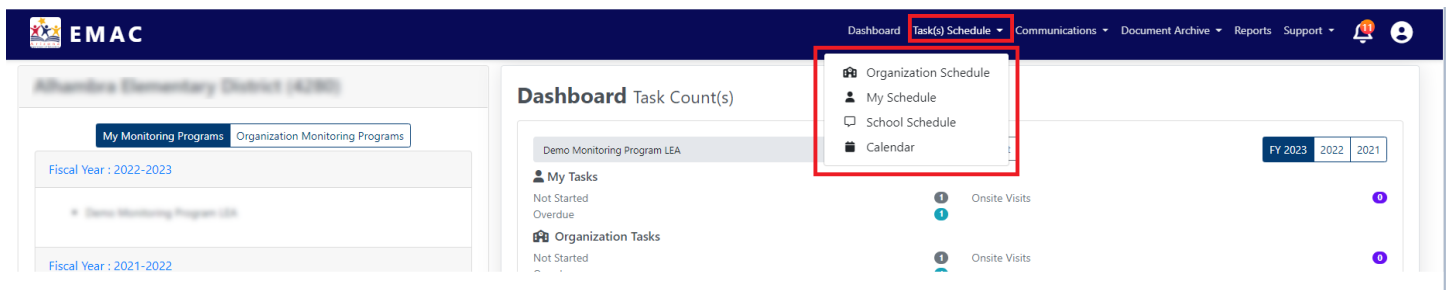
The screenshot shows the EMAC dashboard for a LEA Admin. The navigation menu at the top includes 'Upcoming Schedule', 'My Schedule', 'School Schedule', and 'Calendar', all of which are highlighted with a red box.

LEA/School Users:



The screenshot shows the EMAC dashboard for a LEA/School User. The navigation menu at the top includes 'Upcoming Schedule', 'My Schedule', 'School Schedule', and 'Calendar', all of which are highlighted with a red box.

**Updated Version:** Organization Schedule, My Schedule, School Schedule (Not visible for School User) and Calendar will be under **Task(s) Schedule**.



The screenshot shows the EMAC dashboard with the 'Task(s) Schedule' dropdown menu open. The menu items are 'Organization Schedule', 'My Schedule', 'School Schedule', and 'Calendar', all highlighted with a red box.

## 2. Organization Schedule (New Feature)

**Update 2.1:** This view will display **Tasks assigned to an Education Organization**. EMAC LEA/School Users will be able to view high-level task details. However, to **SUBMIT DATA** an EMAC LEA/School User must contact the EMAC LEA Administrator so that EMAC LEA Administrator can assign a task to an EMAC LEA/School User.

## Organization Schedule View:

EMAC
Dashboard Task(s) Schedule Communications Document Archive Reports Support

### Organization Schedule

Fiscal Year: 2023

Monitoring Program: Demo Monitoring Program Education Organization

Status: Not Started

Date Range: month/day/year month/day/year

Search

Search...

Drag a column header and drop it here to group by that column

Program Area	Monitoring Program	Cycle...	Task Name	Task Type	Onsite V...	Start Date	End Date	Status	Staff Assigned	Actions
21st CCLC	Demo Monitoring Program Education Organization	Test Ed Org	Demo Monitoring Program LEA	Data Collection	No	07/01/2022	07/31/2022	Not Started	Specialist B	

10 items per page 1 - 1 of 1 items

EMAC
Dashboard Task(s) Schedule Communications Document Archive Reports Support

Alhambra Elementary District (4280)
Data Collection

Not Started

## Demo Monitoring Program LEA #2822

Program Area

21st CCLC

Monitor Program

Demo Monitoring Program Education Organization

Cycle

Test Ed Org

Fiscal Year

2023

Assigned On: 12/16/2022

Last Modified On: 12/16/2022 11:30:50 AM

IsOnsite Visit: 0

Start Date: 7/1/2022

Data Collection Method: Desktop Review

End Date: 7/31/2022

### Purpose

You are not authorized to access the Data Submission.  
 Please contact your EMAC LEA Administrator to Access the Data Submission.  
  
 To view your EMAC Administrator contact details: [Please Click Here](#).  
 For Additional Information, [Please Click Here](#).

Quick Actions

- Bookmark

Staff Assigned

Name	E-Mail	Internal	Type
Specialist B		Yes	Primary



**Thank you**