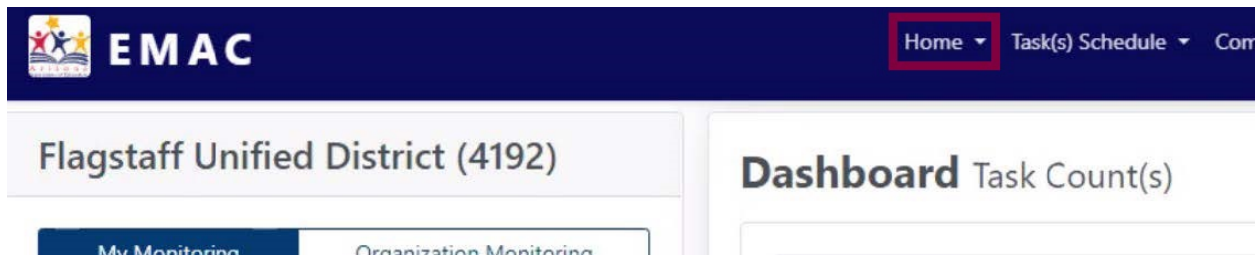


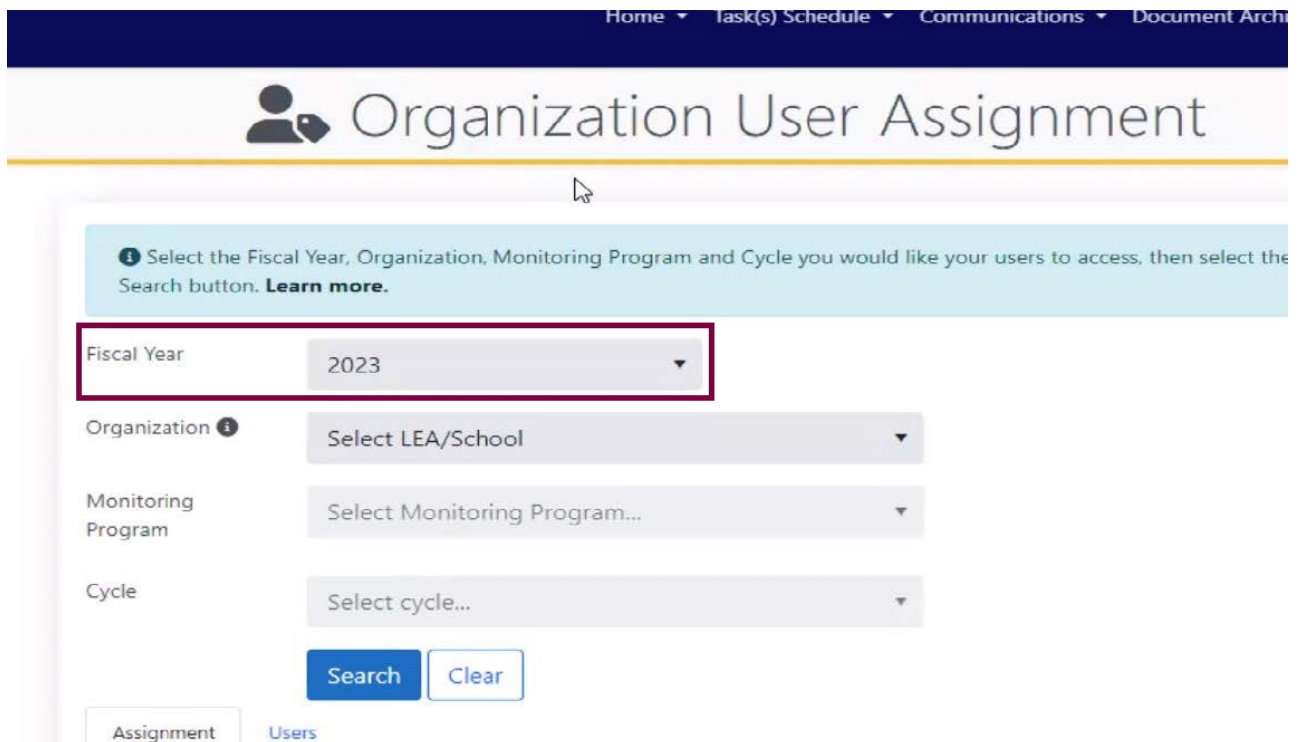
Early Literacy Grant: Assignment and Task Guidance Document

1. Login to EMAC from ADE Connect.
2. Start at the district/charter level: Select EMAC under the district/charter level.
3. Click on the arrow next to the Home button and select Assign Monitoring Cycle.



- a. A new page should appear.

4. Ensure the correct year is listed. Change if not.




5. Organization: The district will be listed. **Click on the down arrow next to the district name to choose the school you are assigning.** The school not the district must be selected here.

Home ▾ Task(s) Schedule ▾ Communications ▾ Document Archi

Organization User Assignment

Select the Fiscal Year, Organization, Monitoring Program and Cycle you would like your users to access, then select the Search button. [Learn more.](#)

Fiscal Year: 2023 ▾


Organization  Select LEA/School ▾

Monitoring Program: Select Monitoring Program... ▾

Cycle: Select cycle... ▾

[Search](#) [Clear](#)

[Assignment](#) [Users](#)



▾ Flagstaff Unified District (4192)
Coconino High School(4820)
Flagstaff High School(4819)
John Q Thomas Elementary School(4812)
Leupp Public School(4814)
Lura Kinsey Elementary School(4806)

Select LEA/School ▾

Select Monitoring Program... ▾

Select cycle... ▾

6. Monitoring Program: Select Early Literacy Grant Annual Report

Fiscal Year: 2023

Organization: John Q Thomas Elementary School(4812)

Monitoring Program: Select Monitoring Program...

Cycle:

Assignment: Users

Early Literacy Grant Annual Report

7. Cycle: Select ELG Annual Report

Select the Fiscal Year, Organization, Monitoring Program and Cycle you would like your u
Search button. [Learn more.](#)

Fiscal Year: 2023

Organization: John Q Thomas Elementary School(4812)

Monitoring Program: Early Literacy Grant Annual Report

Cycle: Select cycle...

ELG Annual report

Assignment: Users

8. Assign users if not already assigned. If the user you wish to assign is not in the dropdown please contact your Entity Administrator to have them add the role to the user. If listed, click Add User and they should appear in the user list below. If already assigned proceed to step 9.

SearchClear

AssignmentUsers

Select the user to add to the monitoring program cycle selected above.

Select the user to add to the monitoring program cycle selected above.

Cynthia

Linda

AssignmentUsers

Select the user to add to the monitoring program cycle selected above.

Add User

Search...

User	Roles	Actions
Name : Frank	✓ EMAC Administrator, EMAC LEA User	<div>Remove</div>
Name : Linda	✓ EMAC Administrator, EMAC LEA User	<div>Remove</div>

1

1 - 2 of 2 items

9. Log out of EMAC and then log back in

10. Go to the school level and select EMAC. Ensure that you are not at the district level.

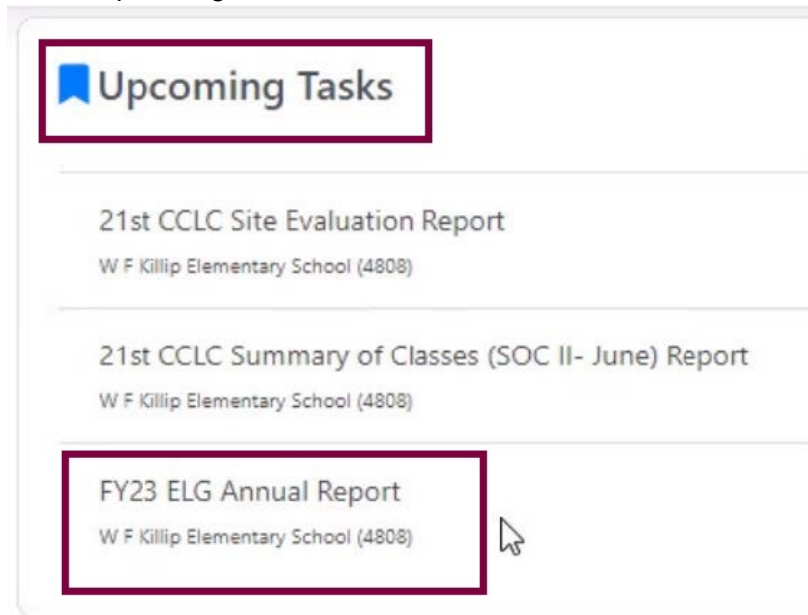
Leupp Public School (4814)	[-]
ADE Professional Learning and Development (APLD)	☆ 
EMAC	☆ 
Move On When Reading	☆ 

a. A new screen will appear

11. On the left side of the screen click on the current fiscal year. The Early Literacy Grant Annual Report should now be listed.

My Monitoring Programs	Organization Monitoring Programs
Fiscal Year : 2022-2023	
<ul style="list-style-type: none">2022-2023 21st CCLC State Level Programmatic ReportingEarly Literacy Grant Annual Report	

12. Under Upcoming Tasks: Select the current Fiscal Year ELG Annual Report.



Upcoming Tasks

21st CCLC Site Evaluation Report
W F Killip Elementary School (4808)

21st CCLC Summary of Classes (SOC II- June) Report
W F Killip Elementary School (4808)

FY23 ELG Annual Report
W F Killip Elementary School (4808)

a. An new screen will appear.

13. Scroll towards the bottom of the page. In red letters it will say **Not Started**, **In Progress** or **Completed**. Click on this to start the form, finish the form or check progress.

Online Forms



 FY23 ELG Annual Report **Not Started**

Evidence Documents

14. Once the form is complete and signed please submit it.

15. You will receive an email when the task has been accepted.