



Educational Monitoring, Assistance and Compliance
EMAC Portal User Guide

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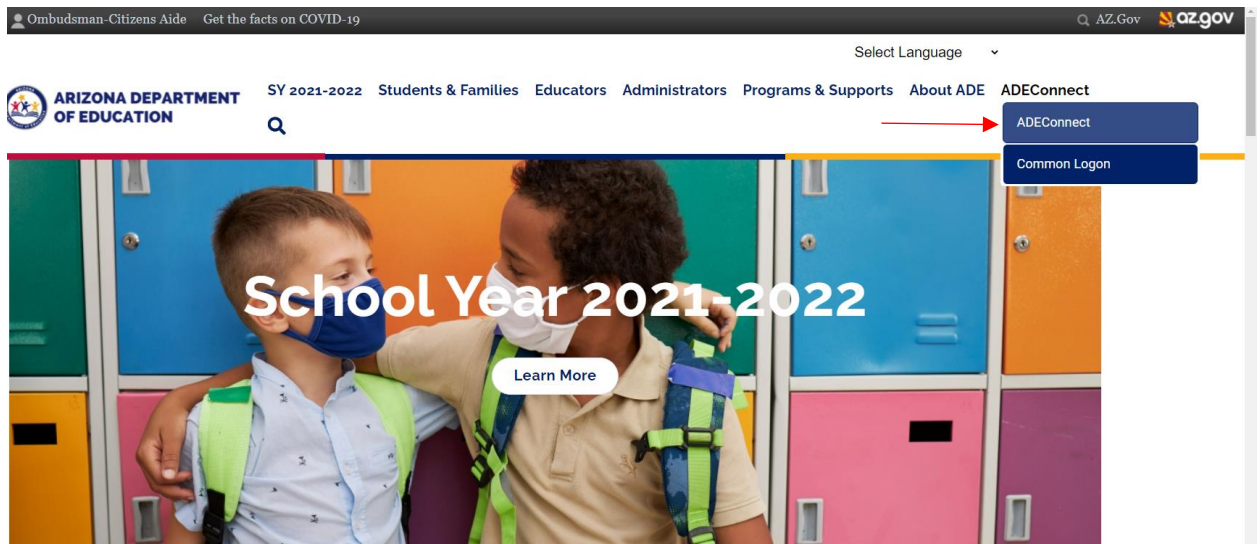
Introduction

Welcome to the Educational Monitoring Assistance and Compliance (EMAC) application. This application provides the ability to track the progress of the state and federal monitoring requirements. The EMAC application offers direct upload of monitoring evidence documents and online form completion related to the monitoring tasks. This document is a high-level overview of the EMAC functionality.

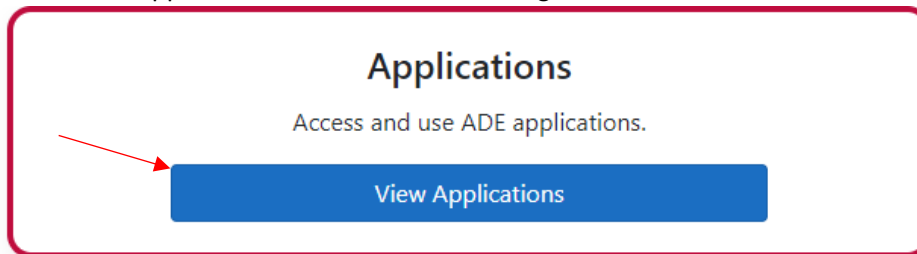
Login to EMAC using ADEConnect

1. Select ADEConnect on the ADE website.

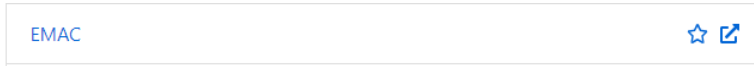
ADE Website: [Arizona Department of Education | \(azed.gov\)](https://www.azed.gov)



2. Select View Applications on the ADEConnect Page.



3. Select 'EMAC' from your list of applications.



**Note: If you do not see the EMAC link, request access by contacting your entity administrator. Select Help on the top menu bar, and then select search to find your entity administrator.*



Find an Administrator

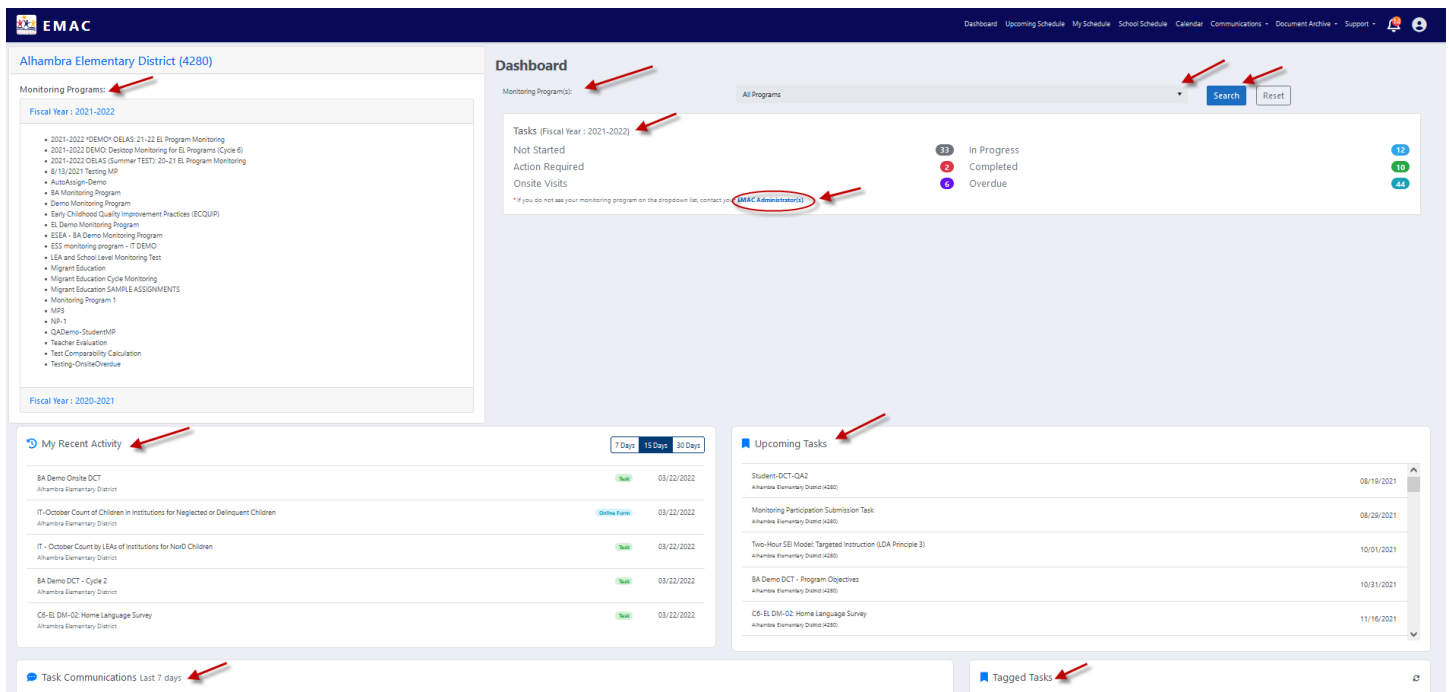
Looking for an administrator that can assist you with your ADEConnect access. Locate the contact information of an ADEConnect administrator that is assigned to your organization.



EMAC Dashboard

All users will start on the dashboard page when logging into EMAC. The EMAC Dashboard provides a summary view of the monitoring program tasks. Information on all of the dashboard features are listed below.

Dashboard



Alhambra Elementary District (4280)

Monitoring Programs:

- 2021-2022 DEMO OELAS 21-22 EL Program Monitoring
- 2021-2022 DEMO Desktop Monitoring for EL Programs (Cycle 6)
- 2021-2022 OELAS Summer TEST: 20-21 EL Program Monitoring
- 8/13/2021 Testing MP
- AutoAssign-Demo
- BA Monitoring Program
- Demo Monitoring Program
- Early Childhood Quality Improvement Practices (ECQIP)
- EL Demo Monitoring Program
- ESEA - BA Demo Monitoring Program
- ESS monitoring program - IT DEMO
- LEA and School Level Monitoring Test
- Migrant Education
- Migrant Education Cycle Monitoring
- Migrant Education SAMPLE ASSIGNMENTS
- Monitoring Program 1
- MP3
- MP1
- QADemo-StudentMP
- Teacher Evaluation
- Test Comparability Calculation
- Testing-OnlineOverdue

Tasks (Fiscal Year : 2021-2022)

Not Started | Action Required | Onsite Visits

33 In Progress | 2 Completed | 44 Overdue

* If you do not see your monitoring program on the dropdown list, contact your **EMAC Administrator!**

My Recent Activity

BA Demo Onsite DCT Alhambra Elementary District	Success	03/22/2022
IT - October Court of Children in Institutions for Neglected or Delinquent Children Alhambra Elementary District	Online Form	03/22/2022
IT - October Court by LEAs of Institutions for NonID Children Alhambra Elementary District	Success	03/22/2022
BA Demo DCT - Cycle 2 Alhambra Elementary District	Success	03/22/2022
CS-EL DM-02: Home Language Survey Alhambra Elementary District	Success	03/22/2022

Upcoming Tasks

Student-DCT-QA2 Alhambra Elementary District (4280)	08/19/2021
Monitoring Participation Submission Task Alhambra Elementary District (4280)	08/29/2021
Two-Hour SED Model: Targeted Instruction (LDA Principle 3) Alhambra Elementary District (4280)	10/01/2021
BA Demo DCT - Program Objectives Alhambra Elementary District (4280)	10/31/2021
CS-EL DM-02: Home Language Survey Alhambra Elementary District (4280)	11/16/2021

Task Communications Last 7 days

Tagged Tasks

Monitoring Programs

A list of monitoring programs your organization is currently enrolled.

Monitoring Programs:

Fiscal Year : 2021-2022

- 2021-2022 *DEMO* OELAS: 21-22 EL Program Monitoring
- 2021-2022 DEMO: Desktop Monitoring for EL Programs (Cycle 6)
- 2021-2022 OELAS (Summer TEST): 20-21 EL Program Monitoring

Monitoring Programs Dropdown List

Select the arrow next to the **Search** button to view the details of a specific monitoring program on your dashboard. The **Search** button will refresh the dashboard.

Dashboard

Monitoring Program(s):

All Programs

Search

Cannot find your monitoring program on the list?

Select the **EMAC Administrator** hyperlink to request access to the monitoring program/cycle from your EMAC Administrator.

Tasks (Fiscal Year : 2021-2022)

Not Started

33

Action Required

2

Onsite Visits

6

* If you do not see your monitoring program on the dropdown list, contact your [EMAC Administrator\(s\)](#).

Tasks

Summarized view of total tasks by task category. Select the number to view all tasks under the task category.

Tasks (Fiscal Year : 2021-2022)

Not Started

33 In Progress

12

Action Required

2 Completed

10

Onsite Visits

6 Overdue

44

* If you do not see your monitoring program on the dropdown list, contact your [EMAC Administrator\(s\)](#).

My Recent Activity

This is a list of tasks, documents and online forms that have been recently viewed by the user.

My Recent Activity

7 Days 15 Days 30 Days

BA Demo Onsite DCT
Alhambra Elementary District

Task 03/22/2022

Upcoming Tasks

Upcoming tasks include all tasks that have a status of 'Not Started', 'In Progress' or 'Action Required'.

Upcoming Tasks

Student-DCT-QA2
Alhambra Elementary District (4280)

08/19/2021

Task Communications

A list of task and email communications sent within the last seven days.

Task Communications Last 7 days

Tagged Tasks

A list of tasks for quick reference on your dashboard. Tag a task on the task detail page and it will appear under the tagged task section of the dashboard.

DASHBOARD TAGGED TASK LIST

Tagged Tasks

C1:02 Evidence Based Practices

DETAIL PAGE: Tag a task here on the task detail page

Alhambra Elementary District (4280)

Not tagged
C1:02 Evidence Based Practices #1310

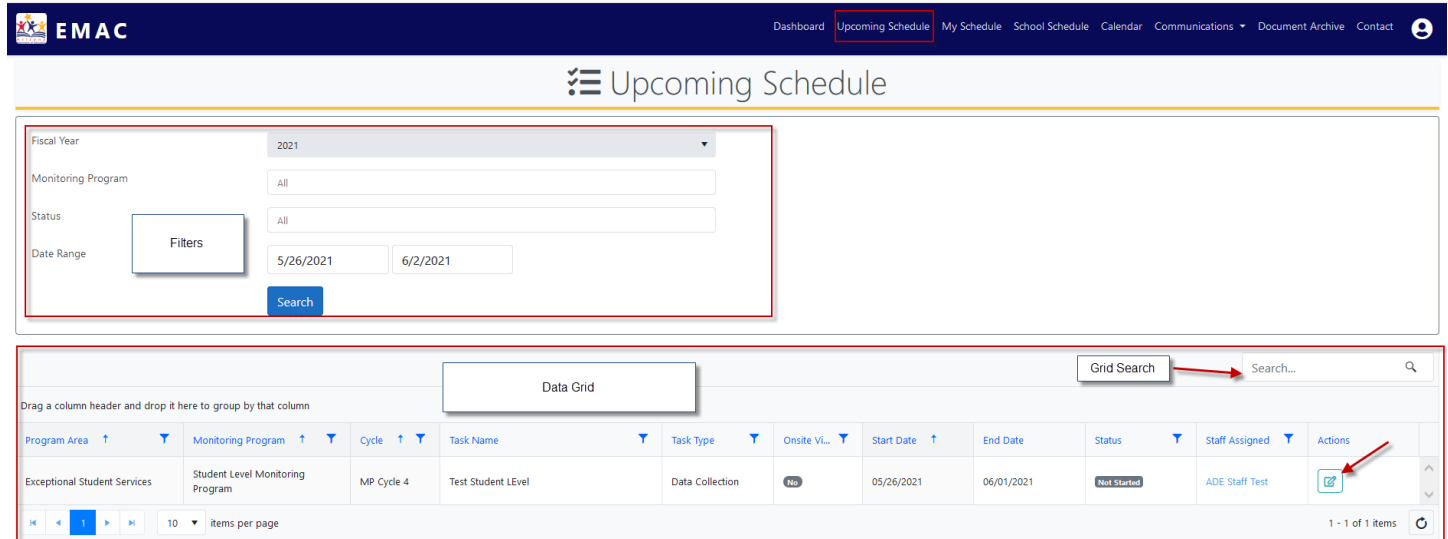


Schedule Views

Upcoming Schedule

At the top menu bar select **Upcoming Schedule**. This is a view of monitoring tasks due in the next seven days.

Upcoming Schedule View



Upcoming Schedule

Fiscal Year: 2021
 Monitoring Program: All
 Status: All
 Date Range: 5/26/2021 to 6/2/2021
 Search

Data Grid Search...

Program Area	Monitoring Program	Cycle	Task Name	Task Type	Onsite VL	Start Date	End Date	Status	Staff Assigned	Actions
Exceptional Student Services	Student Level Monitoring Program	MP Cycle 4	Test Student LLevel	Data Collection	No	05/26/2021	06/01/2021	Not Started	ADE Staff Test	[Edit]

Other features on the schedule view:

Filters

Fiscal Year: Select the fiscal year to display the monitoring tasks for that year.

Monitoring Program: Select one or more monitoring programs to view the tasks under these monitoring programs. The default is all monitoring programs.

Status: Select one or more statuses to view those tasks. The default is all statuses.

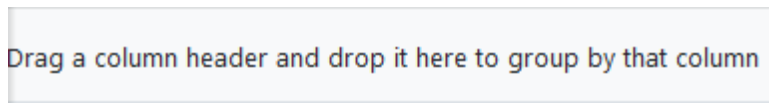
Date Range: Select the date range to view task in this timeframe. The default is today's date plus seven days. Remove the dates to view all dates.

Search (Apply Filters): Select this button to apply the filters selected.

Upcoming Schedule Data Grid

View your tasks associated to a monitoring program.


Groupings: Group your data by the column heading. Grab the column heading and drag and drop into the space above the headings.



Sort: The data can be sorted on the grid. Select the column heading to sort the data by that column.

Filter: The data can be filtered on the grid. Select the  icon on the column heading to filter the data by that column.

Staff Assigned Details: Hover over the staff assigned name to view the staff phone number and email address.

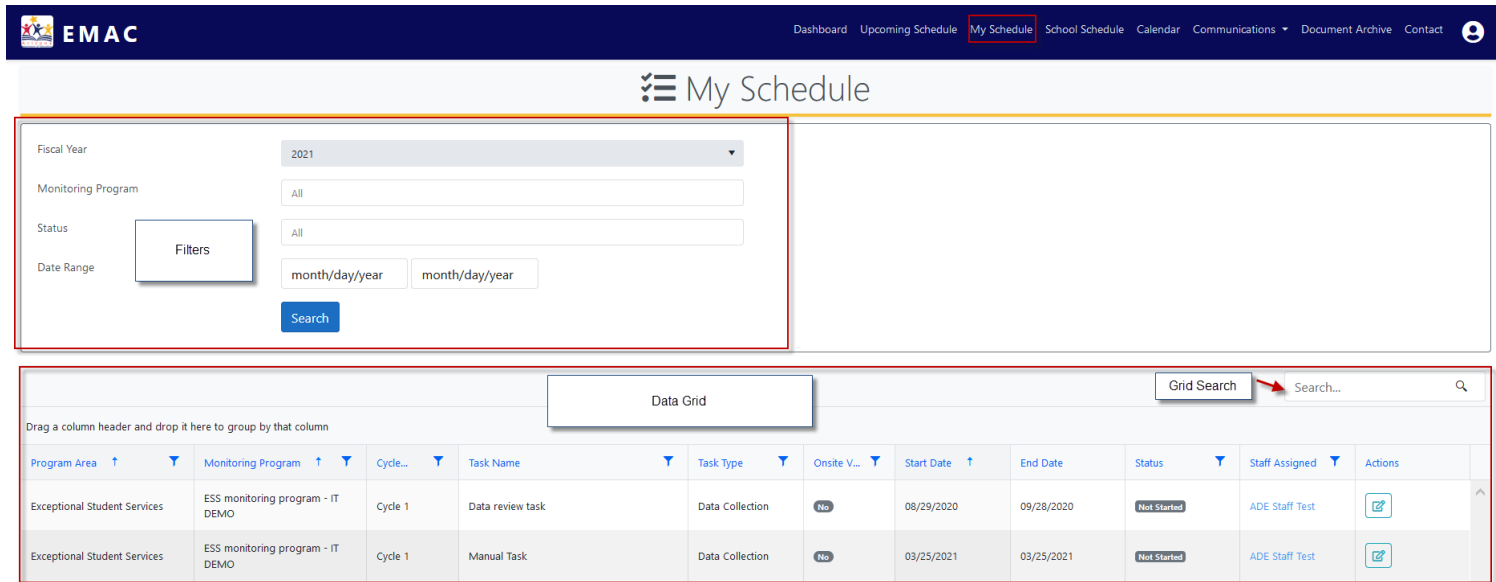
Actions: Select the  icon to view resource documents and provide monitoring task submissions.

Data Grid Search: Type in search criteria and select the looking glass icon to start the search. The data in the grid will display all items found based on the search criteria entered.

My Schedule View

This menu option provides a view of all the monitoring program tasks for all monitoring programs without any filters applied.

My Schedule View



Filters

Fiscal Year: 2021

Monitoring Program: All

Status: All

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

Search

Data Grid

Grid Search Search...

Program Area	Monitoring Program	Cycle...	Task Name	Task Type	Onsite V...	Start Date	End Date	Status	Staff Assigned	Actions
Exceptional Student Services	ESS monitoring program - IT DEMO	Cycle 1	Data review task	Data Collection	No	08/29/2020	09/28/2020	Not Started	ADE Staff Test	
Exceptional Student Services	ESS monitoring program - IT DEMO	Cycle 1	Manual Task	Data Collection	No	03/25/2021	03/25/2021	Not Started	ADE Staff Test	

Other features on the schedule view:

Filters

Fiscal Year: Select the fiscal year to display the monitoring tasks for that year.

Monitoring Program: Select one or more monitoring programs to view the tasks under these monitoring programs. The default is all monitoring programs.

Status: Select one or more statuses to view those tasks. The default is all statuses.

Date Range: Select the date range to view task in this timeframe. The default is today's date plus seven days. Remove the dates to view all dates.

Search Button (Apply Filters): Select this button to apply the filters selected.


My Schedule Data Grid

View your tasks associated to a monitoring program.


Groupings: Group your data by the column heading. Grab the column heading and drag and drop into the space above the headings.

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

Sort: The data can be sorted on the grid. Select the column heading to sort the data by that column.

Filter: The data can be filtered on the grid. Select the  icon on the column heading to filter the data by that column.

Staff Assigned Details: Hover over the staff assigned name to view the staff phone number and email address.

Actions: Select the  icon to view resource documents and provide monitoring task submissions.

Data Grid Search: Type in search criteria and select the looking glass icon to start the search. The data in the grid will display all items found based on the search criteria entered.

School Schedule View

Note: School Schedule will only be available for select monitoring programs. This allows the district to view school submissions.

Monitoring Task Details and Data Submission

Select **My Schedule** on the top menu bar. Enter filter criteria on page, then select **search** button. On the list of tasks provided, find the task on the data grid to update, then select the pencil icon next to the task under the action column to view the details for that task. This will give you access to complete online forms and upload documents required for the monitoring program submission.

Task Details: Task Details provide additional information on the selected task.

Monitoring Task Details Section

Alhambra Elementary District (4280)

Not Started

Task Details

Manual Task #1221

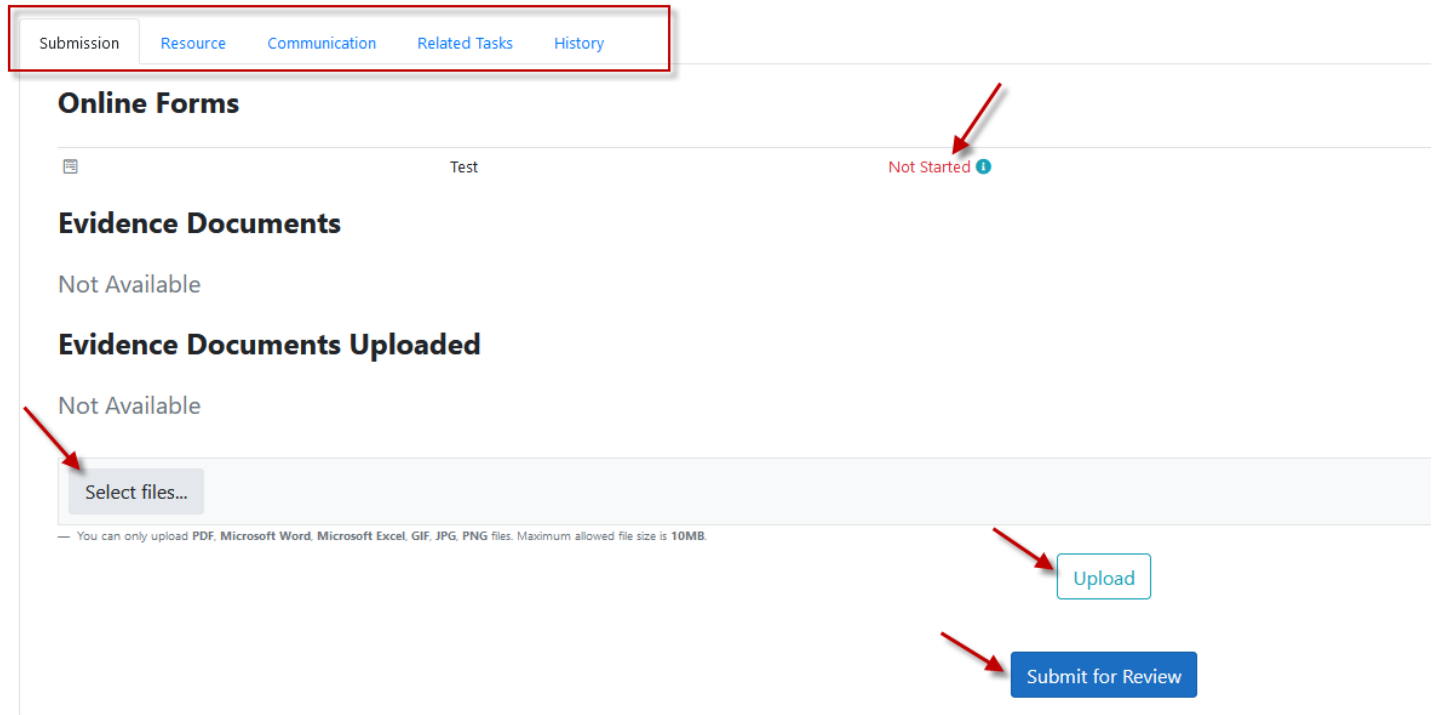
<small>Program Area</small> Exceptional Student Services	<small>Monitoring Program</small> ESS monitoring program - IT DEMO	<small>Cycle</small> Cycle 1	<small>Fiscal Year</small> 2021	<small>Task Type</small> Data Collection
Assigned On: 3/25/2021	Last Modified On: 3/25/2021 4:03:35 PM		Staff Assigned:	
IsOnsite Visit: ☒	Original Start Date: 3/25/2021		ADE Staff Test	
Data Collection Method: Data Review	Current Start Date: 3/25/2021			
Drill Down Areas: Graduation	Original End Date: 3/25/2021			
	Current End Date: 3/25/2021			

Purpose

Manual Task

Data Submission: The data submission section of the page, provides options to take action on the selected task.

Data Submission Section



Submission Tab:

Online Forms: If your data collection task requires an online form to complete, select the **Not Started** link to complete the form. Save the form as a draft or complete the form.

To view a submitted form, select the 'Complete' link next to the form name.

Evidence Documents: If your data collection task requires additional documentation, this section is a list of examples or templates for the evidence documents. These may be required to be completed and uploaded as part of the submission requirements. Select the document name to view or download.

Evidence Documents Uploaded: If your data collection task requires additional documentation, upload a document by selecting the 'Select files' button and then selecting the 'upload' button.

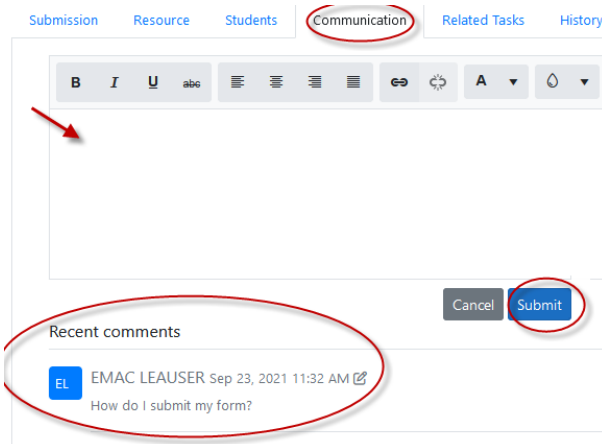
Submit for Review: Once all the forms are complete and the documents are uploaded for this task, select the 'submit for review' button. This task is now ready for ADE to review. The status of the task will change to complete and the task will become read only and updates to this task will no longer be available.

Resource Tab: This is a list of documents that provides additional information to reference prior to completing the task.

Communication Tab: Send a message to the ADE specialist regarding this task and view the specialist response.

Comment Box: Enter message and select the submit button to send the message.

Recent Comments: View the recent messages previously sent and received.



Related Tasks Tab: View all of the tasks that are required for this monitoring program cycle.

History Tab: View changes made to this task.

Calendar

View the monitoring program tasks in a calendar view.

Filters

Monitoring Program: Filter tasks shown on the calendar by monitoring program. Select the 'search' button to apply the filter.

Filter Tasks by Type: Select the checkbox next to the 'On-site Visits' to display these items on the calendar.

Calendar Views

Select the **Month** or **Timeline Month** button to change the calendar view.

Calendar Screen- Month View

EMAC

[Dashboard](#)
[Upcoming Schedule](#)
[My Schedule](#)
[School Schedule](#)
[Calendar](#)
[Communications](#)
[Document Archive](#)
[Contact](#)

Calendar View of Tasks/Onsite Visits

Monitoring Programs: Search

Show: On-Site Visits

Calendar View

Today May, 2021
Month
Timeline Month

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	30	01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	Test Student Level	27	28	29
30	31	01	02	03	04	05

Calendar Screen -Timeline View

Calendar View

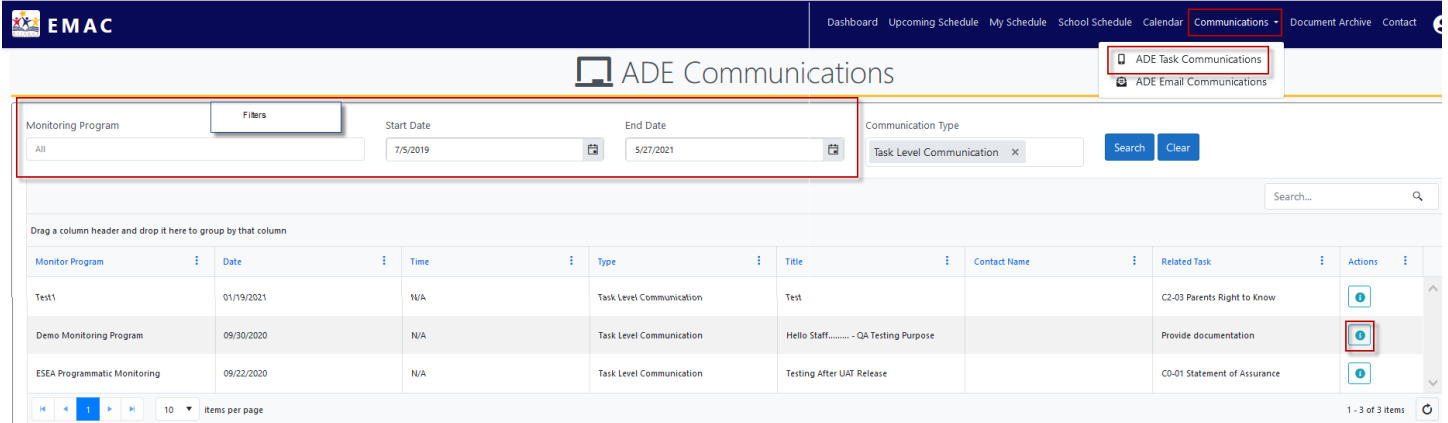
Today Wednesday, July 01, 2020 - Friday, July 31, 2020
Month
Timeline Month

	July 01	July 02	July 03	July 04	July 05	July 06	July 07	July 08	July 09	July 10	July 11	July 12	July 13	July 14	July 15	July 16	July 17	July 18
	7:00 AM	7:00 AM	7:00 AM	7:00 AM	7:00 AM	7:00 AM	7:00 AM	7:00 AM	7:00 AM	7:00 AM	7:00 AM	7:00 AM	7:00 AM	7:00 AM	7:00 AM	7:00 AM	7:00 AM	7:00 AM
All events																		

ADE Communications

ADE Task Communication

View the task communications from ADE related to monitoring program activities.



Other features on the communications view:

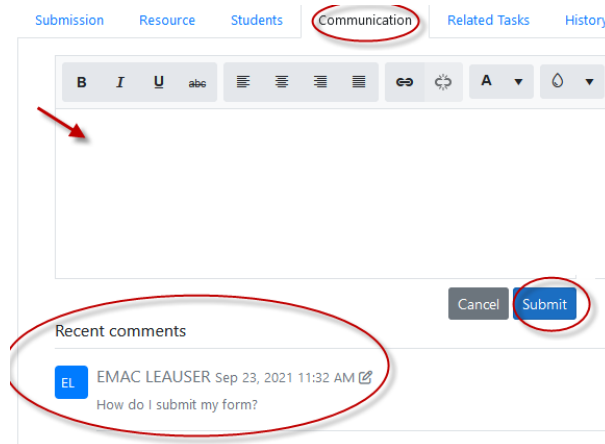
Filters

Monitoring Program: To view task communications for a specific monitoring program, select the monitoring program and use the 'search' button to apply the filter.

Start Date/End Date: The task communications will display within the date range selected. Use the 'search' button to apply the filter.

Search Button (Apply Filters): Select this button to apply the filters selected.

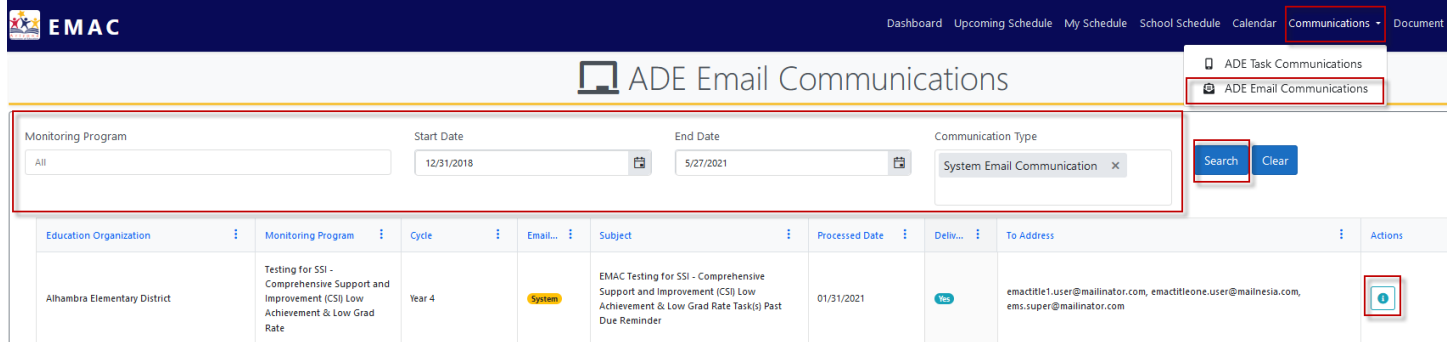
Actions Column: Select the icon  next to the communication listed to view the communication details.



ADE Email Communication

View the email communications from ADE related to the monitoring program activities.


Under the actions column next to the communication, select the  icon to view the email communication details.



Dashboard Upcoming Schedule My Schedule School Schedule Calendar **Communications** Document

ADE Email Communications

Monitoring Program: All Start Date: 12/31/2018 End Date: 5/27/2021 Communication Type: System Email Communication

Education Organization	Monitoring Program	Cycle	Email...	Subject	Processed Date	Deliv...	To Address	Actions
Alhambra Elementary District	Testing for SSI - Comprehensive Support and Improvement (CSI) Low Achievement & Low Grad Rate	Year 4	System	EMAC Testing for SSI - Comprehensive Support and Improvement (CSI) Low Achievement & Low Grad Rate Task(s) Past Due Reminder	01/31/2021	Yes	emacitle1.user@mailinator.com, emacitleone.user@mailnesia.com, ems.super@mailinator.com	

Email Communication Details Example

Communication Details

EdOrg Name: Alhambra Elementary District

Communication Type: System Email

Communicated Date: 05/24/2021

Email Subject: Welcome to EMAC

Email Message:

Hello,

The Arizona Department of Education would like to give you a warm welcome to the EMAC Highly Effective Schools; cycle: Cycle 1.

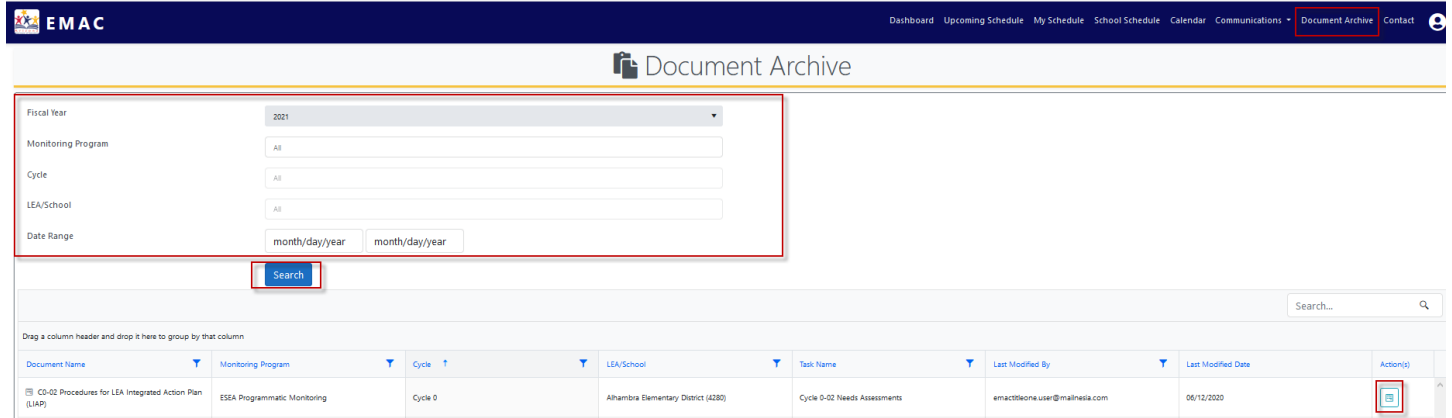
Thank you,
Arizona Department of Education, Educator and School Excellence

Note: This is a system generated email. Please do not reply to this email.

Document Archive

View your previously submitted forms and documents that associated to your monitoring program.

Document Archive Screen



Other features on the **Document Archive** view:

Filters

Fiscal Year: Select the fiscal year to display the documents and online forms for that year.

Monitoring Program: Select one or more monitoring programs to view the documents under these monitoring programs. The default is all monitoring programs.

Cycle: Select one or more cycles to view the uploaded documents. The default is all cycles.


Date Range: Select the date range to view documents in this timeframe.

Search Button (Apply Filters): Select this button to apply the filters selected.

Document Archive Data Grid

Groupings: Group your data by the column heading. Grab the column heading and drag and drop into the

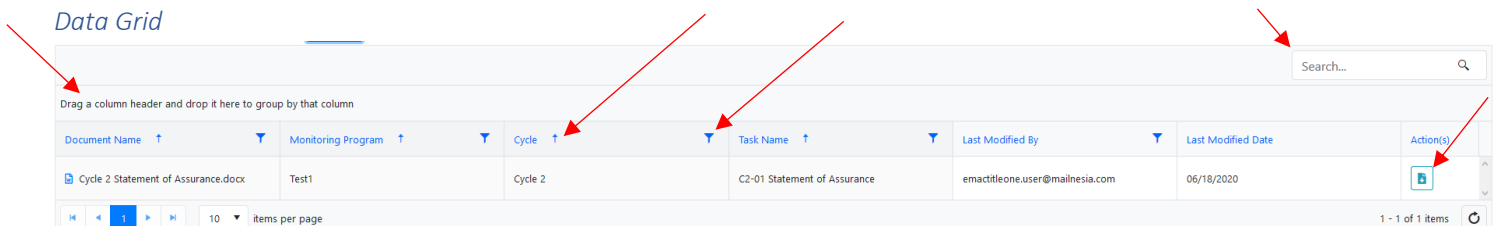
Sort: The data can be sorted on the grid. Select the column heading to sort the data by that column.

Filter: The data can be filtered on the grid. Select the  icon on the column heading to filter the data by that column.

Actions: Select the  icon to view or download the archived document.

Search: Type in search criteria and select the looking glass icon to start the search. The data in the grid will display all items found based on the search criteria entered.

Data Grid



ONLINE FORM EXAMPLE

CO-02 Procedures for LEA Integrated Action Plan (LIAP)

Procedures for LEA Integrated Action Plan (LIAP)
Title I Co-02

Compliance Indicators

The LEA has procedures in place to develop a plan that describes how the LEA will develop desired outcomes, strategies and action steps to meet student learning needs; to increase meaningful involvement of parents, community and stakeholders; to ensure instruction is provided by appropriately certified and effective staff; to ensure proficiency in English for ELLs; to ensure students graduate from high school; that schools are safe, drug-free, and conducive to learning; and that professional development is aligned to meet the identified needs of students and staff. The plan shall include support for instruction, resources for meeting these goals as well as how the LEA will monitor and adjust for the implementation of the plan and evaluate the overall effectiveness of the plan. Each LEA should have a written plan that has been entered into ALEAT. Each plan should contain all the required components. Sec. 1112.

Do the procedures include how and when the LEA has meaningful consultation on the design and development of the plan with stakeholders?

- Yes
- No

Do the procedures include how and when the LEA conducts a comprehensive needs assessment?

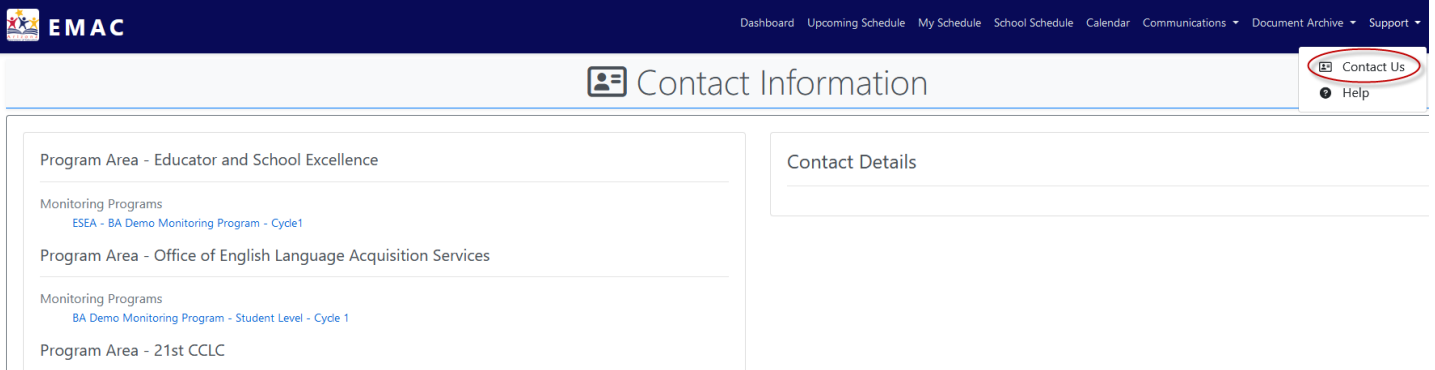
- Yes
- No

Do the procedures include how and when the LEA conducts a comprehensive needs assessment?

- Yes
- No

Contact Information

If you have questions, you can find contact information by selecting **Support/Contact** on the top menu bar.



EMAC Dashboard Upcoming Schedule My Schedule School Schedule Calendar Communications Document Archive Support

Contact Information Contact Us Help

Program Area - Educator and School Excellence

Monitoring Programs
[ESEA - BA Demo Monitoring Program - Cycle1](#)

Program Area - Office of English Language Acquisition Services

Monitoring Programs
[BA Demo Monitoring Program - Student Level - Cycle 1](#)

Program Area - 21st CCLC

Contact Details

Select the monitoring program link to view the contact information associated to the monitoring program.

Program Area - Office of English Language Acquisition Services

Monitoring Programs

[2021-2022 DEMO: Desktop Monitoring for EL Programs \(Cycle 6\) - EL Desktop Monitoring \(Cycle 6\)](#)

Program Area - Exceptional Student Services

Contact Details

Contact Information

Program Area - Office of English Language Acquisition Services

Monitoring Programs

[2021-2022 DEMO: Desktop Monitoring for EL Programs \(Cycle 6\) - EL Desktop Monitoring \(Cycle 6\)](#)

Program Area - Exceptional Student Services


Monitoring Programs

[8/13/2021 Testing MP - Cycle 1](#)
[ESS monitoring program - IT DEMO - Cycle 1](#)
[QADemo-StudentMP - Cycle-1](#)

Contact Details


2021-2022 DEMO: Desktop Monitoring for EL Programs (Cycle 6)

Arizona Department of Education

 Office of English Language Acquisition Services

 OELASmonitoring@azed.gov

Specialist Contact Information

 OELAS Specialist

 (480) 786-1234

 OELASSpecialist.Emac@mailnesia.com

Help Menu

On the top menu bar select **Support/Help** to view help videos and FAQs regarding the EMAC application.

Help

 [Contact Us](#)

 [Help](#)

Frequently asked questions

You have questions. We have answers

[FAQ](#)

How to videos

We can help with these how to videos.

[Go to Videos](#)