Guidance to Uploading ECAP in EMAC

EMAC Portal User Guide – Use this guide as an overview of EMAC.

Step 1: Make sure the person who is going to upload the documents has an ADE Connect account and is assigned an EMAC user in the system. The following guidance will walk you through these steps if they are not set up in ADE Connect and/or EMAC.

EMAC Administrator Guide - Setup User Access to EMAC

Step 2: ECAP was assigned to the school and not the district/charter entity, so it will not appear on the district/charter entity dashboard. You will need to assign the monitoring cycle to upload.

• Select Home/Assign Monitoring Cycle



• On the Organization User Assignment page, select the fiscal year, organization monitoring program, and cycle for the assignment. Select the search button.

EMAC		Home • Task(s) Schedule • Communications • Document Archive • Reports Support • 🛕 🧕
		Lorganization 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	2024 🔹
	Organization 🚯	Corona Del Sol High School(5447) × •
	Monitoring Program	ECAP Accountability 23-24
	Cycle	ECAP Accountability 23-24
		Search Clear
	Assignment Users	
	Select the user to a	dd to the monitoring program cycle selected above.



• On the assignment tab, select the arrow next to the add button. Select the user from the dropdown list you wish to assign and then select the add button.

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	Cycle	ECAP Accountability 23-24	•				
		Search					
	Assignment Users				- 1		
	Select the user to a	dd to the monitoring program cycle selected above.		▼ Add User	- 11		
				Q Search			
	User	Roles		Actions			
	H 4 0 F	•		No items to display	Q		

• User will appear on the list below the add button. Assignment is complete.

Step 3: From the district/charter entity dashboard, click on the tab titled "School Schedule on the top blue bar. When the drop down appears, only put in the year and the monitoring program. Take out the dates and then hit search. This will pull up where you can upload the documents.

EMAC	Home 🔻 Task(s) Schedule 🔻	Communications 👻 Document Archive 👻	Reports Support 🕶	¢ 9
A	Organization Schedule My Schedule School Schedule	ule Tasks		
Fiscal Year 2024	🛱 Calendar			
School Corona Del Sol High School	5447) 😂 🛛 🗙			
Monitoring Program ECAP Accountability 23-24	×			
Status All				
Date Range month/day/year mo	nth/day/year			
Search				

Step 4: Each school must upload the implementation plan for task 1. Each school must upload the student sample for task 2. If your school is a registered user for My Future AZ, you do not have to upload a task for the student sample, just submit with no attachments. <u>When you upload the documents, please make sure you complete all 3 steps: select file, upload, and then submit for review.</u>



Corona Del Sol High S	chool (5447)	Data Collect	ion 🥩	Quick	Actions		
Received ECAP Implement	tation Plan 202	24 #140705		Bookn	nark		
				Staff /	Assigned		
Program Area ECA Academic Standards	o <mark>nitor Program</mark> IP Accountability ECAP 23-24	Cycle Fiscal Accountability 202 23-24	<u>Year</u> 4	Name Emily Brown	E-Mail Emily.Brown@azed.gov	Internal Yes	Type Prima
Assigned On: 7/26/2023	Last Modified On: 7/26/2023						
IsOnsite Visit: 🛞	Start Date: 7/1/2023						
Data Collection Method: Desktop Review	End Date: 4/30/2024						
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Online Forms							
Online Forms Not Available Evidence Documents	5						
Online Forms Not Available Evidence Documents Not Available	5						
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<pre> emac </pre>	Dashboard	Task(s) Schedule 🔻	Communications 🝷	Document Archive 🔻	Reports	Support 🝷	¢	8
Evidence Documents Uploa	ded							
Not Available								
Select files								
Implementation Plan 2023-2024.docx 11.75 KB							×	
Implementation Plan 2023-2024.docx 11.75 KB							×	
 You can only upload PDF, Microsoft Word, Microsoft Excel, PP 	T, GIF, JPG, PNG files. Maximum allowed file	Upload						
		Submit for Review						

If you still need assistance, please email Emily Brown at Emily.Brown@azed.gov

