

Guidance to Uploading ECAP in EMAC

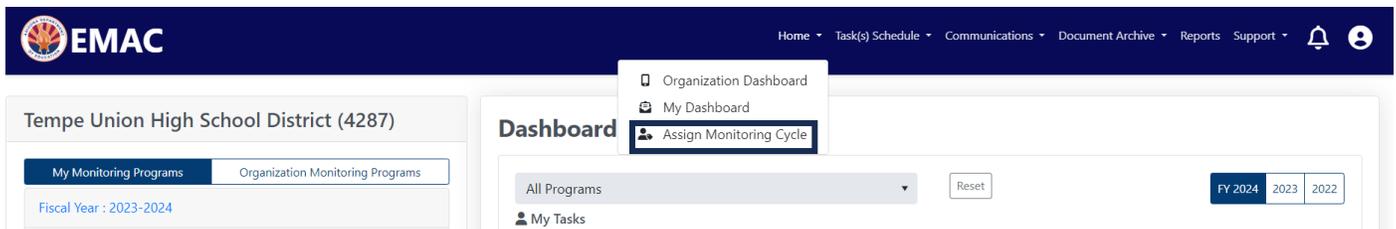
[EMAC Portal User Guide](#) – Use this guide as an overview of EMAC.

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](#)

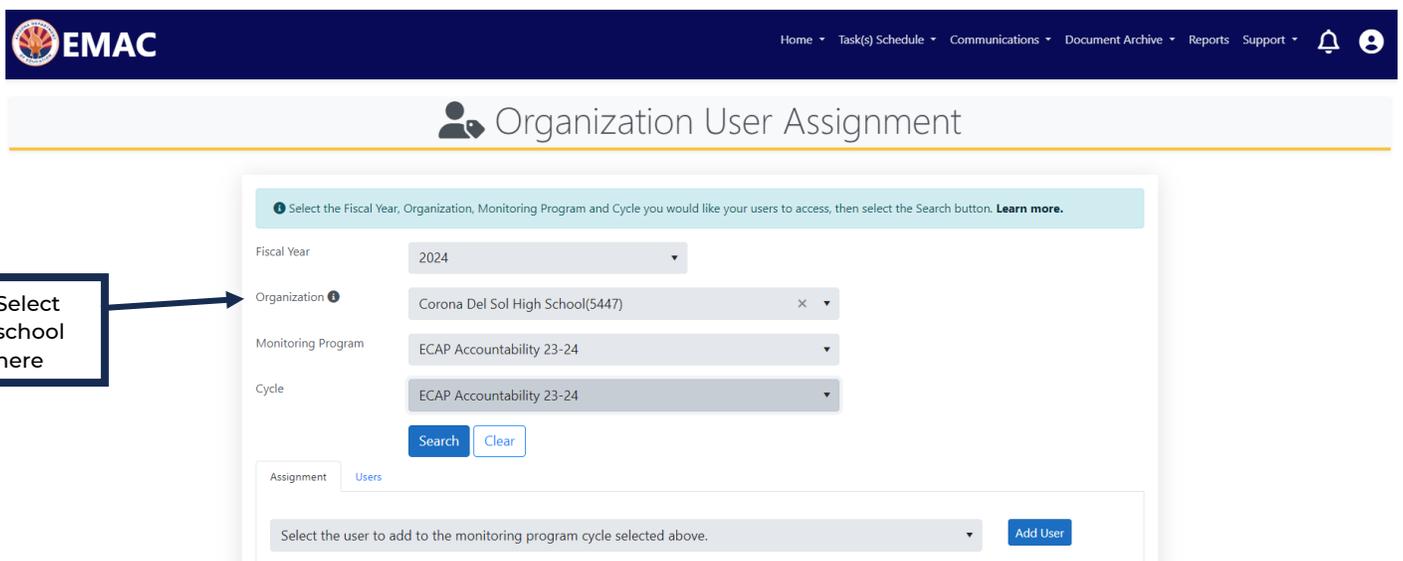
Step 2: To begin, you will need to log in to the District Dashboard as the EMAC Administrator role. You will need to assign the monitoring cycle to upload.

- Select Home/Assign Monitoring Cycle



The screenshot shows the EMAC dashboard for Tempe Union High School District (4287). The top navigation bar includes Home, Task(s) Schedule, Communications, Document Archive, Reports, and Support. A dropdown menu is open over the 'Dashboard' section, with 'Assign Monitoring Cycle' highlighted. Below the dashboard, there are tabs for 'My Monitoring Programs' and 'Organization Monitoring Programs', and a 'Fiscal Year : 2023-2024' selector.

- On the Organization User Assignment page, select the fiscal year, organization (must select school, not the district), monitoring program, and cycle for the assignment. Select the search button.



The screenshot shows the 'Organization User Assignment' page. A callout box with the text 'Select school here' and an arrow points to the 'Organization' dropdown menu, which is currently set to 'Corona Del Sol High School(5447)'. Other dropdown menus are set to '2024' for Fiscal Year, 'ECAP Accountability 23-24' for Monitoring Program, and 'ECAP Accountability 23-24' for Cycle. There are 'Search' and 'Clear' buttons. Below these are tabs for 'Assignment' and 'Users', and a section to 'Select the user to add to the monitoring program cycle selected above.' with an 'Add User' button.



- 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 click on the add button.

- 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 click on search. This will pull up the page where you can upload the documents. ECAP was assigned to the school and not the district/charter entity, so it will not appear on the district/charter entity dashboard task list but will appear on the school dashboard task list.



Step 4: Every school must upload the implementation plan for task 1 and upload the student sample for task 2. If your school is a registered user for My Future AZ, you can follow the [instructions for downloading an ECAP Summary](#). When you upload the documents, please make sure you complete all 3 steps: select file, upload, and then submit for review.



EMAC

Home ▾ Task(s) Schedule ▾ Communications ▾ Document Archive ▾ Reports Support ▾  

Corona Del Sol High School (5447) Data Collection 

Not Started

ECAP Implementation Plan 2024 #140705

Program Area

Academic Standards

Monitor Program

ECAP Accountability
23-24

Cycle

ECAP Accountability
23-24

Fiscal Year

2024

Assigned On: 7/26/2023 Last Modified On: 7/26/2023 4:27:22 PM

IsOnsite Visit: ☹️ Start Date: 7/1/2023

Data Collection Method: Desktop Review End Date: 4/30/2024

Quick Actions

 Bookmark

Staff Assigned

Name	E-Mail	Internal	Type
Emily Brown	Emily.Brown@azed.gov	Yes	Primary





EMAC

Home ▾ Task(s) Schedule ▾ Communications ▾ Document Archive ▾ Reports Support ▾  

Submission Resource Communication Related Tasks History

Online Forms

Not Available

Evidence Documents

Not Available

Evidence Documents Uploaded

Not Available

Select files...

— You can only upload PDF, Microsoft Word, Microsoft Excel, PPT, GIF, JPG, PNG files. Maximum allowed file size is 10MB.

Upload





Evidence Documents Uploaded

Not Available

Select files...		
	Implementation Plan 2023-2024.docx 11.75 KB	×
	Implementation Plan 2023-2024.docx 11.75 KB	×

Make sure you can see your document listed here before you press upload and submit.



Upload

Submit for Review

You can only upload PDF, Microsoft Word, Microsoft Excel, PPT, GIF, JPG, PNG files. Maximum allow...

If you do not see your document listed, then it did not upload, and your plan will be rejected so you can resubmit. If you still need assistance, please email Emily Brown at Emily.Brown@azed.gov.

