ADE

IT Department

ADEConnect: MCESA RDSS Applications

Quick Reference Guides

Entity Administration Manual

- **RDSS: Profile**
- **RDSS: Observation**
- **RDSS: Assessments**
- **RDSS: Leaders, Coaches, PCG Educators**
- **RDSS: Video Bank**
- **RDSS: Award Verification and Payout**

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Introduction

What are the RDSS Applications?

Application Name	Application Description
RDSS: Profile	Reports on Observation progress, school growth, assessment results, and REIL Score
RDSS: Observation	Data entry and export for Teacher, Academic Coach, and Leader observation scores.
RDSS: Assessments	Data entry and export for Group B student assessments
RDSS: Leaders, Coaches, PCG Educators	Data entry and export for teacher-to-student and academic coach-to-teacher connections
RDSS: Video Bank	Hosts and streams MCESA's professional Development videos
RDSS: Support & Data Verification	Allows educators to verify or submit Inquiry about their REIL Score; also supports Payout process with Districts

ADE Quick Reference Guides
## ADEConnect – RDSS Applications

Who Uses RDSS Applications?

Managed in ADEConnect	RDSS: Observation	RDSS: Assessments	RDSS: Leaders, Coaches, PCG Educators	RDSS: Profile	RDSS: Support & Data Verification	RDSS: Video Bank
RDSS Assessment and Observation Administrator	District Administrator	District Administrator	District Administrator	District Administrator	District Administrator	No Access
RDSS Building Assessment and Roster Administrator	No Access	School Administrator	No Access	No Access	No Access	No Access
RDSS District Administrative Assistant	No Access	District Administrator	No Access	No Access	No Access	No Access
RDSS District Administrator	District Administrator	District Administrator	District Administrator	District Administrator	District Administrator	User
RDSS District Assessment and Roster Administrator	No Access	District Administrator	No Access	No Access	No Access	No Access
RDSS Former User	No Access	No Access	No Access	No Access	No Access	No Access
RDSS Peer Evaluator	District Administrator	No Access	No Access	No Access	No Access	User
RDSS Program Administrator	District Administrator	No Access	District Administrator	District Administrator	District Administrator	No Access
RDSS School Administrative Assistant	No Access	School Administrator	No Access	No Access	No Access	No Access
RDSS Support Specialist	Evaluatee and (if assigned) Evaluator	School Administrator	No Access	No Access	No Access	No Access
Managed in HQT	RDSS: Observation	RDSS: Assessments	RDSS: Leaders, Coaches, PCG Educators	RDSS: Profile	RDSS: Support & Data Verification	RDSS: Video Bank
Principal	School Administrator and Evaluatee	School Administrator	School Administrator	School Administrator	School Administrator	User
Vice-Principal	School Administrator and Evaluatee	School Administrator	School Administrator	School Administrator	School Administrator	User
Teacher	Evaluatee	Teacher	Teacher	Teacher	Teacher	User
Academic Coach	Coach	Coach	Coach	Coach	Coach	User

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ADEConnect – RDSS Applications
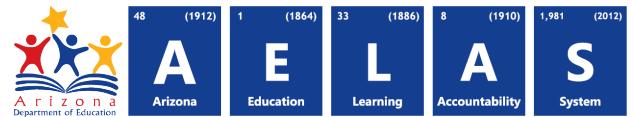
What District Entities are allowed access?

This application limits the use of the *RDSS Applications* to the following MCESA REIL LEAs:

- Alhambra Elementary
- Gila Bend Unified
- Isaac Elementary
- Nadaburg Unified
- Tolleson Elementary
- Balsz Elementary
- AZ Juvenile Corrections
- Maricopa County Regional
- Mobile Elementary
- Phoenix Elementary
- Roosevelt Elementary
- Wilson Elementary
- Incito Schools

What Are My Responsibilities As An Entity Administrator?

Entity administrators administer all user accounts in ADEConnect and control user access to each ADE application.

Entity administrators are ultimately responsible for ensuring that their users are able to take advantage of the convenience and security ADEConnect offers. By appropriately assigning roles and permissions, entity administrators permit users to access the ADE applications they need to do their work. Entity administrators also maintain the security of ADE information by ensuring that users only have access to the applications and data they are authorized to see.

This document is specific to RDSS Applications. For details that apply to other applications, please access the Training section of the ADEConnect public website for additional documentation and training at http://www.azed.gov/aelas/adeconnect/

Technical Requirements

Please note you must have Internet Explorer 9 or above to access the ADEConnect Admin section of the site; most applications in ADEConnect are compatible with other browsers. Internet Explorer 9 or above is required to access the AZDash application

Entity Administrator Functions & Instructions

## Create a New External User Account

You must have entity administrator access at the Entity to create a new external user account. Entity administrators at a district level do not have access the schools under a district by default. After creating the account, you will need to add an Entity, and at least one role for the new user.

To Create A New User Account,

1) Access ADEConnect through your student information system or log into ADEConnect directly at https://home.azed.gov/Portal/. Click on the Entity Administrator link under the Entity name.

2) In the top right, type in the user's last name or email address. Next click the search 🔍 button to verify the user does not already exist.
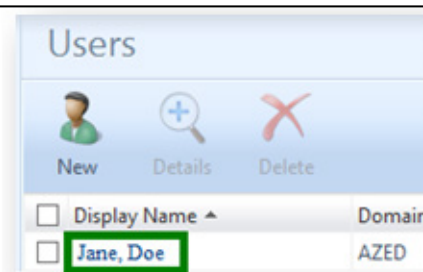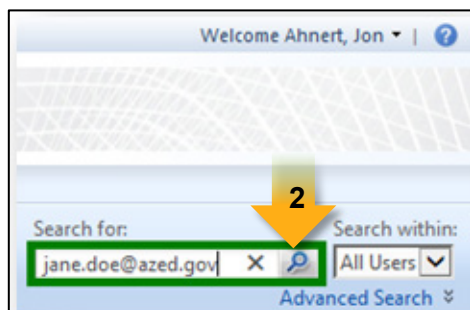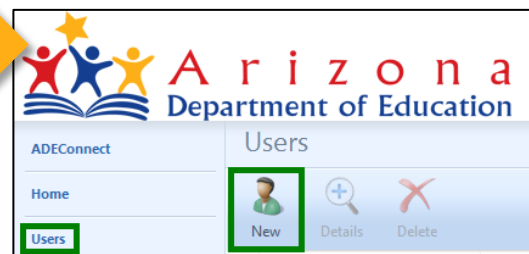
# ADE Quick Reference Guides
ADEConnect – RDSS Applications
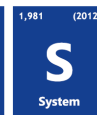
3) On the left, click Users. Next, click New.

4) For ADE Person Type, select EXTERNAL then type in the user's first and last name. Type in the user's email address and click Next.

Note: If you receive an error, 'This value already exists. Please try a different one,' this indicates the user already has an account. You will need to search for the user, ensure the user has access to the entity, and confirm the user has roles for the entity.
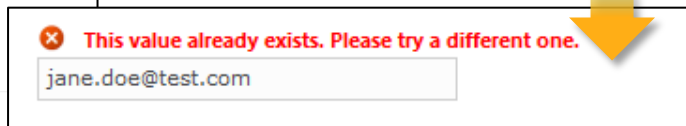
5) Verify that the user's information is correct and click Submit.
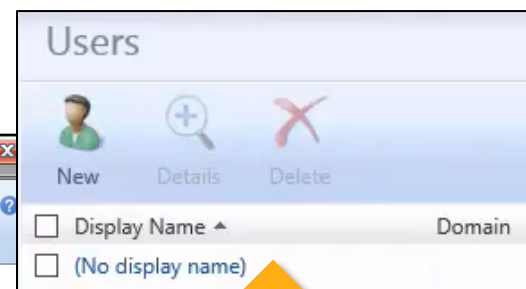
Note: After successfully creating a new user account, you will be taken back to Users screen. If you see the message, No display name, you need to refresh the page and search for the user.

6) Now that the account has been created, you must add a relationship Entity for the user, and add the roles needed for each entity, before the account will function properly. The user should receive an email with a system-generated password. If the user did not receive the system-generated password, please have the user contact ADE Support for assistance. For instructions on searching for the user, please proceed to section below, Search For An Existing User.
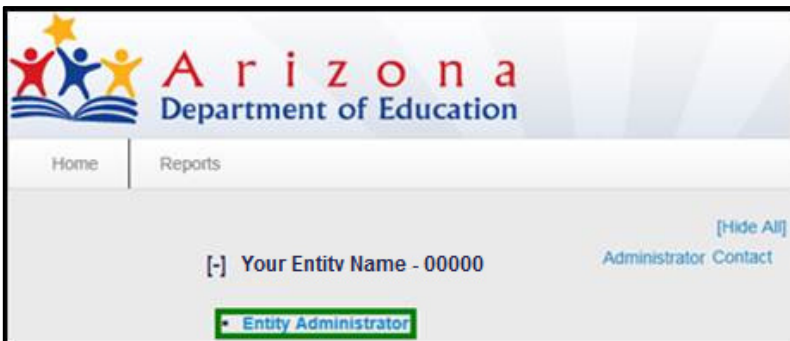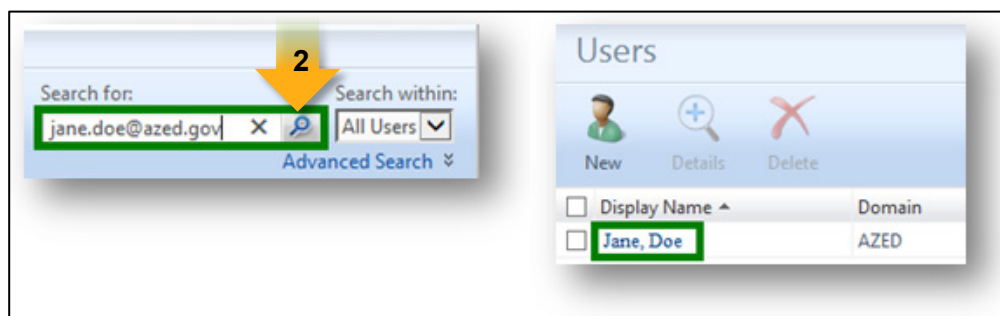
Search For An Existing User

To Search For An Existing User

1) Access ADEConnect through your student information system or log into ADEConnect directly at https://home.azed.gov/Portal/. Locate the Entity you want to add for a user and click on the Entity Administrator link under the Entity name.

2) Type in the user's last name or email address, and then click on the search 🔍 button. Click on the user's name to open the user's account.

If you are searching for a new user that you just created, you will need to add the Entity to the users account. Please proceed to the section below 'Add An Entity To A User's Account,' for instructions.
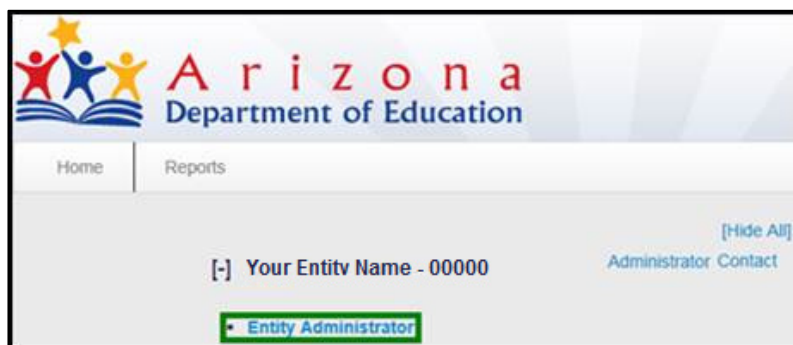
Add An Entity To A User's Account

Only users with entity administrator access can add Entity relationships to a user's profile.

To Add An Entity To A User's Account

1) Access ADEConnect through your student information system or log into ADEConnect directly at https://home.azed.gov/Portal/. Click on the Entity Administrator link under the Entity name.

2) At the top right, in the Search For field, type the user's last name or email address, and then click on the search 🔍 button.
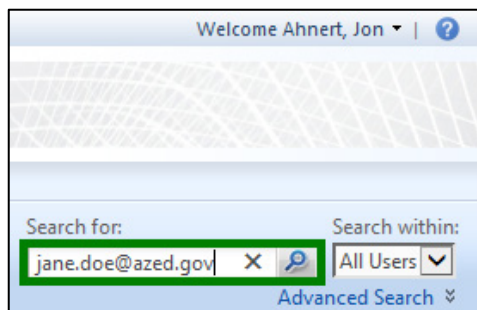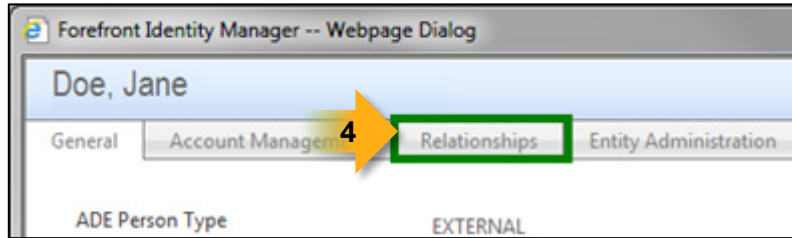

3) Click on the user's name to open the user's account.
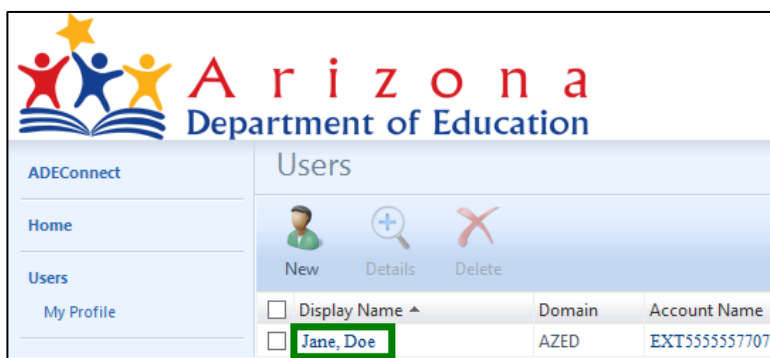
ADEConnect – RDSS Applications

**4)** At the top of the user's profile, click on the Relationships tab.

5) Click the browse [icon] button. A list of Entities will be displayed. The list will only show the Entities in which you have entity administrator access. If an Entity is missing, you do not have entity administrator access for that Entity.
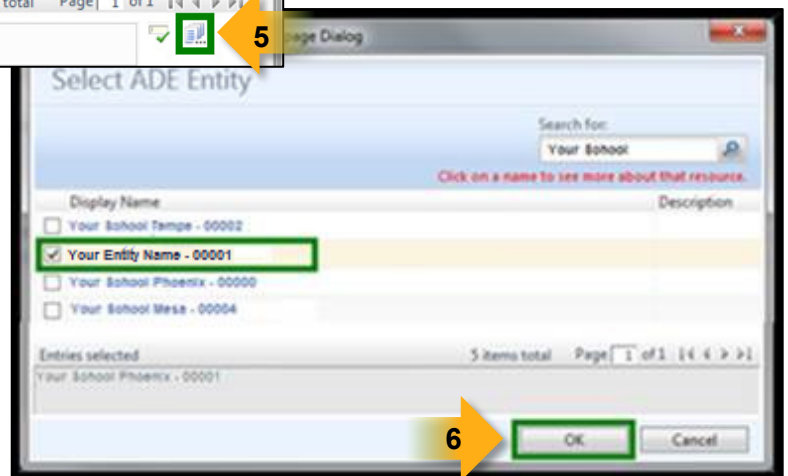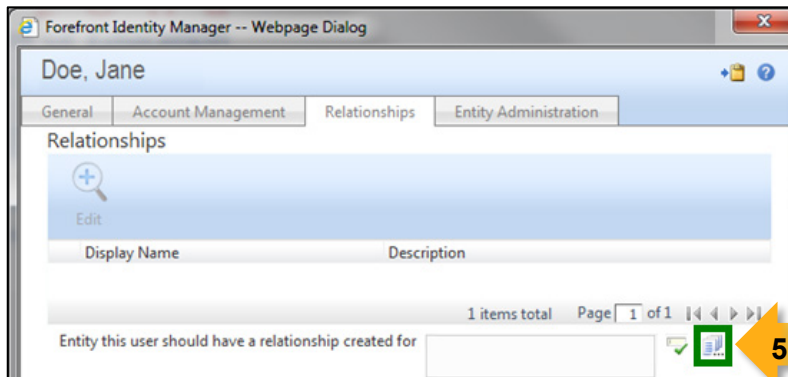
6) Check the box for the correct Entity. Click Ok.

**7)** Confirm that the Entity name is correct in the New Value column and click Submit.
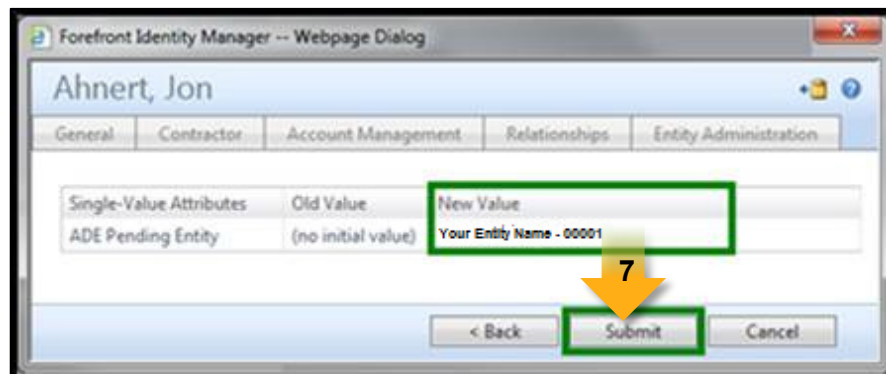
8) The Entity will be added to the Relationships section on the user's account (see example below). Repeat the steps to add any additional Entity access the user will need. Once the relationships have been added, you will need to add a role to the user's account. Please proceed to the section below for instructions on adding a role.

Arizona Department of Education
Information Technology Division
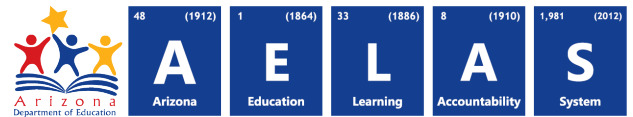
Add A Role To A User's Account

In ADEConnect, permissions are granted through roles. Only users with entity administrator access can add roles to a user's profile. The user's account must have a relationship with an Entity before a role can be added. Most of the roles provide the user with access to the applications, and to specific functions within the applications. After adding a role it can take up to 30 minutes for the changes to appear. The user will need to refresh the webpage or logout and log back in to view the changes.

To Add An LEA Role Or Program To A User's Account,

This is the list of Roles available for assignment at an LEA only level Entity. Principal and Assistant (Vice-) Principals are available, but should be initially added in HQT per the district and state requirements.

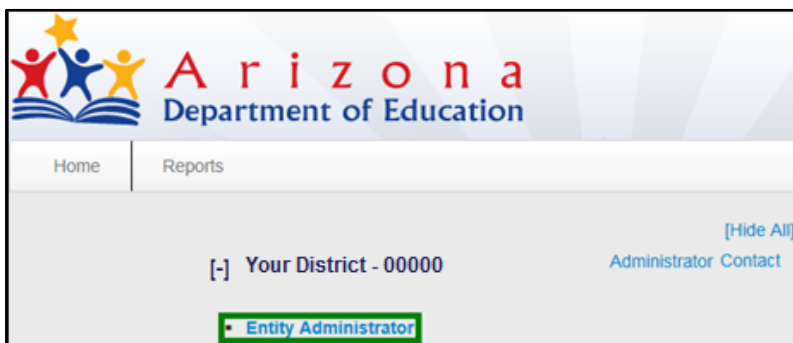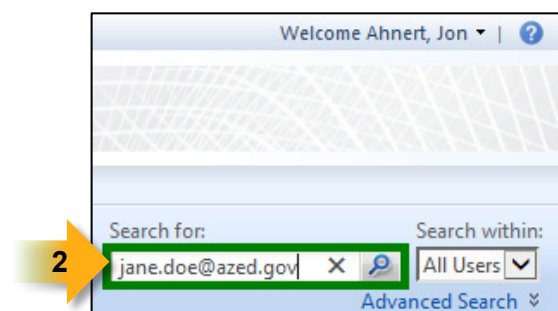| LEA and Program-wide ADEConnect Role Names	Description
RDSS District Administrative Assistant	An individual that performs duties in support of a Superintendent and/or Assistant Superintendent.
RDSS Assessment and Observation Administrator	A district level employee who An individual that administers the accounting function for an entire school district; OR A district level employee who plans, designs, and rolls out assessments for an entire school district; OR A district level employee who designs and rolls out the curriculum and instruction approved by district, board and stays abreast of current state requirements; OR A district level employee who submits all SAIS reports to the state and works with the local SIS system to provide data to all other systems within the district; OR District level employee who looks at all the assessments reports and evaluation data and provides the board educator effectiveness levels per school site. A lot of times uses school labels and Galileo data to communicate this information; OR District level employee who the manages all staff of special education along with all their needs like IEPs, funding, reporting to the state, local sites inspections.

RDSS Peer Evaluator	A MCESA employee whose primary responsibility is to perform classroom observations for a cadre of assigned teachers over the course of a year in REIL districts. They will also support teachers with both on-site and cross-district professional learning, ensuring that teachers receive the job-embedded support needed to improve practice and student achievement.
RDSS District Assessment and Roster Administrator	An individual that performs secretarial duties in support of a Superintendent and/or Assistant Superintendent.
RDSS District Administrator	An HR Administrator who is an individual that administers the human resources management function for an entire school district; OR A Superintendent/Assistant Superintendent who directs and manages an entire school district.
RDSS Program Administrator	A MCESA Employee who has a signed Data Steward Agreement for a MCESA district and directly supports the district with RDSS applications.

1) Access ADEConnect through your student information system or log into ADEConnect directly at https://home.azed.gov/Portal/. Click on the Entity Administrator link under the Entity name.
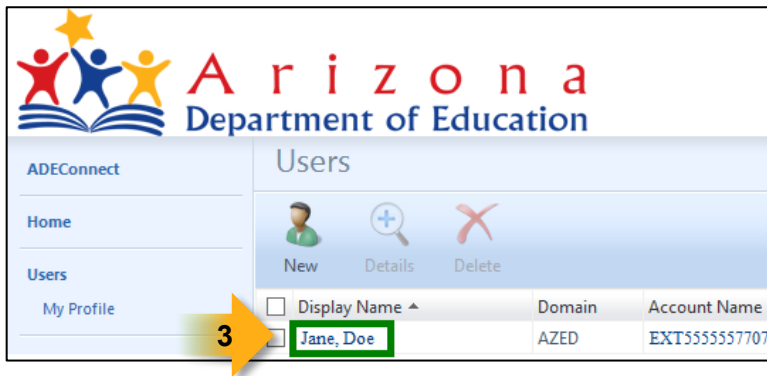
2) At the top right, in the Search For field, type the user's last name or email address, and then click on the search 🔍 button.
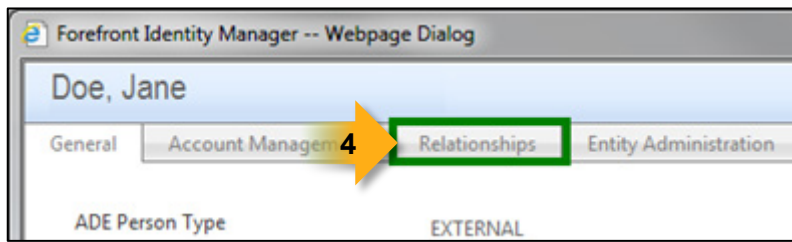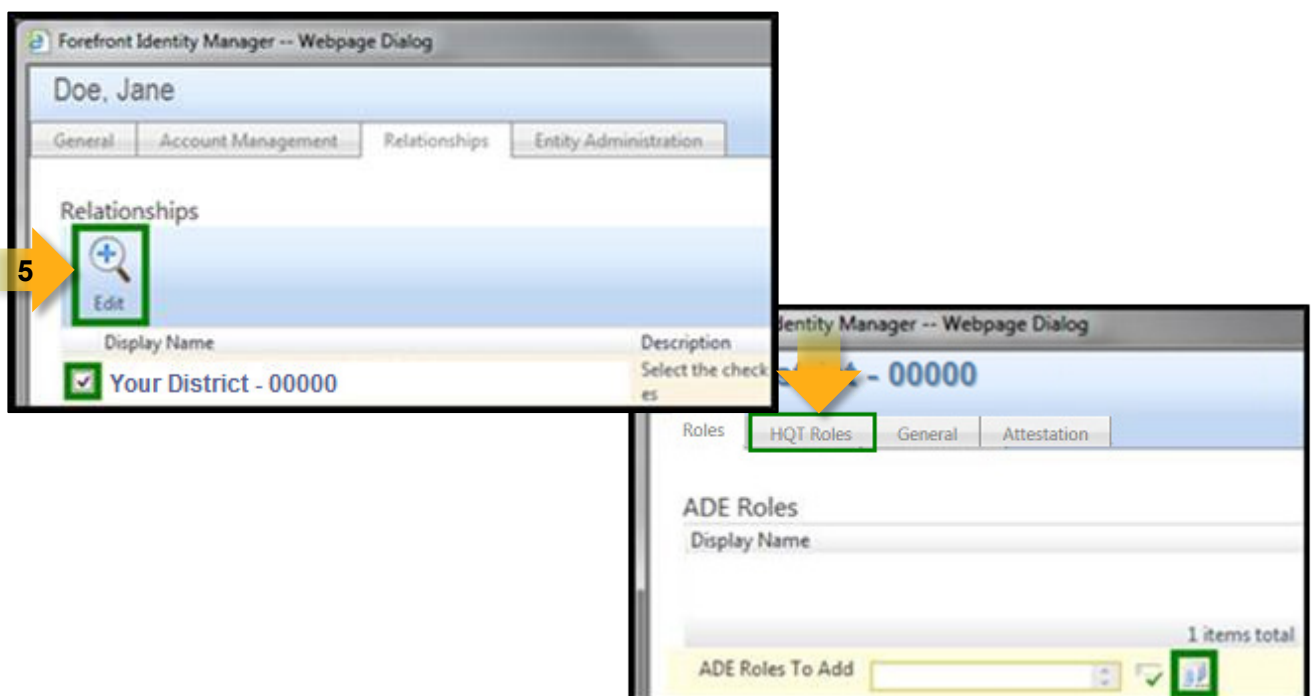
3) Click on the user's name to open the user's account.

4) At the top of the user's profile, click on the Relationships tab.

5) Check the box next to the Entity, then click Edit.

If the educator has a Position in HQT that will sync to a role in ADEConnect, the **HQT Roles** tab will be present in the window. If present, click on the HQT Roles tab to verify what role(s) have been synced from HQT. If they have the appropriate role, but do not have the desired access, direct the user to ADESupport to troubleshoot the HQT entry.
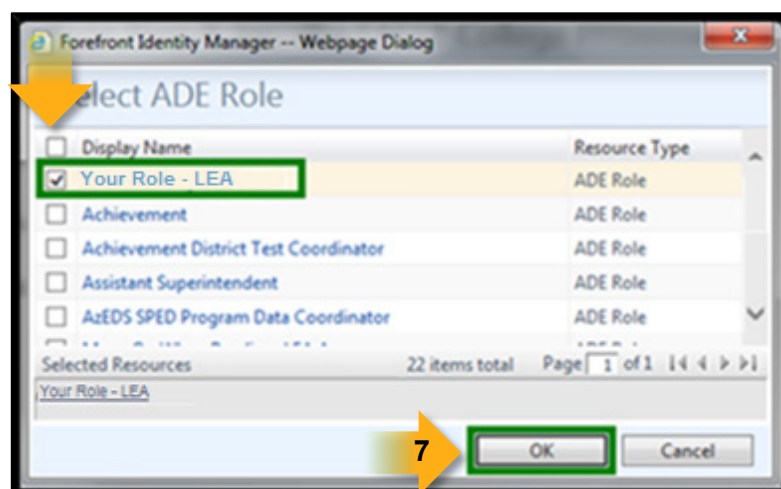
If you are managing non-HQT roles, they are managed in the Entity Administrator Portal. The steps below instruct you on updating user accounts for non HQT roles.
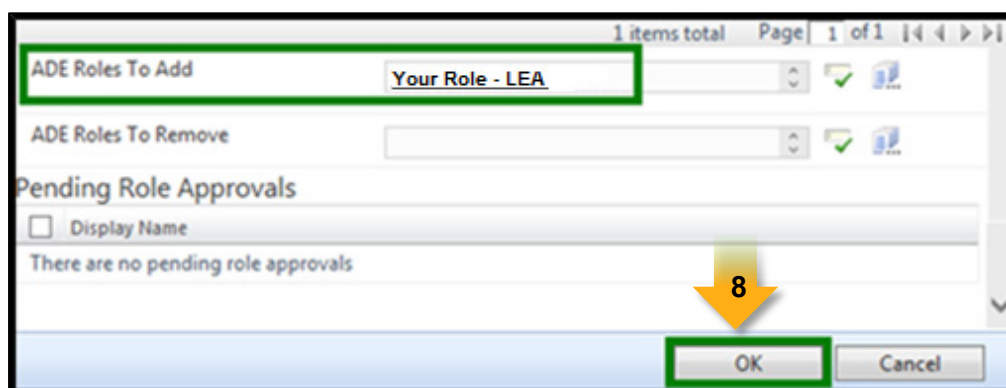
6) Click on the browse 📑 button.
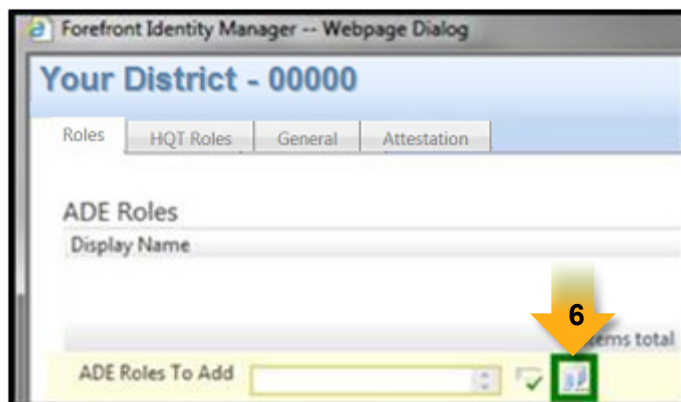
7) Check the box for the role to add and then click ok. The role will be added under 'ADE Roles To Add.' The roles for each entity will be different; some roles may not be available. For a list of ALL ADEConnect application roles and descriptions, Go to the ADEConnect public site. Click OK.

8) Click OK again.

9) Confirm the role is correct under 'Inserted Items' and click submit to apply the new role. You must add a role at each Entity the user needs. Advise the user that it can take up to 30 minutes for the changes to appear. The user will need to refresh the webpage or logout then back in to view the changes.

Note: If you know name of the roles, you can also type in the role name in the 'ADE Roles' To Add field and click on the 'Validate and Resolve' checkmark   then Click OK to save the new role.

ADEConnect – RDSS Applications

To Add A <mark>School</mark> Role Or Program To A User's Account,
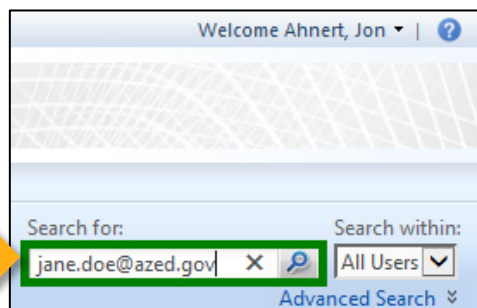
This is the list of Roles available for assignment at a <mark>School</mark> only level Entity

School ADEConnect Role Name	Description
RDSS School Administrative Assistant	Single school site clerk that manages the school front office but in some districts can be the data entry clerk for the SIS system.
RDSS School Assessment and Roster Administrator	This person oversees a division of the school for instruction, special programs, etc. Examples would include Math Department Chairman, Head of Federal Programs, etc.
RDSS Support Specialist	A role used to fulfill the same needs as school Assistant Principal and is used so that this person may be evaluated against the Leading Observation instrument.
RDSS Former User	Educators who no longer are employed at a district in the REIL program, but still need to access their own personal information in RDSS: Profile and BFK: Awards in order to fulfill payout tasks for the previous school year.

1) Access ADEConnect through your student information system or log into ADEConnect directly at https://home.azed.gov/Portal/. Click on the Entity Administrator link under the Entity name.
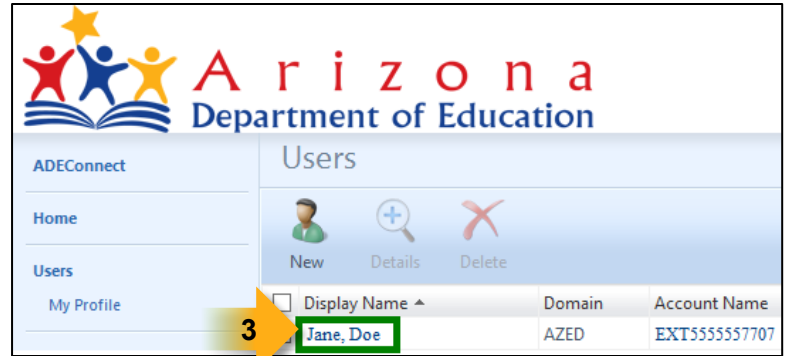

2) At the top right, in the Search For field, type the user's last name or email address, and then click on the search 🔍 button.
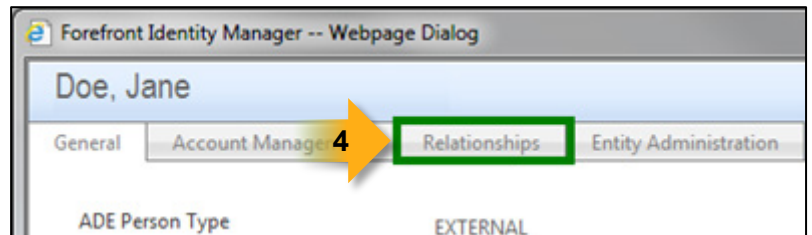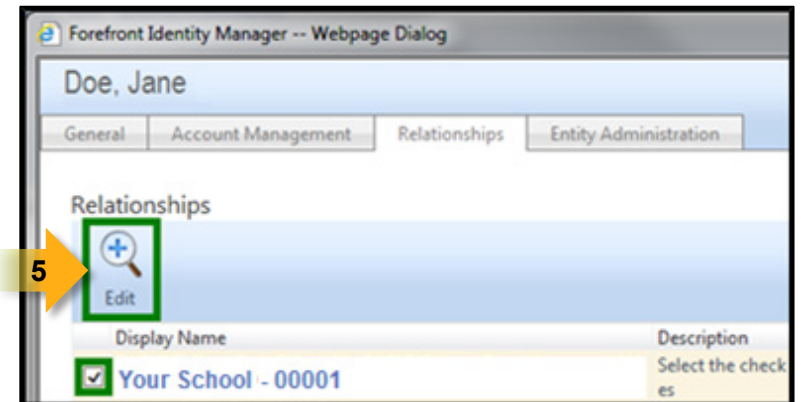
3) Click on the user's name to open the user's account.

4) At the top of the user's profile, click on the Relationships tab.

5) Check the box next to the Entity, then click Edit.

If the educator has a Position in HQT that will sync to a role in ADEConnect, the **HQT Roles** tab will be present in the window. If present, click on the HQT Roles tab to verify whether the user has already inherited the desired role from HQT. If they have a role but do not have the desired access, direct the user to ADESupport to troubleshoot in HQT
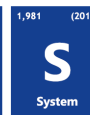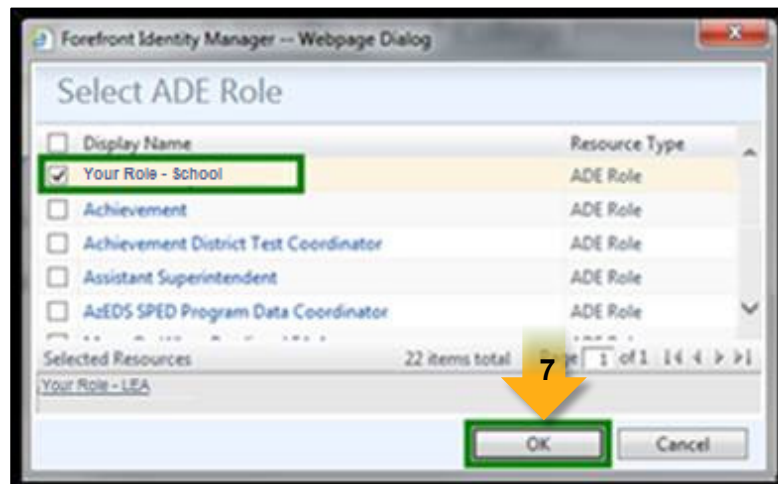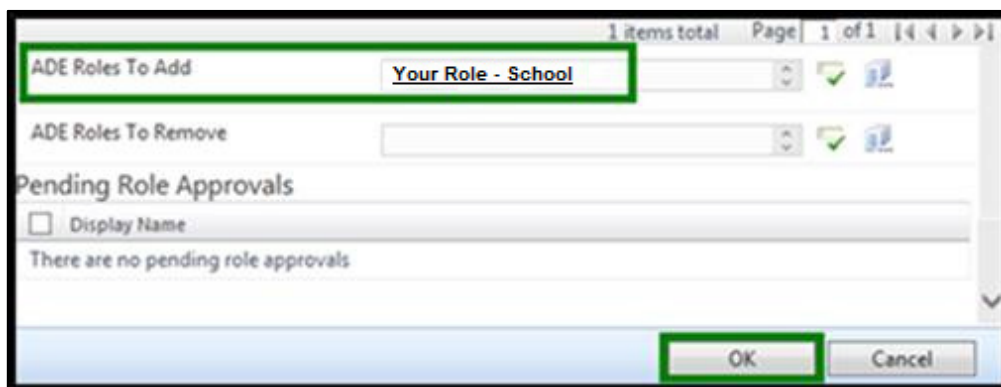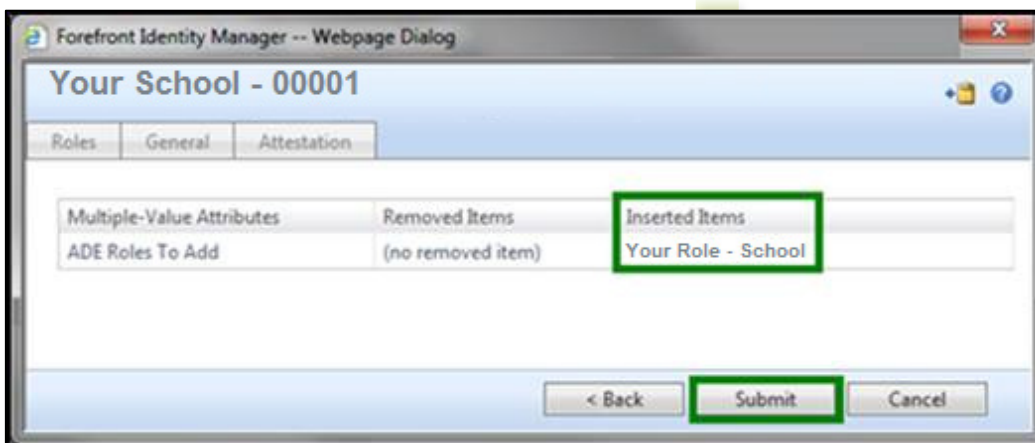
6) Check the box for the role to add and then click ok. The role will be added under 'ADE Roles To Add.' The roles for each entity will be different; some roles may not be available. For a list of ALL ADEConnect application roles, and descriptions, Go to the ADEConnect public site. Click OK..

Click OK again.

7) Confirm the role is correct under 'Inserted Items' and click submit to apply the new role. You must add a role at each Entity the user needs. Advise the user that it can take up to 30 minutes for the changes to appear. The user will need to refresh the webpage or logout then back in to view the changes.

Password Reset Requests

Entity administrators do not have the ability to set a new password in ADEConnect. By default, a user's password is generated by ADEConnect and emailed to the user's email address. If a user did not receive a password, please direct the user to ADE Support for assistance. Users who have registered for password resets also have the ability to reset the password themselves at https://home.azed.gov/Portal/and click on the Forgot Password link provided. If a user is unable to reset his or her password, please have the user contact ADE Support at 602-542-7378 or 1-866-577-9636 or by email at support@azed.gov.

Edit An Existing User's Role Access

To check an existing user's roles using this method, you must have entity administrator access.

Check An Existing User's Roles and Program Access

1) Access ADEConnect through your student information system or log into ADEConnect directly at https://home.azed.gov/Portal/. Locate the Entity you want to add for a user and click on the Entity Administrator link under the Entity name.
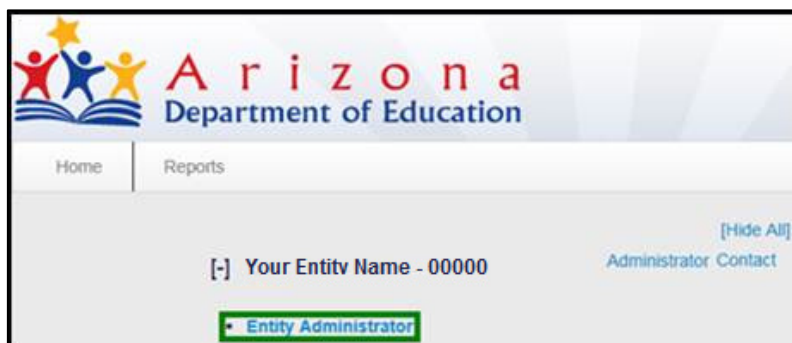
2) At the top right, in the Search For field, type the user's last name or email address, and then click on the search 🔍 button.
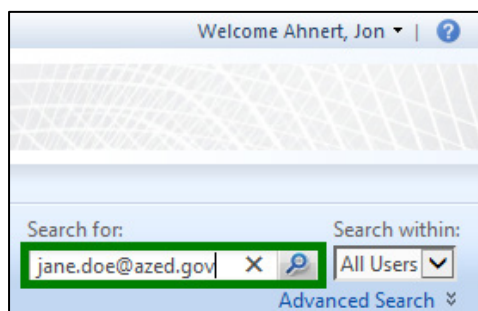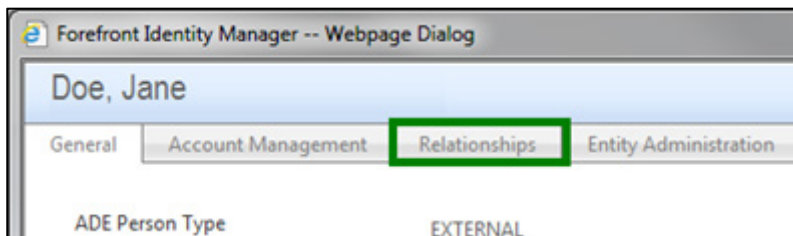
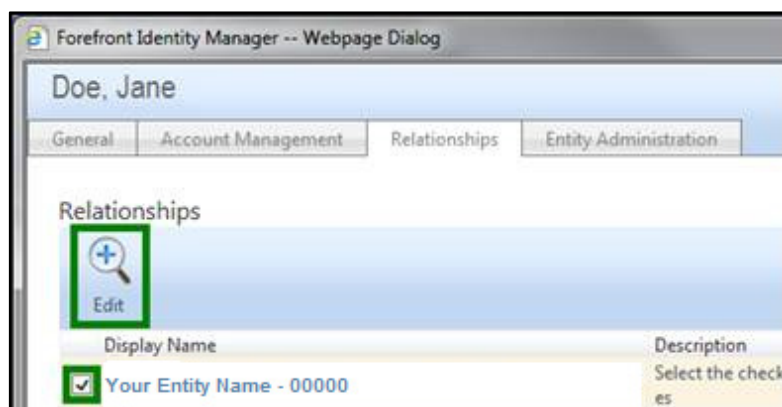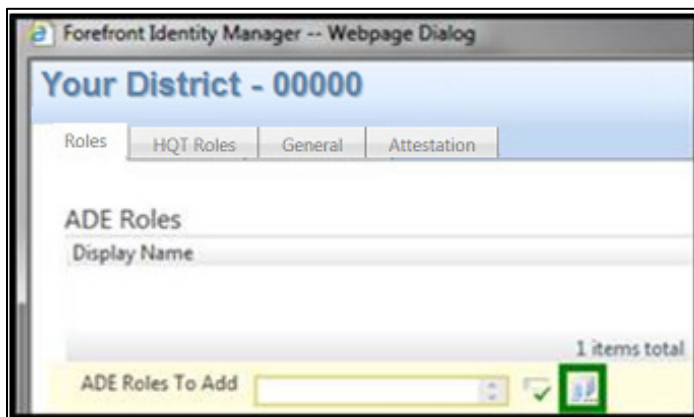3) Click on the user's name to open the user's account.
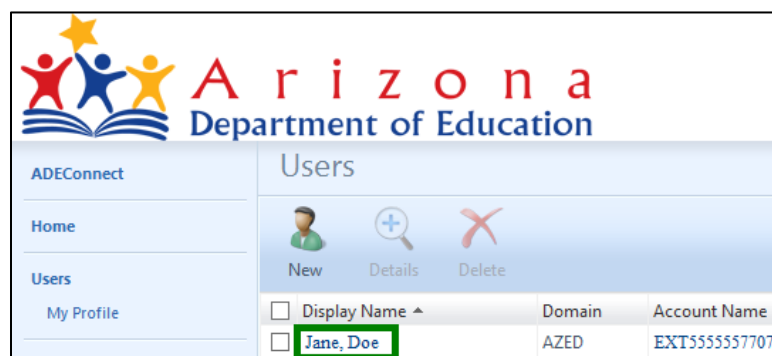
4) At the top of the user's profile, click on the Relationships tab.

5) Check the box next to the Entity, then click Edit.

6) The user's current roles will be displayed under ADE Roles. Repeat steps 5 and 6 for any other Entity you would like to check for this user.

Remove An Entity From A User's Account

ADEConnect does not give an entity administrator the ability to manually remove an Entity from a user's account. If you remove all of the roles for an Entity in ADEConnect and on your student information system, the system runs an automated process to remove the Entity if the user has no roles assigned. User accounts with no roles for any of the Entity should be automatically deleted by the system after a period of time (roughly 3 days).
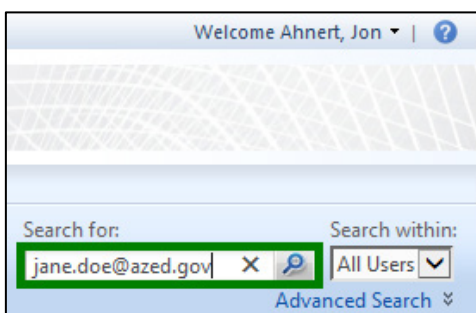
Remove Role Access From a User's Account

THIS FUNCTION WILL NOT REMOVE ROLES OR PERMISSIONS FOR POSITIONS THAT ARE VALID IN HQT. ONLY THE END-DATE OF THAT POSITION IN HQT WILL REMOVE ACCESS.

This process will remove a user's permissions granted by a role in ADEConnect. Once a role is removed the user will lose access to the applications and functions granted by the role. Only users with entity administrator access can remove a role from user's account.
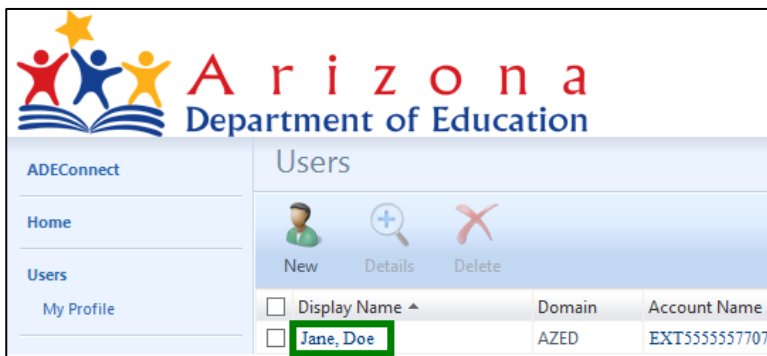
1) Access ADEConnect through your student information system or log into ADEConnect directly at https://home.azed.gov/Portal/. Locate the Entity you want to add for a user and click on the Entity Administrator link under the Entity name.

2) At the top right, in the Search For field, type the user's last name or email address, and then click on the search 🔍 button.
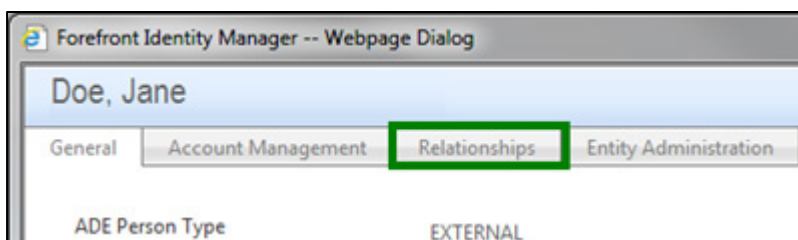

3) Click on the user's name to open the user's account.

Arizona Department of Education
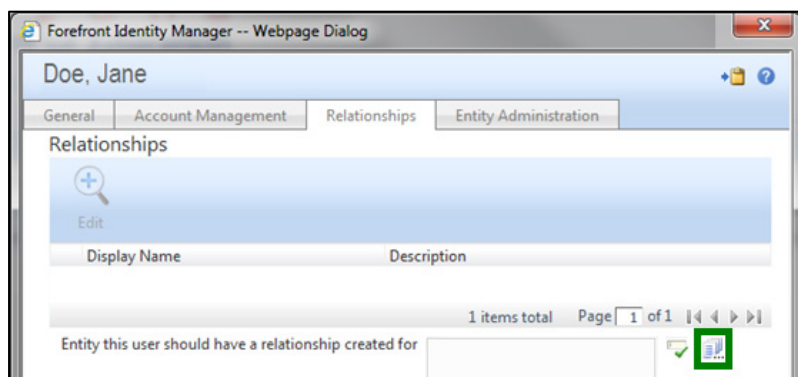Information Technology Division
www.azed.gov/aelas

4) At the top of the user's profile, click on the Relationships tab.

5) Click the browse ⊞ button. A list of Entities will be displayed. The list will only show the Entities in which you have entity administrator access. If an Entity is missing, most likely you do not have entity administrator access for that Entity.

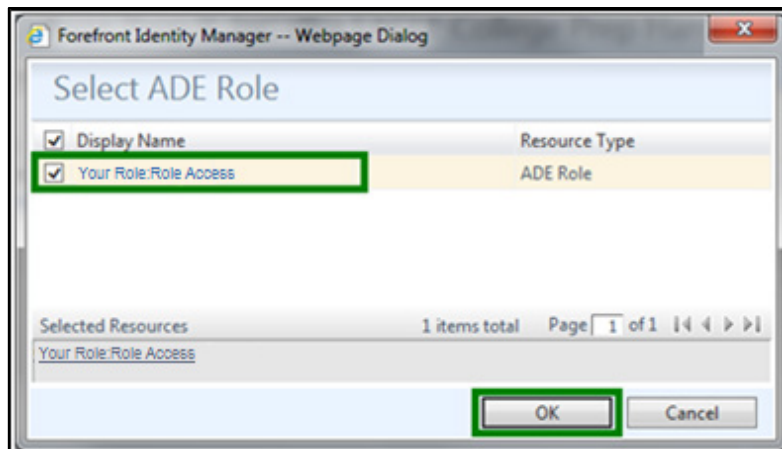**6)** The user's current roles will be displayed under ADE Roles. (Repeat steps 5 and 6 for any other Entity you would like to check for this user.) Click the browse ⊞ button next to 'ADE Roles To Remove'.
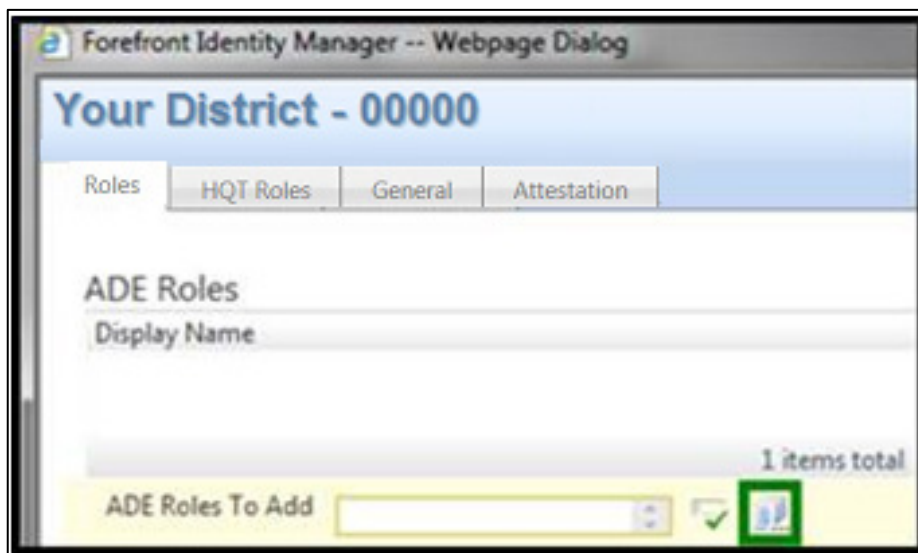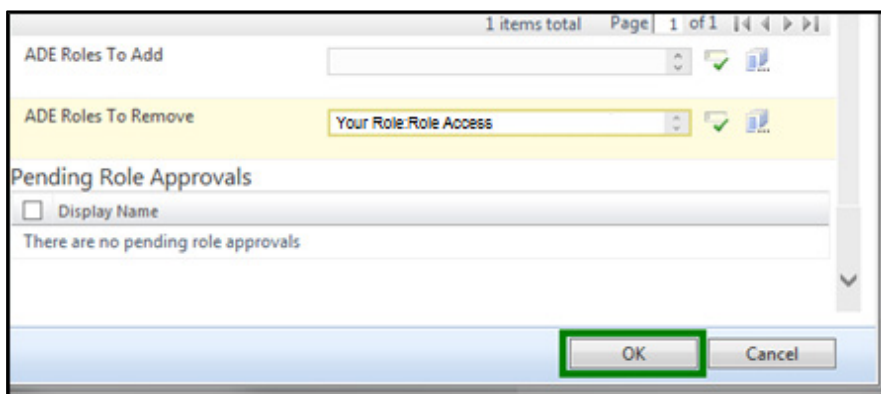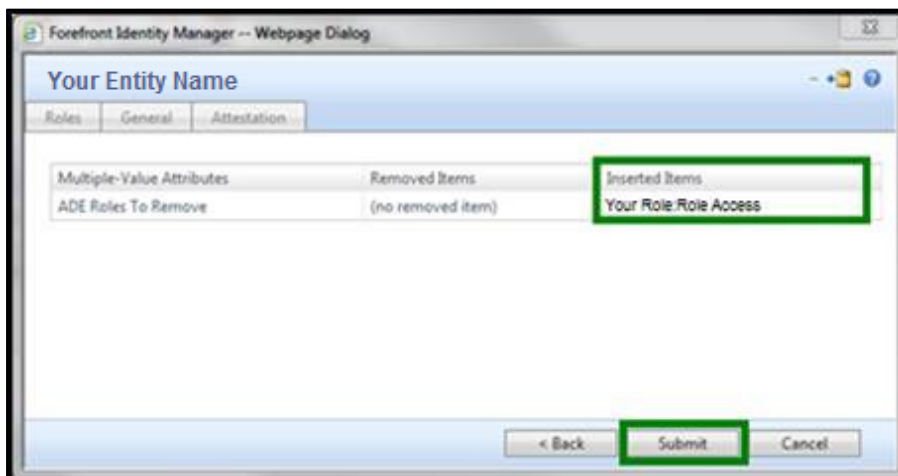
7) Check the box for the role you want to remove and click ok.

8) Click ok again.

9) Under the 'Inserted Items' column, confirm the role entered is the role you want to remove. Click submit to save your changes.

Delete a Users Account

Entity administrators do not have the ability to directly delete a user's account; entity administrators can remove the roles and program access for all of the entities. After all role permission access has been removed from a user's account, the system will automatically delete the user's account after a period time. Only users with entity administrator access can remove role permissions from user's account.

Edit A User's Name Or Email Address

If a user has a role that is synced from HQT (HQT Roles tab will appear if there are any synced HQT roles) changes must be made in the HQT application in Common Logon.

Entity Administrators have the ability to edit a user's name or email address in ADEConnect for a period of 2 weeks after the account was created. Please note that if you change the user's email address, this can affect the user's ability to log in as it can take up to 24 hours for the changes to take effect. If you did not create the account, or the account was created more than two weeks ago, you can remove all the roles from the user's account and create a new account with user's new name or email address and re-add the roles. If you would prefer, you can contact support; support has the ability to update names and email addresses in the system after a period of two weeks.

To Edit A User's Name Or Email Address

1) Access ADEConnect through your student information system or log into ADEConnect directly at https://home.azed.gov/Portal/. Click on the Entity Administrator link under the Entity name.

2) At the top right, in the Search For field, type the user's last name or email address, and then click on the search 🔍 button.
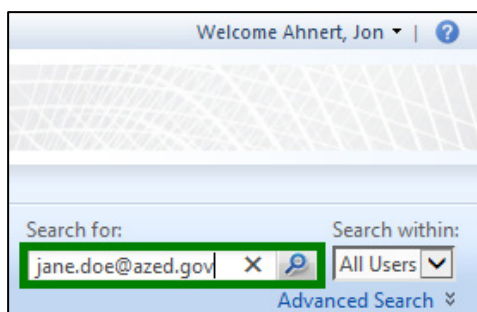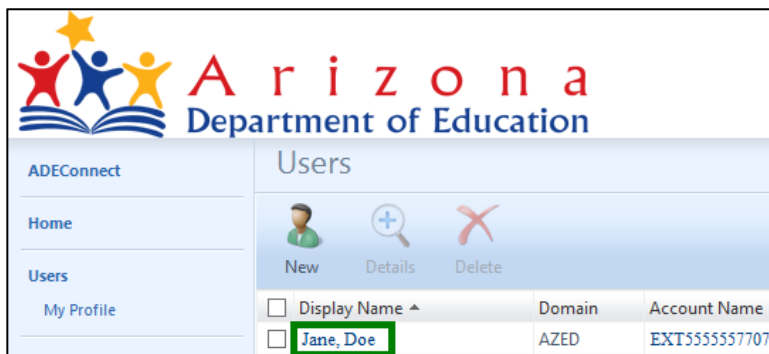
ADEConnect – RDSS Applications

3) Click on the user's name to open the user's account.

4) Edit the information on the General tab. Type in the changes to the user's name or email address and Click OK.

Changing a user's name will not affect the user's ability to log into ADEConnect. If you change the user's email address, it can lock the user out for up to 24 hours.

Frequently Asked Questions (FAQs)

Please see the public webpage with the most up to date details on ADEConnect questions.

http://www.azed.gov/aelas/adeconnect/answers/

For questions regarding RDSS applications?

Please contact the MCESA Field Specialist for your district.

Who Do I Contact For Assistance Setting Up ADEConnect?

Please contact the Support Center for assistance at 602-542-2222 or 1-866-577-9636 or support@azed.gov. The Support Center will transfer you to one of our staff members who is can assist you further.

Who Is My Entity Administrator

Please contact the Support Center for assistance at 602-542-2222 or 1-866-577-9636 or support@azed.gov. The Support Center will provide you with a list of entity admin and their contact details.

Contact ADE Support

If you have questions or require further assistance, please contact the Support Center for assistance at 602-542-2222 or 1-866-577-9636 or by email at support@azed.gov. The Support Center is open Monday through Friday from 6am to 6pm and is closed for federal and state holidays.