

# Guide to "Accountability" Tools & Applications

via

**ADECONNECT** 

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#### Introduction

This step-by-step guide to "Accountability" reports in ADECONNECT is meant to assist first-time users in accessing and navigating the data provided by ADE Accountability. The reports available on the Accountability/AZ LEARNS/Adequate Yearly Progress application (each of these is described in greater detail later in this document) that are discussed in this guide:

- State and Federal Accountability Evaluations this link will allow you to view the AYP determination, AZ
  LEARNS legacy achievement profile, Federal Accountability data, and A-F letter grade for your entity, as well
  as underlying numbers used in the calculations. This link is also where you would submit any appeals, if
  necessary.
- AMO Determinations for All Schools This link provides users with the 2012 AMO determinations for all schools. Please keep in mind that this file is sorted by LEA entity ID, school entity ID, grade, and subgroup.
- Graduation Rate Cohort Report this will allow you to view the four- and five-year graduation rates and
  dropout rate for your entity as well as student-level information for all three. This information is used for
  schools and LEAs that serve high school grades only.
- Student Counts Report this report allows you to view students enrolled at your entity on a given test date. This report is available at the summary and detail level.
- SAIS ID Corrections Application this application allows you to view and correct invalid SAIS IDs from AIMS records received for your entity.
- Download Testing Data This link allows you to download a tab-delimited text file containing student-level test results (AIMS, AIMS-A, and Norm-Referenced).
- CCRI Reports View summary and/or student detail reports (not available for all reports) for College and Career ready course completion (Student Teacher Course), postsecondary enrollment, and postsecondary assessments.

Please keep in mind that these are not necessarily all the links on the page as they are subject to change, and this guide does not cover AYP, AZ LEARNS legacy, or A-F letter grade calculations in detail. If you have questions regarding accountability calculations, or any of the accountability systems, please feel free to contact us via email:

Achieve@azed.gov.

# **Getting Started**

First, access the ADE home page (http://www.azed.gov/). On the home page, click on the link called ADECONNECT.



To enter the ADECONNECT, which is a secure server, you will need an account issued by ADE. If you do not have an account, please contact your entity administrator.

IMPORTANT NOTE: All ADECONNECT applications, including the reports found on the AZ LEARNS/Adequate Yearly Progress page, have a time-out security feature that will log you out and take you back to the login page if your

session remains idle for too long. You will see this:



This will negate any changes you have made in the Accountability applications. We highly recommend that updates be documented in either Word or Excel prior to logging in to ensure that changes are not lost.

Once you enter ADECONNECT, click on the link called AZ LEARNS/Adequate Yearly Progress (NCLB):



If this link does not appear on your ADECONNECT menu, please contact your entity administrator.

Please note: All links on the AZ LEARNS/Adequate Yearly Progress page are blue, while headers are red. Text on the page that is red will not open another page.

# **Update Contact Information**

You can see the current contact information for your entity on the right side of the page, under Contact Information.

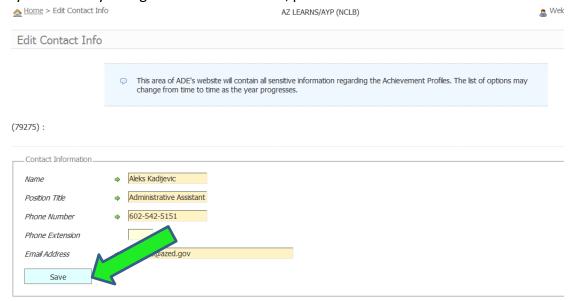


If you are a first time user, please click on this link first and update your entity contact information.

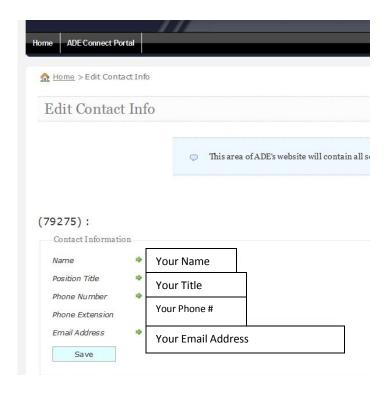
#### Update Contact Information

Please take a moment to update your school/district's contact information. Additional E-mail addresses can be added to ensure effective communication with your school/district regarding NCLB and AZ LEARNS.

If you make any changes to this information, please be sure to click on the Save button.



Once you have saved your updated information, please click on the Home button in the upper left hand corner of the page. This will take you back to the AZ LEARNS/Adequate Yearly Progress page.



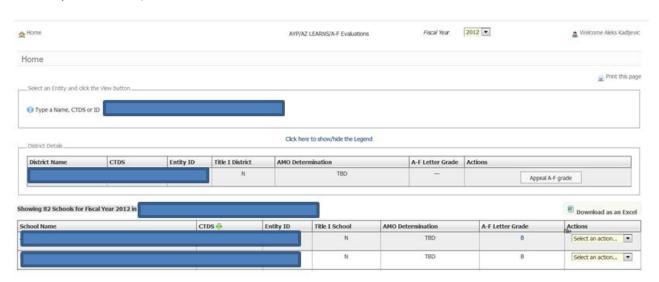
# **State and Federal Accountability Evaluations**

This link allows you to view the AYP determinations, AZ LEARNS legacy achievement profiles, and A-F letter grade for your entity, as well as underlying numbers used in the calculations.

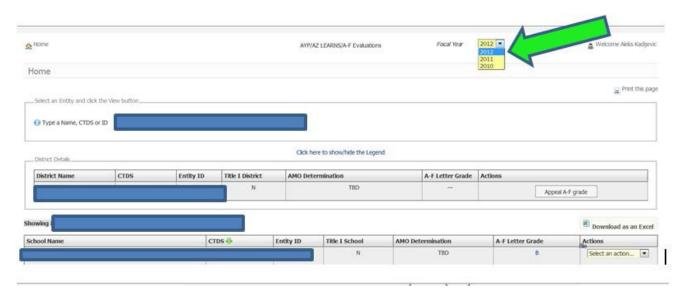


Once you click on the link called State and Federal Accountability Evaluations, you will see the home page for A-F Letter Grades/AYP/AZ LEARNS Achievement Profiles.

If you have LEA level access, your next page should look something like this (if you have school level access, you will see only one school):



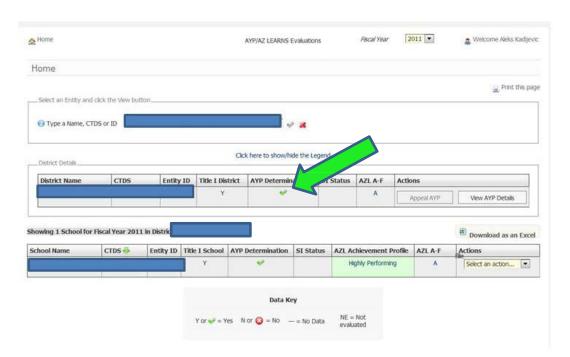
To view prior years' evaluations, click on the drop down next to Fiscal Year in the upper right hand corner.



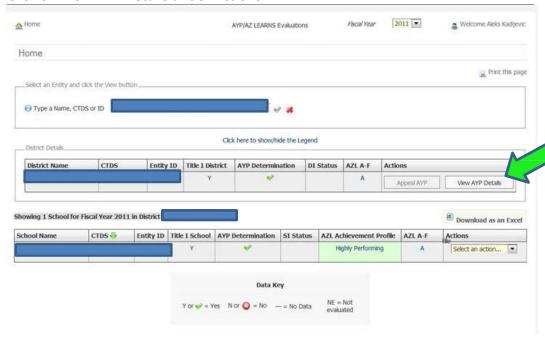


To view the AYP details for your entity, click on the

under AYP determination.



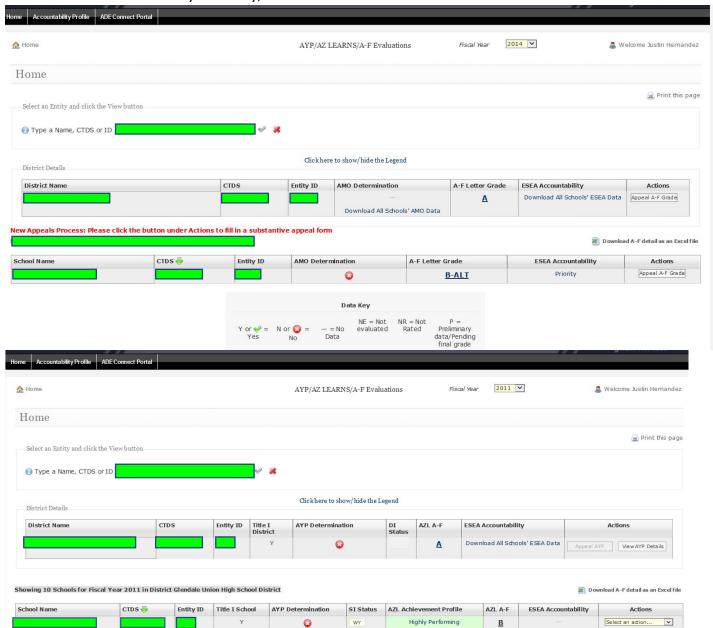
#### Or click on View AYP Details under Actions:



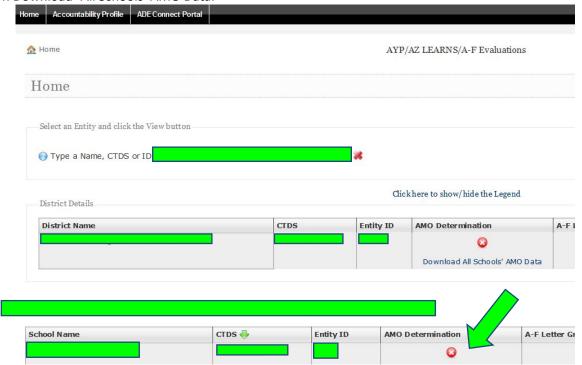
#### For 2012 and on:

or under AMO determination.

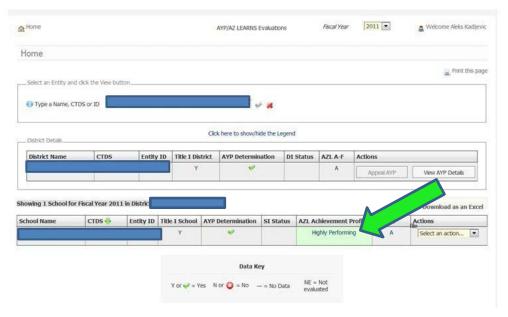
To view the AMO details for your entity, click on the or



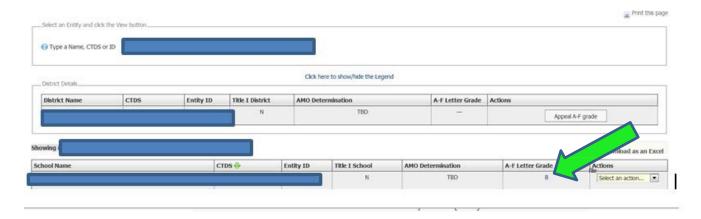
If you have LEA level access, you can also download all AMO data for all your schools in one document by clicking on Download All Schools' AMO Data.



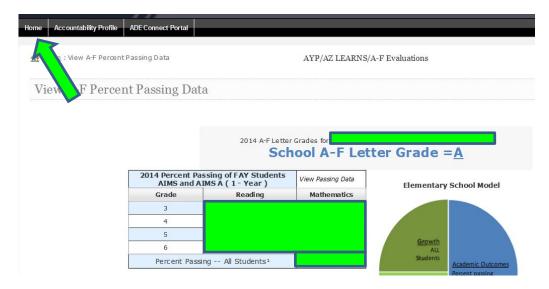
To view the AZ LEARNS Legacy Achievement Profile details (*years prior to 2012*), click on the profile name under AZL Achievement Profile (this applies only to schools, as LEAs do not receive legacy achievement profiles).



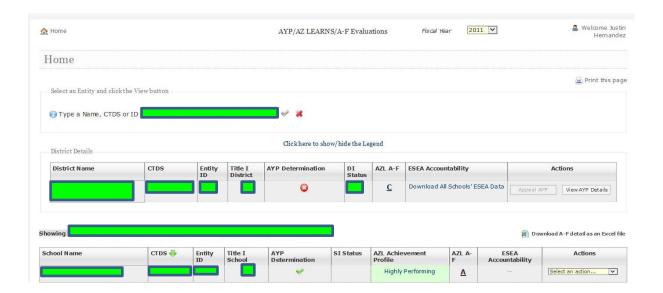
To view the A-F letter grade details (2011 on), click on the letter grade that appears under AZ A-F or A-F Letter Grade.



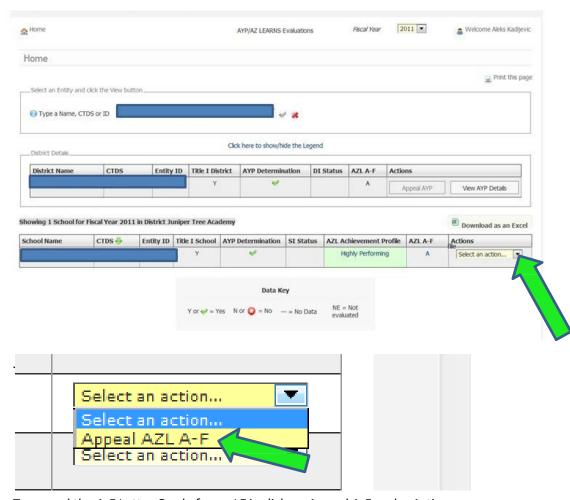
## Clicking Home on any detail page



Will take you back to the AYP/AZ LEARNS Evaluations page.



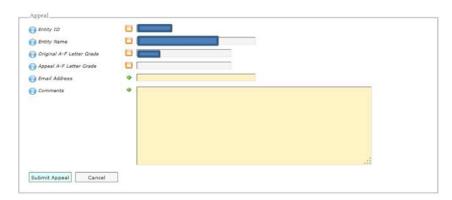
To appeal the A-F Letter Grade for a school (2011 on), click on the drop down menu that appears under Actions.



To appeal the A-F Letter Grade for an LEA, click on Appeal A-F under Actions.

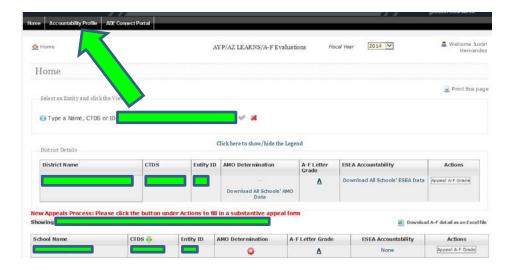


#### This will open a new page.

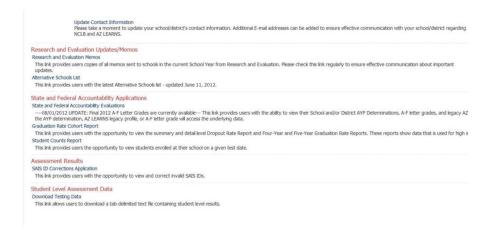


We recommend that you type your appeal in a Word document, then open the ADECONNECT application and copy/paste the text into the Comments section. Please note that, until you click Submit Appeal, your appeal will not be submitted.

#### Clicking on the Accountability Profile Home button



Will take you back to the AZ LEARNS/Adequate Yearly Progress home page.

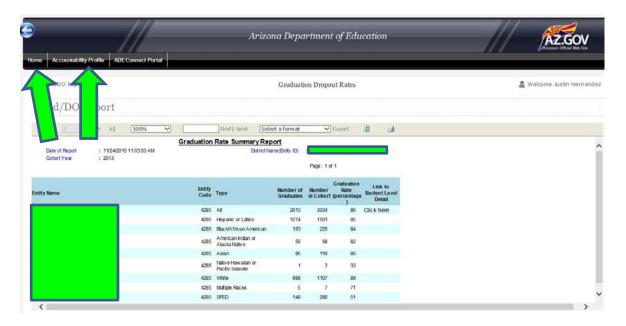


# **Graduation Rate Cohort Report**

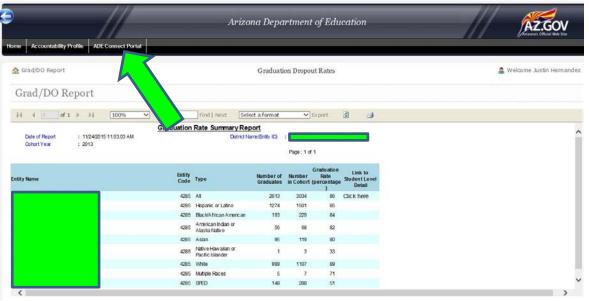
The Graduation Rate Cohort Report is used only for schools and LEAs that serve high school grades and can be disregarded by those entities that serve only elementary grades. The data that is available in this application can be corrected only in SAIS.



In this application, the Home button will take you back to the Graduation Rate Cohort Report. The Accountability Profile will take you to the main page in the Accountability application.



To back out of the Graduation Rate Cohort Report, click on the ADECONNECT Portal button.



This will take you back to the ADECONNECT main application page.



This application allows you to pull five different reports.

The four-year graduation rate report (used for federal accountability), the five-year, six-year, and seven-year graduation rate reports (used for state accountability), and the dropout rate report (used for state accountability). The following instructions apply for all these reports.



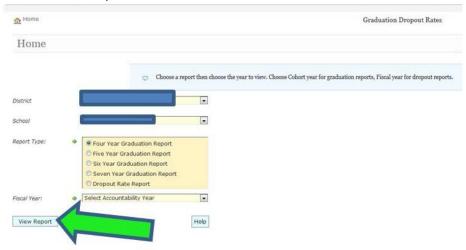
To pull the four-year graduation rate report, select the report type.



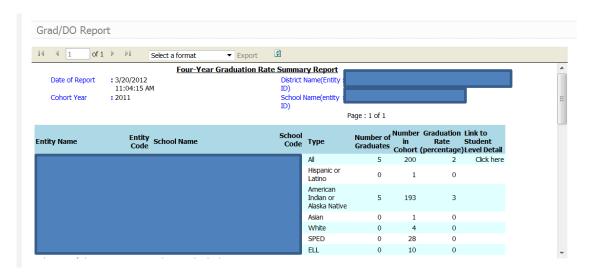
Then select the Fiscal Year by clicking on the dropdown menu. The Fiscal Year corresponds to the accountability year. For example, for accountability year 2014, select Fiscal Year 2014.



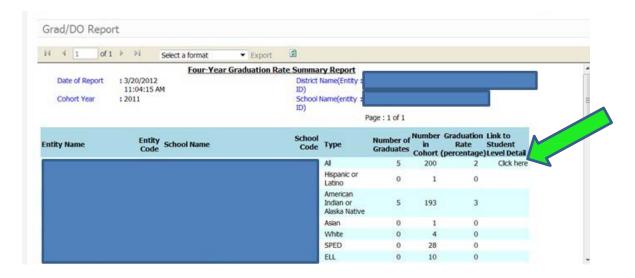
Then click on View Report.



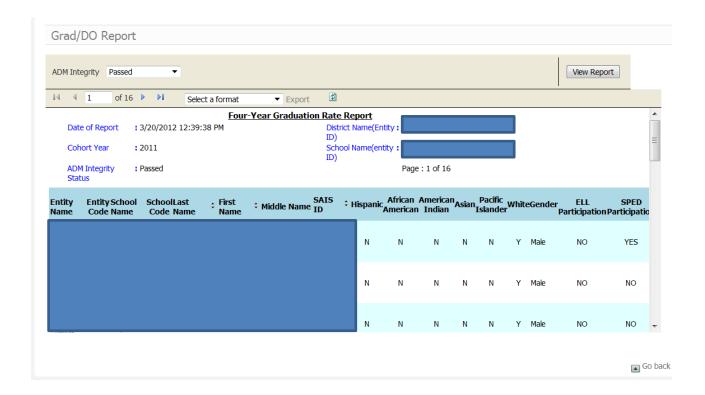
The default level for this report is summary, so you will see this.



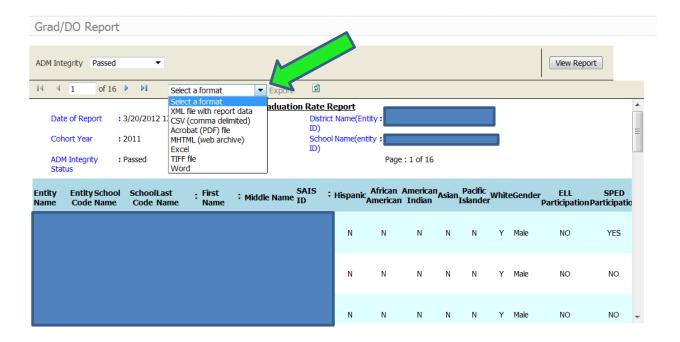
To view student-level data, click on Click here under Link to Student Level Detail.



The student level detail will look like this.

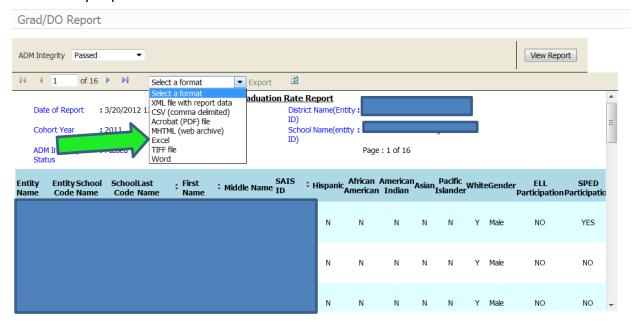


The easiest way to view this data is to export it to an Excel or CSV (comma delimited) document. To do this, you would need to first select a format in the dropdown.



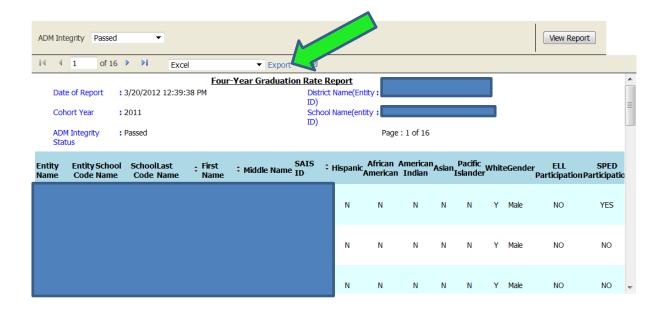
Go back t

For the purpose of this guide, we will choose Excel for the format. Please feel free to choose any available format that you prefer.

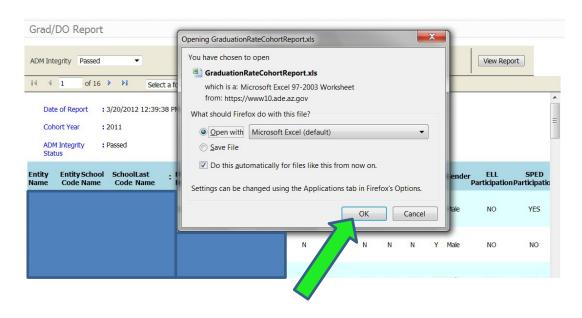


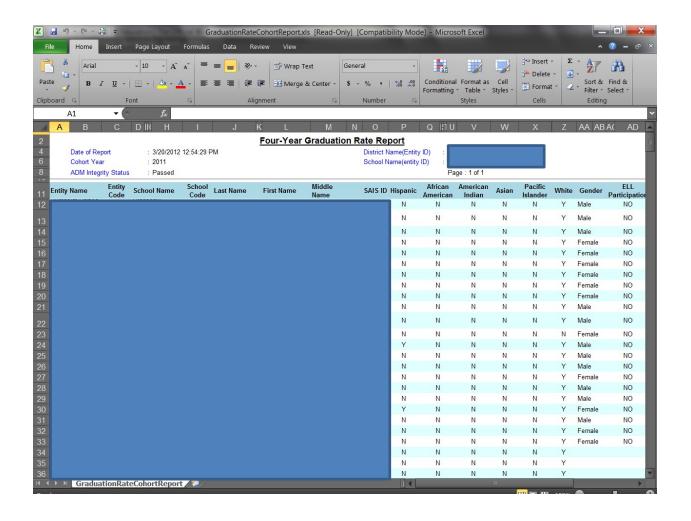
Go back t

Once you have selected a format, click on Export.

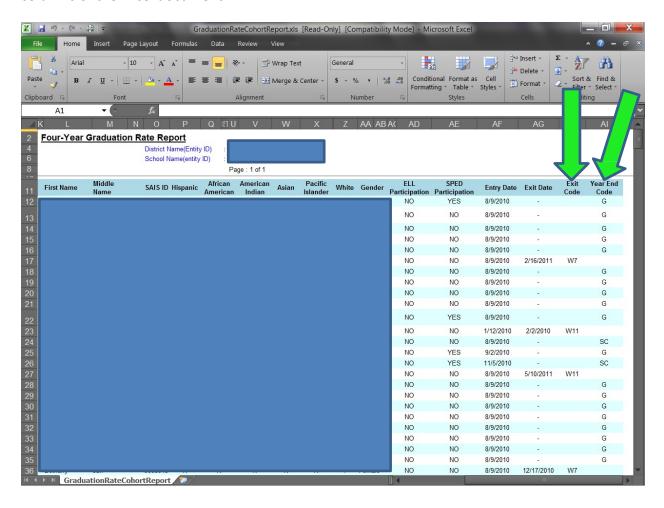


In the dialogue box that opens (similar to this one), click OK.





You can save this file to your desktop. Year end and exit codes for each student are available in the last two columns of the Excel document.



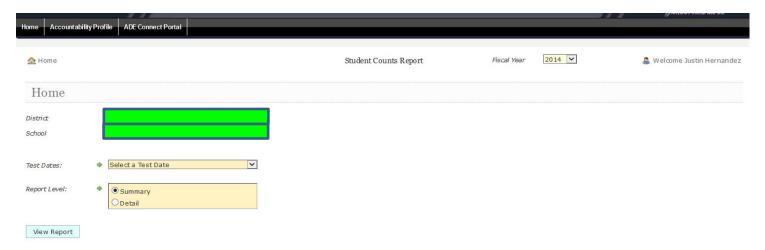
# **Student Counts Report**

The next link on the AZ LEARNS/Adequate Yearly Progress application is Student Counts Report. The data available in this report can only be corrected in SAIS.



This link provides users the opportunity to view students enrolled at their school on a given test date.

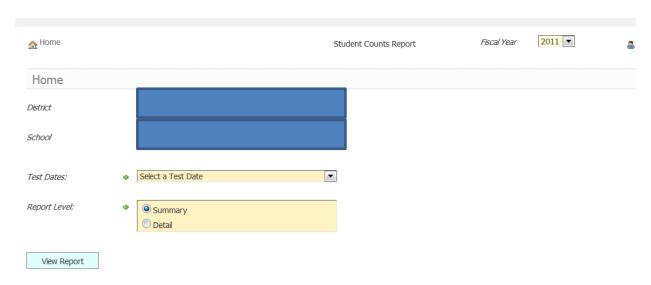
To back out of the Student Counts report, click on the ADECONNECT button.



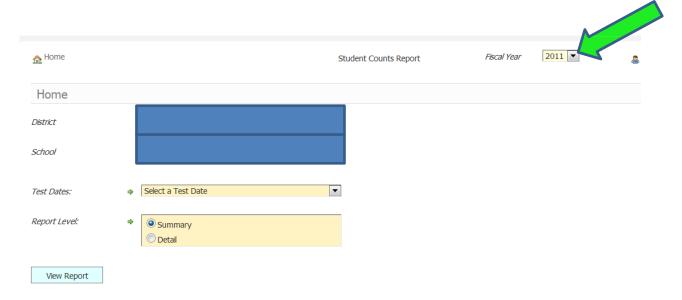
This will take you back to the ADECONNECT main application page.



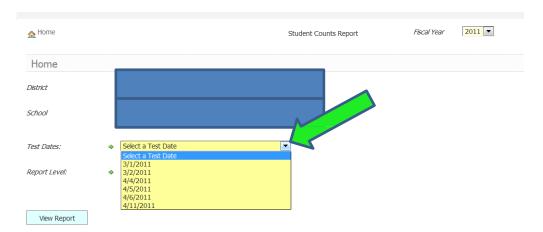
This report allows you to access the number of students enrolled in each grade, cohort (if applicable), and subgroup (race/ethnicity and program membership), as well as student level data for these categories, for each testing date.



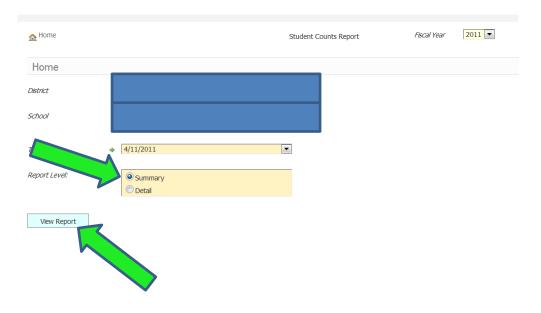
The Fiscal Year is, by default, always the latest data available. For prior years, click on the dropdown and select another year.



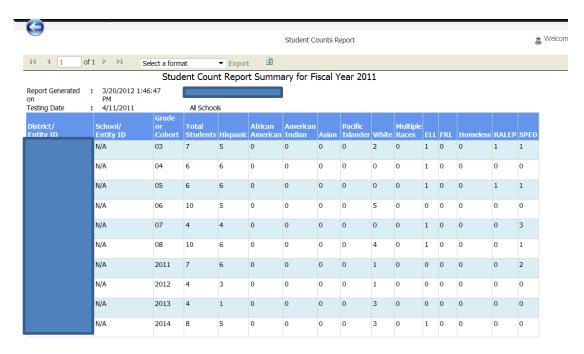
Select a test date (please keep in mind that high school grades have separate test dates for each subject, while elementary grades use the first date of the testing window).



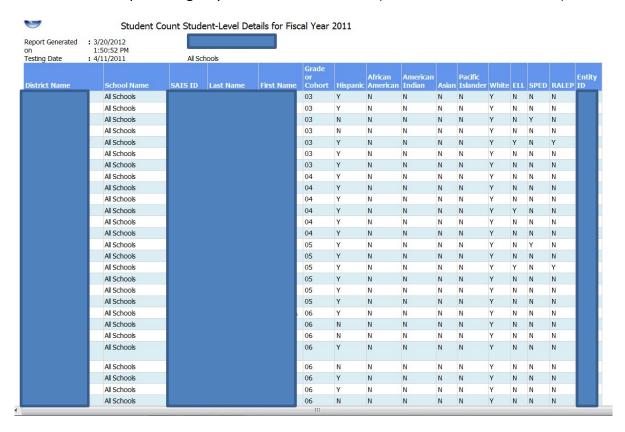
Once you have selected a test date, choose the report level you prefer. Then click View Report.



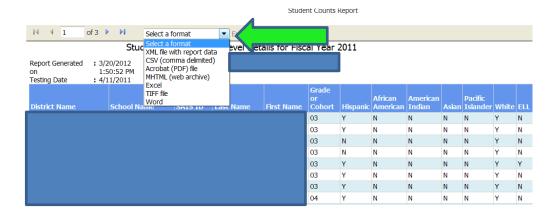
The summary report will give you the number of students enrolled in each subgroup and grade (NOTE: this report pulls all students who were enrolled on the testing date chosen, regardless of grade or cohort).



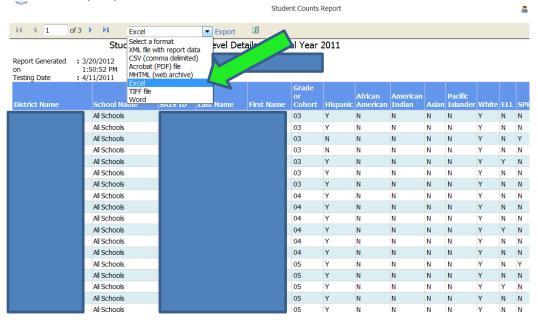
The detail level report will give you student-level details (student names and SAIS IDs).



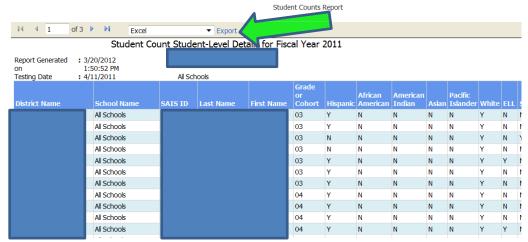
The easiest way to view this data is to export it to an Excel or CSV (comma delimited) document. To do this, you will need to first select a format in the dropdown.



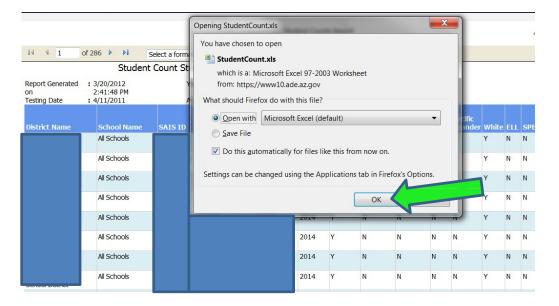
For the purpose of this guide, we will choose Excel for the format. Please feel free to choose any available format that you prefer.

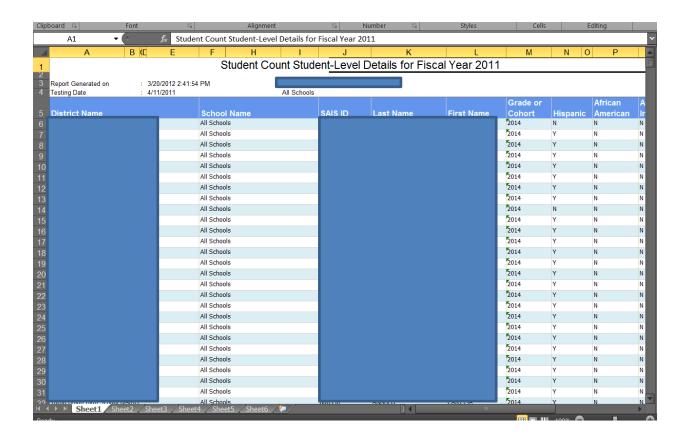


Once you have selected a format, click on Export.

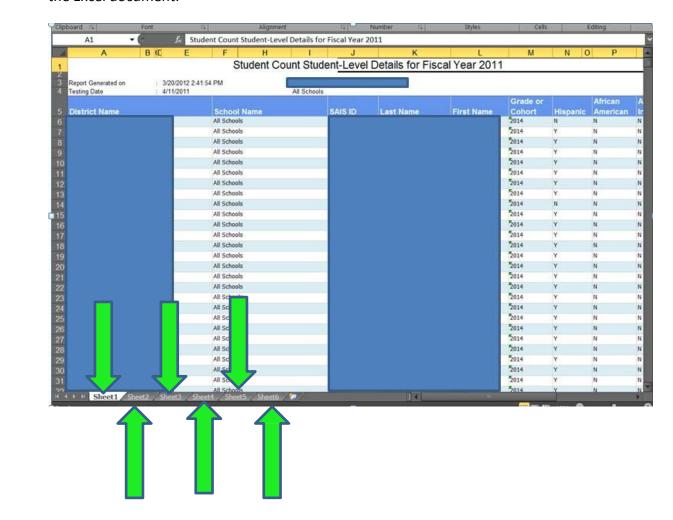


In the dialogue box that opens (similar to this one), click OK.





You can save this file to your desktop. NOTE: if you're pulling this report at a LEA level and have multiple schools, each school will have its **own** tab in the Excel document. The school entity id is in the last column of the Excel document.



## **SAIS ID Corrections Application**

# SAIS ID Corrections Application This link provides users with the opportunity to view and correct invalid SAIS IDs.

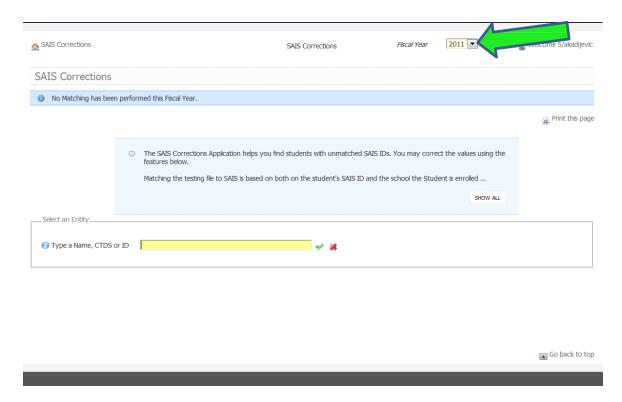
This is the only application on the AZ LEARNS/Adequate Yearly Progress page of the ADECONNECT that allows data corrections.

NOTE: The data you see in this application is pulled from the student test records. ADE matches student test records to enrollment data using SAIS ID numbers. If a student cannot be matched to the school where he tested, the record will appear in this application. There are several reasons a student record can fail matching:

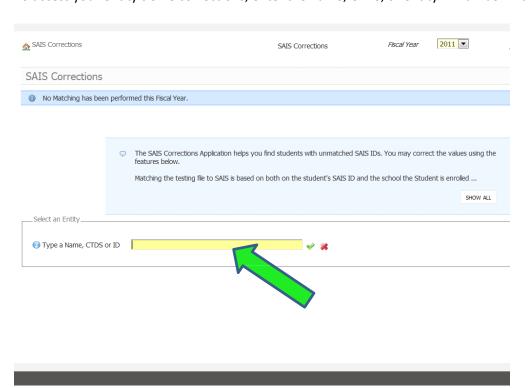
- the student was not enrolled at the school at the time of testing (for high school students, this means that a student's record would appear in the SAIS ID corrections application up to three separate times reading, Writing, and Math);
- the student's SAIS ID number was not entered on the test record
- the SAIS ID entered on the test record is not accurate
- the student's name that is on the test record does not match what appears in SAIS for the SAIS ID number
- the date of birth that appears on the test record does not match what appears in SAIS for this student
- the grade that appears on the test record does not match what is in SAIS for this student.

The SAIS ID corrections application allows **ONLY** correction of the SAIS ID number that appears on the test record. Any other data (enrollment, name, DOB, and grade) can be corrected only in SAIS. You will not be allowed to make changes to a SAIS ID number unless the student is enrolled at the school or LEA where he tested.

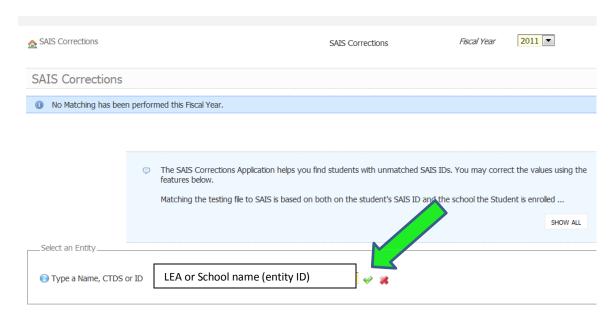
The Fiscal Year is, by default, always the latest data available. For prior years, click on the dropdown and select another year.



To access your entity's SAIS corrections, enter the name, CTDS, or entity ID number in the search field.



Once your entity name is visible in this format: Entity name (entity ID), click on the green check mark.



If there are no unmatched students in the fiscal year you chose, you will see this:

Type a Name, CTDS or ID		name (entity ID)		
Optionally you can Filter using	the rollowing	Student Name	Birth Date	
Grade				
Apply Filter Cle	ar Filter			
Apply Filter Cle				

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If there are unmatched students, you will see a display similar to this:

Select an Entity										
Type a Name, CTDS or ID LEA or School name (entity ID)										
Optionally you can Filter using the following										
SAIS ID		Student Name			Birth Date					
Grade		School Name								
Apply Filter	Apply Filter Clear Filter									
Showing 5 unmatch	Showing 5 unmatched Students for Fiscal Year 2011 in									
	SAIS ID	Student Name 🔑	Birth Date	Grade	School Name					
Edit SAIS ID	0			10						
Edit SAIS ID				6						
Edit SAIS ID				10						
Edit SAIS ID				10						
Edit SAIS ID	0			7						

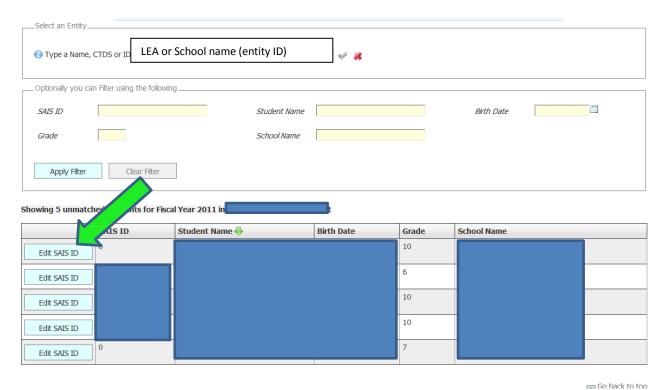
Go back to ton

IMPORTANT NOTE: All ADECONNECT applications, including the reports found on the AZ LEARNS/Adequate Yearly Progress page, have a time-out security feature if your session remains idle for too long. You will see this:



This will negate any changes you have made in the Accountability applications since the Warning appeared. We highly recommend that updates be documented in either Word or Excel prior to logging in to ensure that changes are not lost.

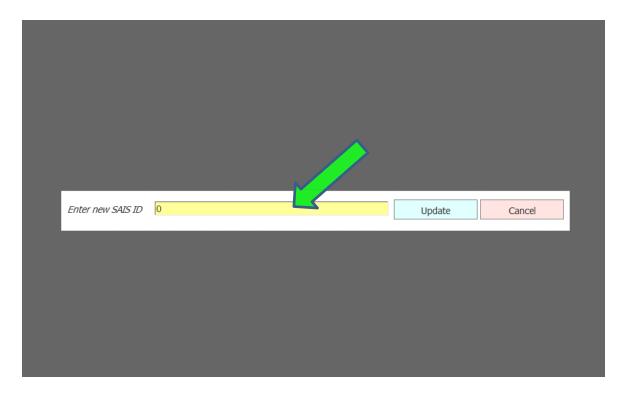
To correct SAIS ID numbers, click on Edit SAIS ID next to the SAIS ID you are ready to change.



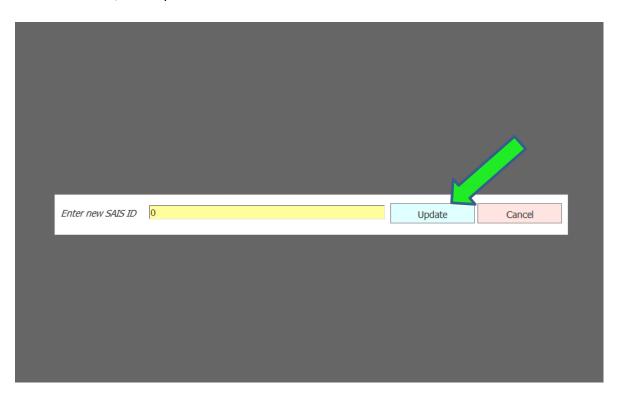
A new dialogue box will open.



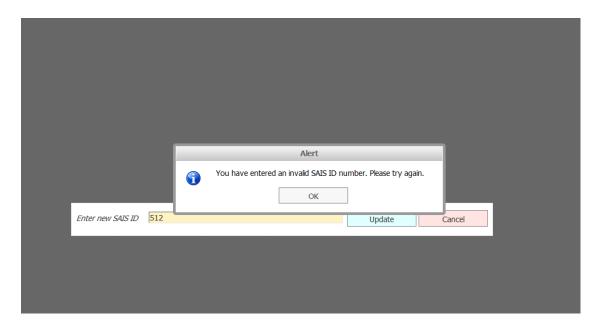
Enter the correct SAIS ID number in the field.



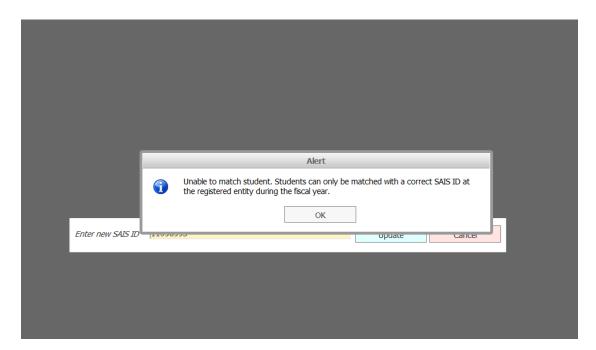
You cannot copy/paste into this field, as it allows only typed numbers. Once you have entered the correct SAIS ID number, click Update.



If the number you enter does not match enrollment in your LEA or school, you will see this.



## Or this.

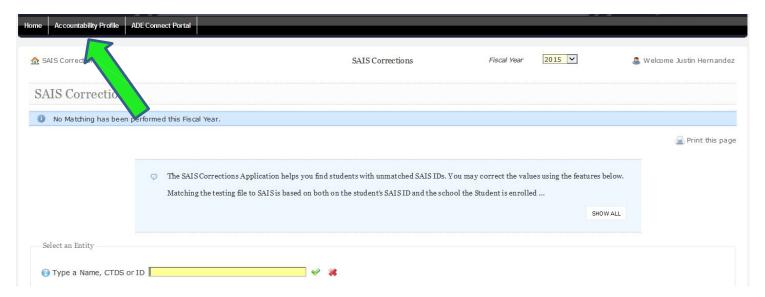


green check mark appear where the Edit SAIS ID button was. When you access the application again, this student record will no longer appear.



Please keep in mind that student records will remain on this application until the SAIS ID is corrected. If there is nothing to correct in that field, but there is incorrect data in any other field or the student is not enrolled, this record will remain on the application. In the case of some records (home school or private school students, for example, who do not have SAIS ID numbers), they will remain on the application with no further corrections to be made.

To exit the SAIS ID corrections application, click on Accountability Profile. This will take you to the AZ LEARNS/Adequate Yearly Progress page.



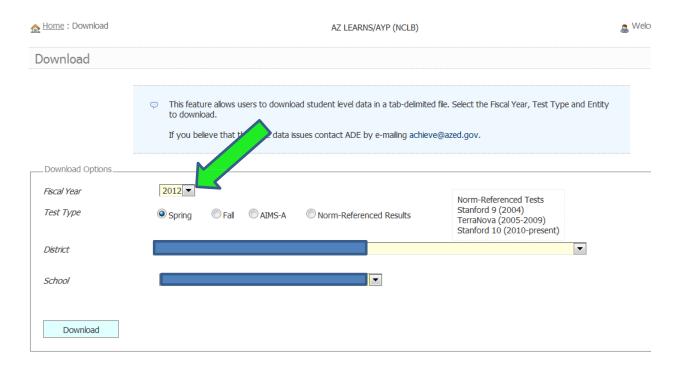
# **Download Testing Data Application**

Student Level Assessment Date
Download Testing Data
This link allows users to download a tab-delimited text file containing student level results.

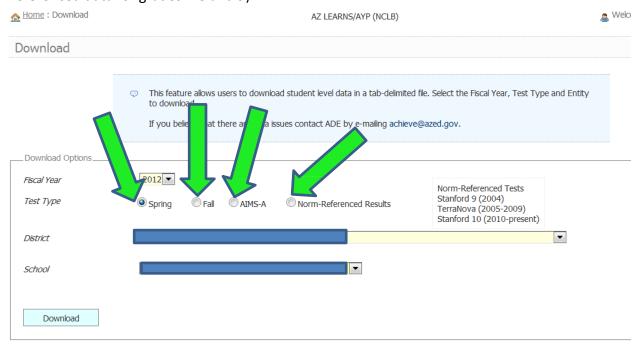
This application allows you to download student-level AIMS, AIMS-A, Norm-Referenced test data, and (starting in 2013) student-level data used to calculate A-F Letter Grades for your LEA or school.

# **Downloading Testing Data**

Choose the Fiscal Year first.

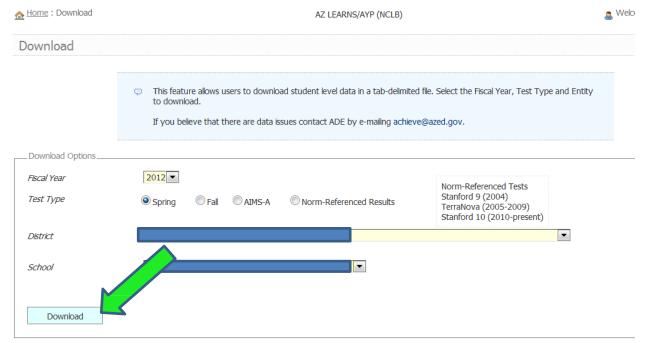


Then choose the Test Type (Spring will pull AIMS data for grades 3-8 and high school; Fall will pull AIMS data for high school only; AIMS-A will pull AIMS-A data only; Norm-Referenced Results will pull only the Norm-Referenced data for grades 2-8 and 9).

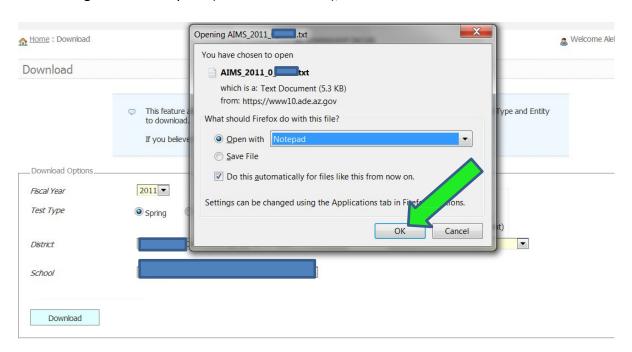


NOTE: The Fall data is tied to Fiscal Year. For example: pulling Fiscal Year 2012 Fall AIMS data will result in test results from October 2011.

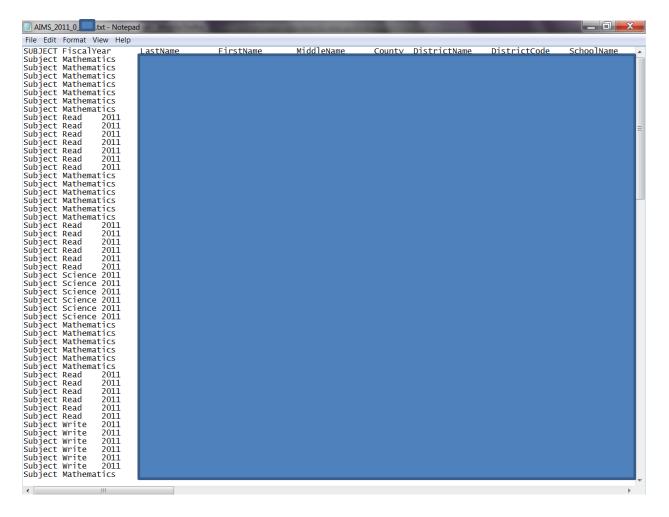
#### Then click Download.



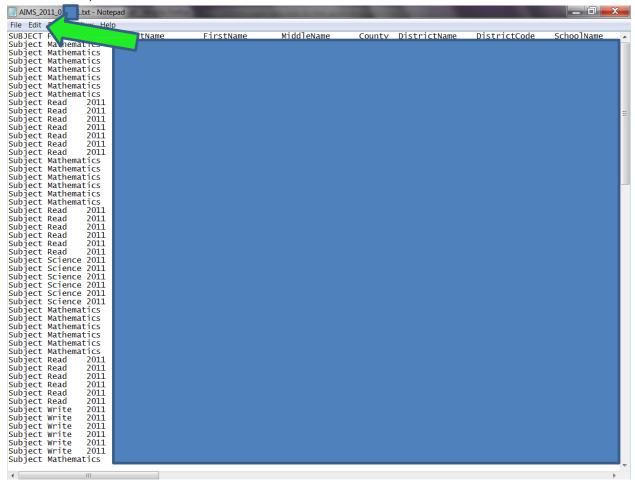
In the dialogue box that opens (similar to this one), click OK.



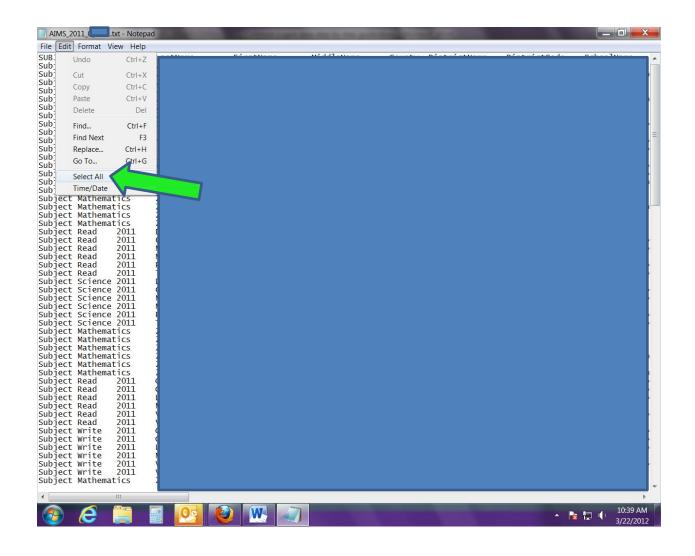
The file will initially open in a tab-delimited text (txt) document.



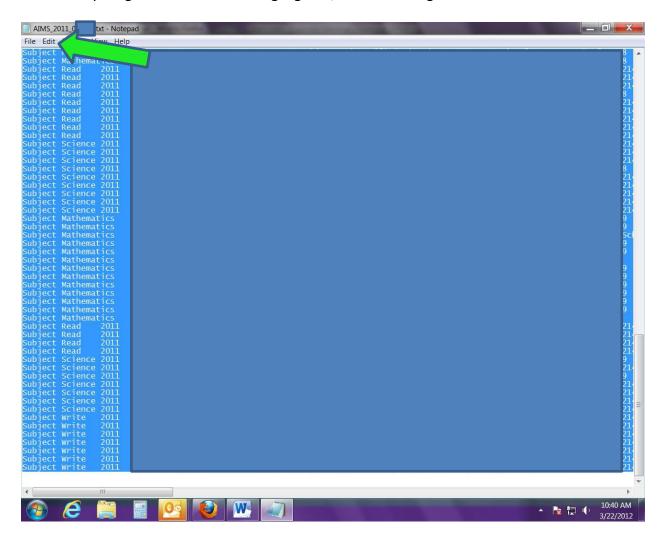
## In the text file, click on Edit.



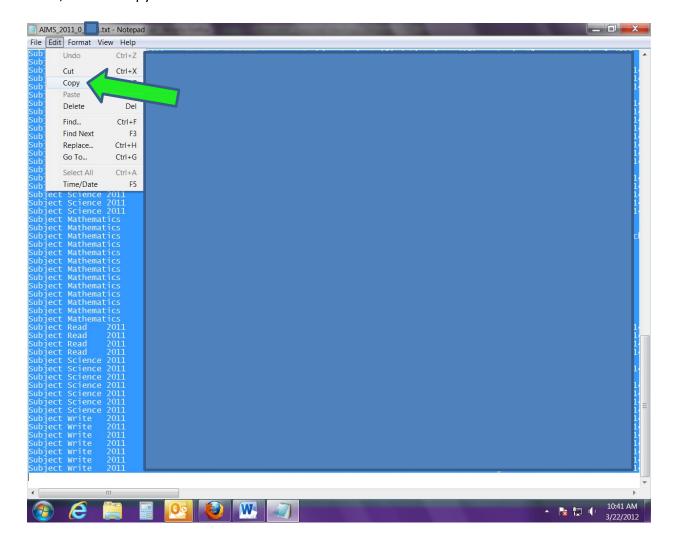
Then click on Select All in the dropdown menu.



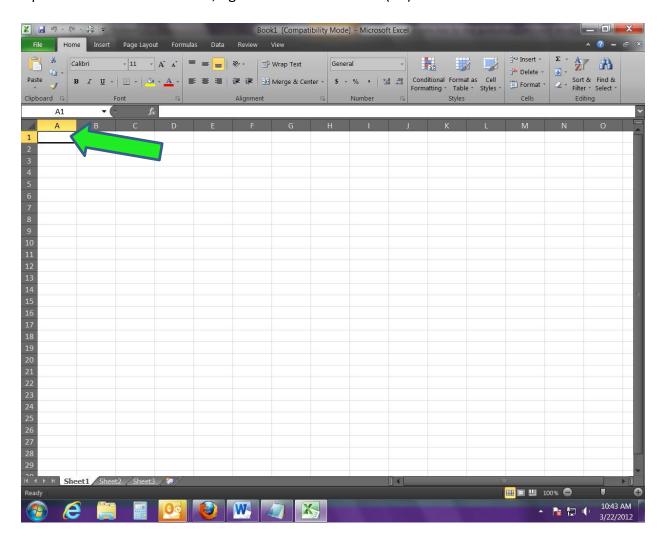
When everything in the document is highlighted, click on Edit again.



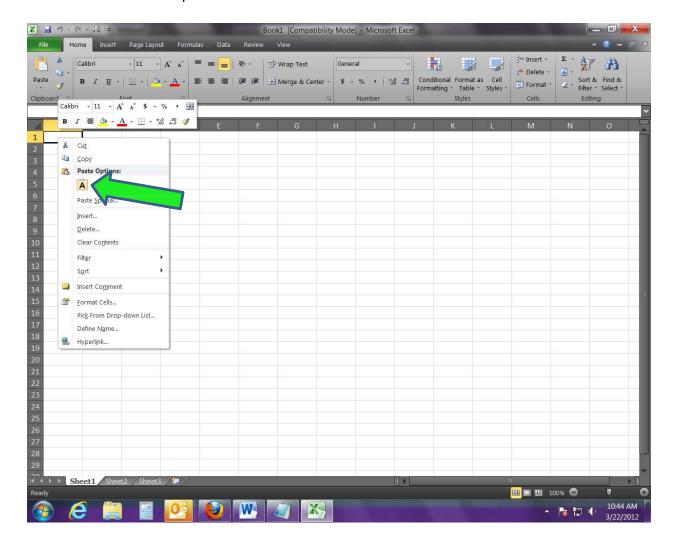
## Then, click on Copy.



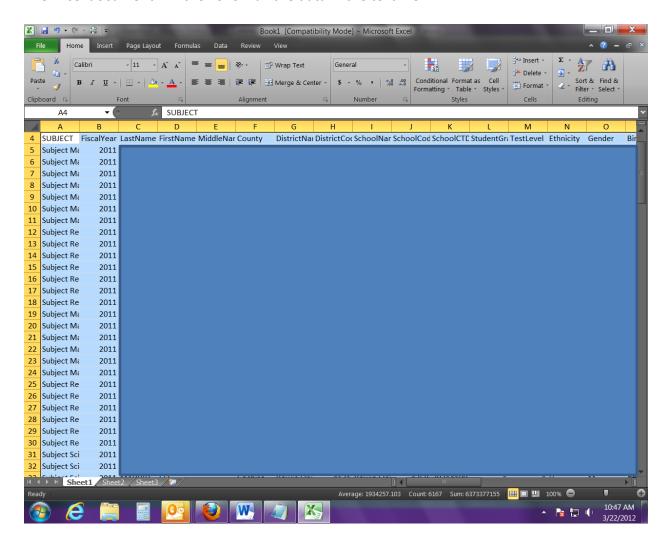
Open a blank Excel document, right-click on the first cell (A1).



## Click on Paste in the dropdown menu.



The Excel document will then show all the data in the text file.

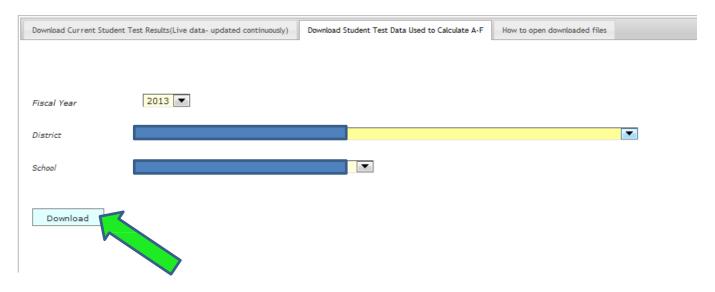


# **Downloading Student-Level Data Used to Calculate A-F Letter Grades (available in 2013)**

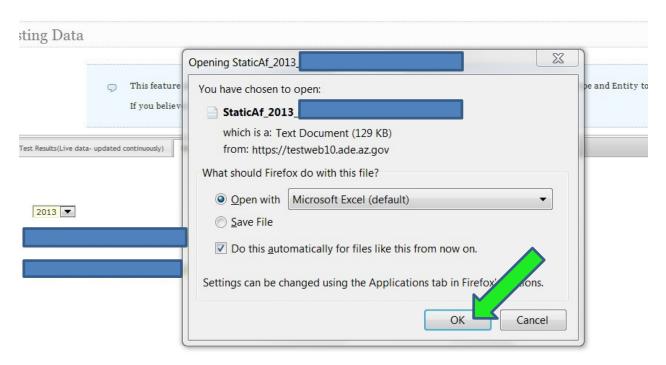
To pull the student-level data used to calculate A-F Letter Grades for your LEA or school, click on the tab



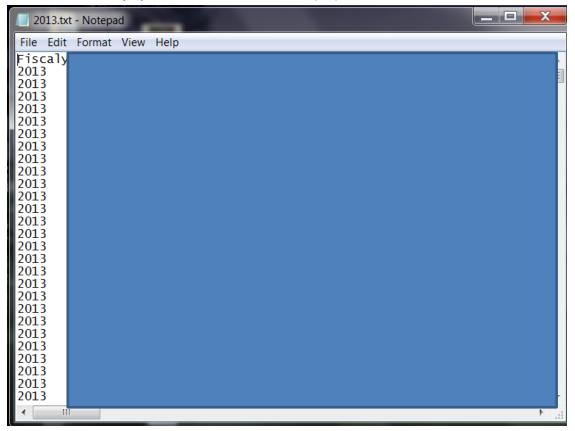
#### Then click Download



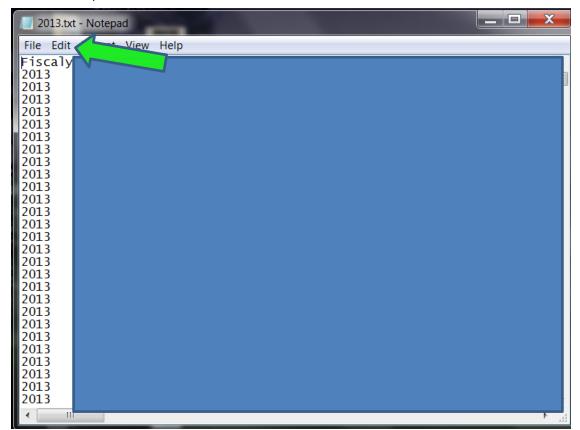
In the dialogue box that opens (similar to this one), click OK.



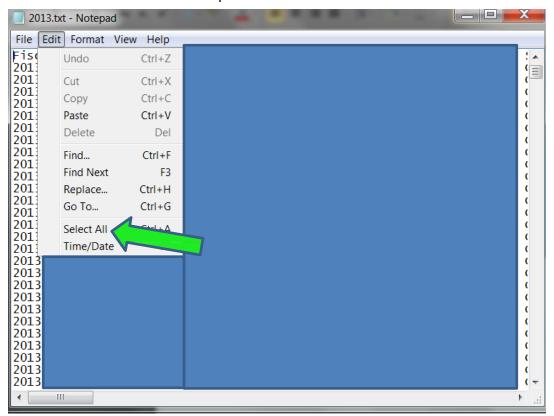
The file will initially open in a tab-delimited text (txt) document.



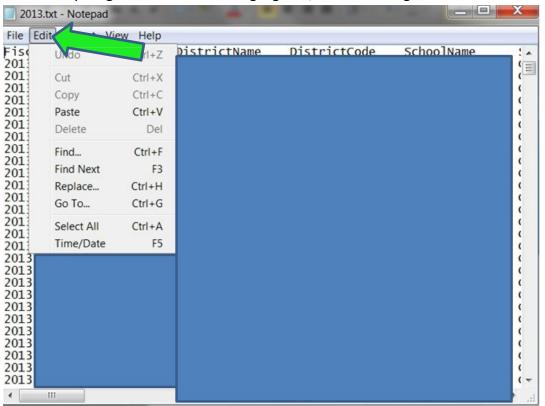
In the text file, click on Edit.



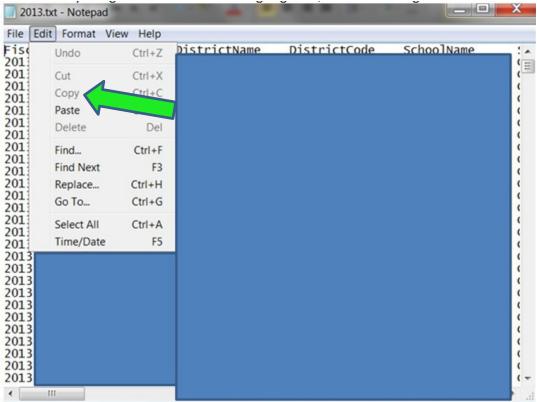
# Then click on Select All in the dropdown menu.



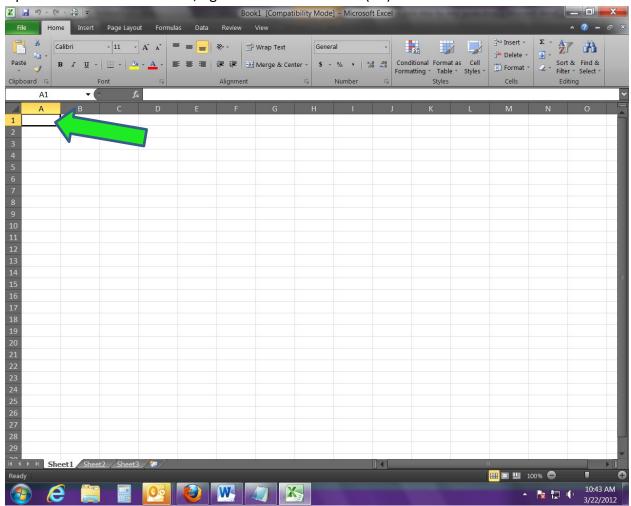
When everything in the document is highlighted, click on Edit again.



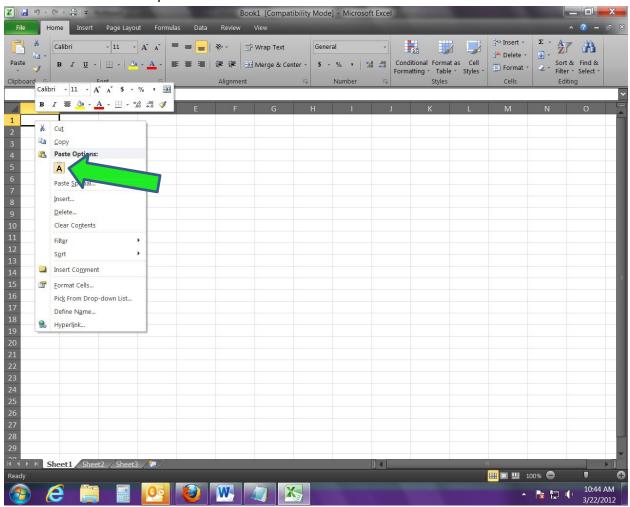
# Then, click on Copy.



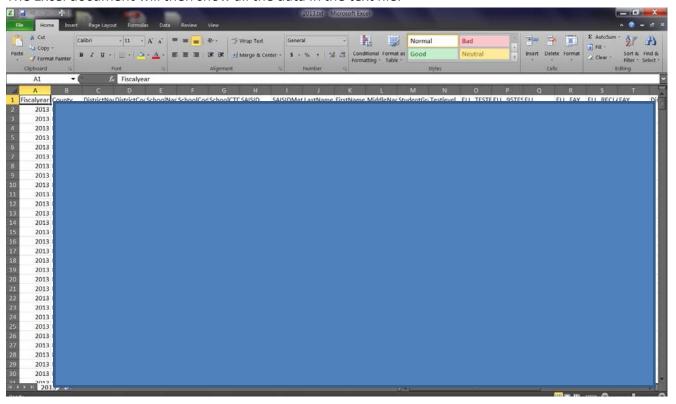
## Open a blank Excel document, right-click on the first cell (A1).

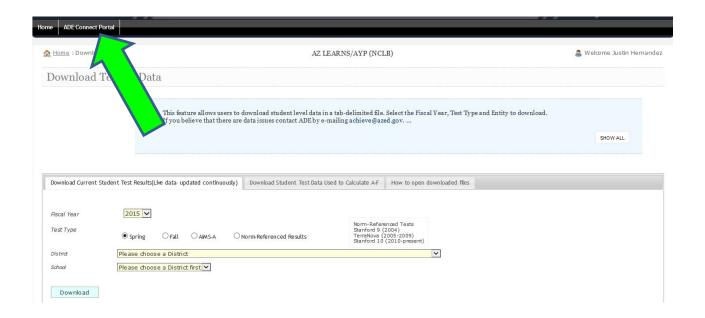


## Click on Paste in the dropdown menu.



The Excel document will then show all the data in the text file.





This will take you back to the ADECONNECT main application page.



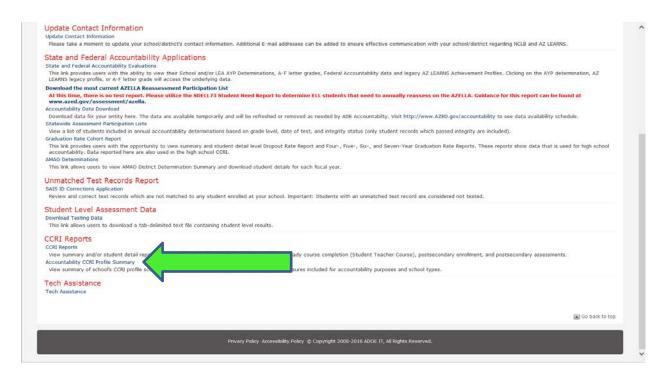
# **CCRI Reports**

NOTE: All CCRI reports are in BETA stage; until data are used in high stakes accountability determinations, ADE

will continue to refine these reports based on stakeholder feedback and policy requirements. These reports do NOT include student names or any other personally identifiable information; these data may lag so ADE must protect the privacy of students no longer enrolled in schools/districts. Please forward feedback to achieve@azed.gov.

To find the Accountability CCRI Profile Summary select the corresponding link after selecting Accountability on ADEConnect.





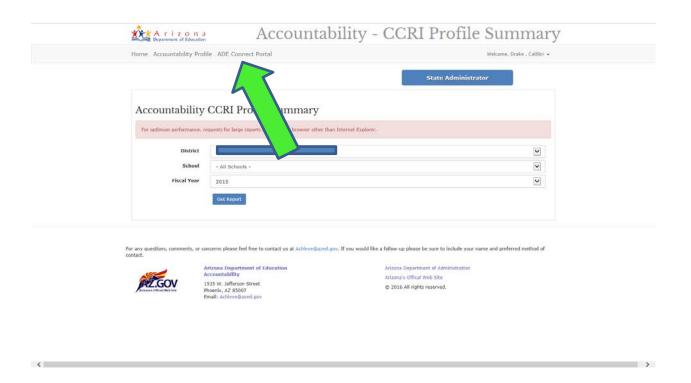
Enter the correct information for District, School (if applicable), and Fiscal Year then select Get Report.

	A rizon a	Accountab	countability - CCRI Profile Summary		
	Home Accountability Prof	ile ADE Connect Portal	W	Welcome, Drake , Caltlini +	
			State Administrator		
	Accountability	CCRI Profile Summary			
	For optimum performance, r	equests for large reports should use a browser other than	Internet Explorer.		
	District	- Select District -		V	
	School	- All Schools -			
	Fiscal Year	2015			
		Get Réport			
9			W 10 10 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		
	contact.	ncerns please feel free to contact us at Achieve@azed.go	v. If you would like a follow-up please be sure to include your name a  Arizona Department of Administration	of preferred method of	
		ccountability	Arizona's Offical Web Site		
		535 W. Jefferson Street hoenix, AZ 85007 mail: Achieve@azed.gov	© 2016 All rights reserved.		
		man. Actieve places, gov			
		Helman Service and Association			
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A sample summary is shown below. To navigate back to the report options, click Back to Report.



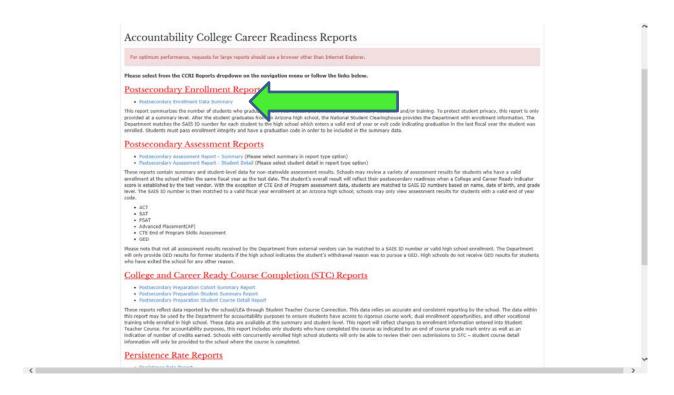
To retrieve CCRI Reports select the ADEConnect Poral tab.



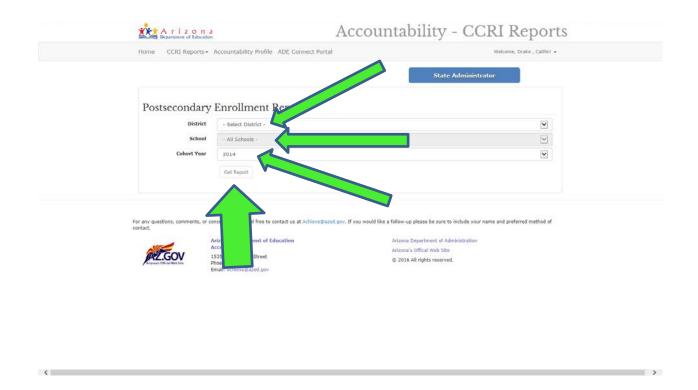
CCRI Reports can be found by selecting the College Career Readiness Reports option on ADEConnect.

A r i z o n a Department of Education	Sign Out
[-] Arizona Department of Education - 79275 Administrator  - Accountability 7  - Accountability 4 Administration 7  - AZDash UAT 7  - AZDash UAT 7  - AZEDS Identity 7  - AZEDLA Corrections / SDELL Reports 7  - AZMERIT Corrections  - College Career Readiness Reports  - Content Management System  - Tech Readiness 7  [-] Independent Applications - 1 Administrator Contact  - Event Management System (EMS)	
ADE Connect Help Desk   FAOs   Acceptable Use Policy Copyright © 2016 Artzona Department of Education . All rights reserved.	₩ E

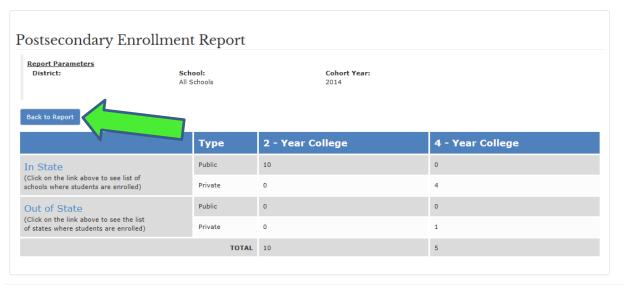
To access Postsecondary Enrollment Reports click the postsecondary Enrollment Data Summary.



Fill out information for District, School, and Cohort year and click Get Report.



A sample report for a small, alternative high school is shown below. To return to the previous page, click "Back to Report".



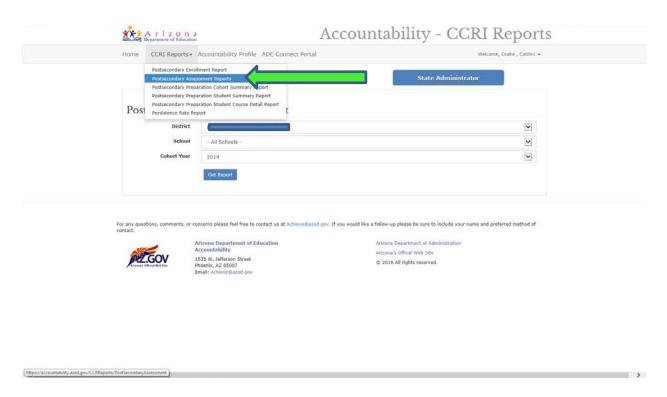
## Postsecondary Assessment Reports

Postsecondary Assessment Report - Summary (Please select summary in report type option)

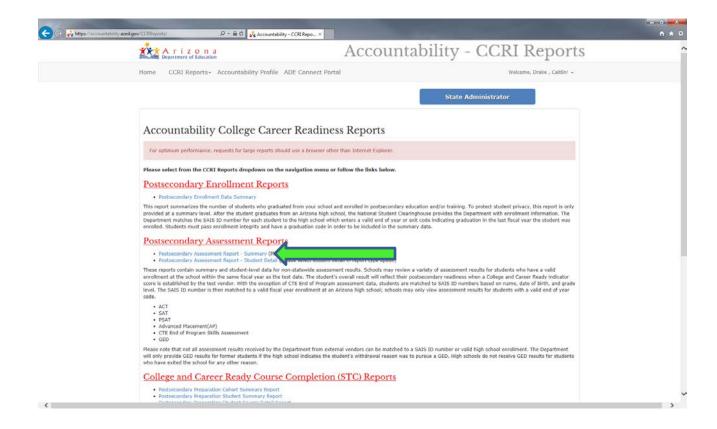
These reports contain summary and student-level data for non-statewide assessment results. Schools may review a variety of assessment results for students who have a valid enrollment at the school within the same fiscal year as the test date. The student's overall result will reflect their postsecondary readiness when a College and Career Ready indicator score is established by the test vendor. With the exception of CTE End of Program assessment data, students are matched to SAIS ID numbers based on name, date of birth, and grade level. The SAIS ID number is then matched to a valid fiscal year enrollment at an Arizona high school; schools may only view assessment results for students with a valid end of year code.

- · ACT
- ·SAT
- · PSAT
- · Advanced Placement (AP)
- · CTE End of Program Skills Assessment
- · GED

To navigate to the Postsecondary Assessment Reports from your current screen choose the Postsecondary Assessment Reports option under the CCRI Reports tab.



Alternatively, you can navigate from the home screen by selecting Postsecondary Assessment Report - Summary



Insert information for District, School, Report Type, and Fiscal Year and click Get Report.

Note: For optimum performance, requests for large reports should use a browser other than Internet Explorer.



A sample Postsecondary Assessment Summary Report is shown below.

# Postsecondary Assessment Summary Report



To search for specific Test Type(s) enter your desired item in Search above the report.

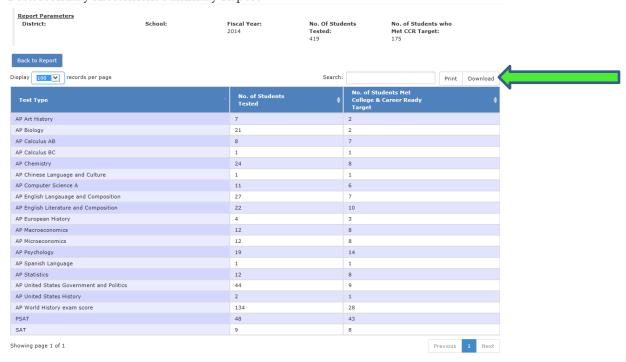
#### Postsecondary Assessment Summary Report Report Parameters No. Of Students Tested: 419 Fiscal Year: 2014 No. of Students who Met CCR Target: School: Back to Report Display 100 v records per page No. of Students Tested AP Art History 21 AP Biology 2 AP Calculus AB AP Calculus BC AP Chemistry 24 AP Chinese Language and Culture AP Computer Science A 11 AP English Langauage and Composition 27 AP English Literature and Composition 22 AP European History 3 12 AP Macroeconomics AP Microeconomics 12 AP Psychology 19 AP Spanish Language 1 1 AP Statistics 12 AP United States Government and Politics 44 AP United States History AP World History exam score 134 28 PSAT 48 43 SAT Showing page 1 of 1

To Print your report summary click the Print button next to the search option.



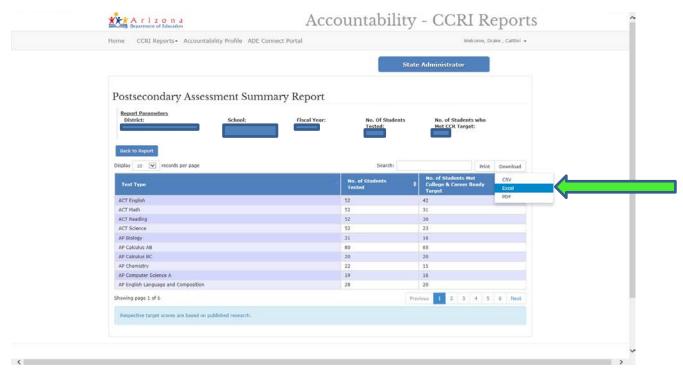
To Download a Postsecondary Assessment Summary Report, click the Download button.

## Postsecondary Assessment Summary Report

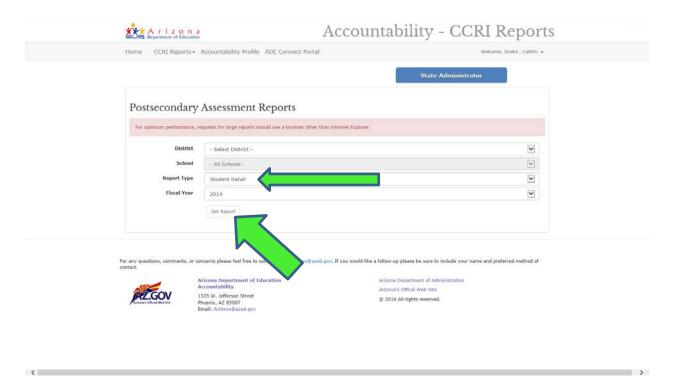


The Download option will allow you to download in CSV, Excel, and PDF format. Highlight and select your desired

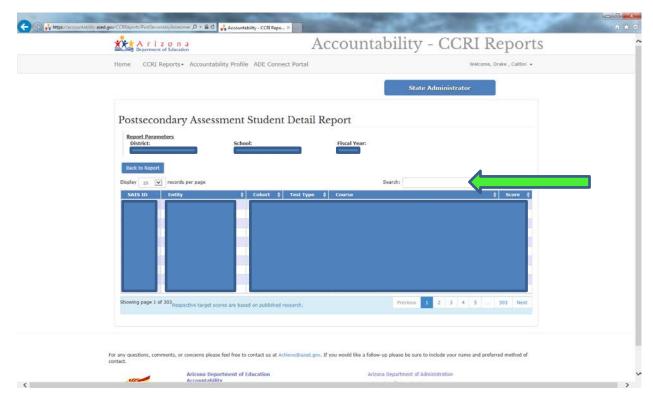
format.



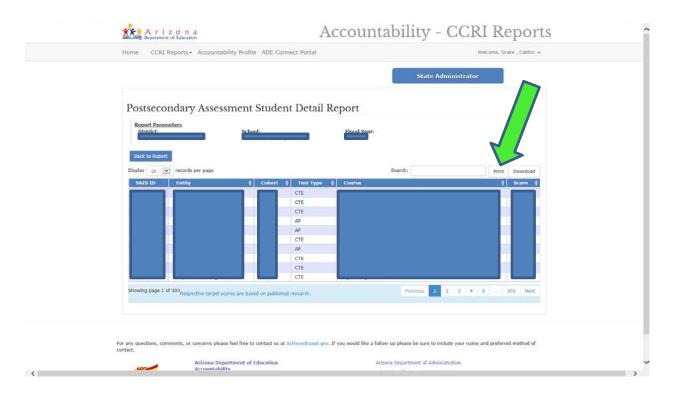
To view a Postsecondary Assessment Student Detail Report change Report Type to Student Detail and click Get Report.



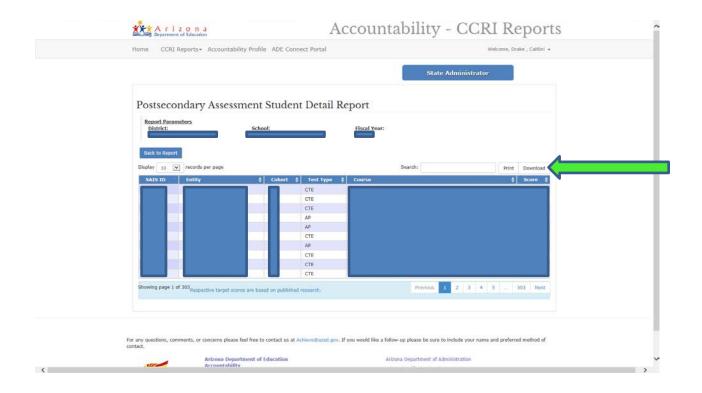
To Search for specific Course(s) enter the desired information into Search.



To print select the Print option.

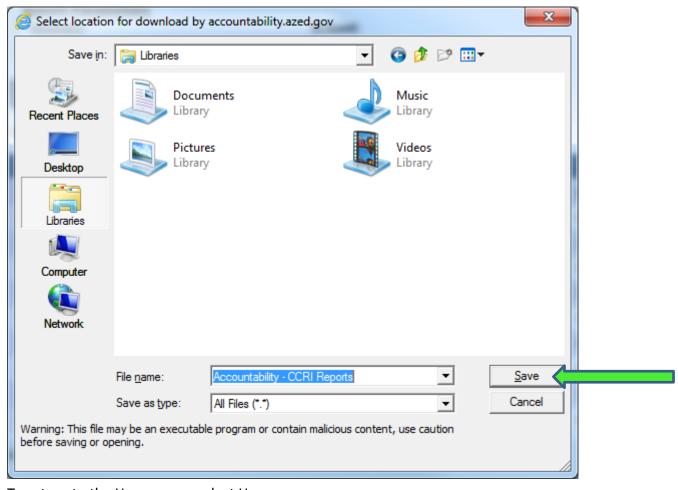


To download, click the Download button and select the desired format.





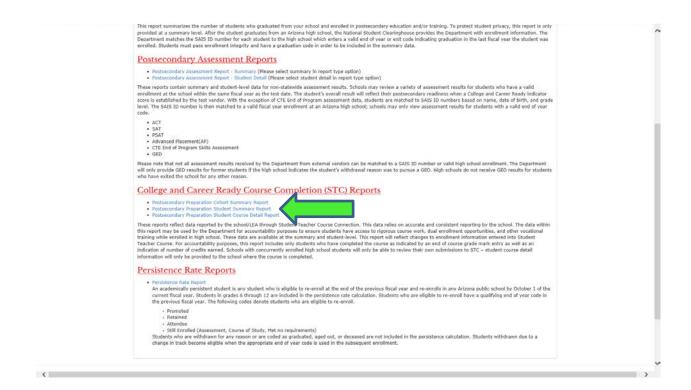
The screen similar to the following may pop up. Select Save once you have chosen a destination to save the file.



To return to the Home page, select Home.



To find College and Career Ready Course completion (STC) Reports select from the following options.



To obtain a Postsecondary Preparation Cohort Summary Report select the first option under the College and Career Ready Course Completion header shown above and fill in the District, School and Fiscal Year Information and press Get Report.



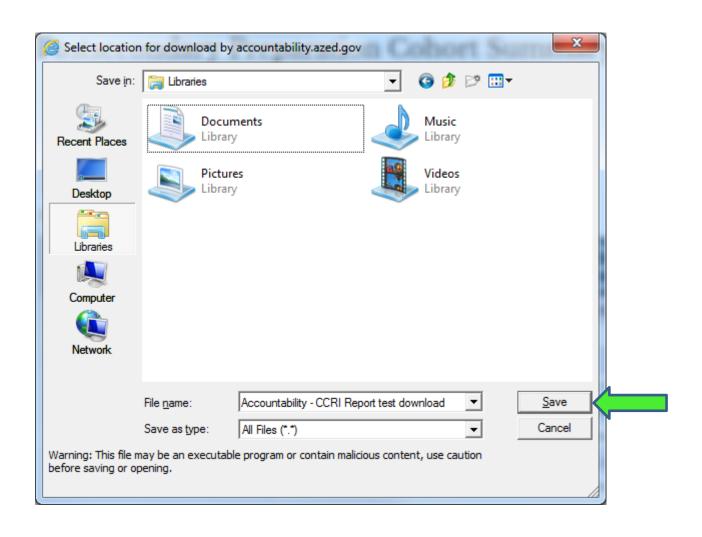
To print data select the Print button located above the data on the right.



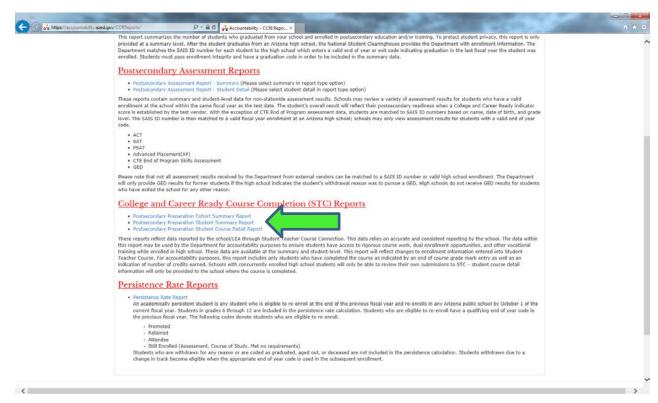
To download report, press the Download button and select your desired format (CSV, Excel, or PDF).



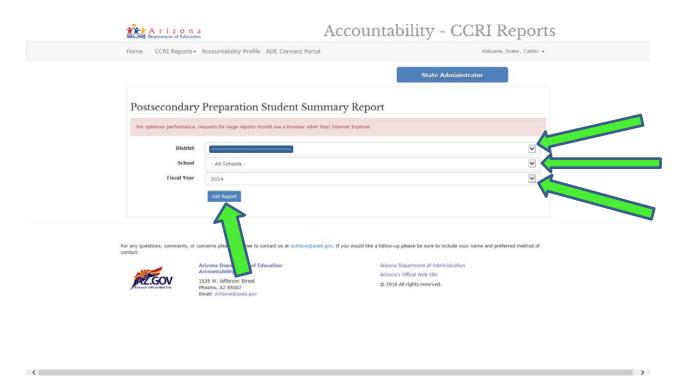
After selecting the preferred download format, select Save to save the Report.



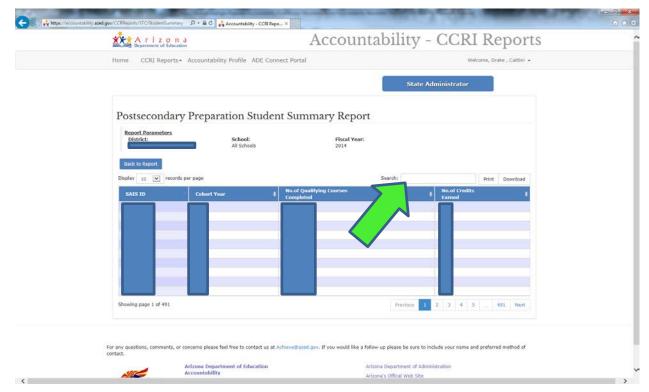
To obtain a Postsecondary Preparation Student Summary Report, select the corresponding link on the home page.



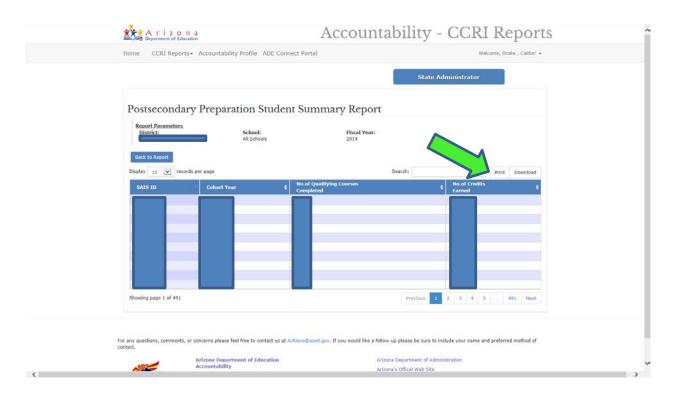
Fill in the information for District, School, and Fiscal Year and click Get Report.



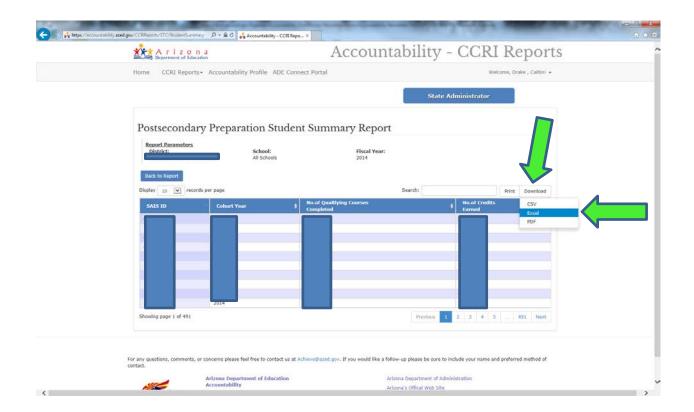
To refine search for specific cohorts, number of qualifying courses, number of credits earned, etc., type information in the search bar located above the data.

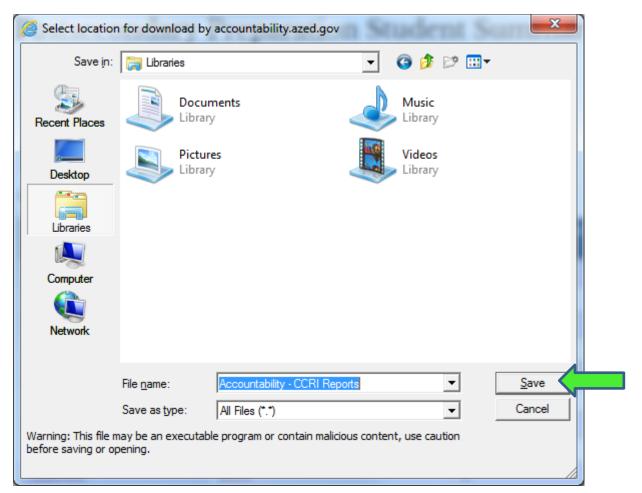


Select the Print button to print the report.



Select Download, the desired format (CSV, Excel, or PDF) and select Save on the pop-up save screen.

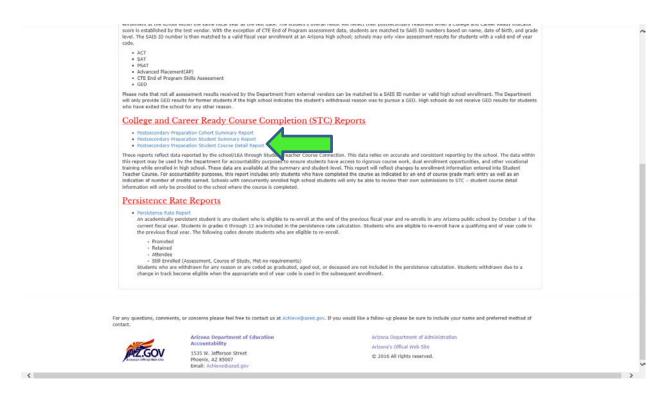




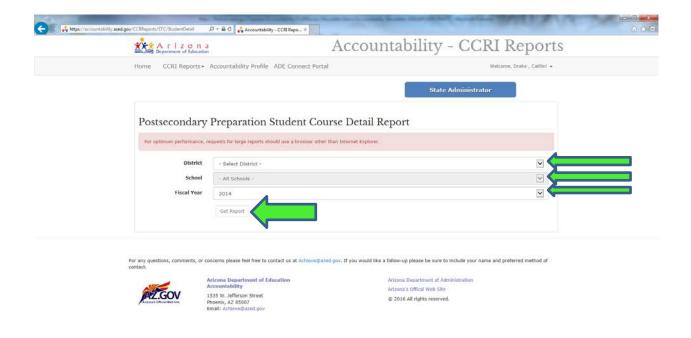
Click the Home button to return to the original screen or select a new Report from the CCRI Reports Tab.



To obtain a Postsecondary Preparation Student Course Detail Report, select the corresponding link.



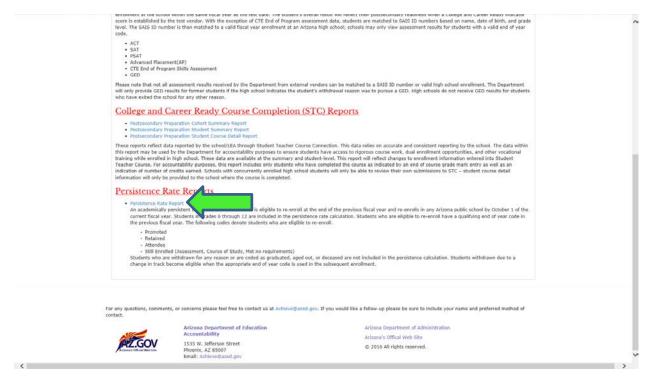
Input information for the desired District, School, and Fiscal Year and press Get Report.



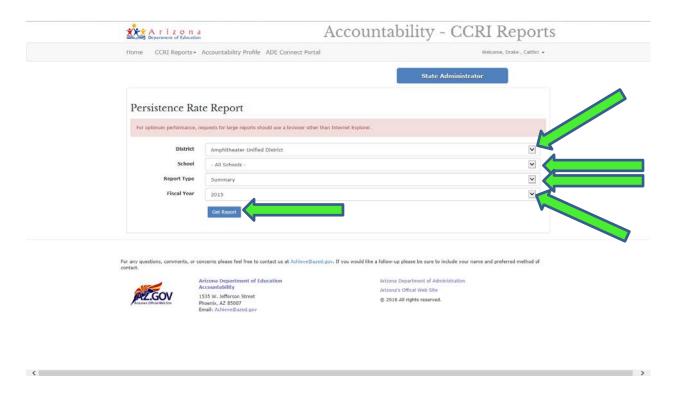
A sample Postsecondary Preparation Student Course Detail Report is shown below. Enter information into the Search box to refine data. To Print or download simply press the corresponding button. Select your desired format for download (CSV, Excel, or PDF).



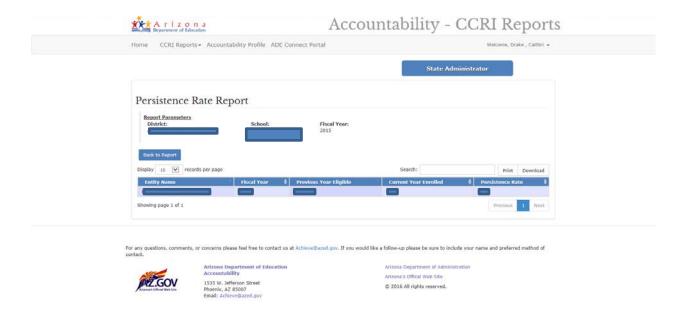
## Click the Persistence Rate Report link to obtain a report.



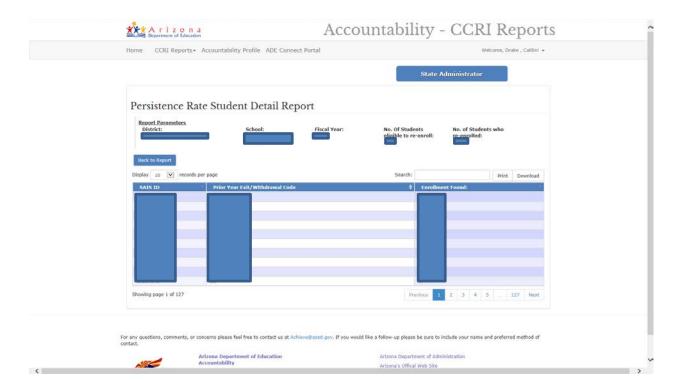
Input District, School, Report Type (either Summary or Student Detail), and Fiscal Year then click Get Report.



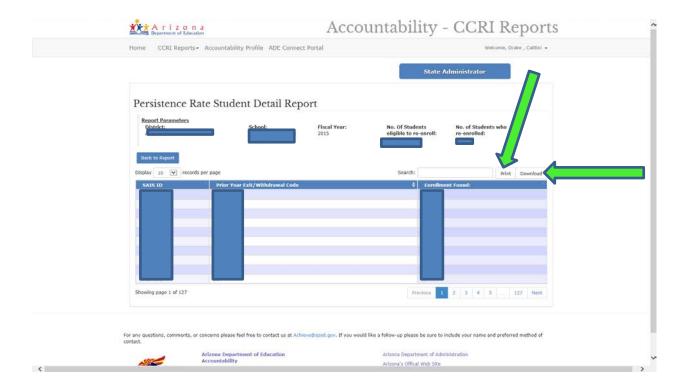
# A sample Persistence Rate **Summary** Report is shown below.



## A sample Persistence Rate Student Detail Report is shown below.



Either of these reports can be printed or downloaded by pressing the corresponding buttons.



If you have any questions or suggestions regarding this guide, or require additional assistance, please feel free to contact Accountability at 602-542-5151 or via email: <a href="mailto:Achieve@azed.gov">Achieve@azed.gov</a>