ADE Quick Reference Guides AzEDS Reports





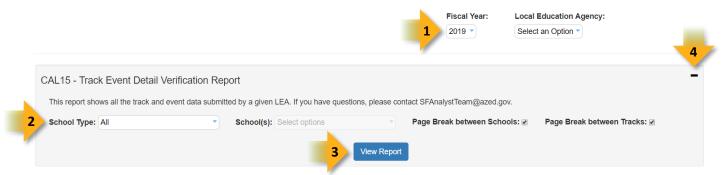






CAL15 – Track Event Detail Verification Report

This report shows all the track and event data submitted by a given LEA and the resource IDs created when a track is submitted. If you have questions, please contact SFAnalystTeam@azed.gov.



- 1. Select Fiscal Year and Local Education Agency in the upper-right corner before running the report.
- 2. **Reporting Parameters:** Users must choose options from the following menus:
 - School Type
 - School(s)

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- 3. View Report: Queries results (shown below).
- 4. **Collapse:** To provide more room for viewing the report, the **-** botton collapses the interface:

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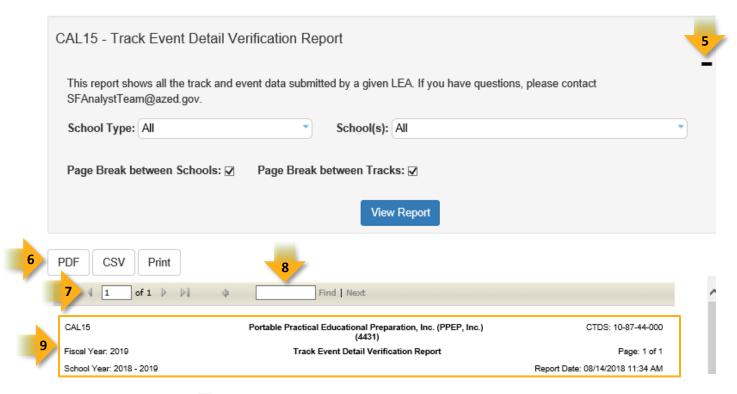












- 5. **Expand:** Click the + icon of a collapsed report to expand the report interface.
- 6. **Export Options:** Selecting CSV prompts to save or open the report as an Excel document. Selecting Print displays the report in a preview window. Click the printer icon to print the report as it appears on the screen.
- 7. **Navigation:** The and buttons move forward and backward, one page at a time. The sum and buttons move to the first and last page, respectively. A specific page number can be entered in the textbox
- 8. **Search:** Type the name of entity, or part of a name, to quickly scan the report. Matches are highlighted in blue
- 9. **Main Header:** Displays the Report Name, Fiscal Year, and School Year on the left side of each page; displays the LEA name and Entity ID number on the center of each page; displays the LEA CTDS number, Page Number, and Date of the report on the right side of each page.

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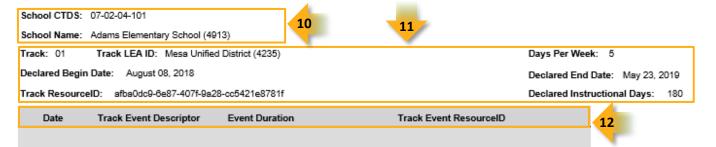












- 10. **Sub-Header:** Displays the School CTDS and School Name on the left side as a group header.
- 11. Track Data: Displays the following information for each track, if available:
 - Track number: as submitted when creating the track
 - Track LEA ID: as submitted when creating the track
 - Days per Week: as submitted when creating the track
 - Declared Begin Date: as submitted when creating the track
 - Declared End Date: as submitted when creating the track
 - Track ResourceID: as created when the track was received by AzEDS
 - Declared Instructional Days: as submitted when creating the track
- 12. Track Event Details: Displays the track event details
 - Date

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- Track Event Descriptor: Date Descriptor associated with the corresponding date
- Event Duration: submitted length of event
- Track Event ResourceID: created by AzEDS for each individual corresponding date