Guide to “Accountability” Tools and Applications in ADEConnect

Last Updated April 26, 2019

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Introduction

This step-by-step guide to the "Accountability" tools and applications in ADEConnect is intended to assist first-time users in accessing and navigating the data and reports available in the "Accountability" section of ADEConnect. The tools and applications available are listed below.

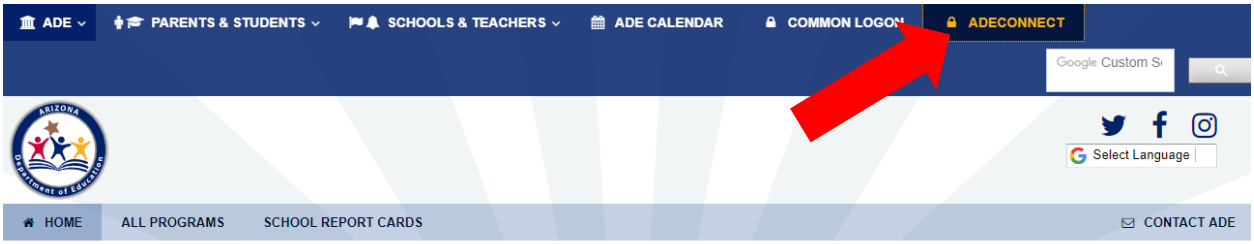
- **State and Federal Accountability**
  - *A-F Letter Grades* – This link displays A-F Letter Grade details, including the static file, from Fiscal Year 2017 to present
- **Accountability Reports**
  - *Grad Rate Report* – This link provides users with the opportunity to view summary and student-detail level for Four-, Five-, Six-, and Seven-Year Graduation Rate Reports. Graduation Rate data is utilized as a component of A-F Letter Grades.
  - *Dropout Rate Report* – This link provides users with the opportunity to view summary and student-detail level for dropout rates. Dropout rates are reported for grades seven through twelve and are based on a calendar year that runs from the first day of summer recess through the last day of school. A school's total enrollment is used as the population figure which dropouts are subsequently counted.
  - *Persistence Rate Report* – This link provides users with the opportunity to view summary and student-detail level for students' persistence.
  - *CCRI Reports* – This link provides users with the opportunity to 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 (as applicable).
- **Student Level Assessment Data**
  - *Download Testing Data* – This link provides users the ability to download an Excel file containing student-level AzMERIT, MSAA, and AIMS Science results from Fiscal Year 2015 to present.

Please keep in mind that these are not necessarily all the links available through the "Accountability" page as they are subject to change. This guide is intended to serve as an overview to new users and is not comprehensive of all aspects of ADEConnect or the tools and applications available through "Accountability". If you have questions beyond the scope of this guide, please contact Achieve@azed.gov.

Getting Started

Opening ADEConnect

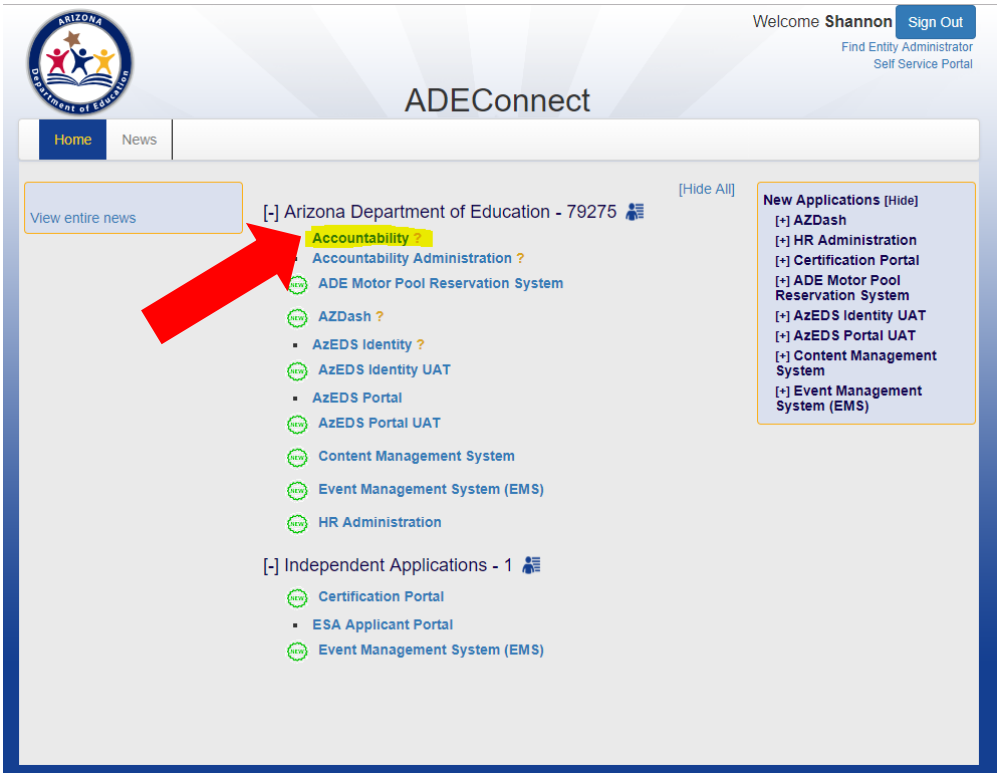
Start by accessing the ADE home page (https://www.azed.gov). From the home page, click the link titled "ADEConnect".



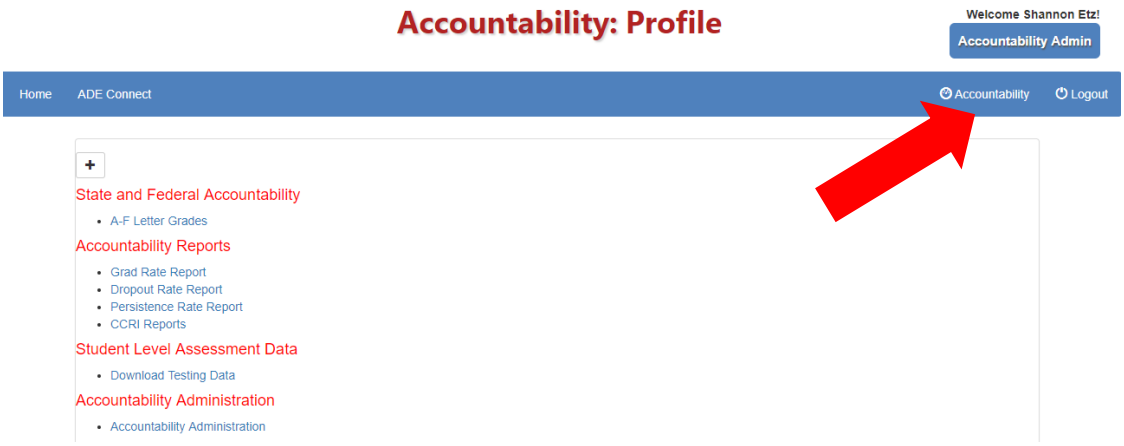
To enter ADEConnect, a secure server, you will need an account issued by ADE. If you do not have an ADEConnect account, contact your entity administrator.

Opening "Accountability"

Once you click ADEConnect and log in (if applicable) your ADEConnect home page will open. From there click the "Accountability" link to access the accountability tools and applications.



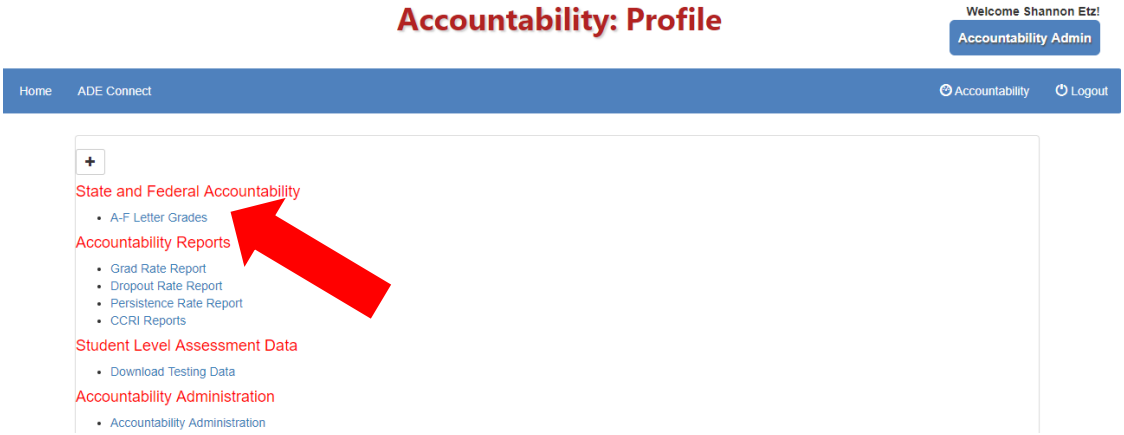
From the Accountability home page, you can access all the Accountability tools and applications. To see more detail about each of the available tools and applications click the “plus” sign in the upper left-hand corner of the menu. The “Accountability” link in the upper right-hand corner will take you to the Accountability & Research public webpage.



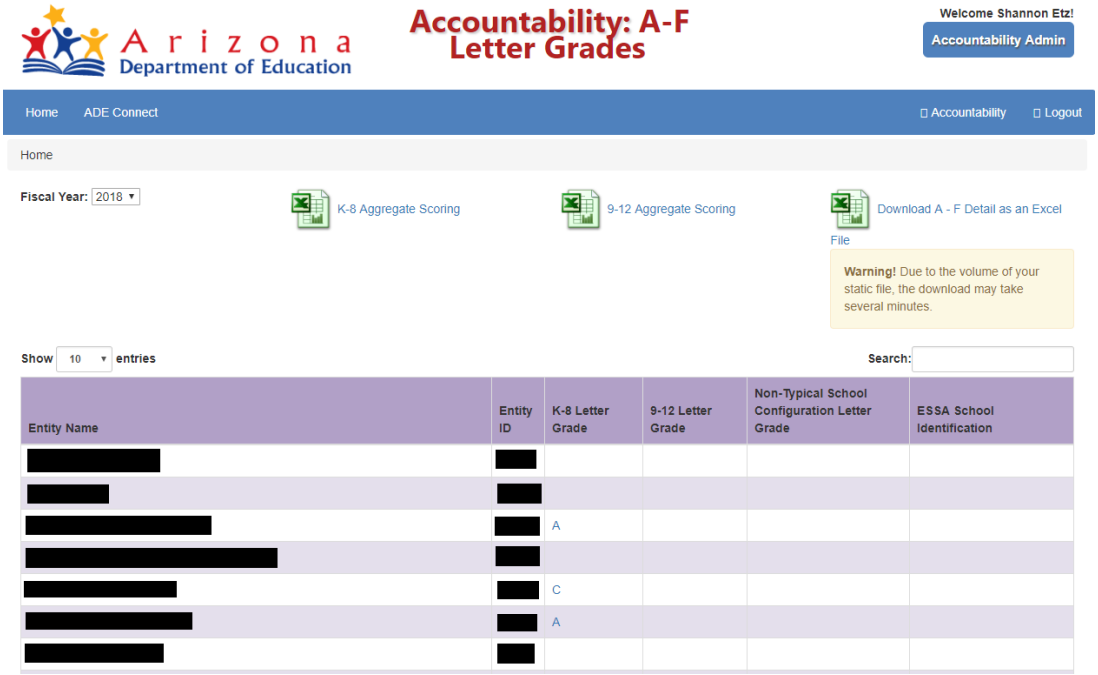
State and Federal Accountability

A-F Letter Grades

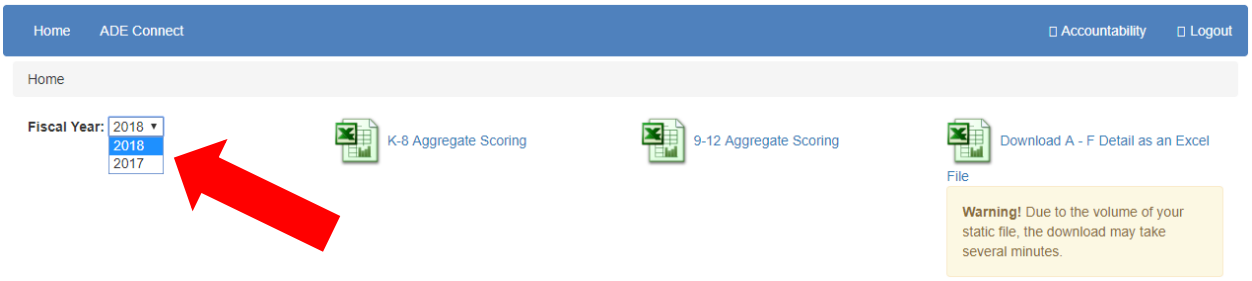
The “A-F Letter Grades” link allows you to view the assigned A-F Letter Grade and aggregated school data included in the letter grade from Fiscal Year 2017 to present.



If you have LEA-level access, your A-F Letter Grade landing page should look something like the image below with all the schools in your LEA listed. If you have school-level access the page will look the same but you will only see your specific school listed.

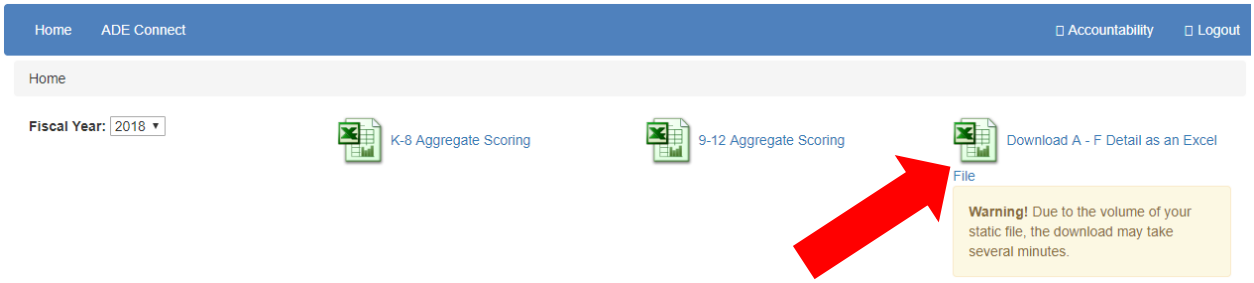


The A-F Letter Grades landing page automatically defaults to the most recent fiscal year for which data is currently available. To view previous years' data, use the Fiscal Year dropdown.



Accessing the Static File

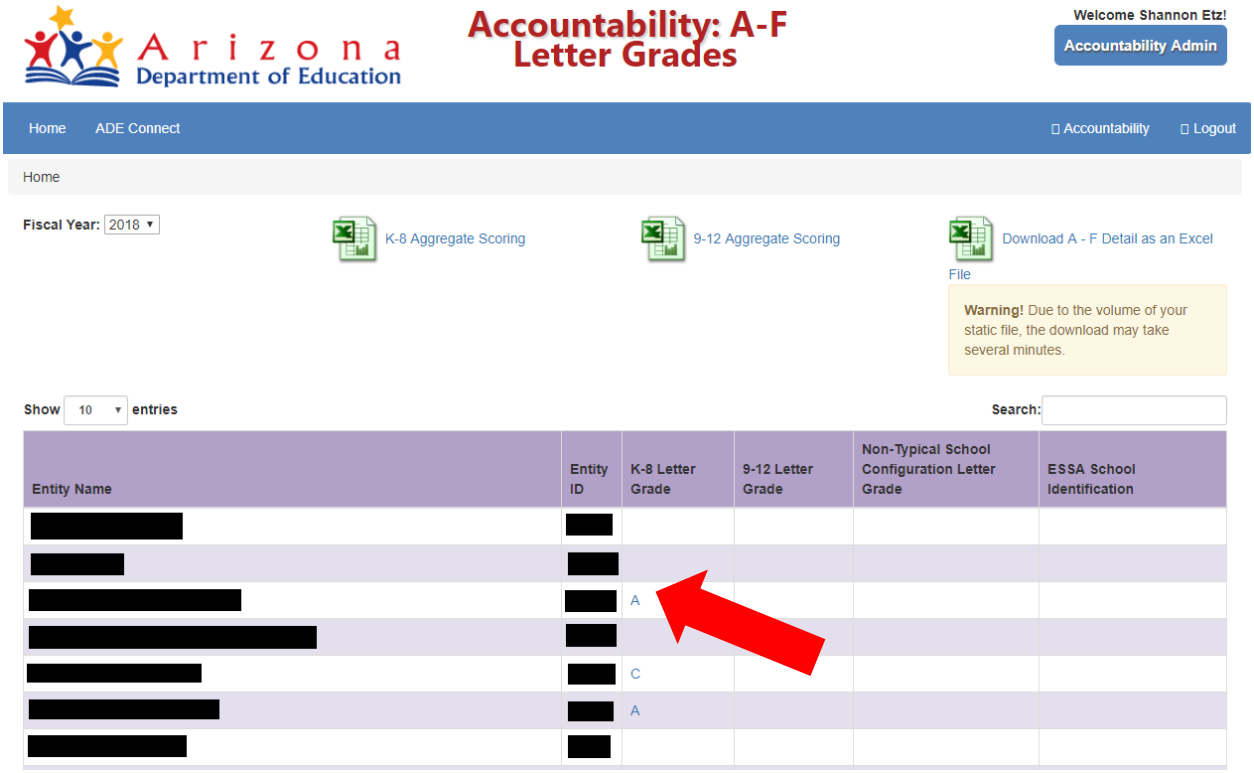
The static file is a single file that includes student-level detail on all the data being pulled in as part of calculating your A-F Letter Grade. This file includes students' demographics and assessment records. The static file can be accessed through the link "Download A-F Detail as an Excel File". For information regarding static versus live reports see the Helpful Hints section.



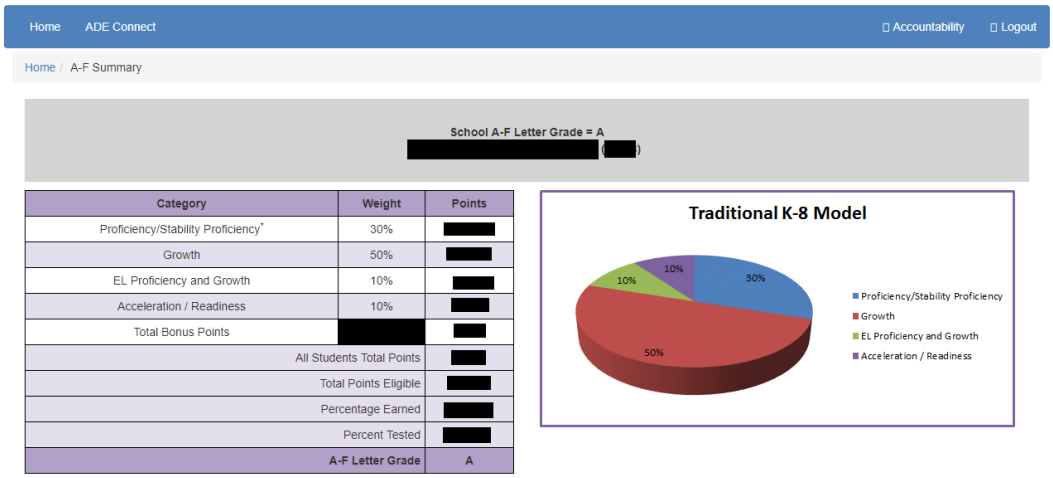
If you have LEA-level access, the static file you download through that link will include all students in your LEA. If you have school-level access, the static file you download through that link will only include students in your specific school. Please note the warning notice that "Due to the volume of your static file, the download may take several minutes".

Viewing Aggregated Data

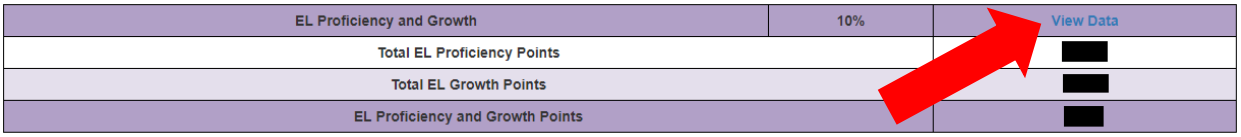
In order to view aggregated data for a school, click on their assigned letter grade from the table on the A-F Letter Grades landing page.



Once you click on a school's assigned letter grade, the following screen opens.

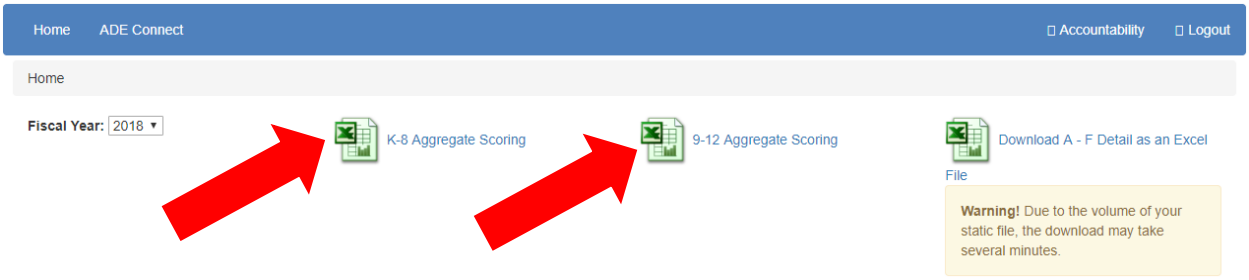


From there you can scroll down to see point breakdowns for each of the components. Some components may include an option for you to drill-down further by clicking the blue “View Data” link for each component.



LEA Scoring Spreadsheets

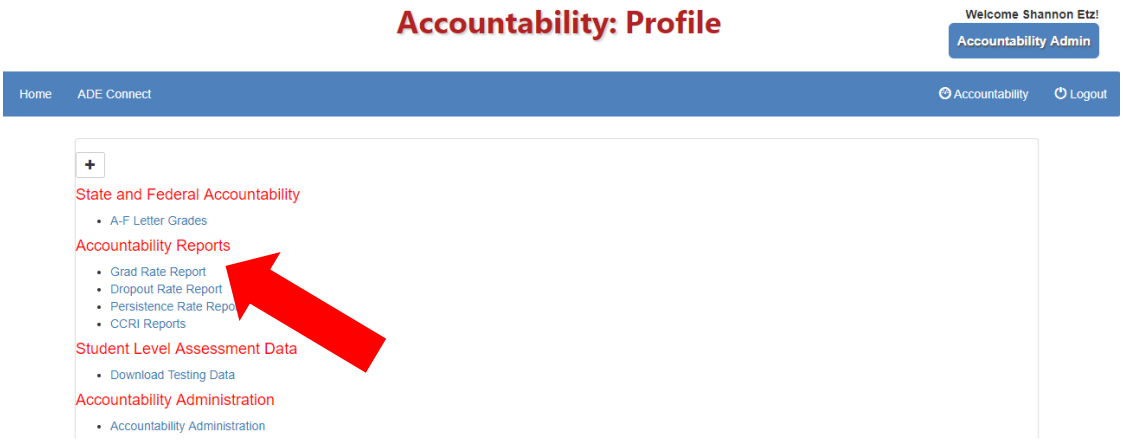
LEA scoring spreadsheets allow those with LEA-level access to download an Excel spreadsheet that reports the aggregated data for each school in an LEA. If you have school-level access, only your specific school will be included in the LEA scoring spreadsheet. Due to differences in the models and components for K-8 schools and 9-12 schools, there is a K-8 LEA scoring spreadsheet and a 9-12 LEA scoring spreadsheet.



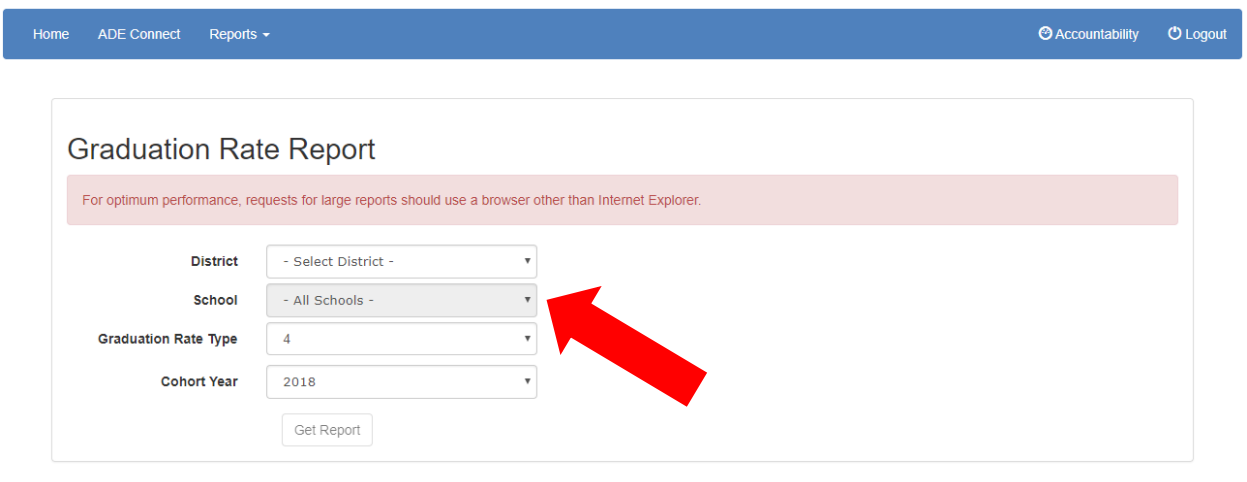
Accountability Reports

Grad Rate Report

The Grad Rate Report allows users to view summary and student-level Four-, Five-, Six-, and Seven-Year Graduation Rate Reports. Graduation Rates are publicly reported and are included in A-F Letter Grades for schools serving grades from 9-12. Schools and LEAs that only serve elementary students and/or do not graduate students can disregard this report.

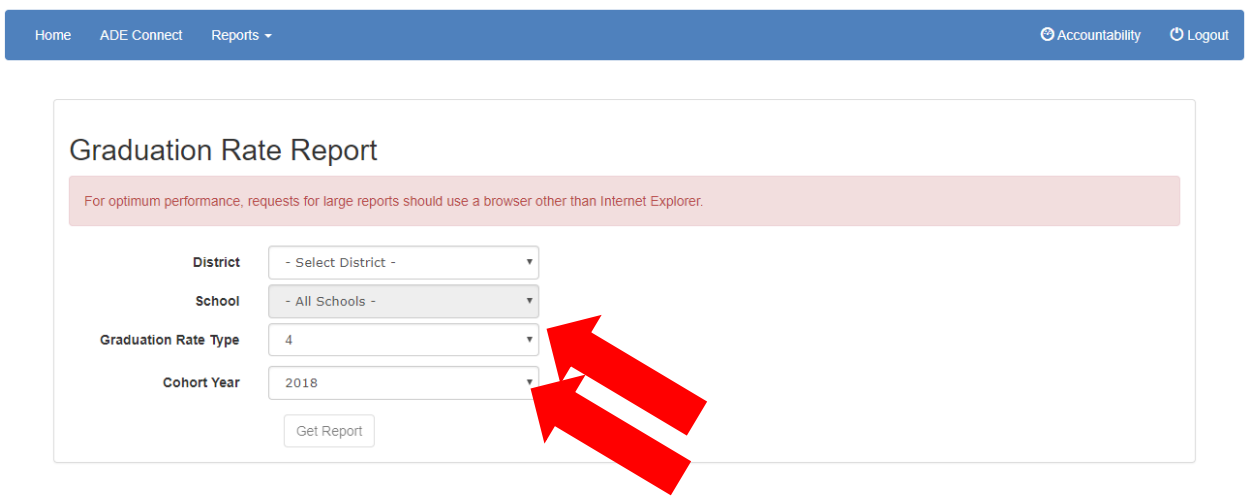


If you have LEA-level access, the Grad Rate Report landing page looks like the picture below and allows you to access grad rate information for all schools in your LEA or select a specific school in the School dropdown.

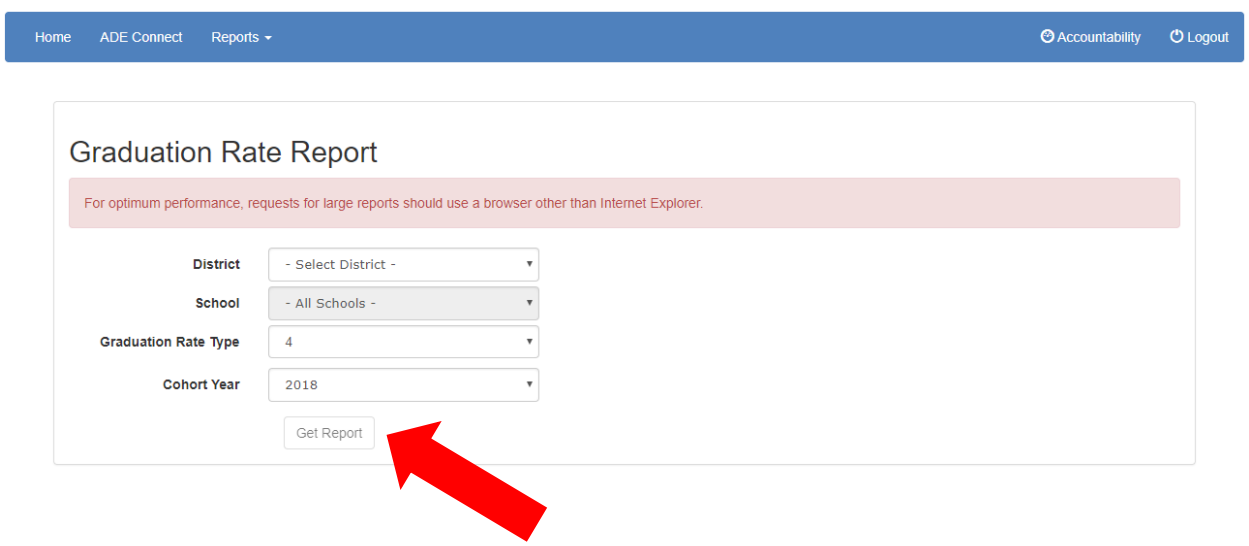


If you have school-level access, the Grad Rate Report landing page looks like the picture above but has your specific school pre-selected.

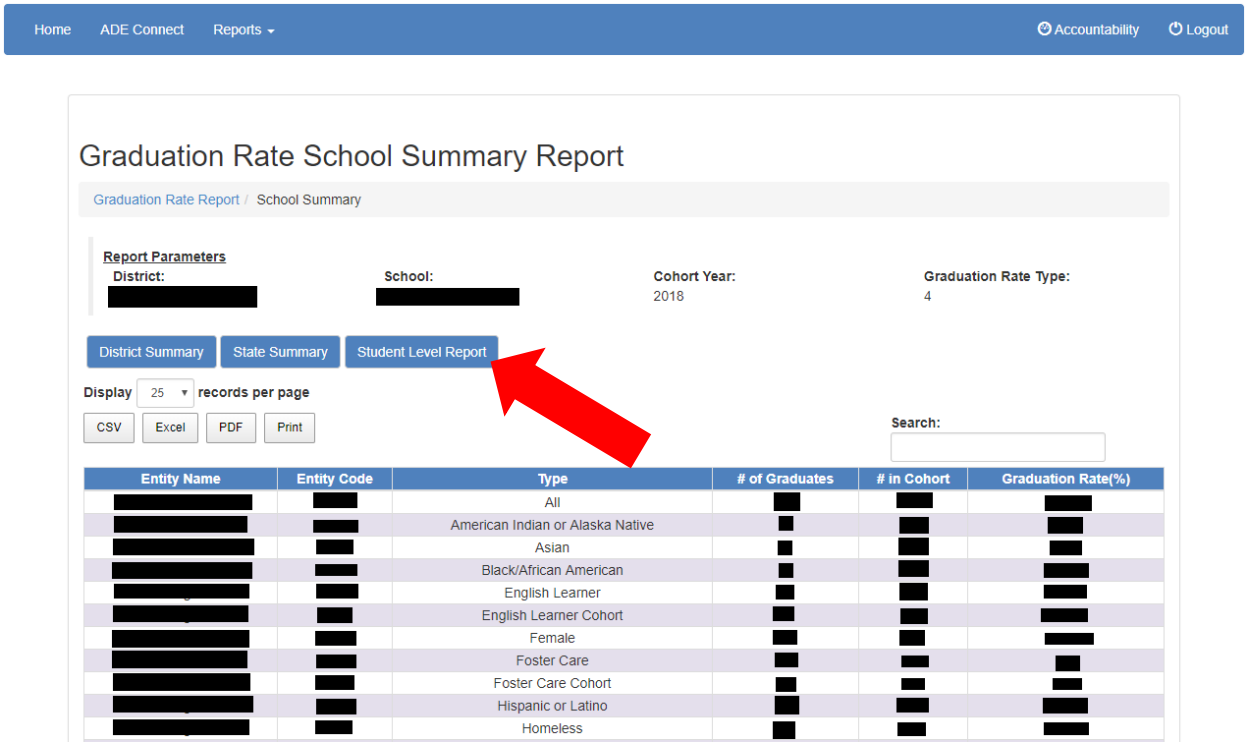
Users with LEA-level and school-level access can then select a graduation rate type (4-, 5-, 6-, or 7-) and a cohort year from their respective dropdowns.



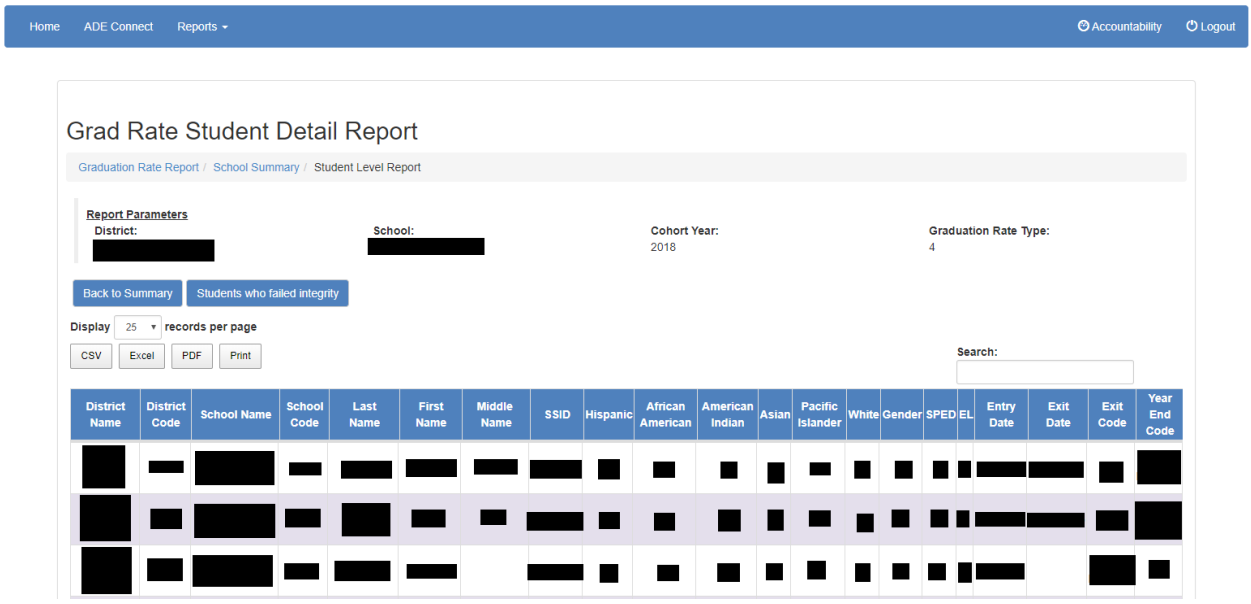
Once you have selected the appropriate filters, School (if applicable), Graduation Rate Type, and Cohort Year click the button “Get Report”.



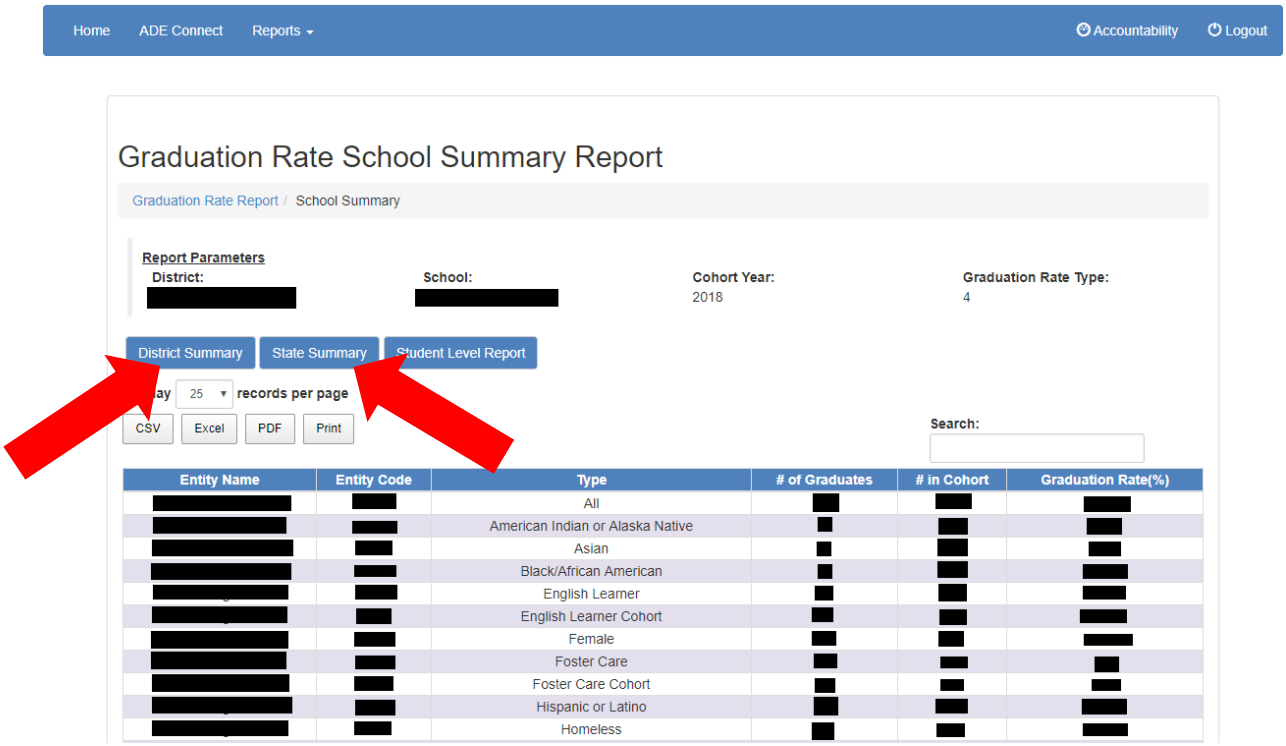
When a specific school is selected, the graduation rate report looks like the picture below. This page reports graduation rates by subgroup within that specific school. To see the individual students included in the calculation of these graduation rates click the Student-Level Report button.



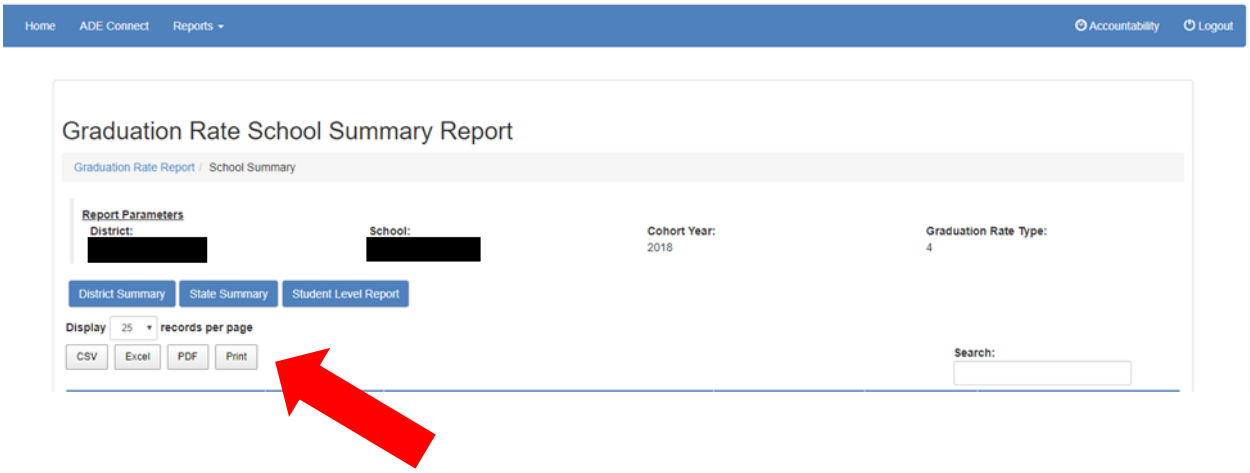
The Student-Level Report looks like the picture below. This report only includes students that are part of the graduation rate for the particular school, cohort year, and graduation rate type you selected previously.



To compare to the district as a whole or to the state of Arizona as a whole click the “District Summary” and “State Summary” buttons, respectively.

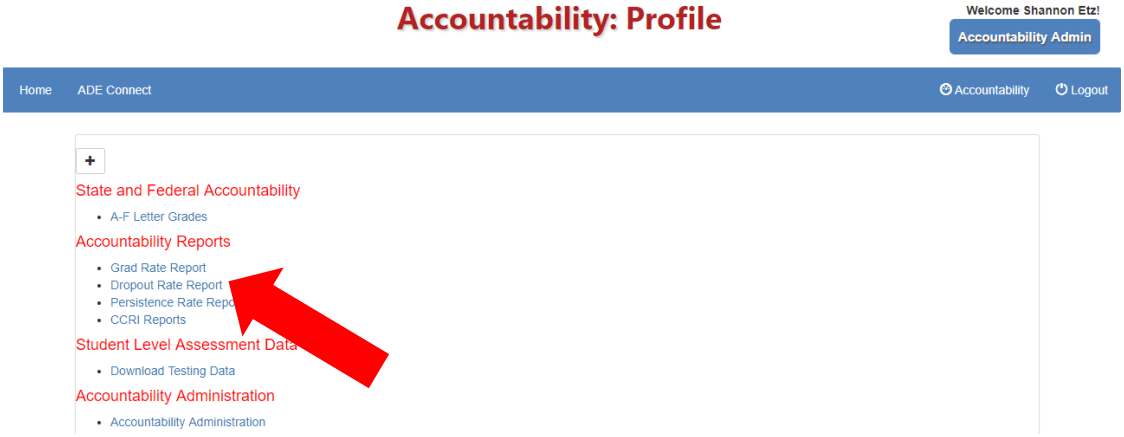


All of the Grad Rate Report pages allow the data to be exported as a CSV, Excel, PDF, or printed file.

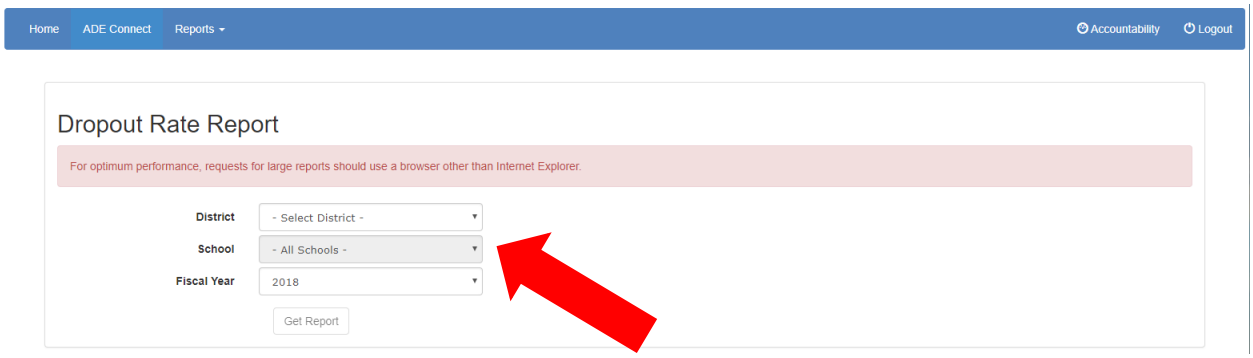


Dropout Rate Report

The Dropout Rate Report allows users to view summary and student-level dropout rates for a given fiscal year. Dropout rates are reported for grades seven through twelve and are based on a calendar year that runs from the first day of summer recess through the last day of school. A school's total enrollment is used as the population figure against which dropouts are subsequently counted. Dropouts are defined as students who are enrolled in school at any time during the school year but are not enrolled at the end of the school year and did not transfer, graduate, or die. Dropout rates are publicly reported annually. Schools and LEAs that do not serve students in grades seven through twelve can disregard this report.

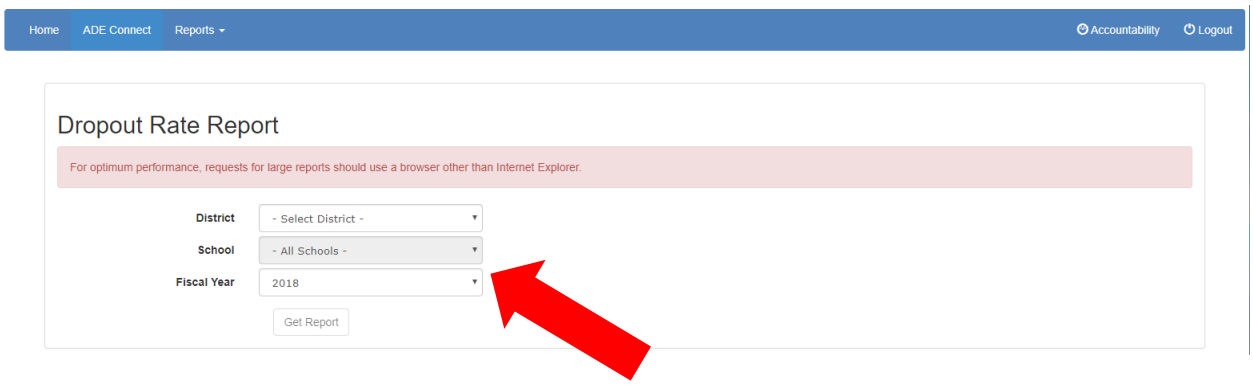


If you have LEA-level access, the Dropout Rate Report landing page looks like the picture below and allows you to access dropout rate information for all schools in your LEA or select a specific school in the School dropdown.

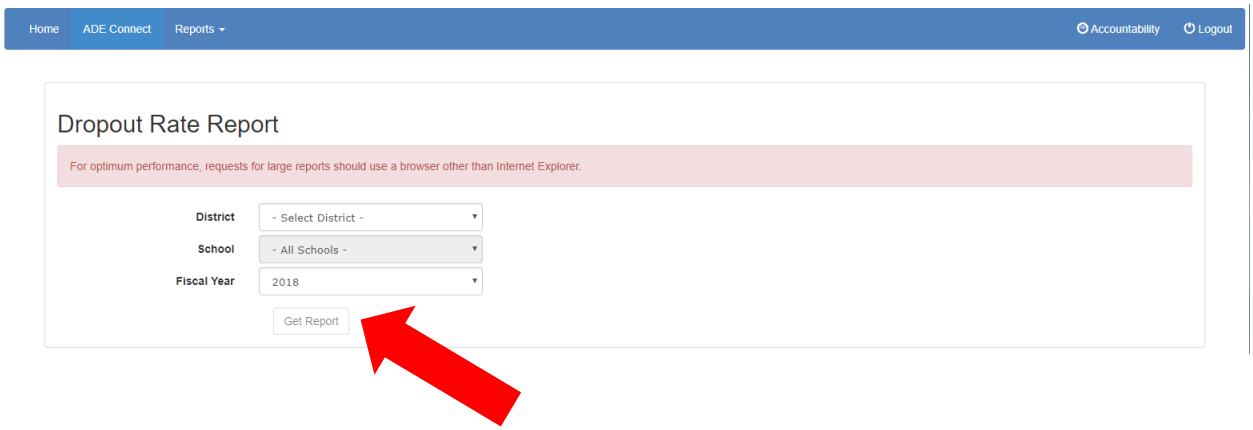


If you have school-level access, the Dropout Rate Report landing page looks like the picture above but has your specific school pre-selected.

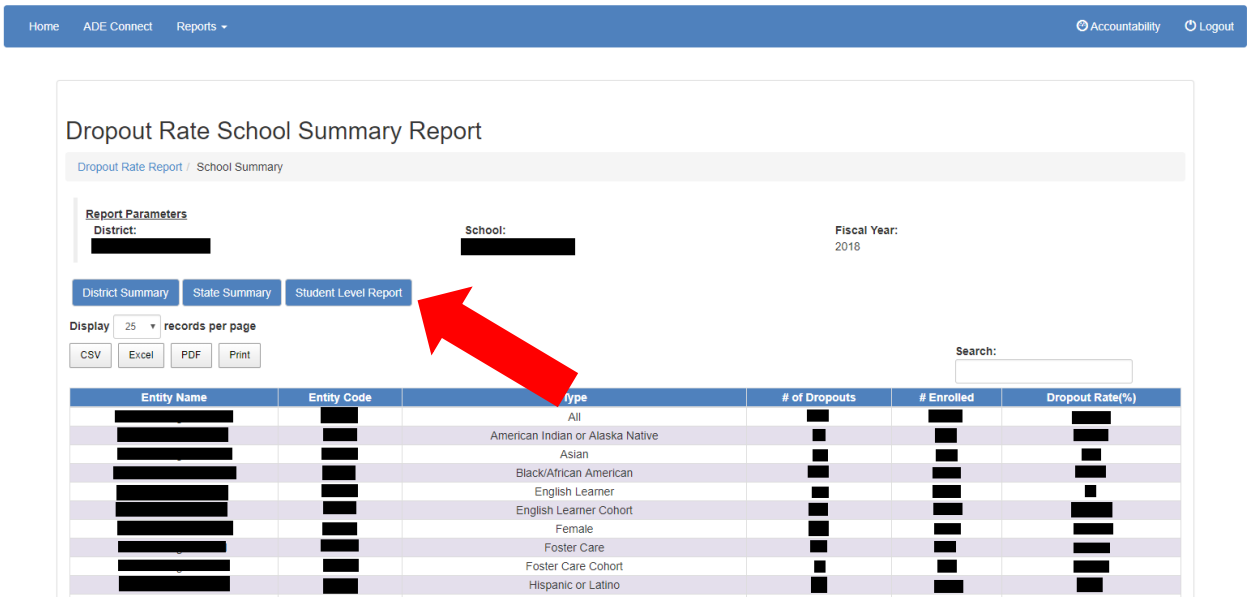
Users with LEA-level and school-level access can then select the fiscal year they would like to view.



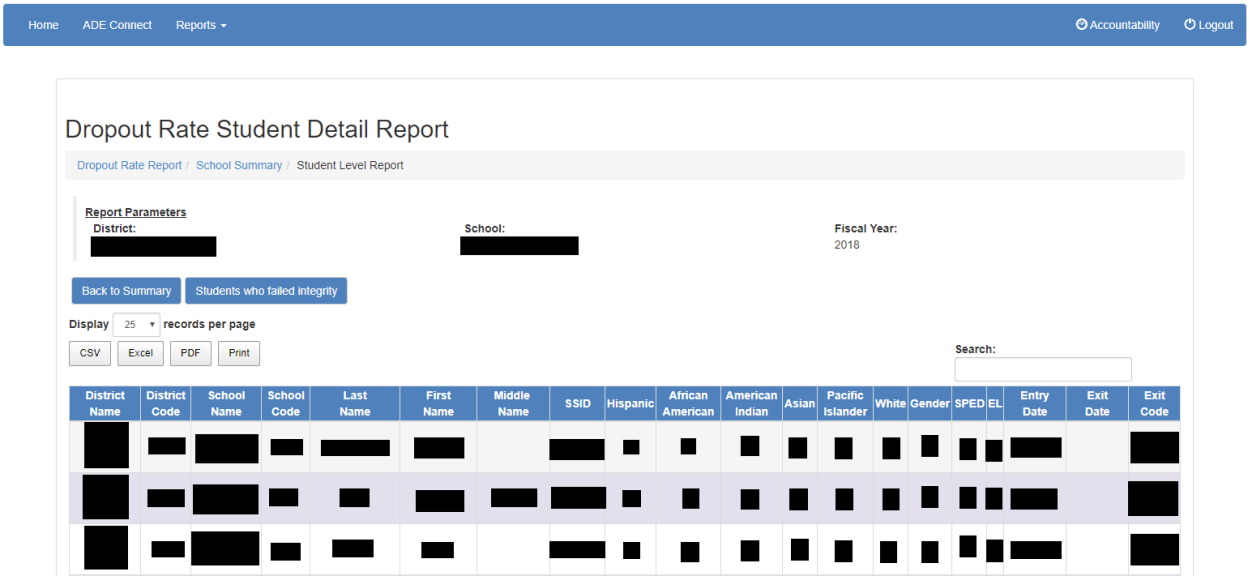
Once you have selected the appropriate filters, School (if applicable) and fiscal year click the button “Get Report”.



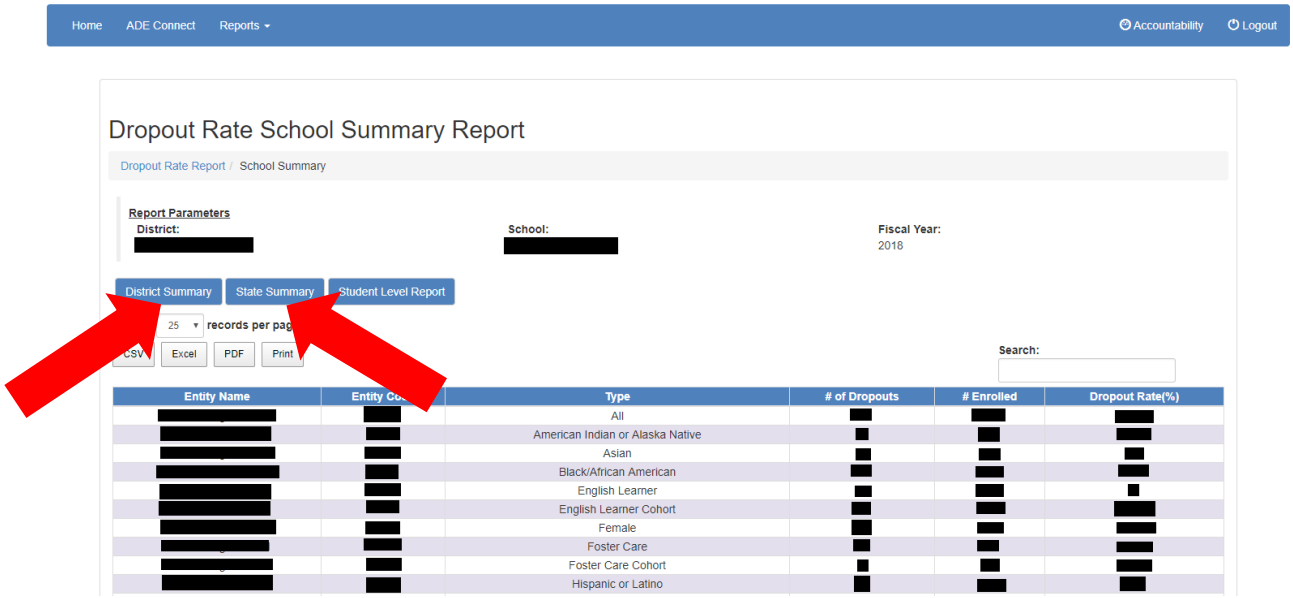
When a specific school is selected, the dropout rate report looks like the picture below. This page reports dropout rates by subgroup within that specific school. To see the individual students included in the calculation of these dropout rates click the Student-Level Report button.



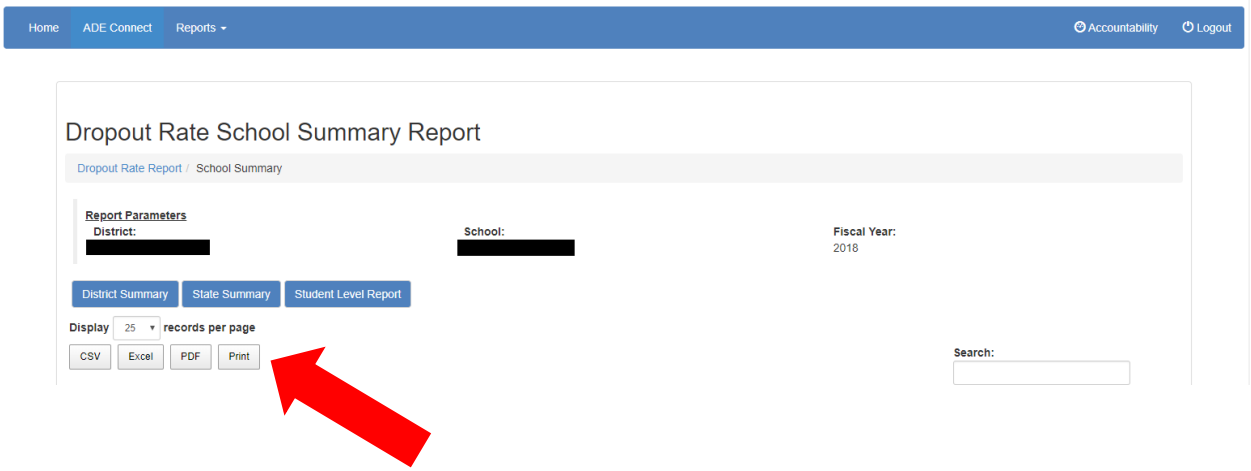
The Student-Level Report looks like the picture below. This report only includes students that are part of the dropout rate for the particular school and fiscal year you selected previously.



To compare to the district as a whole or to the state of Arizona as a whole click the “District Summary” and “State Summary buttons respectively.



All of the Dropout Rate Report pages allow the data to be exported as a CSV, Excel, PDF, or printed file.



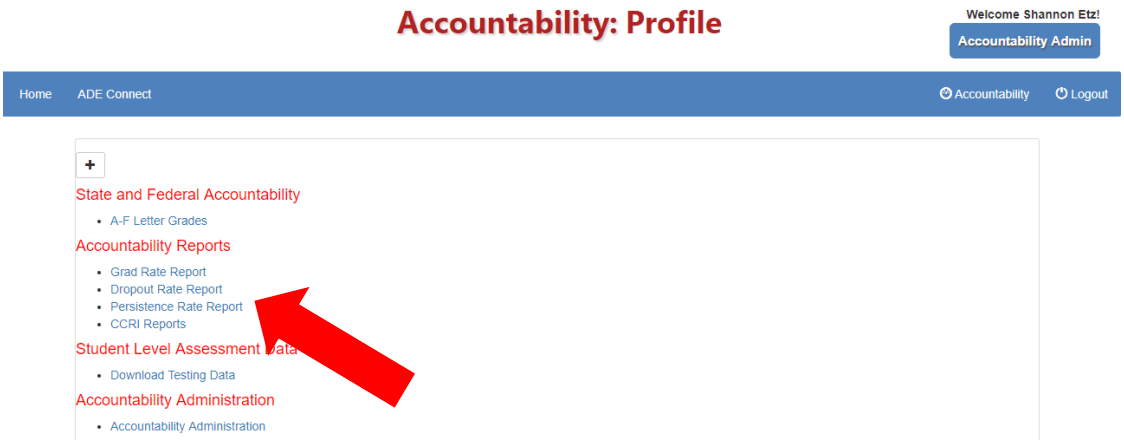
Persistence Rate Report

The Persistence Rate Report allows users to view summary and student-level persistence rates for a given fiscal year. An academically persistence student is any student who is eligible to re-enroll at the end of the previous fiscal year and re-enrolls in any Arizona public school by October 1 of the current fiscal year. Students in grades six through twelve are included in the persistence rate calculation. Students who are eligible to re-enroll are those who have a qualifying end of year code in the previous fiscal year. The following codes denote students who are eligible to re-enroll.

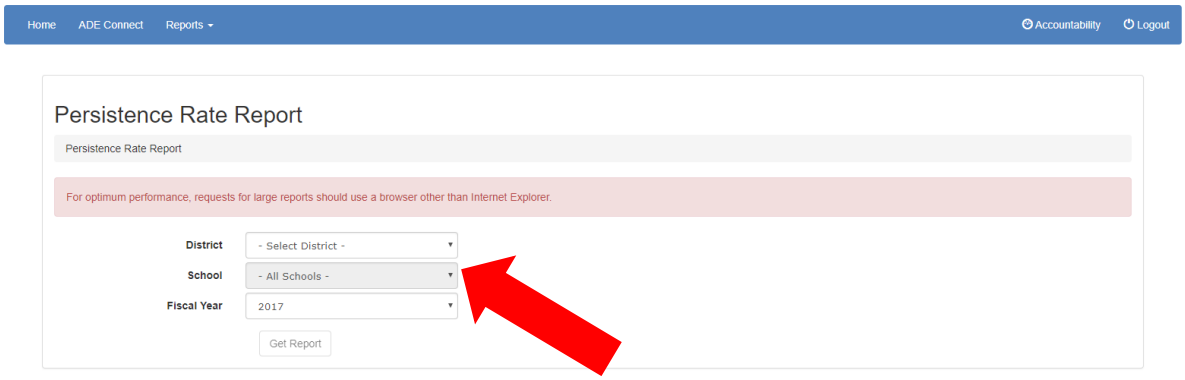
- Promoted- P
- Retained- R
- Attendee- A
- Still Enrolled (Assessment, Course of Study, Met no Requirements) – SC

Students who are withdrawn for any reason or are coded as graduated, aged out, or deceased are not included in the persistence calculation. Students withdrawn due to a change in track become eligible when the appropriate end of year code is used in the subsequent enrollment.

Persistence Rate Reports are used in the calculation of Alternative schools' A-F Letter Grades.

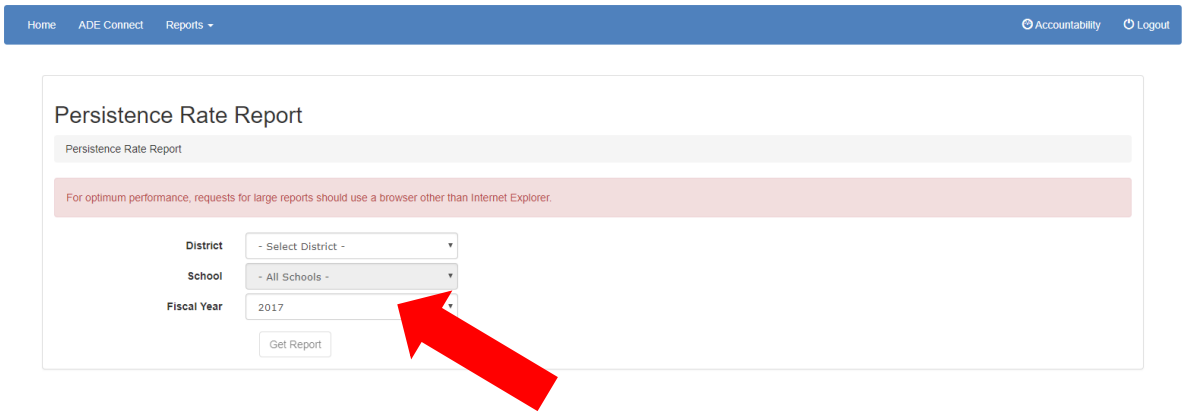


If you have LEA-level access, the Persistence Rate Report landing page looks like the picture below and allows you to access persistence rate information for all schools in your LEA or select a specific school in the School dropdown.

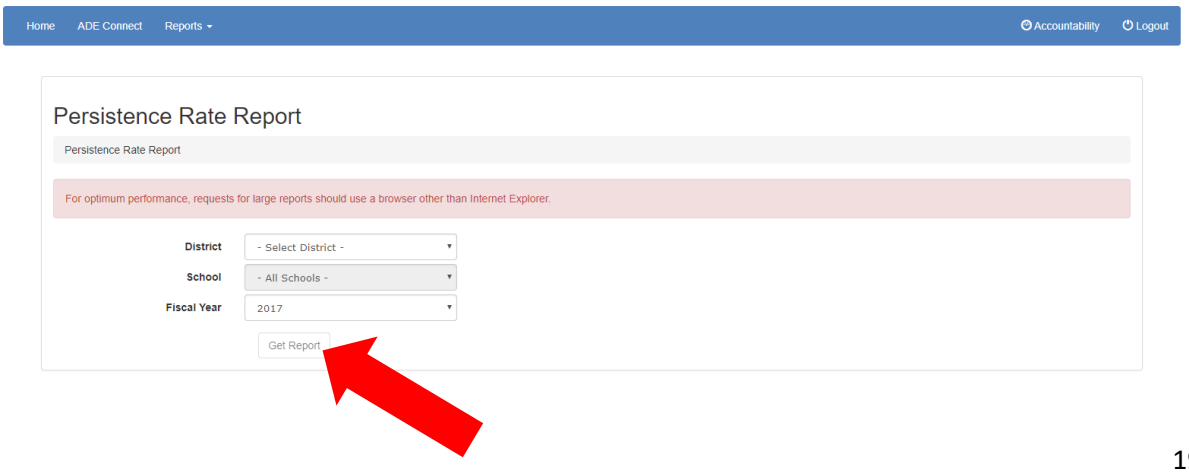


If you have school-level access, the Persistence Rate Report landing page looks like the picture above but has your specific school pre-selected.

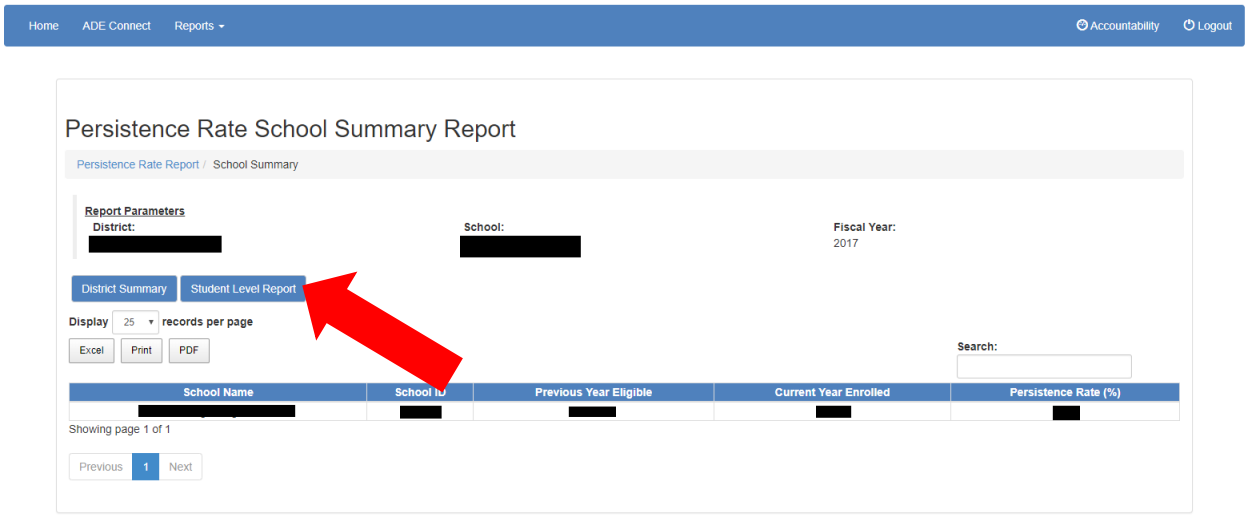
Users with LEA-level and school-level access can then select the fiscal year they would like to view.



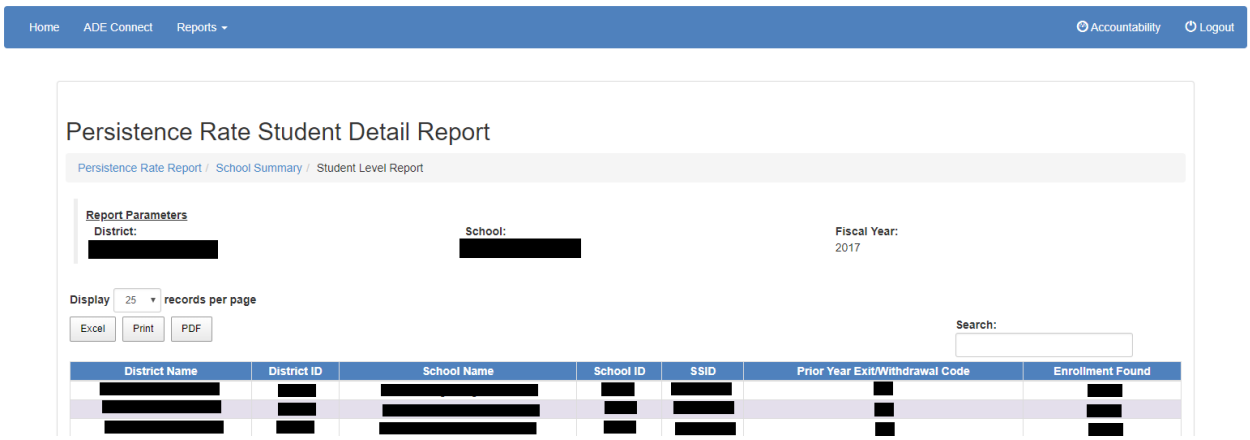
Once you have selected the appropriate filters, School (if applicable) and fiscal year click the button “Get Report”.



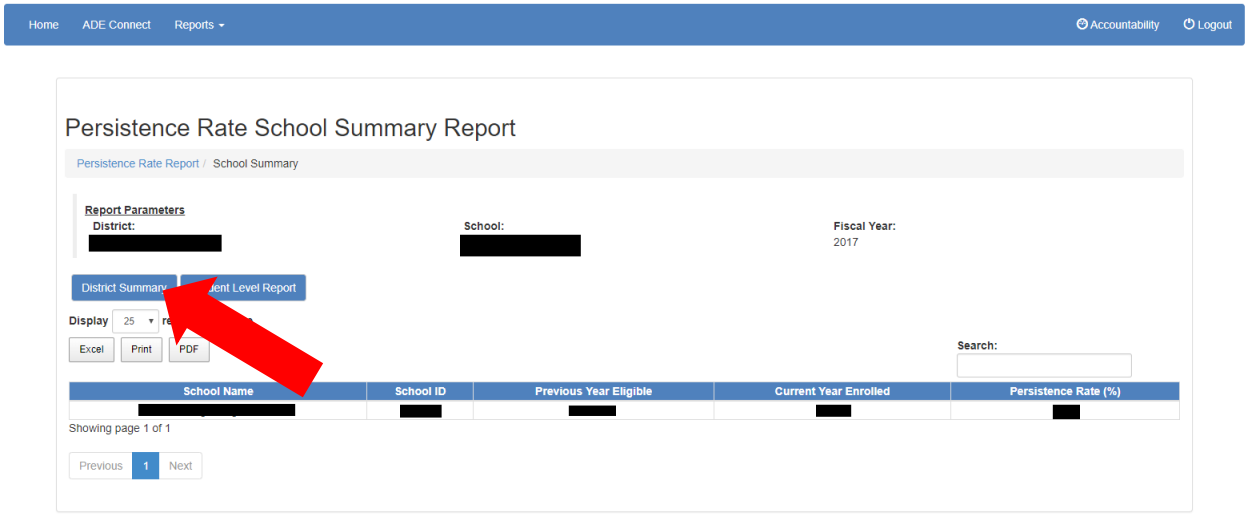
When a specific school is selected, the persistence rate report looks like the picture below. This page reports the persistence rate for that specific school. To see the individual students included in the calculation of the school's persistence rate click the Student-Level Report button.



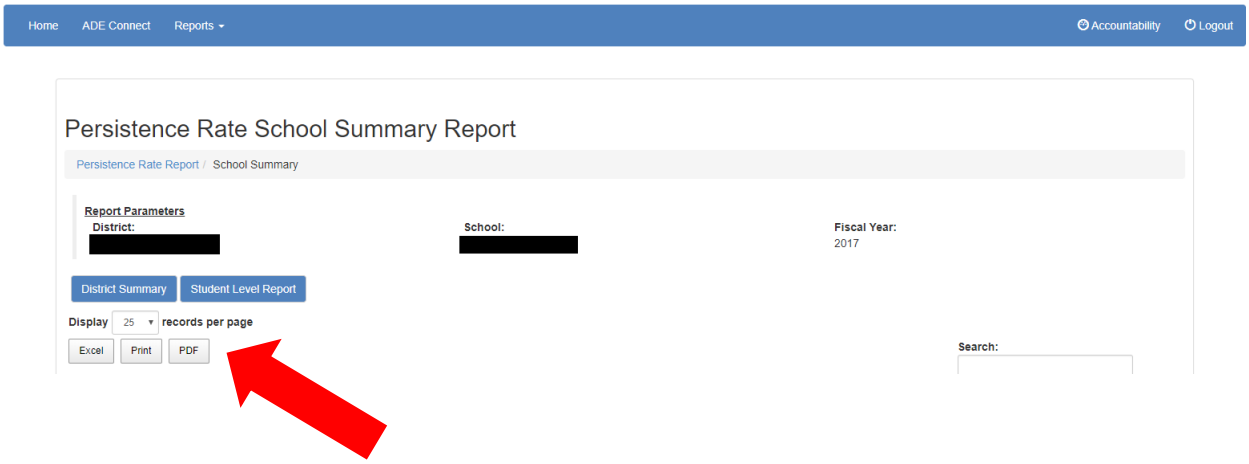
The Student-Level Report looks like the picture below. This report only includes students that are part of the persistence rate for the particular school and fiscal year you selected previously.



To compare to the district as a whole click the “District Summary” button.

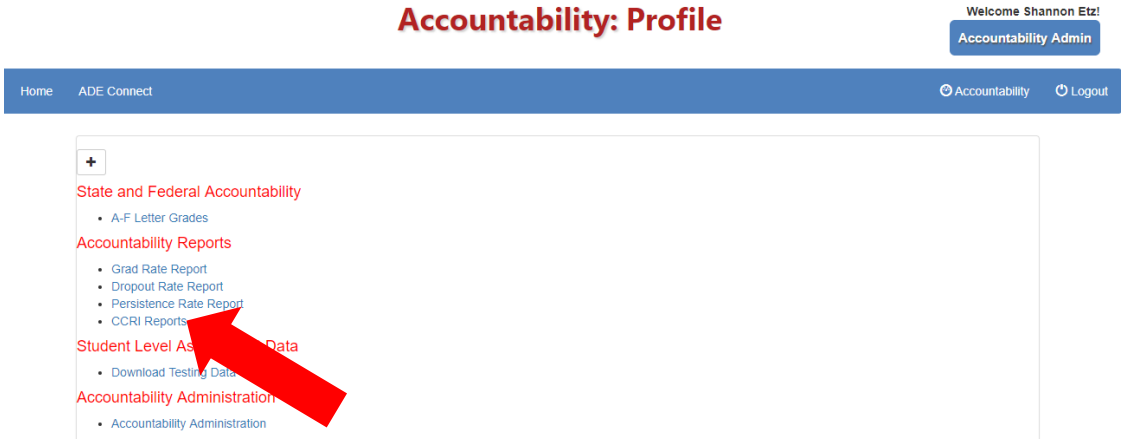


All of the Persistence Rate Report pages allow the data to be exported as an Excel, PDF, or printed file.

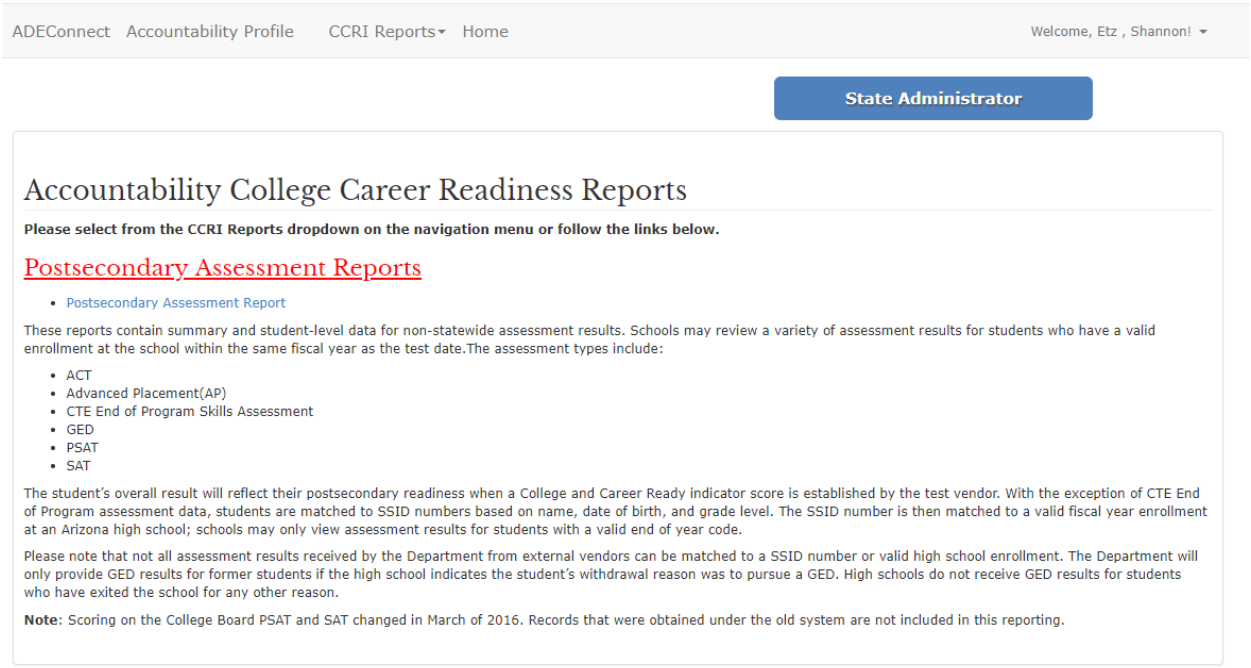


CCRI Reports

The CCRI Reports allow users to view summary and/or student-level reports for College and Career Ready course completion (Student Teacher Course), postsecondary enrollment, and postsecondary assessments.



When you first click the CCRI Reports link, the landing page for all users (both LEA- and school-level access) looks like the picture below.



Postsecondary Assessments

These reports contain summary and student-level data for non-statewide assessment results. Schools may view 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 assessment types include:

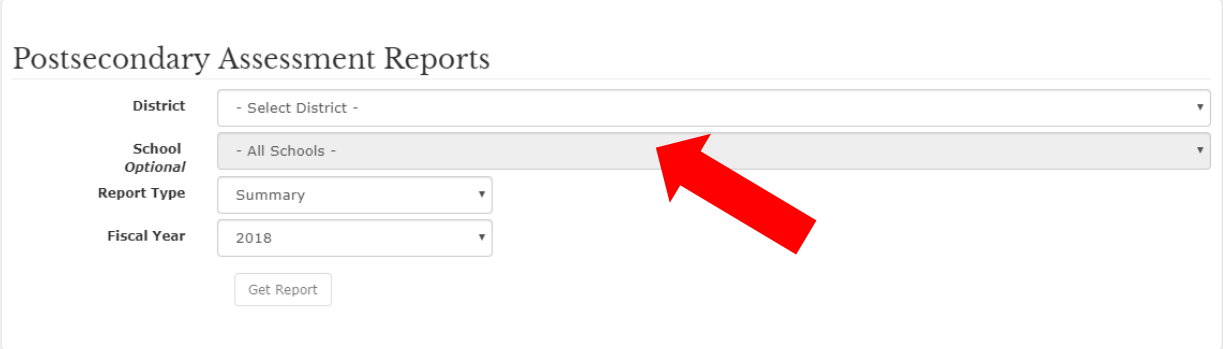
- ACT
- Advanced Placement (AP)
- CTE End-of-Program Skills Assessment
- GED
- PSAT
- SAT

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 Skills Assessment data, students are matched to SSID numbers based on name, date of birth, and grade level. The SSID number is then matched to a valid fiscal year enrollment at an Arizona high school. Schools may only view assessments for students with a valid year-end code.

Please note that not all assessment results received by the Department from external vendors can be matched to a SSID number or valid high school enrollment. The Department will only provide GED results for former students if the high school indicates the student's withdrawal reason was to pursue a GED. High schools do not receive GED results for students who have exited the school for any other reason.

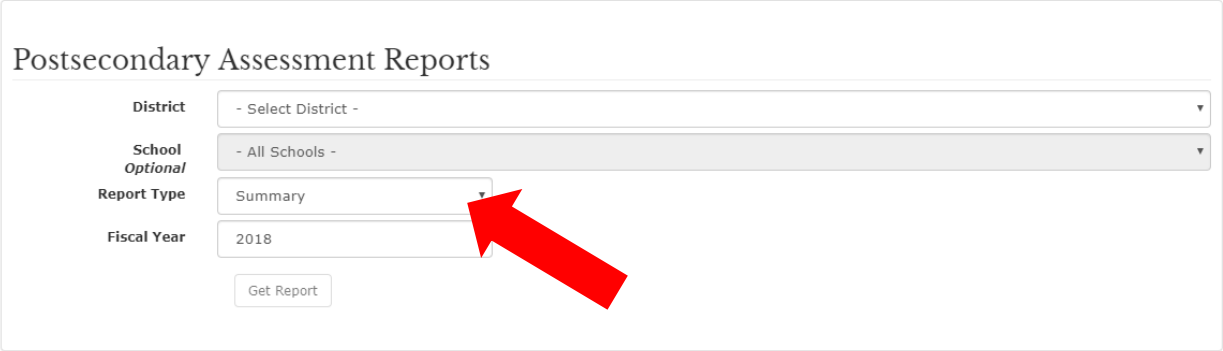
Note: Scoring on the College Board PSAT and SAT changed in March of 2016. Records that were obtained under the old scoring system are not included in this reporting.

If you have LEA-level access, the Postsecondary Assessments Reports landing page looks like the picture below and allows you to access postsecondary assessment information for all schools in your LEA or select a specific school in the School dropdown.

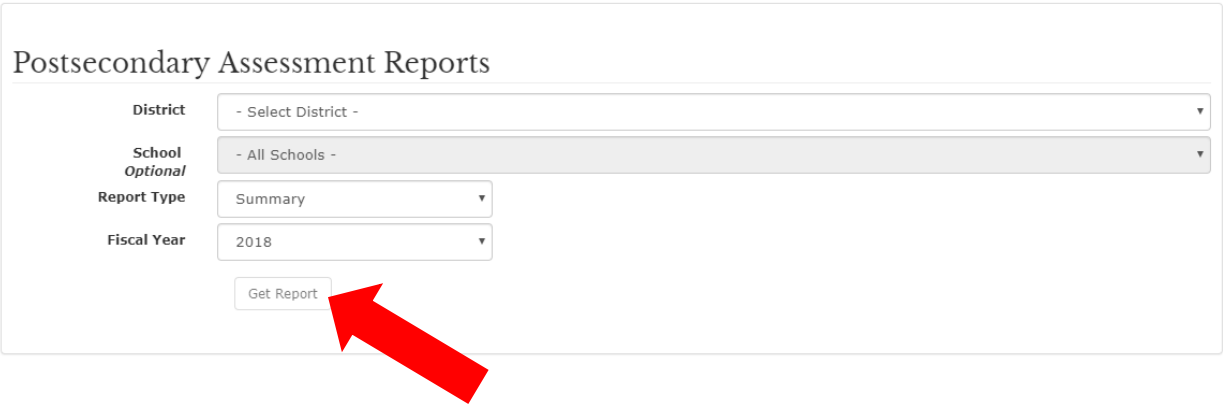


If you have school-level access, the Postsecondary Assessment Reports landing page looks like the picture above but has your specific school pre-selected.

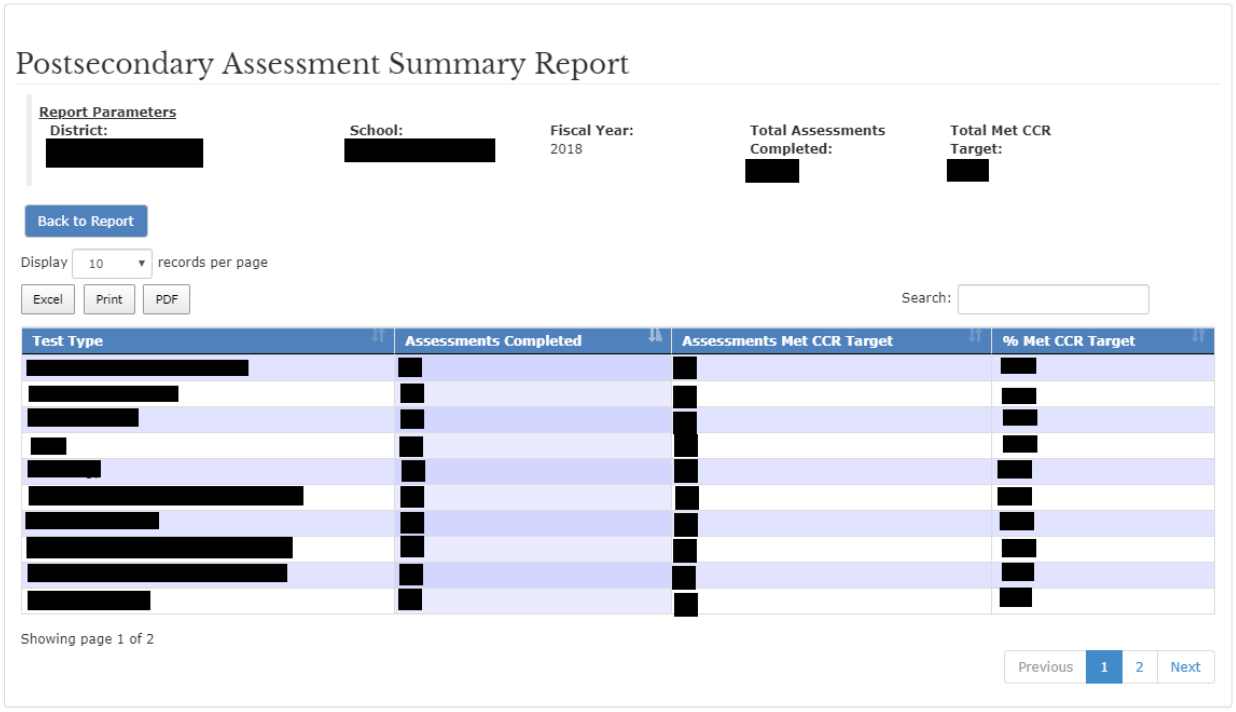
Users with LEA-level and school-level access can then select the report type (Summary or Student Detail) and fiscal year they would like to view.



Once you have selected the appropriate filters, School (if applicable) and fiscal year click the button “Get Report”.



When a specific school and summary report type is selected, the postsecondary assessment report looks like the picture below. This page reports postsecondary assessment results for students at that specific school. To see the individual students included in the calculation of the school's postsecondary assessments you need to change the report type to Student Detail.



Postsecondary Assessment Summary Report

Report Parameters
District: [redacted]
School: [redacted]
Fiscal Year: 2018
Total Assessments Completed: [redacted]
Total Met CCR Target: [redacted]

Back to Report

Display 10 records per page

Excel Print PDF

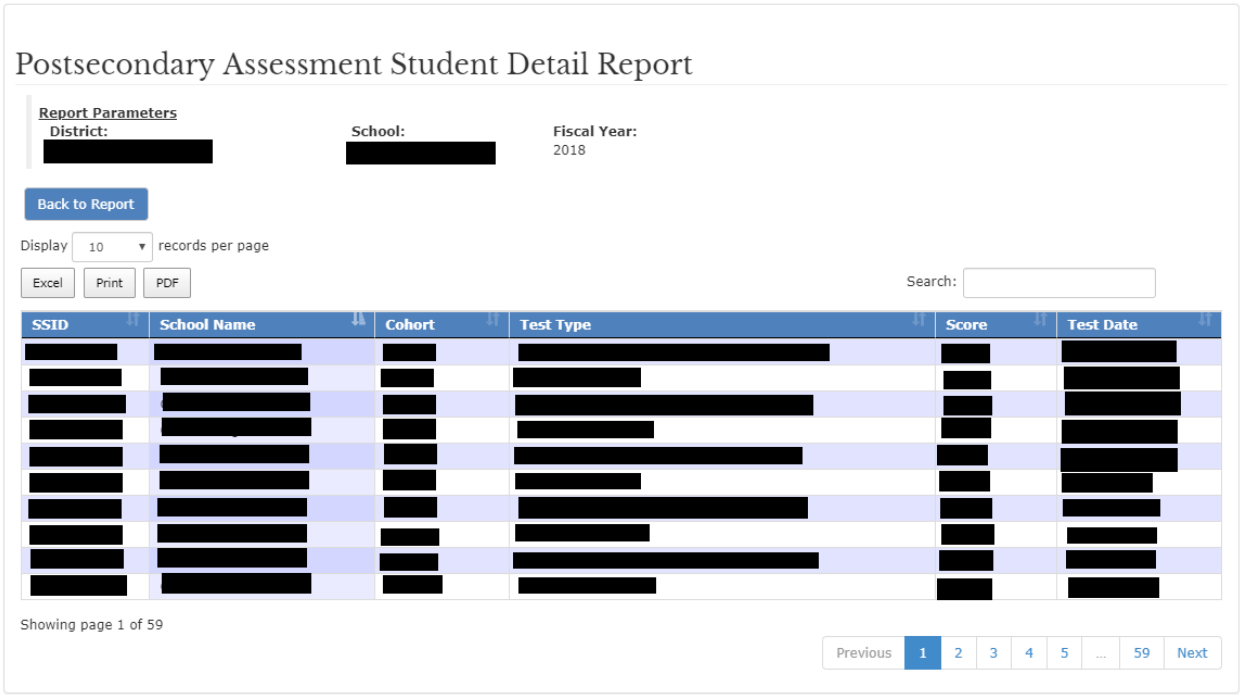
Search:

Test Type	Assessments Completed	Assessments Met CCR Target	% Met CCR Target
[redacted]			

Showing page 1 of 2

Previous 1 2 Next

The Student-Level Report looks like the picture below. This report only includes students that are part of the postsecondary assessments report for the particular school and fiscal year you selected previously.



All of the Postsecondary Assessment Report pages allow the data to be exported as an Excel, PDF, or printed file.



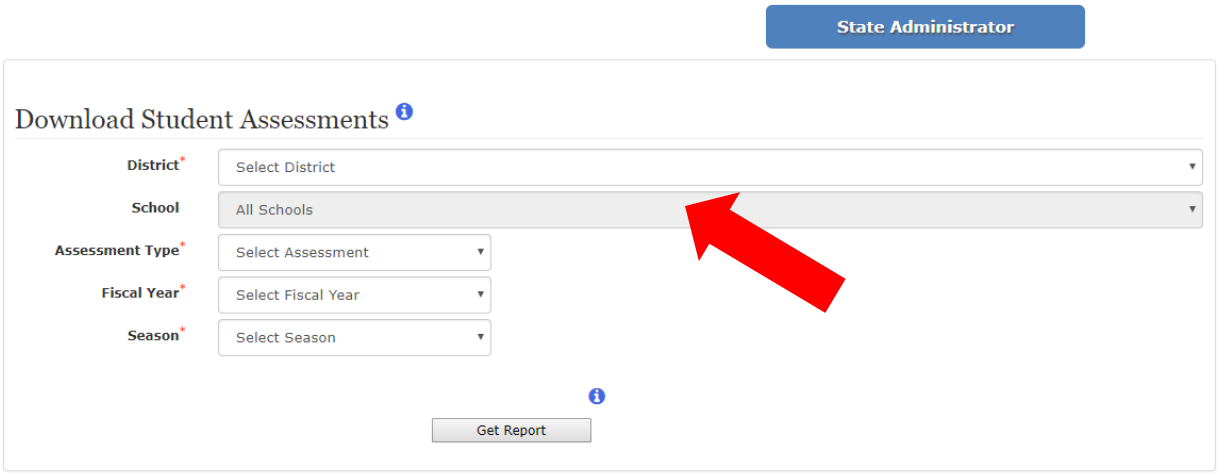
Student Level Assessment Data

Download Testing Data

The Download Testing Data application allows schools and LEAs to download prior year assessment results for the students that are currently enrolled in their entity.

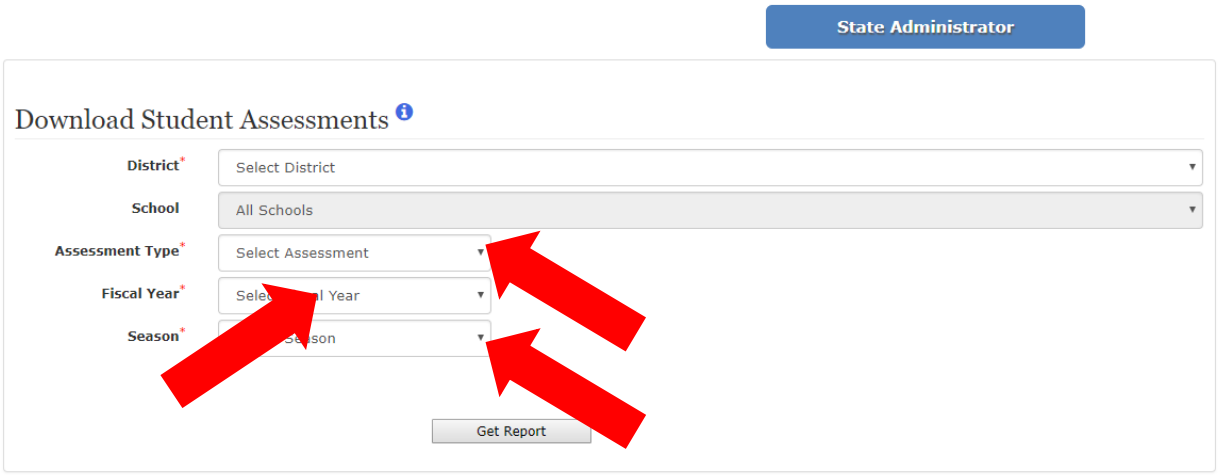


If you have LEA-level access, the Download Testing Data landing page looks like the picture below and allows you to access prior year assessment results for all students in your LEA or select a specific school and see prior year assessment results for all students in the School dropdown.

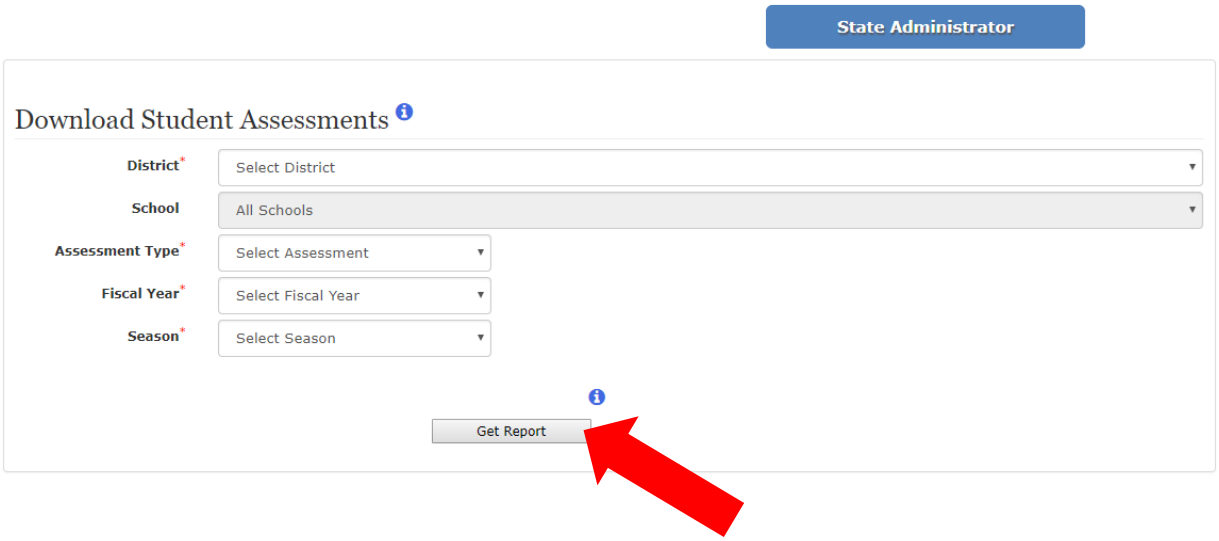


If you have school-level access, the Download Testing Data landing page looks like the picture above but has your specific school pre-selected.

Users with LEA-level and school-level access can then select the assessment type, fiscal year, and season from which they would like to view assessment records.



Once you have selected the appropriate filters, School (if applicable), Assessment Type, Fiscal Year, and Season, then click the button “Get Report”.



When the “Get Report” button is selected, the application generates an Excel file that can be downloaded and includes the following columns:

- Subject – subject of the assessment
- FiscalYear – fiscal year of the assessment
- LastName – last name of the student
- FirstName – first name of the student
- MiddleName – middle name of the student
- County – county of the LEA/school the student currently attends
- DistrictName – name of the LEA the student currently attends
- DistrictID – entity ID of the LEA the student currently attends
- SchoolName – name of the school the student currently attends
- SchoolID – entity ID of the school the student currently attends
- SchoolCTDS – CTDS number of the school the student currently attends
- StudentGrade – grade the student is currently enrolled in
- TestLevel – level of the assessment the student took
- Gender – gender of the student
- BirthDate – birth date of the student
- Performance – performance level the student received on the assessment
- ScaleScore – scale score the student received on the assessment
- SSID – State Student Identification number of the student
- DSTTransfer – indicates Y (yes) or N (no) for if the student took the assessment at another school
- TransferredDistrictName – the name of the district the student took the assessment at
- TransferredDistrictID – the entity ID of the district the student took the assessment at
- TransferredSchoolName – the name of the school the student took the assessment at
- TransferredSchoolID – the entity ID of the school the student took the assessment at
- HSCohort – the high school cohort that has been assigned to the student (if applicable)

Accountability Administration

While Accountability Administration appears in the screenshots above, this option is not available to school- and LEA-level users and is reserved solely for ADE Accountability staff.

Helpful Hints

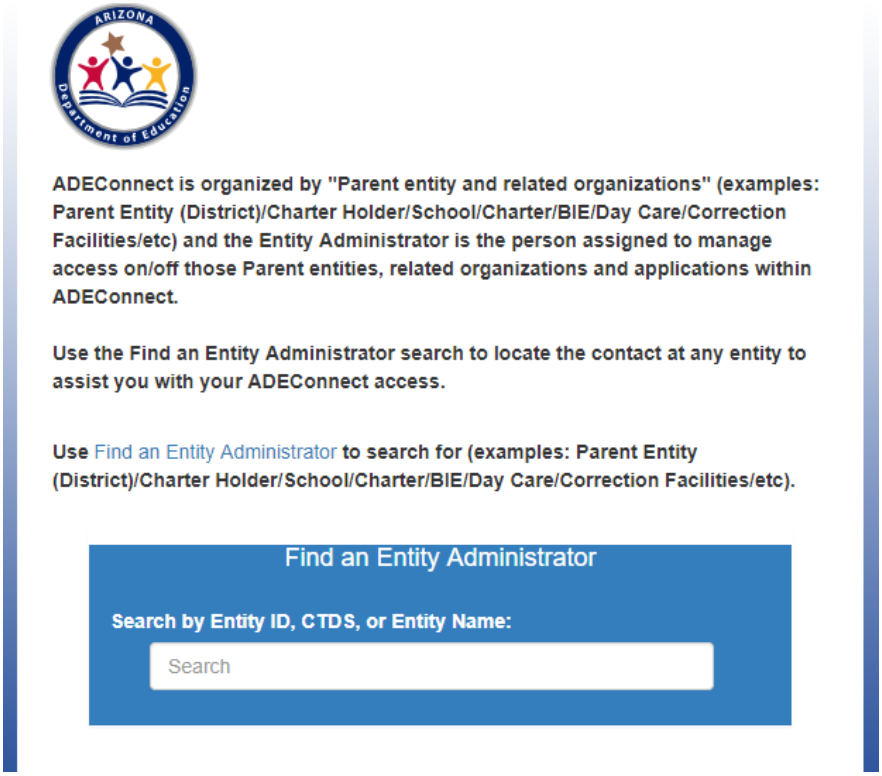
Finding Your Entity Administrator

If you need assistance setting up an ADEConnect account or having a new role/application made available on your account, you must contact your entity administrator. ADE staff cannot correct these issues for you, you must work directly with your entity administrator to address these types of situations. If you do not know who your entity administrator is, you can look them up.

In the upper right-hand corner of your ADEConnect home page there is a link called “Find Entity Administrator”



When you click that link it will open the below page and search box.



From there, you can search by your entity’s ID number, CTDS number, or name.

ADEConnect is Not Responding

If you are having issues using the ADEConnect system, the below tips may help.

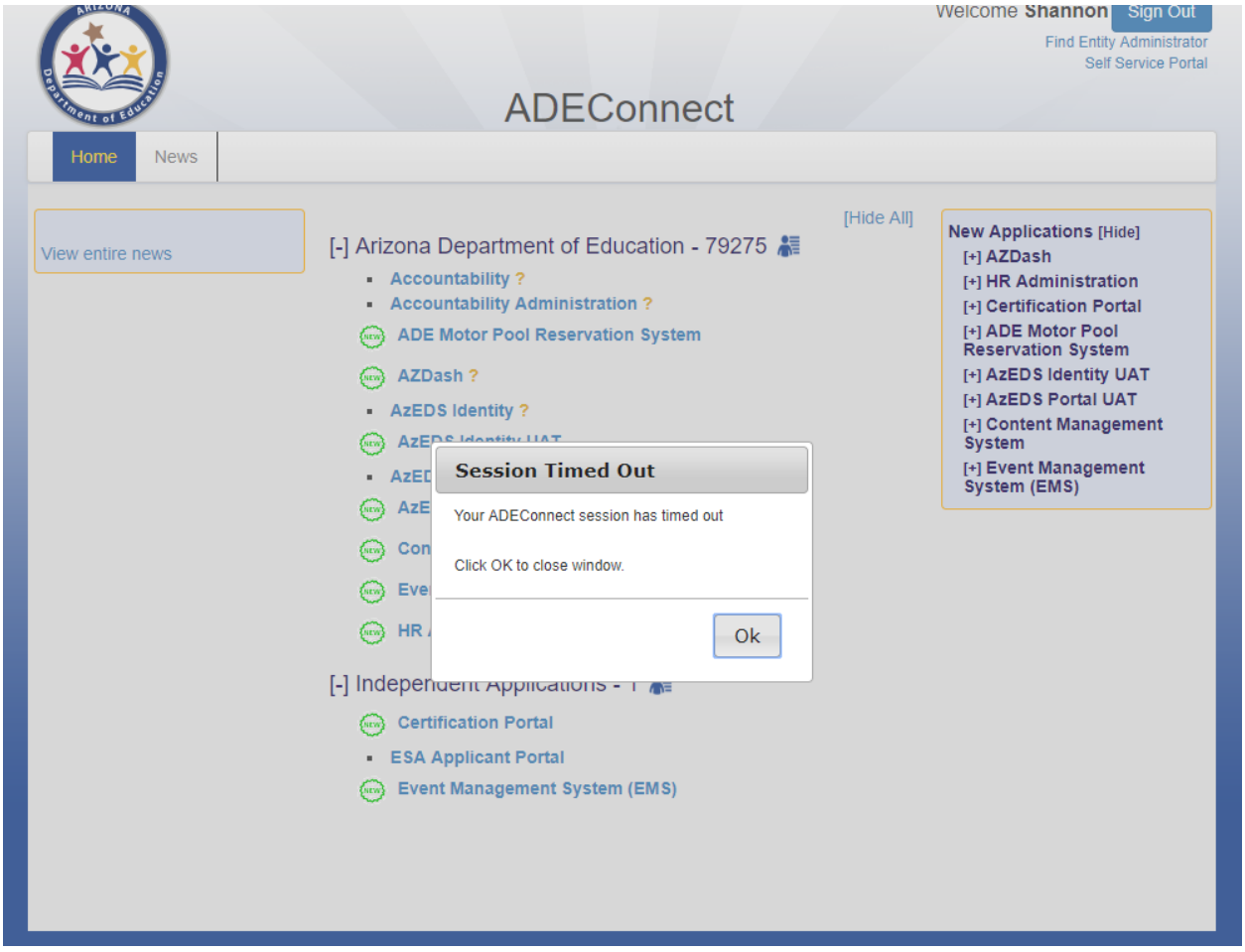
1. Try logging out and logging back in
2. Try changing from one internet browser to another (i.e. Internet Explorer to Google Chrome or vice versa).
3. Try clearing your browser history or cache
4. Contact ADESupport (ADESupport@azed.gov)

Static Versus Live Reports

A static report is a report that is updated or uploaded and reflects data from a particular point in time. A static report is not updated on a regular basis. An example of a static report is the Static File used for A-F Letter Grades. Live reports are reports that are updated on a regular schedule and display current information. Examples of live reports include the graduation rate report, dropout rate report, and persistence rate report which are updated weekly in the weekend refresh of data.

Inactivity Warning

All ADEConnect applications, including the tool and applications found on the Accountability 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. In that event you will see the below warning.



Data Corrections

If there is any data reported through the tools and reports under “Accountability” in ADEConnect that you believe is incorrect, you will need to make the appropriate changes through your Student Information System (SIS) for changes in the current fiscal year or via the 15-915 process through School Finance if the changes are in a previous fiscal year. Please note that data may only be changed through the 15-915 process for up to 3 previous fiscal years. Questions about the 15-915 process should be directed to the ADE’s School Finance team.