

Guidance to Uploading ECAP in EMAC

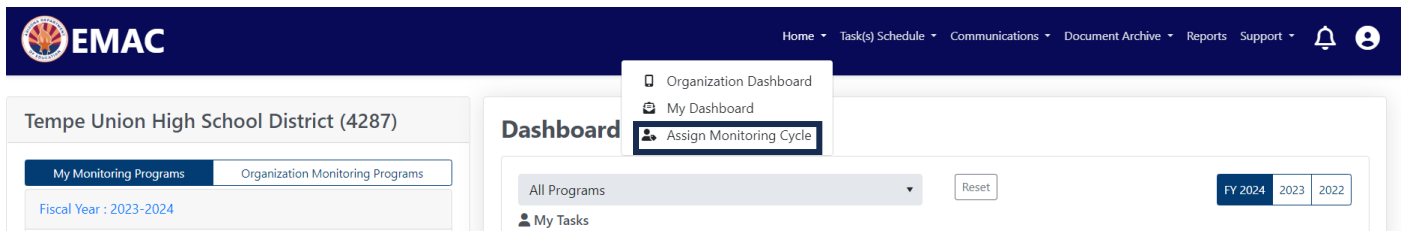
[EMAC Portal User Guide](#) – Use this guide as an overview of EMAC.

Step 1: Make sure the person who is going to upload the documents has an ADE Connect account and is assigned an EMAC user in the system. The following guidance will walk you through these steps if they are not set up in ADE Connect and/or EMAC.

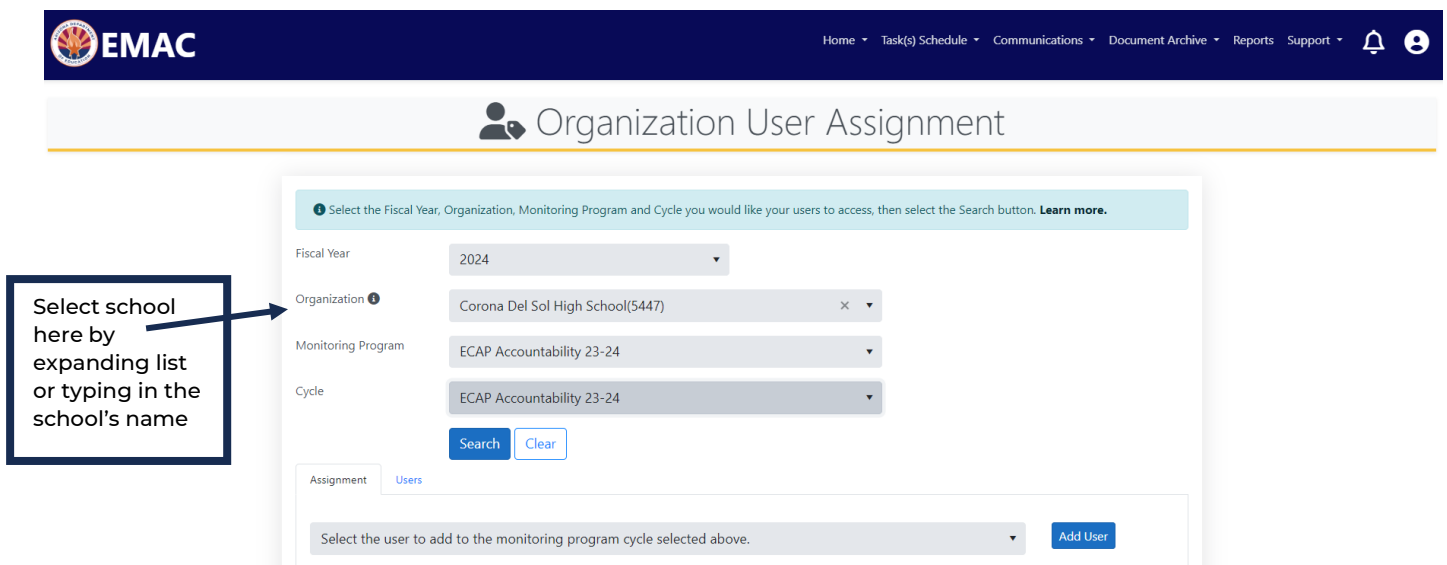
[EMAC Administrator Guide – Setup User Access to EMAC](#)

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

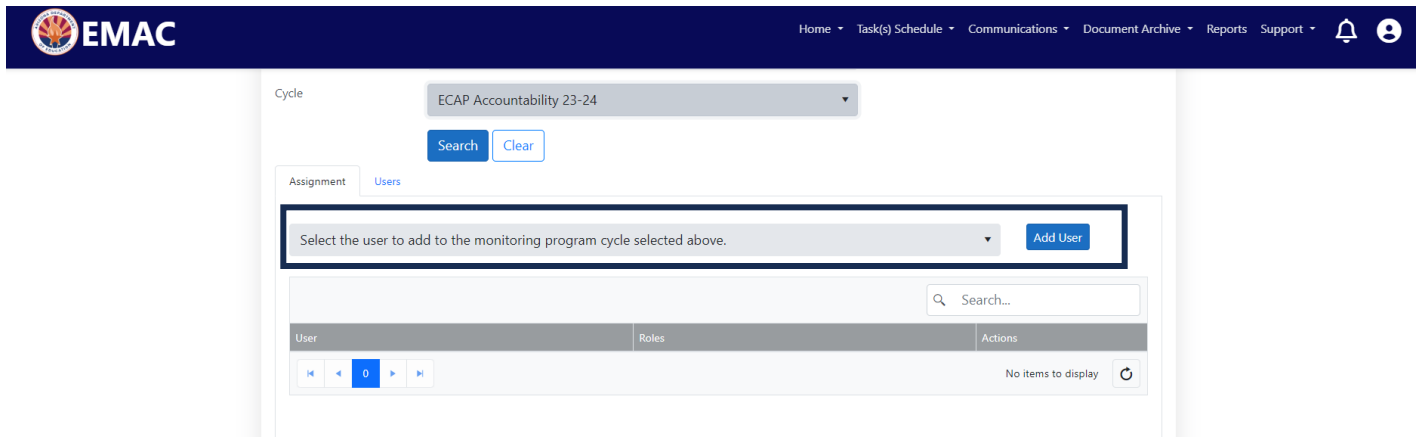
- Select Home/Assign Monitoring Cycle



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



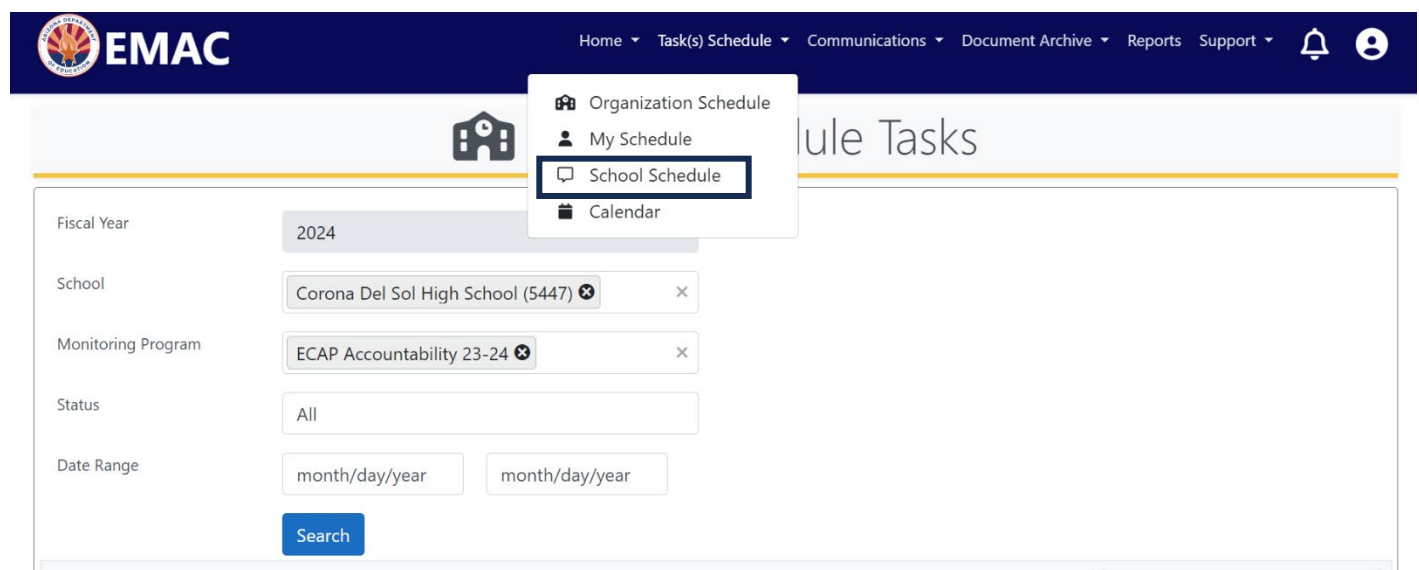
- On the assignment tab, select the arrow next to the add button. Select the user from the dropdown list you wish to assign and then click on the add button.



The screenshot shows the EMAC web application interface. At the top is a dark blue navigation bar with the EMAC logo on the left and a menu of links (Home, Task(s) Schedule, Communications, Document Archive, Reports, Support) on the right, along with a bell icon and a user profile icon. Below the navigation bar, the main content area has a 'Cycle' dropdown menu set to 'ECAP Accountability 23-24'. Below this are 'Search' and 'Clear' buttons. A tabbed interface shows 'Assignment' and 'Users' tabs. The 'Assignment' tab is active, displaying a dropdown menu with the text 'Select the user to add to the monitoring program cycle selected above.' and an 'Add User' button. Below this is a search bar labeled 'Search...'. A table with columns 'User', 'Roles', and 'Actions' is shown, but it is empty, with a message 'No items to display' and a refresh icon at the bottom right.

- User will appear on the list below the add button. Assignment is complete.

Step 3: From the district/charter entity dashboard, click on the tab titled School Schedule on the top blue bar. When the drop down appears, only put in the year and the monitoring program. Take out the dates and then click on search. This will pull up the page where you can upload the documents. ECAP was assigned to the school and not the district/charter entity, so it will not appear on the district/charter entity dashboard task list but will appear on the school dashboard task list.



The screenshot shows the EMAC web application interface for the 'School Schedule' section. The top navigation bar is the same as in the previous screenshot. Below it, a dropdown menu is open, showing options: 'Organization Schedule', 'My Schedule', 'School Schedule' (which is highlighted with a blue border), and 'Calendar'. The main content area has a form with the following fields: 'Fiscal Year' (set to 2024), 'School' (set to 'Corona Del Sol High School (5447)'), 'Monitoring Program' (set to 'ECAP Accountability 23-24'), 'Status' (set to 'All'), and 'Date Range' (with two empty 'month/day/year' input fields). A 'Search' button is at the bottom left of the form.



Step 4: Every school must upload the implementation plan for task 1 and upload the student sample for task 2. When you upload the documents, please make sure you complete all 3 steps: select file, upload, and then submit for review.

Corona Del Sol High School (5447)

Data Collection 

Not Started

ECAP Implementation Plan 2024 #140705

Program Area

Academic Standards

Monitor Program

ECAP Accountability
23-24

Cycle

ECAP Accountability
23-24

Fiscal Year

2024

Assigned On: 7/26/2023

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

IsOnsite Visit: ☹

Start Date: 7/1/2023

Data Collection Method: Desktop
Review

End Date: 4/30/2024

Quick Actions

 Bookmark

Staff Assigned

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

Submission [Resource](#) [Communication](#) [Related Tasks](#) [History](#)

Online Forms

Not Available

Evidence Documents

Not Available

Evidence Documents Uploaded

Not Available

Select files...

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

Upload





Evidence Documents Uploaded

Not Available

Select files...



Implementation Plan 2023-2024.docx
11.75 KB



Implementation Plan 2023-2024.docx
11.75 KB



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



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

Upload

Submit for Review

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

