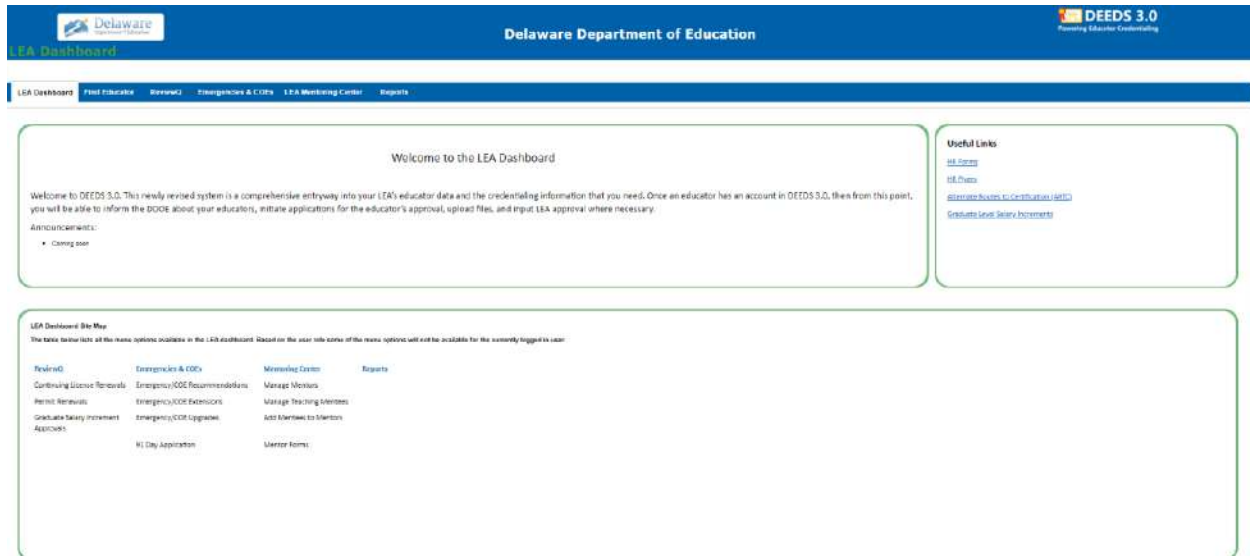# LEA Dashboard User Guide

This user guide will provide an overview of the functionality contained within the LEA Dashboard.

The LEA Dashboard consists of a number of sections, namely Header, Main Menu, Bulletin Board, Useful Links and Navigational Site Map. The sections and their contents will be described in this user guide.

Sections:

- Header
- Main Menu
  - LEA Dashboard
  - Find Educator
    - Search Results Panel
    - Status Section
    - Single Educator Search
    - Multiple Educator Search
      - Allow Fuzzy Search On
      - Allow Fuzzy Search Off
      - Change Sort Order
    - Educator Data Tabs
      - Application Data
      - Correspondence
      - Coursework
      - Credentials

DEEDS 3.0 Access

To access DEEDS 3.0, you must have an EdAccess account.

If you do not have an EdAccess account, then you will need to Register an EdAccess Account.

If you already have an EdAccess Account, <u>Login to EdAccess Account</u>

Via the EdAccess dashboard, click the DEEDS 3.0 icon.

User is directed to **_LEA Dashboard_**.

Header

Figure DDB-HDR-01: LEA Dashboard Header Information

The header information appears at the top of the page and contains elements inactive, meaning that they do not have any action and are not clickable. These header items include titles and logos that are informational in nature and do not offer any action. Inactive items in the header include the **_Delaware Department of Education_** logo, **_Delaware Department of Education_** header text, **_LEA Dashboard_** header text and **_DEEDS 3.0_** logo. To confirm that an item is inactive, move the mouse over the item and the pointer remains unchanged.

Depending upon your role, there may also be a dropdown list on the right-hand side of the page for selection of the district or charter. This control is only available to users that are permitted to view information across districts.
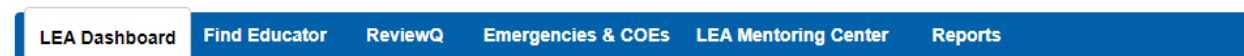
Main Menu

Figure DDB-MNU-01: LEA Dashboard Main Menu

The blue bar that spans the page just below the headers is the Main Menu. The menu bar represents the high-level categories of functionality contained within DEEDS for the District or Charter user.

To select a main menu option, click on the menu title. The menu option that is selected will appear as a white tab to indicate that it has been selected. There are two types of menus offered: single menu and dropdown menu. A brief description of each menu type follows.

Single menu items: There are three single menu items (**_LEA Dashboard_**, **_Find Educator_**, **_ReviewQ_**) and a simple click will load a page for performing the selected function.

Dropdown menu items: The remaining main menu items (**_Emergencies & COEs_**, **_LEA Mentoring Center,_** **_Reports_**) offer a dropdown list of options, or sub-menu options. When the menu option on the blue bar is clicked, there is a dropdown list with sub-menus to choose from. A sub-menu option must be selected in order to load a page for performing the selected function.

An overview of each of the menus and sub-menus follows along with links to specific user guides, if applicable.

LEA Dashboard

Figure DDB-HOM-01: LEA Dashboard Menu Option

LEA Dashboard is a single menu option that represents the landing or home page for the District or Charter school user and is arguably the most important button on the dashboard. Whenever the user wishes to get back "home", selecting the ***LEA Dashboard*** menu will bring them back to the home page.

Find Educator

Find Educator is a single menu option used for searching educators within the system. With this option, the District or Charter user is not restricted to educators within their district or charter. The Find Educator function enables a search across all DEEDS users. However, data associated with educators from other districts or charters are read-only and cannot be edited. A detailed description of the ***Find Educator*** search functionality follows.

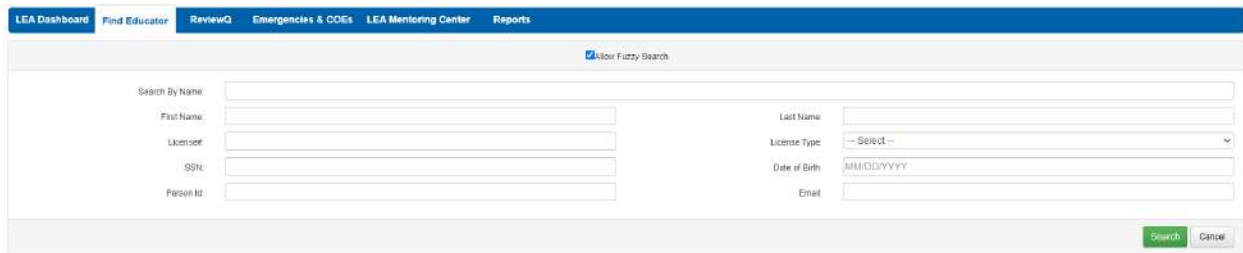Select the ***Find Educator*** main menu option.

Figure DDB-FEI-01: Find Educator Search Form

Find Educator page is loaded to enter search terms for finding educators.

None of the fields are mandatory, as the user may enter either specific or general search criteria to find an educator, or educators that match the search criteria. The search terms are not case sensitive, so there is no need to enter capitalized letters to find educators. Enter search terms in the entry fields.
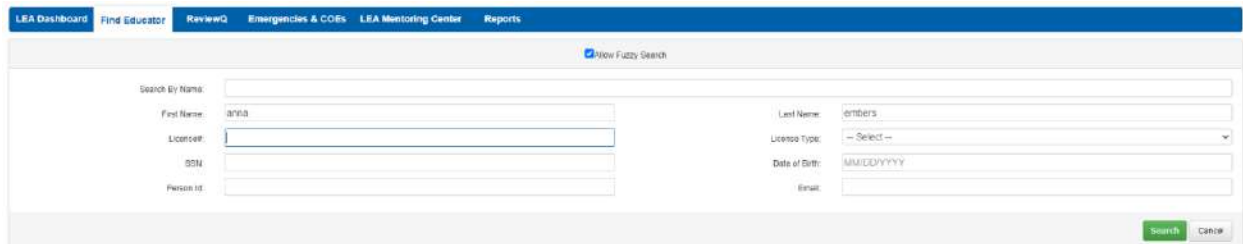

Figure DDB-FEI-02: Find Educator Search Criteria Entered

Click ***Search*** button.

Figure DDB-FEI-03: Find Educator Search Results

Search Results are displayed on the page for the educator or educators that match the search criteria entered. The page can also be configured in many ways as described in the details that follow. Initially, the Search Results page is divided into two major sections: ***Search Results*** panel on the left-hand side and ***Status*** section in the middle. These two sections are described in detail below.

Search Results Panel

On the left side of the page is a panel where high level details of the educator are displayed. At the top of the panel, ***Last Name***, ***First Name*** and ***License#*** are shown in table format. Directly below the header information is a section labeled ***At a Glance*** that displays data including ***Demographics***, ***Open Applications***, ***Test Scores***, ***Transcripts***, ***Employment*** and ***Out of State (OOS)*** records.

The ***At a Glance*** section within the ***Search Results*** panel includes a scroll bar in the event that all the information does not fit within the panel. To expand the ***Search Results*** so that the data can be viewed more clearly, click the arrow pointing right (indicated with a red arrow below) in the upper right-hand corner of the panel:
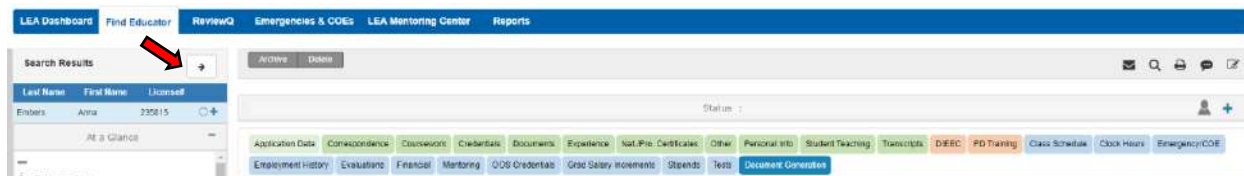

Figure DDB-FER-01: Find Educator Search Results Expand Button

The information is expanded horizontally to include additional fields across the top and the ***Search Results*** panel overlays the ***Status*** section of the page as:
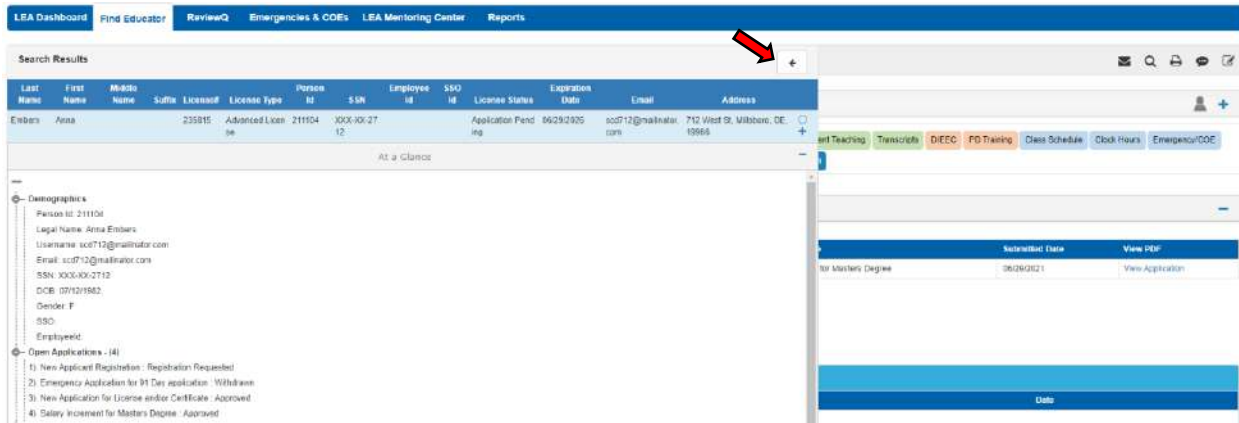
Figure DDB-FER-02: Find Educator – Search Results Panel Expanded

The arrow that was previously pointing right in the upper right-hand corner of the **Search Results** panel has rotated and is now pointing left. To collapse the section back, click the same arrow pointing left (indicated with a red arrow above). The **Search Results** panel is restored to its original size:
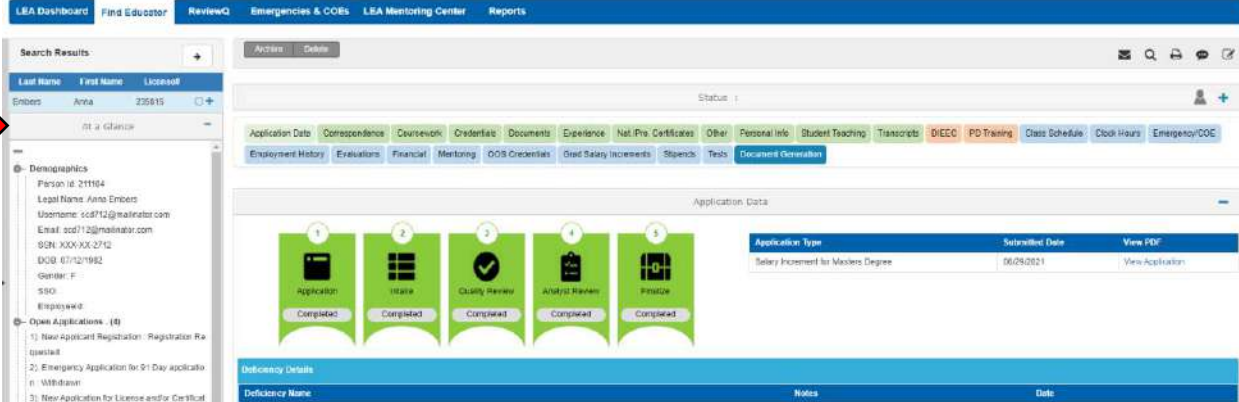

Figure DDB-FER-03: Find Educator – Search Results Panel Collapsed

The **At a Glance** section (indicated with a red arrow above) can also be collapsed and expanded. Click the **–** button in the **At a Glance** header to collapse the data. When the **–** button is clicked, the data is collapsed and a **+** button appears in its place. The **At a Glance** section, when collapsed, appears as:
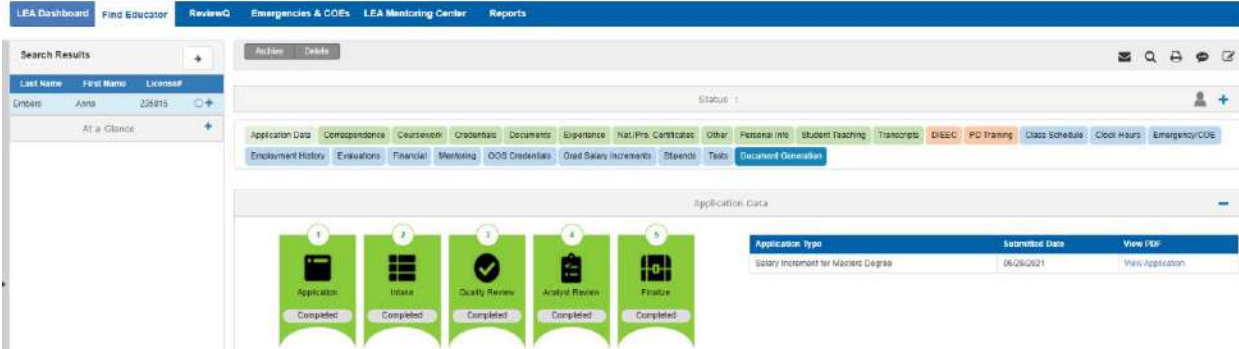

Figure DDB-FER-04: Find Educator - At A Glance Panel Collapsed

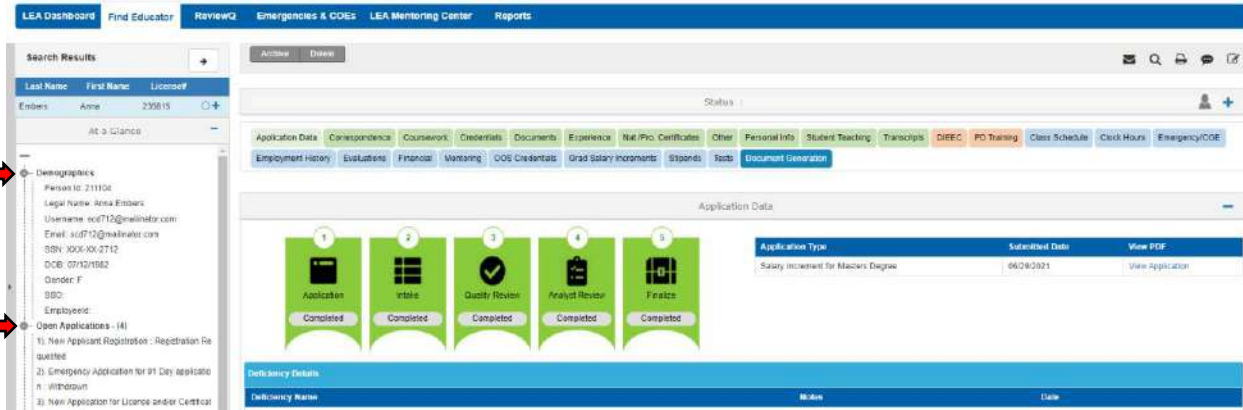Click the **+** button to expand the educator information again.

Figure DDB-FER-05: Find Educator - At A Glance Panel Expanded

In addition to expanding and collapsing the entire **At a Glance** section, parts of the data can be collapsed as well. Click the individual **-** buttons (indicated with red arrows above) to the left of the **Demographics**, **Open Applications**, **Test Scores**, **Transcripts**, **Employment** and **OOS** headers to collapse the data, as desired. To expand the data again, click the corresponding **+** button. The individual sections collapsed within the **At a Glance** panel appears as:
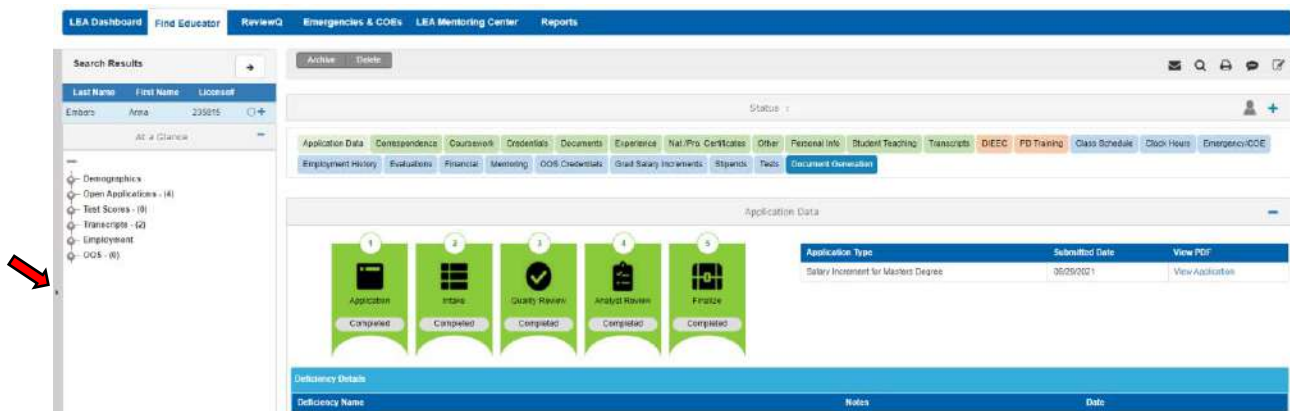

Figure DDB-FER-06: Find Educator - At A Glance Panel Sub-Sections Collapsed

Lastly the entire **Search Result** panel can be hidden completely by clicking the arrow pointing right (indicated with a red arrow above) in the middle of the left side of the panel. When this arrow is clicked, the entire **Search Result** panel is hidden and the **Status** section expands to fit the whole page. The entire **Search Results** panel hidden appears as:
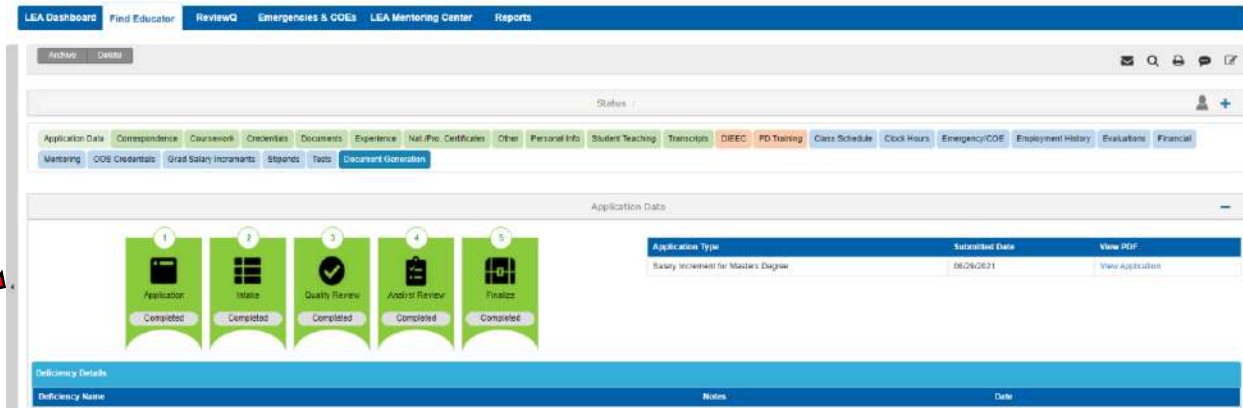
Figure DDB-FER-07: Find Educator – Search Panel Hidden

The arrow that was previously pointing right has rotated as is now pointing left. To restore the **Search Result** panel, click the same arrow pointing left (indicated with the red arrow above). The **Search Results** panel is restored to the left side of the page and appears as:
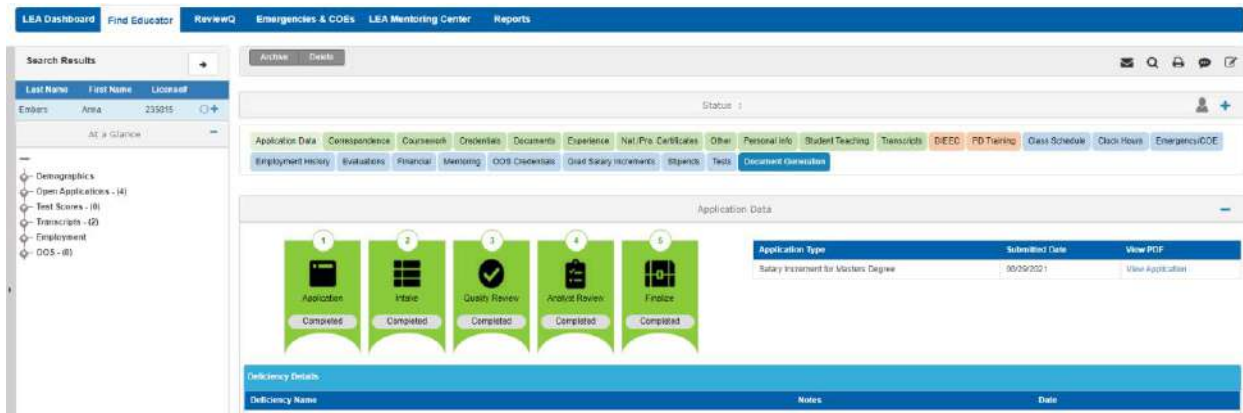

Figure DDB-FER-08: Find Educator – Search Panel Restored

Status Section

In the middle side of the page is a section labeled **Status:** where all the data for the selected educator is made available.
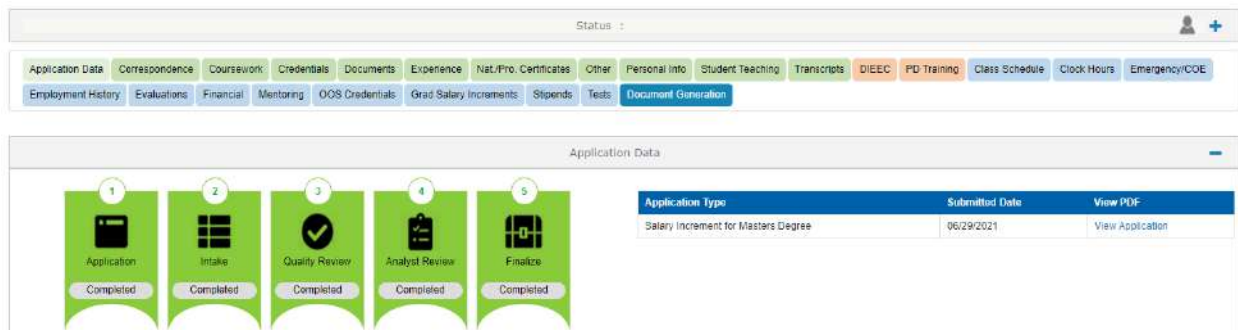

Figure DDB-FES-01: Find Educator Status Section

Since there is a vast amount of information stored for each educator in the system, the data is broken into categories. These data categories appear as tabs across the top of the **Status** section and are

broken into three major categories that are color coded for ease of access. The green tabs represent data that is common to both K-12 and Early Learning users; the orange tabs represent data specific to Early Learning users only; the blue tabs represent data specific to K-12 users only. Within the categories, the data tabs are sorted in alphabetical order.

The **Application Data** tab is selected by default, showing applications that are associated with the selected educator. Note that the **Application Data** tab appears as a lighter shade of green, to indicate that this tab is selected. To change the data view, click on another tab. In this example, the **Employment History** tab is selected.
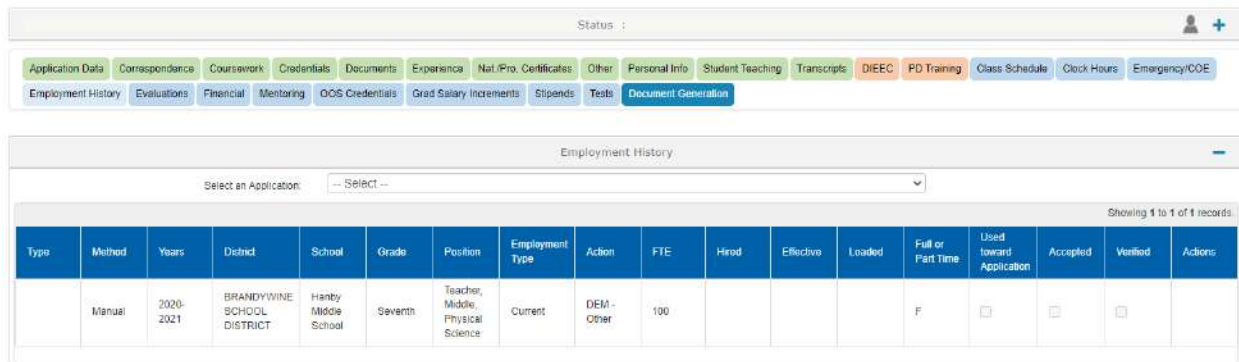

Figure DDB-FES-02: Find Educator – Employment History Tab Selected

To note, the **Employment History** tab is a blue tab, which means that the data is specific to K-12 users only and the tab appears as a lighter shade of blue to indicate that the tab is selected. The data view has changed to display **Employment History** information for the selected educator.

The tabs allow the District or Charter user to view or edit data, as needed, for an educator. Educator data may only be edited for those within your District or Charter. Information for educators outside your District or Charter is read-only and cannot be edited. Refer to the Educator Data Tabs section for a detailed description of each of the educator tabs.

Single Educator Search

Select the **Find Educator** main menu option to reset the search, if necessary.

To find a specific educator, enter search terms such as **First Name** and **Last Name**, or Social Security Number (**SSN**) as a unique identifier. The search terms are not case sensitive, so there is no need to enter capitalized letters to find educators.
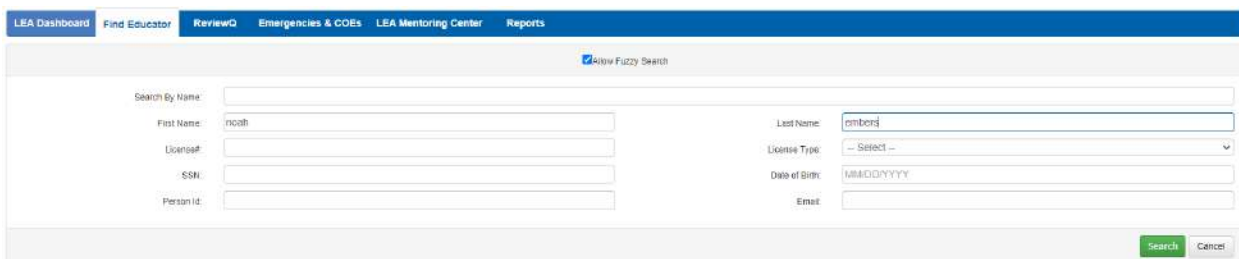

Figure DDB-FESS-01: Find Educator – Single Search Criteria
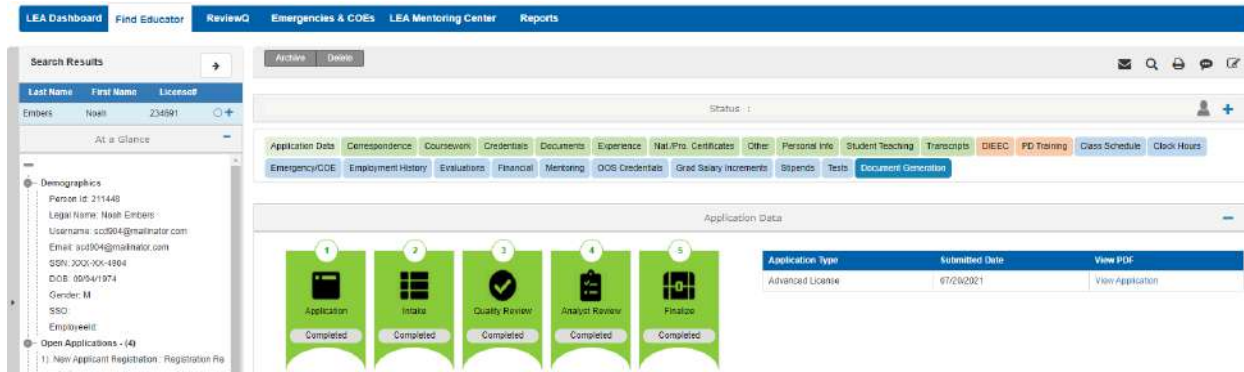
Click the **Search** button.

Figure DDB-FESS-02: Find Educator – Single Search Results

Search Results are displayed on the page for the educator that matches the search criteria entered. Note that the first and last name search fields exactly match the search results returned.

Multiple Educator Search

Select the ***Find Educator*** main menu option to reset the search, if necessary.

To find a group of educators that match certain search criteria, enter search terms such as just ***Last Name*** or ***License Type***. For this example, ***Last Name*** is specified as ***embers***. Note that the search terms are not case sensitive, so there is no need to enter capitalized letters to find educators.
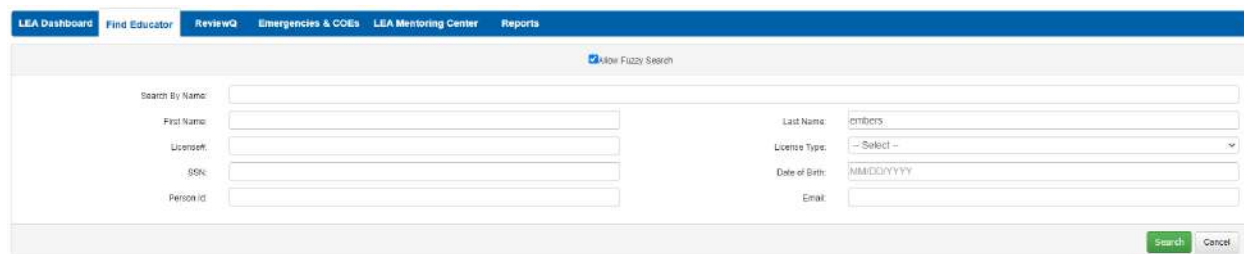

Figure DDB-FEMS-01: Find Educator – Multiple Search Criteria
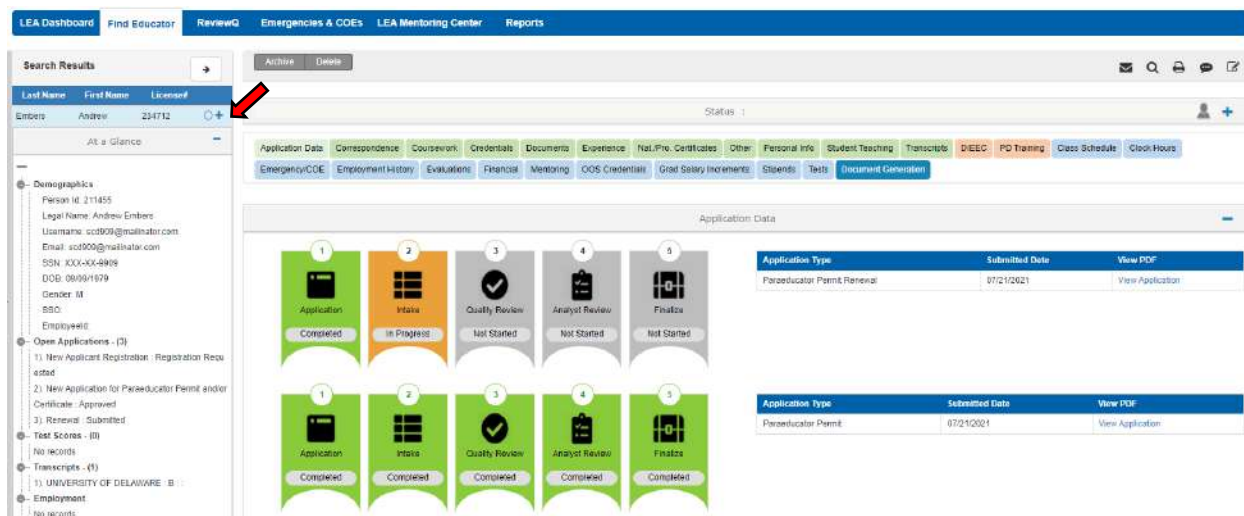
Click ***Search*** button.

Figure DDB-FEMS-02: Find Educator – Multiple Search Showing First Record

Search Results are displayed on the page for the educator(s) that matched the search criterion entered. The view defaults to Application Data, showing the educator's applications. Complete data is listed for the first educator that meets the search criteria, in this case **Andrew Embers**. Click the plus icon (indicated with a red arrow above) in the top row of the Search Results panel table.
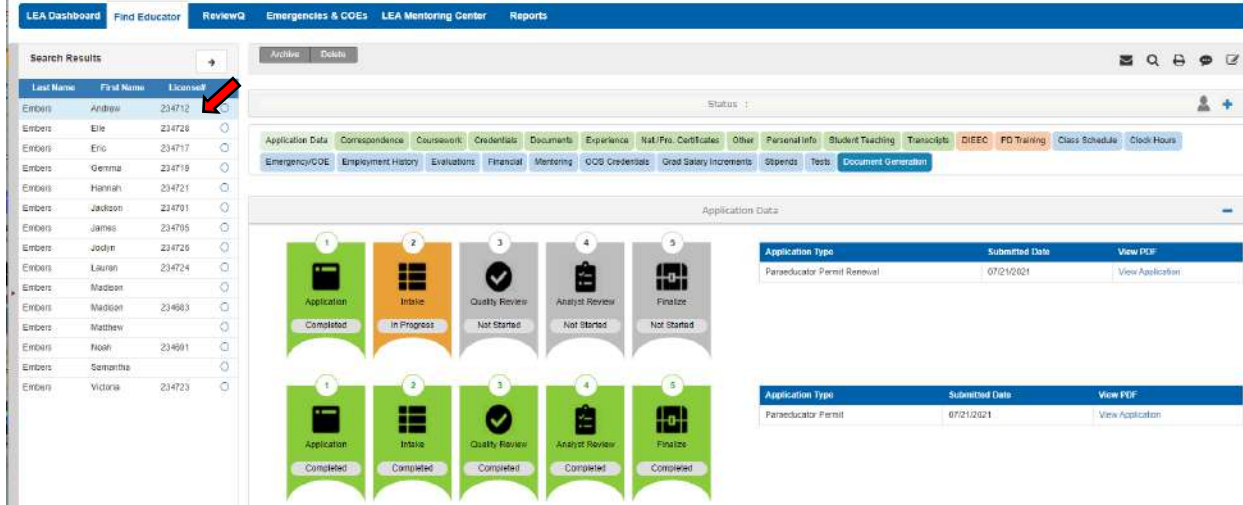

Figure DDB-FEMS-03: Find Educator – Multiple Search Showing Multiple Records

The *Search Results* table view is expanded to show the entire list of educators that meet the search criteria. By default, the data is listed in alphabetical order by Last Name and then First Name. For details on how to change the sort order, refer to the Multiple Educator Search – Change Sort Order section.

The top row is highlighted blue to indicate the record is selected, and the data in the *Status* section shows information for the selected educator. Click the record in the top row (indicated with a red arrow above) of the *Search Results* panel table again.
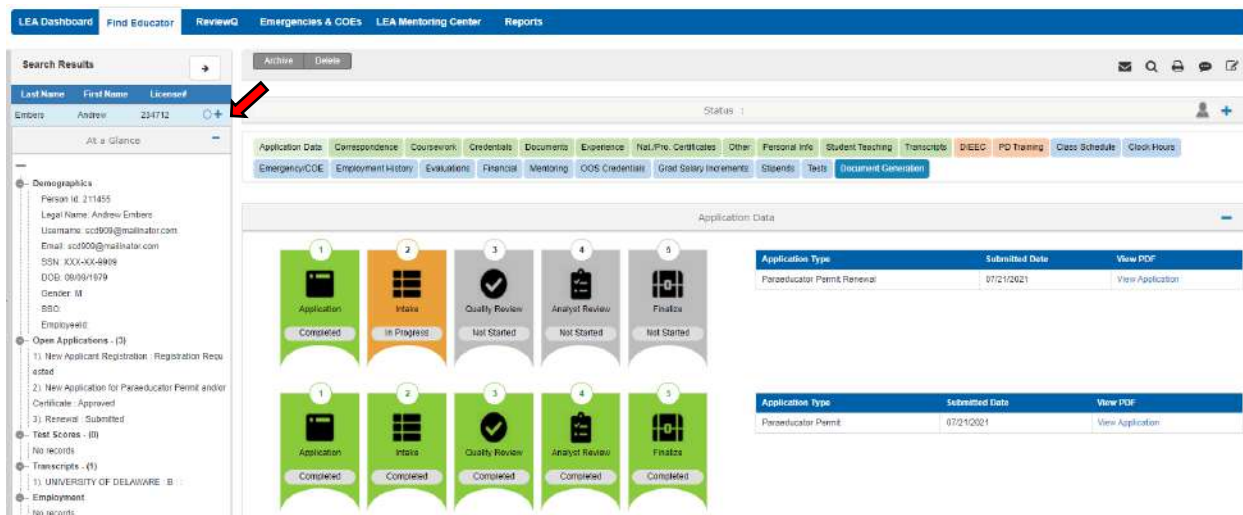

Figure DDB-FEMS-04: Find Educator – Multiple Search Toggle Back to First Record

The view reverts back to the previous view, hiding the entire list of educators and focusing on the selected educator in the *At a Glance* section. Clicking on the educator record acts as a toggle to move

between views in the **Search Results** panel. Click the plus icon or the top row (indicated with a red arrow above) again to return to view of educator list.
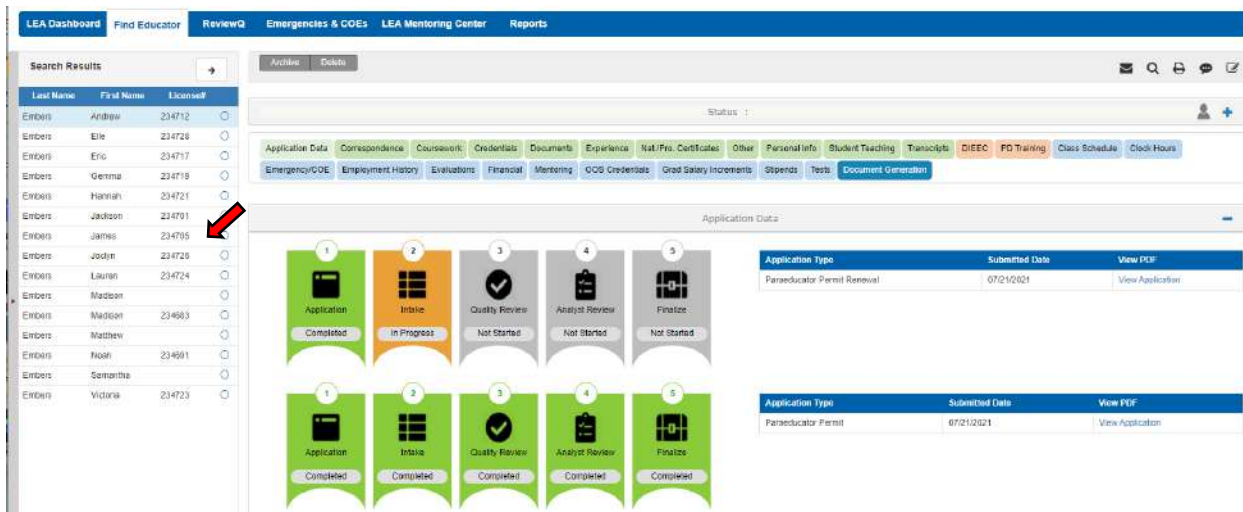

Figure DDB-FEMS-05: Find Educator – Multiple Search Toggle Back to Multiple Records

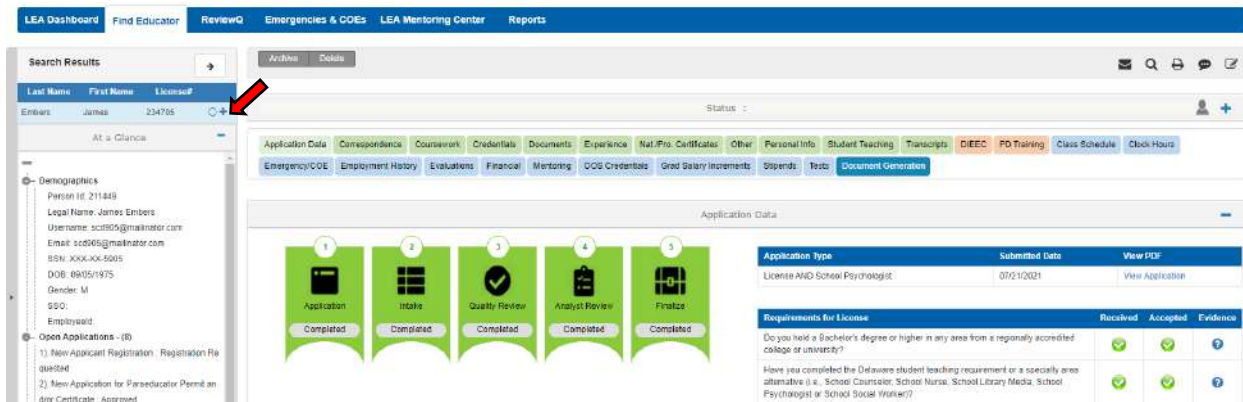To view data for another educator, click on the desired row (indicated with a red arrow above).

Figure DDB-FEMS-06: Find Educator – Multiple Search Showing Selected Record Details

The display changes to data specific to the newly selected educator, in this case **James Embers**. Click the plus icon or the record in the top row (indicated with a red arrow) of the Search Results panel table to see the entire list of educators again.
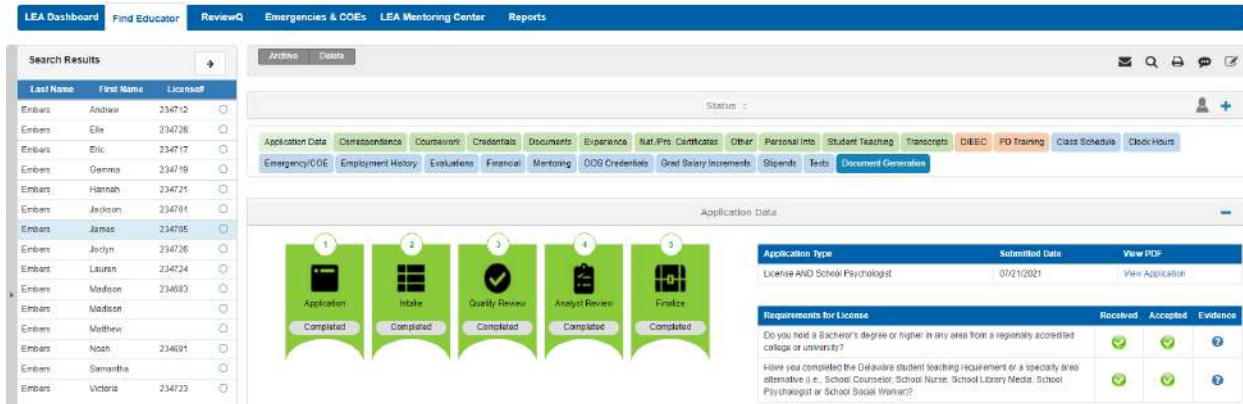
Figure DDB-FEMS-07: Find Educator – Multiple Search Revert Back to Multiple Records

Note that the information shown on the right is still specific to the selected educator; however, the view has changed to show the entire list again. As described in the previous steps, the Find Educator search results page is highly configurable to allow the user to view data as desired. The next sections will detail the nuances of entering search terms to get the desired list of results.

Multiple Educator Search – Allow Fuzzy Search On

Select **Find Educator** main menu option to reset the search, if necessary.

To find a group of educators that match certain search criteria, enter search terms such as just **Last Name** or **License Type**. For this example, the **Allow Fuzzy Search** checkbox is checked and **Last Name** is specified as **embers**. Note that the search terms are not case sensitive, so there is no need to enter capitalized letters to find educators.
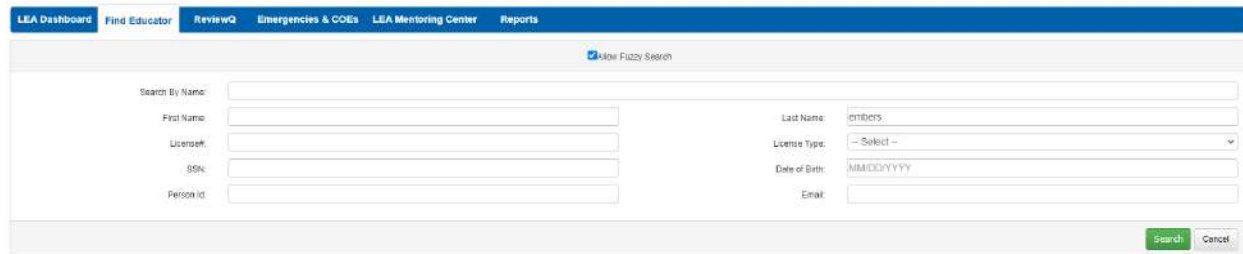

Figure DDB-FEZN-01: Find Educator - Fuzzy Search Criteria
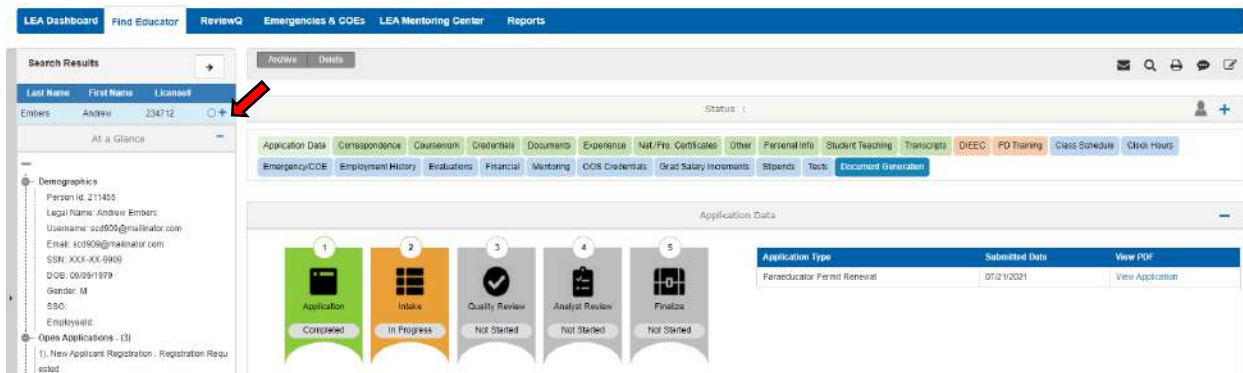
Click **Search** button.

Figure DDB-FEZN-02: Find Educator – Fuzzy Search Showing First Record

Search Results are displayed on the page for the educator(s) that matched the search criterion entered. Complete data is listed for the first educator that meets the criteria, in this case **Andrew Embers**. Click the plus icon (indicated with a red arrow above) or the record in the top row of the Search Results panel table, which is shaded blue.
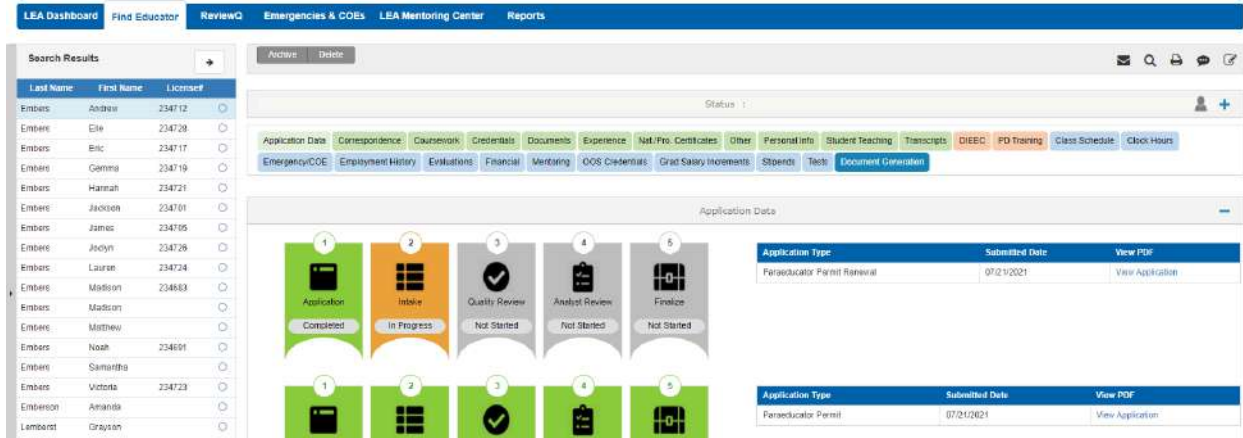

Figure DDB-FEZN-03: Find Educator – Fuzzy Search Showing Multiple Records

The entire list of educators that meet the search criteria are shown in the **Search Results** table. The top row is highlighted blue to indicate the record is selected, and the data in the **Status** section shows information for the selected educator.

Look closely at the search results that were returned for educators with **Last Name** = Embers. The last two educators in the list have **Last Name** = Emberson and **Last Name** = Lemberst. These educators were returned in the search because the **Allow Fuzzy Search** checkbox was checked. The **Allow Fuzzy Search** checkbox tells the system to include results that *contain* the search terms entered. The search term 'embers' is *contained* in both of the last names, even though the Last Name did not meet the search term exactly. This is a handy option to use if you don't know the exact spelling of a name.

Multiple Educator Search – Allow Fuzzy Search Off

Select **Find Educator** main menu option to reset search.

To find a group of educators that match certain search criteria, enter search terms such as just **Last Name** or **License Type**. For this example, the goal is to get the list of all educators with the **Last Name** of Embers. The **Allow Fuzzy Search** checkbox (indicated with a red arrow below) is unchecked and the **Last Name** is specified as **embers**. Note that the search terms are not case sensitive, so there is no need to enter capitalized letters to find educators.
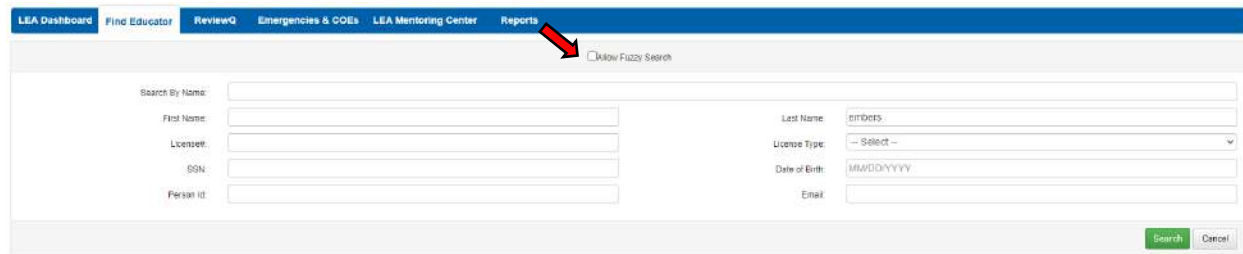

Figure DDB-FEZF-01: Find Educator – Specific Search Criteria
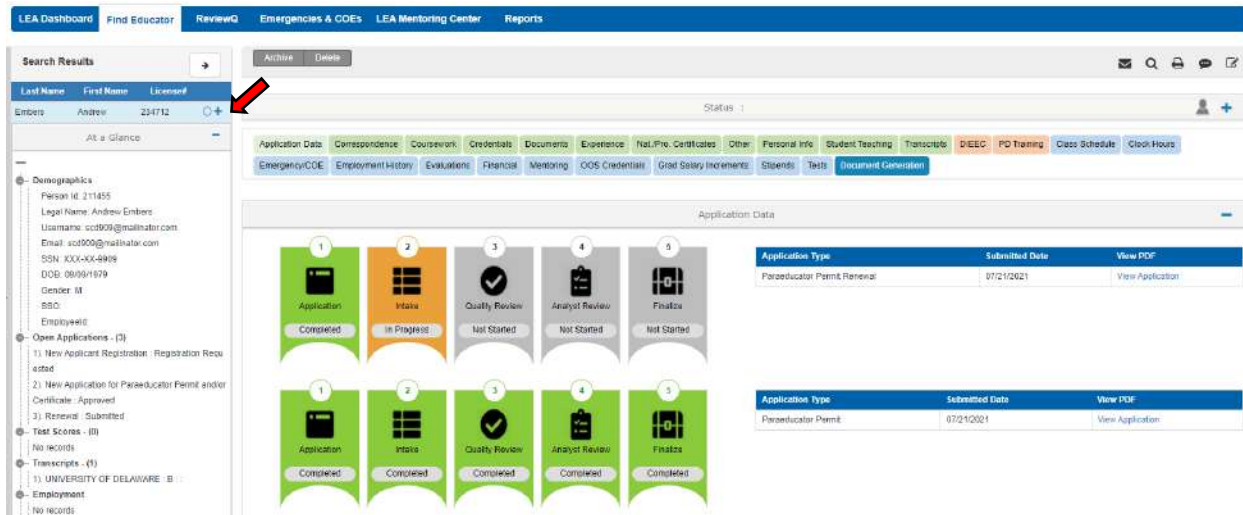
Click **Search** button.

Figure DDB-FEZF-02: Find Educator – Specific Search Showing First Record

Search Results are displayed on the page for the educator(s) that match the search criterion entered. Complete data is listed for the first educator that meets the criterion, in this case **Andrew Embers**. Click the plus icon (indicated with a red arrow above) or the record in the top row of the Search Results panel table, which is shaded blue.
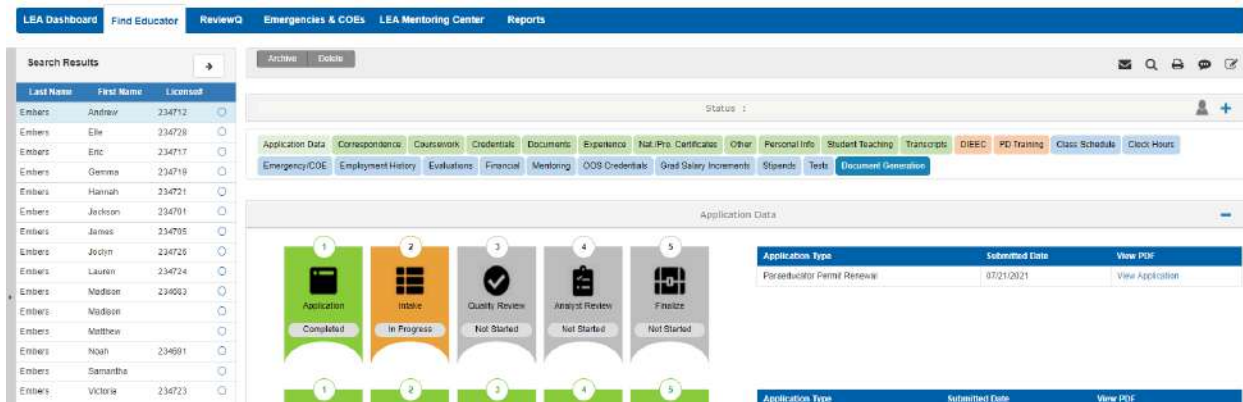

Figure DDB-FEZF-03: Find Educator – Specific Search Showing Multiple Records

The entire list of educators that meet the search criteria are shown in the **Search Results** table. Look closely at the search results. All of the educators have **Last Name** = Embers. The search returns results that *exactly* match the search terms entered because the **Allow Fuzzy Search** checkbox is unchecked. By deselecting the **Allow Fuzzy Search** checkbox, the system is directed to only include results that match the search terms exactly.

Multiple Educator Search - Change Sort Order

Select **Find Educator** main menu option to reset the search, if necessary.

To find a group of educators that match certain search criteria, enter search terms such as just **Last Name** or **License Type**. For this example, the goal is to get the list of all educators with the **Last Name** of

Embers. The *Allow Fuzzy Search* checkbox is unchecked and *Last Name* is specified as *embers*. The search terms are not case sensitive, so capitalized letters are unnecessary.

Figure DDB-FESO-01: Find Educator Search Criteria

Click *Search* button.

Figure DDB-FESO-02: Find Educator Search Results Showing First Record

Search Results are displayed on the page for the educator(s) that match the search criterion entered. Complete data is listed for the first educator that meets the criterion, in this case *Andrew Embers*. Click the plus icon (indicated with a red arrow above) or the record in the top row of the *Search Results* panel table, which is shaded blue.

Figure DDB-FESO-03: Find Educator Search Results Showing Multiple Records

The entire list of educators with *Last Name* = Embers is shown in the *Search Results* table. The *Search Results* table view is expanded to show the entire list of educators that meet the search criteria. By

default, the data is listed in alphabetical order by Last Name and then First Name. The information in the **Status** section is associated with the selected educator, which is shaded blue in the **Search Results** table. Click the arrow pointing right (indicated with a red arrow above) in the upper right-hand corner of the **Search Results** panel to expand the **Search Results** table view.
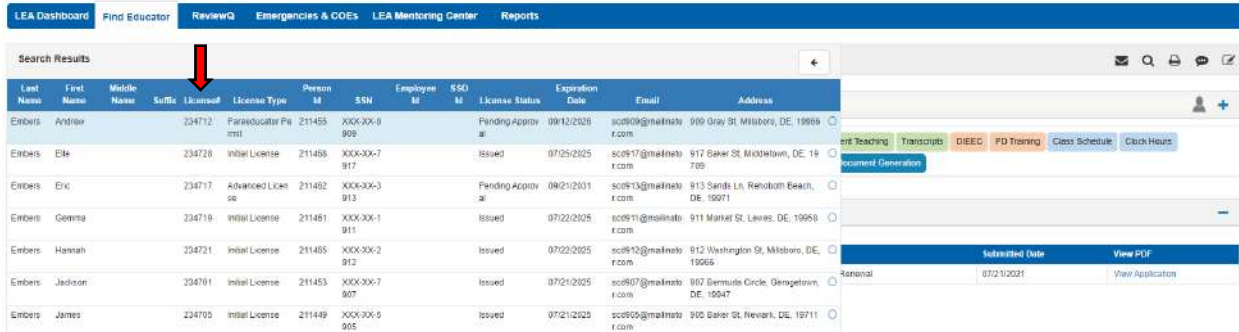

Figure DDB-FESO-04: Find Educator Search Results Panel Expanded

The Search Results table is expanded horizontally, revealing more columns of data for the educators listed. Similar to other spreadsheets, data can be sorted by clicking on the column name. Click on **License#** header text (indicated with a red arrow above) to sort the educator data by **License#**.
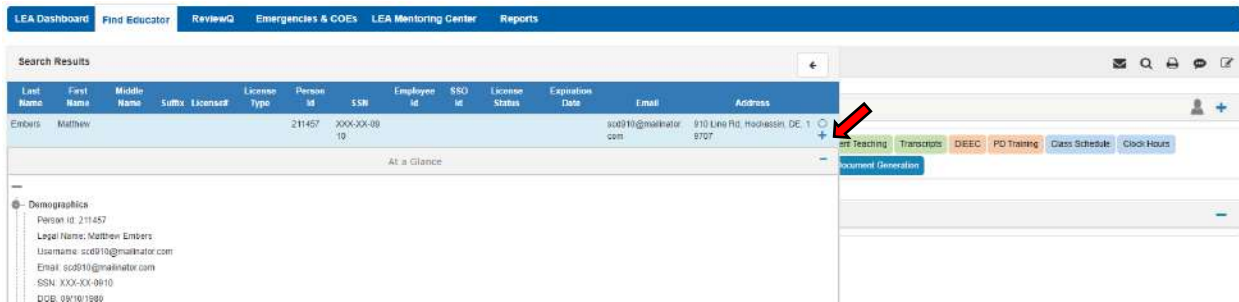

Figure DDB-FESO-05: Find Educator - Sort by Ascending License# Showing First Record

The data is sorted, and the view reverts back to the **At a Glance** view. Click the plus icon (indicated with a red arrow above) or the top row highlighted in blue to view the entire list of educators.
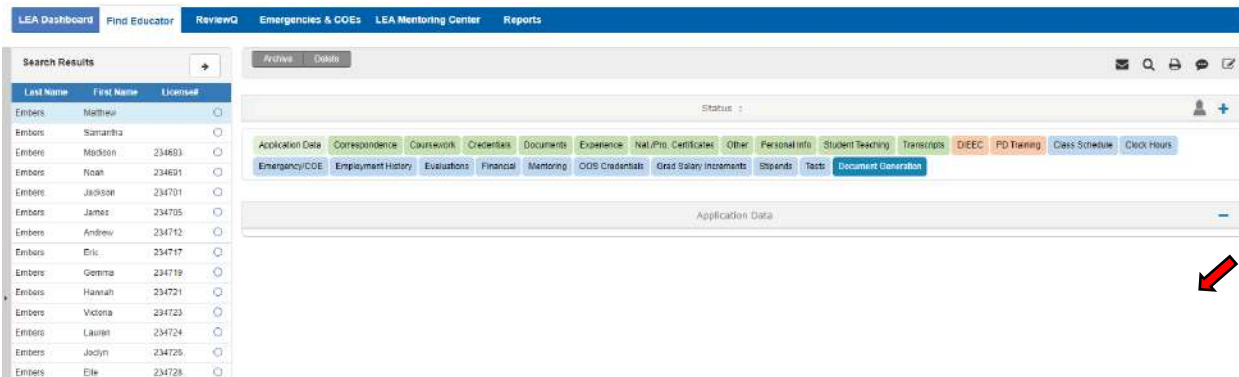

Figure DDB-FESO-06: Find Educator - Sort by Ascending License# Showing Multiple Records

The educator data is now sorted by **License#** in ascending order, by default. Note that the educator at the top of the list has no **License#**, meaning that there are no credentials. Additionally, the Application Data section on the right side (indicated with a red arrow above) is blank to indicate that no applications

have been submitted for this educator. To change the sort to **License#** in descending order, simply click the **License#** column header again.
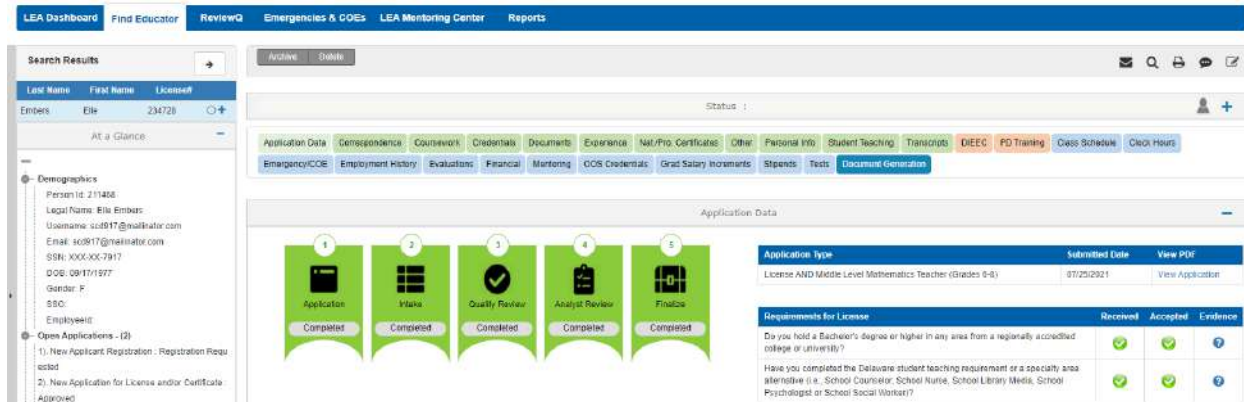

Figure DDB-FESO-07: Find Educator - Sort by Ascending License# Showing First Record

The data is sorted, and the view reverts back to the **At a Glance** view. The educator with the most recent license is shown at the top of the list, along with the associated data. In this case, since there is a **License#** associated with the educator, then there is information in the **Application Data** section on the right. Click the plus icon (indicated with a red arrow above) or the top row highlighted in blue to view the entire list of educators.
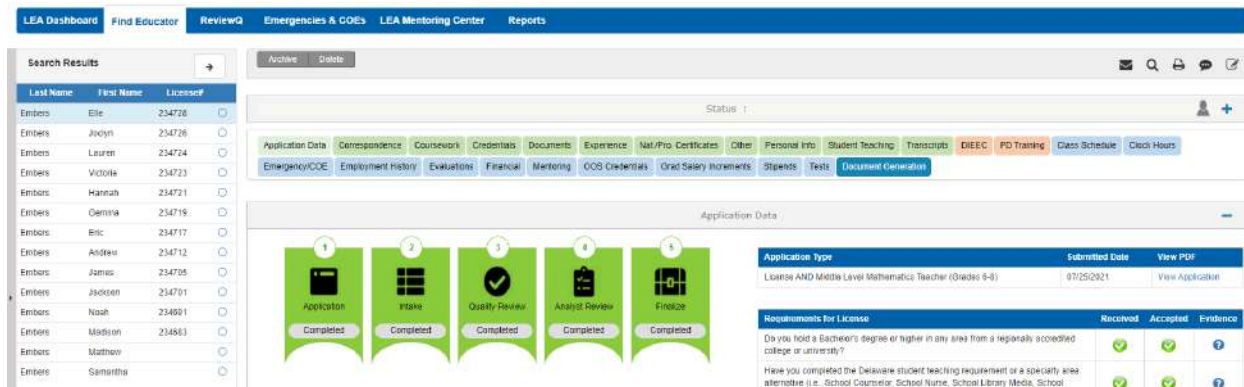

Figure DDB-FESO-08: Find Educator - Sort by Descending License# Showing Multiple Records

The educator data is now sorted by License# in descending order.

As evidenced in the previous sections, there are many ways to find educators and sort the data to find desired information. Once an educator record is located, all the information associated with the educator can be viewed and/or edited, depending on the data. The next section will describe all of the data that is stored in DEEDS for an individual educator.

Educator Data Tabs

To view educator data that is stored in DEEDS, the Find Educator function is used. The resultant search results contain a section labeled **Status** and this is where all the data for an educator is made available.
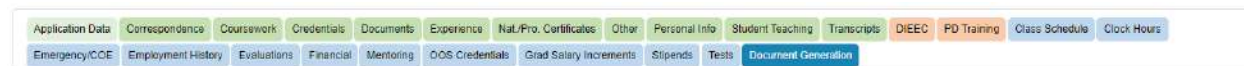

Figure DDB-ET-01: Educator Tabs

Since there is a vast amount of information stored for each educator in the system, the data is broken into categories. These data categories appear as tabs across the top of the **Status** section. These data tabs are further divided into three major groupings and are color coded to easily distinguish their purpose. The educator data groupings and corresponding colors are:

- Data shared by K-12 and Early Learning - green
- Data specific to K-12 Educators only - blue
- Data specific to Early Learning Educators only – orange

Within each major grouping, the tabs are also sorted in alphabetic order for ease of use. The following sections will detail each of these categories, or Educator Data Tabs, that appear in the **Status** section.

Application Data

The **Application Data** tab displays information and status related to applications that have been submitted by the educator. Upon entry the page defaults to the **Application Data** tab.

If not already selected, click the **Application Data** tab on the **Find Educator** search results page.
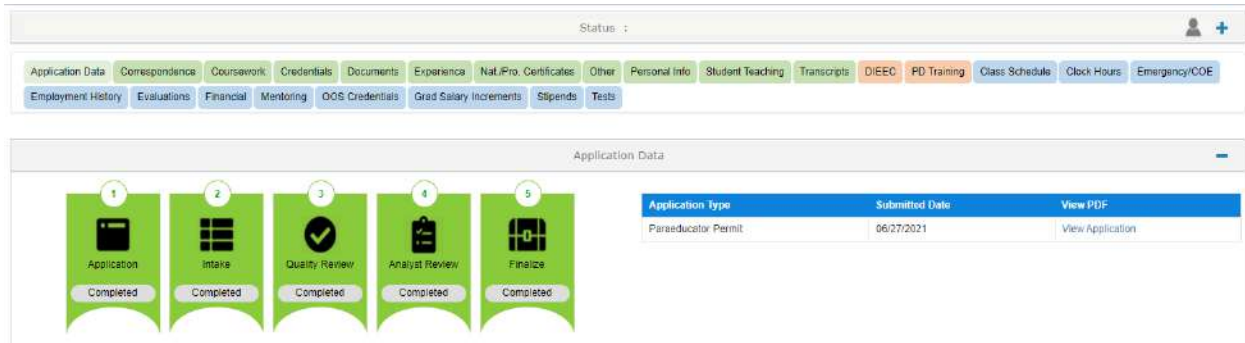

Figure DDB-TAD-01: Educator Application Data Tab

The **Application Data** tab shows information for each of the applications associated with the educator. For each application, there is an Application Tracker. The Application Tracker is comprised of five banners: **Application**, **Intake**, **Quality Review**, **Analyst Review**, and **Finalize.** These banners are used to represent the various stages that an application may go through. Not all application types will be required to go through each of the stages, but all of the banners will always be present for completeness. It is important to note that the progression will always move from left to right and will never move backwards. The status of any specific educator application can be monitored via this tab.
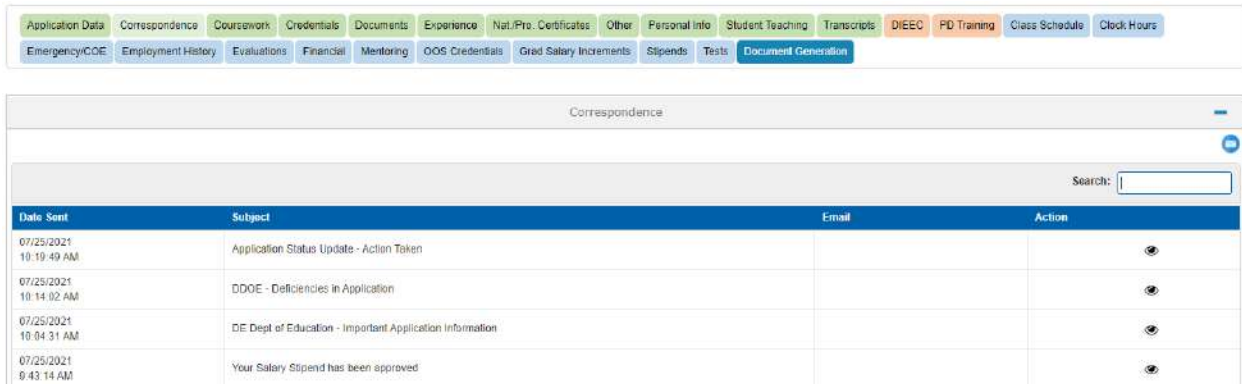
The Application trackers are sorted in descending chronological order, with the most recent entry at the top. In the example above, the educator has applied for and been issued a **Paraeducator Permit**. All of the banners are green to indicate that each of the application stages have been successfully completed.

The information on this tab is read-only and data cannot be added, edited or deleted. However, the information can be viewed. Note that there is also a **View Application** link in the **View PDF** column of each table and this can be used to view the application that was submitted by the educator. To download the application to the Downloads folder of the computer, click the **View Application** link.

Correspondence

The **Correspondence** tab contains all correspondence that has been sent to the educator from the DEEDS system.

Click the **Correspondence** tab on the **Find Educator** search results page.

Figure DDB-TCR-01: Educator Correspondence Tab

The **Correspondence** data lists emails that have been sent to the educator from the DEEDS system. Although the information on this tab is read-only and cannot be modified, it can be searched for specific activity. The **Correspondence** data can be beneficial in finding when a certain email was sent, which can be indicative of a particular action.

To search for a particular activity, enter a search term in the **Search** field. The **Search** field is not case sensitive, so capitalization is unnecessary. Enter *emergency* in the **Search** field (indicated with a red arrow below) on the right-hand side of the tab directly above the **Correspondence** table. As the letters are being typed in the **Search** field, the system is dynamically searching on the search term entered.

Figure DDB-TCR-02: Educator Correspondence Tab Search Results

The filtered table shows any emails that were sent to the educator where *emergency* appears in the **Subject**. To view an email that was sent, click the eye icon in the **Action** column.

The email contents are inserted in the **Correspondence** section. From here, the email can be resent to the educator using the **Resend** button. If no action is required, click the **Cancel** button to close the email that is being displayed. To clear the search, simply delete the contents of the **Search** field.

Coursework

The **Coursework** tab displays coursework that has been added for the educator.

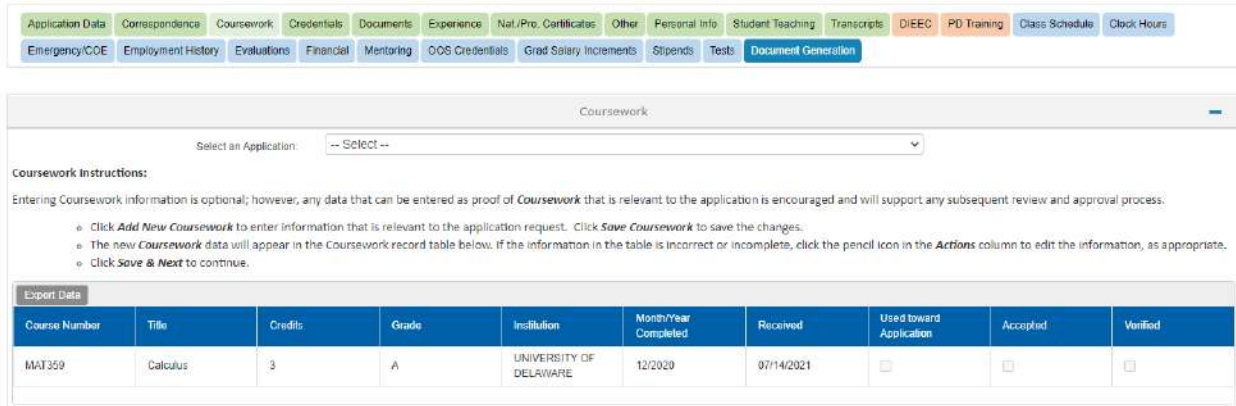Click the **Coursework** tab on the **Find Educator** search results page.

Figure DDB-TCW-01: Educator Coursework Tab

If any coursework data has been added for the educator, it will appear in the *Coursework* table at the bottom of this tab; otherwise, the table will be blank.

Credentials

The *Credentials* tab details the credentials that the educator has been issued or has applied for.

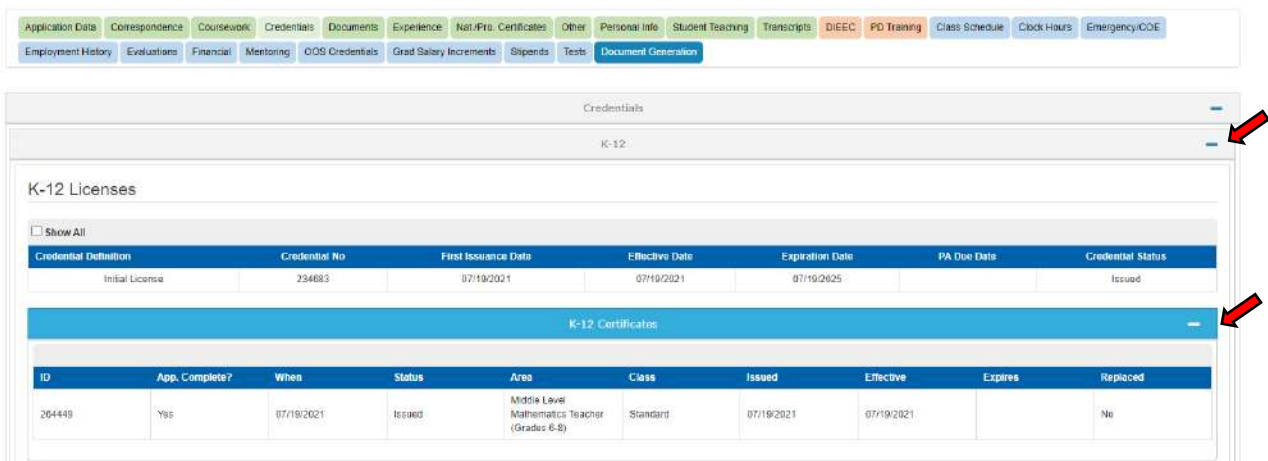Click the *Credentials* tab on the *Find Educator* search results page.

Figure DDB-TCR-01: Educator Credentials Tab

The information on the Credentials tab consists of all the academic or educational qualifications of the educator. These credentials include qualifications that are complete or incomplete, as reflected in the status. For example, once an application has been submitted, the credential will appear here with a status of *Pending* and the progression can be monitored here through to completion, ultimately showing a status of *Issued*. If the educator has any pending or issued credentials, they will be listed in the *Credentials* table; otherwise, the table will be blank.

The *Credentials* tab consists of two major sections *K-12* and *Early Learning*. There are also subsections within each of these major sections and the structure for the *Credentials* information follows:

- K-12
  - K-12 Licenses
  - DPAS

- o Paraeducator Permits
- o Other Permits
- o Administrative Certificates
- Early Learning
  - o Certificates
  - o Career Lattice
  - o Specialized Training
  - o STARS Credentials

Note the minus icon in the upper right-hand corner of each section and subsection (indicated with red arrows above). This allows the section to be collapsed. When the minus icon is clicked, the section is collapsed and a plus icon appears in its place, allowing the section to be expanded. For example, if all the major sections are collapsed the view will appear as:

Figure DDB-TCR-02: Educator Credentials Tab with Sections Collapsed

Simply click the plus icon to expand the desired section. Likewise, the detailed information within a subsection can be collapsed. For the K-12 Certificates section (expand button indicated with a red arrow above), the expanded section appears as:
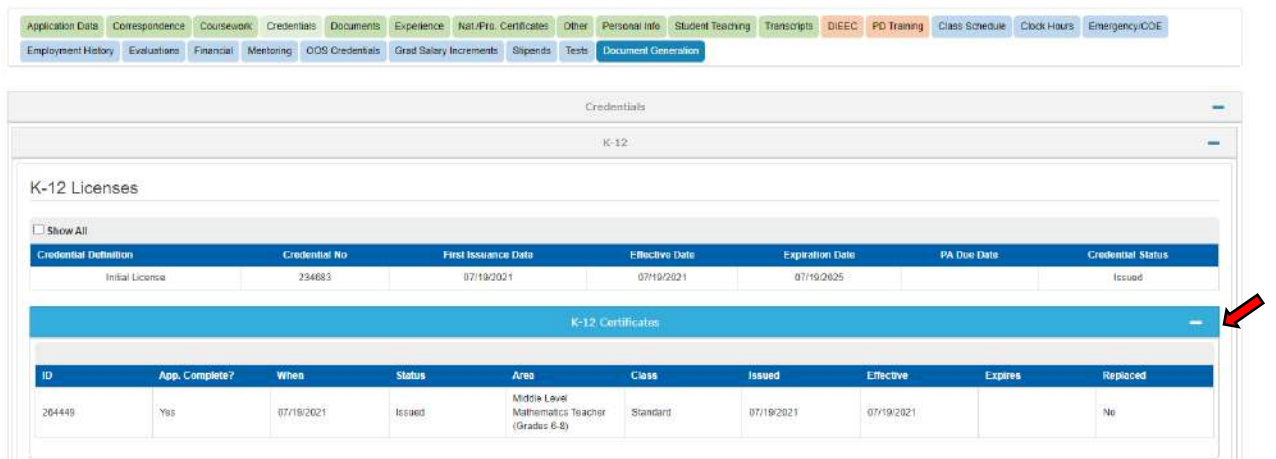

Figure DDB-TCR-03: Educator Credentials Tab with K-12 Certificates Sub-Section Expanded

Note that there is a minus icon in the K-12 Certificates header bar (indicated with a red arrow above). By clicking the minus icon, the K-12 Certificates subsection can be collapsed, so the view appears as:

Figure DDB-TCR-04: Educator Credentials Tab with K-12 Certificates Sub-Section Collapsed

This allows the user to customize their view if only interested in seeing certain sections. The information on this tab is read-only and data cannot be added, edited or deleted.

Documents

The **Documents** tab contains all documents that have been uploaded for the educator

Click the **Documents** tab on the **Find Educator** search results page.
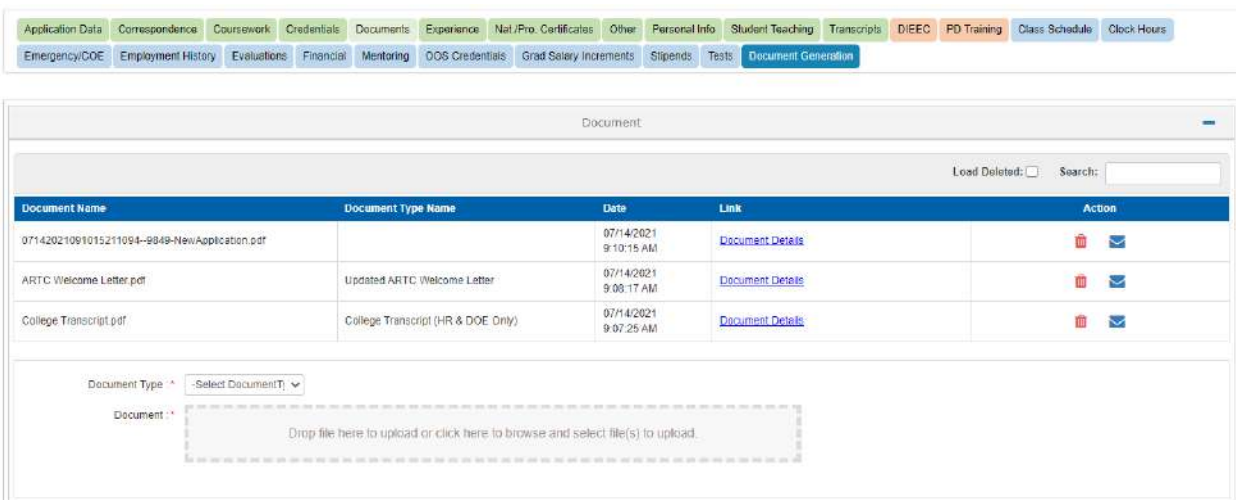

Figure DDB-TDC-01: Educator Document Tab

The Documents tab is divided into two sections labeled **Document** and **Legacy Document**. The top section, labeled Document, is for K-12 purposes; the bottom section, labeled Legacy Document, is for Early Learning purposes. This user guide will focus only on the top section, labeled **Document**.

If any documents have been uploaded for the educator, they will appear here; otherwise, the table will be blank. The documents are pdf or image files that have been uploaded as required documentation. Existing documents on this page can be deleted (if applicable) or emailed. New documents may be added using the document upload section directly below the **Documents** table.

To add a new document, first select the desired document type from the **Document Type** dropdown list. Optionally, a document identifier or descriptor can be entered in the **File Description** entry field. The next step is to provide the document in pdf or image format.

Select the file to be uploaded in one of two ways:
- Drag the file from your computer to the middle of the area designated with the text: ***Drop file here to upload or click here to browse and select file to upload.***
- Click inside the box designated with the text: ***Drop file here to upload or click here to browse and select file to upload.***
  - File Explorer is opened to allow document to be selected from computer files.
  - Select the desired file and Click ***Open***.

As soon as the file is selected, the ***Click here to complete Upload*** button is enabled. The file name is displayed along with a trash bin icon on the right. If the file selected is not the correct file, click on the trash icon bin to delete it.

Figure DDB-TDC-02: Educator Document Tab – Add New Document Form Completed

Click the ***Click here to complete Upload*** button to upload the document or click ***Cancel*** to dismiss the changes without saving. If the ***Cancel*** button is clicked, the document upload section is reset, removing the data and cancelling the operation. If the ***Click here to complete Upload*** button is clicked, the new document (indicated with a red arrow below) is added to the ***Documents*** table.

Figure DDB-TDC-03: Educator Document Tab – Document Table

To delete a record, click the trashcan icon in the ***Actions*** column of the ***Documents*** table. A confirmation message box is displayed: ***Are you sure you want to delete this document?*** Click ***OK*** button to confirm deletion of the record, or click ***Cancel*** button to deny deletion of the record.

To email a document, click the letter icon in the ***Actions*** column of the ***Documents*** table.

Figure DDB-TDC-04: Educator Documents Tab – Email Selected Document Form

An email entry form is inserted in the ***Documents*** section directly above the ***Documents*** table, putting the user in edit mode. The ***To:*** field defaults to the educator's primary email address, but this email address can be changed to send to another email recipient. Select ***SecureMessage (email)*** from the ***Template*** dropdown list. Click the ***Send*** button to send the document to the desired recipient or click

the *Cancel* button to cancel the operation. Either option will exit edit mode and the email entry form is hidden.

Experience

The *Experience* tab displays experience data that has been added for the educator. This experience may include teaching or non-teaching experience.

The following forms may be used to verify *Experience*:
- Form E - Verification of Teaching Experience
- Form T - Verification of Student Teaching Program
- Form E/NT - Verification of Non-Teaching Experience
- Form C - Verification of School Counseling Clinical Experience

Click the *Experience* tab on the *Find Educator* search results page.

Figure DDB-TEX-01: Educator Experience Tab

If any experience data has been added for the educator, it will appear in the *Experience* table at the bottom of this tab. The Experience tab is divided into two major sections: *Licensure and Certification* and *Early Learning*. Guidance will be provided for the *Licensure and Certification* section only.

To add new *Experience* data, click the *Add Experience* button.

Figure DDB-TEX-02: Educator Experience Tab – Add New Record Form

An entry form is form is inserted in the *Experience* section for addition of a new experience record.

Complete the required fields specific to work *Experience*. The required fields are designated with a red * and include: *Work Type*, *Place*, *City*, *State*, *Begin Date* and *End Date*. The date fields require *MM/DD/YYYY* format. When the cursor is in a date field, a calendar is presented for selection or entry of the specific date. Dropdown lists are provided for specification of *Work Type*, *School Type* and *State.*

Click *Save* button to save new experience information or click *Cancel* button to dismiss any changes. Either option will exit edit mode. If data is saved, a new record is added to the *Experience* table at the bottom of the tab. If data is not entered for required fields, then an error message is displayed in a red banner across the top of the section. The error can be dismissed by clicking the x in the upper right-hand corner of the red banner.

Received Date	Work Type	School Type	State	Place	City	Begin Date	End Date	Years	Months	Grade and Subjects	Full Time	Satisfactory Evals	Used toward Application	Documents	Actions
	Supervised Internship	Private	DE	Tatnall	Hockessin	09/01/2018	06/01/2020	2			Yes	No	☐		✏ 🗑

Figure DDB-TEX-03: Educator Experience Tab – Experience Table

To edit existing information, click the pencil icon in the *Actions* column.

Figure DDB-TEX-04: Educator Experience Tab – Edit Existing Record

An entry form is inserted in the *Experience* section, populated with the current record data. Make changes as required and click *Save* button to save changes or click *Cancel* button to dismiss changes. Either option will exit edit mode. The entry form is hidden when edit mode is exited.

To delete a record, click the trashcan icon in the *Actions* column of the *Experience* table. A confirmation message box is displayed: *Are you sure you want to delete this record?* Click *OK* button to confirm deletion of the record, or click *Cancel* button to deny deletion of the record.

Nat./Pro. Certificates

The *Nat./Pro. Certificates* tab displays National or Professional Certificates data that has been added for the educator.

Click the *Nat./Pro. Certificates* tab on the *Find Educator* search results page.

Figure DDB-TNP-01: Educator Nat/Pro Certificates Tab

National or Professional Certificates are uploaded as proof of national certification status. If National or Professional Certificate data has been added to the system for the educator, it will appear here; otherwise, the table will be blank.

To add a new national or professional certificate, click *Add New Nat/Pro Certification* button.

Figure DDB-TNP-02: Educator Nat/Pro Certificates Tab – Add New Record Form

A new *Nat./Pro. Certificate* entry form is inserted in the *Nat./Pro. Certificate* section for addition of national or professional data. The top section is for entering information specific to the National or Professional Certificate and the bottom section is for uploading supporting documentation.

Complete the top section by entering the certificate information in the entry fields. The required fields are designated with a red * and include: *Type*, *Content Area*, *State*, *Effective Date, Expiration Date, Status, Document Type* and *Document*. The date fields require *MM/DD/YYYY* format. When the cursor

is in a date field, a calendar is presented for selection/specification of the specific date requested. Dropdown lists are provided for specification of *Type, Content Area* and *State.*

Complete the bottom section by providing supporting documentation in the form of a pdf or image file. Please ensure that the certification is current and valid prior to adding new certificate information. Select *Nat./Pro. Certificate* from the *Document Type* dropdown list. When a document needs to be provided, the document can either be uploaded or associated. If the document has already been loaded in DEEDS, then the correct action is to associate the document. If the document has not been loaded in DEEDS, then the document is uploaded.

There may be instances where *National/Professional Certification* documents have already been uploaded to the system. If a document has already been uploaded, then there is no reason to upload it again. In this case, the proper action is to *Associate* the document, meaning that the pre-loaded document will be used.

To Associate a document, click the *Associate Existing Documents* button. An *Associate Documents* popup window is displayed for selection of the document to be associated. The documents shown are those that have been added to the system for the educator. Select the document by clicking inside the checkbox associated with the desired entry. A check will appear in the checkbox to indicate that the document is selected. Click the *Select Documents to Associate* button to save the information or the *Cancel* button to exit the operation without saving data. If necessary, refer to the Associate Document section for a detailed description of the how to associate a document.

If the *National/Professional Certificate* document has not been associated, then follow the next steps to upload the certification document.

Select the file to be uploaded in one of two ways:
- Drag the file from your computer to the middle of the area designated with the text: ***Drop file here to upload or click here to browse and select file to upload.***
- Click inside the area designated with the text: ***Drop file here to upload or click here to browse and select file to upload.***
    - File Explorer is opened to allow document to be selected from computer files.
    - Select the desired file and Click *Open*.

File name is displayed along with a trash bin icon on the right. If the file selected is not the correct file, click on the trash icon bin to delete it.

Click *Save Nat/Pro Certificate* button to upload document and save certification data.

Received Date	Type	Content Area	State	Effective Date	Expiration Date	Description	Status	Document	Actions
	National Board Certified Teacher (NBCT) Certificate (stipend eligible)	Mathematics/Adolescence and Young Adulthood	DE	01/01/2020	12/30/2024		Eligible for Stipend	Download	✏️ 🗑️

Figure DDB-TNP-03: Educator Nat/Pro Certificates Tab – Nat/Pro Certificates Table

New *National/Professional Certificate* information entered is displayed in the window.

To edit existing information, click the pencil icon in the *Actions* column.

Figure DDB-TNP-04: Educator Nat/Pro Certificates Tab – Edit Existing Record

An entry form is inserted in the *Nat./Pro. Certificate* section, populated with the current record data. Make changes as required and click *Save* button to save changes or click *Cancel* button to dismiss changes, either option will exit edit mode. The entry form is hidden when edit mode is exited.

To delete a record, click the trashcan icon in the *Actions* column of the *Nat./Pro. Certificates* table. A confirmation message box is displayed: *Are you sure you want to delete this entry?* Click *OK* button to confirm deletion of the record, or click *Cancel* button to deny deletion of the record.

Other

The *Other* tab displays educator data that does not fit into one of the other categories.

Click the *Other* tab on the *Find Educator* search results page.

Figure DDB-TOT-01: Educator Other Tab

If any *Other* data has been added for the educator, then it will be shown on this tab. The data represents information that was entered on the *Other* bar during the application process. Each application is comprised of application data that must be provided and for some credentials an *Other*

bar is included so that the educator can upload documents that do not fit into one of the other categories. The information on this tab is read-only and data cannot be added, edited or deleted.

Upon entry, all **Other** data is shown in the *Other* table. However, the data can be filtered using the *Select an Application*: dropdown list. Click the down arrow of the *Select an Application*: dropdown list.
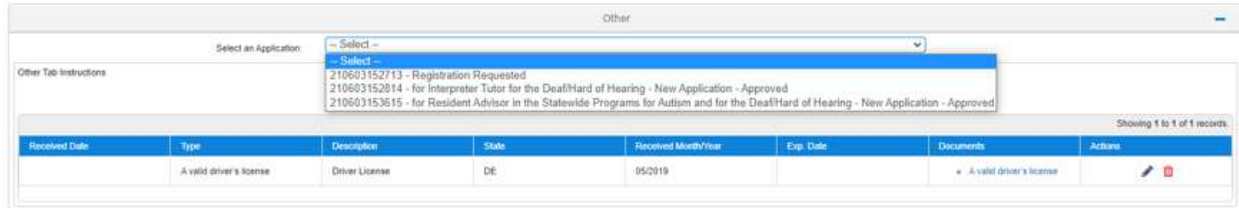

Figure DDB-TOT-02: Educator Other Tab – Application Dropdown List Options

A list of applications associated with the educator is displayed. Select one of the application options in the dropdown list to filter the data. The data results will show the *Other* data associated with the selected application.
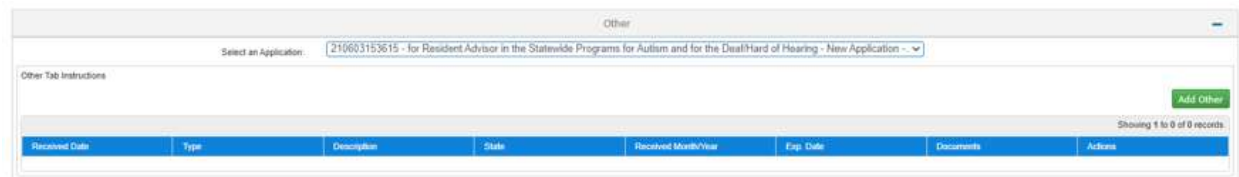
Figure DDB-TOT-03: Educator Other Tab – Data Filtered by Application

Once an application is selected, the *Other* table lists the data that was entered on the *Other* bar for the selected application. In the example above, there is no *Other* data associated with the selected application.

Personal Info

The *Personal Info* tab contains high-level personal data for the educator.

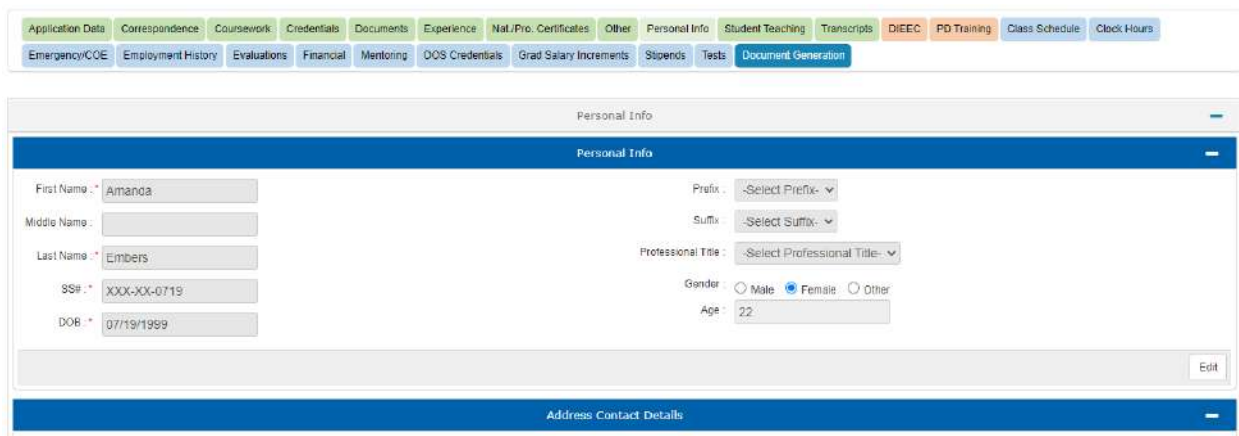Click the *Personal Info* tab on the *Find Educator* search results page.

Figure DDB-TPI-01: Educator Personal Information Tab

The *Personal Info* tab displays personal identification and contact information specific to the educator. The tab is divided into four (4) major sections: *Personal Info*, *Address Contact Details*, *Aliases* and *Military*. Upon entry, all of the sections are expanded, showing all of the educator information. However, any of the sections can be collapsed to customize the view. To collapse a section, click the minus button (indicated with red arrows above) in the section header.

When all of the sections are collapsed, the *Personal Info* tab appears as:

Figure DDB-TPI-02: Educator Personal Information Tab with Sections Collapsed

When the minus icon is clicked, the section is collapsed and the icon changes to a plus. Likewise, the sections can be expanded by clicking the plus icon (indicated with red arrows above) in the individual section headers. Expand the individual sections to view the educator data. Each of the sections will be reviewed in detail in the following sections.
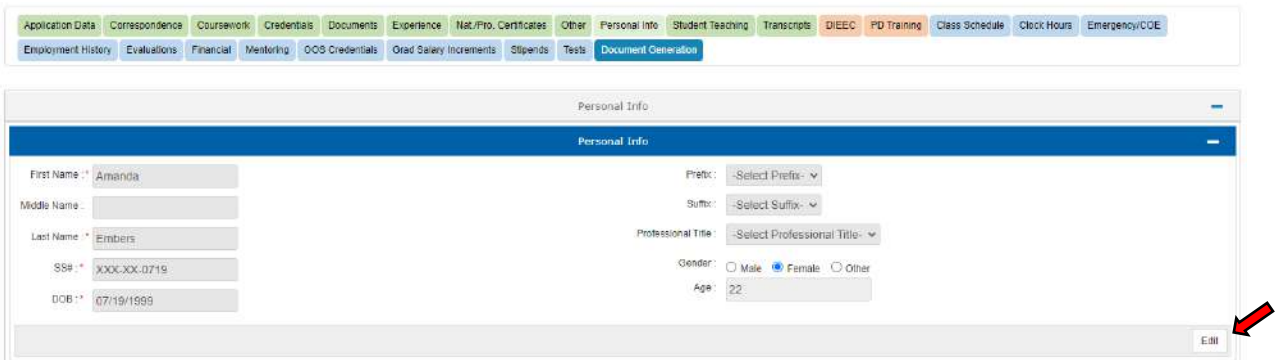
Personal Info Section

Figure DDB-TPI-03: Educator Personal Information Tab Personal Info Section

The *Personal Info* tab displays high level identification data for the selected educator. The required fields are designated with a red * and include *First Name*, *Last Name*, Social Security Number (*SSN*) and Date of Birth (*DOB*). The *SSN* field is masked, showing only the last four digits of the unique identifier. The *Age* field is auto-calculated based on the *DOB* and is read-only, even when in edit mode.

If the educator is in your district or charter, then the *Edit* button (indicated with a red arrow above) is enabled for modification of the data. If the educator is not in your district or chart, then the *Edit* button is disabled. Click the *Edit* button.

Figure DDB-TPI-04: Educator Personal Information Tab Personal Info Section in Edit Mode

The entry fields that were previously gray (disabled) are now white (enabled) to indicate that changes can be made to the data. Additionally, the Edit button has been replaced with two action buttons: **Save** and **Cancel**. Make changes, as necessary, and click the **Save** button to save the data or click the **Cancel** button to dismiss changes; either option will exit edit mode.

Collapse the **Personal Info** section to focus on the **Address Contact Details** section.

Address Contact Details Section

Figure DDB-TPI-05: Educator Personal Information Tab Address Contact Details Section

The **Address Contact Details** tab displays contact information for the selected educator, including address, phone and email data. Note that there is also a checkbox **I authorize the Delaware Department of Education to send text messages to the listed cell phone**, which indicates whether the educator wishes to receive text messages from the system or not.

The data that appears in the upper section of the page represents the current address information for the educator. The bottom section allows the user to view previous addresses of the educator, if applicable. Click inside the **Show Previous Addresses** checkbox so that a √ appears in the box.

Figure DDB-TPI-06: Educator Personal Information Tab Address Contact Details Section - Show Previous Addresses View

The bottom section of the page is expanded to reveal previous addresses of the educator. Click inside the **Show Previous Addresses** checkbox again so that a √ disappears from the box. The table is collapsed to show only the **Current** address, as previously.

If the educator is in your district or charter, then the **Edit** button is enabled for modification of the data. If the educator is not in your district or chart, then the **Edit** button is disabled. Click the **Edit** button.

Figure DDB-TPI-07: Educator Personal Information Tab Address Contact Details Section in Edit Mode

The entry fields that were previously gray (disabled) are now white (enabled) to indicate that changes can be made to the data. The **Edit** button disappears and is replaced by **Save/Update** and **Cancel** buttons. In the Address table below, there are icons in the **Actions** column to edit (pencil), mark previous (box) or delete (trashcan).

Dropdown lists are available for the State, County/Parish and Country fields, providing a list of options to choose from. The **Attn:**, **Street Line 1**, **Street Line 2**, **City** and **Zip** are free form entry fields, allowing the user to enter data, as appropriate. The **Work Phone** and **Cell** fields are restricted to numeric data

and will not accept any other characters. Make changes, as necessary, and click the **Save/Update** button to save the data or click the **Cancel** button to dismiss changes; either option will exit edit mode.

Collapse the **Address Contact Details** section to focus on the **Aliases** section.
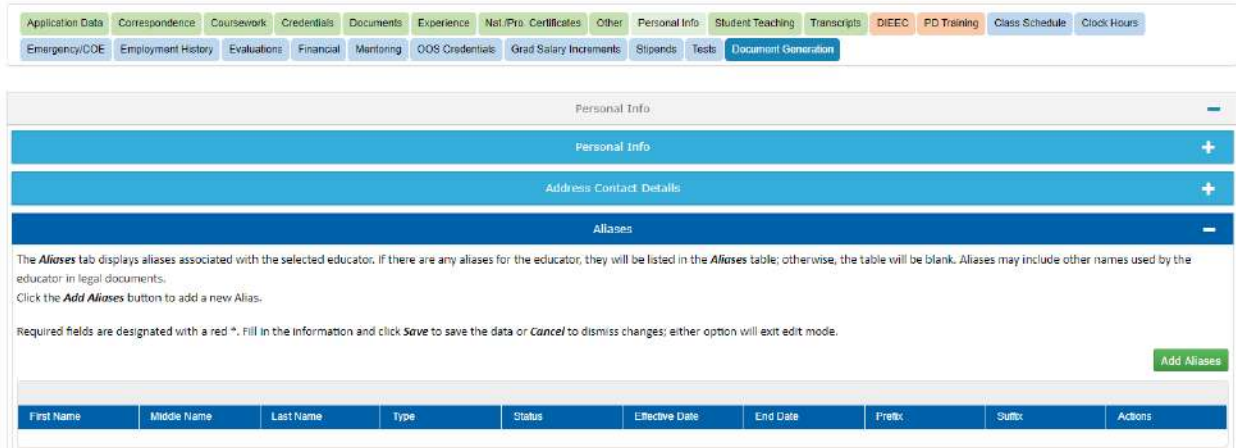
Aliases Section

Figure DDB-TPI-08: Educator Personal Information Tab Aliases Section

The **Aliases** tab displays aliases associated with the selected educator. If there are any aliases for the educator, they will be listed in the **Aliases** table. If the educator is in your district or charter, then alias data can be added, edited or deleted.

To add a new record, click the **Add Aliases** button.

Figure DDB-TPI-09: Educator Personal Information Tab Aliases Section – Add New Alias Form

A new entry form is inserted in the **Aliases** section for addition of a new alias record. Required fields are indicated with a red * and include **First Name**, **Last Name**, **Type**, **Status** and **Effective Date**. **Type** and **Status** are dropdown lists, offering a defined list of valid options. **Effective Date** defaults to the current date. Make changes as required and click **Save** button to save changes and exit edit mode, or **Cancel** button to dismiss changes and exit edit mode. The entry form is hidden when edit mode is exited.

If data is saved, then a new record is added to the **Aliases** table.

Figure DDB-TPI-10: Educator Personal Information Tab Aliases Section Aliases Table

To edit an existing record, click the pencil icon in the **Actions** column of the **Aliases** table. To delete an existing record, click the trashcan icon in the **Actions** column of the **Aliases** table.

Collapse the *Aliases* section to focus on the *Military* section

Military Section

Figure DDB-TPI-11: Figure DDB-TPI-08: Educator Personal Information Tab Military Section

If military service information has entered for the educator, it will be listed in the *Military* table; otherwise, the table will be blank. The information on this tab is read-only and data cannot be added, edited or deleted.

Student Teaching

The *Student Teaching* tab displays student teaching that has been added for the educator.

Click the *Student Teaching* tab on the *Find Educator* search results page.

Figure DDB-TST-01: Educator Student Teaching Tab

If any student teaching information has been added for the educator, it will appear in the *Student Teaching* table at the bottom of this tab. The *Student Teaching* tab is divided into two major sections: *Licensure and Certification* and *Early Learning*. Guidance will be provided for the *Licensure and Certification* section only.

To add new student teaching data, click the *Add Student Teaching* button.

Figure DDB-TST-02: Educator Student Teaching Tab – Add New Record Form

An entry form is form is inserted in the *Student Teaching* section for addition of student teaching that has been completed by the educator.

Complete the required fields specific to student teaching. The required fields are designated with a red * and include: *Subject*, *Cooperating Teachers* and *District*. The *District* control is a dropdown list, offering valid options for selection of school district. If data is not entered for required fields, then an error message is displayed in a red banner across the top of the section. The error can be dismissed by clicking the x in the upper right-hand corner of the red banner.

Click *Save* button to save new student teaching information or click *Cancel* button to dismiss any changes. Either option will exit edit mode. If data is saved, new student teaching information is added to the *Student Teaching* table at the bottom of the tab.

Figure DDB-TST-03: Educator Student Teaching Tab – Student Teaching Table

To edit existing information, click the pencil icon in the *Actions* column.

Figure DDB-TST-04: Educator Student Teaching Tab – Edit Existing Record

An entry form is inserted in the *Student Teaching* section, populated with the current record data. Make changes as required and click *Save* button to save changes or click *Cancel* button to dismiss changes. Either option will exit edit mode. The entry form is hidden when edit mode is exited.

To delete the record, click the trashcan icon in the *Actions* column of the *Student Teaching* table. A confirmation message box is displayed: *Are you sure you want to delete this record?* Click *OK* button to confirm deletion of the record, or click *Cancel* button to deny deletion of the record.

Transcripts

The *Transcripts* tab displays transcript information that has been added for the educator.

Click the *Transcripts* tab on the *Find Educator* search results page.

Figure DDB-TXS-01: Educator Transcripts Tab

Official transcripts are normally submitted through the HR office. Uploading the transcript data to DEEDS will be done via this **Transcripts** tab. If any educational transcripts (high school, college) have been added for the educator, they will be shown on this tab.

To add new transcript data, click the **Add Education** button.

Figure DDB-TXS-02: Educator Transcripts Tab – Add New Record Form

A new Education entry form is inserted in the **Transcripts** section for addition of a new Education record. The top section is for entering information specific to the transcript record and the bottom section is for uploading supporting documentation.

Complete the top section by entering the transcript information in the entry fields. Enter the **Institution** where the degree was obtained. Note that while typing, the information is auto-filling with appropriate choices. Select the correct **Institution** from the list. Enter the remainder of the **Education** information in the entry fields. Required fields are indicated with a red * and include **Received Date**, **Institution**, **City**,

State, Degree, *Start Date, Document Type* and *Document*. Dropdown lists are provided for *State*, *Degree* and *Document Type*, offering valid options to choose from. The *Start Date* entry field requires *YYYY* format. When the cursor is in the *Start Date* field, a yearly calendar is presented for selection/specification of the year that the education was started.

Complete the bottom section by providing supporting documentation in the form of a pdf or image file. Please ensure that the certification is valid and contains required dates. Select the document type from the *Document Type* dropdown list. When a document needs to be provided, the document can either be uploaded or associated. If the document has already been loaded in DEEDS, then the correct action is to associate the document. If the document has not been loaded in DEEDS, then the document is uploaded.

There may be instances where transcript documents have already been uploaded to the system. If a document has already been uploaded, then there is no reason to upload it again. In this case, the proper action is to *Associate* the document, meaning that the pre-loaded document will be used.

To Associate a document, click the *Associate Existing Documents* button. An *Associate Documents* popup window is displayed for selection of the document to be associated. The documents shown are those that have been added to the system for the educator. Select the document by clicking inside the checkbox associated with the desired entry. A check will appear in the checkbox to indicate that the document is selected. Click the *Select Documents to Associate* button to save the information or the *Cancel* button to exit the operation without saving data. If necessary, refer to the Associate Document section for a detailed description of the how to associate a document.

If the transcript document has not been associated, then follow the next steps to upload the document.

Select the file to be uploaded in one of two ways:
- Drag the file from your computer to the middle of the area designated with the text: *Drop file here to upload or click here to browse and select file to upload.*
- Click inside the area designated with the text: *Drop file here to upload or click here to browse and select file to upload.*
    - File Explorer is opened to allow document to be selected from computer files.
    - Select the desired file and Click *Open*.

File name is displayed along with a trash bin icon on the right. If the file selected is not the correct file, click on the trash icon bin to delete it.

Click the *Save* button to save the Education data or click the *Cancel* button to dismiss changes; either option will exit edit mode. If saved, the new Education information appears in the *Education* table.

Received Date	Institution	School Id	City	State	Degree	Start Date	End Date	Major	Minor	Graduated	Remarks	Program	Documents	Used toward Application	Accepted	Verified	Actions
	UNIVERSITY OF DELAWARE	5811	Newark	DE	Bachelor	2016	2020							☐	☐	☐	🖊 🗑
07/12/2021	Cape Henlopen High School		Lewes	DE	High School	2012	2016						High School Transcript	☐	☐	☐	

Export Data — Showing 1 to 1 of 1 records

Figure DDB-TXS-03: Educator Transcripts Tab – Education Table

The educational data can also be exported to an Excel spreadsheet. Click the **Export Data** button above the **Transcripts** table to export the data. The Excel file will be saved to your Downloads folder.

DIEEC (Delaware Institute for Excellence in Early Childhood)

The **DIEEC** tab displays training that completed for the educator at the Delaware Institute for Excellence in Early Childhood.

Click the **DIEEC** tab on the **Find Educator** search results page.

Figure DDB-TDI-01: Educator DIEEC Tab

If any **DIEEC** training has been completed by the educator, it will be listed in the **DIEEC** table; otherwise, the table is blank. The information on this tab is read-only and data cannot be added, edited or deleted.

PD Training

The **PD Training** tab contains Personal Development (**PD**) **Training** information that has been added for the educator.

Click the **PD Training** tab on the **Find Educator** search results page.
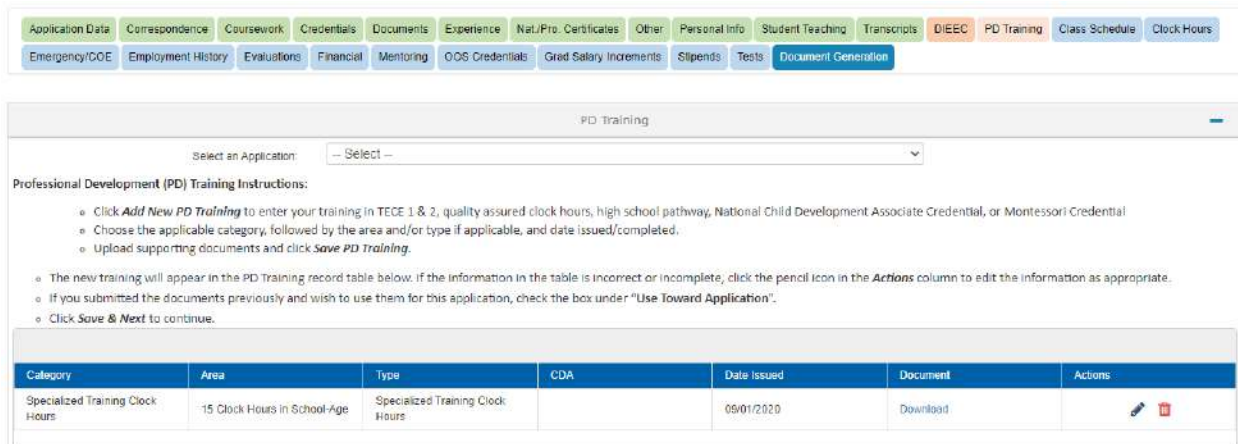

Figure DDB-TPD-01: Educator Personal Development (PD) Training Tab

If any personal development training data has been added for the educator, it will be listed in the **PD Training** table; otherwise, the table will be blank. The information on this tab is read-only and data cannot be added, edited or deleted. To download the document to the Downloads folder of the computer, click the **Download** link in the **Document** column.

Class Schedule

The **Class Schedule** tab contains data related to the educator's course schedule.

Click the **Class Schedule** tab on the **Find Educator** search results page.

Figure DDB-TCS-01: Educator Class Schedule Tab

If course schedule information has been added for the educator, it will be listed in the **Class Schedule** table; otherwise, the table will be blank. The information on this tab is read-only and data cannot be added, edited or deleted.

Clock Hours

The **Clock Hours** tab displays clock hours data that has been entered for the educator. In order to earn or maintain certain credentials, clock hours are entered as proof of developmental activities that have been performed by the educator. Clock hours are the burden of proof for license and permit renewals.

Click the **Clock Hours** tab on the **Find Educator** search results page.
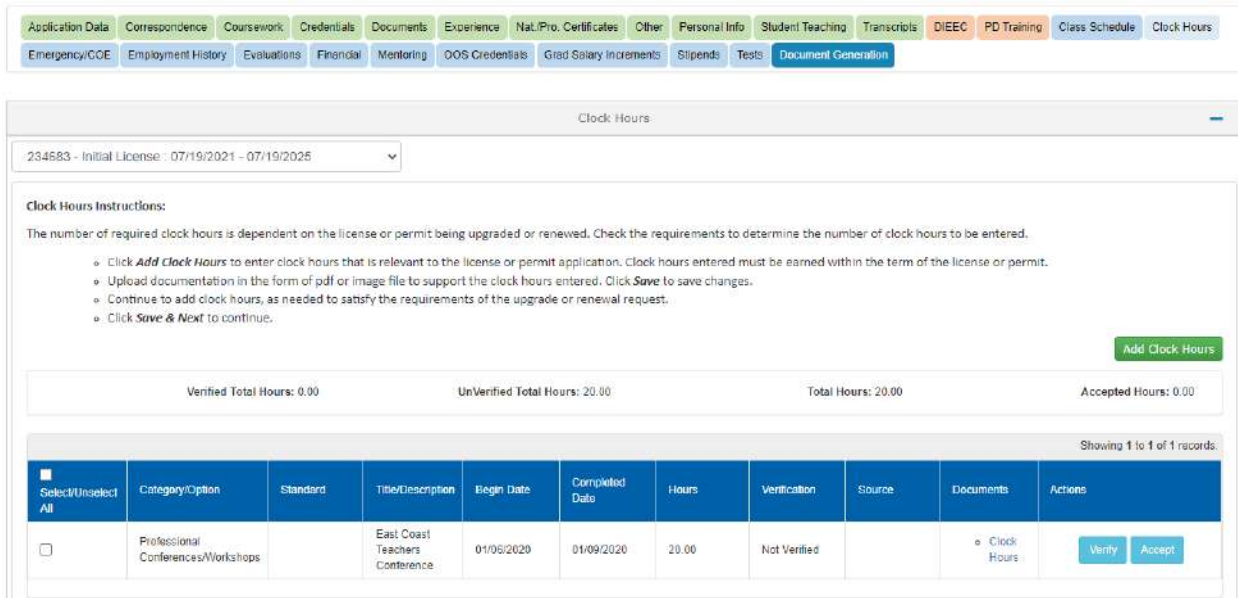

Figure DDB-TCH-01: Educator Clock Hours Tab

If clock hours data exists for the educator, it will appear in the **Clock Hours** table; otherwise, the table will be blank. The **Clock Hours** table displays the clock hours that have been entered for the educator along with whether the hours have been verified and accepted. The information is summarized above the table, showing total **Verified** and **Unverified** hours. The **Verify** and **Accept** buttons can be used to verify and accept clock hours that are not already associated with an upgrade or renewal.

Emergency/COE (Certificate of Eligibility)

The **Emergency/COE** tab displays emergency recommendations that have been submitted for the educator.

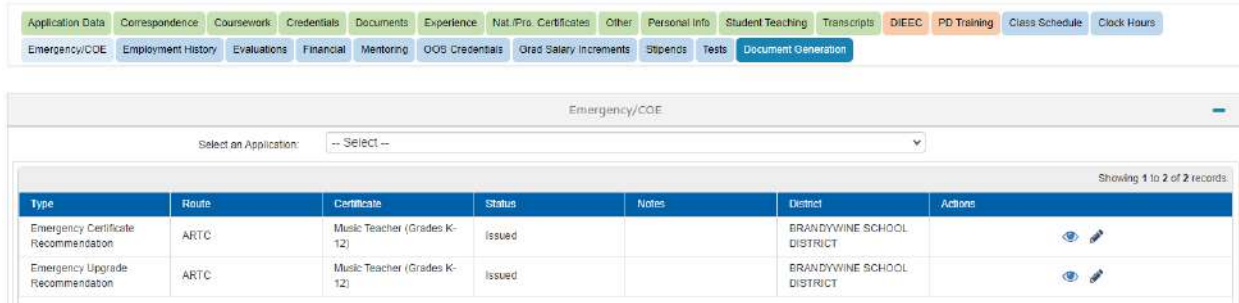Click the **Emergency/COE** tab on the **Find Educator** search results page.

Figure DDB-TEC-01: Educator Emergency/COE Tab

If an emergency recommendation application has been submitted for the educator, it will appear in the **Emergency/COE** table; otherwise, the table will be blank. The table provides an overview of the emergency recommendations submitted for the educator. Note that in the above example, the educator has been recommended for an **Emergency Certificate** and an **Emergency Upgrade** for the **ARTC** Route, both of which were **Issued**.

Use the eye icon in the **Action** column to review the high-level application submission details and click **Cancel** to dismiss. The information on this tab is read-only and data cannot be added, edited or deleted.

In addition to viewing the data, the results can be filtered by application type. Upon entry, all of the **Emergency/COE** data is shown in the **Emergency/COE** table. However, the data can be filtered using the **Select an Application**: dropdown list. Click the down arrow of the **Select an Application**: dropdown list.
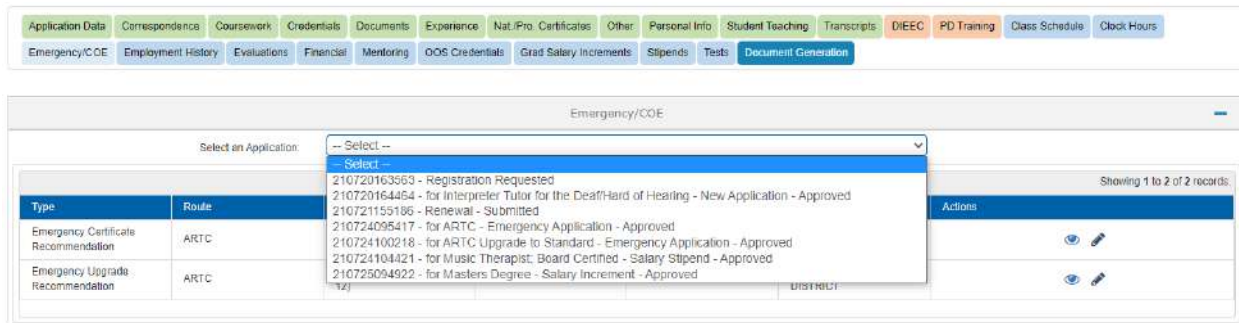

Figure DDB-TEC-02: Educator Emergency/COE Tab – Application Dropdown List Options

A list of all applications associated with the educator is displayed. If a non-emergency application is selected, then the table of results will be blank, since there is not Emergency/COE data associated with this application.

Select one of the emergency application options in the dropdown list to filter the data. The data results will be filtered to show the **Emergency/COE** data associated with the selected application in the **Emergency/COE** table.

Figure DDB-TOT-03: Educator Emergency/COE Tab – Data Filtered by Application

Once an application is selected, the **Emergency/COE** table lists the emergency data that is associated with the selected application. In the example above, **Emergency Upgrade Recommendation** appears in the **Type** column and **ARTC** appears in the **Route** column of the table. This data matches the **ARTC Upgrade to Standard – Emergency Application** selection in the **Select an Application:** dropdown list.

Employment History

The **Employment History** tab contains data related to educator employment.

Click the **Employment History** tab on the **Find Educator** search results page.

Figure DDB-TEH-01: Educator Employment History Tab

If any employment data has been added for the educator, it will be listed in the **Employment History** table; otherwise, the table will be blank. The information on this tab is read-only and data cannot be added, edited or deleted.

Evaluations

The **Evaluations** tab contains evaluation data that has been added for the educator.

Click the **Evaluations** tab on the **Find Educator** search results page.

Figure DDB-TEV-01: Educator Evaluations Tab

If any evaluations have been added for the educator, the data will be listed in the *Evaluations* table; otherwise, the table will be blank. The information on this tab is read-only and data cannot be added, edited or deleted.

Financial

The *Financial* tab contains transaction information related to payments made by the educator.

Click the *Financial* tab on the *Find Educator* search results page.

Figure DDB-TFN-01: Educator Financial Tab

The *Financial* table shows details of payments made, along with the *Date*, *Amount* and Transaction details. If the educator has been issued a license, then there will be an entry here for the mandatory one-time payment of $100. The *Date* will align with when the license application was first submitted and payment was required. The data is informational in nature and cannot be added, edited or deleted.

Mentoring

The *Mentoring* tab contains data related to the educator's mentoring program, including assignment and progress.

Click the *Mentoring* tab on the *Find Educator* search results page.

Figure DDB-TME-01: Educator Mentoring Tab

If the educator has been enrolled in a mentoring program, details will be listed in the *Mentoring* table; otherwise, the table will be blank. The information on this tab is read-only and data cannot be added, edited or deleted. All mentoring management is done through the LEA Mentoring Center menu options.

If there is an entry in the *Mentoring* table, the progress can be viewed by clicking the *View Progress* button in the *Actions* column.

Figure DDB-TME-02: Educator Mentoring Tab – View Progress

The educator's progress in the assigned mentoring program is displayed. The mentoring progress information is divided into two tabs: **Progress** and **Evaluations**. The **Progress** tab is selected by default, and appears green to indicate that it has been selected.

The **Progress** tab is broken into four sections: **Year 1**, **Year 2**, **Year 3** and **Year 4**, which correspond to the four years of a mentoring program. If the educator has qualified for a reduced number of years in the mentoring program, then this information is shown in the **Verified Years Experience** column. In the example above, the mentee has been awarded one year of experience and is therefore only required to complete three years in a mentoring program, so **Year 1** is skipped.

Click the **Evaluations** tab.

Figure DDB-TME-03: Educator Mentoring Tab – View Evaluations

The **Evaluations** tab appears green to indicate that it has been selected. The **Evaluations** form is broken into three sections: **Program Withdrawal**, **Summative Evaluations** and **Final Evaluations**. Each section contains a single checkbox, to indicate the educator's progress. The progress indicators within the three sections are self-explanatory, based on their labels.

OOS (Out of State) Credentials

The *OOS Credentials* tab displays out of state credentials that have been added to the system for the educator. These credentials may include licenses, certificates or permits that the educator has earned outside the state of Delaware.

Click the *OOS Credentials* tab on the *Find Educator* search results page.

Figure DDB-TOS-01: Educator Out of State (OOS) Credentials Tab

If any non-Delaware credentials have been added for the educator, they will appear in the *OOS Credentials* table at the bottom of this tab.

To add a new out of state credential, click the *Add OOS Credential* button.

Figure DDB-TOS-02: Educator OOS Credentials Tab – Add New Record Form

An entry form is form is inserted in the *OOS Credentials* section for addition of non-Delaware credentials that have been earned by the educator. The top section is for entering information specific to the out-of-state credential and the bottom section is for uploading supporting documentation.

Complete the required fields specific to OOS credentials. The required fields are designated with a red *
and include: *Application Type, State, Category, Effective Date, Subject, Content Area* and *Level*.
Dropdown lists are provided for selection of *Application Type, State, Category* and *Subject.* The date

fields require **MM/DD/YYYY** format. When the cursor is in a date field, a calendar is presented for selection/specification of the specific date requested. The **Level** control allows the user to select multiple levels. Click on **Level** and a **Select Level** box is presented to check the level(s) that apply to the credential. Note that multiple levels may be selected using this control. Once the appropriate selections are made, click on the **Level** box again to dismiss the **Select Level** box. The **Level** box is shaded light blue to indicate that data has been entered.

Complete the bottom section by providing supporting documentation in the form of a pdf or image file. Select **OOS Credential** from the **Document Type** dropdown list. When a document needs to be provided, the document can either be uploaded or associated. If the document has already been loaded in DEEDS, then the correct action is to associate the document. If the document has not been loaded in DEEDS, then the document is uploaded.

There may be instances where **OOS Credential** documents have already been uploaded to the system. If a document has already been uploaded, then there is no reason to upload it again. In this case, the proper action is to **Associate** the document, meaning that the pre-loaded document will be used.

To Associate a document, click the **Associate Existing Documents** button. An **Associate Documents** popup window is displayed for selection of the document to be associated. The documents shown are those that have been added to the system for the educator. Select the document by clicking inside the checkbox associated with the desired entry. A check will appear in the checkbox to indicate that the document is selected. Click the **Select Documents to Associate** button to save the information or the **Cancel** button to exit the operation without saving data. If necessary, refer to the Associate Document section for a detailed description of the how to associate a document.

If the **OOS Credential** document has not been associated, then follow the next steps to upload the document.

Select the file to be uploaded in one of two ways:
- Drag the file from your computer to the middle of the area designated with the text: **Drop file here to upload or click here to browse and select file to upload.**
- Click inside the area designated with the text: **Drop file here to upload or click here to browse and select file to upload.**
  - File Explorer is opened to allow document to be selected from computer files.
  - Select the desired file and Click **Open**.

File name is displayed along with a trash bin icon on the right. If the file selected is not the correct file, click on the trash icon bin to delete it.

Click **Save** button to save new **OOS Credentials** data or click **Cancel** button to dismiss any changes. Either option will exit edit mode. If data is not entered for required fields on **Save**, then an error message is displayed in a red banner across the top of the section. The error can be dismissed by clicking the x in the upper right-hand corner of the red banner. If data is saved successfully, a new OOS credential record is added to the **OOS Credentials** table at the bottom of the tab.

Figure DDB-TOS-03: Educator OOS Credentials Tab – OOS Credentials Table

To edit existing information, click the pencil icon in the **Actions** column. An entry form is inserted in the **OOS Credentials** section, populated with the current record data. Make changes as required and click **Save** button to save changes or click **Cancel** button to dismiss changes. Either option will exit edit mode. The entry form is hidden when edit mode is exited.

To delete the record, click the trashcan icon in the **Actions** column of the **OOS Credentials** table. A confirmation message box is displayed: ***Are you sure you want to delete this record?*** Click **OK** button to confirm deletion of the record, or click **Cancel** button to deny deletion of the record.

Grad Salary Increments

The ***Grad Salary Increments*** tab contains the educator's salary increment details.

Click the ***Grad Salary Increments*** tab on the ***Find Educator*** search results page.

Figure DDB-TSI-01: Educator Pluses Tab

If a salary increment application has been submitted by an educator, it will be listed in the ***Pluses*** table; otherwise, the table will be blank. The ***Status*** column indicates whether the salary increment has been approved or not. If the ***Status*** is ***In Progress***, then the application has been submitted but not approved. If the ***Status*** is ***Approved***, then the salary increment has been approved. The information on this tab is read-only and data cannot be added, edited or deleted.

Stipends

The ***Stipends*** tab displays salary stipends associated with the educator. Some educators who hold national certifications may apply for and earn a salary stipend and the associated information will appear on this tab.

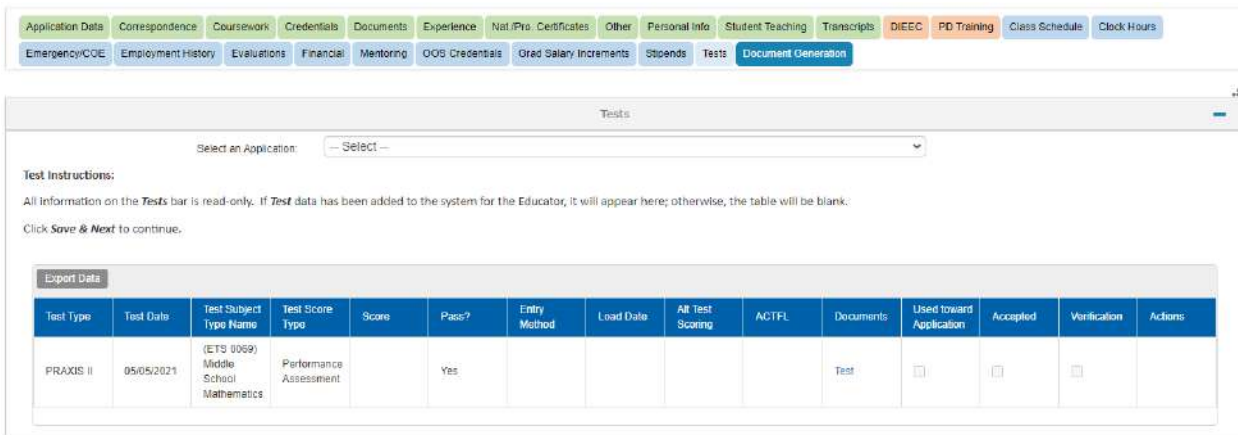Click the ***Stipends*** tab on the ***Find Educator*** search results page.

Figure DDB-TSP-01: Educator Stipends Tab

If salary stipend data exists for the educator, it will appear in the **Stipends** table; otherwise, the table will be blank. The information on this tab is read-only and data cannot be added, edited or deleted.

Tests

The **Tests** tab displays test data that has been added for the educator.

Click the **Tests** tab on the **Find Educator** search results page.

Figure DDB-TTE-01: Educator Tests Tab

If any test data has been added for the educator, it will be shown on this tab. The information on this tab is read-only and data cannot be added, edited or deleted. However, the **Tests** data can be exported to an Excel spreadsheet. Click the **Export Data** button above the **Tests** table to export the data. The Excel file will be saved to your Downloads folder.

Document Generation

The **Document Generation** tab allows documents to be created for credentials that the educator has earned.

Click the **Document Generation** tab on the **Find Educator** search results page.
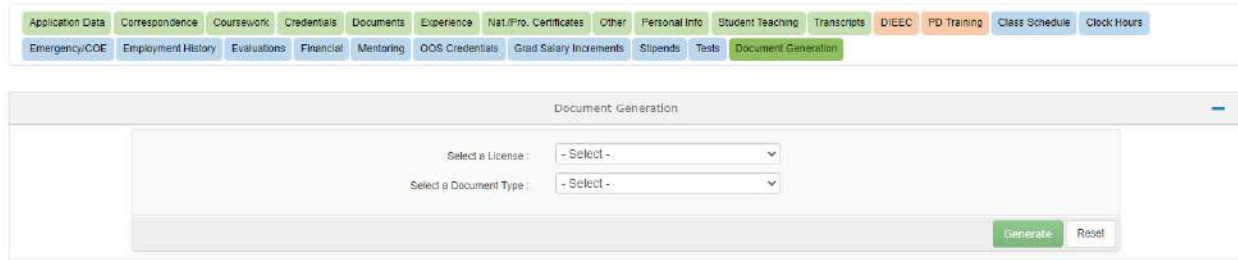
Figure DDB-TDG-01: Educator Document Generation Tab

The document generated is defined by the *License* and *Document Type*. Click the arrow on the *Select a License* dropdown list to view the licenses that have been issued for the educator.
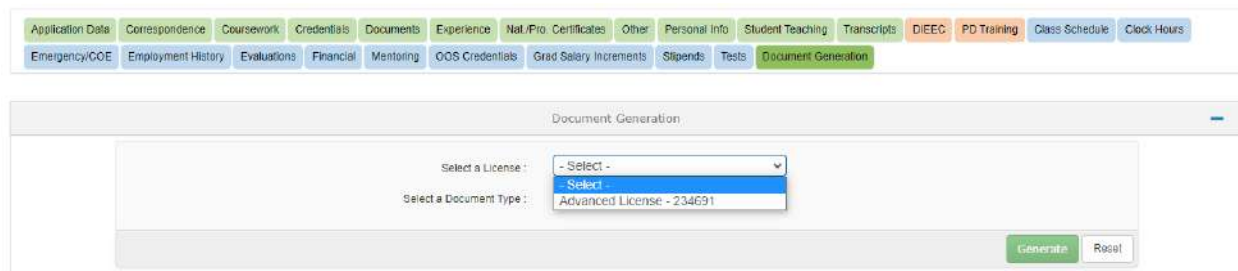

Figure DDB-TDG-02: Educator Document Generation - License Dropdown List Options

Select a license from the *Select a License* dropdown list. The *Select a Document Type* list of options is based on the license selected, offering a list of documents that can be generated for the license type selected.
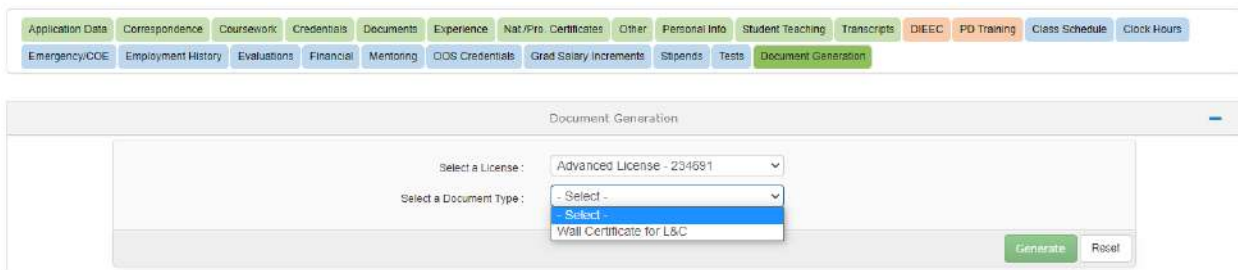

Figure DDB-TDG-03: Educator Document Generation - Document Dropdown List Options

Select the *Wall Certificate…* option from the list. The name of the wall certificate option will vary with the credential type. When both options have been specified, the *Generate* button is enabled. Click the *Generate* button. A pdf version of the certificate is downloaded to the *Downloads* folder of the user's computer. Go to the Downloads folder and locate newly generated credential file. Open pdf file to view contents:
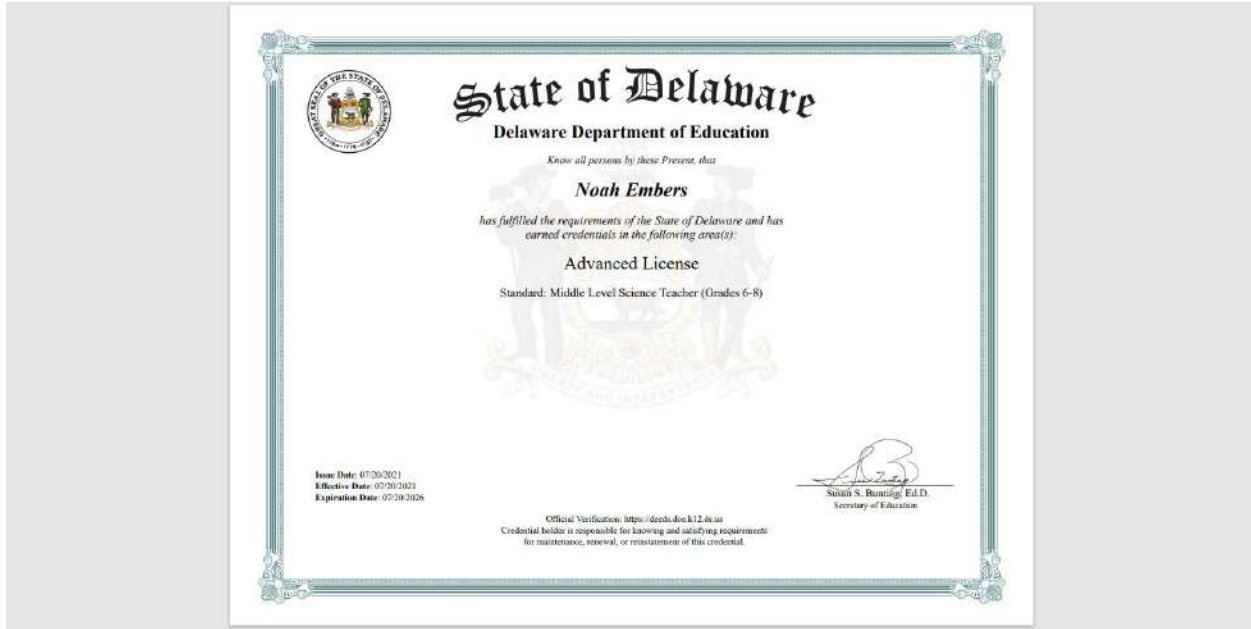
A wall certificate of the educator's credential, suitable for framing, has been downloaded to the district or charter user's computer.

ReviewQ

ReviewQ is a single menu option used for reviewing applications that have been raised by educators and require review and approval by the HR office. When an educator submits an application for a Renewal or Salary Increment, the review and approval process is directed to the HR office first. After the application is approved by the HR office, it is then redirected to DDOE L&C team for final review and approval.
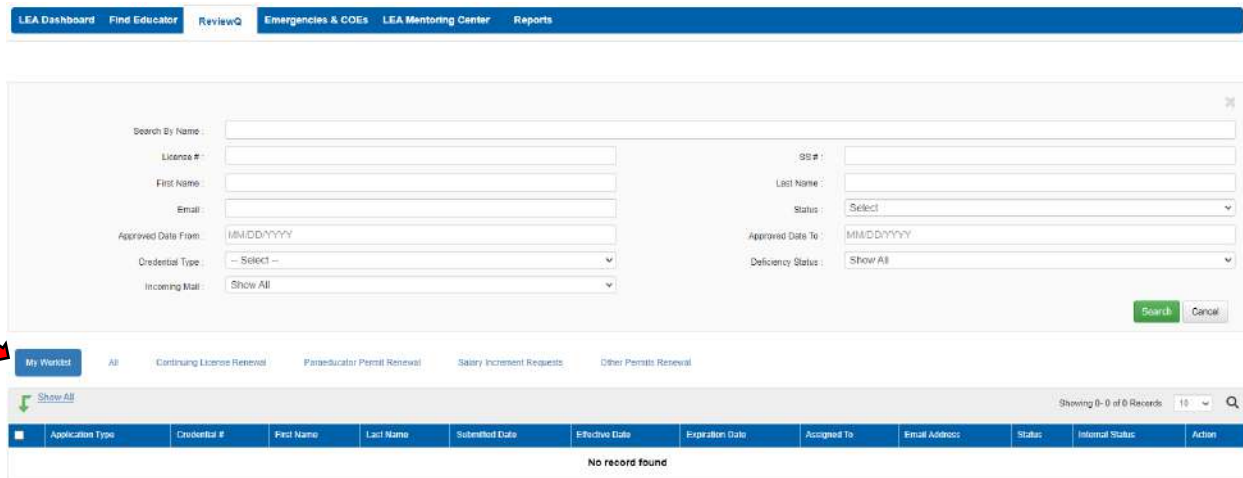
Select *ReviewQ* main menu option.

Figure DDB-RVQ-01: District ReviewQ Defaults to My Worklist Filter

ReviewQ page is loaded to show applications in queue for review, hence the name *ReviewQ*. Any applications that have been submitted by educators in your district or charter requiring HR office approval will appear in the *ReviewQ*.

Note that there are buttons below the search section for filtering. By default, the applications to be reviewed are filtered by **My Worklist** (indicated with a red arrow above), which represents the subset of data most pertinent to the user. Note that there are other filters to choose from which include **All**, **Continuing License Renewal**, **Paraeducator Permit Renewal, Salary Increment Requests** and **Other Permits Renewal**. These items appear as free text on the screen, but the appearance changes to a button when clicked. Click the **Paraeducator Permit Renewal** link.

Figure DDB-RVQ-02: District ReviewQ ParaEducator Permit Renewal Filter

The **Paraeducator Permit Renewal** link now appears as a button to indicate that this is the filter option selected. The data is filtered to show all **Paraeducator Permit Renewal** applications that are in the **ReviewQ** for review and approval. Click the **Review Application** button in the Action column to open the application.

Emergencies & COEs

Emergencies & COEs is a dropdown menu option containing all the functionality associated with creating and managing Emergency Certificates. When the **Emergencies & COEs** menu option is clicked, a dropdown list of options is presented and one of the options must be selected. Refer to the LEA Emergencies User Guide for a detailed description of the role HR plays in generating, submitting and managing emergency recommendations.

If an educator lacks the necessary skills and knowledge to meet certification requirements in a specific content area, then a temporary credential may be granted. This temporary credential is called an Emergency Certificate. Routes for emergency recommendations include Alternate Routes to Certification (ARTC), Out of Area (Additional), Certificates of Eligibility (COEs), Skilled & Technical Sciences (STS) and 91-day in lieu of student teaching. A description of each of the sub-menu options is included in the next sections.

Emergency Recommendations

This menu option is used for creating and managing Emergency Recommendation applications that are raised on behalf of an educator for an Emergency Certificate.

Select **Emergencies & COEs / Emergency Recommendations** menu option.

Figure DDB-EMR-01: Existing Emergency Certificate Recommendations View

Existing Emergency Certificate Recommendations tab is selected by default, as indicated by the green color. The *Search Existing Recommendations* search form can be used to find a specific educator that currently has been recommended for an emergency certificate.

The list of educators that have an Emergency Recommendation are displayed in the table below the *Search Existing Recommendations* search area. This tab is used for managing all emergency certificate recommendations. The educator that was most recently recommended for an Emergency Certificate should appear at the top of the list. Alternately, search for an educator using the search entry form.

Note the listings in the table which detail the high-level details of the emergency certificate applications, such as emergency route in the *Route* column and certificate type in the *Certificate* column. The status of the emergency recommendation applications can also be deciphered by the information in the *Actions* column. In the first row, the application has been started, but not completed or submitted as evidenced by the green *Continue Application* button in the Actions column. In the second row, the application has been submitted and is in the approval process, as indicated by a status of *Pending* in the *Status* column and the presence of a red *Withdraw* button in the *Action* column. In the last row, the application has been submitted, approved and completed, as indicated by a status of *Issued* in the *Status* column and the absence of a red *Withdraw* button in the *Action* column. In the *Action* column for all entries, there is also a green button with a user icon that can be used to view the profile of the associated educator.

Click the *Recommend New Emergency Certificate* tab.

Figure DDB-EMR-02: Recommend New Emergency Certificate View

The Emergency Recommendation process is designed to guide the user through the series of steps that need to be completed in order to recommend an Emergency Certificate. The Search Educators search form is used to search for a specific educator to be recommended for an emergency certificate. The tab is initialized to no search criteria, as evidenced by the *No record found* message in the table.

Refer to the LEA Emergencies User Guide for a detailed description of the emergency certificate recommendation process.

Emergency Extensions

This menu option is used for creating and managing Emergency Extension applications that are raised on behalf of an educator to extend an Emergency Certificate expiration date.

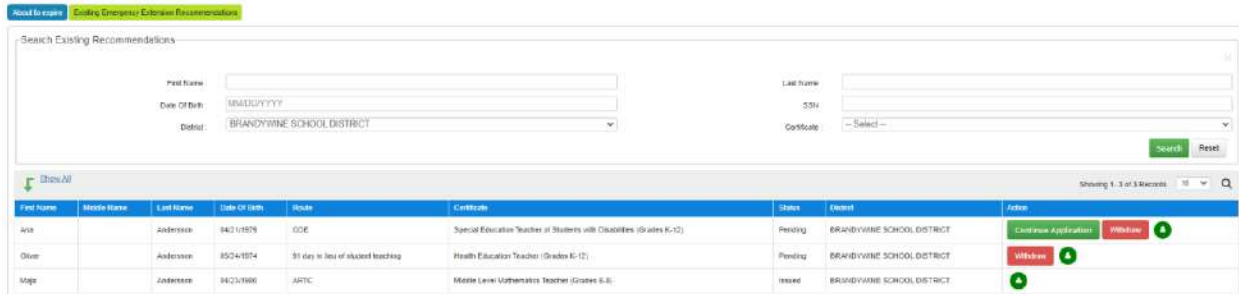Select *Emergencies & COEs / Emergency Extensions* menu option.

Figure DDB-EME-01: Existing Emergency Extension Recommendations View

Existing Emergency Extension Recommendations tab is selected by default, as indicated by the green color. The ***Search Existing Recommendations*** search form can be used to find a specific educator that currently has been recommended for an emergency extension.

The list of educators that have an Emergency Extension are displayed in the table below the ***Search Existing Recommendations*** search area. This tab is used for managing all emergency extension recommendations. The educator that was most recently recommended for an Emergency Extension should appear at the top of the list. Alternately, search for an educator using the search entry form.

Note the listings in the table which detail the high-level details of the emergency extension applications, such as emergency route in the ***Route*** column and certificate type in the ***Certificate*** column. The status of the emergency extension recommendation applications can also be deciphered by the information in the ***Actions*** column. In the first row, the application has been started, but not completed or submitted as evidenced by the green ***Continue Application*** button in the Actions column. In the second row, the application has been submitted and is in the approval process, as indicated by a status of ***Pending*** in the ***Status*** column and the presence of a red ***Withdraw*** button in the ***Action*** column. In the last row, the application has been submitted, approved and completed, as indicated by a status of ***Issued*** in the ***Status*** column and the absence of a red ***Withdraw*** button in the ***Action*** column. In the ***Action*** column for all entries, there is also a green button with a user icon that can be used to view the profile of the associated educator.
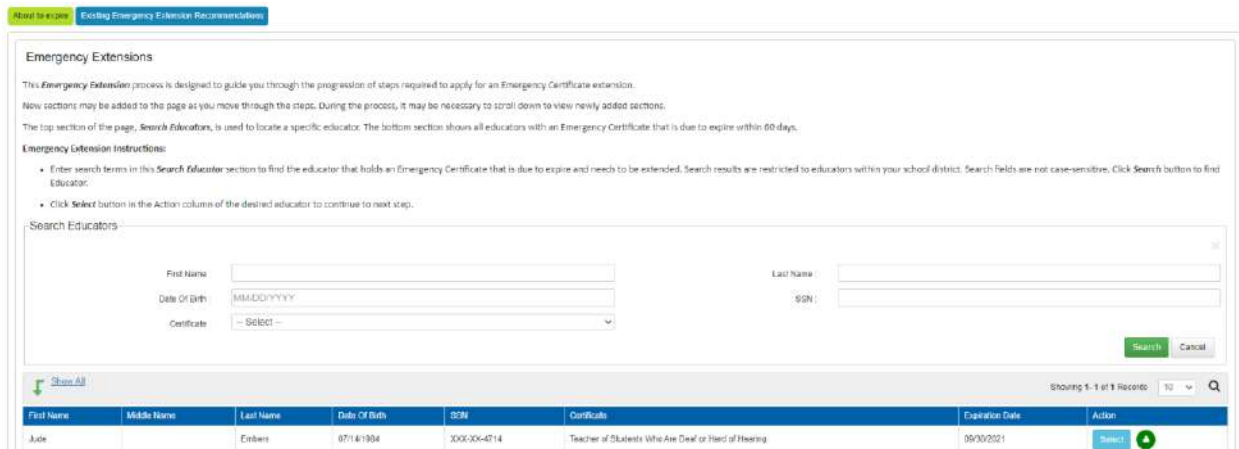
Click the ***About to Expire*** tab.

Figure DDB-EME-02: Emergency Extension Certificates About to Expire View

About to expire tab is selected, as indicated by the green color. Educators with an emergency certificate that is due to expire are listed in the table below the search area. Alternately, the search form can be used to find a specific educator.

The Emergency Extension process is designed to guide the user through the series of steps that need to be completed in order to recommend an Emergency Extension. Refer to the LEA Emergencies User Guide for a detailed description of the emergency extension recommendation process.

Emergency Upgrades

This menu option is used for creating and managing Emergency Upgrade applications that are raised on behalf of an educator to request an upgrade from Emergency to Standard Certificate.

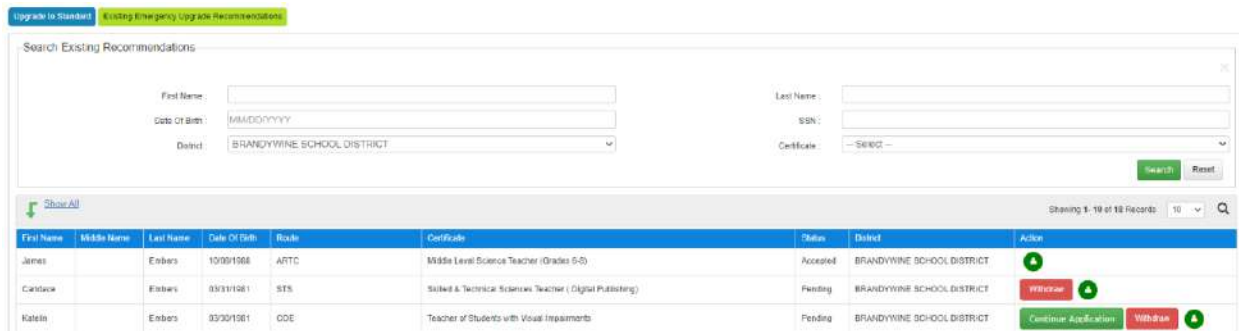Select *Emergencies & COEs / Emergency Upgrades* menu option.

Figure DDB-EMU-01: Existing Emergency Upgrade Recommendations View

Existing Emergency Upgrade Recommendations tab is selected by default, as indicated by the green color. The list of educators that have an Emergency Upgrade are displayed in the table below the *Search Existing Recommendations* search area. This tab is used for managing all emergency certificate upgrade recommendations. The search entry form can be used to search for a specific educator.

Note the listings in the table which detail the high-level details of the emergency upgrade applications, such as emergency route in the *Route* column and certificate type in the *Certificate* column. The status of the emergency upgrade recommendation applications can also be deciphered by the information in the *Actions* column. In the first row, the application has been submitted and accepted by the educator, approved and completed, as indicated by a status of *Issued* in the *Status* column and the absence of a red *Withdraw* button in the *Action* column. In the second row, the application has been submitted and is in the approval process, as indicated by a status of *Pending* in the *Status* column and the presence of a red *Withdraw* button in the *Action* column. In the third row, the application has been started but not submitted, as indicated by a status of *Pending* in the *Status* column and the presence of both a green *Continue Application* button and a red *Withdraw* button in the *Action* column. In the *Action* column for all entries, there is also a green button with a user icon that can be used to view the profile of the associated educator.

Click the *Upgrade to Standard* tab.

Figure DDB-EMU-02: Recommend Emergency Certificate Upgrade to Standard View

The *Upgrade to Standard* tab is selected as indicated by the green color. Educators with an emergency certificate are listed in the table below the search area. Alternately, the search form can be used to find a specific educator.

The Emergency Upgrade process is designed to guide the user through the series of steps that need to be completed in order to recommend an Emergency Upgrade. Refer to the LEA Emergencies User Guide for a detailed description of the emergency certificate upgrade recommendation process.

91 Day Application

This menu option is used for creating and managing Emergency 91 Day applications that are required as a pre-requisite for the 91 day in lieu of student teaching Emergency Certificate route.

Select *Emergencies & COEs / 91 Day Application* menu option.

Figure DDB-E91-01: Existing 91-Day Applications View

Existing 91 Day Applications tab is selected by default, as indicated by the green color. The list of educators that have a 91 Day Application are displayed in the table below the *Search Existing Recommendations* search area. This tab is used for managing all 91 Day application recommendations. The search entry form can be used to search for a specific educator.

Note the listings in the table which detail the high-level details of the 91 day applications, including certificate type in the *Certificate* column. In the first row, the application has been submitted, approved and completed, as indicated by a status of *Accepted* in the *Status* column and the absence of a red *Withdraw* button in the *Action* column. In the second row, the application has been submitted and is in the approval process, as indicated by a status of *Pending* in the *Status* column and the presence of a red

Withdraw button in the **Action** column. In the **Action** column for all entries, there is also a green button with a user icon that can be used to view the profile of the associated educator.

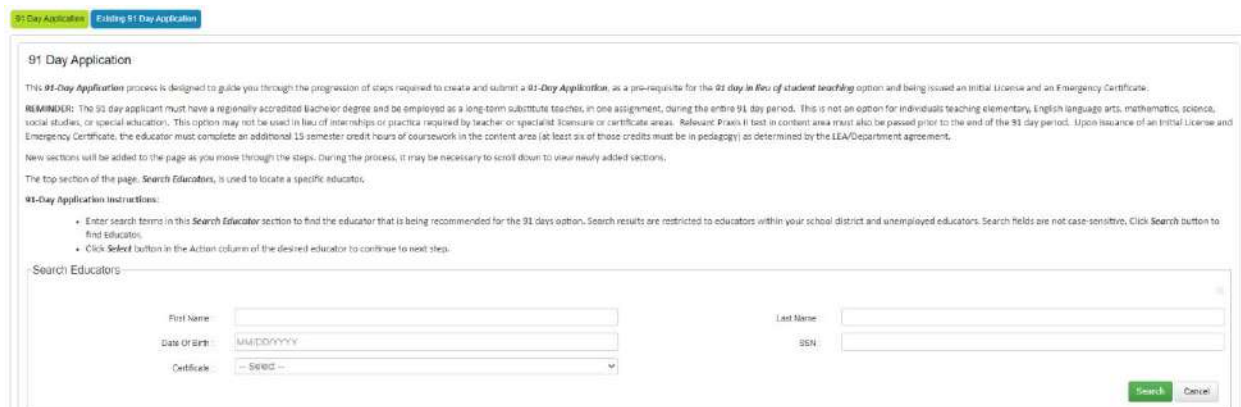Click the **91 Day Application** tab.

Figure DDB-E91-02: Add New 91 Day Application View

91 Day Application tab is selected, as indicated by the green color. The search form can be used to find a specific educator for 91 Day application recommendation.

The **91 Day Application** process is designed to guide the user through the series of steps that need to be completed in order to create and submit a 91 day Application, as a pre-requisite for the **91 day in lieu of student teaching** Emergency Certificate. Refer to the LEA Emergencies User Guide for a detailed description of the 91 Day application recommendation process.

LEA Mentoring Center

LEA Mentoring Center is a dropdown menu option containing all the functionality associated with managing mentors and mentees. When the **LEA Mentoring Center** menu option is clicked, a dropdown list of options is presented and one of the options must be selected. A description of each of the sub-menu options is included in the next sections. Refer to the LEA Mentoring User Guide for a detailed description of the role HR plays in managing mentors and mentees.

Mentor Forms

This menu option is used to obtain mentor forms.

Select **LEA Mentoring Center** / **Mentor Forms** menu option.
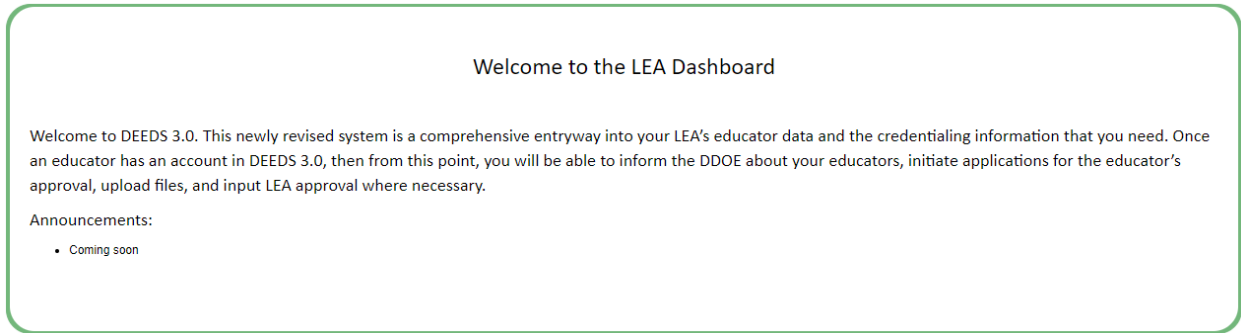
Bulletin Board

Figure DDB-BB-01: LEA Dashboard Bulletin Board

The **Bulletin Board** section appears on the left side of the dashboard, just below the main menu. The bulletin board is for announcements and general information that is important to all LEA users.
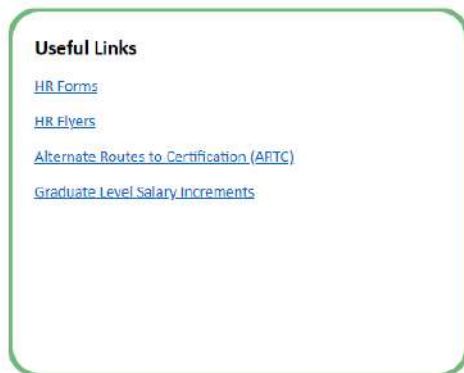
Useful Links

Figure DDB-UL-01: LEA Dashboard Useful Links Section

The **Useful Links** section appears on the right side of the dashboard, just below the main menu. The useful links sections provide hot links to information that is beneficial to LEA users. The list of useful links will be updated periodically to include new helpful links.
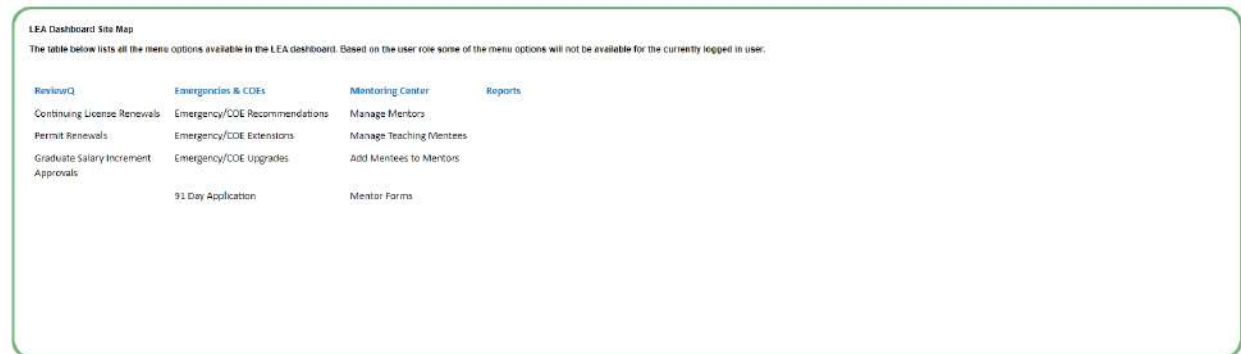
Navigational Site Map

Figure DDB-NSM-01: LEA Dashboard Navigational Site Map

The **Navigational Site Map** section appears across the bottom of the dashboard. The site map outlines the high-level structure of the LEA dashboard, including menu and submenu options. The site map is useful for locating where specific functionality within the system resides.

General Instructions

This section contains detailed instructions for functionality that is shared across screens. The individual application data sections contain high-level descriptions of the operations, but here the instructions are provided in more details, including screen shots, if applicable.

Associate Document

When a document needs to be provided, the document can either be uploaded or associated. There may be instances where documents have already been uploaded to the system for the educator. If a document has already been uploaded, then there is no reason to upload it again. In this case, the proper action is to **Associate** the document, meaning that the pre-loaded document will be used. To Associate a document, click the **Associate Existing Documents** button.
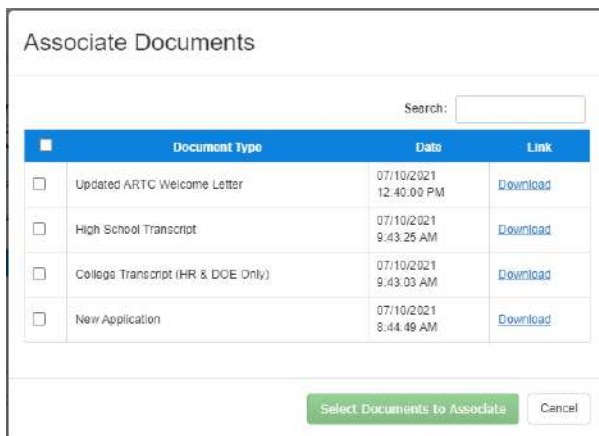

Figure DEM-GAD-01: Associate Document Window

An **Associate Documents** popup window is displayed for selection of the document to be associated. The documents shown are those that have been added to the system for the educator. Note that the **Select Documents to Associate** button is disabled because nothing has been selected.

Select the document by clicking inside the checkbox associated with the desired entry. A check will appear in the checkbox to indicate that the document is selected. The field acts as a toggle and will check and uncheck each time it is clicked. As soon as a document is selected, the **Select Documents to Associate** button is enabled. If the desired document does not appear in the table of documents, simply click the **Cancel** button to dismiss the **Associate Documents** window and follow steps to Upload Document.
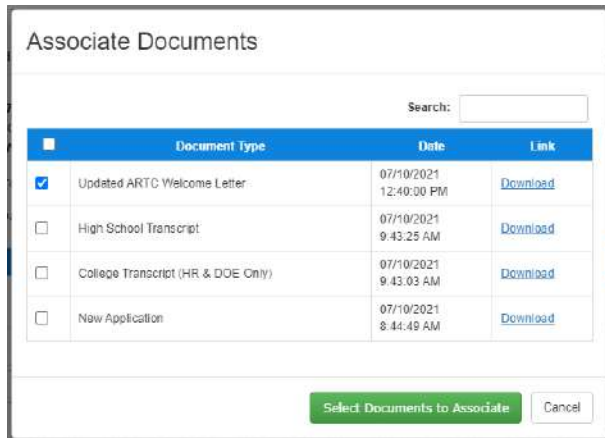
Figure DEM-GAD-02: Associate Document Selection

Click the **Select Documents to Associate** button to save the information or the **Cancel** button to exit the operation without saving data. Either will dismiss the **Associate Documents** popup window. If the **Select Documents to Associate** button is selected, then the document appears in the document upload area.

Upload Document

When a document needs to be provided, the document can either be uploaded or associated. If the document has already been loaded in DEEDS, then the correct action is to associate the document. If the document has not been loaded in DEEDS, then the document is uploaded. The following steps outline the way to upload a document.

Select the file to be uploaded in one of two ways:
- Drag the file from your computer to the middle of the area designated with the text: **Drop file here to upload or click here to browse and select file to upload.**
- Click inside the area designated with the text: **Drop file here to upload or click here to browse and select file to upload.**
  - o File Explorer is opened to allow document to be selected from computer files.
  - o Select the desired file and Click **Open**.