



ARKANSAS DEPARTMENT OF EDUCATION

Assessment Correction Engine (ACE) – District User Guide

E-Mail Support: Please send your questions about ACE to
ade.schmail@arkansas.gov

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Overview

The ADE Assessment Correction Engine (ACE) gives Arkansas School Districts the ability to correct 2015 ESEA (Elementary and Secondary Education Act) data and complete roster verification.

ADE receives assessment information from assessment vendors for the following assessments

- PARCC Mathematics & ELA - Grades 3-10
- PARCC EOC Algebra I & EOC Geometry
- QUESTAR Science - Grades 5 & 7
- QUESTAR EOC Biology
- NCSC Alternate Portfolio Mathematics & ELA
- QUESTAR Alternate Portfolio Science

The enrollment records represented in the results from the assessment vendors may be reviewed by the districts. In order for the review process to be considered “complete”, the following criteria must be met:

- Non-Tested enrollment records must have a ‘Reason Not Tested’ code assigned
- Non-Tested enrollment records with a Reason Code that requires supporting documentation should have documentation submitted
- The APA 1% Enrollment Cap must not be exceeded by the district

In addition, districts are also allowed to review the demographic information associated with the *tested* enrollment records. There is no requirement to change any of this information, but if the information is changed, then supporting documentation must be provided to justify the change.

Logging In

To log in to ACE, point your browser to <https://adedata.arkansas.gov/ace>. You will first be directed to the [ADE Data Center](#) to log in. District or School Level users should use their TRIAND login credentials to login. ADE users should use their ADE Active Directory credentials.

Home Screen

Once you have logged into ADE Data Center, you will be redirected to the ACE Home Screen. This screen will give you an overview of the information for each assessment in which students in your LEA have participated. School-level users will only be able to view and/or change information for their school. District users will be able to view district-wide information, and will also be able to choose individual schools within the district in order to filter the results.

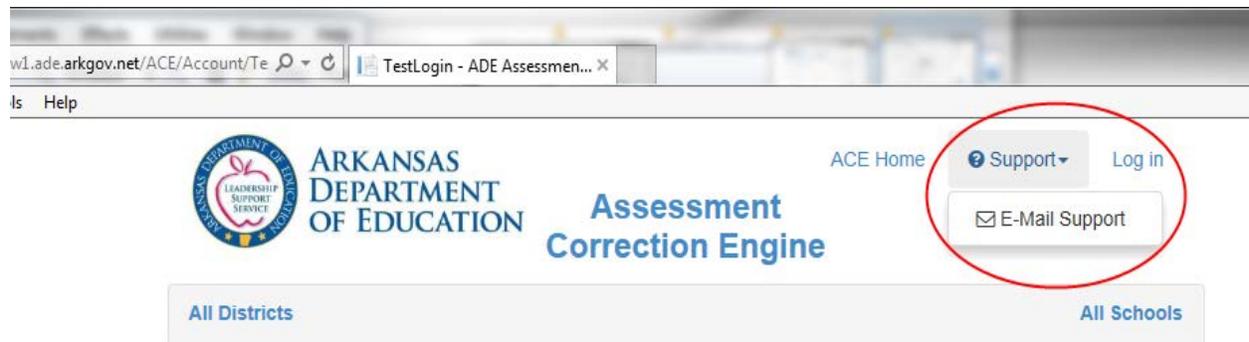
Each section will report statistics related to an individual type of assessment. These progress statistics will indicate if any non-tested enrollment records are lacking ‘Reason Not Tested’ (RNT) codes, as well as if any records that do have RNT codes assigned are lacking supporting documentation.

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Additionally, district users will be presented with overall statistics regarding the status of their district’s correction review progress. Though similar to the statistics of the individual assessments, district statistics are an aggregation of the individual assessment-level statistics. District level statistics also include a section indicating if the district currently meets the 1% Cap restrictions for Alternate Portfolio Assessments in Literacy and Mathematics.

The ACE Home screen is the starting point for all District and/or School level review activities. To return to this screen from any other screen in the system, simply click the ‘ACE Home’ navigation link at the top of the page.

If at any time you encounter problems or have questions regarding the Assessment Correction Engine, you can quickly initiate an e-mail to ADE by selecting the Support menu item, then clicking ‘E-Mail Support’.



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If there are non-tested enrollment records without 'Reason Not Tested' codes assigned, this will be less than 100%. Districts are encouraged to supply RNT codes for all non-tested enrollment records, however this is not required to submit corrections.

This section only available to State- and District-level

Blevins School District

Required documentation *must* be submitted for all changes prior to submitting corrections.

You must address the following error(s) prior to submitting:

- All required supporting documents for Not-Tested records must be provided
- All APA 1% Cap exclusion issues must be resolved

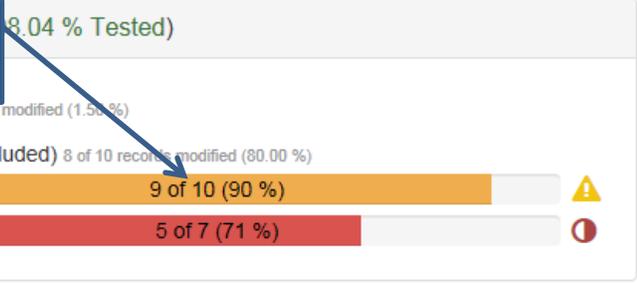


APA 1% Cap

- 1% Literacy Cap
- 1% Mathematics Cap

APA 1% Cap *must* be correct prior to submitting corrections.

When tasks are 100% complete for an assessment, progress bars will turn **green**.



Non-Tested Enrollment – Not Tested Reason Review and Documentation

If your LEA has non-tested enrollment records that need RNT codes and/or supporting documentation assigned, you will do so for each assessment by clicking on the [‘Review Not Tested Reason Codes’](#) hyperlink. This will direct you to the ‘Not Tested Enrollment Review’ page. On this page you can assign/modify the RNT code associated with a non-tested enrollment record, as well as upload any supporting documents that are required.

The current *Reason Not Tested* code

Not Tested Reason Code Review

Supporting Documentation Progress

Status Filter: Pending Review

10 records per page

School	SSN	State ID (Triand)	DOB	Grade Level	Reason Not Tested
2901002	[REDACTED]	[REDACTED]	06/10/0206		2 EvidenceFile.pdf
	[REDACTED]	[REDACTED]	10/25/0000		11 EvidenceFile.pdf
	[REDACTED]	[REDACTED]	08/22/0008		8 EvidenceFile.pdf
2901002	[REDACTED]	White	[REDACTED]	03/19/0107	11 EvidenceFile.pdf

Icon indicating that supporting document is required but has not yet been provided

Icon indicating that supporting document is required and has been provided

Modifying Reason Not Tested Codes

To provide or modify a Reason Not Tested code, or to provide documentation for a non-tested enrollment record, click the **‘Action’** button located in the last column of the associated record. A dropdown menu will appear, allowing you to click an **‘Update / Upload Document’** item.

Action ▾

Update / Upload Document

When 'Update / Upload Document' is selected, you will be presented with a popup screen allowing you to select the appropriate RNT code for the record, and to provide documentation supporting the change.

Update Reason Not Tested

Student: [REDACTED]

Current RNT: 8 (SRT)

New RNT: 6 - Incarcerated / Juvenile Detention

Code	Reason	Excludes from Enrollment
1	LEP Less than 1 Year	Yes
2	Expelled / Suspended	No
3	Extended Hospitalization / Medically fragile / Homebound - Requires doctor's statement.	Yes
4	Residential treatment - Requires doctor's statement.	Yes
5	Homebound - Not medically fragile	No
6	Incarcerated / Juvenile Detention	No
7	Moved to a different state/out of country	No
8	SRT	No
9	Deceased	Yes

Current Evidence File: (none)

+ Select Evidence file...

Close Save changes

ALL CHANGES to Reason Not Tested codes require supporting documentation

New RNT – will change to match the RNT selected when the user clicks on the numbered code in the list of available codes

Current RNT for Non-Tested enrollment record

You are presented with a list of possible RNT codes applicable to the assessment type. The student’s name is displayed, as well as the current RNT code, if any. When you select an RNT code, the code and description will be displayed near the **‘New RNT:’** label.

All changes to RNT codes require supporting documentation. Click the ‘Browse’ button to select the file you wish to use to justify the change. Click ‘Save Changes’ to update the RNT code and upload the document file to ACE.

Each time you provide a missing RNT code, or supply documentation required by an existing RNT code, you will notice the progress counters above the student list advancing toward 100%. Once you reach 100% the progress bars will turn green.

Tested Enrollment Demographic Review

To review the tested enrollment demographics for any assessment, click the [‘Review Tested Enrollment’](#) link related to the assessment on the ACE Home screen. The Tested Enrollment Demographic Review screen will open. You can use this screen to modify the demographic information associated with each tested student record.

2901000 - Blevins School District 2901002 - Blevins High School

District:

School:

PARCC (Grades 3-10) - ELA (95.24 %)

Overall Enrollment: 147 Tested: 140 Not Tested: 7 Percent Tested: 95.24 %

Use column headers to sort

School LEA	Name	Ethnicity	SSN	State ID (Triand)	DOB	Grd Lvl	Gdr	Ec. Dis.	G/T	Mobility		SPED				LEP				Action			
										S	D	Cur	Fmr. Mon.	Fmr. Mon. Exit	Incl. Mon. ESEA	Cur	< 1 Yr.	Fmr. Mon.	Fmr. Mon. Exit		Incl. Mon. ESEA		
2901002		White			9/8/2001	8	M	Y	N	N	N	N	N	N	N	N	N	N	N	N	N	N	Action
2901002		White			3/12/1998	10	F	N	N	N	N	N	Y	N	N	N	N	N	N	N	N	N	Action
2901002		White			12/20/2000	8	F	Y	N	N	N	N	Y	N	N	N	N	N	N	N	N	N	Action
2901002		White			7/2/1999	10	M	Y	Y	N	N	N	N	N	N	N	N	N	N	N	N	N	Action
2901002		White																					Action
2901002		White			4/5/2002	7	M	Y	N	N	N	N	N	N	N	N	Y	N	N	N	N	N	Action
2901002		Hispanic			9/17/1998	10	F	Y	N	N	N	N	N	N	N	Y	N	N	N	N	N	N	Action
2901002		Hispanic			7/22/2001	7	F	Y	N	N	N	N	N	N	N	Y	N	N	N	N	N	N	Action
2901002		White			12/20/1998	10	M	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	Action

Click the ‘Action’ buttons to modify a record, view its modification history, or to undo changes

The data can be filtered by using the text boxes and dropdowns. Then click **Apply Filter**

It can also be filtered by

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To update a record, click the **'Action'** button. A dropdown menu will appear allowing you to select an **'Update'** button. Clicking **'Update'** will pop up an *Enrollment Data* screen with the student's current information.

Enrollment Data

Name: [Redacted] State ID: [Redacted] DOB: 9/8/2001

SSN: [Redacted] Ethnicity: White Gender: Male

Grade: 8 School: Blevins High School

Econ. Dis?: Yes School Mobile?: No District Mobile?: No

LEP: No <1 yr?: No Mon. Fmr. LEP?:

Incl. Fmr. Monitored LEP for ESEA?: Mon. Fmr. LEP Exit Date:

SPED?: No Incl. Fmr. Monitored SPED for ESEA?: Mon. Fmr. SPED?:

G/T?: No Mon. Fmr. SPED Exit Date:

Current Evidence File: (none)

+ Select Evidence file...

ALL CHANGES to demographic information require supporting documentation

Close Save changes

Like the RNT codes, any change to a student's information requires that a supporting document file be uploaded to ACE for ADE review. Click 'Save Changes' to save your changes and return to the Tested Enrollment Demographic Review Screen.

Enrollment data that has been modified will appear in red text.

Cur	Mobility		SPED			LEP			Action
	S	D	Fmr. Mon.	Mon. Exit	Incl. Fmr. Mon. ESEA	Cur	< 1 Yr.	Fmr. Mon. Exit	
N	Y	N	N	8/10/2014		N	Y	1	

Modified data elements are displayed in red

On modified records, you can also view a detailed list of changes by clicking the 'Action' button, and selecting 'View History' from the drop-down menu. A screen will open showing a detailed list of changes including the original value and new value, when the change took place, and by whom the change was made.

Modifications [Close]

Evidence Document: [2013SchoolReportCards.zip](#)

Date: 8/8/2014 1:28:16 PM, User: District User

Element Name	Original Value	New Value
Grade	03	06
LEPLessThan1YearInUS	N	Y
SchoolHighlyMobile	N	Y
MonitoredFormerLEP	(null)	1
MonitoredFormerSPEDEExitDate	(null)	8/10/2014 12:00:00 AM

Date: 8/8/2014 1:35:41 PM, User: District User

Element Name	Original Value	New Value
MonitoredFormerLEPExitDate	(null)	8/22/2014 12:00:00 AM

[Close]

An important aspect to notice is that ACE logs multiple changes to the data *per change transaction* (e.g. the first modification affected five data elements; the last change affected only one). Each time information is changed, a documentation file must be provided explaining the change.

Alternate Portfolio Assessment - 1% Cap Exclusions

To review the Mathematics and Literacy 1% Cap exclusion for your district, select the desired hyperlink from the ACE Home screen:

This will open the APA 1% Cap Exclusions screen. From here you can choose which, if any, alternate portfolio exams should be excluded from being considered Proficient in order to meet the 1% Cap restriction. The assessments presented on this screen are only those who have achieved Proficiency Levels 3 or 4 on the ELA and Mathematics alternate portfolio exams.

Toggle buttons are present to switch between Literacy and Mathematics caps. The statistics information displays the number of students tested for the subject, the value that equals 1% of tested students, and the number of APA exams available scoring 3 or 4.

Overage indicates the number of un-excluded exams present IN EXCESS of the 1% Cap value.

Scores Excluded is a count of the number of scores currently excluded.

Checkboxes are located in the right-most column of the table. A ‘checked’ box indicates an excluded score. Unchecked scores are included in your district’s count of ‘Proficient’ scores. To alter the exams that are excluded, check or uncheck the box accordingly.

Toggle between Math or Literacy cap

District: Blevins School District (2901000) Apply Filter

School: <All Schools> Sort by LEA Number

Max allowable 3/4 scores to include

Literacy **Literacy Test Statistics**

Mathematics

Tested: 274

1% Cap: 2

3 & 4 Prof. Level APA Tests: 3

Overage: 1

Scores Excluded: 0

of 3 or 4 APA scores

of 3/4 exams required to be excluded to meet 1% cap: 1

Total number of scores the district must exclude, if necessary, to meet 1% Cap.

Search:

Sch LEA	Name	Ethnicity	SSN	(Triand)	DOB	Level	Dis.	SPED	Prof.	Excluded Assessments
2901001		White	6672		6/17/2003	6	N	Y	3	<input type="checkbox"/>
2901002		White	9335							
2901002		White	9648							

Showing 1 to 3 of 3 entries

Number of 3/4 scores currently excluded. If more scores than necessary are excluded, a red alert icon will appear and the district will be prevented from submitting corrections until the issue is resolved.

Save

If you do not have enough scores excluded to meet the 1% Cap, Overage will be a positive number, and an alert icon will display. The goal is to reach a zero Overage. ACE will allow you to save if you have a positive overage, but you **will not** be allowed to submit your district for ADE review while an overage exists.

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2901000 - Blevins School District All Schools

District: Blevins School District Apply Filter
 School: <All Schools> Sort by LEA Number

Literacy 1
 Mathematics 0

1% Cap: 2 Average: 1
 3 & 4 Prof. Level APA 3 Scores Excluded: 0

Tests: # of 3/4 # of scores currently excluded % cap: 1

of scores present *in excess* of 1% cap. When you have not excluded enough scores to meet the 1% Cap, a red alert icon will appear and the district will be prevented from submitting corrections until the issue is resolved.

10 records per page Search:

School LEA	Name	Ethnicity	SSN	State ID (Triand)	DOB	Grade Level	Econ. Dis.	SPED	Prof.	Excluded Assessments
2901001		White	6672		6/17/2003	6	N	Y	3	<input type="checkbox"/>
2901002		White	9335		10/25/2007		Y	Y	3	<input type="checkbox"/>
2901002		White	9648		9/17/1999	8	N	Y	3	<input type="checkbox"/>

Showing 1 to 3 of 3 entries Previous 1 Next

Save

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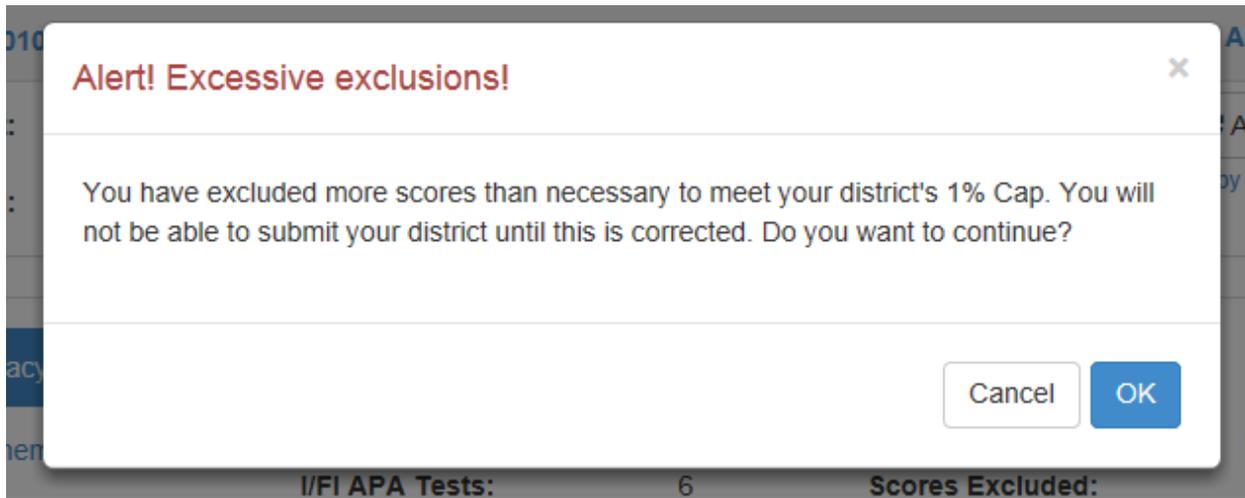
1% Cap Currently Exceeded

You have not yet excluded enough scores to meet your district's 1% Cap. You will not be able to submit your district until the cap is met. Do you want to continue?

Cancel **OK**

Literacy Test Statistics
 Tested: 226

ACE will also alert you if you have excluded more than the necessary number of scores. ACE will allow you to save in this case, but you **will not** be allowed to submit your district for ADE review while this situation exists.



District Submission

Once documentation for corrections has been uploaded and 1% cap coverage has been excluded, you may submit your corrections to ADE for review. To do so, return to the ACE Home screen. If all tasks are complete, a green button entitled 'Submit Corrections' will be present.



Assessment Correction Engine

If any non-tested enrollment records do not have RNT codes, you will receive a warning, but you will still be allowed to submit.

All Schools

District: ▾

School: ▾

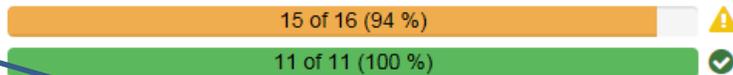
[Apply Filter](#)

[Sort by LEA Number](#)

Blevins School District - Overall District Percent Tested (98.48 % Tested)

Districts are encouraged to specify Reason-Not-Tested codes for all Not-Tested enrollment records, however this is not required in order to submit corrections.

After entering corrections and uploading documentation, you may submit corrections.



- ✓ 1% Literacy Cap
- ✓ 1% Mathematics Cap

[Submit Corrections](#)

Clicking the 'Submit Corrections' button will direct you to the District Submission screen. You are required to enter your contact information (Name, Phone Number, Job Title, and Email address). When possible, this information will be prepopulated with information associated with your TRIAND login. However, any fields that do not have data must be completed before you can complete the submission. You must also upload a Certification Form signed by the Superintendent when submitting the corrections.

Confirm District Submission

⚠ Are you sure you wish to submit corrections for this district?

You will be unable to make additional corrections unless you contact ADE and request that the district be unlocked. If you wish to continue with the submission please enter the information requested below and click 'Submit'.

Contact Name:

Phone:

Email Address:

Job Title:

Certification Form: [Click here](#) to download the 2013-2014 ESEA Superintendent Certification Form)

Your name, phone number, email address, and job title, as well as a certification form must be provided when a district is submitted

Click the link provided to download a blank ESEA Superintendent Certification form. This form must be printed, filled out, signed, scanned, and uploaded when corrections are submitted.

Once you have submitted your corrections, you will be redirected to the ACE Home screen. The ACE Home screen will then indicate the date the submission was completed, as well as the user that completed the submission.

Blevins School District - Overall District Percent Tested (98.48 % Tested)

Districts are encouraged to specify Reason-Not-Tested codes for all Not-Tested enrollment records, however this is not required in order to submit corrections.

Reason Code Progress	<div style="width: 94%;"><div style="width: 94%;"></div></div> 15 of 16 (94 %) ⚠
Documentation Progress	<div style="width: 100%;"><div style="width: 100%;"></div></div> 11 of 11 (100 %) ✓

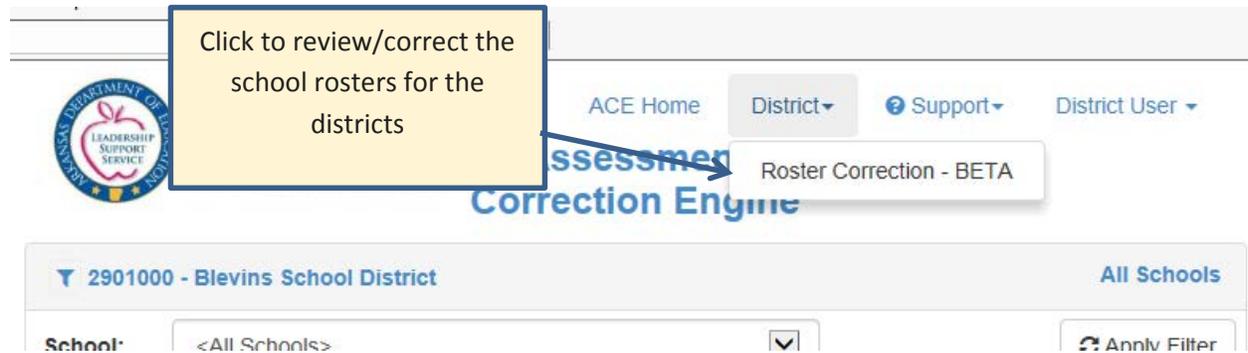
APA 1% Cap

- ✓ 1% Literacy Cap
- ✓ 1% Mathematics Cap

✓ Submitted on 8/20/2014 by District User

Roster Corrections

The **Roster Correction** section is located under the District or School navigation item, depending on the user's login level. Selecting the Roster Correction item opens the *Roster Correction* screen for the corresponding district. District users **must** select a specific school from the filter. School level users will only have access to their school's information, so no filter is available to school-level users. Once a district and school are selected, the screen will be populated with information under three 'tabs': **Courses, Teachers, and Students**



Roster Correction - Courses Tab

The ‘Courses’ tab lists all courses taught at the school.

[Return to Roster Corrections Dashboard](#)

Roster Corrections - *Beta Version*

Courses Teachers Students

Click ‘Add Course’ to add a course

+ Add Course

10 records per page

Click the ‘Edit’ icon to modify a course

Number	Name	Active	Actions
358410	Foreign Language Grade 5-8 (combination)	Yes	 
358510	Visual Art 5-8 (combination)	Yes	 
358540	Instrumental Music 5-8 (combination) (***)	Yes	 
358810	Physical Education 5- 8 (combination)		 
358850	Health and Safety 5-8 (combination)		 
358900	Tools for Learning 5-8 (combination)	Yes	 
366110	Language Arts Grade 6	Yes	 
366210	Science Grade 6	Yes	 
366310	Mathematics Grade 6	Yes	 
366510	Visual Art Grade 6 (***)	Yes	 

Click the ‘Delete’ icon to delete a course

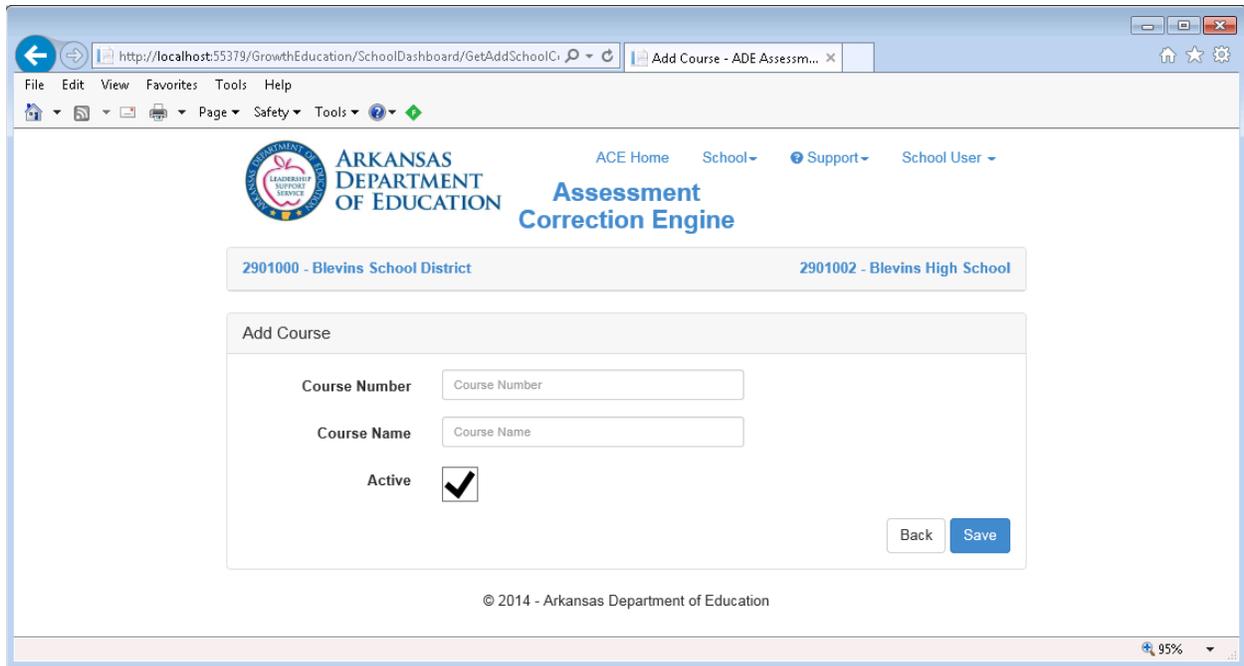
Showing 1 to 10 of 49 entries

Previous 1 2 3 4 5 Next

From this tab you can add any courses that are offered at the school but do not appear on the list. Additionally, any extraneous courses (those listed but not actually offered) can be removed. NOTE: You may only remove courses that do not have any classes associated.

Add a Missing Course

To add a missing course, click the ‘Add Course’ button above the course listing. This will open the ‘Add Course’ screen:



Editing Courses

To review the details of a course, including the class sections associated with the course, click the green 'Edit' icon. This will open the 'Edit Course' screen:

The screenshot displays the 'Edit Course' interface. At the top, it shows the Arkansas Department of Education logo and navigation links. Below, the course details are shown: Course Number (3771100), Course Name (Language), and Active status (checked). A 'Classes' section lists four class sections (3771101 to 3771104) with columns for Section Number, Active status, and Actions. The Actions column contains green checkmark icons (Edit) and red X icons (Delete). Three callout boxes with arrows point to these specific elements: one to the '+ Add Class' button, one to the green checkmark icon, and one to the red X icon.

This screen allows you to modify the Course Number and Course Name, as well as mark the 'Active' status of the course.

Classes

The Classes section lists all classes currently associated with the course, the teacher assigned to the class, and the Active status of the class.

To view the details of a *class*, click the green 'Edit' icon associated with the class. This will open the 'Edit Class' screen. This screen allows the user to change the course with which a class is associated, change the section number of the class, or change the Active status of the class. You can also remove a class by clicking the red 'Delete' button, but you may only remove classes in which no students are enrolled.

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Edit Class

Editing a class from the *Edit Course* allows you to modify the teacher assigned to the class, the course with which it is associated, and the section number.

Additionally, the students enrolled in the class are displayed on this screen, allowing you to remove students from the class when necessary.

The screenshot displays the 'Edit Class' interface within the Assessment Correction Engine. The browser address bar shows the URL: `http://localhost:55379/GrowthEducation/TeacherDashboard/EditTeacherCl...`. The page header includes the Arkansas Department of Education logo and navigation links for 'ACE Home', 'School', 'Support', and 'School User'. The breadcrumb trail indicates the current location: '2901000 - Blevins School District' > '2901002 - Blevins High School'.

The 'Edit Class' section contains the following fields:

- Course:** 377110 - Language Arts Grade 7 (dropdown menu)
- Section Number:** 3771101 (text input)
- Active:**

Buttons for 'Back' and 'Save' are located at the bottom right of the 'Edit Class' section.

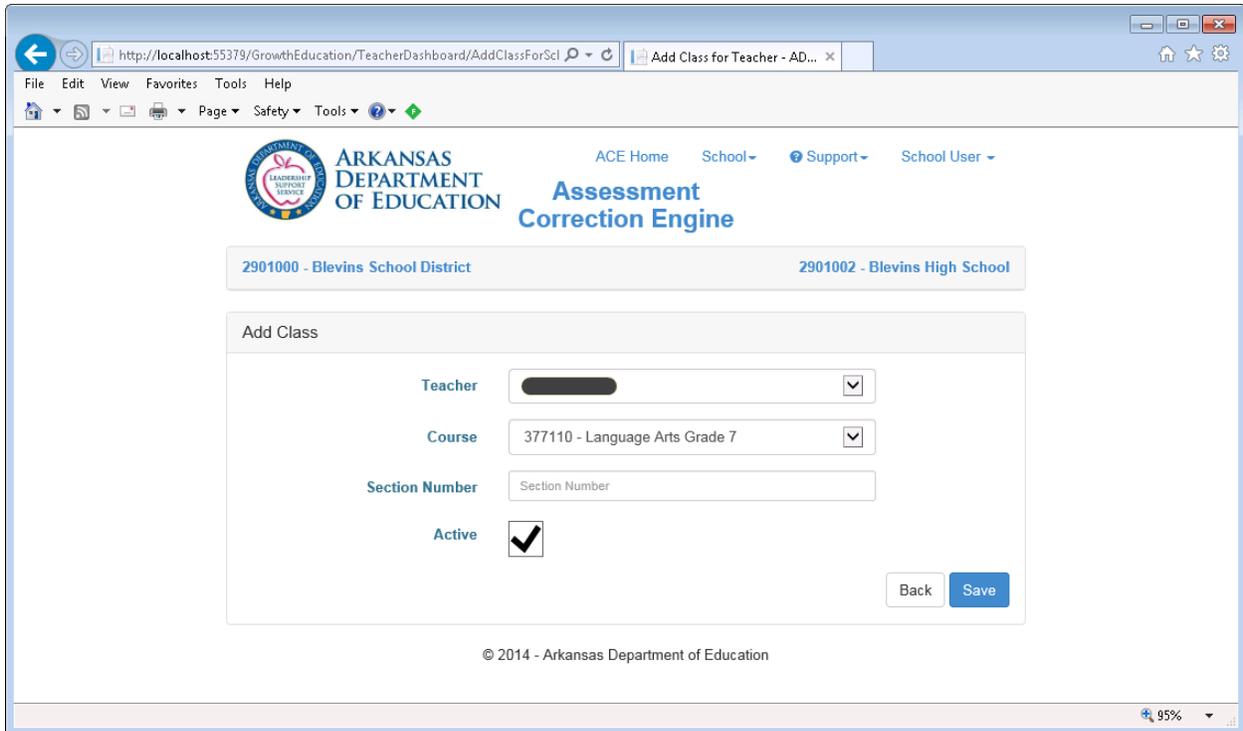
The 'Students in Class' section features a table with the following columns: Name, Birth Date, SSN, State ID, Grade, Gender, Ethnicity, and Actions. The table displays six student records. The first two columns (Name, Birth Date) are obscured by a black redaction box. The 'Actions' column contains a green checkmark icon and a red 'X' icon for each row.

Name	Birth Date	SSN	State ID	Grade	Gender	Ethnicity	Actions
[Redacted]	9/26/2000	XXXX	[Redacted]	07	F	Black / African American	[Checkmark] [X]
[Redacted]	10/11/2000	XXXX	[Redacted]	07	F	White	[Checkmark] [X]
[Redacted]	9/10/2001	XXXX	[Redacted]	07	M	White	[Checkmark] [X]
[Redacted]	5/29/2001	XXXX	[Redacted]	07	M	White	[Checkmark] [X]
[Redacted]	4/1/2001	XXXX	[Redacted]	07	M	Black / African American	[Checkmark] [X]
[Redacted]	9/27/2000	XXXX	[Redacted]	07	M	Hispanic	[Checkmark] [X]

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Add Class

When adding a class from the *Edit Course* screen, the Course will be preselected based on the Course being displayed in the *Edit Course* screen. Select the appropriate Teacher and assign a section number. Once the class is added, you can individual students to the class.



The screenshot shows a web browser window displaying the 'Add Class' form in the Assessment Correction Engine. The browser's address bar shows the URL: `http://localhost:55379/GrowthEducation/TeacherDashboard/AddClassForSci`. The page header includes the Arkansas Department of Education logo and the text 'Assessment Correction Engine'. Navigation links for 'ACE Home', 'School', 'Support', and 'School User' are visible. The form is titled 'Add Class' and contains the following fields:

- Teacher:** A dropdown menu with a blacked-out selection.
- Course:** A dropdown menu with the selection '377110 - Language Arts Grade 7'.
- Section Number:** A text input field containing the placeholder text 'Section Number'.
- Active:** A checked checkbox.

At the bottom of the form are 'Back' and 'Save' buttons. The footer of the page reads '© 2014 - Arkansas Department of Education'. The browser's status bar at the bottom right shows a zoom level of 95%.

Roster Correction - Teachers Tab

The 'Teachers' tab lists all teachers that were associated with the school as of Cycle 2 of the fiscal year.

The screenshot shows the 'Roster Corrections - Beta Version' interface. At the top, there are navigation links for 'Courses', 'Teachers', and 'Students'. The 'Teachers' tab is selected. A callout box points to the '+ Add Teacher' button. Below the navigation, there is a '10 records per page' dropdown. The main table has the following columns: Name, Birth Date, SSN, State ID, and Actions. The 'Actions' column contains a green edit icon and a red delete icon. Callout boxes point to these icons with the text 'Click to edit teacher' and 'Click to remove teacher'.

Name	Birth Date	SSN	State ID	Actions
[REDACTED]	8/22/1980	XXXX	[REDACTED]	[Edit] [Delete]
[REDACTED]	8/21/1962	XXXX	[REDACTED]	[Edit] [Delete]
[REDACTED]	10/11/1973	XXXX	[REDACTED]	[Edit] [Delete]
[REDACTED]	7/30/1959	XXXX	[REDACTED]	[Edit] [Delete]
[REDACTED]	4/12/1968	XXXX	[REDACTED]	[Edit] [Delete]
[REDACTED]	1/28/1955	XXXX	[REDACTED]	[Edit] [Delete]
[REDACTED]	3/9/1953	XXXX	[REDACTED]	[Edit] [Delete]
[REDACTED]	1/1/1950	XXXX	[REDACTED]	[Edit] [Delete]
[REDACTED]	1/28/1960	XXXX	[REDACTED]	[Edit] [Delete]

Editing Teachers and Maintaining Class Rosters

To edit teacher information, including maintaining the list of classes taught by the teachers, click the green edit icon associated with the teacher. This will open the Teacher Information screen. Here, you can update limited identification information and maintain the list of classes to which the teacher is assigned.

Teacher Information

The screenshot shows the 'Teacher Information' page in the Assessment Correction Engine. The page header includes the Arkansas Department of Education logo and navigation links for 'ACE Home', 'District', 'Support', and 'District User'. The main content area is titled 'Teacher Information' and contains a form for entering teacher details. Below the form is a 'Classes' tab with a table of assigned classes. Callouts with arrows point to specific elements: 'Basic teacher information' points to the form fields; 'Click to add a class' points to the '+ Add Class' button; 'Click to edit class' points to the green edit icon in the 'Actions' column; and 'Click to remove class from teacher's list of classes' points to the red delete icon in the 'Actions' column.

Name	Course Number	Section Number	Active	Actions
Agricultural Marketing (.5 credit)			Yes	
Agricultural Mechanics			Yes	
Agricultural Structural Systems			Yes	
Animal Science I (.5 credit)			Yes	
Animal Science II (.5 Credit)			Yes	
Forestry (.5 credit)			Yes	
Greenhouse Management (.5 credit)	491270	4912701	Yes	
Intro to Horticultural Science (.5 credit)	491280	4912801	Yes	

Classes Tab

Clicking the green edit button will open the 'Edit Class' screen. Clicking the red Delete icon will remove the class. If a class is missing from the teacher's class listing, click the **Add Class** button. This will open the **Add Class** screen.

Add Class screen

Adding a class from the Teacher Information screen is identical to adding a class from the *Edit Course* screen. When adding a class, select the appropriate Teacher, Course, and assign a section number. The ‘Teacher’ will default to the teacher currently displayed in the *Teacher Information* screen. Once a class is added, you can individual students to the class.

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ARKANSAS DEPARTMENT OF EDUCATION

ACE Home District Support District User

Assessment Correction Engine

2901000 - Blevins School District 2901002 - Blevins High School

School: Blevins High School (2901002) Apply Filter
Sort by LEA Number

Add Class

Teacher [Redacted]

Course 377110 - Language Arts Grade 7

Section Number Section Number

Active

Back Save

Edit Class screen

Editing a class from the Teacher Information screen is identical to editing it from the *Edit Course* screen. This allows you to modify the teacher assigned to the class, the course with which it is associated, and the section number.

Additionally, the students enrolled in the class are displayed on this screen, allowing you to remove students from the class when necessary.

2901000 - Blevins School District **2901002 - Blevins High School**

School: Blevins High School (2901002) Sort by LEA Number

Edit Class

Teacher:

Course: 424020 - Environmental Science

Section Number: 4240201

Active:

Students in Class

10 records per page Search:

Name	Birth Date	SSN	State ID	Grade	Gender	Ethnicity	Actions
[REDACTED]	12/9/1995	XXXXXX	[REDACTED]	11	M	Hispanic	<input type="checkbox"/> <input type="checkbox"/>
[REDACTED]	3/26/1997	XXXXXX	[REDACTED]	11	F	Black / African American	<input type="checkbox"/> <input type="checkbox"/>
[REDACTED]	3/26/1997	XXXXXX	[REDACTED]	11	F	Black / African American	<input type="checkbox"/> <input type="checkbox"/>
[REDACTED]	9/6/1997	XXXXXX	[REDACTED]	11	M	Black / African American	<input type="checkbox"/> <input type="checkbox"/>
[REDACTED]	1/7/1997	XXXXXX	[REDACTED]	11	F	White	<input type="checkbox"/> <input type="checkbox"/>

Students Tab

The students tab of the Teacher Information screen lists all students that are enrolled in any classes taught by the teacher. This list only displays a list of *distinct* students, so if a teacher teaches multiple classes in which a student is enrolled, that student will only be listed *once*. To view detailed information for the student, including in which classes the student is enrolled click the green 'Edit' button. If a student is listed incorrectly in the teacher's student list, the student can only be removed by removing the student from any incorrect classes from the student's Student Dashboard page.

2901000 - Blevins School District

Teacher Information

First Name Middle

Birthdate 08/22/1980

Classes Students

10 records per page Search:

Student Name	Birth Date	SSN	State ID	Grade	Gender	Ethnicity	Actions
[REDACTED]	11/23/1998	XXXX	[REDACTED]	09	M	Hispanic	
[REDACTED]	9/2/1998	XXXX	[REDACTED]	10	F	White	
[REDACTED]					F	White	
[REDACTED]					F	White	
[REDACTED]	1/25/1996	XXXX	[REDACTED]	11	M	White	
[REDACTED]	11/27/1996	XXXX	[REDACTED]	11	M	White	
[REDACTED]	9/22/1997	XXXX	[REDACTED]	09	M	White	
[REDACTED]	11/20/1997	XXXX	[REDACTED]	10	M	White	

Adding Missing Teachers

If teachers are missing from the list, you can add them by clicking the 'Add Teacher' button. This will open the Teacher Dashboard, allowing you to enter the information for the new teacher. Once the teacher's information is entered, click 'Save'. At that time you can associate classes with the new teacher.

The screenshot shows a web browser window with the URL <http://msm-ade-sisdvw1.ade.ar...> and a tab titled 'Teacher Information - ADE ...'. The browser's menu bar includes 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. The page header features the Arkansas Department of Education logo, the text 'ARKANSAS DEPARTMENT OF EDUCATION', and navigation links for 'ACE Home', 'District', 'Support', and 'District User'. The main content area displays a breadcrumb trail: '2901000 - Blevins School District' and '2901002 - Blevins High School'. Below this is a 'School:' dropdown menu currently set to 'Blevins High School (2901002)', an 'Apply Filter' button, and a 'Sort by LEA Number' link. The 'Teacher Information' section contains input fields for 'First Name', 'Middle Name', 'Last Name', 'Birthdate', 'SSN' (Social Security), and 'State ID'. At the bottom right of this section are 'Back' and 'Save' buttons.

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Removing Teachers

If a teacher is incorrectly associated with the school, remove them by clicking the red 'Delete' button. However, you can only remove teachers that are not assigned to any classes.

Roster Correction - Students Tab

The 'Students' tab lists all tested students associated with the school as reported by the files received by the assessment vendors for the school year. This list does not include students designated as highly mobile. Click the green 'Edit' icon to view/edit the students' detailed information.

isdvw1.ade.arkgov.net/ACE Roster Corrections - Beta V... x

Tools Help Previous Next Options

ARKANSAS DEPARTMENT OF EDUCATION ARKANSAS LEADERSHIP SUPPORT SERVICE

ACE Home District Support District User

Assessment Correction Engine

2901000 - Blevins School District 2901002 - Blevins High School

School: Blevins High School (2901002) Apply Filter Sort by LEA Number

Roster Corrections - Beta Version

Courses Teachers **Students**

All non-mobile, tested students enrolled at the school

10 records per page Search:

Name	Birth Date	SSN	State ID	Grade	Gender	Ethnicity	Actions
[REDACTED]	3/24/1999	[REDACTED]	[REDACTED]	08	M	White	[Edit]
[REDACTED]	11/23/1998	[REDACTED]	[REDACTED]	09	M	Hispanic	[Edit]
[REDACTED]	4/24/1998	[REDACTED]	[REDACTED]	10	M	White	[Edit]
[REDACTED]	10/19/1996	[REDACTED]	[REDACTED]	11	F	Black / African American	[Edit]
[REDACTED]	9/23/2000	[REDACTED]	[REDACTED]	07	F	White	[Edit]
[REDACTED]	10/28/1997	[REDACTED]	[REDACTED]	10	F	Hispanic	[Edit]
[REDACTED]	9/2/1998	[REDACTED]	[REDACTED]	10	F	White	[Edit]

Student Information

The Student Dashboard allows the user to edit limited information associated with the student. Most importantly, the user can verify and/or modify the student's *Math* and *Literacy Teachers of Record*. Additionally, the Student Dashboard allows the user to maintain the classes in which the student is enrolled, and by extension, the teachers that are considered Contributing Professionals for the student.

The screenshot shows the Assessment Correction Engine interface. At the top, there is a navigation bar with the Arkansas Department of Education logo, the title "Assessment Correction Engine", and links for "ACE Home", "District", "Support", and "District User". Below this, there are filters for "2901000 - Blevins School District" and "2901002 - Blevins High School". A "School:" dropdown menu is set to "Blevins High School (2901002)", with an "Apply Filter" button and a "Sort by LEA Number" link.

The "Student Information" section contains the following fields:

- Name: [Redacted]
- Birthdate: 3/24/1999
- SSN: [Redacted]
- State ID: [Redacted]
- Math Teacher: [Redacted]
- ELA Teacher: [Redacted]

Buttons for "Back" and "Save" are located at the bottom right of the student information section.

Below the student information, there are two tabs: "Classes" (selected) and "Teachers of Record". The "Classes" tab displays a table with the following data:

Name	Course Number	Section Number	Teacher	Active	Actions
Arkansas History 7-8	378720	3787203	[Redacted]	Yes	[X]
Brett's test course	001BK2	001bk2t	[Redacted]	Yes	[X]

A yellow callout box with the text "Classes in which the student is enrolled" has an arrow pointing to the "Classes" tab.

Classes Tab

The classes tab lists all classes in which the student is enrolled. If a student is erroneously enrolled in a class you can remove them by clicking the red 'Delete' button. This only removes the student from the class enrollment; it does not remove the student from the school.

Teachers of Record Tab

The Teachers of Record tab lists all teachers that teach any class in which the student is enrolled. The Teachers of Record list is a distinct list of teachers that instruct the student, so even if a teacher teaches five classes in which the student is enrolled, that teacher will only be listed once.

The list of Teachers is recomplied any time any of the following take place:

- A student is added to a class.
- A student is removed from a class.
- The teacher assigned to any of the student’s course sections is changed.

Student Information

Name [REDACTED] Birthdate 11/19/2002
SSN XXXXX2557 State ID [REDACTED]

Back

Classes Teachers of Record

List of teachers – e.g. any teacher teaching a class in which the student is enrolled.

10 records per page Search: [REDACTED]

LEA	Name	Birth Date	SSN	State ID	Math Teacher?	ELA Teacher?	Science Teacher?
6003149	[REDACTED]	2/21/1969	XXXXX5849	[REDACTED]	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6003149	[REDACTED]	4/24/1979	XXXXX6800	[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6003149	[REDACTED]	3/23/1964	XXXXX0888	[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6003149	[REDACTED]	[REDACTED]	XXXX4334	[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6003149	[REDACTED]	12/25/1951	XXXXX6546	[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6003149	[REDACTED]	4/11/1979	XXXXX3693	[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6003149	[REDACTED]	11/7/1970	XXXXX9791	[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6003149	[REDACTED]	11/9/1991	XXXXX8475	[REDACTED]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ELA, Math, and Science Teacher of Record check-boxes.