



EMAC OVERVIEW



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AT THE END OF THIS PRESENTATION PARTICIPANTS WILL...

1. Understand where the **EMAC Help** is located
2. Understand the **How-to Videos**
3. Understand the **Frequently Asked Questions**

LEA – EMAC *HELP!*

-  Contact Us
-  Help

Help

Frequently asked questions

You have questions. We have answers

[FAQ](#)

How to videos

We can help with these how to videos.

[Go to Videos](#)

Let's start with videos!!

'How to USER Videos'

How to videos

[Find a monitoring task assigned to me](#)

[Overview of the monitoring task details page](#)

[Complete and submit an online form](#)

[Upload Evidential documents to a monitoring task](#)

[Start to finish monitoring task completion workflow](#)

Frequently Asked Questions

Frequently Asked Questions

[What do I do if my monitoring tasks are not appearing on my dashboard?](#)

[How do I find a monitoring task assigned to me?](#)

[How do I filter monitoring tasks on my dashboard?](#)

[How do I add a tagged task to my dashboard?](#)

[How do I look up a submitted document?](#)

[How do I Contact my Department of Education specialist?](#)

Frequently Asked Questions

What do I do if my monitoring tasks are not appearing on my dashboard??

1. On the dashboard, if the task counts are zero in the task summary, select the **EMAC Administrator(s)** to view your list of EMAC Administrators.

* If you do not see your monitoring program on the dropdown list, contact your **EMAC Administrator(s)**.

2. From the list below, contact your EMAC Administrator and request access to your monitoring program cycle in EMAC.

EMAC Administrators

×

EMAC Administrators		
First Name	Last Name	Email
Search...		

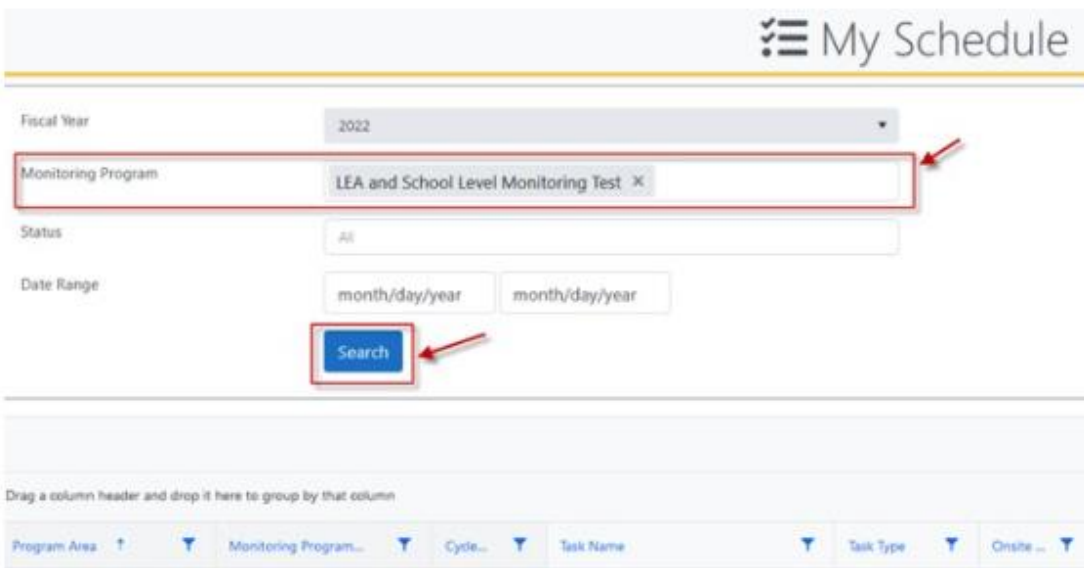
Frequently Asked Questions

How do I find a monitoring task assigned to me??

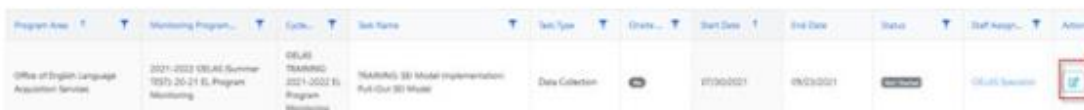
1. To view tasks assigned to you, in the top menu bar, select **My Schedule**.



2. Select a fiscal year and monitoring program to view the tasks assigned to you. Select the **search** button and tasks will appear on the bottom of the page.



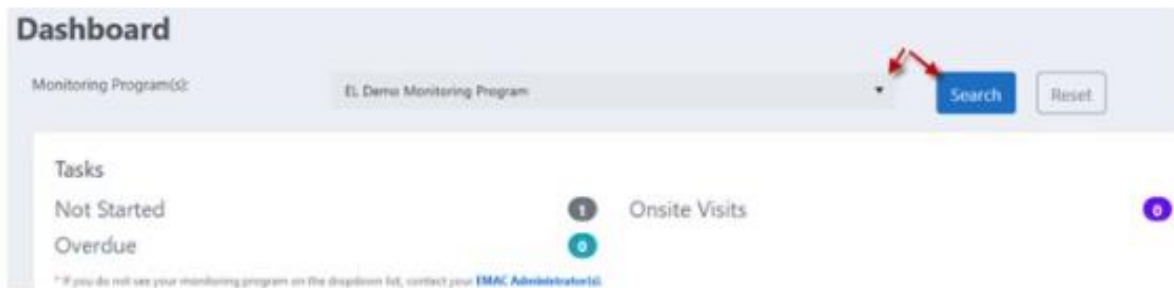
3. To view the task details, select the button in the **Actions** column next to the task.



Frequently Asked Questions

How do I filter monitoring tasks on my dashboard??

1. On the dashboard, select the monitoring program from the dropdown list and then select the **Search** button. The tasks will update based on the monitoring program selected.



The screenshot shows a dashboard interface. At the top left, the word "Dashboard" is displayed in a bold, dark font. Below it, there is a section for filtering monitoring programs. A dropdown menu is open, showing "EL Demo Monitoring Program" as the selected option. To the right of the dropdown are two buttons: a blue "Search" button and a white "Reset" button. Two red arrows point to the dropdown arrow and the "Search" button. Below the filter section, there is a "Tasks" section with a list of task statuses: "Not Started" and "Overdue". To the right of "Not Started" is a grey circle with a white 'i' icon, and to the right of "Overdue" is a green circle with a white '0' icon. Further right, the text "Onsite Visits" is displayed with a purple circle containing a white '0' icon. At the bottom left, there is a small note: "* If you do not see your monitoring program on the dropdown list, contact your [EMAC Administrator\(s\)](#)".

Frequently Asked Questions

How do I add a tagged task to my dashboard??

1. To find a task,

2. On the **My Scl** bottom of the page

3. To view the task details, select the button in the **Actions** column next to the task.

Program Area	Monitoring Program...	Code...	Task Name	Task Type	Circle...	Start Date	End Date	Status	Staff Assign...	Actions
Office of English Language Acquisition Services	2021-2022 DELAD Summer 1875 20-21 EL Program Monitoring	DELAD TRAINING 2021-2022 EL Program Monitoring	TRAINING 20 Model Implementation Full-Dur 20 Model	Data Collection		8/30/2021	8/23/2021	Active	David Sanchez	

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4. On the task details page, select the tag on the upper right-hand corner of the screen.

Alhambra Elementary District (4280)

Next Started

Data Collection Task Due in 25 Days #1581

5. The task will appear on the dashboard under the tagged tasks section.

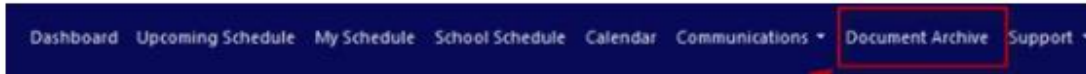
Tagged Tasks

Data Collection Task Due in 25 Days

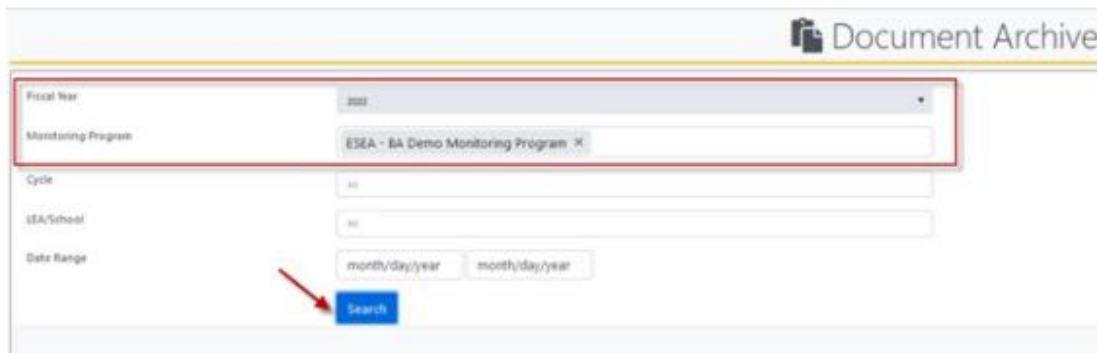
Frequently Asked Questions

How do I add a tagged task to my dashboard??

1. Select **Document Archive** on the top menu bar.



2. At the top of the page, enter the **fiscal year**, **monitoring program** to filter the documents to view. Select the **Search** button. A list of documents will appear in the grid below.



3. Sort the list by selecting the column heading you wish to sort by.



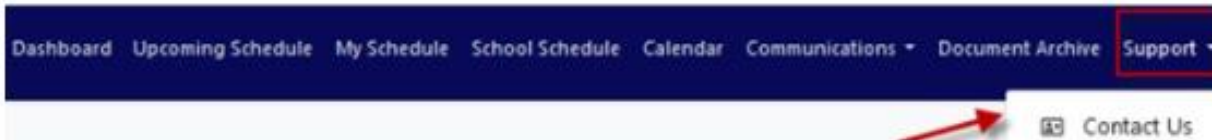
4. Next to the document you would like to view, select the **view** button under the actions column.



Frequently Asked Questions

How do I contact my Department of Education Specialist??

1. Select the EMAC **Support** Menu Option on the top menu bar.
2. Then select the **Contact Us**.



3. On the **Contact Us** page, select the monitoring program to view the contact information.

Program Area - Office of English Language Acquisition Serv

Monitoring Programs

- [2021-2022 DEMO: Desktop Monitoring for EL Programs \(Cycle 6\) - EL Deskto](#)
- [BA Demo Monitoring Program - Cycle 1](#)

Contact Details

BA Demo Monitoring Program

Arizona Department of Education
Office of English Language Acquisition Services
OELASmonitoring@azed.gov

Specialist Contact Information

Cristina Brownfield
(602) 542-5142
Cristina.Brownfield@azed.gov



Time for Questions/ Feedback

