

LEA Dashboard User Guide

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

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LEA Dashboard Find Educato	r ReviewQ Emergencies & (COEs LEA Mentoring Cent	er Reports	
Welcome to DEEDS 3.0. Ti you will be able to inform Announcements: Comra seen	his newly revised system is a com the DDE about your educators	nprehensive entryway into , initiate applications for t	Welcome to the LEA Dashboard your LEA's educator data and the credentialing information that you need. Once an educator has an account in DEEDS 3.0, then from this point, he educator's approval, upload Files, and input LEA approval where necessary.	Useful Links Mill.Roms Mill.Roms Attennisti: Boden to Certification (ARTC) Scaduart Level Salary Incoments
LEA Dashboard Site Map The table below lists all the menu ReviewQ Continuing License Renewals Permit Renewals	options available in the LEA dashboard. Emergencies & COEs Emergency/COE Recommendations Emergency/COE Extensions	Based on the user role some of 1 Mentoring Center Manage Mentors Manage Teaching Mentees	te menu options will not be available for the currently logged in wax. Reports	
Graduate Salary Increment Approvals	Emergency/COE Upgrades 91 Day Application	Add Mentees to Mentors Mentor Forms		

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:

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

- <u>Documents</u>
- <u>Experience</u>
- <u>National/Professional Certificates</u>
- <u>Other</u>
- Personal Info
 - o <u>Personal Info Section</u>
 - o Address Contact Details Section
 - o <u>Aliases Section</u>
 - o Military Section
- <u>Student Teaching</u>
- <u>Transcripts</u>
- DIEEC (EL)
- PD Training (EL)
- <u>Class Schedule</u>
- <u>Clock Hours</u>
- Emergency/COE
- Employment History
- Evaluations
- <u>Financial</u>
- Grad Salary Increments
- Mentoring
- OOS Credentials
- <u>Stipends</u>
- <u>Tests</u>
- Document Generation
- o <u>ReviewQ</u>
- o Emergencies & COEs
 - Emergency Recommendations
 - Emergency Extensions
 - Emergency Upgrades
 - 91 Day Application
- o <u>LEA Mentoring Center</u>
 - Mentor Forms
- Bulletin Board
- Useful Links
- Navigational Site Map
- General Instructions
 - o <u>Associate Document</u>
 - o Upload Document

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.

DDOE Licensure & Certification

If you already have an EdAccess Account, Login to EdAccess Account

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

LEA Dashboard Find Educator ReviewQ Emergencies & COEs LEA Mentoring Center Reports

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

LEA Dashboard Find Educator ReviewQ Emergencies & COEs LEA Mentoring Center Reports

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.

LEA Dashboard Find Educator Revi	ewQ Emergencies & COEs	LEA Mentoring Center	Reports		
				w Fuzzy Search	
Search By Name:					
First Name:				Last Name:	
License#:				License Type:	- Select V
SSN:				Date of Birth:	MM/DD/YYYY
Person Id:				Email:	
					Search Cancel

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.

LEA Dashboard Find Educator Review	Q Emergencies & COEs LEA Mentoring Center Reports		
		Allow Fuzzy Search	
Search By Name:			
First Name:	anna	Last Name:	embers
License#:	[License Type:	- Select V
SSN		Date of Birth:	MM/DD/YYYY
Person Id:		Email:	
			Search Cancel

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

Click Search button.

LEA Dashboard Find Educator ReviewQ	Emergencies & COEs LEA Mentoring Center Reports
Search Results	Active Delets S Q D 🗭 🖉
Last Name First Name License# Embers Anna 235815 ○+	Status :
At a Glance -	Application Data Correspondence Coursework Credentals Documents Experience Nat/Pro-Certificates Other Personal Info Student Teaching Transcripts DEEC PD Training Class Schedule Clock Hours Emergency/COE Employment History Evaluations Financial Mentoring Ood Credentals Oracle Statery Incrementals Stephen Tests Document Ownerston Financial Clock Hours Emergency/COE
Person Id: 211104 Legal Name: Anna Embers Username: scd712@mailinator.com Emait: scd712@mailinator.com	Application Data
SSN: X0X-XX-2712 DOB: 07/12/1982 Gender: F SSO:	Application Type Submitted Date View PDF Salary Increment for Masters Degree 06/29/2021 View Application
Employeeld: - Open Applications - (4) 1). New Applicant Registration : Registration Re quested	Completed Completed Completed
2): Emergency Application for 91 Day applicatio n : Withdrawn 3). New Application for License and/or Certificat	Deficiency Details Deficiency Name Notes Date

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:

LEA Dashb	loard Find B	ducator	ReviewQ	Q Emergencies & COEs LEA Mentoring Center Reports			
Search Re	sults		→	Archive Dokle	Q () •	C
Last Name	First Name	License					
Embers	Anna	235815	0+	Status :		<u>_</u>	+
	At a Glanc	e	-	Application Data Correspondence Coursework Credentials Documents Experience Nat/Pro-Certificates Other Personal Info Student Teaching Transcripts DEEC PD Training Class Schedule Clock Ho	irs Emerg	jency/CO	E
- Demogra	phics		Î	Employment History Evaluations Financial Mentoring OOS Credentials Grad Salary Increments Stipends Tests Document Generation			

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:

LE	A Dashl	board	Find Educ	ator	Review	Q Emerger	ncies & C	OEs LE	A Mentoring	Center	Reports			_									
Se	arch Re	esults													•					M	Q 🖶	9 (ſ
Li Na	nst me	First Name	Middle Name	Suffix	License#	License Type	Person Id	SSN	Employee Id	S SO Id	License Status	Expiration Date	Email	Address								2 4	-
Emb	ers Ar	nna			235815	Advanced Licen se	211104	XXX-XX-27 12			Application Pend ing	06/29/2026	scd712@mailinator. com	712 West St, Millsboro, DE, 19966	0 +	ent Teaching Transcripts	DIFFC	PD Training	Class Schedule	Clock Hours	Emergen	ev/COF	
									At a Glance						-		0.220	. o maning	0.000 00.000.00	0.000	Linergen		
•	Demogra Person Legal M	aphics 1d: 211104 Name: Ann	4 a Embers																			-	
	Utername sch712@mailtantcom Email:sch712@mailtantcom SSN XXXX-XX-2712 DOB: ch7127#82 Gender: F SSO. Employed d																						
•	Open Ap 1). New A 2). Emerg 3). New A 4). Salary	plications Applicant R gency Appl Application / Incremen	e - (4) Registration : lication for 91 for License a tt for Masters	Registrat 1 Day app and/or Ce 1 Degree	tion Reques plication : W ertificate : Ap : Approved	ted lithdrawn oproved													Date				

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:

LEA Dashboard Find Educator ReviewQ	Emergencies & COEs LEA Mentoring Center Reports
Search Results	Archive Delete
Last Name First Name License#	
Embers Anna 235815 🔿 🕇	Statua :
At a Glance	Application Data Correspondence Courseverk Dredentials Documents Experience Nat.Pric Cettificates Other Personal Info Student Teaching Transcripts DIEEC PD Training Class Schedule Clock Hours Emergency/CO
Demographics Person Id: 211104	Employment History Evaluations Financial Mentioning 00S Credentials Orad Salary Increments Stipends Tests Document Generation
Legal Name: Anna Embers	Application Data
Email: scd712@mailinator.com SSN: XXX-XXI-2712	Application Type Submitted Date View PDF
DOB: 07/12/1982 Gender: F SSO:	Application Table Ocusely Review Analysi Review Finalize
Employeeld: — Open Applications - (4) 1). New Applicant Registration : Registration Re quested	Completed Completed Completed Completed
2). Emergency Application for 91 Day applicatio n : Withdrawn 3). New Application for License and/or Certificat	Deliciency Details Deficiency Name Notes Date

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:

LEA Dashb	oard Find	Educator	ReviewQ	Emergencies & COEs LEA Mentoring Center Reports		
Search Re	sults		•	Archive Delete	2 Q B	p 3
Last Name Embers	First Namo Anna	License# 235815	0+	Status :		<u>*</u> +
	At a Glan	:e	+	Application Data Correspondence Courtework Credentials Documents Experience Nat. Pro. Certificates Other Personal Info Student Teaching Transcripts DEEC PD Training Class Schedule C Employment History Evaluations Financial Mentoring OOS Credentials Grad Salary Increments Stipends Tests	Nock Hours Emergen	cy/COE
				Application Data		-
				1 2 3 4 5 Application Type Submitted Date	View PDF	
10 -				Application Completed Completed Completed Completed	View Application	

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

Click the + button to expand the educator information again.

LEA Dashboard Find Educator ReviewQ	Emergencies & COEs LEA Mentoring Center Reports								
Search Results	Archive Delete								
Last Name First Name License#									
mbers Anna 235815 🔿 🕇	Status :	A							
At a Glance	Application Data Correspondence Coursework Credentials Documents Experience Nat./Pro. Certificates Other Personal Info Student Teaching	Transcripts DIEEC PD Training Class Schedule Clock Hours Emergency/CC							
-	Employment History Evaluations Financial Mentoring OOS Credentials Grad Salary Increments Stipends Tests Document Generation								
- Demographics									
Person Id: 211104									
Legal Name: Anna Embers	Application Data								
Usemame: scd712@mailinator.com									
Email: scd712@mailinator.com		Extension Dec							
SSN: XXX-XX-2712	Application Type	Submitted Date View PDF							
DOB: 07/12/1982	Salary Increment for Masters De	agree 06/29/2021 View Application							
Gender: F									
SSU:	Application Intake Cularly Review Analyst Review Finalize								
Open Applications (4)	Completed Completed Completed Completed								
1) New Applications - (4)									
masted									
2) Emergency Application for 91 Day applicatio	Definition Definition								
n : Withdrawn									
	Deficiency Name Notes	Data							

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:

Last Name Licensed Enters Ans 23515 Image: Compose Disconce	Search Results	Archive Defete	S Q & Ø
Application Data Carrespondence Coursework Credentals Document Experience Nat Pric Cartification Other Personal Info Student Teaching Transcripts DECC PD Training Cases Schedule Cook Hours Emergency Demographics Open Applications - (4) Tests Consci Document Carrespondence Coursework Credentals Obsci Personal Info Demographics Open Applications - (4) Tests Consci Document Carrespondence Coursework Credentals Obsci Personal Info Demographics Open Applications - (4) Tests Consci Document Carrespondence Coursework Credentals Obsci Personal Info Document Carrespondence Coursework Credentals Obsci Personal Info Demographics Open Applications - (4) Tests Consci Document Carrespondence Coursework Credentals Obsci Personal Info Document Carrespondence Coursework Credentals Obsci Personal Info Demographics Open Application Type Submitted Data Application Type Submitted Data Completed Data Personal Info Completed	Last Name First Name License# Embers Anna 235815 O+	Status :	<u><u>\$</u></u>
Transcripts (2) Transcripts (2) Transc	- Demographics - Open Applications - (4) - Text Scrops - (0)	Application Data Correspondence Coursework Cindentials Documents Exerting Nat/Pio Certificates Other Personal Info Student Teaching Transcripts DEEC PD Traning Class Scheduk Employment History Evaluations Financial Mentoring 000 Ciredentials Grad Salary Increments Stipends Tests Document Generation	Clock Hours Emergency/CC
Application Completed Completed) Transcripts - (2) Employment OOS - (0)	1 2 3 4 3 Application Type Submitted Date	View PDF
		Application Image Operating Operating	View Application

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:

LEA Dashboard Find Educator ReviewQ	Emergencies & COEs LEA Mentoring Cer	ter Reports	
Archive Delete		Z Q	₽ 9
		Status :	-
Application Data Correspondence Coursework Cre Mentoring OOS Credentials Grad Salary Increments	edentials Documents Experience Nat /Pro. Ce Stipends Tests Document Generation	ficates Other Personal Info Student Teaching Transcripts DEEC PD Training Class Schedule Clock Hours Emergency/COE Employment History Evaluations Fin	nancial
		Application Data	
Application Completed	Completed	Bit Submitted Date View PDF Satary Increment for Masters Degree 06/29/2021 View Application Completed Completed View Application	

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:

LEA Dashboard Find Educator	ReviewQ	Emergencies & COEs LEA Mentoring Center Reports
Search Results	+	Archive Dolete
Last Name First Name License# Embers Anna 235915	0+	Status :
At a Glance	-	Application Data Correspondence Courtework Credentials Documents Experience Nat.Prix Cettificates Other Personal Info Student Teaching Transcripts DEEC PD Training Class Schedule Clock Hours Emergency/COE Employment History Evaluations Pinancial Mentioning OOS Credentials Grad Salary Increments Stopends Tests Document Ceterration
- Test Scores - (0) - Transcripts - (2) - Employment - OOS - (0)		Application Data
		Application Oppleted Oppleted
		Deficiency Details
		Delicioncy Name Notes Date

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.

	Status :															
Application Data Employment Histor	Correspondence y Evaluations	Coursework Financial	k Credentia Mentoring C	Is Documents	Experience Grad Salary	Nat./Pro. C	Certificates Stipends	Other Tests	Personal Info Document Ger	Student Teaching	Transcripts	DIEEC	PD Training	Class Schedule	Clock Hours	Emergency/COE
							A	pplicati	on Data							-
		2	3		4				Application Salary Inc.	on Type rement for Masters ()egree		Sub 06/2	mitted Date 9/2021	View View J	PDF Application
Applic	ation	Intake	Quality F	Review Ana	alyst Review	Fina	lize									
Comp	leted C	ompleted	Compi	eted	completed	Comp	neted									

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.

	Status :												<u> </u>					
Application	Data Co	rrespondence	Coursework Cre	dentials Do	ocuments E	perience Nat./	Pro. Certificates	Other	Personal Info	Student Teachi	ng Transcripts	DIEEC	PD Training	Class Schedule	Clock Hou	rs Emerge	ncy/COE	
Employment History Evaluations Financial Mentoring OOS Credentials Grad Salary Increments Stipends Tests Document Generation																		
Employment History																		
			Select an Application	Se	elect								~					
															1	Showing 1 to	wing 1 to 1 of 1 record	
Туре	Method	Years	District	School	Grade	Position	Employment Type	Action	FTE	Hired	Effective	Loaded	Full or Part Time	Used toward Application	Accepted	Verified	Actions	
	Manual	2020- 2021	BRANDYWINE SCHOOL DISTRICT	Hanby Middle School	Seventh	Teacher, Middle, Physical Science	Current	DEM - Other	100				F					

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 <u>Educator Data Tabs</u> 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.

LEA Dashboard Find Educator Rev	iewQ Emergencies & COEs	LEA Mentoring Center	Reports		
			Allow	Fuzzy Search	
Search By Name:					
First Name:	noah			Last Name:	embers
License#:				License Type:	- Select 🗸
SSN:				Date of Birth:	MM/DD/YYYY
Person Id:				Email:	
					Search Cancel



Click the *Search* button.

LEA Dashboard Find Educator ReviewQ	Emergencies & COEs LEA Mentoring Center Reports	
Search Results	Archive Delete Z Q	8 ø Ø
Last Name First Name License# Embers Noah 234691 • +	Status :	<u>+</u>
At a Glance	Application Data Correspondence Coursework Credentials Documents Experience Nat/Pro Certificates Other Personal Info Student Teaching Transcripts DIEEC PD Training Class Schedule Cle	ock Hours
- Demographics	Emergency/COE Employment History Evaluations Financial Mentoring OOS Credentials Grad Salary Increments Stipends Tests Document Generation	
Person Id: 211448 Legal Name: Noah Embers Username: scd904@mailinator.com	Application Data	-
Email: scd904@mailinator.com SSN: XXX-XX-4904	1 3 4 5 Application Type Submitted Date View PDF	
DOB: 09/04/1974 Gender: M	Advanced License 07/20/2021 View Application	
SSO: Employeeld: — Open Applications - (4)	Application Inflate Outarity Review Analyst Review Finalize Completed Completed Completed Completed	

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.

LEA Dashboard Find Educator Review	Q Emergencies & COEs	LEA Mentoring Center	Reports		
			Allow	/ Fuzzy Search	
Search By Name:					
First Name:				Last Name:	embers
License#:				License Type:	- Select V
SSN:				Date of Birth:	MM/DD/YYYY
Person Id:				Email:	
					Search Cancel

Figure DDB-FEMS-01: Find Educator – Multiple Search Criteria

Click Search button.

LEA Dashboard Find Educator ReviewQ	Emergencies & COEs LEA Mentoring Center Reports	
Search Results	Archive Delete	Z Q B p C
Last Name First Name License# Embers Andrew 234712 O+	Status :	<u>*</u> +
At a Glance	Application Data Correspondence Coursework Credentials Documents Experience NatJPro. Certificates Other Personal Info Student Teaching Transcripts DIEEC PD Training Class Schedule	B Clock Hours
Demographics Person Id: 211455	Emergency/COE Employment History Evaluations Financial Mentoring OOS Credentials Grad Salary Increments Stipends Test Document Centention	
Legal Name: Andrew Embers Username: scd909@mailinator.com	Application Data	-
Email: scd909@mailinator.com SSN: XXX-XX-9909	1 2 3 4 5 Application Type Submitted Date	View PDF
DOB: 09/09/1979 Gender: M	Accilentee Intelle Order Busiev Ander Excision Excision	View Application
Employeeld: Open Applications - (3) In New Applicant Revisitation - Revisit	Completed In Progress Not Started Not Started	
ested 2). New Application for Paraeducator Permit and/or		
Certificate : Approved	Application Type Submitted Date View	v PDF
3). Renewal : Submitted	Paraeducator Permit 07/21/2021 View	v Application
O- Test Scores - (0)		
No records	Application Intake Quality Review Analyst Review Finalize	
1). UNIVERSITY OF DELAWARE : B : :	Completed Completed Completed Completed	
Employment		
No records		

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 <u>Multiple Educator Search – Change Sort Order</u> 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.

LEA Dashboard Find Educator ReviewQ Emergencies & COEs LEA Mentoring Center Reports			
Search Pesuits	0 0	_	
	7 8	~	Les .
Last Name First Name License#			
Embers Andrew 234712 O+ Status :		2	+
At a Charge			
At a Guardice Application Data Correspondence Coursevork Credentials Documents Experience Nat/Pro. Certificates Othe Personal Info	Hours		
Emergency/COE Employment History Evaluations Financial Mentoring OOS Credentials Grad Salary Increments Stipends Tests Document Generation			
Demographics			
Person ld: 211455			
Legal Name: Andrew Embers Application Data			-
Username:scd999@mailinator.com			
email: scool/uggmailinatic.com	DF		
	plication		
	plication		
SSO: Application Intake Quality Review Analyst Review Finalize			
Employeeld:			
Open Applications - (3) Complete O In Progress Not Started Not Started Not Started Not Started			
1). New Applicant Registration : Registration Requ			
ested			
2). New Application for Paraeducator Permit and/or			_
Centricate: Approved Application Type Submitted Date View PDF			
The Foreign Control of the second control of	ion		
Constricts - (1) Constricts - (1) Constricts - (1)			
1) UNIVERSITY OF DELAWARE : B :: Completed Completed Completed Completed			
- Employment			
No records			

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.

LEA Dashbo	oard Find Ed	ucator	ReviewQ	Emergencies (& COEs	LEA Mentoring	g Center Rep	oorts												
Search Res	ults		•	Archive Del	ete												2 (م ا	ø	Ø
Last Name	First Name	License	a																	
Embers	Andrew	234712	0								Status :								-	+
Embers	Elle	234728	0	Application Data	Correspond	lence Coursew	ork Credentials	Documents	Experience	Nat /Pro Cartific	ates Other	Personal Infr	Student Teaching	Transcripte	DIFEC PD Training	Class Schedule	Clock	Hours		
Embers	Eric	234717	0	Emorroanau/COE	Employmou	at History Evolution	untions Einansial	Montoring	OOR Crader	tiolo Orad Palar		Stinondo 1	anto Decument Co	numberipto	Dicco ronaning	Citabo Concours	0.00	110010		
Embers	Gemma	234719	0	Emergency/COE	Employmen	Eval	uations Financiai	mentoring	003 Creden	illais Grau Salai	y increments	Superios	ests Document Ger	leraboli						
Embers	Hannah	234721	•																	
Embers	Jackson	234701									Application	Data								-
Embers	James	234705							0											
Embers	Joclyn	234726	0									Application	Туре		Submitted Date	e	View PE	F		
Embers	Lauren	234724	0						<u> </u>	1.o.)		Paraeducato	r Permit Renewal		07/21/2021		View Ap	plication		
Embers	Madison		0	Applica	tion	Intake	Quality Review	(Analy	st Review	Finalize										
Embers	Madison	234683	0						0											
Embers	Matthew		0	Comple	ted	in Progress	Not Started	Not	Started	Not Started										
Embers	Noah	234691	0																	
Embers	Samantha	00.0700	0	G																
Empers	victoria	234723	0									Application	Туре	5	ubmitted Date	View	PDF			
									<u>é</u>	1		Paraeducato	r Permit	0	7/21/2021	View	Applicat	ion		
				Applica	tion	Intake	Quality Review	Analy	st Review	Finalize										
				Comple		Completed	Completed		nelated	Completed										
				Comple	iteu	Completed	Completed	Cor	inhiered	Completed										

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).

LEA Dashboard Find Educator ReviewQ	Emergencies & COEs LEA	Mentoring Center Rep	orts					
Search Results	Archive Delete						≥ Q ⊕	p 🕑
Last Name First Name License# Embers James 234705 O+				Status :				<u>*</u> +
At a Glance	Application Data Correspondence	Coursework Credentials	Documents Experience	Nat./Pro. Certificates Other	Personal Info Student Teaching Transcripts DIEEC	PD Training Class Schedul	e Clock Hours	
	Emergency/COE Employment Hi	tory Evaluations Financial	Mentoring OOS Credent	ials Grad Salary Increments	Stipends Tests Document Generation			
Demographics Person id: 211449 Legal Name: James Embers Legamers = 2005 @mmillingto.com				Application	Data			-
Email: scd905@mailinator.com SSN: XXX-XX-5905 DOB: 09/05/1975	1	2 3	4	5	Application Type	Submitted Date	View PDF	
Gender: M SSO:	Application	ntake Quality Review	Analyst Review	Finalize		0/12/12/02/1	View Application	
Employeeld: — Open Applications - (8) 1). New Applicant Registration : Registration Re	Completed	Completed	Completed	Completed	Do you hold a Bachelor's degree or higher in any area from a college or university?	a regionally accredited		2 Conce
quested 2). New Application for Paraeducator Permit an d/or Certificate : Approved	r (r	1.7	., .,	1	Have you completed the Delaware student teaching requirer alternative (i.e., School Counselor, School Nurse, School Lib Psychologist or School Social Worker)?	nent or a specialty area arary Media, School	• •	0

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.

rd Find Edu	icator	ReviewQ	Emergencies & CO	OEs LEA Me	ntoring Cent	er Rep	orts													
its		>	Archive Delete														a d		ø	Ø
First Name	License#																		-	
Andrew	234712	0							Sta	tus :									A	+
Elle	234728	0			_		_	_									_			
Eric	234717	0	Application Data Co	orrespondence	Coursework (credentials	Documents	Experience	Nat./Pro. Certificates	Other	Personal Into	Student Teaching	Transcripts	DIEEC	PD Training C	lass Schedule	Clock F	lours		
Gemma	234719	0	Emergency/COE Er	mployment History	Evaluations	Financial	Mentoring	OOS Credentia	Is Grad Salary Incr	ements	Stipends Te	ests Document Ge	neration							
Hannah	234721	0																		
Jackson	234701	0							Appli	ication I	Data									-
James	234705	0																		
Joclyn	234726	0		2		3		4	5		Application T	уре			Submitted Date	1	View PD	F		
Lauren	234724	0						<u>e</u>			License AND	School Psychologist			07/21/2021		View Ap	plication		
Madison	234683	0				v														
Madison		0	Application	Intai	e u	uality Review	Anaiys	t Review	Finalize		Requirement	s for License				Recei	ived A	ccepted	Evid	ence
Matthew		0	Completed	Compl	eted	Completed	Com	pleted	Completed		Do you hold a	Bachelor's degree o	r higher in any	area from a	regionally accred	ited 🥔			6	
Noah	234691	0									college or unit	versity?				¥	'	v	•	'
Samantha Victoria	234723	0									Have you com alternative (i.e	pleted the Delaware ., School Counselor, or School Social Wor	student teachi School Nurse, ker)?	ng requirem School Libr	nent or a specialty rary Media, School	area		0	6	
	Find Edu First Name Andrew Andrew Andrew Bile Eric Barma James Jackson Jac	Find Educator Find Educator Find Educator 24712 Iterat Name 234712 Educator 234721 Educator 234724 Madison 234724 Madison 234724 Vathew Ventator Nonth 234724	Find Educator ReviewQ ts Image: Constraint of the second of the	G Find Educator ReviewQ Emergencies & C ts Archive Delide Archive Delide Archive Delide Application Date Emergency/COE Emergency/COE Emergency/COE Emergency/COE Application Date Completed Application Date Completed Application Application Application Application Application Completed Application Completed Application Application Completed Application	Image: second	Image: Second	Image: Completed Completed Image: Completed Completed Image: Completed Completed	Image: Second	Application Delete Find Educator ReviewQ Emergencies & COEs LEA Mentoring Center Reports	Image: Second	Image: Source of the source	Image: Second	Image: Second	Image: Prod Educator Review Emergencies & COEs LEA Mentoring Center Reports Image: Prod Educator Image: Prod Educator Image: Prod Educator Image: Prod Educator Image: Prod Educator Image: Prod Educator Image: Prod Educator Image: Prod Educator Image: Prod Educator Image: Prod Educator Image: Prod Educator Image: Prod Educator Image: Prod Educator Image: Prod Educator Image: Prod Educator Image: Prod Educator Image: Prod Educator Image: Prod Educator Image: Prod Educator Image: Prod Educator Image: Prod Educator Image: Prod Educator Image: Prod Educator Image: Prod Educator Image: Prod Educator Image: Prod Educator Image: Prod Educator Image: Prod Educator Image: Prod Educator Image: Prod Educator Image: Prod Educator Image: Prod Educator Image: Prod Educator Image: Prod Educator Image: Prod Educator Image: Prod Educator Image: Prod Educator Image: Prod Educator Image: Prod Educator Image: Prod Educator Image: Prod Educator Image: Prod Educator Image: Prod Educator Image: Prod Educator Image: Prod Educator Image: Prod Educator Image: Prod Educator Image: Prod Educator Image: Prod Educator Image: Prod Educator	g Find Educator Review Emergencies & COEs LEA Mentoring Center Reports ts Image: Complete Status first Name Liconsoft Image: Complete Status Image: Complete Status <td< td=""><td>Image: Second Psychologist Image: Second Psychologist<td>Image: Second Second</td><td>Image: Prind Educator Review Emergencies & COEs LEA Mentoring Center Reports Image: Prind Educator Image: Prind Educ</td><td>Ind Educator Review Emergencies & COEs LEA Mentoring Center Reports Image: Status Image: Status</td><td>Ind Educator Review Emergencies & COEs LEA Mentoring Center Reports Is Image: Completed Status Im</td></td></td<>	Image: Second Psychologist Image: Second Psychologist <td>Image: Second Second</td> <td>Image: Prind Educator Review Emergencies & COEs LEA Mentoring Center Reports Image: Prind Educator Image: Prind Educ</td> <td>Ind Educator Review Emergencies & COEs LEA Mentoring Center Reports Image: Status Image: Status</td> <td>Ind Educator Review Emergencies & COEs LEA Mentoring Center Reports Is Image: Completed Status Im</td>	Image: Second	Image: Prind Educator Review Emergencies & COEs LEA Mentoring Center Reports Image: Prind Educator Image: Prind Educ	Ind Educator Review Emergencies & COEs LEA Mentoring Center Reports Image: Status Image: Status	Ind Educator Review Emergencies & COEs LEA Mentoring Center Reports Is Image: Completed Status Im

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.

ZAllow Fuzzy Search	
Search By Name.	
First Name: Last Name: embers	
License# License Type: - Select -	~
SSN: Date of Bith: MM/DD/YYYY	
Person Id: Email	

Figure DDB-FEZN-01: Find Educator - Fuzzy Search Criteria

Click Search button.

LEA Dashboard Find Educator ReviewQ	Emergencies & COEs LEA Mentoring Center Reports	
Search Results	Archive Delete	Z Q 🔒 🗭 🗷
Embers Andrew 234712 O+	Status :	<u>*</u> +
At a Glance	Application Data Correspondence Coursework Credentials Documents Experience Nat/Pro. Certificates Other Personal Info Student Teaching Transcripts DIEEC PD Training Class Sched	lule Clock Hours
	Emergency/COE Employment History Evaluations Financial Mentoring OOS Credentials Grad Salary Increments Stipends Tests Document Generation	
Demographics Person Id: 211455		
Legal Name: Andrew Embers	Application Data	-
Username: scd909@mailinator.com		
SSN: XXX-XX-9909	1 2 3 4 5 Application Type Submitted Date	View PDF
DOB: 09/09/1979	Paraeducator Permit Renewal 07/21/2021	View Application
Gender: M		
SSO: Employeeld	Application intake Quality keview Analyst keview Finalize	
- Open Applications - (3)	Completed In Progress Not Started Not Started Not Started	
1). New Applicant Registration : Registration Regu		
ested		

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.

LEA Dashboard Find Educator Review	VQ Emergencies & COEs	LEA Mentoring Center	Reports		
				/ Fuzzy Search	
Search By Name:					
First Name:				Last Name:	embers
License#:				License Type:	- Select - V
SSN:				Date of Birth:	MM/DD/YYYY
Person Id:				Email:	
					Search Cancel

Figure DDB-FEZF-01: Find Educator – Specific Search Criteria

Click Search button.

LEA Dashboard Find Educator ReviewQ Emergencies & COEs LEA Mentoring Center Reports				
Search Results	Q	₽	ø	Ø
LastName FirstName License#				
Embers Andrew 234712 O+			A	Τ.
At a clance - Application Data Correspondence Coursevork Credentials Documents Experience Nat/Fio. Cettificates Other Personal Info Student Teaching Transcripts DEEC PD Training Class Schedule C	Clock Hou	s		
Emergency/COE Employment History Evaluations Financial Mentoring OOS Credentials Grad Salary Increments Stipends Tests Document Generation				
Demographics				
Pesson (d. 211455				
Legal Name: Andrew Embers Application Data				-
SSN: XXXXX-9809 Application Type Submitted Date View	w PDF			
D06: 09/09/1979 Paraeducator Permit Renewal 07/21/2021 View	N Applicat	on		
Gender: M				
SSO: Application Intake Quality Review Analyst Review Finalize				
Employeeld. Completed In Progress Not Started Not Started				
e-Open Applications (-3)				
1). New Applicant Registration : Registration Redu				
2 view Annihestein für Paraduluster Permit and/or				
Certificate Approved 1 2 3 4 5 Application Type Submitted Date View PDI	F			
3). Renewal: Submitted	lication			
- Test Scores - (0)				
No records Application Intake Quality Review Analyst Review Finalize				
Transcripts - (1) Completed Completed Completed				
1). UNIVERSITY OF DELAWARE : Completed Completed Completed Completed				
Employment				
No records				

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.

LEA Dashbe	ard Find Ed	ucator	ReviewQ	Emergencies 8	& COEs LE	A Mentoring C	nter Rep	orts													
Search Res	ults			Archive Del	lete														0 5		
			*		_													~	α =	~ ~	
Last Name	First Name	License	:#																		
Embers	Andrew	234712	0							1	Status :										+
Embers	Elle	234728	0		_							_						_			
Embers	Eric	234717	0	Application Data	Corresponden	ce Coursework	Credentials	Documents	Experience	Nat./Pro. Certificat	tes Other	Personal Info	Student Teaching	Transcripts	DIEEC	PD Training	Class Sched	ule C	ock Hours		
Embers	Gemma	234719	0	Emergency/COE	Employment I	listory Evaluation	ns Financial	Mentoring	OOS Creder	ntials Grad Salary	Increments	Stipends T	Document Ge	neration							
Embers	Hannah	234721	0																		
Embers	Jackson	234701	0							A	pplication	Data									-
Embers	James	234705	0																		
Embers	Joclyn	234726	0	1		2	-(3)-		4	5		Application 1	vpe		Si	ubmitted Date	,	View	PDF		
Embers	Lauren	234724	0	-					9 0	(20)		Paraeducator	Permit Renewal		07	/21/2021		View	Application		
Embers	Madison	234683	0				$\mathbf{\nabla}$		=												
Embers	Madison		0	Applica	tion	Intake	Quality Review	Analyst	t Review	Finalize											
Embers	Matthew		0	Comple	ited I	Progress	Not Started	Not S	Started	Not Started											
Embers	Noah	234691	0																		
Embers	Samantha		0	1	17	• r		1.7	1	r											
Embers	Victoria	234723	0	1		2	3		4	5		Application 1	ype	ş	Submitted E	Date	v	iew PDF			

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.

LEA Dashboard Find Educator Review	Q Emergencies & COEs	LEA Mentoring Center	Reports		
			Allow	Fuzzy Search	
Search By Name:					
First Name:				Last Name:	embers
License#:				License Type:	- Select 🗸 🗸
SSN:				Date of Birth:	MM/DD/YYYY
Person Id:				Email:	
					Search Cancel

Figure DDB-FESO-01: Find Educator Search Criteria

Click *Search* button.

LEA Dashboard Find Educator ReviewQ	Emergencies & COEs LEA M	entoring Center Reports					
Search Results	Archive Delete					⊠ Q ⊖ ∅ Ø	8
Embers Andrew 234712 O+			Status :			<u>*</u> +	
At a Glance	Application Data Correspondence	Coursework Credentials Documents	Experience Nat/Pro. Certificates Other	Personal Info Student Teaching Transcripts	DIEEC PD Training Class Schedule	e Clock Hours	
Demographics Percon Id: 211455	Emergency/COE Employment Histor	y Evaluations Financial Mentoring	OOS Credentials Grad Salary Increments	Stipends Tests Document Generation			
Legal Name: Andrew Embers Username: scd909@mailinator.com			Application	Data		-	
Email: scd909@mailinator.com SSN: XXX-XX-9909		3	4 5	Application Type	Submitted Date	View PDF	
Gender: M SSO:	Application Inte	ke Quality Review Analy	st Review Finalize	Paraeducator Permit Renewal	07/21/2021	View Application	
Employeeld: Open Applications - (3)	Completed In Pro	gress Not Started Not	Started Not Started				
1). New Applicant Registration : Registration Requested							
2). New Application for Paraeducator Permit and/or Certificate : Approved			4 5	Application Type	Submitted Date View	w PDF	
3). Renewal : Submitted			en (20)	Paraeducator Permit	7/21/2021 View	w Application	
- Test Scores - (0)			الثلاثة الك				
No records	Application Inte	ke Quality Review Analy	st Review Finalize				
Transcripts - (1) INIVERSITY OF DELAWARE - P · · ·	Completed Comp	leted Completed Cor	mpleted Completed				
Employment							
No records	r Ir						

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.

LEA Dashbo	ard Find Ed	ucator F	ReviewQ	Emergencies &	COES LEAI	Mentoring C	enter Rep	orts												
Search Res	ults		, 1	Archive Delet	e													⊠ Q	θ	9 7
Last Name	First Name	License#																		
Embers	Andrew	234712	0							5	Status :									2 +
Embers	Elle	234728	0					_											_	
Embers	Eric	234717	0	Application Data	Correspondence	Coursework	Credentials	Documents I	Experience	Nat./Pro. Certificat	es Other	Personal In	fo Student Teachin	g Transcripts	DIEEC	PD Training	Class Schedule	Clock Hou	rs	
Embers	Gemma	234719	0	Emergency/COE	Employment Hist	ory Evaluation	ons Financial	Mentoring	OOS Credent	ials Grad Salary	Increments	Stipends	Tests Document G	eneration						
Embers	Hannah	234721	0																	
Embers	Jackson	234701	0							Aj	pplication	Data								-
Embers	James	234705	0																	
Embers	Joclyn	234726	0			2	3	4		5		Application	n Type		Su	ubmitted Date		View PDF		
Embers	Lauren	234724	0			=				(20)		Paraeducat	tor Permit Renewal		07	/21/2021		View Applica	ion	
Embers	Madison	234683	0																	
Embers	Matthew		0	Applicatio	in Ir	itake	Quality Review	Analyst	Review	Finalize										
Embers	Noah	234691	0	Complete	d In P	rogress	Not Started	Not St	tarted	Not Started										
Embers	Samantha		0																	
Embers	Victoria	234723	0																	

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.

LEA Da	shboard	Find Edu	cator	Review	/Q Emerge	ncies & (COEs LEA	Mentoring	Cente	r Reports													
Searcl	Results												*							Z Q	₽ :	ø	ľ
Last Name	First Name	Middle Name	Suffix I	License#	License Type	Person Id	SSN	Employee Id	SSO Id	License Status	Expiration Date	Email	Address									<u>.</u> .	+
Embers	Andrew		2	234712	Paraeducator Pe rmit	211455	XXX-XX-9 909			Pending Approv al	09/12/2026	scd909@mailinato r.com	909 Gray St, Millsboro, DE, 19966	0	ent Teaching	Transcripts	DIFFC	PD Training	Class Schedule	Clock Hours			
Embers	Elle		2	234728	Initial License	211468	XXX-XX-7 917			Issued	07/25/2025	scd917@mailinato r.com	917 Baker St, Middletown, DE, 19 709	0	ocument Ger	eration		,					
Embers	Eric		â	234717	Advanced Licen se	211462	XXX-XX-3 913			Pending Approv al	09/21/2031	scd913@mailinato r.com	913 Sands Ln, Rehoboth Beach, DE, 19971	0									
Embers	Gemma		2	234719	Initial License	211461	XXX-XX-1 911			Issued	07/22/2025	scd911@mailinato r.com	911 Market St, Lewes, DE, 19958	0									-
Embers	Hannah		2	234721	Initial License	211465	XXX-XX-2 912			Issued	07/22/2025	scd912@mailinato r.com	912 Washington St, Millsboro, DE, 19966	0			9	Submitted Date		View PDF			
Embers	Jackson		2	234701	Initial License	211453	XXX-XX-7 907			Issued	07/21/2025	scd907@mailinato r.com	907 Bermuda Circle, Gerogetown, DE, 19947	0	Renewal		(17/21/2021		View Applicatio	n		
Embers	James		2	234705	Initial License	211449	XXX-XX-5 905			Issued	07/21/2025	scd905@mailinato r.com	905 Baker St, Newark, DE, 19711	0									

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#*.

LEA D	ashboard	Find Educa	itor	ReviewQ	Emerç	jencies &	COEs	LEA Mentoring	Center	Reports					
Searc	h Results													+	Z Q B p 8
Last Name	First Name	Middle Name	Suffix	License#	License Type	Person Id	SSN	Employee Id	SSO Id	License Status	Expiration Date	Email	Address		A
Embers	Matthew					211457	XXX-XX-0 10	9				scd910@mailinator. com	910 Line Rd, Hockessin, DE, 9707	1 0 +	ent Treaching Transcripts DIEEC PD Training Class Schedule Clock Hours
								At a Glance						-	Pocument Generation
- Dem Pe Le Us Er St	ographics Irson Id: 2114 gal Name: Ma iername: scd9 nail: scd910@ N: XXX-XX-0 DB: 09/10/198	57 atthew Embers 310@mailinator gmailinator.com 1910 30	.com												-

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.

LEA Dashbo	oard Find Ed	ucator	ReviewQ	Emergencies &	& COEs LEA	Mentoring Cei	nter Re	ports													
Search Res	ults		•	Archive Del	lete												i	_ 0	₽	ø	Ø
Last Name	First Name	License	e#																		
Embers	Matthew		0							Sta	tus :									-	+
Embers	Samantha		0					_											_		
Embers	Madison	234683	0	Application Data	Correspondence	Coursework	Credentials	Documents	Experience	Nat./Pro. Certificates	Other	Personal Infe	o Student Teaching	Transcripts	DIEEC	PD Training	Class Schedule	Clock H	ours		
Embers	Noah	234691	0	Emergency/COE	Employment His	tory Evaluation	s Financial	Mentoring	OOS Credentia	als Grad Salary Inc	ements	Stipends 1	Tests Document Ge	neration							
Embers	Jackson	234701	0																		
Embers	James	234705	0							Appl	ication Da	ata									_
Embers	Andrew	234712	0																		
Embers	Eric	234717	0																		
Embers	Gemma	234719	0																		
Embers	Hannah	234721	0																		Č
Embers	Victoria	234723	0																		
Embers	Lauren	234724	0																		
Embers	Joclyn	234726	0																		
Embers	Elle	234728	0																		

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.

LEA Dashboard Find Educator ReviewQ	Emergencies & COEs LEA Mentoring Center Reports			
Search Results	Archive Dokle	M	Q 🖯	p 7
Last Name First Name License# Embers Elle 234728 • +	Status :			<u>*</u> +
At a Glance	Application Data Correspondence Coursework Credentials Documents Experience Nat/Pro Certificates Other Personal Info Student Teaching Transcripts DIEEC PD Training Class Sch	hedule Clo	ock Hours	
Demographics Person ld: 211468 Legal Name: Elle Embers	Emergency/COE Employment History Evaluations Financial Mentoring OOS Credentials Grad Salary Increments Stipends Tests Document Generation			_
Username: scd917@mailinator.com Email: scd917@mailinator.com SSN: XXX-XX-7917	1 2 3 4 3 Application Type Statem	tted Date	View PE	IF
DOB: 09/17/1977 Gender: F SSO:	Application Intake Quality Review Analyst Review Finalize	2021	View Ap	plication
Employeeld: — Open Applications - (2) 1). New Applicant Registration : Registration Requ	Completed Comple	Received	Accepted	Evidence
ested 2). New Application for License and/or Certificate : Approved	Hare you completed the Delanare student haching requirement or a specially area alternative (i.e. Shore Counselier, School Library Media, School Psychologist or School Social Worker)?	0	0	0

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.

LEA Dashbo	ard Find Ed	ucator	ReviewQ	Emergencies & COEs LEA Mentoring Center Reports			
Search Res	ults		→	Archive Dolete		Q 🖶	9 2
Last Name	First Name	Licens	e#	Status :			£ +
Embers	Joclyn	234726	0			_	
Embers	Lauren	234724	0	Application Data Correspondence Coursework Credentials Documents Experience Nat/Pro. Certificates Other Personal Info Student Teaching Transcripts DIEEC PD Training Cla	ass Schedule Cl	ock Hours	
Embers	Victoria	234723	0	Emergency/CUE Employment History Evaluations Financial Memoring OUS Credentials Grad Salary Increments Stepenos Tests Document Generation			
Embers	Hannah	234721	0				
Embers	Gemma	234719	0	Application Data			-
Embers	Eric	234717	0				
Embers	Andrew	234712	0	1 2 3 4 5 Application Type 5	Submitted Date	View PD	1
Embers	James	234705	0	License AND Middle Level Mathematics Teacher (Grades 6-8)	07/25/2021	View App	lication
Embers	Jackson	234701	0				
Embers	Noah	234691	0	Application intake Quality Review Analyst Review Final2e Requirements for License	Received	Accepted	Evidence
Embers	Madison	234683	0	Completed Completed Completed Completed Completed Completed Do you hold a Bachelor's degree or higher in any area from a regionally accredite	ed 👝		0
Embers	Matthew		0	college or university?	v	e	•
Embers	Samantha		0	Have you completed the Delaware student teaching requirement or a speciality an alternative (i.e., School Counselor, School Nurse, School Library Media, School	rea 🦁	0	0

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 <u>Find Educator</u> 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.

 Application Data
 Correspondence
 Coursework
 Credentials
 Documents
 Experience
 Nat/Pro. Certificates
 Other
 Personal Info
 Student Teaching
 Transcripts
 DIEEC
 PD Training
 Class Schedule
 Clock Hours

 Emergency/COE
 Employment History
 Evaluations
 Financial
 Mentoring
 OOS Credentials
 Grad Salary Increments
 Stypends
 Tests
 Document Generation

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.

Application Data	Correspondence	Coursework	Credentials	Documents	Experience	Nat./Pro. Certificates	Other	Personal In	ifo St	tudent Teaching	Transcripts	DIEEC	PD Training	Class Schedule	Clock Hours
Emergency/COE	Employment Histor	y Evaluations	Financial	Mentoring	OOS Credenti	als Grad Salary In	crements	Stipends	Tests	Document Ger	neration				
						Cor	responde	ence							
														Sea	rch:
Date Sent		Subject									Email			Action	
Date Sent 07/25/2021 10:19:49 AM		Subject Application	Status Update	e - Action Take	n						Email			Action	۲
Date Sent 17/25/2021 10:19:49 AM 17/25/2021 10:14:02 AM		Subject Application DDOE - De	Status Update ficiencies in A	e - Action Take pplication	n						Email			Action	•
Date Sent 17/25/2021 0:19:49 AM 7/25/2021 0:14:02 AM 7/25/2021 0:04:31 AM		Subject Application DDOE - De DE Dept of	Status Update ficiencies in A Education - Ir	e - Action Take pplication nportant Applic	n cation Informatio	n					Email			Action	© ©

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.

Application Data	Correspondence	Coursework	Credentials	Documents	Experience	Nat./Pro. Certificates	Other	Personal In	fo S	tudent Teaching	Transcripts	DIEEC	PD Training	Class Schedule	Clock Hours	
Emergency/COE	Employment Histo	ry Evaluation	s Financial	Mentoring	OOS Credent	tials Grad Salary Inc	rements	Stipends	Tests	Document Gen	eration					
						Corr	espond	ence								-
																0
														6		
														568	emergency	
Date Sent		Subject									Email			Action		
07/24/2021 10:06:58 AM		DE Depart	ment of Educa	ation - Recomn	nendation for Er	mergency/Certificate of	Eligibility	Certification							۲	
07/24/2021 9:57:34 AM		DE Depart	ment of Educa	ation - Recomn	nendation for Er	mergency/Certificate of	Eligibility	Certification							۲	

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.

Application Data	Correspondence	Coursework C	redentials	Documents	Experience	Nat./Pro. Certificates	Other	Personal Inf	o S	tudent Teaching	Transcripts	DIEEC	PD Training	Class Schedule	Clock Hours
Emergency/COE	Employment History	Evaluations	Financial	Mentoring	OOS Credentia	als Grad Salary Incr	ements	Stipends	Tests	Document Gene	eration				
						Cou	sework	c							
	Sele	ct an Application	: Sel	lect								~			
oursework Instruc	tions:														
tering Coursewor	k information is opt	ional; however	r, any data th	nat can be e	ntered as proo	f of <i>Coursework</i> that	is relev	ant to the ap	plicat	tion is encourage	ed and will s	upport any	y subsequent	review and appro	val process.
 Click The r Click 	Add New Coursewo new Coursework dat Save & Next to con	ork to enter inf ta will appear i tinue.	ormation the	at is relevan ework recon	t to the applica d table below.	ation request. Click If the information in	<i>ave Col</i> the tabl	ursework to e is incorrect	save t t or in	the changes. Icomplete, click t	the pencil ic	on in the 🗸	Actions colum	in to edit the info	mation, as appro
Export Data															
Course Number	Title	Credi	ts	Grade		Institution	M Ci	onth/Year ompleted		Received	U A	sed toward pplication	A	ccepted	Verified
MAT359	Calculus	3		A		UNIVERSITY OF DELAWARE	12	2/2020		07/14/2021]	0		

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.

lication Data Corres	spondence Cours	ework Creder	tials Documents	Experience	Nat./Pro. Certifica	ates Other	Personal Info	Student Teaching	Transcripts	DIEEC PD T	raining Clas	ss Schedule	Clock Hours	Emergency/COE	
ployment History Ev	valuations Financ	al Mentoring	OOS Credentials	Grad Salary I	Increments Stip	ends Tests	Document Gene	eration							
						C	Credentials								-
							K-12								-
(-12 Licenses															
Show All															
Credential Definition		Cre	edential No	Fi	irst Issuance Date		Effective	Date	Expiratio	on Date	PA	Due Date		Credential Statu	s
Initial Li	icense		234683		07/19/2021		07/19/20	021	07/19/	2025				Issued	
						K-12	2 Certificates								-
ID	App. Complete	? Whe	n	Status	Area	•	Class	l	ssued	Effect	live	Expire	es	Replaced	
264449	Yes	07/1	9/2021	Issued	Midd	tle Level nematics Teac	cher Standard	0	07/19/2021	07/19/	/2021			No	



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
 - o K-12 Licenses
 - o DPAS

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

Application Data	Correspondence	Coursewor	k Credent	tials Documents	Experience	Nat./Pro. C	ertificates	Other	Personal Info	Student Teaching	Transcripts	DIEEC	PD Training	Class Schedule	Clock Hours	Emergency/COE	
Employment History	Evaluations	Financial	Mentoring	OOS Credentials	Grad Salary	Increments	Stipends	Tests	Document Ger	neration							
								C	redentials								-
									K-12								+
								Ear	ly Learning								+

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:

pplication Data	Correspondence	Coursewor	k Credential	s Documents	Experience	Nat./Pro. Certifica	tes Other	Personal Info	Student Teaching	g Transcripts	DIEEC	PD Training	Class Schedule	Clock Hours	Emergency/COE	
mployment History	Evaluations	Financial	Mentoring C	OS Credentials	Grad Salary	Increments Stipe	nds Tests	Document Ger	neration							
							C	redentials								
								K-12								
K-12 Licens	ses															
Show All																
Credential Defini	ition		Crede	ntial No		irst Issuance Date		Effectiv	e Date	Expirat	ion Date		PA Due Date		Credential Status	
In	itial License		23-	4683		07/19/2021		07/19/	2021	07/19	/2025				Issued	
							K-12	2 Certificates								-
ID	App. C	omplete?	When		Status	Area		Class		Issued		Effective	Expire	es	Replaced	
264449	Yes		07/19/2	021	Issued	Midd Math (Gra	e Level ematics Teach	her Standar	d	07/19/2021		07/19/2021			No	

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:

plication Data Corr	respondence	Coursewor	k Creden	ials D	ocuments	Experience	Nat./Pro. (Certificates	Other	Personal Info	Student Teaching	Transcripts	DIEEC	PD Training	Class Schedule	Clock Hours	Emergency/COE	
nployment History	Evaluations	Financial	Mentoring	00S C	redentials	Grad Salary	Increments	Stipends	Tests	Document Ge	neration							
									C	redentials								
										K-12								
										K-12								
(-12 License	s									K-12								
(-12 License:	s									K-12								
5.12 Licenses Show All Credential Definition	:S		Cre	dential N	Νο	F	irst Issuanc	e Date		K-12 Effectiv	re Date	Expirat	ion Date		PA Due Date		Credential Status	

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.

Application Data	Correspondence	Coursework	Credentials	Documents	Experience	Nat./Pro. Certificates	Other	Personal Inf	o Student Teachi	g Transcripts	DIEEC	PD Training	Class Schedule	Clock Hours
Emergency/COE	Employment Histor	y Evaluations	Financial	Mentoring	OOS Credentia	als Grad Salary Inc	rements	Stipends	Tests Document	Generation				
						Do	cument							
												Load Delet	ed: Search:	
ocument Name			I	Document Typ	e Name		Date		Link				Ac	tion
071420210910152	cument Name 1420210910152110949849-NewApplication.pdf						07/14/20 9:10:15	021 AM	Document Details				Û	$\mathbf{\Sigma}$
ARTC Welcome Le	tter.pdf		ι	Jpdated ARTC	Welcome Letter		07/14/20 9:08:17	021 AM	Document Details				Ŵ	\searrow
College Transcript.	pdf		(College Transc	ript (HR & DOE C	Only)	07/14/20 9:07:25	021 AM	Document Details				Ŵ	\searrow
Docu	ment Type : -Set	lect DocumentT	Drop file he	ere to upload	or click here t	o browse and selec	ct file(s)	to upload.						

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.

File Description :	UD Transcript	Document Type :* Education - College 🗸	
Document : *		Drop file here to upload or click here to browse and select file(s) to upload.	
		Name	Action
		College Transcript.pdf	ŵ
		College Transcript.pdf	Û

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.

Document Name	Document Type Name	Date	Link	Action	
UD Transcript	College Transcript (HR & DOE Only)	07/19/2021 2:29:15 PM	Document Details	â 🛛	/
Educator ID Drivers License	A valid driver's license	07/19/2021 2:11:05 PM	Document Details	â 🔤	
High School Transcript	High School Transcript	07/19/2021 2:10:33 PM	Document Details	û 🛛	
0719202113435221144283043-NewApplication.pdf		07/19/2021 1:43:53 PM	Document Details	â 🔤	

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.

To : * Template :*	scd330@mailinator.com Select Template ~	
		Send Cancel

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.

Application Data C	orrespondence	Coursewe	ork Credent	tials Documents	Experience	Nat./Pro. Cert	tificates (Other	Personal Info	Student Teaching	Transcripts	DIEEC	PD Training	Class Schedule	Clock Hours	Emergency/COE	1
Employment History	Evaluations	Financial	Mentoring	OOS Credentials	Grad Salary I	ncrements S	Stipends	Tests	Document Ge	neration							
								E	xperience								-
		Select a	an Application:	Select									~				
Licensure a	and Certi	fication															
Experience Instruct	ions:																
• Click • The t • Docu	Add Experient new Experient iment submiss o Edu o Dis	nce to enter ce data will sion: icator Only trict or Chai	Information appear in the If you submit All newly sub choosing the rter School O If you submit	that is relevant to e Experience reco tted the documen mitted documen : appropriate forr nly tted the documen	o your backgrou ind table below ints previously a ts must be an o in from the list i ints previously a	und and the C . If the inform and wish to us official, origin in <i>Special Not</i> and wish to us	Certificate nation in th se them fo ial copy su tes and for se them fo	reque he tab or this bmitte rwardi or this	ested. Click Sav ole is incorrect of application, ch ed directly to y ling it to the ap application, ch	e to save changes or incomplete, cliu eck the box unde our HR departme oropriate organizi eck the box unde	i. ck the pencil id r "Use Toward nt or to Licens ation. r "Use Toward	on in the Applicatio ure & Cer Applicatio	Actions colun on". tification and on".	nn to edit the infi then uploaded. Y	ormation, as a 'ou may exped	ppropriate. lite this process by	
-1.1			Alternately, y	you can upload a	new Experienc	e document.	Select the	desire	ed Document 1	ype from the dro	pdown list an	d click insi	de the docum	ient upload area	to select a file	from your comput	ær.
• Click	Save & Next	to continue															
Special Notes:																	
The following forms	; may be used	to verify Ex	perience:														
 Form E - Ver 	rification of Te	eaching Ex	perience														
 Form E/NT - Form T - Ver 	verification of S'	tudent Teac	ching Experie bing Program	m													
 Form C - Ve 	rification of S	chool Cour	seling Clinic	al Experience													
																Add Exper	ience

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.

Work Type : *	-Select Employment Type-		
School Type :	-Select School Type-	Place : *	
State :*	-Select State-	City :*	
Begin Date :*	MM/DD/YYYY	End Date : *	MM/DD/YYYY
Years :		Months :	
Grade and Subjects :		Full Time :	
Satisfactory Evals :		Comments :	
			Save Cancel

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			e 🖞

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

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

Work Type :*	Supervised Internship 🗸		
School Type :	Private 🗸	Place :*	Tatnall
State :*	Delaware	City :*	Hockessin
Begin Date :*	09/01/2018	End Date :*	06/01/2020
Years :	2	Months :	
Grade and Subjects :		Full Time :	
Satisfactory Evals :		Comments :	
			Save Cancel

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.

Application Data	Correspondence	Coursework	k Credentia	als Documents	Experience	Nat./Pro. Cer	rtificates	Other	Personal Info	Student Teaching	Transcripts	DIEEC	PD Training	Class Schedule	Clock Hours	Emergency/COE
Employment History	Evaluations	Financial	Mentoring	OOS Credentials	Grad Salary	Increments :	Stipends	Tests	Document Ger	neration						
							r	Nat./P	ro. Certificate	s						
		Select an	Application:	Select									~			
National/Professi	onal Certificate	Instructions														
 Click A Docun Click S 	Add New Nat/Pr nents that are u ave to save the	o Certificate ploaded nee changes.	• button to e d to be in po	nter your certif: df or image forn	ication inform nat.	ation and uplo	oad your n	new Na	tional Board Ce	ertificate or letter.						
<pre>>pecial Notes:</pre>	ifficial transcript av provide offici	ts may be sul	bmitted for	credentialing.	o vour HR dep	artment or H	R office an	nd they	can upload the	em for vou.						
		an accument	is unectly to													
	,,	a documen	is unectly to		,											Add New Nat/Pro

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.

Received Date: Type:* Content Area: State: Effective Date:* Description: Status:*	MM/DD/YYYY Select Select Select MM/DD/YYYY Select Select	Expiration Date:*	V V Immodelyryyy V	
File Description	Document Ty	pe Date No Record	Link I Found	Action
File Description :	Drop file here to uplo	Document Type :* -Select Doc	umentType- v	Associate Existing Documents 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 referenced. To Associate a document, click the Associate Document 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 <u>Associate Document</u> 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	Туре	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	e 🖉

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.

Received Date: Type: * Content Area: State: Effective Date: * Description: Status; *	MM/DD/YYYY National Board Certified Teacher (N Mathematics/Adolescence and You Delaware 01/01/2020 Eligible for Stipend	IBCT) Certificate (stipend eligible) ng Adulthood Expiration Date.*	v v 12/30/2024		
File Description National Board Certification Certificate	Document Ty Nat./Pro. Certi	pe Date flicate 07/19, 2:55:2	V2021 49 PM Download		Action
File Description :	Drop file here to uplo	Document Type :* Select Doc	umentType- 🗸	If a document has alread again. In this case, the pr that the pre-loaded docu click the Associate Docur	Associate Existing Documents y been uploaded, then there is no reason to upload it oper action is to Associate the document, meaning ment will be referenced. To Associate a document, nent button. Save Nat/Pro Cettificate Cancel

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.

Application Data Correspondence Coursework Credentials	Documents Experience Nat./Pro. C	Certificates Other	Personal Info Student Teaching	Transcripts DIEEC F	PD Training Class Schedule	Clock Hours Emergency/COE
Employment History Evaluations Financial Mentoring OOS	S Credentials Grad Salary Increments	Stipends Tests	Document Generation			
			Other			-
Select an Application:	Select				~	
Other Instructions:						
The Other tab contains documents and data that does not fit not	cely in any of the other tab categories					
Click Add Other to upload a document. Upload o The new data will appear in the Other record tab Click Save & Next to continue. For emergency extensions and upgrades, Proof of Progress is re Praxis II Test Attempt, or Praxis II Test Passing Scoc Performance Assessment Attempt, or Performane ACTFL Test Attempt, or ACTFL Test Passing Scoce Copy of Test Registration, or Receipt of Test Regis Coursework - Official Transcript, ARTC Non-Cree Coursework - Unofficial Transcript, ARTC Non-Cree	ne of the document types listed in the lie below. If the information in the tab equired to demonstrate that the educe ore ce Assessment Passing Score stration edit Course Record, or ARTC Status	e <i>Document Type</i> of e is incorrect or in ator is making prog	dropdown list. Documents that ar iccomplete, click the pencil icon in gress towards certification. The lis	e uploaded need to be in the Actions column to ec	n pdf or image format. Click S dit the information, as appro Proof of Progress include.	ave to save the changes. priate.
						Add Other
						Showing 1 to 0 of 0 records.
Type Description	State	Received M	Month/Year Exp. Da	te	Documents	Actions

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.

			Oth	er			-
	Select an Application:	- Select			~)		
Other Tab Instructions		210603152713 - Registration 210603152814 - for Interprete 210603153615 - for Resident	Requested r Tutor for the Deafi'Hard of He Advisor in the Statewide Progra	aring - New Application - Approv ams for Autism and for the Deaf	ed Hard of Hearing - New Applicati	on - Approved	Showing 1 to 1 of 1 records.
Received Date	Туре	Description	State	Received Month/Year	Exp. Date	Documents	Actions
	A valid driver's license	Driver License	DE	05/2019		A valid driver's license	/ 🗅

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.

			Othe	Ir.			-
	Select an Application:	210603153615 - for Resident A	dvisor in the Statewide Programs	for Autism and for the Deaf/Hard o	f Hearing - New Application 🗸		
Other Tab Instructions							
							Add Other
							Showing 1 to 0 of 0 records.
Received Date	Туре	Description	State	Received Month/Year	Exp. Date	Documents	Actions

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.

Application Data	Correspondence	Coursework	Credentials	Documents	Experience	Nat./Pro. Certificates	Other	Personal I	ifo S	Student Teaching	Transcripts	DIEEC	PD Training	Class Schedule	Clock Hours		
Emergency/COE	Employment Histo	ry Evaluation	s Financial	Mentoring	OOS Credent	tials Grad Salary Incr	rements	Stipends	Tests	Document Gen	eration						
						Per	sonal I	nfo								-	
						Per	sonal I	nfo								-	
First Name : *)	Amanda							I	refix :	-Select Prefix	(- 🗸						
Middle Name :								:	uffix :	-Select Suffix	- *						
Last Name :*	Embers							Professiona	Title :	-Select Profe	ssional Title	- ~					
SS#:* ;	XXX-XX-0719							Ge	nder :	O Male 🔍 Fe	male O Ot	her					
DOB:* (07/19/1999								Age :	22							
																Edit	
						Address	Contac	t Details								-	

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.

Application Data Correspondence Coursework Credentials Documents Experience Nat/Pro. Certificates Other Personal Info Student Teaching Transcripts DIEEC PD Training Class Schedule Clock Hor	rs	
Emergency/COE Employment History Evaluations Financial Mentoring OOS Credentials Grad Salary Increments Stipends Test Document Generation		
Personal Info	-	.::
Personal Info	+	
Address Contact Details	+	
Aliases	+	
Military	+	Ľ

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

Application Data	a Correspondence	Coursewo	rk Credent	tials Documents	Experience	Nat./Pro. Ce	ertificates	Other	Personal Info	Student Teac	ing Transcripts	DIEEC	PD Training	Class Schedule	Clock Hours	Emergency/COE
Employment His	story Evaluations	Financial	Mentoring	OOS Credentials	Grad Salary	Increments	Stipends	Tests	Document Ge	neration						
								Pe	rsonal Info							
								Pe	rsonal Info							-
First Name :*	Amanda									Prefix :	Select Prefix-	~				
Middle Name :										Suffix :	Select Suffix-	~				
Last Name :*	Embers								Profe	sional Title :	Select Profess	ional Title	- v			
SS# :*	XXX-XX-0719									Gender :	Male 💿 Fema	ile O Oth	ier			
DOB : *	07/19/1999									Age :	2					
																Ed

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.

Application Data	a Correspondence	Coursework (Credentials	Documents	Experience	Nat./Pro. Certificates	Other	Personal In	nfo S	tudent Teaching	Transcripts	DIEEC	PD Training	Class Schedule	Clock Hours	
Emergency/CO	E Employment Histor	y Evaluations	Financial	Mentoring	OOS Credent	ials Grad Salary Inc	rements	Stipends	Tests	Document Gen	eration					
						Per	rsonal Ir	nfo								-
						Per	rsonal Ir	ıfo								-
First Name :*	Samantha							P	refix :	-Select Prefix	- *					
Middle Name :								s	uffix :	-Select Suffix	- ~					
Last Name :*	Embers							Professional	Title :	-Select Profe	ssional Title-	*				
SS# :*	XXX-XX-3903							Ge	nder :	O Male 🔍 Fe	male Othe	er				
DOB : *	09/03/1983								Age :	37						
																Edit

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

plication Data Correspondence	Coursework Credentials	Documents Experience	Nat./Pro. Certificates Oth	er Personal Info	Student Teaching	Transcripts DI	EEC PD Training	Class Schedule	Clock Hours	Emergency/COE
		orde carding								
			Pers	onal Info						
			Pers	onal Info						
			Address (Contact Details						
Home/Mailing Addres	\$S									
Attn:										
Street Line 1:	309 Olive Ave									
Street Line 2:										
City:	Rehoboth Beach		State:	Delaware			*	Zip: 19971		
County/Parish:	Sussex		✓ Country:	United State	S					~
Work Phone:	(XXX) XXX-XXXX		Primary/User Email:	scd903@ma	ilinator.com					
Cell:	(903) 309-9039		Secondary Email:	joe@email.c	om					
Lauthorize the Delaware Denartme	nt of Education to send text	messages to the listed call phy	na							
raumonze nie Delamare Deparane.	in or Education to send text	measures to are nated cen pro								
Show Previous Addresses										
Status	Address				Phone		Email	Act	lions	
Current	309 Olive Ave, Rehoboth B	each, DE 19971					scd903@mailinator.c	om	٢	
										•
										Ed

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 V appears in the box.

Show Previous Addresses				
Status	Address	Phone	Email	Actions
Previous	903 Fairway Dr, Georgetown, DE 19947		scd903@mailinator.com	۲
Current	309 Olive Ave, Rehoboth Beach, DE 19971		scd903@mailinator.com	۲

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 V 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.

plication Data	Correspondence	Coursework	Credential	s Documents	Experience	Nat./Pro. 0	Certificates	Other	Personal Info	Student Teaching	Transcripts	DIEEC	PD Training	Class Schedul	e Clock Hours	Emergency/
ployment History	Evaluations	Financial M	lentoring C	OS Credentials	Grad Salary	Increments	Stipends	Tests	Document Ger	neration						
								Person	al Info							
								Person	al Info							
							Addre	ess Con	ntact Details							
Home/Ma	ilina Addre	SS														
	Att	n:														
	Street Line	1: 309 C	NIVE AVE													
	Street Line	2:														
	Cit	y: Rehol	both Beach				S	state:	Delaware			~		Zip: 199	71	
	County/Paris	h: Suss	ex			~	Cou	intry:	United State	es						~
	Work Phon	e: (XXX)	XXX-XXX	<		Pri	mary/User E	mail:	scd903@ma	ilinator.com						
	Ce	ell: (903)	309-9039			5	Secondary E	mail:	joe@email.c	om						
I authorize the D	Delaware Departn	ent of Education	on to send tex	t messages to th	e listed cell pho	one.										
																Save/Update
Show Previous	Addresses															
Status		Address								Phone		Email		1	Actions	
Current		309 Olive Av	e, Rehoboth	Beach, DE 19971	1							scd90	3@mailinator.c	om	ø 🗉	Û
																•

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

Application Data	Correspondence	Coursework (Credentials C	Oocuments	Experience	Nat./Pro. Certificates	Other	Personal Info	Student Tea	ching Transcrip	DIEEC	PD Training	Class Schedule	Clock Hours	
Emergency/COE	Employment History	Evaluations	Financial	Mentoring	OOS Credent	tials Grad Salary Inc	rements	Stipends Te	sts Docume	nt Generation					
						P	ersonal 1	Info							-
						P	ersonal I	Info							+
						Addres	s Conta	ct Details							+
							Aliases	;							-
he Aliases tab dis	plays aliases associa	ated with the s	selected educa	ator. If there	e are any alia	ses for the educator,	they will	be listed in th	e Aliases tabl	e; otherwise, th	table will	be blank. Alias	ses may include ot	her names used by t	/he
ducator in legal do lick the Add Alias	ocuments. es button to add a r	new Alias.													
equired fields are	Lex the Add Aulases button to add a new Aulas. equired fields are designated with a red *. Fill in the information and click Save to save the data or Cancel to dismiss changes; either option will exit edit mode. Add Aliases														
First Name	Middle Name	La	st Name	Туре	•	Status		Effective Date	En	Date	Prefix		Suffix	Actions	

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.

First Name :*		Last Name :*	
Middle Name :			
Type : *	C-Select Type-	Status :*	-Select Status-
Effective Date :*	07/20/2021	End Date :	MM/DD/YYYY
Prefix :	-Select Prefix-	Suffix :	Select Suffix- ✓
			Save Cancel

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.

First Name	Middle Name	Last Name	Туре	Status	Effective Date	End Date	Prefix	Suffix	Actions
Samantha		Gray	Maiden	Previous	06/01/2015				e 🛍

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

Application Data	Correspondence	Coursework	Credentials	Documents	Experience	Nat./Pro. Certificates	Other	Personal Info	Student Teaching	Transcripts	DIEEC	PD Training	Class Schedule	Clock Hours	
Emergency/COE	Employment Histor	ry Evaluation	s Financial	Mentoring	OOS Credent	tials Grad Salary Inc	ements	Stipends T	ests Document Ger	neration					
						Pe	ersonal	Info							-
						Pe	ersonal	Info							+
						Addres	s Conta	ct Details							+
							Aliase	5							+
							Militar	y							-
						Military	Servic	e Information	ı						
Have you ever s	erved in the military	y?:* 🔿 Ye	es 🔿 No												
Are you current	ly in active service?	?:* () Yes	No												

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.

	dence Coursework	Credentials	Documents	Experience	Nat/Pro	. Certificates	Other	Personal Info	Student	Teaching	Transcripts	DIEEC	PD Trainin	g Class S	Schedule	Clock Hours	Emergency/COE
mployment History Evalua	tions Financial Men	oring 00	S Credentials	Grad Salar	y Increment	s Stipends	Tests	Document G	eneration								
							Stud	ent Teaching									
	Select an Appl	ication:	Select										`	•			
Licensure and C	ertification																
Student Teaching Ins	tructions:																
Entering information	in this step is optional;	however, a	any data that	can be enter	red as pro	of of Studen	t Teachin	g is encourag	ed and will	support	he subsequ	ent reviev	and appro	val process	i.		
Entering information	in this step is optional; ing does not appear on	however, a your trans	any data that cript, you mu	can be enter st download	red as pro I Form T a	of of <i>Studen</i>	t Teachin Univers	ng is encourag	ed and will and submit	support i it to the I	he subsequ Department	ent reviev of Educat	/ and appro ion.	val process	i.		
Entering information If your student teach Click Add Stu The new Stur	in this step is optional; ing does not appear on ident Teaching to enter dent Teaching data will	however, a your trans informatio appear in t	any data that cript, you mu on that is relev the Student T	can be enter st download vant to the C è aching rec	red as pro I Form T a Certificate ord table t	of of <i>Studen</i> nd have your request. Clic pelow.	t Teachin [.] Univers k Save to	ig is encourag ity complete a o save the cha	ed and will and submit nges.	support i it to the I	he subsequ Department	ent reviev of Educat	/ and appro	val process	i.		
Entering information If your student teach	In this step is optional; ing does not appear on ident Teaching to enter dent Teaching data will Next to continue.	however, a your trans informatic appear in t	any data that cript, you mu on that is relev the <i>Student T</i> e	can be enter st download vant to the C è aching rece	red as pro I Form T a Certificate ord table t	of of <i>Studen</i> nd have your request. Clic pelow.	t Teachin [.] Univers k Save to	ng is encourag ity complete a o save the cha	ed and will and submit nges.	support f	he subsequ Department	ent reviev of Educat	v and appro	val process	i.		
Entering information If your student teach • Click <i>Add Stu</i> • The new <i>Stun</i> • Click <i>Save &</i>	in this step is optional; ing does not appear on ident Teaching to enter dent Teaching data will Next to continue.	however, a your trans informatic appear in t	any data that cript, you mu on that is relev the <i>Student T</i> o	can be enter st download vant to the (eaching rec	red as pro I Form T a Certificate ord table t	of of <i>Studen</i> nd have your request. Clic velow.	t Teachin ⁻ Univers k Save to	ng is encourag ity complete a p save the cha	ed and will and submit nges.	support f	the subsequ	ent reviev of Educat	/ and appro	val process	i.		Add Student Tear
Entering information If your student teach • Click <i>Add Stu</i> • The new <i>Stu</i> • Click <i>Save &</i>	In this step is optional; ing does not appear on <i>ident Teaching</i> to enter <i>dent Teaching</i> data will <i>Next</i> to continue.	however, a your trans informatic appear in 1	any data that a cript, you mu on that is relev the <i>Student T</i> i	can be enter st download vant to the C <i>eaching</i> reco	red as pro I Form T a Certificate ord table t	of of <i>Studen</i> nd have your request. Clic pelow.	t Teachin ' Univers k Save to	g is encourag ity complete a o save the cha	ed and will and submit nges.	support f	he subsequ Department	ent reviev of Educat	v and appro	val process	i.	s	Add Student Tea howing 1 to 0 of 0 re

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.

Subject : *		Cooperating Teachers :*	
Grade :	Select 🗸		
District :	- Select 🗸 🗸	Institution :	
			Save Cancel

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.

Received Date	Cooperating Teachers	Subject	District	Institution	Grade	Used toward Application	Actions
		Trigonometry	CAPE HENLOPEN SCHOOL DISTRICT		Seventh		e 🕯
Figure DDB-TST-03	: Educator Studer	nt Teaching Tab – S	Student Teaching	Table			

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

Su	ubject : *	Trigonometry	Cooperating Teachers :	
	Grade :	Seventh ~		
Di	istrict : *	CAPE HENLOPEN SCHOOL DISTRICT	Institution :	
				Save

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.

Application D	ata Correspon	dence Co	oursework C	Credentials	Documents	Experience	Nat./Pro	Certificates	Other P	Personal Info Stu	dent Teaching	Transcripts	DIEEC PD T	raining Class	Schedule C	lock Hours Er	mergency/COE	
Employment	History Evalua	ions Fina	ancial Ment	oring OC	OS Credentials	Grad Salar	y Increments	s Stipends	Tests D	Document Generation	n							
									Tran	scripts								-
		\$	Select an Appli	ication:	Select									~				
Education Ir	structions:																	
0 0 0	ine new Educa If you submitte Only official tra Document subm o I	ion data w I the docu Iscripts ma hission: arly Learn -12 Educa	 in appear in ments previdation and be submitted at the submitted	the Educa busiy and v ted for cre ng high sch rning musi idered offi cators musi	wish to use the edentialing. hool, you mus at submit their locial and will n	t upload a hi official colle official colle of be accept	gh school d ge transcri ted toward	liploma or hi pts either ele certification. ugh their HR	gh school s ectronically t office, or s	Jse Toward Applic student transcript y or via mail direct send it directly to	eue, circk the p attion". ly from the in Licensure & C	etitution to th	e Department	of Education.	College trans	, as appropriat	d into the appl	ication are
																	А	dd Education
Export Data																	Showing 1 to	1 of 1 records
Received Date	Institution	School Id	City	Stat	ite De	gree S	itart Date	End Date	Major	Minor	Graduated	Remarks	Program	Documents	Used toward Application	Accepted	Verified	Actions
	UNIVERSITY OF DELAWARE	5811	Newark	DE	Ba	chelor 2	016	2020										ø 🛍

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.

Received Date :*	MM/DD/YYYY		
Institution : *		School Id :	
City :*		State :*	-Select State-
Degree :*	-Select Degree-		
Start Date :*	YYYY	End Date :	YYYY
Major :		Minor :	
Graduated :	MM/DD/YYYY	Student ID :	
Remarks :		Program :	
	Currently Attending		
	Student Teaching Completed		
File Description	Student Teaching Completed Document Type I	Date Link	Action
File Description	Student Teaching Completed Document Type I No Re	bate Link Cord Found	Action
File Description File Description :	Student Teaching Completed Document Type No Re Document Type : -Select	ate Link cord Found	Action Associate Existing Documents
File Description File Description : Document :*	Student Teaching Completed Document Type No Re Document Type : -Selec Drop file here to upload or click here to browse and select file	eate Link cord Found : DocumentType- (s) to upload.	Action Associate Existing Documents 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 ulb ereferenced. To Associate a document, click the Associate Document 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 <u>Associate Document</u> 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.

Export Data																Showing 1 to	1 of 1 records.
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										e 🖞
07/12/2021	Cape Henlopen High School		Lewes	DE	High School	2012	2016						High School Transcript				

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.

Application Data	Correspondence C	Coursework (Credentials	Documents	Experience Na	t./Pro. Certificates	Other	Personal In	nfo S	tudent Teaching	Transcripts	DIEEC	PD Training	Class Schedule	Clock Hours
Emergency/COE	Employment History	Evaluations	Financial	Mentoring	OOS Credentials	Grad Salary Incr	ements	Stipends	Tests	Document Gen	eration				
						DIEE	С								_
ID		Trainin	ıg		Тур	e			н	ours			Compete	ncy	

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.

Application Data	Correspondence	Coursework	Credentials	Documents	Experience	Nat./Pro. Certificates	Other	Personal Inf	o Student Teaching	Transcripts	DIEEC	PD Training	Class Schedule	Clock Hours	
Emergency/COE	Employment Histor	y Evaluation	s Financial	Mentoring	OOS Credentia	als Grad Salary Inc	ements	Stipends	Tests Document Ge	eneration					
	PD Training –														
	Select an Application:														
Professional Develo	opment (PD) Traini	ng Instructior	is:												
 Click Choo Uplo The new train 	Add New PD Train ose the applicable of ad supporting docu	ing to enter y category, follo uments and cl the PD Trainir	our training wed by the a ick <i>Save PD</i> i ig record tab	in TECE 1 & 2 irea and/or ty <i>Training</i> . le below. If th	2, quality assure ype if applicable ne information i	d clock hours, high e, and date issued/c	school p omplete ect or in	athway, Natio d. complete, cli	onal Child Developn	nent Associate 1 the Actions (e Credenti column to	al, or Montess edit the infor	sori Credential mation as approp	vriate.	
 If you submit Click Save & 	ted the document: <i>Next</i> to continue.	s previously a	nd wish to us	se them for th	his application,	check the box unde	r "Use To	oward Applic	ation".						
Category	Area	3		Туре		CDA		Da	te Issued	Doc	ument		Actions		
Specialized Training Hours	g Clock 15 C	Clock Hours in S	ichool-Age	Specialized Hours	Training Clock			09/	/01/2020	Dov	nload		Ø	• 🛍	

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.

Application Data C	Correspondence C	oursework C	redentials	Documents	Experience	Nat./Pro. Certificates	Other	Personal Info	Student Teaching	Transcripts	DIEEC	PD Training	Class Schedule	Clock Hours
Emergency/COE E	Employment History	Evaluations	Financial	Mentoring	OOS Credenti	als Grad Salary Incre	ements	Stipends T	ests Document Ge	neration				
						Class Sch	edule							-
Export Data														
District	School		Section		Subje	ct	Specia	lty	Role		Status		Actions	

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.

pplication Data	Correspondence C	oursework	Credentials	Documents	Experience	Nat./Pro. Ce	Certificates Oth	er Personal Ir	fo Student Tea	ching T	ranscripts	DIEEC	PD Training	Class Schedule	Clock Hours
mergency/COE	Employment History	Evaluation	s Financial	Mentoring	OOS Credentia	als Grad s	Salary Increment	s Stipends	Tests Docume	nt Genera	ation				
	Clock Hours =														
34683 - Initial L	KHours Instructions:														
lock Hours Instr	k Hours Instructions:														
he number of re	k Hours Instructions:														
	ck Hours Instructions:														
e number of required clock hours is dependent on the license or permit being upgraded or renewed. Check the requirements to determine the number of clock hours to be entered.															
• Cli	ck Add Clock Hours	to enter clo	ck hours that	is relevant to t	he license or	permit ap	oplication. Clock	hours entered	must be earned	d within 1	the term o	of the licer	ise or permit		
∘ Cli ∘ Up	ck Add Clock Hours	to enter clo n in the form	ck hours that n of pdf or im	is relevant to t age file to sup	he license or	permit ap	oplication. Clock	hours entered	must be earned es.	d within t	the term o	of the licer	ise or permit		
 Cli Up Co Cli 	ck Add Clock Hours load documentation ntinue to add clock	to enter clo n in the form hours, as ne	ck hours that n of pdf or im eded to satis	is relevant to t nage file to sup ofy the requirer	the license or port the clock nents of the u	permit ap hours ent upgrade or	oplication. Clock itered. Click <i>Sav</i> r renewal reque	hours entered to save chang st.	must be earned	d within 1	the term o	of the licer	ise or permit		
o Cli o Up o Co o Cli	ck Add Clock Hours Ioad documentation ntinue to add clock ck Save & Next to co	to enter clo n in the form hours, as ne ontinue.	ck hours that n of pdf or im eded to satis	t is relevant to t nage file to supp sfy the requirer	the license or port the clock nents of the u	permit ap hours ent	oplication. Clock tered. Click <i>Sav</i> r renewal reque	hours entered to save chang st.	must be earner	d within 1	the term o	of the licer	ise or permit		
∘ Cli ∘ Up ∘ Co ∘ Cli	ck Add Clock Hours Iload documentation ntinue to add clock ck Save & Next to co	to enter cloo n in the form hours, as ne ontinue.	ck hours that n of pdf or im eded to satis	is relevant to t nage file to sup ofy the requirer	the license or port the clock nents of the u	permit ap chours ent upgrade or	oplication. Clock tered. Click <i>Sav</i> r renewal reque	hours entered e to save chan; st.	must be earned	d within 1	the term o	of the licer	ise or permit	Ad	d Clock Hours
∘ Cli ∘ Up ∘ Co ∘ Cli	ck Add Clock Hours Iload documentation ntinue to add clock ck Save & Next to co Verified	to enter clo n in the form hours, as ne ontinue. Total Hours:	ck hours that n of pdf or im eded to satis	is relevant to t nage file to sup fy the requirer	the license or port the clock nents of the u	permit ap hours ent upgrade or	pplication. Clock itered. Click <i>Sav</i> r renewal reque	hours entered to save chan st.	must be earned	d within 1	the term o	f the licer	nse or permit	Accepted	d Clock Hours
∘ Cli ∘ Uµ ∘ Co ∘ Cli	ck Add Clock Hours Iload documentation ntinue to add clock Ick Save & Next to co Verified	to enter clo n in the form hours, as ne ontinue. Total Hours:	ck hours that n of pdf or im eded to satis 0.00	is relevant to t nage file to sup sfy the requirer	the license or port the clock nents of the u	permit ap c hours ent upgrade or Total Hours	oplication. Clock itered. Click <i>Sav</i> r renewal reque	hours enterec e to save chan st.	must be earned es. To	d within 1 tal Hours	the term o s: 20.00	of the licer	ise or permit	Ad Accepted	d Clock Hours fours: 0.00
∘ Cli ∘ Up ∘ Co ∘ Cli	ck Add Clock Hours Iload documentation ntinue to add clock I ck Save & Next to co Verified	to enter clo n in the form hours, as ne ontinue. Total Hours:	ck hours that n of pdf or im eded to satis 0.00	t is relevant to t nage file to supp fy the requirer	the license or port the clock nents of the u	permit ap k hours ent upgrade or Total Hours	pplication. Clock tered. Click <i>Sav</i> r renewal reque	hours entered e to save chan; st.	must be earner es. To	d within t	the term o	of the licer	ise or permit	Ad Accepted I	d Clock Hours Hours: 0.00
• Cli	ck Add Clock Hours load documentation ntinue to add clock ick Save & Next to co Verified	to enter cloo n in the form hours, as ne ontinue. Total Hours:	ck hours that n of pdf or im eded to satis	t is relevant to t nage file to supp fy the requirer	the license or port the clock nents of the u	permit app chours ent upgrade or Total Hours	splication. Clock tered. Click <i>Sav</i> r renewal reque	hours enterec e to save chan; st.	must be earner es. To	d within f	the term o	of the licer	ise or permit	Accepted Showing 1	d Clock Hours Hours: 0.00 o 1 of 1 records
• Cli • Up • Co • Cli Select/Unselect All	ck Add Clock Hours load documentation ntinue to add clock ick Save & Next to co Verified Categony/Option	to enter clo n in the form hours, as ne ontinue. Total Hours: Sta	ck hours that n of pdf or im eded to satis 0.00	t is relevant to t nage file to supj fy the requirer	UnVerified	permit app hours ent upgrade or Total Hours	completed Date	Hours	must be earned es. To Verification	d within t tal Hours	s: 20.00	of the licer	uments	Ad Accepted I Showing 1 Actions	d Clock Hours Hours: 0.00
• Cli • Up • Co • Cli Select/Unselect All	ck Add Clock Hours load documentation ntinue to add clock ic k Save & Next to co Verified Categony/Option Professional	to enter cloin in the form hours, as ne ontinue. Total Hours: Sta	ck hours that of pdf or im eded to satis	Lis relevant to t age file to supp fy the requirer Title/Descriptio East Coast	the license or oport the clock nents of the u	permit app chours ent upgrade or Total Hours	completed Date	Hours	To	d within 1 tal Hours	s: 20.00	f the licer Doct	iments	Accepted I Showing 1 Actions	d Clock Hours Hours: 0.00

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.

Application Data	Correspondence	Coursework	Credentials	Documents	Experience	Nat./Pro. Certificates	Other	Personal Int	fo Stu	ident Teaching	Transcripts	DIEEC	PD Training	Class Schedule	Clock Hours
Emergency/COE	Employment History	V Evaluations	Financial	Mentoring	OOS Credent	ials Grad Salary Incr	ements	Stipends	Tests	Document Ger	eration				
						Eme	rgency/	COE							-
	Sel	ect an Applicati	on: S	elect								~			
															Showing 1 to 2 of 2 records
Туре	Route		Cer	rtificate	:	Status		Notes		Distri	ct		Actions		
Emergency Certific Recommendation	ate ARTC		Mu 12)	sic Teacher (Gr	ades K-	ssued				BRAI	NDYWINE SCI RICT	HOOL		۲	di t
Emergency Upgrad Recommendation	le ARTC		Mu 12)	sic Teacher (Gr	ades K-	ssued				BRAI	NDYWINE SCI RICT	HOOL		۲	A ¹

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.

Application Data	Correspondence	Coursework	Credentials	Documents	Experience	Nat./Pro. Certificates	Other	Personal Info	Student Teaching	Transcripts	DIEEC	PD Training	Class Schedule	Clock Hours
Emergency/COE	Employment Histor	y Evaluations	Financial	Mentoring	OOS Creden	ials Grad Salary Inc	rements	Stipends T	ests Document Ge	eneration				
						Eme	rgency/	COE						-
	Se	lect an Applicati	on: S	elect							~			
			- 8	Select										
			210	0720163563	 Registration 	1 Requested	f/Hard o	f Hooring - N		pprovod				Showing 1 to 2 of 2 records.
Туре	Route		210)720164464)721155186	- Renewal - S	Submitted	i/Halu U	r Heating - N	ew Application - A	pproved		Actions		
Emergency Certific Recommendation	ate ARTC		210 210 210)724095417)724100218	- for ARTC - - for ARTC U	Emergency Applicat pgrade to Standard berapist: Board Cert	ion - App - Emerg	proved jency Applica	tion - Approved				۲	di
Emergency Upgrad Recommendation	le ARTC		210	0725094922	- for Masters	Degree - Salary Inc	rement	- Approved	DIS	TRICI			۲	()

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.

Application Data	Correspondence	Coursework	Credentials	Documents	Experience	Nat./Pro. Certificates	Other	Personal Info	Student Teac	ing Transcripts	DIEEC	PD Training	Class Schedule	Clock Hours
Emergency/COE	Employment History	/ Evaluations	Financial	Mentoring	OOS Creden	tials Grad Salary Inc	rements	Stipends T	ests Documen	Generation				
						Eme	rgency/	COE						-
	Sel	ect an Applicati	on: 210	0724100218	- for ARTC U	Ipgrade to Standard	- Emerç	gency Applica	ition - Approved		~			
														Showing 1 to 1 of 1 records
Туре	Route		Ce	rtificate		Status		Notes		District		Actions		
Emergency Upgrad Recommendation	de ARTC		Mu 12]	isic Teacher (G)	irades K-	Issued				BRANDYWINE SC	HOOL		٢	Ø,

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.

Applicatio	on Data	Correspondence	Coursework	Credentials	Documents	Experience	Nat./Pro. Ce	rtificates	Other	Personal	I Info S	Student Teachin	Transcrip	DIEEC	PD Training	Class Sch	edule Clo	ick Hours
Emergen	cy/COE	Employment His	tory Evaluation	s Financial	Mentoring	OOS Creder	ntials Grad S	alary Incren	nents	Stipends	Tests	Document G	eneration					
							Emp	oloyment H	History	/								-
		Sel	ect an Application	Sel	ect									~				
Export Da	ta															Sh	iowing 1 to 1	of 1 records.
Туре	Method	I Years	District	School	Grade	Position	Employment Type	Action	FT	E +	Hired	Effective	Loaded	Full or Part Time	Used toward Application	Accepted	Verified	Actions
	Manua	2021- 2022	BRANDYWINE SCHOOL DISTRICT	Hanby Middle School	Seventh	Teacher, Middle, Algebra	Current	DEM - Other	100					F				

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.

Application Data	Correspondence	Coursework	Credentials	Documents	Experience	Nat./Pro. Certificates	Other	Personal In	fo	Student Teaching	Transcripts	DIEEC	PD Training	Class Schedule	Clock Hours
Emergency/COE	Employment Histor	y Evaluation	s Financial	Mentoring	OOS Credentia	als Grad Salary Incr	ements	Stipends	Tests	Document Gen	eration				
						Financ	ial								-
Payment Detail															
Paid?	Date/Tin	10			Amo	unt		Authoriza	tion (Code			Transaction I	D	
Yes	07/19/20	21			\$100	.00		99610644	7				2698938		

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.

	Concopon				2 Countonto	Lipononoo			10100	Oldden			101	Chubb (Clock Hot
ergency/COE	Employme	nt History	Evaluations	Financial	Mentoring	OOS Creden	tials Gra	ad Salary Increme	ents Stipen	ds Tests Do	cument Genera	ation			
								Mentoring							
entoring P	rograms														
				Coho	n			Verified	License	Employment	Stane	DPAS	Mentor	Has	
First	Last	Program	i Mentor	Jouno	Dictric		Pehool	Veare	LIGGING	Employment	oluge	Evoluation	Program	Waiword	Actione
First Name	Last Name	Program Type	Name	Year	Distric	x :	School	Years Experience	Туре	Position	Completed	Evaluation Complete	Program Completed	Waived Progress?	Actions
First Name	Last Name	Program Type	Name	Year	BRAN		School	Years Experience	Туре	Position Teacher.	Completed	Evaluation Complete	Program Completed	Waived Progress?	Actions
First Name Amanda	Last Name Embers	Program Type Initial	Name	Year	BRAN	IDYWINE I	School Hanby Viddle	Years Experience	Type	Position Teacher, Middle,	Completed	Evaluation Complete No	Program Completed	Waived Progress? No	Actions View Progress
First Name Amanda	Last Name Embers	Program Type Initial License	Name	Year	BRAN SCHC DISTF	IDYWINE I DOL I RICT S	School Hanby Viddle School	Years Experience	Type Initial License	Position Teacher, Middle, Algebra	Completed	Evaluation Complete No	Program Completed No	Waived Progress? No	Actions View Progress

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.

Progress Evaluations	Ethics ConYear 1	urse													
	Year	Split Year	Waived Reason	License Type	Start Date	Site Coordinator	School Year	School District	School Name	Position	Mentor Name	Mentor Form Received	Mentee Form Received	Forms Uploaded	Actions
	Year 2														
	Year	Split Year	Waived Reason	License Type	Start Date	Site Coordinator	School Year	School District	School Name	Position	Mentor Name	Mentor Form Received	Mentee Form Received	Forms Uploaded	Actions
	Year 3														
	Year	Split Year	Waived Reason	License Type	Start Date	Site Coordinator	School Year	School District	School Name	Position	Mentor Name	Mentor Form Received	Mentee Form Received	Forms Uploaded	Actions
	Year 4														
	Year	Split Year	Waived Reason	License Type	Start Date	Site Coordinator	School Year	School District	School Name	Position	Mentor Name	Mentor Form Received	Mentee Form Received	Forms Uploaded	Actions
														Close View	w Progress

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.

Progress Evaluations	Program Withdrawal	
	Summative Evaluations	
	Summative Evaluations Complete	
	Final Evaluations	
	For an Initial License, check this box when the educator has completed all aspects of the program - 4 cycles and two successful DPAS evaluations. For a Continuing or Advanced License, use this educator has satisfied the mentoring for a returning educator out of state educator new to Delaware.	option when the
	Mentor Program Complete	
		Close View Progress

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.

Application D	ata Correspor	idence Cour	rsework C	redentials	Documents	Experience	Nat./Pro. Certifi	ates Other	Personal Int	o Student Te	aching Transo	cripts DIEEC	PD Training	Class Schedule	Clock Hours	
Emergency/C	OE Employm	ent History	Evaluations	Financial	Mentoring	OOS Credenti	als Grad Sala	y Increments	Stipends	Tests Docum	ent Generation					
																.:
								005 Crede	ntials							-
		Select a	an Application	: S	elect							~				
Out of State (O	OS) Credentia	s Instruction	s:													
Entering OOS in	nformation is o	ptional; howe	ever, any da	ta that can	be entered a	as proof of Ou	t of State Crede	ntials is eno	ouraged and v	vill support ar	iy subsequent i	review and app	proval process.			
0	Click Add OOS	Credential to	enter infor	mation tha	at is relevant	to the Certifica	te request. Cli	ck <i>Save</i> to sa	ve the chang	25.						
0	The new OOS (appropriate.	<i>redential</i> da	ta will appe	ar in the O	OS Credentio	als record table	e below. If the i	nformation in	the table is i	ncorrect or in	complete, click	the pencil ico	n in the Action	s column to edit	the informatio	in, as
0	Click Save & Ne	ext to continu	Je.													
															Add O	OS Credential
															Showing 1 to	0 of 0 records.
Received Date	Credential Type	Application Type	State	Cat	egory D	ffective E ate C	Expiration Solution	ubject	Content Area	Level	Reciprocal	Documents	Used toward Application	Accepted	Verified	Actions

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.

Received Date :	MM/DD/YYYY		Credential Type :	-Select Credential Method Name-	~
Application Type :*	-Select Application Type Name-	~	State :*	-Select State-	~
Category :*	-Select Certificate Category Name-	~			
Effective Date :*	MM/DD/YYYY		Expiration Date :	MM/DD/YYYY	
Subject :*	-Select Subject-	~	Content Area : *		
Level :*	Level				
File Description	Document Type	Date	Link	Action	
		No Record Found	d		
File Description	Documen	-Select Documer	ntType- 🗸	Associate Existing Documents	
				Notobiate Entering Stoamonto	
Document :*	Drop file here to upload or click here to brows	se and select file(s) to up	oad.	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 reference	d
				To Associate a document, click the <i>Associate Document</i> button.	
				Save	ancel

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

DDOE Licensure & Certification

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 <u>Associate Document</u> 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.

														Showing 1 to	0 of 0 records.
Received Date	Credential Type	Application Type	State	Category	Effective Date	Expiration Date	Subject	Content Area	Level	Reciprocal	Documents	Used toward Application	Accepted	Verified	Actions
		Standard Certificate	Maryland	Teaching	02/28/2020	02/27/2024	Middle Level Social Studies	Social Studies	Sixth,Seventh,Eighth		OOS Credential				ø 💼

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.

Application Data	Correspondence	Coursework	Credentials	Documents	Experience	Nat./Pro. Certificates	Other	Personal Info	Student Teaching	Transcripts	DIEEC	PD Training	Class Schedule	Clock Hours
Emergency/COE	Employment Histor	y Evaluation	s Financial	Mentoring	OOS Credent	ials Grad Salary Inc.	ements	Stipends Te	sts Document Gen	eration				
	Grad Salary Increments													
Education	Effective D	ate	Verification	Date	Application	Date Appr	oval Date	SI	atus	Reason		STS		Actions
Masters Degree	07/25/2021		07/19/2021		07/25/2021	07/25	/2021	A	oproved					

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.

Application Data	Correspondence Coursework	Credentials Documents	Experience Nat./Pro. Cer	tificates Other Persor	al Info Student Teaching T	ranscripts DIEEC PD T	raining Class Schedule	Clock Hours
Emergency/COE	Employment History Evaluatio	ns Financial Mentoring	OOS Credentials Grad Sa	alary Increments Stipene	s Tests Document Genera	tion		
				Stipends				-
Stipend Type	Stipend Amount	Calculated Amount	Status	Requested Date	Approved/Effective Date	Expiration Date	School Year	Actions
Salary Stipend	6%		Approved	07/24/2021			2021-2022	e 💼

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.

lication Data	Correspondenc	e Coursework	Credentials	Documents	Experience				oradent reading				Class Schedul	B CIOCK HOL	
gency/COE	Employment H	istory Evaluati	ons Financia	Mentoring	OOS Creden	tials Grad Salary I	ncrements	Stipends Te	sts Document Ger	neration					
							Tests								
		Select an Applic	ation:	Select							~				
netructions															
instructions															
formation o	: in the <i>Tests</i> bar	is read-only. If	<i>Test</i> data has	been added to	the system f	or the Educator. it	will appear h	ere: otherwi	se, the table will be	blank.					
formation o	: In the <i>Tests</i> bar	is read-only. If	Test data has	oeen added to	o the system f	or the Educator, it	will appear h	ere; otherwi	se, the table will be	blank.					
formation o Save & Nex	: In the <i>Tests</i> bar It to continue.	is read-only. If	<i>Test</i> data has	oeen added to	o the system f	or the Educator, it	will appear h	ere; otherwi	se, the table will be	blank.					
formation o	: in the <i>Tests</i> bar it to continue.	is read-only. If	<i>Test</i> data has	been added to	o the system f	or the Educator, it	will appear h	ere; otherwi	se, the table will be	blank.					
formation o Save & Nex	: In the <i>Tests</i> bar It to continue.	is read-only. If	<i>Test</i> data has	oeen added to	o the system f	or the Educator, it	will appear h	ere; otherwi	se, the table will be	blank.					
formation o Save & Nex Export Data	: in the <i>Tests</i> bar it to continue. Test Date	is read-only. If Test Subject Type Name	Test Score Type	been added to Score	Pass?	For the Educator, it	will appear h	ere; otherwi Alt Test Scoring	se, the table will be ACTFL	blank.	S Used toward Application	rd Ac	scepted V	erification	Actions
formation o Save & Nex Export Data	: in the <i>Tests</i> bar it to continue. Test Date	is read-only. If Test Subject Type Name (ETS 0006)	Test data has Test Score Type	Score	Pass?	For the Educator, it	will appear h	ere; otherwi	se, the table will be ACTFL	blank.	5 Used towa Application	rd Ac	scepted V	erification	Actions

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.

Emergency/COE Employment History Evaluations Financial Mentoring OOS Credentials Grad Salary Increments Stipends Test Document Generation	Emergency/COE Employment History Evaluations Financial Mentoring OOS Credentials Grad Salary Increments Stipends Test Document Generation Document Generation Select a License : - Select - ~ Select a Document Type : - Select - ~	Application Data Co	orrespondence C	Coursework	Credentials	Documents	Experience	Nat./Pro. Cer	tificates Othe	r Personal I	nfo S	Student Teaching	Transcripts	DIEEC	PD Training	Class Schedule	Clock Hours
Document Generation Select a License : - Select - Select a Document Type : - Select -	Document Generation Select a License : - Select - Select a Document Type : - Select -	Emergency/COE En	imployment History	Evaluations	Financial	Mentoring	OOS Credent	ials Grad Sa	alary Increments	Stipends	Tests	Document Ger	neration				
Document Generation Select a License: - Select - Select a Document Type: - Select -	Document Generation Select a License : - Select - Select a Document Type : - Select -																
Select a License : - Select - Select a Document Type : - Select -	Select a License : - Select								Document C	eneration							
Select a Document Type : - Select	Select a Document Type : - Select								Colort								
Select a Document Type : Select -	Select a Document Type : Select -						Select a	License :	- Select -			~					
						\$	Select a Docum	ent Type :	- Select -			~					

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.

Application Data	Correspondence	Coursework	Credentials	Documents	Experience	Nat./Pro. Certificates	Other	Personal Inf	Student Teaching	Transcripts	DIEEC	PD Training	Class Schedule	Clock Hours
Emergency/COE	Employment Histor	/ Evaluations	Financial	Mentoring	OOS Credent	ials Grad Salary Incr	ements	Stipends 1	ests Document Ger	neration				
						Document	Generat	tion						
	Select a License : - Select													
				Selec	t a Document T	ype : Advanced	l License	e - 234691						
												_		
												G	enerate Rese	et

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.

Application Data	Correspondence	Coursework	Credentials	Documents	Experience	Nat./Pro. Certific	tes Other	Personal	Info St	udent Teaching	Transcripts	DIEEC	PD Training	Class Schedule	Clock Hours
Emergency/COE	Employment Histor	y Evaluations	Financial	Mentoring	OOS Credent	ials Grad Salar	Increments	Stipends	Tests	Document Ger	ration				
						Docur	ient Genei	ration							
					Select a Lice	ense : Adva	nced Licen	se - 23469	1	~					
				Selec	t a Document 1	Type : - Sel - Sel	ect - ect -			~					
						Wall	Certificate 1	for L&C	_				G	enerate Rese	t

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

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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.

LEA Dashboard Find Educator	ReviewQ	Emergencies & COEs	LEA Mentoring Cent	er Reports								
												×
Search By Na	me :											
Licens	e # :					s	SS # :					
First Na	me :					Last N	ame :					
Er	nail :					St	atus : S	Select				*
Approved Date Fi	om : MM/DE	DAYYYY				Approved Dat	e To :	1M/DD/YY	MY .			
Credential T	rpe : - Sele	ect			~	Deficiency St	atus : S	Show All				*
Incoming I	fail : Show	All			~							
											Search	Cancel
My Worklist All Continu	ng License Renew	val Paraeducator Pe	rmit Renewal Salary	Increment Requests	Other Permits Rene	ewal						
Show All											Showing 0-0 of 0 Records	10 v O
Application Type Cr	edential #	First Name	.ast Name Submi	tted Date	Effective Date	Expiration Date	Assigned To		Email Address	Status	Internal Status	Action
					No record found							

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.

	ly Worklist All Continuing	icense Renewal	Advance Lice	nse Renewal	Paraeducator Permit I	Renewal					
t	Show All										Showing 1-1 of 1 Records 10 🗸 Q
	Application Type	Credential #	First Name	Last Name	Submitted Date	Effective Date	Expiration Date	Assigned To	Status	Internal Status	Action
	Paraeducator Permit Renewal	100355	Jude	Embers	04/12/2021	04/12/2020	06/12/2021		Submitted	Submitted	Create Task Review application

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.

Recommend New E	Emergency Certificate	Existing Emergence	cy Certificate Recomme	indations				
Search Exist	ing Recommenda	tions						
		First Name :				Last Na	me :	
		Date Of Birth :	MM/DD/YYYY			s	SN :	
		District :	BRANDYWINE S	SCHOOL DISTRICT	v	Certific	ate: Select	♥]
								Search Reset
↓ Show All								Showing 1-3 of 3 Records 10 V Q
First Name	Middle Name	Last Name	Date Of Birth	Route	Certificate	Status	District	Action
Madison		Jergen	05/03/1983	Out of Area (Additional)	Middle Level Science Teacher (Grades 6-8)	Pending	BRANDYWINE SCHOOL DISTRICT	Continue Application Wittedraw
Alison		Jergen	04/27/1979	ARTC	Dance Teacher (Grades 9-12, also valid grades 6-8 in a Middle School	Pending	BRANDYWINE SCHOOL DISTRICT	Withdraw (1)
Cassandra		Jergen	05/20/1980	ARTC	Bilingual Teacher (Grades K-12)	Issued	BRANDYWINE SCHOOL DISTRICT	0

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.

n process is des	igned to guide you through the progression of steps	required to recommend an Emergency Cert	ificate.	
as you move t	hrough the steps. During the process, it may be nece	essary to scroll down to view newly added s	actions.	
ucators, is used	I to locate a specific educator.			
tructions:				
h Educator sect	ion to find the educator that is being recommended	for an Emergency Certificate. Search results	are restricted to educators within your school district. S	earch fields are not case-sensitive. Click Search button to find Educator.
column of the	desired educator to continue to next step.			
rst Name :			Last Name :	
e Of Birth :	MM/DD/YYYY		SSN :	
	process is des as you move t ucators, is used tructions: h Educator sect column of the rst Name : [e Of Birth : [a process is designed to guide you through the procession of steps is you move through the steps. During the process, it may be nece substraint, is used to locate a specific educator. tructions: b Educator section to find the educator that is being recommended column of the desired educator to continue to next step. Int Name: b Of Bim. MMDDD/YYYY	process is designed to guide you through the progression of steps required to recommend an Emergency Cert is you move through the steps. During the process, it may be necessary to scroll down to view newly added so actions; is used to locate a specific educator. Institution: I	a process designed to guide you through the progression of steps required to recommend an Emergency Certificate. i as you move through the steps. During the process run way be necessary to scroll down to view newly added sections. xetators, is used to locate a specific educator. textions: kEducator section to find the educator that is being recommended for an Emergency Certificate. Search results are restricted to educators within your school district. S column of the desired educator to continue to next step.

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.

About to expire	Existing Emergency Ex	tension Recommen	dations						
Search Exis	ting Recommend	ations							
		First Name :					Last Name :		
		Date Of Birth :	MM/DD/YYYY				SSN:		
		District :	BRANDYWIN	E SCHOOL DISTRICT	~		Certificate :	Select	~
									Search Reset
C Show All									Showing 1-3 of 3 Records 10 V Q
First Name	Middle Name	Last Name	Date Of Birth	Route	Certificate		Status	District	Action
Ana		Andersson	04/21/1979	COE	Special Education Teacher of Students with Disabilities	(Grades K-12)	Pending	BRANDYWINE SCHOOL DISTRICT	Continue Application Withdraw
Oliver		Andersson	05/24/1974	91 day in lieu of student teaching	Health Education Teacher (Grades K-12)		Pending	BRANDYWINE SCHOOL DISTRICT	Withdraw
Maja		Andersson	04/23/1980	ARTC	Middle Level Mathematics Teacher (Grades 6-8)		Issued	BRANDYWINE SCHOOL DISTRICT	0

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.

About to exp	ire Existing En	nergency Extension Recomm	endations								
Emerg	gency Exter	isions									
This Eme	ergency Extensio	on process is designed to g	uide you through the pr	ogression of steps required	to apply for an Emergency Ce	ertificate extens	ion.				
New sect	tions may be ad	ded to the page as you mo	ove through the steps. Du	iring the process, it may be	necessary to scroll down to v	view newly adde	ed sections.				
The top s	section of the pa	age, <i>Search Educators</i> , is u	ised to locate a specific e	ducator. The bottom section	n shows all educators with an	Emergency Ce	rtificate that is due to expire within 6	i0 days.			
Emergen	cy Extension In	structions:									
• Er Ed	nter search term Jucator.	ns in this <i>Search Educator</i> :	section to find the educa	tor that holds an Emergence	y Certificate that is due to exp	pire and needs t	to be extended. Search results are re	stricted to educ	ators within your school distric	t. Search fields are n	ot case-sensitive. Click <i>Search</i> button to find
• CI	ick Select butto	n in the Action column of t	the desired educator to c	ontinue to next step.							
Searc	h Educators-										
		First Name :						Last Name :			
		Date Of Birth :	MM/DD/YYYY					SSN :			
		Certificate :	- Select -			~					
											Search Cancel
L a	how All										Showing 1-1 of 1 Records 10 🗸 Q
First Na	me	Middle Name	Last Name	Date Of Birth	SSN	Certificate				Expiration Date	Action
Jude			Embers	07/14/1984	XXX-XX-4714	Teacher of Str	udents Who Are Deaf or Hard of Hearing			09/30/2021	Select

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.

Upgrade to Stan	dard Existing E	mergency Upgra	de Recommendat	lions				
Search Ex	isting Recomr	mendations-						
		First Name				Last Name :		
		Date Of Birth	: MM/DD/	YYYY		SSN :		
		District	BRAND	YWINE SCHOOL DISTRICT	~	Certificate :	Select	v]
								Search Reset
L Show A	<u>ui</u>							Showing 1- 10 of 18 Records 10 - Q
First Name	Middle Name	Last Name	Date Of Birth	Route	Certificate	Status	District	Action
James		Embers	10/08/1988	ARTC	Middle Level Science Teacher (Grades 6-8)	Accepted	BRANDYWINE SCHOOL DISTRICT	0
Candace		Embers	03/31/1981	STS	Skilled & Technical Sciences Teacher (Digital Publishing)	Pending	BRANDYWINE SCHOOL DISTRICT	Withdraw
Katelin		Embers	03/30/1981	COE	Teacher of Students with Visual Impairments	Pending	BRANDYWINE SCHOOL DISTRICT	Continue Application Withdraw

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 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.

Upgrade to Standard Exe	ting Emergency Upgrade Rec	ommendations							
Emergency Upg	rades								
This Emergency Upgra	de process is designed to g	uide you through the pro	gression of steps required to	o recommend an upgrade fro	m Emergency C	ertificate to Standard Certificate.			
New sections may be a	dded to the page as you me	ove through the steps. D	uring the process, it may be	necessary to scroll down to v	iew newly adde	ed sections.			
The top section of the	oage, <i>Search Educators</i> , is u	used to locate a specific e	ducator. The bottom section	n shows all educators with an	Emergency Cer	rtificate that is due to expire within 60 days.			
Emergency Upgrade In	structions:								
Enter se	arch terms in this Search E	ducator section to find th	e educator that is being rec	ommended for an upgrade to	o standard certi	ficate. Search results are restricted to educators wit	hin your school district. Search	fields are not case-sensitive.	Click Search button to find Educator.
Click Sel	ect button in the Action col	umn of the desired educ	ator to continue to next step	o.					
-Search Educators									
	First Name :					Last Name :			
	Date Of Birth :	MM/DD/YYYY				SSN :			
	Certificate :	Select			~				
									Search Cancel
Show All								Showin	ng 1-1 of 1 Records 10 🗸 Q
First Name	Middle Name	Last Name	Date Of Birth	SSN	Certificate			Expiration Date	Action
Jude		Embers	07/14/1984	300X-30X-4714	Teacher of Stu	idents Who Are Deaf or Hard of Hearing		09/30/2021	Select

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.

91 Day Applica	tion Existing 91 Day A	pplication								
Search E	xisting Recommen	dations								
		First Name :					Last Name :			
	D	ate Of Birth :	MM/DD/YYYY				SSN :			
		District :	BRANDYWINE SC	HOOL DISTRICT	~		Certificate :	- Select		~
										Search Reset
C Show	All								Showing 1-5 of	5 Records 10 - Q
First Name	Middle Name	Last Name	Date Of Birth	Route	Certificate			Status	District	Action
Gabriel		Embers	04/01/1981	91 Day Application	Technology Education Teacher (Grades 9-12, also	valid grades 6-8 in a Middle School)		Accepted	BRANDYWINE SCHOOL DISTRICT	0
Andrew		Embers	03/27/1981	91 Day Application	Technology Education Teacher (Grades 9-12, also	valid grades 6-8 in a Middle School)		Pending	BRANDYWINE SCHOOL DISTRICT	Withdraw

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.

his 91-Day Application process is designed to g	uide you through the progression of steps requ	ired to create and submit a 91-Day Application, as a pre-requisite	for the 91 day in lieu of student teaching option an	being issued an Initial License and an Emergency Certificate.
EMINDER: The 91 day applicant must have a n ocial studies, or special education. This option mergency Certificate, the educator must compl	gionally accredited Bachelor degree and be en may not be used in lieu of internships or practi ete an additional 15 semester credit hours of o	nployed as a long-term substitute teacher, in one assignment, duri ca required by teacher or specialist licensure or certificate areas. I oursework in the content area (at least six of those credits must b	ng the entire 91 day period. This is not an option for lelevant Praxis II test in content area must also be pa e in pedagogy) as determined by the LEA/Department.	individuals teaching elementary, English language arts, mathematics, science, seed prior to the end of the 91 day period. Upon issuance of an Initial License t agreement.
lew sections will be added to the page as you n	ove through the steps. During the process, it n	ay be necessary to scroll down to view newly added sections.		
he top section of the page, Search Educators, is	used to locate a specific educator.			
1-Day Application Instructions:				
· Enter search terms in this Search	Educator section to find the educator that is be	ing recommended for the 91 days option. Search results are restr	cted to educators within your school district and une	mployed educators. Search fields are not case-sensitive. Click <i>Search</i> button t
find Educator. • Click Select button in the Action of	olumn of the desired educator to continue to n	ext step.		
find Educator. • Click Select button in the Action of Search Educators	olumn of the desired educator to continue to n	ext step.		
find Educator. • Click Select button in the Action of Search Educators	olumn of the desired educator to continue to n	ext step.		
find Educator. • Click Select button in the Action of Search Educators First Name :	olumn of the desired educator to continue to n	ext step.	Last Name :	
find Educator. • Click Select button in the Action of Search Educators First Name : Date Of Birth :	olumn of the desired educator to continue to n	ext step.	Last Name :SSN :	

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 submenu 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

Welcome to the LEA Dashboard	
Welcome to DEEDS 3.0. This newly revised system is a comprehensive entryway into your LEA's educator data and the credentialing information that you an educator has an account in DEEDS 3.0, then from this point, you will be able to inform the DDOE about your educators, initiate applications for the e approval, upload files, and input LEA approval where necessary.	u need. Once ducator's
Announcements: • Coming soon	

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

Useful Links	
HR Forms	
HR Flyers	
Alternate Routes to Certification (ARTC)	
Graduate Level Salary Increments	

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

$\left(\right)$	LEA Dashboard Site Map The table below lists all the menu options available in the LEA dashboard. Based on the user role some of the menu options will not be available for the currently logged in user.						
l	ReviewQ	Emergencies & COEs	Mentoring Center	Reports			
l	Continuing License Renewals	Emergency/COE Recommendations	Manage Mentors				
L	Permit Renewals	Emergency/COE Extensions	Manage Teaching Mentees				
l	Graduate Salary Increment Approvals	Emergency/COE Upgrades	Add Mentees to Mentors				
l		91 Day Application	Mentor Forms				
l							
L							
L							
l							
l							
l							

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.

Associate Documents							
		Search:					
	Document Type	Date	Link				
	Updated ARTC Welcome Letter	07/10/2021 12:40:00 PM	Download				
	High School Transcript	07/10/2021 9:43:25 AM	Download				
	College Transcript (HR & DOE Only)	07/10/2021 9:43:03 AM	Download				
	New Application	07/10/2021 8:44:49 AM	Download				
Select Documents to Associate Cancel							

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 <u>Upload</u> <u>Document</u>.

Associate Documents							
		Search:					
	Document Type	Date	Link				
	Updated ARTC Welcome Letter	07/10/2021 12:40:00 PM	Download				
	High School Transcript	07/10/2021 9:43:25 AM	Download				
	College Transcript (HR & DOE Only)	07/10/2021 9:43:03 AM	Download				
	New Application	07/10/2021 8:44:49 AM	Download				
Select Documents to Associate Cancel							

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.
 - File Explorer is opened to allow document to be selected from computer files.
 - Select the desired file and Click **Open**.