DEEDS 3.0

Powering Educator Credentialing

District and Charter School ReviewQ User Guide

This user guide will provide an overview of the ReviewQ, used to review and approve applications.

Sections:

Process Overview

The ReviewQ is used for review and approval of applications that require approval by the District or Charter office. Continuing License and Permit renewals are reviewed, approved and issued solely by the District or Charter office. Salary Increment Requests are initially reviewed and approved by the District or Charter office, and then the application is routed to the DDOE L&C team for final review and approval.

Applications that need approval by the District or Charter office include:

- Continuing License Renewal
- Paraeducator Permit Renewal
- Adult Basic Education (ABE) Level 2 Permit Renewal
- James H. Groves Adult High School Level 2 Permit Renewal
- Interpreter Tutor for the Deaf/Hard of Hearing Permit Renewal
- Salary Increment Requests

DEEDS 3.0 Access

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

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

If you already have an EdAccess Account, [Login to EdAccess Account](#).

LEA Dashboard access is provided to individuals who perform Human Resource functions for their charter school, district, or employing authority. To request LEA access, log a KACE ticket requesting access. Please include your District or Charter School title and the HR functions that you perform.

Via the EdAccess dashboard, click the DEEDS 3.0 icon.

If access to the LEA Dashboard has been granted, then the user is presented with a ***User Type*** dropdown list to choose the desired DEEDS 3.0 Dashboard. Select ***LEA Dashboard*** from the list of options and click the ***Go to Dashboard*** button.

User is directed to the ***LEA Dashboard***.

ReviewQ

From the LEA Dashboard, select the ***ReviewQ*** menu option (indicated with a red arrow below).

Figure RVQ-RVQ-01: ReviewQ Main Menu Option

A list of the applications submitted for review appear at the bottom of the page, filtered by the selected Worklist. Upon entry, the worklist defaults to ***My Worklist***, which shows only the applications that are currently in your worklist. In this example, there are no application assigned, and therefore ***No record found*** is displayed in the table.

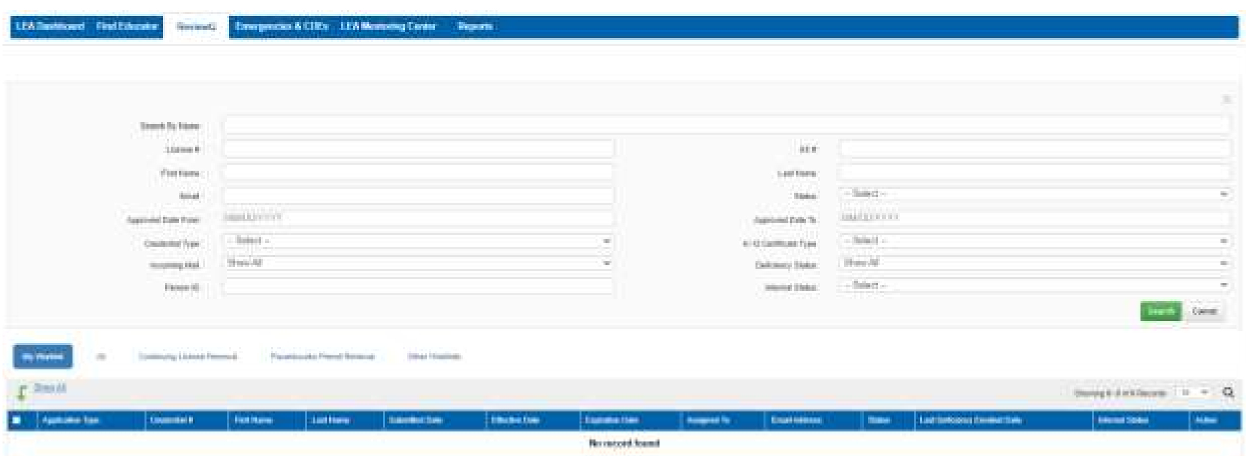

Figure RVQ-RVQ-02: ReviewQ Page Filtered to My Worklist

Click ***All*** (indicated with a red arrow below) to view all the applications submitted for review and approval.

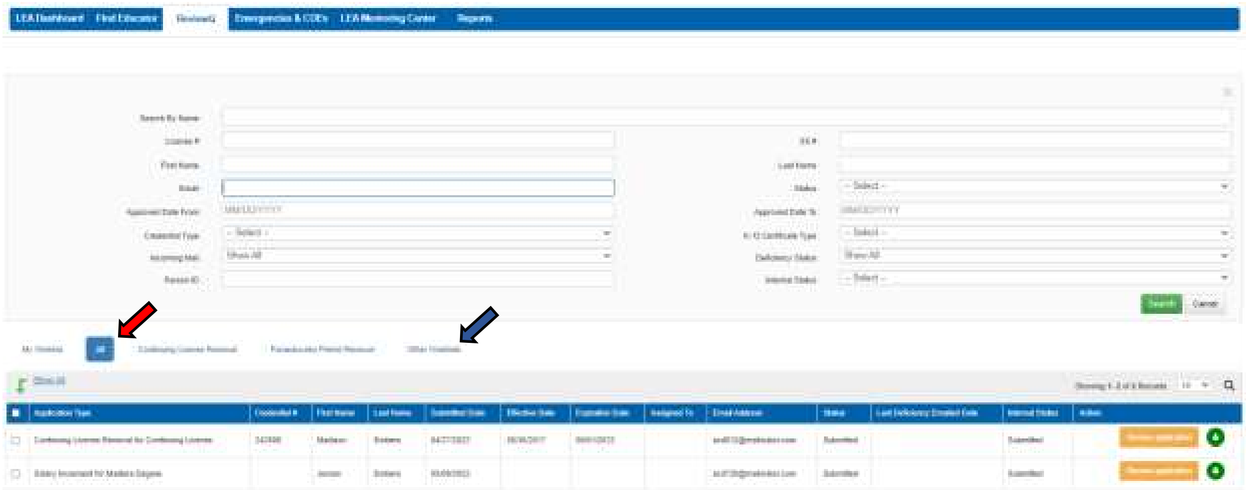

Figure RVQ-RVQ-03: ReviewQ Page Filtered to Show All Applications

The list is showing ***All*** applications since the ***All*** filter (indicated with a red arrow above) has been selected. The application types can also be filtered by selecting one of the filtering options above the list of applications. Filtering options include:

- ***Continuing License Renewal***
- ***Paraeducator Permit Renewal***
- ***Other Worklists***

Click the ***Other Worklists*** tab (indicated with a blue arrow above) to see the list of worklist options.

When ***Other Worklists***, is clicked, a dropdown list control is shown (indicated with red arrow below).

Figure RVQ-RVQ-04: Other Worklists Dropdown List Control Shown

Click the down arrow of the dropdown list to view the list of ***Other Worklists*** options.

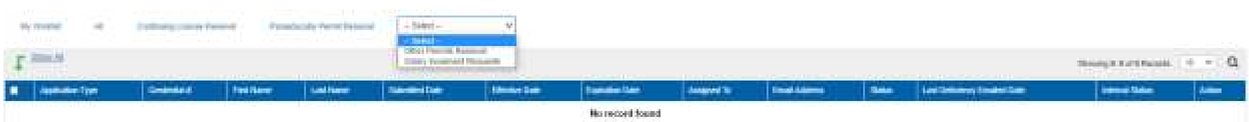

Figure RVQ-RVQ-05: Other Worklists Dropdown List Options

Select ***Salary Increment Requests*** from the list of options to filter the list of applications to ***Salary Increment Requests*** only.

Figure RVQ-RVQ-06: ReviewQ Applications Filtered by Salary Increment Requests

Data is filtered to show only ***Salary Increment Requests***. If the list of applications is long, search terms can be entered in the top section to limit the results. It may be necessary to scroll down or move between pages to see the entire list of salary increment request applications. Locate the desired application and click the ***Review Application*** button in the corresponding row of the table.

Click the ***All*** filter again to reset the page to showing all applications.

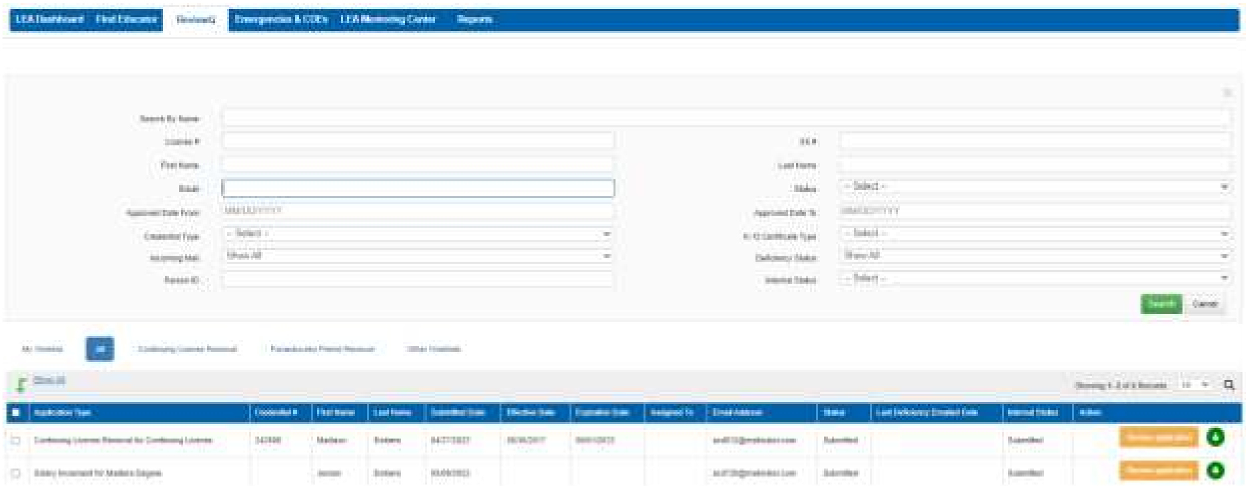

Figure RVQ-RVQ-07: ReviewQ Reset to List of All Applications

The top section of the page is for entering specific search criteria to narrow the results. For example, if you were expecting a Continuing License Renewal request application from a specific educator, then the search criteria can be entered directly into the search fields as shown below.

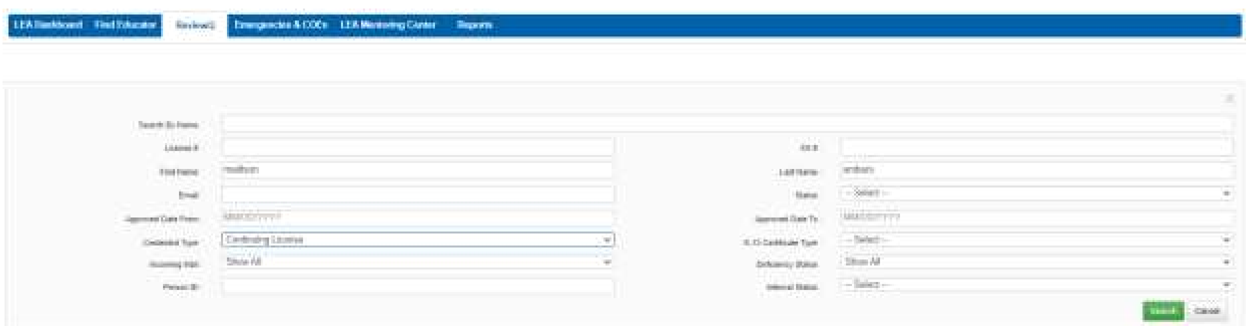

Figure RVQ-RVQ-08: ReviewQ Search Criteria Entered

In this example, the educator first and last name is entered in the ***First Name*** and ***Last Name*** search fields, respectively. Note that the search terms are not case sensitive, so there is no need to enter capitalized letters to find educators. Additionally, ***Continuing License*** has been selected from the ***Credential Type*** dropdown list. Click the ***Search*** button.

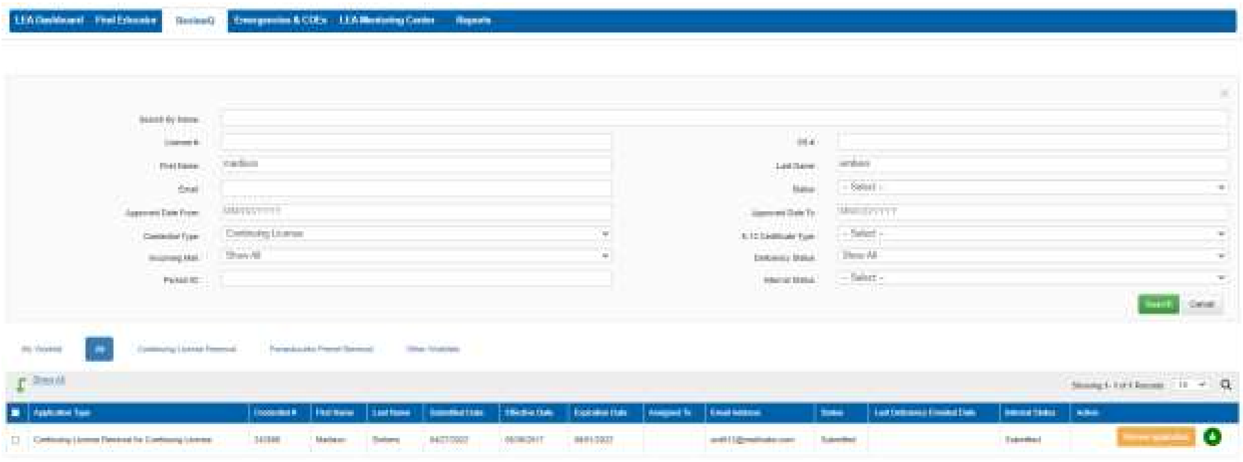

Figure RVQ-RVQ-09: ReviewQ Applications Filtered by Search Criteria

The list of applications is filtered to show only the application that matches the search criteria entered. The search form can be extremely helpful in finding specific applications that are in the ReviewQ for review and approval.

Click the ***All*** filter again to reset the page to showing all applications. When the ***All*** filter is selected, all the search criteria information is removed and the fields are reset to blank.

Renewal Requests

All Renewal applications are handled in the same manner, so instructions for all renewal types are included in this section. Renewal requests that are directed to the District or Charter office for review and approval are:

- Continuing License Renewal
- Paraeducator Permit Renewal
- Adult Education Permit Renewal
- Interpreter Tutor for the Deaf/Hard of Hearing Permit Renewal

The review and approval process is limited to verification and acceptance of the Clock Hours. If there are issues that need to be addressed by the educator, then Deficiencies can be raised.

From the LEA Dashboard, select the ***ReviewQ*** menu option.

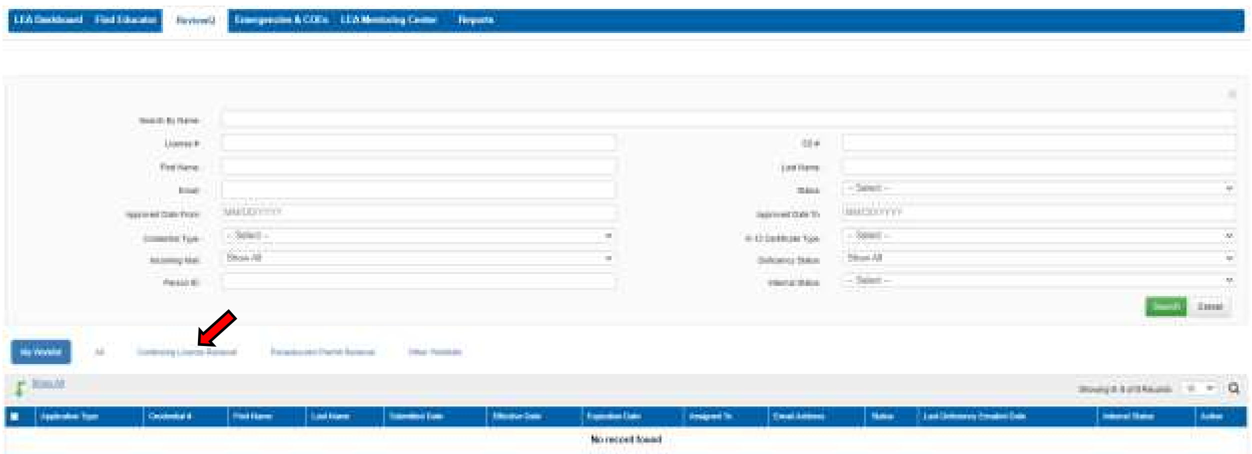

Figure RVQ-RNW-01: ReviewQ Applications Filtered by User Worklist

User is directed to ReviewQ page, showing all the applications in the user's worklist.

Click the desired Renewal tab to filter the applications. In this example, the ***Continuing License Renewal*** tab (indicated with a red arrow above) is selected.

Figure RVQ-RNW-02: ReviewQ Applications Filtered by Paraeducator Permit Renewals

Data is filtered to show only ***Continuing License Renewals***. If the list of applications is long, search terms can be entered in the top section to limit the results. Locate the desired application and click the ***Review Application*** button in the corresponding row of the table.

The ***Renewal Application*** is inserted in the page. User may need to scroll down to see the entire application. The top section of the Renewal Application is for ***Clock Hours*** and the bottom section is for ***Deficiencies***. Each of these sections will be reviewed for completeness.

Clock Hours

Figure RVQ-CLK-01: Renewal Application Clock Hours Section

There are two ways to ***Verify*** and ***Accept*** the clock hours – either individually or in bulk. Instructions for the two options follows.

Single Verify / Accept Clock Hours

Use the ***Verify*** and ***Accept*** buttons (indicated with red arrows below) in the ***Actions*** column of the ***Clock Hours*** table to verify and accept clock hours entries. Focus is directed to the ***Clock Hours*** table.

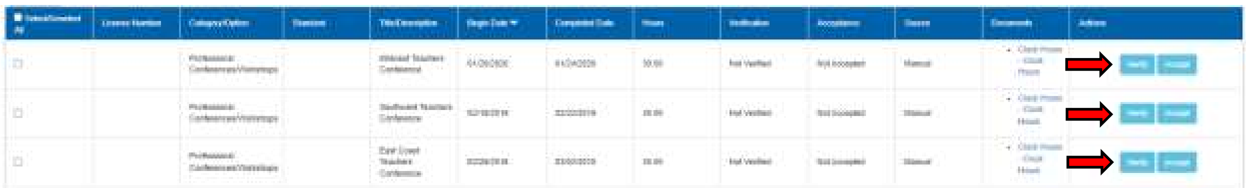

Figure RVQ-CLS-01: Renewal Application Clock Hours Table Verify and Accept Buttons

Click the ***Verify*** button in the first row to verify the clock hours that are listed in the first row.

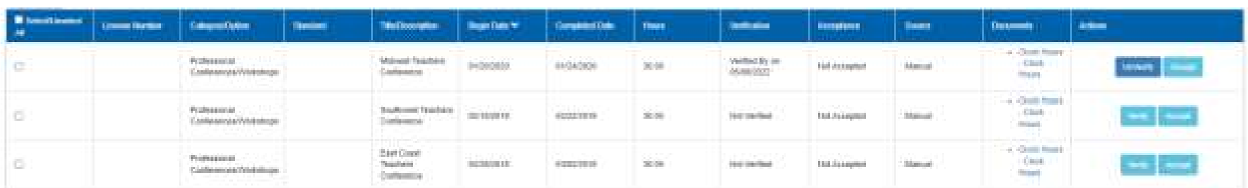

Figure RVQ-CLS-02: Renewal Application Clock Hours Record Verified

When the ***Verify*** button is clicked, the button text changes to ***Unverify*** and the ***Verification*** column is updated to include the user that verified the clock hours and the date that the clock hours were verified. Click the ***Accept*** button in the first row to accept the clock hours that were verified.

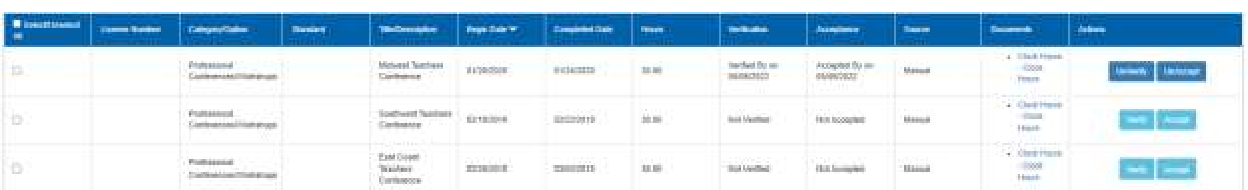

Figure RVQ-CLS-03: Renewal Application Clock Hours Top Record Verified and Accepted

When the ***Accept*** button is clicked, the button text changes to ***Unaccept*** and the ***Acceptance*** column is updated to include the user that accepted the clock hours and the date that the clock hours were accepted.

Click the ***Accept*** button in the second row.

Figure RVQ-CLS-04: Renewal Application Two Rows Clock Hours Verified and Accepted

When the ***Accept*** button is clicked, the accept action is taken, changing the button text to ***Unaccept*** and updating the ***Acceptance*** column with the username and date. Note that this action also forced the verify action, changing the ***Verify*** button text to ***Unverify*** and updating the ***Verification*** column with the username and date. These actions are done in tandem because when the clock hours are accepted, it is implied that the clock hours have also been verified.

In the same way that clock hours were verified and accepted using the Verify and Accept buttons, the clock hours can be unverified and unaccepted using the ***Unverify*** and ***Unaccept*** buttons.

Click the ***Unaccept*** button in the first row. When the ***Unaccept*** button is clicked, the button text changes to ***Accept*** and the ***Acceptance*** column is updated to remove the username and date associated with the previous clock hours acceptance. Click the ***Unverify*** button in the first row. When the ***Unverify*** button is clicked, the button text changes to ***Verify*** and the ***Verification*** column is updated to remove the username and date associated with the previous clock hours verification.

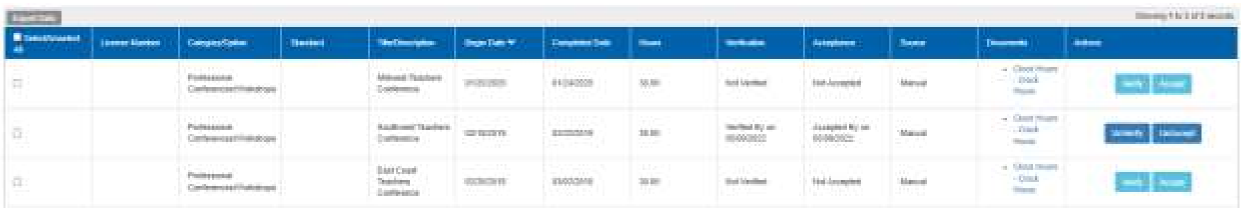

Figure RVQ-CLS-05: Renewal Application Clock Hours Middle Record Verified and Accepted

Click the ***Unverify*** button in the second row. When the ***Unverify*** button is clicked, the unverify action is taken, changing the button text to ***Verify*** and updating the ***Verification*** column to remove the username and date associated with the previous clock hours verification. This action also forced the unaccept action, changing the ***Unaccept*** button text to ***Accept*** and updating the ***Acceptance*** column to remove the username and date linked to the previous clock hours acceptance. These actions are done in tandem because when clock hours are unverified, it is implied that the clock hours have also been unaccepted.

Multiple Verify / Accept Clock Hours

When there are a number of clock hours records that can be verified and accepted all at once, then it is more efficient to use the multiple select option.

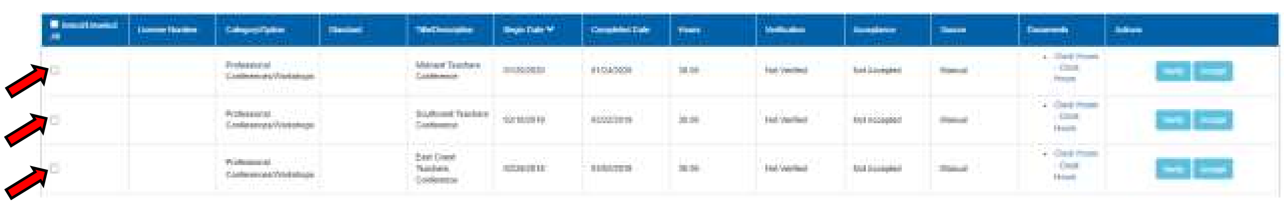

Figure RVQ-CLM-01: Renewal Application Clock Hours Table

To select multiple clock entries to be verified and/or accepted, select the checkboxes (indicated with a red arrow above) in the first column. Any combination of rows can be selected for action.

Figure RVQ-CLM-02: Renewal Application Clock Hours Multiple Row Selection

Click the ***Verify Selected Clock Hours*** button.

Figure RVQ-CLM-03: Renewal Application Clock Hours Table After Multiple Records Verified

When the ***Verify Selected Clock Hours*** button is clicked, the text of the ***Verify*** buttons, in the **Actions** column of the selected rows, changes to ***Unverify*** and the corresponding ***Verification*** columns are updated to include the username and date that the clock hours were verified.

To verify and accept in one action, select the checkboxes associated with the clock hour record to be verified and accepted. Click the ***Accept Selected Clock Hours*** button. When the clock hours records are accepted, the ***Verify*** and ***Accept*** buttons in the ***Actions*** column changes to ***Unverify*** and ***Unaccept***, respectively. Additionally, the ***Verification*** columns and ***Acceptance*** columns are updated to include the username and date.

If all required clock hours have been verified and accepted, then the application review process is complete and you can skip to the Renewal Approval section. If, however, there are issues that need to be resolved by the educator, then a deficiency can be raised. Refer to the Deficiencies section for instructions on how to raise and resolve a deficiency.

Deficiencies

If there are issues that need to be resolved when the application is reviewed, then a deficiency can be raised by the District or Charter user. When a deficiency is raised, the educator will be informed in three ways:

- An email will be sent to the educator primary email address to notify that there is a deficiency in the application that needs to be resolved. Go to your email provider mailbox and find the email sent from deeds@doe.k12.de.us with the Subject ***DDOE – Deficiencies in Application.***
- A ***Respond to Deficiency*** button appears on the ***Educator Dashboard*** home page.
- A Deficiency is listed on the ***View My Applications*** page of the ***Educator Dashboard.***

The educator will need to address and resolve the deficiencies raised prior to application approval.

Below the ***Clock Hours*** section is a ***Deficiency*** section.

Figure RVQ-DEF-01: Renewal Application Deficiency Section

To raise a deficiency, click the checkbox associated with the desired deficiency category. If the deficiency does not fall into one of the categories provided, select ***Other (Applicant)***.

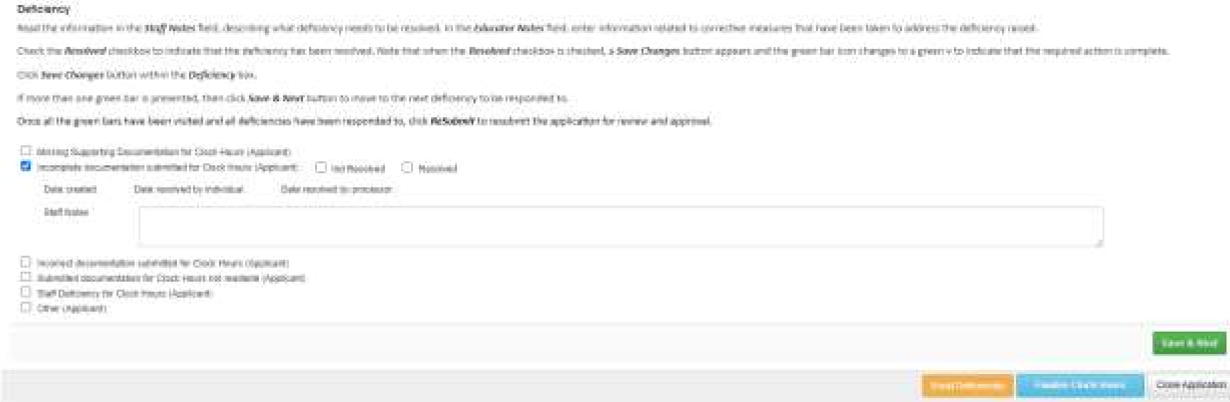

Figure RVQ-DEF-02: Renewal Application Deficiency Category Selected

When the deficiency category is selected, and additional section is inserted in the ***Deficiency*** section within the category checkboxes. Add a description of the deficiency and what is required to resolve the issue in the ***Staff Notes*** entry field.

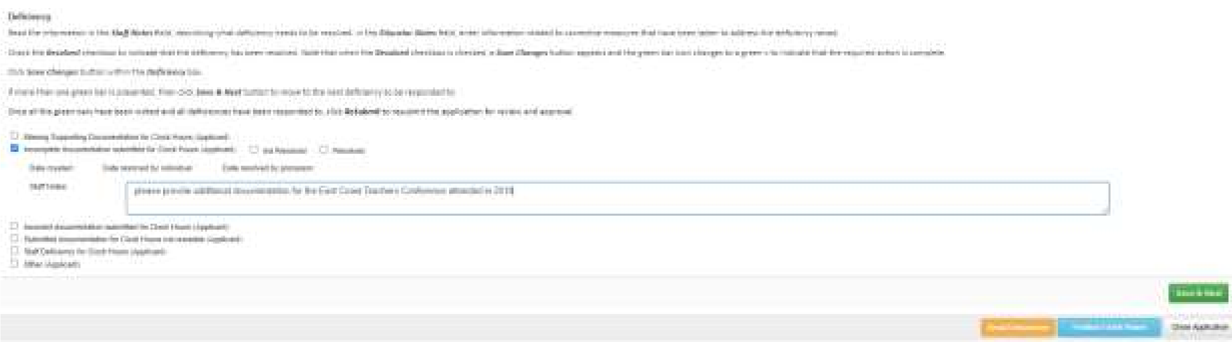

Figure RVQ-DEF-03: Renewal Application Deficiency Defined

Click the ***Save & Next*** button to save the changes.

Click the ***Email Deficiencies*** button.

Figure RVQ-DEF-04: Renewal Application Deficiency Email

An Email Deficiency section is added with pre-populated email information. The email ***To:*** is populated with the educator's primary email address and the contents of the email contain an explanation of the deficiency raised and how to address the issue. The email information can be edited if desired, but this action is not necessary. Other individuals may also be copied on the email be entering valid email addresses in the CC: field. Multiple email addresses need to be separated with a semicolon.

Click the ***Send*** button.

The ***Renewal Application*** is dismissed and the ***ReviewQ*** page is updated.

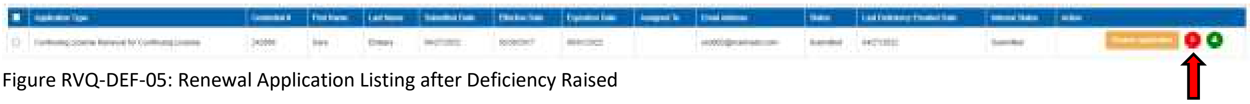

Figure RVQ-DEF-05: Renewal Application Listing after Deficiency Raised

The renewal application where the deficiency was raised now shows a red circle with a D in the middle (shown with a red arrow above) in the Action column. This is present as an indicator that a deficiency has been raised for this application.

Once the educator has addressed the deficiency and the application is ready for review again, the entry on the ReviewQ page will change to:

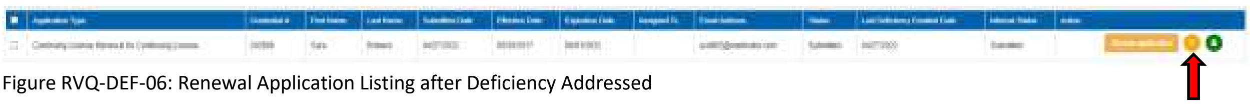

Figure RVQ-DEF-06: Renewal Application Listing after Deficiency Addressed

The renewal application where the deficiency was raised now shows a yellow circle with a D in the middle (shown with a red arrow above) in the Action column. This is present as an indicator that the deficiency raised for this application has been addressed by the educator and is ready for review.

Click the Review Application button. The renewal application is inserted in the page for review. Scroll down to the Deficiency section.

Figure RVQ-DEF-07: Renewal Application after Deficiency Addressed

Note that the ***Ind Resolved*** checkbox is checked to indicate that the deficiency has been resolved by the individual (educator). Additionally, there is information in the ***Educator Notes*** describing how the issue was resolved by the educator. If the deficiency raised has been resolved sufficiently by the educator, then verify and accept the clock hours that were in question. If the deficiency has been resolved satisfactorily, then click the ***Resolved*** checkbox.

When the Resolved checkbox is checked, the ***Confirm all Deficiency Resolved*** button (red arrow below) is enabled. Click the ***Confirm all Deficiency Resolved*** button.

Figure RVQ-DEF-08: Renewal Application Listing after Deficiency Marked Resolved

Once clicked, the ***Confirm all Deficiency Resolved*** button disappears and the ***Finalize Clock Hours*** button (red arrow below) is enabled.

Figure RVQ-DEF-09: Renewal Application Listing after Confirmation of All Deficiencies Resolved

The renewal application is now ready for approval.

Renewal Application Request Approval

Once all required clock hours have been accepted and deficiencies, if any, are resolved, then the renewal application is ready for approval.

To approve the renewal application, click the ***Finalize Clock Hours*** button (red arrow above) to complete the approval process.

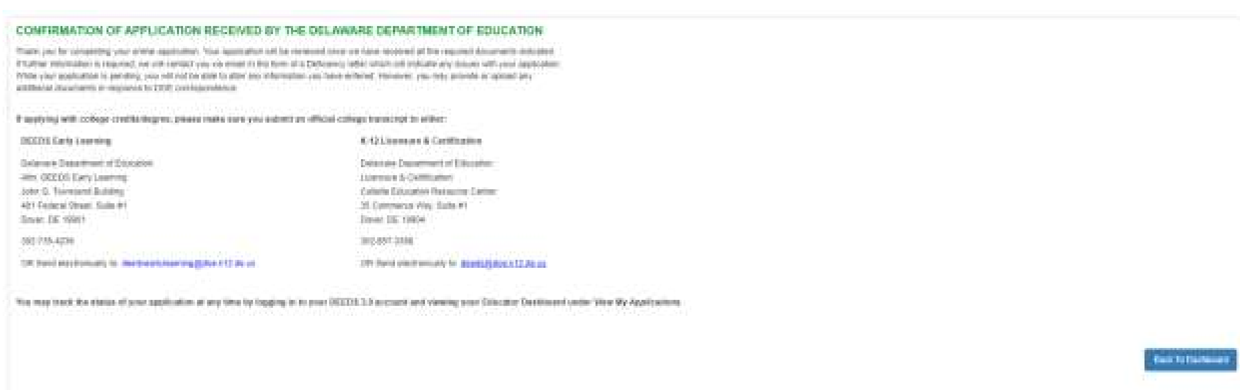

Figure RVQ-APR-01: Renewal Application Submission Confirmation

Confirmation of the application submission is presented. Click the ***Back to Dashboard*** button. User is redirected to the ***LEA Dashboard***.

Congratulations! The renewal application request has been successfully processed.

Salary Increment Requests

Salary Increment requests are directed to the District or Charter office for initial review and approval. The District or Charter user is required to review the application data provided by the educator against the requirements of the salary increment request.

Graduate Salary Increment Requirements

The requirements for each of the graduate salary increment educational levels follows:

- **Two Years of College**
  - Educator must have completed two (2) years of college.
- **Associates Degree**
  - Educator must submit an Associate's Degree with a conferral date.
- **Less than Bachelor's Degree**
  - Educator must be in Skilled & Technical Sciences.
  - Educator must earn at least seventy-five (75) credits toward a Bachelor's Degree.
- **Bachelor's Degree**
  - Educator must submit a Bachelor's Degree with a conferral date.
- **Bachelor's Degree +15**
  - Educator must earn at least fifteen (15) credits towards an eligible Master's Degree.
- **Bachelor's Degree +30**
  - Educator must earn at least thirty (30) credits towards an eligible Master's Degree.
- **Master's Degree**
  - Educator must submit a Master's Degree with a conferral date.
  - Degree must be directly related to an area or specialty in which the educator is employed, or as required by regulation.
- **Master's Degree +15**
  - Educator must earn at least fifteen (15) credits beyond the conferral date of the eligible Master's Degree.
  - Credits must be earned through a graduate level course of study clearly related to the educator's professional responsibilities.
  - Credits must be earned towards a second Master's Degree of matriculated graduate credits earned toward a Doctorate Degree.
- **Master's Degree +30**
  - Educator must earn at least thirty (30) credits beyond the conferral date of the eligible Master's Degree.
  - Credits must be earned through a graduate level course of study clearly related to the educator's professional responsibilities.

  - Credits must be earned towards a second Master's Degree of matriculated graduate credits earned toward a Doctorate Degree.
- **Master's Degree +45**
  - Educator must earn at least forty-five (45) credits beyond the conferral date of the eligible Master's Degree.
  - Credits must be earned through a graduate level course of study clearly related to the educator's professional responsibilities.
  - Credits must be earned towards a second Master's Degree of matriculated graduate credits earned toward a Doctorate Degree.
- **Doctorate Degree**
  - Educator must submit a Doctorate Degree with a conferral date.
  - Degree must be directly related to an area or specialty in which the educator is employed, or as required by regulation.

From the LEA Dashboard, select the ***ReviewQ*** menu option.

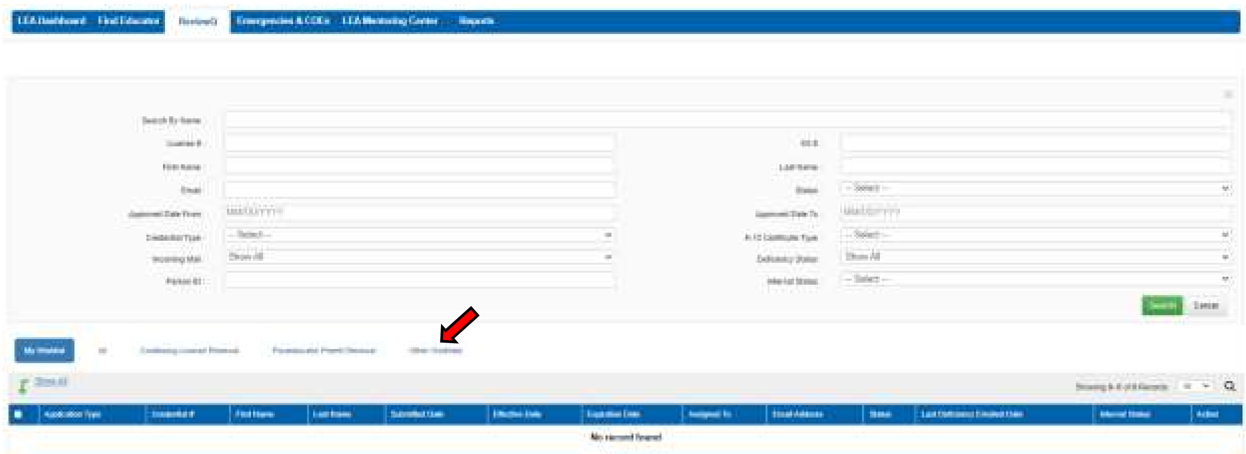

Figure RVQ-GSI-01: ReviewQ Applications Filtered by User Worklist

User is directed to ReviewQ page, showing all the applications in the user's worklist.

Click the ***Other Worklists*** tab (indicated with a red arrow above) to see the list of worklist options.

When ***Other Worklists***, is clicked, a dropdown list control is shown (indicated with red arrow below).

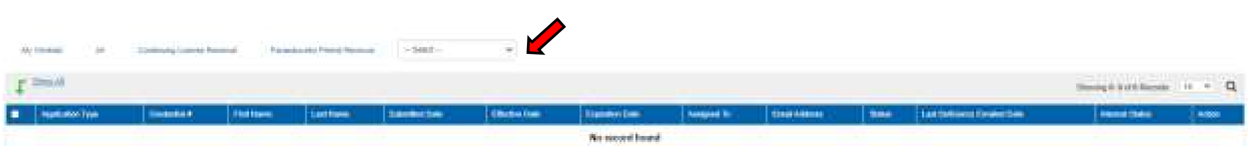

Figure RVQ-GSI-02: Other Worklists Dropdown List Control Shown

Click the down arrow of the dropdown list to view the list of ***Other Worklists*** options.

Figure RVQ-GSI-03: Other Worklists Dropdown List Options

Select ***Salary Increment Requests*** from the list of options.

Figure RVQ-GSI-04: ReviewQ Applications Filtered by Salary Increment Requests

Data is filtered to show only ***Salary Increment Requests***. If the list of applications is long, search terms can be entered in the top section to limit the results. It may be necessary to scroll down or move between pages to see the entire list of salary increment request applications. Locate the desired application and click the ***Review Application*** button in the corresponding row of the table.

The ***Salary Increment Application*** is inserted in the page. User may need to scroll down to see the entire application.

Application Data

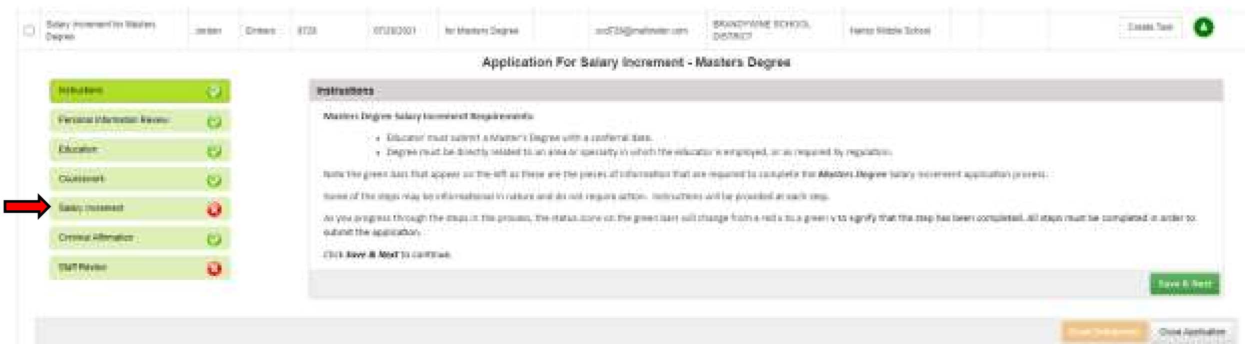

Figure RVQ-GSI-03: ReviewQ Salary Increment Application Data

Note the five (5) bars on the left that are designated with a green √, as these are the pieces of information that the educator was required to provide during the application process. The ***Application Data*** bars include: ***Instructions***, ***Personal Information Review***, ***Education***, ***Coursework*** and ***Criminal Affirmation***. No action is required for these bars; however, the data on these tabs is available for review, if desired. Simply click on the green bar to review the information that has been provided by the educator for the data categories shown.

The ***Salary Increment*** and ***Staff Review*** bars are designated with a red x to signify that action is required by the District or Charter user. Click the ***Salary Increment*** bar (indicated with a red arrow above).

Figure RVQ-GSI-04: ReviewQ Salary Increment Bar

The Salary Increment table shows a new entry with a ***Status*** of ***In Progress.*** The ***Application Date*** is also shown in the Salary Increment table. This bar is for informational purposes only and data cannot be added, edited or deleted.

Click the ***Save & Next*** button.

The ***Salary Increment*** bar is designated with a green √ to signify that the step has been completed.

Click the ***Staff Review*** bar.

Figure RVQ-GSI-05: ReviewQ Salary Increment Staff Review Bar

Salary Increment Request Approval

This is the final step for the District or Charter user in the ***Salary Increment*** approval process. The entry fields in the ***Staff Review*** are optional and include ***Review Date***, ***Review Comment*** and ***Internal Status***. Although the ***Review Date*** field is optional, it is good practice to enter the date that the salary increment request application was reviewed. Optionally, all any additional comments that need to captured in the ***Review Comment*** field.

To deny the salary increment request, click the ***Deny Salary Increment*** button. The user is prompted with a confirmation message to confirm denial of the application. Click ***OK*** to deny the salary increment or ***Cancel*** to exit the denial process.

To approve the salary increment request, click the ***Approve Salary Increment*** button. A confirmation message is displayed: ***Are you sure you wish to approve?*** If you are sure, click the ***OK*** button. Alternately, if you are not sure, click the ***Cancel*** button. If the ***OK*** button is clicked, then the salary increment request application is approved.

Figure RVQ-SIA-01: Salary Increment Application Submission Confirmation

Whether the application is Approved or Denied, confirmation of the application submission is presented. Click the ***Back to Dashboard*** button. User is redirected to the ***LEA Dashboard***.

If approved, then the Salary Increment Application is routed to the DDOE L&C team for final review and approval. No further action is required by the District or Charter user.

Congratulations! The salary increment application request has been reviewed and approved.