



ARIZONA DEPARTMENT OF EMERGENCY AND MILITARY AFFAIRS

Division of Emergency Management

Instructors – How To Enter Grades



Your instructor account is on the Acadis Readiness Suite administration site. <https://azdema-admin.acadisonline.com>
Your username will be first name.last name, **NOT** your email address.

1. On the Training Tab, in the Management Monitors section, click on “Training – Events”



2. You will see a list of events that you are scheduled to teach. You will only see events that are assigned to you. Click on the class that you wish to view.

Event	Event Dates	Started	Enrolled	At Risk	Incomplete/Departed	Attrition	Graduated	Status
IT-ACA1 - ACA-001	10/03/2018 - 10/11/2018	4	4	0	0	0.00%	0	● Active
ICS-G775 - G775-001	10/09/2018 - 10/10/2018	6	6	0	0	0.00%	0	● Active
PIO-G290 - G290-002	10/23/2018 - 10/24/2018	28	28	0	0	0.00%	0	● Active
3 Events	Totals	38	38	0	0	0.00%	0	

3. You will see additional information on the class as you scroll down.

The screenshot shows the 'Event Record' page for 'Acadis Orientation - ACA-001'. The page is divided into several sections:

- Event Record Header:** Includes 'Jump To', 'Display Settings', 'Reports', and 'Actions' buttons.
- Course Information:**
 - Course Track: Acadis Orientation
 - Course Track Category: Internal Training
 - Training Category: None Specified
 - Instruction Type: Classroom
 - Course Template Reference: (blank)
- Hours and Credits:**
 - Training Hours: 0h 0m
 - Non-Training Hours: 0h 0m
 - Total Event Hours: 0h 0m
 - CEU Credits: None Specified
 - Event Cost: None Specified
 - Organization: Training Branch
- Event Information:**
 - Event Location: Arizona Department of Emergency and Military Affairs
 - Address: 5636 E. McDowell Road, State Emergency Operations Center, Phoenix, AZ 85008
 - Event Dates: 10/03/2018 to 10/11/2018
 - Projected Students: 70
 - Status: Active
- Staff Assignments:** A table listing staff members and their roles.

Assignee	Assignment	Hours	Primary Phone	Email
Moreno, Vanessa	Training Coordinator		(602) 464-6906	vanessa.moreno@azdema.gov
Smithdema, John	Instructor		(480) 399-0196	smithdema@gmail.com

4. At the bottom of this screen there is a section for comments about the class. If you have any comments about this specific class, you may enter them here by clicking "Edit"

The screenshot shows the 'Portal Options' section. It includes a 'TEST RESULTS' section with a 'Grade Entry' option set to 'Do not allow authorized portal users to enter test results'. Below this is a 'Comments' section with an 'Edit' button highlighted by a red arrow. The text below the comments section reads: 'No comments have been added. Add a comment'.

5. Click on "Students".

The screenshot shows the ACADIS READINESS SUITE navigation menu. The 'Students' option is highlighted with a red arrow. The menu items are:

- Students
- Student Groups
- At Risk Monitor
- Departures
- Tests
- End of Event
- Curriculum Setup
 - Weights
 - Learning Objectives

The 'Event' search bar at the top contains the text 'Event'. The 'Training' tab is selected, and the 'Event Descriptive Information' section is visible below the menu.

6. The list of students who are enrolled in your class will come up.

Training									
Acadis Orientation - ACA-001									
Students (4) Filters More Reports									
Name	User ID	Sending Organization	Ful. Req	Tests Taken	Failed	At Risk	Avg.	Status	
Campa, Robert		Arizona Department of Emergency and Military Affairs	0/0	0	0	0	0.00%	Enrolled	View
Hassett, Katherine		Arizona Department of Emergency and Military Affairs	0/0	0	0	0	0.00%	Enrolled	View
Moreno, Vanessa		Arizona Department of Emergency and Military Affairs	0/0	0	0	0	0.00%	Enrolled	View
Scott, Becky		Arizona Department of Emergency and Military Affairs	0/0	0	0	0	0.00%	Enrolled	View

7. To enter status changes individually, click on the Action Menu , then "Edit Status".

Name	User ID	Sending Organization	Ful. Req	Tests Taken	Failed	At Risk	Avg.	Status	
Campa, Robert		Arizona Department of Emergency and Military Affairs	0/0	0	0	0	0.00%	Enrolled	View 
Hassett, Katherine		Arizona Department of Emergency and Military Affairs	0/0	0	0	0	0.00%	Enrolled	Edit Status

8. A Pop-up screen will appear with a dropdown box for the new status. Select the appropriate status, enter the date and click "Save" NOTE: Perform this step FIRST for students who were enrolled, but did not complete the class.

Update Status

Student: Campa, Robert
Current Status: Enrolled

* New Status: (dropdown menu open with options: Enrolled, Departed, Completed, Incomplete)

* Required Information

Cancel Save

Update Status

Student: Campa, Robert
Current Status: Enrolled

* New Status: (dropdown menu)

* Graduation Date:

* Required Information

Cancel Save

Note: A No Show, someone who is asked to leave the class, or someone who cancels on site is referred to as a "Departure". In the Update Status, choose "Departed" and click "Save". On the next screen, click "Continue with Departure".

Update Status

Student: Campa, Robert
Current Status: Enrolled

* New Status: (dropdown menu open with options: Enrolled, Departed, Completed, Incomplete)

* Required Information

Cancel Save

Update Status

Student: Campa, Robert
Current Status: Enrolled

* New Status: (dropdown menu)

* Required Information

Cancel Continue with Departure

Enter the date of the departure. In the Action section, choose Dismissed, Cancelled or No Show. In the Reason Section, choose the appropriate selection. Add comments if necessary and click on “Depart Student”

Depart Student - Acadis Orientation - ACA-001

Depart Student

When a student departs from a event, they leave with no expectation of returning to complete the training.

GENERAL INFORMATION

Student: Campa, Robert
 User ID

* Departure Date: 10/9/2018

* Action: No Show

* Reason: No show - Student did not attend event or notify DEMA

OPTIONAL INFORMATION

Departure Comment:

Failures: I want to show all activity and test failures with the departure.

* Required information

Cancel Depart Student

NOTE: Contact the DEMA Training Coordinator immediately if a student is given a “Disciplinary” or “Failed” status.

- To change the status of all students with the status of “Enrolled” at once, click on “More” and select “Graduate Students”. This will give the status of “Completed” to everyone in the class with the status of “Enrolled”.

Training

Acadis Orientation - ACA-001

Students (4)

Filters More Reports

Name	User ID	Sending Organization	Ful. Req	Tests Taken	Failed	At Risk	At Risk %	Status	View
Campa, Robert		Arizona Department of Emergency and Military Affairs	0/0	0	0	0	0.00%	Incomplete	View
Hassett, Katherine		Arizona Department of Emergency and Military Affairs	0/0	0	0	0	0.00%	Incomplete	View
Moreno, Vanessa		Arizona Department of Emergency and Military Affairs	0/0	0	0	0	0.00%	Incomplete	View
Scott, Becky		Arizona Department of Emergency and Military Affairs	0/0	0	0	0	0.00%	Enrolled	View

More menu options: Email Selected, Graduate Students, Export All, Export Selected

- Enter the last date of the class and click “Done”. Note that only students with a status of “Enrolled” will appear on the list.

Graduate Students for Acadis Orientation - ACA-001

The following students are eligible to graduate. Only students with a current status of Enrolled that meet the minimum requirements are considered to be eligible. Students with other statuses must be updated manually.

* Graduation Date:

Name	User ID	Current Status
Campa, Robert		Enrolled
Hassett, Katherine		Enrolled
Scott, Becky		Enrolled

Cancel Done

Summary:

To change the status of an individual student:

Training Tab > Training-Events > (Choose Class) > Students > Action Menu  > Edit Status > Add Graduation Date > Save. Perform this step for students who were enrolled, but did not complete the class.

To Mark All Enrolled Students As Complete:

Training Tab > Training-Events > (Choose Class) > Students > More > Graduate Students > Enter Graduation Date > Done

For more information, please contact the DEMA Training Branch at 602-464-6306 or training@azdema.gov.