



## EdSight Secure Reports: *Educators With Active Endorsements*

### USING THE *EDUCATORS WITH ACTIVE ENDORSEMENTS* REPORT

The Connecticut State Department of Education (CSDE) created the *Educators With Active Endorsements* report to allow district administrators to view a list of certified educators for open positions. The report is available to EdSight Secure users and lists living, non-retired educators from the Connecticut Educator Certification System (CECS) who hold active endorsements and for whom there is an email address in CECS. Each row in the report is grouped

by an individual and Endorsement Code. So, if two endorsements were selected for the filter button and an educator holds both of them, s/he would appear on two rows in the resulting list table. The *Educators With Active Endorsements* report uses *EdSight Secure* to provide this information to district users in secure fashion.

Educator must hold at least one of the following selected endorsements (SELECT)

*EdSight Secure* is a data analytics and visualization tool provided by the CSDE to authorized users (including administrators and data analysts) in public school districts. It allows users to apply a variety of filters to the data, create charts and cross tabs, study trends, and identify students that need additional support – all with the goal of facilitating informed decision-making that improves student engagement and student outcomes. This user guide explains how to login to Edsight Secure, navigate to the *Educators With Active Endorsements* report, and use the features the report provides.

### Logging into EdSight Secure

A screenshot of the NetIQ Access Manager login interface. The top section has a teal header with the NetIQ logo and the text 'NetIQ Access Manager'. Below this is a grey bar with the word 'Authentication' in white. Underneath is another teal bar with the text 'User Login' in white. The main area is light grey and contains two input fields: 'Username:' followed by a text box, and 'Password:' followed by a text box. At the bottom right of the form is a grey button labeled 'Login'.

Navigate to the Portal Applications Website:

<https://csde.ct.gov>

OR

Log in Directly to EdSight Secure:

<https://secure-edsight.ct.gov>



EdSight Secure contains personally identifiable information that is confidential pursuant to federal and state law. By logging onto and accessing these data, I hereby acknowledge that the information contained therein shall only be disclosed to authorized personnel and used as permitted by federal and state law.

User ID:

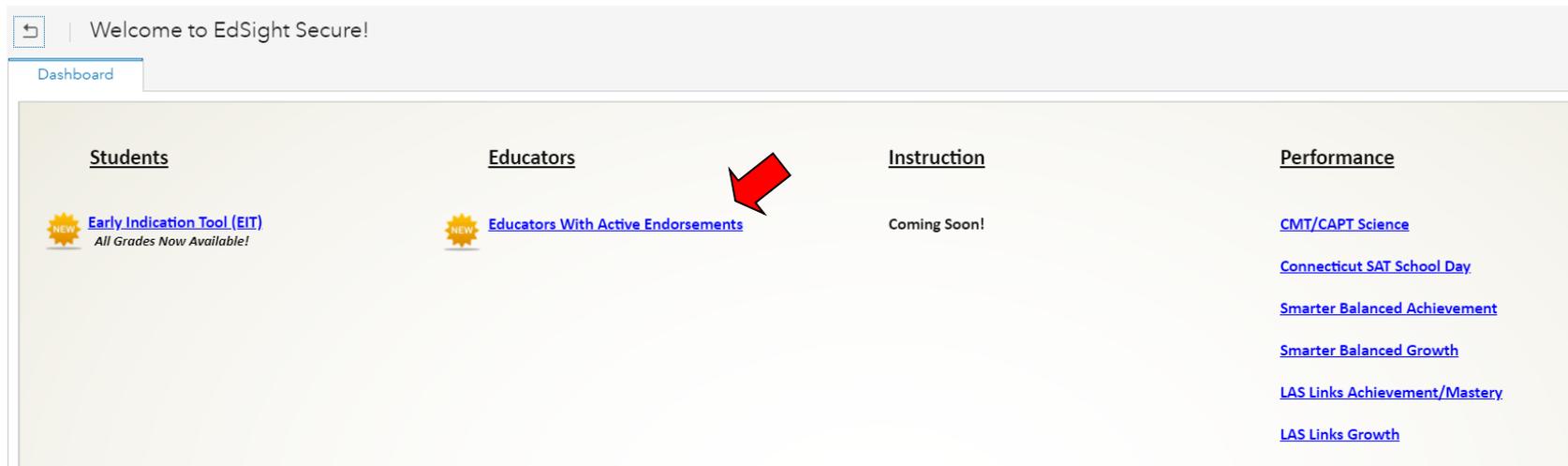
Password:

**SIGN IN**

GUEST →

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You will arrive at the Dashboard where you can select reports. Click on the Educators With Active Endorsements link under Educators.



Welcome to EdSight Secure!

Dashboard

<u>Students</u>	<u>Educators</u>	<u>Instruction</u>	<u>Performance</u>
 <b>Early Indication Tool (EIT)</b> <i>All Grades Now Available!</i>	 <a href="#">Educators With Active Endorsements</a>	Coming Soon!	<a href="#">CMT/CAPT Science</a> <a href="#">Connecticut SAT School Day</a> <a href="#">Smarter Balanced Achievement</a> <a href="#">Smarter Balanced Growth</a> <a href="#">LAS Links Achievement/Mastery</a> <a href="#">LAS Links Growth</a>

# Navigating the Report

Use the navigation buttons to get around the report (highlighted):



Definitions:

 Navigate to a HUB with most recently viewed reports

 Navigate back to the Dashboard

 Expand View

 List Open Reports

 Exit current Report

 Selecting the dropdown arrow allows you to sign out.

## Navigate the Viewer

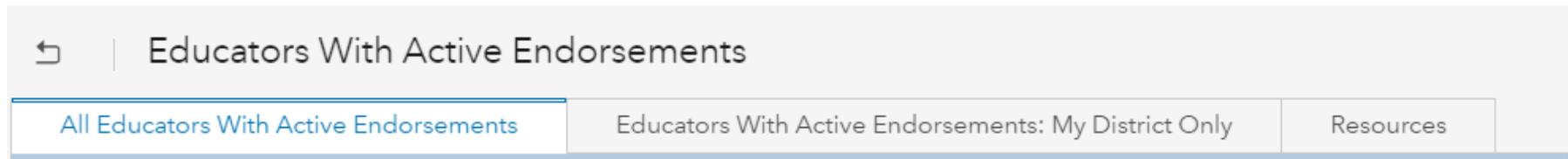
Tips for navigating in the viewer:

- To refresh a report, click , and then select **Refresh report**.
- To view a different open report, click , and then select the report that you want to view. The Opened items icon is badged with the number of open documents.
- To see a list of all recently opened reports, click .

**Tip**

To conserve resources, close a report when you are finished viewing it.

## Tabs in the *Educators With Active Endorsements* Report



There are three tabs in the report:

1. **All Educators With Active Endorsements**-The default list table includes all Connecticut-certified educators for whom there is an email address in the Connecticut Educator Certification System (CECS). Users can filter by endorsement and employment status.
2. **Educators With Active Endorsements: My District Only**-The default list table includes all Connecticut-certified educators currently employed in the user's district for whom there is an email address in CECS. Users can filter by endorsement. Additional searches are available by EIN and educator's last name.
3. **Resources**-Links to support resources, how-to documents, and documentation specific to the report area.

NOTE: For an active endorsement to be included, it must be associated with one of the following certification types:

003	Standard Teaching
010	Nonrenewable Interim Initial Educator
011	Initial Educator
012	Nonrenewable Interim Provisional Educator
013	Provisional Educator
014	Professional Educator
015	Temporary 90-Day Educator
016	Interim Initial Educator
020	Coaching Permit
021	Temporary Emergency Coaching Permit
022	Five Year Renewable Coaching Permit
030	Interim Provisional Educator
045	Resident Educator Certificate

# How to Use the Report Tabs

Each tab contains prompts with which to filter the dataset shown in the list table for export. All filters allow for multiple selections.

Educators With Active Endorsements

All Educators With Active Endorsements | Educators With Active Endorsements: My District Only | Resources

**All Educators With Active Endorsements**

The default list below includes all Connecticut-certified educators for whom there is an email address in the Connecticut Educator Certification System (CECS).

Use the buttons below to filter by endorsement and/or employment status. The resulting list will include all educators who hold at least one of the endorsements from the first multi-select filter (AND, if included, at least one of the endorsements from the second multi-select filter).

*NOTE: The **Is Currently Employed** column indicates whether the educator is currently employed in a Connecticut public school district.*

**The following filters are currently being applied:**  
 Educator must hold at least one of the following endorsements:  
**013 - Elementary - Kindergarten through Grade 6**  
 AND at least one of the following endorsements:  
 <No item selected>  
 Is currently employed in a Connecticut public school district?  
 <No item selected>

*Tips for filtering:*  
 \* To clear all filters in any EdSight Secure report, you may click the three vertical dots in the top-right of the active browser tab and select **Refresh report**.  
 \* To clear selections for only one filter button, click the filter to make the drop-down list appear, then right-click on the list and select **Clear Selection**.

**Educator must hold at least one of the following selected endorsements (SELECT)**      **AND at least one of the following selected endorsements (OPTIONAL)**      **Is currently employed in a Connecticut public school district? (SELECT)**

Endorsement Code	Count
<input type="checkbox"/> 008 - PreK and Kindergarten	620
<input type="checkbox"/> 009 - Bilingual	512
<input type="checkbox"/> 010 - Business, Grades 7 - 12	1,245
<input type="checkbox"/> 011 - Licensed Practical Nurse	11
<input checked="" type="checkbox"/> 013 - Elementary - Kindergarten through Grade 6	16,543
<input type="checkbox"/> 015 - English, Grades 7 - 12	6,459
<input type="checkbox"/> 016 - English, Grades 7 - 9	2

Endorsement Code	Count
<input type="checkbox"/> 001 - PreK - Grade 8	4,133
<input type="checkbox"/> 002 - PreK - Grade 6	2,701
<input type="checkbox"/> 003 - PreK - Grade 3	2,622
<input type="checkbox"/> 004 - Grades 1 - 8	1,302
<input type="checkbox"/> 005 - Kindergarten - Grade 6	4,381
<input type="checkbox"/> 006 - Grades 4 - 8	3,765
<input type="checkbox"/> 008 - PreK and Kindergarten	620

Employment Status	Count
<input type="checkbox"/> No	62,093
<input type="checkbox"/> Yes	88,323

First Name	Middle Name	Last Name	Endorsement Code	Endorsement Name	All Active Endorsements	Is Currently Employed	Email Address
JACLY		JACLY	013	Elementary - Kindergarten through Grade 6	013	Yes	sample@email.com
JODI		JODI	013	Elementary - Kindergarten through Grade 6	013	Yes	sample@email.com
LAURI		LAURI	013	Elementary - Kindergarten through Grade 6	013	No	sample@email.com
DANI		DANI	013	Elementary - Kindergarten through Grade 6	013	Yes	sample@email.com
MELIS		MELIS	013	Elementary - Kindergarten through Grade 6	013	Yes	sample@email.com
TRAC		TRAC	013	Elementary - Kindergarten through Grade 6	013	Yes	sample@email.com
JANE		JANE	013	Elementary - Kindergarten through Grade 6	013	Yes	sample@email.com
JULIE		JULIE	013	Elementary - Kindergarten through Grade 6	013	Yes	sample@email.com

Clicking on a column header will sort the data by that column. If you wish for a secondary or other additional sort fields, hold the CTRL key and click the additional column header(s). The default primary sort (shown below with the largest ▲ icon) is by Last Name. First Name is the secondary sort, followed by Middle Name and Endorsement Code.

First Name	▲ Middle Name	▲ Last Name	▲ Endorsement Code	▲ Endorsement Name	All Active Endorsements	Is Currently Employed	Email Address
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Since the **Educators With Active Endorsements: My District Only** tab includes those currently employed in the user’s district, the “Is currently employed” filter is not included in this tab.

Additionally, the **Educators With Active Endorsements: My District Only** tab is unique in that the user is provided with an EIN and Last Name search to quickly find active endorsement information for a specific educator who is currently employed in her/his district.

Lastly, the following additional fields are provided on the **Educators With Active Endorsements: My District Only** tab:

- Current School
- Current Job Classification(s)

**Educators With Active Endorsements: My District Only**

The default list below includes all Connecticut-certified educators currently employed in your district for whom there is an email address in the Connecticut Educator Certification System (CECS).

Use the buttons below to filter by endorsement. The resulting list will include all educators currently employed in your district who hold at least one of the endorsements from the first multi-select filter (AND, if included, at least one of the endorsements from the second multi-select filter).

In the *My District Only* tab, you may also search by EIN and last name for Connecticut-certified educators currently employed in your district.

**The following filters are currently being applied:**

Educator must hold at least one of the following endorsements:  
 <No item selected>

AND at least one of the following endorsements:  
 <No item selected>

EIN starts with:  
 <No item selected>

Last Name starts with:  
 <No item selected>

*Tips for filtering:*  
 \* To clear all filters in any EdSight Secure report, you may click the three vertical dots in the top-right of the active browser tab and select **Refresh report**.  
 \* To clear selections for only one filter button, click the filter to make the drop-down list appear, then right-click on the list and select **Clear Selection**.

Educator must hold at least one of the following selected endorsements (SELECT)

AND at least one of the following selected endorsements (OPTIONAL)

EIN Search: Enter EIN... Last Name Search: Enter Last Name...

EIN	First Name	Middle Name	Last Name	Endorsement Code	Endorsement Name	All Active Endorsements	Current School	Current
6352417845	GLEND A	M	KRIERS	013	Elementary - Kindergarten through Grade 6	013, 102	Mary T. Murphy School	Reading
9856742584	BENJAMIN	M	LINCOLN	102	Rem Reading and Rem Lang Arts, Grades 1 - 12	013, 102	Mary T. Murphy School	Reading
6532587478	FREDERICA	L	MACK	013	Elementary - Kindergarten through Grade 6	013	Mary T. Murphy School	Elemen
7775863247	CLAUDE		NELSON	013	Elementary - Kindergarten through Grade 6	013	John B. Sliney School	Reading
8657485632	NICOLE	M	OLIVER	005	Kindergarten - Grade 6	005	Francis Walsh Intermediate School	Elemen

Note that the top-right section of each report tab provides a full list of all filters being applied.

At any point, you may also hover over each filter button with your mouse cursor to review which values have been selected. For example, the following view results when a user hovers over the left-hand filter button after endorsement codes 005 and 013 were selected. This “hover” view also provides the frequency of each selected endorsement.

**Educators With Active Endorsements: My District Only**

The default list below includes all Connecticut-certified educators currently employed in your district for whom there is an email address in the Connecticut Educator Certification System (CECS).

Use the buttons below to filter by endorsement. The resulting list will include all educators currently employed in your district who hold at least one of the endorsements from the first multi-select filter (AND, if included, at least one of the endorsements from the second multi-select filter).

In the *My District Only* tab, you may also search by EIN and last name for Connecticut-certified educators currently employed in your district.

**The following filters are currently being applied:**

Educator must hold at least one of the following endorsements:  
005 - Kindergarten - Grade 6, 013 - Elementary - Kindergarten through Grade 6

AND at least one of the following endorsements:  
<No item selected>

EIN starts with:  
<No item selected>

Last Name starts with:  
<No item selected>

**Endorsements selected in filter**

**Selected Values**

**My District Endorsement List 1:**  
EndorsementCodeNameActive: 005 - Kindergarten - Grade 6, Frequency: 20,  
EndorsementCodeNameActive: 013 - Elementary - Kindergarten through Grade 6, Frequency: 64

Educator must hold at least one of the following selected endorsements (SELECT)

EIN Search: Enter EIN... Last Name Search: Enter Last Name...

EIN	First Name	Middle Name	Last Name	Endorsement Code	Endorsement Name	All Active Endorsements	Current School	Current Status
6352417845	GLENDA	M	KRIERS	013	Elementary - Kindergarten through Grade 6	013, 102	Mary T. Murphy School	Reading
9856742584	BENJAMIN	M	LINCOLN	013	Elementary - Kindergarten through Grade 6	013, 102	Mary T. Murphy School	Reading
6532587478	FREDERICA	L	MACK	013	Elementary - Kindergarten through Grade 6	013	Mary T. Murphy School	Elementary
7775863247	CLAUDE		NELSON	013	Elementary - Kindergarten through Grade 6	013	John B. Sliney School	Reading
8657485632	NICOLE	M	OLIVER	005	Kindergarten - Grade 6	005	Francis Walsh Intermediate School	Elementary

If you wish to see all Connecticut-certified educators that pertain to a particular report tab, be sure that all filters have been cleared. (This is the default view.) When no values are selected, the Selected Values information pop-up box will provide a “No selections” confirmation when you hover over a filter button.

**Selected Values**

**My District Endorsement List 2:**  
No selections

## Exporting Data

The data represented in the list table can be exported using the icons that appear when you hover over the double chevrons in the upper right hand corner of the list table.



Expand Save Image Export

Choose the Export icon and the following Export Data box will appear, which allows you to choose which fields to export and in which format.

### Export Data

Rows:

Columns:

- Select all
- First Name
- Middle Name
- Last Name
- Endorsement Code
- Endorsement Name
- All Active Endorsements
- Is Currently Employed

Options:

- Formatted data

File type:

Click **OK** to download the file or **Cancel** to go back to the report.

## Resources Tab

This tab provides links to support resources, how-to documents, and documentation specific to the report area.

## Exiting the Report

To exit the Report, click Close in the upper right-hand corner.

## Questions and Comments

Questions and comments can be emailed to the the Edsight Help Desk at [EdSight.SDE@ct.gov](mailto:EdSight.SDE@ct.gov)