

Instructions for Submitting the Educator Evaluation Data

Where is the EEDC application located?

The Educator Evaluation Data Collection (EEDC) application resides in the Department's portal application website. The portal is a secure web site that contains a number of CSDE data collections. The portal utilizes individualized credentials, which means that users access the site as themselves (not district level credentials which some applications use). Each user is individually assigned roles that allow them to perform their required duties in the portal.

What role(s) should be assigned for the EEDC?

To limit access to these sensitive data at the local level, the EEDC application will only permit one LEA user role, i.e., the EEDC LEA Certifier. This user will be able to enter, edit and certify the data. Only LEA staff with this role will be able to access the EEDC application. The CSDE recommends that districts assign the EEDC LEA Certifier rights to only one person in the district.

How can I gain the rights to access the EEDC?

Each district's LEA Security Manager will be responsible for assigning the EEDC LEA Certifier role in the Directory Manager Application (DM). The list of LEA Security Managers by district is online at <http://www.csde.state.ct.us/public/directorymanager/docs/DirectoryManagerRoles.pdf> .

- If a user already has a DM account, they should have the certifier role added to their existing account. Individuals who will need a role to access the EEDC application should contact their LEA Security Manager to have the role assigned. LEA Security Managers can also reset passwords.
- If an individual is new to DM, they will receive one e-mail with a unique username, and a second e-mail with a password once their account is created. This process improves accountability for any errors or changes entered into the system and allows the Department to identify exactly who to contact should there be questions regarding a specific entry.

For assistance in accessing the site or for troubleshooting connection issues, please visit the DM help site at: <http://www.csde.state.ct.us/public/directorymanager/> .

Now that I have rights, how should I access the EEDC application?

Once the EEDC LEA Certifier role has been assigned by a LEA Security Manager, the user may access the EEDC application at <https://csde.ct.gov/> . When the user logs in, they will either go directly to the EEDC application (if they have rights to no other application in the portal) or be brought to a page where the user must choose the EEDC application from the dropdown menu.

Entering Data

After you've accessed the EEDC application, you'll need to click on the "EEDC Survey" button on the navigation bar or in the page footer to begin entry of your district's data.



That will bring you into the EEDC form for entry.

Some users may have an issue with some of the images on the page not rendering. We are aware of this issue and are working to remedy it. When this occurs the navigation bar and the footer color may not show. This problem makes the Home and EEDC Survey buttons difficult to see, but they do still work. The image below gives an example of what a page that is having this problem will look like and where the "EEDC Survey" button is located on the page. This does not change the base functionality of the application. It is simply a cosmetic issue.

