

EllyDUQ Guide for Student Teaching Supervisors

EllyDUQ is the new Student Information System for the Duquesne School of Education. The purpose of this guide is to show the highlights of using EllyDUQ when managing Student Teaching supervision.

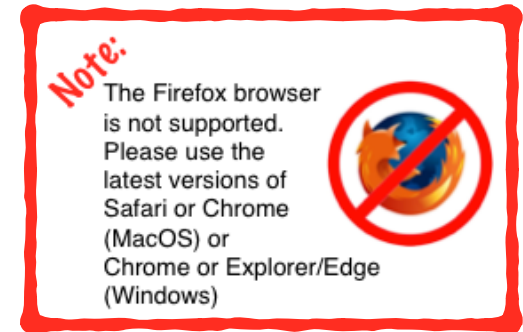
EllyDUQ is a web-based database that is accessible by the following browsers:

Mac OS X

- Google Chrome version 72.x or newer
- Apple Safari version 12.x or newer

Windows

- Google Chrome version 72.x or newer
- Microsoft Internet Explorer 11.x or newer
- Microsoft Edge 44 or newer



If another web browser (older versions of suggested browsers or other brands) is used to access EllyDUQ, erratic behavior may be experienced. The above listed browsers may be easily downloaded after performing a Google search for the name of the browser. Please following the web-instructions for installing the downloaded web browser.

Logging into EllyDUQ

Open recommended browser and go to <http://www.duq.edu/ellyduq>

It is suggested that you create a bookmark or favorite for this web address to make it easier to access EllyDUQ in the future.

You may also log into EllyDUQ by going to <https://sedfmweb.cr.duq.edu/fmi/webd/EllyDUQ> or by going to <https://sedfmweb.cr.duq.edu/fmi/webd> and clicking on “EllyDUQ”.



A webpage will load asking for a username and password. Your EllyDUQ username is the same as your Duquesne MultiPass username (everything to the left of the “@” in your duq.edu email address). Your initial password is temporary. After using it the first time you will be asked to set a new password. You can make this password whatever you like. You may want to set it to your MultiPass password for ease of remembering. The password field is case-sensitive. You may want to write the password down in a safe and secure place for future reference.

Sign in to open "EllyDUQ".

Account Name
Password
Sign In

Please do not give out your password to anyone. If you need to reset your EllyDUQ password, simply send an email to weaverr@duq.edu and request a temporary password reset. **Reminder:** your EllyDUQ password and your MultiPass password are independent of each other. If you're having trouble with your MultiPass, please go to www.duq.edu/Multipass or contact Duquesne University's Computing and Technology Services (CTS) at 412.396.4357 or help@duq.edu

Placement List

The screenshot shows the EllyDUQ Placement List interface. At the top, there is a header with the EllyDUQ logo, the text "Placement List", a welcome message "Welcome: krabappel@springfield.edu", the Duquesne University logo, and a red "Logout" button. Below the header is a table with columns: Name, School, Grade, Subject, # ST5s, Latest ST5, Midterm PDE430, and Final PDE430. There are two rows of data. The first row is for Nelson, Muntz, a 4th grader in History, with 0 ST5s. The second row is for Ralph, Wiggum, a 2nd grader in Math, with 4 ST5s. A grey "Open" button is next to the first row. Numbered callouts are placed as follows: 1 points to the welcome message; 2 points to the Logout button; 3 points to the Open button; 4 points to the Latest ST5 field; 5 points to the Midterm PDE430 field.

	Name	School	Grade	Subject	# ST5s	Latest ST5	Midterm PDE430	Final PDE430
3	Open	Muntz, Nelson	Springfield Elementary	4	History	0		
	Open	Wiggum, Ralph	Springfield Elementary	2	Math	4	5	

When logging into EllyDUQ the first screen will be an overview list of your current placements.

1. Display of the current user logged into EllyDUQ. On this screen and the Placement Detail screen you may see more complete information about your login status by clicking on the Duquesne “D”.
2. To exit EllyDUQ simply click on the red “Logout” button located at the top of every screen.
3. The grey “Open” button will take you to the Placement Detail screen of the record that you clicked on.
4. The number of started ST5s are shown along with the date of the newest ST5.
5. A checkmark and the date submitted will be shown for completed PDE430s.

To access the main screen for a placement record you click on the “Open” button (3 above) next to the name of the student that you want to view.

Placement Detail

Edly DUQ Placement Detail

Welcome: krabappel@springfield.edu

1 Wiggum, Ralph

2 [List](#) [Logout](#)

3 Placement

School: Springfield Elementary
District: Springfield
Grade: 2 Subject: Math
Placement: 15 weeks
Start Date: 9/2/2014 End Date: 12/12/2014

4 ST5 [New](#)

#	Observed	Submitted	Cat. I	Cat. II	Cat. III	Cat. IV	Goals

5 PDE430 [New](#)

Assessment	Observed	Submitted	Cat. I	Cat. II	Cat. III	Cat. IV	Overall

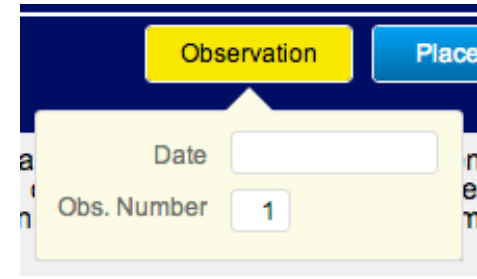
The Placement Detail screen is where ST5 and PDE430s are created and accessed for a placement.

1. The name of the student
2. To get back to the list of your Placements click the blue “List” button.
3. Specifics about the student’s placement
4. ST5s are listed in this window. The number of the ST5 along with the observation date and the date submitted is listed for each ST5. Indicators for completion of the categories are shown as checkmarks.
5. PDE430 information is shown similarly as the ST5s.

Creating an Observation Record

A new observation document is started by clicking the appropriate green “New” button (see 4/5 above). The examples that follow will show details of the ST5 form.

After clicking the “New” button the new observation record will screen will load and will first ask to have the date of the observation entered. A pop-up calendar will appear when entering the Date field. Once the date is selected you dismiss the Observation dialog by simply clicking anywhere else on the screen. This is also where you can adjust the ST5 number or midterm/final for a PDE430. If the date is missing the “Observation” button will highlight yellow to alert you that a date has not been entered.



1. As noted above the Observation button is where the date and version of the observation is located
2. To see information on the placement or to get back to the Placement Detail screen click the “Placement” button
3. Each category section has its own page.
4. At the bottom of each section are navigation buttons. If the “Anecdotal Record” field is filled out for the section the button will highlight green.
5. The grey “Directions” button may be clicked to show guidance for filling out the form.

Placement Detail

At the top of each screen of the observation category sections is a blue “Placement” button. When this button is clicked a pop-over will display details of the placement such as School, District, Grade, Subject, etc. There is a blue button labeled “Detail” that if clicked will return you to the main Placement Detail screen where all the ST5 and PDE430s are listed.

Entering the Form Information

With the EllyDUQ version of the online ST5/PDE430s the information is saved as it is entered into the fields so there is not a need to explicitly save what has been typed. This is more user-friendly in regard to partially filling out the forms and returning to finish at a later time. The system will still watch for inactivity. If EllyDUQ doesn’t detect any fields being updated for more then 10 minutes you will automatically be logged out of the system.

As the different category sections are filled out EllyDUQ will give visual indicators on progress. When the “Anecdotal Record” field has information in it the navigation button at the bottom of the screen will change to a green color.

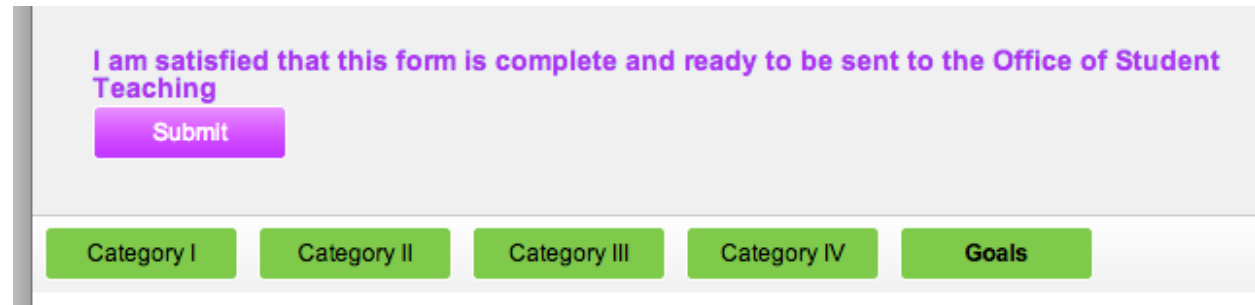
Also, back on the Placement Detail screen a checkmark will appear under the category headings to show that the Anecdotal Record has been filled out. As long as the form hasn’t been submitted the button to get to the observation record will be a yellow button labeled “Edit”.

The screenshot shows a web interface with a dark blue header containing three buttons: "Observation", "Placement", and "List". A yellow pop-over form is displayed over the "Placement" button. The form contains the following fields: "School" (Springfield Elementary), "District" (Springfield), "Grade" (2), "Subject" (Math), "Placement" (15 weeks), "Start Date" (9/2/2014), and "End Date" (12/12/2014). A blue "Detail" button is located at the bottom of the pop-over.

The screenshot shows a section titled "Anecdotal Record" in blue text. Below the title is a text area containing the text "Ralph doesn't really". At the bottom of the section, there are two buttons: a green button labeled "Category I" and a yellow button labeled "Cate".

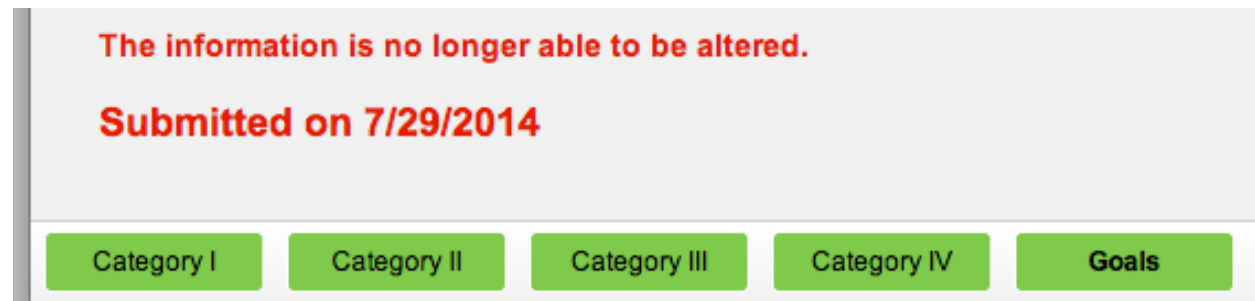
ST5	New	#	Observed	Submitted	Cat. I	Cat. II	Cat. III	Cat. IV	Goals
Edit		1	7/29/2014		✓	✓	✓	✓	

Once EllyDUQ sees that all the category sections have the minimum required fields filled out, a purple “Submit” button will appear on the last form screen. All the navigation buttons are now green.



Please note: Once you click the “Submit” button, you will be unable to make changes to the form. For this reason, it is very important that you double check your work prior to submitting to ensure all the information you entered is accurate. The observation record will be considered final and will switch from edit mode to review only mode. This will be indicated in the header bar along with the last screen where the submit button was.

If you attempt to alter the information in the form after submission you will get an error message not allowing the changes to occur.



On the Placement Detail screen the yellow “Edit” button will be replaced with a black “View” button. The date submitted will also be shown.

ST5 New		#	Observed	Submitted	Cat. I	Cat. II	Cat. III	Cat. IV	Goals
View	1	7/29/2014	7/29/2014	✔	✔	✔	✔	✔	

On the Placement List screen example below you see how EllyDUQ displays the count of ST5s created along with the date of the newest one. A checkmark is also shown for the midterm PDE430 that was submitted on 7/29/2014.

EllyDUQ		Placement List		Welcome: krabappel@springfield.edu		DUQUESNE UNIVERSITY	
Name	School	Grade	Subject	# ST5s	Latest ST5	Midterm PDE430	Final PDE430
<input type="button" value="Open"/>	Muntz, Nelson	Springfield Elementary	4	History	0		
<input type="button" value="Open"/>	Wiggum, Ralph	Springfield Elementary	2	Math	1	7/29/2014	<input checked="" type="checkbox"/> 7/29/2014