COLORADO
Department of Education

Welcome to Ascend



Colorado Department of Education's
Data Management System (DMS)

Topics Included



1. System Requirements
2. System Features
3. Roles in DMS
4. Login
5. Welcome Page
6. Documents – Secure File Sharing
7. Help – Professional Learning System
8. Role Specific Modules
   - Administrative Unit (AU) Tasks
   - Corrections
   - Fiscal
   - Facilitated Assessment
   - Gifted
   - Reports

Ascend DMS System Requirements

System Requirements:

- Most current versions of Google Chrome*, Apple Safari, Firefox, & Microsoft Edge. Check that your browser is updated to the latest version.
- Your pop-up blocker must be disabled.

*You may experience better functionality with Google Chrome.

Use the links below to check if you have your browsers latest version:

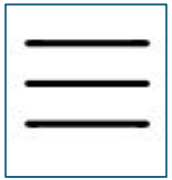
- Chrome
- Safari
- Firefox
- Microsoft Edge

Ascend DMS Features

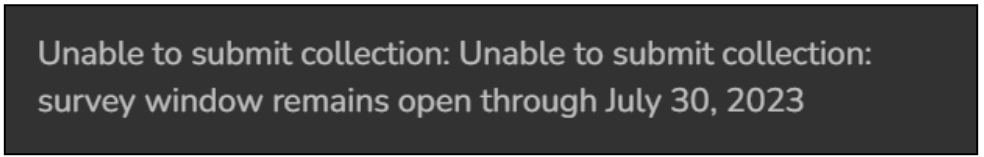
Caret: an open or filled arrowhead. Click once to reveal additional information. Click again to hide.



Quick Access Menu: 3 short stacked horizontal lines. Click to reveal additional information/options.



Modals, pop-ups, and new tabs: Messages that appear on the screen to indicate success or failure on an action.

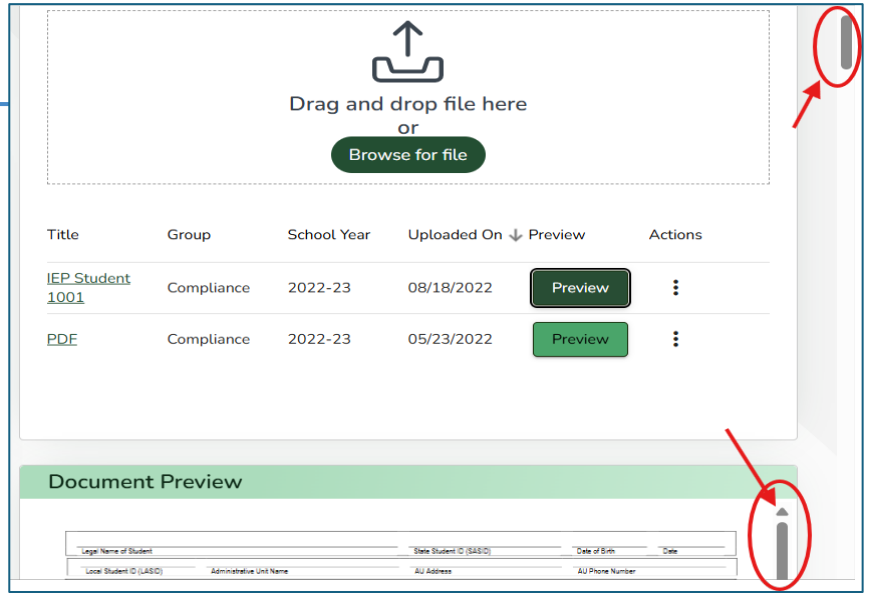


Ascend DMS Features Cont.

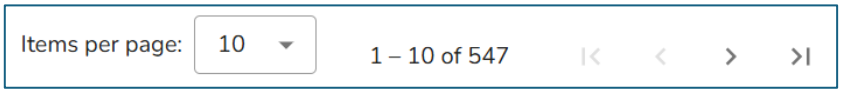
Vertical and Horizontal Scroll Bars: Be sure to check if the sides and top and bottom of the page, or if any sections or pop-up boxes have these scroll bars used to reveal more information.

# of items per page and page over arrows: may exist at the bottom of the page. You can change the # of items displayed or page over to reveal more information.

Auto-save: Ascend DMS automatically saves when you are working in the system.







Assigning Roles in Ascend DMS

Roles are assigned by your AU's **Local Access Manager (LAM).** If you do not know who your LAM is, use the LAM Request For Assistance form.

Your LAM will assign **one (1) role per user** for the **ASCDMS** application in Identity Management. More resources for LAMs are on this page.

Having more than one role will prevent the user from logging into the DMS.

Review the Role Descriptions in slides 7-13 to decide which role is best for you or your staff members. If you are still unsure which role to add, use the last slide (slide 33) to contact CDE for help.



SpEd Monitoring Director and Gifted Director Roles



Role Descriptions - Director Level

SpEd Monitoring Director (MD):

- View, complete, and submit IEP Record Reviews
- View, complete, and submit Post School Outcomes (PSO) Interviews
- Export student list and survey data for Parent Surveys
- Upload documents for Dispute Resolution
- View and upload Fiscal documents
- View and download Indicator Summary Data in Reports
- View, respond to, and submit Corrections
- View, edit, and submit Facilitated Assessment
- Upload and download files in Documents

Role Descriptions - Director Level Roles Cont.

Gifted Director (GD):

- Gifted Dashboard: View
- Monitoring: View, enter checklist responses, and enter student responses
- Monitoring Schedule: View, add new day, edit
- Annual Plan: View, interview entry, edit interview content, and edit student samples
- Gifted Fiscal: Enter survey responses and view survey data
- Upload and download files in Documents
- Gifted Rollup in Reports

Gifted and SpEd Monitoring Director (GDnMD):

- This role is for those who act as both **Monitoring Director** and **Gifted Director.** This combines access of the two roles and gives complete access to DMS.



Non-Director Roles in DMS

Role Descriptions – SpEd Monitoring – Fiscal & Budget

Fiscal (FP):

- View/Edit/Upload Fed App Narrative and Performance Reports modules

Budget (BUD):

- View/Edit/Upload IDEA Budget module

Fiscal & Budget Combo (FPBUD)

- Combines the roles of both Fiscal and Budget for those who need access to all SpEd Fiscal needs in DMS.

FP, BUD, and FPBUD can also:

- Upload Fiscal documents
- View Indicator Summary Data
- Upload and download files in Documents
- View Report tab

Role Descriptions – SpEd Monitoring – Collections & Corrections

Monitoring Post School Interviewer (MPSI):

- View, complete, and submit PSO Interviews
- Upload and download files in Documents
- View Report tab

Monitoring Record Reviewer (MRR):

Includes the same access as the **MPSI** and **FP** roles, and in addition can:

- View, complete, and submit Corrections.
- View, complete, and submit IEP Record Reviews
- Export student list and survey data for Parent Surveys
- View and edit Facilitated Assessments

Role Descriptions – Gifted

Gifted Fiscal Director (GF):

- View, complete, and submit Post School Outcomes Interviews
- View, respond to, and submit Corrections
- Upload and download files in Documents
- View Report tab

Gifted Regional Consultant (GGRC):

- View and Upload Fiscal documents
- View and download Indicator Summary Data
- View, respond to, and submit Corrections
- Upload and download files in Documents
- View Report tab



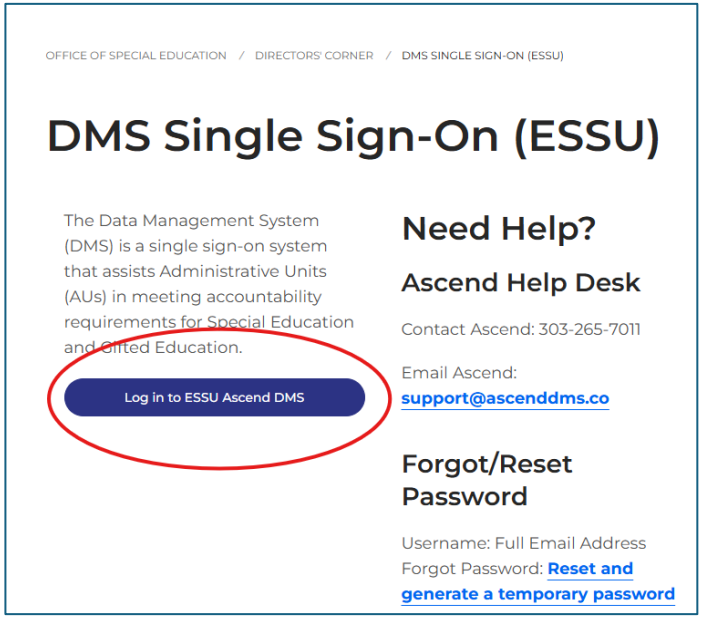
Logging in to DMS

Ascend DMS Login

1. Go to CDE's webpage at: DMS Single Sign-On (ESSU) – CDE

   Bookmark this link to sign in!

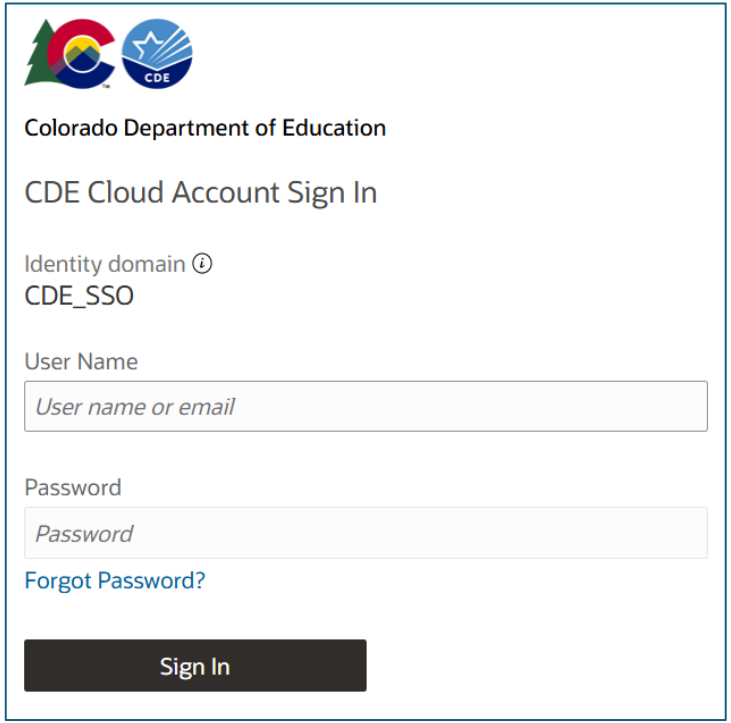
2. Click on the blue **"Log in to ESSU Ascend DMS"** button on the left side of the webpage to be taken to the Single Sign on page.



Single Sign-On through Identity Management

Enter your **Username** (full email address) and **Password.**

Always use the CDE DMS login page (previous slide) to begin a new session.

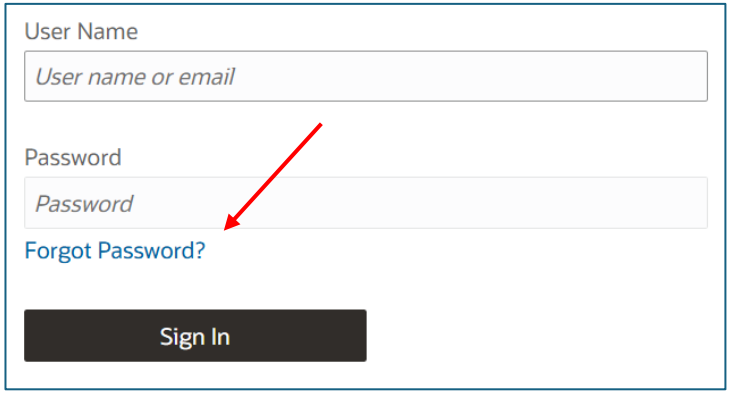


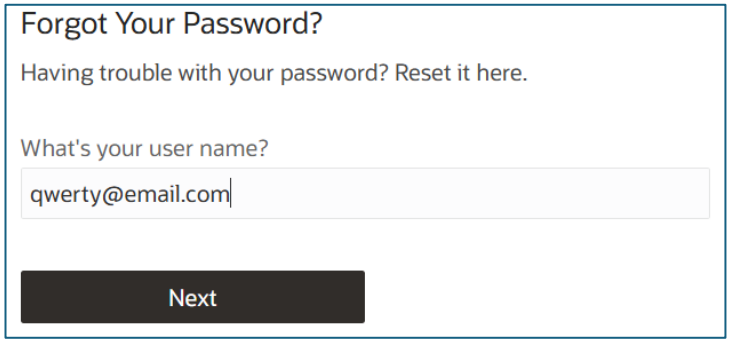
Single Sign-On Password Reset

If you need to change your password, click the “Forgot Password?” link on the sign in page from the previous slide.

The first time you use the IdM single sign-on you will need to reset your password.

If you continue to have difficulties logging on to the DMS, please contact your AU Local Access Manager (LAM).







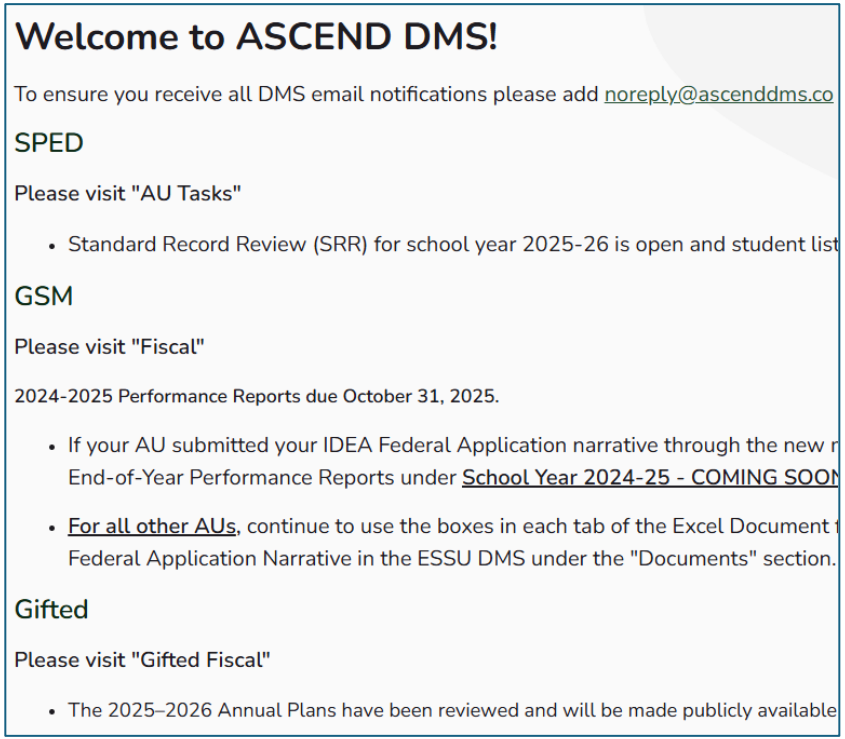
Important DMS Sections for All Roles

Welcome Section

This section will have important dates and reminders for:

- **SpEd** Collections
- **General Supervision and Monitoring** (GSM) tasks, and
- **Gifted** collections and tasks.

Review this page often to stay up to date!



Welcome to ASCEND DMS!

To ensure you receive all DMS email notifications please add noreply@ascenddms.co

SPED

Please visit "AU Tasks"

- Standard Record Review (SRR) for school year 2025-26 is open and student list

GSM

Please visit "Fiscal"

2024-2025 Performance Reports due October 31, 2025.

- If your AU submitted your IDEA Federal Application narrative through the new r End-of-Year Performance Reports under School Year 2024-25 - COMING SOON
- For all other AUs, continue to use the boxes in each tab of the Excel Document t Federal Application Narrative in the ESSU DMS under the "Documents" section.

Gifted

Please visit "Gifted Fiscal"

- The 2025–2026 Annual Plans have been reviewed and will be made publicly available

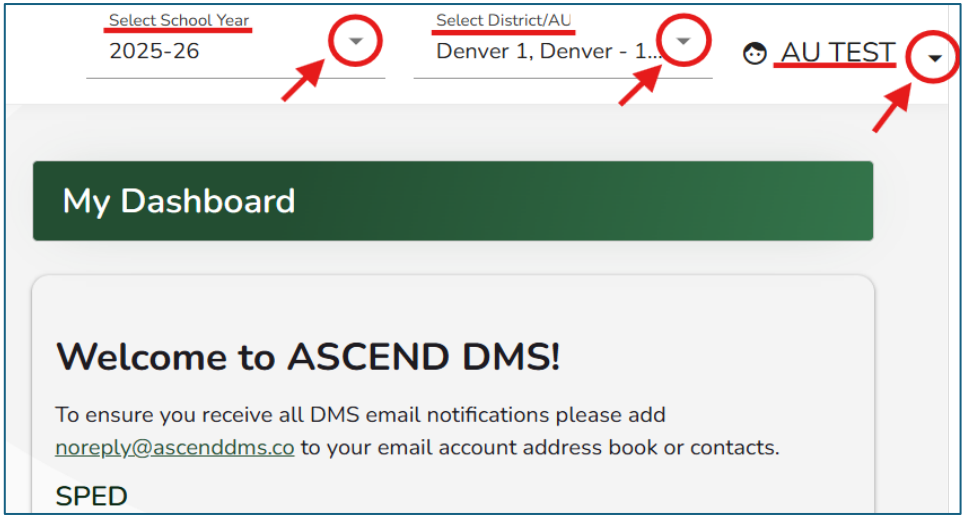
Ascend DMS Dashboard

Upon logging into Ascend DMS, you will land on the “My Dashboard” page. Along the top right side of the screen, you will see 3 drop-down fields:

- **Select School Year** (default is current school year)
- **District/AU** (only shows your AU)
- **Username**

Clicking on the shaded caret to the right of these fields will reveal options to:

Select the school year; Show your District/AU; Adjust your settings or sign out of the system.

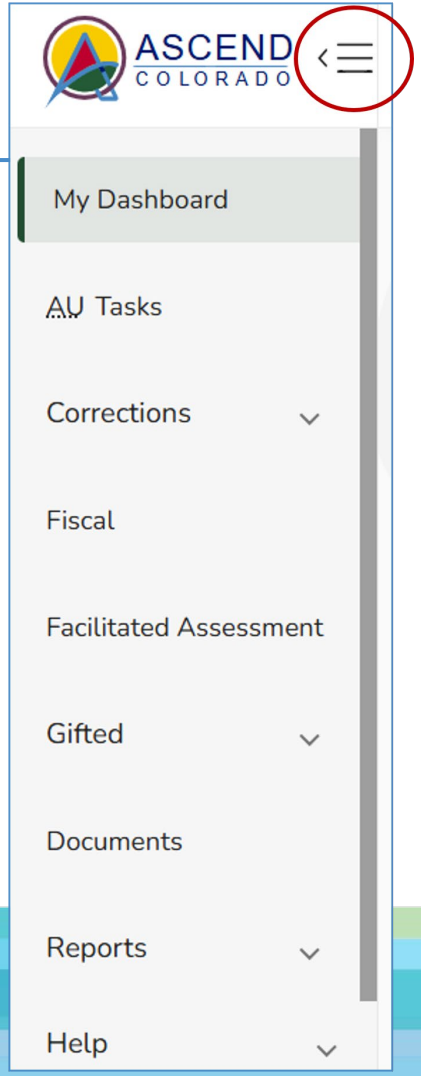


Left Pane Navigation

To expand the left navigation pane, use the Quick Access menu button to open the panel. The pane contains the links to the various module pages such as **AU Tasks**, **Corrections**, **Documents**, **Help,** and more.

Each module listed in the panel will be outlined in the following slides.

***Note, Documents is the most accessed module in DMS.**

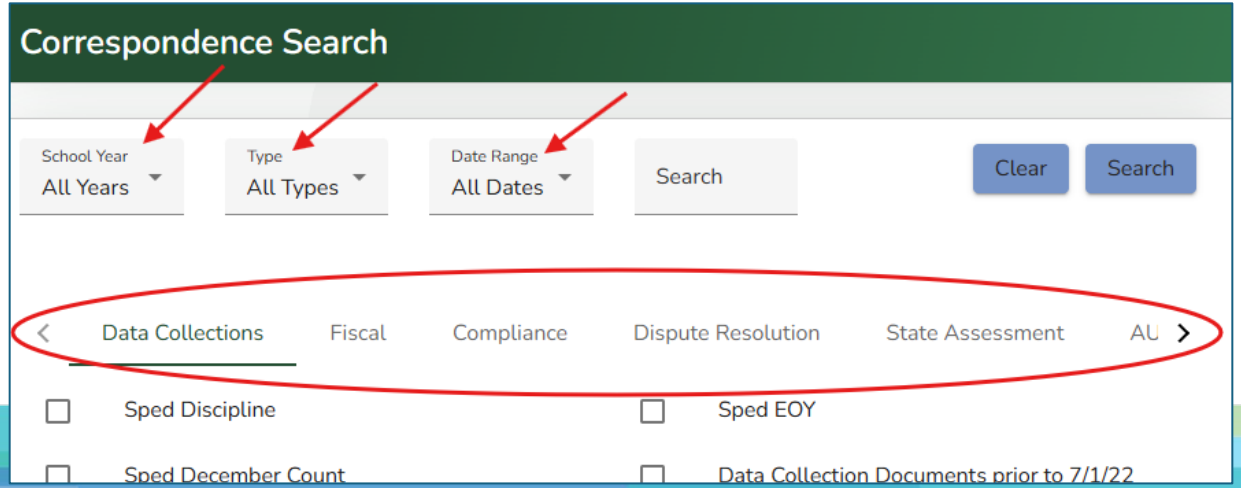


Documents - Correspondence Search

Documents is the most used module in DMS. It is a secure file transfer module for sending files with sensitive information between AUs and CDE. All DMS Roles have access to this module, but certain **Tags** are specific to your assigned role.

Search using the filter fields **School Year, Type,** and **Date Range.**

You can also search by **Tags** in the **Categories** of **Data Collections**, **Fiscal**, **Compliance**, and more.

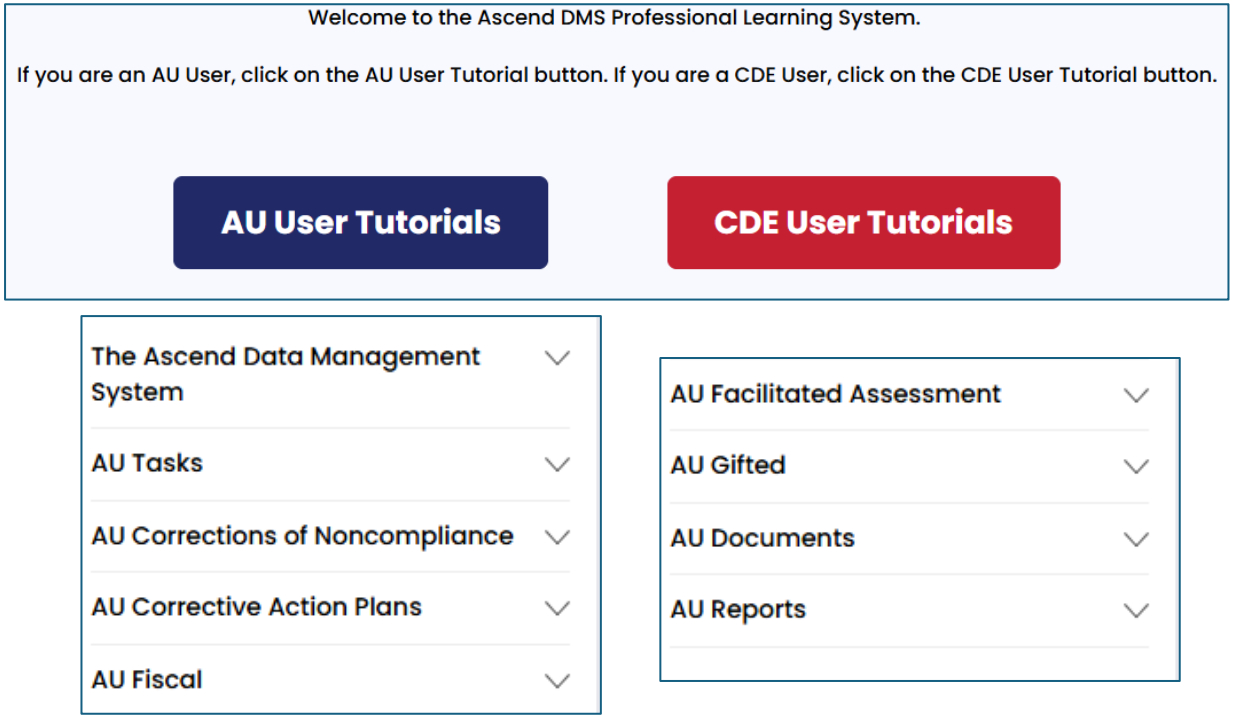


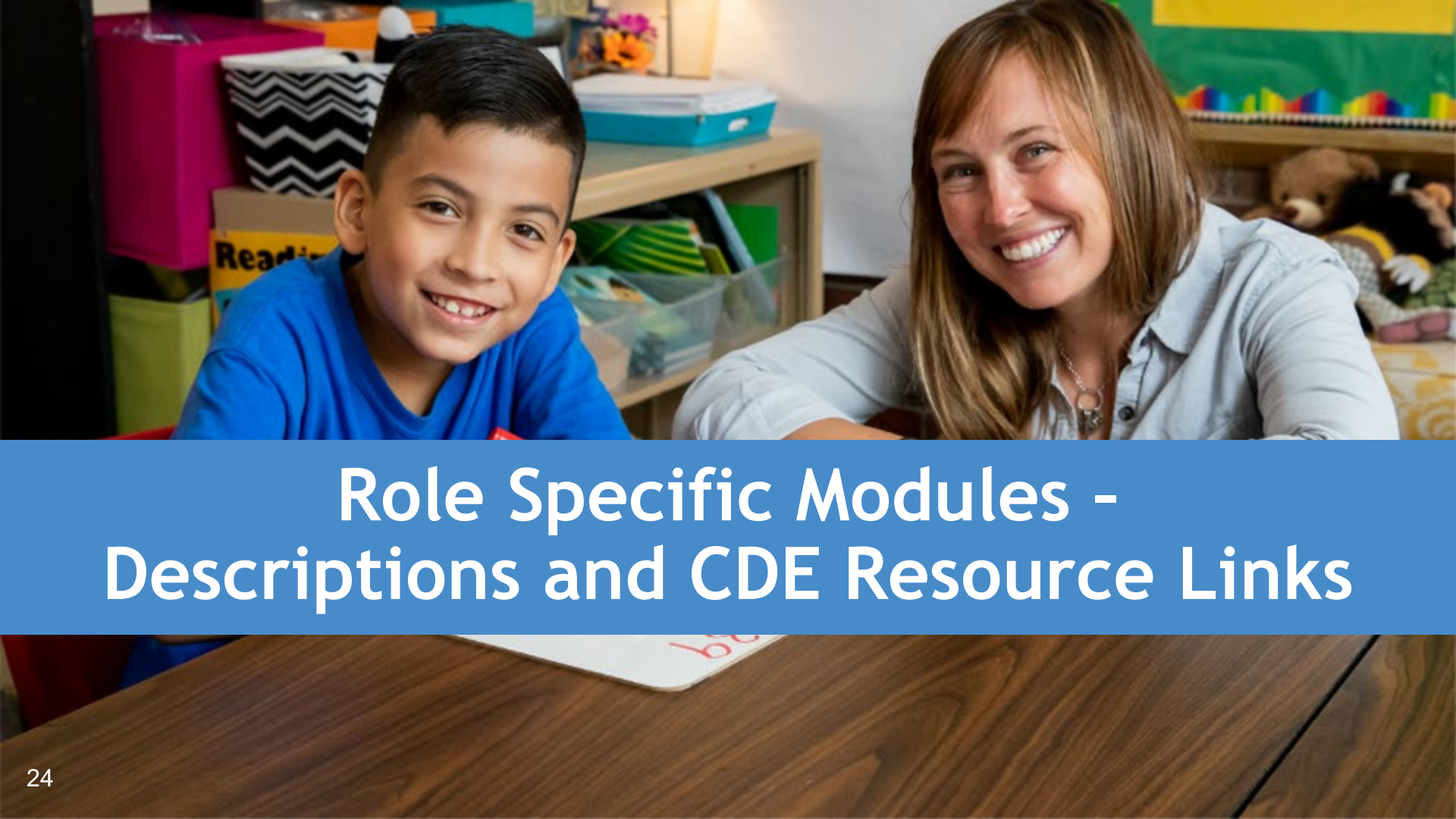
Help – “How To” Information

Click the Help tab at the bottom of the left navigation, then the **Professional Learning System (PLS),** and **AU User Tutorials**

Use the tutorial list provided to find the task you are working on. You will be given very detailed steps to assist in your work.

The PLS is an extremely valuable tool for self teaching.



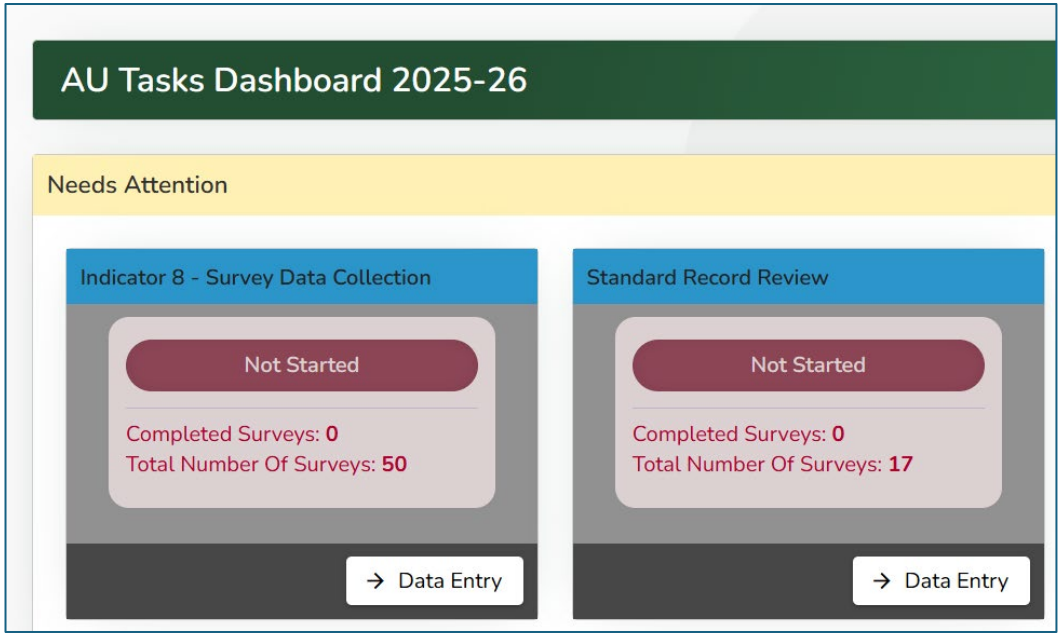


Role Specific Modules – Descriptions and CDE Resource Links

AU Tasks

The AU Tasks Dashboard houses three major SpEd collections:

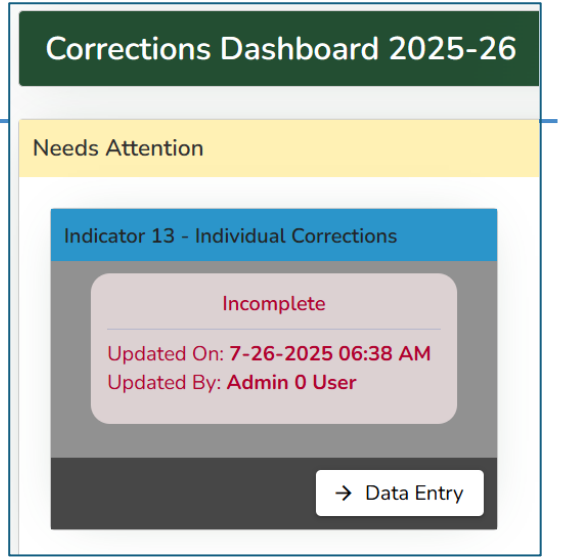
- Standard Record Review (Indicator 13)
- Parent Survey (Indicator 8)
- Post School Outcomes Interview (Indicator 14)

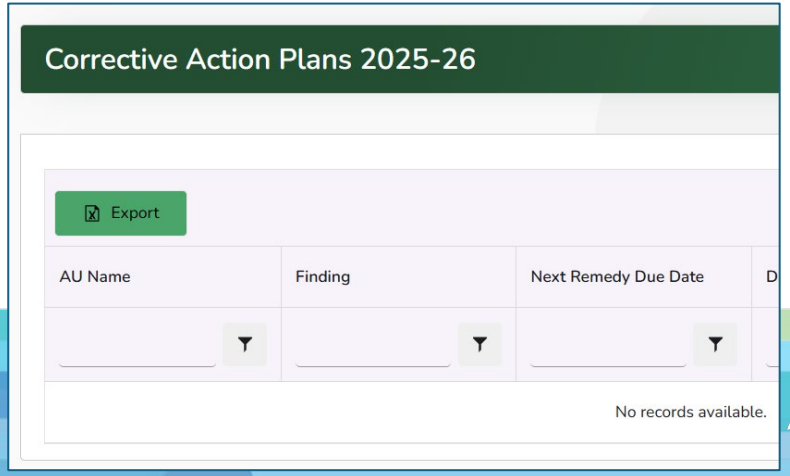


Corrections

The Correction tab has two options.

- Corrections Dashboard
  - Here you will work on Corrections for Indicators 11, 12 and 13.
    - Indicator 11
    - Indicator 12
    - Indicator 13
- CAPs
  - GSM CAPs are completed through this Dashboard.
  - GSM Contacts



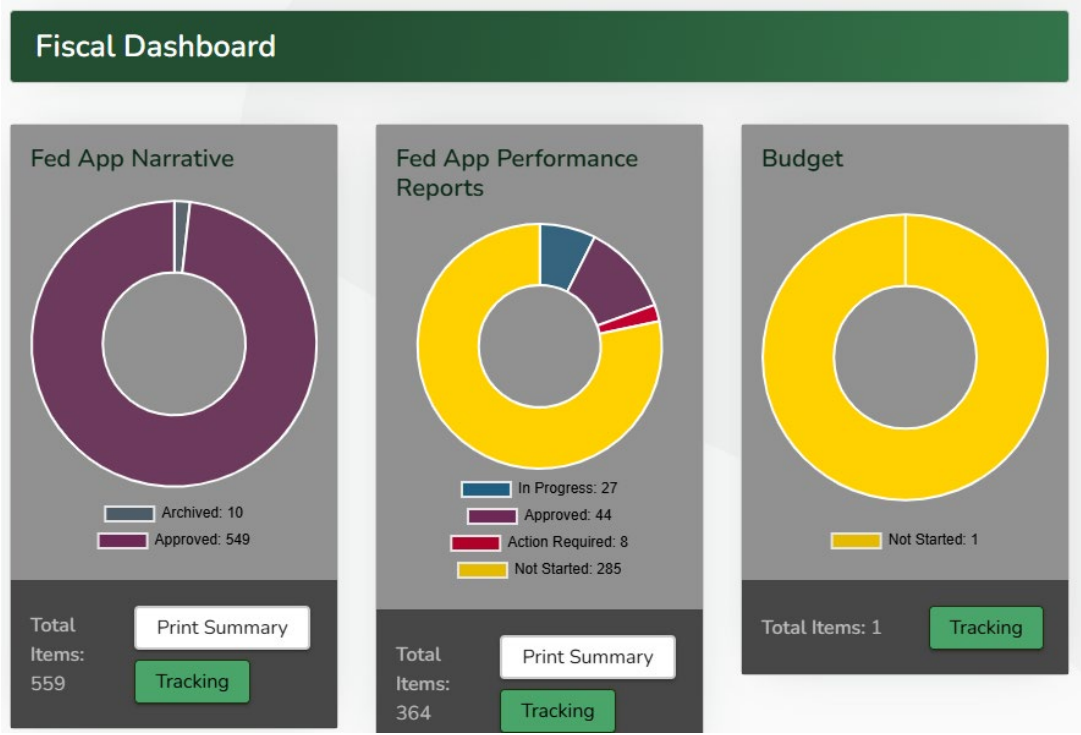


Fiscal Dashboard

The Fiscal Dashboard is where you can complete SpEd Fiscal collections:

- Fed App Narrative
- Performance Reports
- IDEA Budget and Expenditures

[IDEA Part B Fiscal Resources]

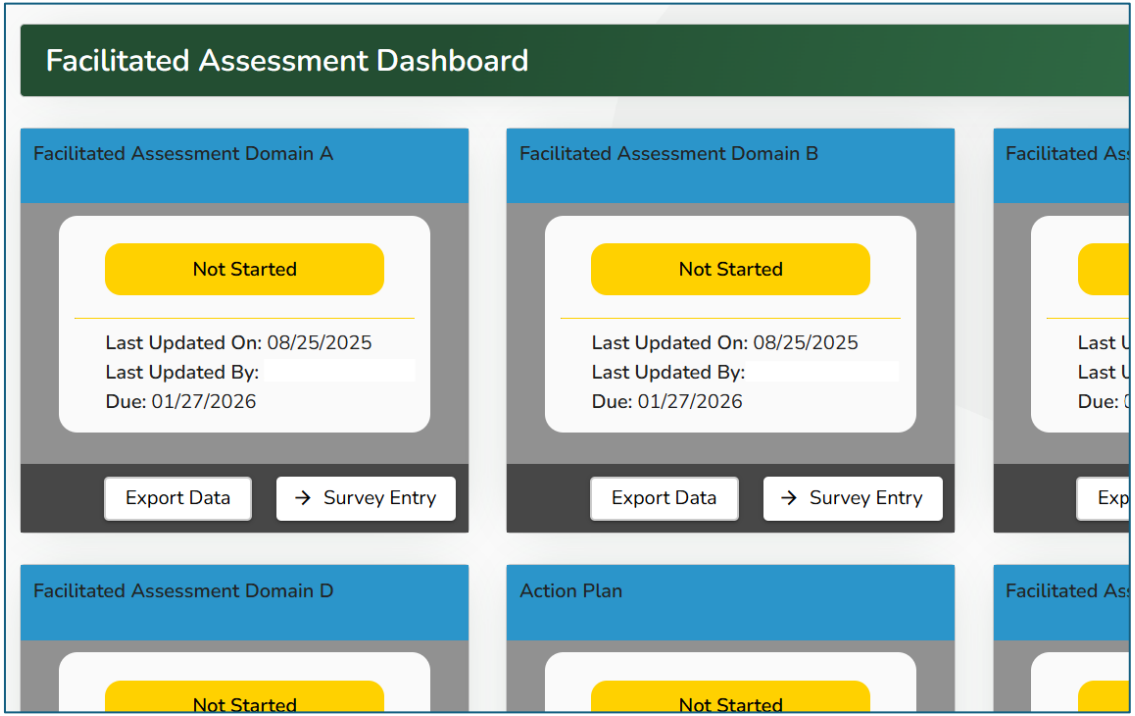


Facilitated Assessment

If you are working on a Facilitated Assessment (FA) this year, you can export and enter data using the FA Dashboard.

[Integrated Monitoring & Facilitated Assessment]

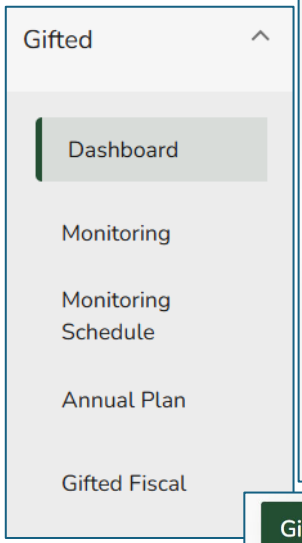
[GSM Contacts]

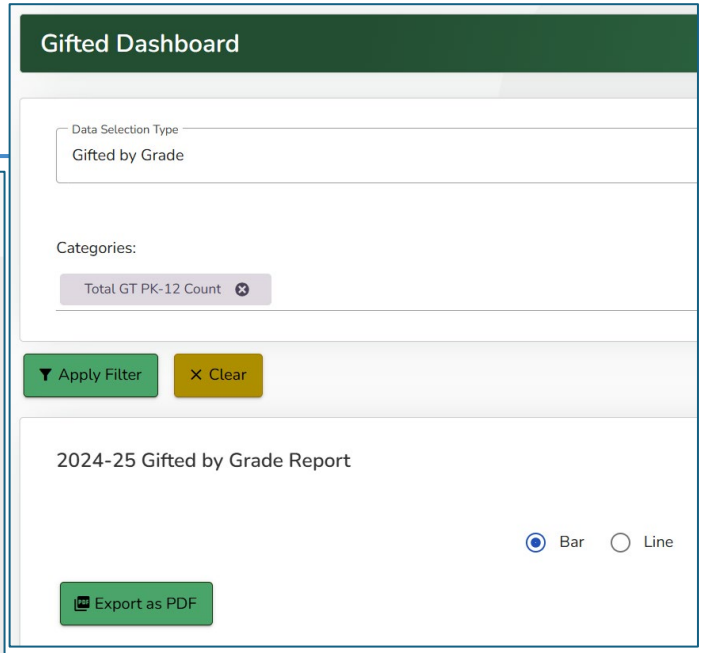


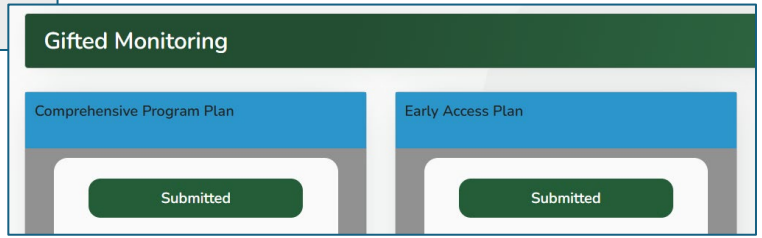
Gifted

The Gifted Module has 5 components. The Dashboard, Monitoring, Monitoring Schedule, Annual Plan, and Gifted Fiscal.

- Dashboard - The Gifted Dashboard provides multi-year AU data (in graph, line, and spreadsheet form) for gifted identification demographics.
- Monitoring - Includes plans and reports assigned to an AU before, during, and after their Gifted Education Monitoring visit.

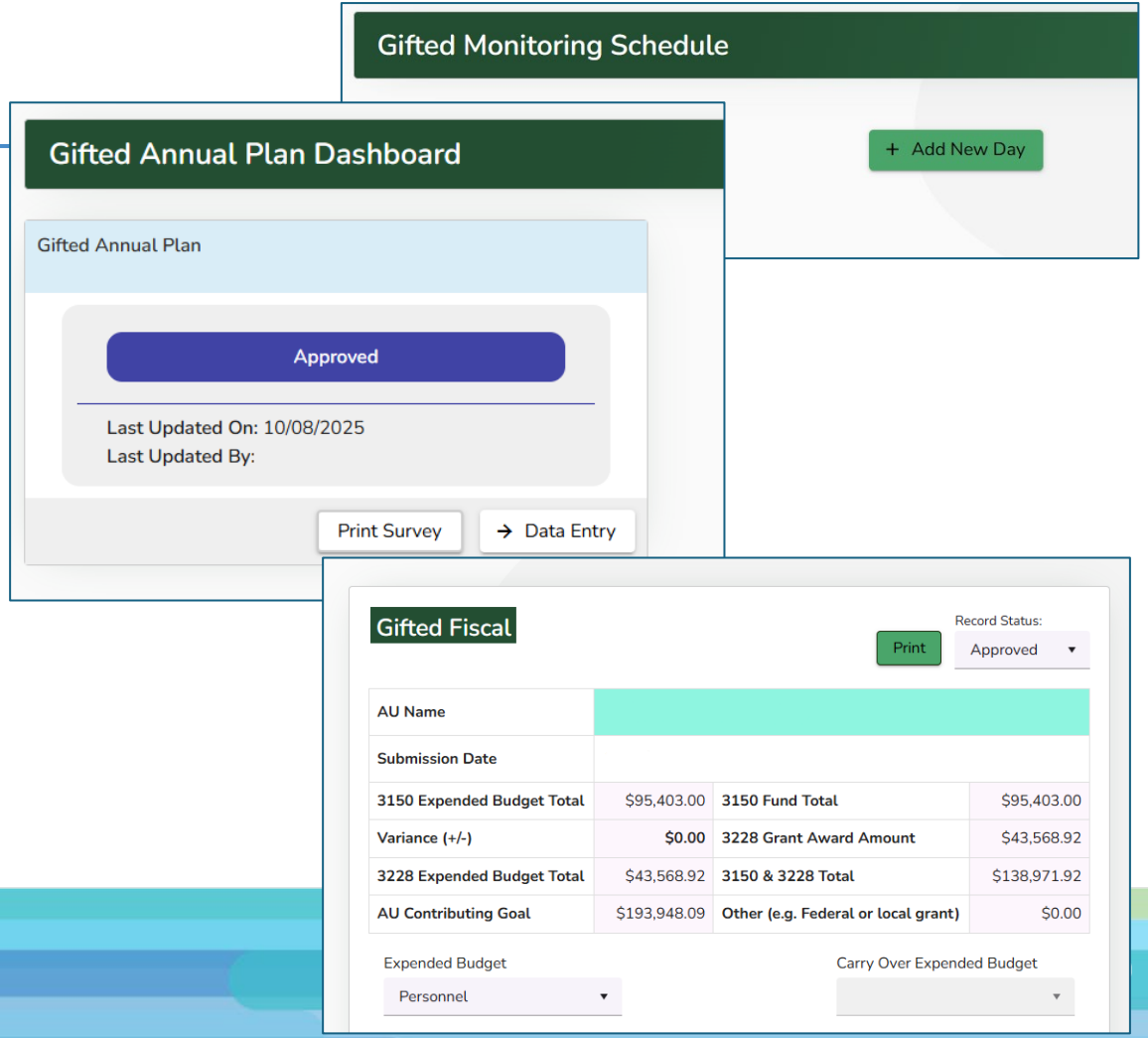






Gifted Cont.

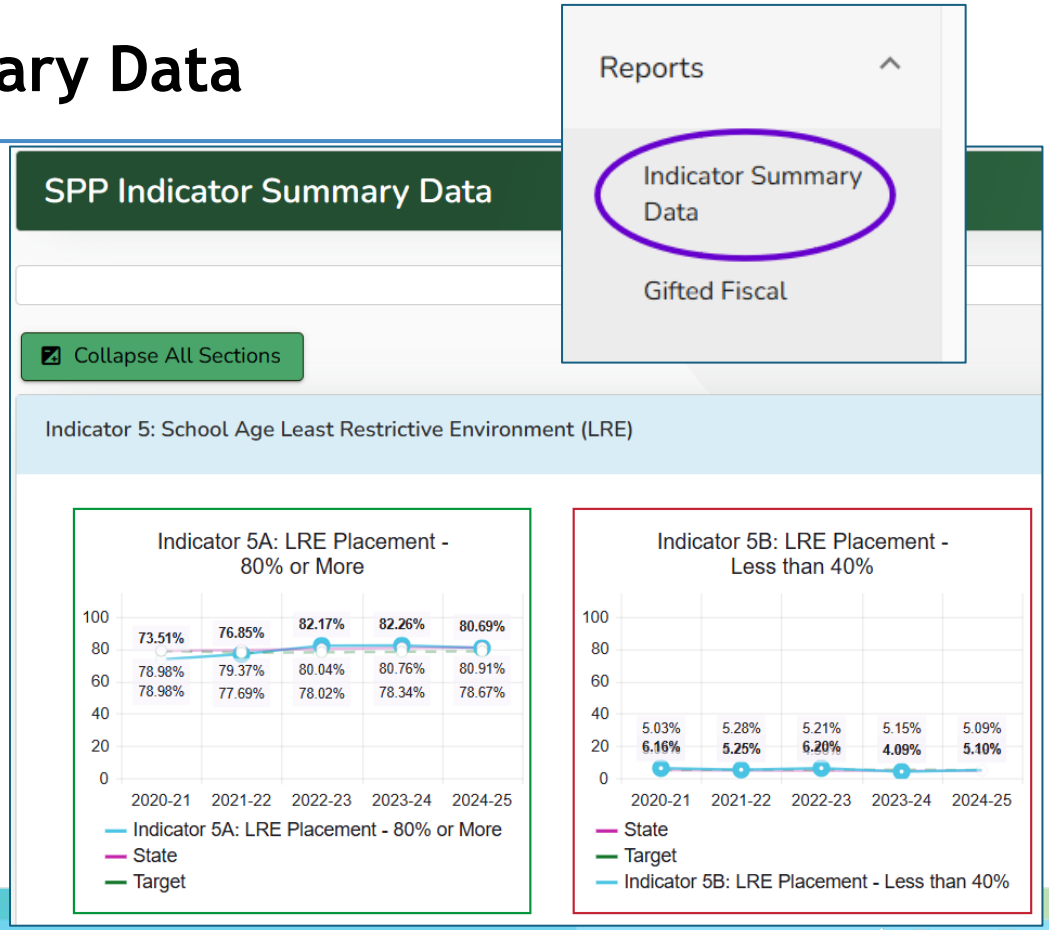
- Monitoring Schedule - An AU can use this section to build the schedule used during their Gifted Education Monitoring visit.
- Annual Plan - This section houses the yearly plan/goals an AU writes.
- Gifted Fiscal - The 3150 Categorical Gifted funds are reported as an expended budget in this section.



Reports - Indicator Summary Data

The **Indicator Summary Data** tab provides trend graphs of data from the previous 5 years of collections for most of the Indicators reported in the State Performance Plan/Annual Performance Report and Determinations.

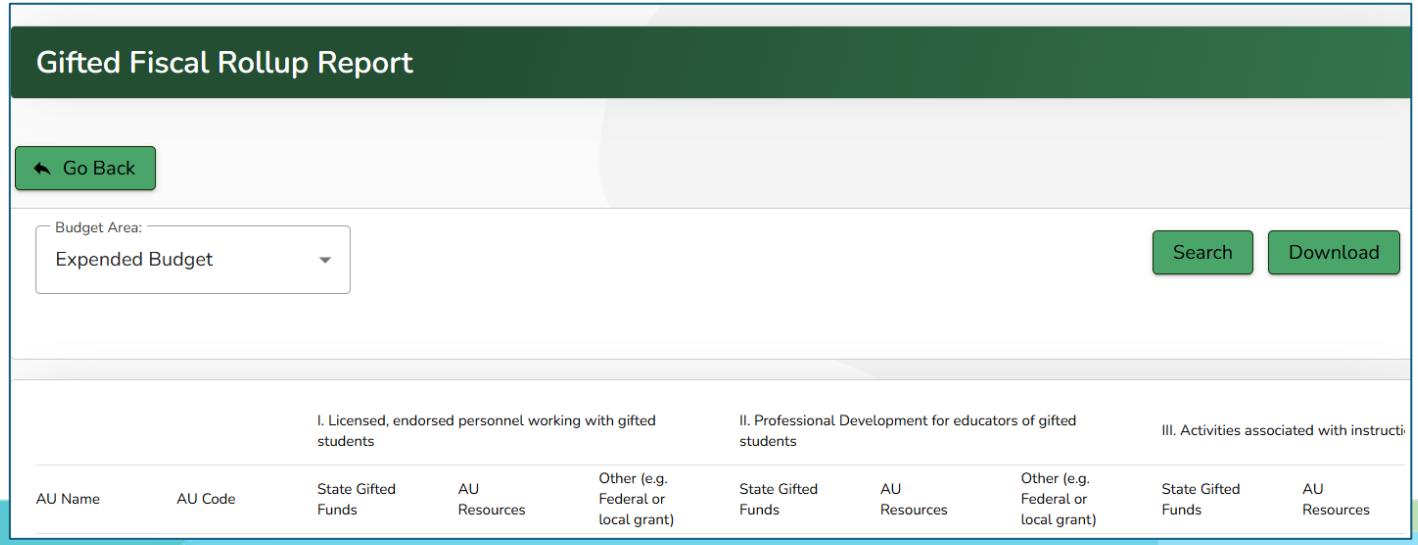
Each Indicator graph has a trend line for your AU's Indicator results, the state results, and the targets.



Reports - Gifted Fiscal Rollup

In **Gifted Fiscal,** the **Gifted Fiscal Rollup Report** provides a way for CDE to look at the way 3150 funds are being spent across the state.





Contact CDE for DMS Help

For general help with the DMS please contact:

Josh Fails

Online Project Coordinator & Data Consultant

Fails_J@cde.state.co.us

720-618-0538