



Federal Programs Monitoring

Monitoring Upload Tool Instructions

Monitoring documentation is due in the [Monitoring Upload Tool](#) (MUT) *at least one month* prior to the onsite visit date. The MUT is only available to LEAs who will be monitored during the current school year.

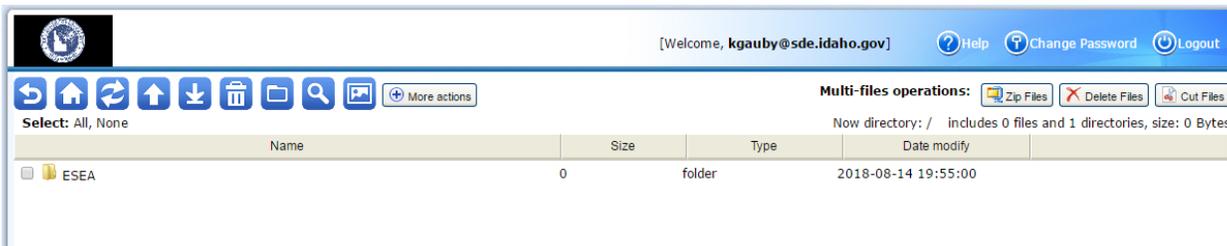
STEP 1

The SDE Title I coordinator notifies the LEA Title I Coordinator that the MUT is available to use. The account name is your complete email address. The LEA Title I-A Coordinator must contact the SDE Coordinator for the default password. The account user is to change the password the first time the MUT is used. The Administrator, Business Manager, and other program coordinators may also have a MUT (FTP site) log in.

A screenshot of the Monitoring Upload Tool login page. The page features a blue header with a white curved design element. In the center, there is a circular logo for the Idaho Department of Education, State of Idaho. Below the logo, there is a login form with the following fields: "Account:" with the text "kgauby@sde.idaho.gov", "Password:" with a masked password "*****", and "Language:" with a dropdown menu set to "English". To the right of the "Account:" field is a checked checkbox labeled "Remember me". Below the "Language:" field is a "Login" button with a user icon.

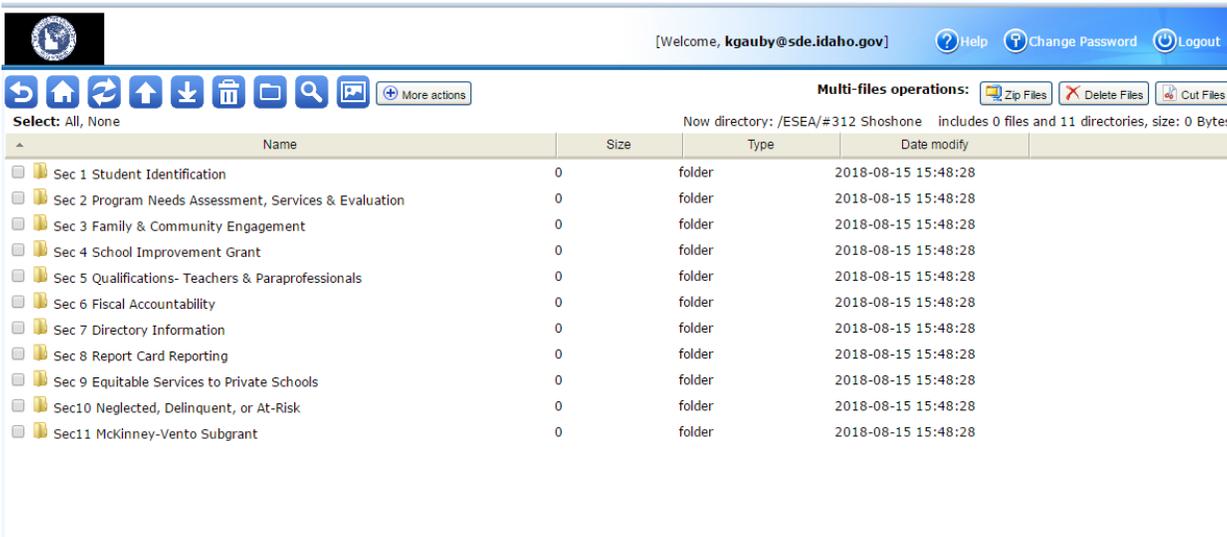
STEP 2

You will see an ESEA folder. Double click on the folder. (Putting a checkmark in the box will NOT get you into the folder.)



STEP 3

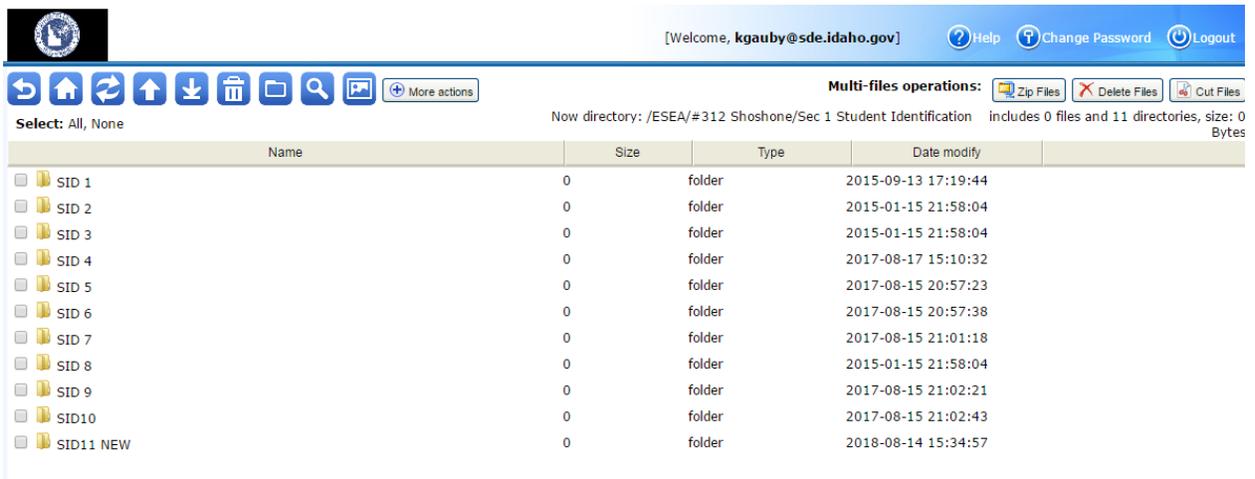
When the ESEA folder is open, you will see section folders which coincide with the topics within the Federal Programs Monitoring Tool. Click on the section folder to view the individual indicators. (Click on “Name” header to put the folders in order.)



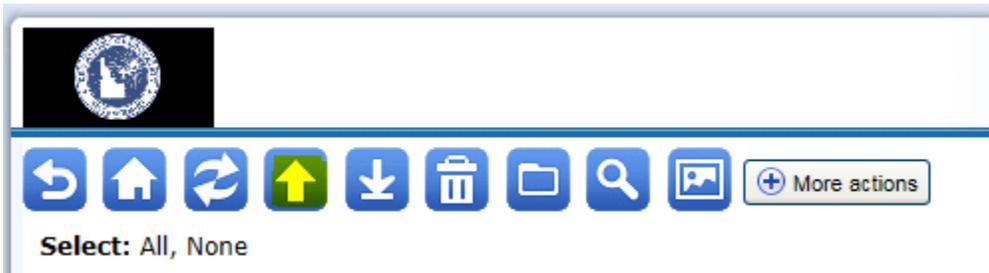
STEP 4

To upload a document into a folder, do the following:

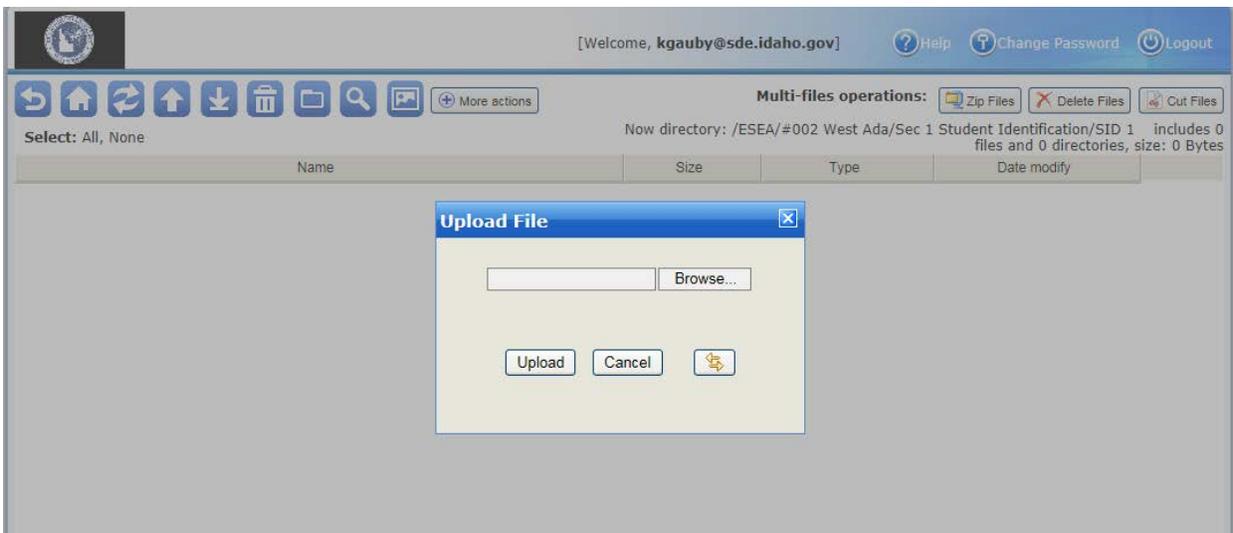
- a) Scan your document.
- b) Save it on your computer (or USB). If you have more than one school, either include the name of the school in the name of the document or create a separate folder for each school under the applicable indicators. (Please make sure the *pathway* name isn't too lengthy. It sometimes creates issues when the pathway is too long.)
- c) Open the appropriate indicator folder in the ESEA Federal Program Monitoring Upload Tool. (For example, open the SID 1 folder by double clicking on the folder.)



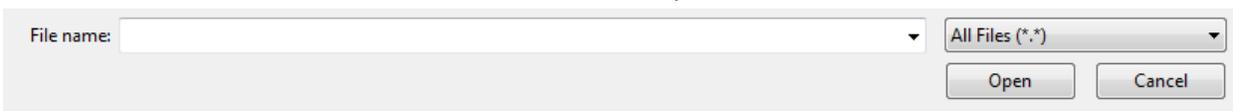
d) Click the Up button.



e) Click on the Browse link. Choose document.

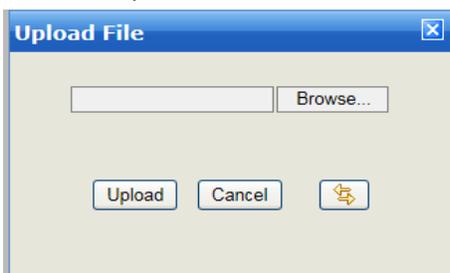


f) Double click on the chosen document and click on open.

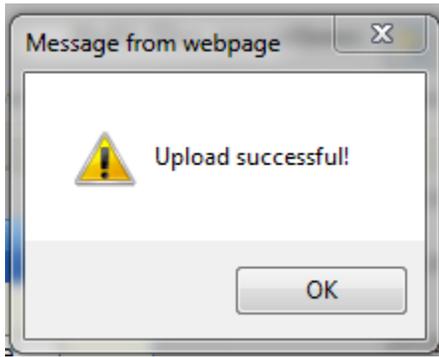


Then

Click on Upload.



g) You will get an “Upload Successful” icon. Click on OK.



- h) You have just successfully saved a document into the indicator folder. (I would suggest on clicking on a few of the uploaded documents to make sure. If you are having issues, please contact the Federal Programs Monitoring/Title I-A SDE Coordinator listed at the end of this document.)
- i) Repeat for each indicator for which your LEA has programs. (If you are not monitored for a particular program indicator, you do not need to upload any documents into those particular folders.)

NOTE: The folder size will remain at zero. This is a glitch in the program which we cannot change. Refer to the “date modify” to see when each indicator was last updated.

STEP 5

Click on the Logout link.

For Questions Contact

Kathy Gauby
Federal Programs Department
State Department of Education
208.332.6889 [|kgauby@sde.idaho.gov](mailto:kgauby@sde.idaho.gov)