

# 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.

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Account: kgauby@sde.idaho.gov	🗷 Remember me
Password: ••••••	
Language: English	🤰 Login

# 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.)

	[We	elcome, <b>kgauby@sde.ida</b>	ho.gov] 🕐He	elp 🕤 Change	Password OLogout
Select: All. None		Mu	Iti-files operations:	Zip Files 🗙	Delete Files Cut Files
Name	Size	Туре	Date modify		, ,
🔲 👪 esea	0	folder	2018-08-14 19:55:00		

### 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.)

	[	Welcome, <b>kgauby@sde.id</b> a	aho.gov] <b>?</b> Help	Change Password
5 🛖 🔁 🛨 🛱 🗖 🔍 💌 🕀 More actions		М	ulti-files operations:	🖳 Zip Files) 🔀 Delete Files) 🐻 Cut Files
Select: All, None		Now directory: /ESEA/#	312 Shoshone includes	0 files and 11 directories, size: 0 Bytes
<ul> <li>Name</li> </ul>	Size	Туре	Date modify	
🔲 🐌 Sec 1 Student Identification	0	folder	2018-08-15 15:48:28	
Sec 2 Program Needs Assessment, Services & Evaluation	0	folder	2018-08-15 15:48:28	
🔲 퉫 Sec 3 Family & Community Engagement	0	folder	2018-08-15 15:48:28	
🔲 퉫 Sec 4 School Improvement Grant	0	folder	2018-08-15 15:48:28	
🔲 퉫 Sec 5 Qualifications- Teachers & Paraprofessionals	0	folder	2018-08-15 15:48:28	
🔲 퉬 Sec 6 Fiscal Accountability	0	folder	2018-08-15 15:48:28	
🔲 矏 Sec 7 Directory Information	0	folder	2018-08-15 15:48:28	
🔲 퉬 Sec 8 Report Card Reporting	0	folder	2018-08-15 15:48:28	
🔲 🐌 Sec 9 Equitable Services to Private Schools	0	folder	2018-08-15 15:48:28	
🔲 🐌 Sec10 Neglected, Delinquent, or At-Risk	0	folder	2018-08-15 15:48:28	
🔲 퉫 Sec11 McKinney-Vento Subgrant	0	folder	2018-08-15 15:48:28	

#### **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.)

	[W	elcome, <b>kgauby@sde.ida</b>	nho.gov] 🕐He	elp 😗 Change Password 🕲 Logout
Select: All, None	Now directory: /ESE#	Mu V#312 Shoshone/Sec 1 S	Ilti-files operations: tudent Identification	Zlp Files Cut Files Cut Files Cut Files includes 0 files and 11 directories, size: 0 Bytes
Name	Size	Туре	Date modify	
🗆 🔑 SID 1	0	folder	2015-09-13 17:19:44	
🔲 퉫 SID 2	0	folder	2015-01-15 21:58:04	4
🔲 퉫 SID 3	0	folder	2015-01-15 21:58:04	
🔲 퉫 SID 4	0	folder	2017-08-17 15:10:32	
🔲 🔑 SID 5	0	folder	2017-08-15 20:57:23	
🔲 퉫 SID 6	0	folder	2017-08-15 20:57:38	1
🔲 퉫 SID 7	0	folder	2017-08-15 21:01:18	1
🔲 📙 SID 8	0	folder	2015-01-15 21:58:04	
🔲 퉫 SID 9	0	folder	2017-08-15 21:02:21	
SID10	0	folder	2017-08-15 21:02:43	
🔲 🔑 SID11 NEW	0	folder	2018-08-14 15:34:57	

d) Click the Up button.

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562	] 🔮 💼 🖸	Q P (+ More actions	
Select: All, None			

e) Click on the Browse link. Choose document.

	[Welcome, kgauby@sde.id	laho.gov] 🕜 H	elp 🕜 Change Password	
Select: All, None	Mu Now directory: /ESEA	ulti-files operations: \/#002 West Ada/Sec 1	Zip Files X Delete Files Student Identification/SID files and 0 directories,	Cut Files L includes 0 size: 0 Bytes
Name	Size	Type	Date modify	Sizer o Dyces
Upic	Browse			

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

File name:				•	All Files (*.*)	
					Open Cancel	
						a l r
Click on Upload.						
Upload File		×				
	Browse					

Upload

Cancel

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 <u>kgauby@sde.idaho.gov</u>