LEA Monitoring User Guide

v. 3.0 September 2012

Contents

Introduction

Acknowledgements

WestEd Tracker™ was developed by WestEd through the Southwest Comprehensive Center (SWCC) and the California Comprehensive Center (CACC) in collaboration with:

- Arizona Department of Education
- California Department of Education
- Colorado Department of Education
- Nevada Department of Education
- New Mexico Public Education Department
- Utah State Office of Education

Questions

Refer to the Help page (after logging in) or the Login page for information on who to contact if you have questions about using Tracker. For additional details on the Help page, see the Getting Help section in this user guide.

What is WestEd Tracker?

WestEd Tracker is a web-based tool designed to streamline Federal and State program monitoring and track the implementation and evaluate the effectiveness of LEA Improvement Plans. Tracker provides a consolidated tool for coordinating, managing and streamlining these two activities.

Monitoring

The Monitoring module of Tracker helps streamline the process for program monitoring and other types of LEA monitoring. The online system presents you with the appropriate group of monitored items, and allows you to respond to those items by uploading evidentiary documents.

End User System Guidelines

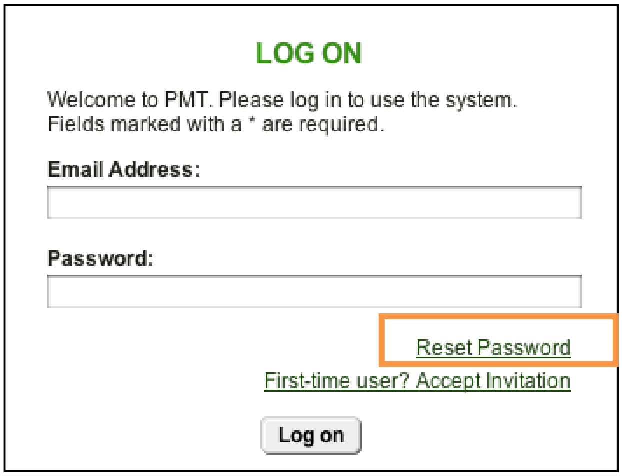
Tracker runs on Mac or PC platforms. It requires an active Internet connection, and either Internet Explorer v.7.0 or above, or Firefox v.2.0 or above web browsers. Other browsers and tablet devices will likely work, but we do not guarantee support for them. The system itself does not require available local disk space, but it is advisable to have space on your computer when viewing documents stored on the system.

Document scanners or other imaging devices are useful when creating electronic versions of printed documents, but they are not required.

User names and system notifications require a valid e-mail address for each user. Please note that e-mail servers for schools, school LEAs and county offices may have security settings that block messages from Tracker. If users are not receiving Tracker invitations and messages, WestEd can work with your IT department to ensure that messages can be delivered.

Accessing Tracker

Enter your e-mail address and password to enter the site. If you have forgotten your password, use the password recovery tool on the Logon screen by clicking **Reset Password**.

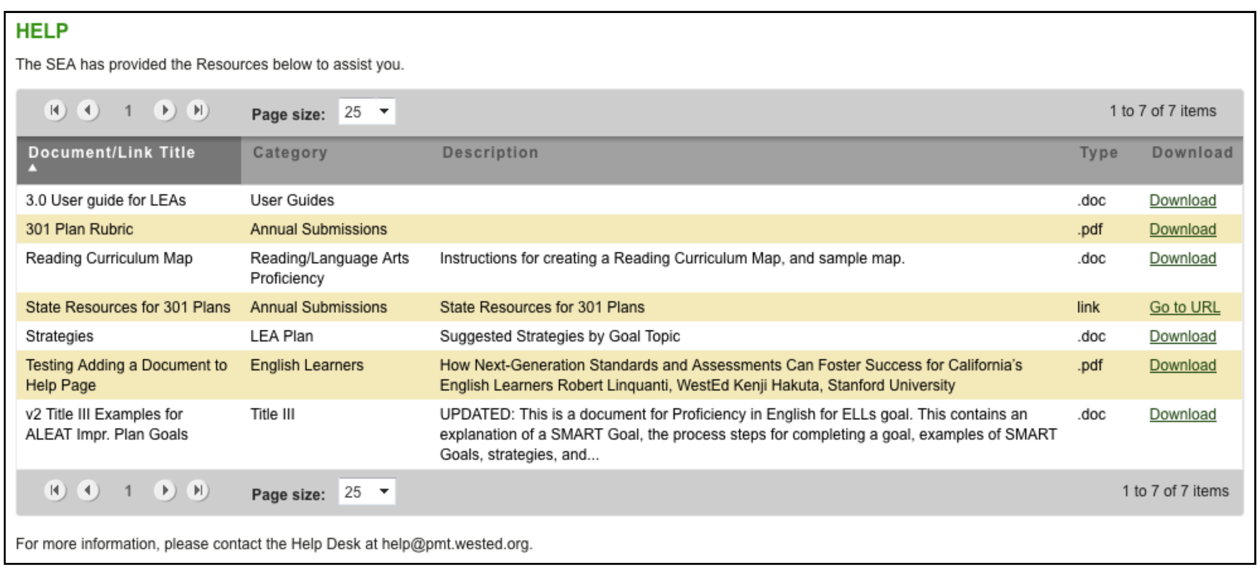


Enter your e-mail address on the next screen and click **Send Invitation Now** to receive a new login invitation via e-mail that will allow you to create a new password and login.

Getting Help

Access the Help page by clicking the **Help** link at the top right corner of any screen.

The Help page contains documents and links provided by the SEA to help assist in using the system or working with specific content areas.


HELP

The SEA has provided the Resources below to assist you.

1 Page size: 25 1 to 7 of 7 items

Document/Link Title	Category	Description	Type	Download
3.0 User guide for LEAs	User Guides		.doc	Download
301 Plan Rubric	Annual Submissions		.pdf	Download
Reading Curriculum Map	Reading/Language Arts Proficiency	Instructions for creating a Reading Curriculum Map, and sample map.	.doc	Download
State Resources for 301 Plans	Annual Submissions	State Resources for 301 Plans	link	Go to URL
Strategies	LEA Plan	Suggested Strategies by Goal Topic	.doc	Download
Testing Adding a Document to Help Page	English Learners	How Next-Generation Standards and Assessments Can Foster Success for California's English Learners Robert Linquanti, WestEd Kenji Hakuta, Stanford University	.pdf	Download
v2 Title III Examples for ALEAT Impr. Plan Goals	Title III	UPDATED: This is a document for Proficiency in English for ELLs goal. This contains an explanation of a SMART Goal, the process steps for completing a goal, examples of SMART Goals, strategies, and...	.doc	Download

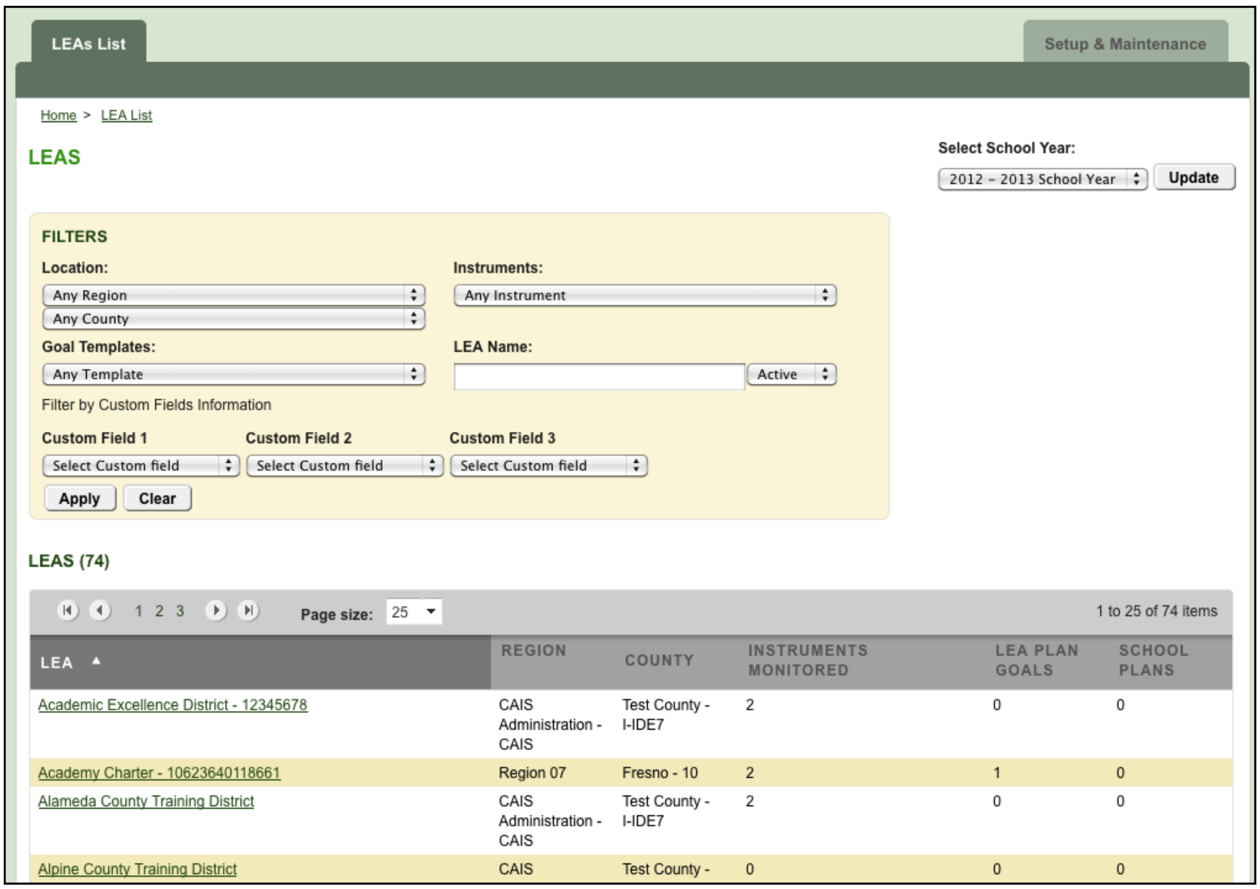
1 Page size: 25 1 to 7 of 7 items

For more information, please contact the Help Desk at help@pmt.wested.org.

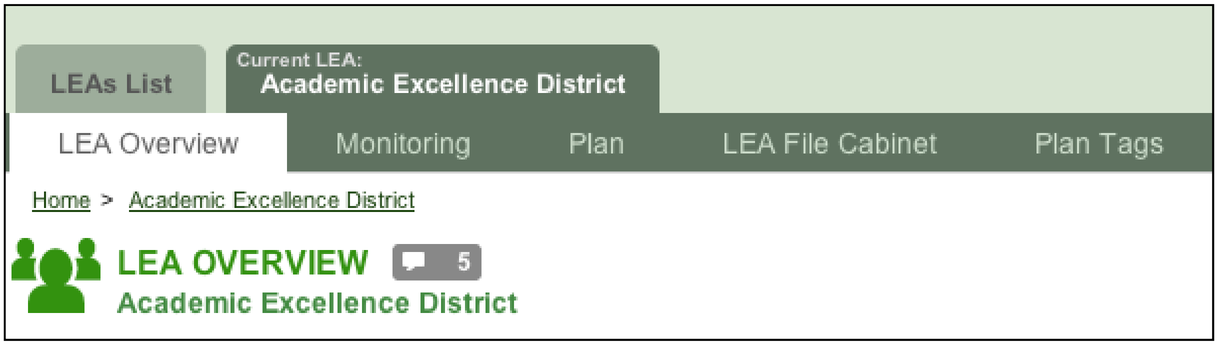
You may sort the list by Category to find the type of resource you need. Click the **Download** link to download any file and click the **Go to URL** link to view the web link resource.

Navigation and Home Page

If you have access to a single LEA, you will go directly to the LEA Overview when you login. If you have access to more than one LEA, your default home page will be the LEA List. The default view is of active LEAs in alphabetical order. To view retired LEAs, change the Active filter to Retired. Use the County, Instrument assignment, or Goal Template assignment to filter the list. Type part of the LEA name into the search box to locate a specific LEA or use the page navigation to locate the LEA you wish to view.

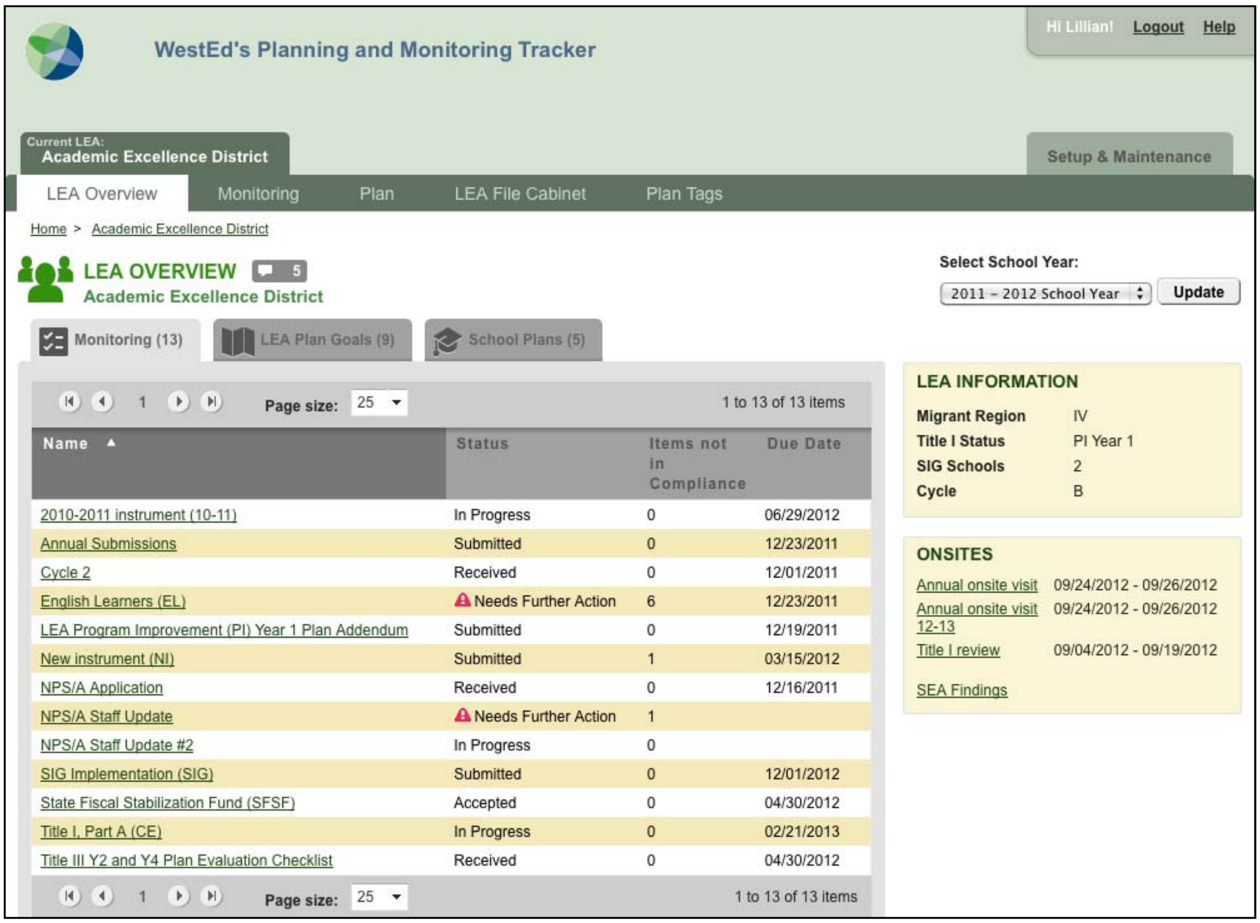


Select an LEA name to view the LEA Overview. You may return to the LEA List by clicking the tab in the top left corner.



LEA Overview

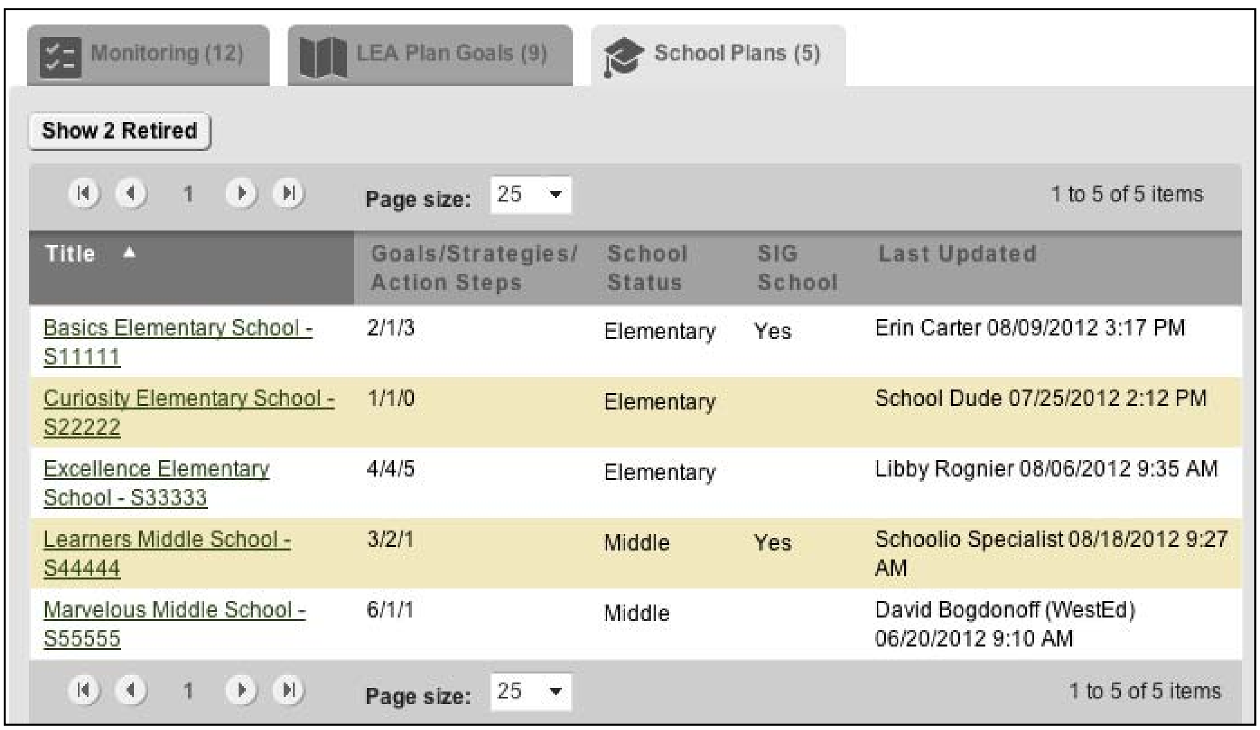
The LEA Overview page displays a status of the Monitoring and Plan activities for the LEA.



The **Monitoring Instruments** tab of the LEA Overview displays a list of the currently selected year's assigned instruments, their status, number of outstanding items, and the instrument due date. To view previous years' assignments, change the School Year option on the right side of the screen.

The **LEA Plan Goals** tab displays a list of active goals in the LEA Plan and the last update information. If plan reviews are used, the current status of the goal is displayed.

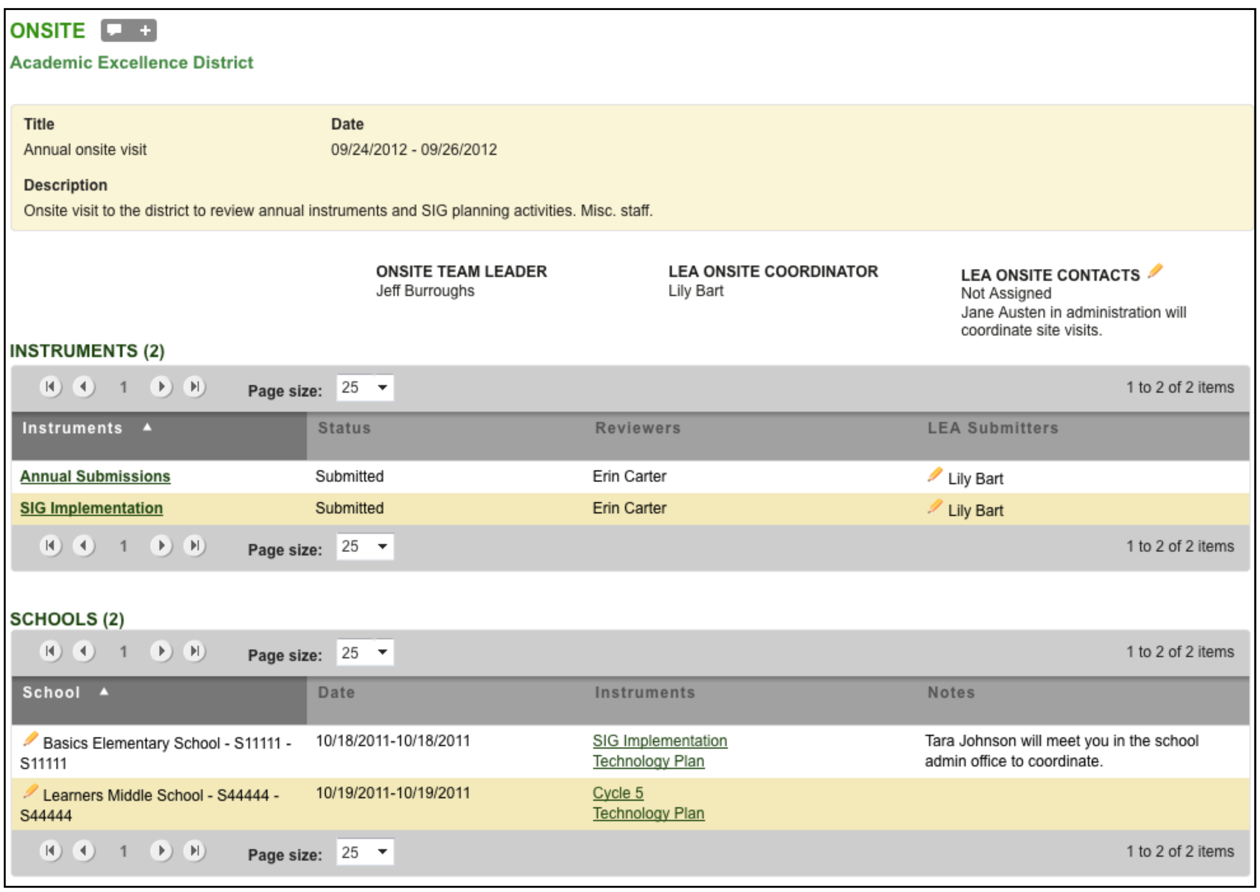
The **School Plans** tab displays a list of schools in the LEA with a school plan and the last update information for the plan. Click the name of the school to view the school plan.



If the SEA is displaying information about the LEA, this is listed on the right side of the LEA Overview, as well as any published onsites for the LEA that year. Click the name of the onsite to view details.

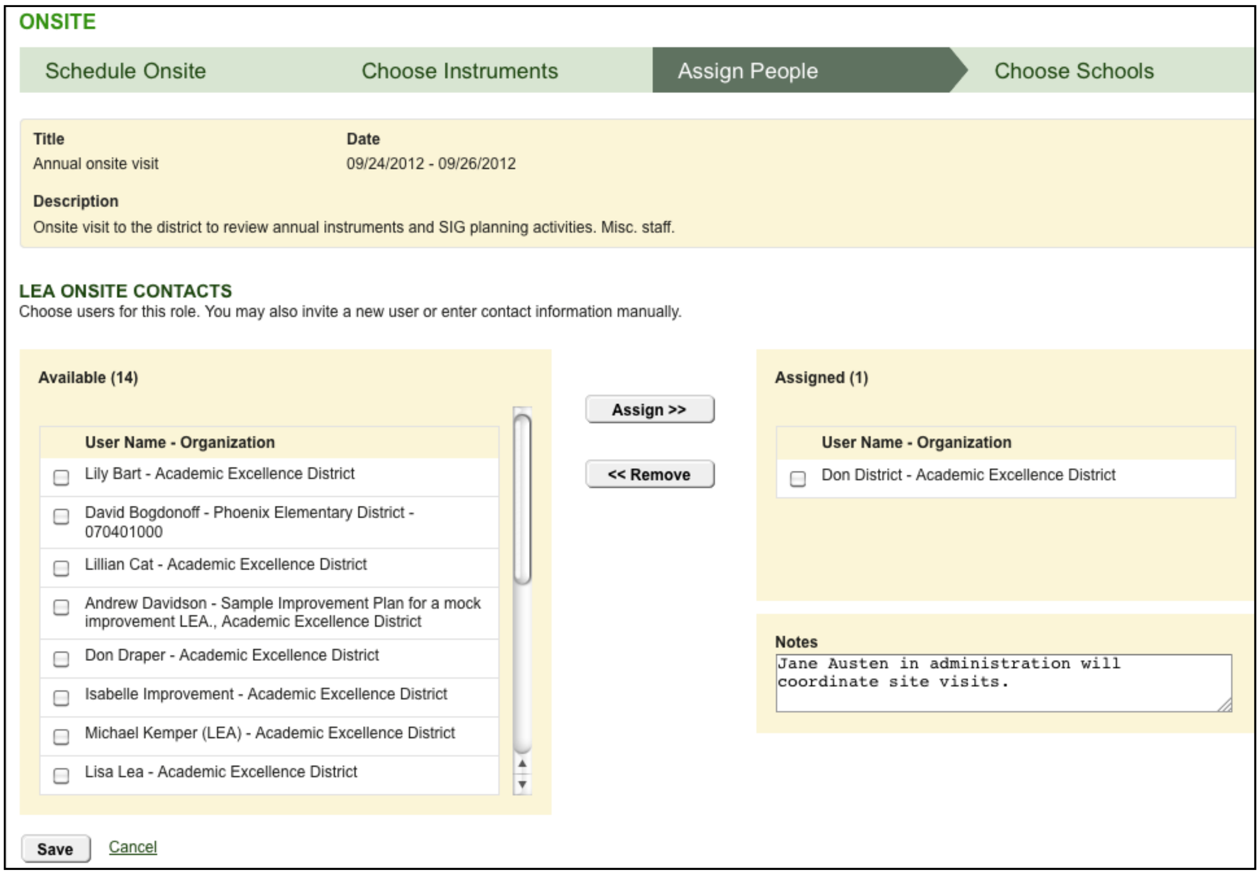
Onsites

The Onsites section is a place where the SEA and the LEA can coordinate important information about monitoring onsite visits. If the SEA has assigned an onsite visit for the current year, this will be displayed on the LEA Overview screen. Click the onsite name to view the record. All information is displayed on the onsite record screen.

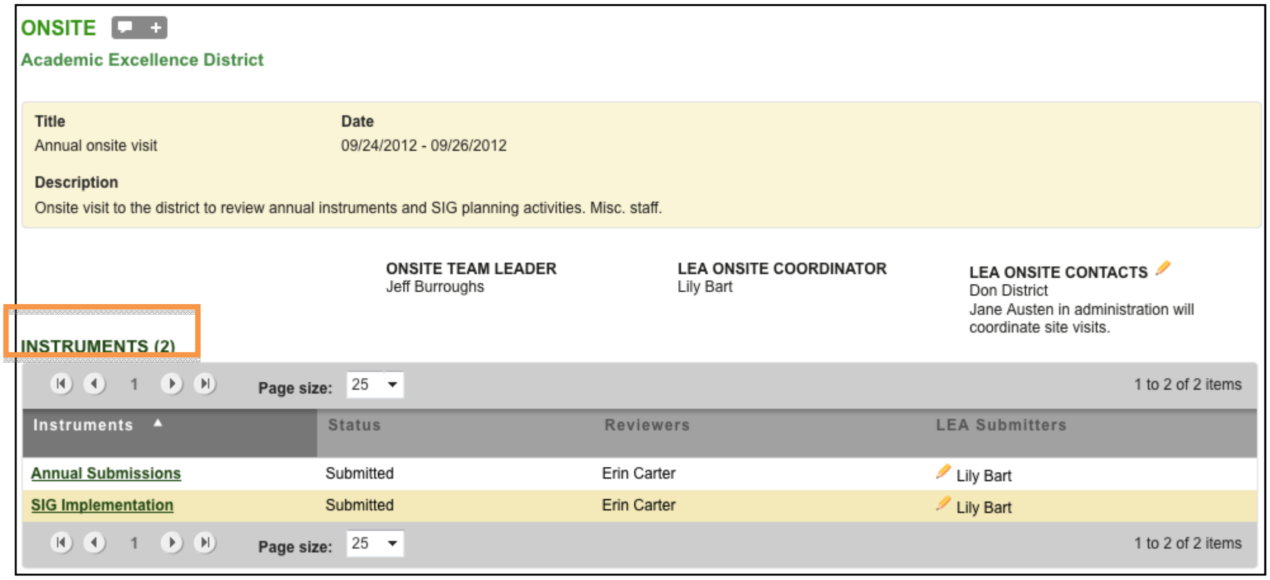


The onsite title, dates of the visit and description provided by the SEA appear at the top. The SEA's onsite Team Leader and the LEA's Coordinator are shown, assigned by SEA users.

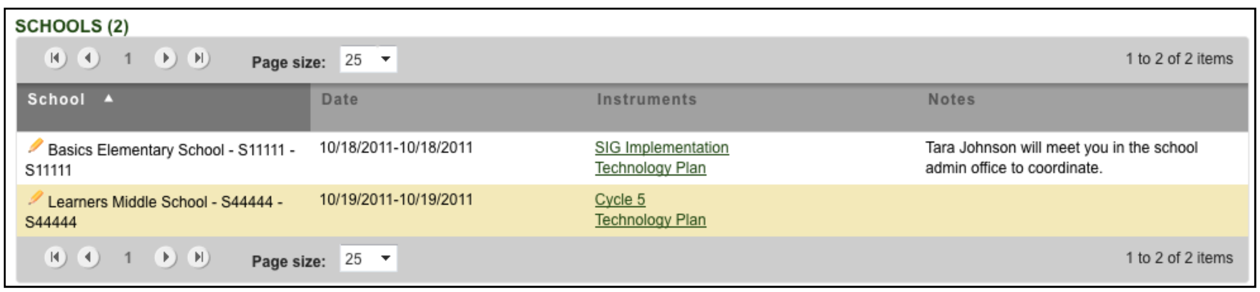
Additional LEA Onsite contacts may also be added or modified by LEA Admins by clicking the pencil icon next to the LEA Onsite Contacts section. Select any available LEA users to add to the Onsite Contacts list by selecting their name(s) on the left side of the screen and clicking the Assign **button**. Remove contacts from the Assigned list on the right by selecting their name(s) and clicking the Remove **button**. You may provide an optional note about these contacts in the Notes box. Click **Save** to save changes.



Below the roles on the Onsite screen is the list of monitoring instruments that will be reviewed as part of the onsite visit. The Reviewer(s) and Submitter(s) for each instrument are cross-referenced with the current assignments on the Monitoring tab. LEA Admins may modify the Submitters here if needed.

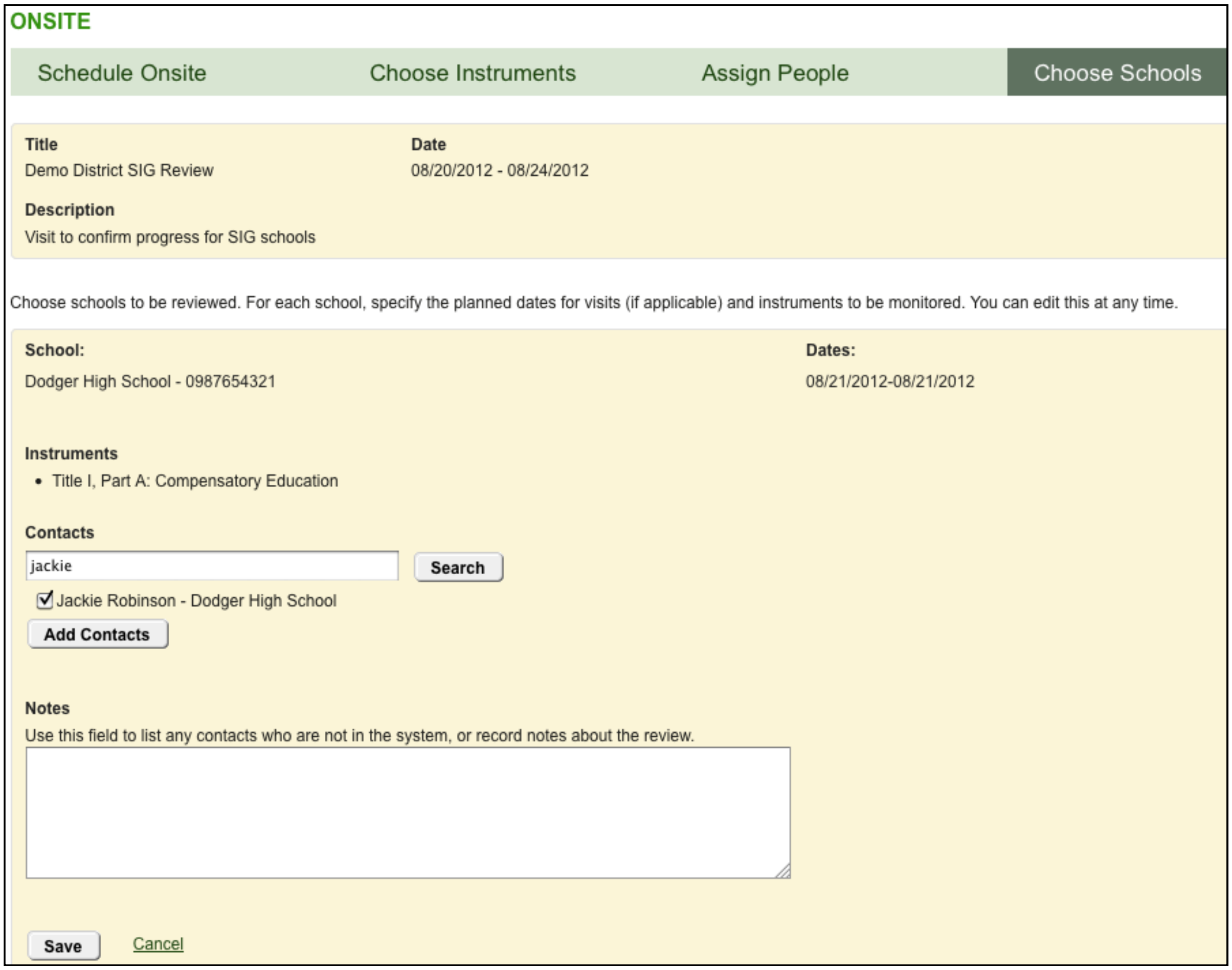


The schools that are being visited as part of the onsite visit are shown at the bottom of the page.



LEA Admin users may click the pencil icon next to any school to add or modify school visit contacts.

Search for existing contacts who are users by typing in part of the individual's name. When you find a match, select the user by checking the name and then click the **Add Contacts** button to add the user(s) to the list of school contacts. You may provide additional notes about the school contacts or school visit. Click **Save** when complete.



School Years

Tracker relies on school years to organize and filter information, including monitoring instruments, documents, plan budgets and other key information. On all applicable screens, the School Year menu allows you to change the current view from one year to another. When any year other than the current year is selected, the choice is prominently displayed in the page headers.

To change the default year, select a school year from the drop-down list at the top right of the LEA Overview and click **Update**. You will see the non-default school year at the top of the screen to indicate that you are looking at a year other than the current year.

Commenting

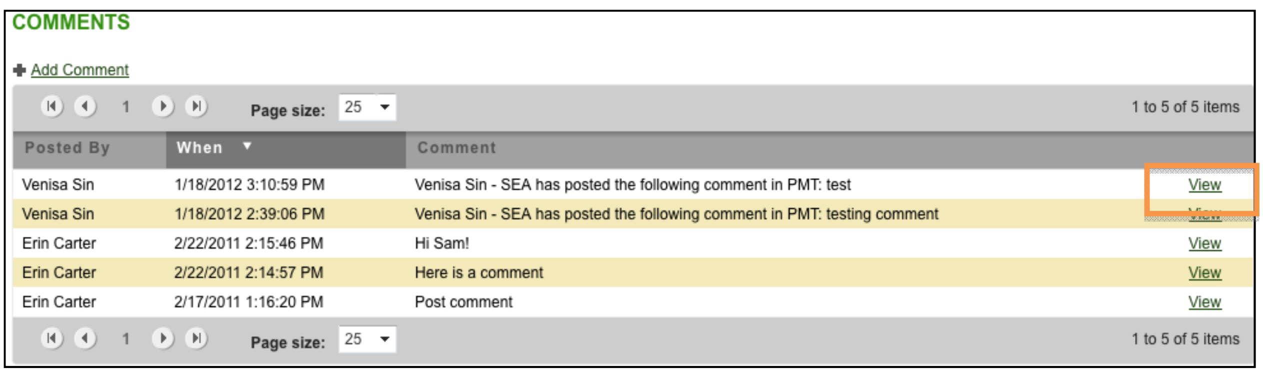
Comments facilitate communication among Tracker users. Regardless of e-mail notification, any user with access to the associated element may view comments. Throughout the system, the comment icon indicates that commenting is available at that element. If comments have been entered for that element, you will see a number within the comment icon, representing the number of comments:

The following elements of the LEA view feature comments:

- The LEA Overview (comments at the LEA level)
- Onsite page (comments about the onsite visit)
- Monitoring Instrument Overview (comments at the Instrument level)
- Monitoring Item page (comments at the item/indicator level)
- Plan Overview page (comments about the plan)
- Plan Goals (comments at the goal level of the plan)
- Plan Strategies (comments at the strategy level of the plan)
- Plan Action Steps (comments at the action step level of the plan)
- Plan Tasks (comments at the task level of the plan)

View Comments

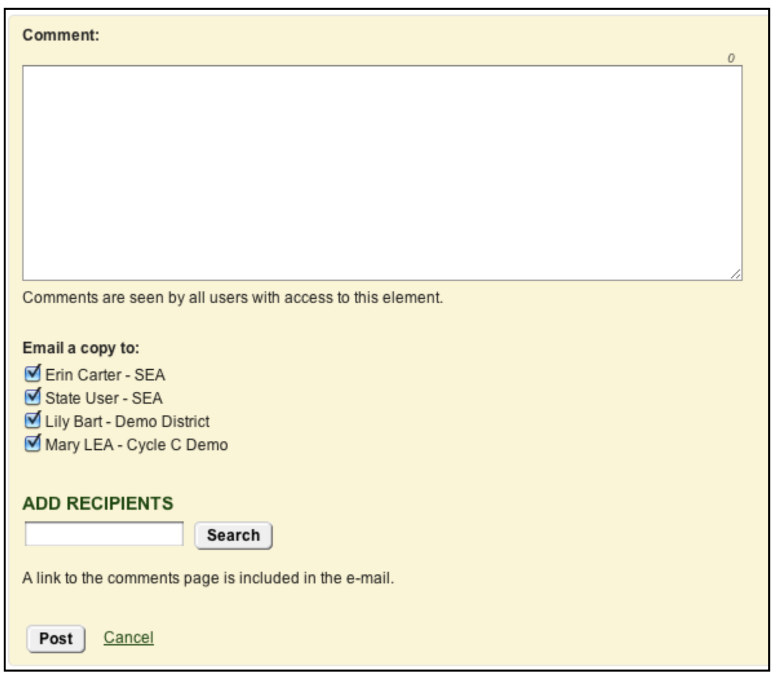
Click the comment button to view all comments in the area or add a comment. Comments are listed for the element in reverse chronological order, with the most recent at the top. Click the **View** link to the right of any comment to view its full content.



The view comment page shows all details and includes options for paging through other comments for the element or returning to the full list.

Add Comment

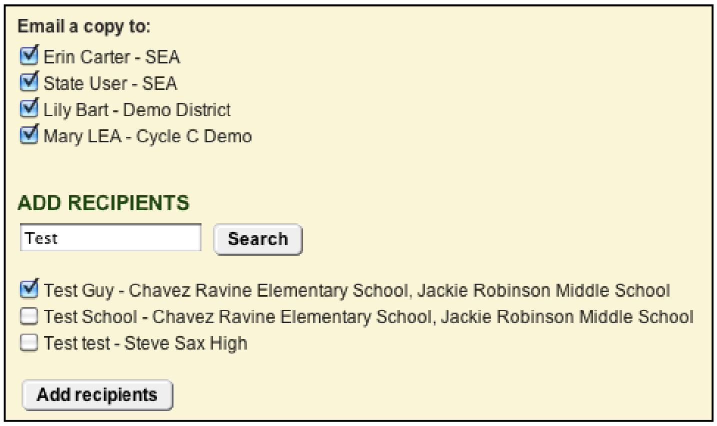
If no comments exist yet for the selected element, the comment button will take you directly to the Add new Comment screen. If comments exist, click the **Add Comment** link at the top of the list of existing comments to add a new one to that element. Add the text of the comment. Click **Post** to add the comment to the system.



E-mail option

Comments may optionally send an e-mail notification to selected users. The **Add Recipients** section below the Comment entry field allows you to add individuals who will also receive a notification of the comment being added. This may be used to supplement the comment addition, especially if you want certain individuals to be made aware of the new comment. For comments made for an Instrument or Item, designated Team Leaders, Reviewers and Submitters will be listed. Uncheck names if you do not want them to be notified. To search for other users to notify, enter any part of the user's first or last name and click **Search**. Users can be other users at the school or LEA or any known individuals at the SEA.

Check the box next to the names you want to add to the notification list. Click **Add recipients** to add these users to the list. The names will then appear above the Add Recipients search to indicate they have been added. Click **Post** to add the comment and deliver the e-mail(s).



Monitoring Review

The monitoring process is based on monitoring instruments and items. The instrument is an organizing structure that allows the SEA to collect items that share due dates and reviewers, and present them to specific LEAs for response. The LEA addresses the items in an instrument based on instructions and guidance provided by the SEA, and submits it to the SEA for review. Items that do not meet requirements are handled through findings reports and corrective responses until the items are satisfied. Instruments and their items are intrinsically assigned to a school year. The LEA and SEA are able to view past years' responses as needed, and continue to work on previous year's instruments with outstanding items, as needed.

The LEA Self-Review

The initial LEA response to an instrument is comprised of an upload of evidentiary documents and an optional or required self-review. The LEA self-review status can be used by the LEA to organize their response and may be used by the SEA to assist in refining confusing item requirements or descriptions. It is non-authoritative and does not determine the final compliance status for an item.

Compliance Status

The **Compliance Status** identifies the state of an item for LEA self-reviews and SEA reviews. Changes to this status are recorded by the system and include the new status, the individual making the change, the date and time, and a comment.

Depending on SEA rules and the submission status of the instrument, changes to compliance status may trigger system notifications.

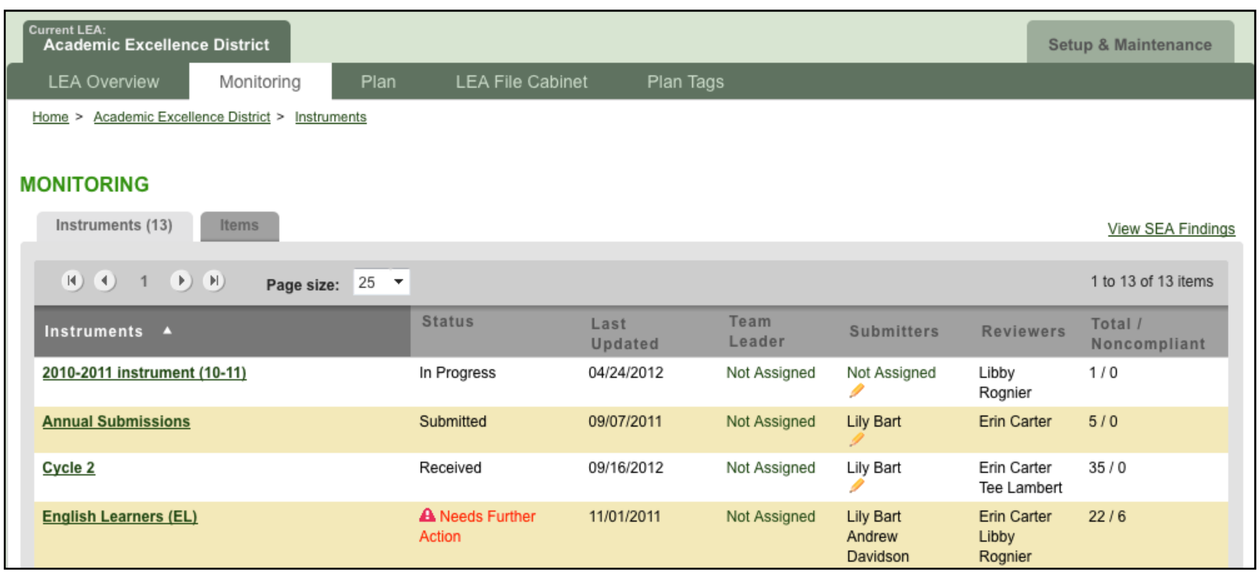
Compliance Status values are:

- **In Progress**: indicating that the reviewer is working on the item. This is the default value for an item.
- **Meets Requirements**: indicating that the reviewer believes the evidence provided or available for review is sufficient to address the item
- **Does Not Meet Requirements**: indicating that the reviewer believes the evidence is not sufficient to address the item.
- **Not Monitored**: indicating that the item is not addressed during this monitoring cycle.

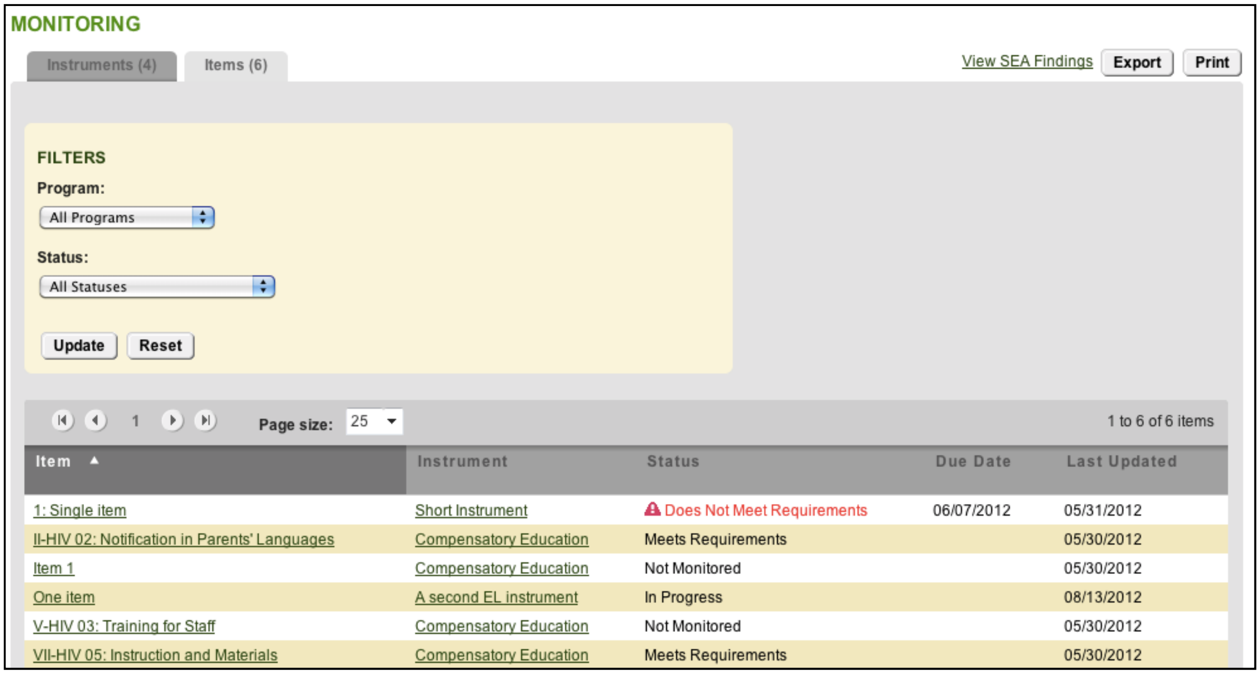
Monitoring Overview

Select the **Monitoring** tab. The LEA Monitoring screen contains two views: Instruments and Items. The Instruments tab displays all assigned instruments for the selected LEA in the year being viewed and summary information about each instrument. The name of the instrument will appear as a link to navigate to the individual Instrument Overview screens for each instrument. Team Leaders, Reviewers and Submitters for each instrument will also be displayed and can be adjusted from this screen by users with access.

A summary view of the total number of items and total number of non-compliant items in each instrument will also appear. If the instrument has a status of Needs Further Action or Accepted, it is the SEA statuses displayed in this column. If the instrument has a status of In Progress, Submitted, or Received, it is the LEA self-review statuses displayed in this column.



The Items tab contains a list of all monitoring items assigned to the LEA. You may filter by associated Program and/or by item status.



Click the item title to view the item response page. Click the instrument title to view the Instrument Overview.

Assigning Instrument Submitters (LEA Administrators only)

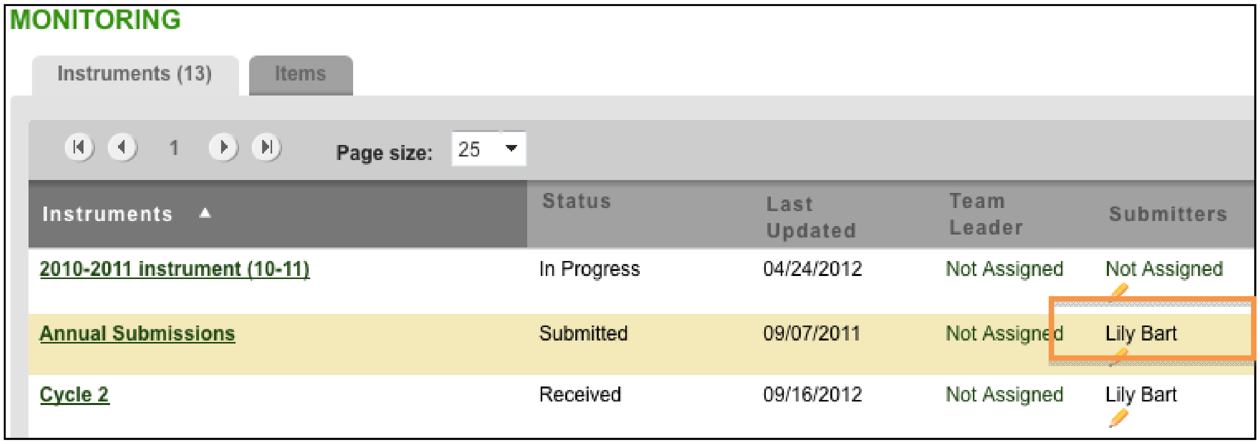
Each LEA will have designations for their Reviewers and Submitters for each instrument that is assigned.

SEA users assign the appropriate Team Leader (SEA) to a LEA's onsite to indicate who at the SEA is assigned for that LEA as the primary contact for onsite-related questions and issues.

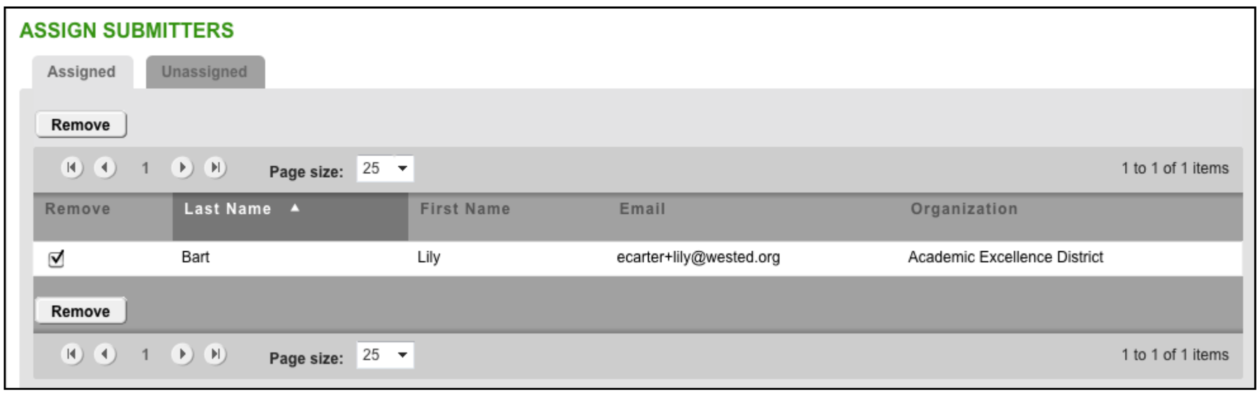
SEA users assign the appropriate Reviewer(s) to each individual instrument from a list of users on the system. Reviewers are those users that have access to edit and finalize the SEA review of an instrument. Some states allow both SEA and LEA-level users to be assigned as Reviewers. There may be multiple users assigned as the Reviewer for each instrument.

LEA Administrative users assign Submitter(s) to designate who at the LEA has access to submit a completed instrument for review. There may be multiple users assigned as the Submitter for each instrument.

Each instrument assigned to the LEA will be displayed on the Monitoring tab's Instruments list, with individual Team Leaders, Reviewers and Submitters designated. The name of the currently assigned individuals will appear under the appropriate column. If no one has been assigned to a role for an instrument, "Not Assigned" will appear. Select the edit icon to either edit existing assignments or add new individuals for the Submitter role. (Users without administrative access will not see the edit icon on this page.)

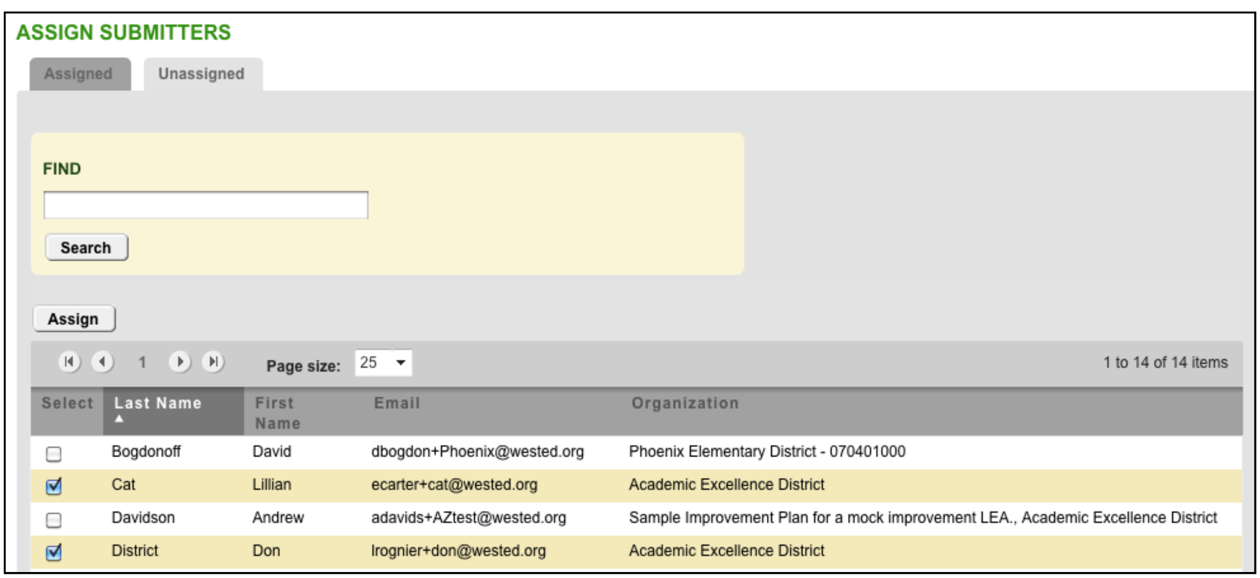


On the Assign Submitter page, any currently assigned LEA users are listed on the Assigned tab. You may remove the user by selecting their name and clicking the **Remove** button.



To assign new Submitters, select the Unassigned tab on the Assign Submitters page.

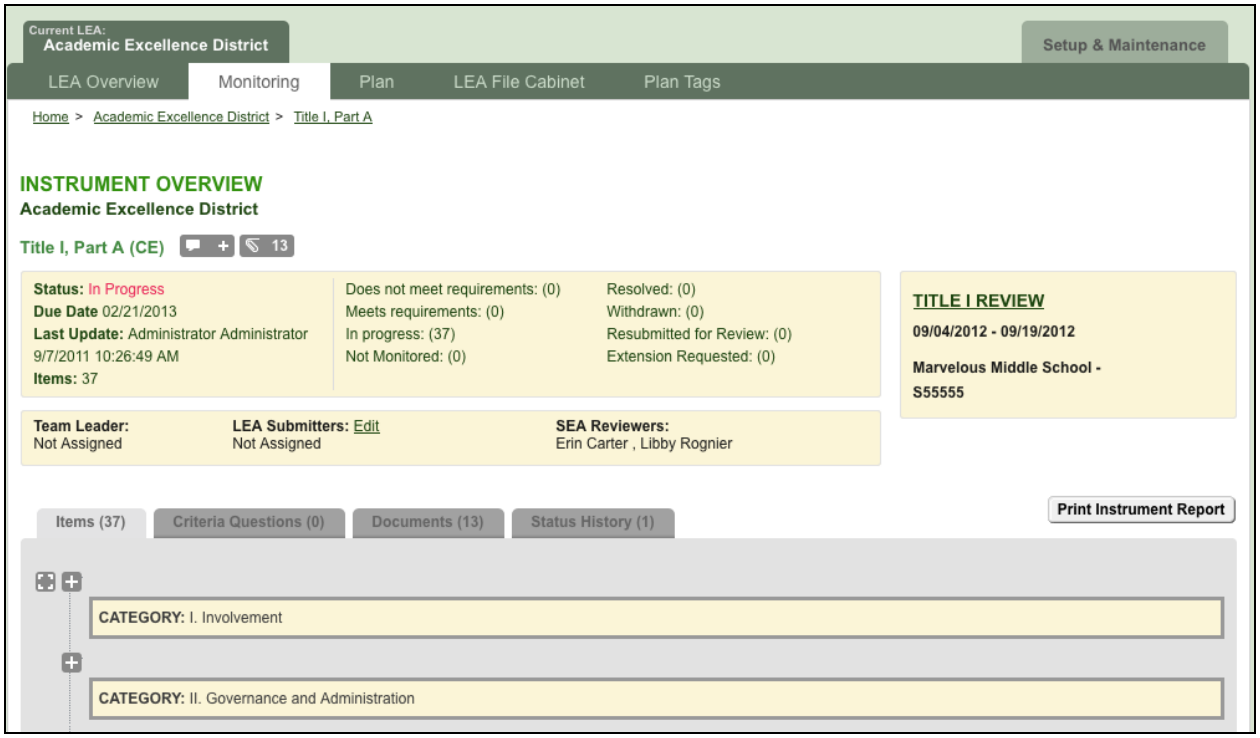
Use the Search to locate a specific user, if needed. Select the name of the user(s) to assign as the Submitter for the instrument and click the **Assign** button.



Submitters may also be assigned from the Instrument Overview screen or from an Onsite record that contains that instrument.

Instrument Overview

Clicking the name of the instrument on the LEA Overview screen, the Monitoring Overview screen, or the Onsite screen accesses the Instrument Overview screen.



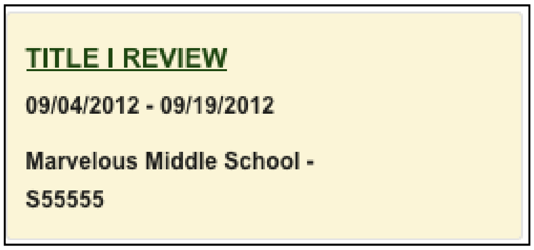
The Instrument Overview screen shows the current status of the instrument and its items.

All users may view instrument status at all times. Instrument status values include:

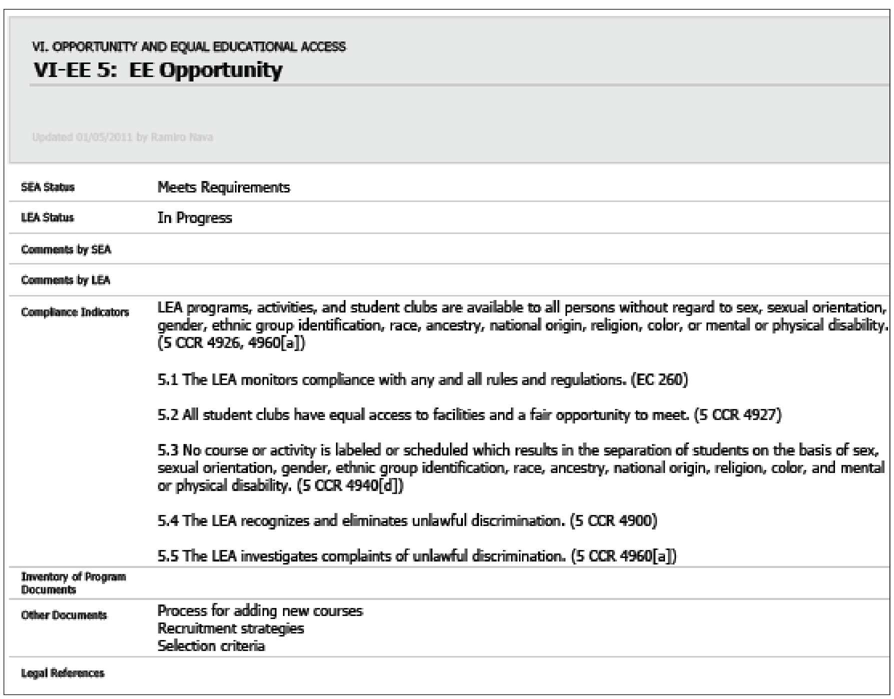
- **In Progress** – This is the initial state of the instrument for the LEA and indicates that the LEA is still working on the instrument. For LEA users, the LEA item status is displayed. For SEA users, the SEA item status is displayed.
- **Submitted** –indicates that the LEA has submitted the instrument but the SEA has not yet reviewed it. For LEA users, the LEA item status is displayed. For SEA users, the SEA item status is displayed.
- **Received**—indicates that SEA has opened the submitted instrument. For LEA users, the LEA item status is displayed. For SEA users, the SEA item status is displayed.
- **Accepted**—indicates that SEA has marked the instrument as complete after reviewing the instrument. For all users, the SEA item status is displayed.
- **Needs Further Action**—indicates that SEA has marked the instrument as Needs Further Action by the LEA before being accepted. For all users, the SEA item status is displayed.

The due date for the instrument will appear as well as the last date the instrument was updated.

If the instrument is part of an onsite review, information about the onsite review is listed on the top right side of the Instrument Overview screen. Any school sites that are being reviewed for that instrument will appear with their review date(s).



You may print an **Instrument Report** by clicking the link at the top right of the screen. The report contains information about the instrument—including the content of the item indicators, the evidence guidance, and legal citations—as well as a count of documents and comments in each monitoring item. The LEA's self-review item statuses and comments will appear while the instrument has a status of In Progress or Received. After a SEA review of the instrument, all users will see the SEA review status of each item and any findings that have been recorded.



VI. OPPORTUNITY AND EQUAL EDUCATIONAL ACCESS

VI-EE 5: EE Opportunity

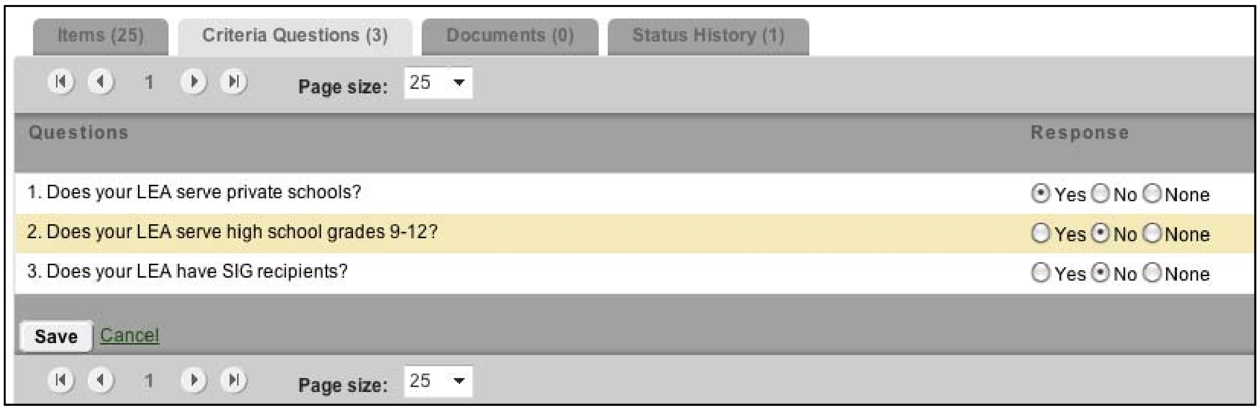
Updated 01/05/2011 by Ramiro Nava

SEA Status	Meets Requirements
LEA Status	In Progress
Comments by SEA	
Comments by LEA	
Compliance Indicators	LEA programs, activities, and student clubs are available to all persons without regard to sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability. (5 CCR 4926, 4960[a]) 5.1 The LEA monitors compliance with any and all rules and regulations. (EC 260) 5.2 All student clubs have equal access to facilities and a fair opportunity to meet. (5 CCR 4927) 5.3 No course or activity is labeled or scheduled which results in the separation of students on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, and mental or physical disability. (5 CCR 4940[d]) 5.4 The LEA recognizes and eliminates unlawful discrimination. (5 CCR 4900) 5.5 The LEA investigates complaints of unlawful discrimination. (5 CCR 4960[a])
Inventory of Program Documents	
Other Documents	Process for adding new courses Recruitment strategies Selection criteria
Legal References	

Criteria Questions

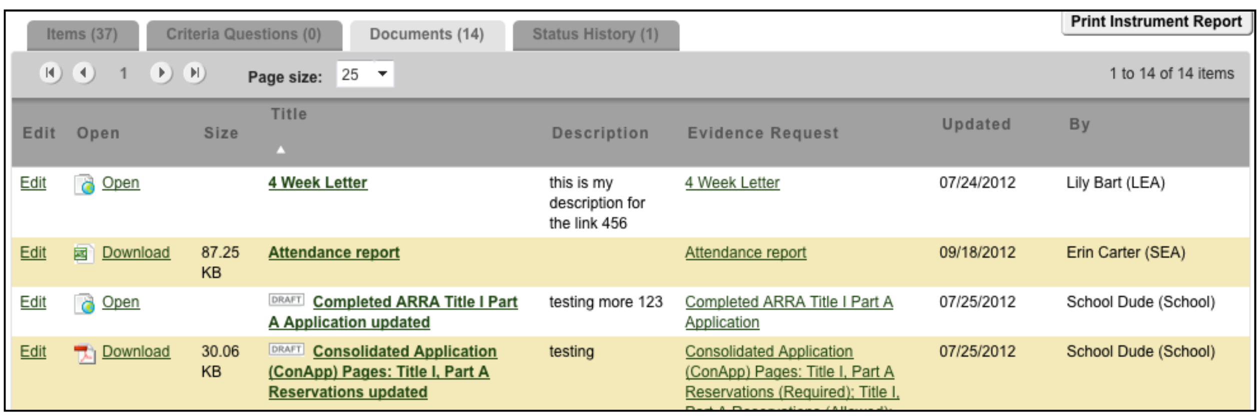
Criteria questions determine the applicability of specific instrument items to an LEA. A single criteria question may affect one or more items. If an LEA answers "No" to all applied criteria questions for an item, that item will be removed from the instrument and the LEA will not perform a self-review (if applicable) or provide evidence for the item.

Criteria questions are created at the instrument level and assigned to specific items under that instrument. The LEA will be prompted to respond to the criteria questions before beginning work on an instrument. If you have edit access, select the response for each question and click **Save.** If any questions remain unanswered (with a response of “None”), the user will be returned to the LEA Overview screen and may not continue working on the instrument. The other tabs of the Instrument Overview are not visible until all questions have been answered.



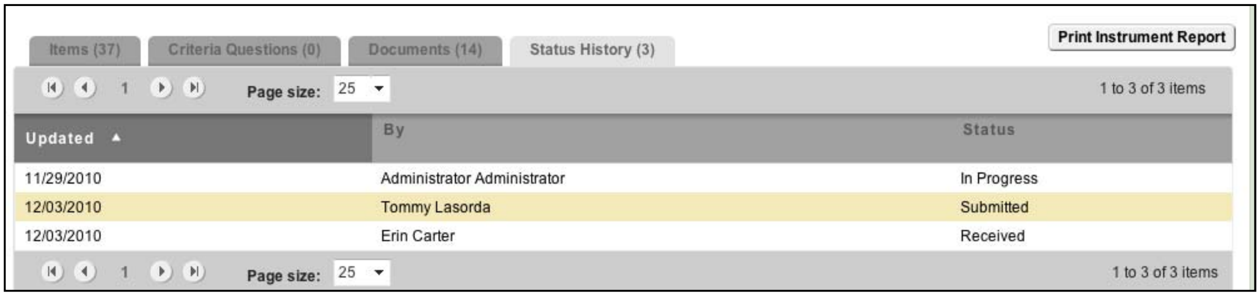
Documents

The Documents tab displays a list of all documents uploaded into items of the instrument. If documents were uploaded as an evidence request response, the name of the evidence request will also appear.



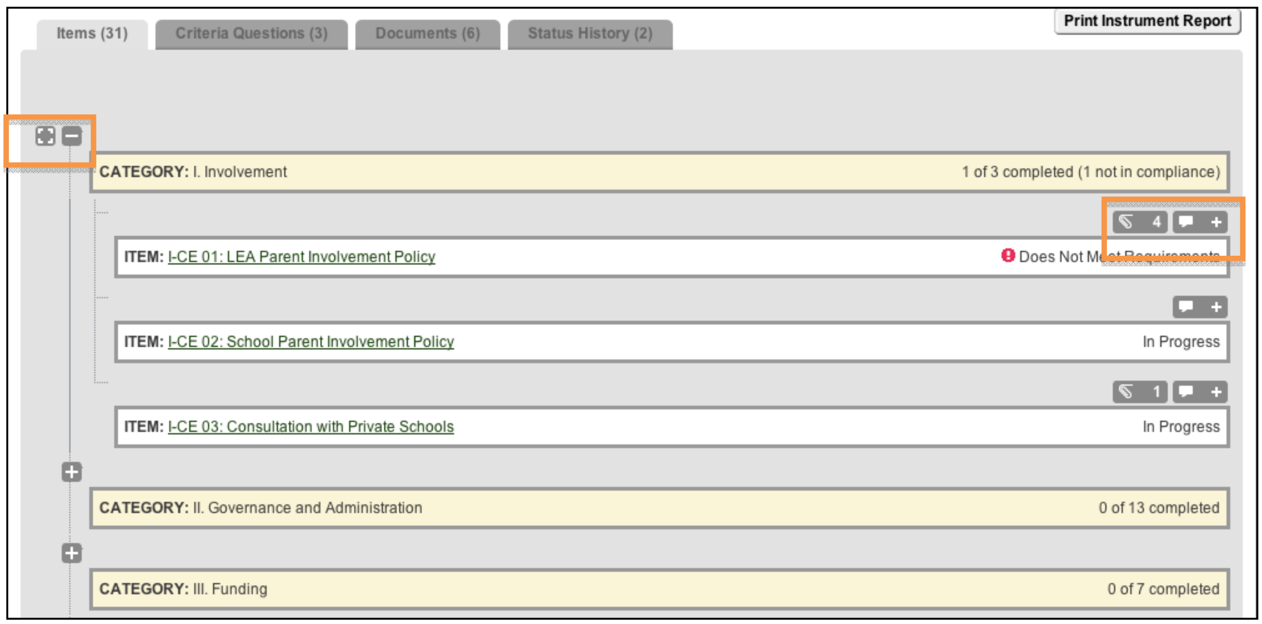
Status History

You may view the status history of the Instrument by on the Status History tab on the Instrument Overview. This will show all of the instrument status updates, when they were made and by which user.



Items

The Items tab lists the individual items under each category with a summary of the total number of completed items in each category. Click the plus sign to the left of the category name to expand and see all items in the category or the Expand All icon at the top left of the list. You can see if any documents or comments have been added to the item with the preview icons on the right.

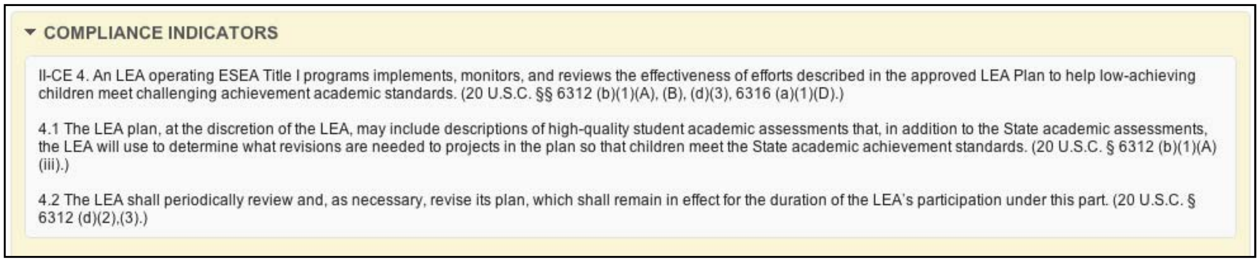


Click on the item title to view the item response page.

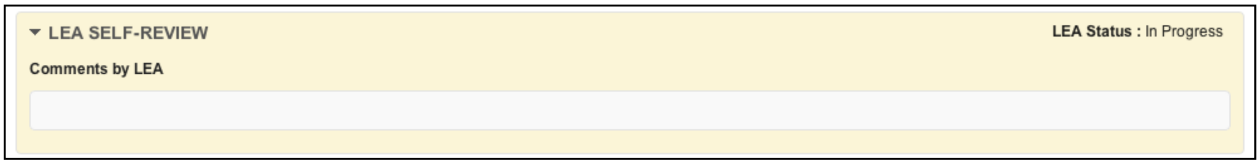
Item Response Page Components

The information displayed for the Monitoring Item includes:

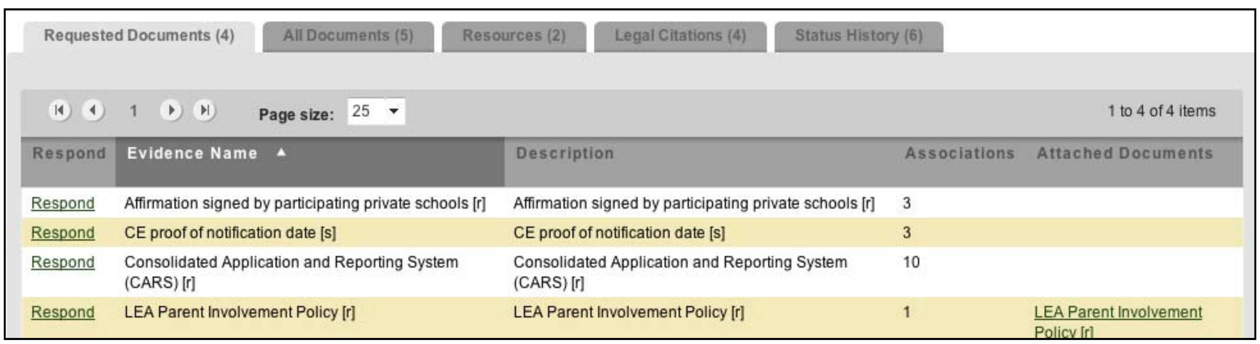
The **Compliance Indicators** section is the text of the monitoring item, giving background information and guidance to the LEA and to the reviewer about what is being addressed in the item.



The **LEA Self-Review** section appears below the State Findings.

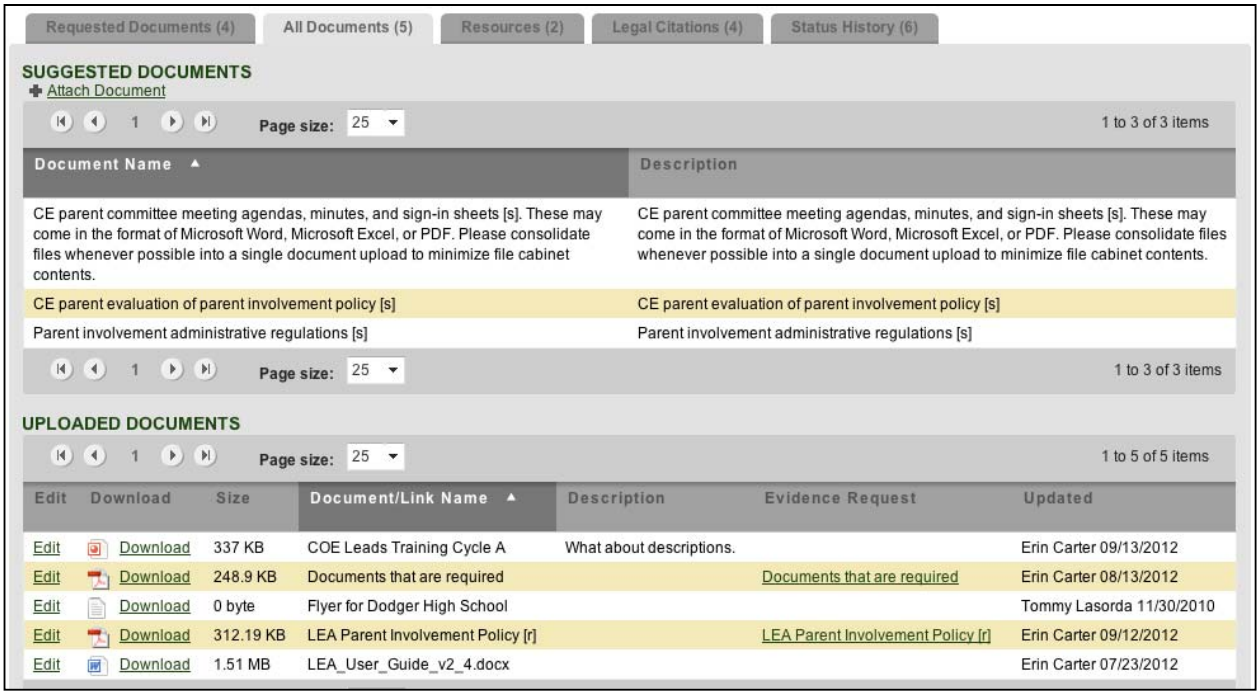


The **Requested Documents** tab displays specific evidence requests by the SEA for the monitoring item. Documents are uploaded in direct response to each requested document. Any documents uploaded by the LEA in response to an evidence request are available for download on this tab in the Attached Documents column. These documents also appear on the All Documents tab.

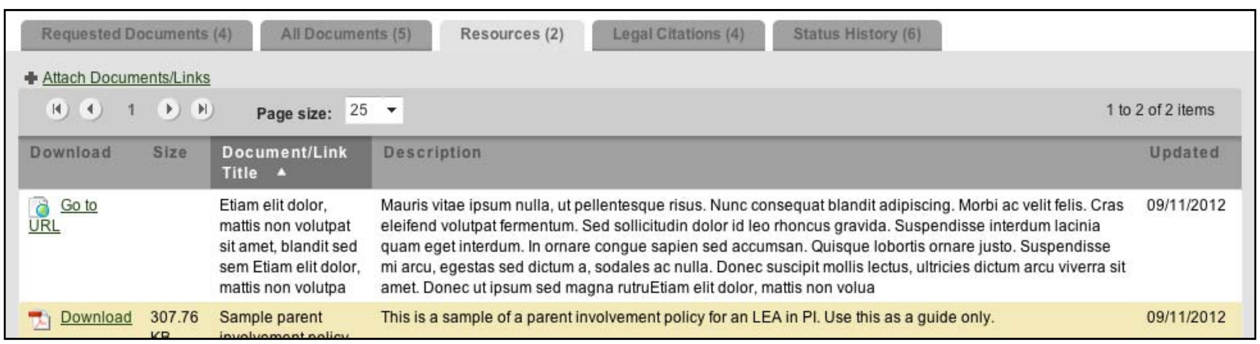


Respond	Evidence Name	Description	Associations	Attached Documents
Respond	Affirmation signed by participating private schools [r]	Affirmation signed by participating private schools [r]	3	
Respond	CE proof of notification date [s]	CE proof of notification date [s]	3	
Respond	Consolidated Application and Reporting System (CARS) [r]	Consolidated Application and Reporting System (CARS) [r]	10	
Respond	LEA Parent Involvement Policy [r]	LEA Parent Involvement Policy [r]	1	LEA Parent Involvement Policy [r]

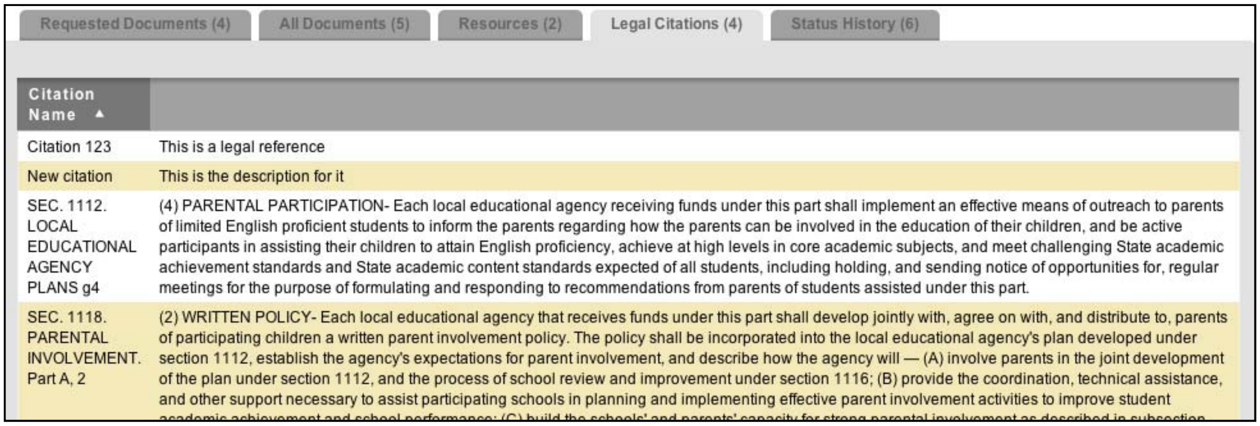
The **All Documents** tab contains a list of any Suggested Documents the SEA is giving as guidance. Below this in the Uploaded Documents section are any documents that the LEA has uploaded for this item, including those uploaded in response to specific evidence requests.



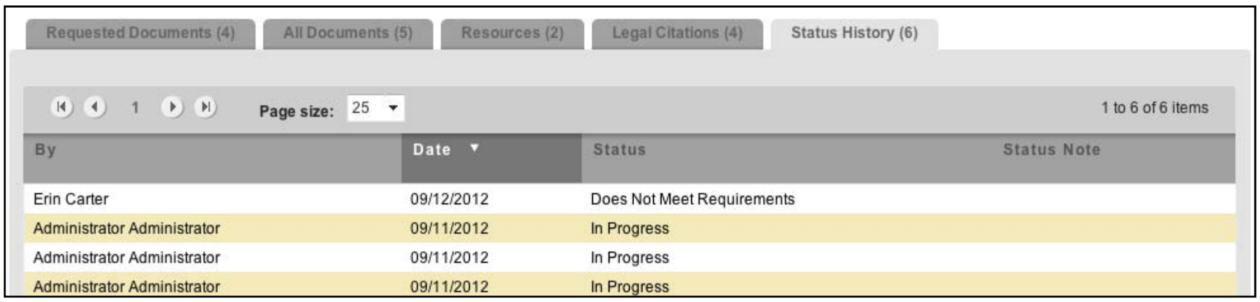
The **Resources** tab displays files or web links provided by the SEA to the LEA in context of a compliance item. They may include templates, example documents, links to further information or other material assistance



The **Legal Citations** tab displays the legal references that drive the compliance item. The system allows the SEA to extract specific sections of code to display to users in relation to the particular item. The citation name and content of the citation are displayed for reference.



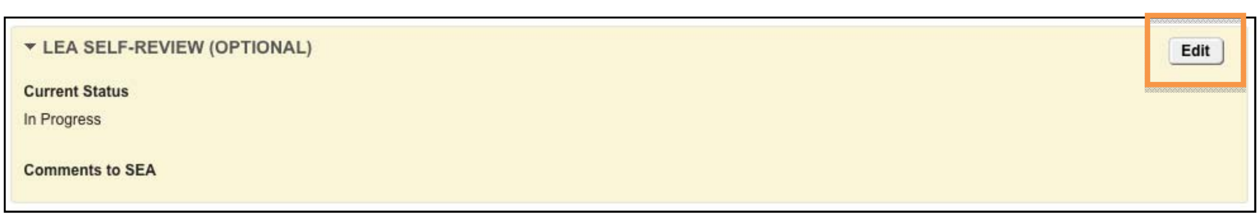
The **Status History** tab shows a history of item statuses both for the LEA's self-review and the SEA review (when the review is complete).



Self-Review

The Self-Review tool allows you to make an informational determination of your own compliance with the item. The SEA will determine if the self-review is required or optional. If the self-review is required, you must change the LEA status of each item to something other than In Progress before you may submit the completed instrument to the SEA.

Start by clicking the **Edit** link in the LEA Self-Review area.

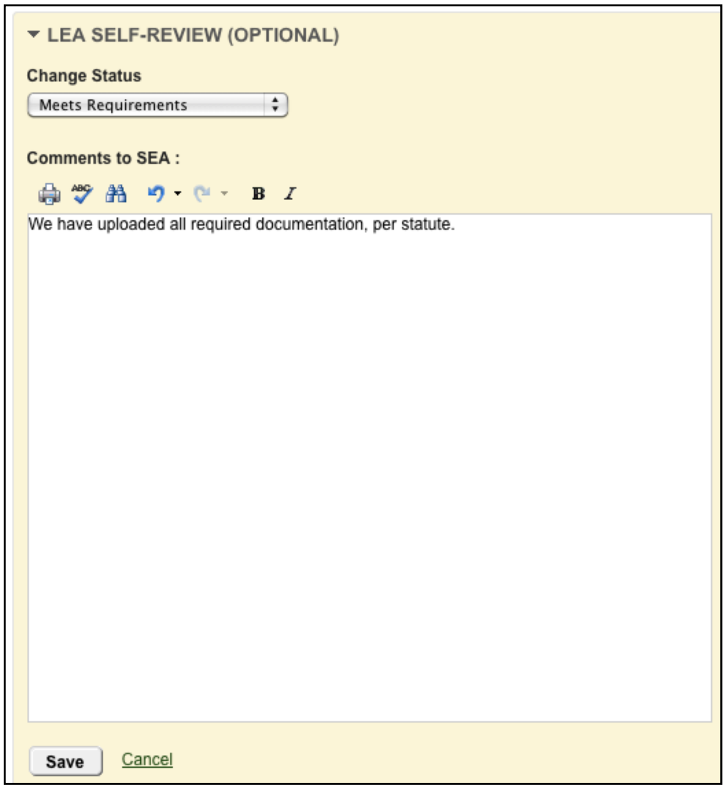


You may select from the following statuses:

- **In Progress**: indicates that the LEA is working on the item. This is the default value for an item with no previous response and can be edited by the user when it responds to the item.
- **Meets Requirements**: indicates that the LEA believes that the evidence is sufficient to meet requirements for the item.

- **Does Not Meet Requirements**: indicates that the LEA believes that the evidence is not sufficient to meet requirements for the item.
- **Not Monitored**: indicates that the item is not addressed during this monitoring cycle.

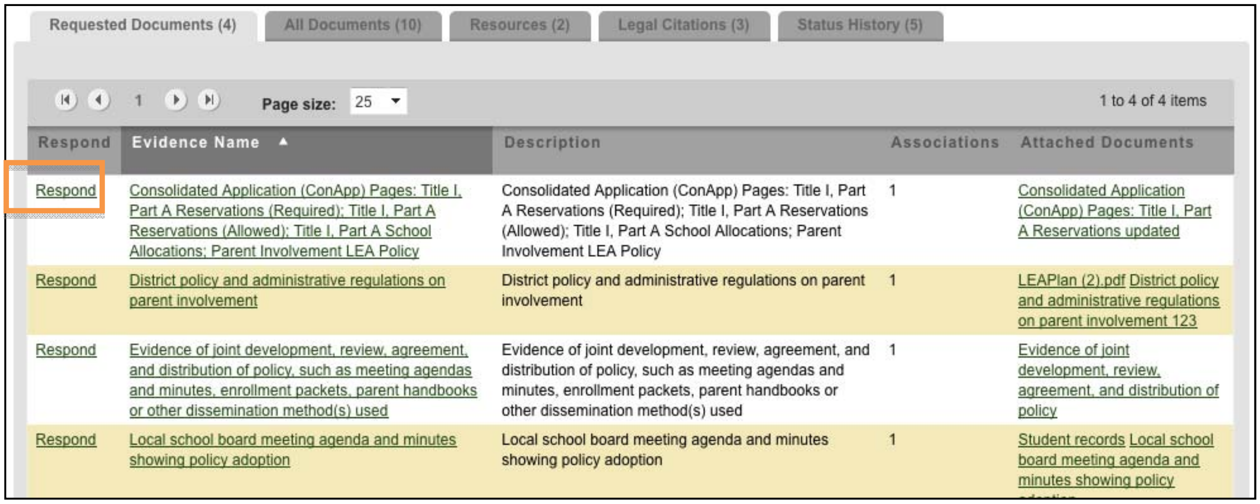
Select the appropriate status from the drop-down menu. Add any commentary to the **Comments to SEA** box to support the response. Click **Save** to record your answer. Click **Cancel** to cancel any changes you have made on the screen.



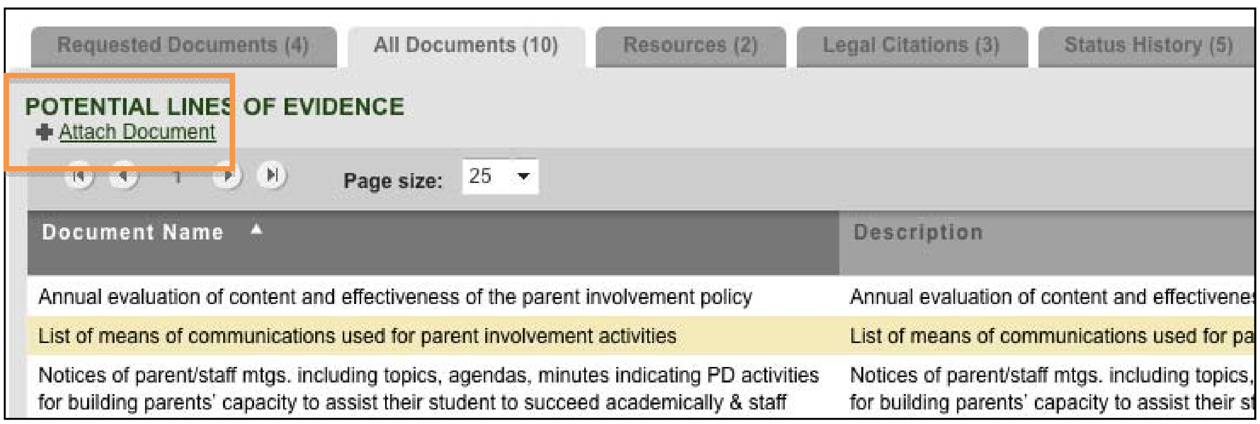
Adding Evidence

The LEA provides evidence in two locations on the item page: in response to evidence requests on the Requested Documents tab and on the All Documents tab.

On the Requested Documents tab, click the **Respond** link next to the evidence request you are providing evidence for.



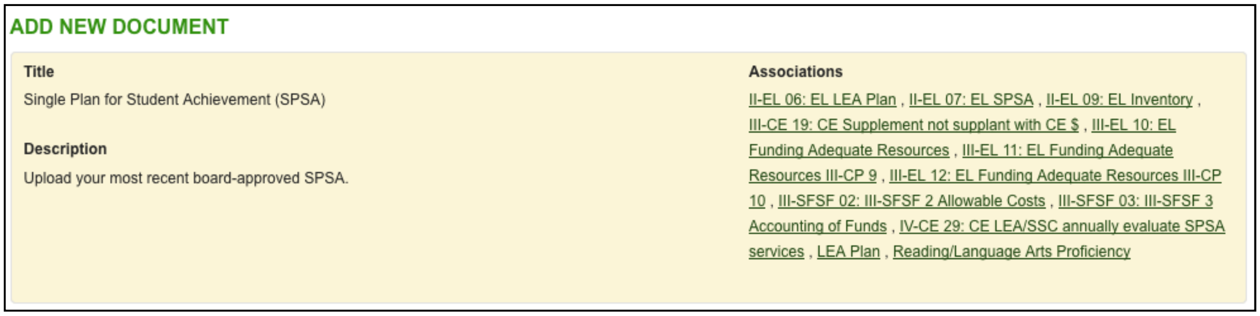
On the All Documents tab, click the **Attach Document** link to upload additional evidence not represented as individual evidence requests on the Requested Documents tab.



From either location, you will be directed to the Attach Document screen.

Requested Document Associations

If you are uploading a document in response to a requested document, you will see information about the evidence request at the top of the screen, including the SEA's title and description for the evidence, and a list of associations for the request. The **Associations** section lists any other monitoring item (in the same or other instruments for the same school year) and/or plan element where the same request is made. Click the link for any association to go to that monitoring item or plan element.



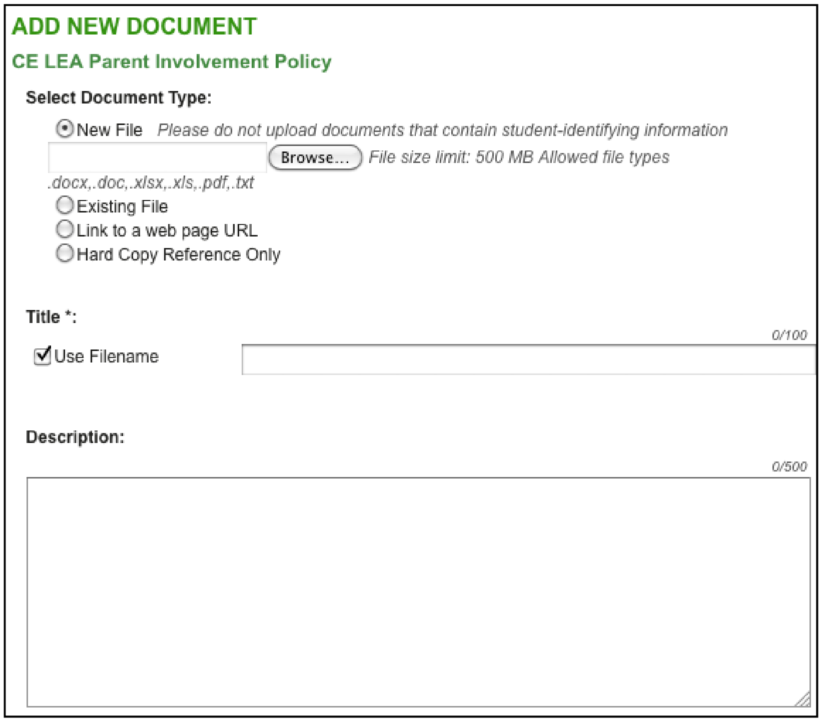
Documents uploaded in response to an evidence request are automatically shared with any other monitoring item or plan element requesting the same document. When you upload a document in response to an evidence request, it will cross-populate with any of the areas in the Associations area and will not need to be re-uploaded into these locations.

Add Document

The Add a New Document screen provides four ways to add documents to the plan.

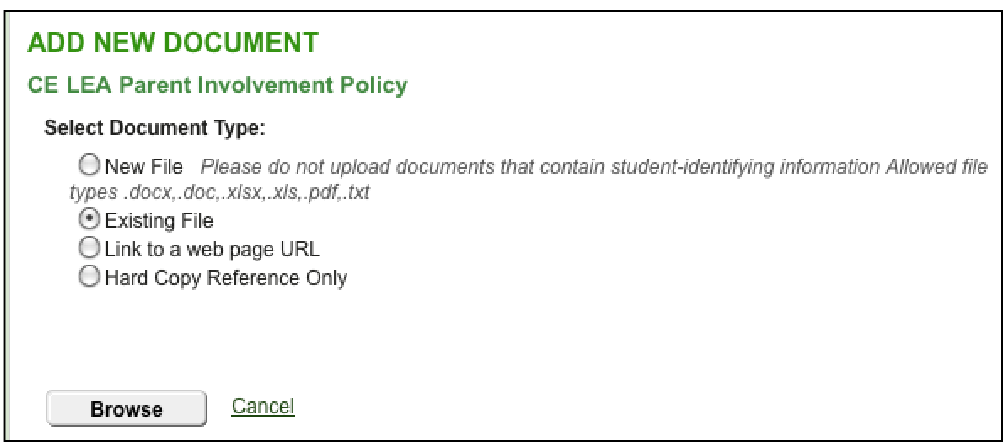
Add New File

Add a **New File** by browsing your computer and selecting the file to add. Provide a Title and Description. The default for the Title is the file name but you may uncheck this to create your own. Be sure to include file types that can generally be opened on most computers: Microsoft Office applications such as Word and Excel, PDF files and text files. If you have files in a software format not available to most users (Photoshop or design software), please convert to a PDF file. Add a Description if needed. Acceptable file types and sizes are displayed on the Attach Document screen for guidance. If you upload a document that falls outside the criteria displayed, an error message will result.

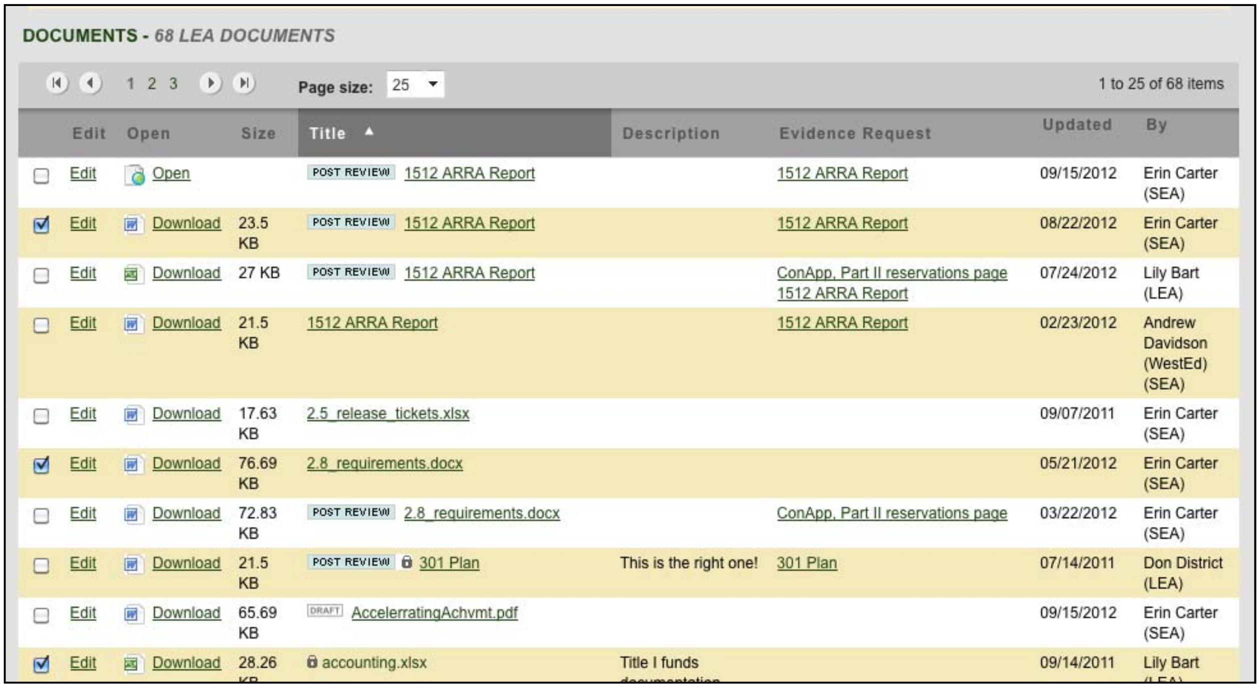


Existing File

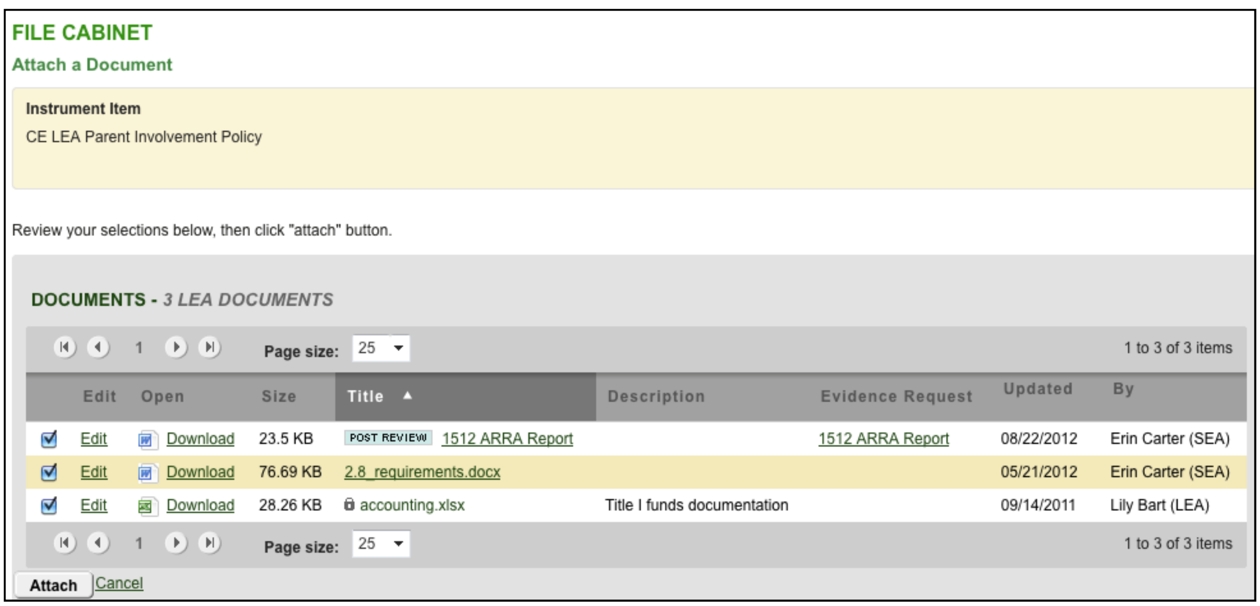
Selecting an **Existing File** that has already been added to the LEA File Cabinet. Only documents (including links and hard copy references) that have been provided by your organization will be available for selection to attach to a new item. Select Existing File, then click the Browse button.



You will see a view of the entire LEA file cabinet. You may select one or multiple documents by checking the box to the left of each document title. Click the **Review** button at the bottom of the screen to confirm the selected documents.

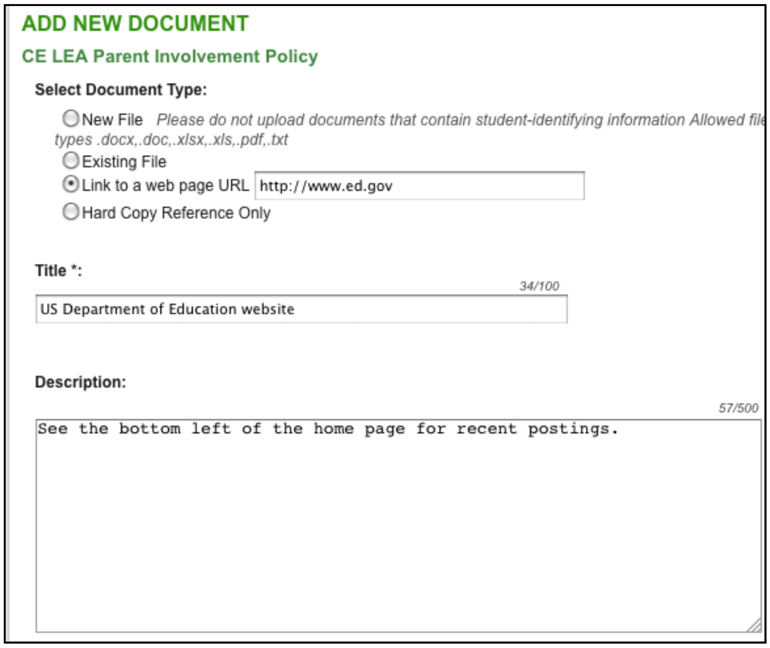


Then click **Attach** to save the selection and associate the existing documents to the new location.



Web links

Link to a web page may be selected if your evidence is already available for download online or if your evidence is the webpage itself, such as an area of your LEA website where parent notifications are available. Add a valid URL to create the record. Provide a Title and Description of the web link.

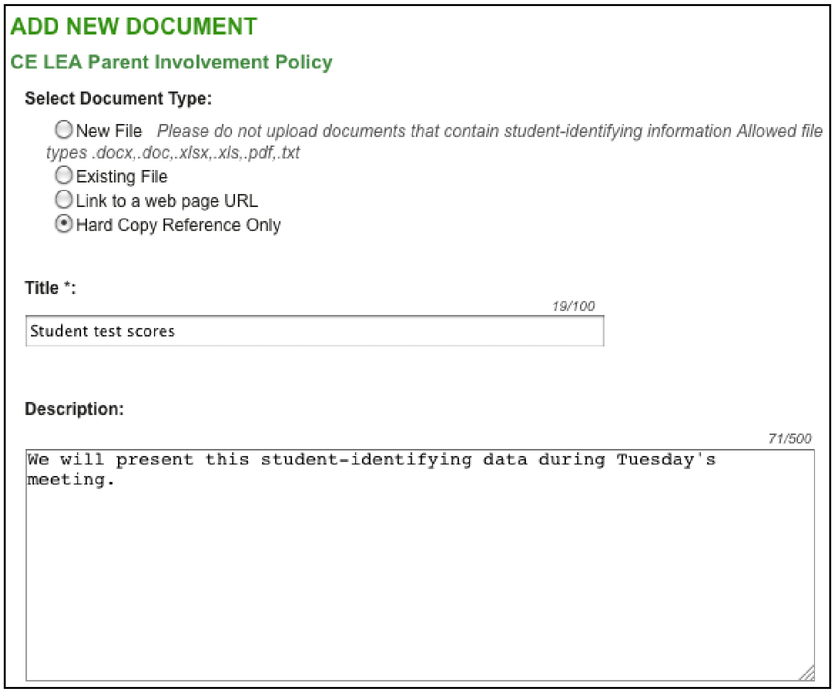


Hard copy references

Add a **Hard copy reference only**. Select the Hard Copy Reference Only option to indicate that you are not uploading a document but have documentation for the item. You may note that the evidence is available by adding a title and checking the Hard Copy checkbox and then indicating in the Description field if the document is available for review in person (such as in the event of an onsite visit).

Here are some reasons why you might use the Hard Copy Reference option:

- It contains student-identifying or otherwise sensitive information. This type of document should not be uploaded to the system.
- It may be in progress, but not yet complete. In this case, you may include a date on which the document will be available for review.
- It may not be electronically available. Documents with signatures or other handwritten information cannot always be scanned.
- It was created by an application that is not supported by the SEA, such as a graphic design application or data analysis tool. In many cases, these files can be converted to or saved as a more common file type for upload (such as PDF) but if not, a hard copy reference may be used instead.



Draft documents

Check the Draft box if you would like to block SEA staff from downloading a document before it is ready for review.

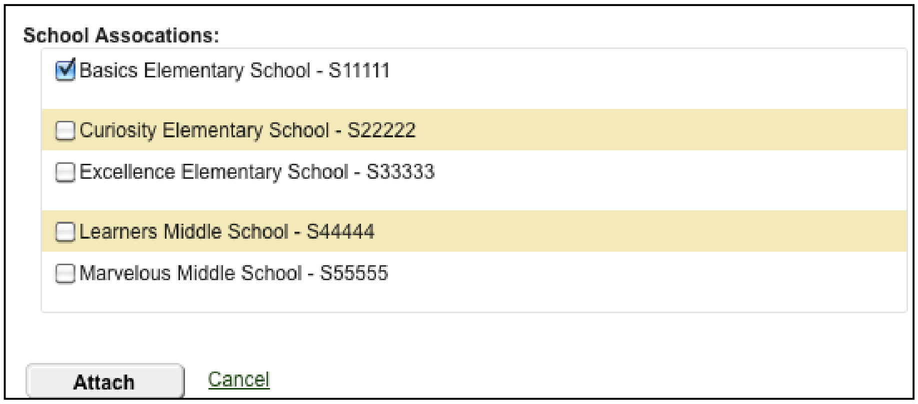
Documents uploaded by School-level users will be automatically set to Draft, allowing LEA staff to review the documents and update the draft status before SEA staff may access the documents.

Please note that documents set as Draft (manually by LEA users or automatically for School users) will need to be individually un-checked as Draft before they may be reviewed by the SEA. This can require a lot of manual clean-up so it is encouraged to use the Draft status sparingly. If you have a School user who will be contributing many documents to the LEA's monitoring instruments, you may wish to set the user up as a LEA-level user instead so that Draft documents do not need to be individually updated later.

School Associations

A list of schools in the LEA appears at the bottom of the upload screen and you may create an association with a specific school site for a document that is not representative of the entire LEA. LEA users may check off one or more schools to associate with a particular document. School users may select only the school(s) they have access to and must select at least one.

Check the box for the school(s) the document relates to.

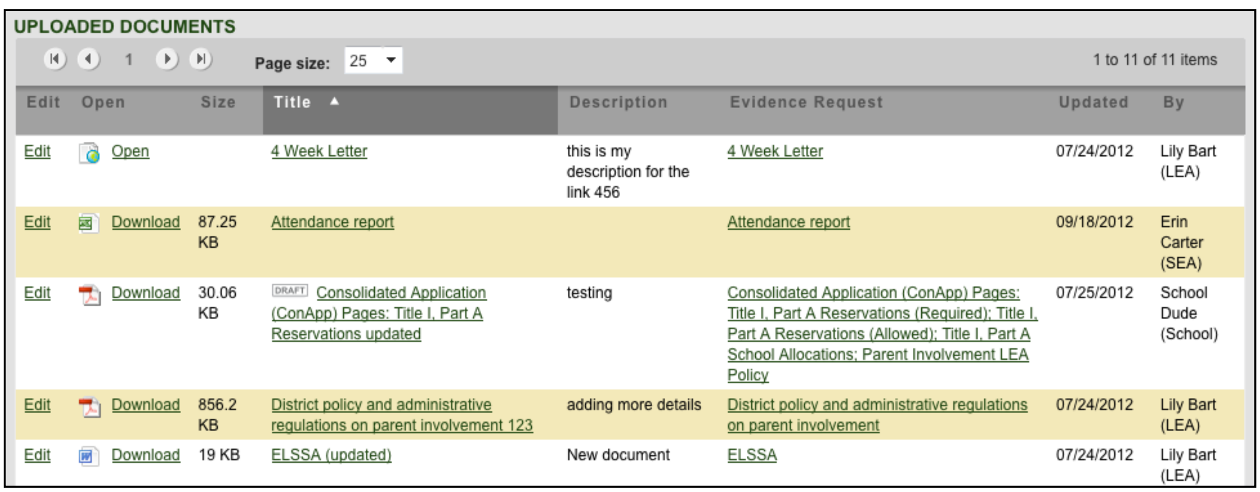


When all fields for the Attach Document screen have been completed, click the **Attach** link at the bottom of the screen to save.

Accessing Files

All documents uploaded to Tracker by the LEA will be contained within the LEA's File Cabinet, but may be accessed in a variety of filtered views.

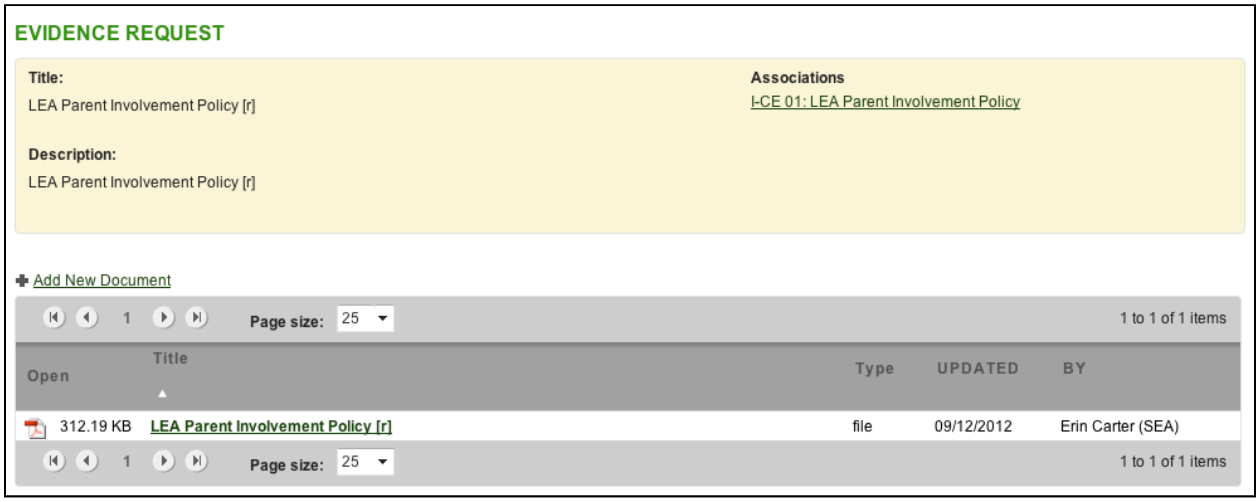
The most specific view of documents is from the All Documents tab of the item response page, in the Uploaded Documents section. This displays all documents uploaded for that item, with references to evidence requests, if applicable.


UPLOADED DOCUMENTS

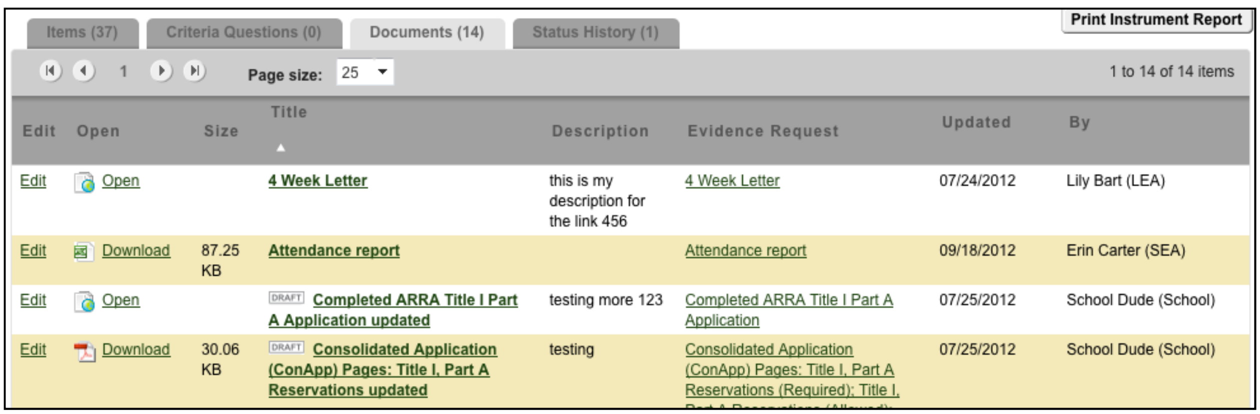
1 Page size: 25 1 to 11 of 11 items

Edit	Open	Size	Title	Description	Evidence Request	Updated	By
Edit	Open		4 Week Letter	this is my description for the link 456	4 Week Letter	07/24/2012	Lily Bart (LEA)
Edit	Download	87.25 KB	Attendance report		Attendance report	09/18/2012	Erin Carter (SEA)
Edit	Download	30.06 KB	DRAFT Consolidated Application (ConApp) Pages: Title I, Part A Reservations updated	testing	Consolidated Application (ConApp) Pages: Title I, Part A Reservations (Required); Title I, Part A Reservations (Allowed); Title I, Part A School Allocations; Parent Involvement LEA Policy	07/25/2012	School Dude (School)
Edit	Download	856.2 KB	District policy and administrative regulations on parent involvement 123	adding more details	District policy and administrative regulations on parent involvement	07/24/2012	Lily Bart (LEA)
Edit	Download	19 KB	ELSSA (updated)	New document	ELSSA	07/24/2012	Lily Bart (LEA)

Click **Download** or **Open** in the Open column to download the file or view the web link. Click the document title to view or edit details about the file. Click the Evidence Request title to view documents uploaded just for that request.



All documents for all items in an instrument may be viewed on the Documents tab of the Instrument Overview page.



Document icons

Some documents might have icons next to the title.

Lock icon:  Documents with the Lock icon are attached to monitoring items that have been reviewed and have a status of Meets Requirements. These documents are locked from editing to provide a archive of what was used to determine compliance for that item.

Draft icon: 

Documents with the Draft icon have been set to Draft mode by the uploader or document editor. SEA users may not download these documents.

Post Review icon: 

Documents with the Post Review icon are documents uploaded after the instrument status has been finalized by the Reviewer. These may be documents that the LEA has uploaded to respond to SEA findings.

File Cabinet

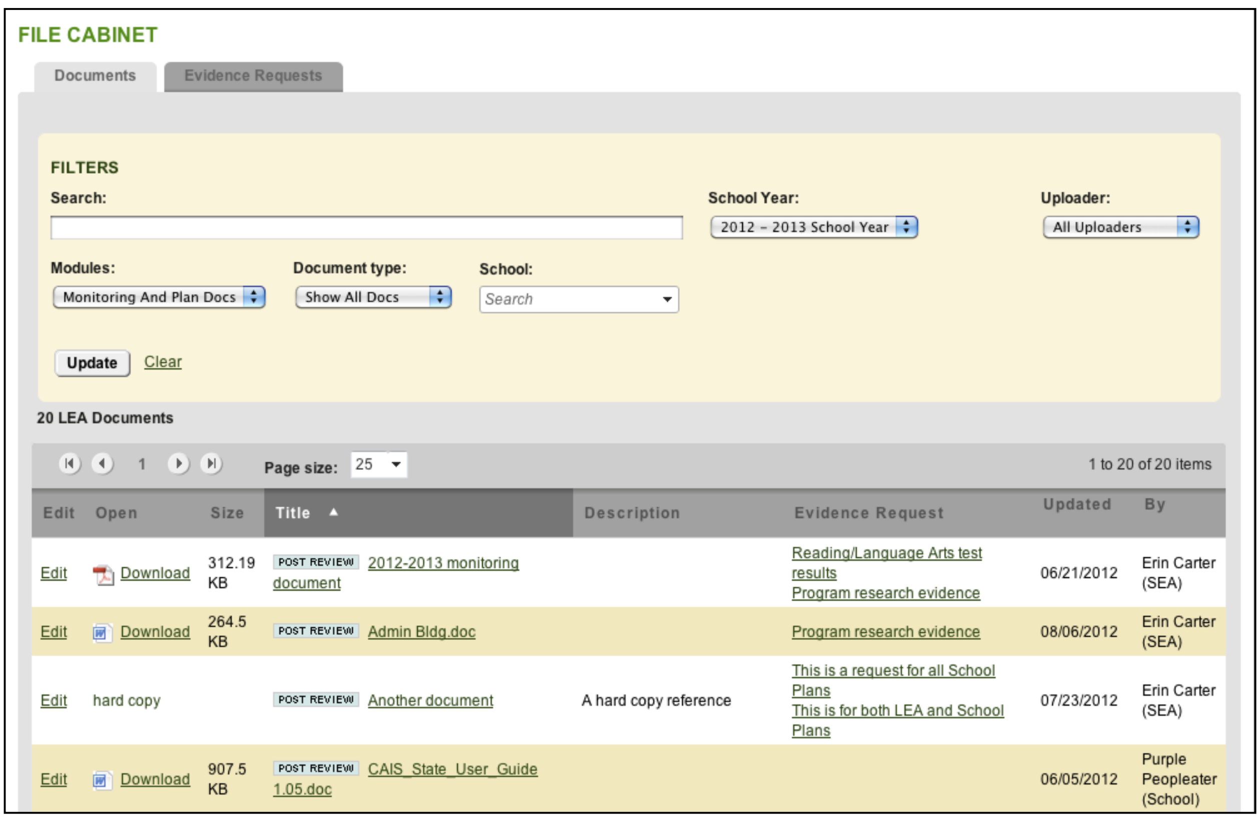
All documents uploaded by the LEA can be accessed from the main **LEA File Cabinet** navigation tab.

All documents uploaded by the LEA can be accessed from the main **LEA File Cabinet** navigation tab. The LEA File Cabinet has two views: Documents and Evidence Requests. The Documents tab has all documents currently uploaded into the file cabinet for either Plan or Monitoring activities, including in response to specific evidence requests.

The default view is the current school year. Use the school year filter to select a different year or All Years to remove the filter.

You may filter by the user who uploaded the document using the Uploader filter. You may filter by documents uploaded into either the plan or the monitoring areas of the system with the Module filter. If applicable, the Document type filter contains any values that exist for documents in the file cabinet: Draft, Hard copy or Post-review documents. If any documents have school associations, the School filter will display schools to select.

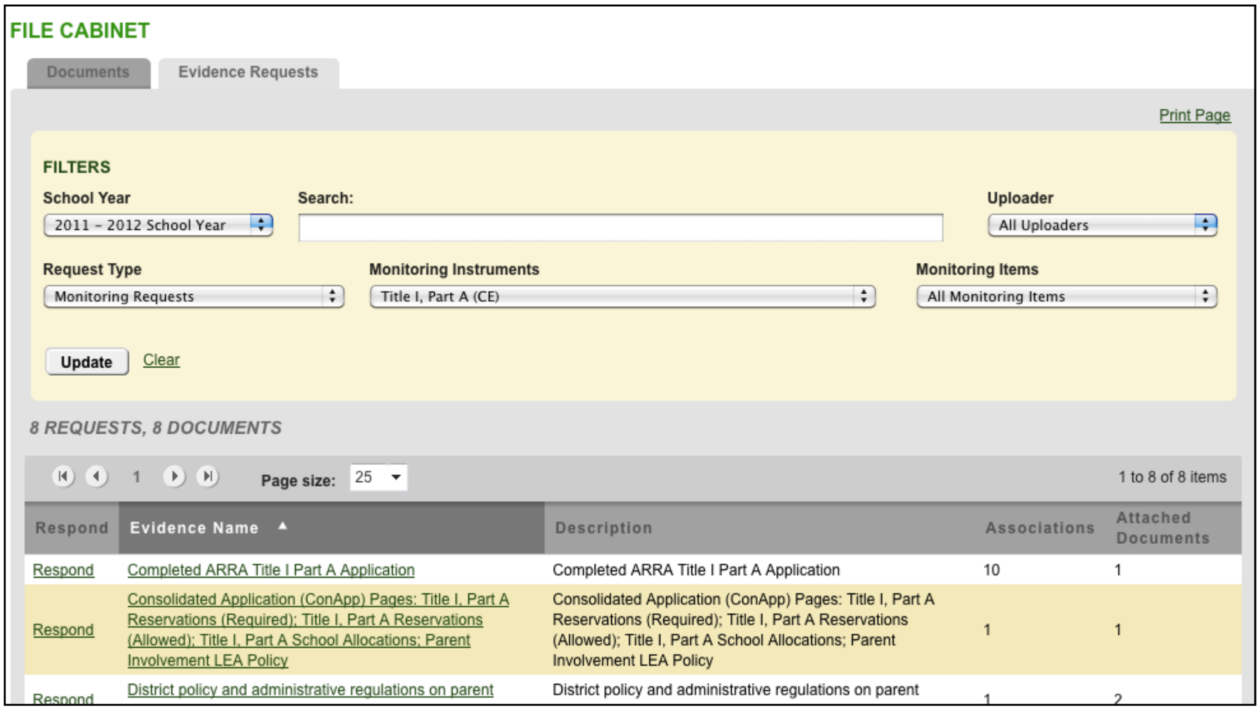
The text search will search for any words or part of word in the document Title or Description fields.



You may sort the File Cabinet by Title, Last Updated or Last Updated By. Click the column title to sort by that criteria. Click again to reverse the sort.

Evidence Requests

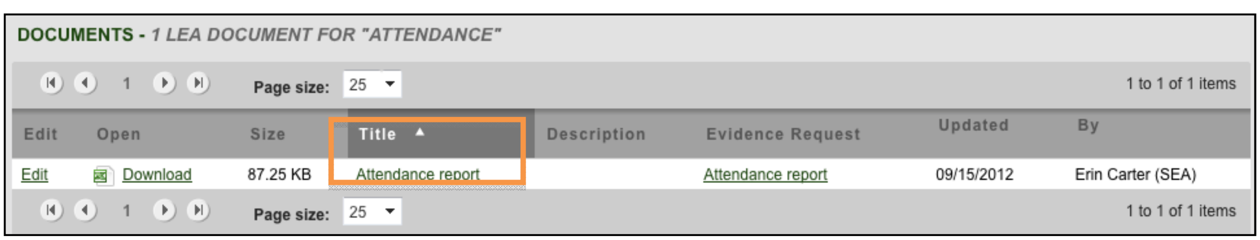
From the main File Cabinet view, the Evidence Requests tab shows all evidence requests in the system across both Plan and Monitoring activities. These include specific evidence requests for monitoring items, SEA goals and SEA strategies. You may select Monitoring Requests from the Request Type filter to show only requests for monitoring instruments (excluding plan-only requests). A second menu will appear with a list of currently assigned instruments. You may select one to narrow the list further by requests in that instrument. Another menu will appear to filter the instrument requests by a specific monitoring item, if needed.

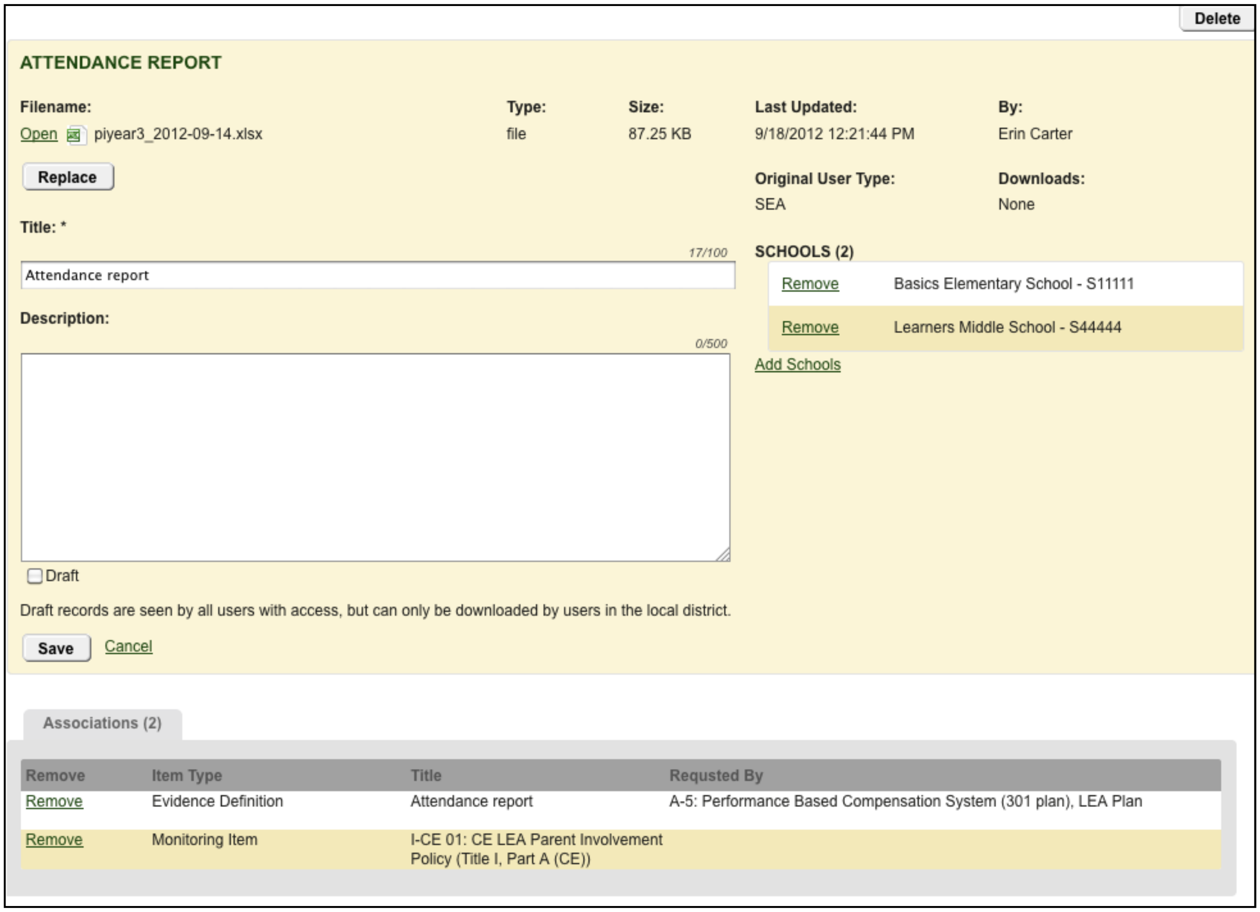


Click the evidence request name to view details about the request, including which monitoring items, plan goals and/or strategies the evidence request is associated with, and any documents that have been uploaded by the LEA for that request. Click **Respond** to upload evidence to the request.

Editing and Deleting Documents

If you have access to edit a document, clicking the Title of the document from any view of the file cabinet will lead to the Edit Document page.

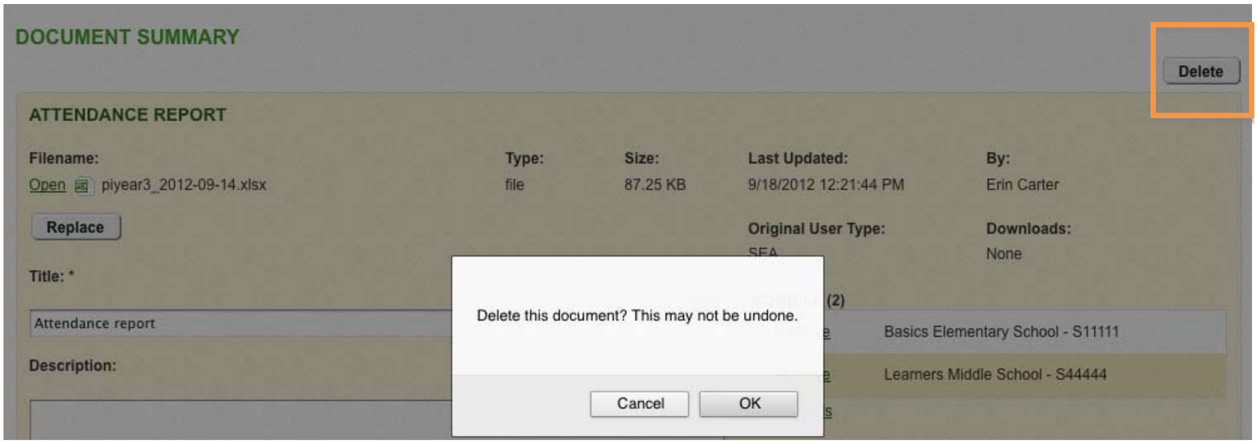




You may edit the Title and Description of any document, modify it's Draft status, modify the URL for a web link, or replace a file for a document. School associations may be removed by clicking the **Remove** link to the left of the school in the Schools section. New schools may be added by clicking the **Add Schools** link.

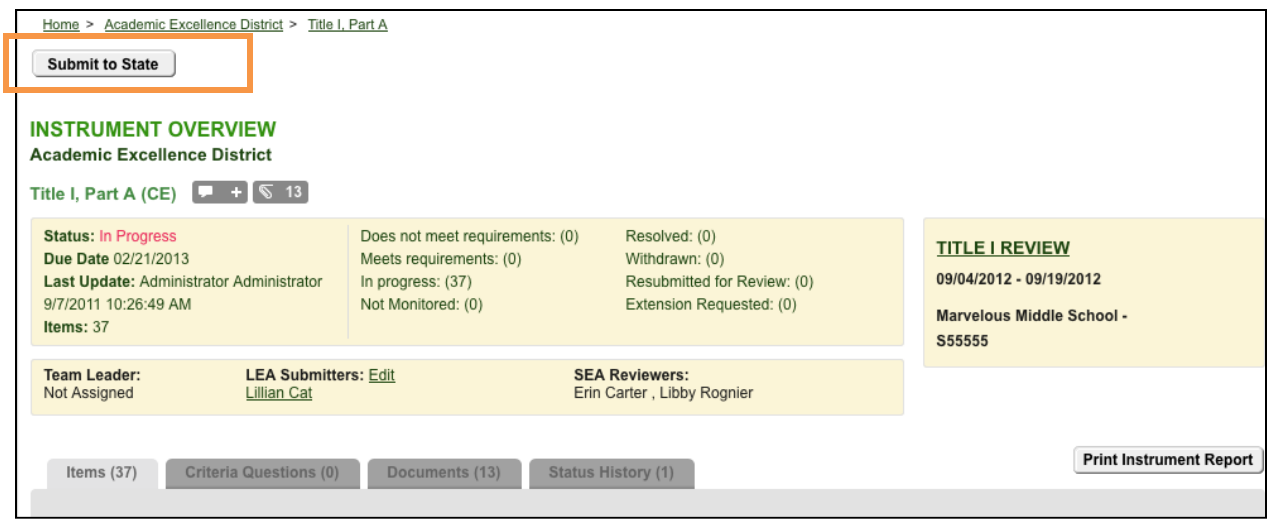
The Associations tab lists all of the locations where the file is being used. You may remove the document's association with a monitoring item, plan element, or evidence request by clicking the **Remove** link to the left of the location name. This retains the document in the file cabinet for any (or no) remaining locations but severs the association with the removed location.

To delete a document from the file cabinet completely, click the **Delete** button at the top of the screen and confirm.



Submitting Instruments (LEA Submitters only)

After uploading all evidence for the items in a particular instrument and completing the self-review (if required), the Submitter submits the completed instrument to the SEA. LEA users who have been selected as Submitters for the instrument will see a button at the top and bottom of the Instrument Overview page labeled **Submit to State**. Click this button to start the submit process.



You will be asked to confirm on the next screen. Click **Submit** to complete. Click **Cancel** to cancel the submit process.

Submitting the instrument indicates to the SEA that the status of the instrument is now “Submitted” and that associated documents are ready for review. The SEA reviewer will then change the status to “Received” to indicate that the desktop review has started.

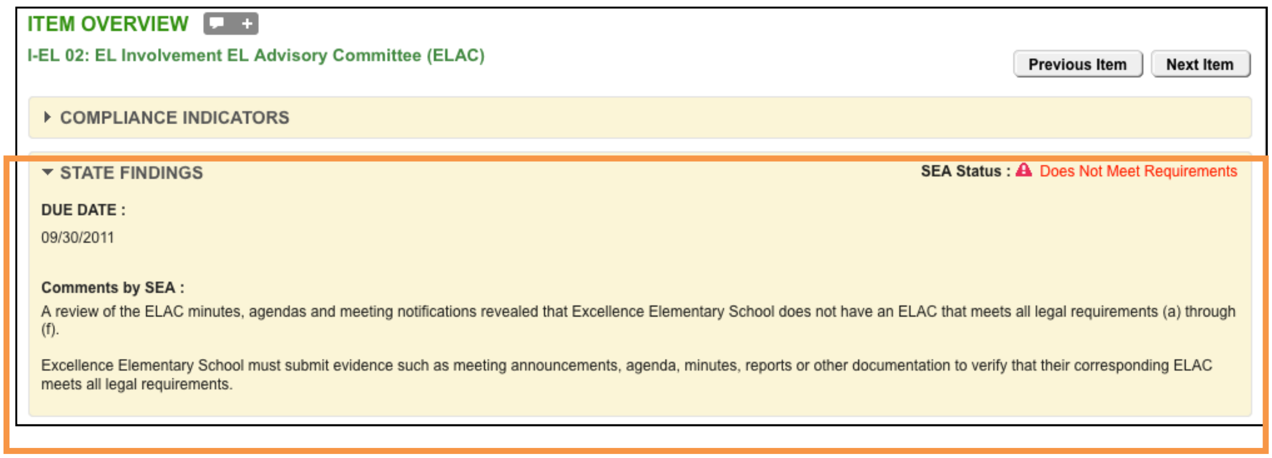
Once an instrument is in a status of “Received,” any modification to the LEA file cabinet should be communicated to the reviewer.

Viewing Findings

After the SEA has concluded the review, the instrument status will be changed to either Accepted or Needs Further Action. The LEA may access any items that are non-compliant and the findings may be viewed in three areas: on the item page, in the Instrument PDF report, or on the SEA Findings screen.

Item Page

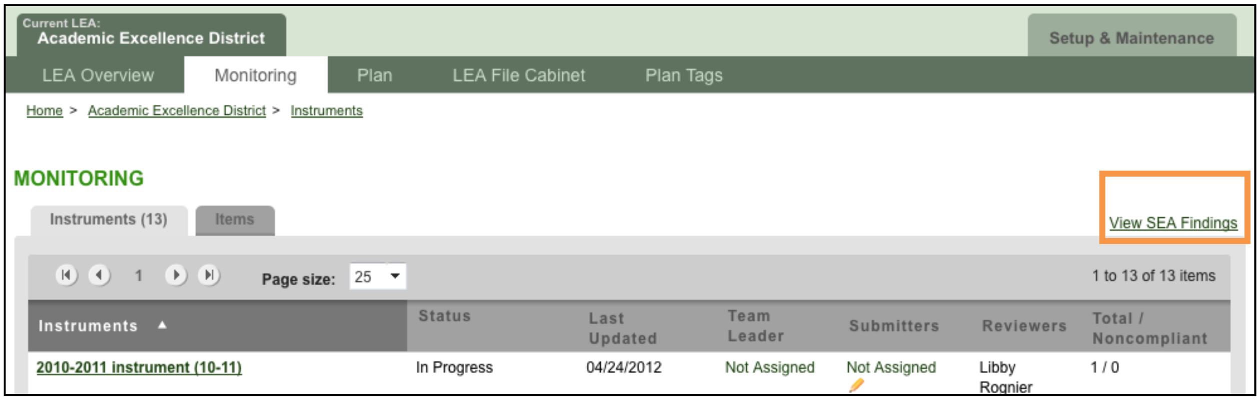
When returning to the item page after the instrument has been reviewed, the SEA's item status, due date, and any applicable findings will be viewable to the LEA underneath the compliance indicators section in the **State Findings** section.



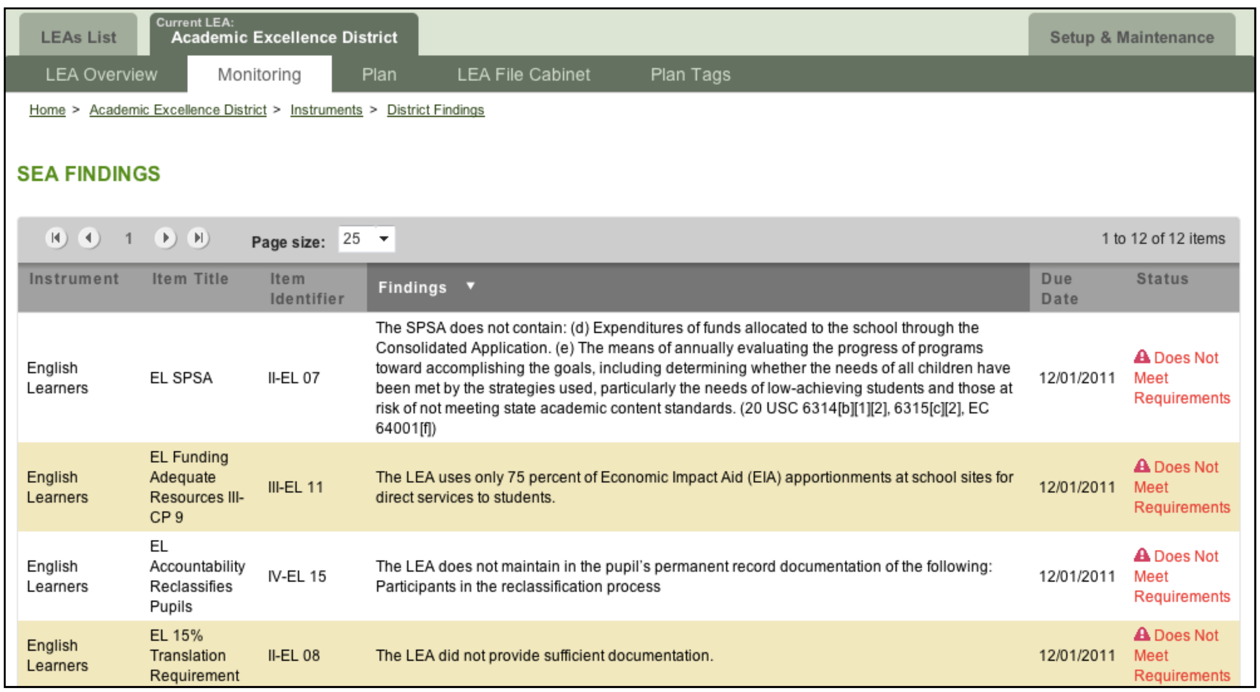
SEA Findings Screen

The SEA Findings screen may be accessed after a review from either an Onsite (if applicable) on the LEA Overview:

Or from the Monitoring tab:

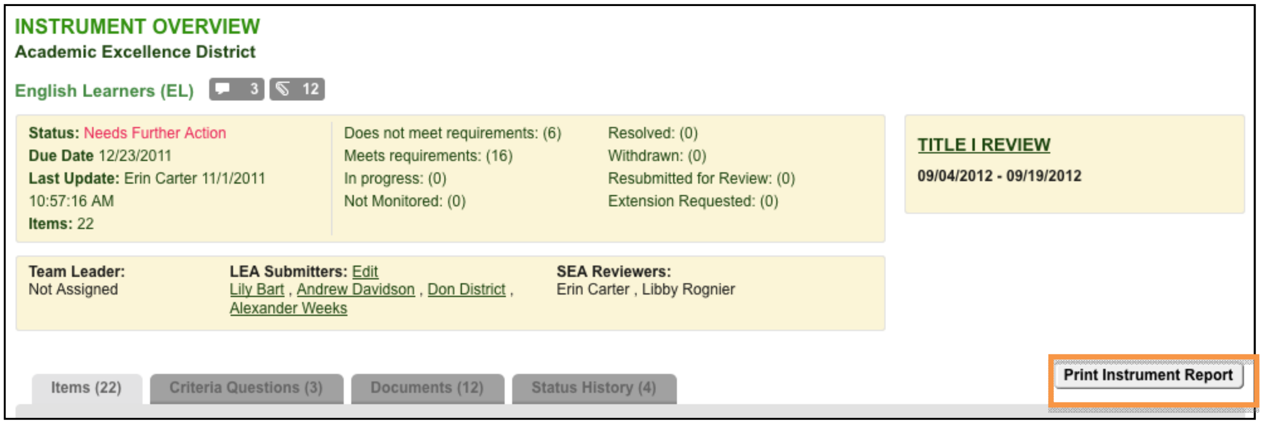


Items with a status of Does Not Meet Requirements, Resolved, Withdrawn, Resubmitted and Extension Requested (if used) will appear on this view with the text of the current findings.



Instrument PDF report

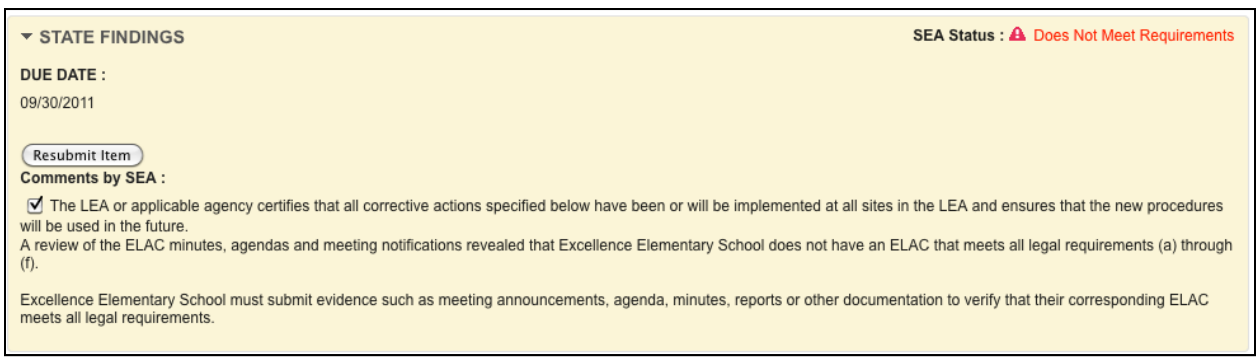
When an instrument has a status of Accepted or Needs Further Action, the SEA statuses and findings are available to the LEA in the Instrument PDF report, accessible from the Instrument Overview screen.



Resubmitting Items (LEA Submitters only)

After an instrument review, the resolution of non-compliant items is tracked on an item-by-item basis in Tracker. The LEA may return to any instrument and respond to non-compliant findings by uploading new documents. At the point that the LEA has responded to the findings with new documents, the instrument's Submitter may resubmit the non-compliant item to the SEA.

On the item response page, check the box for the confirmation statement and click the **Resubmit Item** button to notify the SEA that your response to findings has been made. An email notification will be sent to all associated monitoring roles and the item status will become "Resubmitted."



After a subsequent review, the SEA may change the item status to "Resolved" or "Withdrawn" or send it back to "Does Not Meet Requirements" for the LEA to continue to work on the item.

Setup & Maintenance

The Setup & Maintenance link appears in the top right corner of the screen to LEA Administrative users. If you have access to this screen, you have access to manage users for the LEA.

LEA and school users who are associated with your LEA have access to your LEA and school plans. Users assigned to the LEA or school may update most areas of the plan:

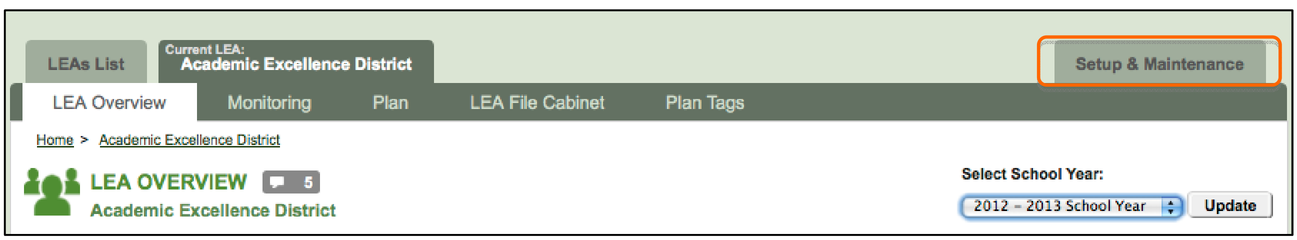
- Add or edit strategies, action steps, tasks, budget items and status updates
- View and upload documents
- View and add comments on plan elements

These users may also be assigned as a person responsible for an action step or task.

Note: In order to support users who provide services in multiple LEAs or schools, LEA or school level users in Tracker may be assigned to more than one organization. As a LEA or school administrator, you may only add or change user information specific to your organization; you may not modify information from other organizations, or retire a user who is actively assigned to other organizations.

Add Users

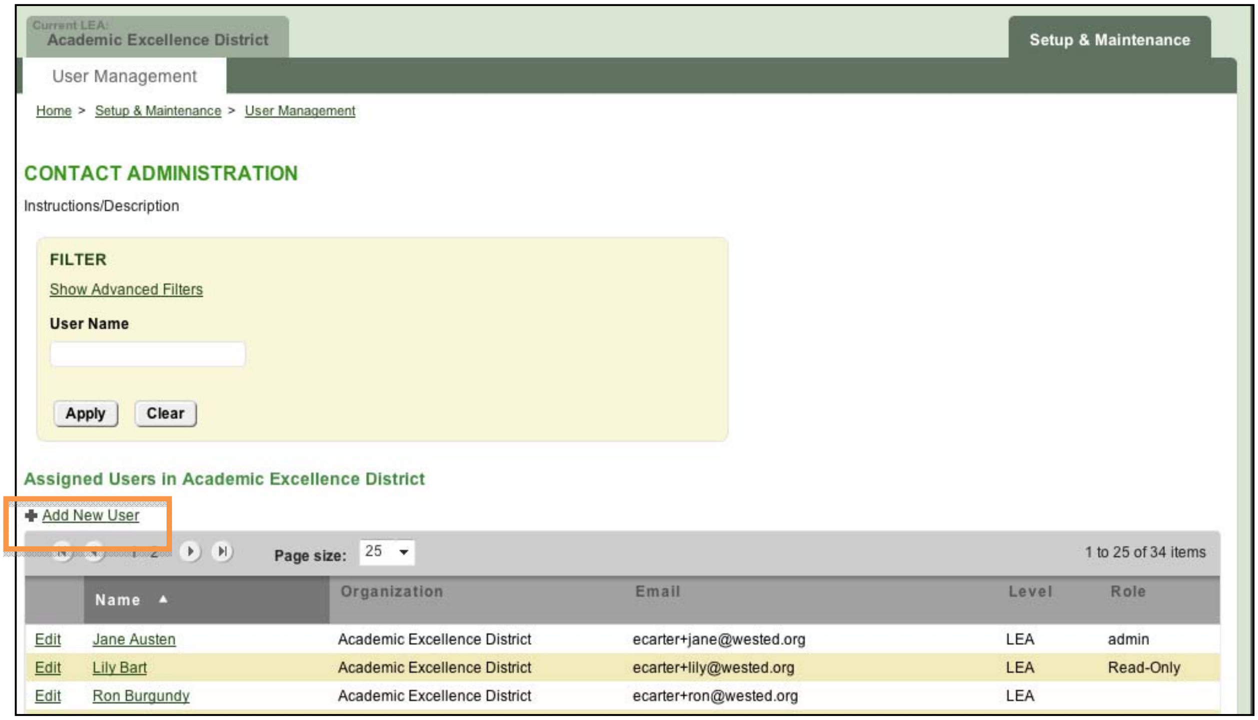
To add a new user, click the **Setup & Maintenance** link at the top of any page. Only LEA and



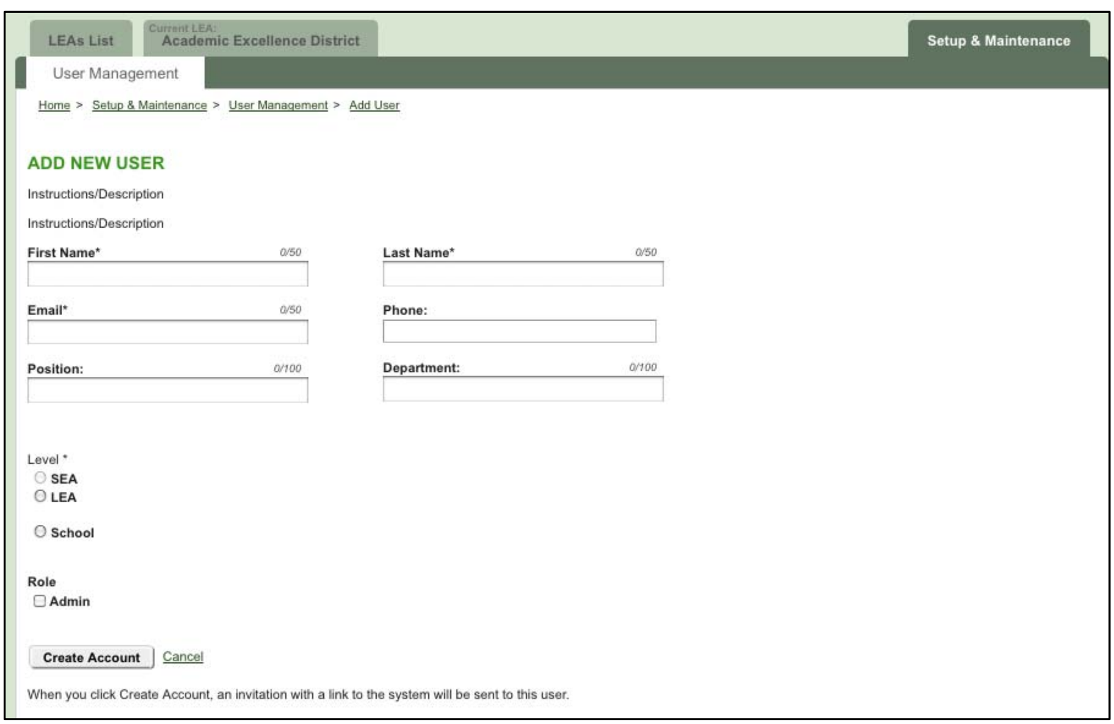
School Administrators will see this link.

From the Setup & Maintenance menu, select **User Management**. You will see a list of all users currently assigned to your organization, and can search for users if needed.

Click **Add New User** to create and send an invitation to a new user.



To add a user, complete the requested information. Select the **Level** (LEA or School) and the appropriate organization from the dropdown lists. The Level assigned to the user determines their access. Check the **Admin** box if the new user should have administrator privileges.



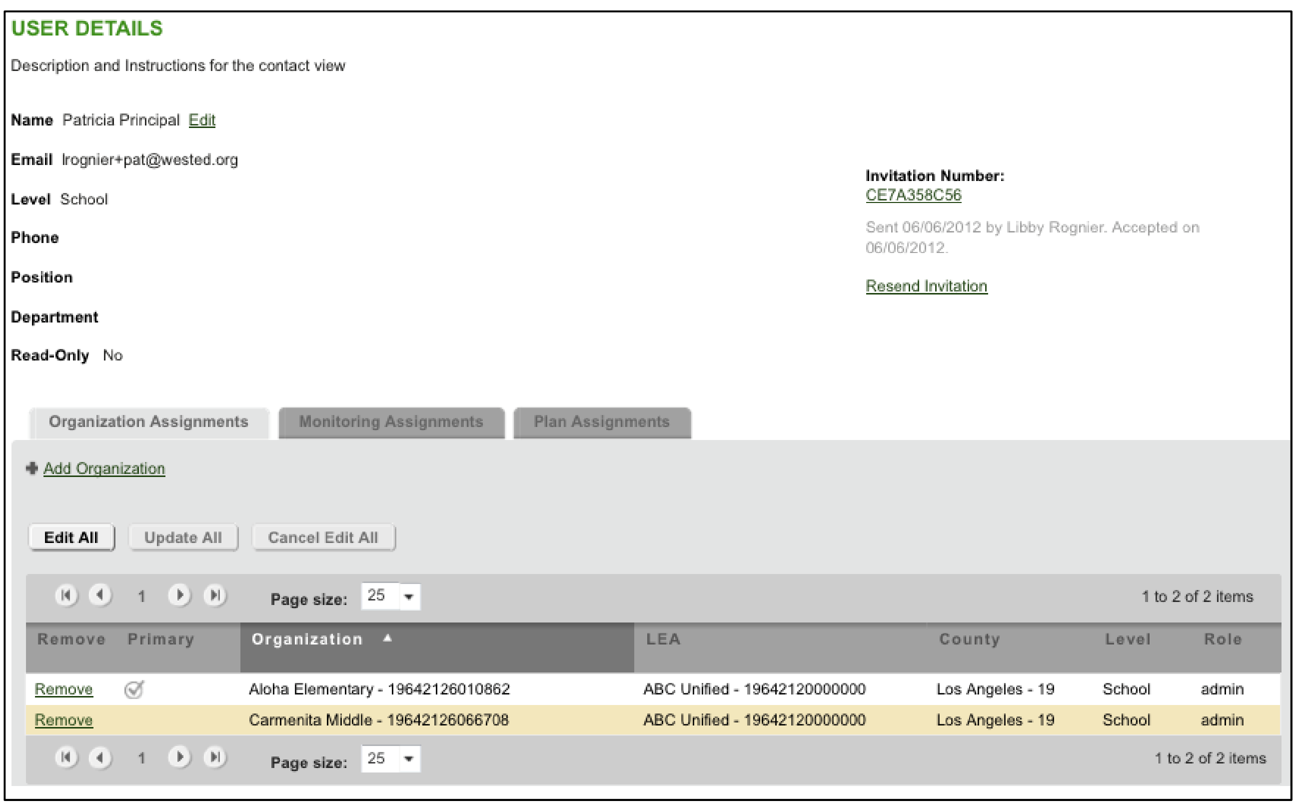
Click **Create Account** to send an email invitation, with a link to Tracker, to the new user.

User Access Levels

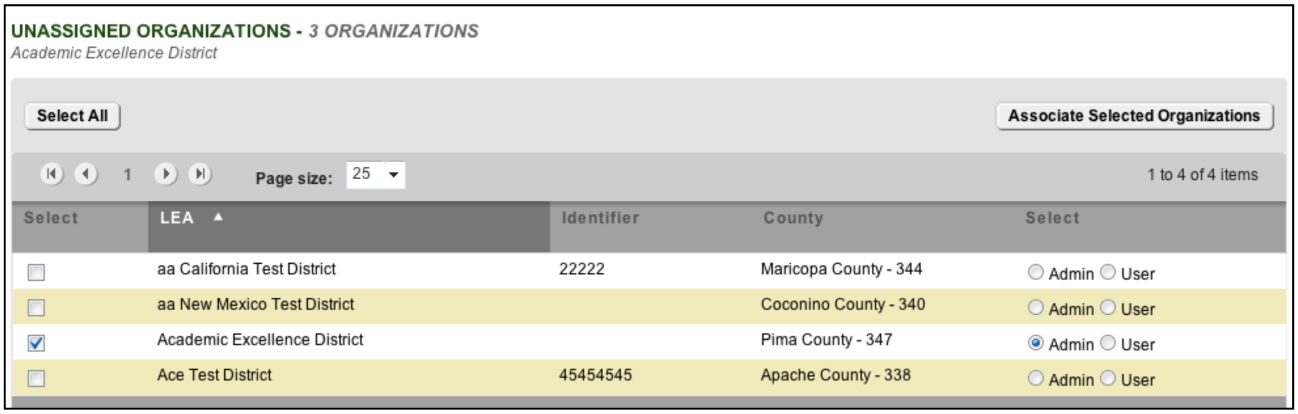
- **LEA User:** LEA Users can create plan strategies, action steps, and tasks, and upload documents to the File Cabinet. LEA Users can also see, comment on, and attach files to school plans in the LEA.
- **LEA Administrator** (Must be added by the SEA): In addition to performing all the functions of an LEA User, LEA Administrators have the ability to create new users in their LEA (LEA and school level), create LEA tags, manage goals and add or edit funding sources for the plan. They also have the ability to edit school plans in the LEA.
- **School User:** Where school plans are available, school users may perform all of the plan functions that LEA Users may perform. For LEA plans, school users may upload documents and post comments. They may see other schools' plans, but may not edit them.
- **School Administrator** (May be added by LEA Admin or SEA): In addition to performing all the functions of a School User, School Administrators have the ability to create new users for their school. They can manage goals and add or edit funding sources for their school plan.
- **Read-Only:** A user at any level may be designated as Read-Only. These users may view all information described here, but cannot modify any information within the system. Read-only users are not available for any plan assignments and may not receive posted comments. Please contact your SEA Administrator to request this option for a user.

User Management

User Management tools allow you to add or change user assignments or roles, and retire or disassociate users who no longer belong to your LEA or school. Click on the user name from the list of users to see details of their user account.

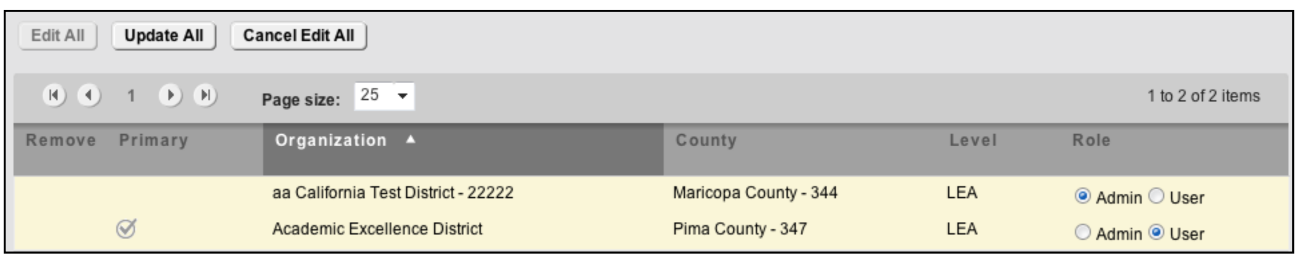


To assign the user to additional organizations, use the Organization Assignments tab and click **Add Organization**. Select the appropriate organizations for assignment and the user level for each, and click the **Associate Selected Organizations** button.



If a person is associated with more than one organization, you may select a primary organization for the user, if you are an administrator for each of that user's assigned organizations. The primary organization name will appear with their user name in comments and user lists. Click the Edit link on the user's profile to select the primary organization. To remove access to organizations from a user, click the **Remove** link on their organization assignments list.

To change the user's role between User and Admin, click the **Edit All** button above the Organization Assignments list, then use the radio buttons to select the role. NOTE: you will only be able to change the role for those organizations to which you have administrative access.

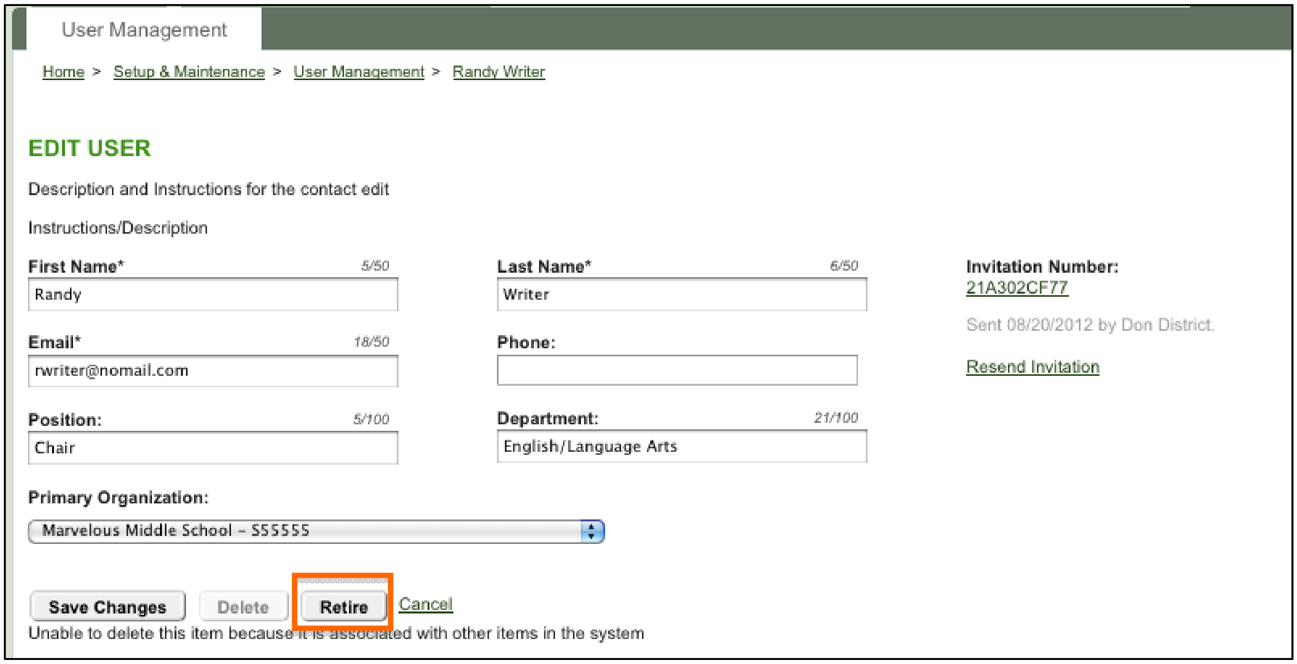


Retire a User

When a user has left your organization or changed roles, you may wish to retire them from active access to Tracker. Retiring a user removes all associated organizational assignments from the user account, including all monitoring and plan roles. Retired users cannot log into Tracker, will not receive e-mail communication, and cannot be assigned to any monitoring or plan role.

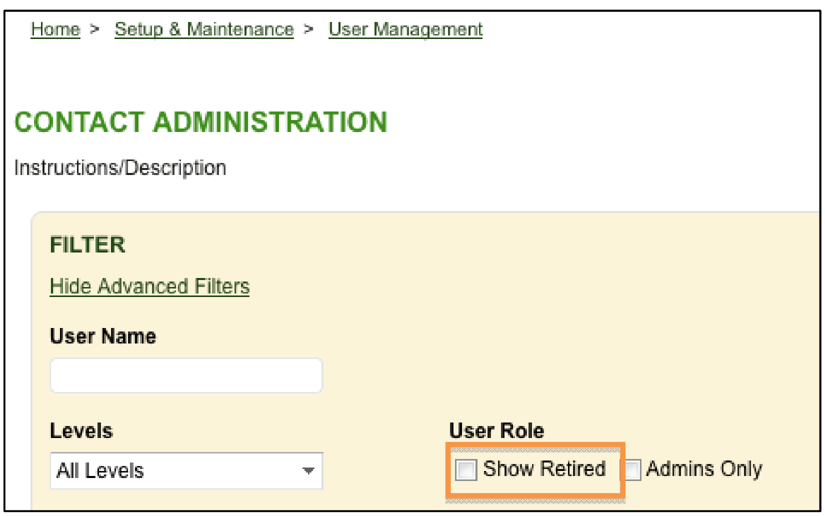
All activity tracked by the system will continue to be displayed for a retired user (such as recorded actions on an Action Step Status History or File Cabinet information about who uploaded a document) but the user's previous monitoring and plan roles will not be displayed anywhere in the system, including the user profile or the monitoring or plan assignment and display pages.

To retire a user, view the user's profile and click the **Edit** link next to their name**.** Click the **Retire** button on the Edit page. View the warning and confirm. Removing all organization assignments from a user will also mark them as retired.



View Retired Users

To view retired or unassigned users, use the **Show Retired** filter on the User Management list, in the Advanced Filters view.



Reinstate a User

Adding an organization association to a retired user record will reactivate the user. This will not reinstate any previous monitoring or plan roles.