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Special Education Monitoring Guide to SharePoint

Contact Information:

If you have questions about this document or would like additional information please contact: the Special Education Monitoring Team.

Special Education Monitoring
Guide to SharePoint

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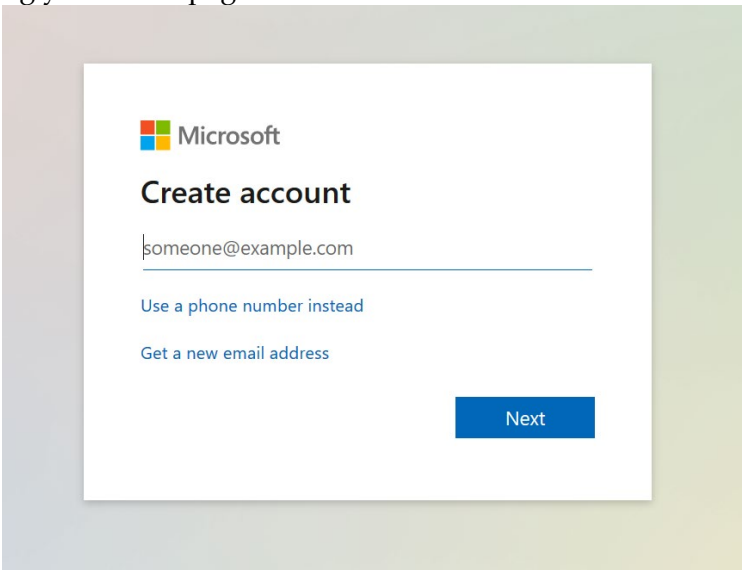
How to Access Your Folders and Files

How to create a Microsoft account to use with SharePoint

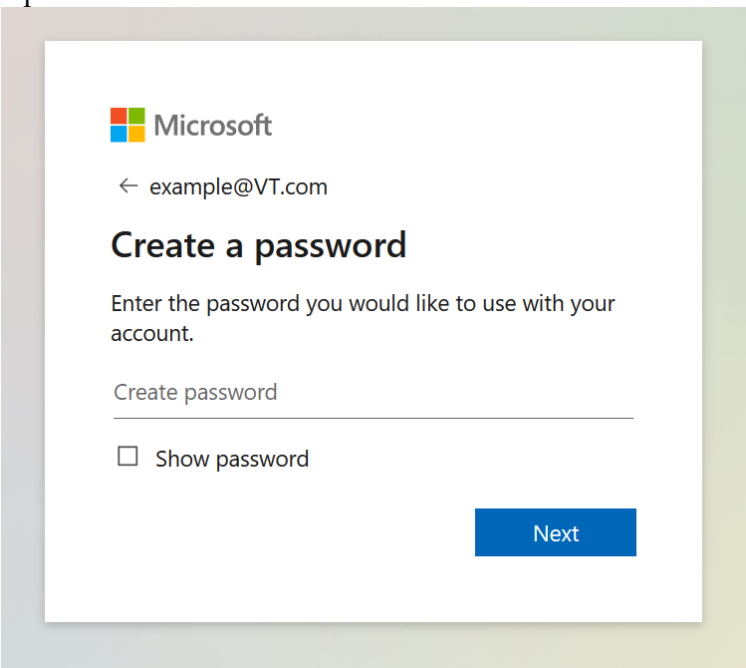
When accessing your folders, you will need to use the direct link you are provided.

1. **CLICK HERE** to create an account.
2. This will bring you to this page:



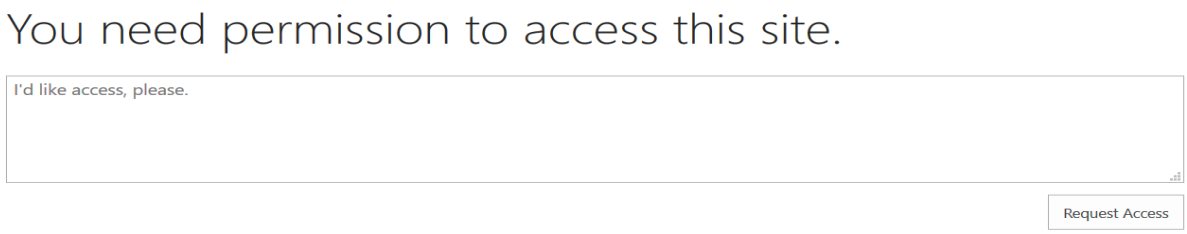
You may use your current work email to create a new email address.

3. Create a new password to use for this account.



You may now use this account to sign into Microsoft to access files located in SharePoint.

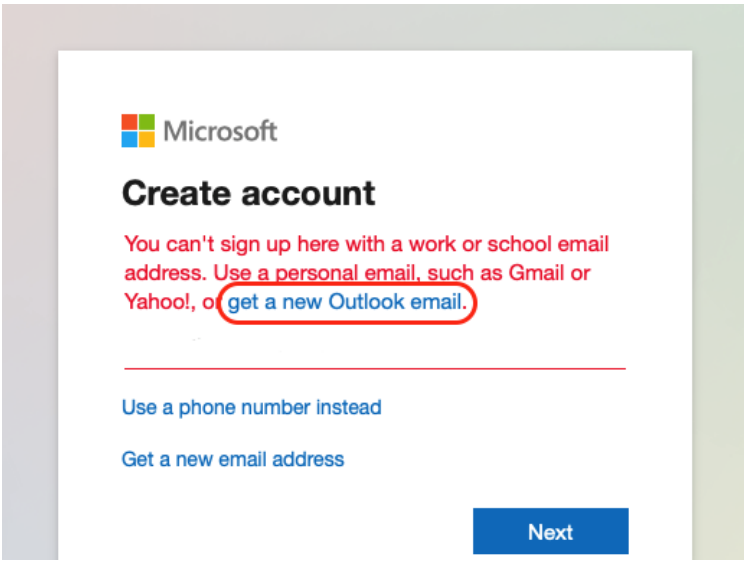
NOTE: In the case of being presented with the page below when attempting to access files, you must request access by clicking **Request Access.** You will be notified by email when access is granted.



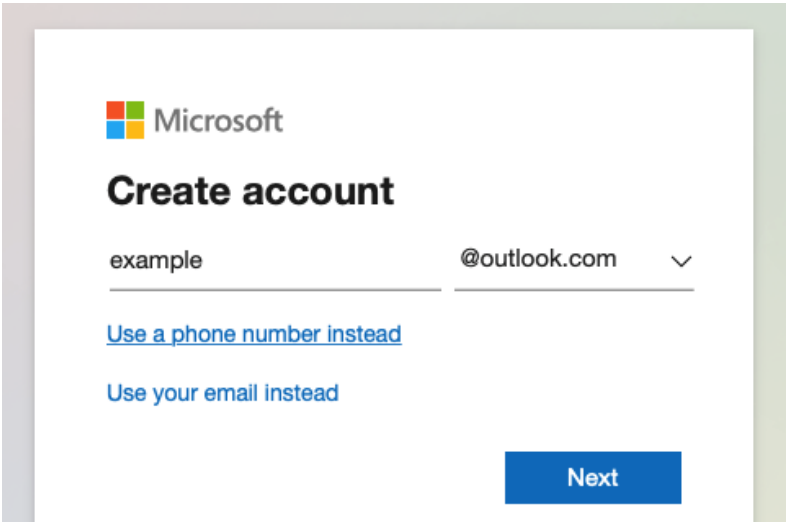
How to create a new Outlook email

If you receive a message informing that you can't sign up with your current email, you will need to create a new Outlook email. Please follow the instructions below.

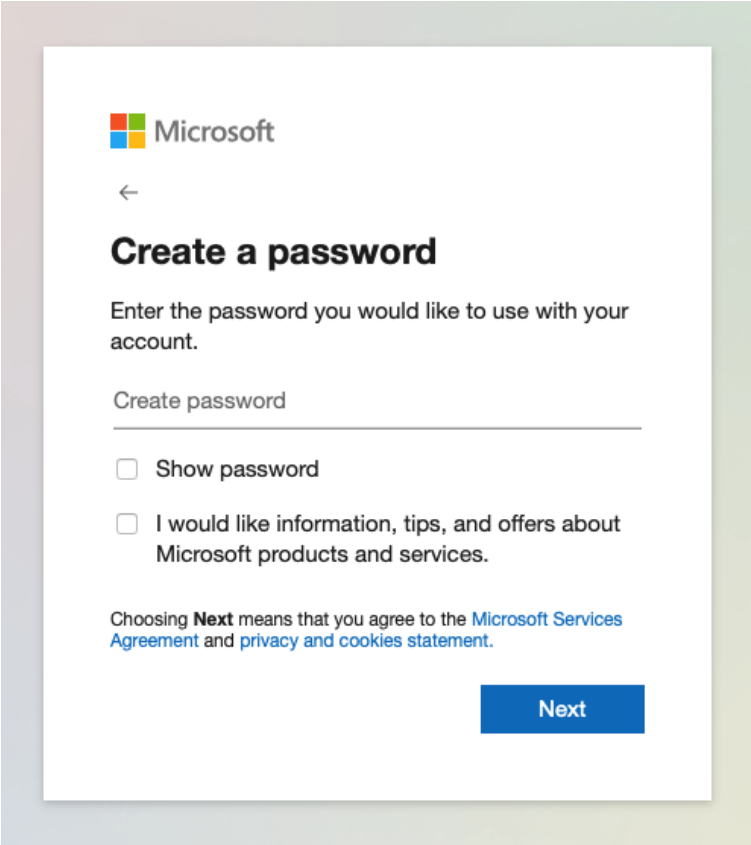
1. Click on get a new Outlook email



2. Create the email address.



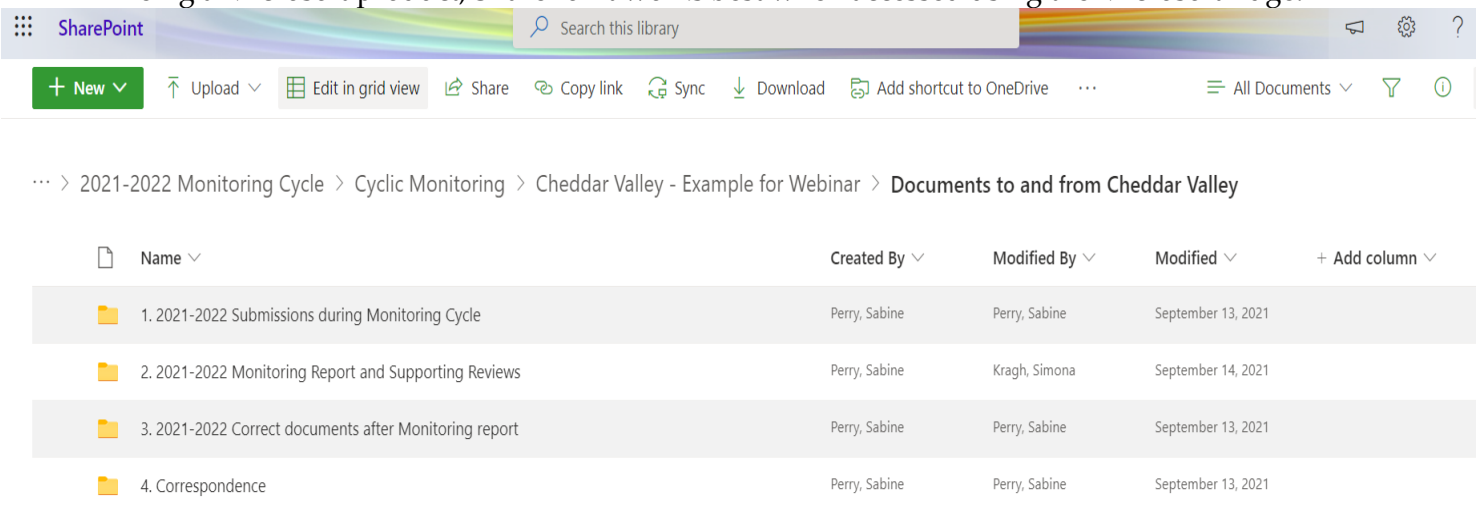
3. Create a password to use with the account.



You may now use this new Microsoft account to sign in and access files located in SharePoint.

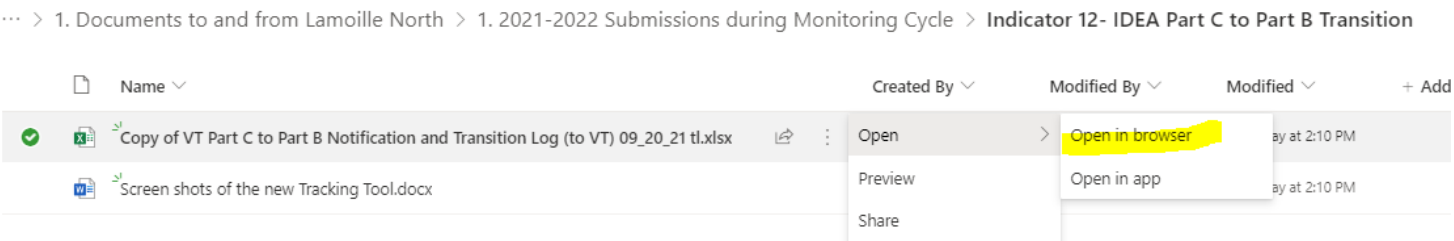
How to access your SharePoint folder

Being a Microsoft product, SharePoint works best when accessed using the Microsoft Edge.

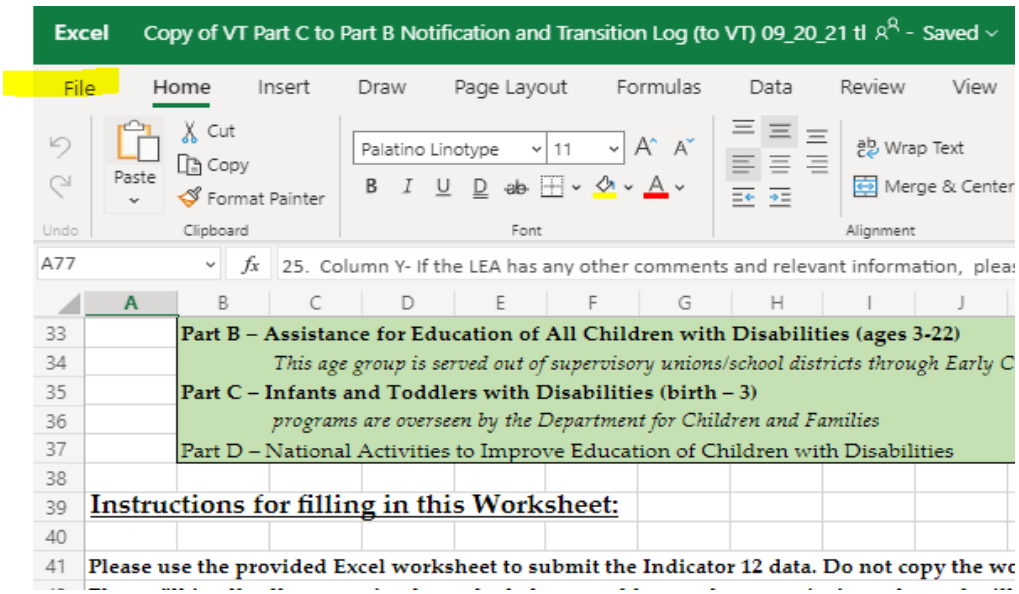


Accessing files in your SharePoint folder

To save to your computer without opening, you'll want to click the dots next to the spreadsheet you're trying to save and choose open in browser.

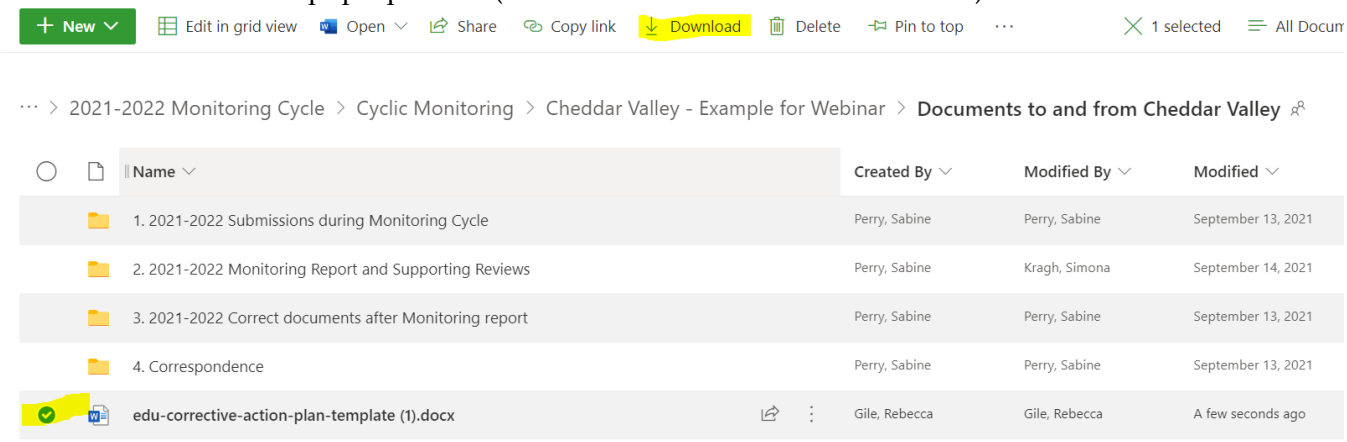


The workbook should open in a new browser window, where you can access the file menu and click save as:



How to save a file to your local disk without opening it

Before trying to open the file, from SharePoint, you can select the file, and then select the Download button. If you select multiple files, you'll download all of them at once. Alternatively, you can click on a file listing with your right mouse button and then select download from the pop-up menu (not featured in the screenshot below).

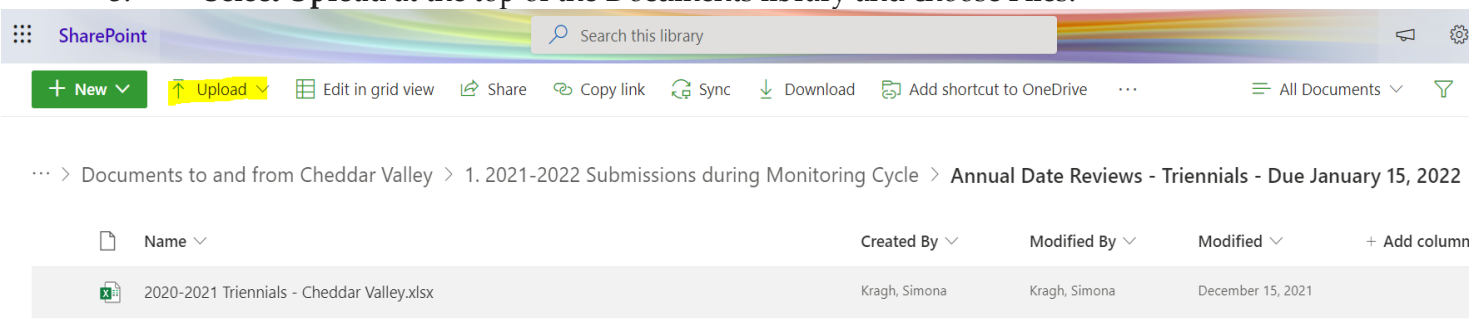


Submitting Complete Documents

Guide to submitting

1. Open the SharePoint site library.
2. Navigate to the correct folder for the file(s) you will be uploading:
    a. If in **cyclic monitoring** these folders will be found within 20XX-20XX Submissions during Monitoring Cycle.
        i. Then find the correct folder. For example, Indicator 13 Transition Plans must be uploaded to the corresponding folder.
    b. If in **selective monitoring**, these folders will be found in the 20XX-20XX Remedial Actions folder.
        i. Then find the correct folder. For example, Indicator 13 Transition Plans must be uploaded to the corresponding folder.
    c. <u>Note: All files must be uploaded to the corresponding folder.</u>

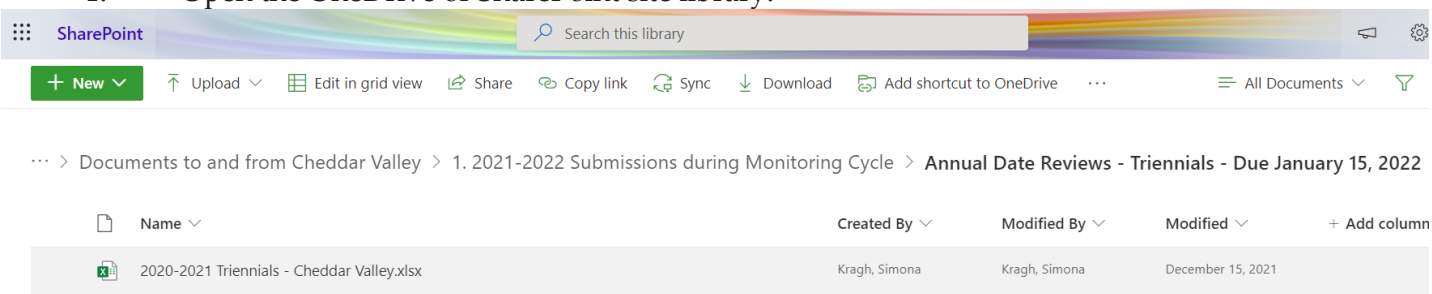
3. Select **Upload** at the top of the Documents library and choose Files.



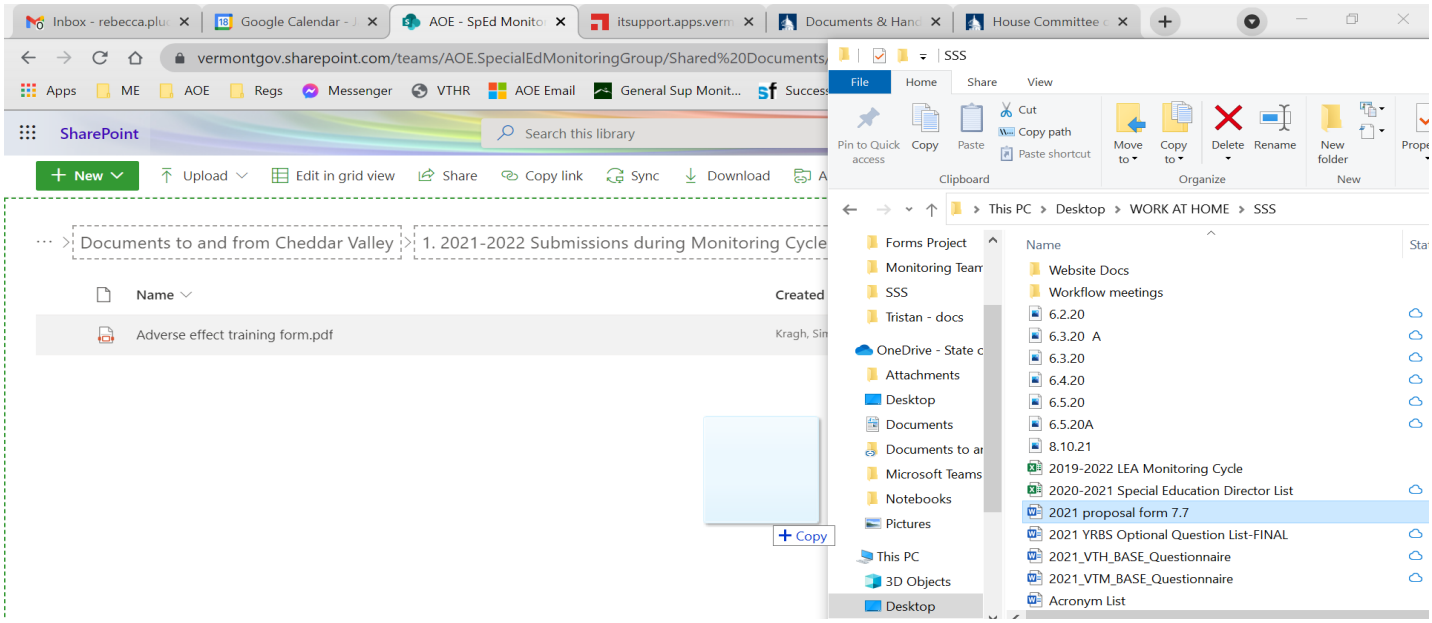
4. A dialog box will pop-up, select your file.
5. When you've selected the file or files to upload, select **OK / OPEN**.

Another option is to drag and drop your files:

1. Open the OneDrive or SharePoint site library.



2. On your computer navigate to the folder with the documents that you want to upload.
3. Drag the files to the space in the SharePoint library where you'd like to save it. The library should display "Copy" when you hover the file over it.



4. You should see your files appear in the folder.

Types of files accepted

Users are limited to uploading actual files (such as *.docx, *.xlsx, and *.pdf) which contain the content necessary for each respective submission. Links to google documents, for example, are not permitted.

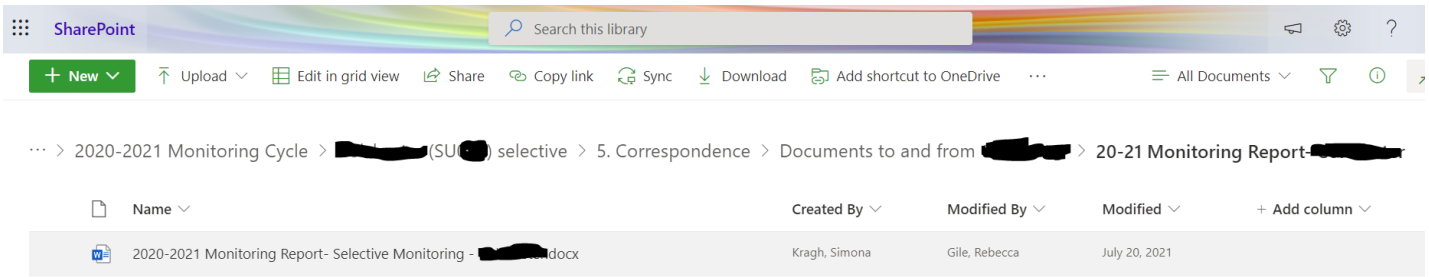
No redaction of PII

SharePoint is the most secure method of transmission we have available, so any document for monitoring that you need to send to us can be dragged-and-dropped there, with no need for redaction of PII.

Your Monitoring Report

Where to find your report

Within your SharePoint folder, navigate to the 20-21 Monitoring Report folder. Your report will be located in this folder as a Word document.



Findings and actions document

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Results, Findings of Non-Compliance and Required Corrective Actions

Results and findings of non-compliance are listed numerically, with the regulation addressing the violation liste
the required corrective action and timeline for completion.

Review of State Performance Plan/Annual Performance Report (SPP/APR) Indicators
Annual Date Review Monitoring Activity
Findings of Non-Compliance and Required Corrective Actions

Description of Monitoring Activity	SPP/APR Indicator	2020-2021 Compliance Target	2020-2021 LEA Compliance Data	Findings
				Finding 1: *In violation of State Board of Education Rule*

Selective Monitoring

Monitoring report findings and actions

The subfolders within your Remedial Actions folder, should match the indicators and activities that were found to be out of compliance last year and listed in the monitoring report.

Remedial actions folder

Documents submitted as remedial actions, consequently to last year's monitoring report, will be in 2020-2021 Monitoring Cycle. Here, too, each district has its folder, in which the 20-21 Remedial Actions subfolder can be found by following this path:

2020-2021 Monitoring Cycle > [redacted] (SU[redacted]) cyclic > 5. Correspondence > Documents to and from [redacted] > 20-21 Remedial Actions

Name	Created By	Modified By	Modified	+ Add column
Discipline Policies - Due 3-15-22	Kragh, Simona	Kragh, Simona	November 18, 2021	
Indicator 11 - Child Find - Due date 3-15-22	Kragh, Simona	Kragh, Simona	September 8, 2021	
Indicator 13 - Post-sec. Plans - Due 3-15-22	Kragh, Simona	Kragh, Simona	September 8, 2021	
SOPs-Due 9-15-21	Kragh, Simona	Kragh, Simona	September 8, 2021	

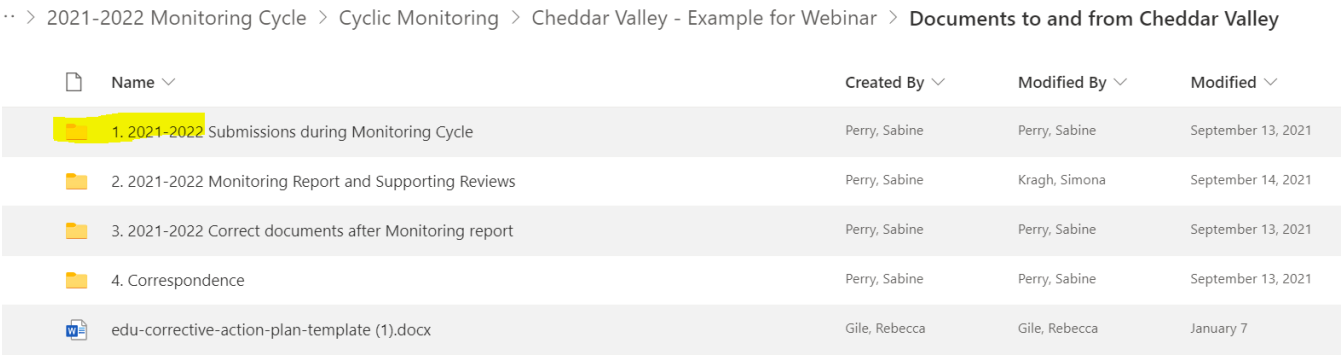
FAQ's and Common Issues

Q: Why can't I see my files?

A: When accessing your folders, be sure to click the direct link provided by AOE staff.

Q: Which folder are my documents in?

A: Documents which are due during the 2021-2022 cyclic monitoring cycle are located in the **1. 2021-2022 Submissions during Monitoring Cycle folder.**



Documents which are due during the 2021-2022 selective monitoring cycle are located in the **20-21 remedial actions folder**.

Q: I'm using the Firefox browser and it isn't working?

A: For optimal use of SharePoint, please access your folders using Microsoft Edge.

Q: I can't open my files directly from SharePoint, how can I fix this?

A: If you are unsuccessful in opening your files directly from your folders, please download the documents to your computer and open directly from that location.

Q: I'm receiving an error message, what should I do?

A: If you receive an access error message, your link could be incorrect. Please use the original link provided to you.