

Special Education Monitoring Guide to SharePoint



Contact Information:

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

Special Education Monitoring Guide to SharePoint

Contents

How to Access Your Folders and Files	3
How to create a Microsoft account to use with SharePoint	.3
How to create a new Outlook email	.4
How to access your SharePoint folder	5
Accessing files in your SharePoint folder	5
How to save a file to your local disk without opening it	6
Submitting Complete Documents	7
Guide to submitting	7
Types of files accepted	8
No redaction of PII	8
Your Monitoring Report	8
Where to find your report	8
Findings and actions document	9
Selective Monitoring	9
Monitoring report findings and actions	9
Remedial actions folder	9
FAQ's and Common Issues	9
Q: Why can't I see my files?	9
Q: Which folder are my documents in?	10
Q: I'm using the Firefox browser and it isn't working?	10
Q: I can't open my files directly from SharePoint, how can I fix this?	10
Q: I'm receiving an error message, what should I do?	10



How to Access Your Folders and Files

How to create a Microsoft account to use with SharePoint

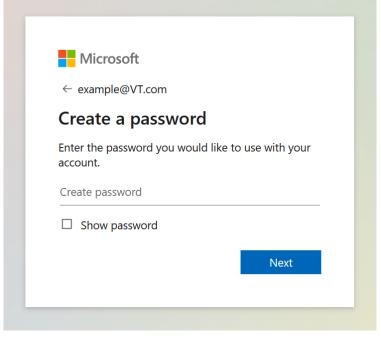
When accessing your folders, you will need to use the direct link you are provided.

- 1. <u>CLICK HERE</u> to create an account.
- 2. This will bring you to this page:

Create account	
someone@example.com	
Jse a phone number instead	
Get a new email address	
	Next

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.



You need permission to access this site.

I'd like access, please.

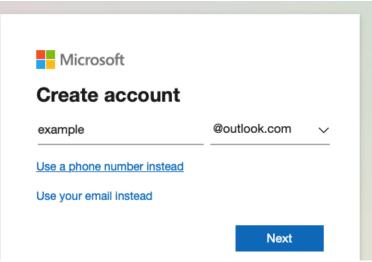
How to create a new Outlook email

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 <u>get a new Outlook email</u>

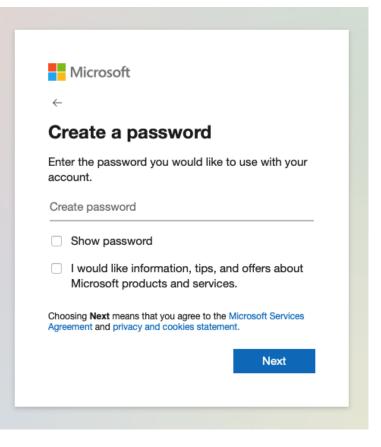
Micros	oft
Create	account
address. Us	gn up here with a work or school emai e a personal email, such as Gmail or et a new Outlook email.
Jse a phone	number instead

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.



... > 2021-2022 Monitoring Cycle > Cyclic Monitoring > Cheddar Valley - Example for Webinar > Documents to and from Cheddar Valley

$ ho$ Name \vee	Created By \vee	Modified By \smallsetminus	Modified \vee	$+$ Add column \vee
1. 2021-2022 Submissions during Monitoring Cycle	Perry, Sabine	Perry, Sabine	September 13, 2021	
2. 2021-2022 Monitoring Report and Supporting Reviews	Perry, Sabine	Kragh, Simona	September 14, 2021	
3. 2021-2022 Correct documents after Monitoring report	Perry, Sabine	Perry, Sabine	September 13, 2021	
4. Correspondence	Perry, Sabine	Perry, Sabine	September 13, 2021	

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.



··· > 1. Documents to and from Lamoille North > 1. 2021-2022 Submissions during Monitoring Cycle > Indicator 12- IDEA Part C to Part B Transition

	\square	Name \checkmark			Created By \smallsetminus	Modified By \smallsetminus	Modified \vee	+ Add
0	X	د Copy of VT Part C to Part B Notification and Transition Log (to VT) 09_20_21 tl.xlsx	Ŕ	:	Open	> Open in browser	ay at 2:10 PM	
	W È	Screen shots of the new Tracking Tool.docx			Preview	Open in app	ay at 2:10 PM	
					Share			

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

Exce	el Co	py of VT∣	Part C to	Part B Not	ification and Tra	nsition Log (to	VT) 09_20	_21 tl ጸ ^ጸ -	Saved ~
File	н	ome	Insert	Draw	Page Layout	Formulas	Data	Review	View
ら で Undo	Paste	X Cut Copy ✓ Forma Clipboard	at Painter	Palatino B I	Linotype v 11 U D alb ⊞ v Font	✓ A [*] A [*] ♦ ✓ A		eb Wrap	
A77		~ f3	25. Co	lumn Y- If	the LEA has any o	ther comment	ts and relev	ant informat	ion, ple
	Α	В	С	D		F G	Н	I	J
33		Part B -	Assistar	nce for Ed	lucation of All (Children wit	h Disabilit	ties (ages 3-	-22)
34			This age	e group is	served out of supe	ervisory union	s/school dis	tricts throug	h Early
35		Part C -	Infants	and Tode	llers with Disal	bilities (birth	- 3)		
36			program	ns are over	seen by the Depai	rtment for Chi	ldren and F	amilies	
37		Part D -	- Nationa	d Activiti	es to Improve Ed	ducation of C	hildren wi	th Disabilit	ies
38									
39	Instru	ctions	for filli	ng in tl	nis Workshe	et:			
40									
41]	Plaasan	ce the pr	orded E	vcel wor	ksheet to submi	t the Indicat	or 12 data	Do not cor	

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).

+ New \sim	Edit in grid view	蠾 Open 🖂 🖻 Shai	e 🐵 Copy link		🗎 Delete	-🛱 Pin to top		$ imes$ 1 selected $\ =$ All Docum
--------------	-------------------	-----------------	---------------	--	----------	---------------	--	------------------------------------

··· > 2021-2022 Monitoring Cycle > Cyclic Monitoring > Cheddar Valley - Example for Webinar > Documents to and from Cheddar Valley 🕫

0	\parallel Name \checkmark			Created By \vee	Modified By \smallsetminus	Modified \vee
-	1. 2021-2022 Submissions during Monitoring Cycle			Perry, Sabine	Perry, Sabine	September 13, 2021
	2. 2021-2022 Monitoring Report and Supporting Reviews			Perry, Sabine	Kragh, Simona	September 14, 2021
-	3. 2021-2022 Correct documents after Monitoring report			Perry, Sabine	Perry, Sabine	September 13, 2021
	4. Correspondence			Perry, Sabine	Perry, Sabine	September 13, 2021
O	edu-corrective-action-plan-template (1).docx	Ŕ	:	Gile, Rebecca	Gile, Rebecca	A few seconds ago



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.



··· > Documents to and from Cheddar Valley > 1. 2021-2022 Submissions during Monitoring Cycle > Annual Date Reviews - Triennials - Due January 15, 2022

\square Name \vee	Created By \vee	Modified By \vee	Modified \vee	+ Add column
2020-2021 Triennials - Cheddar Valley.xlsx	Kragh, Simona	Kragh, Simona	December 15, 2021	

- 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.

 SharePoint				✓ Search this	library					\square	<u>نې</u>
+ New \sim	$\bar{\uparrow}$ Upload \vee	Edit in grid view	🖻 Share	ී Copy link	G Sync	\downarrow Download	🔄 Add shortcut to OneDrive		➡ All Documents	s ∨	∇
·· > Docume	nts to and fro	m Cheddar Vallev	> 1. 2021-	2022 Submiss	sions durir	na Monitorina	Cycle > Annual Date Rev	iews - Triennia	ls - Due January	/ 15. 2	2022

\square Name \vee		Created By \vee	Modified By \smallsetminus	Modified \vee	+ Add column
2020-2021	riennials - Cheddar Valley.xlsx	Kragh, Simona	Kragh, Simona	December 15, 2021	

- 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.



💦 Inbox - rebecca.plu: 🗙 🛛 📴 Google Calendar - J 🗙 🤹 AOE - SpEd Monito 🗙 📑 itsupport.apps.verm 🗴 🗍	Documents & Hand X 🛐 House Committee d X + 💿 - 🗗 X
← → C ☆ (wermontgov.sharepoint.com/teams/AOE.SpecialEdMonitoringGroup/Shared%20Docum	ents, 📙 🖂 📮 🗧 SSS
🏢 Apps 📙 ME 📙 AOE 📙 Regs 🔗 Messenger 🕥 VTHR <table-cell-rows> AOE Email 🖂 General Sup Monit 🥵 S</table-cell-rows>	cces: File Home Share View
SharePoint	A Cut Copy path Pin to Quick Copy Paste Paste shortcut Pro Copy Paste Paste shortcut Pro Copy Paste Pro Copy Paste Pro Copy Paste Pro Copy Paste Pro Copy Pro Pro Pro Pro Pro Pro Pro Pro
🕂 New 🗸 🕂 Upload 🗸 🗄 Edit in grid view 🖻 Share 🐵 Copy link 🤤 Sync 🞍 Download	A Clipboard Organize New
	← → < ↑ 🖡 > This PC > Desktop > WORK AT HOME > SSS
\cdots > Documents to and from Cheddar Valley > 1. 2021-2022 Submissions during Monitoring C	
	Monitoring Team Website Docs
□ Name ∨ Cre	ated SSS Workflow meetings
Adverse effect training form.pdf	▶ Tristan - docs
	 OneDrive - State c 6.3.20
	Attachments 6.4.20
	Desktop 6.5.20
	Documents 6.5.20A
	B Documents to ar 🔳 8.10.21
	Microsoft Teams 2019-2022 LEA Monitoring Cycle
	Notebooks 2020-2021 Special Education Director List
	2021 proposal form 7.7
+	Copy 2021 YRBS Optional Question List-FINAL
	This PC 2021_VTH_BASE_Questionnaire
	3D Objects 🔤 2021_VTM_BASE_Questionnaire
	Desktop 🔤 Acronym List

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.

+ New V $\bar{\uparrow}$ Upload V \boxplus Edit in grid view 🖄 Share \odot Copy link \bigcirc Sync \downarrow Download \textcircled{in} Add	shortcut to OneDrive \cdots \equiv All Documents \checkmark \bigtriangledown ()						
···· > 2020-2021 Monitoring Cycle > Curespondence > 5. Correspondence > Documents to and from 20-21 Monitoring Report-							
\square Name \vee Created By	\sim Modified By \sim Modified \sim + Add column \sim						
2020-2021 Monitoring Report- Selective Monitoring - Constrained docx Kragh, Simon	na Gile, Rebecca July 20, 2021						





1 National Life Drive, Davis 5, Montpelier, VT 05620-2501 (p) 802-828-1130 | (f) 802-828-6430 | education.vermont.gov

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:

> 202	0-2021 Monitoring Cycle > . (SU	clic $>$ 5. Correspondence $>$ Documents to	o and from	> 20-21 Rei	medial Actions
	Name \sim	Created By \vee	Modified By \smallsetminus	Modified \vee	+ Add column \sim
	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**.

 \cdots > 2021-2022 Monitoring Cycle > Cyclic Monitoring > Cheddar Valley - Example for Webinar > Documents to and from Cheddar Valley

\square Name \vee	Created By \smallsetminus	Modified By \vee	Modified \vee
1. 2021–2022 Submissions during Monitoring Cycle	Perry, Sabine	Perry, Sabine	September 13, 2021
2. 2021-2022 Monitoring Report and Supporting Reviews	Perry, Sabine	Kragh, Simona	September 14, 2021
3. 2021-2022 Correct documents after Monitoring report	Perry, Sabine	Perry, Sabine	September 13, 2021
4. Correspondence	Perry, Sabine	Perry, Sabine	September 13, 2021
edu-corrective-action-plan-template (1).docx	Gile, Rebecca	Gile, Rebecca	January 7

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

2020-2021 Monitoring Cycle $>$ (SUM) (SUM) cyclic $>$ 5. Correspondence	e > Documents to	and from	20-21 Re	20-21 Remedial Actions	
$ ho$ Name \sim	Created By \smallsetminus	Modified By \smallsetminus	Modified \vee	+ Add column \smallsetminus	
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		
edu-attestation-form-january-deadline 2022.docx	McNamara, Tristan	McNamara, Tristan	January 6		
edu-attestation-form-march-deadline.docx	Gile, Rebecca	Gile, Rebecca	December 14, 2021		

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.