

 **FedMonitor**
for Pennsylvania

Department of Education
Division of Federal Programs



Quick Start Guide

for District Users

www.leaderservices.com/fedmonitor

 **LEADER**
SERVICES

© 2017 Leader Services
Version 2



Introduction

FedMonitor for Pennsylvania was developed for the Pennsylvania Department of Education's Division of Federal Programs. This document will explain how to use FedMonitor's web application. Questions on the monitoring process should be directed to your PDE contact.

System Requirements

Federal Monitor supports common web browsers including:

Microsoft Windows 7, 8, 10	Mac OS X (10.6 or higher)
<ul style="list-style-type: none"> One of the following: <ul style="list-style-type: none"> The latest version of Firefox (recommended) The latest version of Google Chrome The latest version of Internet Explorer 	<ul style="list-style-type: none"> One of the following: <ul style="list-style-type: none"> The latest version of Firefox (recommended) The latest version of Google Chrome The latest version of Safari
<ul style="list-style-type: none"> High-speed Internet connection The following browser plug-ins (latest version recommended): <ul style="list-style-type: none"> Adobe Reader 9 or higher 	
<p>Note: Microsoft Edge does not support the Acrobat Reader plug-in. Please use an alternate browser on Windows 10.</p>	

Settings for cookies, JavaScript, and pop-up blocking

Your web browser must be configured to accept cookies and allow JavaScript. These settings are generally enabled by default. Also, your web browser should NOT be set to cache pages (proxy servers at your school district should NOT be set to cache pages from this site). Instructions for configuring common browsers follow. If you are using third-party toolbars, or a cookie or pop-up blocking utility, check the product's documentation to change your settings to allow cookies and pop-ups for Leaderservices.com

Internet Explorer (IE): Click Tools > Internet Options. Click the *Security* tab. Click *Custom Level*. Scroll down to *Scripting* > *Active Scripting* and select *Enable*. Click *OK*. Click the *Privacy* tab, and select at least *Medium* (which is the default; if you otherwise customize your settings for cookies, you must allow first-party cookies). Be sure that the *Block Pop-ups* box is checked. Click *Settings*. In the Pop-up Blocker Settings dialog box, type https://www.federalmonitor.com/_pa in the text field provided. Click *Add*. Click *Close*. Click *OK*. **Cache:** Click Tools > Internet Options. On the *General* tab, click *Settings* under *Browsing History*. Select the *Every time I visit the page* radio button. Click *OK* twice.



Google Toolbar and Internet Explorer: If you are using Google Toolbar, you must disable its popup blocker for this site.

To disable Popup Blocker using Google Toolbar for Internet Explorer, visit the FedMonitor web site and click the *Popup Blocker* button on the Google Toolbar. This will disable popups only for the desired web site and will remember the setting for this web site during future visits, allowing popups to display.

To completely disable the Popup Blocker using Google Toolbar for Internet Explorer: Click the *Settings* button on the Google Toolbar and select *Options*. Click the *More* tab. Uncheck the box next to *Enable Popup Blocker*. Click *Apply*. Click *OK*.

For previous versions of Google Toolbar without a Settings button: Click *Options* on Google Toolbar and uncheck the box next to *Popup Blocker*.

Firefox: Click *Tools > Options* (on a Mac, *Firefox > Preferences*). Click the *Privacy* icon in the *Options* dialog box. Check the *Accept cookies from sites* checkbox and select *they expire* from the *Keep until* dropdown menu. To enable JavaScript, click the *Content Button*, and check the *Enable JavaScript*, and *Block Popup Windows*. **Pop-ups:** Next to the *Block pop-up windows* item, click the *Exceptions* button. Type *https://www.federalmonitor.com/_pa* in the text field provided. Click the *Allow* button. Click the *Close* button.

Cache: Firefox checks for the newest version of every page visited in FedMonitor; if you believe that Firefox is opening stale pages in FedMonitor, you should empty the cache. Click *Tools > Options*. Click the *Privacy* icon. Click the *Clear Now...* button (in the Private Data section). Make sure the Cache box is checked and click *Clear Private Data Now*.

Apple Safari: Click *Safari > Preferences*. Click the *Security* icon. Check the *Enable Plugins* and *Enable JavaScript* checkboxes, and under *Accept Cookies*, select *Always* or *Only from sites you navigate to* from the radio button group. **Be sure to uncheck the Block Popups checkbox.** Close the dialog box.

Cache: Safari checks for the newest version of every page visited in FedMonitor. There are no settings to configure for its caching process. If you believe that Safari is opening stale pages in FedMonitor, you should empty the cache: Click *Safari > Empty Cache*. Confirm the action by clicking the *Empty* button in the dialog box.



Firefox's Built in PDF Viewer

For those of you who use Firefox, you may have noticed that it uses its own built-in PDF viewer by default, instead of the Acrobat plugin used previously. This new viewer has caused some problems for our users when viewing and printing files generated by FedMonitor.

To switch back to the Acrobat plug-in, follow these steps from within Firefox:

1. Click Tools > Options (on a Mac, click Firefox > Preferences).
2. In the Options dialog box, click the "Applications" icon.
3. Scroll down to "Portable Document Format."
4. Click where it says "Preview with Firefox" and select "Use Adobe Reader (in Firefox)."
5. Click OK.



LOGGING IN

Type the following in your browser's Address or Location field to display the FedMonitor login page:

<http://www.leaderservices.com/fedmonitor>

Monday, February 20, 2017 Login • Help

Welcome to FedMonitor for PA

FedMonitor for PA was developed by the Pennsylvania Department of Education to assist school districts in complying with the monitoring requirements of federal grants applied for through the eGrants system. This site allows your district to complete a self-assessment that will be reviewed by PDE staff prior to and during a site review.

Authorized users may log in below.

Username:

Password:

[Forgot username/password?](#)

This application was developed by Leader Services for the Pennsylvania Department of Education Division of Federal Programs. Use of this site is restricted to authorized users only. © 2004-2017 Leader Services, a division of LDP Inc. All rights reserved. E-mail webmaster.

1. Enter the username and password that have been set up for you by your District Administrator.
2. Click **Login**.
3. The *Assessment menu* page displays.

Monday, February 20, 2017 Steven Smith, District User – Home • My Account • Help • Logout

Welcome, Steven Smith. This is the Assessment menu for Leader SD.

Please select an assessment below to continue:

Assessment	Status
2016-2017 Assessment	Open
2008-2009 Assessment	Open
2007-2008 Assessment	Closed
2006-2007 Assessment	Open
2005-2006 Assessment	Open
2004-2005 Assessment	Open
2013-2017 Priority and Focus School Online Monitoring	
• (2016-2017)	Open
2007-2008 Reading First Assessment	Open
2007-2008 SC/SES Assessment	Open
2006-2007 SC/SES Assessment	Open
2016-2021 School Improvement Grant (SIG 1003g)	
• (2016-2017)	Open



If the *Login Failed* page displays, click the [try again](#) link and retype your username and password into the corresponding text fields. Click **Login**.

If the *Login Failed* page displays again:

1. Click the [try again](#) link.
2. On the *Login* page, click the [Forget username/password?](#) link.
3. On the page that displays, enter your email address in the field provided and click **Email Username and Password**. Leader Services will email you your username and password for FedMonitor. If the email address that you entered is not found on file, contact your district administrator and request your user account information.

Security

All information entered is protected by Secure Sockets Layer (SSL) technology, using a 256-bit encryption key. This is the same level of security used by many companies to protect credit card transactions and other sensitive data.

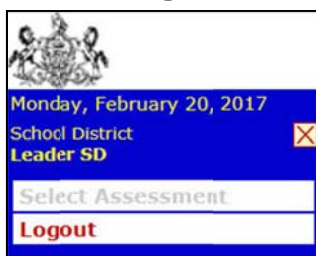
The system cannot be accessed without a username and password. After you log on, if there is no activity for 20 minutes (either by clicking a link or submitting information), your session will time out and you will need to log back on to the application.

Tip: To extend the amount of time that remains in your session, click the *Clock* icon below the **Task Navigation Area**.

Note: After 18 minutes of inactivity, the FedMonitor timer will alert you with a two-minute warning. A dialog box displays and, at this point, you can either request more time or logout.

Navigation

Task Navigation Area



Along the left side of every page is the **Task Navigation Area**, where you may jump to common tasks by clicking on the link for the task you would like to accomplish.

On the *Assessment menu* page, the **Task Navigation Area** displays only two options: *Select Assessment* and *Logout*. These options are explained further in the *Assessment Home* and *Logout* sections of this guide, respectively.



Main Navigation Area

In the top-right section of each page is the **Main Navigation Area**, with links to the *Home* page; the *My Account* section, the *Help* section, which includes a link to download this guide; and a *Logout* page for when you're finished entering data.



Breadcrumbs Navigation

Along the top of some pages, “breadcrumbs” navigation is available, which is a series of links that traces the path you took to display the page you are on. Click one of the links to return to a prior page rather than using the *Back* button on your web browser.

[2016-2017 Assessment](#) > [Title I](#) > **I. Appropriately State Certified**

My Account

1. From the **Main Navigation Area**, click [My Account](#). The *Your Account Information* page displays.
2. Complete at least all required fields, which are indicated with an asterisk (*).
Note: Some user accounts cannot change their usernames and passwords.
 - ◆ Usernames must be unique and must contain at least 8 alpha-numeric characters. You should set up strong passwords that contain a combination of numbers and letters. Passwords must contain:
 1. at least 8 characters,
 2. at least one number,
 3. at least one non-number,
 4. no whitespace,
 5. and none of the characters \ / : * ? " < > | ' % + .
 - ◆ You do not need to enter a new password unless you wish to change your password.
3. Click **Save Changes**.



Help

Answers to common questions, as well as a downloadable copy of this guide, are available on the site by clicking [Help](#) from the **Main Navigation Area**. If you have questions that are not answered in this guide or in the online help, please contact Leader Services by email at fedmon@leaderservices.com.

The screenshot shows the FedMonitor for Pennsylvania website interface. At the top left is the state seal of Pennsylvania. The top right features the FedMonitor logo and a small photo of a man and woman. Below the logo, the text reads 'Department of Education, Division of Federal Programs'. A blue navigation bar contains the text 'Steven Smith, District User - Home • My Account • Help • Logout'. On the left side, there is a blue sidebar with a search icon and two menu items: 'Select Assessment' and 'Logout'. The main content area is titled 'Help' and contains the following text: 'If you require further assistance, please refer to the Quick Start Guides, or use one of the following methods:'. Under the heading 'Procedural questions or Login Assistance:', there is a bulleted list: 'District User Quick Start Guide', 'Contact the PDE Division of Federal Programs via phone: (717) 783-2193', and 'Email the PDE Division of Federal Programs: Karen Trissler, Susan McCrone'. Under the heading 'Technical or site-related issues (web browser problems, error messages, etc.):', there is a bulleted list: 'Check the system requirements' and 'E-mail Leader Services' technical support: fedmon@leaderservices.com'.



Assessment Home

To Begin Entering Information

1. Click [Home](#) from the **Main Navigation Area**; the *Assessment menu* page displays.
2. Click an assessment link; the *Assessment Home* page displays.

Monday, February 20, 2017 Steven Smith, District User

School District, Assessment
Leader SD, 2016-2017
Assessment

Select Assessment

Assessment Home

- **Title I**
- **Title II Part A**

Logout

Assessment Home

This is the 2016-2017 Assessment for Leader SD

In case the Division of Federal Programs and/or your Monitor would need to reach your LEA regarding this Self-Assessment please enter/verify the name and contact information of the person at your LEA to be contacted.

If the individual on the left is not the LEA's please enter/verify the FPC's name and contact information.

Title: Superintendent	Title:
Name (First/Last): Joe Smith	Name (First/Last):
Email: jsmith@leaderservices.com	Email:
Phone Number:	Phone Number:

If the above information is incorrect, please contact your administrator and have it corrected before proceeding.

The following sections are available for edit/review:
(You only have access to the sections in **bold**)

LEA Level:

- **Title I (14 Unanswered Question(s))**
- **Title II Part A (9 Unanswered Question(s))**
- Title III
- Fiscal Requirements
- Uniform Grants Guidance
- Ed-Flex Waiver Review
- Title VI-B REAP

School Level:

- Title I: School Level

Either the state administrator or your school district's state monitor first assigns a level of FedMonitor access to your school district, depending upon which programs have been funded for your school district. Then, your district administrator sets more specific, user-level access for all district users. As a district user, you cannot complete program assessment sections that were not assigned to you by your district administrator.

The *Assessment Home* page displays links to the program assessment sections of FedMonitor that your district administrator has made accessible to you. If you have access to a section, then you can add to and/or edit that section at any time. You do not have to complete the assessment in a specific order.



A *Title I* sample page is provided below; other assessment types are similar and are therefore not detailed in this guide.

1. From the *Assessment Home* page, click the [Title I](#) link; a list of links related to Title I displays.

The screenshot shows the FedMonitor interface. At the top, it says 'Monday, February 20, 2017' and 'Steven Smith, District User'. A navigation bar includes 'Home', 'My Account', 'Help', and 'Logout'. On the left, a sidebar menu has 'Assessment Home' selected, with sub-links for 'Title I' and 'Title II Part A'. The main content area is titled 'Title I' and contains a list of sections: 'I. Appropriately State Certified (1 Unanswered Questions)', 'II. Parent Involvement (1 Unanswered Questions)', 'III. Schoolwide Programs (2 Unanswered Questions)', 'IV. Nonpublic Schools (9 Unanswered Questions)', and 'V. Comparability (1 Unanswered Questions)'. There is a 'Generate Title I Draft' button at the bottom.

2. Continuing with our example, click the [I. Appropriately State Certified](#) link. The *Appropriately State Certified* page displays.

The screenshot shows the 'I. Appropriately State Certified' assessment page. It includes a breadcrumb trail: '2016-2017 Assessment > Title I > I. Appropriately State Certified'. A note states: 'Note: you must click the Save button at the bottom of the page to save your data.' Below this is a table with columns for 'Requirements', 'Met', 'Not Met', 'N/A', 'Suggested Evidence of Implementation', 'Additional Evidence', and 'Comments'. The first row contains a requirement about PMS data and teacher certification, with radio buttons for 'Met', 'Not Met', and 'N/A', and checkboxes for 'PINS Appropriately Certified Teacher Report' and 'Other:'. At the bottom, there is a text area for additional comments and buttons for 'Spell Check', 'Save Changes', and 'Cancel & Return'.

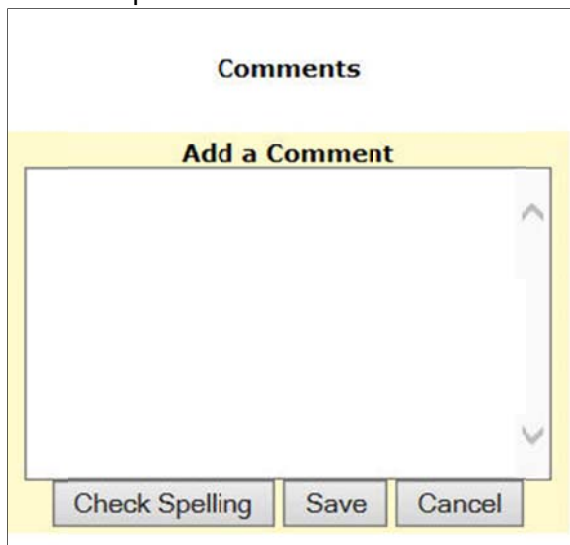


Complete the questions using the available radio buttons, checkboxes, and *Comments* textboxes.

Note: In order to add a comment, you must first click on the [Add a Comment](#) link.



This will open the Add a Comment box.



Please Note: After entering text, the comment must be saved, using the **Save** button under the text box, Comments must be saved **before** clicking Save Changes at the bottom of the page.

To view a specific policy relating to a program assessment, click the link. For example, on the *Assessment > Title I > Highly Qualified* page, click the [Section 111\(h\)\(6\)\(a\)](#) link or the [Section 1119\(a\)\(1-2\)\(c\)\(1\)](#) link.

When finished, click **Save Changes**. The page will refresh.

All pages within FedMonitor have similar page elements to that of the previous sample. Ensure that your data is saved by always clicking **Save Changes** on any data entry pages before navigating to another page. If you click the *Back* or *Forward* button in your web browser to navigate to another page before you save the data that you entered, your data will be lost.



Desk Monitoring

When an LEA is selected for a Desk Monitoring, Fedmonitor will require users to upload files. For example: under Title IIA -> Requirements, when being Desk Monitored, you **MUST** provide the supporting documentation indicated or you may be found to be out of compliance..

Underneath each listed requirement, you will see a green **Upload Files** button to handle the file uploads that correspond to that particular requirement.

Requirements

2016-2017 Assessment > Title II Part A > Requirements

Note: you must click the Save button at the bottom of the page to save your data.

For any box that is checked under suggested evidence of implementation you **MUST** provide documentation. If you do not provide the appropriate checked documentation you may be found out of compliance.

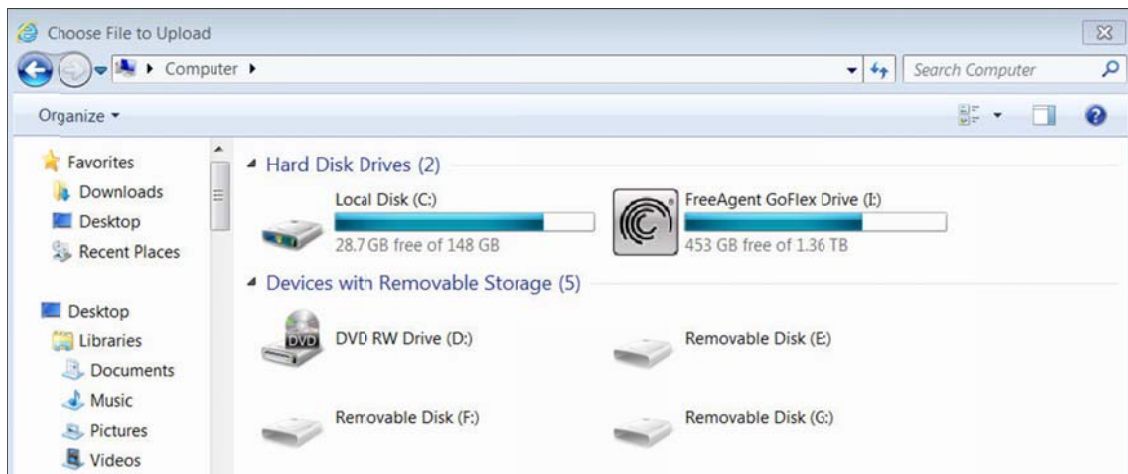
Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Additional Evidence	Comments
<p>1. The LEA has a plan in place to ensure all teachers working in a Title I program will be appropriately certified. Sec. 1111(2)(1) and Sec. 2101 (c)(4) (B)(III)</p>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p><input type="checkbox"/> PIMS Appropriately Certified Teacher Report from two most recent years</p>	<div style="border: 1px solid gray; height: 40px; width: 100%;"></div>	<p>Add a Comment</p>

Desk Monitoring Only: Upload PIMS Staff and Student report for two most recent years.

+ Upload Files

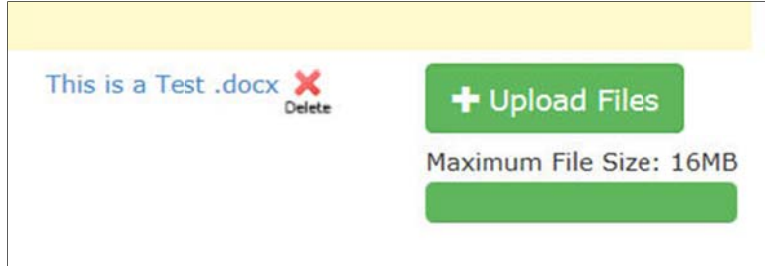
Maximum File Size: 16MB

Clicking on this button will open a window on your computer through which you can browse for and select the required files.





Once a file or files have been uploaded, they will appear next to the Upload Files button and can be deleted, as needed.



In addition, a summary table of all Desk Monitoring uploads will appear at the bottom of a user's Assessment Home page.

Desk Monitoring Uploads			
Section	SubSection	Requirement #	Uploaded File(s)
Title II Part A	Requirements	1	This is a Test .docx



Non-Editable Sections

Some sections of FedMonitor cannot be edited at the district level. These sections can be viewed by all users, but only state administrators and state monitors may edit them (for example, the *Comments/Concerns* pages).

Non-editable sections are specified with a note.

The screenshot shows the FedMonitor web application interface. At the top, there is a navigation bar with the date 'Monday, January 07, 2008' and the user name 'Percy Smith, District User'. The main content area is titled 'Title I' and contains a breadcrumb trail 'Assessment > Title I > Comments'. A red arrow points to the 'Comments' link. Below the breadcrumb trail, there is a note: 'Note: Only State Monitors may enter/change information on this page.' and a prompt: 'Indicate below any comments about the program(s) reviewed.' A large yellow rectangular area is provided for 'General Comments:'. At the bottom left, a session timer shows 'Session Time Remaining: 18 minutes'. At the bottom right, there is a 'Return' button.



Generate a Document

Within each available program assessment section of FedMonitor, you can generate and save or print the assessment.

For example, on the *Title I* page, click the yellow **Generate Title I Draft** button to generate a draft of the Title I document. A second browser window displays, notifying you that the document is being created. Please don't click on any links or buttons while the report is being created.

If the second browser window stays open for longer than 5 minutes, an error may have occurred. Click the [Support](#) link in the second browser window to notify Leader.

When the document generation is completed, the second browser window closes. In the first browser window, click the [Click here to view your Title I Draft Document](#) below the **Generate Title I Draft** button to display the draft document in another browser window.

Document Generation

You may click the link below to generate a draft of the Title I section for review.

Generate Title I Draft

[Click here to view your Title I Draft Document](#)

To save the draft document to your system, right-click the [Click here to view your Title I Draft Document](#) link (Macintosh users option-click the link) and select *Save Target As* or *Save Link As* from the pop-up menu.

Completing the Process

After you complete all the program assessment sections for which you are responsible, log out of FedMonitor and notify your district administrator that your sections are complete. When all sections are complete, the district administrator will close the assessment. At that time, the status of the assessment is changed from *Open* to *Closed* on the *Assessment menu* page, and no users at the district level can edit the assessment.

Logout

At the end of each session, click [Logout](#) in the **Main Navigation Area** to exit the application.