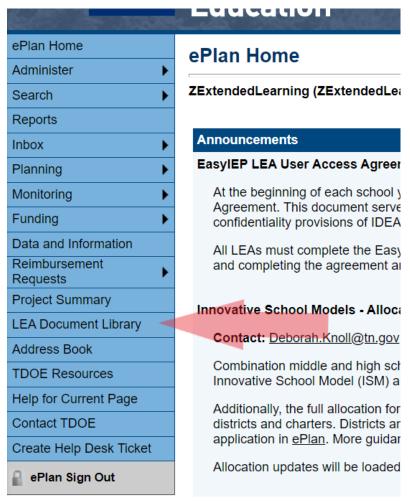
How to upload monitoring documents into ePlan

1. Go to the document library tab located on the left of the screen.



2. Change the year to 2023 and select the Extended Learning Link. Click the + to view the dropdown menu.

ZExtendedLearning (ZExtendedLearning) Non-LEA - FY 2023

LEA Document Library Search		
Enter Search Text:		
Root Folders:	General 2023 2022 2021 2020 • Search Folders	

■ 2023 Folders Alternative Breakfast Grant FY20 Annual Performance Report (APR) Local Determinations CCTE Middle School Start-up & Expansion Grants & High School SBE CPM Data Comparability Documents & Information Connectivity Grant Consolidated Funding Application Documents Coordinated School Health Documents EL Documents and Forms ESSER 2.0 and 3.0 Documents Epidemiology & Laboratory Capacity (ELC) Grant Extended Learning - 21st Century / LEAPS Documents

3. Click the + to view the dropdown menu and select the appropriate link.

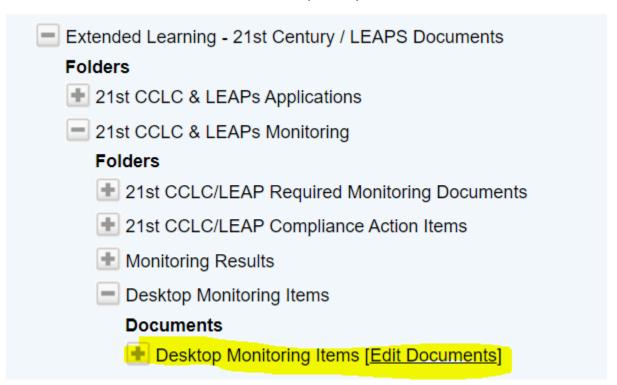
LEA Document Library

ZExtendedLearning (ZExtendedLearning) Non-LEA - FY 2023

LEA Document Library Search		
Enter Search Text:		
Root Folders:	General 2023 2022 2021 2020 Search Folders	

LEA Document Library [Expand All] [Collapse All] - 2023 **Folders** Alternative Breakfast Grant FY20 Annual Performance Report (APR) Local Determinations CCTE Middle School Start-up & Expansion Grants & High School SBE Grant CPM Data **deliver** Comparability Documents & Information Connectivity Grant **delignation** Consolidated Funding Application Documents Coordinated School Health Documents ★ EL Documents and Forms **ESSER 2.0 and 3.0 Documents b** Epidemiology & Laboratory Capacity (ELC) Grant Extended Learning - 21st Century / LEAPS Documents **Folders 1** 21st CCLC & LEAPs Applications 21st CCLC & LEAPs Monitoring **Folders 1** 21st CCLC/LEAP Required Monitoring Documents Monitoring Results Desktop Monitoring Items

4. Click the edit documents link to upload your documents.



5. Upload all the documents requested. You will repeat this step until you have all of the line items uploaded.

Update Documents And Links

ZExtendedLearning (ZExtendedLearning) Non-LEA - FY 2023 6.

Document Information		
Document Name	Desktop Monitoring Items	
Folder Hierarchy	2023 Extended Learning - 21st Century / LEAPS Documents 21st CCLC & LEAPs Monitoring Desktop Monitoring Items	
Upload Begin Date 🕕	9/21/2022	
Upload End Date 🕕		
Minimum Required Count	1	
Maximum Allowed Count		

7. Name your uploads by line item and dollar amount as seen below. You can delete and modify if needed.

Document Information		
Document Name	Desktop Monitoring Items	
Folder Hierarchy	2023 Extended Learning - 21st Century / LEAPS Documents 21st CCLC & LEAPs Monitoring Desktop Monitoring Items	
Upload Begin Date 🕕	9/21/2022	
Upload End Date 🕕		
Minimum Required Count	1	
Maximum Allowed Count		

Upload Document

