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]

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

⊞ 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
+ 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
  Folders
  + 21st CCLC & LEAPs Applications
  − 21st CCLC & LEAPs Monitoring
    Folders
    + 21st CCLC/LEAP Required Monitoring Documents
    + 21st CCLC/LEAP Compliance Action Items
    + Monitoring Results
    + Desktop Monitoring Items

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

Extended Learning - 21st Century / LEAPS Documents

Folders

➕ 21st CCLC & LEAPs Applications

➖ 21st CCLC & LEAPs Monitoring

Folders

➕ 21st CCLC/LEAP Required Monitoring Documents

➕ 21st CCLC/LEAP Compliance Action Items

➕ Monitoring Results

➖ Desktop Monitoring Items

Documents

➕ Desktop Monitoring Items [Edit 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	

Upload Document

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

Documents/Links
⬆ ⬇ 🗑 💰 105 - $2500
⬆ ⬇ 🗑 💰 116 - $13745.66
⬆ ⬇ 🗑 💰 429 - $1896.37