

# How to upload monitoring documents into ePlan

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

The screenshot shows the ePlan Home interface. On the left is a vertical navigation menu with the following items: ePlan Home, Administer, Search, Reports, Inbox, Planning, Monitoring, Funding, Data and Information, Reimbursement Requests, Project Summary, LEA Document Library, Address Book, TDOE Resources, Help for Current Page, Contact TDOE, Create Help Desk Ticket, and ePlan Sign Out. The 'LEA Document Library' item is highlighted with a red arrow. The main content area on the right is titled 'ePlan Home' and contains several sections: 'ZExtendedLearning (ZExtendedLe...', 'Announcements', 'EasyIEP LEA User Access Agree...', 'Innovative School Models - Alloc...', and 'Contact: Deborah.Knoll@tn.gov'. The 'Innovative School Models - Alloc...' section contains text about combination middle and high schools and innovative school models (ISM).

**ePlan Home**

**ZExtendedLearning (ZExtendedLe...**

**Announcements**

**EasyIEP LEA User Access Agree...**

At the beginning of each school y  
Agreement. This document serve  
confidentiality provisions of IDEA

All LEAs must complete the Easy  
and completing the agreement at

**Innovative School Models - Alloc...**

**Contact:** [Deborah.Knoll@tn.gov](mailto:Deborah.Knoll@tn.gov)

Combination middle and high sch  
Innovative School Model (ISM) a

Additionally, the full allocation for  
districts and charters. Districts ar  
application in [ePlan](#). More guidar

Allocation updates will be loaded

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**

- 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

- 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 [\[Edit Documents\]](#)

- 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	
    <u>105 - \$2500</u>	
    <u>116 - \$13745.66</u>	
    <u>429 - \$1896.37</u>	