



Department of Education  
Division of Federal Programs



Draft

# Quick Start Guide

**for District Users**

[www.leaderservices.com/fedmonitor](http://www.leaderservices.com/fedmonitor)



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## System Requirements

To use this site, you must use a browser that supports SSL, cookies, and Javascript. Browsers that meet these requirements include:

- ◆ Microsoft® Internet Explorer® 5.x or higher
- ◆ Netscape® 7.x or higher
- ◆ Firefox® 1.0 (*recommended for Macintosh users*)
- ◆ Mozilla® 1.x or higher
- ◆ Safari™ 1.x or higher

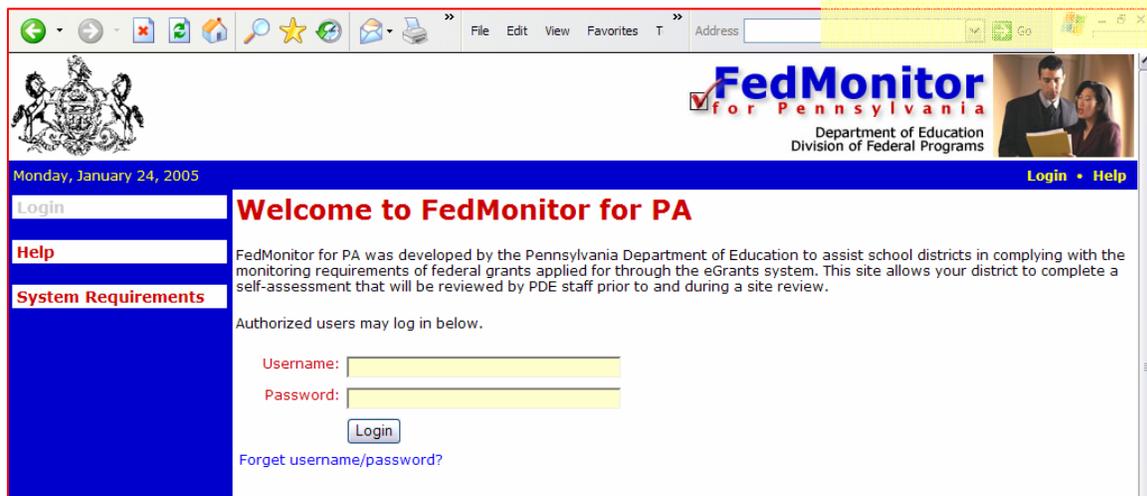
The following requirements must also be met:

- ◆ Adobe® Reader® 5.x or greater for displaying Portable Document Format (PDF) files. Get the free download from <http://www.adobe.com/products/acrobat/readstep2.html>
- ◆ JavaScript and cookies enabled, pop-ups allowed
- ◆ Internet connection at 56kps or higher

Familiarity with using a web browser and e-mail, along with basic computer skills, is assumed. If you need information or assistance on connecting to the Internet, using a web browser, or other common computer tasks, please contact the designated computer systems staff at your school district.

## Logging In

Figure 1: FedMonitor Home Page



In your browser's Address or Location field, type:

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

and press Enter on your keyboard. The FedMonitor site displays (see Figure 1).



Figure 2: Assessment Menu

Friday, February 04, 2005

School District:  
**Hill Valley School District**

Logged-in User:  
**Tom Visquetti**

Level:  
**District User**

Session Time Remaining:  
17 minutes

Select Assessment

Logout

**Welcome, Tom Visquetti. This is the Assessment menu for Hill Valley School District.**

Please select an assessment below to continue:

Assessment School Year	Status
2004-2005	Open

In the Username and Password text fields, enter the username and password that have been set up for you by your District Administrator. Click the **Login** button and the Assessment Menu page displays (see Figure 2).

If the Login Failed page displays, click the [try again](#) link and retype your username and password into the corresponding text fields. Click the **Login** button. If the Login Failed page displays again, click the [try again](#) link again. On the Login page, click the [Forget username/password?](#) link. On the page that displays, enter your e-mail address in the Email Address text field and click the **Email Username and Password** button. 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 128-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.

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



## Navigation

### Task Navigation Area

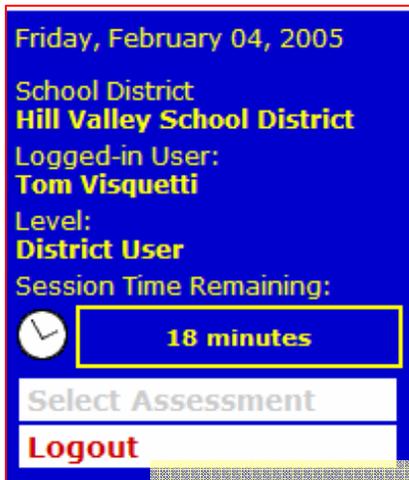


Figure 3: Task Navigation Area

Along the left side of the Assessment Menu page is the **Task Navigation Area** (see Figure 3), where you may quickly 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.

Figure 4: Main Navigation Area

### Main Navigation Area

In the top-right section of each page is the Main Navigation Area (see Figure 4), with links to return you to the Home page (see Figure 2); the My Account section, the Help section, which includes a link to download this guide; and a Logout button for when you're finished entering data.



### “Breadcrumbs” Navigation

Along the top of some pages within FedMonitor, “breadcrumbs” navigation is available. For example, if you navigate to the Assessment Home page, then to the Title I section, and finally to the Program Information section; the following navigational tool (see Figure 5) will display at the top of the page. The words Assessment and Title I are links back to those corresponding sections.

Figure 5: “Breadcrumbs” Navigation





## My Account

From the **Main Navigation Area** (see Figure 4), click the My Account link. The Your Account Information page displays and provides fields for you to change your personal information or your username and password. Complete all required fields that are indicated with an asterisk (\*).

- ◆ Usernames must be unique. 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. Usernames must be a minimum of 8 alpha-numeric characters. Passwords must be a minimum of 8 alpha-numeric characters and must include at least 1 number and 1 letter.

Make any necessary changes to your personal information and click the **Save Changes** button.

## 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** (see Figure 4). If you have questions that are not answered in this guide or the online help, please contact Leader Services by e-mail at [fedmonitor@leaderservices.com](mailto:fedmonitor@leaderservices.com).

Navigate to the Assessment Home page to get started adding information to FedMonitor. From the Assessment table, click an Assessment School Year link (see Figure 2).



## Assessment Home

Figure 6: Assessment Home page

Friday, February 04, 2005

School District, Assessment  
**Hill Valley School District,  
2004-2005**

Logged-in User:  
**Tom Visquetti**

Level:  
**District User**

Session Time Remaining:  
**16 minutes**

**Select Assessment**

Assessment Home

- **Title I**
- Ed-Flex Waivers
- Neglected
- Delinquent
- Title II Part A
- Title II Part D
- Title III
- Title V Part A
- Comprehensive School Reform
- Reading First
- Supplemental Education Services

**Logout**

**Assessment Home**

This is the 2004-2005 Assessment for Hill Valley School District

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

- **Title I**
- Ed-Flex Waivers
- Neglected
- Delinquent
- Title II Part A
- Title II Part D
- Title III
- Title V Part A
- Comprehensive School Reform
- Reading First
- Supplemental Education Services

Either the state administrator or your school district's state monitor first assigns a level of FedMonitor access to your school district, depending on 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 fill-out 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. Figure 6, shown above, displays all program assessment sections. Note that you may not have access to all of these sections. 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.

From the bulleted list of program assessments that are available, click a program assessment link. A *Title I* sample is provided in the following section of this guide. Other program assessment types are similar and are therefore not detailed in this guide.



## Title I Sample

Figure 7: Title I Sample page

Friday, February 04, 2005

School District, Assessment  
**Hill Valley School District,  
2004-2005**

Logged-in User:  
**Tom Visquetti**

Level:  
**District User**

Session Time Remaining:  
**18 minutes**

**Select Assessment**

**Assessment Home**

- Title I
- **Ed-Flex Waivers**
- **Neglected**
- **Delinquent**
- **Title II Part A**
- **Title II Part D**
- **Title III**
- **Title V Part A**
- **Comprehensive School Reform**
- **Reading First**
- **Supplemental Education Services**
- Logout**

**Title I**

Assessment > Title I

Please select the section you want to work on from these options (Note: **you must click the Save button at the bottom of each page to save your data** for that section and return to this page).

Select section of Title I

- Program Information
- Program Requirements
- Program Requirements - School Wide Programs
- Program Requirements - School Improvement
- Fiscal Requirements
- Data Collection/Documentation & Federal Reports
- Comments/Concerns

**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](#)

Click the Title I link from the **Task Navigation Area** or from the bulleted list on the Assessment Home page to navigate to the *Title I* page. The following *Title I* program elements are listed on this page:

- ◆ Program Information
- ◆ Program Requirements
- ◆ Program Requirements – School Wide Programs
- ◆ Program Requirements – School Improvement
- ◆ Fiscal Requirements
- ◆ Data Collection/Documentation & Federal Reports
- ◆ Comments/Concerns

Click the [Program Information](#) link and the Title I Program Information page displays (see [Figure 8](#)).



## Title I Sample: Program Information

Figure 8: Title I Program Information page

Friday, February 04, 2005  
School District, Assessment  
Hill Valley School District,  
2004-2005  
Logged-in User:  
Tom Visquetti  
Level:  
District User  
Session Time Remaining:  
18 minutes

**Select Assessment**  
Assessment Home  
• Title I  
• Ed-Flex Waivers  
• Neglected  
• Delinquent  
• Title II Part A  
• Title II Part D  
• Title III  
• Title V Part A  
• Comprehensive School Reform  
• Reading First  
• Supplemental Education Services  
Logout

**Title I**  
Assessment > Title I > Program Information  
Note: you must click the Save button below to save your data.

Targeted Assistance (TA)
  Schoolwide (SWP)
  Targeted Assistance & Schoolwide

Save Changes Cancel & Return

Pre-School Program												<a href="#">Click here to add an entry</a>	
Grade(s)	Half Day	Whole Day	Home Base	Pull Out	In Class	Before School	After School	Week-ends	Replacement Model	Other (Specify)	Other (Specify)	Delete	
You do not have any entries for this program. <a href="#">Click here to add an entry</a>													

Early Childhood K-2												<a href="#">Click here to add an entry</a>	
Grade(s)	Half Day	Whole Day	Home Base	Pull Out	In Class	Before School	After School	Week-ends	Replacement Model	Other (Specify)	Other (Specify)	Delete	
You do not have any entries for this program. <a href="#">Click here to add an entry</a>													

At the top of the Title I Program Information page, there are three radio buttons for specifying Title I type: Targeted Assistance (TA), Schoolwide (SWP), and Targeted Assistance & Schoolwide. Select one of these radio buttons and click the **Save Changes** button. The change is saved and the page is refreshed.

Multiple tables are provided below the radio button group, which allow you to specify the manner in which Title I services are provided. Within each table, you must specify grade level information and check the appropriate checkboxes for each one. Click a [Click here to add an entry](#) link in the Pre-School Program table provided and the Add Entry for Pre-School Program page will display (see Figure 9). On the Add Entry for Pre-School Program page, the Grade(s) text field is the only required field. Check any Grade Information checkboxes that apply. You may also add custom grade information to the entry by typing it in one of the Other (Specify) text fields. To save the entry, click the **Save Changes** button. The Title I Program Information page displays (see Figure 10). Note that the entry, which you just added, is now listed in the Pre-School Program table. Click the entry link in the Grade(s) column to edit the entry; click the [Delete](#) link in the Delete column to delete the entry, as needed.



Figure 9: Add Entry sample page

Friday, February 04, 2005  
School District, Assessment  
Hill Valley School District,  
2004-2005  
Logged-in User:  
Tom Visquetti  
Level:  
District User  
Session Time Remaining:  
18 minutes

**Add entry for Pre-School Program**

Assessment > Title I > Program Information > Add Grade Level Information

Grade (s)	Half Day	Whole Day	Home Base	Pull Out	In Class	Before School	After School	Week-ends	Replacement Model
PS Class 1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>					

Other (Specify)

Other (Specify)

Save Changes Cancel & Return

Figure 10: Title I Program Information page with saved entry

Friday, February 04, 2005  
School District, Assessment  
Hill Valley School District,  
2004-2005  
Logged-in User:  
Tom Visquetti  
Level:  
District User  
Session Time Remaining:  
18 minutes

**Title I**

Assessment > Title I > Program Information

Note: you must click the Save button below to save your data.

Targeted Assistance (TA)
  Schoolwide (SWP)
  Targeted Assistance & Schoolwide

Save Changes Cancel & Return

Pre-School Program [Click here to add an entry](#)

Grade(s)	Half Day	Whole Day	Home Base	Pull Out	In Class	Before School	After School	Week-ends	Replacement Model	Other (Specify)	Other (Specify)	Delete
PS Class 1		X						X		Night Class		Delete



## Title I Sample: Program Requirements

Figure 11: Title I Program Requirements page

The screenshot shows a web browser window displaying the FedMonitor application. The page title is "Title I" and the breadcrumb trail is "Assessment > Title I > Program Requirements". A note at the top of the main content area states: "Note: you must click the Save button at the bottom of the page to save your data." Below this note is a table of requirements with radio buttons for selection. The requirements are as follows:

Yes	No	N/A	Requirement
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	1. The LEA implements Title I public school services as described in their application. <a href="#">Section 1112(a)(1)</a>
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	2. The LEA offers and implements Title I nonpublic services as described in their Title I Application. <a href="#">Section 1120(a)(1)</a> (If no NP, N/A)
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	3. The LEA provides timely and meaningful consultation regarding the program needs of the nonpublic Title I students. <a href="#">Section 1120(6)(1)</a> (If no NP, N/A)
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	4. LEA per pupil allocations for eligible nonpublic school children are equal to the per pupil allocations for eligible public school children in participating public school attendance areas. <a href="#">Section 1120(a)(4)</a> (If no NP, N/A)
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	5. The LEA works in consultation with targeted assistance and/or schoolwide program schools to develop and implement the Title I plan so that each school makes Adequate Yearly Progress. <a href="#">Section 1116(a)(1)</a>
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	6. The LEA coordinates and collaborates, to the extent feasible and necessary as determined by the LEA, with other agencies providing services to children, youth, and families, including health and social services. <a href="#">Section 1115(e)(2)(A)</a>
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	7. The LEA provides Title I services for students in schools, and/or homeless shelters and/or institutions. <a href="#">Section 1112(b)(7)</a>

The left sidebar contains a "Select Assessment" menu with options: Assessment Home, Title I (selected), Ed-Flex Waivers, Neglected, Delinquent, Title II Part A, Title II Part D, Title III, Title V Part A, Comprehensive School Reform, Reading First, Supplemental Education Services, and Logout. A session timer shows "18 minutes" remaining.

Click the Title I link from the **Task Navigation Area** to return to the **Title I** page. Then, click the **Program Requirements** link to navigate to the Title I: Program Requirements page (see Figure 11).

For each requirement in the numbered list, there is a corresponding radio button group. Each group has either 2 or 3 options (*i.e.*, Yes, No, or N/A). Click to select the appropriate option for each requirement. If you select one option and need to change the selection, you may do so by clicking another option in the group. Most program requirements have a clickable link to the regulation to which the requirement applies. Click the link and a pop-up window displays with the regulation.

At the bottom of this page, there is also a text area. If you selected the **No** option for any of the requirements in the numbered list, type your reason for doing so in the text area. When you have finished entering all necessary data, click the **Save Changes** button.



**Note:** You may check the spelling of the words that you typed into the text area by clicking the **Check Spelling** button prior to saving changes.

All pages within FedMonitor have similar page elements to that of the previous samples provided. These elements include radio buttons, checkboxes, text fields, and text areas. Ensure that your data is saved by always clicking the **Save Changes** button 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.

## 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, Rating Scale sections (see Figure 12) cannot be edited at the district level, as radio buttons and text areas are disabled. Non-editable sections are always specified with one of two notes:

- Note: **Only a State Monitor may enter/change the information below.**
- Note: **Only State Monitors may enter/change information on this page.**

The Comments/Concerns pages within FedMonitor are entirely non-editable at the district level. These sections of the assessment can be viewed by all users, but only state administrators and state monitors may edit them.

Figure 12: Non-editable Section

Note: **Only a State Monitor may enter/change the information below.**

The intent of this section is to communicate to what degree of effectiveness the program is being implemented. Are there actions the monitor believes the LEA should take which will improve program quality? Here is where the monitor registers such judgments and suggestions. Please rate the previous section based on the level of implementation you observed by selecting a rating from 1-4, and provide related comments. All ratings below a 3 require a comment.

**RATING SCALE**

X 4 = High degree of implementation  
3 = Adequate degree of implementation  
2 = Minimal degree of implementation  
1 = No evidence of implementation  
None Selected

**COMMENTS BASED ON EVIDENCE REVIEWED:**

The program is being implemented very effectively.

Spell Check Save Changes Cancel & Return



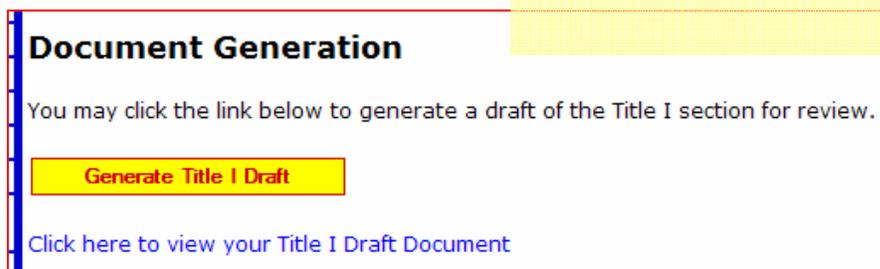
## Document Generation

Within each available program assessment section of FedMonitor, there is a Document Generation function. For example, in the Title I section, there is a yellow **Generate Title I Draft** button. Click this button once and a draft of the Title I document will begin to be generated. A second browser window displays, notifying you that the document is being created. The process of document generation may take a few minutes. 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 support staff. Your system's default e-mail client opens and has [support@leaderservices.com](mailto:support@leaderservices.com) in the recipient text field.

When the document generation is completed, the second browser window closes. In the first browser window, there is now a [Click here to view your Title I Draft Document](#) directly below the **Generate Title I Draft** button (see Figure 13). Click this link and the draft document displays in another browser window.

Figure 13: Document Generation button



To save this 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 to save the file to your computer.

After you complete all the program assessment sections for which you are responsible, you should logout of FedMonitor and notify your district administrator that your sections are complete. When all sections are complete, the district administrator will close the assessment.

## Logout

At the end of each session, click the Logout button in the **Main Navigation Area** to exit the application.