

# Title 1 Crate

## **Overview**

Facilitated by: Jill Brady

District Five Schools of Spartanburg County

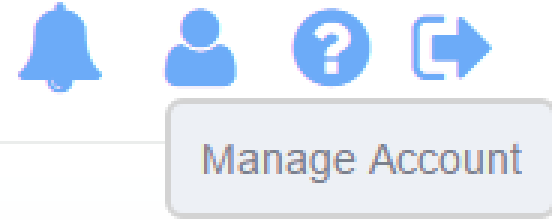
March 27, 2017

# What is Title 1 Crate?

- Title 1 Crate is Web-Based Tool for ESEA Title I Documentation. It allows Campus administrators to easily store, organize, monitor and manage all required Title I documentation for all campuses in their district, in one place.



# Getting Started



- Participate in the Title 1 Crate Webinar
  - Login to your Title 1 Crate account
  - Set-up users for your district
    - Determine the role for each user

<https://806t1cfiles.s3.amazonaws.com/docs/T1CUserGuide.pdf>



Home



Upload



Editor



Review



Reports

## User Setup

First Name

Last Name

Email

Username

Password

☐ Send Password to User

Title

Campus

Role

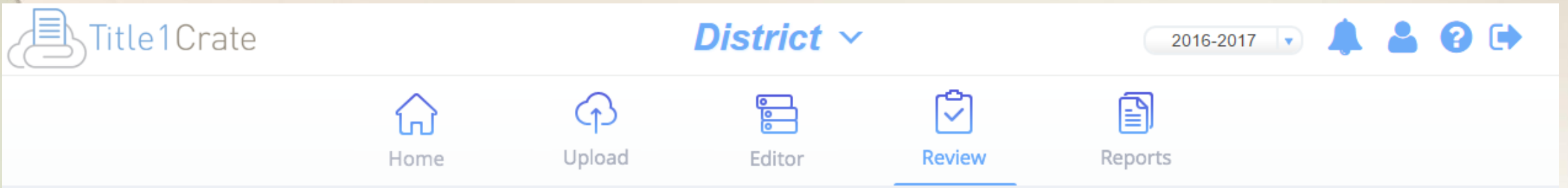
- ☐ Custom
- ☐ District Power User
- ☐ District Read-Only User
- ☐ District User

✓ Save User

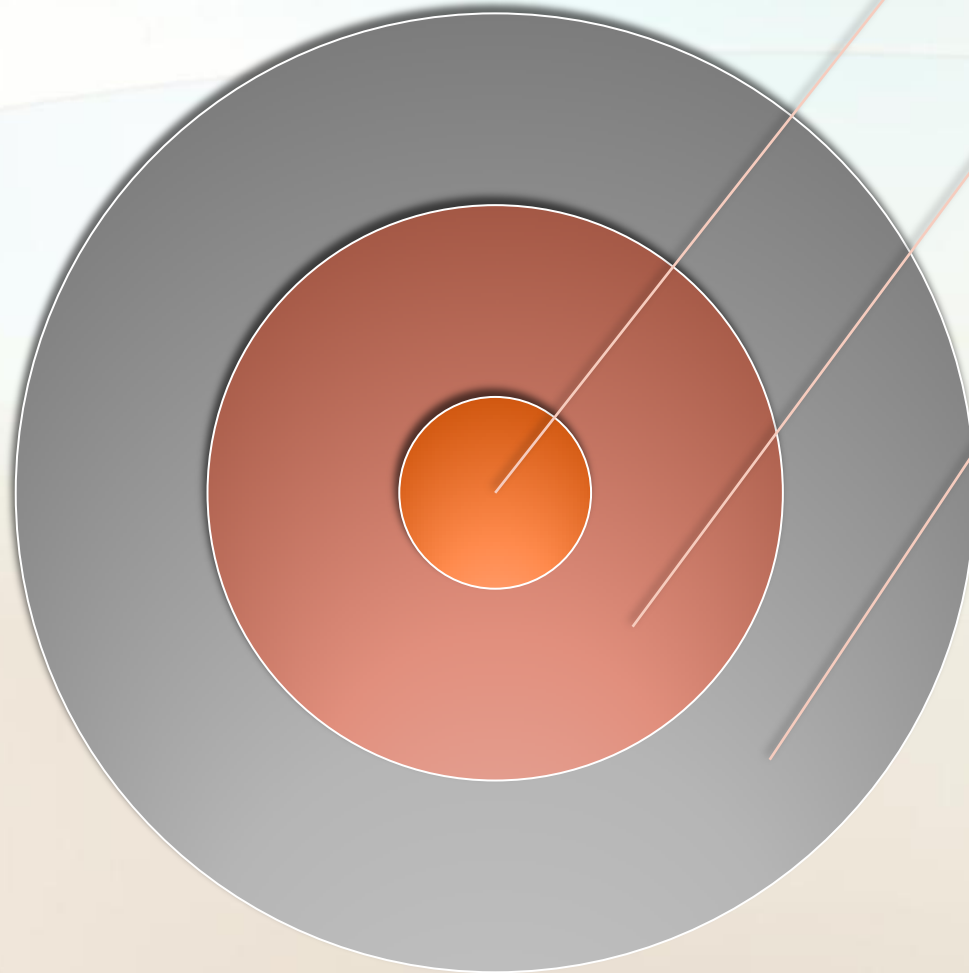
✕ Cancel

# Reviewing the Crate

- There are different levels of viewing the crate depending on your role and access that has been granted.
- District Power Users are able to view everything in the review mode and/or editor mode.
- Other district users and campus users are only able to view what they have been granted access to or assigned as a responsibility.



# Levels of Viewing



## Campus and District User

- Assigned individual responsibilities

## Campus Power User

- Campus users
- All school assigned responsibilities

## District Power User

- District users
- Campus users
- All assigned responsibilities



Home



Upload




Editor



Review



Reports

329 MB / 43 % 

Campus Snapshots

District Snapshot

Jill's Files

☒ Card View ☐ Table View

### District




0 files are pending review.

145 files have been accepted.

0 files are overdue.

 A file was last added by Jill Brady on Monday, Jan 9, 2017 at 2:06 PM.

 Review


### Duncan Elementary

0 files are pending review.

86 files have been accepted.

3 files are overdue.

 A file was last added by Jill Brady on Tuesday, Jan 24, 2017 at 1:09 PM.


 Review


### Wellford Elementary

0 files are pending review.

84 files have been accepted.

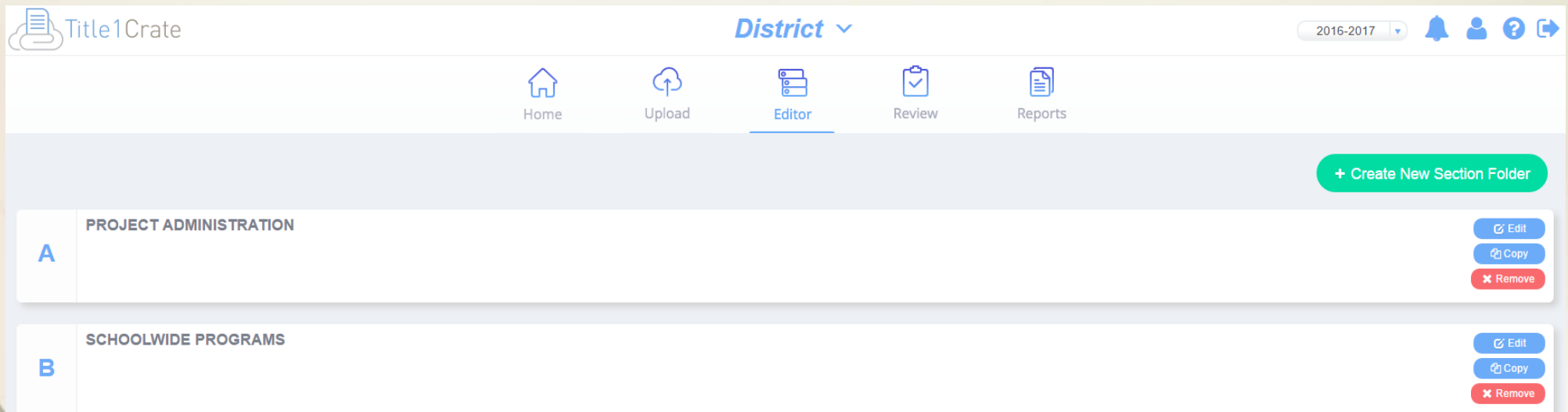
6 files are overdue.

 A file was last added by Angie Showalter on Friday, Jan 6, 2017 at 10:04 AM.

 Review

# Assigning Campus Responsibilities

- This will be unique to each district and is based on the internal structure you set up.
- This can be revised at anytime.
- How you set up the structure will impact what can be viewed by the assigned campuses.





3

### Time and Attendance Records

[Assign Campuses](#) District, All Elementary Schools

Due Date

District Responsibility

Federal Programs Director

Campus Responsibility

Principal

Required Files

Don't Allow Uploads

3.1

Documentation shows that Title I employees, whose salaries are paid from more than one funding source, have maintained appropriate time distribution records reflecting actual activities and time the employees spend on identified projects. The records are signed by the employees supervisor. However, if an employee is paid 100% with Title I funds, a biannual certificate of full time Title I employment is sufficient.

[Assign Campuses](#) District, All Elementary Schools

Due Date

District Responsibility

Federal Programs Director

Campus Responsibility

Principal

Required Files

Don't Allow Uploads

3.1.1

**Certificate of 100% Title I funded employees:**  
Principals upload the signed Certification of Title 1 employees sheet for May 2016, December 2016, May 2017

[Assign Campuses](#) All Elementary Schools

Due Date

12/16/2016

Campus Responsibility

Principal

Required Files

3 Required Files

3.1.2

**Work logs for current year identifying employee and signed by immediate supervisor**

[Assign Campuses](#) District

Due Date

12/16/2016

District Responsibility

Federal Programs Director

Required Files

1 Required File

# Assigning Dates and Required Files

- You must assign a due date to all items that require documentation to be uploaded.
- A recommendation has been made to have due dates align with the federal programs timeline guide.
- When deciding the number of files that will be required to be uploaded, understand that additional files may always be added, but if you assign 4 files the system will require a minimum of 4 files. If 4 files are not uploaded it will send a message that missing files are overdue once the due date passes.
- When possible I recommended all files required as evidence for 1 item be combined into 1 PDF file.

# Reports

- Very nice feature for monitoring the progress of each campus
- May be sent as reminders to others needing to upload overdue files
- Provides a visual for the outline of the entire master crate
- Zip File for master crate does not allow you access to all documents



<https://www.806technologies.com/title1crate>