

Title 1 Crate

Overview

Facilitated by: Jill Brady

District Five Schools of Spartanburg County

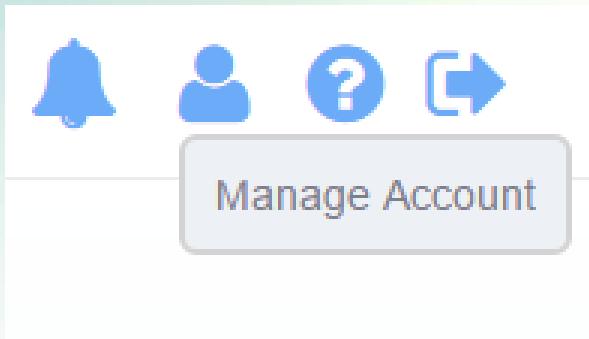
March 27, 2017

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://806t1cfilesw.s3.amazonaws.com/docs/T1CUserGuide.pdf>



Manage Account



Home



Upload



Editor



Review



Reports

User Setup

First Name

Enter First Name

Last Name

Enter Last Name

Email

Enter Email Address

Username

Enter Username

Password

Enter Password

 Send Password to User

Title

Please Select Title...

Campus

District

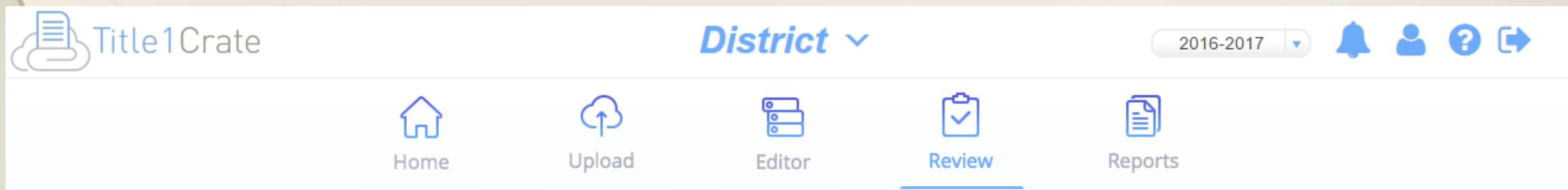
Role

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

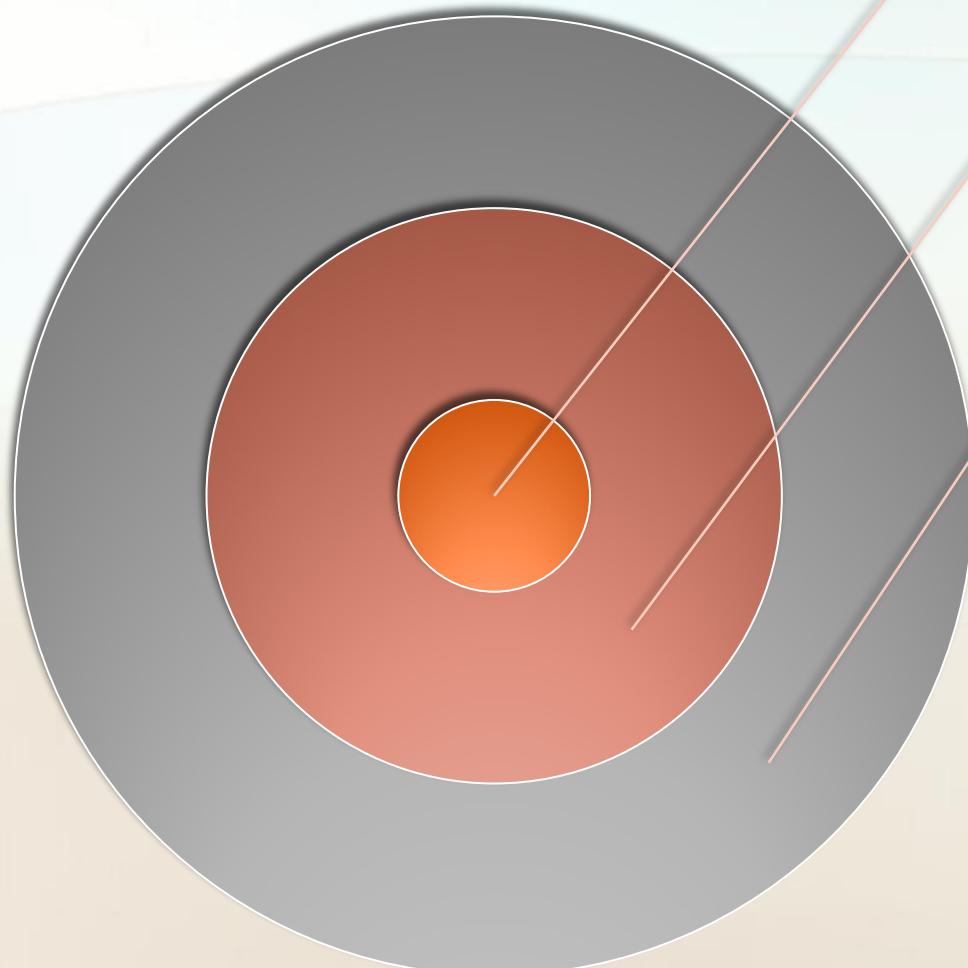
✓ Save User**✗** Cancel

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



District ▾

2016-2017



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.

The screenshot shows the Title1Crate software interface with the following elements:

- Header:** Title1Crate, District dropdown, 2016-2017, and user icons.
- Toolbar:** Home, Upload, Editor (selected), Review, and Reports.
- Buttons:** + Create New Section Folder, Edit, Copy, and Remove for each campus.
- Campus A:** Labeled 'PROJECT ADMINISTRATION' with a blue 'A' icon. It has three sub-sections: 'PROJECT ADMINISTRATION' (selected), 'SCHOOLWIDE PROGRAMS', and 'TEACHER LEADERSHIP'. Each has an 'Edit', 'Copy', and 'Remove' button.
- Campus B:** Labeled 'SCHOOLWIDE PROGRAMS' with a blue 'B' icon. It has three sub-sections: 'PROJECT ADMINISTRATION', 'SCHOOLWIDE PROGRAMS' (selected), and 'TEACHER LEADERSHIP'. Each has an 'Edit', 'Copy', and 'Remove' button.

Time and Attendance Records



Assign Campuses District, All Elementary Schools

3

Due Date

District Responsibility
Federal Programs Director

Campus Responsibility
Principal

Required Files
Don't Allow Uploads

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

3.1

Due Date

District Responsibility
Federal Programs Director

Campus Responsibility
Principal

Required Files
Don't Allow Uploads

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

3.1.1

Due Date
12/16/2016

Campus Responsibility
Principal

Required Files
3 Required Files

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



Assign Campuses District

3.1.2

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>