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policies of the U.S. Department of Education, and the reader should not assume endorsement by the federal government.

If you need assistance or have any questions about the user guide, please contact your NMPED Priority Schools Bureau consultant.

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What is *Web EPSS*?

*Web EPSS* is a web-based tool designed to streamline your program monitoring, and track the implementation and evaluate the effectiveness of your LEA Improvement Plan. With *Web EPSS*, there is ONE tool for managing and streamlining these two activities.

Plan Development

Initially, your plan development will involve transfer of key components of your current (2009-10 protocol) District EPSS to the *Web EPSS* format. The information to develop your Plan comes from your current District EPSS which reflects a variety of data including your District Self Assessment, District Report Card, Short Cycle Assessments, etc.

Developing the District Plan is a collaborative activity of the District Leadership Team. The key decisions and descriptions of the activities should be thoroughly discussed while the Plan is being developed. *Web EPSS* provides step-by-step assistance to organize the information for planning, monitoring, and reporting.

Once you enter your Plan, you can use the *Web EPSS* features to:

<table>
<thead>
<tr>
<th>Budget</th>
<th>Plan and review the use of available funds.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Track</td>
<td>View the Plan on a timeline, mark completion of Tasks and Action Steps, and report progress of implementation.</td>
</tr>
<tr>
<td>Communicate</td>
<td>Exchange and archive comments with your colleagues on your progress toward implementing your Plan.</td>
</tr>
<tr>
<td>Provide Documentation</td>
<td>Share files with your colleagues through an online file cabinet.</td>
</tr>
<tr>
<td>Report</td>
<td>Create and access printer-friendly reports of your Plan, including progress reports.</td>
</tr>
</tbody>
</table>

As you implement your Plan, you will login regularly to update the status of your activities and report on your progress toward accomplishing your goals. PED will also check in regularly to keep track of your progress and provide guidance and feedback.
Web EPSS URL:
http://web-epss.ped.state.nm.us
System Guidelines
Below is a list of the requirements to use *Web EPSS*:

- Mac or PC
- Active Internet connection
- Valid email address
- Internet Explorer v.6.0 or above, or Firefox v.2.0 or above (other browsers will likely work, but will not be supported)
- Mac or PC platforms.

The system itself does not require available disk space, but it may be beneficial to have space on your computer for district document storage. Also, a document scanner would be helpful to make electronic versions of printed documents, but it is not required.

Please note that mail servers for school districts and state offices may have high security settings and the automatic notification messages from *Web EPSS* could be blocked. If users at your district are not receiving *Web EPSS* invitations and messages, WestEd Interactive will work with your IT department to ensure that messages can be delivered.

Getting Started
This section will provide a brief overview of how to get an account on *Web EPSS* and log on to the system. *Web EPSS* URL: [http://web-epss.ped.state.nm.us](http://web-epss.ped.state.nm.us) or access this through the PED website, Priority Schools Bureau link, *Web EPSS* login.

User Accounts
In order to access *Web EPSS*, you must have:

* An email account.

* **Authorization to add you as a user to* Web EPSS. Please contact your Regional Support Specialist for additional information.

Once the above two conditions are met, the *Web EPSS* District Administrator creates a separate *Web EPSS* user account for each District User. Your *Web EPSS* user account is associated with your district. You will not be able to view or modify any data for other districts using *Web EPSS*.
The administrative user who creates the District Web EPSS account will determine access levels. There are two access levels:

<table>
<thead>
<tr>
<th>District User</th>
<th>District Users can work with both the Plan and Monitoring modules. They can create Plan goals, strategies, action steps, tasks and upload documents to the File Cabinet. They can also respond to program indicators by uploading evidence and responding to instrument item questions.</th>
</tr>
</thead>
<tbody>
<tr>
<td>District Administrator</td>
<td>In addition to performing all the functions of a District User, District Administrators have the ability to create new users in their district and select which district users may submit completed instruments to PED.</td>
</tr>
</tbody>
</table>

Creating User Accounts (District Admin Only)

To create a new account, click the **Setup & Maintenance** link (visible only to Administrators) at the upper right side of the screen. Select **Users** on the left side navigation.

You may search the user list to see if the person you want to add already has an account. If not, click **Add a Contact** at the bottom of the screen. The **Add Contact** screen will appear.

![Add Contact](image)

Figure 1: Add Contact

Enter the required information for each new user:

- **First Name**
- **Last Name**
- **Email Address**
User Type

The **LEA** and **School** are the only options that will work, since LEA Administrators can only create users within their assigned LEA

**Entity:** Your LEA name should appear here

**Role:** Select Administrator or User

Click **Save** to save the information. If the person is associated with your LEA, the affiliation will automatically occur upon Save. If they are a School User or Admin, the **Associate Contact** page appears next, allowing you to select the entity (School) and Role for the new user.

![Figure 2: Associate Contact](image)

After selecting the appropriate options from the **Select Entity** and **Select Role** drop down lists, click the **Associate** button. The page will then display the association information at the bottom.

![Figure 3: Associations](image)

The new Contact record is now complete. The new user will receive an invitation email with instructions to activate the account and create a new password.
Logging On

Once your Web EPSS account has been created, you will receive an email with an Invitation Code and access link. Click on the link or copy and paste it into your web browser, then follow instructions to create a password. (Your full email address will be your user name.)

Once you are logged on, you will see your District Overview page. Click on Plan Overview to see your Improvement Plan.

Each time you return to http://web-epss.ped.state.nm.us to work on your plan, you will be asked for your User Name (your entire email address) and your password.
District Overview Page

The District Overview page is the default home page. Once you are logged on, your name appears in the upper right corner of the screen. You may logout by selecting the Logout link to the right of your name. You may also access Help resources by clicking the Help link in this section. The Logout and Help links appear on every screen throughout Web EPSS.

The District Overview page displays a status of your Monitoring and Plan activities, and provides links to the LEA Filing Cabinet. In the far right column is a list of schools in your district, with links to their Web EPSS Plans.

Figure 4: LEA Overview

The rest of this User Guide covers the LEA Improvement Plan side of Web EPSS in greater detail.
Goal Planning

All LEAs that receive Federal monies are required to complete or revise a yearly Plan addressing the following areas:

NCLB Goal Topics

• All students (including students with disabilities, English language learners, and the economically disadvantaged and 5 racial/ethnic subgroups) will attain proficiency or better in reading/language arts, by 2013-2014.

• All students (including students with disabilities, English language learners, and the economically disadvantaged and 5 racial/ethnic subgroups) will attain proficiency or better in mathematics, by 2013-2014.

• All teachers of core academic subjects and all instructional paraprofessionals must be highly qualified.

• All English language learners will become proficient in English.

• All students will be educated in learning environments that are safe, drug-free and conducive to learning.

• All students will graduate from high school.

• All LEAs and schools will increase effective Parent and Family Involvement.

Step 1: Select Team Members

Assemble a list of team members and stakeholders who will play a key role in implementing your Plan and/or using the tools of Web EPSS. Make a list including the first and last name and email address of each person. (NMPED recommended list: Superintendent, Assistant Superintendents or Curriculum Directors, Federal Projects Director, ELL and SPED Directors if applicable, Data Coordinator/Director.)

NMPED will set up your Web EPSS Administrator. (S/he may designate an alternate Administrator by notifying PED.) The Administrator will add the Team Members as additional users.

Step 2: Preloaded District Goals

New Mexico has already developed and preloaded District Goals for all seven areas. Goals are written as SMART goals. You will then develop SMART Strategic Objectives and Action Steps for each goal.
Step 3: Developing Additional District Goals
Districts have the option to create additional goals beyond the required preloaded goals. District Leadership Teams may want to review District Self Assessment results to identify needs, priorities, and potential goal areas.

Step 4: Assessment Data and Data Analysis (Root Cause Analysis)
For reading and math goal areas, districts have developed in-depth data tables reflecting results of New Mexico Standards Based Assessments, short cycle assessments, curriculum based assessments, etc. over multiple years. Tables should be “cut and paste” and placed in file cabinet for appropriate math or reading goal area.

In addition, data analysis information from your District Self Assessment should be “cut and paste” and placed in file cabinet for appropriate math or reading goal area. For districts not yet completing a District Self Assessment, utilize the Data Analysis Work Sheet and Guiding Questions (page 42) from the NM CLASS District Self Assessment to document data analysis.

Step 5: Determine Funding Sources
Having a solid funding plan is the key to a successful Improvement Plan. Make a list of budget sources and amounts of money the district has available to allocate to each activity planned.

Have at hand the sets of information gathered in Steps 1-4 before proceeding.

Putting Your Plan Online
Your District Leadership Team will likely use the current (2009-10 EPSS protocol); District EPSS to transfer key items to the Web EPSS format. Your Plan is a living document, so when entering your Plan into Web EPSS, you can save your work at any point, and come back and edit any parts of your Plan later, as needed.

For entering Plan information into Web EPSS, it is recommended that you have an electronic copy of your Plan, such as a Word document, rather than a paper version. This will make it easier for you to copy and paste detailed information from your Plan into Web EPSS.

Plan Organization
Web EPSS uses the same tiered structure as the District Plans you have been writing: Goals and Strategic Objectives (Target Goals), Strategies, and Action Steps. You may also add specific Tasks to Action Steps.
| **Goal and Strategic Objective** | NMPED has pre-loaded the seven SMART Goals that all Districts who receive Federal Funds must address. A Goal is a specific, measurable target goal for students to achieve as defined in NCLB and by NMPED. SMART goals are specific and strategic, measurable, achievable/attainable, results-oriented and time-bound.

Each Goal should have one or more SMART Strategic Objectives, a description of student achievement targets aligned with NCLB and NMPED.

For reading and math, a Strategic Objective must be written for each subgroup and grade span not making AYP. The strategic objective for each subgroup must include both an annual measurable objective (AMO) reference and a short cycle assessment component. You may want to develop additional strategic objectives to address specific needs (ex. subgroups making AYP due to a low n, subgroups making AYP due to lower bound confidence interval, etc.) |
| **Strategy** | A strategy is a general description of a process a district will take to reach the student achievement Strategic Objective. Each Strategic Objective may have several Strategies. |
| **Action Step** | These are specific actions or activities that will lead to the implementation of the Strategy and achievement of the Strategic Objective. The Action Step includes specifics on timelines, persons responsible, costs and budget sources for each Action. Progress is tracked by updating status and adding comments as the step is implemented. Action Steps may also be "tagged" for filtered views of the plan, e.g. all steps affecting ELL students, or all steps involving PD. Each Strategy may have several Action Steps. |
| **Task** | A Task is a specific action/activity, attributed to a specific person, which leads to the completion of an Action Step. Each action step may have multiple tasks. Tasks are OPTIONAL, and each Action Step may have multiple tasks. |
From the LEA Overview, select either the Plan tab from the main navigation bar, or the Plan Overview link from the Plan snapshot box. This will take you to your District Plan Overview page.

You will see a condensed outline of your Plan, as well as status information for the Plan, Funding allocations, and viewing options (Expanded Outline and filtering choices.)
Screen Elements

Main Navigation
The main navigation tabs allow you to easily access modules of the tool from any page within *Web EPSS*. Directly below the tabs, there is link to access the Plan Budget. We will talk more about the Budget section later in this guide. There is also a link to a Timeline of all Plan Action Steps and Tasks.

![Main Navigation](image)

Figure 7: Main Navigation

Plan Outline
At the top of the plan outline are links to **View/Print PDFs** of the Plan or Implementation Checklist and **Manage Goals**. Under those links are the options for displaying a Collapsed view of the Plan (default view, Goals only) or an Expanded view of the plan (Goals and Strategies and Action Steps.)

![Plan Status](image)

Figure 8: Plan Status

You can click the **Expand Outline** link to switch to expanded view. Once expanded, the link changes to **Collapse Outline** so you can switch back to a collapsed view.

The dropdown lists next to **Show**: allow you to filter the plan view based on Action Step status, funding source, or tag. Once you select the desired filter options, click **Update** to refresh the Plan Outline to see the updated view.

Setting Action Step statuses and tags will be covered later in this guide.

**Note:** When you have a custom filter applied, that filter will stay active, even after navigating away from the Plan Overview page and returning later. If you wish to remove your custom filter, click the **Clear Filters** button next to the **Update** button (shown below). Also, selecting the **View/Print PDF** when a custom filter is active will print the filtered version of the Plan.
Manage Goals

The Manage Goals link will take you to a page where you will see all of the existing Goals in your plan, with their Origin (State or District) and edit capabilities. You also use this screen to Reorder or Add New Goals. All New Goals are given the rank of 0. Reorder Goals to have them appear in your preferred order in your Plan. This is also where you will edit the original State Goal Description to be appropriate for your District Web EPSS.

Goal Preview

For each Goal in your Plan, a Goal Preview section is displayed on the Plan Overview; containing various information about the associated Strategies, Action Steps, Tasks, and Budget data. This at-a-glance view provides a quick look into the status of the goal and the associated data.

The Goal Preview shows the name of the Goal on the left, followed by the number of Strategies and associated functions. Action Step and Task data is next, with Budget information displayed on the far right. The Budget information is “rolled up” from the values entered for all Action Steps under that particular Goal.
The Goal description - or district STRATEGIC OBJECTIVE description (if entered) - is shown under the shaded section.

Individual Goals and Strategies may be collapsed or expanded by clicking the + (expand) or - (collapse) symbols.

Under the Goal Description is an indication of any Attached Documents in the File Cabinet for this Goal, and any SEA Resources (documents provided by NMPED.)

Entering Plan Data

This section will review how to Add new data to your Plan (Budget, Goals/Strategic Objectives, Strategies, Action Steps, Descriptions, etc.) and Edit that data once it is in the system.

Budget

The Budget section provides an area where you can identify all available funds that you will use to complete your Plan. You should only include funds that are specifically available and targeted to support your strategies and action steps. For example, if a particular fund has traditionally supported several staff positions, this would not be included in the budget. If a new position (ex. Coach) was created and funded to implement a strategy, this would be included in your budget. You can build and view your complete budget by clicking on the Budget link under the main navigation tabs. You will need to set up your overall Budget before you can add budget amounts within your Plan.

The Budget Overview screen will appear.
The Budget Overview allows you to select the desired school year using the dropdown list. Once added, the existing funding sources, along with their Total Allocations, Budgeted and Actual amounts, and remaining Balance will show in the Budget. All of the amounts are totaled and displayed on the last line labeled TOTAL PLAN FUNDS.

To add a funding source, click the Add or Edit Funding Source link at the top of the screen. The Add Funding Amount screen will appear.

Choose the Year and Program from the dropdown lists; then enter the funding amount. When finished, click Save to continue. If you select a source that has already been added to the Plan, you will see the amount in the current Plan Budget. You may edit the amount, save, and the new allocation will appear in the Budget.

Goals

The first task to complete is to enter your STRATEGIC OBJECTIVES for each Goal. To do so, click on the Manage Goals link.
Then, select Edit Goal next to the desired Goal to see any Original Description and the text box.

Next, input your STRATEGIC OBJECTIVE(S) into the **Your Description** field. The description entered into this field will then show on the Plan Overview screen.

![Figure 17: Goal Edit](image)

Make sure that all Strategic Objectives related to your Improvement status are **Specific**, **Measurable**, **Attainable**, **Results-oriented**, and **Time-bound**.

Click the **Save** button to save your changes and return to the Plan Overview screen.

In addition to editing existing Goals, you may **Add a new Goal** or Reorder Goals using the links near the top right side of the Manage Goals.

**Manage Goals**

![Figure 18: Add a Goal](image)

### Strategies

The next step is to add Strategies. You may add as many Strategies as necessary to successfully achieve your Goals and Strategic Objectives.

To do so, click the **Add Strategy** link in the Goal Preview section.

![Figure 19: Add Strategy](image)
The Strategy detail screen will appear. For each Strategy entry, you should enter a short Title as a reference for the activity you are describing. For the Description, you may be more specific about what will happen and who will participate. When you are finished, press Save to continue.

Once a Strategy is created, you can modify it by clicking the Strategy title link on the Plan Overview screen.

Action Steps
After you create a Strategy, you can add specific Action Steps that outline what needs to be done. Action Steps should be reasonable steps needed to accomplish a Strategy, leading to the achievement of a Goal.

On the Plan Overview screen, in the Strategy box, click the Add Action Step link.

Below is an explanation of each field on the Action Step detail screen.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Short title of the Action Step. Maximum amount of characters is 50.</td>
</tr>
<tr>
<td>Description</td>
<td>Detailed description of the Action Step. Maximum</td>
</tr>
<tr>
<td><strong>Start Date / End Date</strong></td>
<td>These dates will be graphed on the Timeline and will trigger reminder icons on the Plan Overview to show which Steps need attention. Click on the text box to see a calendar and select a date, or enter a date as mm/dd/yyyy (e.g., 09/15/2009).</td>
</tr>
<tr>
<td>--------------------------</td>
<td>--------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Timeline Notes</strong></td>
<td>(Optional) Notes about benchmarks or specific occurrences within the start and end dates. (e.g., Meet 2x per month.) Maximum amount of characters is 250.</td>
</tr>
<tr>
<td><strong>Requires Funding</strong></td>
<td>Check this box if the Action Step requires funding. You may identify all sources of funding (federal, state, local) available to you to build your budget. These specific actions feed the Budget Summaries, and total up to the Estimated Costs for each Strategy and Goal. When you add the Actual money spent for the Action Step; that will also be reflected in the total budgets for each Strategy and Goal.</td>
</tr>
<tr>
<td><strong>Audience</strong></td>
<td>Use this field to enter who would need to attend any Professional Development activities, if applicable.</td>
</tr>
<tr>
<td><strong>Estimated Cost</strong></td>
<td>The estimated cost of completing the Action Step.</td>
</tr>
<tr>
<td><strong>Tags</strong></td>
<td>Check the appropriate tags that apply to the Action Step. These tags are used for filtering purposes on the Plan Overview and when generating reports. Check all that apply.</td>
</tr>
<tr>
<td><strong>Responsible</strong></td>
<td>A list of people associated with your plan, with checkboxes to select those responsible for carrying out this Action Step.</td>
</tr>
</tbody>
</table>

Enter the desired information in the Action Step detail fields and press **Save** to continue.

**Action Step Overview**

Once an Action Step is created, the Action Step Overview is displayed. This screen allows you to add additional information to the Action Step, such as Status Updates, Budget Items and Tasks.
The related Goal and Strategy appear at the top of the page. The Action Step title is followed by an **Edit** link to edit the Action Step data on the Add/Edit form. Other data, such as Budget for the Action Step and Status of implementation are also added from this Overview page.

**Status Updates**

As you work on implementing your Plan and complete Action Steps, you can enter Status Updates into the system for tracking purposes. On the Action Step Overview, a list of previous status entries is displayed. You can add a new status update by clicking the **update** link.
The Action Step is automatically marked as "Not Begun" when it is created. Click the dropdown list to designate the Action Step as In Progress, Completed, Retired (will not be completed), or Suspended (postponed). An optional Comment about the status may be entered as well.

When finished, click **Save** to continue.

*Web EPSS* will record the date of each status update, who added it, and what the status was at that point. This provides a chronology for all Plan viewers to note progress and results of actions taken. The Status Updates are intended not only to report on progress toward completion of the Plan, but also to provide a thoughtful review of the effect of Actions taken, and any adjustments recommended to accomplish the Goals. Describing in detail what has been done, what the effects have been, and what will be done next will strengthen your Plan. The history of status updates also shows in the Implementation Report of the Plan, and in the View History links under each Goal.

### Action Step Budget Items

If your Action Step requires funding, you can estimate costs, and budget from which funding source the money will be applied. To Add a Budget Line Item, click the **Add Budget Item** link on the right side of the Budget Item section on the Action Step Overview screen.

<table>
<thead>
<tr>
<th>Budget Items</th>
<th>Add Budget Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Quantity</td>
</tr>
<tr>
<td>Reading Program materials</td>
<td>1</td>
</tr>
<tr>
<td>Ancillary materials</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Budget by Source</th>
<th>Budgeted ($)</th>
<th>Actual ($)</th>
<th>Balance ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title I-C</td>
<td>$8,000.00</td>
<td>$8,000.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Title I-A</td>
<td>$12,000.00</td>
<td>$12,000.00</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>TOTAL FUNDS:</strong></td>
<td><strong>$20,000.00</strong></td>
<td><strong>$20,000.00</strong></td>
<td><strong>$0.00</strong></td>
</tr>
</tbody>
</table>

The Budget Item detail page will appear.
Choose your Funding Source from the dropdown list (see Budget section earlier in this Guide to build your Plan Budget) and enter the Quantity of what you are purchasing, Unit Cost, Actual Cost, Description and Justification (if needed).

This amount will show on your Action Step Overview, and the total amounts allocated for all Action Steps will roll up to the Strategy and Goal levels of your Plan. When finished, press **Submit** to continue.

As you implement the Action Step, you can return to each Budget Item to record the Actual Cost of the activity. **Web EPSS** will track what funds you have available, what you have estimated will be spent throughout your Plan, and what you actually spent.

**Tasks**

Once an Action Step is created, you may want to break it up into smaller, specific Tasks. Tasks are OPTIONAL.

For example, if your Strategy is to have teachers provide "Differentiated Instruction" for 4th grade students in Mathematics, and one Action Step is to provide a series of PD discussion sessions for teachers to share the instructional strategies they've used and how they are working, your Tasks for that Action Step may include:

- Scheduling a series of professional sharing sessions and sending reminders to participants.
- Making sure agendas and materials are prepared for each session.
- Collecting and posting a record of what was discussed in each session.

Although creating Tasks is optional, you may find them helpful in breaking down Action Steps and assigning the appropriate individuals to each Task.

To add a task, click on the **Tasks** tab near the top of the Action Step Overview screen. The number in parenthesis indicates how many Tasks currently exist.
In the Task tab, click the **Add Task** link to access the Task detail screen.

![Add a Task](image)

**Figure 28: Add a Task**

On the Task detail screen, enter the Title, Description, Status and Due Date of the Task. You may also select Persons Responsible. Once you have begun or completed a task, come back to this screen to update the Task status.

When you are finished, click **Save** to continue.

A list of related Tasks and their due dates will also appear on the Plan Overview under each Action Step.

**Comments**

Throughout the Plan (at the overall Plan level, on Goals, Strategies, or Action Steps) you may add Comments for others who are also working on creating or implementing the Plan. Comments will appear at the level they are added, and may also be emailed to selected recipients. Comments will not print in the reports, but will remain on the Plan as added. Wherever you see the icon, you may click on it to add a Comment. To view existing comments, click on the number next to the icon. A table of the comments will show the placement within the Plan, the history of comments (most recent first) and who added the comment when. You may add to the Comment thread on the comment view page, as well as from the Plan Overview.
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***Figure 29: Comment View***

When you Post a comment, you may also elect to have it emailed to persons in your plan.

Add a Comment

Check or uncheck their name, or Search for others in the plan to add to the Email list. Click the Post button, and return to the top of the Add page to see your comment.

**Printing The Plan**

You can print different versions of the Plan, by selecting Filters and Updating the Plan Overview. The Print feature will create a printable pdf of whatever view of the plan is showing on the overview page. Print the Plan by selecting the View/Print PDF link at the top of the Plan Overview.

***Figure 31: Print Plan***
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The system will generate a Plan report of what you see on your screen. So, if your Plan is currently filtered to just display the Goals and Strategies with Action Steps tagged "PD", that is what the report will display. The Plan Status and Budget amounts will also just reflect those activities that involve professional development.

Likewise, if your Plan overview page is in the Collapse Outline View, your PDF report will only show the Plan Goals and Strategic Objectives, not the Strategies and Action Steps.

If your Plan Overview has active filters, you will see a Clear Filters button next to the Update button. Simply click the Clear button to remove any filters and display the entire Plan.

After clicking the View/Print PDF link, your browser will download a PDF of the Plan. The download location and how you access the PDF will depend on your individual browser and download settings.

The Plan title (with District Name) and status information is shown at the top of the report, followed by the expanded view of the Goals, Strategies and Action Steps. The report includes the Estimated, Budgeted, and Actual costs for each Goal and Action Step, as well as the Status of each Action Step.

You may also print an Implementation Chart view of your Plan, which shows, for each Action Step, the current status, as well as the history of Status Updates. This can be useful in planning what remains to be done and next steps during staff meetings.

File Cabinet
Throughout your Plan, you may want to Attach Files to specific Goals, Strategies or Action Steps in order to show evidence of implementation, or share working documents with others who are helping with the implementation your plan. To add a document or weblink to your plan, use the Attach a Document link next to the appropriate plan element.
Once you have attached files to your plan, there will be a link under the related plan element, indicating how many Files have been added. You can access the files by clicking on the number. Under the Goals in your plan, you may also see links to SEA Resources that have been added by NMPED to provide guidance or instruction for a specific area of your plan.

**Action Step: Review & Select New Program**

If you use the link within the Plan, you will just see the attachments associated with that part of the Plan. To see all uploaded documents, use the main LEA Filing Cabinet link at the top of the page. This will show you everything uploaded to the LEA file cabinet, from both the Plan and Monitoring Instrument Evidence. You may search the file cabinet for key words in the titles or descriptions of uploaded documents.
You may attach a variety of document types, including links to websites. You may also link to other documents already in your plan or Monitoring Instrument, without uploading them a second time.

If a document is in the Draft stage, check the Draft box on the Attach form. This will indicate to other Users that the document is not yet finalized, but is available for review or co-editing.

Plan Modifications / Tracking Implementation of Your *Web EPSS*

After you finish entering your Plan, you may go back at any time to make edits to a Goal/Strategic Objective, Strategy, Action Step or Task through the Plan Overview. As you implement your plan, you will provide Status Updates on the Action Steps, marking the status as In Progress or Completed, and adding comments of what has been done, and any results of the Action Step implementation. Once all Action Steps for a Strategy have been marked as Completed in the Status Update screen; the Strategy Status changes to Completed as well.

Updating Plans for the Following Year

Keeping accurate and complete Status Update information for your plan throughout the year will greatly assist you in determining what worked, what didn't, and what needs to be done next. You may modify your plan during implementation, adding Action Steps and Tasks if necessary, as you gauge the impact toward achieving your goals. *(NOTE: Modifying Strategies or Strategic Objectives once the plan has been approved requires working with NMPED to determine what changes should occur. Consult your NMPED PSB Contact.)* As you implement your Plan, you will also
want to upload evaluation and support documentation, so that you can review at the end of the year what strategies were most effective, what has been accomplished, and what needs to be carried forward to the next year, as well as what strategies and action steps should be added for your new Goals and Strategic Objectives.

NMPED will also be reviewing your plan periodically, to track your progress and results of implementation.

The *Web EPSS* is designed to keep an ongoing record of what has occurred, as well as a current plan of action for what should be done next. When fully implemented, it will guide your district through the process of tracking actions, responsibilities and progress toward efforts at increasing student achievement.