New Jersey Department of Education

Title I Schoolwide Plan Online Application

System Quick Start Guide

Table of Contents

Overview and General Requirements

Welcome to the New Jersey Department of Education (the Department) electronic, Title I Schoolwide Plan Application Management System.

34 *CFR* 200.25
"[t]he purpose of a schoolwide program is to improve academic achievement throughout a school so that all students, particularly the lowest-achieving students, demonstrate proficiency related to the State's academic standards . . ."

Schools authorized by the Department to operate Title I, Part A schoolwide programs must submit a Title I, Part A Schoolwide Plan (a comprehensive plan) on an annual basis. The submitted schoolwide plan serves as the school's roadmap to demonstrate how the school will improve the academic achievement of the lowest-performing students while upgrading the educational program of the entire school. A Title I, Part A schoolwide program shall include the following three components:

- Comprehensive Needs Assessment
- Schoolwide Plan (comprehensive plan)
- Evaluation (annually)

This System Quick Start Guide provides information specific to the completion and submission of the online, Title I, Part A Schoolwide Plan Application. For questions concerning the completion of a Title I Schoolwide Plan, users are instructed to e-mail the Schoolwide Plan help Desk at: swp.help@doe.state.nj.us. Questions concerning logins and/or access to the Title I Schoolwide Plan Application Management System on the NJDOE Homeroom should be directed to the NJDOE Information Technology Help Desk at: doeit@state.nj.us.

GETTING STARTED
The following information describes the basic structure and function of the online, Title I, Part A Schoolwide Plan Application.

Please note: Three links are found at the top of each panel screen: 'Quick Start,' 'User's Manual,' and 'Glossary.' Click each link to open corresponding PDF files. These documents assist the user in the completion and submission of the school's Title I, Part A Schoolwide Plan Application. **Adobe Acrobat Reader** is necessary in order to view this on-line documentation.

System Technology Requirements

The electronic, Title I, Part A Schoolwide Plan Application Management System **supports** optimum performance through the following technology:

- PCs – (Windows Operating System Versions 2000 or XP)
- Internet Browsers – (Internet Explorer Version 10 or higher preferred, Chrome)

Please note: Dial-up connections require longer time periods in which to load the panel screens that comprise the Title I, Part A Schoolwide Plan Application (e.g., Land Line, Cable Modem). Depending on the Internet Browser and Windows Operating System, the user may experience system performance irregularities. Screen images are provided throughout the application and are based on Internet Explorer Version 5.01 or higher.

Key words are printed in **bold type**. Any links are displayed as underlined text.

System Navigation

Access to the Title I, Part A Schoolwide Plan Application Management System is accomplished through the New Jersey Homeroom Page at: http://homeroom.state.nj.us/. A user must be assigned a User ID and Password to access this system. **This step is accomplished by the district's homeroom administrator or technology administrator**. Users are instructed to work with their district homeroom administrator or technology administrator to secure the necessary User ID and Password to access the system.

The standard navigation of the Title I, Part A Schoolwide Plan Application occurs through the use of a **panel screen structure** that outlines all required information a school must enter in order to submit a completed Title I Schoolwide Plan Application. Each application screen will display a primary strip of panels. Depending on the required information per panel screen, a sub-strip of panels may display, as well. The **preferred sequence** for completing the panel structures (primary strip of panels, as well as sub-strips of panels) is to enter data by working from top to bottom through each panel.

It is recommended to periodically **'SAVE' all** recently entered text or data entries while working in a panel screen. This is especially true when working on panel screens with large amounts of text entries. Saving text and data entries on a regular basis will ensure that all entered data is saved in the event of work-related interruptions (e.g., telephone calls, e-mails, visitors) or a system outage. When a period of uninterrupted time can be devoted to completing the panel screens, log onto the system and continue text and data entry.

When attempting to access selection functions (e.g., Drop-down arrows, Add Rows, etc.), click the keyboard mouse **ONE TIME**. Double clicking the keyboard mouse to select a function may cause system 'stacking errors' (i.e., screen panel will freeze; user will be timed-out of the system). These errors will require the user to log-off and then log onto the application system. **PLEASE refrain from double clicking the keyboard mouse**.

The electronic Title I, Part A Schoolwide Plan Application requires certain types of controls in order for the user to navigate the application. These types of controls include the following:

- **Keyboard Control Functions** –
  - o **Tab Key**: The tab key found on the computer keyboard allows the user to move around each panel screen.
  - o **Control Select**: By clicking and holding the Control (CTRL) key on the computer keyboard while simultaneously clicking the mouse button (Select), more than one item will be selected in a displayed list.

- **Control Types** – Throughout the application, various control types will need to be accessed in order for the user to enter the required information or data for a given panel screen. These Control Types include items such as:
  - Select Buttons;
  - Checkboxes; and
  - Textboxes.
- **Special Actions** – On each panel screen, the user will find scroll bars (horizontal and vertical), which will provide a way to view **ALL** information displayed on the panel screens.

When entering specific, funding amounts, **USE** commas and/or decimal points when entering numbers. The dollar signs ($) displayed in funding amounts through the system are for readability purposes, only.

Click the **'SAVE'** button at the bottom of each panel screen that requires text and/or data entry before moving to another panel screen. Any data entry not saved will not display when next accessing the panel screen.

It is recommended to **prepare large text entries** in a Word processing system or text document before copying and pasting the information into the corresponding textbox area for each applicable panel screen. In this way, the user can check for spelling and/or grammar errors in that system. **Please Note**: The Title I, Part A Schoolwide Plan Application Management System **does not have spell check capabilities**.

The Comprehensive Needs Assessment – Priority Problems and Interventions panel screen, as well as the Effective Teachers panel screen displays '**character counters**' for **ALL** textboxes. This 'character counter' feature enables the user to track the number of characters being entered in the textboxes on that panel screen. The Title I, Part A Schoolwide Plan Application Management System is structured to perform **validation checks** on **ALL** entered information throughout the entire application **upon clicking the 'FINISH' button for each panel screen**. Through the validation checks, the application system verifies whether or not an error has occurred in the entry of text and/or data on each panel screen.

These validation checks include such items as:

- **Numeric Fields** – These cells require the user to enter dollar amounts. Please remember to enter commas and/or decimal points when entering numbers.

- **Textboxes** – These cells require the user to enter text. It is recommended to prepare large text entries in a Word processing system or text document before copying and pasting the information into the corresponding textbox area for each applicable panel screen.

- **Checkboxes** – These cells require the user to check appropriate selections by clicking in the corresponding boxes.

- **Select Buttons** – These cells allow the user to modify the data entries for an individual panel screen (e.g., Add More Items).

Upon clicking the '**FINISH**' button, if the application system detects any data entry

inconsistencies, **Validation Messages** will appear on the screen. These Validation Messages **must be corrected**, **the new text and/or data entries must be saved**, and the '**FINISH**' button must be clicked, again, before the application can be submitted. **ALL panel screens must display the word 'Finished,' in order for the user to have the ability to submit the Title I, Part A Schoolwide Plan**.

When exiting the Title I Schoolwide Plan Application Management System, users are instructed to click the 'Logoff' button on the system landing page.

The panel sections of the Title I, Part A Schoolwide Plan Application for which text and/or data must be entered include the following:

- Contact Information
- Comprehensive Needs Assessment
  - o Stakeholder Engagement Committee Composition
  - o Stakeholder/Schoolwide Committee Meeting Upload(s)
  - o Data Collection and Analysis
  - o Priority Problems and Interventions
- Evaluation of Interventions and Strategies
  - o Interventions to Increase Student Achievement
  - o Extended Day/Year Interventions
  - o Professional Development
  - o Family and Community Engagement
  - o Evaluation of 'Prior Year' (2016-2017) Interventions and Strategies
    - Interventions to Increase Student Achievement
    - Extended Day/Year Interventions to Address Academic Deficiencies
    - Professional Development
    - Family and Community Engagement
- Reform Strategies
  - o 'Current Year' (2017-2018) Interventions to Address Student Achievement
  - o 'Current Year' (2017-2018) Extended Learning Time and Extended Day/Year Interventions to Address Student Achievement
  - o 'Current Year' (2017-2018) Professional Development to Address Student Achievement and Priority Problems
- Family and Community Engagement
  - o 'Current Year' (2017-2018) Strategies to Address Student Achievement and Priority Problems
- Highly Effective Teachers/Highly Qualified Paraprofessionals
  - o Description of Strategies to Recruit and Retain Highly Effective Teachers and Highly Qualified Paraprofessionals
- Principal Certification

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