

Downloading Templates and Uploading Files in ISAM

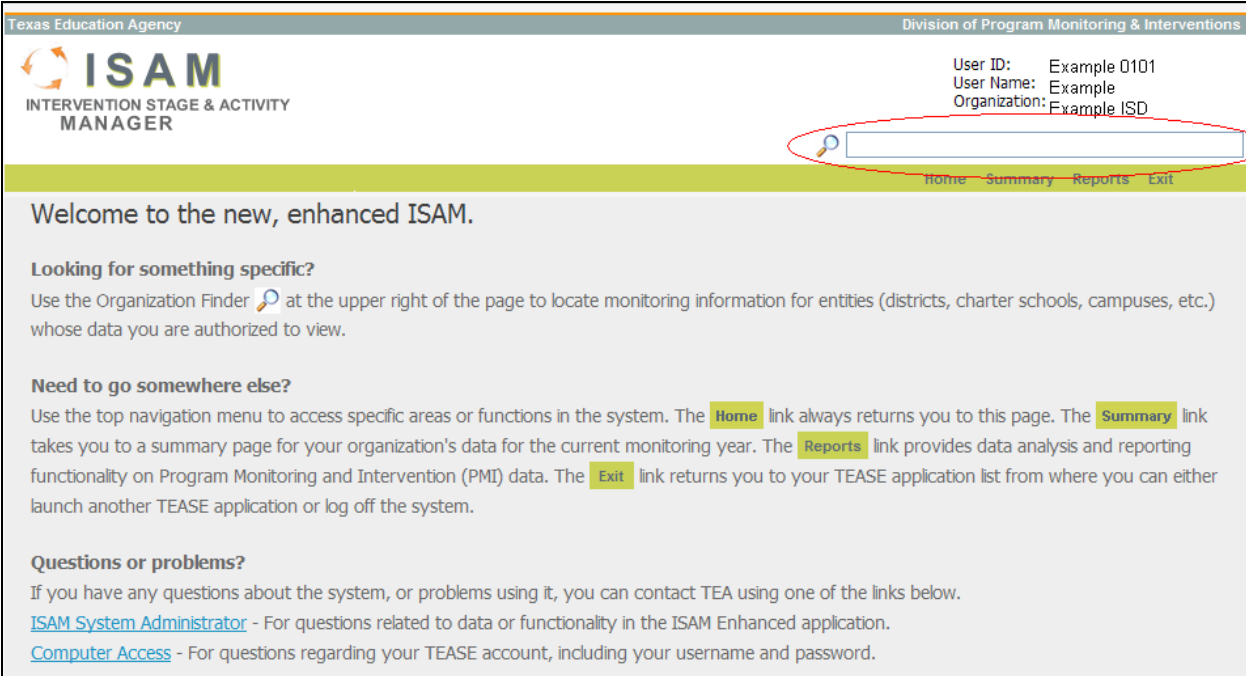
General Information

All intervention documents must be submitted via the *Interventions Stage and Activity Manager* (ISAM) application within the Texas Education Agency Secure Environment (TEASE). ISAM will accept Microsoft Word documents, Excel spreadsheets and Adobe Acrobat pdf files. If a user has a need to send an additional file type, please contact the PMI division for further instruction. Users must have a TEASE account and must have ISAM access to enter the application. To request ISAM access on TEASE, go to the TEASE application website at <http://www.tea.state.tx.us/index2.aspx?id=2684>, find the ISAM application link, and click "Request Access On-line". The superintendent must approve the request.

Navigating the System

To access ISAM, log in to TEASE (<https://sequin.tea.state.tx.us/apps/logon.asp>) and select the Enhanced ISAM application. The ISAM home page will appear (see screen shot below).

- Using the "smart lookup" tool (look for the magnifying glass), type in the name of the monitoree for which the intervention details need to be accessed. As soon as you start typing, you will begin to see the names of monitorees that match your entry and to which you have TEASE access.
- Click on the name of the monitoree once it appears on the pick list.



Texas Education Agency


Division of Program Monitoring & Interventions

ISAM
INTERVENTION STAGE & ACTIVITY
MANAGER

User ID: Example 0101
User Name: Example
Organization: Example ISD

Home Summary Reports Exit

Welcome to the new, enhanced ISAM.

Looking for something specific?
Use the Organization Finder  at the upper right of the page to locate monitoring information for entities (districts, charter schools, campuses, etc.) whose data you are authorized to view.

Need to go somewhere else?
Use the top navigation menu to access specific areas or functions in the system. The **Home** link always returns you to this page. The **Summary** link takes you to a summary page for your organization's data for the current monitoring year. The **Reports** link provides data analysis and reporting functionality on Program Monitoring and Intervention (PMI) data. The **Exit** link returns you to your TEASE application list from where you can either launch another TEASE application or log off the system.

Questions or problems?
If you have any questions about the system, or problems using it, you can contact TEA using one of the links below.
[ISAM System Administrator](#) - For questions related to data or functionality in the ISAM Enhanced application.
[Computer Access](#) - For questions regarding your TEASE account, including your username and password.

The Event Summary page for the chosen monitree will display.

- On the Event Summary page, click the program name for which the intervention applies.
- For Academically Unacceptable campuses, click on the name of the campus found in the Accountability section to go to the Event Details page.

ISD (901)
2009-2010

Performance-Based Monitoring (PBM)

No Child Left Behind (NCLB)	Stage 2
Special Education	Stage 3

Data Validation Monitoring (DVM)

Assessment	Stage 2
Discipline	Stage 2

Accountability

No monitoring events found for Accountability.

State Performance Plan (SPP)

Indicator 11	Identified
Indicator 12	Identified
Indicator 13	Identified

Residential Facility (RF) Monitoring

Compliance Visit

Intervention Links: 2008-2009
No links found for the selected year.

Program Contacts: 2009-2010
No contacts found for the selected year.

Staging Dates: 2008-2009
No dates found for the selected year.

The Event Detail page will display. From this page, you can navigate to other areas related to the event by clicking on the corresponding link on the left navigation bar. Related information includes Templates, Review Details, Submissions, Communication Log records, Follow-up records, Extensions, and Review Contact information.

Texas Education Agency
ISAM
INTERVENTION STAGE & ACTIVITY MANAGER

Division of Program Monitoring & Intervention
User ID: sgallagher
User Name: Stacy Gallagher
Organization: Texas Education Agency

ISD (901)
Special Education
Stage 3
2010-2011

Review Type: Desk Review
Onsite Reason:
Submission Due Date: 12/11/2009
Submission Status: Complete
Random Submission: False
Review Status: Submissions
Start Date: 09/30/2010
End Date:
Last Update: 8/31/2010 1:51 PM (mock)

Intervention Links: 2010-2011
No links found for the selected year.

Review Contacts
TEA Contacts
Primary: Rhea Co...
Secondary: Kristi Har...

Monitree Contacts
No monitree contacts assigned

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ISAM Version: 1.0.0.0

Downloading Templates

[Accessing the Required Templates for an Intervention](#)

(See [Navigating the System](#) if you are unfamiliar with navigating the application.)

- From the Event Detail page, click on the Templates link on the left navigation bar to view a list of the required templates. You may download all templates packaged in a zip file or download individual templates.

Texas Education Agency Division of Program I

ISAM
INTERVENTION STAGE & ACTIVITY
MANAGER

User ID:
User Name:
Organization:

Home Summary

ISD (901)
Special Education
Stage 3
2010-2011

Templates	Review Type: Desk Review	Interven No links fo year. Review C TEA Cont Primary: Secondary Monitoree No monito
Review	Onsite Reason:	
Submissions	Submission Due Date: 12/11/2009	
Indicators	Submission Status: Complete	
Follow Ups	Random Submission: False	
Communication Log	Review Status: Submissions	
Extensions	Start Date: 09/30/2010	
Review Contacts	End Date:	
	Last Update: 8/31/2010 1:51 PM (mock)	

[Edit](#)

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ISAM Version: 1.0.0.0

To download all templates from a zip file:

Note: In order to extract files from a zip file, you must have unzipping software such as WinZip or WinRAR installed on your computer. If you do not have this type of software installed on your computer and wish to utilize this functionality, you may download versions from sites such as www.winzip.com or <http://www.winrar.com/downloadnow.html>.

- Click on the Download All Templates link on the top of the page to initiate the download.
- Click Save on the File Download dialog box and save the zip file to a location of your choice.
- Extract the files from the zip archive in order to interact with and complete the templates. (See [Extracting Files from a Zip Archive](#) if you are unfamiliar with extracting files.)

ISD (901)
Special Education
Stage 3
2010-2011

Download All Templates (ZIP file)

Templates (Click on templates headings to download individual template.)

Core Analysis Team Participant Template

FDA Tem

FDA Tem

FDA Tem

FDA Tem

FDA Tem

FDA Tem

FDA Tem

FDA Tem

FDA Tem

FDA Tem

FDA Tem

FDA Tem

FDA Tem

FDA Tem

FDA Tem

FDA Tem

Speech and Related Services Template

Instructional Placement Template: 3-5 Year Olds

Instructional Placement Template: Middle/Junior High School

Instructional Placement Template: High School

Discipline Placement Template

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File Download

Do you want to open or save this file?

Name: 2011-227901-sped-RequiredTemplates.zip
Type: WinZip File, 169KB
From: [redacted]

Open Save Cancel

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

To download individual templates:

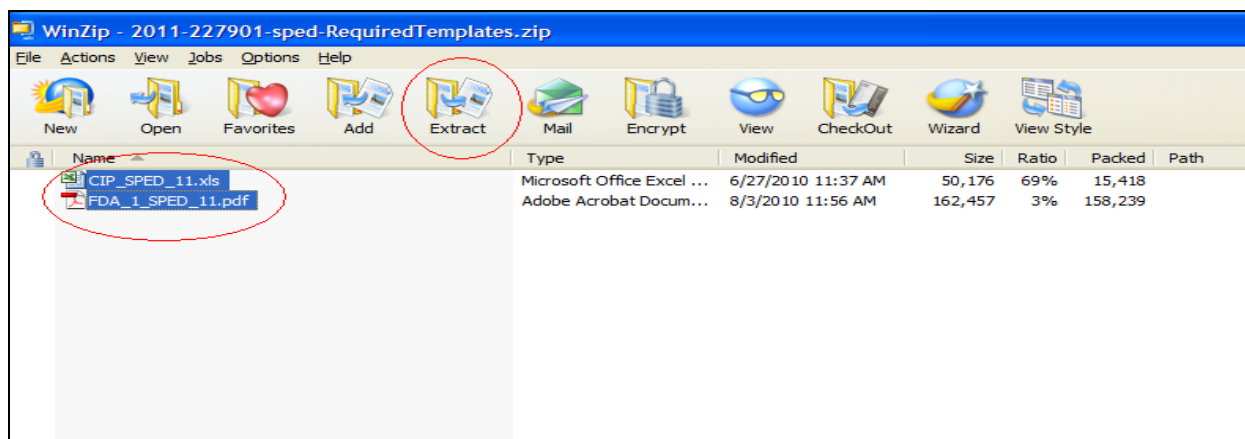
- Click on the template you wish to download.
- Click Save on the File Download dialog box and save the template to a location of your choice.

Extracting Files from a Zip Archive

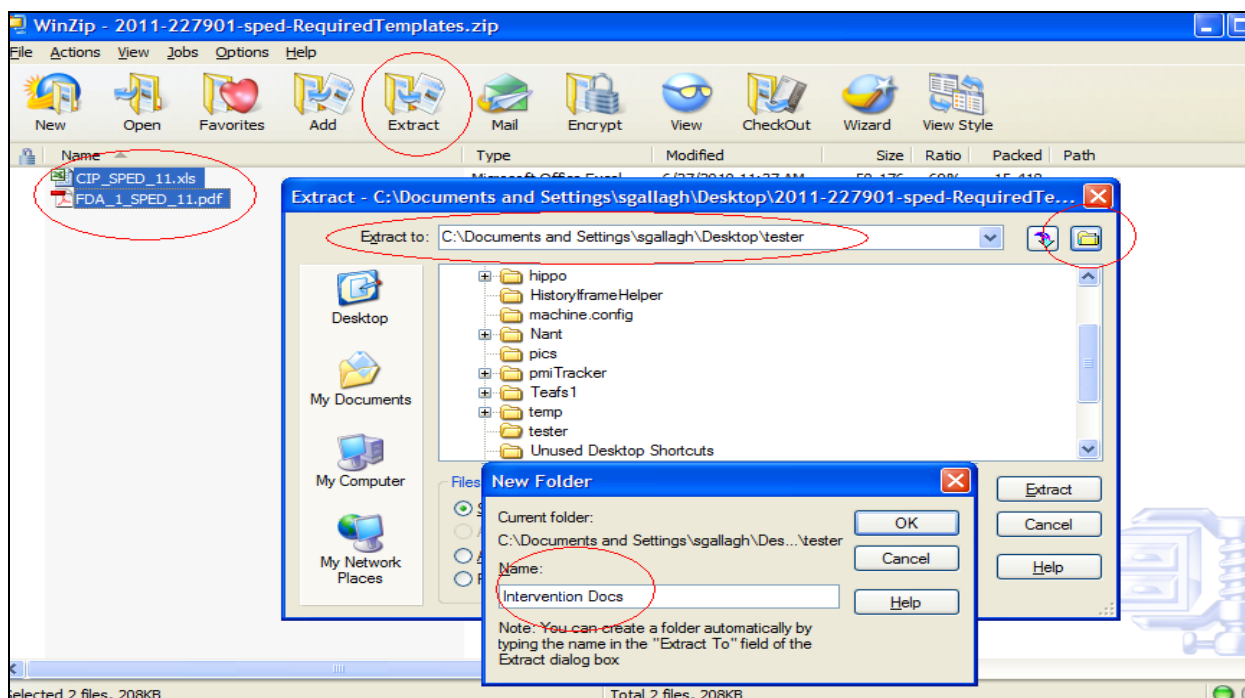
Once you have saved the zip file downloaded from the Template Detail page in ISAM, you must extract the files from the zip archive. This action may vary slightly depending on the unzipping software you are using.

This example uses WinZip.

- Open the zip file saved to your computer. The file should open in your unzipping application.
- Highlight the files you wish to extract (Click each file while holding the Shift or Ctrl key).
- Click the Extract icon on the toolbar or choose from the menu Actions>Extract. This will open the Extract dialog box.



- From the Extract dialog box, navigate to the location you wish to extract the files. You may choose to create a new folder for the extraction by clicking the New Folder icon in the top right corner and entering a name for the folder in the New Folder dialog box. Take note of the new folder location.
- If you created a new folder, click OK on the New Folder dialog box.



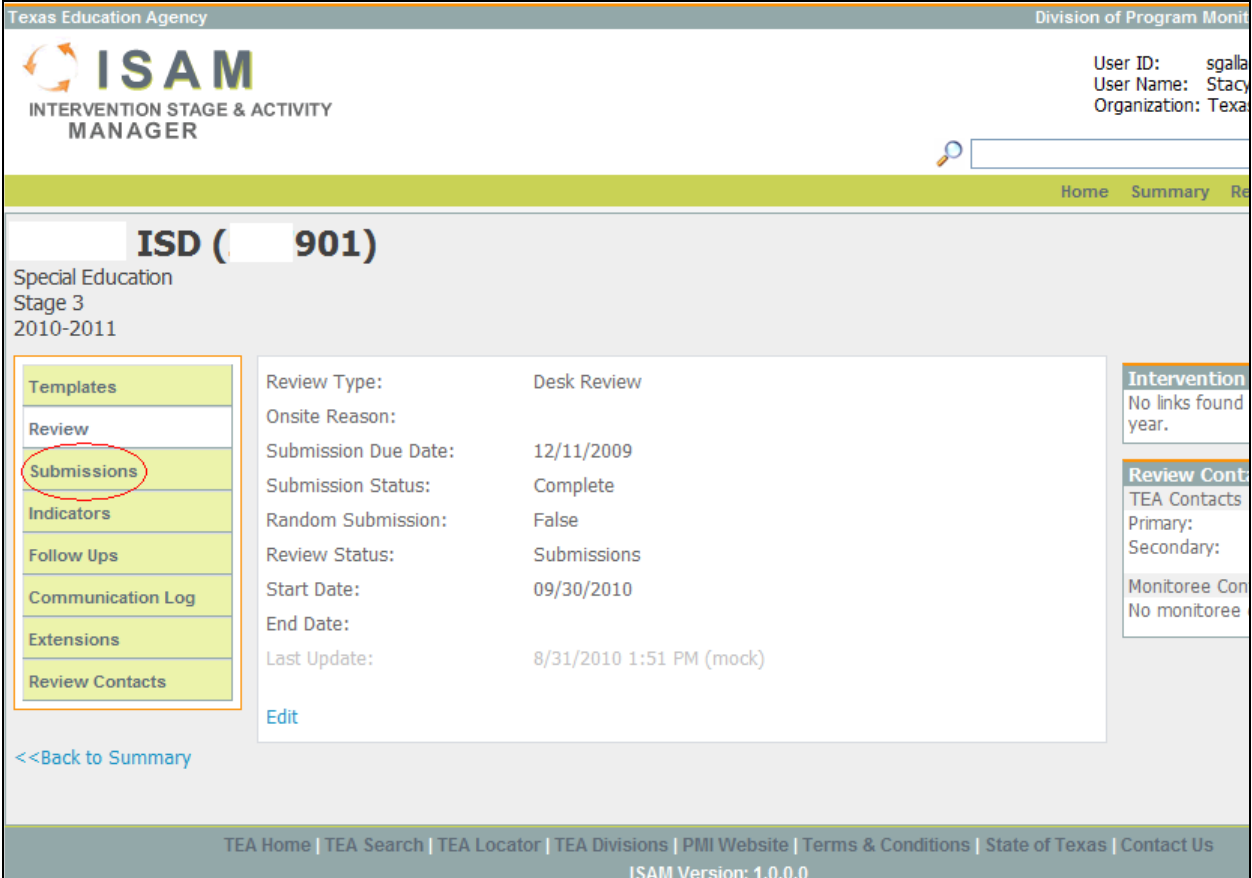
- Click Extract from the Extract dialog box.
- The files will be extracted to location you designated.

Uploading Files

To upload intervention templates/documents for a specific intervention

(See *Navigating the System* if you are unfamiliar with navigating the application.)

- From the Event Detail page, click on the Submissions link on the left navigation bar to view the required submissions on the Submissions Detail page.



Texas Education Agency Division of Program Monit

ISAM
INTERVENTION STAGE & ACTIVITY
MANAGER

User ID: sgalla
User Name: Stacy
Organization: Texa

Home Summary Re

ISD (901)

Special Education
Stage 3
2010-2011

Templates	Review Type: Desk Review	Intervention No links found year.	
Review	Onsite Reason:		Review Cont TEA Contacts Primary: Secondary: Monitoree Con No monitoree
Submissions	Submission Due Date: 12/11/2009		
Indicators	Submission Status: Complete		
Follow Ups	Random Submission: False		
Communication Log	Review Status: Submissions		
Extensions	Start Date: 09/30/2010		
Review Contacts	End Date:		
	Last Update: 8/31/2010 1:51 PM (mock)		
	Edit		

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ISAM Version: 1.0.0.0

The Submission Detail screen reflects the templates that must be submitted for an intervention and other documents that have been submitted related to the intervention. The name of the document, the due date, the last submission date, and the status of the submission are displayed in the grid.

- Click on the name of the template you wish to upload. This action will activate a pop-up window with the options of submitting a document to TEA or viewing the last version submitted to TEA.
- Click Submit to TEA to upload a file.
- Navigate and locate your file in the Choose File to Upload dialog box and click Open. **This action will automatically submit the chosen file.**

The screenshot shows a 'Choose File to Upload' dialog box with the following content:

Look in: FDA

Files of type: All Files (*.*)

File name: []

Buttons: Open, Cancel

The grid below shows the following data:

Template/Submission	Due Date	Last Submission Date	Status
* Core Analysis Team Participant Template	12/18/2010		Pending
* FDA Template #1	12/18/2010		Pending
* FDA Template #2			Pending
* FDA Template #3			Pending
* FDA Template #4			Pending
* FDA Template #5			Pending

The pop-up window for 'FDA Template #2' contains the following text:

I certify that to the best of my knowledge the information contained in this form is correct and complete and that I am authorized to submit this form on behalf of the designated monitoree.

Buttons: Click to Submit to TEA (10mb limit)

- Upon a successful upload, the grid will reflect the new Last Submission Date and the Status will change to "Submitted".
- Repeat this step for all templates you wish to submit to TEA.

Submitting an Additional Document

If you wish to submit a document that is not listed in the Submission Detail grid, you may do so by clicking the Submit an Additional Document link **at the bottom** of the Submission Detail page.

*	Public Meeting Participant Template	12/18/2010		Pending
*	Compliance Review Template #2	12/18/2010		Pending
*	Compliance Review Template #5	12/18/2010		Pending
*	Program Effectiveness Review: System Analysis Template	12/18/2010		Pending
*	CIP Template	12/18/2010		Pending
*	CAP Template	12/18/2010		Pending

Showing 1 to 25 of 25 entries

[Submit an Additional Document](#)

The Submit an Additional Document page will allow you to submit a template that was not required or a document that is related to the intervention.

- Choose a template from the dropdown list or write a brief description of the document being submitted.
- Click Attach File to Submit.
- Navigate and locate your file in the Choose File to Upload dialog box and click Open.
- Click Submit to submit the file and related information to TEA.
- The newly submitted document will now appear in the Submission Detail grid.

ISD (901)

Special Education
Stage 3
2010-2011

Templates
Review
Submissions
Indicators
Follow Ups
Communication Log
Extensions
Review Contacts

Choose from a list of templates not required for this intervention.
Available Templates: --Select--

OR describe the type of document being submitted.
Description:
this is a related document.

[Attach File to Submit](#) Compliance Data Indicators 11 12 13 v2.xls is attached for submission.

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