

# 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 monitreee for which the intervention details need to be accessed. As soon as you start typing, you will begin to see the names of monitreees that match your entry and to which you have TEASE access.
- Click on the name of the monitreee 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
<b>Special Education</b>	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
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**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 | Division of Program Monitoring & Intervention

**ISAM**  
INTERVENTION STAGE & ACTIVITY MANAGER

User ID: sgallagher  
User Name: Stacy Gallagher  
Organization: Texas Education Agency

**ISD ( 901)**  
Special Education  
Stage 3  
2010-2011

**Review Details:**

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)

[Edit](#)

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

**Review Contacts**

TEA Contacts  
Primary: Rhea Cooper  
Secondary: Kristi Harrell

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

Submissions

Indicators

Follow Ups

Communication Log

Extensions

Review Contacts

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)

[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](http://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

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:**

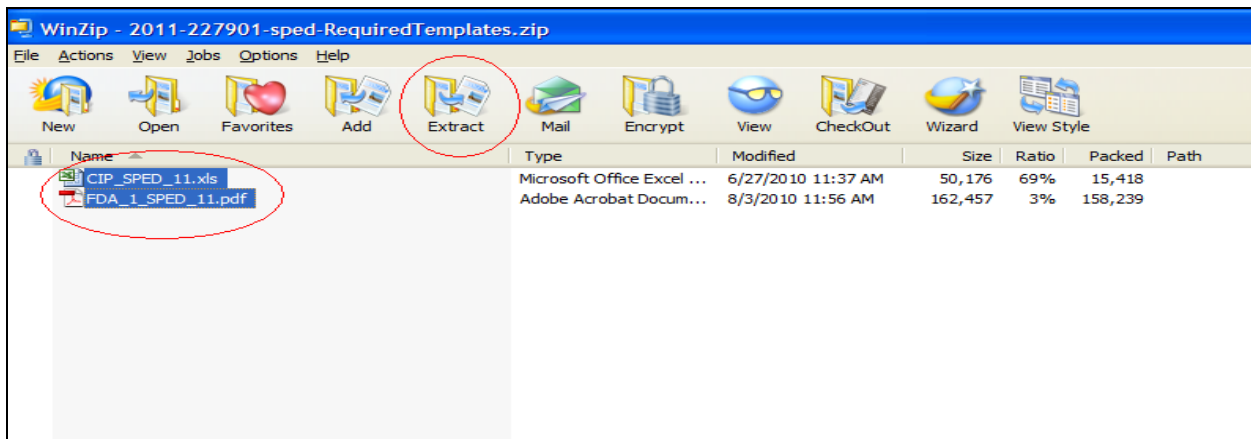
- Click on the template you wish to download.
- Click Save on the File Download dialog box and save the template to a location of your choice.

## Extracting Files from a Zip Archive

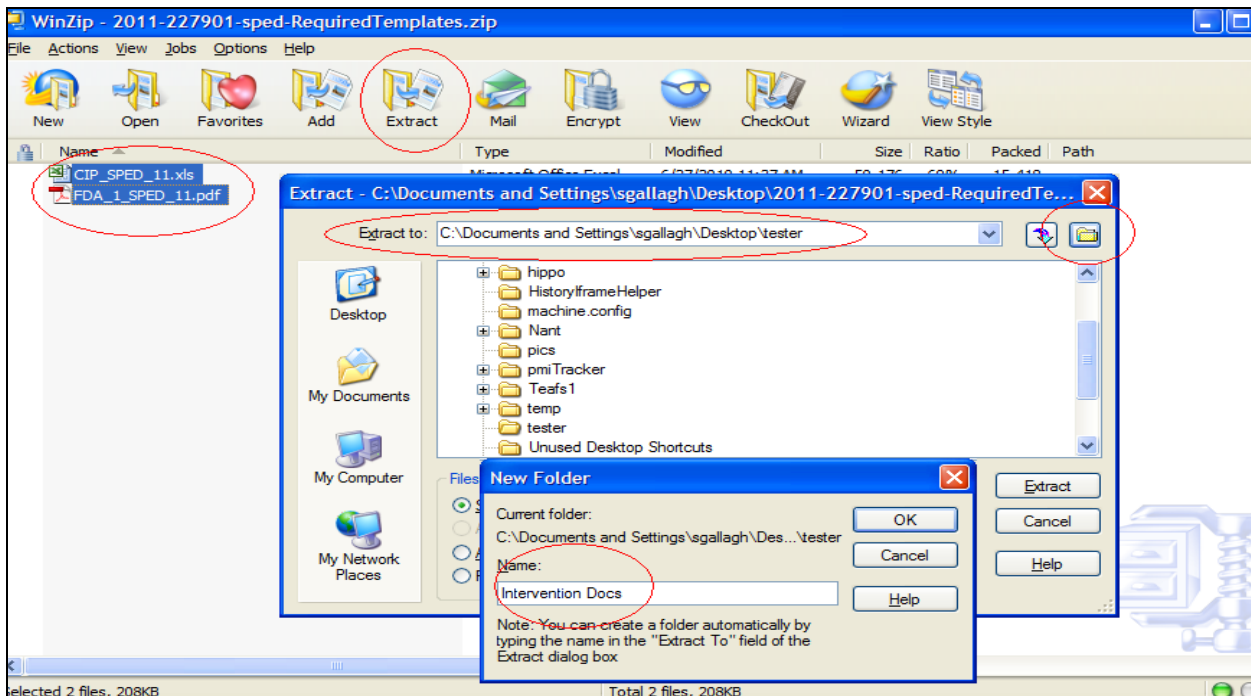
Once you have saved the zip file downloaded from the Template Detail page in ISAM, you must extract the files from the zip archive. This action may vary slightly depending on the unzipping software you are using.

### 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.

The screenshot displays the ISAM web application interface. At the top, the header includes "Texas Education Agency" and "Division of Program Monit". The ISAM logo is prominently displayed, with the text "INTERVENTION STAGE & ACTIVITY MANAGER". User information is shown in the top right: "User ID: sgalla", "User Name: Stacy", and "Organization: Texa". A search bar is located below the user information.

The main content area is titled "ISD ( 901)" and "Special Education Stage 3 2010-2011". A left navigation bar contains several menu items: "Templates", "Review", "Submissions", "Indicators", "Follow Ups", "Communication Log", "Extensions", and "Review Contacts". The "Submissions" item is circled in red.

The central area displays submission details:

- 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)

An "Edit" link is located below the details. On the right side, there are two summary boxes: "Intervention" (No links found year.) and "Review Cont" (TEA Contacts, Primary, Secondary, Monitoree Con, No monitoree).

At the bottom, there is a footer with navigation links: "TEA Home | TEA Search | TEA Locator | TEA Divisions | PMI Website | Terms & Conditions | State of Texas | Contact Us" and "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 displays the 'Choose File to Upload' dialog box and a submission grid. The dialog box shows a file named 'FDA2\_SPED\_11.pdf' selected (marked with a red circle and '3') and the 'Open' button highlighted (marked with a red circle and '4'). The grid below shows a list of templates with 'FDA Template #1' selected (marked with a red circle and '1'). A pop-up window for 'FDA Template #2' is visible, showing a certification statement and a 'Click to Submit to TEA (10mb limit)' button (marked with a red circle and '2').

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

- 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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