# Uploading External Documents into EdPlan

Below you will find the steps to upload documents into the EdPlan system. Only users with Admin access will be able to upload and review documents. The LEA Document Library section has been updated to include file categories. The intent is to categorize the documents so that everyone will be able to locate all necessary information quickly. Please double check your uploads to ensure you have uploaded the correct information in the correct file category. **There should not be documents from a student's confidential file in this area.**
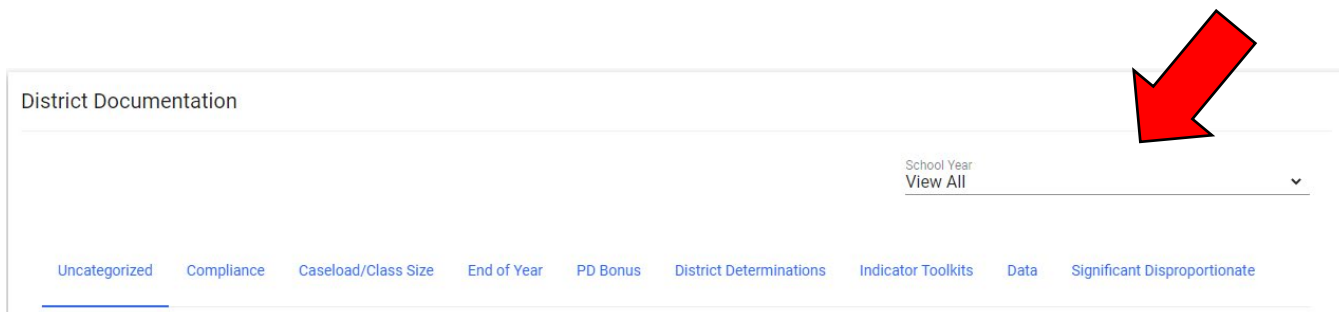
1. Select "Tools" located in the primary drop down banner.

2. Next, select "LEA Document Library" from the sub-menu banner.
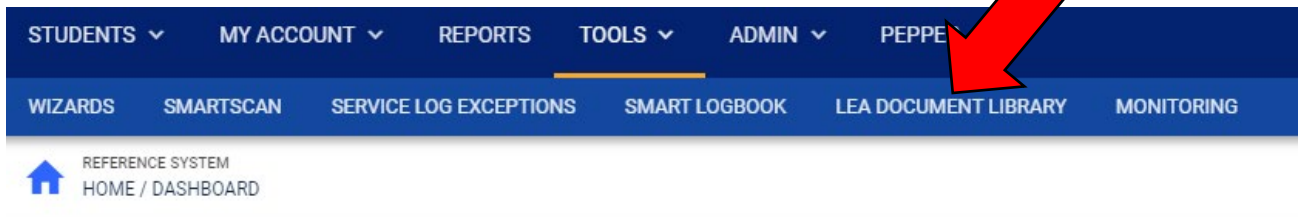
3. Then select the current school year in the drop down located in the top right.

4. Then select the "Upload Document(s)" tab in the bottom right.

District Documentation

School Year
View All

| Uncategorized | Compliance | Caseload/Class Size | End of Year | PD Bonus | District Determinations | Indicator Toolkits | Data | Significant Disproportionate |

Search: _____

Position ↑	Document Name	Uploaded By	Uploaded Date	Delete
⌄	Test	Travis Thompson	2021-12-20 10:46:00	🗑
⌄	EDPlan Eligibility User Guide July 2021 Final	Jill Burroughs	2021-12-16 18:29:00	🗑
⌄	Sample OK ISP	Jill Burroughs	2021-12-01 09:38:00	🗑
⌄	Sample COSF Document	Jill Burroughs	2021-12-01 09:38:00	🗑

UPLOAD DOCUMENT(S)   SAVE

5. Next, select the up arrow to locate the file to be attached. Then select the file to upload.

Secure Document Upload   ✕

ℹ Permitted file extensions are: PDF, DOC, XLS, TXT, RTF, PPT, TIF, JPG, PNG, XLSX, PPTX, and DOCX. No file may be greater than 1000.00 MB in size.

File	Name (if not provided, the file name will be used)	File Category
⬆		⌄
⬆		⌄
⬆		⌄
⬆		⌄
⬆		⌄

CLOSE   CONFIRM

6. Now, you will need to select the file category most appropriately aligned to your document.

Secure Document Upload   ✕

ℹ   Permitted file extensions are: PDF, DOC, XLS, TXT, RTF, PPT, TIF, JPG, PNG, XLSX, PPTX, and DOCX. No file may be greater than 1000.00 MB in size.

File	Name (if not provided, the file name will be used)	File Category	
✓ CLCS Caseload Rubric.pdf			⌄
⬆			⌄
⬆			⌄
⬆			⌄
⬆			⌄

CLOSE   **CONFIRM**

7. Once you have all your documents uploaded and the file category selected, you will need to click the "confirm" button located in the bottom right. This will pull all your files into the appropriate file category.

Secure Document Upload   ✕

ℹ   Permitted file extensions are: PDF, DOC, XLS, TXT, RTF, PPT, TIF, JPG, PNG, XLSX, PPTX, and DOCX. No file may be greater than 1000.00 MB in size.

File	Name (if not provided, the file name will be used)	File Category	
✓ CLCS Caseload Rubric.pdf		Caseload/Class Size	⌄
⬆			⌄
⬆			⌄
⬆			⌄
⬆			⌄

CLOSE   **CONFIRM**

8. Last, make sure the correct document is in the correct file category.

If your file upload is not in the correct file category, you will have to request our office to delete the file and then you may upload again.