



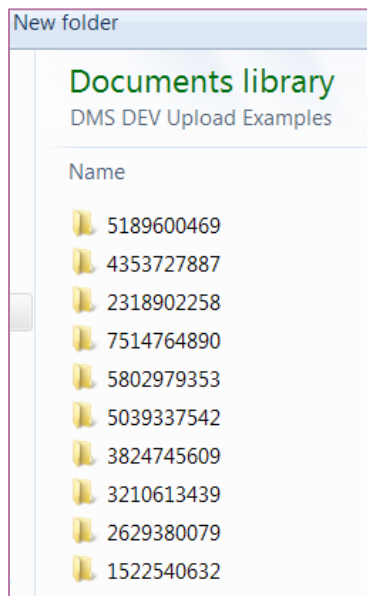
Last updated 09/20/2017

## Non-Enrich Users

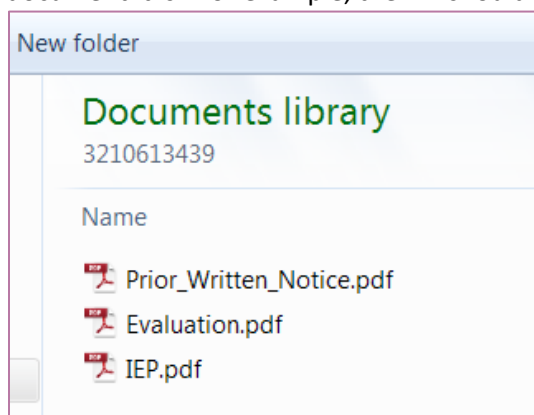
This method of uploading documents into student records in the DMS is for Non-Enrich Users, however it can be used by Enrich users as well.

### Prepare Documents for Upload

Create a folder for each student in the sample, labeling each folder with the student's SASID number.



Create PDFs of each file to be uploaded per student, and put them into their SASID folder. Because these documents will be linked directly to the student by their SASID folder, the file names should reflect what TYPE of document it is. For example, the IEP should be labeled IEP.pdf. Only PDF files will go into the SASID folders.



*\*The examples shown are taken from the CDE Enrich Sandbox and are not actual students or student information.*



Once all of the students' folders have been created and the documents stored as PDFs within the SASID folders, click and drag and select all folders (or click and shift-down arrow to select all folders).

Name	Date modified	Type
5189600469	9/21/2017 2:56 PM	File folder
4353727887	9/21/2017 2:55 PM	File folder
2318902258	9/21/2017 2:55 PM	File folder
7514764890	9/21/2017 2:54 PM	File folder
5802979353	9/21/2017 2:54 PM	File folder
5039337542	9/21/2017 2:54 PM	File folder
3824745609	9/21/2017 2:54 PM	File folder
3210613439	9/21/2017 2:54 PM	File folder
2629380079	9/21/2017 2:54 PM	File folder
1522540632	9/21/2017 2:53 PM	File folder

Right-click and choose **Send To > Compressed (zipped) folder**. Name the folder. For this tutorial the folder is "ExampleUpload\_1\_TodaysDate". Important: There cannot be too many SASID folders placed in the zipped folder or the upload will not succeed. This might be the issue if there is an error message while uploading. Usually 8-10 SASID folders in a zipped folder can upload at a time depending on the amount of file storage used. Multiple zipped folders may be needed to hold all the SASID folders, so labeling each zip folder with a different number (1, 2, 3) and the date might be helpful.

Name	Date modified	Type
5189600469	9/21/2017 2:56 PM	File folder
4353727887	9/21/2017 2:55 PM	File folder
2318902258	9/21/2017 2:55 PM	File folder
7514764890	9/21/2017 2:54 PM	File folder
5802979353	9/21/2017 2:54 PM	File folder
5039337542	9/21/2017 2:54 PM	File folder
3824745609	9/21/2017 2:54 PM	File folder
3210613439	9/21/2017 2:54 PM	File folder
2629380079	9/21/2017 2:54 PM	File folder
1522540632	9/21/2017 2:53 PM	File folder

Context menu options:

- Open
- Open in new window
- 7-Zip
- CRC SHA
- Share with
- Zip and Share (WinZip Express)
- WinZip
- Combine supported files in Acrobat...
- Send to** (highlighted with red arrow)
- Cut
- Copy
- Create shortcut

Send to sub-menu options:

- Compressed (zipped) folder** (highlighted with red arrow)
- Desktop (create shortcut)
- Documents
- Fax recipient

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To upload documents to the review, choose **Provide Documents**.

The screenshot shows the '0000 - CDESandbox-Dev' compliance checklist page. The 'Provide Documents' button is highlighted with a red arrow. Below the button is a table of records.

Records (16)									
1	2	3	4	5	6	7	8	9	10
327...879	836...139	321...439	231...258	262...079	580...353	503...542	751...890	173...004	152...632

Choose **Upload Documents**.

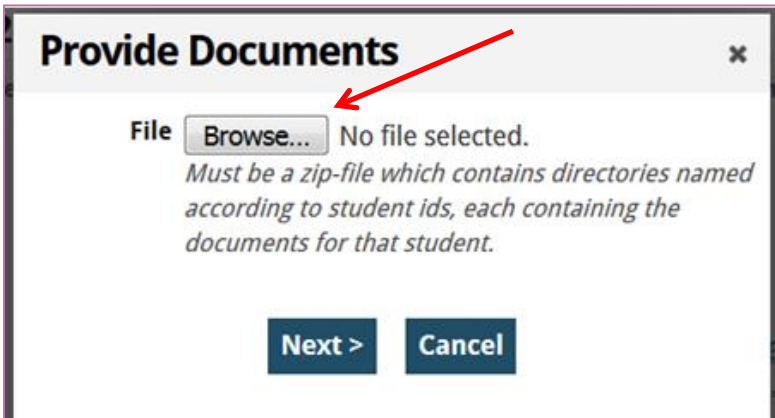
The screenshot shows the 'Provide Documents' modal window. The 'Upload Documents' button is highlighted with a red arrow. Below the button is a table of records.

Record	ID	Documents
1	3275813879	1
2	8366100139	0
3	3210613439	1
4	2318902258	2
5	2629380079	1
6	5802979353	1
7	5039337542	2

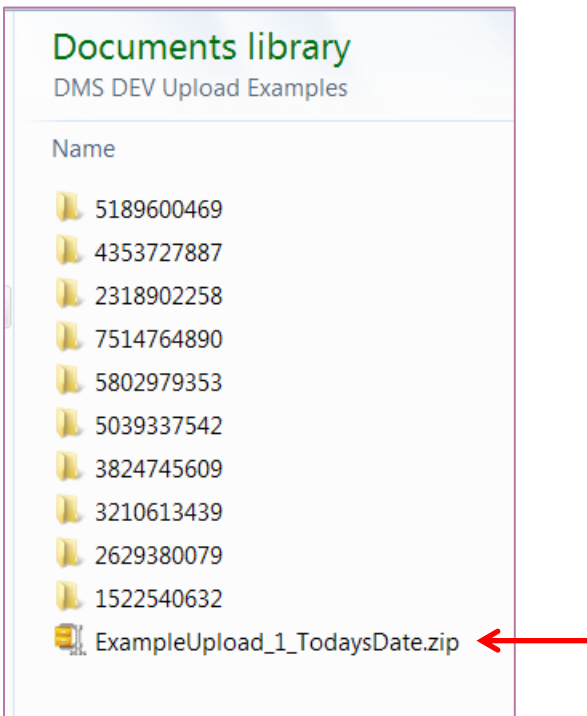
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Choose **Browse** to locate the zipped folder with the SASID folders inside.

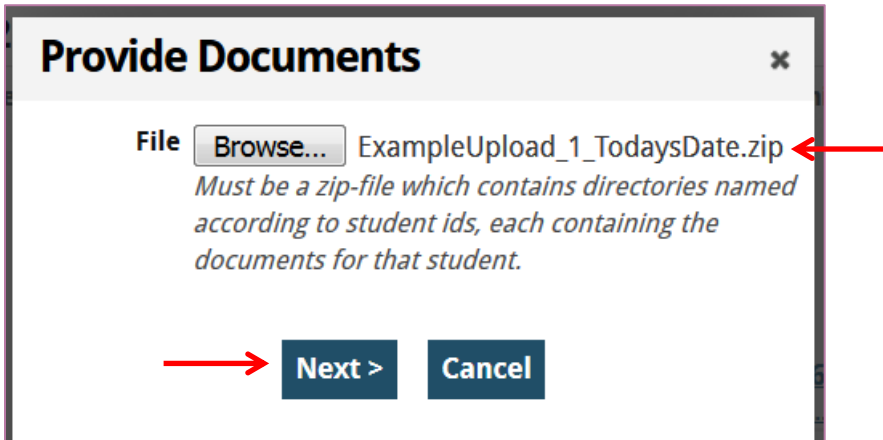


Choose the zipped folder.

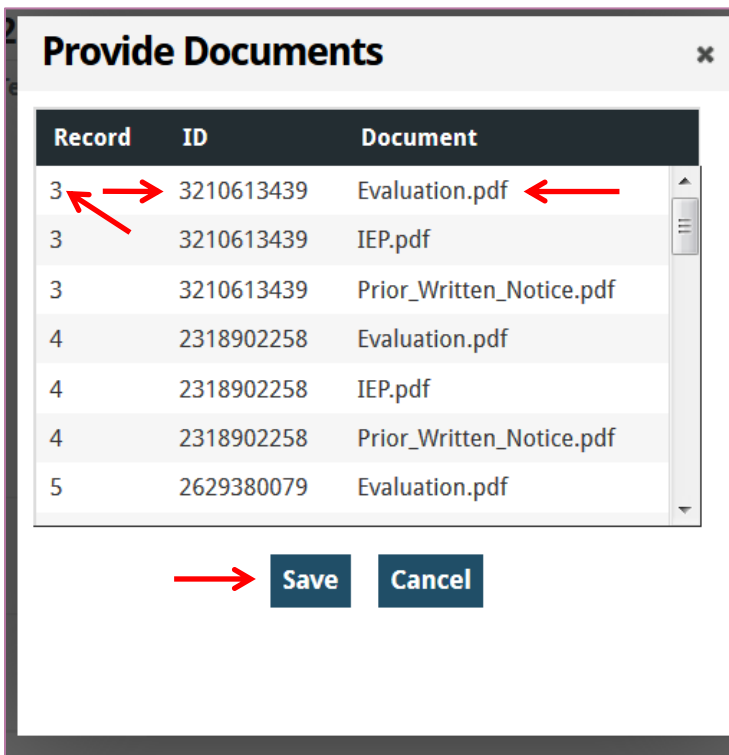


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Once the folder has been chosen, click **Next >**.



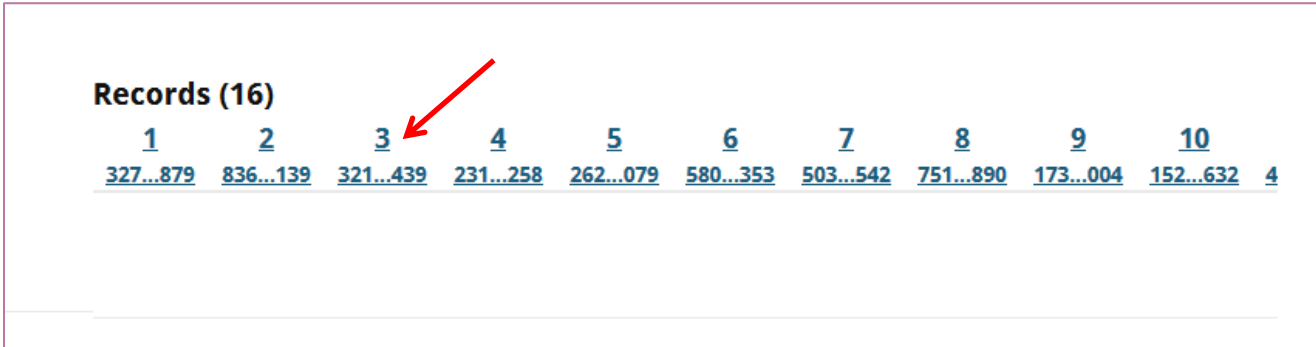
The next pop-up screen will show each student record by number, SASID and the files that are to be uploaded for each. Click **Save** to complete the upload.



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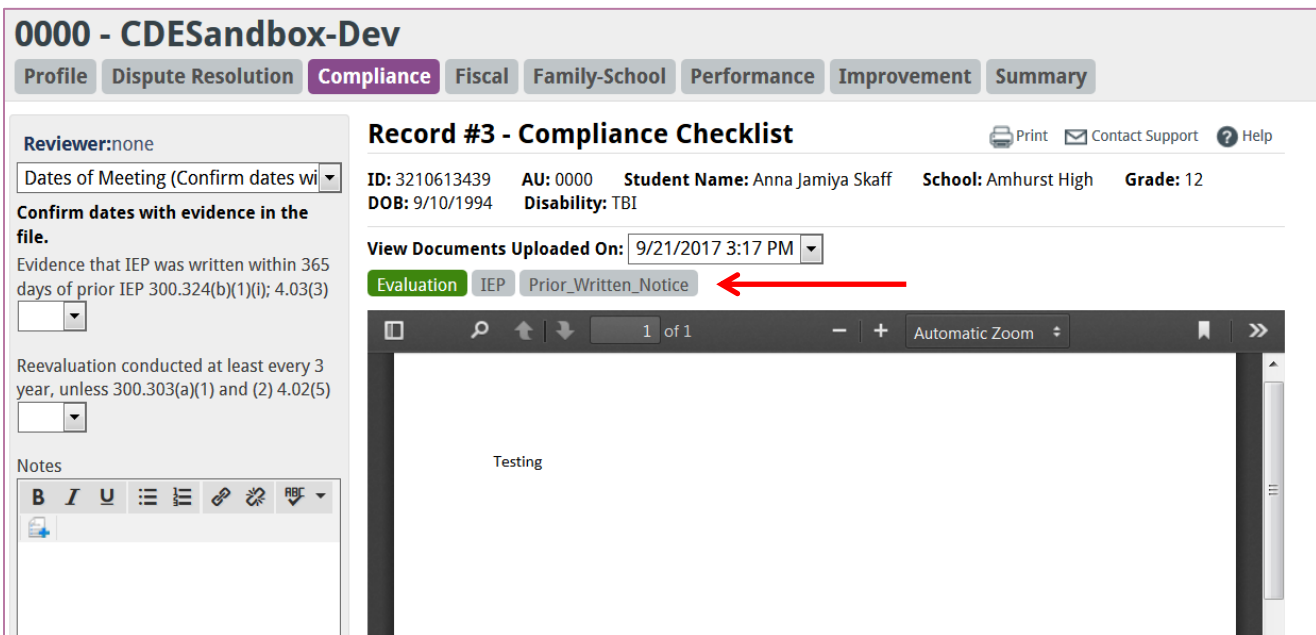
To see the documents that were uploaded for a particular student, click on the record of the student.



**Records (16)**

<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>
<a href="#">327...879</a>	<a href="#">836...139</a>	<a href="#">321...439</a>	<a href="#">231...258</a>	<a href="#">262...079</a>	<a href="#">580...353</a>	<a href="#">503...542</a>	<a href="#">751...890</a>	<a href="#">173...004</a>	<a href="#">152...632</a>

All of the student’s uploaded files are listed in their record.



**0000 - CDESandbox-Dev**

Profile | Dispute Resolution | **Compliance** | Fiscal | Family-School | Performance | Improvement | Summary

Reviewer: none

Dates of Meeting (Confirm dates with evidence in the file.)

Evidence that IEP was written within 365 days of prior IEP 300.324(b)(1)(i); 4.03(3)

Reevaluation conducted at least every 3 year, unless 300.303(a)(1) and (2) 4.02(5)

Notes

**Record #3 - Compliance Checklist** Print | Contact Support | Help

ID: 3210613439 AU: 0000 Student Name: Anna Jamiya Skaff School: Amhurst High Grade: 12  
DOB: 9/10/1994 Disability: TBI

View Documents Uploaded On: 9/21/2017 3:17 PM

**Evaluation** | IEP | Prior\_Written\_Notice

Testing

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