



Document Upload Tips

Document Upload enables the district or school to create folders and place files in them that may be downloaded and viewed by the state. Also, the district or school may place a URL in a folder that directs the state to a webpage or a document on a webpage. The state may NOT upload to the district's or school's folders. In uploading a file, the district or school designates a folder name to place the file in. That is how the folders are created. Once a folder is created with a file in it, other files may be placed in the same folder. Your state may create state specific folders that schools and districts will use when uploading. These state folders cannot be renamed or removed from the system. Please check with your SEA to see if they have any folder requirements.

Districts and schools should not use Document Upload as a substitute for the succinct information entered into the indicator-based planning tool. The indicator-based planning tool asks that the district or school team enter "evidence," "what it looks like now" and other information in a clear and succinct form that makes sense to the team rather than swamping the state with piles of documentation. However, Document Upload is useful for other types of documents the district or school wants to share with the state.

Document Upload will accept the following file types: doc, docx, ppt, pptx, xls, xlsx, pdf, and txt with a limit of 10 MB per file. The state establishes a limit for the number of files that may be stored at any one time.

Please note: Sometimes scanned documents do not always render in allowable files, despite the fact that the file type is a pdf. Scanned documents do not carry all of the same formatting pieces required to qualify as a true pdf. If you have any issues or get an error message when uploading a scanned file, please try one of the following:

1. Save the as a new PDF file: Programs such as Adobe Reader®, Adobe Acrobat® and Foxit Reader® have a built in ability to correct any PDF structure/metadata issues. Simply opening your PDF and saving it as a new file will remedy this.
2. Print the document to a new .PDF: This option is supported by owners of Adobe Acrobat Professional® (paid) or Foxit Reader® (free). You can do this by opening the file in either program, going to File > Print, and selecting "Adobe PDF" or "Foxit PDF" as the printer. Choose the option to "Shrink to Printable Area" and click Ok. This will "print" the document to a new .PDF file and reduce the file size. Keep in mind that if you have active form fields in your document, they will be flattened.
3. Use .PDF optimization: This is a tool included with Adobe Acrobat Professional® (version 8 and up) which will re-sample and compress the document, resulting in a reduced file size. If you do not have this tool, then you will need to re-scan the document using the tips above or use a free online optimizer--though we do not recommend uploading confidential documents to such free services