

CTE Revitalization - Using Secure File Transfer and Last Minute Questions

During this webinar...

- Please mute any microphones or phones
- A copy of the RFP and these slides is available on the CTE Revitalization Webpage: <http://www.ode.state.or.us/go/ctegrant>
- Submit all questions through the question feature.
- We will answer as many questions as possible at the end of the presentation.

Using Secure File Transfer and Last Minute Questions

October 9, 2015

CTE REVITALIZATION GRANT

During this webinar...

1. Review Submission Requirements
2. How to Compress a File
3. How to Use Secure File Transfer (SFT)
4. Demo on Using SFT
5. Final Questions from ***YOU!***

Submission Reminders



B. Application Sections

Only complete applications meeting the specifications listed below will be scored. Each of these sections are described more fully in the following pages.

Please submit the application documentation with the file type listed below.

1. **Cover Page** (doc, docx, or pdf) – *REQUIRED* – Identify each school that will participate in the grant activities. The role of each school must be clearly identified in the grant narrative.
2. **Application Narrative** (doc, or docx) – *REQUIRED* – This section may not exceed 15 pages. The tables for sections D, E, and F and the abstract are not included in this count.
3. **Bonus Narrative** (doc, or docx) – *OPTIONAL* – Each response to the optional bonus section questions may not exceed one page.
4. **Budget** (doc, docx, or pdf) – *REQUIRED* – This section should include a narrative and budget worksheet. There is no page limit.
5. **Previous Recipient Eligibility Response** (doc, docx, or pdf) – *REQUIRED ONLY FOR PREVIOUS RECIPIENTS* - This section should be completed by previous recipients in order to be eligible for consideration in this grant cycle.
6. **Statement of Assurances** (doc, docx, or pdf) – *REQUIRED* – One signed assurance statement is required for each school listed on the cover page. A single assurance may be provided for multiple schools if the authorized agent has authority over all of the schools listed on the assurance.
7. **List of Partners** (doc, docx, or pdf) – *REQUIRED*
8. **Partner Commitment Letters** (doc, docx, or pdf) – *REQUIRED* – These letters should identify the specific commitment each listed partner has made related to the project.
9. **Appendix** (doc, docx, or pdf) – *OPTIONAL*– Any supporting charts, graphs, tables and other materials may be placed in an Appendix and referenced in the Grant or Bonus Narrative.

Format and Submission

(p. 13)

- **Format**
 - 12 point font
 - Double spaced
 - 1 inch margins
 - Numbered pages
 - Include the eligible agency in all file names
 - Submit all documents through Secure File Transfer (SFT) ONLY
- **Secure File Transfer – REQUIRED**
October 16, 2015 by 5:00pm

Compressing Files



Compressed (ZIP) Files

- Take up less storage space
- Transfer more quickly
- Behave just like uncompressed files/folders
- Simplifies transfer – usually in single file

How to Zip a File Folder - PC

- Move all documents into a single folder “Agency_Grant Name”
 - AllOregonESD_AgStars
 - FirstSD_HealthCare
- Organize them in the folder – match to submission requirement
- Right Click on the folder
 - Send to
 - Compressed (Zipped) Folder
- Compressed folder
 - .zip

How to Zip a File Folder - MAC

- Move all documents into a single folder – “Agency_Grant Name”
 - AllOregonESD_AgStars
 - FirstSD_HealthCare
- Organize them in the folder – match to submission requirement
- Right Click on the folder
 - Select Compress “folder name will appear”
- Compressed folder appears
 - .zip

Secure File Transfer



What is Secure File Transfer (SFT)?

- Used to transfer files from one computer to another
- Encrypted
- Able to move LARGE files

Secure File Transfer (SFT)

- Go to “District” website
 - <https://district.ode.state.or.us/home/>
- Do not need user name/password
- Click on Secure File Transfer
(located on right side under **Quick Links**)



Welcome to the ODE District

This site hosts centralized data... find the latest information and... loading instructions spanning...

- Training Home
- Common User Guides
- Training by Area
- Video Training

for all offices within the Oregon Department of Education. Among these pages, you will find implementation of finance and data collection systems, program documentation, and data applications.

If you have a login and password, use the Quick Login to get to applications you are associated with. If you have problems locating something, try our new search option located at the top of the page!

QUICK LOGIN

User Name:

Password:

LOGIN

Forgot User Name or Password?

QUICK LINKS

- Collection File Formats
- Data Collection Committee
- Data NEWSline
- Digital Learning Advisory Council
- Find Security Administrator
- Institutions Lookup
- IT Managers
- Free and Reduced Lunch
- Secure File Transfer
- Visual Preferences
- ODE Public Site

Application Updates and Maintenance

ODE application updates are scheduled for Thursday morning. Click here for more details.



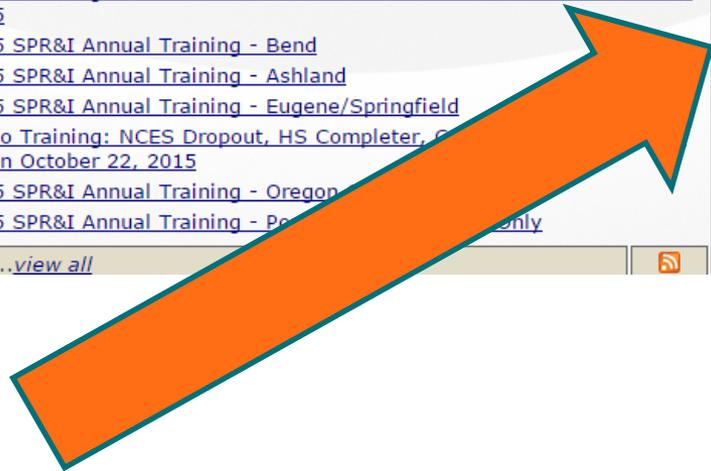
Recent News ...view all

- Achievement Data Insight: Deadline for Class Size Validation
- First Period Cumulative ADM: Collection Opens September 24, 2015
- Achievement Data Insight: Secure Preview of 2014-15 Assessment Data
- Achievement Data Insight: Supplemental Data Collection Closing **September 25, 2015**
- Achievement Data Insight: Class Size Validation 2014-15
- Achievement Data Insight: Validations Closing **August 21, 2015**
- Highly Qualified Teacher Validation Opens Tomorrow, August 6, 2015
- Achievement Data Insight: Freshman On-Track Validation **Closes August 14**
- Kindergarten Assessment: ESDs Added to Audience
- Kindergarten Assessment: 2015-16 Data Collection Trainings

Upcoming Events ...view all

- 2015 SPR&I Annual Training - Salem
- Video Training: IUID (Instructional Unit Identifier) System 2015-16 on **October 8, 2015**
- 2015 SPR&I Annual Training - La Grande
- Video Training: Cumulative ADM Exit Collection 2014-15 on **October 13, 2015**
- 2015 SPR&I Annual Training - Bend
- 2015 SPR&I Annual Training - Ashland
- 2015 SPR&I Annual Training - Eugene/Springfield
- Video Training: NCES Dropout, HS Completer, G on **October 22, 2015**
- 2015 SPR&I Annual Training - Oregon
- 2015 SPR&I Annual Training - Pe

Schedule of Due Dates ...view all



Secure File Transfer(SFT)

- Who Receives the File?
ode.cterevitalization@ode.state.or.us
- Who is Sending the File?
- Locate your file and SEND
 - ZIP it!!
- Enter message



Who Receives the File?

ODE Email List	ODE Recipients (Select from ODE Email List)
nina.j.king@state.or.us	
nolan.campbell@state.or.us	
norma.j.dixon@state.or.us	
oconnorm@wou.edu	
ode.cterevitalization@ode.state.or.us	
ode.helpdesk@ode.state.or.us	
ode.pcs@state.or.us	
pam.rimmer@state.or.us	
pam.williams@state.or.us	

Outside Recipients

Either type the email address in the space provided or select email/s from ODE Email List to ODE Recipients listbox. If you are typing the emails in, separate each email address by either commas (,) or semicolons (;).

Who is Sending the File?

Enter your email address:

Locate your file to send:

Browse for your file:

(File size must be under 1 GB)

Enter Your Message Here

Let's Practice.....

*HELP with
Secure File
Transfer...*

*ODE
Helpdesk*

503-947-5715

*Ode.helpdesk@ode.state.or.
us*



One last note...

Keep the receipt!

One more last, last note...

*Don't wait until the last minute to
use SFT!*

*Give yourself time to work out any
glitches.*

Final Questions

