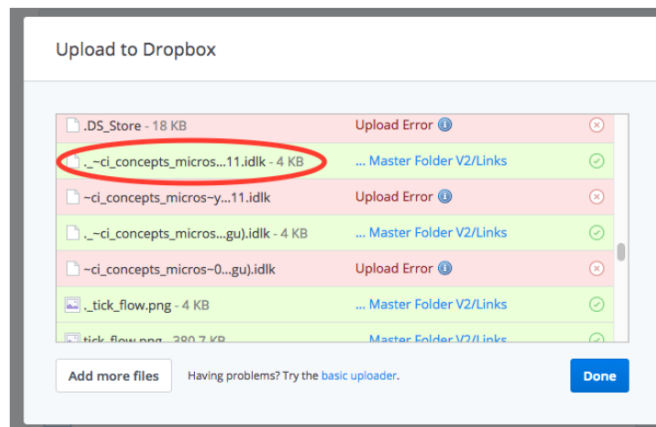


Helpful Hints for Dropbox

- Upload documents in small batches. Many times, when someone attempts to upload large number of documents at once their computer will go into 'sleep or hibernate' mode. This will cause an interruption in the documents uploading, and could result in failed uploads.
- In the 'Upload to Dropbox' window, make sure to scroll up to the top of the window to double check that all uploads were successful. If an upload failed, it will be highlighted in pink and say 'Upload Error'.



- If you experience issues with Dropbox, please see the [Help Center](#) to try and troubleshoot the issue.
- If you are still in need of assistance, please reach out to your local Great Start to Quality Resource Center at 1.877.614.7328.

Suggested Documentation to upload into Dropbox.

- Parent Handbook
- Staff Handbook
- Program Handbook
- Transcripts or Credentials
- Professional Development Logs

**It is important to note, if a piece of evidence that counts for more than one document. Please only upload it once.*