Step 3: Upload Documentation

START

"Hello and welcome to the orientation webinar for the Out of School Time programs interested in participating in Great Start to Quality. This is the third of four videos created to support you to complete the self-assessment process and submit your program to become a rated program. Each video in this series is designed to help you know exactly how to complete the process on your own if you would like to. If at any point in time you would like assistance you can contact your Great Start to Quality Resource Center, their phone number will be up at the end of this video.

In this video, we will walk through the steps of uploading documentation for your program's validation for Great Start to Quality. As a reminder, validation is the process during which a Validator reviews your uploaded documentation to determine which points your program earned based on answers you selected in the Self-Assessment Survey.

In this video, you will learn how to:
• Create a Dropbox account, if you don't already have one
• Create a shared folder in the Dropbox
• Share the folder with Validators
• Upload documents

Before we go through the steps of creating the Dropbox and uploading the documentation, validators wanted to share a list of where they typically find the evidence they need for validation. This list is not exhaustive, and it may not be representative of your program. You may upload as much documentation as you would like to demonstrate that your program is meeting the indicators you selected.

When you submitted your Self-Assessment Survey you were linked back to the out-of-school time page of the Great Start to Quality website.

You can use this button to access Dropbox.com. If you have a Dropbox account, you'll be able to login, if you don't have a Dropbox account you need to create one at this time. Let's walk though how to do that. So, to create an account click the create account button the upper right-hand corner, put in your name and the email address that you would like to use. Then create a password, you need to agree to the terms and click create an account. Then you'll be led to this page, you don't need to download Dropbox but you can if you would like to. Once you arrive at this page you may need to access your email and verify your account before you can complete the next step in the process. This verification might trigger your computer to try to download Dropbox. You can simply cancel the download. Your account is now verified.
To share a folder, click the share a folder button on the page. To share the folder, use the link on the right side of the screen that reads "New shared Folder." this link will open a pop-up window. Select the first option, to create and share a new folder.

Name the folder using your **License Number Only**. Please be sure to double check the license number.

Share the folder with outofschooltime@ecic4kids.org. If you would like to add a message about your program, you can but you are not required to. Be sure to share as an Editor, this will allow the Validator the access they need. Validators **will not** delete any documents. The only documents the Validator will upload are: a PDF of your self-assessment survey and the programs completed validation report.

Once you've shared the folder you can begin uploading documentation. Click into your folder, then you can start uploading files. You can do this in two ways. By dragging and dropping items, or by using the upload function on the right-side menu. Even if you use the upload menu you can select multiple documents as once.

Be sure to check the window to confirm the document was uploaded. If something interrupts the upload you may need to try again.

This link will open a PDF with tips that were developed based on feedback from programs and experience with Dropbox.

When uploading documentation there are a few things that you should keep in mind.

While anyone can use the log in that you create, be sure to only have **one person** in the Dropbox working under the account at one time. Dropbox can only save one person's work when two people are logged in under the same account. Meaning, if two people are logged in during documentation upload the upload may fail. If you'd like to add another person to the folder you can, all you need to do is add them as a shared user. To do so click the shared folder the right-hand menu for Dropbox to add additional users. This is the best way to have multiple people add documentation without looking any of the documents you tried to upload.

Be sure to upload documentation that supports every indicator you select. We encourage you to use the PDF copy of your self-assessment survey to double check your uploads before you Submit your program for validation.

Some programs preferred to upload documentation as they completed each section of the self-assessment Survey, this is completely acceptable and is easy to do for some programs. They felt this helped them to better keep track and to make sure that everything was uploaded.

Once you've finished uploading your documentation you are ready to Submit your program for Validation. The steps to do this are included in the next video in the

orientation webinar series. If you have any questions about uploading documentation or any other part of the process you can email outofschooltime@ecic4kids.org or use the number listed to contact your Great Start to Quality Resource Center.

In the next video we will be covering the process for validation, on-site assessment and receiving your star rating."

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