PROGRAM SUBMISSION INSTRUCTIONS

1. Download the correct program worksheet template at http://www.ksde.org/Default.aspx?tabid=1739
   a. Each program template when completed must be submitted on the document warehouse, www.ksde.org/dm .
   b. Also mail one CD for each program to Teacher Education and Licensure.

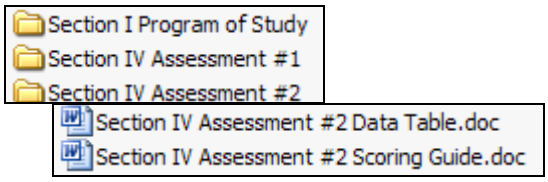
2. Type your institution's and program's data into the worksheet template.
   a. Fill out the cover sheet with the correct information.
   b. Complete Sections I through V. Observe the page limitations.

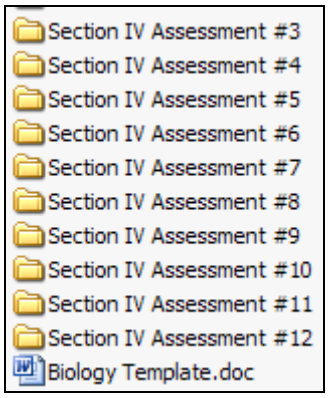
3. Section I
   a. Program of study may be uploaded to the document warehouse and in the first folder on the CD.
   b. Label the folder "Section I Program of Study" (Attachment may be from the college catalog or as a student advisement sheet – maximum of five text pages).

4. Section II
   a. Assessments are numbered and should be named.
   b. Keep the assessment number and title the same throughout all documents.

5. Section III
   a. All standards must be assessed at least once.
   b. An assessment may assess more than one standard.

6. Section IV
   a. Respond to each of the four bullets completely but in a concise manner.
   b. Attachments for each assessment would be kept in separate folders on the CD. For submission to the document warehouse, title the documents as noted in item 9 below.
   c. Each CD folder would be named "Section IV Assessment #1," "Section IV Assessment #2," etc.
   d. In the CD folder named "Section IV Assessment #1," place a file named "Section IV Assessment #1 Data Table."
   e. In the next CD folder named "Section IV Assessment #2," place a file named "Section IV Assessment #2 Scoring Guides, Criteria for Evaluation or Rubric." In that same folder, place another file named "Section IV Assessment #2 Data Table."
   f. Continue in this manner until all assessment attachments are in separate folders (see example below).





7. Section V
   a. Complete the narrative as described.
   b. Address all aspects required in this section.

8. Submission of CD versions
   a. Submit 1 CD for each program and send to TEAL, Attn. Jeanne Duncan.

9. Submission to the document warehouse: www.ksde.org/dm
   a. Contact us for user name and password to the document warehouse.
   b. Upload the supporting documents and program template in reverse order. Upload the last document first and continue till the program template is last to upload. The documents are loaded to the site by date and time. The first one uploaded is the last one in the list that the reviewers see on the page.
   c. Upon entering the document warehouse, you should only see your institution.
   d. Click on Program Review Submissions.
   e. To upload programs, click on upload on bottom left of screen.
   f. Type in the title of the document (see 9g below).
   g. Title each document uploaded appropriately. Examples: Section IV, Assessment 6 Rubric; Section IV, Assessment 6 Data Table;
   h. Browse for your file.
   i. Click on the content category for the location of the document.
   j. Your name and email address should be pre-populated.
   k. Click on the Upload button on the bottom of the page.
   l. Note that there is a cancel button and a delete button that you may click on to cancel or delete the upload. You may also use these buttons if you made a mistake and need to remove a document from one of the categories. The tiny pencil icon to the left of the file allows you to edit/delete the file.
   m. After you click on Upload, the system takes you back to the Program Review Submissions page with all of your content categories. The process adds a numeral to the content category where you uploaded the document. As you upload more documents to each content program category, the number increases.
   n. All attachments/documents must be consistently numbered and titled to correspond to the assessment.

10. Submission of New Programs
    a. Submit the program as above except for data tables.
    b. Submit the syllabi for all required courses to the document warehouse and in one folder labeled "Course Syllabi" on the CD.
    c. All syllabi must be submitted to the document warehouse. Upload the syllabi first to the site and in reverse order.
    d. Section IV description and the attachments for scoring guides, rubrics or criteria for evaluation must be submitted.

11. Submission of Upgrade Reports
    a. Follow the instructions for format in the *Institutional Handbook for Program Approval.*
    b. Address each Area for Improvement.
    c. Follow previous instructions for uploading to the document warehouse.
    d. Mail one CD to Teacher Education and Licensure.

12. Submission of Progress Reports
    a. Follow the instructions for format in the *Institutional Handbook for Program Approval.*
    b. Address each Area for Improvement.
    c. Follow previous instructions for uploading to the document warehouse.
    d. Mail one CD to Teacher Education and Licensure.