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PROGRAM SUBMISSION INSTRUCTIONS

- Download the correct program worksheet template at <u>https://www.ksde.gov/Agency/Division-of-Learning-Services/Teacher-</u> <u>Licensure-TL/Educator-Prep-Landing-Page/Higher-Ed-Faculty-</u> <u>Resources/Higher-Education-Resources-TLA</u>.
 - a. Each program template when completed must be submitted on the document warehouse,
- <u>https://community.ksde.gov/dm/Home.aspx</u>.
 Complete your institution's and program's information into the program
- Complete your institution's and program's information into the program template. See template instructions on the template page.
- Identify key assessments for each standard on the Summary of Standards and Assessments table. Provide explanations of alignments of key assessments to standards in the Evidence for Meeting Standards section.
- 4. Required supporting materials include:
 - a. Program of study required of candidates in the program.
 - b. Course syllabi for course grades used as key assessments and for Science of Reading.
 - c. Key assessment rubrics.
 - d. For new program proposals, syllabi for all license program required courses.
- 5. Submission to the document warehouse: <u>https://community.ksde.gov/dm/Home.aspx</u>.
 - a. Contact KSDE for user name and password to the document warehouse.
 - b. Compress all materials for a given program into one zipped folder. Be mindful of file names – ensure that file names reflect document titles and textual references from the template. Files may be uploaded individually when necessary.
 - 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.
 - g. Title each document uploaded appropriately. Examples: Biology; Assessment C Rubric.
 - 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.

- I. 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 files must be consistently numbered and titled to correspond to the program.
- 6. Submission of New Programs
 - a. Same as above.
 - b. Submit the syllabi for all required courses to the document warehouse.
- 7. 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.
- 8. 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.