

2016-17 Evaluation Review File Upload Instructions

All files must be uploaded by August 16, 2017

1. Fill out and save the provided Cover Page for each selected staff member. To save a copy of the Cover Page for each staff member once it is completed click the **printer icon>Destination>Change>Save as PDF**
2. Create a single combined PDF file or zipped file for each staff member's evaluation materials beginning with the Cover Page followed by the evaluation materials and titled using the evaluating Administrator's EDUID (e.g.EDUID "10176745") + 1, 2, 3, 4, or 5.
Example file name: "10176745_1", "10176745_2", "10176745_3"etc.

3. Follow the below link to access the OSBE secure server:

<https://sftp.boardofed.idaho.gov>

There may be a series of Security Certificate pop-ups, please disregard and continue to the log-in

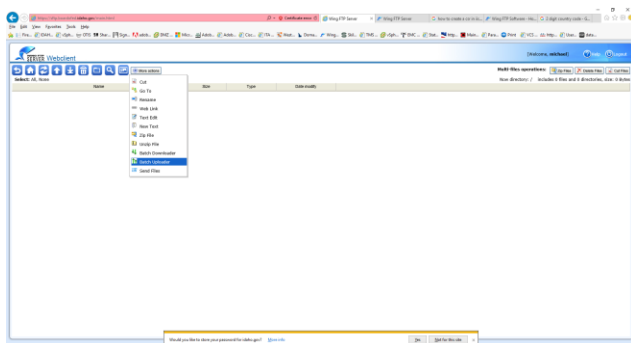


4. Log In

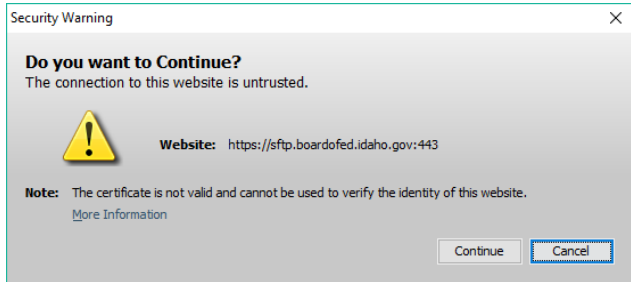
Account: (provided in email)

Password: Eval1617

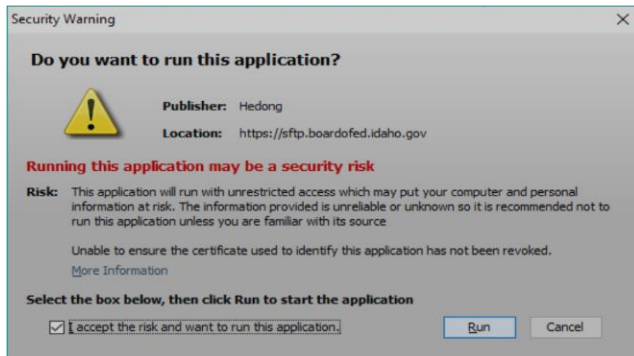
5. Click - More actions, then Click-Batch Uploader



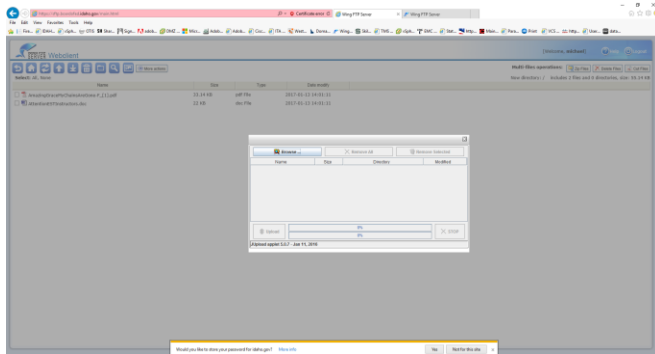
6. Click-Continue (you may or may not see these security certificates)



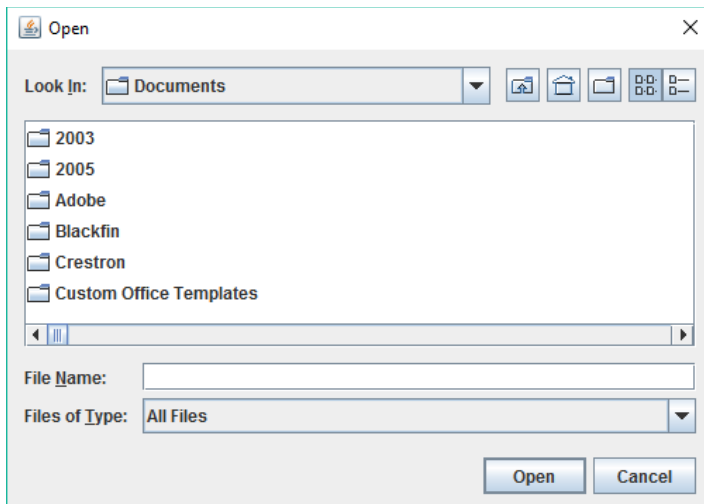
7. Click-Run – Java APP will run



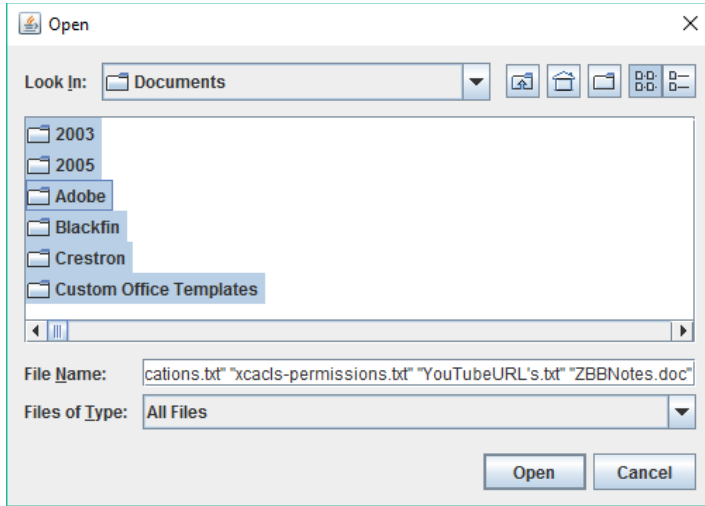
8. Click-Browse



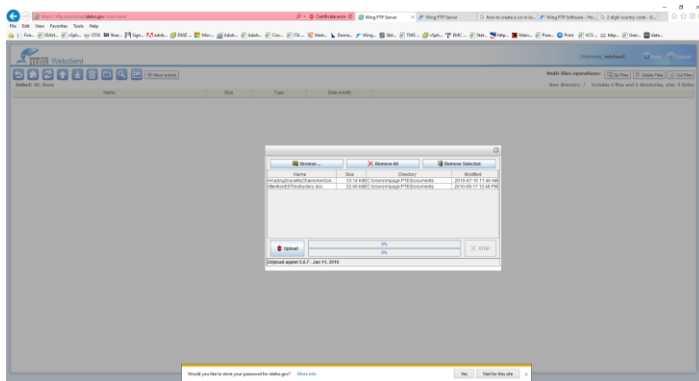
9. Click-Browse to find your Staff Evaluation Files



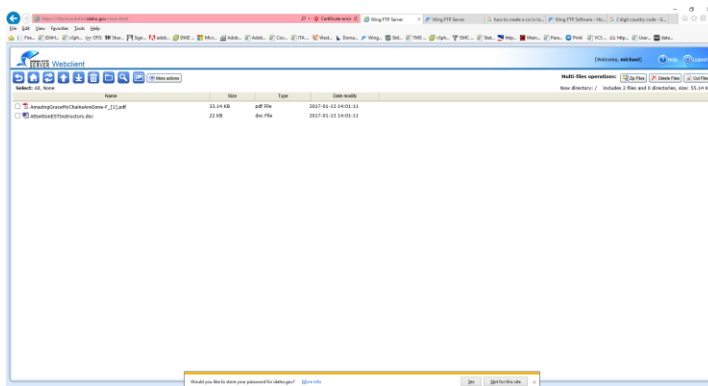
10. Select all of your Staff Evaluation Files to be uploaded and Click Open



11. Click Upload



12. Confirm your uploaded files



13. Logout.