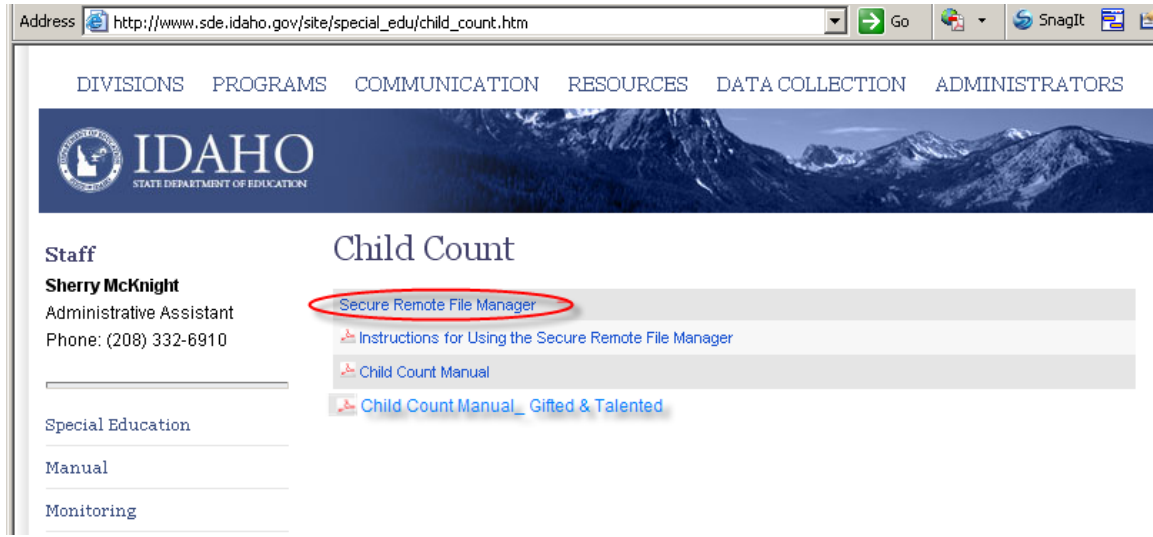
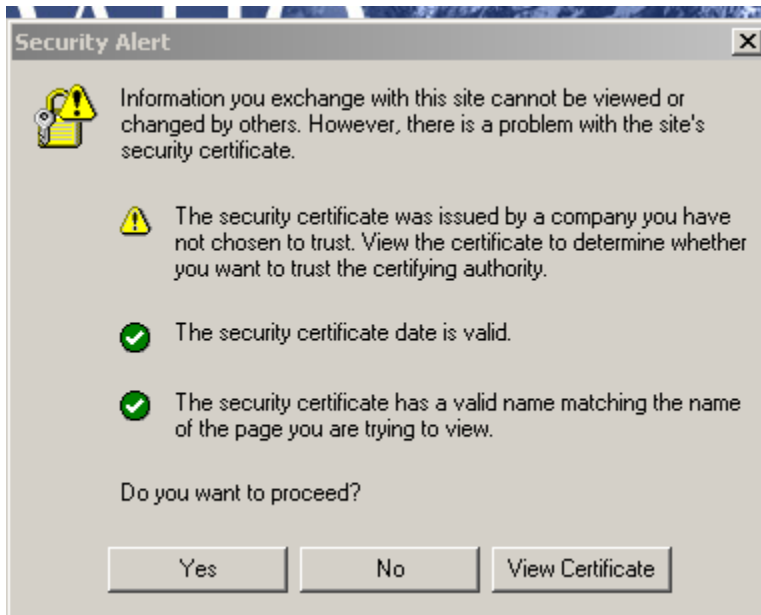


Instructions for using the SDE secure Remote File Manager for Gifted and Talented



The screenshot shows a web browser window with the address bar displaying http://www.sde.idaho.gov/site/special_edu/child_count.htm. The website header includes navigation links: DIVISIONS, PROGRAMS, COMMUNICATION, RESOURCES, DATA COLLECTION, and ADMINISTRATORS. Below the header is the IDAHO STATE DEPARTMENT OF EDUCATION logo and a banner image of mountains. The main content area is titled 'Child Count' and features a list of links: 'Secure Remote File Manager' (circled in red), 'Instructions for Using the Secure Remote File Manager', 'Child Count Manual', and 'Child Count Manual_ Gifted & Talented'. On the left side, there is a 'Staff' section for Sherry McKnight, an Administrative Assistant, and a 'Special Education' section with links for 'Manual' and 'Monitoring'.

If after clicking on Secure Remote File Manager, you get the following message, click on yes to continue:



The screenshot shows a 'Security Alert' dialog box with a yellow warning icon. The text inside the dialog reads: 'Information you exchange with this site cannot be viewed or changed by others. However, there is a problem with the site's security certificate.' Below this, there are three bullet points: a yellow warning icon followed by 'The security certificate was issued by a company you have not chosen to trust. View the certificate to determine whether you want to trust the certifying authority.', a green checkmark followed by 'The security certificate date is valid.', and another green checkmark followed by 'The security certificate has a valid name matching the name of the page you are trying to view.' At the bottom, it asks 'Do you want to proceed?' and provides three buttons: 'Yes', 'No', and 'View Certificate'.

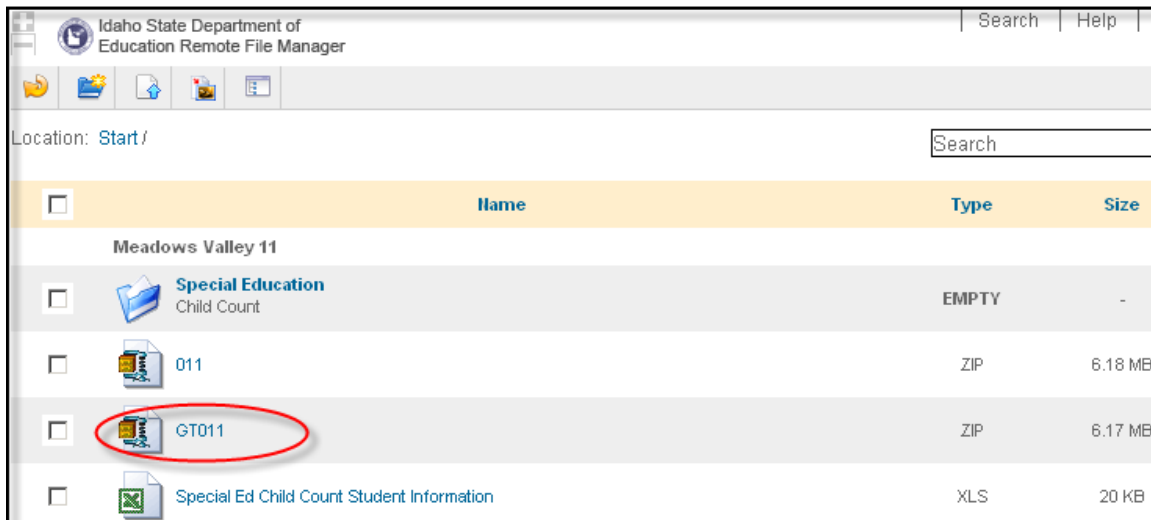
**Idaho State Department of Education
Remote File Manager**

User:

Password:

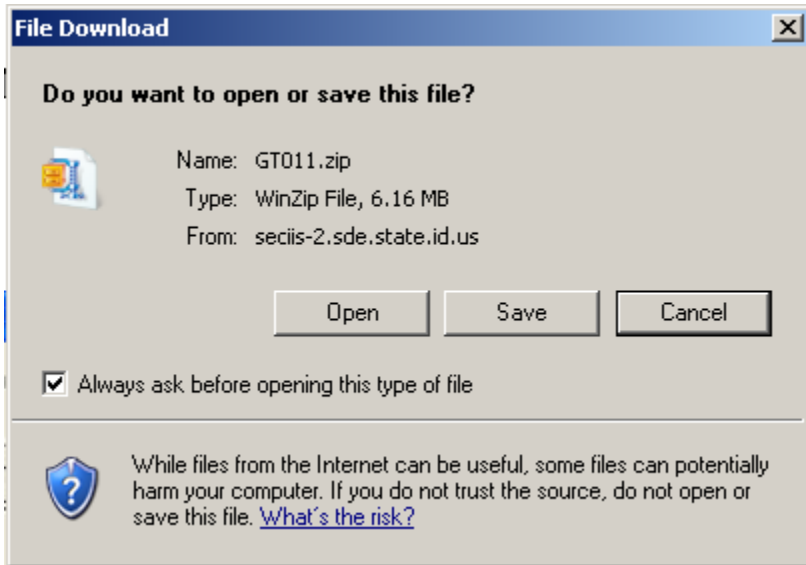
Log in to the server using the user name, which is the three digit number of your district (for example, if your district number is 17, your user name is 017) and password, which is the same as your IDEA Part B Application password. If you need assistance obtaining your user name and/or password contact Sherry McKnight at 332-6910.

Once you are logged in, the folder for your district will automatically open and display the contents of the folder.

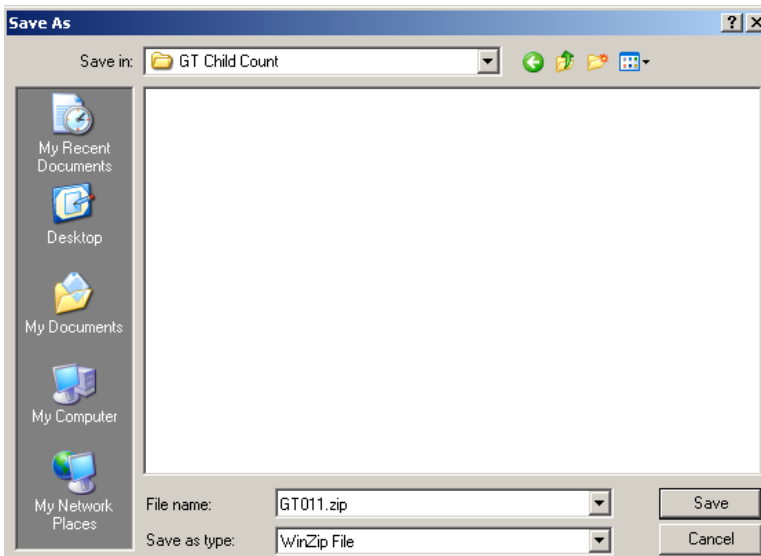


For the purpose of the initial download of Gifted and Talented Child Count data and program files, the contents of the folder is a file named GTXXX.zip (XXX = your district number.) This file contains all of your districts gifted and talented child count data files and the program files need to operate the Special Education Student Enrollment System. The file must now be downloaded to your own computer system, to a drive/directory of your choice. Make a folder in the directory before you try to download the files.

To download the GTXXX.zip file, place your cursor over the zip file image and double-click. A File Download dialogue box will be displayed.



Click  Save
A Save As dialogue box is displayed.



In the example above, we are saving the zip file to a folder on the C:\ drive. You may save the zip file in any directory you choose. Once you have saved the zip file, go to that directory using Windows Explorer or My Computer, find the GTXXX.zip file. You will now need to extract all of the data and program files within the zip to the drive/directory/folder from which you intend to run the Special Education Student Enrollment System.

If you have the WinZip software installed on your computer, double click on GTXXX.zip file and follow the extraction procedures for extracting within the WinZip wizard.

If you do not have WinZip, there is an extraction utility within Windows. The links below will take you to instructions for using this utility:

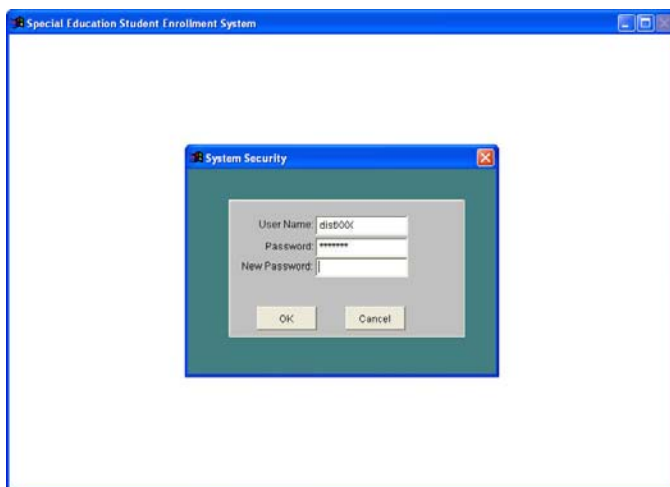
In Windows XP:

<http://consumerdocs.installshield.com/selfservice/viewContent.do?externalId=Q108326&sliceId=1>.

In Windows Vista:

<http://www.maximumpcguides.com/compress-and-uncompress-a-folder-or-file-in-windows-vista/>.

Final steps in installing and running the Gifted and Talented Student Enrollment System:



After successfully extracting all of the Gifted and Talented Student Enrollment System program and data files from the zip file, place a shortcut on your desktop that points to the SPECED.EXE file in the directory where you have installed the system.

IF YOU INSTALL THE GT STUDENT ENROLLMENT SYSTEM ON THE SAME COMPUTER OR NETWORK AS THE SPECIAL EDUCATION STUDENT ENROLLMENT SYSTEM, BE SURE THEY ARE INSTALLED IN SEPARATE

FOLDERS AND ARE EASILY IDENTIFIABLE.



You can identify the SPECED.EXE file by the FoxPro icon. The system comes configured to function on a stand-alone system. If you are installing the system on a shared network drive so that more than one user can access the child count, you need to run the batch file called NETWORK.bat. This file is located in the directory where you installed the program and can be run simply by double-clicking on the file's name. You should see a black screen flash briefly. This sets the configuration for operation on the network. To enter the system, enter the username and password when the security screen above appears. The default for both is distXXX (*XXX=your district number.*) The system comes with 4 additional username/passwords: clerk01, clerk02, clerk03, clerk04 for operation by multiple users on a network.

To make a shortcut to the GT child count system, right click on the SPECED.EXE then click on create shortcut. This will add a shortcut in your folder. Copy the shortcut, then paste it onto your desktop.

After you have done the above steps you will need to refer to the Gifted and Talented Child Count Manual to complete the Gifted and Talented December 1 Child Count. This data collection, which consists of those Gifted and Talented students who were active in a GT program on December 1, is due by February 1, 2010.

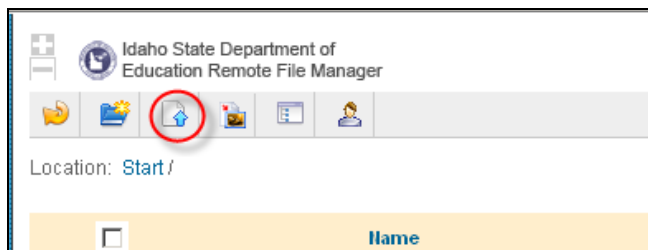
PLEASE DO NOT UPLOAD THE EXPORT 6 GT CHILD COUNT EXPORT FILES TO THE SECURE REMOTE FILE MANAGER UNTIL AFTER JANUARY 15. If you attempt to upload the files to the file manager and discover files with identical names in your district folder, please go no further and contact Sherry McKnight at 332-6910.

Uploading your district's gifted and talented child count export files to the SDE using the secure Remote file manager after January 15, 2010:

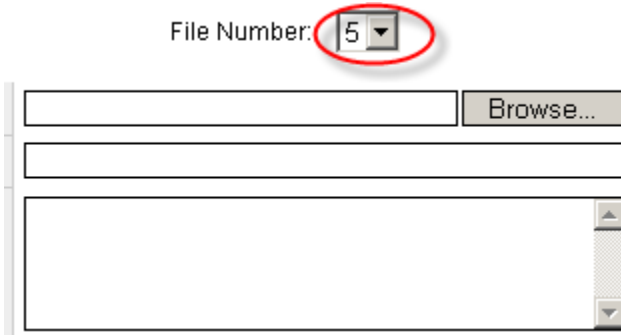
Go to the remote file manager



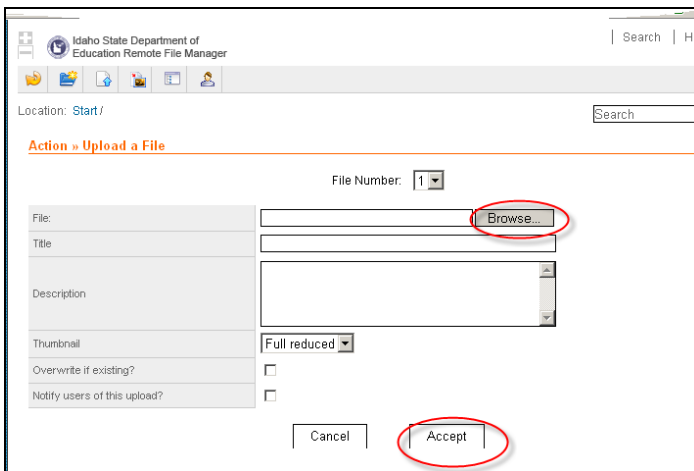
Log in with your user name (your 3 digit district number) and your Part B password. Click on the icon that looks like a sheet of paper with a blue arrow on it.



If you click on the down arrow next to “File Number” and select 5, it will show five browse sections.



Click on Browse and locate one of the six files that you saved on your computer. Click on open. The file name should appear in the box next to Browse. Repeat in each of the browse sections until you have found five of the files.



Please check to make sure they are the correct ones. xxx represents your district number.

- SEDENxxx.DBF
- STDNTxxx.DBF
- DAUDTxxx.DBF
- ENROLxxx.DBF
- GTENRxxx.DBF
- ENRGTxxx.DBF

Click on accept. Five of your files have been uploaded. You will need to upload the last one separately. The maximum you can upload all at once is five.

To log off click the “Exit” button at the top of the page.

Please call Sherry McKnight at (208) 332-6910 if you have any problems.