

# Uploading Files to the Oregon SPDG Data Portal

## (<http://www.orspdgdata.net>)

For questions or further assistance, please contact Dr. Amy Gaumer Erickson at [agaumer@ku.edu](mailto:agaumer@ku.edu).

1. Go to <http://www.orspdgdata.net> and either login to your account or submit your email address to create a new account. When creating a new account, you will immediately be asked to enter your information (email, password, name, role, district), but note that account verification may take up to 24 hours.

HOME || Timeline || Tools || Webinars || Log In

**Oregon SPDG Data Portal**

**Forget Password? New User?**  
Type your email below. We will send you directions to either reset or add.

E-mail here  
submit

Please enter your email and password

E-mail Address

Password

Login

Enter Email to Create Account

Login

2. Once logged in, select **Review My District**.

HOME || Timeline || Tools || Webinars || My Portfolio || Log Out

**Oregon SPDG Data Portal**

**My Portfolio**  
Amy Gaumer Erickson

Username: agaumer@ku.edu  
Password: XXXXXX  
Job Title: Evaluator  
To Edit Above: [Click Here](#)

**Related District**  
District: KU Example(#6666) [[Review My District](#)]

**Admin Functions**

**Edit Users**  
• [Edit/View Users](#)

**Edit Website**  
• [Edit/View Home Pages](#) || [Add a Webinar](#) || [New Admin Link](#)

3. Scroll down to the **District Uploads** section and click **Upload File**.

Year	Name	Subject
14-15	<a href="#">IMAG1021.jpg</a>	Spring Data Report
15-16	<a href="#">Ashlandfidelity2016.pdf.pdf</a>	Spring Data Report
15-16	<a href="#">CES Implementation Review 2016.pdf</a>	Fidelity

4. Click **Browse** in the popup dialogue box and select the file to upload. Including information such as building and school year within the original filename will help ensure that files can be easily accessed in the future.

IS Team View Edit Delete

**Upload EBISS/SPDG Required Documents** Close

Directions: To upload documents, choose the file from your computer. Then choose the file name and upload it to our server. Your file will appear under District Uploads (below).

Step 1: Select the file:

Browse...

Step 2: Which file are you uploading?

File Name

Step 3: Click here to upload the file: Upload

5. From the dropdown menu, select the type of measure you're uploading.

**Upload EBISS/SPDG Required Documents** Close

Directions: To upload documents, choose the file from your computer. Then choose the file name and upload it to our server. Your file will appear under District Uploads (below).

Step 1: Select the file:

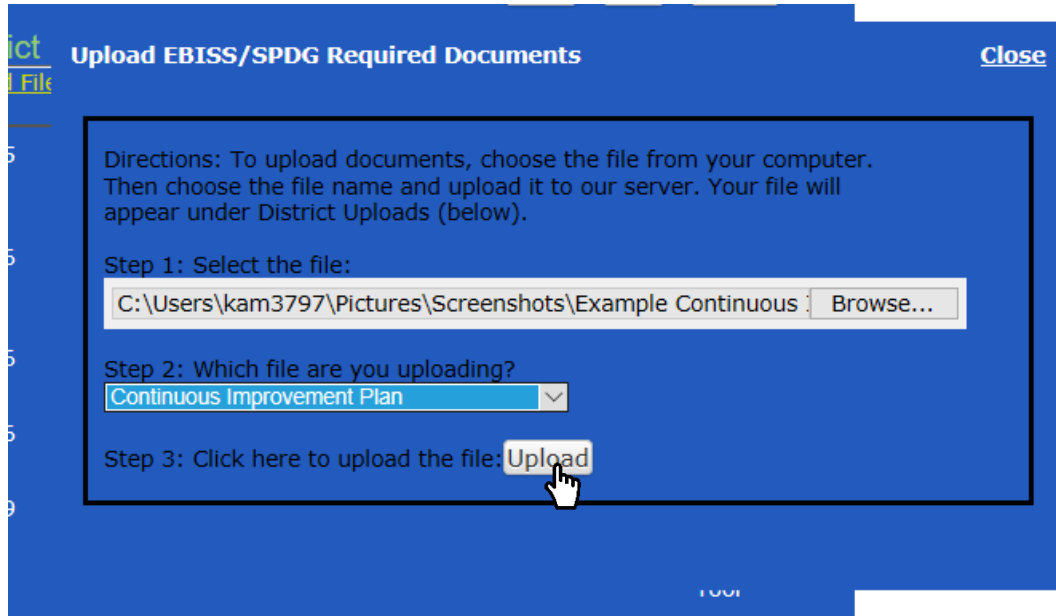
C:\Users\kam3797\Pictures\Screenshots\Example Continuous Browse...

Step 2: Which file are you uploading?

File Name

- ORIS School Level Needs Assessment Tool
- District Capacity Assessment
- Continuous Improvement Plan
- Fidelity Measure
- Other

- Click **Upload**.



- Your uploaded document will now appear in your list of **District Uploads**, tagged with the current school year and the type of measure you selected from the dropdown menu (in this example, a Continuous Improvement Plan).

District Uploads		
<a href="#">Upload File</a>		
Year	Name	Subject
14-15	<a href="#">IMAG1021.jpg</a>	Spring Data Report
15-16	<a href="#">Ashlandfidelity2016.pdf.pdf</a>	Spring Data Report
15-16	<a href="#">CCC Implementation Roadmap3-25-16.docx</a>	Fidelity Measure
15-16	<a href="#">Test123.docx</a>	Fidelity Measure
18-19	<a href="#">ORISSchoolKUExample.docx</a>	Schl. Needs Asmnt. Tool
18-19	<a href="#">ExampleORSchoolNeedsAssessment.xlsx</a>	Schl. Needs Asmnt. Tool
18-19	<a href="#">testfile12345.docx</a>	Schl. Needs Asmnt. Tool
18-19	<a href="#">SIS_Instructions2019.pdf</a>	Other
18-19	<a href="#">ExampleContinuousImprovementPlan.docx</a>	CIP



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