World Languages

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Seal of Biliteracy file sharing with KSDE (updated 05/09/2025)

Kansas leads the world in the success of each student.

Introduction

Nathan McAlister

- Humanities Program Manager - World Languages
  - Phone: 785-296-3892
  - Email: adam.topliff@ksde.gov

Mike Flenthrope

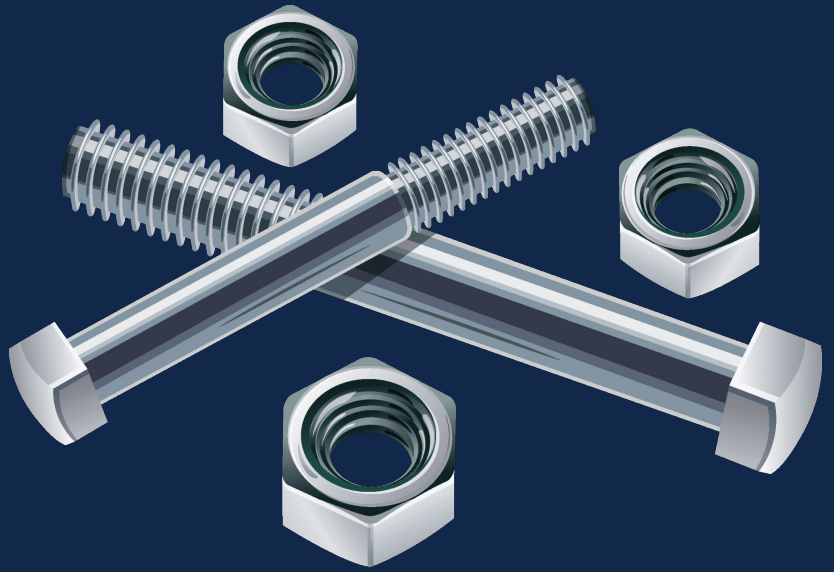
- Teacher Leader Consultant - World Languages
  - Email: Michael.Flenthrope@ksde.gov

Carrie Hurd

- Administrative Specialist
  - Phone: 785-296-2078
  - Email: carrie.hurd@KSDE.gov

A Step-by-Step guide to the file sharing system

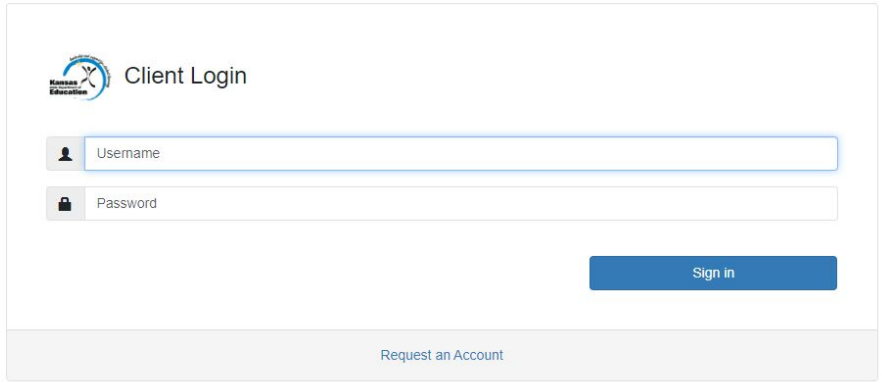
- Request and Account
- Justification??
- Confirmation (email)
- Account Settings
- Sharing Spreadsheet(s)
- Confirmation
- Q&A



Requesting an Account:

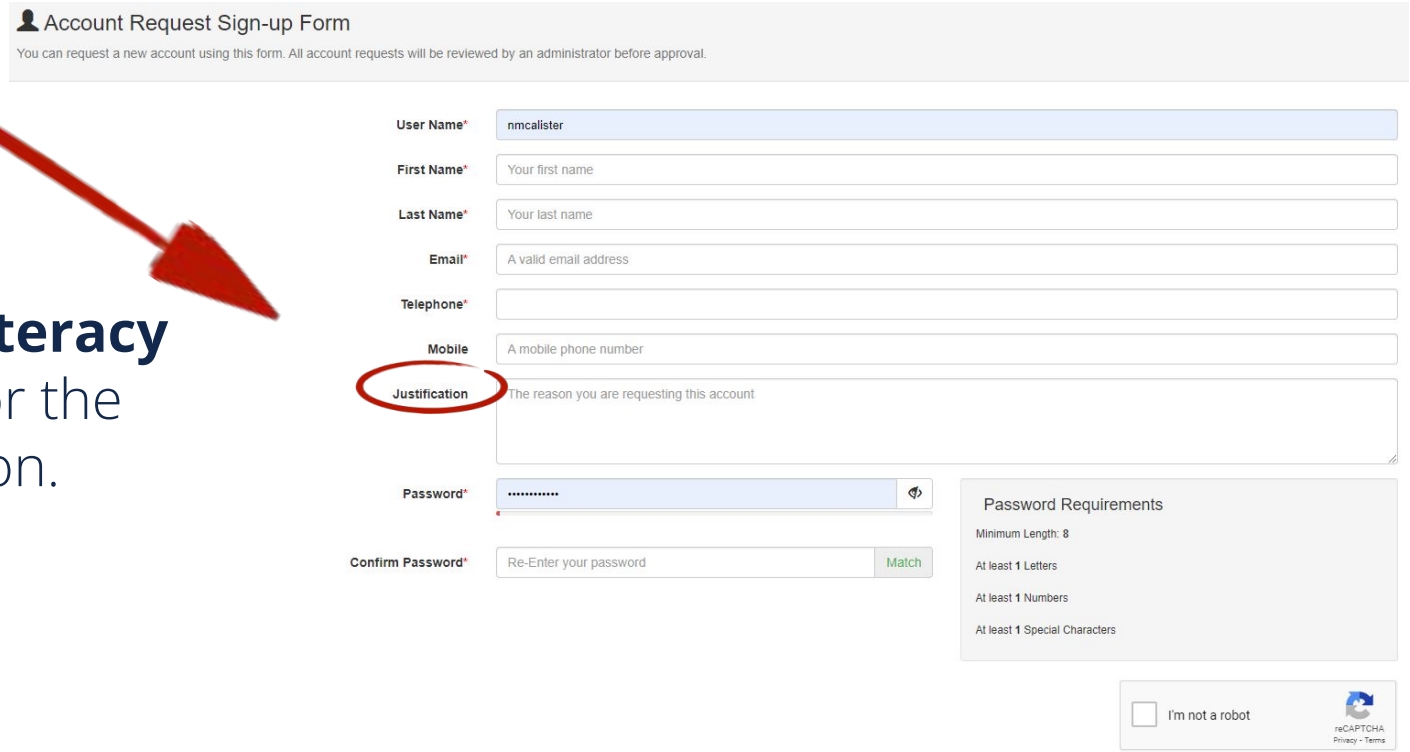
https://secure.ksde.org/login





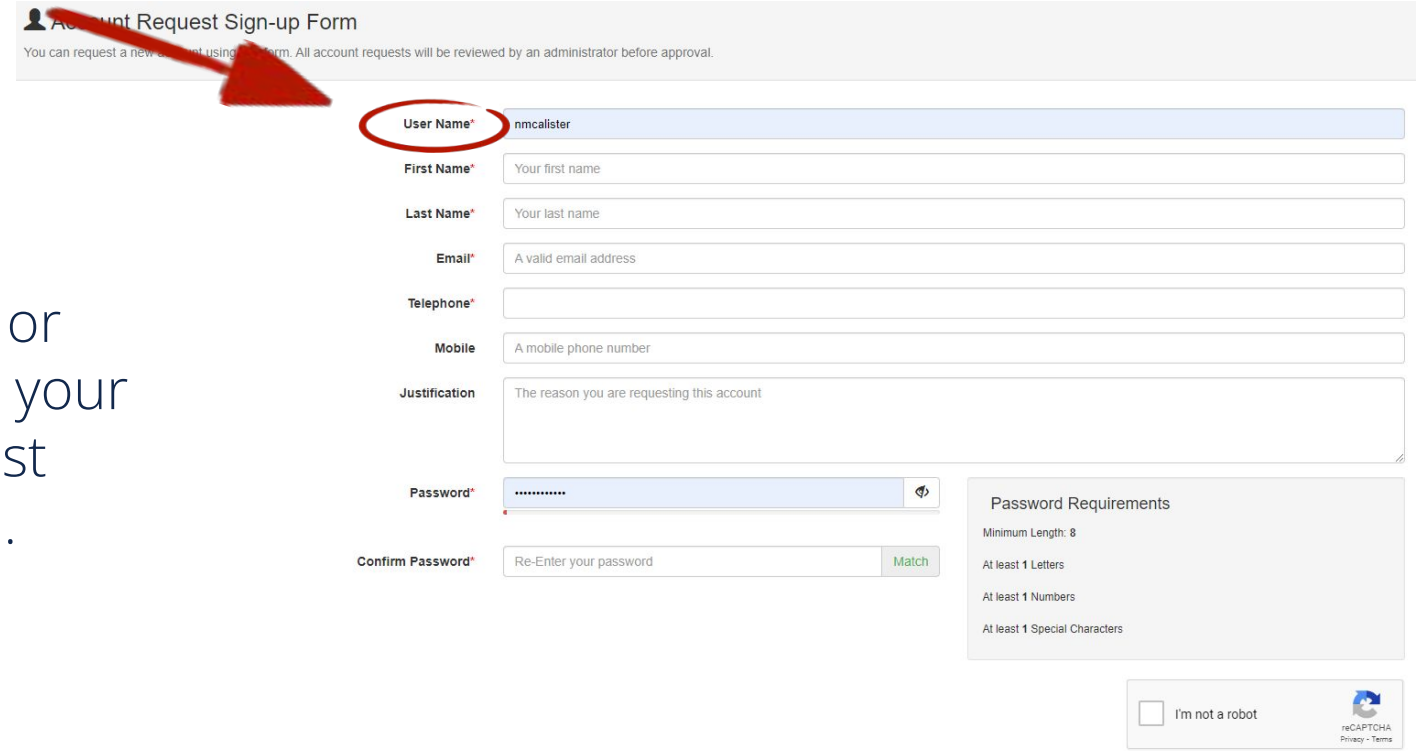
Justification

Use **“Seal of Biliteracy Spreadsheet”** for the justification section.



Guidance Tip

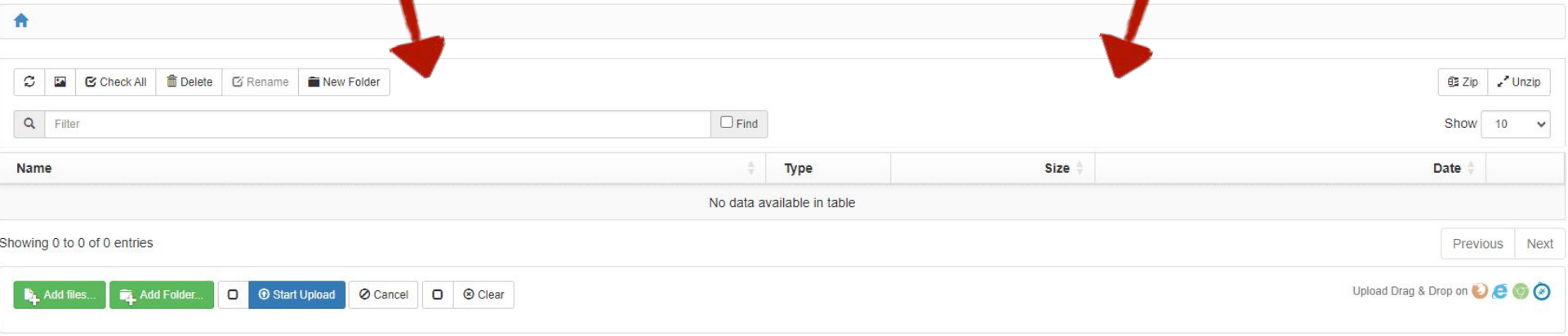
Use your **school** or **district** name as your username to assist with organization.



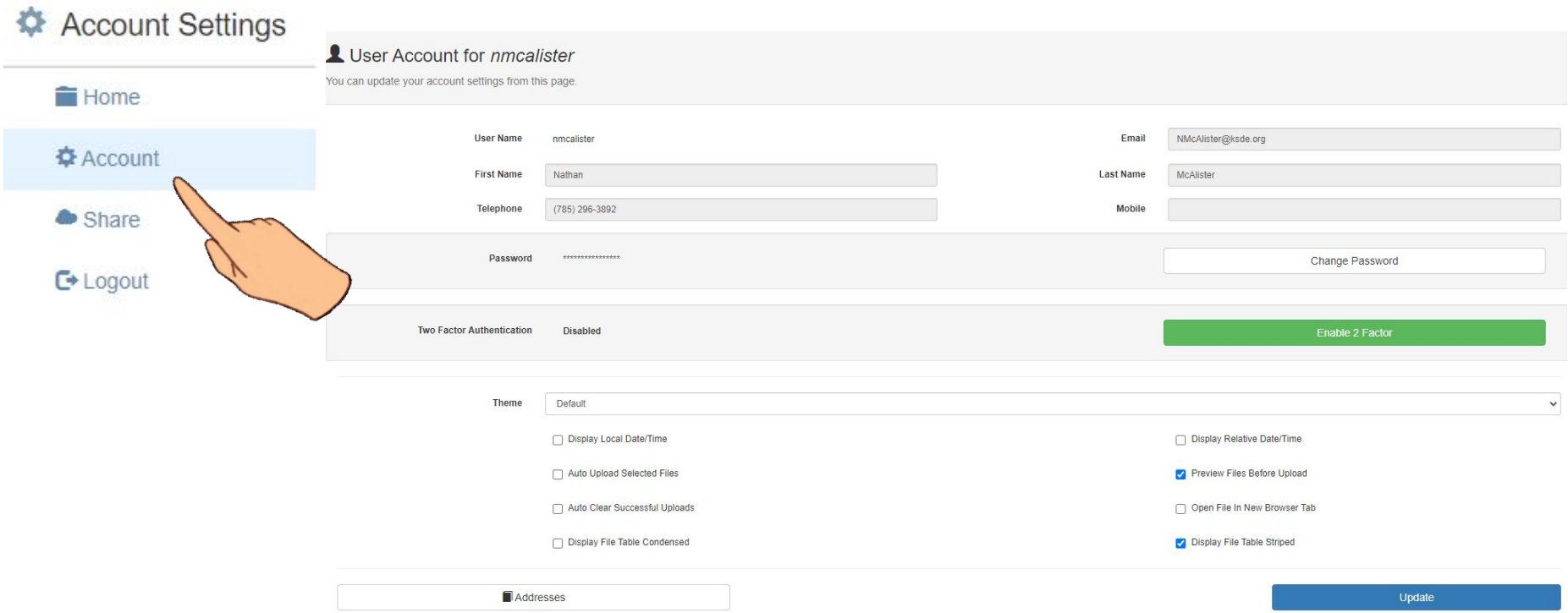
Confirmation

After your account has been approved (**this may take a few days**) you will get a confirmation email and will be able to log in.

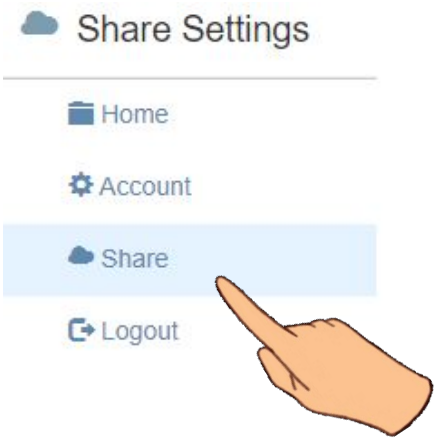
Your home screen should look like this.



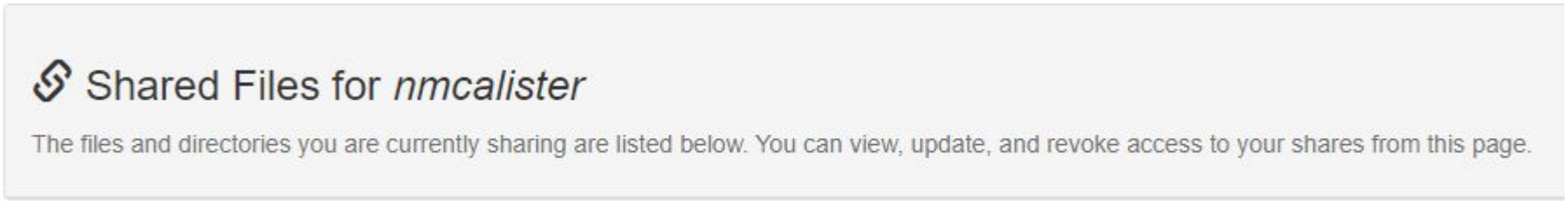
Account Screen



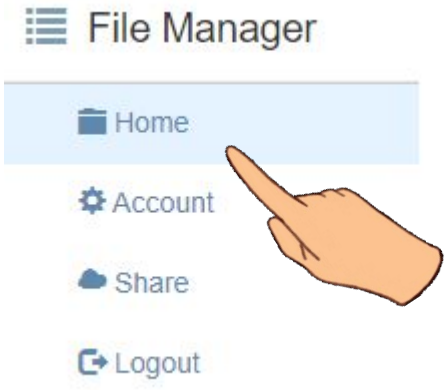
Share Screen



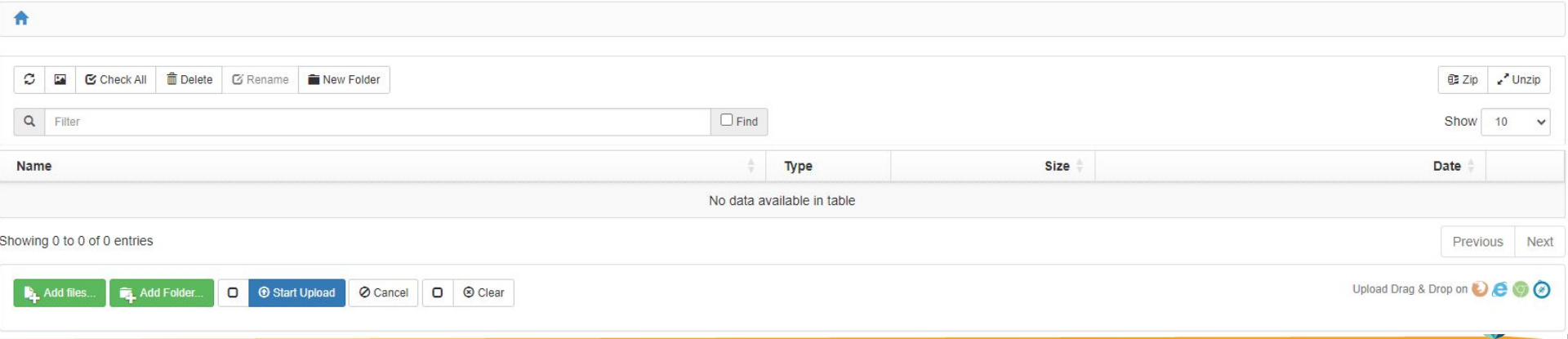
Select **“Share”** and a window will list all of the files you are currently sharing with KSDE.



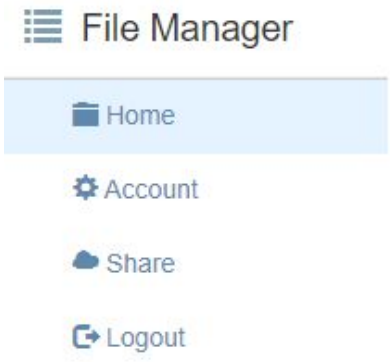
Home screen and Sharing Files



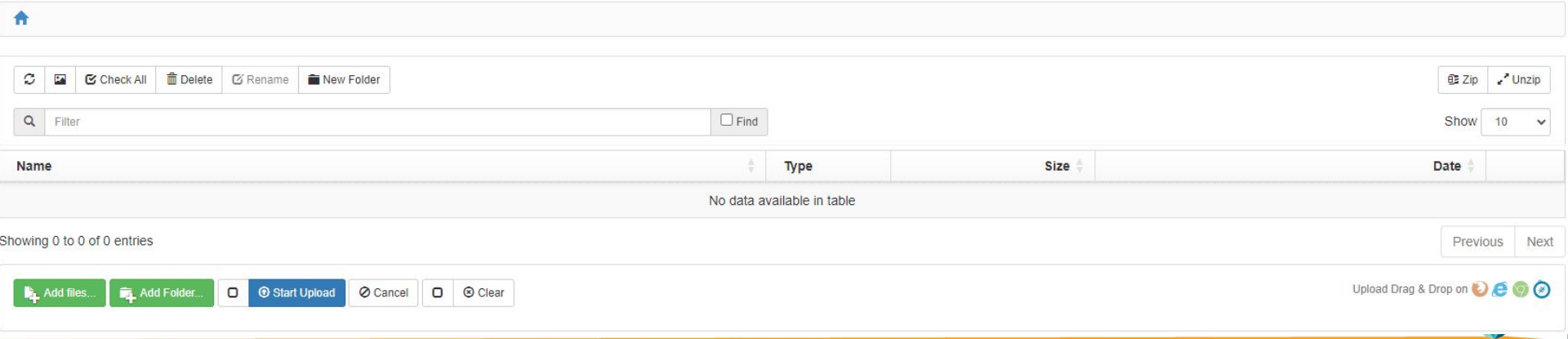
To share files with KSDE, you MUST be logged in. Once you are logged on click the **“Home”** tab.



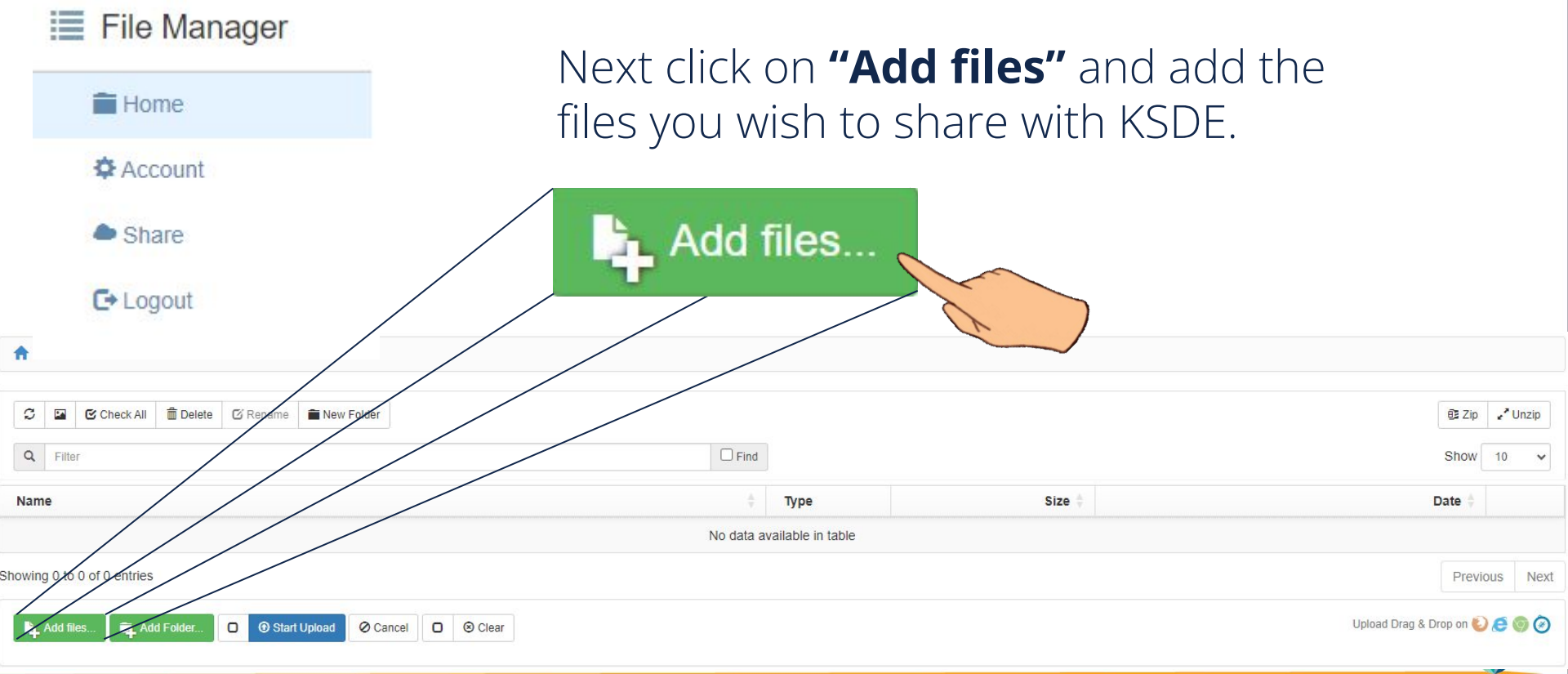
Home screen and Sharing Files



File Sharing Pro Tip: Before you begin the file sharing process it is critical that you include the email address of the individual who will receive the certificates on the SOBL Spreadsheet. Additionally, make certain all information is correctly entered on the SOBL Spreadsheet.

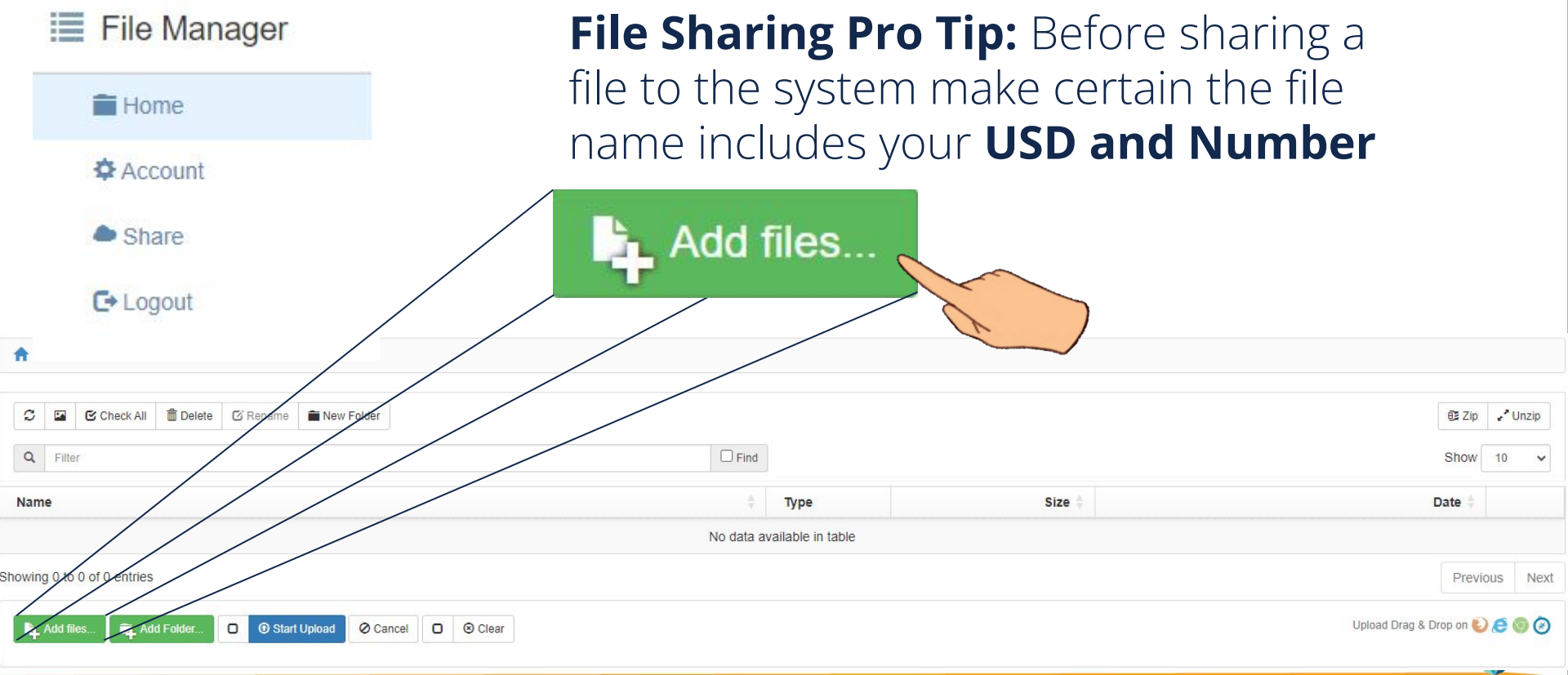


Home screen and Sharing Files



Next click on **“Add files”** and add the files you wish to share with KSDE.

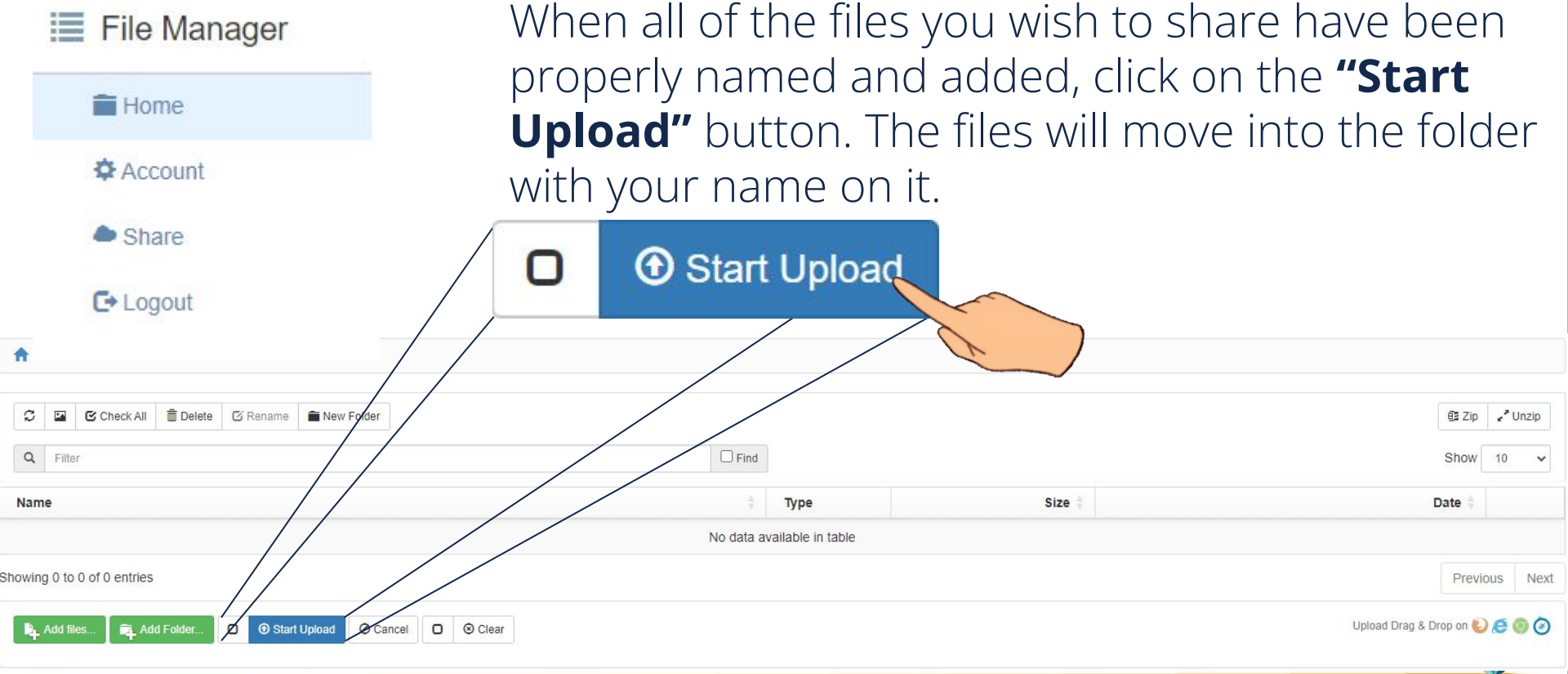
Home screen and Sharing Files



File Sharing Pro Tip: Before sharing a file to the system make certain the file name includes your **USD and Number**

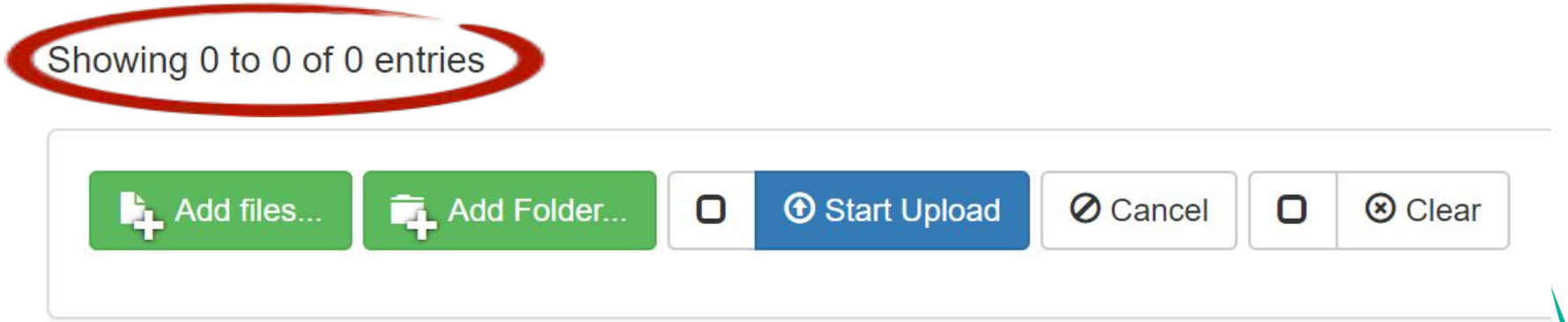
Home screen and Sharing Files

When all of the files you wish to share have been properly named and added, click on the **“Start Upload”** button. The files will move into the folder with your name on it.



Be Advised!!

- Once your documents have been uploaded, you will not be able to see the actual documents, but you will see the count of the number of entries made.
- KSDE will get an email of a successful upload. You can email Carrie Hurd, Mike Flenthrope, or Nathan McAlister to check on your successful upload.



World Languages Dispatch!!



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Carrie Hurd
Administrative Specialist
Career, Standards, and Assessment Services
(785) 296-2078
churd@ksde.org

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