

# A GUIDE TO FTP



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Questions: Please contact [datatickets@dcpcsb.org](mailto:datatickets@dcpcsb.org)

# FTP OVERVIEW



# What is FTP?

- Schools will use DC PCSB's File Transfer Protocol (FTP) to securely submit documents to DC PCSB.
- FileZilla is a program used to access an FTP server.



# Data Collection via FTP - Outline

The next slides explain how to download templates and submit underlying data and evidence to DC PCSB using FTP:

1. Download FileZilla
2. Connect to FTP
3. Data Collection Templates
4. Uploading Data and/or Evidence



# Download FileZilla

(If you already have FileZilla or another FTP client installed, skip this step.)

1. Go to <https://filezilla-project.org/>
2. Click “Download FileZilla client”
3. Install FileZilla



The screenshot shows the FileZilla website homepage. The header features the FileZilla logo and the tagline "The free FTP solution". A large blue arrow points from the top right towards the "Download FileZilla Client" button. The main content area includes an "Overview" section with a welcome message and a "Quick download links" section with two buttons: "Download FileZilla Client" (All platforms) and "Download FileZilla Server" (Windows only). Below these buttons, there is a "News" section with a recent update: "2015-03-29 - FileZilla Client 3.10.3 released".

**FileZilla** The free FTP solution

**Overview**

Welcome to the homepage of FileZilla, the free FTP solution. Both a client and a server are available. FileZilla is open source and free of charge under the terms of the [GNU General Public License](#).

Support is available through our [FAQ](#) and the [bug and feature request trackers](#).

In addition, you will find documentation on how to [compile FileZilla](#) and nightly builds for multiple platforms in the [development](#) section.

**Quick download links**

**Download FileZilla Client**  
All platforms

**Download FileZilla Server**  
Windows only

Pick the client if you want to transfer files. Get the server if you want to make files available for others.

**News**

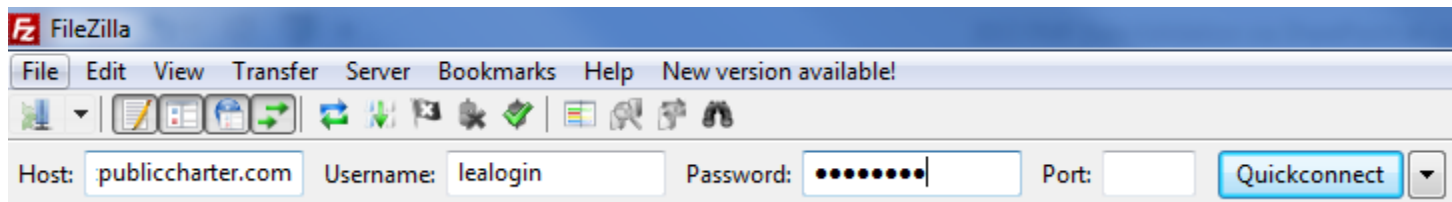
2015-03-29 - FileZilla Client 3.10.3 released

**Bugfixes and minor changes:**



# Connect to FileZilla/FTP

1. Launch FileZilla (or another FTP client)
2. At the top of FileZilla, enter the following information:
  - Host: <ftp.dcpubliccharter.com>
  - Username and Password\*: Assigned to each charter LEA - contact [datatickets@dpcsb.org](mailto:datatickets@dpcsb.org) for assistance
  - \*Erin Kupferberg emailed your LEA's username and password to your LEA's executive director and data manager on March 16.
  - Port: Leave blank



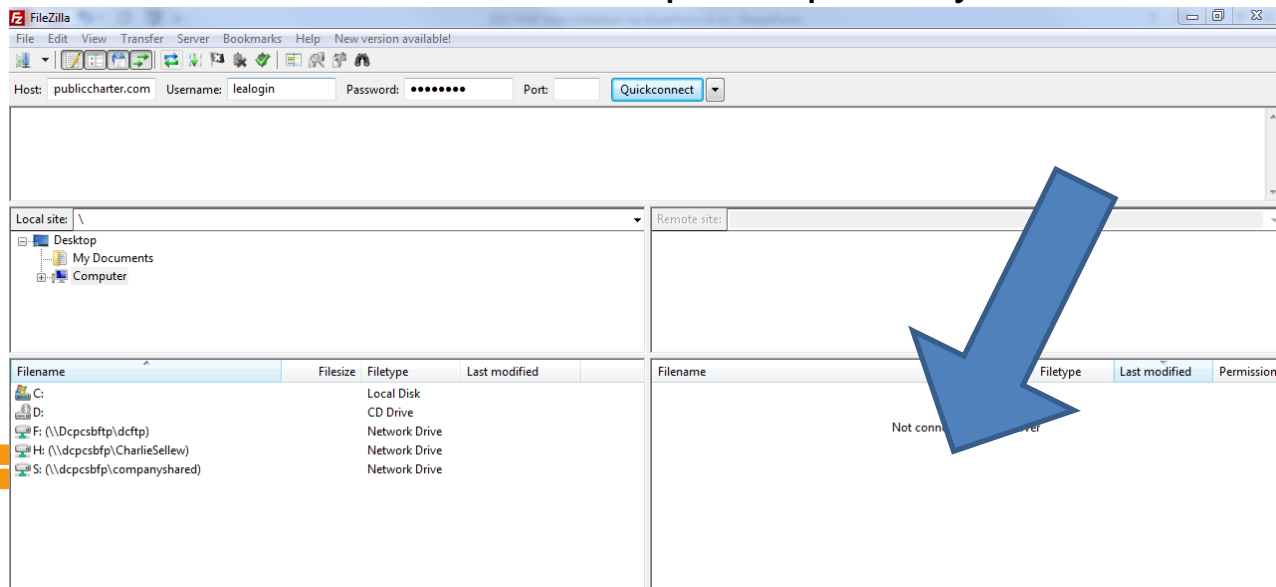
3. Click "Quickconnect"



# Connect to FileZilla/FTP (part 2)

- Once you have connected to DC PCSB's FTP server, you will see several folders. Double click on the "2016 PMF" folder.

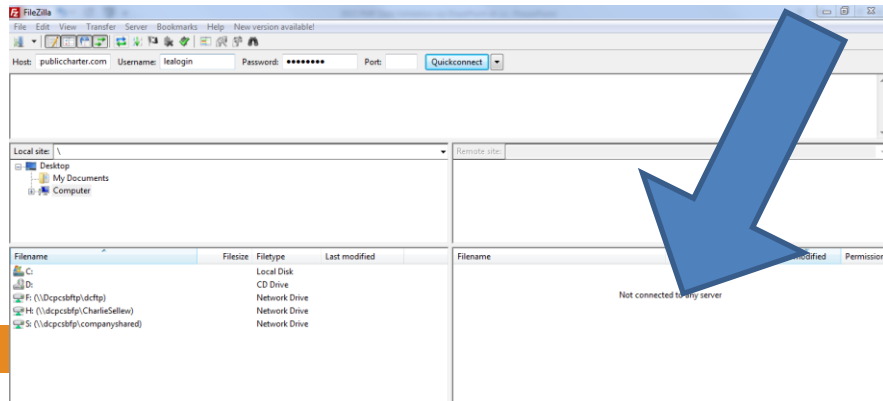
Note for multi-campus LEAs: If your LEA has multiple campuses, DC PCSB will collect data for all of your campuses together, but you will view and validate your calculated rates for each campus separately in June.



# Document Spreadsheet

During a documentation collection window, schools can first download the Excel spreadsheet. DC PCSB will pre-populate a spreadsheet and save it under 2016 PMF.

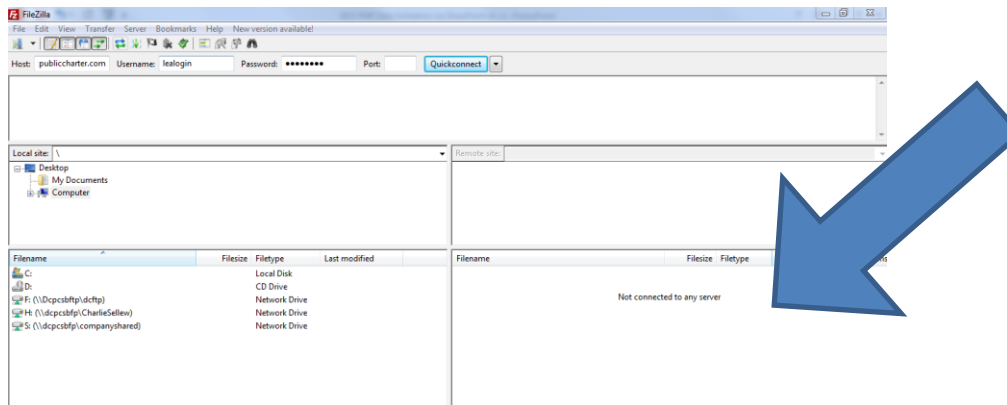
1. Open FileZilla and connect to DC PCSB's FTP server to access the "2016 PMF" folder for your campus.
2. Select the appropriate folder.





# Document Collection Spreadsheet (part 2)

3. Download the relevant spreadsheet by right-clicking the file and selecting “View/Edit.”



4. The file will save to a temporary folder on your computer. Use “Save As” to save the file to a specific folder.



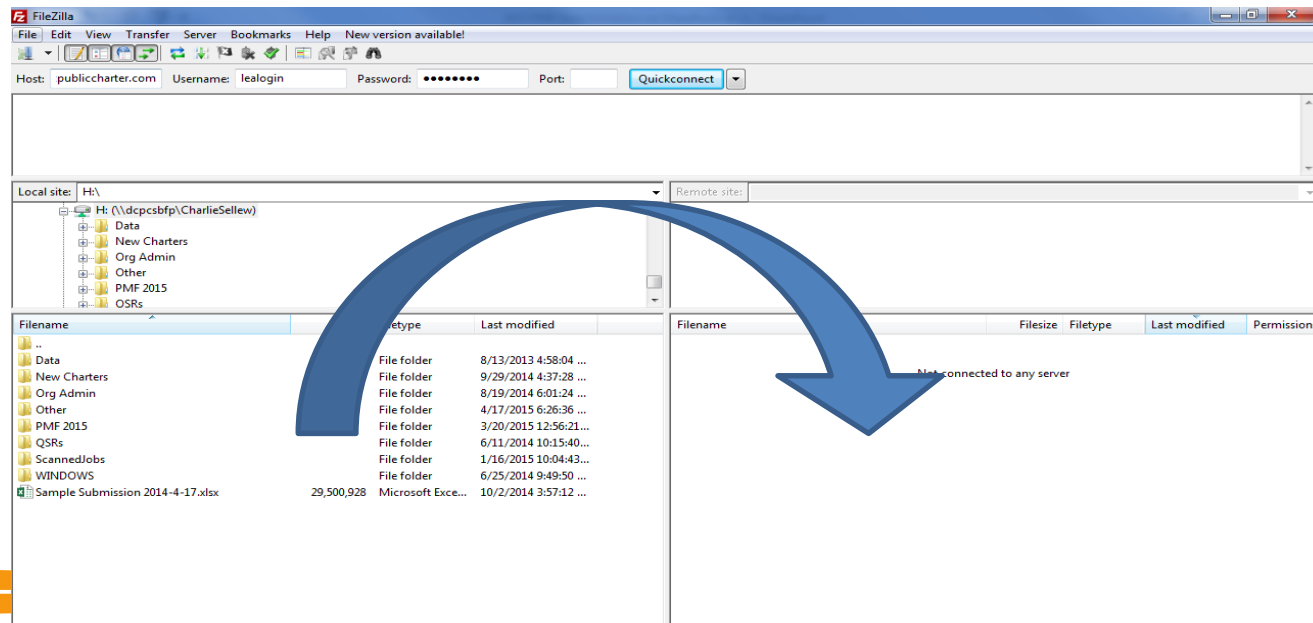
# Upload Documents and/or Evidence

1. Open FileZilla and connect to DC PCSB's FTP server to access the "2016 PMF" folder.
2. Select the appropriate folder for your upload (only folders relevant to your LEA will be available):



# Upload Documents and/or Evidence (part 2)

3. Using the left-side local navigation pane, locate the files you wish to upload on your local hard drive.
4. Drag and drop the files into the appropriate submissions folder.



# How to ...



The next slides explain how to download your student level re-enrollment file, update it to reflect new information, and upload the revisions along with documentation.



# Download Initial Spreadsheet

To download the spreadsheet, please see page 5 of these directions.



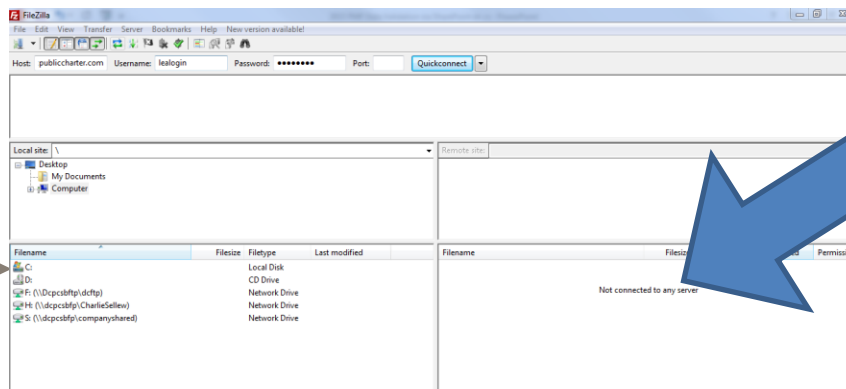
# Update Spreadsheet

1. Open the spreadsheet in Excel or another spreadsheet program.
2. Make the changes needed based on the directions for each measure.
3. Save the file with a name which makes clear the date you are updating the file. For example, it might be named “Sample PCS reenroll 4-10-2016” or similar.



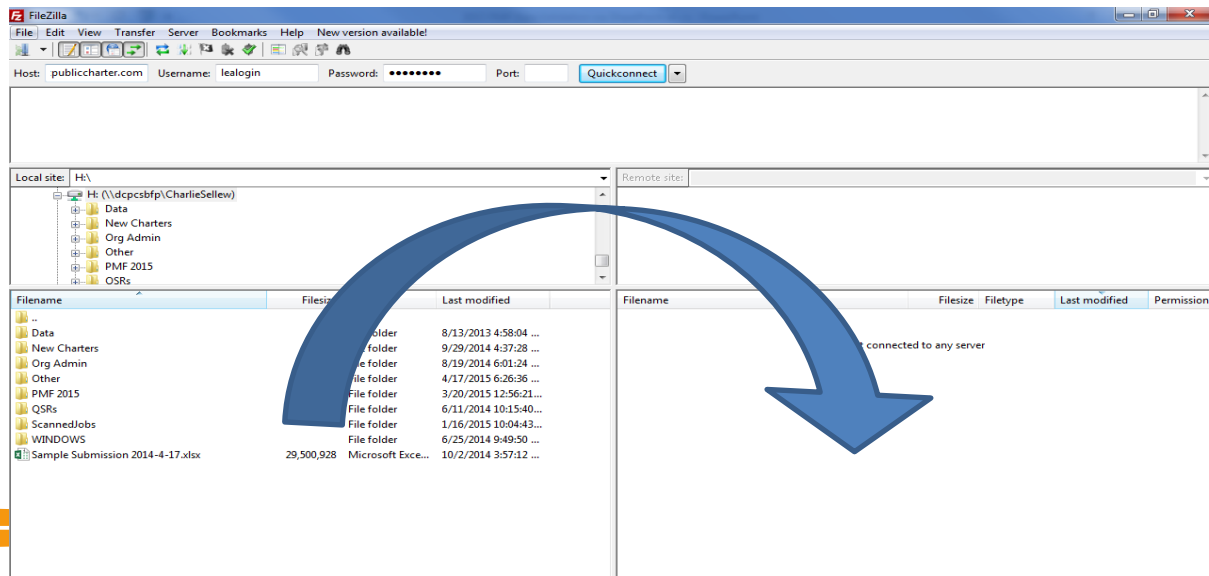
# Upload Revised Spreadsheet and Documents

1. Gather your revised student level file (with your changes shaded in yellow) **and** appropriate evidence documenting your changes (see page 7 for list of documentation).
2. Open FileZilla and connect to DC PCSB's FTP server to access the "2016 PMF" folder. (For detailed instructions, see page 4 of these directions).
3. Select the appropriate folder.



# Upload Revised Spreadsheet and Documents (part 2)

- Using the left-side local navigation pane, locate the revised student level file and supporting documentation you wish to upload from your local hard drive.
- Drag and drop the files into Re-enrollment folder.





# Questions

Please contact: [datatickets@dcpcsb.org](mailto:datatickets@dcpcsb.org)



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