# MSDE (XEROX) DOCUSHARE PROCEDURES

*March 2020*

## Introduction

***Secondary File Retrieval (Download) and Submission (Upload)***

File retrieval and submission should be done using MSDE DocuShare, accessed via this link:

**[https://docushare.msde.maryland.gov/dsweb/](https://docushare.msde.maryland.gov/dsweb/" \o "Link to DocuShare)**

Each school system can access materials on DocuShare with an assigned user name and password. Please contact your regional specialist if you have forgotten or do not have your user name and password.

When uploading a document to DocuShare, be sure to place the document in the appropriately named folder, i.e. Perkins Grant, Reserve fund, Maryland Program of Study. Send Nina Roa ([nina.roa@maryland.gov](https://docushare.msde.maryland.gov/dsweb/)) an email and copy your regional specialist, informing them which document and into which folder it has been uploaded. Please do not attach the document(s) to the notification email.

MSDE cannot be responsible for retrieving materials about which we are not informed or to which we are not correctly directed.

General Grantee Folder Names

*(Folder names may vary slightly by local school system.)*

CORRESPONDENCE REPORTS

EQUIPMENT INVENTORY

FACILITIES REQUEST

IMPROVEMENT PLANS

LPAR/LAUPL

MARYLAND CTE PROGRAMS of STUDY

Program Proposals

Program Amendments

OTHER GRANTS

Maryland CTE Innovation Grants

P-TECH

PERKINS

Amendments (Budget)

Final Reports

Mid-Year Reports

Perkins V – Needs Assessment and Local Application

PQI

RESERVE FUND GRANTS

Amendments (Budget)

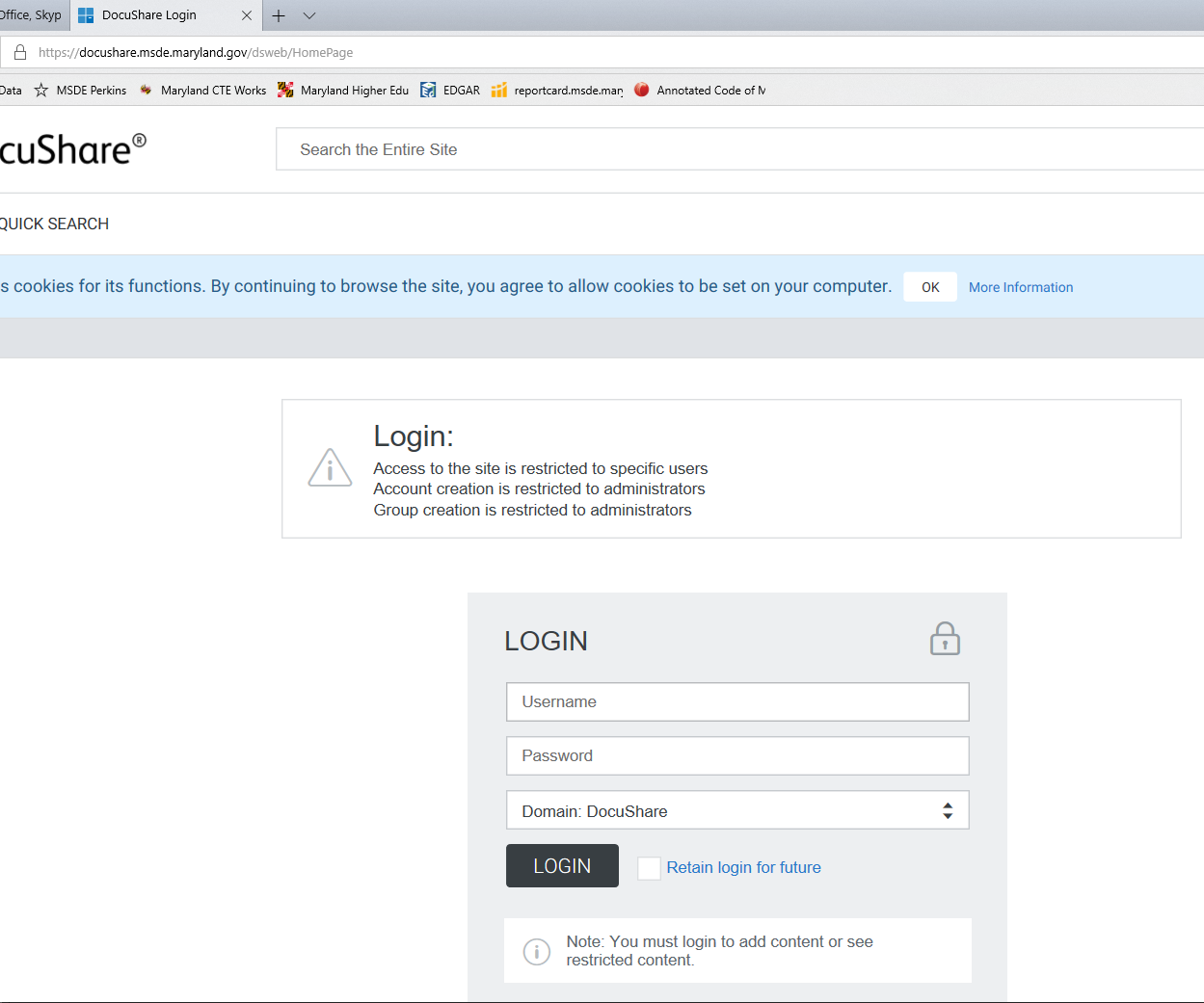
Final Reports

Grant Application

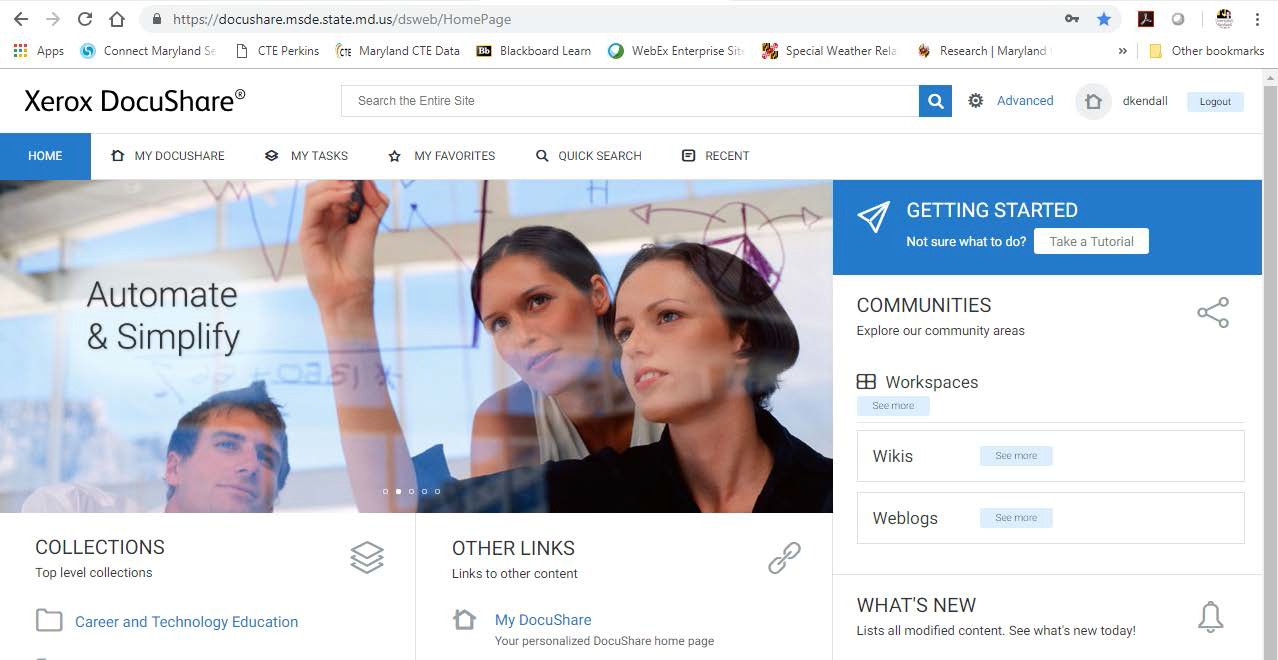
Mid-Year Reports

## Accessing DocuShare

1. Click on or paste the DocuShare URL: [https://docushare.msde.maryland.gov/dsweb/](mailto:nina.roa@maryland.gov). On the DocuShare home screen, enter your Username and Password and click “Login”, or just press “Enter” on your keyboard.



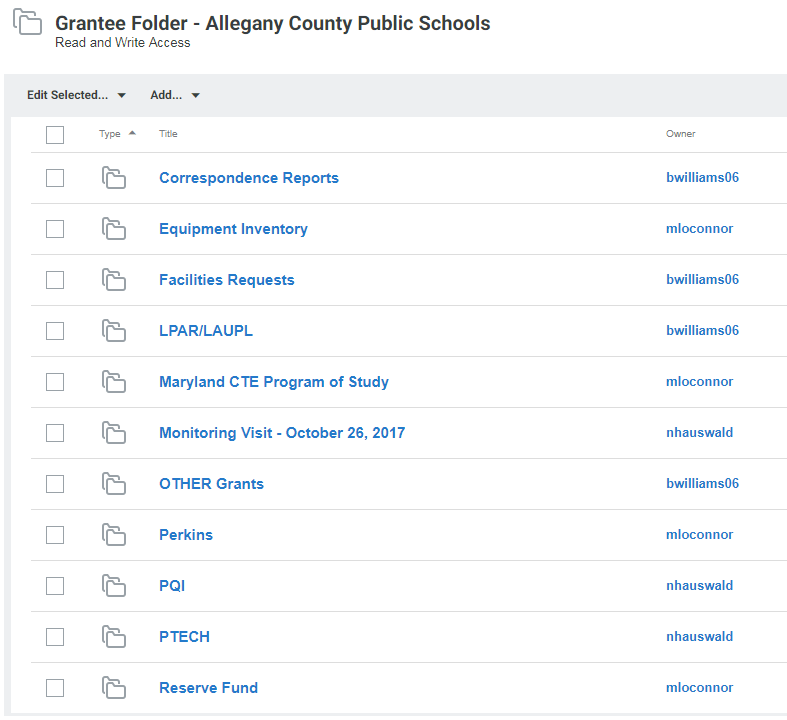
1. Click on the **Career and Technology Education** folder, which should be the first folder under the Collections heading.



1. Click on the **Public School Systems CTE** folder.
2. Your Local School System’s folder will appear. Click on it.
3. You will see two folders for your school system, the **Grantee Folder** and the **MSDE Document Folder**. The **Grantee Folder** is for you to submit (upload/add) documents to MSDE (*with* ***BLUE*** *signatures when applicable*). The **MSDE Document Folder** is for MSDE to post your school system’s Grant Approval Letters, Grant Awards, Approved Proposals, List A, PQI, Plan Approvals, etc., for you to download.

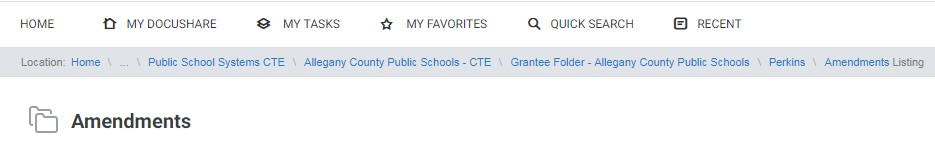


1. Within the **Grantee Folder** are the following sub-folders, depending upon what your school system has submitted/uploaded. To add (upload) a document, first click your way into the appropriately named folder/subfolder.



## Uploading Documents

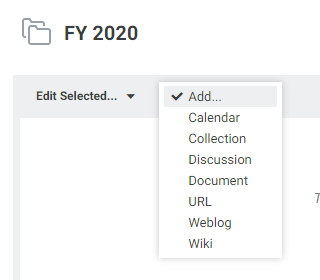
1. For this example, we will add (upload) a document into the **Amendments** sub-folder of the main **Perkins** folder. To get there, we will click on Grantee Folder, Perkins, then Amendments. The grey line with blue lettering at the top of the page shows you your navigation within DocuShare:



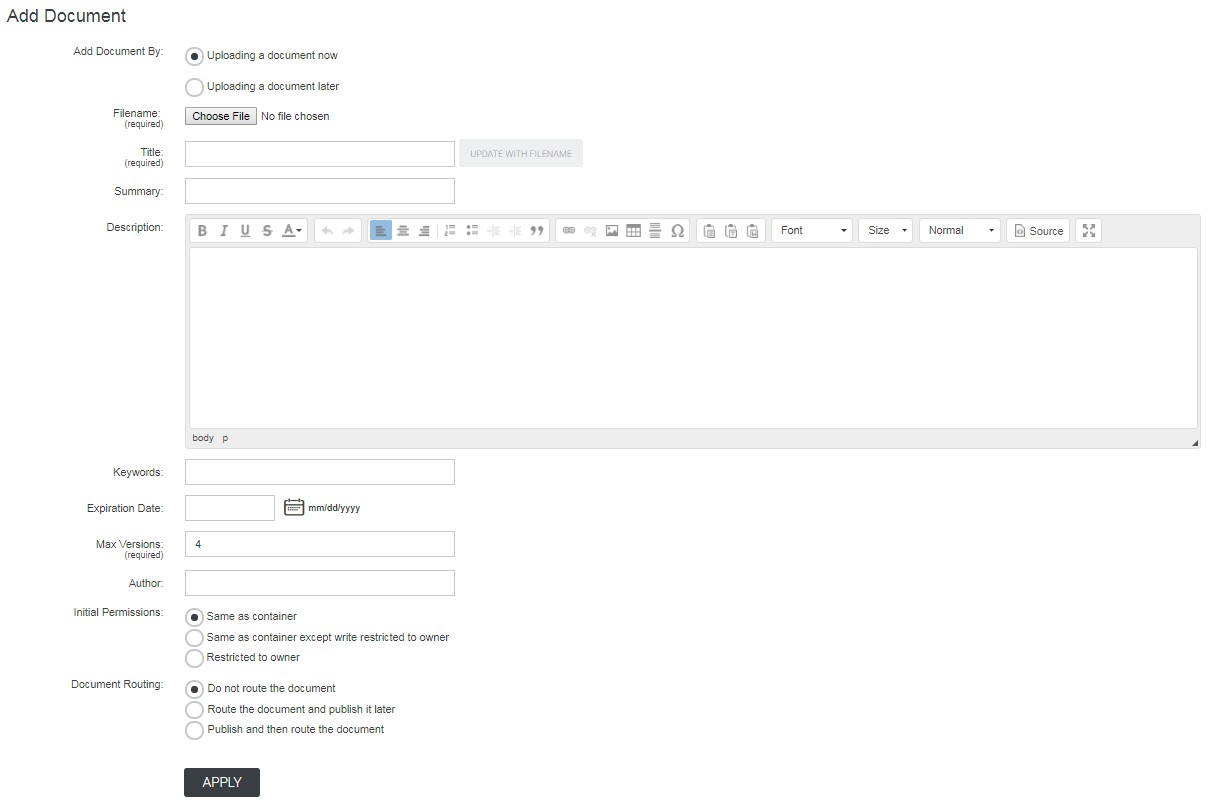
1. To upload the amendment document, open the correct fiscal year folder (FY 2020 for this example).



1. Click on the second scroll (dropdown) box **(Add…).** From that dropdown box, click on **Document.**

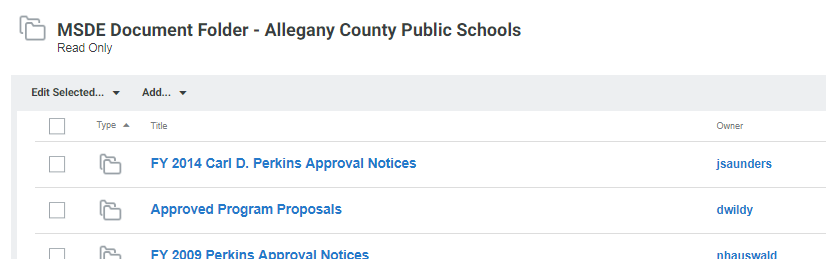


1. Click on **Choose File**, and then search for, and select, the document in your computer that you want to upload. Once you have selected the appropriate document (double click it), click on **Apply** at the bottom of the screen. Your document has been uploaded.

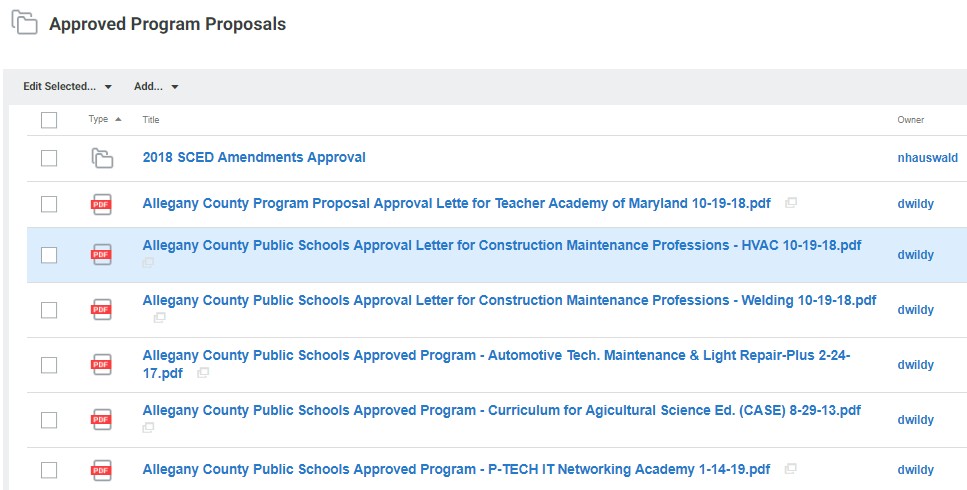


## Downloading Documents

1. To download a document uploaded by MSDE, click on the **MSDE Document** folder link, then on the folder in which the document you desire resides. For this example, we’ll download a document from the Approved Program Proposals folder.



1. To download the HVAC approval letter, simply double-click the document link and save the document to your computer.



## Moving Documents

* 1. Select the document you wish to move (put a check in the box on the far left).
  2. Click on the Edit Selected box and choose *cut*.
  3. You will be asked to confirm the cut; click confirm.
  4. Now use the location/navigation bar at the top to go back to the original list of folders. Click on the folder where you want to file your document.
  5. Click on the Edit Selected box and choose *paste*.
  6. You will be asked to confirm the paste; click confirm.
  7. Your document has been moved.