



Each year, all public school districts across the state of Colorado and the Charter School Institute participate in the Student October Count Snapshot data submission to the Colorado Department of Education (CDE). The purpose of this data collection is to obtain required student-level data as provided for by state statute, including information regarding students' funding eligibility as outlined in the Public School Finance Act of 1994, as amended. In an effort to ensure accurate reporting of those data fields associated with student funding, the School Finance Division's School Auditing Office conducts compliance audits of each district's Student October count data, which determine per pupil funding and at-risk funding. Additionally, the Auditing Office is responsible for overseeing the Duplicate Count process to ensure no individual pupil is submitted for more than the maximum allowable funding.

The purpose of this document is to provide information helpful in accessing and submitting required documentation for audit purposes to the School Auditing Office via the CDE secure document transfer site, Syncplicity.

Syncplicity is an online platform used for secure file sharing. A web browser is all that is needed to access and securely share files. Any communications that contain sensitive student data or personally identifiable information (PII) including, but not limited to, student name, SASID, and student demographics must be sent to CDE through Syncplicity. This information should never be emailed.

- For questions, please contact the School Auditing Office (audit@cde.state.co.us)
- This document may not be comprehensive and address all functionalities or issues with Syncplicity. In the event a district is having technical difficulties with Syncplicity, and the Auditing Office is unable to provide support, the district should contact their IT unit or Syncplicity Support <https://support.syncplicity.com/hc/en-us>

General

Creating and Logging Into Your Account

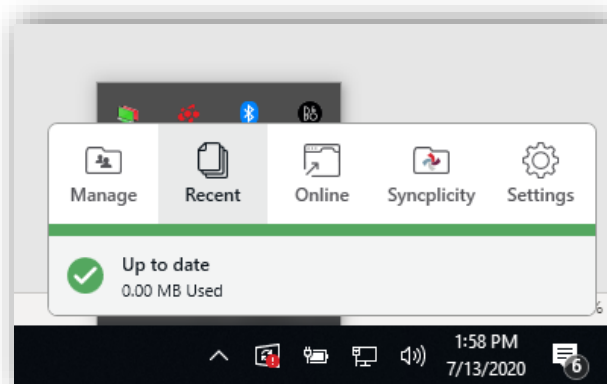
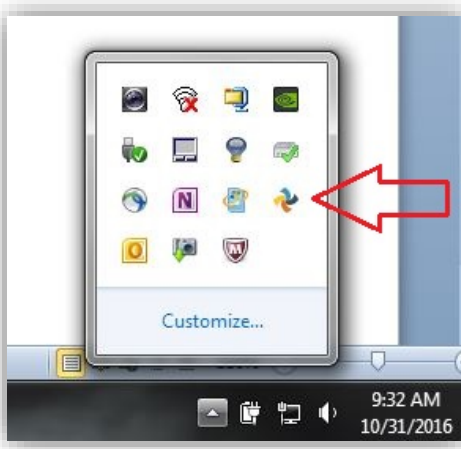
The School Auditing Office has created Syncplicity folders for each district and will share these folders with the individuals the district identified as contacts. These individuals are identified through the completion of Audit District Contact Form (<http://www.cde.state.co.us/cdefinance/auditdistrictcontactform>) for audit purposes or via an email to audit@cde.state.co.us for duplicate count purposes. Each contact will receive an email from Syncplicity (no-reply@syncplicity.com) indicating that a folder has been shared.

The email will instruct you, as one of the contacts, to click on a link to access the Syncplicity folder. If you do not have one already, you will be asked to create an account. Once the account is created, you will be re-directed to the folder that was shared with you. You do not need to download the application for Syncplicity as you can access Syncplicity through your web browser. However, in the event that you need to move files between folders to assist with documentation organization, you will need to install the application to your computer (as moving files between folders is not a function of the browser version of Syncplicity). In some instances, you may need to request permission from your district's IT department to install the application onto your computer.

Example Email:



Once your account has been created, you can easily access your Syncplcity account through your web browser by typing in the URL for Syncplcity: <https://my.syncplcity.com/>. If you download the Syncplcity application, you can also access the browser by clicking on the pinwheel icon either in your hidden icons or on your taskbar (if you save Syncplcity to your task bar) and then by clicking the "Online" button.



Once you select "Online," Syncplcity will open in your browser and you will be prompted to log in using the email address and password that were selected when creating the account.



Syncplicity Layout

Once you are signed in, you will be taken to your “files” homepage within Syncplicity.

At the top of the webpage, you will see options that enable you to logout, reach out for support, view your activity feed, manage shared links, install the application, and manage your account settings. The option highlighted in green indicates the page you are currently viewing.

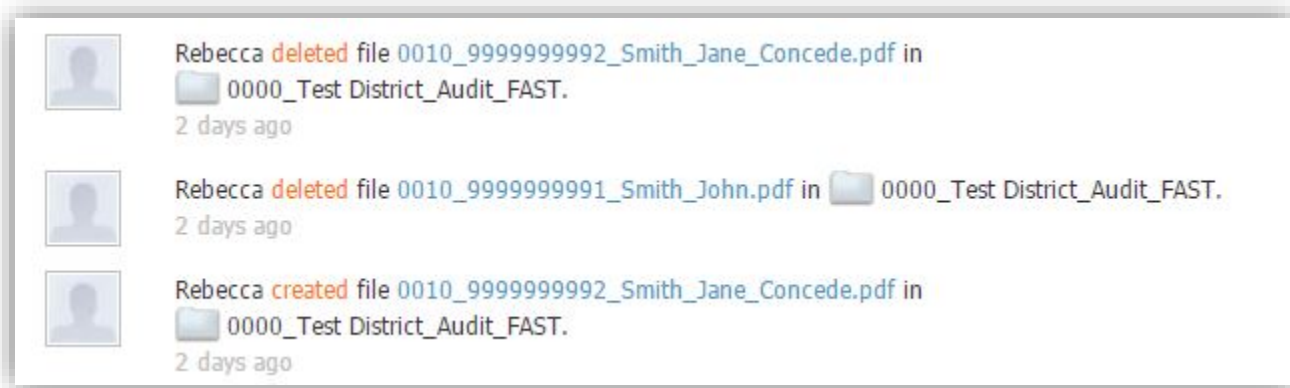


In the event you need support from Syncplicity, a new webpage will open up when you click on “Support” in the upper right hand corner of your page. You can also access the support page by clicking here:

<https://support.syncplicity.com/hc/en-us>

Activity Feed

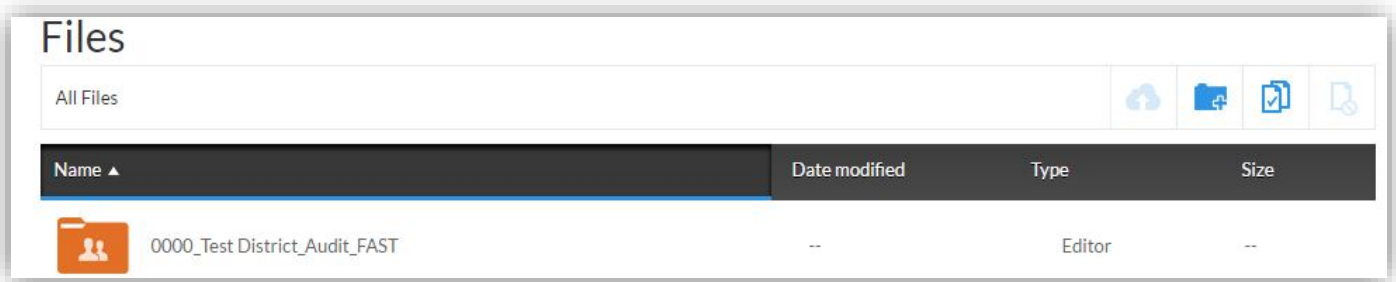
The activity feed page includes a log of the most recent events that have taken place in your account. You can see actions that have been performed by yourself or anyone else who has access to your shared files and folders. This includes files or folders that are created and deleted. In the event you accidentally deleted a file within one of your folders, you can retrieve it by clicking on the same file within your activity feed if needed.





Files

The files page includes all files that you have created or that have been shared with you. The file “type” will indicate whether you are able to edit or simply view a given file.



Shared Links

In addition to uploading documentation files to specific folders within Syncplicity, you also have the ability to share a file that you have uploaded to your account so that anyone can access it. You have the option to restrict users who can access the file, as well as to create a secured shared link. Sharing file links is not a feature that is used in either the School Auditing Office audit or the duplicate count process.

Install

The install page allows you to download Syncplicity onto your computer. There are detailed instructions for installing the software and registering your computer, and a tutorial that will walk you through using the downloaded Syncplicity application (as opposed to your browser). You will need to download Syncplicity onto your computer if you would like to be able to move files around within folders as this is not a function of the browser version. There are options for Apple products, Windows-based systems, and Android products.

Account

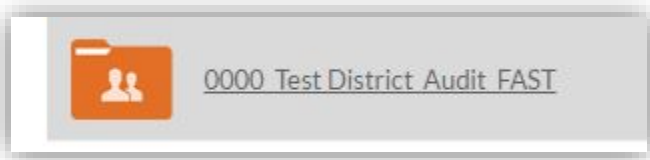
The account page displays information about program ownership, total use and storage, how many computers you are syncing with your browser, and your profile information (including user name and password). This is where you can go to edit existing emails (e.g., if your school district changes their email platform and all employee email addresses), add additional emails, change your user name, and change your password. You can also view your login history, show synced devices, and cancel your account from this page.

Syncplicity For Audit and Duplicate Count Purposes






The School Auditing Office has created Syncplicity folders for all districts. Because Syncplicity is the platform used by CDE for secure document sharing, districts may have multiple folders shared with various CDE departments. Most of these other folders within CDE are not shared internally, so districts should ensure that documentation is being uploaded into the correct CDE folder, depending on its purpose and the CDE department with which it is sharing the documentation.

Audit Folders

The folders created by the School Auditing Office for audit and duplicate count purposes all have the same naming convention: District Number_District Name_Audit_FAST. (Note: “FAST” refers to the former name of the School Auditing Office; to avoid confusion, the district folder names have not been changed.)



Within the main folder, there are five “permanent folders.” These folders should never be changed or deleted. Additionally, folders to organize documentation should only be added within these five folders--never into the main district folder. In some instances, you may want to add folders within these main folders to help organize documentation by year, school type, student, etc.

Name ▲	Date modified	Type	Size
 At-Risk Count	--	Editor	--
 Audit Report	--	Editor	--
 Duplicate Count	--	Editor	--
 Pupil Count	--	Editor	--
 Transportation_CDE 40	--	Editor	--



At-Risk Count

The At-Risk Count folder is to be used for sharing documentation evidencing students’ free lunch eligibility, as detailed in the district’s at-risk sample list (which will be uploaded into this folder by the auditor assigned to your audit). Only documentation to be used in the at-risk portion of your district’s audit should be uploaded to this folder. Districts may organize documentation within this folder in any way that makes sense, however the auditor should be able to easily sort through the documentation provided.



Audit Report

The Audit Report folder is to be used by the School Auditing Office to share the district’s draft audit report once it has been reviewed and issued. Any documentation submitted by districts in response to the draft report should also be uploaded to this folder. Only documentation related to the district’s draft audit report should be uploaded into this folder.

Duplicate Count

The duplicate count folder is to be used during the duplicate count process only. For additional information about the duplicate count process, including the timeline and required documentation for each student, please refer to the following URL: <http://www.cde.state.co.us/cdefinance/duplicatecount>

While there are no requirements for documentation to follow certain naming conventions during the audit process, there are requirements for file naming in the duplicate count process. This enables the School Auditing Office to quickly identify and sort documentation for the same SASID between multiple districts’ Syncplicity folders. Each file should include all required documentation for a given student and should be titled “District number_SASID_Last Name_First name.” In the event a district concedes funding for a given student, the file should be titled “District number_SASID_Last Name_First Name_Concede.” The file format for a student for whom the district is conceding is at the district’s discretion.

Name ▲	Date modified	Type	Size
 0000_999999991_Smith_John.pdf	3 days ago	Acrobat document	19 KB
 0000_999999992_Smith_Jane_Concede.pdf	3 days ago	Acrobat document	19 KB

Pupil Count

The Pupil Count folder is to be used for sharing documentation evidencing students’ eligibility for funding as reported in the Student October Count data submission. In addition to the documentation, as outlined in the Student October Count Audit Resource Guide, this is also where the district can provide lists or rosters of various student types prior to the commencement of the audit that are not identified in the data submission (e.g. credit recovery students, homebound students, etc.) Only documentation to be used in the pupil count portion of your district’s audit should be uploaded to this folder. Districts may organize documentation within this folder in any way that makes sense, however the auditor should be able to easily sort through documentation provided.

Transportation CDE 40

The Transportation_CDE_40 folder is to be used for documentation supporting data reported on the district’s



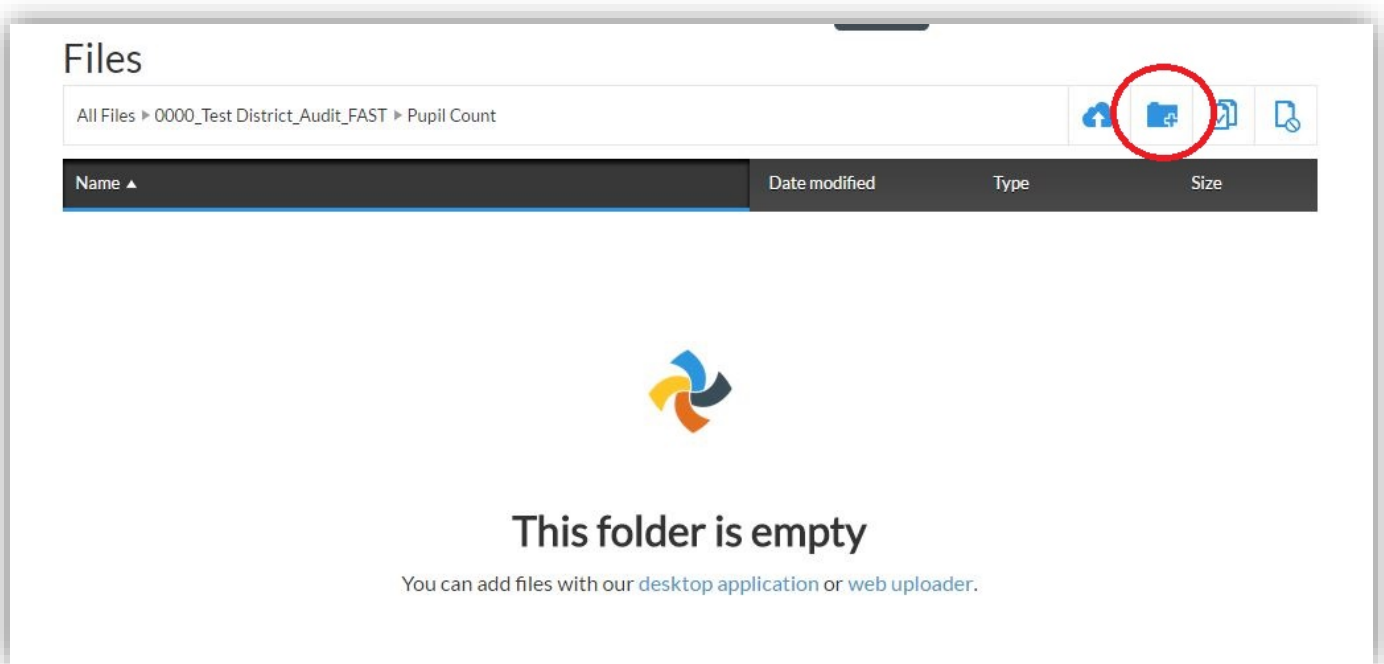
transportation CDE-40 reimbursement claim form. Only documentation to be used in the transportation portion of your district’s audit should be uploaded to this folder. Districts may organize documentation within this folder in any way that makes sense, however the auditor should be able to easily sort through documentation provided.

Instructions for Using Syncplicity

Creating Folders and Sharing Folders

While districts should not manipulate the five permanent folders within their district folder, district contacts are able to create subfolders within these five folders to assist in organizing documentation for audit purposes. Additionally, while the district contacts who have access to the Syncplicity folders technically have the ability to share folders themselves, all additional persons need to be approved and added by the auditor assigned to your audit or another member of the School Auditing Office. In the event a previously identified district contact needs to be removed from the shared folders, the Auditing Office will provide assistance with this, as well. In the event that your district folder was shared with a person not identified as one of the district contacts, that person will be removed from access.

To create a subfolder within one of the five permanent folders, click on the folder you wish to open and then click on the create-folder icon next to the file name.




When you click on the create-folder icon, you will be prompted to give the folder a title.



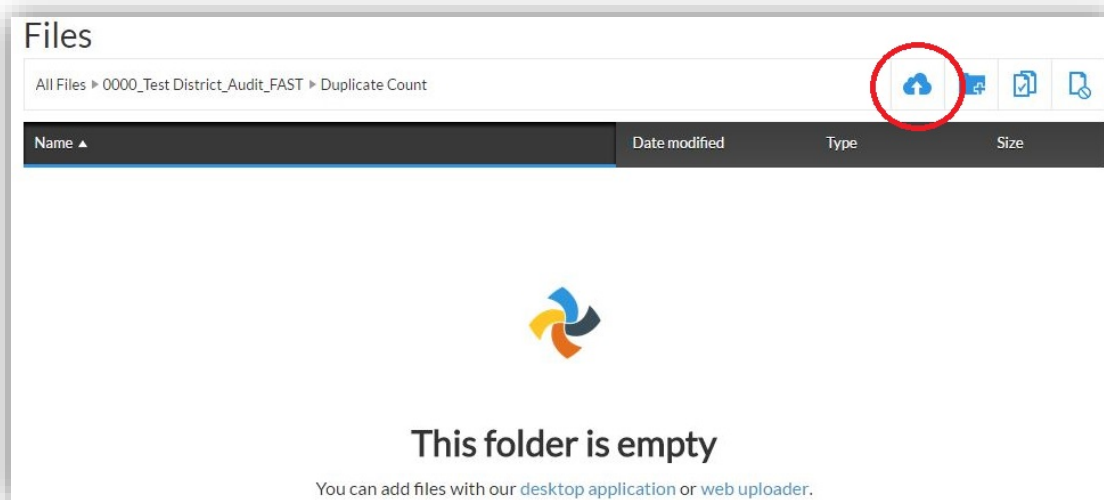


Once you input a title for the folder and press “Enter,” you will have a new folder within your permanent folder. You will also see any modification dates, and what permissions you have (viewing vs. editing).

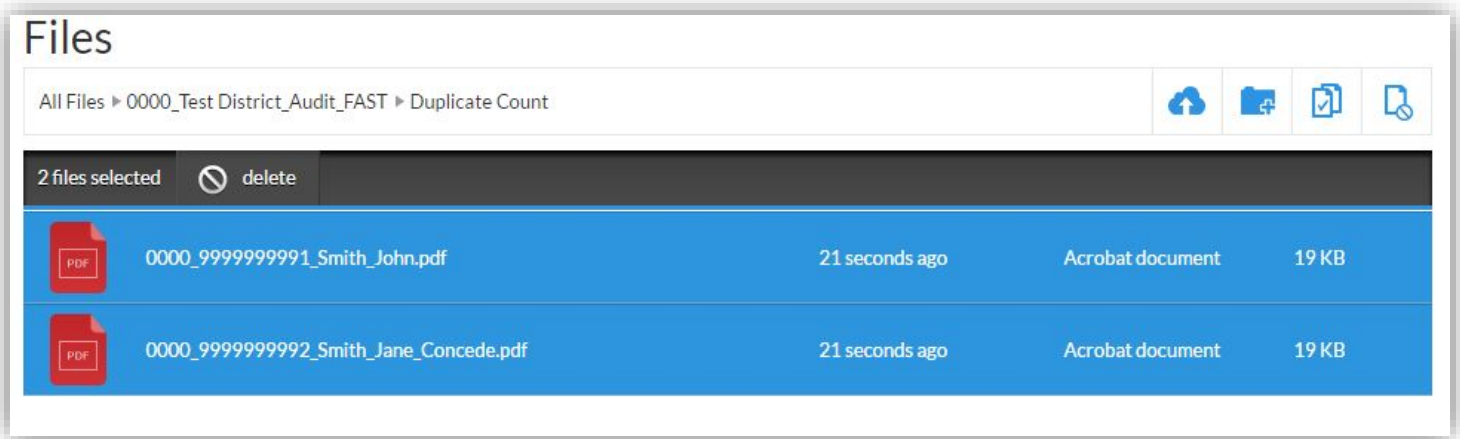
Name ▲	Date modified	Type
 2015-2016 Pupil Count	--	Editor

Uploading Files

Within the five permanent folders, you will have the ability to upload documentation required for audit or the duplicate count process. As mentioned before, you may choose to create subfolders within these five permanent folders to assist in documentation organization. The auditor may also create folders to move files once reviewed. To upload a file into any folder, open the folder or subfolder you wish to upload into and then select the “upload” button identified with the cloud and arrow.



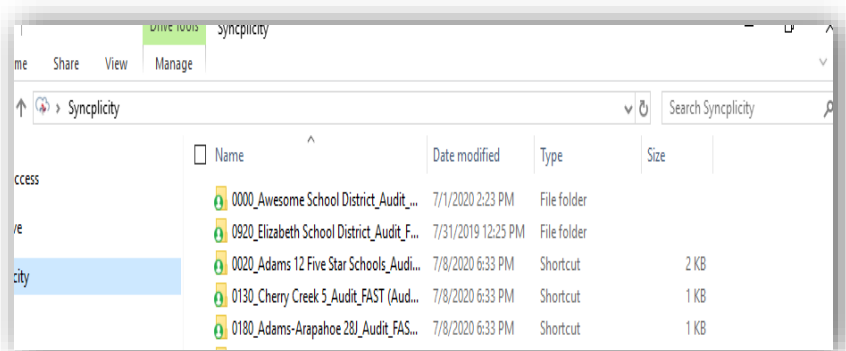
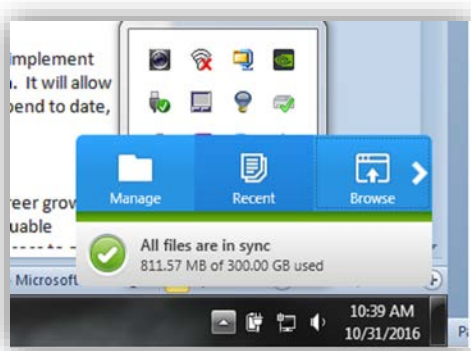
When you click on the upload button, you will be directed to your computer files to select a file or files to upload. You can upload multiple files at one time by holding the Shift key to select multiples files. Clicking “Open” at the bottom of your window will upload the selected file. Once uploaded, you can see the date modified, the type of document, and the size of the document. Additionally, different document types are identified by the color and name of the file. In the picture that follows, you can see that these are pdf files.



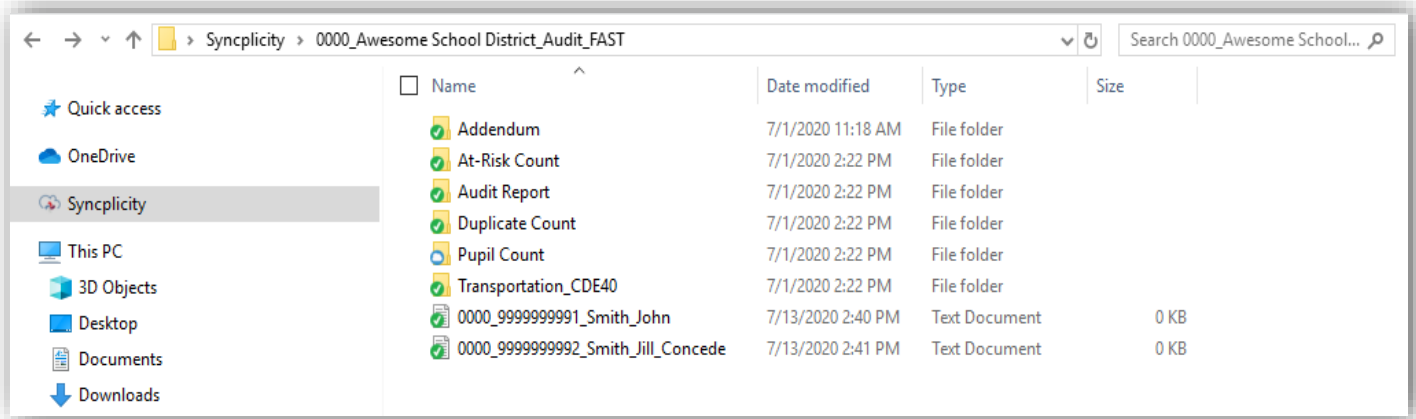
In the event you need to delete a file, simply right click on the file in question and then select “delete.” This is also where you can download a file to your own computer or identify various versions of the same file if they were manipulated or changed.

Moving Files Within Folders

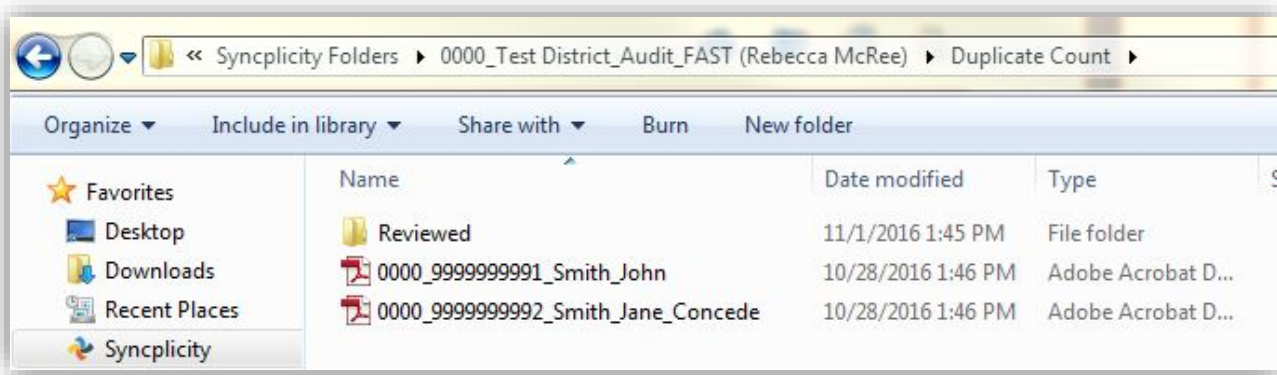
In order to move files from one folder to another within Syncplicity, you must have installed the Syncplicity application to your computer. You can then select “Manage” instead of “Online” when you click on the Syncplicity hidden icon. This brings up a summary of folders which were created by you or that are being shared with you. To move files within a folder, double click on the folder in question and this will open the downloaded version of Syncplicity on your computer. As long as the application and the browser versions are in sync (as indicated in green in the left screenshot below), you should be able to access all folders in both locations and easily move files from one folder to another. The screenshot on the right captures how the files look when using the Windows computer application.



All files uploaded should be within one of the five permanent folders. In the event files are uploaded outside of these folders or in the wrong folder, you can use the Syncplicity application on your computer to move files around (copy, cut, and paste). In the screenshot below, the two files should have been uploaded into the Duplicate Count Folder. In this case, you could delete the files and re-upload them into the correct folder (the Duplicate Count folder) using the browser, or you could move the files into the correct folder using the computer application.



Some auditors may create 'reviewed' folders within the five permanent folders to assist in documentation organization. This is particularly helpful when reviewing documentation for larger districts with several individual files.



Questions?

If you have any questions regarding Syncplicity, the five permanent folders within your district's folder, or this document, please contact the School Auditing Office at audit@cde.state.co.us.