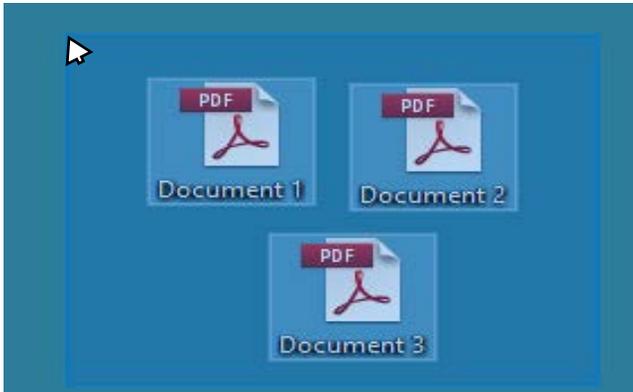
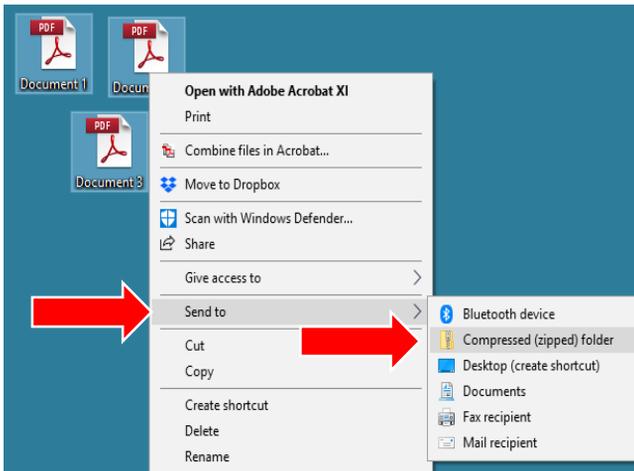


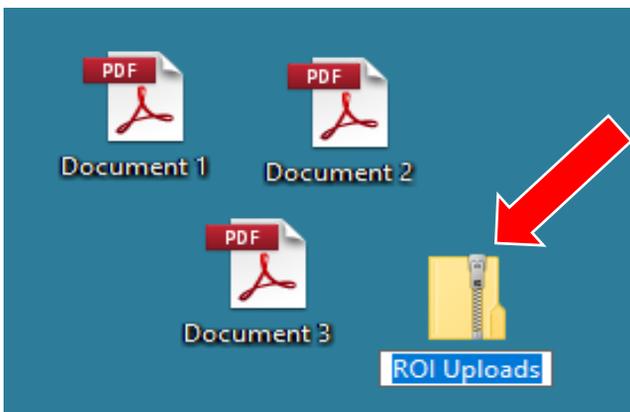
How to compress files into a zip folder to decrease file size and allow file uploads into the Rubric of Implementation (ROI)



Step 1: Locate the files to be uploaded or place all files into one location or. In the example on the left, the files are on the desktop. Using your mouse, select the files to be uploaded by clicking and dragging your mouse over the files. This action will highlight them all.



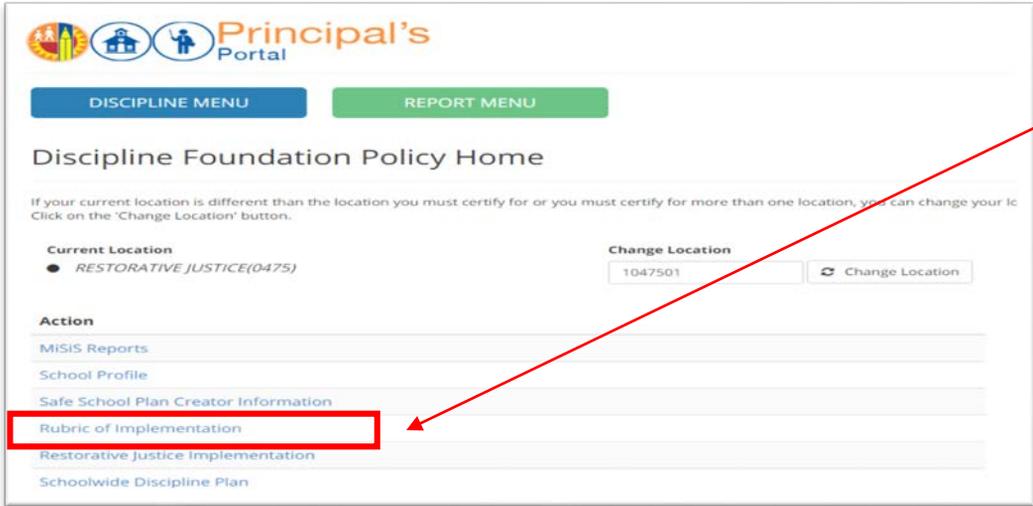
Step 2: Once the files are highlighted, right click and then hover your mouse over “Send to” to get to the “Compressed (zipped) folder” option. Clicking the “Compressed (zipped) folder” option will create a zip folder in the same location as your files.



Step 3: In the example on the left, the compressed file will be created on the desktop. Once the zipped file is created, rename it. This is the file you will want to upload. In this example, it is renamed as “ROI Uploads”

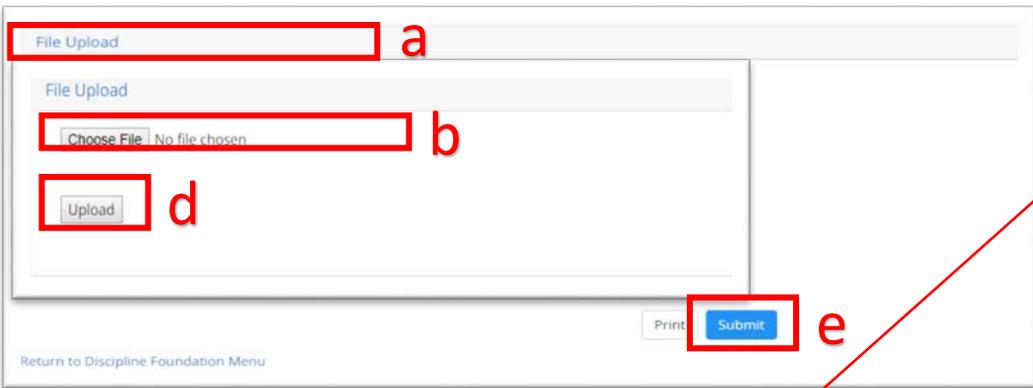


How to Upload files into the Rubric of Implementation (ROI) online system



Step 4:

- a) Log-on to the Principal's Portal
- b) Click on "Rubric of Implementation"



Step 5:

- a) Click on File Upload
- b) Click on Choose File
- c) Select the file you want to upload
- d) Click on Upload
- e) Click on Submit

