

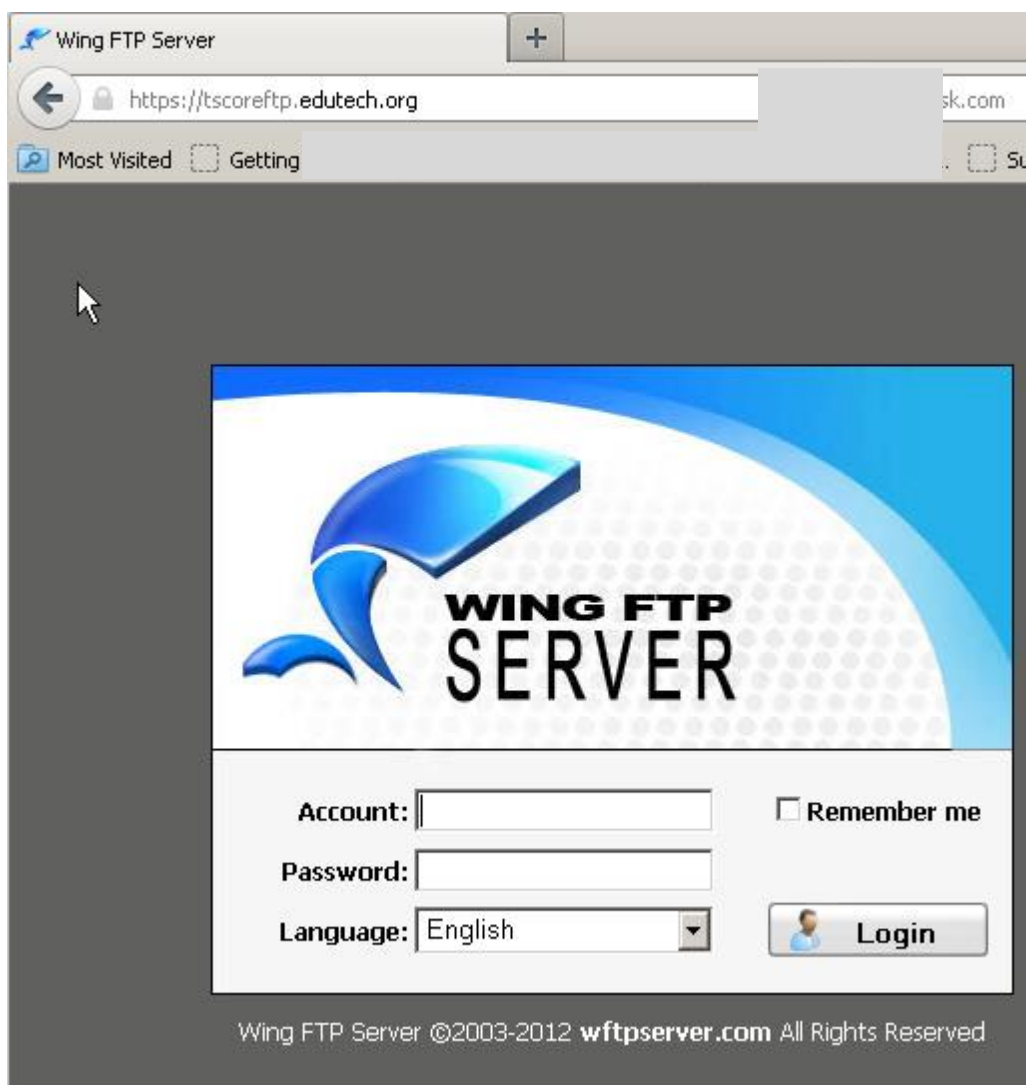
Regents-NYSITELL In-District Scanning

FTP Site Instructions for Retrieving Teleform Templates and NYSITELL Answer Sheets

Once you have received email notification that Regents or NYSITELL forms are ready on the EduTech Test Scoring FTP site, please download them. Regents forms are downloaded three times per year. NYSITELL forms are downloaded infrequently when needed.

1. Use a browser to access the EduTech Test Scoring FTP site by entering the following address:

HTTPS://tscoreftp.edutech.org



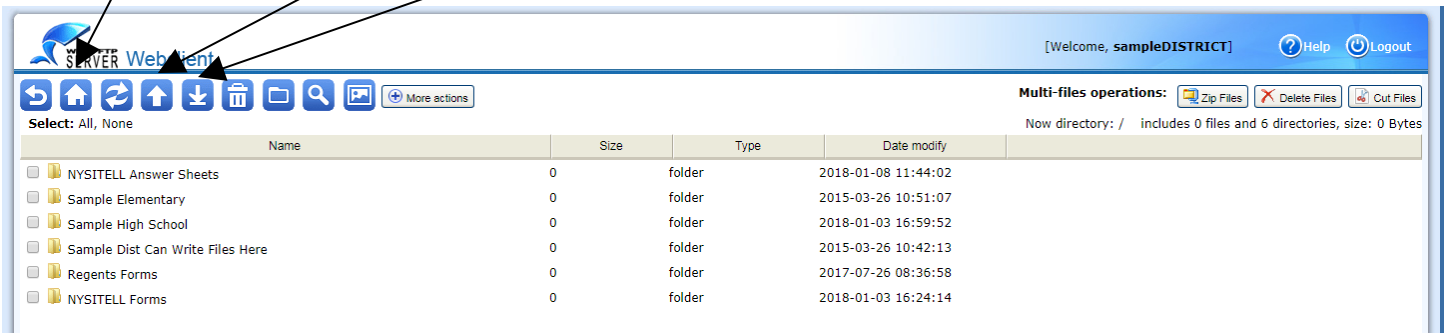
- Enter your Login name and Password and click the Login button

Login credentials are the same as those used in the past - call 1-800-722-5797 X 7-1 if you need them.

2. Now you will see your home page on the ftp site.

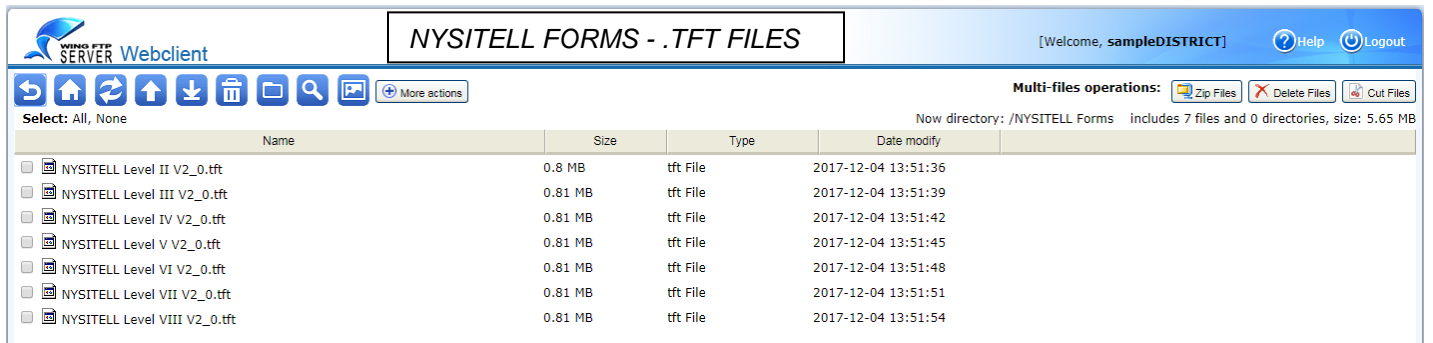
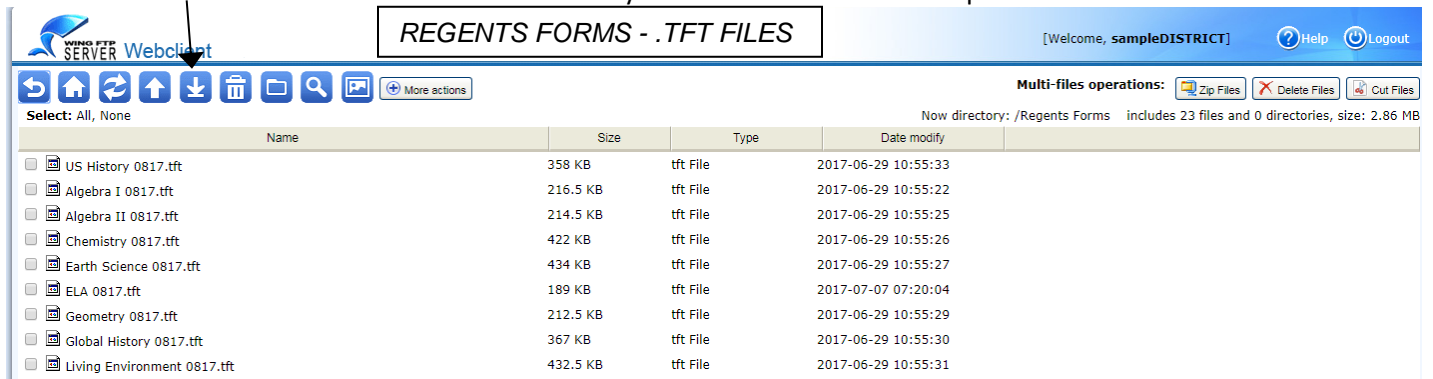
- You have rights to view and download files from all the folders shown on your home page. Look for the folder named "Regents Forms" or "NYSITELL Forms" depending on which set of answer sheet templates you want to download.
- When you hover over a button, the button's function will display. Here are the main functions you may use:

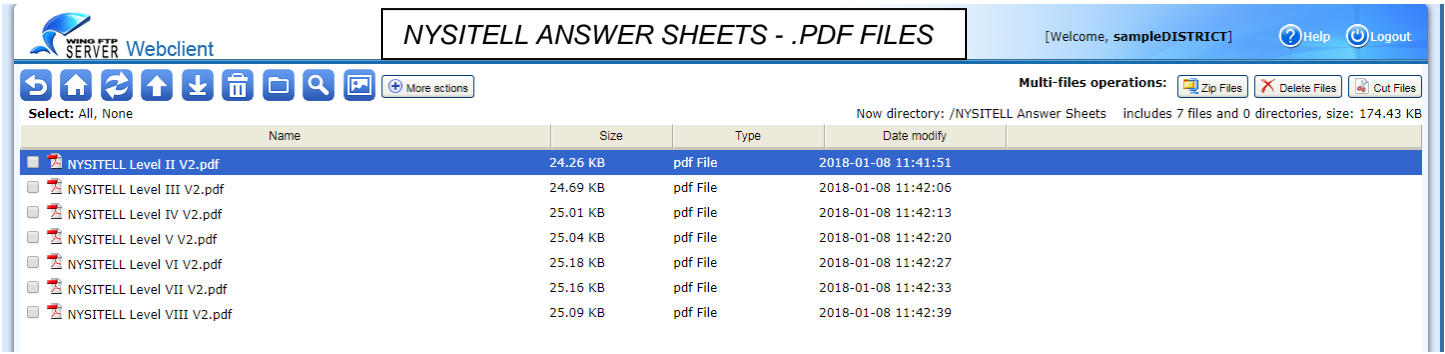
Return to home page Upload File Download File



3. To open a folder to see the contents, double click on the yellow folder icon

- Don't use the check boxes in front of the folder or file icons. They are only used when performing multi-file operations
- Single click on the icon in front of the form template you would like to retrieve so it is highlighted in blue.
- Click the download button. You will be asked if you would like to save it or open it.





4. Save the .TFT file to the location on your C: drive where you put the forms template files OR save the .PDF file to the C:\NYSITELL folder. The .PDF can be print from C:\NYSITELL whenever needed.
(Note: The default download location may be the Downloads Folder in your My Documents Folder).
5. When you are done retrieving the .TFT files for the answer sheet templates you need import into Teleform or the PDF files for the NYSITELL answer sheets you need to print, LOGOUT!



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Remember to Import the .TFT Template files into the Teleform Designer module!

To Import forms for the current Regents administration's answer sheets or for the NYSITELL:

- Open Teleform Designer
- Go to the File Menu and choose Templates
- Right click in the Template window and choose Import
- Browse out to the location where the .TFT files were saved from the FTP site and select the files to import. (Hold the CTRL key and click each .TFT file to highlight it. You can import them all at once.) Click OK.

Note: Regents prior to January 2018 are password protected. If importing a password protected .TFT into Teleform Designer, a box will display at the bottom right where the password needs to be entered. Lists of passwords are available by Test Administration Date on the FTP site.

- Repeat the prior two steps for each form.
- As each form is imported, it will then appear in the templates window.
- From the File menu, choose exit.

To Delete OLD Regents Forms from a Prior Test Administration (Recommended for Regents Only!):

This reduces the number of forms loaded in your system and will improve Teleform Reader performance.

- Open Teleform Designer
- Go to the File Menu and choose Templates
- Right click on the template name you wish to delete

Note: For Regents prior to January 2018, enter the form password in the box at the bottom right.
Lists of passwords are available by Test Administration Date on the FTP site.

- Select delete from the pop-up menu.
- Repeat the prior two steps for each form you would like to delete.
- From the File menu, choose exit.