

# Virtual Education Sharing Platform and Materials Submission Process

## Step 1

Local Implementing Agency (LIA) submits requests to State Representative via email and completes “Virtual Education Sharing Platform-Curriculum Approval Process form.”

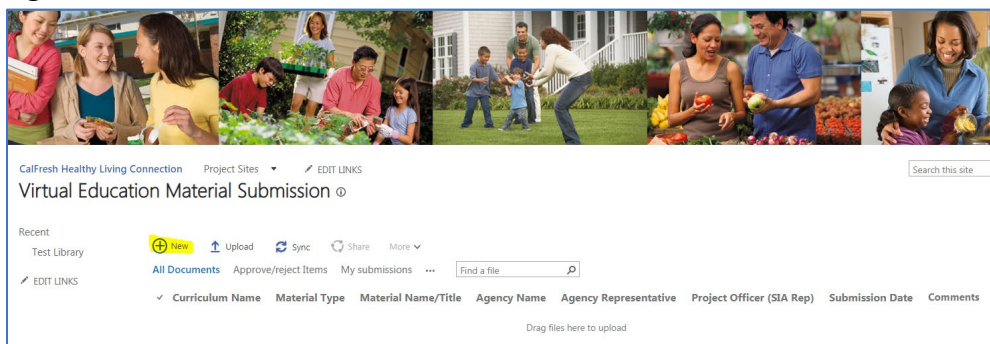
## Step 2

LIA signs in to the CalFresh Healthy Living Connection site and uploads document(s) to [Virtual Education Material Submission](#) site.



1. Select “New” or “Upload” as shown in Figure 1 to upload the document to the site.

**Figure 1**



2. Complete the following fields in the submission site (Figure 2):
  - **Curriculum Name:** Select the applicable curriculum name or specify (type in) the name of curriculum if not listed.
  - **Material Type:** Select the applicable material type or specify (type in) the name of material type if not listed.
  - **Material Name/Title:** Type in material name/title of document uploading.
  - **Agency Name:** Type in your agency name.
  - **Agency Representative:** Type in your organization’s point of contact for this request.
  - **Project Officer (SIA Rep):** Type in your organization’s Project Officer’s or State Representative’s name.
  - **Submission Date:** Select date submitting document for review.
  - **Name:** Update file name if applicable – this field auto populates when document uploaded.
  - **Comments:** (optional) Type in any comments that can help in review of submission.
  - **Left click “Check-In”** at bottom of window to save information.

Figure 2

The screenshot shows a web application window titled "Add a document". At the top, there is a toolbar with icons for "Check In", "Cancel", "Paste", "Copy", and "Delete Item". Below the toolbar is a banner image showing a group of people in a community setting. Two informational messages are displayed in yellow boxes: "The document was uploaded successfully and is checked out to you. Check that the fields below are correct and that all required fields are filled out. The file will not be accessible to other users until you check in." and "Items on this list require content approval. Your submission will not appear in public views until approved by someone with proper rights. More information on content approval." The form contains the following fields: "Curriculum Name" (dropdown menu), "Material Type" (radio button selected, dropdown menu, and "Specify your own value:" text input), "Material Name/Title" (text input), "Agency Name" (text input), "Agency Representative" (text input), "Project Officer (SIA Rep)" (text input), "Submission Date" (calendar icon), "Name" (text input with ".docx" suffix, containing "TEST DOCUMENT"), and "Title" (text input). At the bottom right, there are "Check In" and "Cancel" buttons. The footer shows "Version: 2.0" and "Created at 11/9/2020 6:21 PM by Branson, Dalene@CDPH".

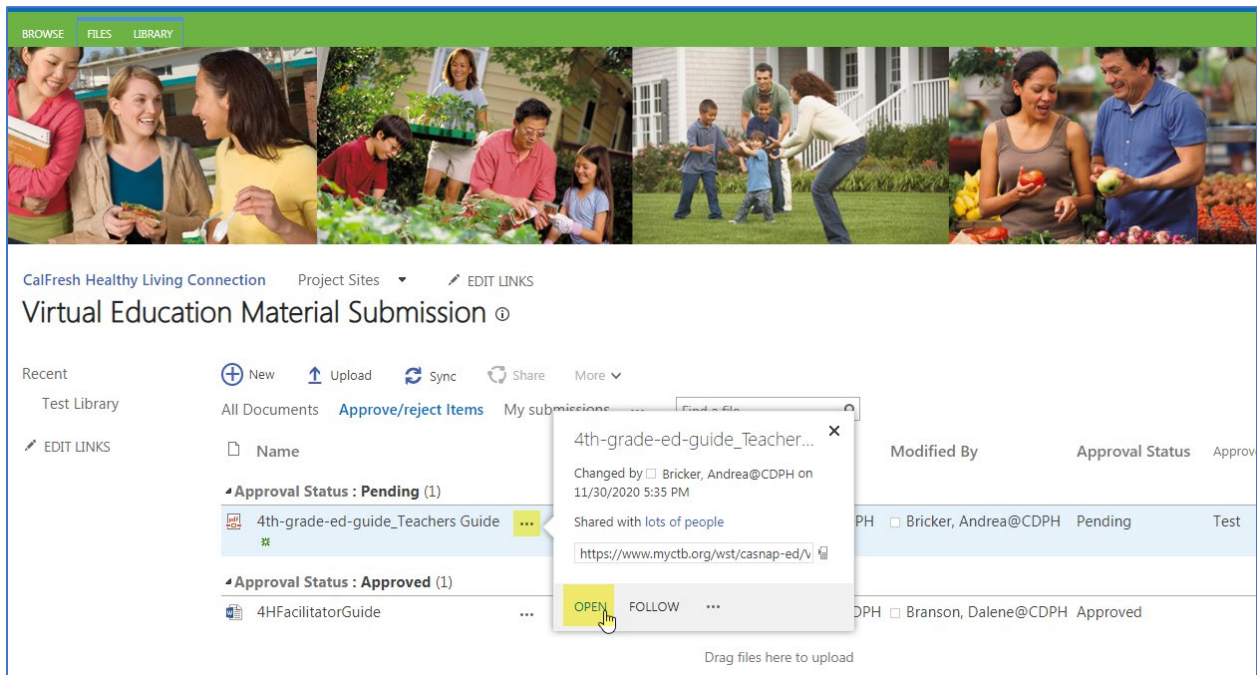
### Step 3

State Representative reviews materials using the “Virtual Education Sharing Platform-Curriculum Approval Process form” or other SIA review tool and approves or rejects request/materials.

To open materials select the **“Approve/reject Items” view** and left click on the file name, or follow these steps highlighted in Figure 3:

1. Select (left click) the ellipsis (...) to the right of the file name.
2. Select “Open” to review the submitted request/materials.

**Figure 3**



To approve or reject materials, follow the steps highlighted in Figure 4 while in the **“Approve/reject Items” view**:

1. Select (left click) the ellipsis (...) to the right of the file name.
2. Select the ellipsis in the small window that pops-up.
3. Select “Advanced” and then “Approve/Reject.”
4. In the “Approve/Reject” window (Figure 5), select the appropriate status and add comments as needed. Select “Ok.”

Figure 4

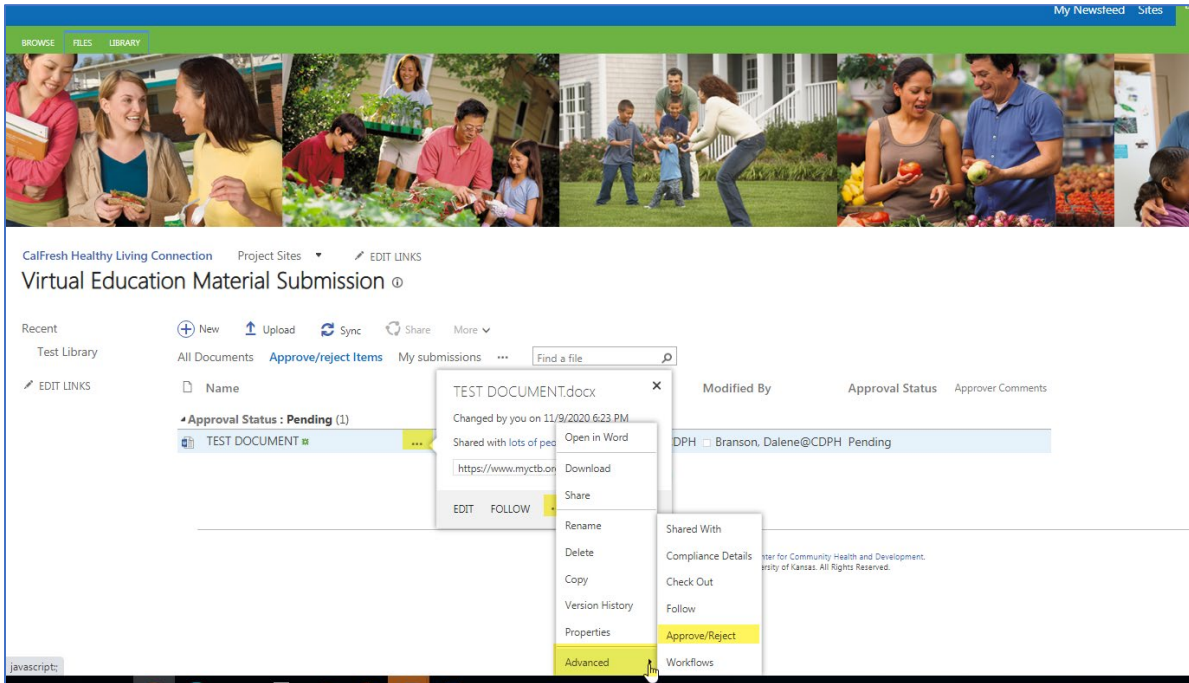
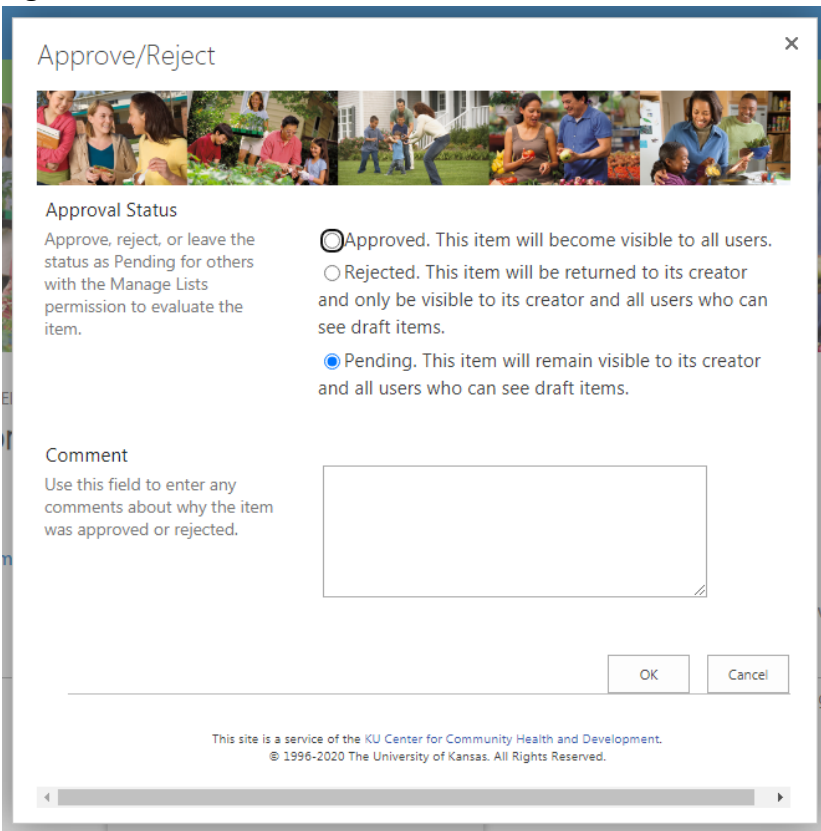


Figure 5

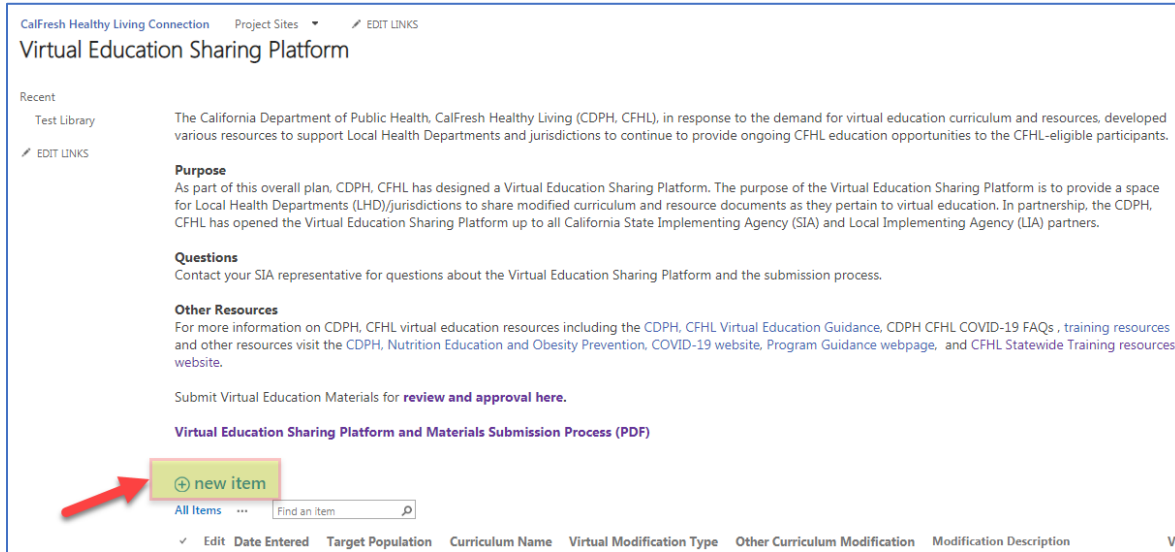


## Step 4(a) - Approve/Reject Documents

If **APPROVED**, State Representative approves materials in [VE Material Submissions site](#) and informs LIA of approval. LIA then enters information in list item on [Virtual Education Sharing Platform](#).

1. Select “New item” (Figure 6) to enter new information on Sharing Platform.

**Figure 6**



2. LIA completes the following fields in the submission platform (Figure 7):
  - **Date Entered:** Type in date entering information in Sharing Platform.
  - **Target Population:** Select audience of curriculum.
  - **Curriculum Name:** Select the curriculum name or specify (type in) the name of curriculum if not listed.
  - **Virtual Modification Type:** Select material type or specify (type in) the name of curriculum if not listed.
  - **Other Curriculum Modification:** Select (or type in) other modification type, if applicable.
  - **Modification Description:** Type in description of modification(s).
  - **Contact Name:** Type name of point of contact to address questions from other local agencies regarding modification.
  - **Contact Email:** Type in email of point of contact.
  - **Left click “Save” at bottom of page to save new information entered!**

Local Implementing Agency or State Representative adds links to remaining fields **once materials are reviewed/approved** by the State Representative (in Step 5):

- **Video Recording/Link:** Type (or copy) in link to video recording and material name.
- **Slides:** Type (or copy) in link to slides and material name.
- **Materials (multiple fields):** Type (or copy) in link and material name.

Figure 7

Once LIA enters information on Sharing Platform, State Representative links materials to applicable Virtual Education Sharing Platform list entry. [\(Continue to Step 5\)](#)

### Step 4(b) – Approve/Reject Documents

**If REJECTED**, State Representative informs LIA. LIA makes updates based on feedback from State Representative and notifies the State Representative when document is resubmitted through site. [\(Return to Step 3\)](#)

## Step 5 – Linking materials to Virtual Education Sharing Platform

State Representative will link approved material(s) to the list entry on the [Virtual Education Sharing Platform](#).

The fields that State Representatives will complete include:

- **Video Recording/Link**
- **Slides**
- **Materials (multiple fields)**

To link approved materials to Sharing Platform, follow these steps highlighted in Figures 8-11 while in the **“Approve/reject Items”** view:

1. Select (left click) the ellipsis (...) to the right of the file name.
2. Select and copy the file link (URL) in the small window that pops-up.
3. Go to the [Sharing Platform](#) and left click on the “Edit” button on the left of the material line.
4. Paste file link into the “Type the Web Address” field for the applicable material type. Type in name of material type into “Type the description” field. Figure 10 below shows example for adding link for HEAL toolkit slides.
5. Left click **“Save”** at bottom of page!

**Figure 8**

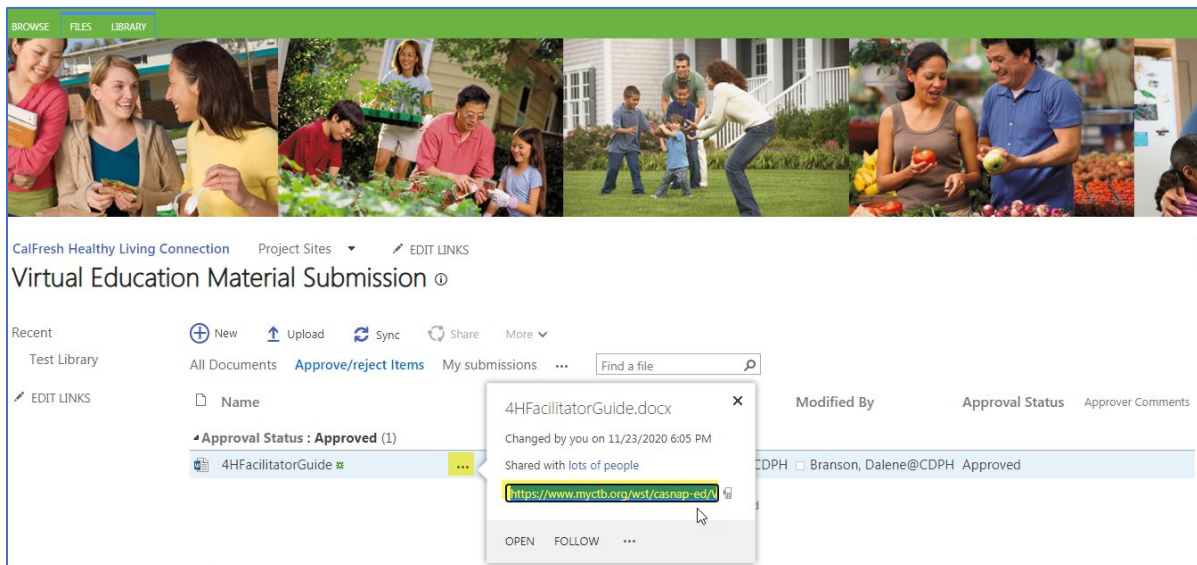


Figure 9

Submit Virtual Education Materials for [review and approval here](#).

**Virtual Education Sharing Platform and Materials Submission Process (PDF)**

[+ new item](#)

All Items








<input checked="" type="checkbox"/>	Edit	Date Entered	Target Population	Curriculum Name	Virtual Modification Type	Other Curriculum Modification	Modification Description	View
		September 4, 2020	General Adult	Choose Healthy Beverages (Single session)	Activity modification	Age appropriate	Adapts activities for virtual learning. Activity: Flavored Water Tasting adapts activity to provide the recipe beforehand so participants have the opportunity to follow along and/or make the Cucumber Mint Breeze recipe with the educator.	HE
		December 7, 2020	Elementary School	Let's Eat Healthy	Program Description/Links	N/A	Lessons have been adapted to video delivery format with permission by the Dairy Council of CA in cooperation with the Santa Clara County Public Health and University Cooperative Extension. 7 lessons total that are comprised of 2-4	Da Ca He an Pla

Figure 10

BROWSE
EDIT

 Commit
 Clipboard
 Actions
 Spelling

 Spelling

Video Recording/Link

Type the Web address: [\(Click here to test\)](#)

Type the description:

Slides

Type the Web address: [\(Click here to test\)](#)

Type the description:

Materials

Type the Web address: [\(Click here to test\)](#)

Type the description:



**Figure 11 - How material displays on Sharing Platform page.**

Submit Virtual Education Materials for [review and approval here](#).

**Virtual Education Sharing Platform and Materials Submission Process (PDF)**

Curriculum Name	Virtual Modification Type	Other Curriculum Modification	Modification Description	Video Recording/Link	Slides	Materials
Choose Healthy Beverages (Single session)	Activity modification	Age appropriate	Adapts activities for virtual learning. Activity: Flavored Water Tasting adapts activity to provide the recipe beforehand so participants have the opportunity to follow along and/or make the Cucumber Mint Breeze recipe with the educator.	HEAL toolkit webinar	HEAL toolkit slides	
Let's Eat Healthy	Program Description/Links	N/A	Lessons have been adapted to video delivery format with permission by the Dairy Council of CA in cooperation with the Santa Clara County Public Health and University Cooperative Extension. 7 lessons total that are comprised of 2-4	Dairy Council of California, Let's Eat Healthy YouTube page and Nutrition Lessons Playlists		Let's Eat Healthy Program Description & Dairy Council

For technical support with the materials submissions or sharing platform, email the [CASNAP-EdTraining@cdph.ca.gov](mailto:CASNAP-EdTraining@cdph.ca.gov) email inbox.

California's CalFresh Healthy Living, with funding from the United States Department of Agriculture's Supplemental Nutrition Assistance Program – USDA SNAP, produced this material. These institutions are equal opportunity providers and employers. For important nutrition information, visit [www.CalFreshHealthyLiving.org](http://www.CalFreshHealthyLiving.org).