# Uploading/Managing Artifacts

The navigation steps included in this article contain directions for both the legacy system and the Insights Platform. Follow the path specific to your application.

Users with the proper district configurations can update Evaluation Artifacts at any time during an evaluation cycle. Please review the following steps to determine your artifact setup.

Legacy: My Info > My Evaluations
Platform: My Info > My Evaluations

For starters, access the Artifacts page and click **Upload** in the top left corner of the page.
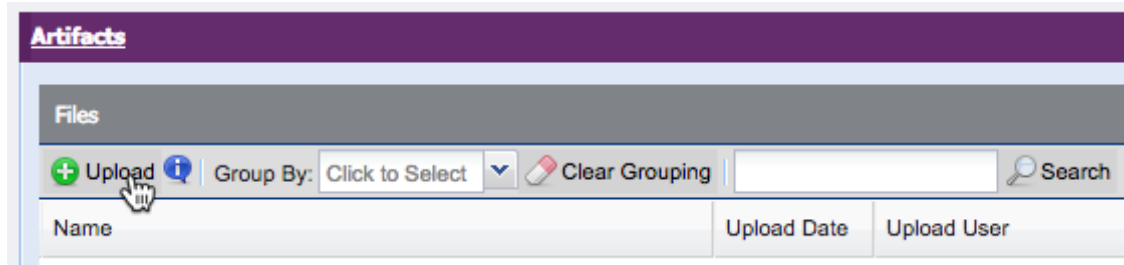
Name/Description

A pop-up box will appear. Enter an artifact name and provide an optional description for the upload file.

Types

Next, click the dropdown and choose an Artifact Type.

Types:

Categories:

☐ Select All

Alignment:

☐ Parent Letter

Rubric	Criteria	

File Type:　　　● File　　　　　　　　　　　○ Url

Categories

In the "Categories" section, determine the desired Artifact Category and select it from the dropdown.

Categories:

Alignment:

☐ Select All
☐ Observation
☐ Pre-observation Conference
☐ Goal setting
☐ Student Growth
☐ SLO
☐ Parent Communications

File Type:　　　● File　　　　　　　　　　　○ Url

Alignment

Locate the dropdowns in the "Alignment" section and choose both a Rubric and Criteria option.

Alignment:　　　Content Knowledge　　　∨　Focus on learning　　　∨　➕ Add Criteria

Rubric	Criteri	☑ Focus on learning	
		☐ Focus on students	
		☐ Focus on resources	

Then, click **Add Criteria** to include these with your upload.

Once you are finished, repeat the Alignment steps, as needed, to align the artifact to multiple rubrics.
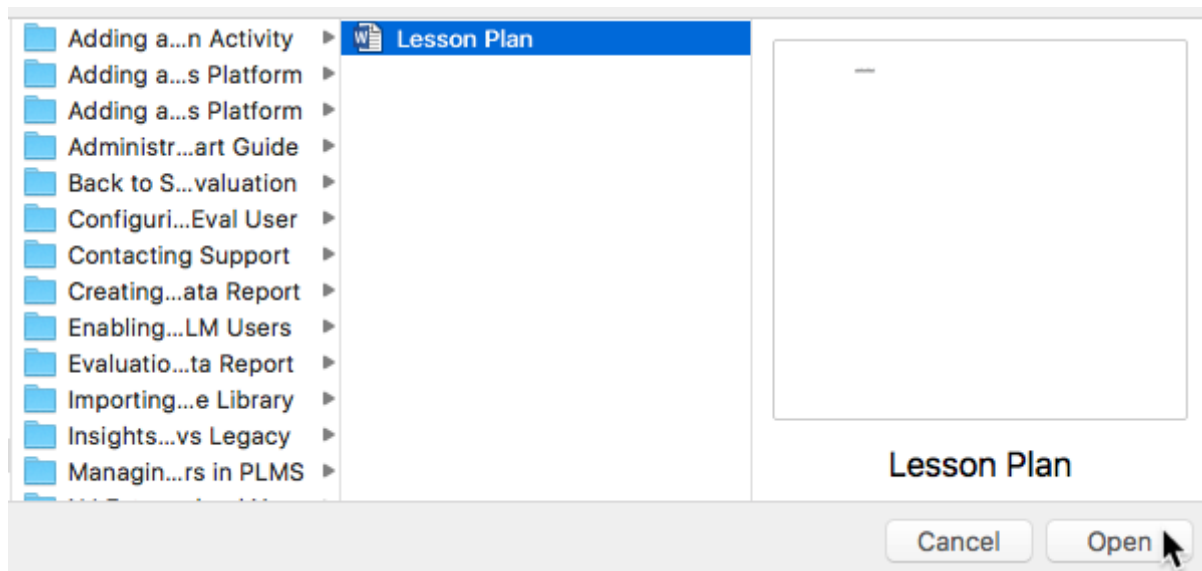
File Type/File Upload

Click the radio button to select either a "File" or "URL" type and click the blue **upload arrow** to upload the necessary file (provided you chose the "File" type).

An Open file box will appear. Select your file and click **Open**.

(Take note, the system limits a file to a 50 MB maximum.)

Return to the Upload File setup, choose whether to notify an administrator, and click **Save** once are finished.

The Artifact will appear in the list and reflect your selected details.

If any additional changes are required, click the **pencil** icon to the right of the artifact name.

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