

Uploading/Managing Artifacts

pd-help.frontlineeducation.com/hc/en-us/articles/115004310148-Uploading-Managing-Artifacts

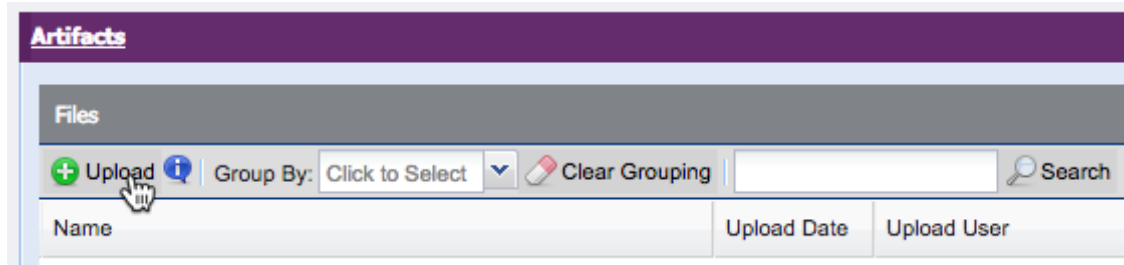
The navigation steps included in this article contain directions for both the legacy system and the Insights Platform. Follow the path specific to your application.

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.

A screenshot of the 'Upload File' pop-up box. The box has a title bar with 'Upload File' and a close button (X). Inside the box, there are two input fields. The first is labeled 'Name:' and contains the placeholder text 'Enter a name...'. The second is labeled 'Description:' and contains the placeholder text 'Enter a description...'. The description field is larger and has a white background.

Types

Next, click the dropdown and choose an Artifact Type.

Types:

Categories: Select All

Alignment: Parent Letter

Rubric	Criteria
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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:

Rubric	Criteria
	<input checked="" type="checkbox"/> Focus on learning <input type="checkbox"/> Focus on students <input type="checkbox"/> Focus on resources

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

Alignment:

Rubric	Criteria
Content Knowledge	Focus on learning

Choose a Rubric... Choose a Criteria + Add Criteria

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

File Type/File Upload

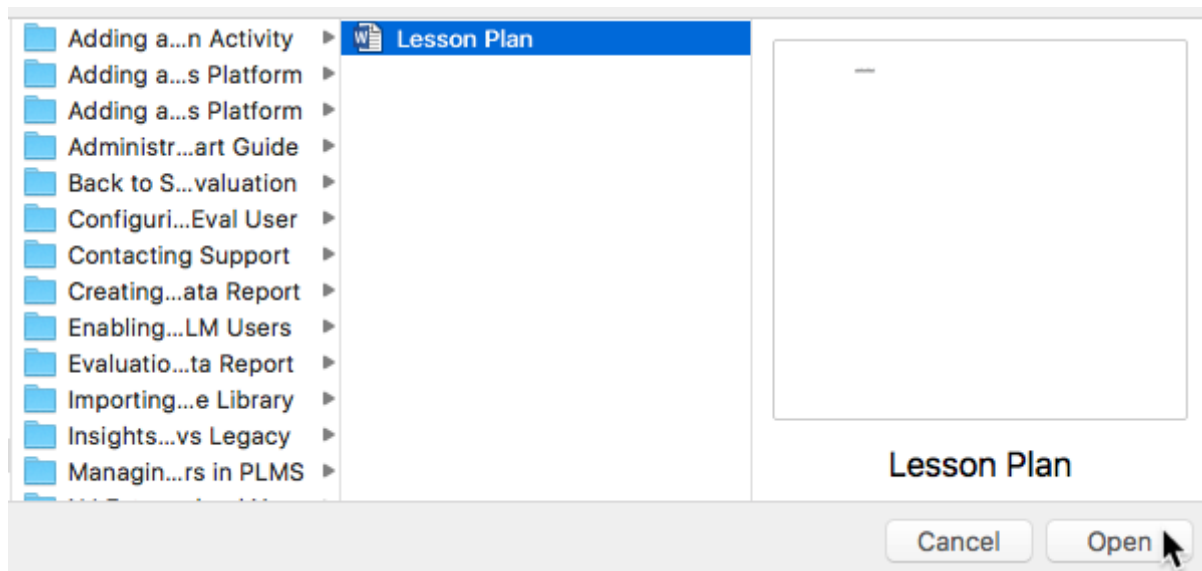
Click the radio button to select either a "File" or "URL" type and click the blue **upload arrow** to upload the necessary file (provided you chose the "File" type).

File Type: File Url

File (50 MB Max):  

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.

Select All

Allen, Mike

Arvida, Leona

Baker, Leslie

Coleman, Ronald

Diaz, Carole

Ericsson, David

File Type: _____

File (50 MB Max): _____

Notify Admin: _____

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

Artifacts ? ☰

Files

Show Previous Cycles

Name	Upload Date	Upload User	File			
Lesson Plan	09/04/2017	Administrator	LessonPlan.doc			

Details

Name: Lesson Plan
Description:
Types: Teacher document - unit / lesson plan
Categories: Goal setting
Alignment: Content Knowledge: Focus on Learning
Upload Date: 09/04/2017
Uploaded By: Administrator
File Name: LessonPlan.doc

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

Artifacts ? ☰

Files

Show Previous Cycles

Name	Upload Date	Upload User	File			
Lesson Plan	09/04/2017	Administrator	LessonPlan.doc			

Details

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