

# Uploading Artifacts for Evaluators

## Steps for Uploading Artifacts for Evaluators:

1. Sign in to EPSS as you normally do.
2. Access your Caseload Dashboard.
3. Select (by clicking on his/her name) the teacher for whom you would like to upload some documentation/artifacts.
4. Then select the paper icon to open the artifact page.

The screenshot shows the EPSS interface. On the left is a 'My Caseload' sidebar with a 'REPORTS' section containing 'Caseload Detail View', 'Trend Explorer Reports', and 'Rubric Explorer Reports'. The main area is titled 'Evaluation Administration - Process View' and includes filters for Status, Type, Building, and Last Name. A table lists evaluations for four teachers: Teacher A, Teacher B, Teacher C, and Teacher D. Each row shows Evaluation Type, Evaluation Period, Progress (e.g., 1 of 9), and Status (In Progress). A red circle highlights a paper icon in the Status column for Teacher A. Below this is the 'Evaluation Profile' for Julie Abbruzzi at Barrington Middle School, showing a table of components with their progress and status.

Name	Evaluation Type	Evaluation Period	Progress	Status
Teacher A	Teacher	07/01/2012-06/30/2013	1 of 9	In Progress
Teacher B	Teacher	07/01/2012-06/30/2013	0 of 9	In Progress
Teacher C	Teacher	07/01/2012-06/30/2013	0 of 9	In Progress
Teacher D	Teacher	07/01/2012-06/30/2013	1 of 9	In Progress

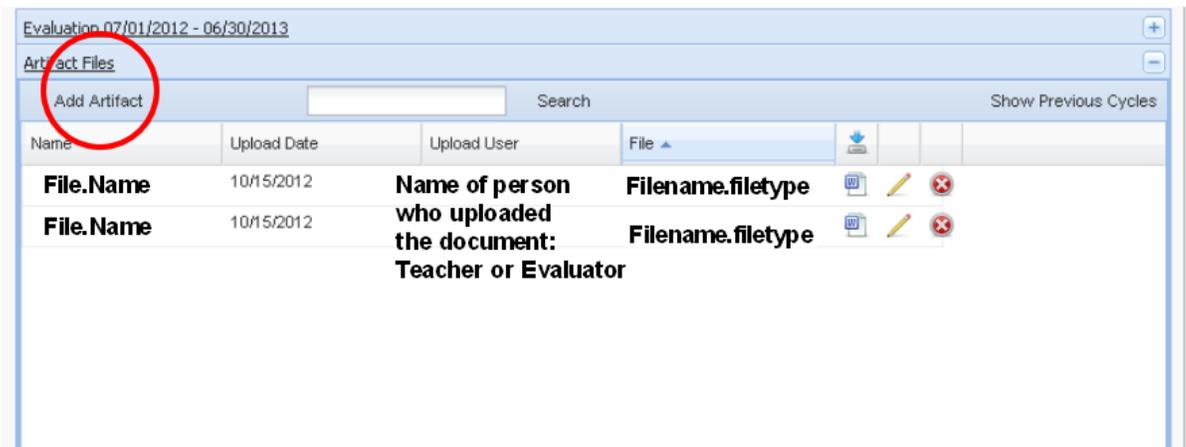
  

Component Name	Progress	Status
Beginning-of-Year (Teach...	0 of 3	Incomplete
Student Learning Objecti...	1 of 1	Complete
Classroom Observation #1	0 of 1	In Progress
Classroom Observation #2	0 of 1	Incomplete
Classroom Observation #3	0 of 1	Incomplete
Professional Foundations	0 of 1	Incomplete
Mid-Year (Teacher)	0 of 1	Incomplete
OPTIONAL: Classroom Ob...	0 of 3	Incomplete
IF REQUIRED: Performanc...	0 of 1	Incomplete

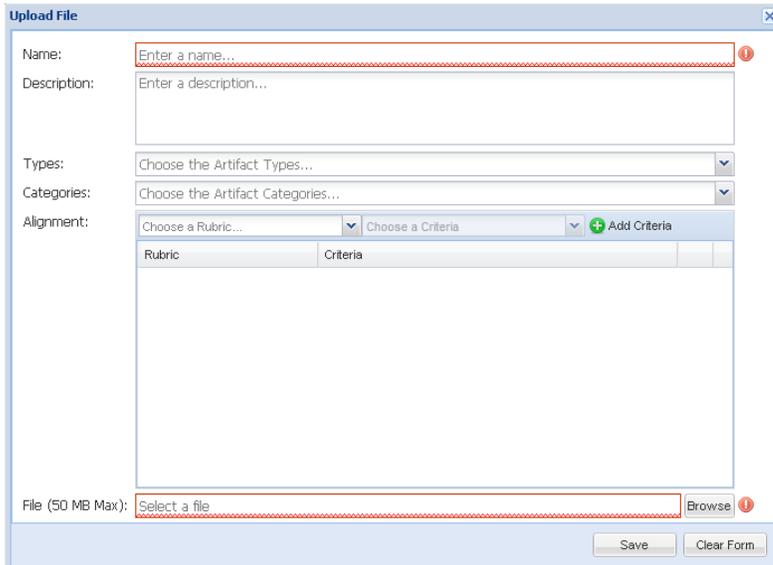
5. This Artifact page will open in a new tab or window. Select the + icon on the Artifacts File row.



6. Once you select the + sign this page will open. On it you will see any previously uploaded documents along with the name of the person who uploaded the file and what type of file it is. Both teachers and evaluators can upload documents to support this process.



7. From this page click on Add Artifact and this POP-UP will appear:



- Add a name for the file you wish to upload. EX. SIT Meeting Notes, In-Action Documentation, Letter of Commendation etc.
- Type in a quick description of the file. EX. *This Letter of Commendation is being uploaded to Mrs. X's file to document her creation of a training opportunity for teachers on differentiated instruction. She facilitated the training during the January staff meeting. Professional Foundations PF6 and PF8.*
- Types: Is a drop down menu where you can choose

Other

Student Work

Teacher Documentation

- Categories: Is a drop down menu where you can choose which of the evaluation criteria you would like your uploaded document to align with. \*\*You may select more than one.

Improvement Plan

Professional Foundations

Professional Growth Plan

Student Learning Objective

- If you chose Professional Foundations for your category then you could use the Alignment drop down menu to choose which Domain of the Professional Foundations rubric you would like to align the document with. EX. Uploading a Lesson Plan aligns with Professional Foundations Domain 3-Planning. The example given above would align to Domain 2 and Domain 3.

Alignment:

Choose a Criteria

Teacher Professional Foundations Domain 2: Professionalism

Teacher Professional Foundations Domain 3: Planning

Teacher Professional Foundations Domain1: School Respo...

Once you have chosen a domain you can then choose the specific component.

Once you have chosen the component select the +Add Criteria icon. This way you may align your document to more than one component if needed.

Teacher Professional Foundations D

Rubric

Criteria

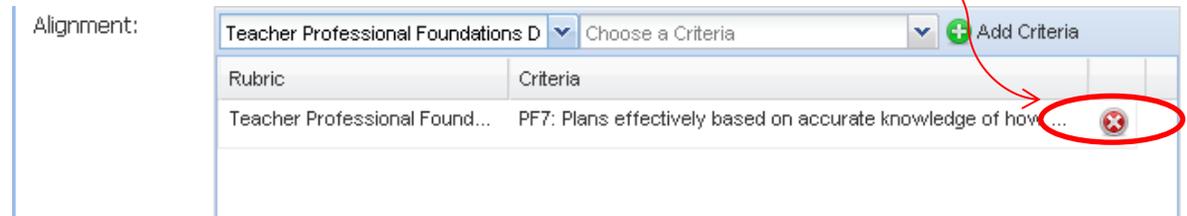
PF7: Plans effectively based on accurate knowledge of how children

PF8: Uses data appropriately to plan instruction for a diverse group

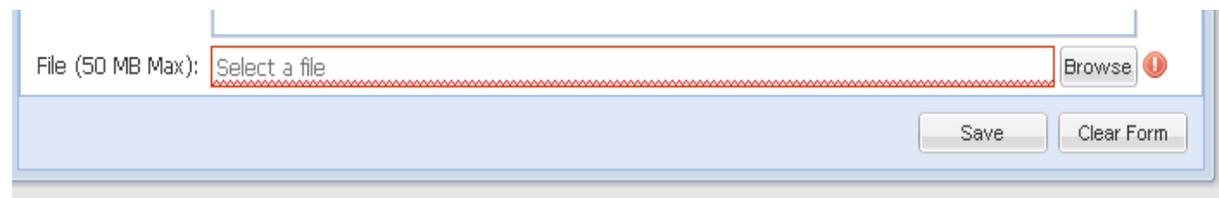
+ Add Criteria

In doing so a link to your documentation will appear in that component's section of the teacher's Mid-Year Conference form and the End-of-the-Year Conference form.

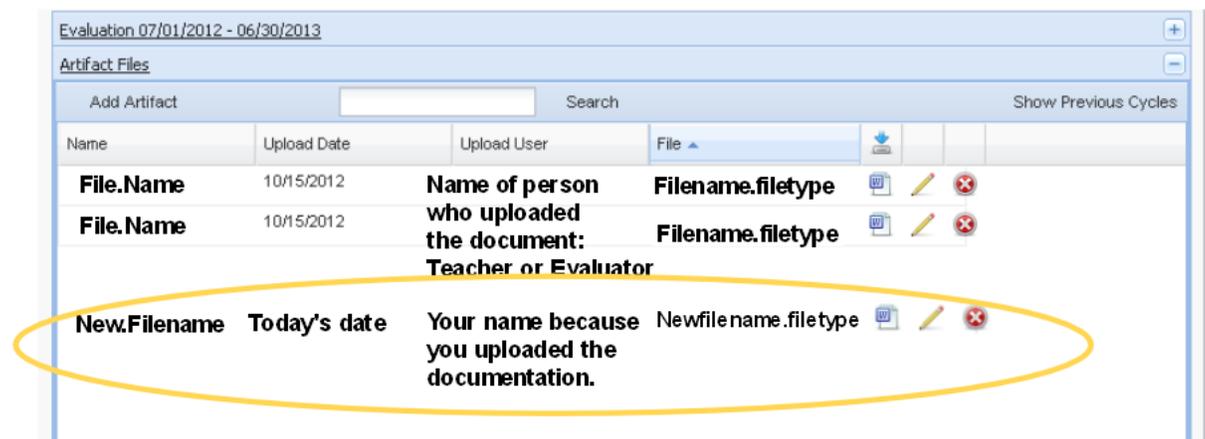
You can delete criteria easily by selecting the red delete button (X).



- Then browse for your file as you would if you were attaching a document to an email. ANY FILE FORM CAN BE UPLOADED. Once you have browsed for your document select Save to finish this part of the process.



8. Once those steps are completed this pop-up will appear:



The new documentation you uploaded becomes part of the teacher's artifact file page.

You can delete an artifact by selecting the red delete button ( X)

Any time you want to have access to a teacher's uploaded files repeat steps 1 – 6. The artifacts will be stored on the artifact tool page where you can open, edit, and delete them as needed. If you edit the form you will need to save it to your computer and upload the revised version into EPSS. There will be a live link to the documents found in the teacher's Mid-Year Conference and End of the Year Conference form in the section of the form that relates to the uploaded files.

EX. An live link to the uploaded lesson plan will appear under the PF7 section of the conference forms.