

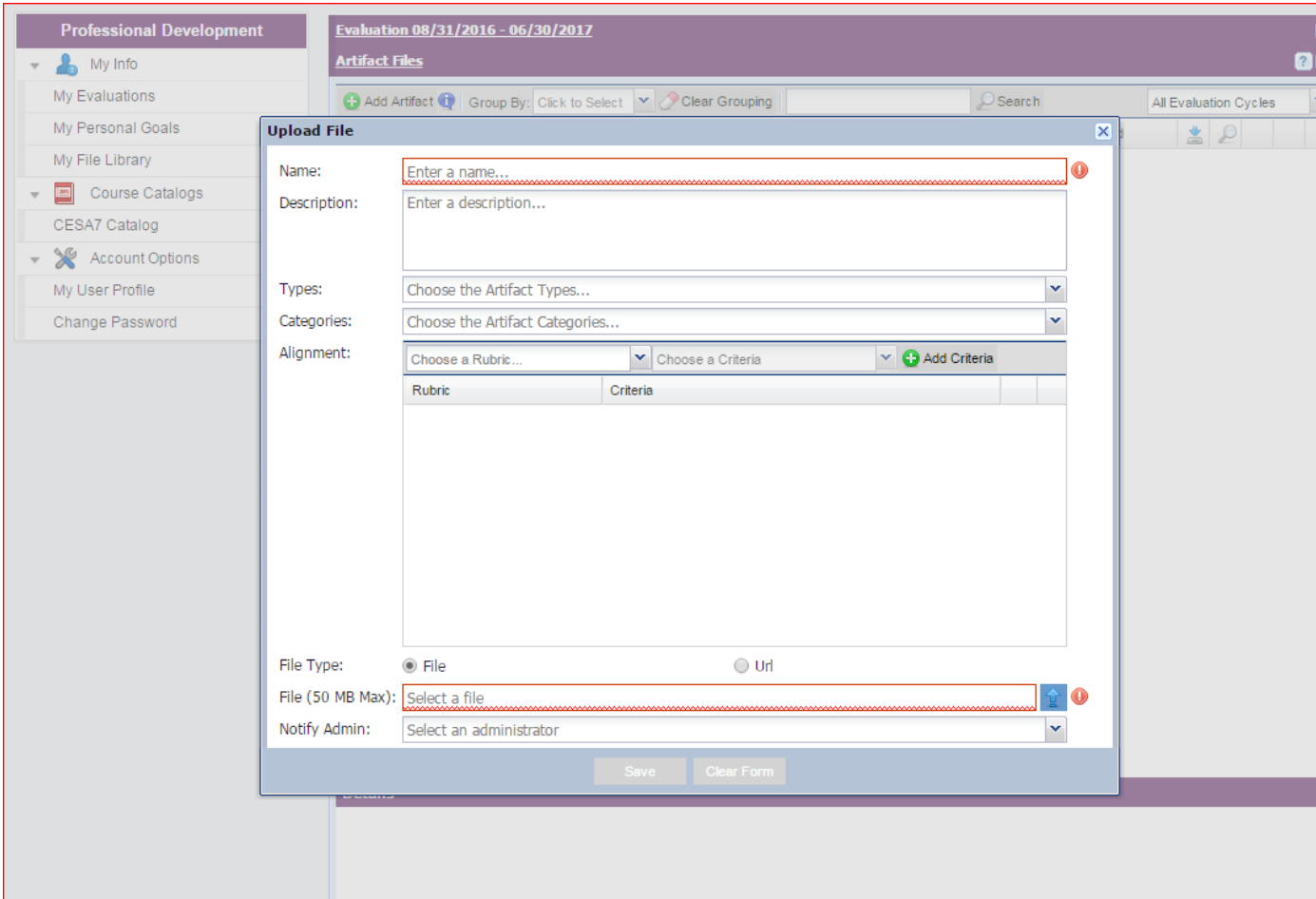
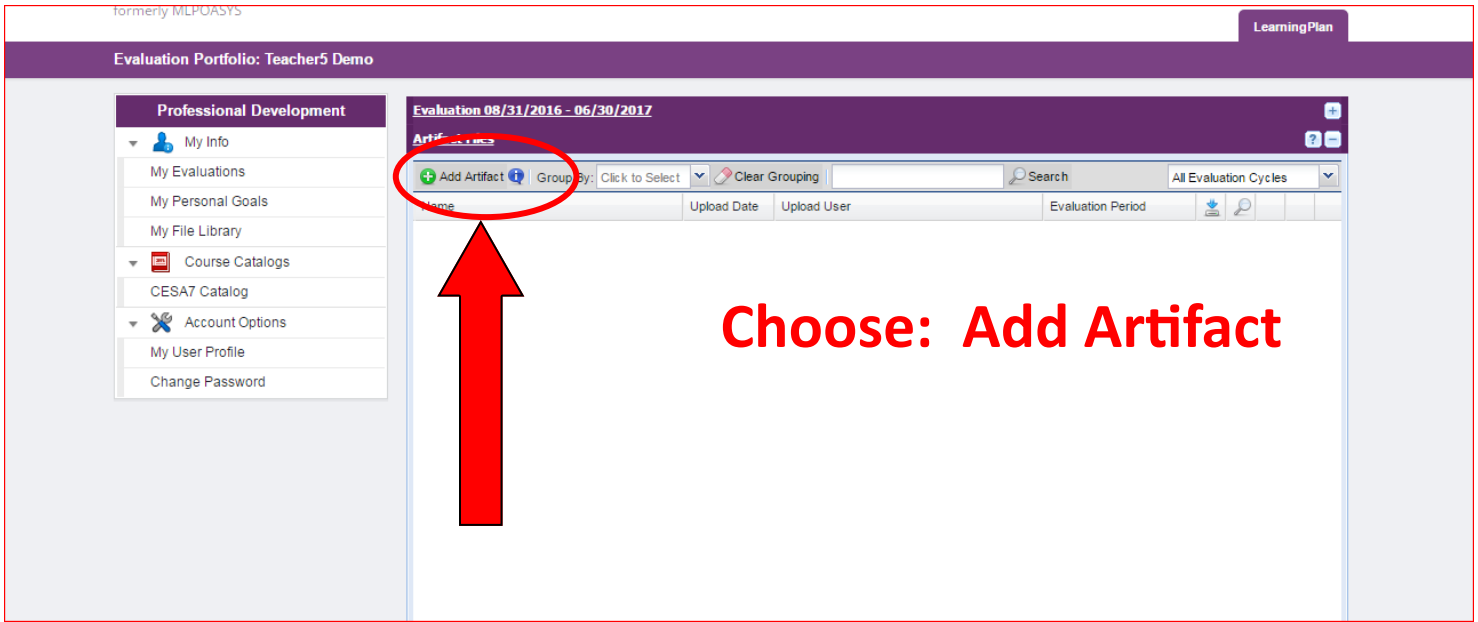
Uploading Artifacts in My Learning Plan

The screenshot shows the 'Employee Evaluation' interface for 'Durand-Arkansas School District'. The left sidebar under 'Professional Development' has 'My Evaluations' circled in red. A red arrow points from the text 'Choose: My Evaluations' to this menu item. The main content area shows 'My Evaluation - Teacher5 Demo' with a list of scheduled components and their submission statuses.

Choose: My Evaluations

The screenshot shows the 'Employee Evaluation' interface for 'Evaluation Portfolio: Teacher5 Demo'. The left sidebar under 'Professional Development' has 'My Evaluations' selected. The 'Artifact Files' menu item is circled in red. A red arrow points from the text 'Choose: Artifacts Files' to this menu item. The main content area shows a header for 'Evaluation for 10/1/2016 - 06/30/2017'.

Choose: Artifacts Files



1. You need to type in the name of the file/artifact. Does not need to match the exact name of file. An example could be: Fall 2016 SLO Data

** You can type it in **or** you can copy and paste the name of the file you upload next to where it says "File (50 MB Max):"

1. Type the name of the file/artifact.

Option 1a. Copy and Paste name after you upload file into field.

1. Enter a name for your file.
2. Write a brief description—to help you know what the file is or why you uploaded it as an artifact.
3. Choose the type of artifact from the drop down menu.

The screenshot shows the 'Artifact Files' window with the 'Upload File' form. The form has the following fields and options:

- Name:** Fall SLO Data
- Description:** STAR Data for SLO
- Types:** Assessment
- Categories:** Select All
- Alignment:** Assessment, Classroom Mangement, Collaboration, Communication, Data, Instructional Planning, Other, Planning, Professional Development, Reflection, Student Work, Video
- File Type:** File, Url
- File (50 MB Max):** Select a file
- Notify Admin:** Select an administrator

Red arrows point to the Name field (1), the Description field (2), and the Types dropdown menu (3).

1.

2.

3.

Click on the Drop Down Arrow to expand the selection.

Click on the Drop Down Arrow again after you have made your selection in the check boxes.

The screenshot shows a web form titled "Upload File" with the following fields and options:

- Name: Fall SLO Data
- Description: STAR Data for SLO
- Type: Assessment
- Categories: A dropdown menu with a red oval around it, currently showing a list of options:
 - Select All
 - Domain Component Evidence
 - Observations
 - Other
 - PPG Evidence
 - SLO
- Alignment: (empty)
- File Type: File Url
- File (50 MB Max): Select a file
- Notify Admin: Select an administrator

At the bottom of the form are "Save" and "Clear Form" buttons.

Choose the category or categories from the drop down menu.

Click on the Drop Down Arrow to expand the selection.

Click on the Drop Down Arrow again after you have made your selection in the check boxes.

In the Alignment section you need to choose the rubric and criteria.

Name: Fall SLO Data
Description: STAR Data for SLO
Types: Assessment
Categories: SLO
Alignment: Choose a Rubric... Choose a Criteria + Add Criteria
File Type: File
File (50 MB Max): Select a file
Notify Admin: SLO Rubric

Choose Rubric from drop down menu.

Choose Criteria from drop down menu.

You can check more than 1 box.

Name: Fall SLO Data
Description: STAR Data for SLO
Types: Assessment
Categories: SLO
Alignment: SLO Rubric + Add Criteria
Rubric: SLO Rubric
Criteria: Goal Setting
 Use of Assessments
 Monitored Student Progress
 Adjustment of Instruction
 Reflection
 Outcomes
File Type: File
File (50 MB Max): Select a file
Notify Admin: Select an administrator

Name: Fall SLO Data
Description: STAR Data for SLO
Types: Assessment
Categories: SLO
Alignment: Choose a Rubric... Choose a Criteria + Add Criteria
Rubric: SLO Rubric
Criteria: Goal Setting
SLO Rubric: Use of Assessments
SLO Rubric: Outcomes
File Type: File
File (50 MB Max): Select a file
Notify Admin: Select an administrator

Rubric	Criteria	
SLO Rubric	Goal Setting	✖
SLO Rubric	Use of Assessments	✖
SLO Rubric	Outcomes	✖

Select the Green Circle with white plus sign (Add Criteria).

Upload File

Name: Fall SLO Data

Description: STAR Data for SLO

Types: Assessment

Categories: SLO

Alignment: Choose a Rubric... Choose a Criteria + Add Criteria

Rubric	Criteria	
SLO Rubric	Goal Setting	✕
SLO Rubric	Use of Assessments	✕
SLO Rubric	Outcomes	✕

File Type: File Url

File (50 MB Max): Select a file

Notify Admin: Select an administrator

Save Clear Form

Select your
File Type:
File or URL.

For a File: Select the File Upload Button. You will need to choose the file from your documents.

For a URL: Copy and paste the URL address of your document/artifact.
(This applies to Google Docs)

Upload File

Name: Fall SLO Data

Description: STAR Data for SLO

Types: Assessment

Categories: SLO

Alignment: Choose a Rubric... Choose a Criteria + Add Criteria

Rubric	Criteria	
SLO Rubric	Goal Setting	✕
SLO Rubric	Use of Assessments	✕
SLO Rubric	Outcomes	✕

File Type: File Url

File (50 MB Max): Star Report Fall scores ELA September 2016.pdf

Notify Admin: Select an administrator

Save Clear Form

Upload File

Name: Fall SLO Data

Description: STAR Data for SLO

Types: Assessment

Categories: SLO

Alignment: Choose a Rubric... Choose a Criteria + Add Criteria

Rubric	Criteria	
SLO Rubric	Goal Setting	✕
SLO Rubric	Use of Assessments	✕
SLO Rubric	Outcomes	✕

File Type: File Url

File Url: <https://docs.google.com/spreadsheets/d/1KPzuW4RTqzw9Ov4yxfDPG6Ump7x1Os7ISM6ZMxDTa0/e>

Notify Admin: Select an administrator

Save Clear Form

You do not need to “Notify Admin”

Choose “SAVE”

Upload File

Name: Fall SLO Data
Description: STAR Data for SLO

Types: Assessment
Categories: SLO

Alignment: Choose a Rubric... Choose a Criteria + Add Criteria

Rubric	Criteria
SLO Rubric	Goal Setting
SLO Rubric	Use of Assessments
SLO Rubric	Outcomes

File Type: File Url
File Url: https://docs.google.com/spreadsheets/d/1KPzuW4RTqzw9Ov4yxfDFG6Ump7x10s7tSM6ZMxDTa0/e
Notify Admin: [Empty]

Save Clear Form

The URL takes a few moments to upload after you choose “SAVE”.

The saved document or URL it shows up under Artifact Files.

Evaluation 08/31/2016 - 06/30/2017

Artifact Files

+ Add Artifact | Group By: Click to Select | Clear Grouping | Search | All Evaluation Cycles

Name	Upload Date	Upload User	Evaluation Period	
SLO Data Fall 2016	10/12/2016	Demo, Teacher5	08/31/2016-06/30/2017	[Document Icon]
Presentation Rubric	10/12/2016	Demo, Teacher5	08/31/2016-06/30/2017	[Document Icon]

Click on the document icon to download or open URL.

If you are uploading an artifact and it is evidence for multiple components in the Danielson Framework you repeat the process of choosing rubric and criteria for each of the components you want to attach the artifact to.

Artifact Files

Upload File

Name: Presentation Rubric

Description: Presentation Rubric used for National History Day Presentation

Types: Assessment

Categories: Domain Component Evidence

Alignment: Choose a Rubric... Choose a Criteria + Add Criteria

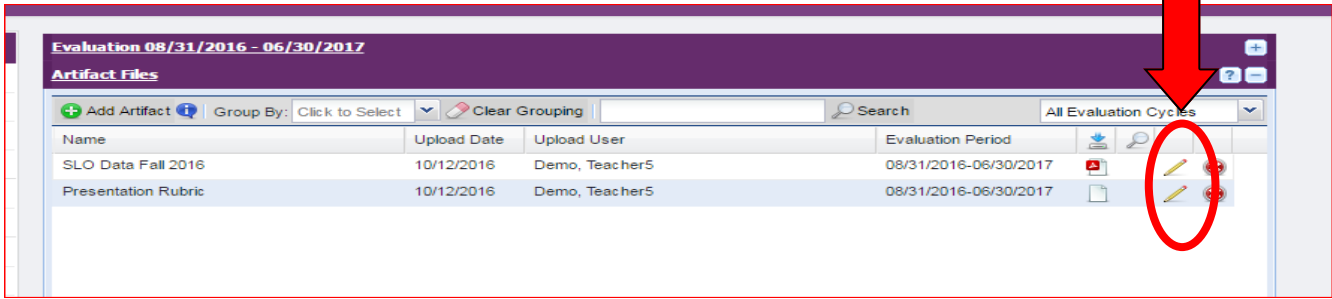
Rubric	Criteria	
Component 1f: Designing St...	Congruence with instructional outcomes; Criteria and standard...	X
Component 1c: Setting Instr...	Value, sequence, and alignment; Clarity; Balance; Suitability for...	X

File Type: File Url

File Url: <https://drive.google.com/open?id=1KPzuW4RTqzw9Ov4yxfDFG6Ump7x1Os7tSM6ZMxDa0>

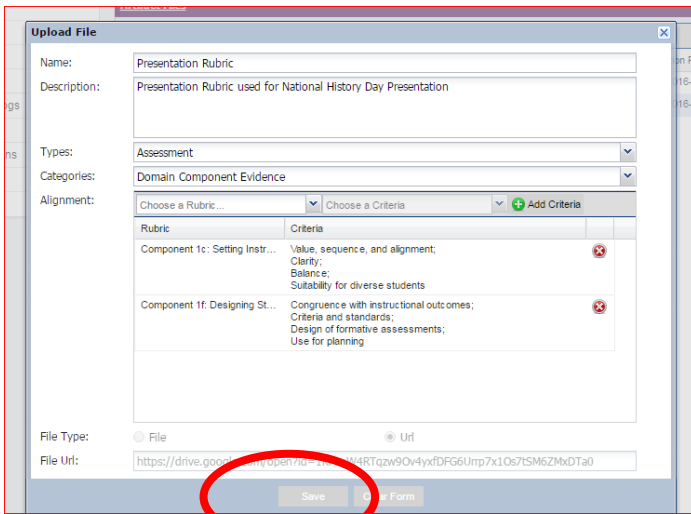
Notify Admin: Select an administrator

Save Clear Form



The “pencil” icon allows you to edit information about your uploaded artifact.

After you make changes make sure and “SAVE”



Artifacts did not transfer over from Teachscape.

Please re-upload as many as you can.

Those of you who kept artifacts in Google, can just upload the Google link.

You are responsible for artifacts for domains 1 and 4.

Artifacts: Quality over Quantity

About 3 artifacts per domain component.

Use your help button to access addition information or a different version of the explanation on how to upload artifacts or any other task in the process.

The screenshot displays the 'MyLearningPlan Help' interface for Durand-Arkansaw School District. The left sidebar contains a 'Documents and Webinars' section with a tree view. A red arrow points to the 'Uploading/Managing Artifacts' item. The main content area shows an 'Artifact Files' table with columns for Name, Upload Date, Upload User, and File. A red arrow points to the 'Add Artifact' button. Below the table, text instructs the user to click the 'Add Artifact' button and provides instructions for the 'Upload File' dialog box. The 'Upload File' dialog box is shown with fields for Name, Description, Types, Categories, and Alignment. A red arrow points to the 'Name' field, which contains 'Lesson Plan'. Another red arrow points to the 'Description' field, which contains 'Enter a description...'. The 'Types' dropdown is set to 'Teacher document - unit / lesson plan', and the 'Categories' dropdown is set to 'Goal setting'. The 'Alignment' section shows 'Rubric' set to 'Demo - Content Knowledge' and 'Criteria' set to 'Focus on learning'.

Durand-Arkansaw School District

MyLearningPlan Help

Print Reset

Documents and Webinars

- Help Manual
 - MLPOASYS - Teacher/End User
 - Learning Plan Tab
 - Completing a Form
 - Printing Evaluation Forms
 - Viewing Past Completed Evaluations
 - Acknowledging the Final Evaluation Su
 - Acknowledging a Form
 - Viewing a Form
 - Declining a Schedule Request
 - Accepting a Schedule Request
 - Reviewing My Evaluation Status
 - Uploading/Managing Artifacts**
 - Re-acknowledging a Form in MLPOASYS
 - Submit New Help Ticket
 - Frequently Asked Questions (FAQs)
 - Tutorials/Webinars
 - MLP WebReg User

User Info

Teacher5 Demo

Durand-Arkansaw School District

Click **Add Artifact** button.

Artifact Files

Name	Upload Date	Upload User	File
TEST	3/18/2012	*	Jellyfish.jpg
yesy	3/30/2012	*	Lighthouse.jpg
a	3/30/2012	*	Tulps.jpg

The **Upload File** box will open. Enter the following:
Artifact Name
Description of artifact

Upload File

Name: Lesson Plan

Description: Enter a description...

Types: Teacher document - unit / lesson plan

Categories: Goal setting

Alignment: Choose a Rubric: Demo - Content Knowledge Choose a Criteria: Focus on learning Add Criteria