

Uploading Evidence and Activities User Guide

Modified on: Mon, 16 Mar, 2020 at 1:50 PM

This is a quick guide on how to load Evidence and Activities.

Hover over the APPR menu on the black navigation menu bar, choose "Teacher Evidence" or "Teacher Activities".

Evidence

From the Evidence page, you can add, edit and remove new evidence.

1. To add new evidence:

- Click the "Add Evidence" button in the top right corner.
- Fill in the data needed in the Add Evidence pop up box.
 - Select the domain and indicator from the Rubric dropdown menu.
 - Add a description.
 - Click "Select" to browse for your file to attach.



- Click the "Add" button.
- You can now view the evidence at any time by clicking the blue hyperlink.

	Rubric	Description	File	Creator	Date Added
<input type="checkbox"/>	A. Reflecting on Teaching	data	View ob reports.docx	Unknown Teacher	03/16/2020
<input type="checkbox"/>	Indicator 1b: Demonstrating Knowledge of Students	add on	View Clear Cache.docx	District Admin	03/16/2020
<input type="checkbox"/>	Indicator 1d: Demonstrating Knowledge of Resources	test	View Student Username Password.docx	Unknown Teacher	03/16/2020
<input type="checkbox"/>		Pre-Observation Form	View Form	Unknown Teacher	03/16/2020
<input type="checkbox"/>		Pre-Observation Form	View Form	District Admin	03/16/2020

2. To edit evidence:

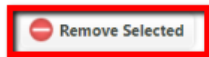
- Click the pencil icon and you can edit the description, file added or comments.

- Click on the disk icon in the row to save the change you made or the red "X" to cancel it.

	Rubric	Description	File	Creator	Date Added
	A. Reflecting on Teaching	data	View ob reports.docx	Unknown Teacher	03/16/2020
	Indicator 1b: Demonstrating Knowledge of Students	add on	<input type="text"/> <input type="button" value="Select"/>	District Admin	03/16/2020
	Indicator 1d: Demonstrating Knowledge of Resources	test	View Student Username Password.docx	Unknown Teacher	03/16/2020

3. To delete evidence:

- Check the box next to the evidence on the left margin and click on the "Remove Selected" button located on top of the grid on the right margin.



<input type="checkbox"/>	Rubric	Description	File	Creator	Date Added
<input type="checkbox"/>	A. Reflecting on Teaching	data	View ob reports.docx	Unknown Teacher	03/16/2020
<input checked="" type="checkbox"/>	Indicator 1b: Demonstrating Knowledge of Students	add on	View Clear Cache.docx	District Admin	03/16/2020
<input type="checkbox"/>	Indicator 1d: Demonstrating Knowledge of Resources	test	View Student Username Password.docx	Unknown Teacher	03/16/2020

Optional: Your district may also have an option labeled "Add Form". This is something the district has created that the teacher or evaluator can fill out and attach to the observations.

Teacher Evidence

School Year
 2019-2020

You will see a popup box that lists your options in the dropdown menu. Select your form and click "Add". Next, you will click the hyperlink and add your data to the form as needed.

Add Form

Pre-Observation Form

<input type="checkbox"/>	Rubric	Description	File	Creator	Date Added
<input type="checkbox"/>	A. Reflecting on Teaching	data	View ob reports.docx	Unknown Teacher	03/16/2020
<input type="checkbox"/>	Indicator 1b: Demonstrating Knowledge of Students	add on	View Clear Cache.docx	District Admin	03/16/2020
<input type="checkbox"/>	Indicator 1d: Demonstrating Knowledge of Resources	test	View Student Username Password.docx	Unknown Teacher	03/16/2020
<input type="checkbox"/>		Pre-Observation Form	View Form	Unknown Teacher	03/16/2020
<input type="checkbox"/>		Pre-Observation Form	View Form	District Admin	03/16/2020

Activities

From the Activity page, you can add, edit and remove new activities.

1. To add new activity:

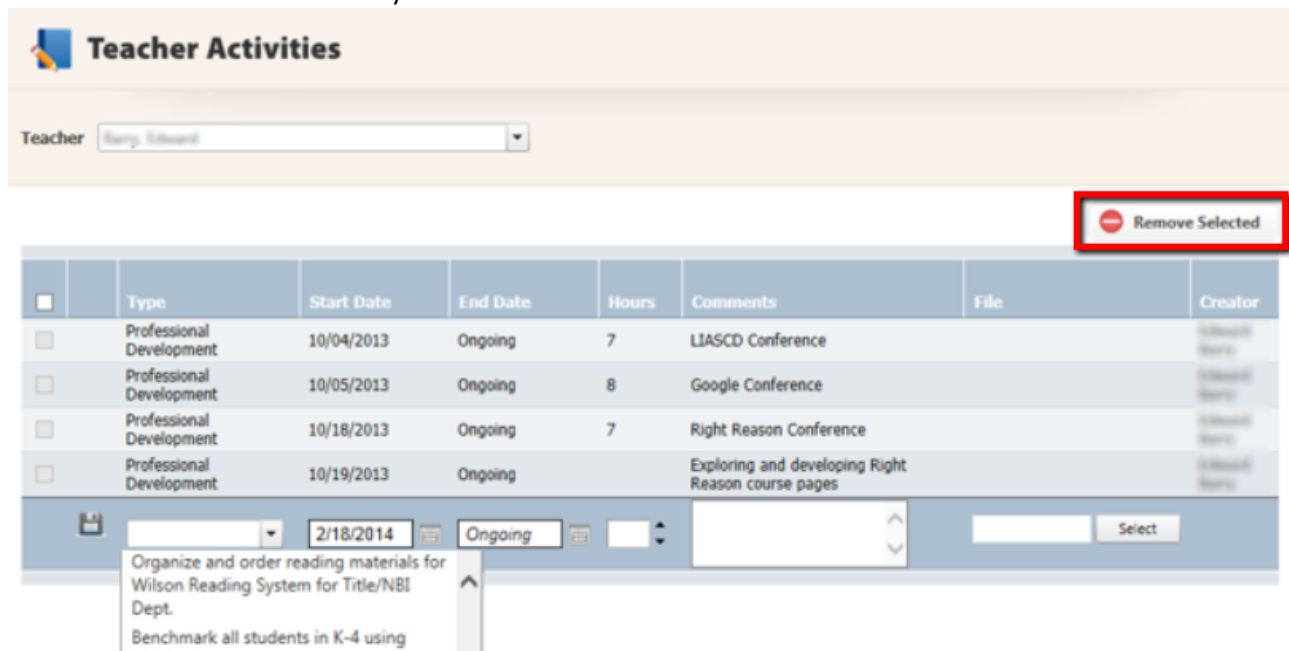
- In the empty row at the bottom, select the type for the activity. If a category is not fitting, type the name in the text box to add a new activity.
- Choose the dates, input number of hours and comment. A file can be uploaded as evidence of the activity as well.
- Click on the disk icon to save the artifact.

2. To edit an activity:

- Using the pencil icon and you can edit the fields.
- Click on the disk icon in the row to save.

3. To delete an activity:

- Check the box next to the activity and click on the "Remove Selected" button.



Teacher Activities

Teacher:

<input type="checkbox"/>	Type	Start Date	End Date	Hours	Comments	File	Creator
<input type="checkbox"/>	Professional Development	10/04/2013	Ongoing	7	LIASCD Conference		Edward Barry
<input type="checkbox"/>	Professional Development	10/05/2013	Ongoing	8	Google Conference		Edward Barry
<input type="checkbox"/>	Professional Development	10/18/2013	Ongoing	7	Right Reason Conference		Edward Barry
<input type="checkbox"/>	Professional Development	10/19/2013	Ongoing		Exploring and developing Right Reason course pages		Edward Barry

Organize and order reading materials for Wilson Reading System for Title/NBI Dept.
 Benchmark all students in K-4 using