

# How to Upload Artifacts into Standard for Success

Teachers,

As we continue our transition to Standard for Success (SFS) for teacher evaluation documentation, there are subtle differences from our previous vendor of which we wanted to make you aware—in particular, uploading artifacts. This document is designed to help guide you through this process.

## Step 1: Artifact Screen

From this general screen you will name, give a brief description of, and upload artifacts into SFS.

The screenshot displays the SFS artifact upload interface. It features a title field at the top, a description field with a rich text editor below it, and a grid of standards. The standards are organized into two domains: 'Domain 1: Purposeful Planning' and 'Domain 2: Instruction'. Each standard has four performance levels: 'Highly Effective', 'Effective', 'Improvement Necessary', and 'Ineffective', each with a corresponding number of green or yellow circles indicating the level of evidence required. The 'Highly Effective' level typically requires 3 green circles, 'Effective' requires 2, 'Improvement Necessary' requires 1, and 'Ineffective' requires 0. The standards listed include: 1.1 Plans for a Student Program of Instruction in Accordance with Adopted Curriculum, 1.2 Demonstrates an Understanding of How Students Develop and Learn in the Planning for Student Learning, 1.3 Uses a Variety of Planning Resources, 1.4 Plans and Prepares for the Needs of all Students, 2.1 Climate: Develops and Maintains a Positive Classroom Climate, and 2.2 Climate: Communicates High Expectations for All Students.

## Step 2: Title & Description

Title the artifact and provide a brief description in the boxes.

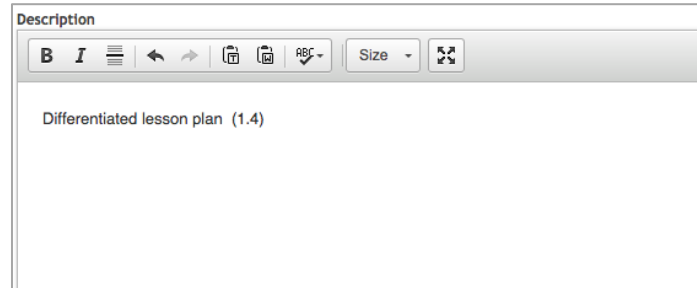
The screenshot shows the SFS artifact upload form. The title field is highlighted in yellow and contains the text 'Differentiated Lesson Planning'. Below the title field is the description field, which contains the text 'Differentiated lesson plan'. The description field has a rich text editor toolbar above it with options for bold, italic, text color, background color, link, unlink, and font size.

## Step 2: Title & Description (Cont.)

Then, click the blue "mark as" link in the domain which you are submitting the artifact.

1.4 Plans and Prepares for the Needs of all Students - [mark as](#) - [view marks](#)

In the description box, the domain will now appear in parentheses after the description you wrote.



The screenshot shows a text input area titled "Description". Above the text is a rich text editor toolbar with icons for bold (B), italic (I), bulleted list, undo, redo, link, unlink, ABC, size, and a refresh icon. The text inside the box reads "Differentiated lesson plan (1.4)".

**No further marking (rating) is required.**

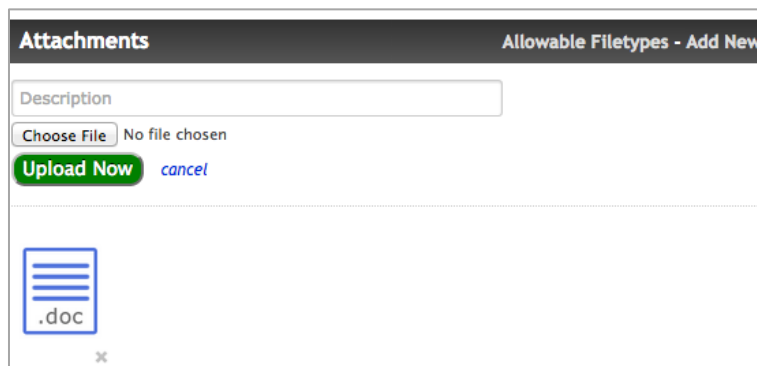
## Step 3: Upload an Artifact

Use this feature to upload supporting documentation. SFS allows several different file types to be uploaded. The upload process is similar to adding an attachment to an e-mail message in Microsoft Outlook. Click on the gray **Choose File** button to select the file you wish to upload. Then click the green **Upload Now** button.



The screenshot shows the "Attachments" section of a form. At the top right, it says "Allowable Filetypes - Add New". Below this is a "Description" text box. Underneath the description box is a "Choose File" button with the text "No file chosen" to its right. Below the "Choose File" button are two buttons: a green "Upload Now" button and a blue "cancel" button.

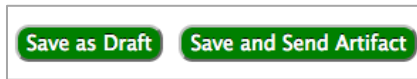
When the file has been successfully uploaded you will see a document icon listed below the green Upload Now button.



This screenshot is identical to the previous one, but with an additional element: a document icon with the extension ".doc" is now visible below the "Upload Now" button. The icon is a blue square with a white document symbol and the text ".doc" below it.

#### Step 4: Save and Send

After you have uploaded the artifact, the last step is to click the green box labeled **Save and Send Artifact**.



We appreciate your understanding as we continue to work with a new system to make evaluations a meaningful and powerful tool for reflection and professional development. Should you have questions about artifact uploads or other aspects of SFS, please contact your primary evaluator.