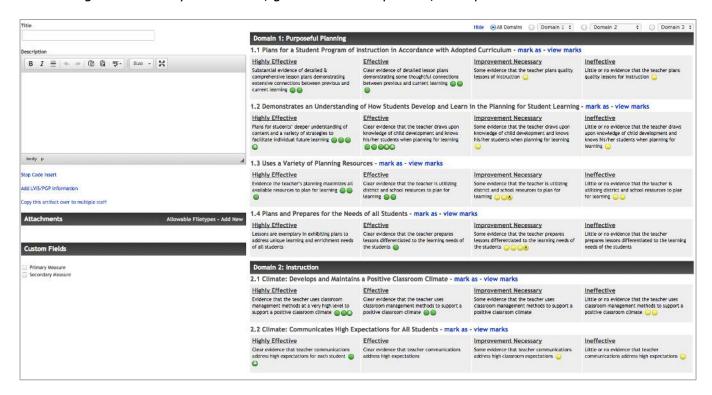
How to Upload Artifacts into Standard for Success

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.

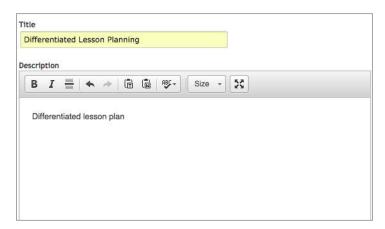
Step 1: Artifact Screen

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



Step 2: Title & Description

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

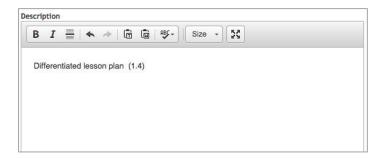


Step 2: Title & Description (Cont.)

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.



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.



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



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.