## Upload URL As An Artifact

You can upload a web-based artifact into the documentation log by attaching the URL.

- 1) Click the ADD ARTIFACT button.
- 2) Complete the details for your artifact.
- 3) You will then have to select FILE or URL depending upon the source of your artifact.
- 4) Select URL and copy/paste the URL (web address) of your artifact into the box.

5) Click SAVE.

6) The link now lives as an artifact under the standard/s chosen for alignment

## Google Docs are Special

\* For Google Docs, be sure your doc share settings allow "anyone with the link" to access your URL or your evaluator will not be able to see your google file.

Google docs will continue to change when new content is added.

## Changing your Share Settings

Open your Google Doc you would like to upload and click on the SHARE button.

Data Profile File Edit View	☆ 🖿 Insert Format Tools	Table Add-ons	Help Last e	dit was on Apri	129			rathmannk@¢ Comments	2. Share
	100% - Normal text	- Arial -	11 -	B I U	<u>A</u> - <b>CO</b>			More -	<b>*</b> *
	Student: Homeroom: Martin/Pe Grade: 3 Scores: <u>LEAD 21 - Universal</u> Placement Test - This	rucco and Tier 2 Reading test is given at the	<u>g Program</u> e beginning c	of the year at g	grade level.			,	
	Vocabul	ary		Comprehe	ension		Total		
	7	70	9		45	16	53		
	Unit 1 Differentiated T	est - This test is g	iven at their t	ested reading	level - Strateg	gic			
	Vocabulary	Comprehensio	on	Grammar	Tot	al			
	Number of Percent	Number of Per	cent Numbe	er of Percent	Number of	Percen	t		

## CLICK on "Get shareable link"

	Get shareable link G
People	
Enter names or email addresses	1.
Shared with Melinda Kamrath	
Done	Advanc

The "Get shareable link" will become green when it is on. Go to the drop down menu of sharing options and CLICK on the drop down arrow.

Share with others	Get shareable link
Anyone at Deerfield Community S with the lin	ık <b>can vi</b> ▼ Copy link
https://docs.googlo.com/a/doorfiold.it/12.mi.ao/doo	c7ibBYE1tqCVlji
People	
People Enter names or email addresses	1 -
People Enter names or email addresses Shared with Melinda Kamrath	1 -
People Enter names or email addresses Shared with Melinda Kamrath	<i>i</i> -

You will see what your current setting for it has a checkmark next to it. CLICK on "More..." to reveal more options.

Link sha	aring on Learn more		
Anyor	ne at Deerfield Community with the link <b>can vie</b> v	v •	Copy link
O	FF - only specific people can access		
Ar	yone at Deerfield Community School District with th	e link <b>car</b>	edit
Ar	yone at Deerfield Community School District with th	e link <b>car</b>	comment
🗸 Ar	yone at Deerfield Community School District with th	e link <b>car</b>	n view 🔶
М	pre		
Don			Advan

SELECT to turn on "Anyone with the link" and CLICK on SAVE.

$\bigcirc$	$\bigcirc$	On - Public on the web Anyone on the Internet can find and access. No sign-in required.
۲	• <b>1</b> 0	<b>On</b> - Anyone with the link Anyone who has the link can access. No sign-in required.
0		On - Deerfield Community School District Anyone at Deerfield Community School District can find and access.
	GÐ	<b>On</b> - Anyone at Deerfield Community School District with the link Anyone at Deerfield Community School District who has the link can access.
	•	Off - Specific people Shared with specific people.
Acce	ss: A	nyone (no sign-in required) Can view 🔻
ote:	Items	with any link sharing option can still be published to the web. Learn more
	_	

You will see your new setting of "Anyone with the link can view" - SELECT "Copy Link"

	Get shareable link
Link sharing on Learn more	
Anyone with the link can view -	Copy link
https://docs.google.com/document/d/1AKmVc7il	bBYE1tqCVIjop/W/QuThu10qj.ciE
People	
People Enter names or email addresses	<i>.</i>
People Enter names or email addresses Shared with Melinda Kamrath	
People Enter names or email addresses Shared with Melinda Kamrath	

You will see a verification at the top of your screen that your "Link is copied to the clipboard." Then select DONE.

Share with others	Dy Link copied to chipboard.	Get sh	areable link 😅
Link sharing on Learn m	nore		
Anyone with the link <b>ca</b>	n view 🔻		Copy link
https://docs.google.com	/document/d/1AKmVc7ibBYE1tqC	VIj0pAW(	QaTha48qjroiEI
People			
<b>People</b> Enter names or email a	ddresses		<i>i</i> -
People Enter names or email a Shared with Melinda Kamra	ddresses		<i>i</i> -
People Enter names or email a Shared with Melinda Kamra	ddresses th		1 -
People Enter names or email a Shared with Melinda Kamra	ddresses		Advance

Go back to your MLP and Upload File screen:

- SELECT Url
- PASTE the file Url (Ctrl-V)
- CLICK on the Save button

Upload File				×
Name:	Enter a name			
Description:	Enter a description			
Types:	Choose the Artifact Types	*		
Categories:	Choose the Artifact Categories	~		
Alignment:	Choose a Rubric	▼ Choose a Criteria	👻 🔂 Add Criteria	
e.	Rubric C	riteria		
Paste	Here	S	elect	
File Type:	File	• Url		
File Url:	https://docs.google.com/docume	ent/d/1AKmVc7ibBYE1tqCVlj0pAWQaT	ha48qjroiED3FlCCOo/edit?usp=	
Notify Admin:	Select an administrator		*	
CI	ick ———	Save Clear Form		