

# Uploading Artifacts

Artifacts provide evidence for the 4 domains. The user may upload an artifact to one or more components in a domain. To align artifacts to multiple components, complete the upload process and align your artifact to your first component. Then go through the alignment process a second time to add the second component alignment. You will then see the alignment in the box for two components (or more if you select).

Uploading Artifacts:

- Login to mylearningplan.com
- Locate and click the My Evaluations option under My Info in the Professional Development box on the left side of your screen.

**Employee Evaluation**  
formerly MLPOASYS

Print Screen | Help | Kristin Rathmann

LearningPlan

Deerfield Community Schools

**Professional Development**

- My Info
- My Evaluations**
- Account Options
- My User Profile
- Change UserName
- Change Password

**My Evaluation - Kristin Rathmann**

Scheduled Components

None

Action Required

**Teacher Self Review - Teacher Self-Review**

Status: awaiting form submission

Action: Open Teacher Self Review - Teacher Self-Review form for submission

Beginning-of-Interval SLO - Teacher Student Learning Objective (SLO)

- To upload an artifact, click the Artifact button.

Evaluation Portfolio: Kristin Rathmann

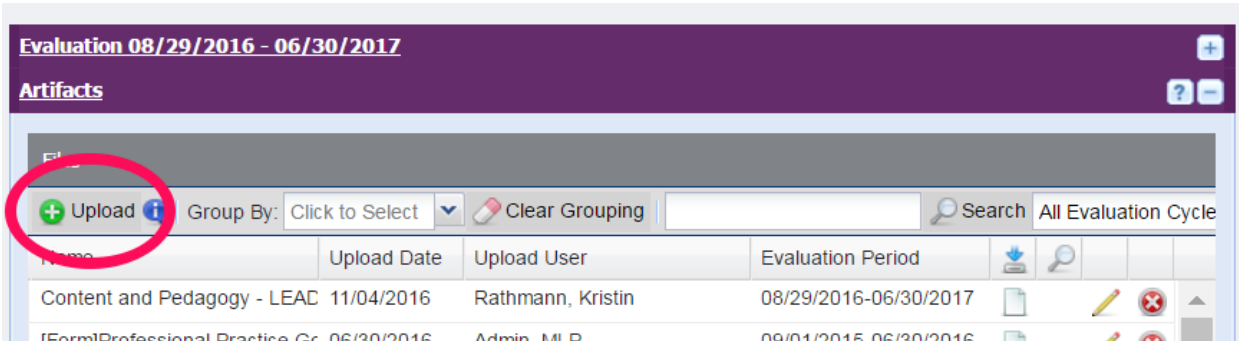
**Professional Development**

- My Info
- My Evaluations**
- Account Options

**Evaluation 08/29/2016 - 06/30/2017**

**Artifacts**

- Locate and click on the Upload button to add an artifact.



- Complete the information fields for your artifact.

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

Rubric	Criteria
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File Type:  File  Url

File (50 MB Max): Select a file

Notify Admin: Select an administrator

Save Clear Form

Name: Give your artifact file a name

Description: Describe your artifact for your evaluator - Not required

Types: What kind of artifact is this? Check the best type to describe your artifact.

Categories: What category does this artifact fit? Check the best category for your artifact.

Alignment & Criteria: First, choose a rubric. Click on the down arrow to drop-down the components. Choose the one to which your artifact aligns. Second, in the next field to the right, click on the down

arrow and check the corresponding description in the criteria box. Third, click the ADD CRITERIA button. You should see the rubric and criteria appear in the box below.

The image shows a software window titled "Upload File" with a close button (X) in the top right corner. The window contains several input fields and a table:

- Name:** A text input field with the placeholder text "Enter a name...".
- Description:** A larger text input field with the placeholder text "Enter a description...".
- Types:** A dropdown menu with the text "Choose the Artifact Types...".
- Categories:** A dropdown menu with the text "Choose the Artifact Categories...".
- Alignment:** Two dropdown menus, the first with "Choose a Rubric..." and the second with "Choose a Criteria".
- Table:** A table with two columns, "Rubric" and "Criteria", and an empty body.
- File Type:** Two radio buttons, "File" (selected) and "Url".
- File (50 MB Max):** A file selection field with a blue folder icon and a red information icon.
- Notify Admin:** A dropdown menu with the text "Select an administrator".

At the bottom of the window are two buttons: "Save" and "Clear Form". A red circle highlights the "Add Criteria" button, which is a green circle with a white plus sign and the text "Add Criteria".

File Type:

The screenshot shows the 'Upload File' dialog box with the following fields and options:

- 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
- Rubric: (table with columns for Rubric and Criteria)
- File Type:  File  Url
- File (50 MB Max): Select a file
- Notify Admin: Select an administrator
- Buttons: Save, Clear Form

File - Locate your file and click the upload button (blue “up” arrow).

URL - Select if you are uploading a web address. Paste address in the File box (Maximum 50MB).

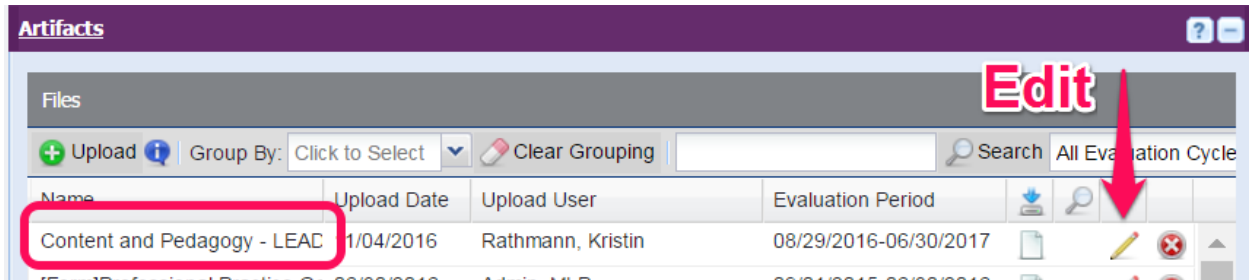
Notify Administrator: This feature is not necessary

This screenshot shows the 'Upload File' dialog box with the 'File Type' section highlighted. The 'File' radio button is selected, and the 'File (50 MB Max)' field contains the text 'Select a file'.

Click SAVE.

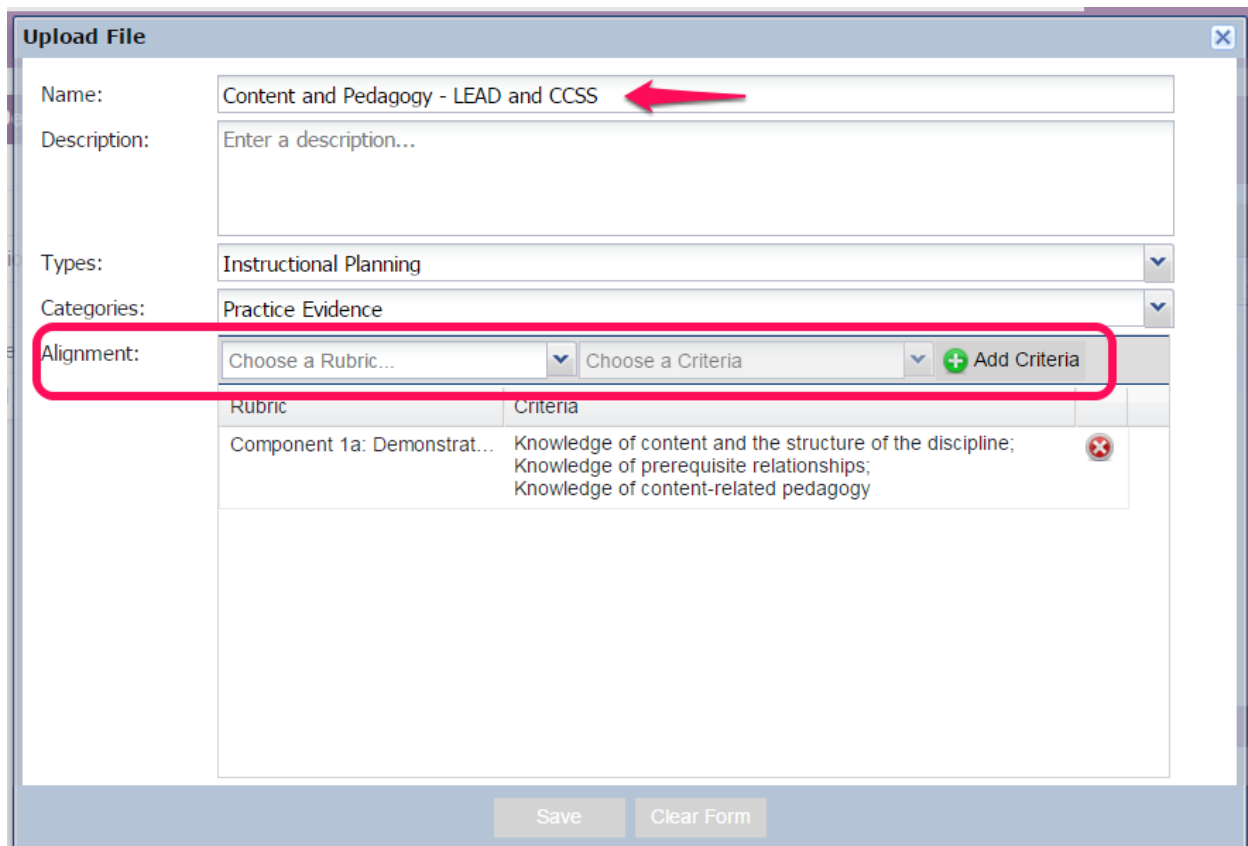
# Adding Artifacts to Multiple Folders

In your files list, CHOOSE the PICTURE OF THE PENCIL, which means Edit, under the artifact name you would like to put in multiple folders.



You will see the name of the artifact at the top and all the information you entered when you added the artifact.

Go to Alignment and CHOOSE another component, SELECT the Criteria option listed, and CLICK on “Add Criteria”



The next component should be listed under the first component you chose. If there is another folder for this artifact, repeat the steps in the ALIGNMENT section of the screen.

**Upload File** ✕

Name:

Description:

Types:  ▾

Categories:  ▾

Alignment:  ▾  ▾

Rubric	Criteria	
Component 1a: Demonstrat...	Knowledge of content and the structure of the discipline; Knowledge of prerequisite relationships; Knowledge of content-related pedagogy	✕
Component 1e: Designing ...	Learning activities; Instructional materials and resources; In...	✕

SAVE when you are finished.