

# Uploading Evidence and Activities User Guide

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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.

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

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.



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

The screenshot shows the 'Teacher Activities' interface. At the top, there is a header with a pencil icon and the text 'Teacher Activities'. Below the header is a dropdown menu for 'Teacher' with 'Barry Edward' selected. On the right side, there is a red-bordered button labeled 'Remove Selected'. Below this is a table with the following columns: Type, Start Date, End Date, Hours, Comments, File, and Creator. The table contains four rows of activities, all of which are 'Professional Development' and 'Ongoing'. The first row is 'LIASCD Conference' with 7 hours. The second row is 'Google Conference' with 8 hours. The third row is 'Right Reason Conference' with 7 hours. The fourth row is 'Exploring and developing Right Reason course pages'. Below the table is a form for adding a new activity, with a dropdown for 'Type', a date field set to '2/18/2014', a dropdown for 'End Date' set to 'Ongoing', a text field for 'Hours', a text field for 'Comments', a file upload icon, and a 'Select' button. A dropdown menu is open under the 'Type' field, showing options like 'Organize and order reading materials for Wilson Reading System for Title/NBI Dept.' and 'Benchmark all students in K-4 using ...'.

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