

Uploading Artifacts for Educators

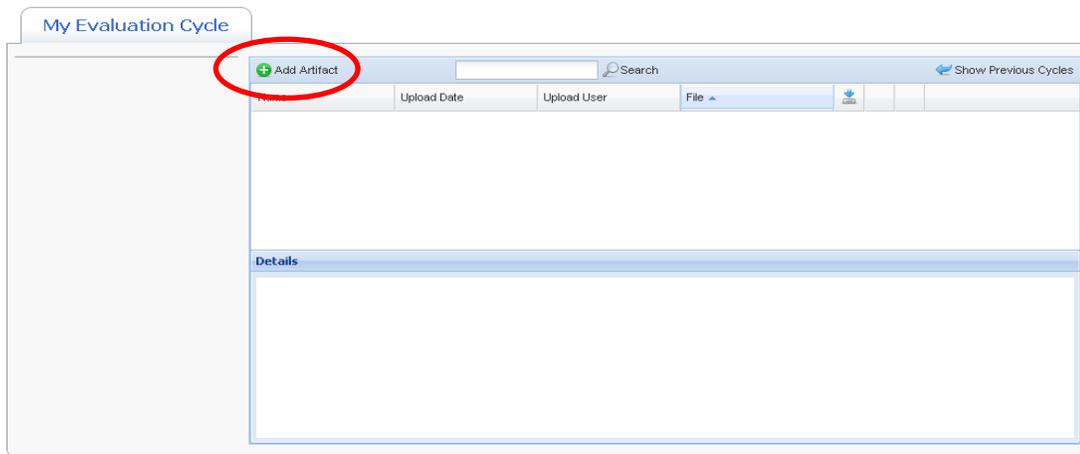
1. Sign on to EPSS through RIDEmap.
2. You will access your dashboard.



3. From the dashboard select the **+** sign next to Artifacts.



4. Then select the Artifact tool icon.
5. This page will open and you will select **+Add Artifact**



6. This POP-UP will appear:

The screenshot shows a web form titled "Upload File". It contains several input fields and dropdown menus. The "Name" field has the placeholder text "Enter a name...". The "Description" field has the placeholder text "Enter a description...". The "Types" field is a dropdown menu with the text "Choose the Artifact Types...". The "Categories" field is a dropdown menu with the text "Choose the Artifact Categories...". The "Alignment" field has two dropdown menus: "Choose a Rubric..." and "Choose a Criteria", with an "Add Criteria" button next to the second one. Below these is a table with two columns: "Rubric" and "Criteria". The "File (50 MB Max)" field has the placeholder text "Select a file" and a "Browse" button. At the bottom right, there are "Save" and "Clear Form" buttons.

- Add a name for the file you wish to upload. EX. SIT Meeting Notes, Scoring Guide for SLO1 or Math Lesson Plan etc.
- Type in a quick description of the file. EX. This lesson plan is to document PF7: Plans effectively
- Types: Is a drop down menu where you can choose

The screenshot shows a dropdown menu for the "Types" field. The options are: Other, Student Work, and Teacher Documentation.

- Categories: Is a drop down menu where you can choose which of the evaluation criteria you would like your uploaded document to align with. **You may select more than one.

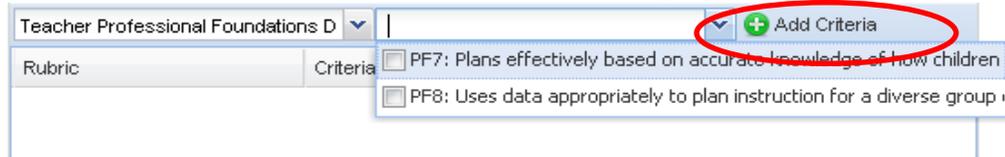
The screenshot shows a dropdown menu for the "Categories" field. The options are: Improvement Plan, Professional Foundations, Professional Growth Plan, and Student Learning Objective.

- If you chose Professional Foundations for your category then you could use the Alignment drop down menu to choose which Domain of the Professional Foundations rubric you would like to align the document with. EX. Uploading a Lesson Plan aligns with Professional Foundations Domain 3-Planning.

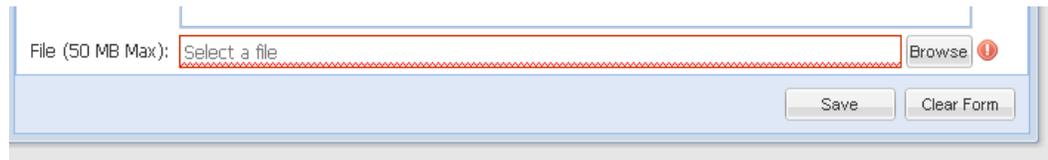
The screenshot shows a dropdown menu for the "Alignment" field. The options are: Teacher Professional Foundations Domain 2: Professionalism, Teacher Professional Foundations Domain 3: Planning, and Teacher Professional Foundations Domain1: School Respo...

Once you have chosen a domain you can then choose the specific component.

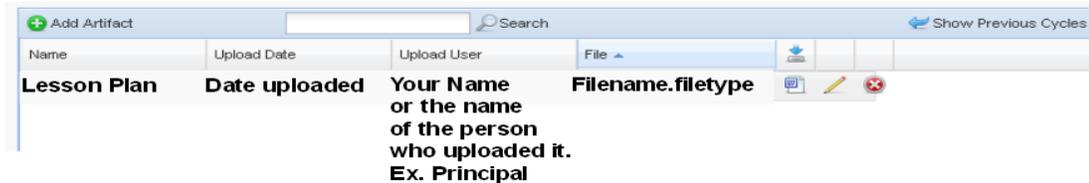
Once you have chosen the component select the *+Add Criteria* icon. This way you may align your document to more than one component if needed.



- Then browse for your file as you would if you were attaching a document to an email. ANY FILE FORM CAN BE UPLOADED. Once you have browsed for your document select Save to finish this part of the process.



7. Once those steps are completed this pop-up will appear:



Name	Upload Date	Upload User	File
Lesson Plan	Date uploaded	Your Name or the name of the person who uploaded it. Ex. Principal	Filename.filetype

You can delete an artifact by selecting the red delete button (X)

Any time you want to have access to your uploaded files repeat steps 1 – 5. Your artifacts will be stored on your Artifact Upload page where you can open, edit, and delete them as needed. If you edit the form you will need to save it to your computer and upload the revised version into EPSS. There will be a live link to the documents found in the Mid-Year Conference and the scoring forms in the section of the form that relates to the uploaded files.

[For more assistance please watch this screenshot video.](#)