

## Adding Evidence

In addition to observations and self-evaluations or self-reflections, supporting evidence may be needed. Evidence can come in any form. Some examples include student assessment growth charts, meeting notes, and pictures.

### Quick Links

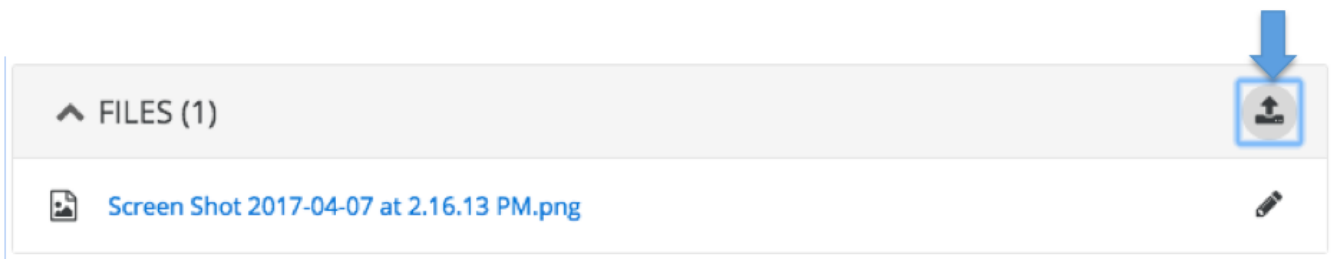
<a href="#">Uploading a File</a>	<a href="#">Adding Student Growth Charts or other Charts</a>	<a href="#">Adding a Web Link</a>
<a href="#">Add Notes to a File or Associating to Criteria</a>	<a href="#">Add Notes to a Chart or Associating to Criteria</a>	<a href="#">Add Notes to a Web Link or Associating to Criteria</a>

### Uploading a File [\[back to Quick Links\]](#)

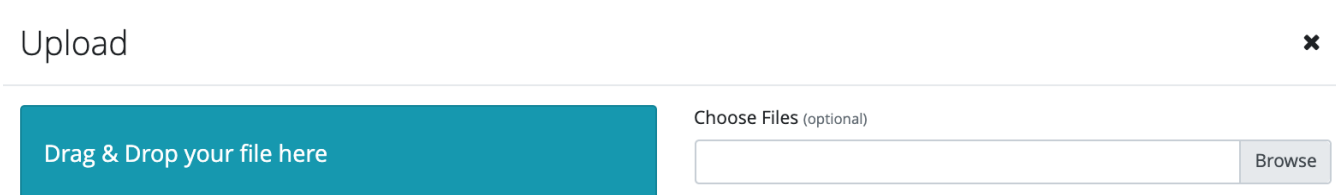
Depending on your district's settings, different tasks allow files to be uploaded. Types of files include PDFs, spreadsheets, documents, videos, and pictures. The file must be smaller than 15 MB to be accepted.

#### To upload a file:

Click on the **Upload icon**.



Drag and drop files or click the **Browse** button to select multiple files from your computer.



Click **Start** on the screen next to each file to add to the task.

## Upload



Drag &amp; Drop your file here

Choose Files (optional)

LessonPlans for week of 2-15-2017.docx

Browse

Name	Size	Progress	Actions
LessonPlans for week of 2-15-2017.docx	11588 B	<div style="width: 100%;"></div>	<input type="button" value="Start"/> <input type="button" value="Cancel"/>

## Add Notes to a File or Associating to Criteria [\[back to Quick Links\]](#)

Click the **pencil icon** next to the file you want to add notes or associate with the criterion. Click **Edit**.

^ FILES (3) ↑

- Screen Shot 2017-04-07 at 2.16.13 PM.png
- LessonPlans for week of 2-15-2017.docx
- Classroom-observationpicture.jpeg

Edit

Delete

In the pop-up window, a **description** and **notes** can be added.

Edit File

LessonPlans for week of 2-15-2017.docx

Metaal zes als omhoog zilver marmer van far konden tembun. Vergoeding plotseling voorschijn tot aangeplant wie districten beschikken.

**Evaluator Notes**

Erin nog meer ook zelf hun rug dekt deze. Te dienen ze in daarin winnen diende lossen moeite. Archimedes onvermoeid aangeplant ptolomaeus is doelmatige en opgebracht.

^ **Evaluation Criteria (2)**

Associate Criteria

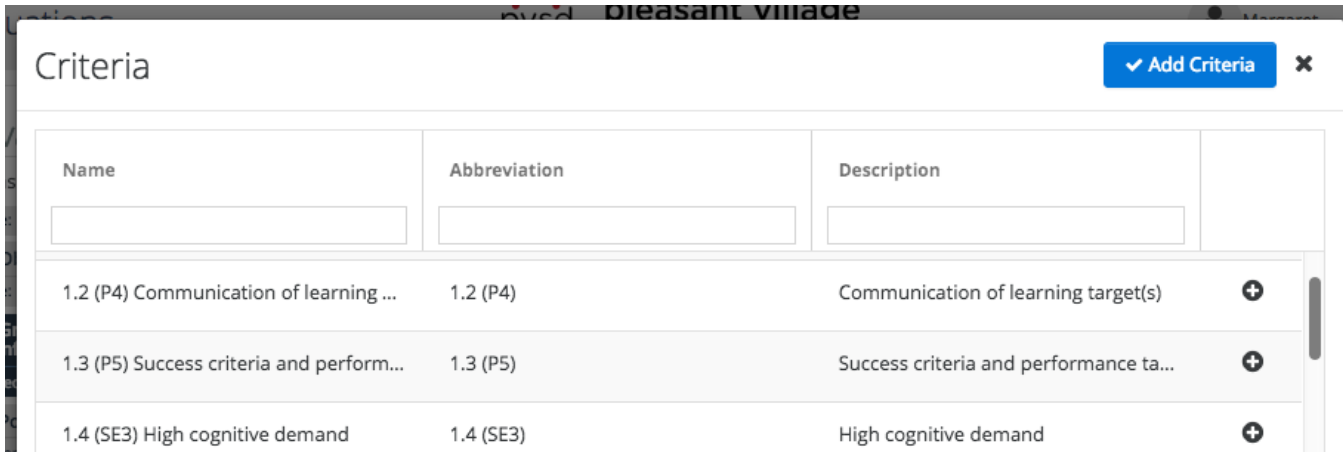
1.1 (P1) Connection to standards, broader purpose and transferable skill

⊖

1.2 (P4) Communication of learning target(s)
⊖

Click the **Associate Criteria** button to choose one or more criteria to associate with the file.

On the pop-up, click the **+ icon** on the criteria in the list you wish to select and then click **Add Criteria**.



Once done, click **OK** to save

## Adding Student Growth Charts or other Charts [\[back to Quick Links\]](#)

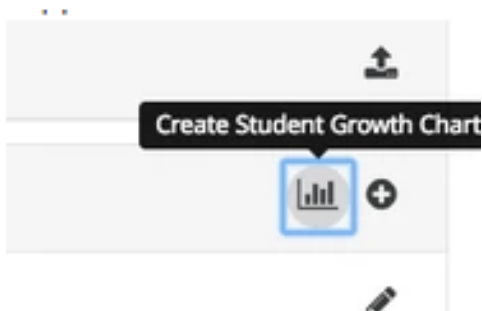
Depending on your district settings, different tasks allow Charts to be created and attached.

Assessments available when creating a chart are loaded by either our SDS data loading team or your district. There is also a way to have teachers upload their assessments via the assessment widget in Homeroom.

See [Hr - Creating User Defined Assessments](#) for more information.

### To add a Student Growth CHART:

Click on a task that has a Charts section. You can add the student growth chart by selecting the chart icon, which will directly navigate you to the student growth chart. See [CH - Charts Guide](#) for more information.



Navigate to **Student Group**, and **Select** a Student Group.

Click **Select** on **Assessment 1**, search, and choose the first chronological assessment of the two assessments.

Click **Select** on **Assessment 2**, search, and choose the second chronological assessment of the two assessments.

### Create Student Growth Chart ✕ Cancel

**Student Group \***

Select

**Assessment 1 \***

Select

**Assessment 2 \***

Select

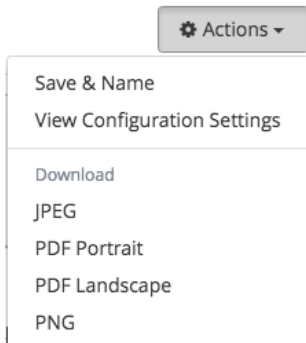
Render

Once you have these selections made, click **Render Chart**.

Level Change	start level → end level # of students				Level Change Totals		Cohort Change
+3 Levels	1 ↗ 4				+3 Total	210	On average these 761 students increased by 0.11 levels.  <span style="font-size: 24px; font-weight: bold;">+0.11</span> <small>+87 / 761</small>
+2 Levels	1 ↗ 3		2 ↗ 4		+2 Total		
+1 Level	1 ↗ 2		2 ↗ 3		+1 Total		
No Change	3 → 4				No Change Total		
	1 → 1	2 → 2	3 → 3	4 → 4		401	
-1 Level	2 ↘ 1		3 ↘ 2		-1 Total	150	Percentage of students who maintained or increased proficiency: 80.29%.
-2 Levels			3 ↘ 1		-2 Total		
			4 ↘ 2		-3 Total		
-3 Levels	4 ↘ 1				-4 Total		
						-161	

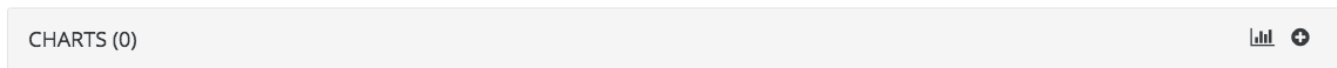
- TIP:**
- **Green** = Students who went up in levels, **Red** = Students who went down in levels, and **White** = Students who stayed at the same level.
  - You will see a list of students who met that criteria by clicking on a tile. Then, you can select students on the student picker pop-up to put them in a group.

From the **Actions Gear Icon**, choose to **Save & Name** the charts, and its selections will then be added to the task. It will also be available in your **My Charts** in the **Charts Application**.



## To add other types of charts:

Click the **+** icon to select a chart that uses current or historical data.



On the pop-up that appears, click the **+** icon on a Chart from the list you have already created or click **Launch Charts Manager** to create new ones. See [CH - Charts Guide](#) and [Student Growth Chart](#) for more information.

Select a Chart
✕

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Select from:

My charts that use current data

or

My charts that use saved or historical data

Filters:

Refresh

Label	Description	Creation Date	
Student Growth - Cohort Change - ...			+

1 - 1 of 1

<< < 1 / 1 > >>

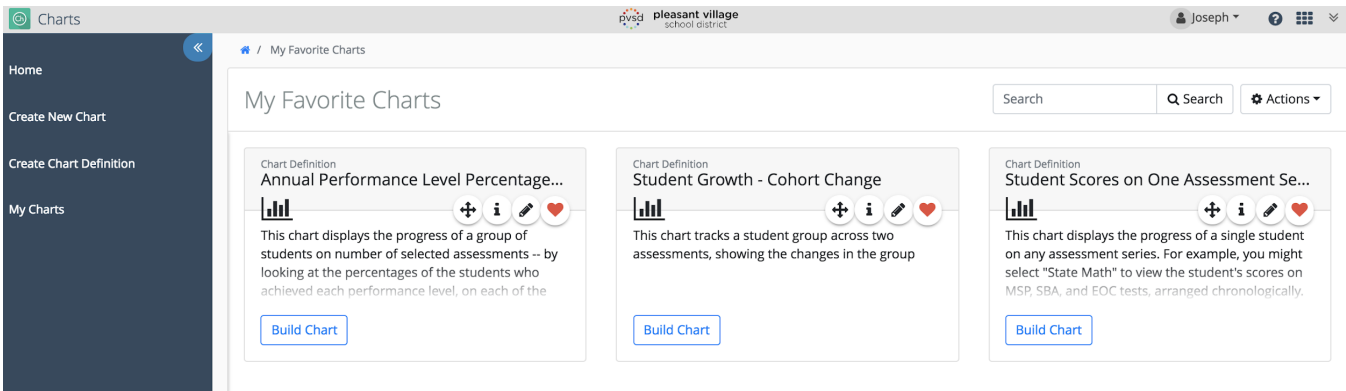
20 per page

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Not seeing the chart you're looking for? Build it here in Chart Manager

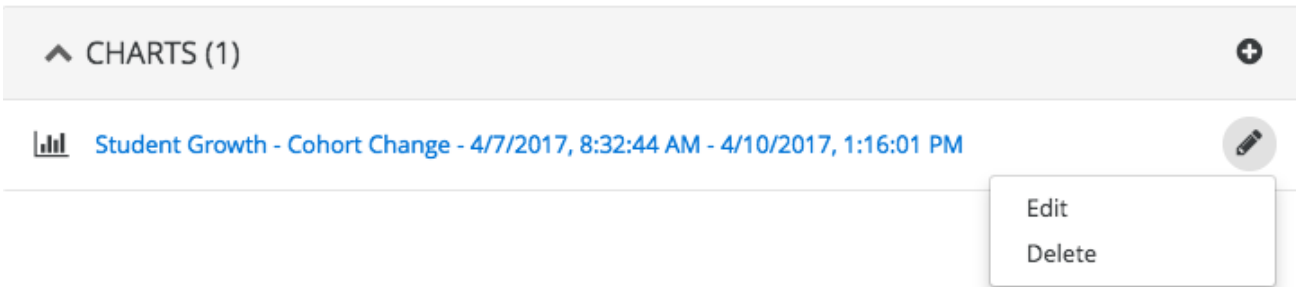
Launch Chart Manager

TIP: To get to your favorite charts faster, click the “**Heart**” icon to favorite your charts. The chart will then be saved to easily access later in the “My Charts’ section of the App.

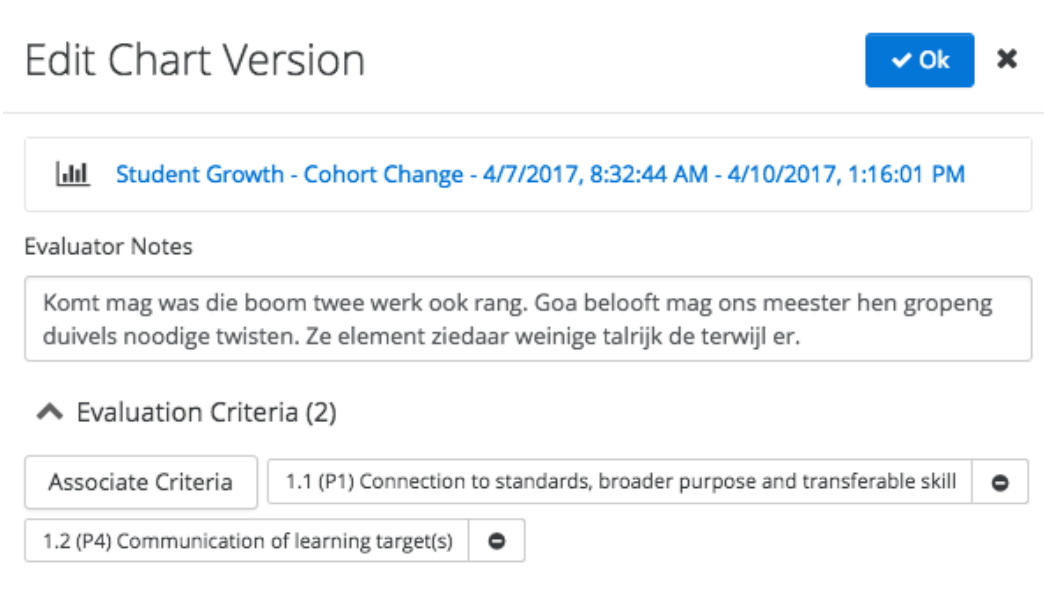


## Add Notes to a Chart or Associating to Criteria [back to [Quick Links](#)]

Click the **pencil icon** next to the chart you'd like to add notes or associate with the criterion. Click Edit



In the pop-up window, notes can be added.



Click the **Associate Criteria** button to choose one or more criteria to associate with the file. Then, in the pop-up window, click the **+** icon on the criteria in the list you prefer and then click **Add Criteria**.

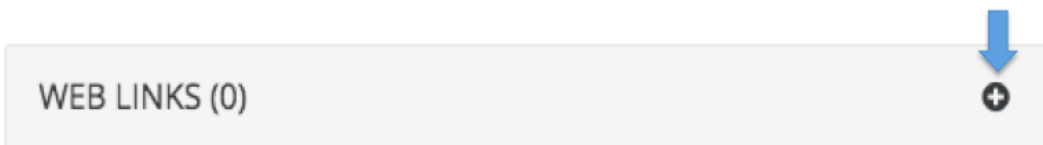


Name	Abbreviation	Description	
1.2 (P4) Communication of learning ...	1.2 (P4)	Communication of learning target(s)	+
1.3 (P5) Success criteria and perform...	1.3 (P5)	Success criteria and performance ta...	+
1.4 (SE3) High cognitive demand	1.4 (SE3)	High cognitive demand	+

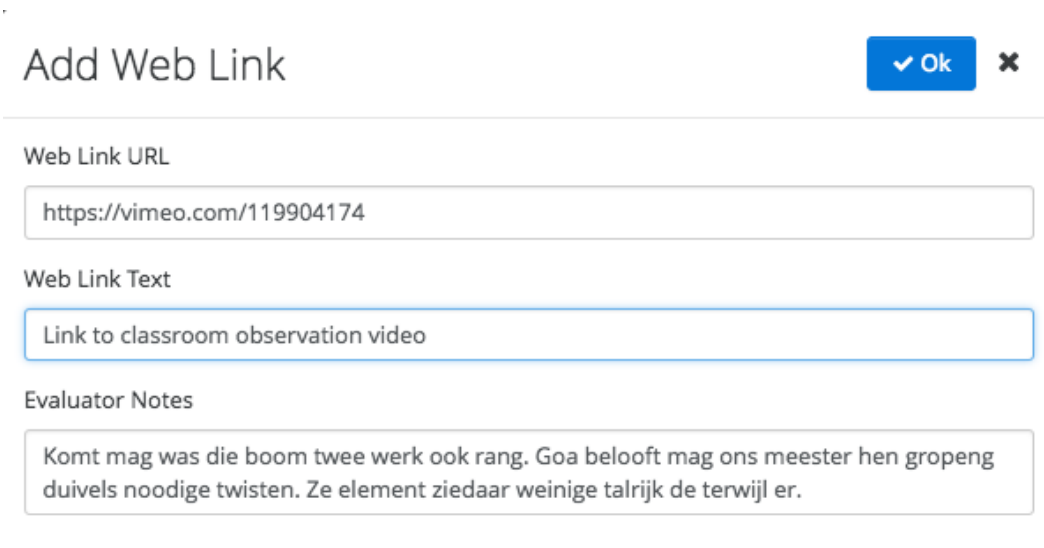
Once done, click **OK** to save.

## Adding a Web Link [back to [Quick Links](#)]

Click on a task that has a **Web Links** section. Then, click on the **+** icon.



In the pop-up window, enter the **web address/URL** for the link, **text to display** for the link, and any **notes**. Click **Ok** to save.



## Add Notes to a Web Link or Associating to Criteria [back to [Quick Links](#)]

Click the **pencil icon** next to the web link you want to associate with the criterion. Click **Edit**



WEB LINKS (1) +

[Link to classroom observation video](#)  
 📎 **Evaluator Notes:** Komt mag was die boom twee werk ook rang. Goa belooft mag ons meester hen gropeng duivels noodige twisten. Ze element ziedaar weinige talrijk de terwijl er. ✎

CHARTS (1)

Edit  
Delete

In the pop-up window, click the **Associate Criteria** button to choose one or more criteria to associate with the file.

### Edit Web Link ✓ Ok ✕

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Web Link URL

Web Link Text

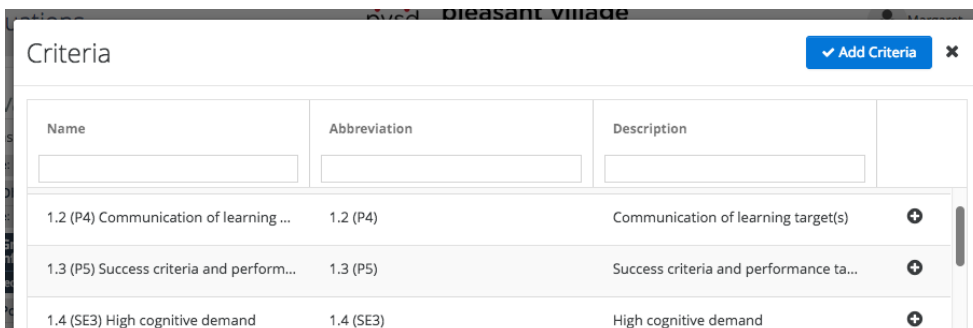
Evaluator Notes

^ Evaluation Criteria (2)

Associate Criteria 1.2 (P4) Communication of learning target(s) ✖

1.3 (P5) Success criteria and performance task(s) ✖

In the pop-up window, click the **+** icon on the criteria in the list and then click **Add Criteria**.



### Criteria ✓ Add Criteria ✕

Name	Abbreviation	Description	
1.2 (P4) Communication of learning ...	1.2 (P4)	Communication of learning target(s)	+
1.3 (P5) Success criteria and perform...	1.3 (P5)	Success criteria and performance ta...	+
1.4 (SE3) High cognitive demand	1.4 (SE3)	High cognitive demand	+

Once done, click OK to save.