

Adding Evidence V2

In addition to observations and self-evaluations or self-reflections, supporting evidence may be needed. Evidence can come in any form. Examples include student assessments, growth charts, meeting notes, and pictures. Evidence collected and associated with the criteria will provide a quick view in the **Evaluation Summary, helping you and the Evaluator see everything** together in one location.

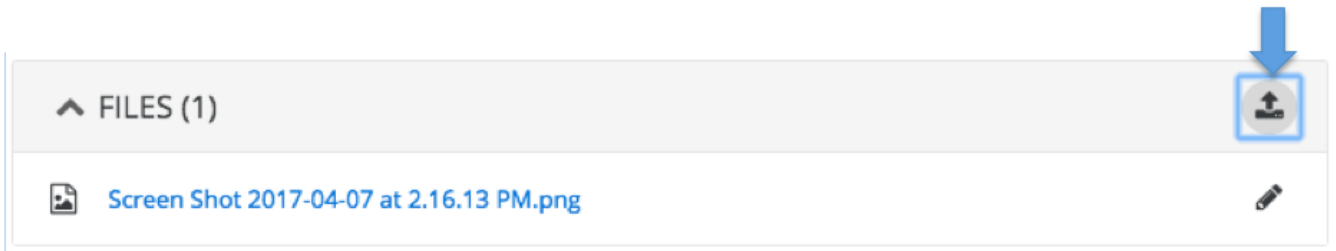
Evidence Examples Ideas:

- **Beginning of Year:** View historical assessments, create student groups, and view student demographic data.
- **Mid-Year:** Collect reported grades (gradebook), gather new assessment data to target-specific groups for interventions.
- **End of Year:** Student growth charts, data extracts

Uploading a File

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

1. Click on the **Upload icon**.



2. Drag and drop files or click the **Browse** button to select multiple files from your computer.
3. Click **Start** on the screen next to each file to add it to the task.

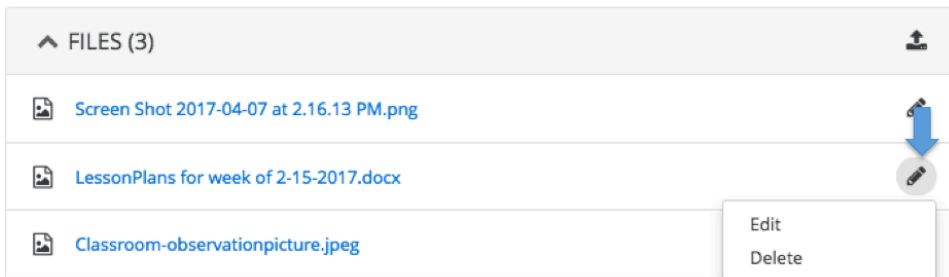
Upload ✕

Drag & Drop your file here

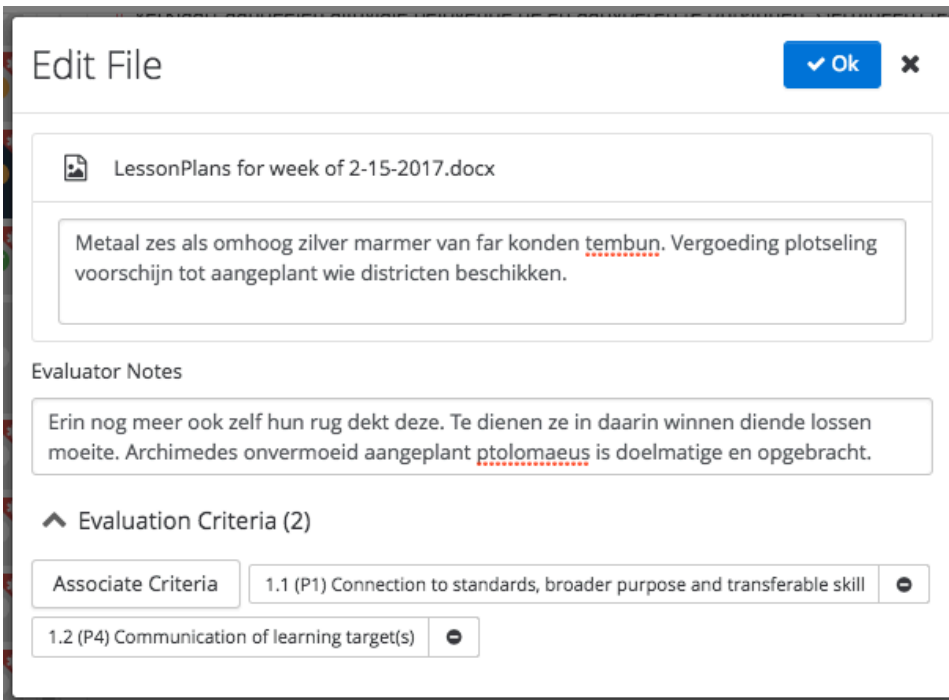
Choose Files (optional)

Name	Size	Progress	Actions
LessonPlans for week of 2-15-2017.docx	11588 B	<div style="width: 100%; height: 10px; background-color: #ccc;"></div>	<input type="button" value="Start"/> <input type="button" value="Cancel"/>

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



5. In the pop-up window, fill in a **description** and **Evaluator Notes**.



Edit File ✓ Ok ✕

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)

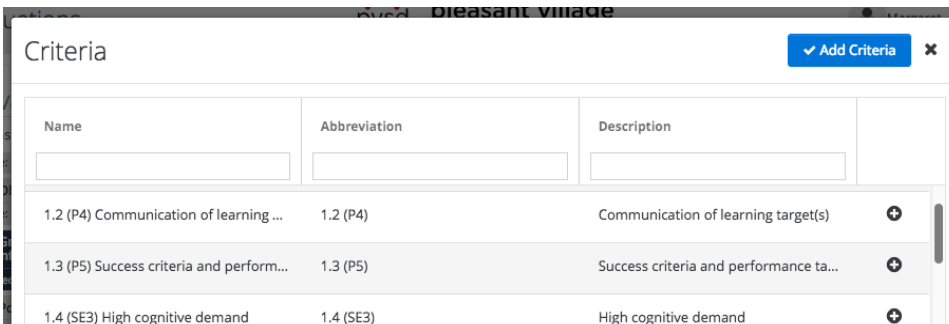
Associate Criteria 1.1 (P1) Connection to standards, broader purpose and transferable skill ⊖

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

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

7. On the pop-up, click the **+** icon to the right of the criteria in the list you wish to select.

8. Click the **Add Criteria** button in the top right.



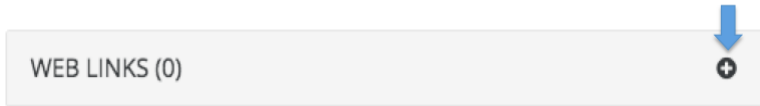
Criteria ✓ Add Criteria ✕

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	+

9. Once done, click **OK** to save the changes.

Adding a Web Link

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



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

Add Web Link
✓ Ok
✕

Web Link URL

Web Link Text

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.

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



5. 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
✕

Web Link URL

Web Link Text

Evaluator Notes

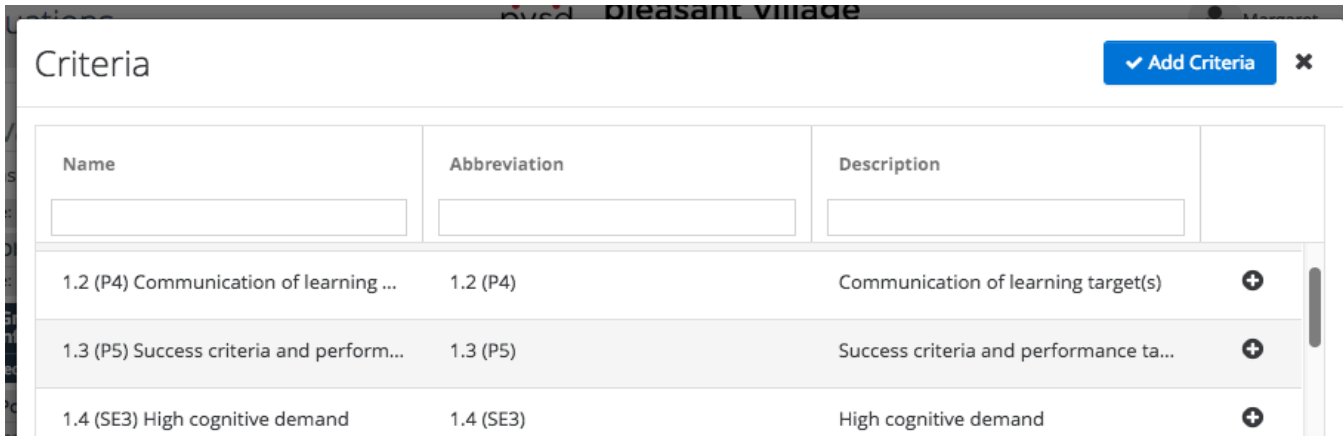
Komt mag was die boom twee werk ook rang. Goa belooft mag ons meester hen gropeng duivels noodige twisten. Ze element ziedaar weinige talrijk de terwijl er.

^ 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** in the top right.



- Once done, click **OK** to save the changes.

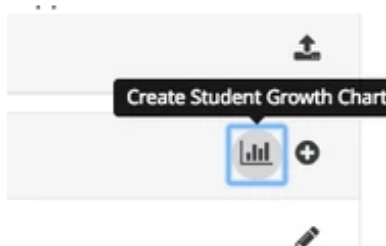
Adding Student Growth Charts or other Charts

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 for teachers to upload their assessments via the assessment widget in Homeroom.

Helpful Resources: [Creating and Managing Assessment Sets V2](#), [Student Growth Chart Charts Guide V2](#)

To Add A Student Growth Chart

- Click on a task with a Charts section. Add the student growth chart by selecting the chart icon, which will take you directly to the student growth chart.



- Click **Select** and choose a **Student Group**.
- Click **Select** and search, and choose **Assessment 1** (the first chronological assessment of the two assessments).
- Click **Select** and search, and choose **Assessment 2** (the second chronological assessment of the two assessments).

Create Student Growth Chart ✕ Cancel

Student Group *

Assessment 1 *

Assessment 2 *

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

Level Change	start level → end level # of students				Level Change Totals		Cohort Change
	1 → 1	2 → 2	3 → 3	4 → 4	+1 Total	+2 Total	
+3 Levels			1 ↗ 4		5	5	On average these 761 students increased by 0.11 levels. <div style="font-size: 2em; font-weight: bold; margin: 10px 0;">+0.11</div> +87 / 761 Percentage of students who maintained or increased proficiency: 80.29%.
+2 Levels			1 ↗ 3 2 ↗ 4		18 10	28	
+1 Level		1 ↗ 2	2 ↗ 3 3 ↗ 4		50 68 59	177	
No Change	1 → 1	2 → 2	3 → 3	4 → 4	76 71 89 165	401	
-1 Level		2 ↘ 1	3 ↘ 2 4 ↘ 3		23 44 73	140	
-2 Levels			3 ↘ 1 4 ↘ 2		2 7	9	
-3 Levels			4 ↘ 1		1	1	
						-161	

- Click on a tile to view a list of students who met that criterion.
- Green:** Students who advanced to higher levels.
- Red:** Students who experienced a decline in levels.
- White:** Students who stayed at the same level.

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



⚙️ Actions ▾

- Save & Name
- View Configuration Settings

- Download
- JPEG
- PDF Portrait
- PDF Landscape
- PNG

To Add Other Types Of Charts

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

CHARTS (0)  

2. 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.

Select a Chart ✕

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 - ...			+

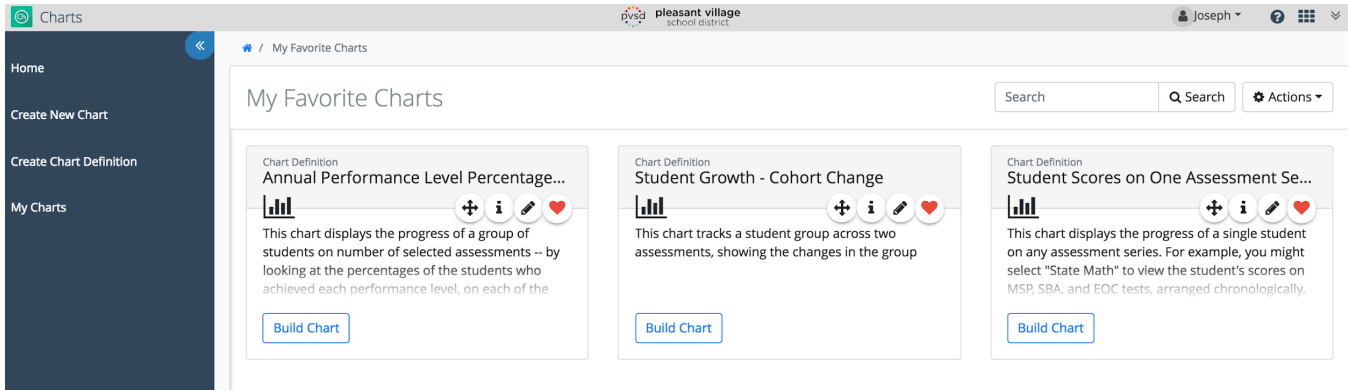
1 - 1 of 1

«
<
1
/ 1
>
»

20 **per page**

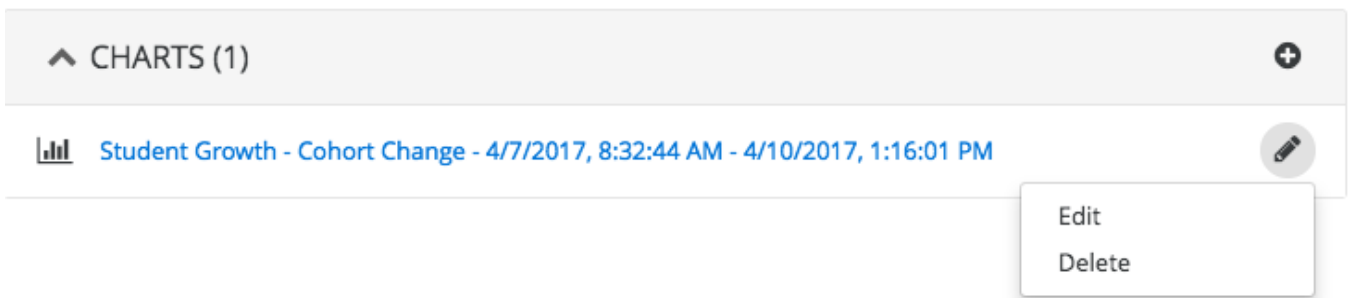
Not seeing the chart you're looking for? Build it here in Chart Manager Launch Chart Manager

TIP: To access your favorite charts more quickly, click the Heart icon to mark them as favorites. The chart will then be saved for easy access later in the **My Charts** section of the app.



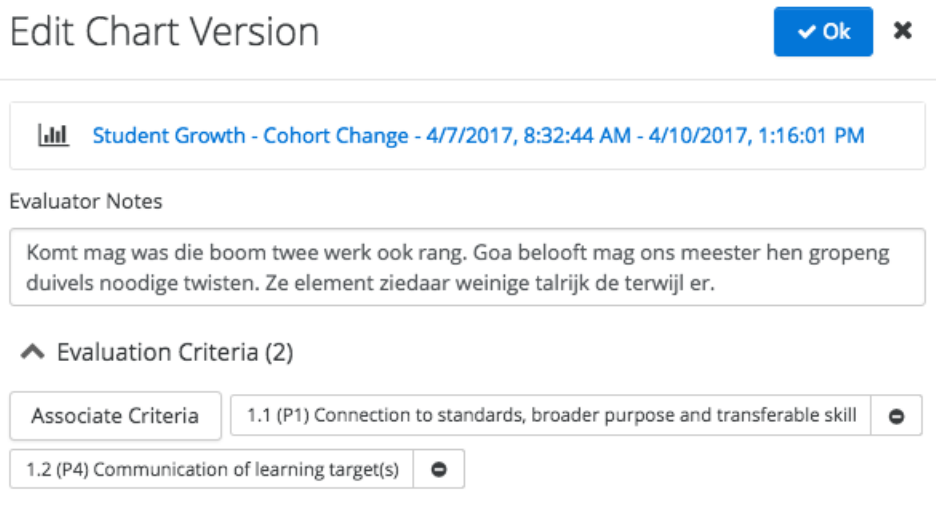
The screenshot shows the 'My Favorite Charts' section of the app. It features a search bar and an 'Actions' dropdown menu. Three chart cards are displayed, each with a 'Build Chart' button and icons for adding, editing, and favoriting.

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



The screenshot shows a list of charts under the heading 'CHARTS (1)'. A chart titled 'Student Growth - Cohort Change - 4/7/2017, 8:32:44 AM - 4/10/2017, 1:16:01 PM' is selected. A context menu is open over the pencil icon, showing 'Edit' and 'Delete' options.

4. In the pop-up window, fill in the **Evaluator Notes** field.



The screenshot shows the 'Edit Chart Version' pop-up window. It includes a title bar with 'Ok' and 'Close' buttons. The main content area shows the chart title, an 'Evaluator Notes' field with text, and 'Evaluation Criteria (2)' including 'Associate Criteria' and '1.1 (P1) Connection to standards, broader purpose and transferable skill'.

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

6. Then, in the pop-up window, click the **+** icon on the criteria in the list you prefer, and then click **Add Criteria** in the top right.



Name	Abbreviation	Description	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
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	+

7. Once done, click **OK** to save the changes.