

April  
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# Adding Evidence

Staff Edition

 TalentEd™



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# Adding Evidence

ol.com/PH/direct-report-tasks/manage-evidence

\* Click on the "?" to the top of your screen and select Direct Report



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## Manage Evidence

View and add evidence via your folder.

1. Select **My Folder** > **Evidence** from the main navigation.
2. View all artifacts and shared notes collected throughout the process.
3. Click **Add Artifact** to upload a file or enter a URL, then click **Save Artifact**.

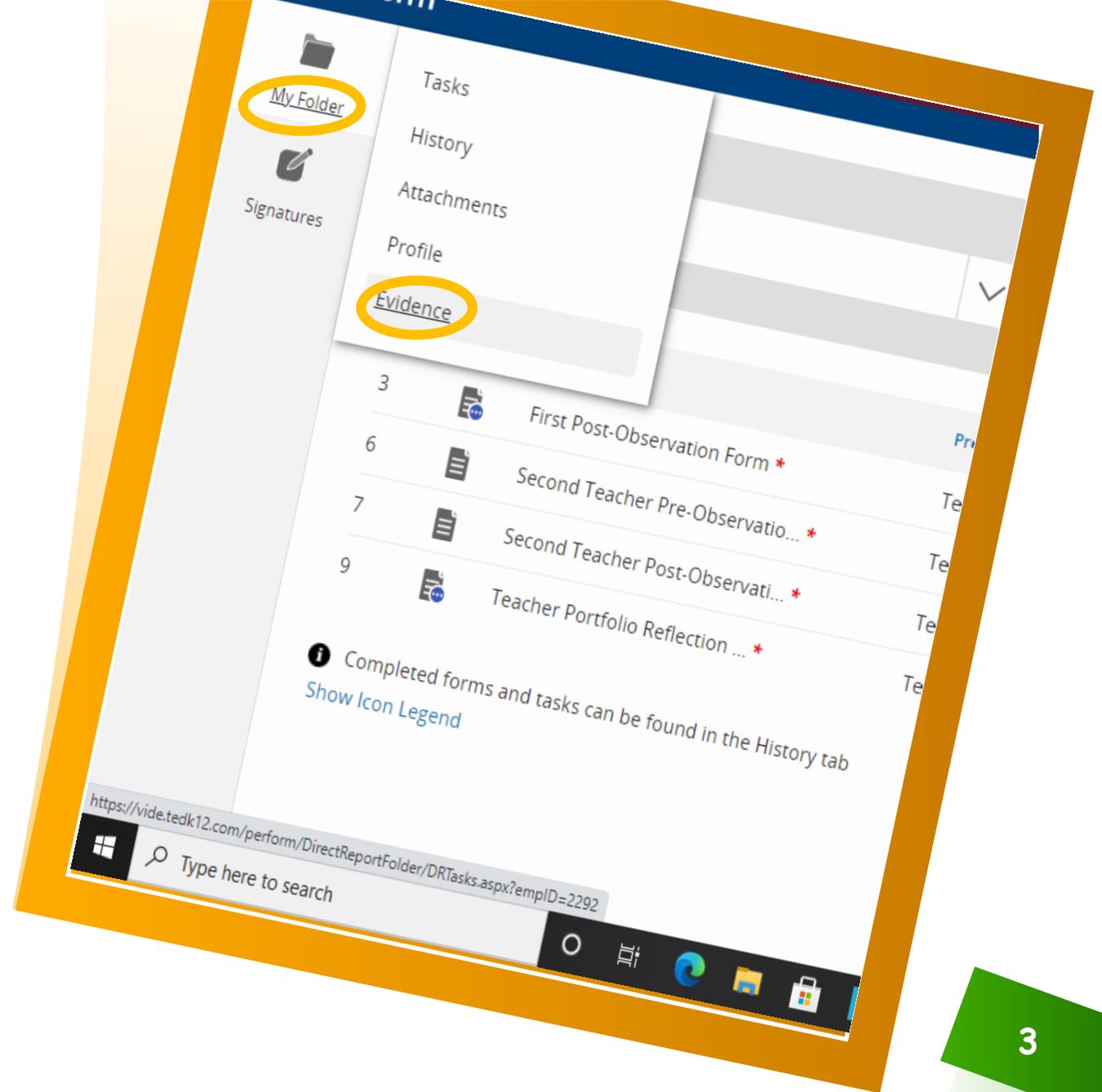
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# Direct Reports

## Adding Evidence

- Select “My Folder” at the top left hand corner of your screen.
- Select “Evidence” from the drop down menu.
- ❖ Direct Reports are all staff members.
- ❖ This part of the process only pertains to Principals, Assistant Principals, Special Education Administrators, Teachers, Librarians and Guidance Counselors. **Not Paraprofessionals !!!**



# Adding Artifacts

# Evidence

How to add artifacts and how many artifacts should be uploaded

- Once you have selected “Evidence” from the pop up menu, scroll down to the bottom of the screen.
- Select “Add Artifact”
- **Artifacts:** Evidence of your professional growth, that you attach to your Evaluation process.

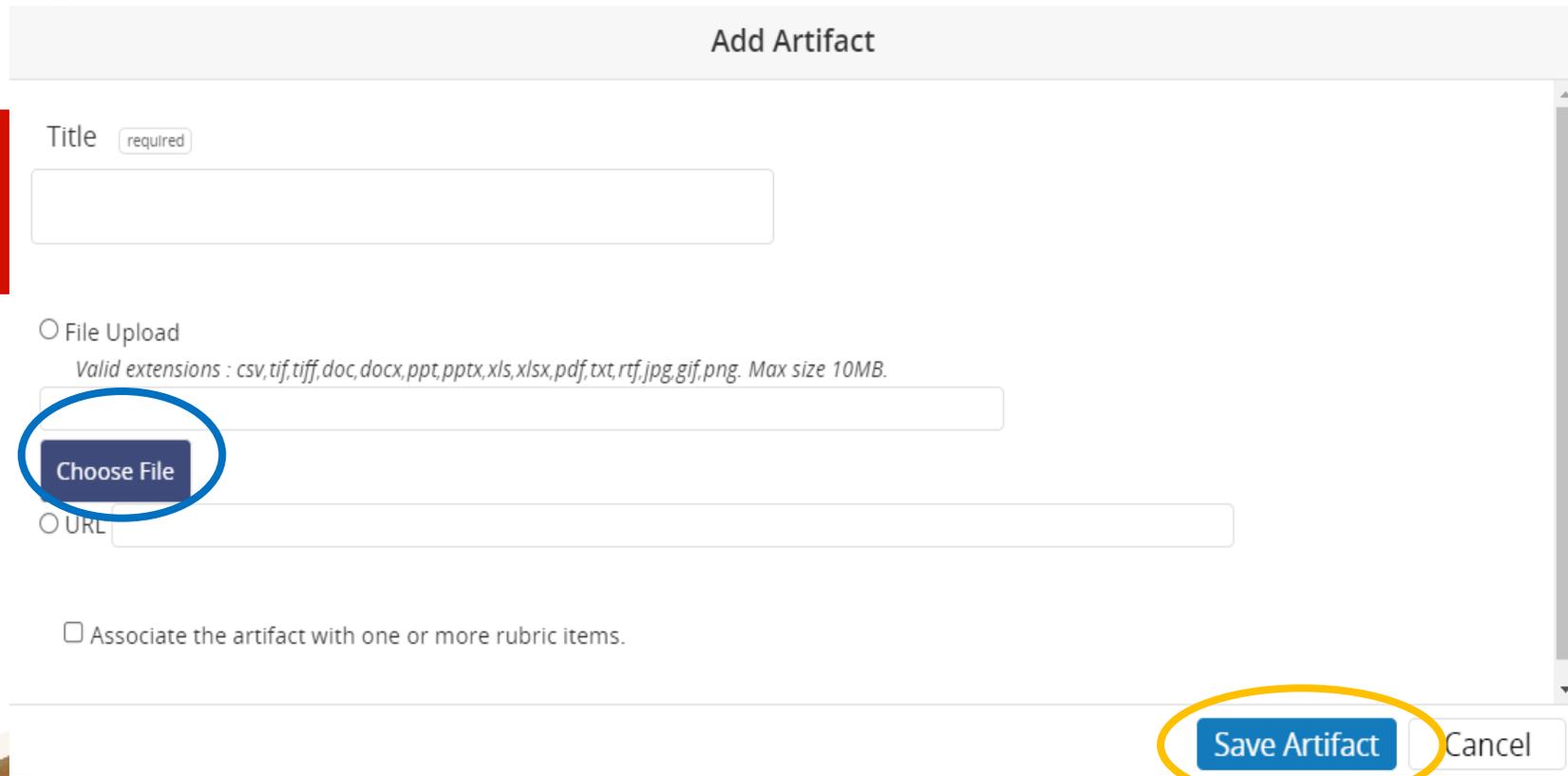
The screenshot shows the 'Evidence' management interface. At the top, there are filter menus for 'Evidence', 'All Users', and 'All Processes'. Below these are input fields for 'Associated With' (set to 'All Associations') and 'Date'. A table below shows columns: 'Date Added', 'Process', 'Associated With', 'Task', 'Added By', 'Type', 'Title', and 'Content'. The table is currently empty, displaying 'No Results.'. At the bottom right, there is a 'Bulk Action' section with a 'Select Action' dropdown menu, a 'Go' button, and a blue 'Add Artifact' button which is circled in yellow.

# Adding Artifacts cont...

\*Do not forget to choose a file if that is your option!

## How to add artifacts and how many artifacts should be uploaded

- After selecting “Add Artifact”
- You will **upload a file** or type in your **url**.
- You must create a title and then select either or before moving on and selecting “**save artifact**”.



The screenshot shows the 'Add Artifact' form with the following elements:

- Title** (required): A text input field.
- File Upload**: A radio button option with a note: "Valid extensions : csv,tif,tiff,doc,docx,ppt,pptx,xls,xlsx,pdf,txt,rtf,jpg,gif,png. Max size 10MB." Below it is a text input field and a blue "Choose File" button circled in blue.
- URL**: A radio button option with a text input field.
- Associate the artifact with one or more rubric items.
- At the bottom right, there are two buttons: "Save Artifact" (circled in yellow) and "Cancel".

# Adding Artifacts cont...

**\*ONLY FOR TEACHERS**

## How to add artifacts and how many artifacts should be uploaded

- After selecting “File Upload or URL”, scroll down and select “Associate the artifact with one or more rubric items”
- Select “Teacher Artifact Portfolio”, then select the Domain the artifact relates to.
- Your School Wide Component’s Domain, will be the Domain your school has chosen. Your other artifacts will fall under Domain 4E (all artifacts related to your PGP).

Add Artifact

File Upload  
Valid extensions : csv,tif,tiff,doc,docx,ppt,pptx,xls,xlsx,pdf,txt,rtf,jpg,gif,png. Max size 10MB.

Choose File

URL

Associate the artifact with one or more rubric items.

Teacher Artifact Portfolio

--Select--

--Select--

Domain 1: Planning and Preparation

Domain 4: Professional Responsibilities

Cancel Save Artifact

- When you are finished, select “save artifact”.

# Evidence

- Using PowerPoint to upload your artifacts are the best way to get your point across in one slide for each artifact.
- For example: If I am a teacher and I have to submit two artifacts for the School-wide Component; I can create two slides on PowerPoint and save the document as a PDF file. Now you have two documents in one file.



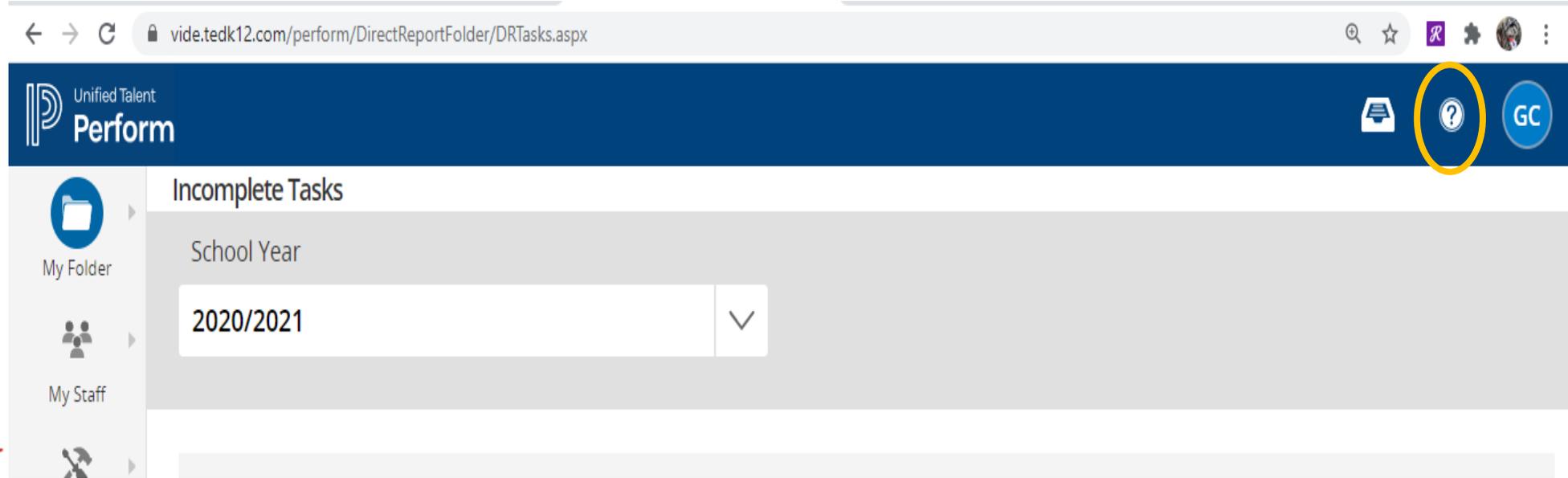
**\*Suggestion:** Label the artifacts based on how they apply; to either the School Component or the Portfolio.

# Evidence cont...

- Please remember that an artifact reflects your professional growth.
- Your artifacts should include: where you started your journey, where you ended your journey and a description of that journey. (This is one artifact)
- ❖ Please see artifact explanation on your PGP form



**\*Suggestion:** The two selected Layouts can be used to reflect what you need to submit your artifacts.



The screenshot shows a web browser window with the URL `vide.tedk12.com/perform/DirectReportFolder/DRTasks.aspx`. The page header features the "Unified Talent Perform" logo on the left and a navigation bar on the right. In the navigation bar, a question mark icon is circled in yellow, indicating the "Perform Help" feature. Other icons in the bar include a printer, a "GC" button, and a user profile. The main content area is titled "Incomplete Tasks" and includes a "My Folder" section with a "School Year" dropdown menu currently set to "2020/2021". A "My Staff" section is also visible below. Two pencils are drawn on the slide: a red one on the left and an orange one on the right, pointing towards the interface.

- ❖ Use Perform Help to guide you with navigation of TalentEd. This information is at your fingertips.
- ❖ If you still have questions or concerns, you can email me and I will respond at my earliest convenience.

[Perform Help](#)



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