

April
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Adding Evidence

Staff Edition

 TalentEd™



 TalentEd
Perform™

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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



Visit our Community

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**.

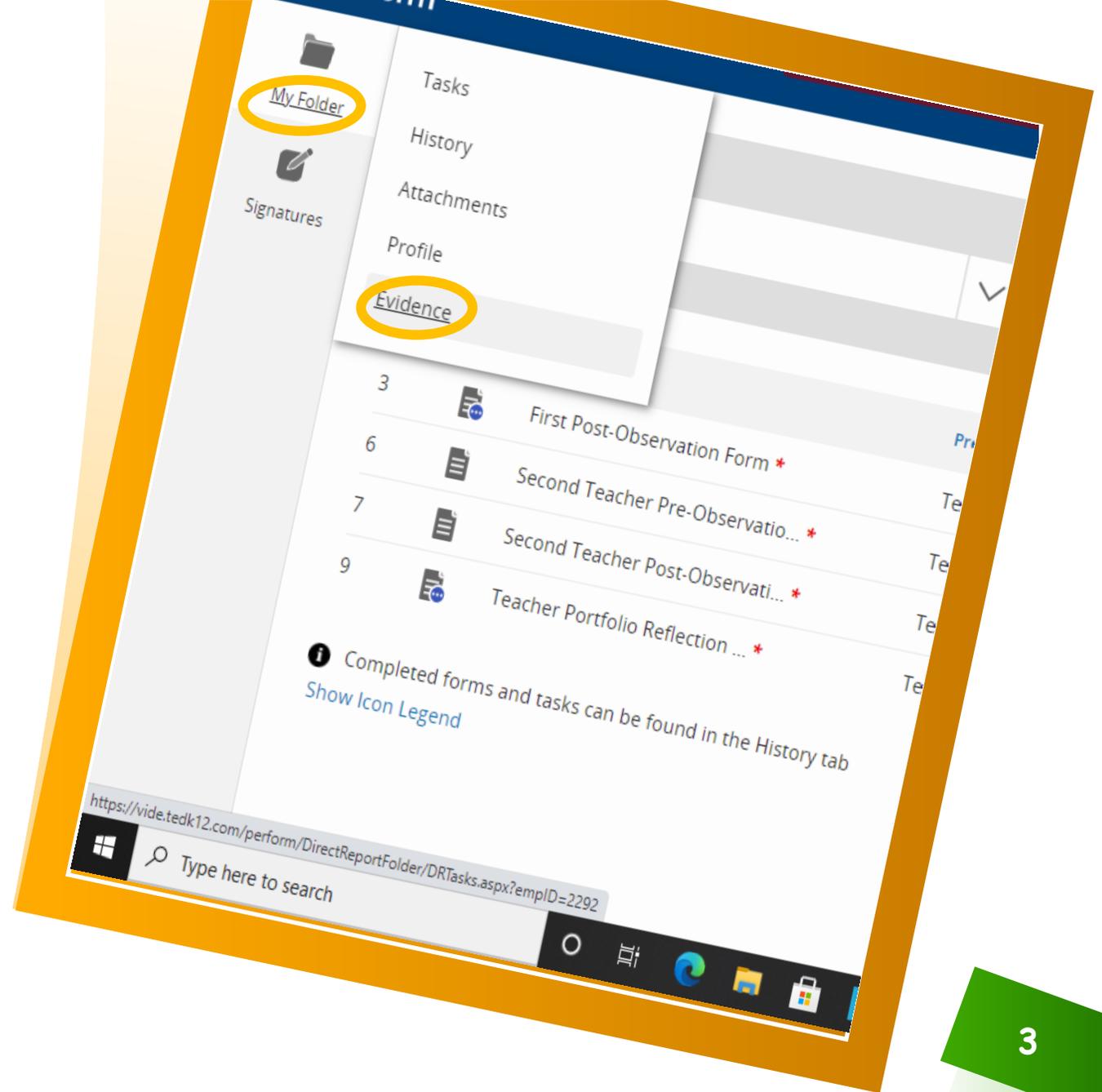
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Direct Reports

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.

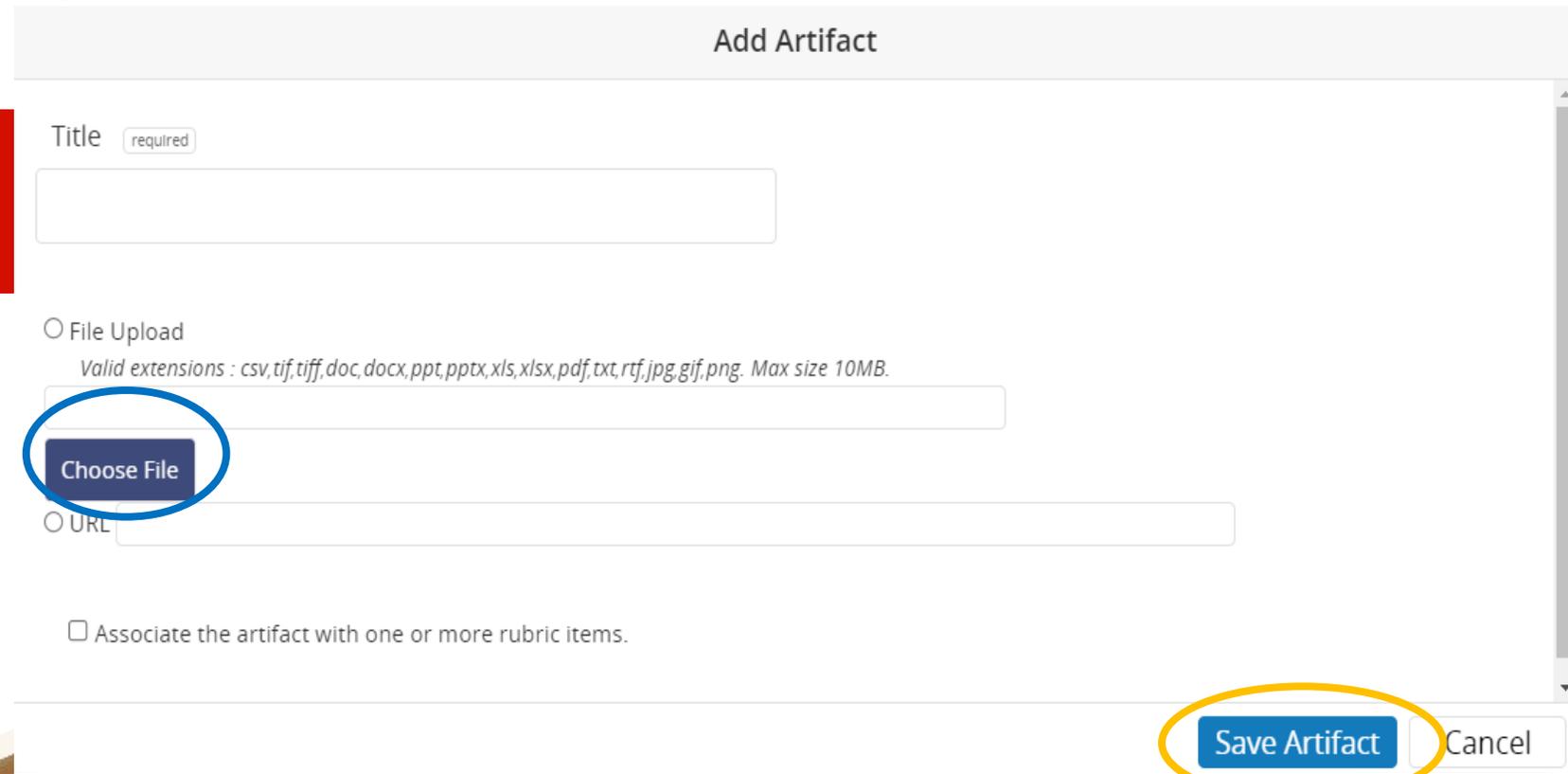
The screenshot displays the 'Evidence' management interface. At the top, there are filter sections for 'Associated With' (set to 'All Associations') and 'Date'. Below these is a table with columns: Date Added, Process, Associated With, Task, Added By, Type, Title, and Content. The table currently shows 'No Results.' At the bottom right, there is a 'Bulk Action' section with a dropdown menu set to 'Select Action' and a 'Go' button. A blue button labeled 'Add Artifact' is highlighted with a yellow circle.

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 a web form titled "Add Artifact". It has a "Title" field with a "required" label. Below the title field are two radio button options: "File Upload" and "URL". The "File Upload" option is selected. Under "File Upload", there is a text input field for a file path, a "Choose File" button (circled in blue), and a "Valid extensions : csv,tif,tiff,doc,docx,ppt,pptx,xls,xlsx,pdf,txt,rtf,jpg,gif,png. Max size 10MB." note. Below the "URL" option is another text input field. At the bottom of the form, there is a checkbox labeled "Associate the artifact with one or more rubric items." and 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.



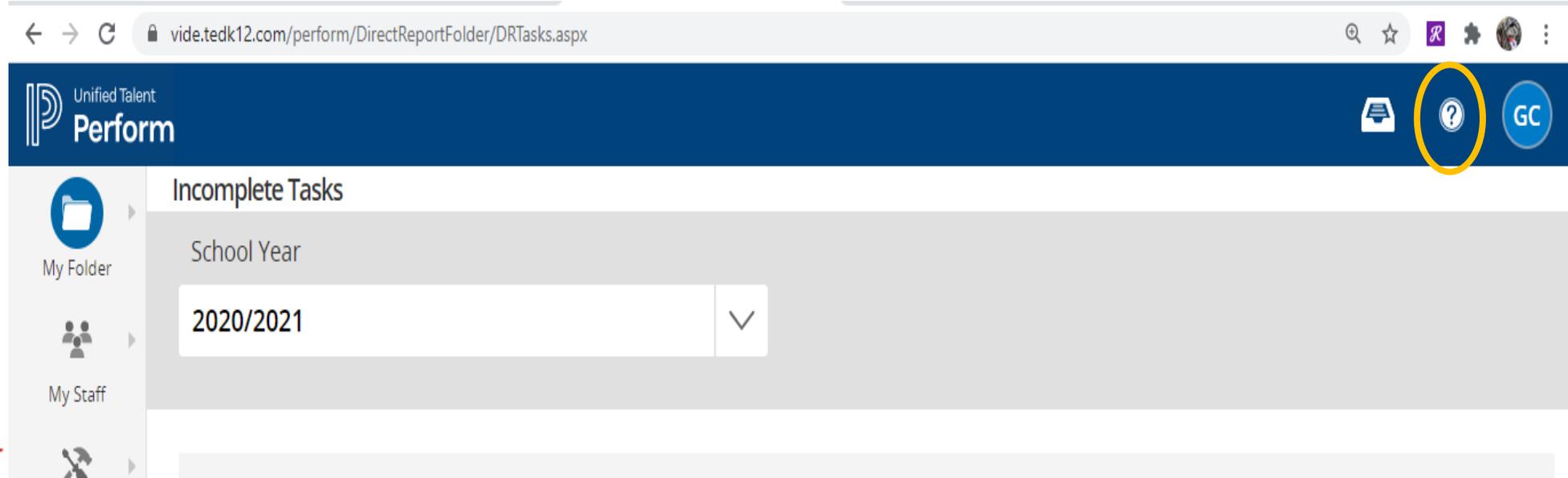
***Suggestion:** Label the artifacts based on how they apply; to either the School Component or the Portfolio.

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 is dark blue and contains the 'Unified Talent Perform' logo on the left and a navigation area on the right. The navigation area includes a printer icon, a help icon (a question mark inside a circle, highlighted with a yellow circle), and a 'GC' button. Below the header, there is a sidebar with 'My Folder' and 'My Staff' options, and a main content area titled 'Incomplete Tasks' with a 'School Year' dropdown menu set to '2020/2021'. A red pencil is visible on the left side of the page, and an orange pencil is on the right side.

- ❖ 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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