

EXAMPLPE #1, UP-LOADING DIRECTIONS

Upload File

Name: Enter a name... **Step 1: Name the Artifact**

Description: Enter a description... **Step 2: Type Short Description**

Artifact Statement: 500 characters remaining

Types: Choose the Artifact Types... **Step 3: Not Required**

Categories: Choose the Artifact Categories... **Step 4: Not Required**

Alignment: Choose a Rubric... **Step 5: Check Standard** Choose a Criteria **Step 6: Check Standard** **Step 7: Click +**

Step 8: Standard appears here. You can add another standard by repeating Steps 5,6,7. Delete Standard click Red X Dot

File Type: File **<<<< Step 9: Click: File or URL >>>** Url **Step 10: Find Artifact, Click: Blue Arrow**

File (50 MB Max): Select a file

Notify Admin: Select an administrator

No Need to notify Administrator or Dave

Save Clear Form

Step 11: Click: Save

Once you have uploaded your artifacts, they will appear in your Doc. Log under **Artifacts Purple Bar REFRESH** your screen will allow artifacts to populate under each Individual Performance Standard **REFRESH** your screen if you delete an artifact. This will remove it from the Individual Performance Standard.