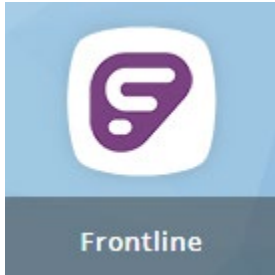
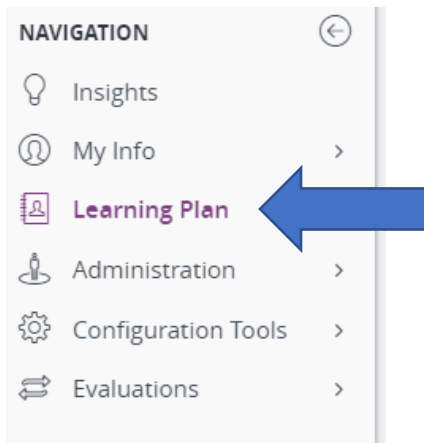


# Uploading Artifacts to Frontline

1. Click onto the **Frontline** tile on Classlink:



2. Click on **Learning Plan** on the menu on the left-hand side of your screen.



3. Within the My Evaluation Section of the page click on **Open Artifact Portfolio – Artifact Portfolio form for Submission**

My Evaluation - Caitlin McHargue	
Scheduled Components	
None	
Action Required	
Artifact Portfolio - Artifact Portfolio	←
Status: <span>awaiting form submission</span>	
Action: Open Artifact Portfolio - Artifact Portfolio form for submission	
In Progress	
None	
Complete	
None	

4. In the Artifact Portfolio section please find a box entitled Artifacts. Click on **Add an Artifact**.

[Show Submission History](#)

## Artifact Portfolio

**User Information**

Name: [Redacted]	Title: [Redacted]
Building: [Redacted]	Department: None
Grade: None	Evaluation Type: Teacher Category 1
Assigned Administrator: Not Assigned	Evaluation Cycle: 07/01/2024 - 05/15/2025
Saved By: N/A	Date Submitted: Incomplete
Acknowledged By: N/A	Date Acknowledged: Unacknowledged
Finalized By: N/A	Date Finalized : Unfinalized

Upload supporting documentation below. Remember to align your artifacts to the appropriate indicators.

**Artifacts**

[+ Add an Artifact](#) ⓘ

Name	Upload Date	Upload User	File		

[Submit](#) [Save](#) [Save & Notify](#) [Reset](#) [Print](#) [Comment](#)

5. Enter the **Name** of the file you would like to upload as well as a **Description** in the designated areas of the page.

### Upload File

Name:

Description:

Artifact Statement: 500 characters remaining

Types:

Categories:

Alignment:   [+ Add Criteria](#)

Rubric	Criteria		

6. Under the Artifact Statement section, please ignore the dropdowns for **Types** and **Categories**.

**Upload File** [X]

Name:

Description:

Artifact Statement:

Types:  [X] [X] [X] [X] [v]

Categories:  [X] [X] [X] [X] [v]

Alignment:  [v]  [v]

Rubric	Criteria

7. The next dropdown is entitled Alignment. Click on the arrow and select the standard in which the artifact is aligned.

**Upload File** [X]

Name:

Description:

Artifact Statement:

Types:  [v]

Categories:  [v]

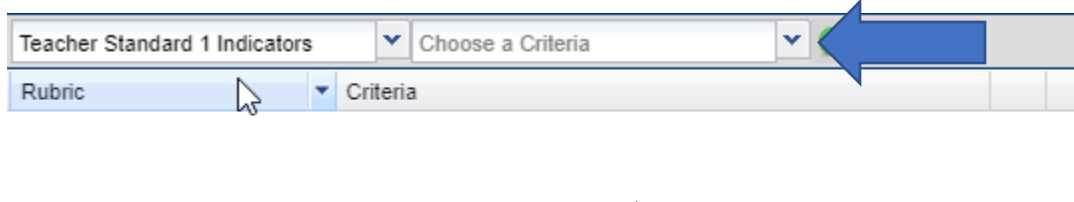
Alignment:  [v] [X]  [v]

Rubric	Criteria

Alignment:  [v]  [v]

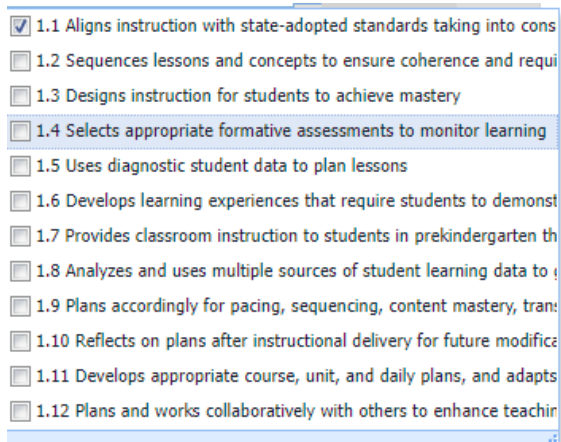
- Student Performance
- Teacher Standard 1 Indicators
- Teacher Standard 2 Indicators
- Teacher Standard 3 Indicators
- Teacher Standard 4 Indicators
- Teacher Standard 5 Indicators
- Teacher Standard 6 Indicators

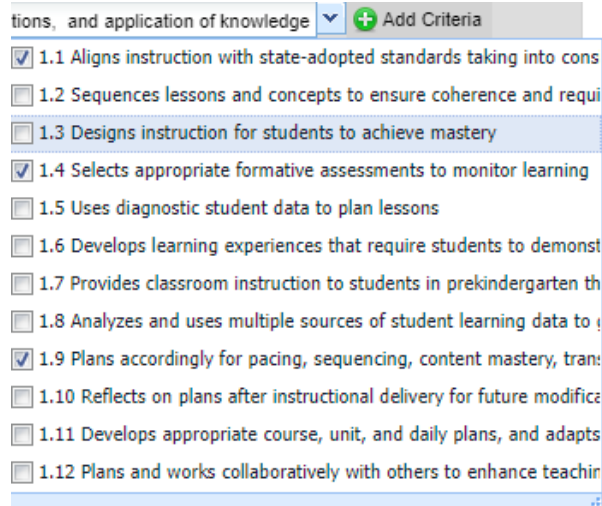
8. After you choose a standard, **Choose a Criteria** in which your artifact is aligned. Please note that you are able to make multiple selections in this dropdown area.



Teacher Standard 1 Indicators ▾ Choose a Criteria ▾

Rubric ▾ Criteria

- 
- 1.1 Aligns instruction with state-adopted standards taking into cons
  - 1.2 Sequences lessons and concepts to ensure coherence and requi
  - 1.3 Designs instruction for students to achieve mastery
  - 1.4 Selects appropriate formative assessments to monitor learning
  - 1.5 Uses diagnostic student data to plan lessons
  - 1.6 Develops learning experiences that require students to demonst
  - 1.7 Provides classroom instruction to students in prekindergarten th
  - 1.8 Analyzes and uses multiple sources of student learning data to
  - 1.9 Plans accordingly for pacing, sequencing, content mastery, trans
  - 1.10 Reflects on plans after instructional delivery for future modifca
  - 1.11 Develops appropriate course, unit, and daily plans, and adapts
  - 1.12 Plans and works collaboratively with others to enhance teachin



tions, and application of knowledge ▾ + Add Criteria

- 1.1 Aligns instruction with state-adopted standards taking into cons
- 1.2 Sequences lessons and concepts to ensure coherence and requi
- 1.3 Designs instruction for students to achieve mastery
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- 1.10 Reflects on plans after instructional delivery for future modifca
- 1.11 Develops appropriate course, unit, and daily plans, and adapts
- 1.12 Plans and works collaboratively with others to enhance teachin



9. After you choose the criteria press **+Add Criteria**. Your selections will populate in the box below. If you want to remove criteria you can select the **x** by the criteria. To add additional criteria you would have to choose an area of **Alignment** again as well as selecting and adding additional criteria. Please note that you can align an artifact to more than one standard.

Teacher Standard 1 Indicators Choose a Criteria + Add Criteria

Rubric	Criteria	
Teacher Standard 1 Indicators	1.1 Aligns instruction with state-adopted standards taking into ...	✕
Teacher Standard 1 Indicators	1.4 Selects appropriate formative assessments to monitor lear...	✕
Teacher Standard 1 Indicators	1.9 Plans accordingly for pacing, sequencing, content mastery,...	✕
Teacher Standard 1 Indicators	1.1 Aligns instruction with state-adopted standards taking into ...	✕
Teacher Standard 1 Indicators	1.4 Selects appropriate formative assessments to monitor lear...	✕
Teacher Standard 1 Indicators	1.9 Plans accordingly for pacing, sequencing, content mastery,...	✕
Teacher Standard 2 Indicators	2.2 Manages individual and class behaviors through a well-pla...	✕
Teacher Standard 2 Indicators	2.7 Integrates current information and communication technolo...	✕

10. After you make your selections for alignment and criteria make sure the circle for **File** is selected if you want to add a file. Please note that you also have the ability to link a **Url** if you so choose.

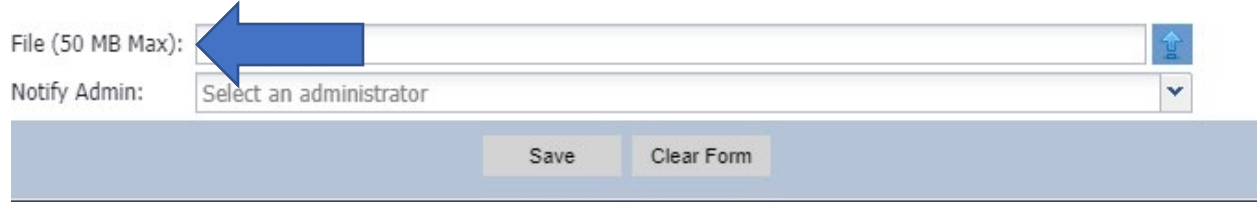
File Type:  File  Url


File (50 MB Max):   


Notify Admin:

Save Clear Form

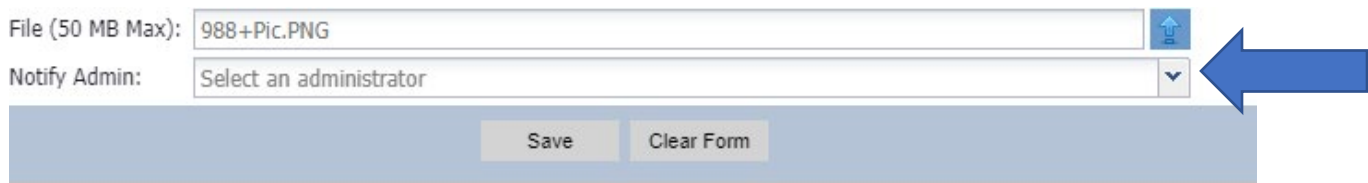
11. To upload a file press the arrow on the right-hand side of the **File (50 NB Max)** section.





File (50 MB Max):  

Notify Admin:  

12. After selecting a file, move to the **Notify Admin** area. Please select the name of the administrator that you would like to notify that an artifact was uploaded. This selection can be made by utilizing the dropdown menu.



File (50 MB Max):  

Notify Admin:  

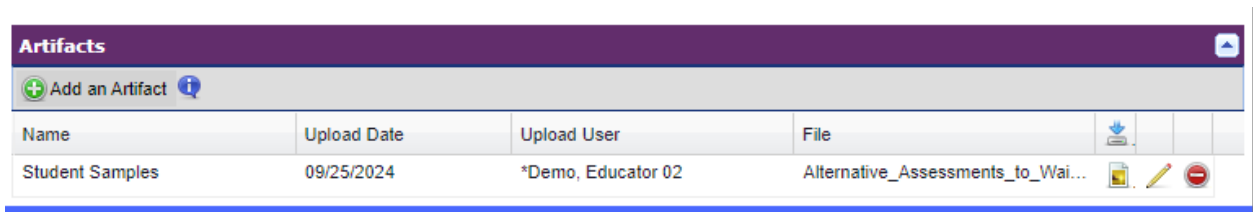
13. Please review your entries pertaining to your artifact. If you are comfortable with your selections please press **Save** to save your submission as well as notify your administrator.




File (50 MB Max):  

Notify Admin:  

14. After saving you will be brought back to the original screen and your artifact will be listed under the artifacts section.



Artifacts			
+ Add an Artifact 			
Name	Upload Date	Upload User	File
Student Samples	09/25/2024	*Demo, Educator 02	Alternative_Assessments_to_Wai...

15. Now you have successfully uploaded an artifact.