

# Uploading/Managing Artifacts

[pd-help.frontlineeducation.com/hc/en-us/articles/115004310148-Uploading-Managing-Artifacts](https://pd-help.frontlineeducation.com/hc/en-us/articles/115004310148-Uploading-Managing-Artifacts)

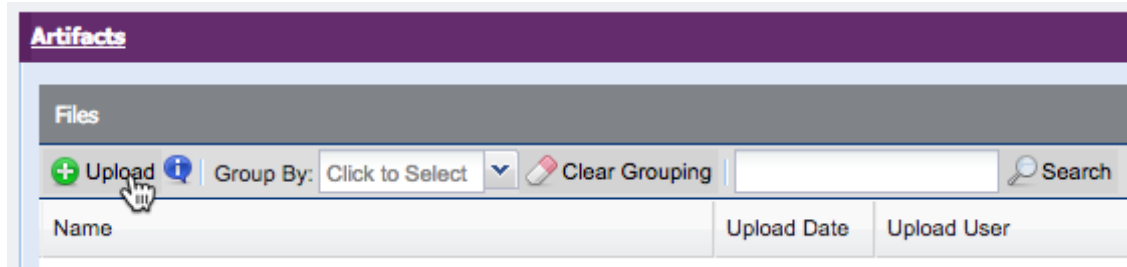
*The navigation steps included in this article contain directions for both the legacy system and the Insights Platform. Follow the path specific to your application.*

Users with the proper district configurations can update Evaluation Artifacts at any time during an evaluation cycle. Please review the following steps to determine your artifact setup.

Legacy: My Info > My Evaluations

Platform: My Info > My Evaluations

For starters, access the Artifacts page and click **Upload** in the top left corner of the page.



## Name/Description

A pop-up box will appear. Enter an artifact name and provide an optional description for the upload file.

A screenshot of a pop-up box titled 'Upload File' with a close button in the top right corner. The box contains two input fields. The first is labeled 'Name:' and has a text input field with the placeholder text 'Enter a name...'. The second is labeled 'Description:' and has a larger text input field with the placeholder text 'Enter a description...'.

## Types

Next, click the dropdown and choose an Artifact Type.

Types:

Categories:  Select All

Alignment:  Parent Letter

Rubric	Criteria

File Type:  File  Url

### Categories

In the "Categories" section, determine the desired Artifact Category and select it from the dropdown.

Categories:

Alignment:  Select All  
 Observation  
 Pre-observation Conference  
 Goal setting  
 Student Growth  
 SLO  
 Parent Communications

Rubric	Criteria

File Type:  File  Url

### Alignment

Locate the dropdowns in the "Alignment" section and choose both a Rubric and Criteria option.

Alignment:

Rubric	Criteria
	<input checked="" type="checkbox"/> Focus on learning <input type="checkbox"/> Focus on students <input type="checkbox"/> Focus on resources

Then, click **Add Criteria** to include these with your upload.

Alignment:

Rubric	Criteria
Content Knowledge	Focus on learning

Choose a Rubric... Choose a Criteria + Add Criteria

Once you are finished, repeat the Alignment steps, as needed, to align the artifact to multiple rubrics.

### File Type/File Upload

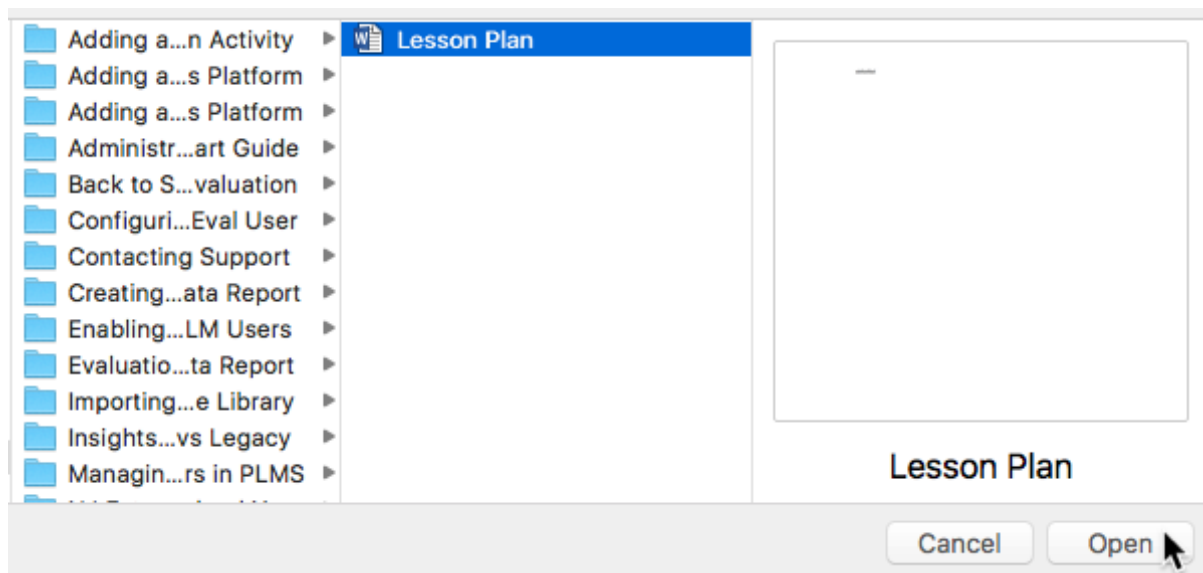
Click the radio button to select either a "File" or "URL" type and click the blue **upload arrow** to upload the necessary file (provided you chose the "File" type).

File Type:  File  Url

File (50 MB Max):   

An Open file box will appear. Select your file and click **Open**.

(Take note, the system limits a file to a 50 MB maximum.)




Return to the Upload File setup, choose whether to notify an administrator, and click **Save** once are finished.

File Type:

File (50 MB Max):

Notify Admin:

**Select All**  
 Allen, Mike  
 Arvida, Leona  
 Baker, Leslie  
 Coleman, Ronald  
 Diaz, Carole  
 Ericsson, David






The Artifact will appear in the list and reflect your selected details.

**Artifacts** ? ☰

**Files**

+ Add artifact   Show Previous Cycles

Name	Upload Date	Upload User	File		
Lesson Plan	09/04/2017	Administrator	LessonPlan.doc		 

**Details**




**Name:** Lesson Plan  
**Description:**  
**Types:** Teacher document - unit / lesson plan  
**Categories:** Goal setting  
**Alignment:** Content Knowledge: Focus on Learning  
**Upload Date:** 09/04/2017  
**Uploaded By:** Administrator  
**File Name:** LessonPlan.doc

If any additional changes are required, click the **pencil** icon to the right of the artifact name.

**Artifacts** ? ☰

**Files**

+ Add artifact   Show Previous Cycles

Name	Upload Date	Upload User	File		
Lesson Plan	09/04/2017	Administrator	LessonPlan.doc		 

**Details**