





# Evidence Collection Tool: Entering Evidence

[pd-help.frontlineeducation.com/hc/en-us/articles/115004310748-Evidence-Collection-Tool-Entering-Evidence](https://pd-help.frontlineeducation.com/hc/en-us/articles/115004310748-Evidence-Collection-Tool-Entering-Evidence)

To access the Evidence Collection Tool (ECT), click the Scroll & Pencil icon (available in both Process and Detail views). The ECT will open on top of the Observation form in a new browser tab.

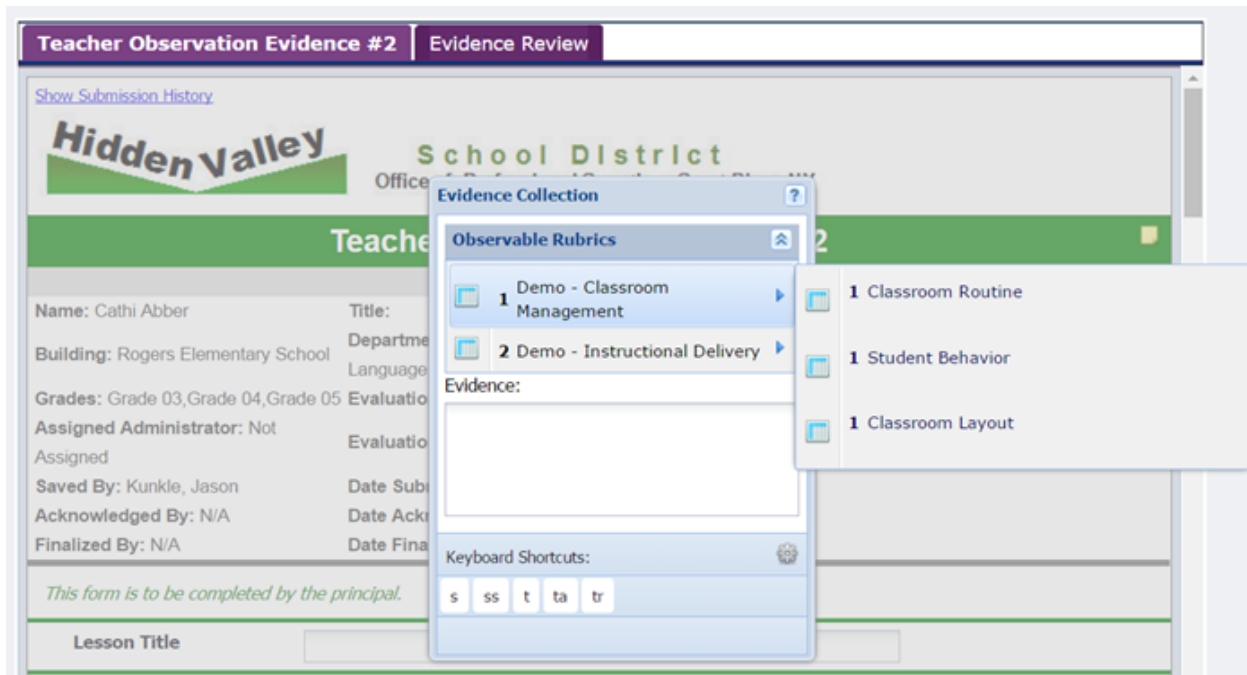
**Note:** If the ECT icon is grayed out, it means that the tool is active for the site, but that there is no rubric on a form for which it is grayed out.

Element Name	Schedule/Assigned Admin	Status				
Teacher Observation Evidence #2	Not Scheduled	In Progress				

**\*\*IMPORTANT\*\* Do not click on the observation form at this point in the evidence collection process - that action will open the form in a second tab which may result in the data not syncing properly. Only open the Evidence Collection Tool at this time.**

**Move or resize** the Evidence Collection Tool:

1. Click on the words **Evidence Collection** in the top bar of the Toolbox.
2. Hold the mouse down and drag the box.



### Access more information about the Criteria or Components

1. Click on the triangle next to the criterium or component
2. This will bring up the component and it's description in a fly-out window
3. Move the mouse away from the fly-out to close the window

### Enter evidence

1. Type into the Evidence box, tapping Enter or Return after each piece of evidence
2. Use the 's' and 't' shortcuts to designate student or teacher. The entire word will pop into place when you click the letter
3. Create your own shortcuts by clicking the Settings gear next to the words, Keyboard Shortcuts:

