

Evidence

Evidence collection and sharing is vital to creating a transparent evaluation process and supporting educator growth. EdReflect provides a variety of ways for both learners and observers to collect, tag, and share evidence to foster more meaningful conversations about teacher learning and growth. EdReflect helps identify opportunities for growth, so educators can focus their time on the resources that will support their professional learning to become more effective educators.

Uploading and Sharing Artifacts

To meet your goals as an educator, it is essential to collect and share evidence and data to track your growth and provide additional notes within an observation.

Examples of artifacts include:

- Lesson plans
- Student work samples
- Student achievement data
- Exit tickets from a classroom lesson
- Classroom photos
- Parent communications
- And much more

To help meet your goals, EdReflect provides a private, personal space to upload, collect, store, and share evidence and notes. To support your professional learning, the Artifacts tab in the E-Portfolio allows learners to upload and organize artifacts to easily track your progress and share evidence of growth.

To Add Artifacts to Your E-Portfolio

1. [Log in](#) to EdReflect
2. Click on “Visit My E-Portfolio” to the right of your profile picture
3. Click on the purple “Artifacts” tab
4. Upload artifacts in one of two ways:

* We're Here to Help

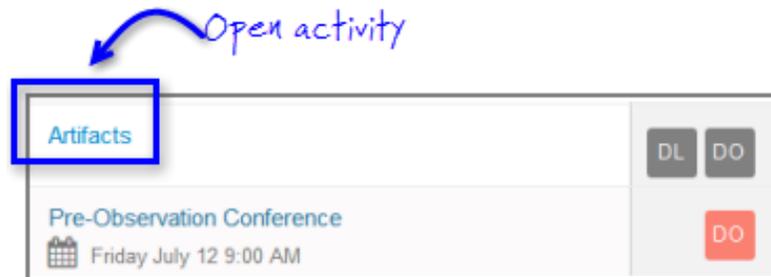
We know professional growth takes a great deal of time and effort; our mission is to provide you with the tools and resources to make this process as rewarding as possible. Should technical issues arise, feel free to contact our Support Team anytime.

Email
support@edreflect.com

Option 1 (Learners Only)

Upload artifacts directly into your EdReflect E-Portfolio by clicking the “Artifacts” tab in your e-Portfolio.

All artifacts uploaded in this way are totally private until you decide to share them in an observation or meeting activity. By having a robust portfolio full of artifacts, you can be more reflective of your practice and much better equipped to demonstrate evidence of your professional growth.

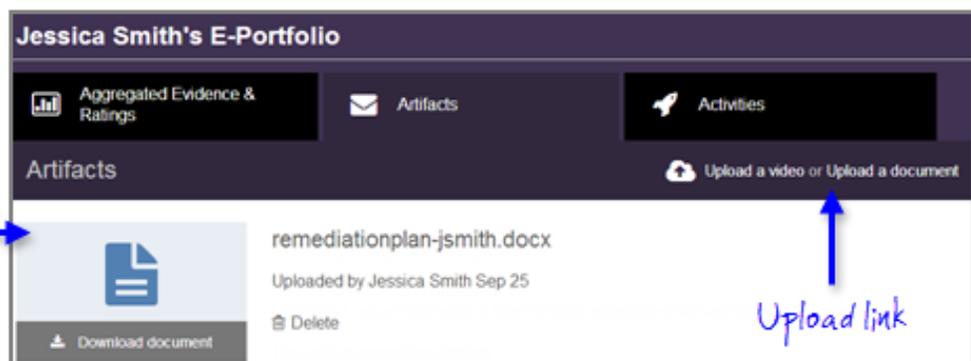


Option 2 (Learners & Observers)

Upload artifacts into EdReflect directly through an observation or meeting activity. All artifacts uploaded directly to an activity in this way are automatically added to a learner’s E-Portfolio and shared with the observer.

To learn more about the specifics of uploading artifacts and the differences between uploading methods, [click here](#). For more information about manipulating artifacts in EdReflect, [review this support article](#) on renaming and removing artifacts and deleting artifacts.

All uploaded artifacts display in the pane, including those uploaded within activities



Collecting and Tagging Evidence

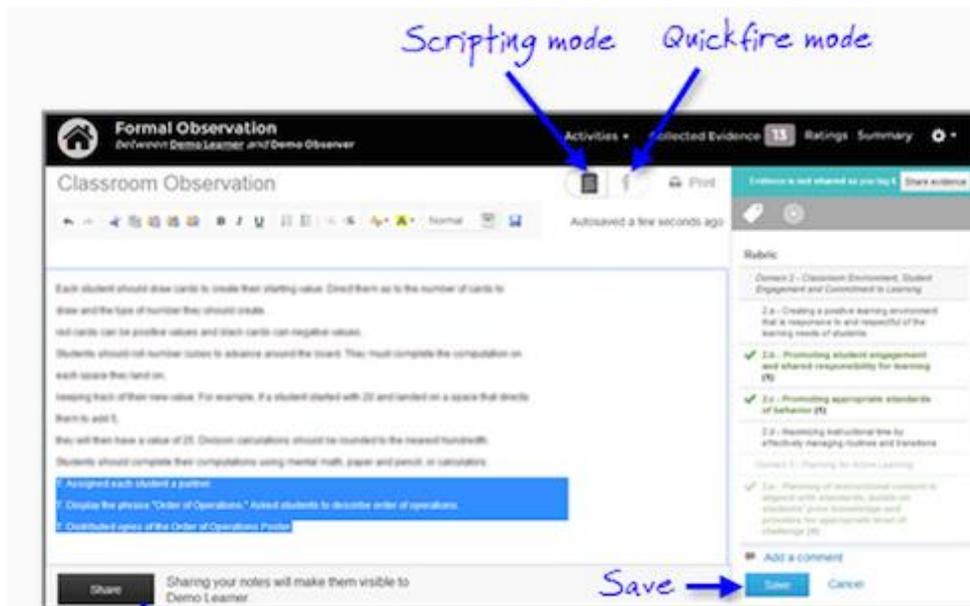
EdReflect’s tools for evidence collection allow both learners and observers to collect, tag, and share evidence, facilitating discussions focused on goals and evidence of practice. EdReflect’s evidence and support features are described below.

Collecting Evidence

There are two methods to collect evidence within EdReflect:

1. The scripting feature can be enabled for observers to take and enter notes during an observation or meeting activity.
2. Quickfire allows observers to quickly take notes that include a timestamp. Quickfire is particularly useful for observers looking to collect evidence on pacing and transitions during an observation.

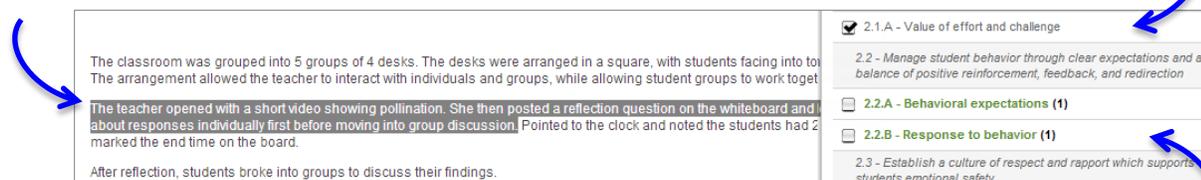
To learn more about using scripting and Quickfire, [click here](#).



Tagging Evidence

Tagging, a valuable feature for both observers and learners, allows users to highlight specific evidence and align it with rubrics and/or goals. Observers and learners can collect and share progress by uploading artifacts or using notes collected through scripting, then tag directly to a rubric indicator or specific goal. Tagging also allows evidence to be aggregated under indicators on the rubric to facilitate evidence-based discussions between observers and learners.

Select text



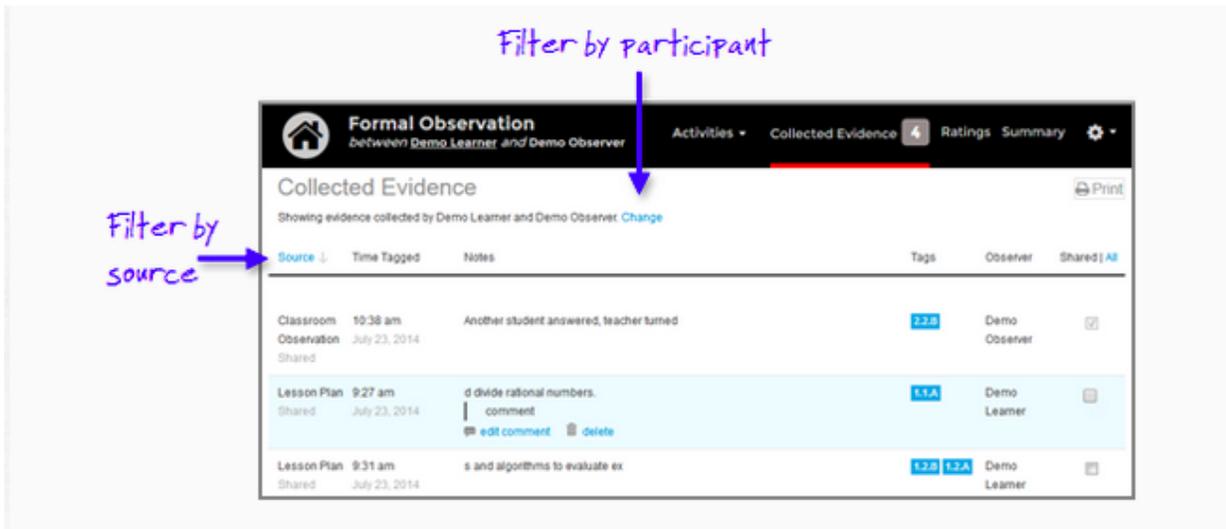
Select indicator

Saved indicator is green

The Comments section, at the bottom of the indicator pane, is a space to collect thoughts, advice, or general praise on each piece of tagged evidence. The comment feature creates transparency and encourages dialogue throughout the observation process. To learn about tagging and sharing evidence to a rubric or goal, [click here](#).

Viewing Evidence

As the evaluation process progresses, it is important to track trends within observations, lesson plans, and goals. Each observation's collected evidence is found on the Collected Evidence tab. Within this tab, learners and observers can view, edit, delete, comment on, and share the stored evidence. For more information on Collected Evidence, [click here](#).



Once the observation has been shared, all tagged evidence is also available for viewing by both observers and learners on the AE&R page.

Sharing Evidence

Sharing collected evidence shows progress and is vital for transparency in discussing professional learning. Below are three learner options for sharing only the pieces of evidence you want, when you are ready.

1. Click on the "Share Evidence" button at the top of the indicators panel within a scripting step. For more information on this method, [click here](#).
2. Modify the share status of collected evidence using the "Collected Evidence" tab. To learn more, [click here](#).
3. To share all evidence, click on the "Share All Activities and Evidence" button found within the gear icon on the upper right. To view the individual steps that have been shared within the observation, click on "What's Been Shared?"

To learn more about all options for sharing evidence, [click here](#).