

## Implementing the Plan- Artifacts

### Purpose

Evaluators use both observations and artifacts as evidence to inform formative and summative evaluations. After an evaluator approves an educator's goals, both educators and evaluators may submit artifacts to the online Employee Development and Feedback System throughout the year. Artifacts show how an educator is meeting goals and standards. They allow educators to communicate aspects of their practice that are not always apparent during observations.

### How it Works

#### Educators and Evaluators

- Collect artifacts as the plan is implemented and use those artifacts to assess proficiency in each standard and progress on each goal.
- All artifacts should be submitted electronically in the EDFS. Many educators take pictures, screenshots, or scanned artifacts that were not originally in an upload-able format. [Click here for a table of Artifacts submitted last year.](#)
- Use a clear naming convention to make sure that an artifacts are easily downloadable and well-organized:
  - Use short descriptive file names (e.g., PresentPerfectUnitPlan.docx) using fewer than 50 characters, and
  - Make sure that every file has the appropriate extension (.doc, .docx, .pdf, .jpg, .mov).
- For each artifact include:
  - a specific description of the artifact using fewer than 250 characters;
  - a clear rationale of how the artifact demonstrates progress toward goals or proficiency in standards. [Click here for examples of well-written rationales.](#)
  - tags indicating relevant goals and elements.

#### Best Practice Corner

- ✓ *Upload as you go.* Educators recommend uploading artifacts over the course of the year, rather than all at once as a strategy for time management.
- ✓ *Quality matters more than quantity.* Evaluators report that high quality artifacts with clear rationales that reflect a direct impact on student learning provide far more insight for evaluation than numerous artifacts without clear rationales.
- ✓ *Streamlined Evidence.* Educators have the option to tag an artifact to multiple standards or elements, however evaluators suggested that identify the 1-2 rubric elements that an artifact best exemplifies aided in assessing an educator's effectiveness.
- ✓ *Representative Evidence.* Artifacts should reflect a scope of evidence that is appropriate for interpretation. For example, a sampling of student work or analysis of the performance of a group of students provides more robust evidence than a single student's work.
- ✓ *Responsive Evidence.* Review district priorities, school priorities, and goals before selecting artifacts to upload. Artifacts are good opportunity for educators to highlight how they are being responsive to priority areas.