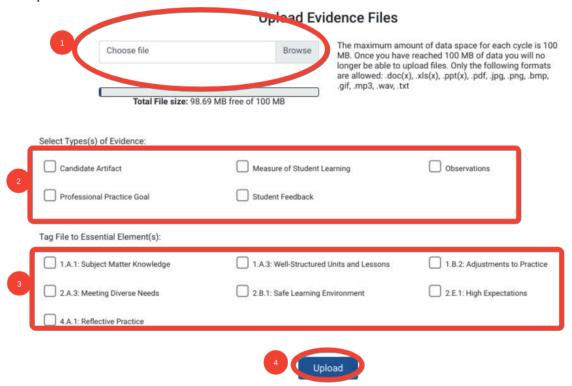
Uploading Evidence in the CAP Online Platform

Throughout the semester, you will be asked to upload evidence into the CAP Online Platform. To make tracking this evidence easier, please follow the instructions below.

- 1. Choose the file you will be uploading.
 - a. Prior to choosing this file, make sure that it is given a specific name that indicates both the specific type of evidence it is being included to support and the contents of the file Examples:
 - "Student Feedback-Student Survey Results-"
 - "Announced Observation 1-Lesson Plan"
 - "Professional Practice Goal-Student Work Sample"
 - "Measure of Student Learning-Pre and Post Test Scores"
- 2. Select which type of evidence you are uploading.
- 3. Choose which "Essential Elements" are being addressed with this file
- 4. Upload the file



To upload documents to the CAP Online Platform, name your document, select type of evidence and tag file to essential element then click upload.

Please upload any additional evidence throughout your Practicum that aligns with the Essential Elements and you wish to add to your CAP Online Platform.

Document Name	Select Type of Evidence	Tag File to Essential Element(s):
-Announced Observation 1- SLP -Unannounced Observation 1-SLP (name the other two observation SLPs accordingly)	Observation	Choose which Essential Element(s) are being addressed with these files.
-Announced Observation 1 Student Work Sample(s) -Unannounced Observation 1-Student Work Sample(s) (name the other two observation student work sample(s) accordingly)	Observation and Candidate Artifact	Choose which Essential Element(s) are being addressed with these files.
-Announced Observation 1 Self Reflection -Unannounced Observation 2 Candidate Self Reflection (name the other two self reflections accordingly)	Observation	Reflective Practices
-Measure of Student Learning Student Assessment -Measure of Student Learning Data Results -Measure of Student Learning Reflection	Measure of Student Learning	Choose which Essential Element(s) are being addressed with these files.
-Student Feedback Survey	Student Feedback	Choose which Essential Element(s)

-Student Feedback Data Summary -Student Feedback Reflection		are being addressed with these files.
Document Name	Select Type of Evidence	Tag File to Essential Element(s):
For Additional Evidence- (Focus Elements)		
Well Structured Lesson Evidence and paragraph	Candidate Artifact	Well Structured Lesson and any additional Essential Elements that are being addressed.
And so on for the other pieces of Additional Evidence (Focus Elements)		
For Pre-Practicum documents— (Course Name) Pre-Practicum Log/Report	Candidate Artifact	Choose which Essential Element(s) are being addressed with these files.