

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

The screenshot shows the 'Upload Evidence Files' interface. Step 1 highlights the file selection area, which includes a 'Choose file' button, a 'Browse' button, and a progress bar showing 'Total File size: 98.69 MB free of 100 MB'. To the right, a text box states: 'The maximum amount of data space for each cycle is 100 MB. Once you have reached 100 MB of data you will no longer be able to upload files. Only the following formats are allowed: .doc(x), .xls(x), .ppt(x), .pdf, .jpg, .png, .bmp, .gif, .mp3, .wav, .txt'. Step 2 highlights the 'Select Type(s) of Evidence:' section, which contains five checkboxes: 'Candidate Artifact', 'Measure of Student Learning', 'Observations', 'Professional Practice Goal', and 'Student Feedback'. Step 3 highlights the 'Tag File to Essential Element(s):' section, which contains seven checkboxes: '1.A.1: Subject Matter Knowledge', '1.A.3: Well-Structured Units and Lessons', '1.B.2: Adjustments to Practice', '2.A.3: Meeting Diverse Needs', '2.B.1: Safe Learning Environment', '2.E.1: High Expectations', and '4.A.1: Reflective Practice'. Step 4 highlights the 'Upload' button at the bottom center.

Upload Evidence Files

1. Choose file | Browse

Total File size: 98.69 MB free of 100 MB

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2. Select Types(s) of Evidence:

☐ Candidate Artifact ☐ Measure of Student Learning ☐ Observations
☐ Professional Practice Goal ☐ Student Feedback

3. Tag File to Essential Element(s):

☐ 1.A.1: Subject Matter Knowledge ☐ 1.A.3: Well-Structured Units and Lessons ☐ 1.B.2: Adjustments to Practice
☐ 2.A.3: Meeting Diverse Needs ☐ 2.B.1: Safe Learning Environment ☐ 2.E.1: High Expectations
☐ 4.A.1: Reflective Practice

4. Upload

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 And so on for the other pieces of Additional Evidence (Focus Elements)	Candidate Artifact	Well Structured Lesson and any additional Essential Elements that are being addressed.
For Pre-Practicum documents– (Course Name) Pre-Practicum Log/Report	Candidate Artifact	Choose which Essential Element(s) are being addressed with these files.