

## Add Supporting Documents to an Evaluation

Last Modified on 10/22/2022 10:11 am CDT

Complete the following steps to add supporting documentation to an evaluation. Once supporting documents are added to an evaluation and sent to the employee or evaluator, the document cannot be deleted or updated by anyone other than the initial person who added it.

The File Upload	option is	enabled	by the	Staff	Evaluations	administrator	and may	not be
available.								

Video files cannot be uploaded.

1. Click the Show Details link in the File Upload section.

## Result

The following screen displays.

The Terms and Conditions checkbox must be selected or Campus will not allow you to upload.

File Upload Hide Details						
Uploaded Files						
Action	Туре 🌲	Display Name	Upload Date	Uploaded By		
No Results Found	d.					
Upload Files Click "Choose File Choose File(s)	_	dgement and click "Upload".				
I consent to b	be bound by the Terms and	d Conditions of the Acceptable Use	e Policies of both the Distri	ct and Infinite Campus.		

2. Click the **Choose File(s)** button.

## Result

The Choose File to Upload window displays.

쑦 Favorites	Staff Evaluation	s library	Arrange by:	Folder 🔻
<ul> <li>Libraries</li> <li>Documents</li> <li>Downloads</li> <li>Sandbox</li> </ul>	Name  Staff Eval (1)  C:\Users\sara.smith\My	Date modified	Туре	Size
Staff Evaluations	🔁 Example File	1/8/2013 1:1	Adobe Acro	656 KB
♥️ Computer 역후 Network				
File	name: Example File	- All	Files (*.*)	•

Navigate to the file you want to upload, select the file and click Open.
 Result

The editor display	s.
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File Uj Hide D					
Uploa	ded Files				0
A	tion Ty	∕pe ≜	Display Name	Upload Date	Uploaded By
No Re	sults Found.				
Click "	<u>d Files</u> Choose File(s)", che Display Name	ck the acknow	ledgement and click "Upload".	Upload Type	Size
X	Example File		Lesson Plan Example	LP: Lesson Plan	▼ 0.64 MB
Cho	ose File(s)				

4. Select an **Upload Type** to identify the information in the file.

Options are determined by the Staff Evaluations administrator. If your district uses the Human Resources module, options will include the following: Cont. Education, Form, Lesson Plan and Student Assignment.

- 5. Enter any additional **Comments** about the file.
- Click the **Upload** button.
   **Result**

Campus adds the file to the evaluation and a confirmation message displays.

7. Click **OK**.

## Result

The file displays in the Uploaded Files table.

ile Upload ide Details				
Iploaded File	es			
Action	Type 🌲	Display Name	Upload Date	Uploaded By
× 👳	Lesson Plan	Example File	01/30/2014	Smith, Karen

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