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.

2. Click the **Choose File(s)** button.
   Result
   The **Choose File to Upload** window displays.

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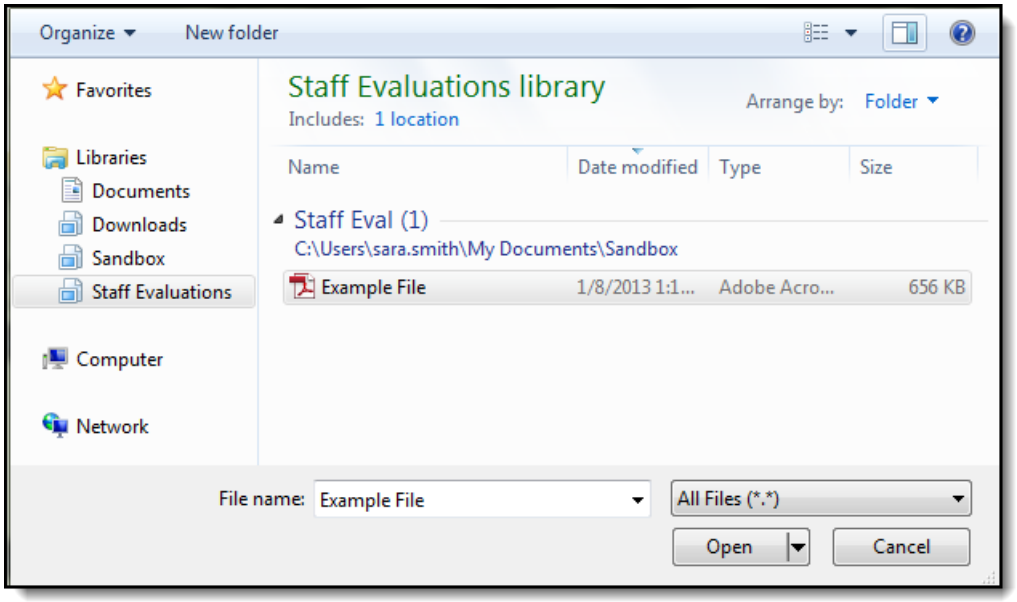
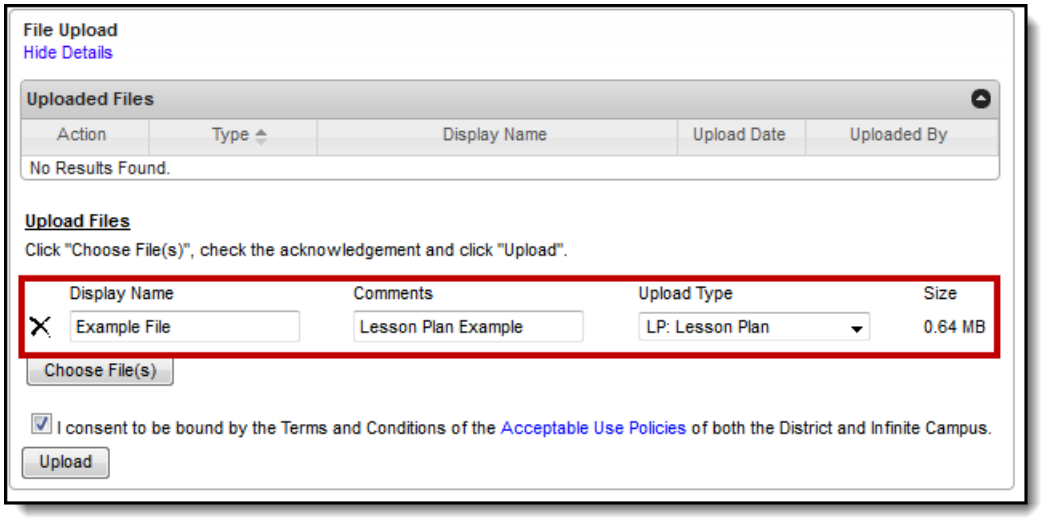


3. Navigate to the file you want to upload, select the file and click **Open**.
   Result
   The editor displays.



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.
6. 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.

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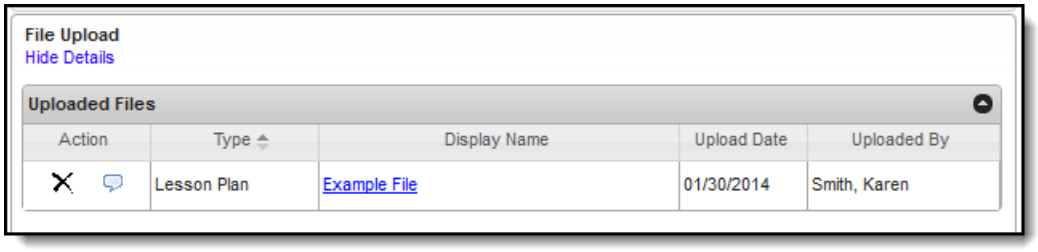

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