

# Upload Evidence

On this page:

[General Information](#) [Instructions](#)

[Search](#)



*Available reports vary by program and role.*

You can upload student artifacts for alternative assessments to measure student skills and subject comprehension. You can upload artifacts at any time during the testing session.

On the **Score Alternative Student Tests** page, selected student(s) and their scoring statuses display. The statuses (**Not Started**, **In Progress**, or **Completed**) indicate the student's place in the scoring process.

Artifact file size cannot exceed 30 MB.

▼ [Only the following file types are supported...](#)

Artifact	File Type
Document	.doc, .docx, .pdf, .odt
Photo	.png, .pns, .gif, .jpg, .jpeg, .jpe, .jpf, .jpx, .jp2, .j2c, .j2k, .jpc
Video <sup>1</sup>	.flv, .asf, .qt, .mov, .mpg, .avi, .wmv, .mp4, .3gp, .f4v, .m4v, .mpeg, .mkv, .rm

<sup>1</sup> You can only upload videos recorded on a device that supports Adobe Flash player.

## Step-by-Step



### Read It

(Click  to view image)

1. From **Testing**, select **Student Tests**. 
2. Type a student name into the search field, and click **Search**. 
3. Click the checkbox next to the student test. 
4. Click **Select Tasks**, select **Score Alternate Student Tests**, and click **Start**. 

*If you selected a student with a **Not Started** status, continue with step 5. Otherwise, skip to the step 6.*

5. Select a setting from the list to indicate where the student received instruction, and then click **Save**. 
6. Click the **+** sign next to the objective, select/type details, and click **Save**. 

7. Click **Choose File**, select the file to upload, and click **Upload**. 

Before uploading the artifacts, click the **+** sign next to the **Artifact Requirements** to review the required number (minimum and maximum) of artifacts. *You can only upload artifacts for a completed objective* (indicated by a solid green checkmark ).

8. Click **Choose File** and select the file, or drag and drop the file. Click **Upload**.

- To view an artifact, select the artifact, and click **View**.
- To download an artifact, select the artifact, and click **Download**.
- To delete a previously uploaded artifact, select the artifact, and click **Delete**. 

[Back to the top](#)