

Upload Evidence

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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 ¹	.flv, .asf, .qt, .mov, .mpg, .avi, .wmv, .mp4, .3gp, .f4v, .m4v, .mpeg, .mkv, .rm





¹ 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**. 

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