

## Steps for Submitting Artifacts

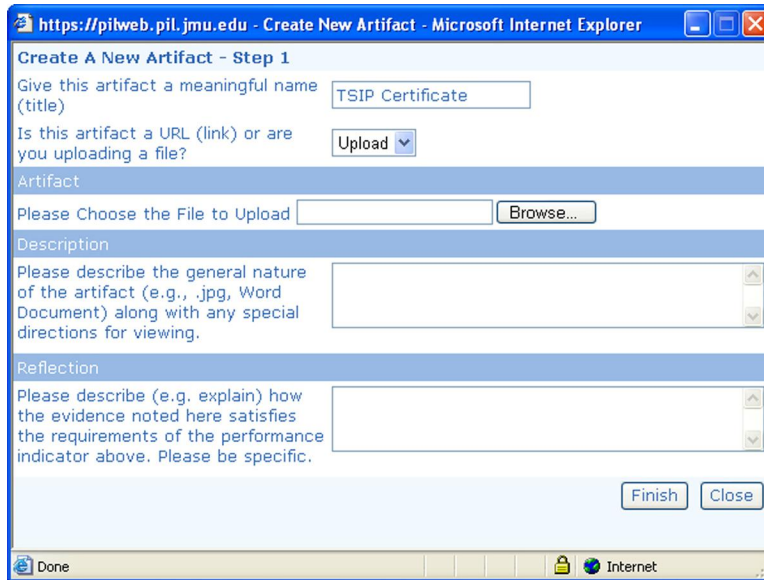
1. Create account
  - Go to <https://pilweb.pil.jmu.edu/vcop/login.aspx>
  - Click on “Create Account” in the blue bar of the login box.
  - Use the password for your VCOP. Your VCOP Manager can supply this password.
  - Enter information. Once you have submitted, your username will show up at the bottom of the box. Your username will be the first six letters of your last name plus your first and middle initial.
  
2. Complete the Essential Conditions Survey and Self-Assessment.
  - Go to <https://pilweb.pil.jmu.edu/vcop/login.aspx>
  - Login with your username and the password you selected when you created the account.
  - The first time that you log in you will only have the option to go to the Essential Conditions Survey. You will need to complete the survey before you can do anything else.
  - Once you complete the survey, you will have the option to complete the self-assessment. You will need to complete this before moving on!

### 3. Submit Artifacts

- You will now have a “View Current Status” link. Click here and you will see a table of the performance indicators.
  - Each letter represents the performance indicators for each particular standard. Click on the performance indicator to submit artifacts for that indicator.
- |     |   |   |   |   |   |
|-----|---|---|---|---|---|
| I   | A | B |   |   |   |
| II  | A | B | C | D | E |
| III | A | B | C | D |   |
| IV  | A | B | C |   |   |
| V   | A | B | C | D |   |
| VI  | A | B | C | D | E |
- For each performance indicator, you have the following options – You can click on **Description** for a description of the indicator, **Plan** to enter ideas in your Individual Development Plan, **Evidence** for suggestions for artifacts, **Model** for examples of submissions made by other teachers, or **Portfolio** to submit your artifact.

Standard I. Technology Operations and Concepts				
Rubric I.A	Teachers demonstrate introductory knowledge, skills, and understanding of concepts related to technology (as described in the <i>ISTE National Educational Standards for Students</i> .)			
Description	Plan	Evidence	Model	Portfolio
Request Evaluation				
Criteria	Approaching	Meets	Exceeds	
Support learner-centered strategies		Has mastered all of the state required technology	Exceeds is Not Available for this Rubric.	

- When you click on Portfolio, you will select whether you want to upload a new artifact or update an existing artifact.
- Select Upload/Link New Artifact.



- Upload your artifact.
  - Give the artifact a title.
  - Select whether you want to link to a location on the web or upload a file. If you want to upload a file, select “upload.” Browse to locate the file.
  - Complete the description. This provides information about the file. Is it a JPG or PDF file. Do you need a particular program, i.e., Word, to open the file? Does the Evaluator need a particular program to view the file?
  - Complete the reflection. This is an important part of the process. It provides the explanation for why the artifact meets the standard and lets the evaluator know what to look for in the artifact.

4. Request Evaluation. Once you have submitted everything that you want the evaluator to consider, click on Request Evaluation.

Standard I. Technology Operations and Concepts				
Rubric I.A	Teachers demonstrate introductory knowledge, skills, and understanding of concepts related to technology (as described in the <i>ISTE National Educational Standards for Students</i> .)			
Description	Plan	Evidence	Model	Portfolio
Request Evaluation				
Criteria	Approaching	Meets	Exceeds	
Support learner-centered strategies		Has mastered all of the state required technology	Exceeds is Not Available for this Rubric.	

5. Check your status. Evaluation Summary will let you see the status of the artifacts. Once the artifact has been evaluated, the table of performance indicators will be color coded.