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Add Goal Evidence



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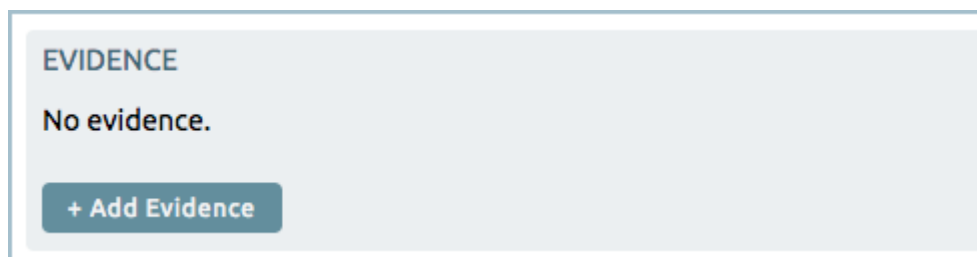
3 months ago · Updated

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As part of the Goal Setting feature in Strive, you can **Add Evidence** to support your goal achievement. The evidence can be added in four category types:

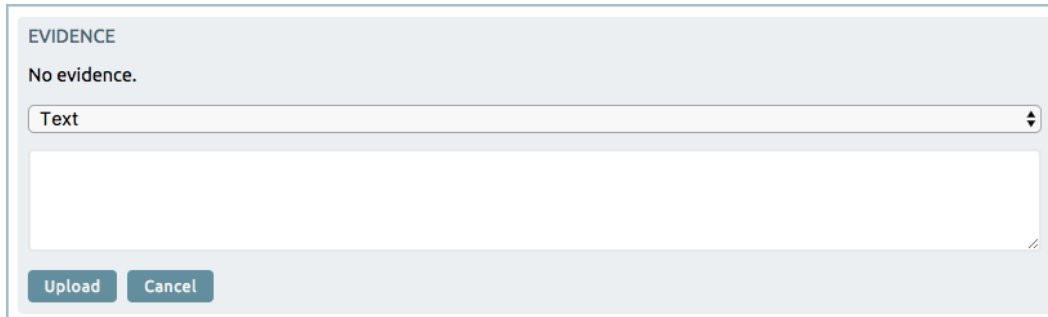
- Text
- File Upload
- Link
- Workshop Portfolio Entry

In an approved goal, scroll down to the Evidence section of the screen and click the **+Add Evidence** button to select the option for the type of evidence you will attach to your goal.



Text

A text field is generated for you to add text information as part of your evidence. This could be a copy & paste from a document or used as a reflection component for you to submit artifacts or evidence supporting how you are working toward your goal. By clicking and dragging the bottom corner of this text box, it can be expanded to a larger field.

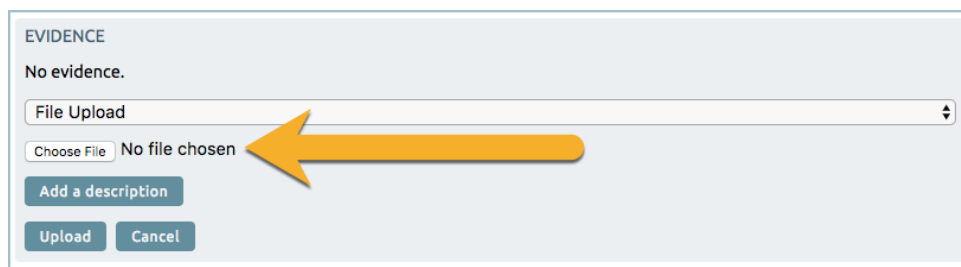


The screenshot shows a form titled "EVIDENCE" with the text "No evidence." below it. There is a dropdown menu currently set to "Text". Below the dropdown is a large, empty text input area. At the bottom of the form are two buttons: "Upload" and "Cancel".

File Upload

Use this option to upload an image, PDF, document, audio or video file as part of the evidence toward goal attainment. Click the **Choose File** button and then **Upload** when ready to upload the file. Click the **Add a Description** button to open a text box to enter information or a reflection about the uploaded file.

Note: Video files can be added as evidence to a goal. When attaching a video file, please note that the file will have to be downloaded by the appraiser or appraisee before it can be viewed. The maximum file size per attachment is 1 GB. Eduphoria strongly encourages appraisers and appraisees to upload video files to a streaming site such as Google Drive or Dropbox so that videos do not have to be downloaded in order to view. In this case, goal evidence can be attached as a link to the site instead.

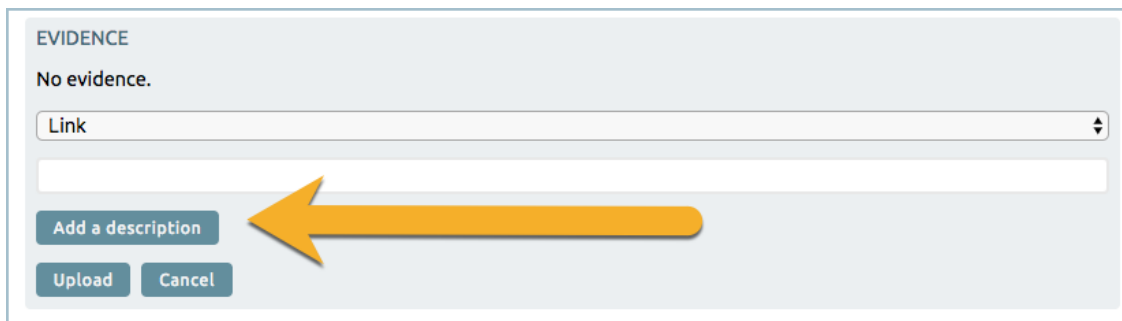


The screenshot shows the "EVIDENCE" form with "No evidence." displayed. The dropdown menu is now set to "File Upload". Below the dropdown, there is a "Choose File" button followed by the text "No file chosen". A large yellow arrow points to the "Choose File" button. Below this are buttons for "Add a description", "Upload", and "Cancel".

Link

Use the Link option to add a link to an outside website, shared collaborative file (make sure you have assigned rights to view to your appraiser), an online chat, or other website to be included as evidence toward goal attainment. Copy and paste a URL or weblink in the blank provided by choosing this option. Click the **Add a Description** button to open a text box to enter information or a reflection about the link you provide.

Note: Eduphoria strongly encourages appraisers and appraisees to upload video files to a streaming site such as Google Drive or Dropbox so that videos do not have to be downloaded in order to view. In this case, goal evidence can be attached as a link to the site.



The screenshot shows a form titled "EVIDENCE" with the text "No evidence." below it. A dropdown menu is open, showing "Link" as the selected option. Below the dropdown is a text input field. At the bottom of the form are three buttons: "Add a description", "Upload", and "Cancel". A large yellow arrow points from the right towards the "Add a description" button.

Workshop Portfolio Entry

Click this option to open a drop-down menu of your Workshop Portfolio items to sync as evidence you are attending PD tied to your goal statement. Click the **Add a Description** button to open a text box to enter information about the workshop or a reflection about the contents and learning from the professional development opportunity.



The screenshot shows the same "EVIDENCE" form. The dropdown menu is now open, showing "Workshop Portfolio Entry" as the selected option. Below it, the option "Ditch That Textbook Online Book Study (PK-12)" is highlighted with a yellow oval. The "Add a description", "Upload", and "Cancel" buttons are still visible at the bottom.

You can add as many artifacts of evidence as you need to show you are working toward goal attainment.



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