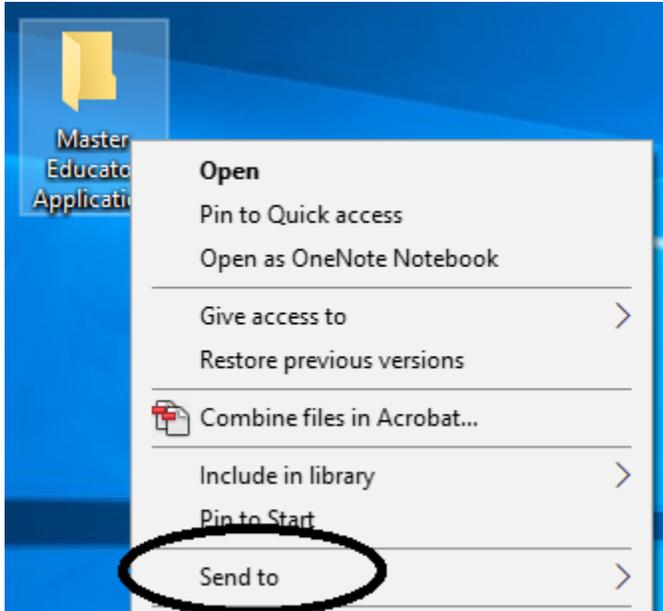


## Tips for Submission

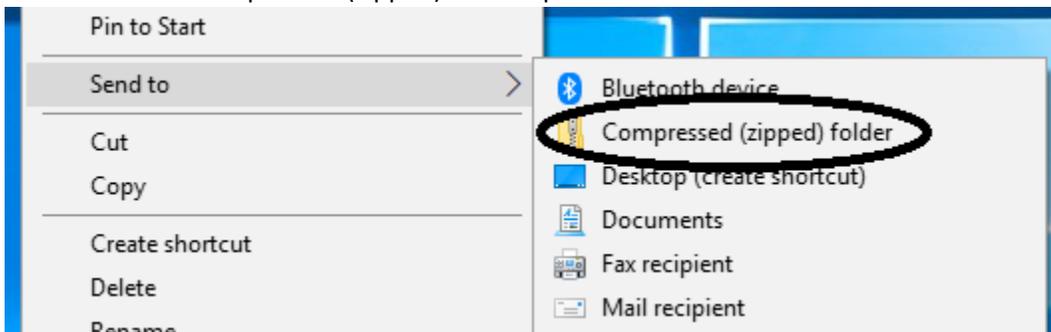
- We will accept all versions of the assurance form.
- You will receive an email to confirm that the file(s) were uploaded successfully.

If you have multiple documents, please submit in a compress/zipped folder. Follow the instructions below to create a compressed folder.

- 1) Right click on the folder and select the Send To option.



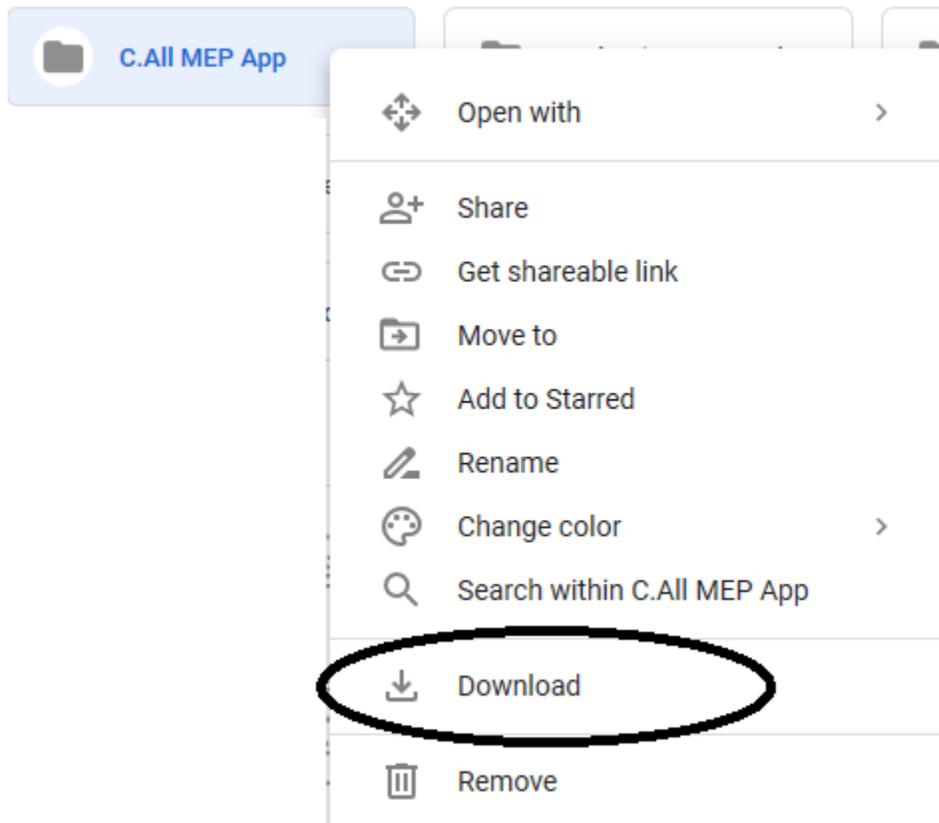
- 2) Then select the Compressed (zipped) folder option



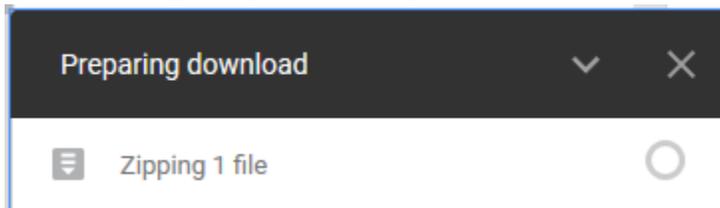
- 3) Save to desired location on your computer. Then upload to the appropriate regional submission link.

## Google Drive Folder

- 1) If you have multiple documents within a Drive folder, you can submit your entire folder. To do so, from the primary or main Google Drive home page right click on the folder that holds submission materials. Select the option to Download.



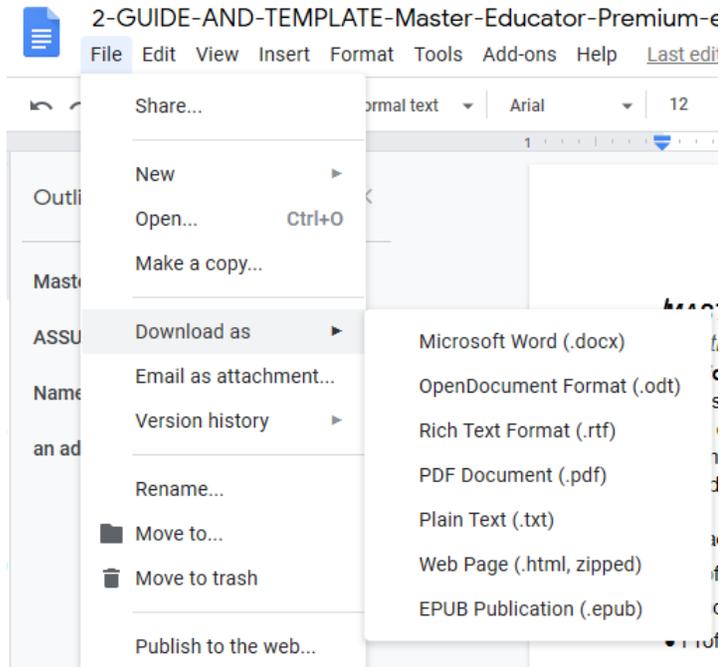
- 2) A small window will appear in the lower right hand side of the page that indicates the files are being compressed or zipped.



- 3) You will then have the option to select a location on your computer to save the zipped folder.

## Google Drive Single File

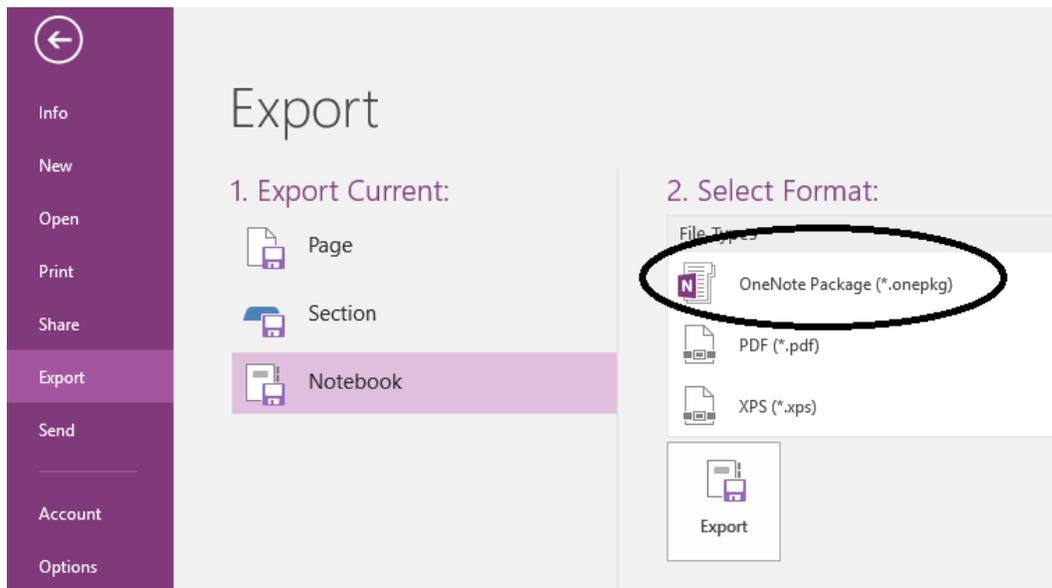
- 1) If you have created a single file with hyperlinks to artifacts, you can also download as a Word or PDF file (I have heard that some hyperlinks are easier to open if the Goggle Doc is downloaded as a PDF). Select File<Download as<Microsoft Word or PDF Document.



- 2) After the document downloads, please verify that all hyperlinks are accessible. Log out of your Google account. Open the downloaded document and select the hyperlinks to open. This will mimic the level of access that an evaluator has.

### Microsoft OneNote

- 1) Click File, then select the options for Export > Notebook > OneNote Package.



- 2) Select a location on your computer to save the file. Select the appropriate submission link and locate the exported notebook to upload.

## Teacher Vitae

- 1) Once you have created and finalized an electronic portfolio, you can now download your submission file.

▼ Master Educator Premium Portfolio Submission For Tricia Smith (2018-2019 - Not Scheduled)

Standard 2: Professional Collaboration and Partnerships  
Raw: 0.00, Avg: 0.00, Ans: 0 / 4

Standard 3: Students and Learning Environment  
Raw: 0.00, Avg: 0.00, Ans: 0 / 6

Standard 4: Professional Growth  
Raw: 0.00, Avg: 0.00, Ans: 0 / 4

Standard 5: Content, Instruction and Assessment  
Raw: 0.00, Avg: 0.00, Ans: 0 / 9

Assurances  
Raw: 0.00, Avg: 0.00, Ans: 0 / 4

Scoring Summary

Finalize Document  
Mark Complete, Share Document, Signatures

### Finalize Document

#### Complete and Share

Mark this User Artifact complete. A User Artifact that is marked complete signals that this artifact is complete. The user who is the author of this artifact can mark this artifact as not complete at any time to make additional modifications.

#### Sign and Comment

**Digital Signature: Evaluatee: Tricia Smith**

Checking this box qualifies as the evaluatee's digital signature for the evaluation. Signing this does not constitute agreement with its contents, but indicates that this evaluation has been shared with the evaluatee. Consult district policy on steps to take to file a written rebuttal, should the evaluatee deem that a rebuttal is necessary

Date:

- 2) Navigate to your Finalized Master Educator Premium Portfolio Submission Artifact
  - a. Hover over More
  - b. Click Export MEP Package
  - c. This will create a zip file that can be added to the file transfer site. It will bundle your submission form complete with links to your additional Artifacts along with all your Artifacts.
  - d. The zip file will be downloaded to your computer.

| School... | Name   | Form / Description  | Type     | Status      | Action         |
|-----------|--|---|----------|-------------|----------------|
| 2017-2018 | Resume   | Basic Document (with optional Attachments)                | Artifact | In Progress | Edit View More |
| 2017-2018 | National Board Cert  | Master Teacher Artifact [Standard 4: Professional Growth] | Artifact | In Progress | Edit View More |
| 2017-2018 | transcript   | Basic Document (with optional Attachments)                | Artifact | In Progress | Edit View More |
| 2017-2018 | resume   | Basic Document (with optional Attachments)                | Artifact | In Progress | Edit View More |
| 2018-2019 | TEST Teacher Vitae Master Educator Premium Portfolio Submission TEST | Master Educator Premium Portfolio Submission              | Artifact | Finalized   | Edit View More |

1 - 50 items per page

- Print Document
- Create PDF Copy
- Export MEP Package
- Move Document
- Share Document
- Delete Document

## Submission Site

- 1) Select the submission link based on the region in which your school district is located. Fill in the requested information.

Citrix **ShareFile**

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To continue, please enter your information below.

Email

First Name

Last Name

Company

Remember Me

Your information will be used for internal tracking purposes only. It will not be shared with third parties.

- 2) Select the portfolio file(s) for submission.

Citrix **ShareFile**

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File Request from Chrystal Allen at OSBE



Drag files here

[Browse files](#)

- 3) Once you have selected the file(s), click on the blue upload button in the bottom left-hand corner.

- 4) A message will display indicating the file(s) have been uploaded. You will also receive an automated email verifying that files have been uploaded.



2-GUIDE-AND-TEMPLATE-Master-Educator-Premium-ePortfolio v2.pdf

Uploaded

340.99 KB