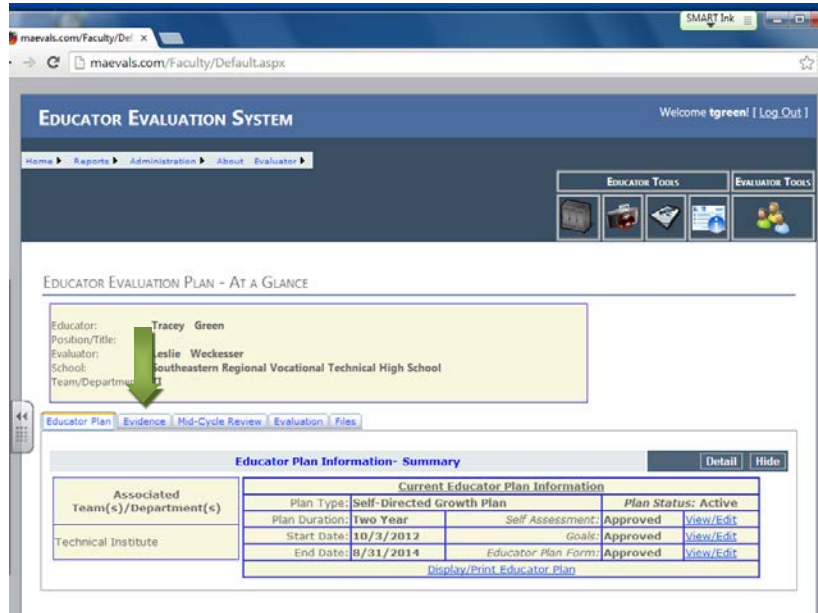
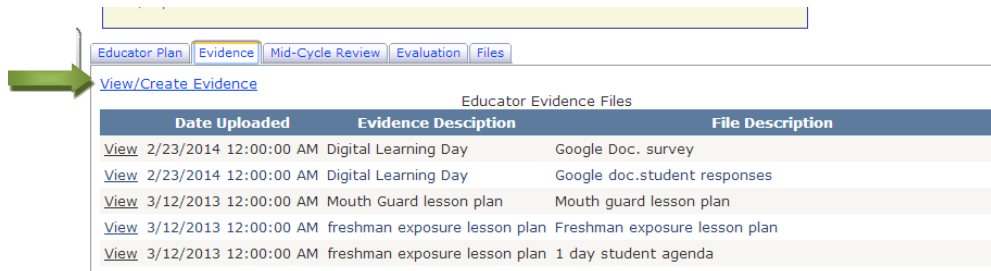


ADDING EVIDENCE - Nine easy steps

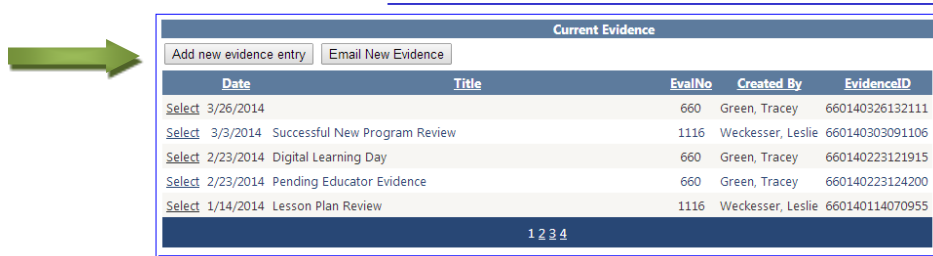
1. Log in to maevals.com
2. Locate EVIDENCE tab



3. Locate View/Create Evidence click to open



4. Click on Add new evidence entry



5. The next screen should look like this. Give your evidence a title (1). Write a short accurate description of evidence in the detailed description area (2). Edit if needed (3).

The screenshot shows the 'Current Evidence' form. At the top, there is a button 'Email New Evidence'. Below it is a tabbed interface with 'Evidence Associated Information' selected. To the right of the tabs are buttons for 'Overview', 'Standards', 'Files', 'Goals', 'Email', and 'Return'. Below the tabs are links for 'Edit' and 'Return'. The 'Title:' field is highlighted with a callout '1'. The 'Detailed Description' text area is highlighted with a callout '2'. The 'Date:' field shows '3/26/2014'. At the bottom, there is an 'Evaluator Feedback:' section.

6. If you would like to link the evidence to your goals click “Goals”. Choose “**Goal to Link to Evidence**” not GOALS in yellow. Your goals should pop up. Click the goal you want your evidence to attach to, then the Add button. *(you do not need to link your evidence)*

The screenshot shows the 'Current Evidence' form with the 'Goals' dropdown menu open. The dropdown menu lists several goals, with 'Choose Goal to Link to Evidence' selected. A green arrow points to the dropdown menu. The 'Add' button is visible next to the dropdown.

7. If it is not the goal you wanted, click delete

The screenshot shows the 'Current Evidence' form with the 'Associated Goals' table. The table has columns for 'GoalDescription', 'GoalNarrative', 'PAAction', and 'PASupports'. A green arrow points to the 'Delete' button next to the first row of the table.

GoalDescription	GoalNarrative	PAAction	PASupports
Create lessons for freshman exploratory/exposure and enroll a freshman class	During this academic year, I will research and create lessons that include differentiated instruction and performance based evaluations to educate the freshman students.I will also begin the sophomore curriculum.	I will create lesson plans for each of the 10 freshmen cycles. I have observed shop and academic teacher classes to infuse some different strategies into my curriculum. I will work with a Science teacher to set up open response questions.	Time and meetings with my supervisor.

8. If you would like to link your evidence to “Standards , click the yellow standards tab. Choose a category from the drop down menu, then ADD.

Display/Print Educator Plan

Current Evidence

Email New Evidence

Evidence Associated Information Overview Standards Files Goals Email Return

Add Link to Standards

Standard: Curriculum, Planning and Assessment

Indicator: Curriculum and Planning

Element: Subject Matter Knowledge

Add

Associated Standards

Evidence not linked to any standards

9. Finally, if you satisfied with your entry click “Email New Evidence”. It will go directly to your supervisor.

Current Evidence

Email New Evidence

Evidence Associated Information Overview Standards Files Goals Email Return

Add Link to Standards

Standard: Curriculum, Planning and Assessment

Indicator: Curriculum and Planning

Element: Subject Matter Knowledge

Add

Associated Standards

Evidence not linked to any standards