

# Define Upload Types

Last Modified on 10/21/2024 8:21 am CDT

**Staff Evaluations will no longer be available after June 30th, 2025. For more information, visit the [Human Resources and Staff Evaluation Deprecation FAQ](#).**

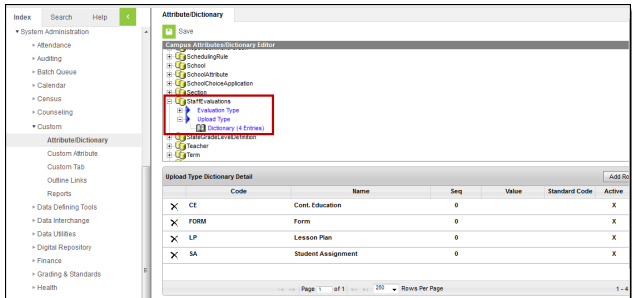
If the option is enabled, evaluators and direct reports may add supporting documents to an evaluation. The Upload Type identifies what kind of attachment is being added. For example, you may allow student assignments or lesson plans to be added as supporting documents on the evaluation.

The screenshot shows a 'File Upload' interface. At the top, there is a 'Hide Details' link. Below it is a table titled 'Uploaded Files' with the following data:

Type	File	Upload Date	Uploaded By	Action
Student Assignment	<a href="#">Example File_2013-09-23-14-27-30.pdf</a>	09/23/2013	Davis, Nancy	

Below the table, there is a text input field containing 'aluations\Example File.pdf' and a 'Browse...' button. A red box highlights the '\*Upload Type' dropdown menu, which is currently set to 'SA: Student Assignment'. Below this is a 'Comments' text area and an 'Upload' button.

Example Upload Type field on an Evaluation

If you are using...	Then...																														
<p>the stand-alone Staff Evaluations application</p>	<p>the <a href="#">Custom Attribute Dictionary</a> defines the Upload Types.</p>  <p>The screenshot shows the 'Attribute Dictionary' editor. In the left sidebar, 'Attribute Dictionary' is selected. In the main area, 'Upload Type' is highlighted in a red box. Below it, the 'Upload Type Dictionary Detail' table is visible:</p> <table border="1" style="font-size: small;"> <thead> <tr> <th>Code</th> <th>Name</th> <th>Seq</th> <th>Value</th> <th>Standard Code</th> <th>Active</th> </tr> </thead> <tbody> <tr> <td>CE</td> <td>Cont. Education</td> <td>0</td> <td></td> <td></td> <td>X</td> </tr> <tr> <td>FORM</td> <td>Form</td> <td>0</td> <td></td> <td></td> <td>X</td> </tr> <tr> <td>LP</td> <td>Lesson Plan</td> <td>0</td> <td></td> <td></td> <td>X</td> </tr> <tr> <td>SA</td> <td>Student Assignment</td> <td>0</td> <td></td> <td></td> <td>X</td> </tr> </tbody> </table>	Code	Name	Seq	Value	Standard Code	Active	CE	Cont. Education	0			X	FORM	Form	0			X	LP	Lesson Plan	0			X	SA	Student Assignment	0			X
Code	Name	Seq	Value	Standard Code	Active																										
CE	Cont. Education	0			X																										
FORM	Form	0			X																										
LP	Lesson Plan	0			X																										
SA	Student Assignment	0			X																										

**If you are using...**

the Human Resources enabled version of Staff Evaluations

**Then...**

the [HR Codes](#) defines the Upload Types.

Upload Type Dictionary Detail		
Code	Description	Active
CE	Cont. Education	X
FORM	Form	X
LP	Lesson Plan	X
SA	Student Assignment	X