

Add Supporting Documents to an Evaluation

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](#).

Complete the following steps to add supporting documentation to an evaluation. Once supporting documents are added to an evaluation and sent to the employee or evaluator, the document cannot be deleted or updated by anyone other than the initial person who added it.

The **File Upload** option is enabled by the Staff Evaluations administrator and may not be available.

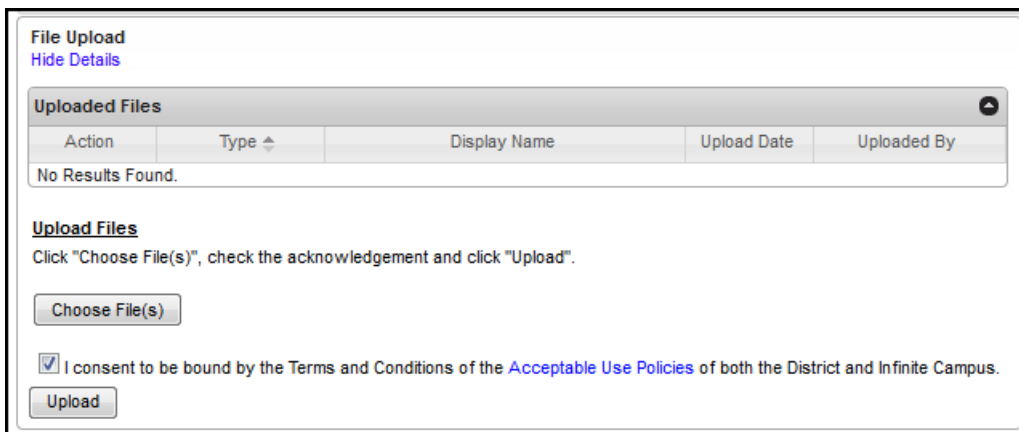
Video files cannot be uploaded.

1. Click the **Show Details** link in the File Upload section.

Result

The following screen displays.

The Terms and Conditions checkbox must be selected or Campus will not allow you to upload.

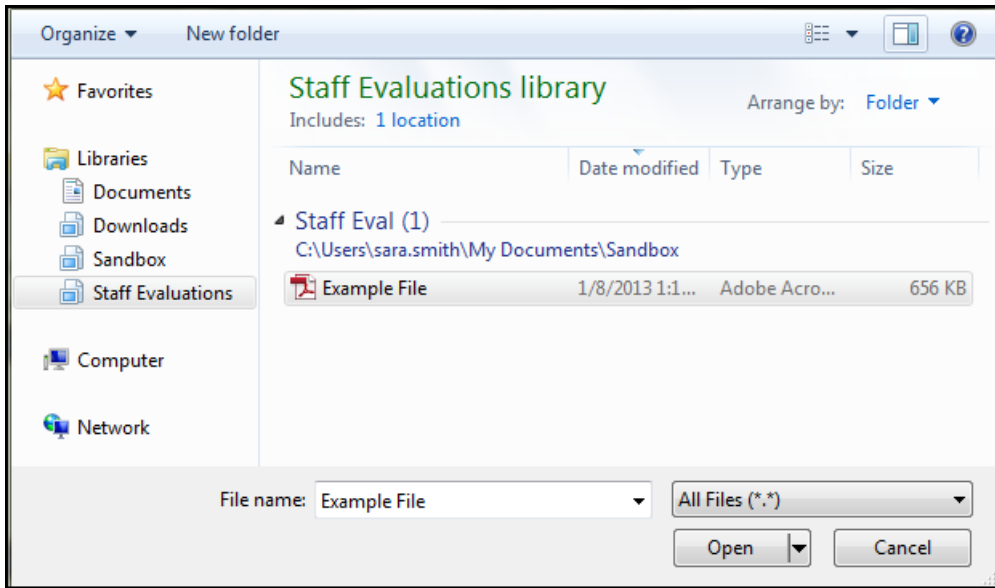


The screenshot shows a 'File Upload' section with a 'Hide Details' link. Below it is a table titled 'Uploaded Files' with columns for Action, Type, Display Name, Upload Date, and Uploaded By. The table contains the text 'No Results Found.' Below the table is an 'Upload Files' section with instructions: 'Click "Choose File(s)", check the acknowledgement and click "Upload".' There is a 'Choose File(s)' button, a checked checkbox for 'I consent to be bound by the Terms and Conditions of the [Acceptable Use Policies](#) of both the District and Infinite Campus.', and an 'Upload' button.

2. Click the **Choose File(s)** button.

Result

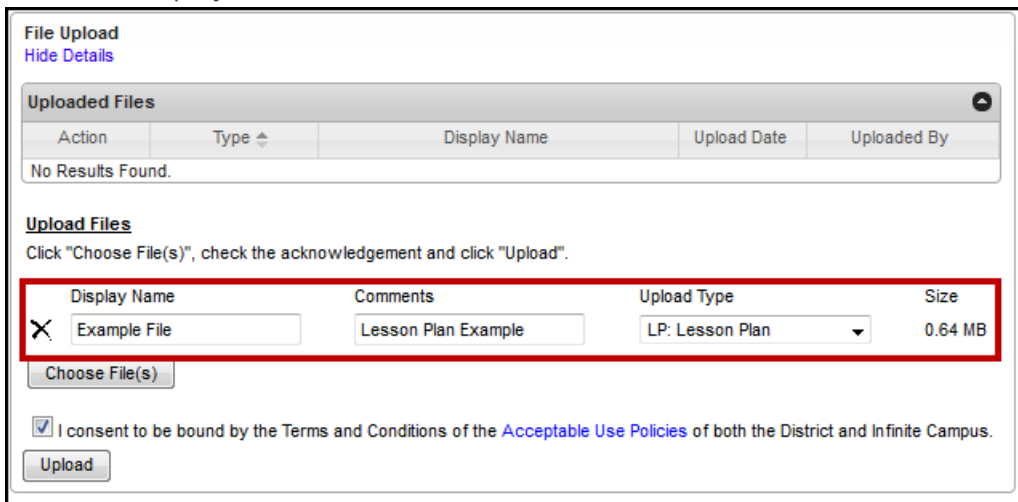
The **Choose File to Upload** window displays.



- Navigate to the file you want to upload, select the file and click **Open**.

Result

The editor displays.



- Select an **Upload Type** to identify the information in the file.

Options are determined by the Staff Evaluations administrator. If your district uses the Human Resources module, options will include the following: Cont. Education, Form, Lesson Plan and Student Assignment.

- Enter any additional **Comments** about the file.
- Click the **Upload** button.

Result

Campus adds the file to the evaluation and a confirmation message displays.

- Click **OK**.

Result

The file displays in the Uploaded Files table.

File Upload
[Hide Details](#)

Uploaded Files

Action	Type	Display Name	Upload Date	Uploaded By
 	Lesson Plan	Example File	01/30/2014	Smith, Karen