

Attaching Standards to Artifacts

Before a standard can be attached to an artifact, the artifact must be added to the portfolio in the appropriate tab.

Steps:

1. Open portfolio.
2. Select artifact tab.
3. Click on “add artifact from bin.”
4. Once artifact has been added, you will be able to see “add standards.”
5. Click “add standards.”
6. In drop down box, “Select a standard body from the list below” select “INTASC New Teacher Assessment and Support Consortium-COEHD” if you are in an initial teacher certification program. If you are in an advanced program, select the appropriate body of standards relevant to your field of study.
7. The body will pop up and you are to select the appropriate standard. You should select one or two standards.
8. Click “add” button. The standard should be displayed in the Connected Standards screen.
9. Click “save.”
10. You now have the selected standard(s) attached to your artifact.