



Illinois AdvancEd/NCA CASI Artifact Management Tool Instructions

1. Open the Artifact Management Tool (AMT) in MS Excel and save. *Be sure to use a naming standard that will designate this copy as belonging to your school.*
2. Click on the appropriate page for the AdvancED® Standard you wish to begin linking artifacts. You will notice that the pages are named as *Standard 1, Standard 2, etc.* The definition of each AdvancED Standard has been provided and is listed on the appropriate page within the tool.
3. After pinpointing the **Focus Question Identifier** you wish to support with artifacts, scroll across the row to the column **“Suggested Supporting Evidence.”** Please note that it is not necessary for your school to have every artifact identified in this list. *These are suggestions only.* You will also notice that there is an option for *Other* in which you may wish to identify evidence that is not listed. Add as many additional rows for *Other* examples that meet the needs for your school.
4. In the next column which is titled **“Hyperlink,”** link your evidence that supports the rubric rating you made in the Self Assessment for the Focus Question. You may use Google Documents to complete this requirement. The instructions that follow will guide you as you create hyperlinks in Google Documents. You may also choose to create your links to your electronic documents on your school/district’s server. However, if it is secure, you will need to give access to all Quality Assurance Review team members.

HOW TO CREATE GOOGLE DOCUMENTS

(Please note if you wish to provide access to your server, please continue to number 15.)

5. Open your internet browser and copy the URL listed below to access the website.
<https://www.google.com/accounts/ServiceLogin?service=writely&passive=1209600&continue=http%3A%2F%2Fdocs.google.com%2F%3Fhl%3Den%26tab%3Dwo&followup=http%3A%2F%2Fdocs.google.com%2F%3Fhl%3Den%26tab%3Dwo<mpl=homepage&hl=en>
6. Log in OR create an account.

7. After logging in, **click** the “**Upload**” button which is located on the left of the page below the Google logo.
8. **Click** the “**Select files to upload**” link.
9. **Scroll** through your files to **highlight** and **select** the appropriate documents you wish to upload.
10. Click the “**select more files**” link to add additional documents or **click** the “**Start Upload**” button if you are finished.
11. When finished uploading your documents, you will see the file names listed within a table and checkmarks located to the left of them. A status will be provided that reads “*Upload complete.*” You may continue to add additional documents by **clicking** the “**Upload more files**” link or you may go “**Back to Google Docs**” which is a hyperlink located above the table.
12. The files you uploaded will now appear under the “**All items**” tab.
13. To insert a hyperlink in the AMT, select the file by clicking the box to the left of the document, then **click** the “**Share**” button which is located at the top of the table.
14. A drop down menu will be presented. **Click** the “**Get the link to share**” option. Another screen will pop up with the link. Ensure that the “*Allow anyone with the link to view (no sign-in required)*” is checked. Copy the link by highlighting and then right click. Paste the link into your school’s AMT in the appropriate location within the document. If you are successful with this process, you will notice the table view in Google Docs now reads “me to everyone” whereas before it listed as status of “Not shared.” Repeat this process as required.
15. After your school community has completed adding all hyperlinks to support the rubric ratings for the Self Assessment, send your completed Artifact Management Tool to your Quality Assurance Review chair. ***Please note your chair must receive your school’s AMT at least two weeks prior to your scheduled visit date.*** For assistance and support, contact the Illinois State Office at 866.292.1781 or via email blueshor@uillinois.edu.

