

# Attaching a File in Appraise

## (Certificate, Word Document etc...)

The ability to attach files to your documentation list is an optional feature. The **New File Attachment** button is located within **Evaluation Documents**. In the lower left hand corner, click **New File Attachment** and browse for the document to upload. Once the file is added, it will display within your list of evaluations for your appraiser to view.

The screenshot displays the 'Appraise' software interface. On the left, a sidebar titled 'My Evaluations' contains 'My Appraisals & Documents' with sub-options for 'Evaluation Documents' and 'Reference Documents'. Below this is a 'Goals' section with 'New Goal' and 'Upload Document Options' (which includes a 'New File Attachment' button). The main content area is divided into 'Appraisals & Documents' and 'Documents to Complete'. The 'Appraisals & Documents' section lists 'T-TESS Teacher Goals & PD Plan'. The 'Documents to Complete' section lists 'T-TESS Walkthrough-D2-3, 5/3/2016', 'T-TESS Observation Rubric, 5/2/2016', and 'T-TESS Summative, 7/20/2016'. Below this is a 'My Evaluations' section with three items: 'T-TESS Walkthrough-D2-3, 5/3/2016', 'T-TESS Observation Rubric, 5/2/2016', and 'T-TESS Summative, 7/20/2016'. The 'My Goals' section lists several goals with status indicators: 'Goal #1 Approved', 'Classroom management Submitted', 'I will increase my expertise in strategies which are effective with ELL student performanc ... Completed', 'I will improve my abilities to monitor and adjust instruction through targeted questioning ... Unsubmitted', 'I will increase my integration of technology in the classroom. Unsubmitted', and 'I will increase my expertise in strategies which are effective with ELL student performanc ... Archived'. At the bottom, there is a 'Goals' section with 'New Goal' and 'My goal Archived'. A red box highlights the 'New File Attachment' button in the 'Upload Document Options' section. An orange arrow points from this button to the 'New File Attachment' dialog box on the right. The dialog box contains the text: 'To attach a PDF, Word document or other document format, click next below:'. At the bottom of the dialog box, there are three buttons: 'Cancel', '< Back', and 'Next >'. The text 'Click Next > to continue.' is also present.