



Creating Evidence Upload Files



FLORIDA DEPARTMENT OF
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Evidence Upload Files: File Content Requirements

Evidence Upload File Content Requirements

- One file upload per entry, per collection period.



- Each electronic file (Collection Periods #1, #2, and #3) must consist of the appropriate student evidence for upload.





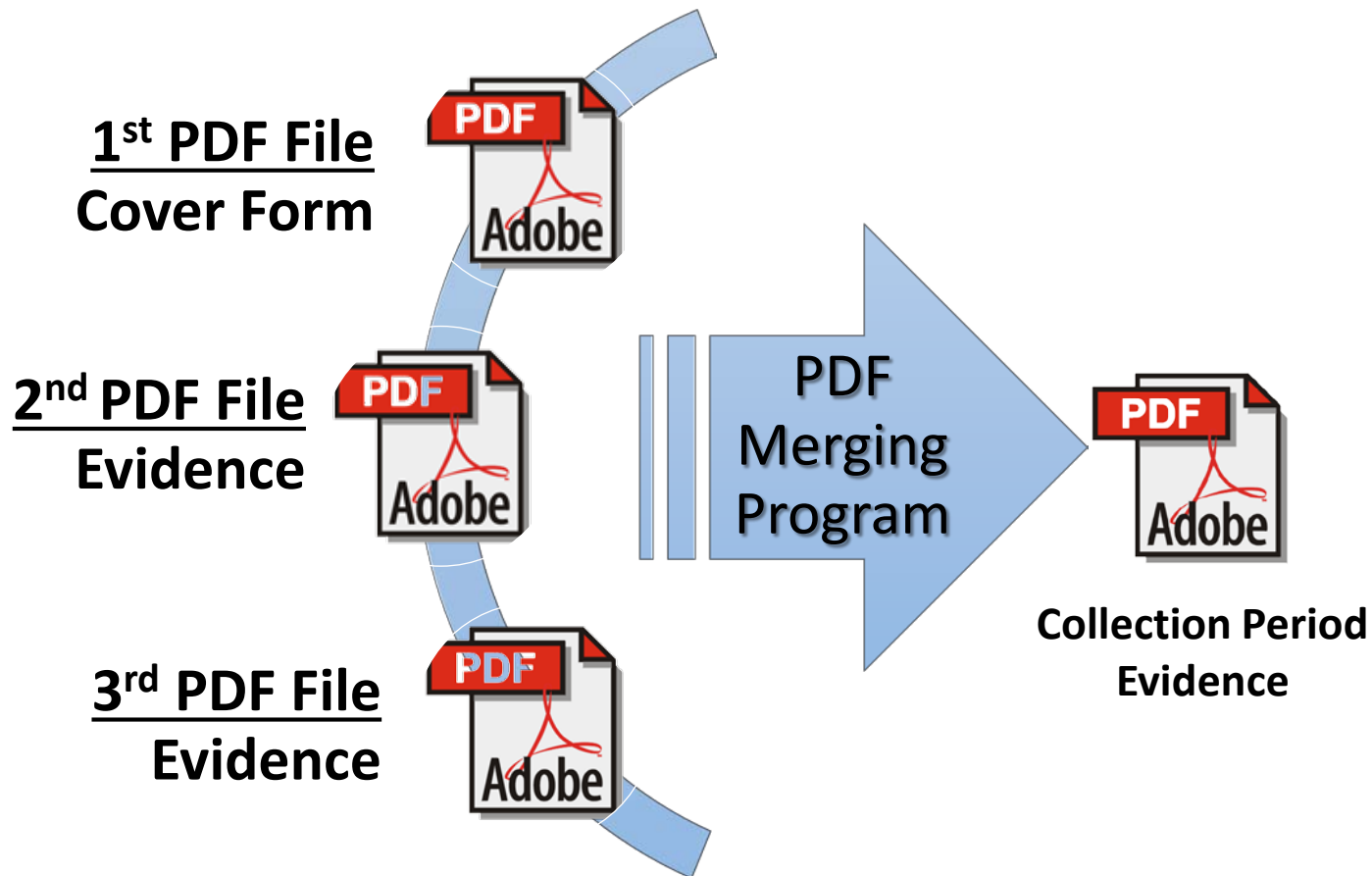
Paths to Creating Upload Files: Work Products and Observations

Creating observation or work product electronic files for AVS

1. Separate PDF Files
2. Hard Copy Pages Only
3. PDF + Hard Copy Pages
4. JPGs + Other Image files
5. PDF cover form and image files.
6. MAC—OS X: Combining PDF documents using Preview

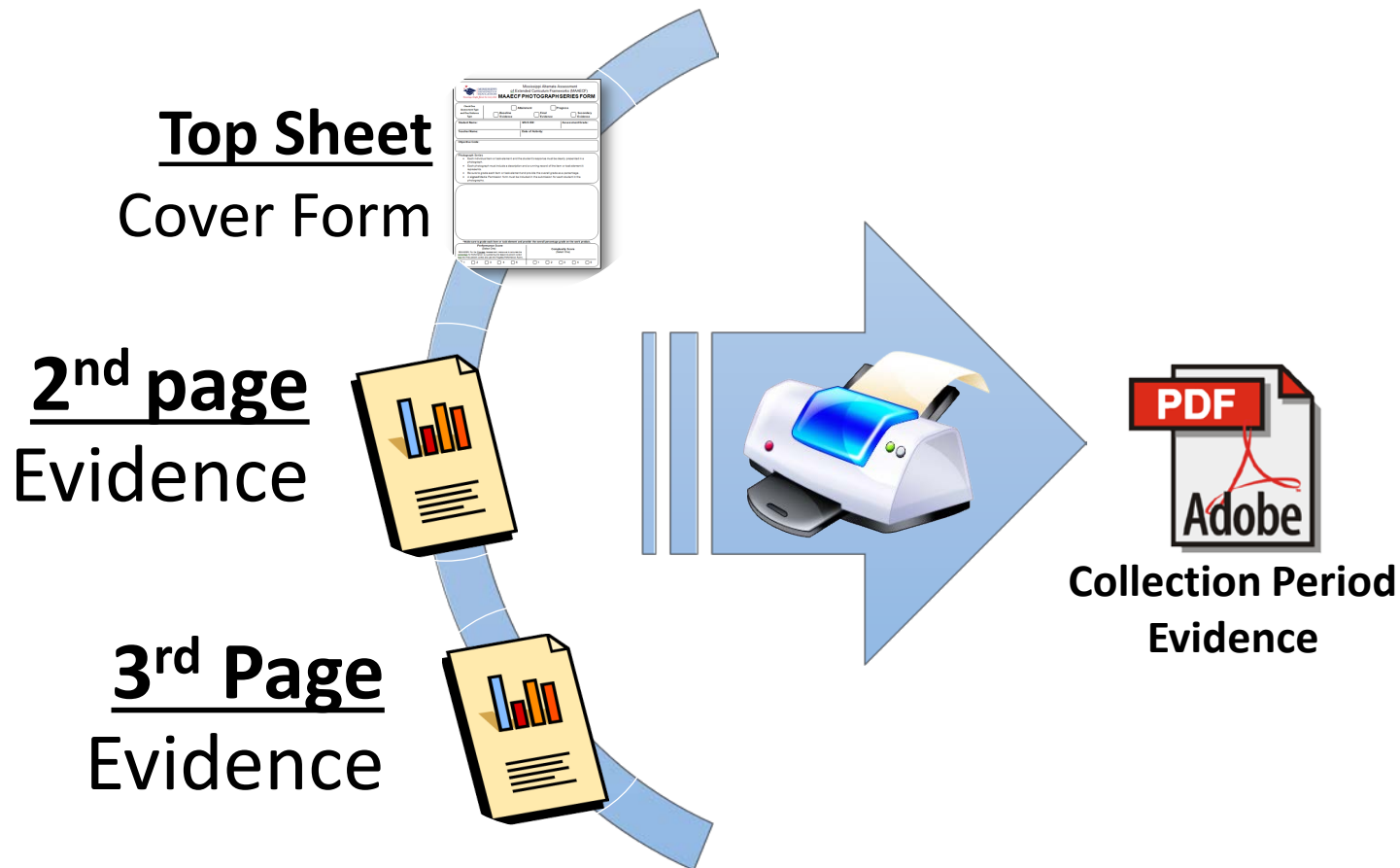
1. Separate PDF Files

Creating electronic files for AVS



Creating electronic files for AVS

2. Hard Copy Pages Only



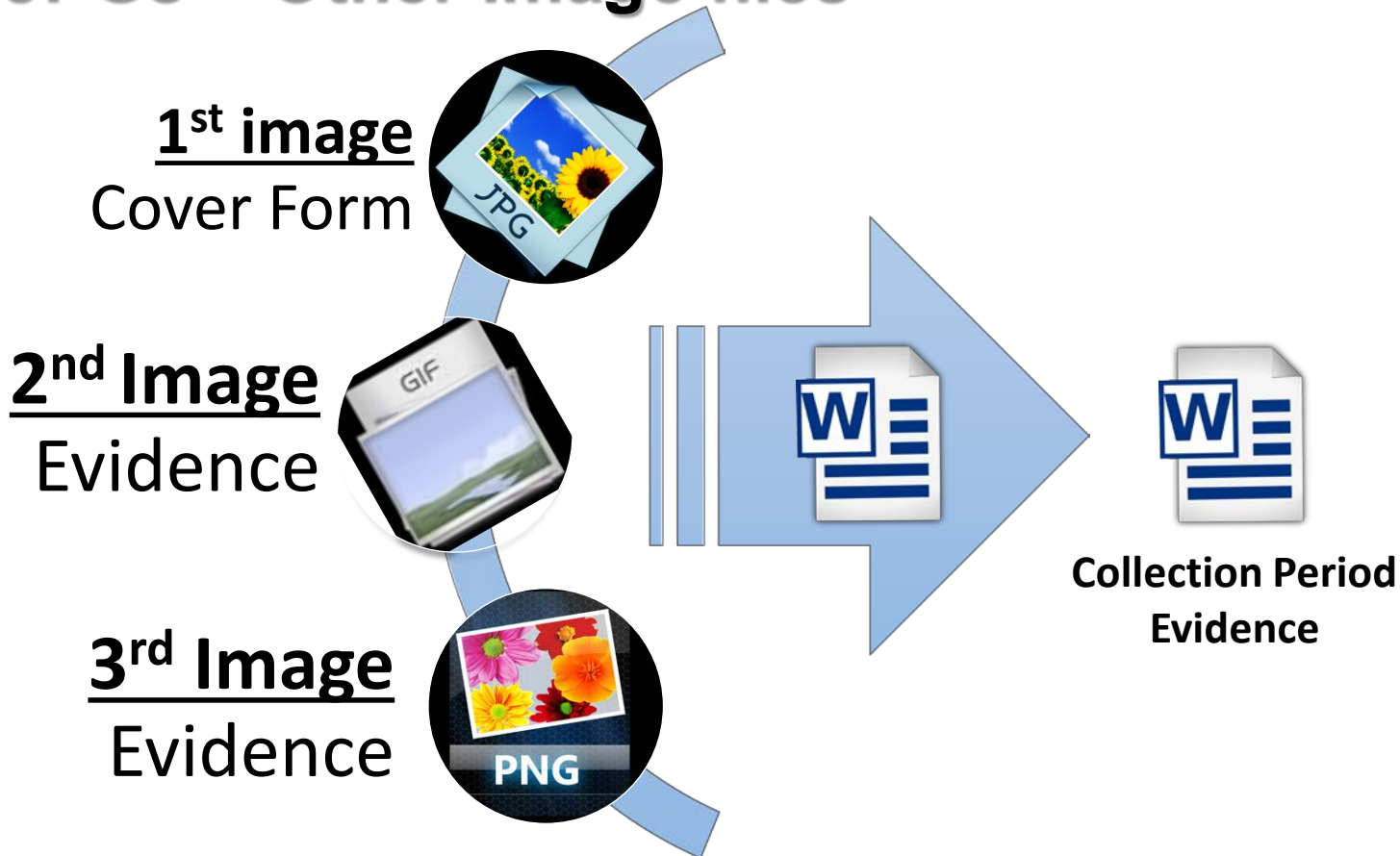
Creating electronic files for AVS

3. PDF + Hard Copy Pages

1. Print the cover form and scan all pages of student evidence to create one file as described previously.
2. Scan the hard copies and merge them into one PDF file.

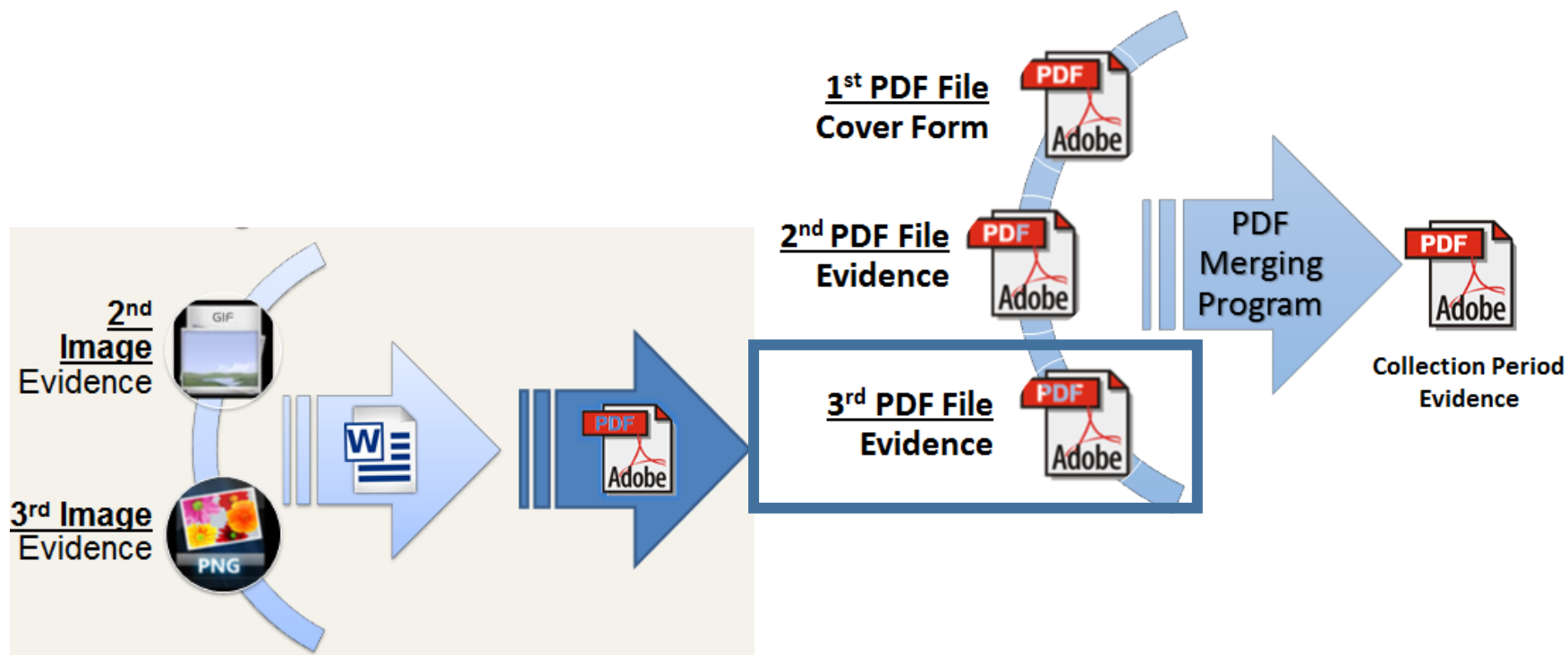
Creating electronic files for AVS

4. JPGs + Other Image files



Creating electronic files for AVS

5. PDF cover form and image files.



Creating electronic files for AVS

6. MAC—OS X: Combining PDF documents using Preview

1. Open the PDF documents that you want to combine in Preview.
2. Select each Preview window, then choose View > Thumbnails to open the Thumbnails pane.
3. Select the thumbnail(s) of the page(s) you want to move.
4. Drag the thumbnail(s) from one PDF window to the thumbnail(s) pane of the other PDF window.

For detailed instructions:

<https://support.apple.com/en-us/HT202945>



Paths to Creating Upload Files: Digital Recordings

Digitally Recording Opportunities

1. Create digital recordings of each opportunity independently to merge later.
2. Start and Stop between opportunities to create a single digital recording file.

**Use of personal recording devices
(e.g. cell phone, tablet, camera, digital recorder, etc.)
for capturing FSAA-Datafolio student evidence is strictly prohibited.**

**Student evidence may only be recorded using
district-provided equipment (e.g., camera, tablet, laptop, etc.)
and submitted through a secure data upload process.**

Creating Single Digital Recorded Files for Upload

1. Use a free merging software program edit or merge digital recordings and create a final product (*see flyer handout*).

Windows Movie Maker

Apple iMovie



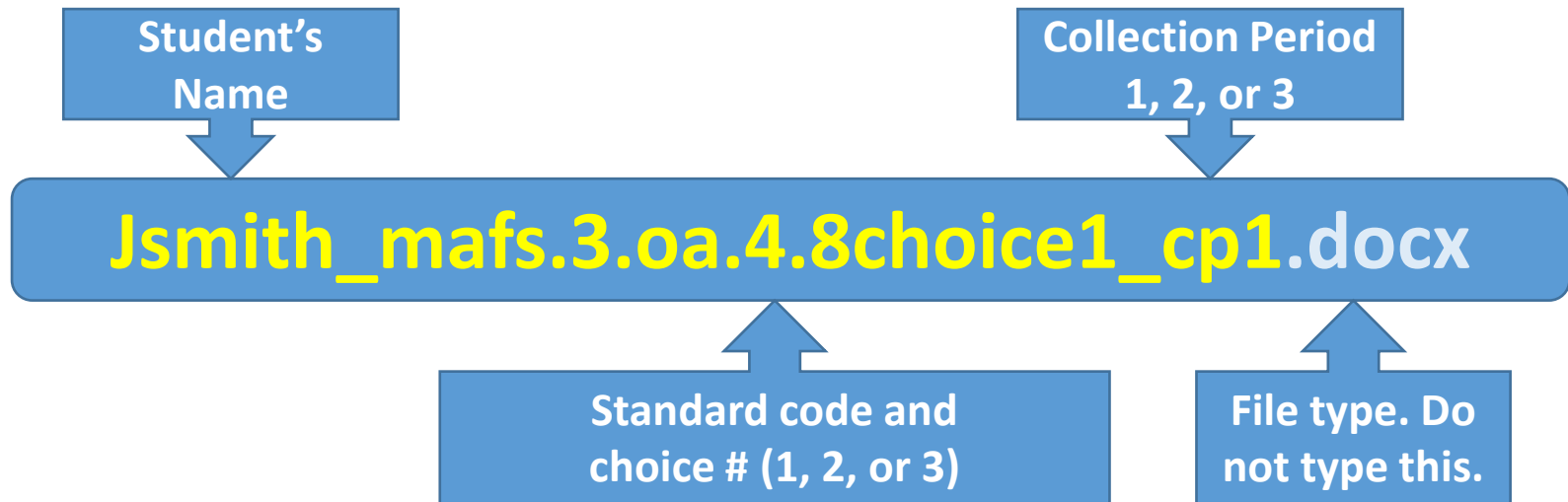
2. Detailed information regarding digital recording processes is located in the TRG.



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Evidence Upload Files: File Naming Convention

File Naming Convention



Best Practices

- Refer to the File Naming Convention in the TRG.
- Use all lowercase characters.
- **Open the file after naming to verify that it was named correctly.**