WELCOME TO UMASS-TK20

https://umass.tk20.com
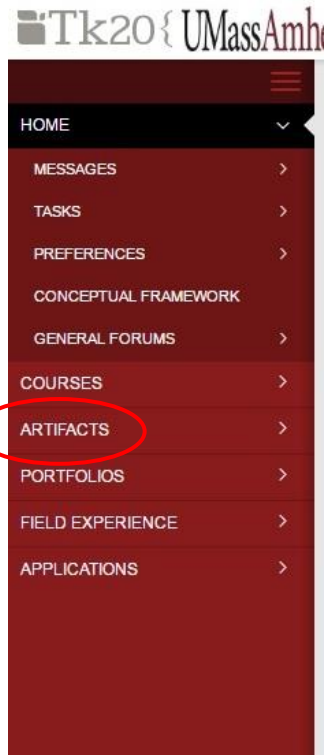
Creating Artifacts

[Blog Version: September 2016]

Overview

Artifacts are used primarily to document the knowledge, skills, and dispositions of candidates in School of Education related programs. Knowing how to create artifacts is necessary to complete and submit assignments, assessments, projects, course binders, portfolios and field experience binders.
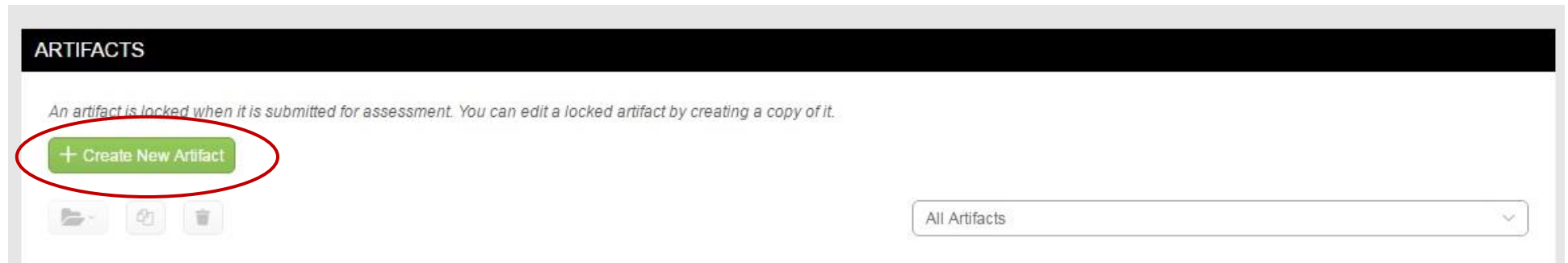
The Artifacts Tab

Locate and click on the **Artifacts** tab. This page lists all of the artifacts that you have created. In this example below, no artifacts have been created so it reads "You have no artifacts of the selected type in this folder."
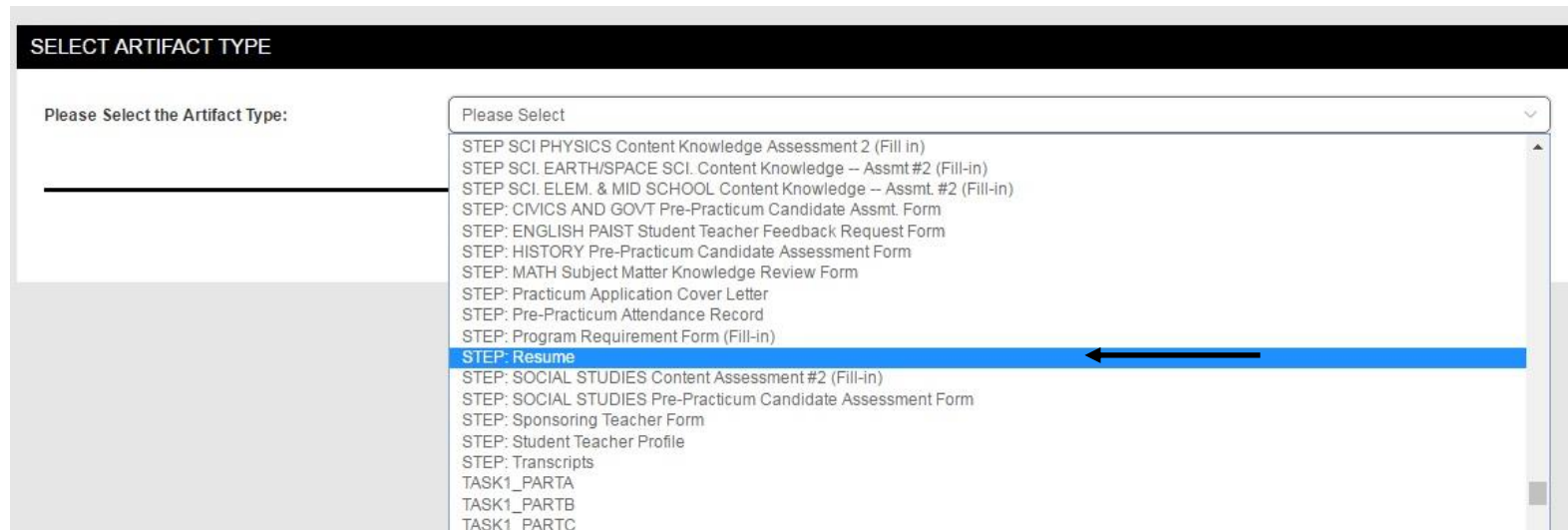
In this guide, we will review the typical process of creating an artifact. The names of the artifacts you are creating may vary, but the process is similar. This is an example of the process.

Creating an Artifact

Select **Create New Artifact.**

From there, you must select the Artifact Type from the drop down menu. Selecting the Artifact Type is very important. Most problems with creating artifacts arise from selecting the wrong artifact type. This is especially true if you are creating an artifact that you will later upload to a portfolio or field experience binder (FEB). The name of the artifact created, must match that required in the portfolio or FEB. Many of the names of artifact types are similar, so be sure you know which one you are selecting.

Then click **Select**.

SELECT ARTIFACT TYPE

Please Select the Artifact Type: STEP: Resume

Select   Cancel

Type the name of the artifact in the **Title** box. You may add a Description if you want, but it is not required.

CREATE NEW ARTIFACT

Artifact   Standards

SCAN AND/OR UPLOAD A COPY OF YOUR CURRENT RESUME TO THIS ARTIFACT AND THEN ATTACH THIS ARTIFACT TO YOUR BINDER OR PORTFOLIO AS INSTRUCTED BY FACULTY

Title:*   STEP: Resume 3

Description:

STEP: RESUME

Attached Documents: + Select File(s)

Drag and drop files here

Create   Cancel

Click **Select Files** and Select the file you wish to upload by clicking **Select Files** and locate your saved document. Give the document a title. It can be the same title you used previously.

Wait until the file has completed uploading as the screen below appears. Be sure to click **Save.** This will take you back to your Artifacts tab where you will see the file you just uploaded.

The Artifact you created now appears on your list of artifacts.

+ Create New Artifact

	Title ▽	Type ▽	Date Created ▽
☐	STEP: Resume 3 ⟵	STEP: Resume	09/23/2016

All Artifacts

You may now upload the artifact to a Portfolio or Field Experience Binder.