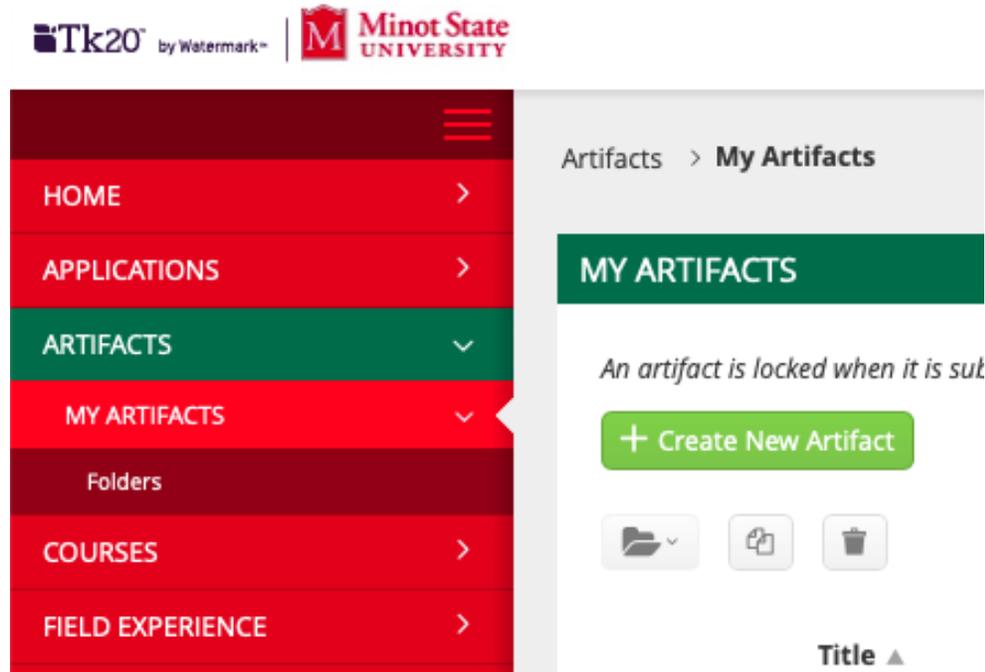


How to create an Artifact

These are instructions for uploading your background check from ESPB before student teaching.

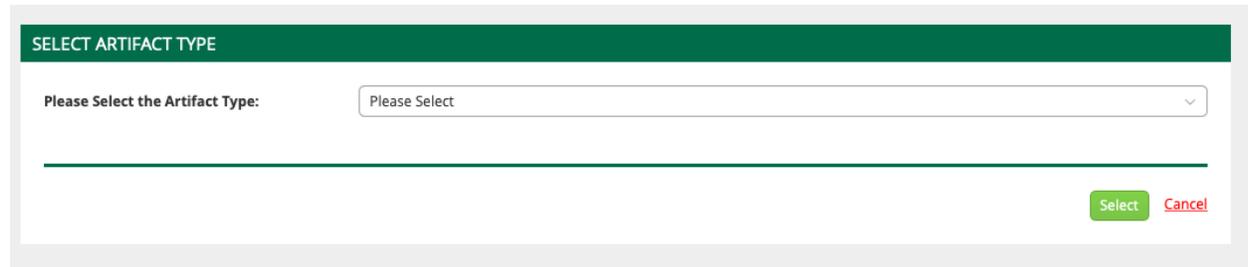
Step One

Login in to TK20 and click on Artifacts



Step Two

Click create new artifact and scroll down until you see *Background Check Student Teaching* and click select.



Step Three

Upload your background check document. This should be an email sent to you from ESPB. Please make a PDF of the email to upload. Do NOT cut and paste the email into a word processing document as we can't authenticate this. File types that can be uploaded include .mov, .mp4, .avi, .mpg, .wmv, and m4v. Note that most screen shots are JPG and these can't be uploaded into TK20.

CREATE NEW ARTIFACT

Artifact

Title:* Background Check Student Teaching 1

Description:

BACKGROUND CHECK STUDENT TEACHING

File

Background Check Student Teaching* + Select File

Drag and drop file here

Step Four

When done click the green button at the bottom of the page.