

## **How to use Leann Pinkerton's TESS Artifact LiveBinder as an online binder for your TESS artifacts**

Go to LiveBinders.com and either login or sign up for an account .

Type the link below into the same browser that's already open. Hit Enter. You'll still be logged in under your name, but now my binder will be there.

<http://www.livebinders.com/edit/index/954512>

Under ADD, click Copy.

Click Back.

Click My Binders (it's a tab at the top of the page).

My binder should be there, only it's your binder now. (You're welcome.) Your new binder is automatically set to Private – Copy Disabled, which is what you want.

Click Copy of TESS Artifacts Evidence Binder.

Hover over View. Click Edit on top of the binder.

It's ready to modify now. Before you get started, I would add a bookmark to your LiveBinder page.

FYI: Each one of the domains has a tab; each one of the subdomains has a subtab. Each of the subtabs has performance indicators. Those performance indicators kind of give you hints of artifacts you can add to this section of your binder.

You can also add tabs and subtabs by clicking +Tab or +Subtab.

To add an artifact to your binder, make sure Edit is chosen. If it's not, go to the View tab and click Edit.

This is the important stuff right here. Remember you have to be in Edit mode. Let's say you have an artifact you want to add, like a picture of you at a community event with your students...that fits under 1b Demonstrating Knowledge of Students. So go to the 1b subtab, then click +Subtab.(that's add a new subtab). This is really important. If you don't get a NEW subtab right there, you're going to overwrite the performance indicators. Name this new subtab 1b evidence or 1b artifact. Click Add Content.

Click Upload a File, then Browse. Find the file you want to add from your computer and click Open. Then Upload. You can upload photos, documents, PowerPoints, etc.

This paragraph is optional. It's just for fancifying your binder. If you're already stressed out, skip this paragraph. When you click Add Content, I would change the text layout (see the bottom command) to the Title-Media template. That way you can add a little text to the top of your photo or document to let your principal know what he or she is looking at. I would also change the color of my Performance Indicator subtabs to make them different from my newly added artifacts subtab. You just click the little yellow arrow on a tab or subtab to change the color or move a tab over.

Back to everyone now: If you have a project your students did that you want to add, take a picture of it with your phone or iPad and email it to yourself. You can save it to your desktop and add it to your binder.

If you do Remind 101 or ClassDojo, you can easily add their reports under the Parent Communication subtab.

There's a LiveBinder Help tab, so you can look through it to make your binder even more lovely. For example, you can change the location of your tabs to the left or right side of your binder instead of the top.

When you're ready to share this with your principal, you need to be in the Edit menu. You'll click Binder Settings. Collaborators. Add. Then add in your principal or assistant principal's email address.

LiveBinders automatically saves every few seconds. If you want to save for peace of mind, click Save (from the edit menu).

That's it. Good luck!

Leann