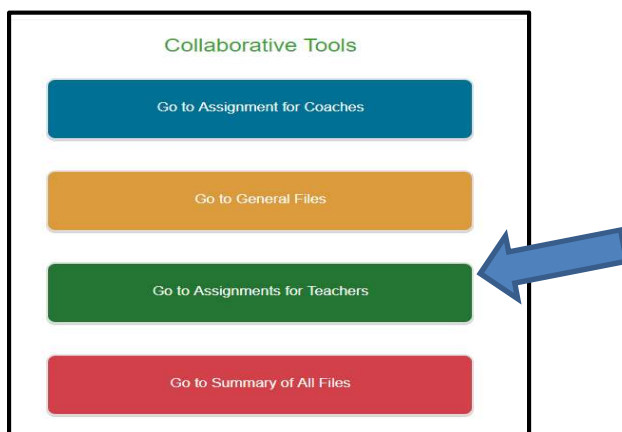


## How to Upload a Feedback Video (ECEP - District Users)

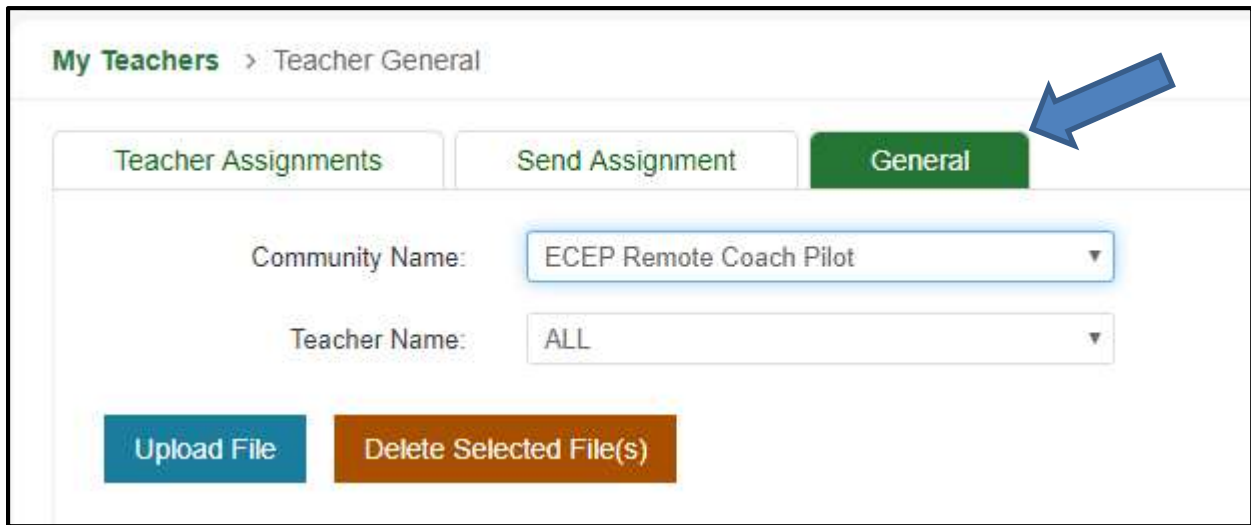
1. From Dashboard, click on 'Collaborative Tools' under Quality Improvement and Innovation.



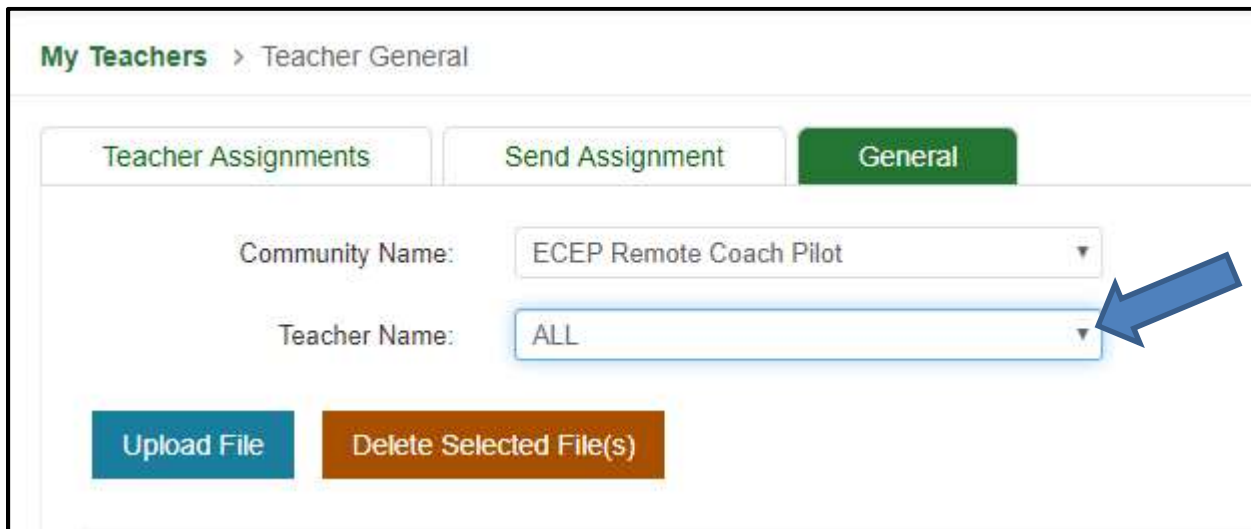
2. On the next page, Click on 'Go to Assignments for Teachers'.



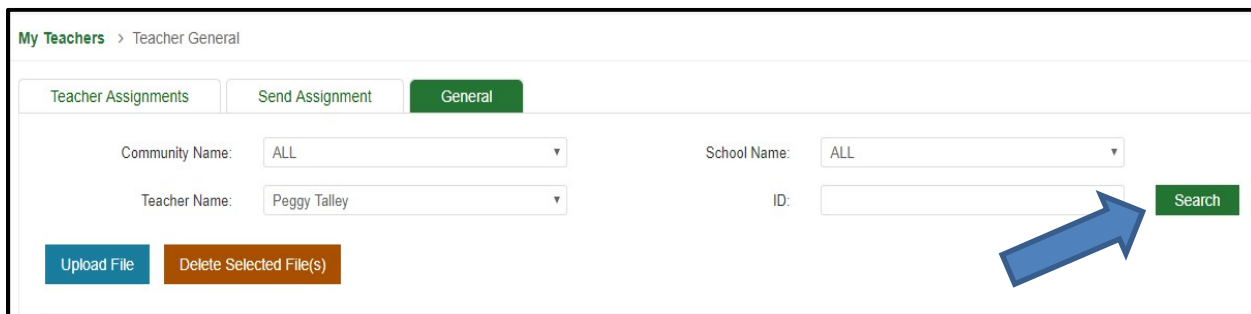
3. Next, click on the 'General' tab







4. Search for the teacher you need by clicking on the dropdown arrow in the 'Teacher Name' box.



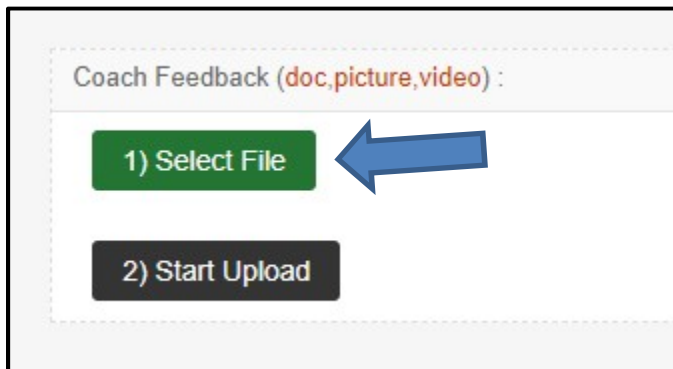
5. Click on the teacher name, then click the 'Search' tab.



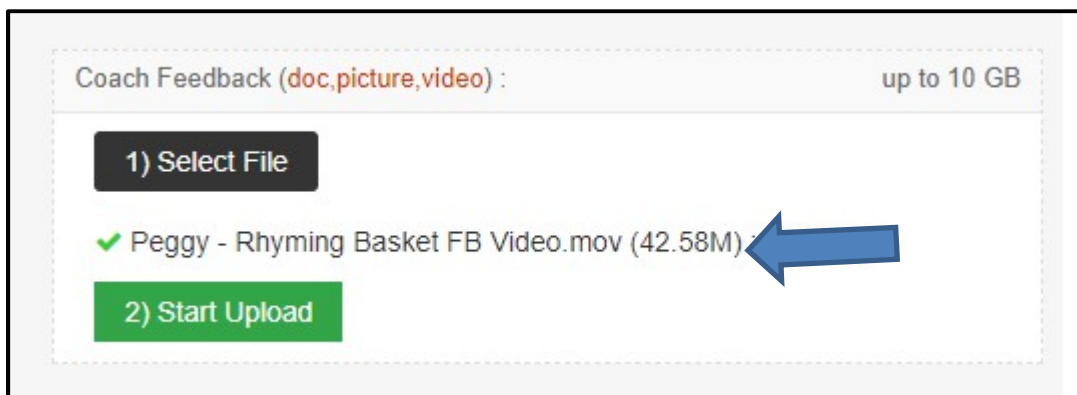
- You will see all of the uploads by that teacher. Find the video from your teacher that corresponds to the feedback video. Click on the 'View Icon' under the 'Action' column.

							Type	Action
<input type="checkbox"/>	ECEP Remote Coach Pilot, ISD	SPRINGTOWN EL	Peggy	reflection on video	ECT002801	04/12/2019	pdf	 
<input type="checkbox"/>	ECEP Remote Coach Pilot, ISD	SPRINGTOWN EL	Peggy	rhyming	ECT002797	04/12/2019	mp4	 

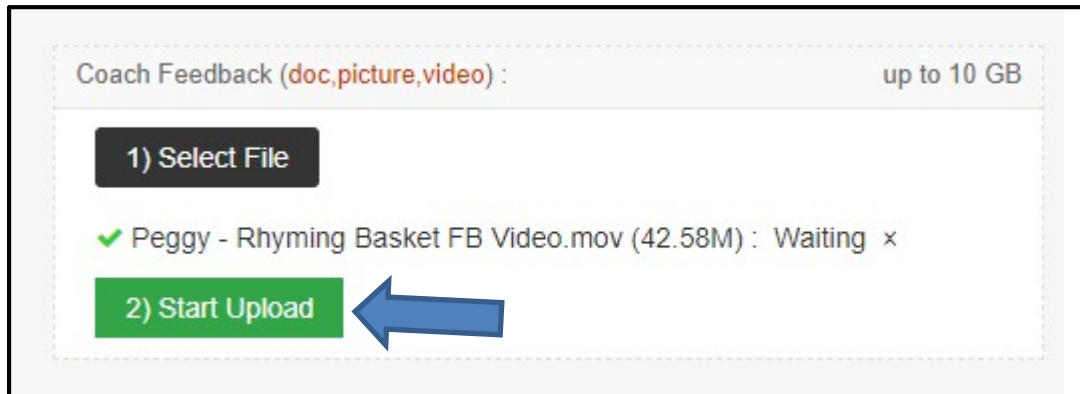
- Click on 'Select File' under Coach Feedback.



- Next, find the teacher feedback video in the teacher file on your desktop and double click on it. You will see the name of the video show up under the 'Select File' Tab.



9. Once you have selected the item you would like to upload, click the green ‘Start upload’ tab.



10. Click on ‘Submit’.



11. You will see a message that your updates have been saved. It will automatically go back to the teacher’s general file. You now will see a blue ‘Feedback’ icon under the ‘Action’ column. This is what the teacher sees when you have uploaded the feedback video.



12. If you go back to the ‘View’ Icon, you will see the teacher view of the folder. It shows the video she uploaded and the link for the feedback video you uploaded.


Selected File Information

File Name: rhyming  
Date Uploaded: 04/12/2019  
Date Recorded:  
Context:  
Content:  
File Type: mp4 [Download](#)

Description:

FeedbackText:

Uploaded Feedback File:  
[Peggy - Rhyming Basket FB Video mov\(42.58M\)](#) x



Coach Feedback (doc,picture,video) : up to 10 GB

1) Select File  
2) Start Upload