

## EVIDENCE COVER SHEET

You will use a **Portfolio Evidence Cover Sheet** that has a specific format when submitting artifacts to instructors and ultimately to include in your pre-professional portfolio.

1. First, identify your **name, the date, and the number and name of the course.**
2. Indicate the **number and name of the EAP you are documenting.**
3. Identify an **evidence entry number.** The number to the left of the decimal point is the number of the EAP you are documenting; the number to the right of the decimal point indicates the number of artifacts you have submitted for this EAP. For example, if your artifact is for EAP 12 Technology and it is the first artifact you are submitting for this Educator Skill, the evidence entry number would be 12.1.
4. Next, enter the title (aka **entry title**) of the artifact being submitted. It is typically on the rubric, for example, “Classroom Management Poster.”
5. Then, enter the **type of evidence:** Performance, Product, Teaching Outcome, Measurement & Data, Professional Development and Services, Testimonials, Reflections. The most common type of evidence submitted is “Product.”
6. Lastly, refer to the following sample regarding the brief statements needed under **Description, Connections, Competency, and Adaptation.**