



# New Jersey School Boards Association

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## **For Superintendents Using the CSA Evaluation Tool**

### **Creating folders for your CSA Evaluation Evidence:**

**To reduce the number of links required to support your evaluation, NJSBA recommends creating a set of folders, one for each goal and standard. This way multiple evidence resources, per goal or standard, can be provided to board members with a single link.**

**The following are tips on how to establish folders for your evidence and to ensure that your links are functioning.**

1. NJSBA Field Services recommends that superintendents work with their school district Information Technology departments to establish a secure process for providing access to their evaluation evidence folders through online links for board members.
2. All links must be Web-enabled to allow access to the specific location on your district website where your evidence folders are located.
3. The links must allow the board members secure access to the district website from outside the district firewall, similar to board docs or Google Docs capability.
4. Consider creating separate secure locations (i.e. folders) on your district website for each **goal** and each **standard**.

Then:

1. Add your evidence resources to each **goal** or **standard** folder. (Note: Ensure that each evidence resource is labeled for ease of identification by the board members.)
2. Create a web link for each **goal** and **standard** folder.
3. Add each goal or standard folder web link to the appropriate online CSA Evaluation sections that you are working in, i.e. "**Superintendent Evidence Links for Goal X**" or "**Superintendent Evaluation Document Links**".
4. Test your web links from a computer outside of your district firewall (i.e. Your personal computer/device) to ensure that your links function and that board members will have access to them from their own personal computers/devices.

If you have questions, please contact your Field Service Representative.