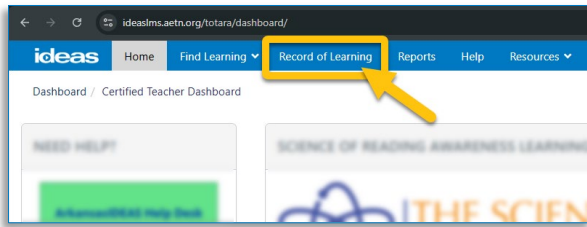
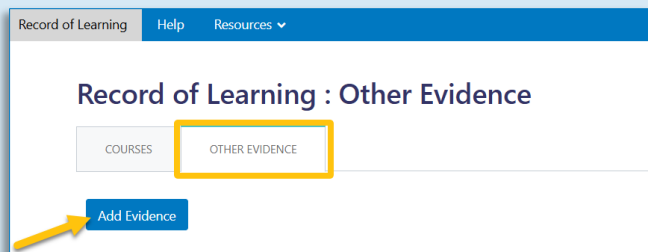


Uploading External Professional Development Records to ArkansasIDEAS



From your home screen, select **Record of Learning** in the top menu.

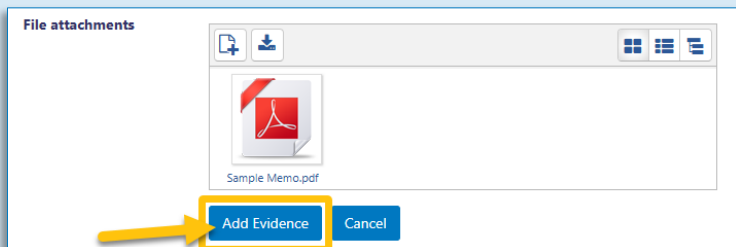


Select the **Other Evidence** tab, then select **Add Evidence**.

A screenshot of the 'Add Evidence' form in the 'Record of Learning' section. The form has a blue header with 'Record of Learning' and two tabs: 'COURSES' and 'OTHER EVIDENCE'. The 'OTHER EVIDENCE' tab is selected. Below the tabs, there is a section titled 'Add Evidence' with several input fields: 'Evidence Name', 'Evidence Type' (a dropdown menu), 'Evidence Institution / Description' (a rich text editor), 'Evidence Link' (a URL field with a 'Text' button and an 'Open in new window' checkbox), 'Credit Hours', and 'Date completed' (a date picker). The 'Add Evidence' button is highlighted with a yellow box.

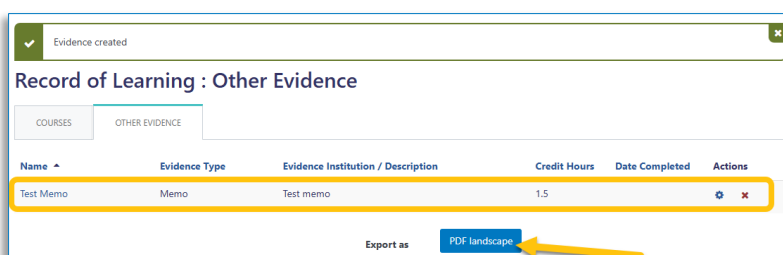
Fill out the details of your external PD evidence in the form:

- **Evidence Name**
- **Evidence Type**
- **Institution / Description**
- **Evidence Link (URL)**
- **Credit Hours**
- **Date completed**



Upload an official document in the **File Attachments window** such as a certificate, memo, or agenda.

Then, select **Add Evidence**.



Your evidence will now be listed in your **Other Evidence** area.

Select the **PDF Landscape** button to download a PDF to print, save, or email.