

Quick Guide: Uploading a SLED Teacher Reflection

by James Lehman

This quick reference guide describes the steps you should follow to upload a teacher reflection to SLEDhub. If you need assistance with this process, contact WooRi Kim (wkim@purdue.edu).

1. First, prepare your teacher reflection. You can access the reflection template on SLEDhub at: <https://stemedhub.org/resources/1430>. We recommend that you put all of the material related to your reflection in a single word processor document, although you do have the option to upload supporting files if you wish. Save your file as: Reflection_YourName_YourSchool_YourGrade_Date (example: Reflection_Smith_Sunnyside_Grade5_10-15-12).

2. Open your browser, and go to <https://sledhub.org> (or <https://stemedhub.org/groups/sled>).

3. Click the Login button in the upper right corner and enter your login ID and password.



4. You will see your personal dashboard page. Under My Groups, you will see the groups to which you belong. You should be a member of both SLED and SLEDteach.

5. Teacher reflections are uploaded in SLEDteach. So, under My Groups, click on SLEDteach link.



6. You will see the SLEDteach home page. From the left-hand menu (not the top menu), click on Resources.

7. Click the Start a contribution button.

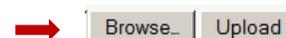


8. On the first screen, select the type of resource. Click Teacher Reflections from the choices on the left.



9. On the next screen, enter a title such as Teacher Reflection: YourName, Activity, Term (example: Teacher Reflection: Smith, Prosthetic Leg, Fall 2012). Type a short description in the box provided. Then, click the Next button.

10. On the next screen, click the Browse button to locate your reflection file. Then, click the Upload button to upload the file.



If you have any additional files to submit along with your reflection (e.g., photos or other documents from the activity), simply Browse and Upload again. When you have selected all the files to upload, click the Next button to continue.

11. On the next screen, click the select group box and choose SLEDteach. You do not need to select anything for the other options. Click the Next button to continue.



Group: OPTIONAL
SLEDteach

12. On the next screen, enter the tags for your reflection. These are important for searching, so don't skip this step. Simply type the tag in the box and type a comma or press the enter key. Recommended tags include: SLED, teacher reflection, grade level (e.g., grade 5 or grade 6), and the name of the task (e.g., prosthetic leg, candy bag).



Assigned Tags:
grade 5 x prosthetic leg x sled x teacher reflection x

13. On the next screen, click the checkbox that says Required. REQUIRED. Certify that I am the owner of all submitted materials. This simply certifies that what you are uploading is your material. Skip the box that says License. Click Submit Contribution to submit your reflection.
14. You will see a screen verifying that your reflection was uploaded. You're done!