

Step 1: Using Word, create a summary you would like to include.

Overall Summary 2013-2104 John Doe Final Appraisal

Mr. John Doe is highly effective when engaging students during a lecture. He is dedicated to finding exciting new lessons which challenges students to use higher order thinking skills. I would like to see John...

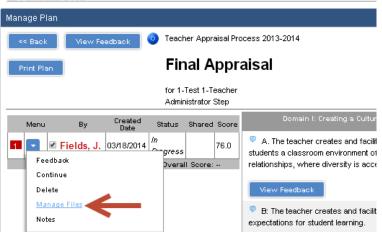
Mr. A. Beeseedee, Principal XYZ High School



Evaluations

Step 2: Go into the Final Appraisal and select Manage Files.

Once you select <u>Manage Files</u>, you will get a pop-up window titled **Attachments**.



Step 3: Select **Attach New File** and then select **Choose File**. Choose the file from the folder on your PC where you saved the summary and select attach.

