# Evidence Collection Tool: Reviewing and Aligning Evidence

**pd-help.frontlineeducation.com** /hc/en-us/articles/115004158247-Evidence-Collection-Tool-Reviewing-and-Aligning-Evidence

After you have finished entering evidence in the Evidence Collection Tool (ECT), click Evidence Review at the top of the page. This will bring up a screen with three tabs, defaulting to the Aligned Evidence tab (you will see that the Time is automatically stamped when the evidence is entered). Click the form tab (next to the Evidence Review tab) at any time to go back to the ECT.

**On the Aligned Evidence tab you can**:

- Click the pencil icon to edit the evidence

- Click the X to delete the evidence

- Sort the columns as desired

- Download/print a chronological list of evidence in PDF or CSV format



**On the Unaligned Evidence tab you can**:

- Click the pencil icon to edit the evidence

- Click the X to delete the evidence

- Check the box to the left of the evidence and select one or more rubric components on the right

- Press the Align button to align the evidence.

- Download/print a chronological list of evidence in PDF or CSV format

**On the Evidence/Score tab you can**:

- Click the Score link to score the evidence

- Click the pencil icon to edit the evidence

- Click the X to delete the evidence

- Click the realign icon to realign the evidence

- View by Alignment, Evidence, or Timeline

- Sort the columns as desired

- Sync the evidence to the Observation form



**Syncing Evidence**:

- Changes to data in the ECT are saved as you make them

- Click Ctrl + Shift + S to Save and receive a confirmation of the Save

- Sync **once** to avoid duplicate data being sent to the Observation Form

- Check Clear evidence after sync? to clear out all of your evidence. We suggest checking the Observation Form before you do this, just to make sure that your evidence was synced successfully

- The Clear evidence after sync? option can be checked or unchecked in the District settings. Districts should choose the option that works best for their administrators

**Editing or Deleting the Time Stamp**:

After you enter the evidence, align/score it, and then sync, you can open up the actual Observation Form, locate the evidence under the aligned component or indicator, and click on that evidence to open the Notes and Evidence text box in edit mode. From there you can edit or delete the time stamp as well as the evidence.