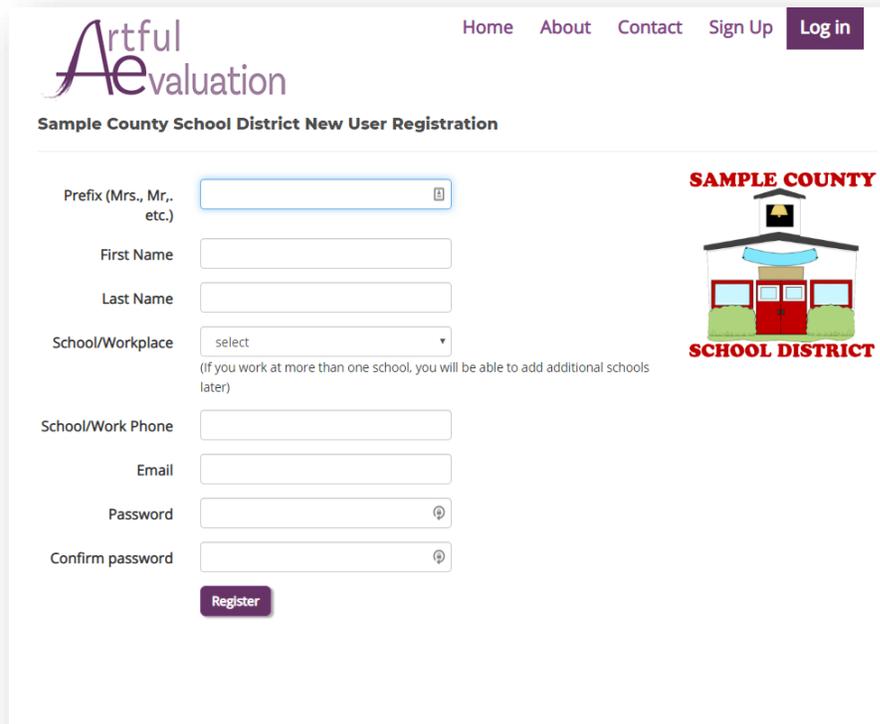


# Artful Evaluation

## Guide for Teachers

### Registration

You should get a special registration link from your organization's administrator that will take you to this page:



The screenshot shows the 'Sample County School District New User Registration' page. At the top, there is a navigation menu with links for 'Home', 'About', 'Contact', 'Sign Up', and 'Log in'. The 'Log in' button is highlighted in purple. The main heading is 'Sample County School District New User Registration'. On the right side, there is a logo for 'SAMPLE COUNTY SCHOOL DISTRICT' featuring a schoolhouse icon. The registration form includes the following fields: 'Prefix (Mrs., Mr., etc.)' with a dropdown arrow, 'First Name', 'Last Name', 'School/Workplace' with a dropdown menu and a note '(If you work at more than one school, you will be able to add additional schools later)', 'School/Work Phone', 'Email', 'Password', and 'Confirm password' (both with strength indicators). A purple 'Register' button is located at the bottom of the form.

When you fill it out and click "Register" you will receive an email to confirm your email address. Click the link in the email, then click the link to login using the username and password you chose.

**You only need to do that once:** After you are registered, just go to **ArtfulEvaluation.com** to login.

# Teacher Home Page Overview

The screenshot shows the 'Artful Evaluation' website interface. At the top right, there is a navigation menu with links for 'Home', 'About', 'Contact', and 'Log off'. Below the navigation is the email address 'cassidy.forrest@cfaefl.org'. The main header features the 'Artful Evaluation' logo and the text 'Sample County School District'. Underneath, there is a section titled 'Exhibitions:' which contains a card for the 'Sample Spring Exhibition'. This card includes a placeholder text paragraph and a 'Deadline: 04/30/2020 11:30 PM'. Below the exhibition card is a 'Judging' section with the text 'You are a judge for the following exhibitions. Click the title of the Exhibition to adjudicate.' and a link for 'Sample Spring Exhibition'. On the right side of the page, there is a 'SAMPLE COUNTY SCHOOL DISTRICT' logo featuring a schoolhouse icon, and a list of links: 'Your Schools', 'Your Account', and 'Change your password'.

Click the title of an Exhibition to enter or manage your entries

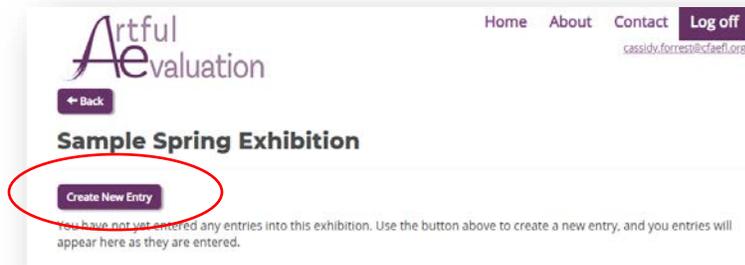
Click "Your Schools" to change your school or add additional schools.

Click "Your Account" to update your name or phone, or to change your password.

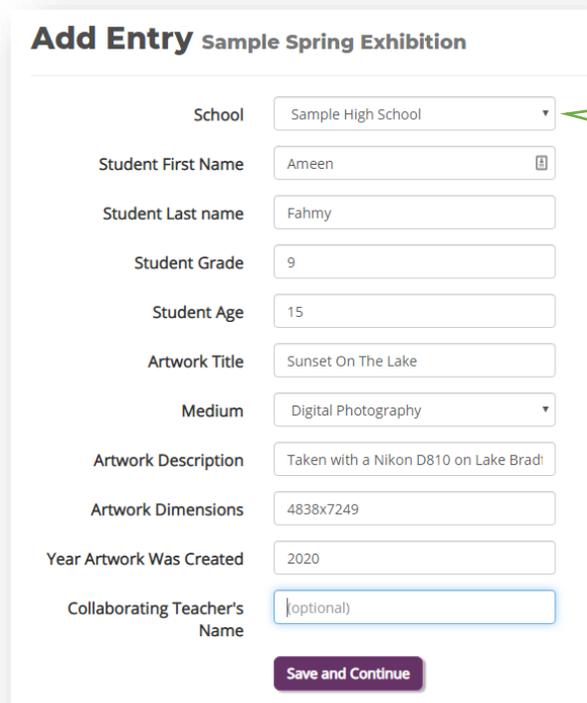
If you've been added as a Judge by your organization's administrator, click the name of one of the exhibitions under "Judging" to start judging.

## Enter an Exhibition

Click the link of the exhibition you would like to enter and click the “Create New Entry” button.



Fill out the student information page, and then click the “Save and Continue” button:



The form is titled 'Add Entry Sample Spring Exhibition'. It contains the following fields:

- School: Sample High School (dropdown menu)
- Student First Name: Ameen (with an auto-fill icon)
- Student Last name: Fahmy
- Student Grade: 9
- Student Age: 15
- Artwork Title: Sunset On The Lake
- Medium: Digital Photography (dropdown menu)
- Artwork Description: Taken with a Nikon D810 on Lake Bradl
- Artwork Dimensions: 4838x7249
- Year Artwork Was Created: 2020
- Collaborating Teacher's Name: (optional)

A 'Save and Continue' button is located at the bottom of the form.

If you teach at more than one school, go back to the main page and click “Your Schools” to add the additional school(s) that you will need to be able to select from in this drop-down.

The *Student Auto-Fill* drop-down at the top will allow you to select students that you have already entered in previous exhibitions, so you will not need to re-type the students’ names and information for every exhibition.

Student Auto-Fill

If a previously-entered student appears in this drop-down, you can auto-fill their info below by selecting their name.

You will then be taken to the page to upload the image of that student’s artwork. Drag-and-drop a file from your File Explorer or Finder window onto the drop-zone, or click the drop-zone to bring up a window to select the file from your computer. The uploaded file will appear below the drop-zone.

### Upload Artwork

Please upload a photo or video for *Sunset On The Lake*. For 3D art, you may upload two or three photographs to show different perspectives.

**Allowed File Types:** files must be in one of the following formats, and must include the filename extension  
Photos: .jpg .jpeg .png .gif  
Videos: .mov .mp4 .mpg .mpeg .avi .wmv  
Videos should be 16:9 horizontal aspect ratio.

Drag-and-Drop a *single file* here  
or click to select a file.


Rotate 90° Delete

Save and Continue

If it’s 3D art, you can repeat that process to upload a second photo taken from a different angle.

If the image is sideways, click the [Rotate 90°] button below the image until its orientation is correct.

If you uploaded the wrong image, click the [Delete] button.

When you are done uploading the image(s) for this student’s entry, click the “Save and Continue” button at the bottom.

Congratulations, you have entered an entry! You will be taken back to the main page for that Exhibition. Entries that you have entered will be listed here, along with buttons to edit their info or delete them. Click the thumbnail image to view or edit the uploaded artwork images. Click the *Create New Entry* button and repeat the process to add your next student.

If your organization requires students and their parents to sign a release form, click the *[Print Release Form]* button. This will generate a PDF file with a form for each entry. Print the forms and give to the students or their parents for signatures.

As you receive signed forms from your students, click the *[Track Release Forms]* button and then either scan the barcode on the form with a USB barcode reader or type the barcode number into the box. A list of entries that you have entered will appear on that page.

### Track Release Forms

Enter the Entry ID or scan the barcode on the form to record that the form has been signed by student and parent/guardian and returned to you.

Some organizations will require you to send your release forms to the organization's administrator instead. **If you do not have a *Track Release Forms* button**, check the instructions you received from the organization to determine where you should send the signed forms.