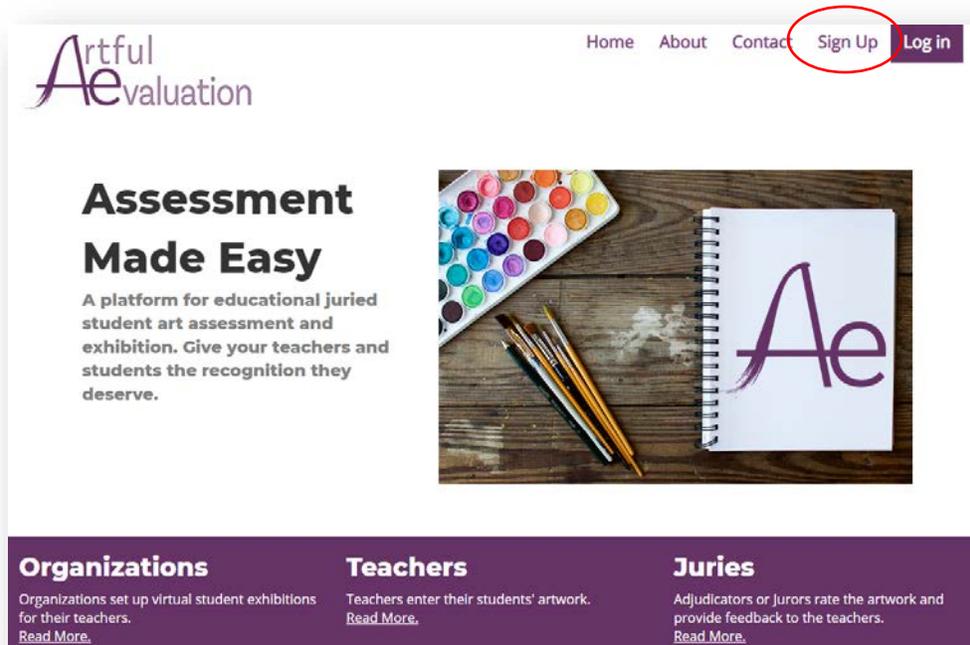


# Artful Aevaluation

## Guide for Organization Administrators

### Creating an Account:

To get started creating an account for your organization, click “Sign-Up” and then “Organization Admin.”



Artful Aevaluation

Home About Contact **Sign Up** Log in

### Assessment Made Easy

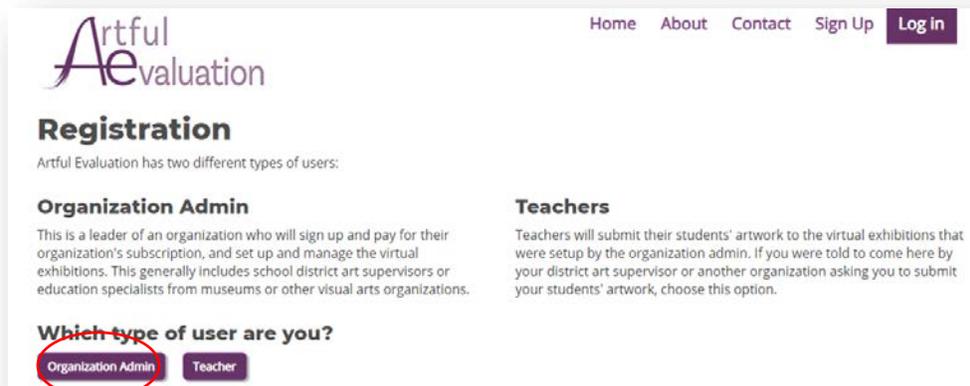
A platform for educational juried student art assessment and exhibition. Give your teachers and students the recognition they deserve.



**Organizations**  
Organizations set up virtual student exhibitions for their teachers.  
[Read More.](#)

**Teachers**  
Teachers enter their students' artwork.  
[Read More.](#)

**Juries**  
Adjudicators or Jurors rate the artwork and provide feedback to the teachers.  
[Read More.](#)



Artful Aevaluation

Home About Contact Sign Up **Log in**

### Registration

Artful Evaluation has two different types of users:

**Organization Admin**  
This is a leader of an organization who will sign up and pay for their organization's subscription, and set up and manage the virtual exhibitions. This generally includes school district art supervisors or education specialists from museums or other visual arts organizations.

**Teachers**  
Teachers will submit their students' artwork to the virtual exhibitions that were setup by the organization admin. If you were told to come here by your district art supervisor or another organization asking you to submit your students' artwork, choose this option.

**Which type of user are you?**

**Organization Admin** **Teacher**

It will ask you some questions about your organization and have you set up your Organization Administrator Account.

### New Organization Registration

Welcome, and thank you for signing up your organization for ArtfulEvaluation! Pricing information is on our [About Page](#). You'll be asked to choose a package after filling out the information below.

Organization Name

Address

City

State

Zip

Phone

Website

Logo Image  We use your organization's logo to "brand" your teachers' entry pages and release forms, customized for your organization. We may also feature you as one of our outstanding organizations on the home page. Please click the button below and select a .jpg or .png file. If you don't have one available, it's okay, just let us know and we'll pull one from your website and add it to your account for you later.

No file chosen

### Administrator Account Information

If you already have an account on Artful Evaluation with another organization, you can use the same email address and password. Otherwise, enter the email and password you would like to use to login.

Prefix

First Name

Last Name

Email Address

Password

Next, click on the subscription plan that works best for your organization. With the exception of the 1-month trial, all subscriptions are **12 months**. Contact us at [help@artfulevaluation.com](mailto:help@artfulevaluation.com) if you need a shorter subscription term.

### Choose Subscription Plan

Description	Maximum Teachers	Maximum Entries	Price	
Trial	0	0	\$0.00	<input type="radio"/>
Basic Plan	50	500	\$450.00	<input checked="" type="radio"/>
Advanced Plan	150	2000	\$900.00	<input type="radio"/>
Premium Plan	300	5000	\$1,800.00	<input type="radio"/>

Payment Type

For "Payment Type" choose *Credit Card* if you are able to pay right away. If you need a Quote, Estimate, or Invoice, to write a check or do a purchase order, choose either *Check* or *Purchase Order*.

Here, you can print your Invoice, Quote, or Estimate. Select which one you need, enter a PO Number if you need that printed on the invoice, and then click the Print button. If you paid with a Credit Card, this will be a *Receipt* that reflects your payment amount and information.

Thank You! Please print this page and send along with a check for the Amount Due to the address below.

If you need this to be an estimate or a quote instead of an invoice, you can click those options below.

Invoice

Quote

Estimate

PO Number:

 Print



The Center for Fine Arts Education, Inc.  
402 Office Plz  
Tallahassee, FL 32301  
850-254-0123

## Invoice

Sample County School District  
1234 Sample St  
Sample, AL 33333  
(000) 000-0000

2/21/2020

Invoice #: 4

Quantity	Description	Price	Amount
1	ArtfulEvaluation.org 12 Month Subscription: Basic Plan 50 Teachers, 500 Entries	450.00	450.00

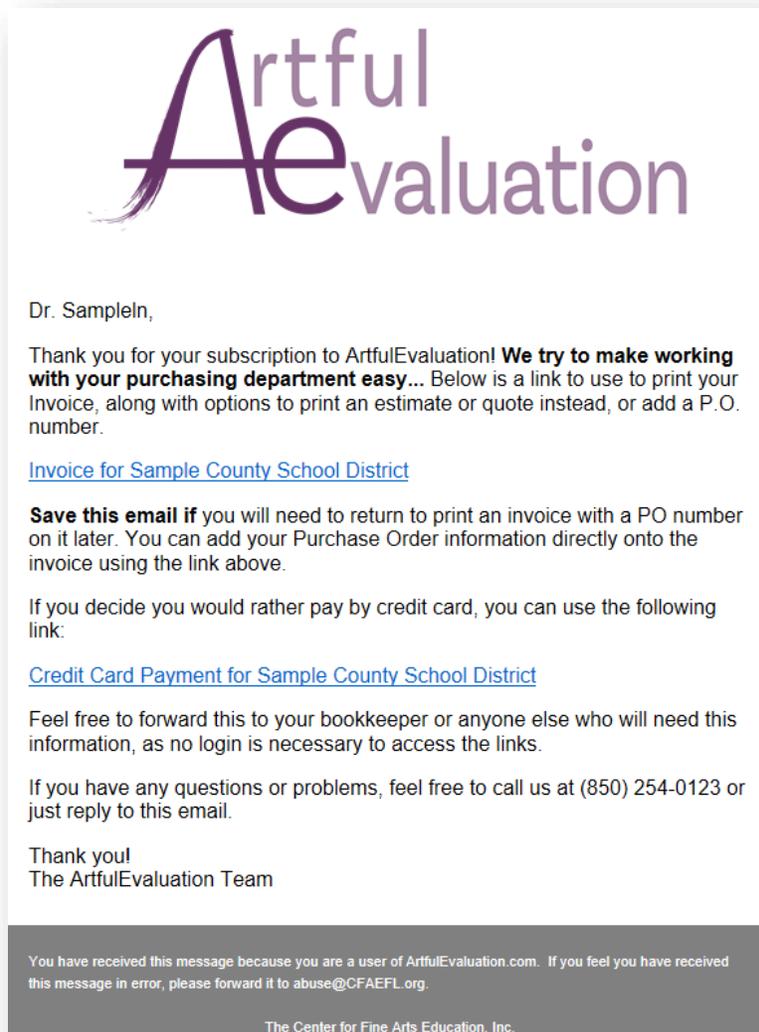
### Payments

No payments have yet been received.

**Total Due: \$450.00**

To pay online with a credit card, please visit this address:

You should also receive an email with a link to the invoice/quote/estimate page if you need to come back later after receiving your purchase order.



## Login:

Once you're logged in, you have the option to go to the Organization Administration section, or the Teacher section. Teachers who are not administrators will jump directly to the *Teacher* section and will not be given this choice.



## The Admin Home Page:

### Sample County School District

Welcome to your new Artful Evaluation administrative portal! Here are some first steps to get started:

1. **Add Schools** using the "Schools" link below. Your teachers will choose their school from a drop-down list of schools listed on that page. You will be able to import from an Excel spreadsheet to make it as easy as possible.
2. **Setup Release Forms** using the "Release Form" link below. This will allow your teachers to generate a PDF release form for each entry pre-populated with the student's information and artwork, ready to print and send home for parent/guardian signatures.
3. **Add an Exhibiton** using the "Exhibitions" link below.

[Exhibitions](#)

[Schools](#)

[Documents](#)

[Change Logo](#)

[Users](#)

[Release Form](#)

Sample County School District  
1234 Sample St  
Sample AL 33333  
(000) 000-0000  
<http://sample.com>  
 Allow Teachers to Track Release Forms

[Edit Organization Info](#)

0 Users Registered  
0 Total Entries  
Your subscription allows for 50 users and 500 entries.  
[Upgrade your plan.](#)

Link for Teachers To Register for their Account:

<http://localhost:3000/teachers/register>

[Copy Link](#)

They will only need this link once. After they create their account, they should then bookmark [ArtfulEvaluation.com](http://ArtfulEvaluation.com) to login in the future.



**Exhibitions:** Exhibitions are the shows your teachers enter their students' artwork into. This is where you set up the dates, judges, and other parameters for each exhibition, and view/download artwork and reports.

**Schools:** For consistency and to avoid duplicates, teachers select their school from a drop-down list when they register. Use this page to add, edit, or delete schools in your organization. You can import them from an Excel file or add them using a form.

**Documents:** Upload documents that your teachers can download from their home page. This could be a copy of your Rubrics, a guide to photographing artwork, or any additional forms or documentation they may need.

**Change Logo:** Your organization's logo appears on your teachers' home page and on the release form that is generated for each entry. You can upload a different version of it here.

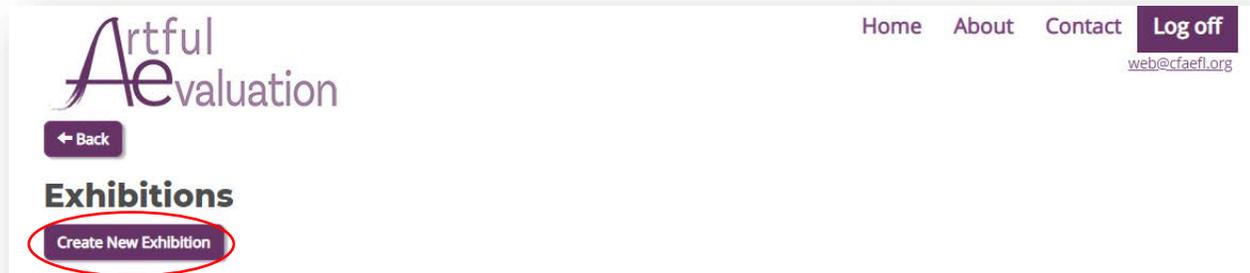
**Users:** A list of the teachers that have registered, along with their email and school(s). You have the ability to reset their password or change the schools that they have selected.

**Release Form:** This is where you can enter the text for the automatically-generated release form. Sample text has been added for you, but you can change it here and test out the form.

**Link for Teachers to Register:** This is the URL for teachers to initially set up their username and password and choose their school(s). They will only need to use it once—once they are registered, they should just go to **ArtfulEvaluation.com** to login. Click the “Copy Link” button to copy and then paste it into an email to them or paste it to your organization’s website.

## Exhibitions

This is the page that will list all of the exhibitions you add. Click “Create New” to set up a new exhibition. Once you have added exhibitions, a title to view or edit its details and entries.



### Creating a New Exhibition:

Title

Description

Please Note: for deadline dates, if you enter a date with no time specified, it will default to midnight on the **morning** of the date you enter. If you want your deadline to be midnight the **night** of your deadline, you must specify a time of "11:59 PM" after the date.

Date & Time Open for Entries

Date & Time Entry Closes

Date & Time Adjudication Opens

Date & Time Adjudication Closes

Require judges to use whole numbers

Maximum Score a judge should give

Maximum Entries Per Teacher

Price Per Entry (optional)

Price Per Teacher (optional)

Limit to One Entry per Student

Require a supporting document upload

Name of the Supporting Document To Ask For

Disclaimer Text

Invoice Text

If you want your judges to be able to enter scores with decimals, leave this unchecked. If you want them to only use the whole numbers on your Rubric, check this box.

Supporting Documents are different than the Release Forms. All teachers will be able to track their release forms regardless. This is just in case there is another form you need the teacher to upload for each entry.

Once you enter and save all of this information, you can specify the questions you want to ask about each entry on the “Additional Questions” page.

If there are any data fields you need to collect about each entry that are not included in the standard fields, you can add them as “Additional Questions” that will be included in the required fields that the teachers must answer when they enter each entry. They can be either “Yes/No” or free-response text questions.

### Additional Questions 2019 Elementary 3rd - 5th Grade Exhibition at Polk Museum of Art

For each entry, we ask for the following information:

- School
- Student First & Last Name
- Grade
- Age
- Artwork Title and Year Created
- Medium
- Description
- Dimensions

If you would like to ask additional questions for each entry, enter the questions here.

Question Text

Question Type

**Add Question**

Question Type	Question Text	
Text	Copy and Paste the student's Artist Statement here	<a href="#">Edit</a>   <a href="#">Delete</a>
Yes/No	Consider for the Live Exhibition?	<a href="#">Edit</a>   <a href="#">Delete</a>

**Finished Adding Questions**

Your exhibition is now set up and should appear in your list of Exhibitions. If it’s after the date and time you chose for “Date & Time Open for Entries,” it should also appear in the Teachers’ list of exhibitions to enter. Click the Title of the exhibition to manage it.

### Exhibitions

**Create New Exhibition**

Include Previous Years

Title	Opens	Closes
<a href="#">2019 Elementary 3rd - 5th Grade Exhibition at Polk Museum of Art</a>	08/28/2019 11:00 AM	10/23/2019 12:00 AM

This is a Districtwide Exhibition of 3rd through 5th Grade Artwork held at the Polk Museum of Art. 3-5 Elementary Exhibition Exhibition Dates: November 16 - January 5, 2019 Reception: November 16, at 11 a.m. & 1 p.m. Artwork UPLOAD DEADLINE: October 20 Accepted List Posted: October 23 Accepted Artwork Due to Museum: November 28

Click the title of the Exhibition to get to its “Details” page:

## 2019 Elementary 3rd - 5th Grade Exhibition at Polk Museum of Art

<b>Description</b>	This is a Districtwide Exhibition of 3rd through 5th Grade Artwork held at the Polk Museum of Art. 3-5 Elementary Exhibition Exhibition Dates: November 16 - January 5, 2019 Reception: November 16, at 11 a.m. & 1 p.m. Artwork UPLOAD DEADLINE: October 20 Accepted List Posted: October 23 Accepted Artwork Due to Museum: November 28	<a href="#">Additional Questions</a>
<b>Date &amp; Time Open for Entries</b>	08/28/2019 11:00 AM	<a href="#">List Entries</a>
<b>Date &amp; Time Entry Closes</b>	10/23/2019 12:00 AM	<a href="#">Track Release Forms</a>
<b>Date &amp; Time Adjudication Opens</b>	11/11/2019 07:30 AM	<a href="#">Setup Judges</a>
<b>Date &amp; Time Adjudication Closes</b>	02/29/2020 12:00 AM	<a href="#">Reports</a>
<b>Require judges to use whole numbers</b>	<input checked="" type="checkbox"/>	<a href="#">Download Artwork</a>
<b>Maximum Score a judge should give</b>	4.00	<a href="#">Edit Exhibition Info</a>
<b>Show Scores to Teachers after Judging Deadline</b>	<input checked="" type="checkbox"/>	
<b>Show Comments to Teachers after Judging Deadline</b>	<input type="checkbox"/>	
<b>Maximum Entries Per Teacher</b>	15	
<b>Price Per Entry</b>		
<b>Price Per Teacher</b>		
<b>Charter School Price Per Entry</b>		
<b>Charter School Price Per Teacher</b>		
<b>Limit to One Entry per Student</b>	<input checked="" type="checkbox"/>	
<b>Require Supporting Document?</b>	<input type="checkbox"/>	
<b>Supporting Document Name</b>		
<b>Disclaimer Text</b>		
<b>Invoice Text</b>		

Click “Edit Exhibition Info” if you need to change anything about the exhibition you entered previously.

Click “List Entries” to see what the teachers have entered:

**2019 Elementary 3rd - 5th Grade Exhibition at Polk Museum of Art**

Total Entries: 275  
Elementary: 274  
Middle: 0  
High: 0

<a href="#">Date Entered</a>	<a href="#">School</a>	<a href="#">Student</a>	<a href="#">Artwork Title</a>	<a href="#">Photo</a>	<a href="#">Average Score</a>	<a href="#">Accepted</a>
9/11/2019 3:07:40 PM	Padgett Elementary Ariel Jones	[REDACTED] Grade: 3 Age: 8	<i>Self-Portrait, 2019</i> Oil Pastel		4,000 <a href="#">Comments</a>	<input checked="" type="checkbox"/>
9/11/2019 3:13:19 PM	Padgett Elementary Ariel Jones	Jackson, Jeffrey Grade: 3 Age: 8	<i>Self-Portrait, 2019</i> Oil Pastel		4,000 <a href="#">Comments</a>	<input checked="" type="checkbox"/>
10/1/2019 12:05:07 PM	Lincoln Avenue Academy Julie Stone	[REDACTED] Grade: 5 Age: 10	<i>A Sunny Sailing Day, 2019</i> Oil Pastel		4,000 <a href="#">Comments</a>	<input type="checkbox"/>
9/11/2019 3:10:53 PM	Padgett Elementary Ariel Jones	[REDACTED] Grade: 3 Age: 8	<i>My Mad Self, 2019</i> Oil Pastel		3,000 <a href="#">Comments</a>	<input type="checkbox"/>

Click a column heading to sort by that column. After judging occurs, this page is sorted by default with the highest average scores first.

Click the “Comments” link to read each judge’s comments.

Click a photo to view the full-size image of that student’s art. If multiple photos were uploaded, you’ll be able to see them all by clicking on that photo.

Click the “Accepted” checkbox after judging for the students who have scored the best, based on your own organization’s criteria. You’ll be able to sort reports, downloads, and the public show based on this “Accepted” checkbox.

## Setting Up Judges

From your Exhibition Details page, click the “Setup Judges” button to get to your list of adjudicators for this exhibition.

Judges 2019 Elementary 3rd - 5th Grade Exhibition at Polk Museum of Art			
<a href="#">Add Judge</a>			
Judge Name	Email	Grades	Judge Progress
Josh Bula	web@cfaefl.org	K,1,2,3,4,5,6,7,8,9,10,11,12	5/274 <a href="#">Edit</a>   <a href="#">Delete</a>
Nancy Puri	[REDACTED]	K,1,2,3,4,5,6,7,8,9,10,11,12	0/274 <a href="#">Edit</a>   <a href="#">Delete</a>

Click the “Add Judge” button to add a judge

### Add Judge

Enter the judge's information below. If they do not already have an account with ArtfulEvaluation, an account will be created and they should use the "Forgot Password" link on the login page to create their password.

First Name

Last Name

Email

Grades **All** **Elem.** **Middle** **High** **Clear**  
 K  1  2  3  4  5  6  7  8  9  10  11  12

[Save](#)

Fill out their information, and check the grades of the students for which you would like them to judge. You can click the buttons above the row of checkboxes to easily check all the Elementary, Middle, or High School grades.

If the judge you added is already a teacher or administrator registered for an account, the links to judge will appear on their home page after they login.

If they do **not** already have an account, you will need to ask them to go to **ArtfulEvaluation.com**, click “login” and then click “Forgot Password.” They will then enter their email address to receive an email to set/reset their password.

After the judges complete their adjudication, the “List Entries” page will be sorted with the highest average scores on top.

## Release Forms

PDF *Artwork and Photographic Release Consent Forms* can be generated and printed by the teacher for student and parent signatures. They are pre-populated with the student's name, information, and an image of the artwork.

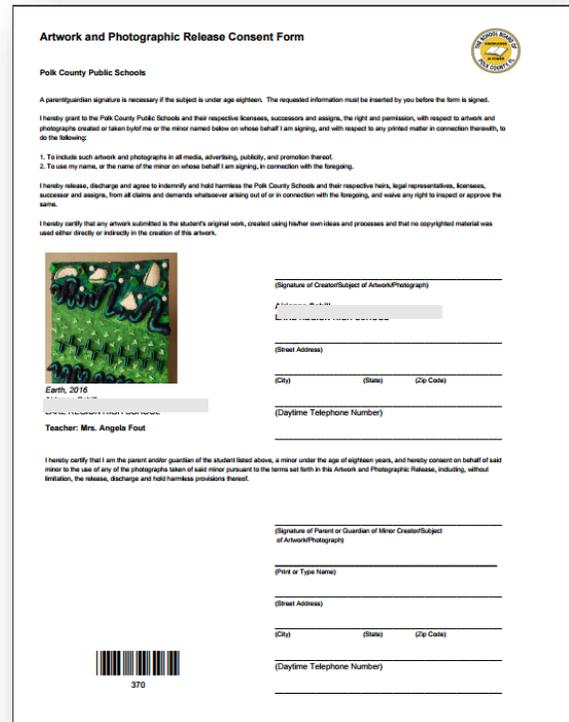
### Customization:

From your organizations' main page, click the "Release Form" button to customize the text that is printed on this form.

### Release Form Tracking:

Tracking the release forms that students return will help you manage which entries can be included in the "Download Artwork" download page, and it will also be a column in the Excel export that you can use to sort and filter with.

As the organization admin, you can choose to have the teachers track their own students' release forms, or you can collect all of the forms from all of the teachers and track them yourself. You can set this on your main organization admin page, click the "edit" button and either check or un-check "Allow Teachers to Track Release Forms."



**Artwork and Photographic Release Consent Form**

Polk County Public Schools

A parent/guardian signature is necessary if the subject is under age eighteen. The requested information must be inserted by you before the form is signed.

I hereby grant to the Polk County Public Schools and their respective licensees, successors and assigns, the right and permission, with respect to artwork and photographs created or taken by/for me or the minor named below (or whose behalf I am signing, and with respect to any printed matter in connection therewith, to do the following:

1. To include such artwork and photographs in all media, advertising, publicity, and promotion thereof.
2. To use my name, or the name of the minor on whose behalf I am signing, in connection with the foregoing.

I hereby release, discharge and agree to indemnify and hold harmless the Polk County Schools and their respective heirs, legal representatives, licensees, successors and assigns, from all claims and demands whatsoever arising out of or in connection with the foregoing, and waive any right to inspect or approve the same.

I hereby certify that any artwork submitted is the student's original work, created using his/her own ideas and processes and that no copyrighted material was used either directly or indirectly in the creation of this artwork.

  
Earth, 2016

Teacher: Mrs. Angela Fout

(Signature of Creator/Subject of Artwork/Photograph)

\_\_\_\_\_  
\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City) (State) (Zip Code)

\_\_\_\_\_  
(Daytime Telephone Number)

I hereby certify that I am the parent and/or guardian of the student listed above, a minor under the age of eighteen years, and hereby consent on behalf of said minor to the use of any of the photographs taken of said minor pursuant to the terms set forth in this Artwork and Photographic Release, including, without limitation, the release, discharge and hold harmless provisions thereof.

(Signature of Parent or Guardian of Minor Creator/Subject of Artwork/Photograph)

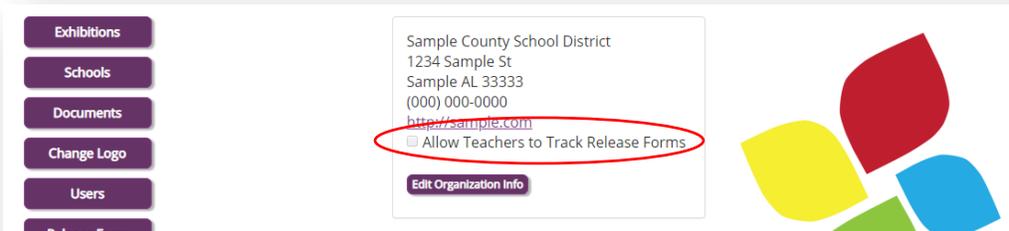
\_\_\_\_\_  
(Print or Type Name)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City) (State) (Zip Code)

\_\_\_\_\_  
(Daytime Telephone Number)

370

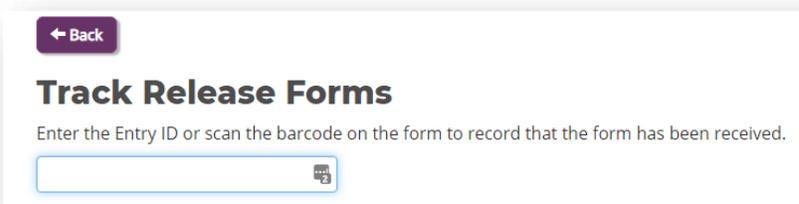


Exhibitions  
Schools  
Documents  
Change Logo  
Users  
Release Forms

Sample County School District  
1234 Sample St  
Sample AL 33333  
(000) 000-0000  
<http://sample.com>  
 Allow Teachers to Track Release Forms  
Edit Organization Info



From an Exhibition's page, click "Track Release Forms."



← Back

## Track Release Forms

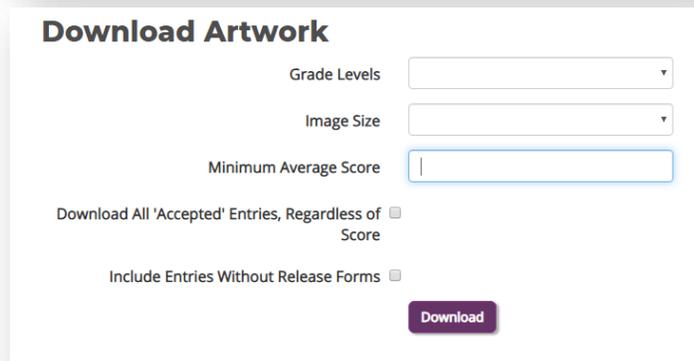
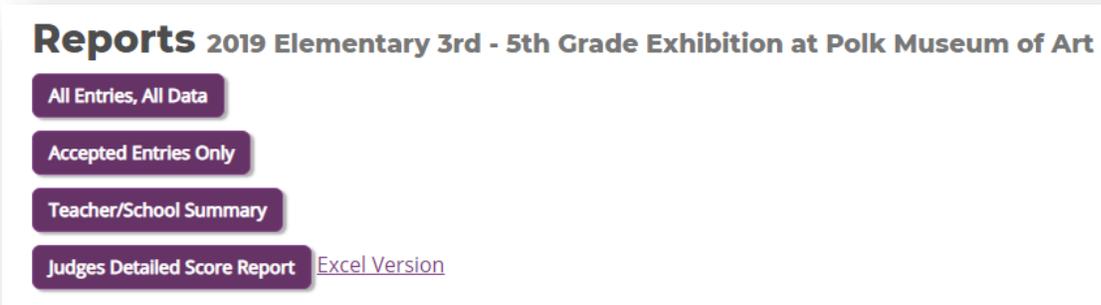
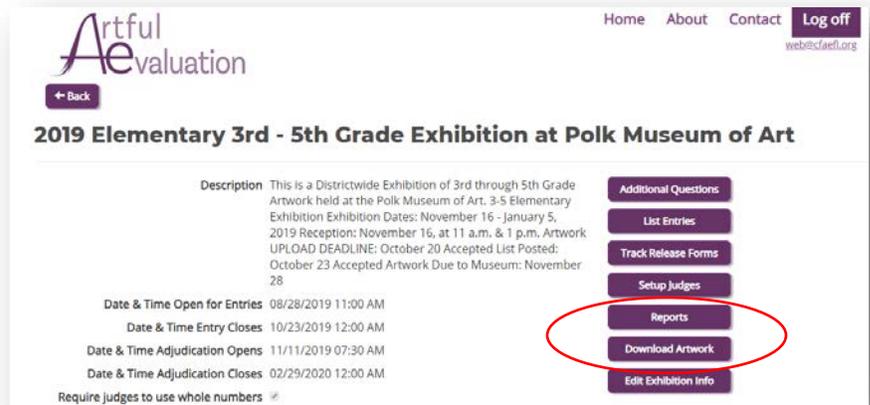
Enter the Entry ID or scan the barcode on the form to record that the form has been received.

You or the teacher can then either enter the numbers under the barcode on the form, or if you have a USB barcode reader you can just scan the barcodes of all the forms. A list of the entries that have been entered or scanned will appear on that page.

## Downloads and Reports

To download an Excel file of all the data, including average scores and the answers to any of the “Additional Questions,” click the “Reports” button from the Exhibition Details page. You have the option of downloading several reports.

To download the image files of the artwork, click the “Download Artwork” button from the Exhibition Details page.



**Grade Levels:** Elementary (K-5), Middle, (6-8), or High (9-12).

**Image Size:** “Small” will be a maximum of 500 pixels wide, good for web display. “Large” will be the original full resolution image uploaded by the teacher, best for print use.

**Minimum Average Score:** Enter a minimum score here, or zero (0) to download them all.

**‘Accepted’ Entries:** You can mark entries “Accepted” using the checkboxes on the *List Entries* page. If you check this option here, it will download all artwork for entries that have their Accepted checkboxes checked.

The downloaded file will be a .zip file that contains all of the .jpg files of the artwork.

## Public Gallery and Slide Shows

You can create a public show that includes a gallery view and a slideshow of the submitted artwork. A public link will be generated that you can use to share on social media or your organization’s newsletter or website.

Go to an Exhibition, click “Edit Exhibition Options,” and scroll down to the “Public Show Options” Section.

**Public Show**

The public show is a way to publicly display the artwork from your show. A link will appear on our home page, or you can link to it from your own web page or send the link to your supporters and stakeholders.

**Open Public Show**

**Show Student Name in Public Show** *Note: For student privacy, students' last names will not be included. Only their First Name and Last Initial will be displayed.*

**Show Schools in Public Show**

**Show Scores in Public Show**

**Artwork To Include**  **All Accepted Entries**

**Minimum Score**

**Description to show for the Public Show**

This is a District-wide Exhibition of 3rd through 5th Grade Artwork held at the Polk Museum of Art in November of 2019.

**Save Changes**

**Open Public Show:** check this checkbox to indicate that the show is open. If you un-check this, it will shut down the show and no longer allow anyone with the link to watch it.

**Show Student Name:** this will display the student’s first name and last initial underneath their artwork.

**Show Schools:** this will display the student’s school and teacher’s first initial and last name underneath their artwork.

**Show Scores:** this will display the average score that the adjudicators gave the entry

**Artwork To Include:** You can either include all “Accepted” entries, or specify a minimum average score. If you have marked entries “Accepted” on the *List Entries* page, you can check this box and it will only include those entries you’ve marked as Accepted. Otherwise, you can leave that unchecked and specify a minimum average score to include in the public show. To include ALL artwork that was submitted enter a zero (0) for the minimum score.

**Description:** This is a short description or introduction that will be displayed at the top of the public show gallery and on the opening slide of the slideshow.

When you save your changes and go back to the Exhibition page, scroll down and you'll see the link to the public show:

**Public Show Options**

Open Public Show

Show Student Name in Public Show

Show Schools in Public Show

Show Scores in Public Show

Artwork to Include All Entries Marked 'Accepted'

Description to show for the Public Show This is a District-wide Exhibition of 3rd through 5th Grade Artwork held at the Polk Museum of Art in November of 2019.

Public Show Link   
[View Public Show](#)

Click the “Public Show Link” box to copy the link to your clipboard, so you can then paste it somewhere else such as social media, an email newsletter, or a link on your organizations website.

Click the “View Public Show” link to see a preview of how it will look to the public. It starts out in Gallery Mode, where the viewer can view thumbnail images, search for their students or school, and click images for full-size versions:

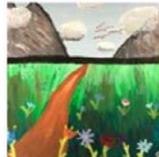
Artful Aevaluation Home About Contact Log off  
[www.caeftl.org](http://www.caeftl.org)

**2019 Elementary 3rd - 5th Grade Exhibition at Polk Museum of Art**

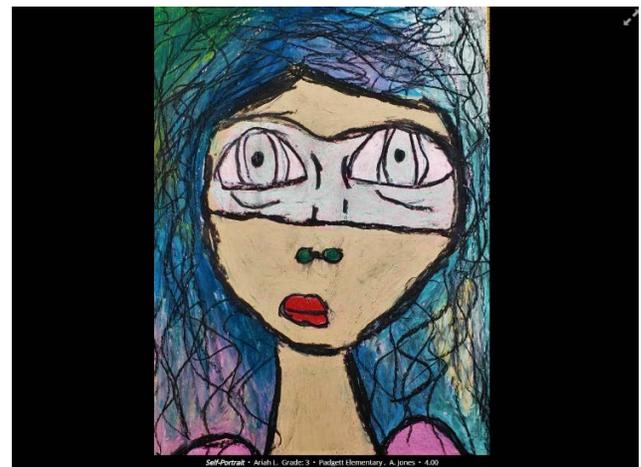
This is a District-wide Exhibition of 3rd through 5th Grade Artwork held at the Polk Museum of Art in November of 2019.

Polk County Schools Fine Arts

Search

 <p><b>Self-Portrait</b> Ariah L. Oil Pastel Padgett Elementary A. Jones, teacher 4.00</p>	 <p><b>Self-Portrait</b> Jeffrey J. Oil Pastel Padgett Elementary A. Jones, teacher 4.00</p>	 <p><b>A Sunny Sailing Day</b> Addison D. Oil Pastel Lincoln Avenue Academy J. Stone, teacher 4.00</p>	 <p><b>My Mad Self</b> Kloie R. Oil Pastel Padgett Elementary A. Jones, teacher 3.00</p>
 <p><b>Sailing</b> Ricardo F. Oil Pastel Lincoln Avenue Academy J. Stone, teacher</p>	 <p><b>Colorful City</b> Regina-Rosse P. Mixed Media (more than two mediums used) Lincoln Avenue Academy J. Stone, teacher</p>	 <p><b>Springtime Paradise</b> Jillian J. Acrylic Devenport School Of The Arts D. Deans, teacher</p>	 <p><b>"Reflection"</b> Jasmin R. Mixed Media (more than two mediums used) Eastside Elementary School I. Rodriguez, teacher</p>

Click the **Slide Show** button for the slide show:



The viewer can click-and-drag or swipe to the left and right to advance through the slides, or it will automatically advance on its own and loop continuously.

Also, notice the “Full Screen” button in the upper right corner to view the slideshow full-screen and hide the browser’s address bar.

## Support

If you need any help or have any questions, feel free to email us anytime:

**Help@ArtfulEvaluation.com**

During normal business hours you will receive a reply as soon as possible, usually within less than an hour.