

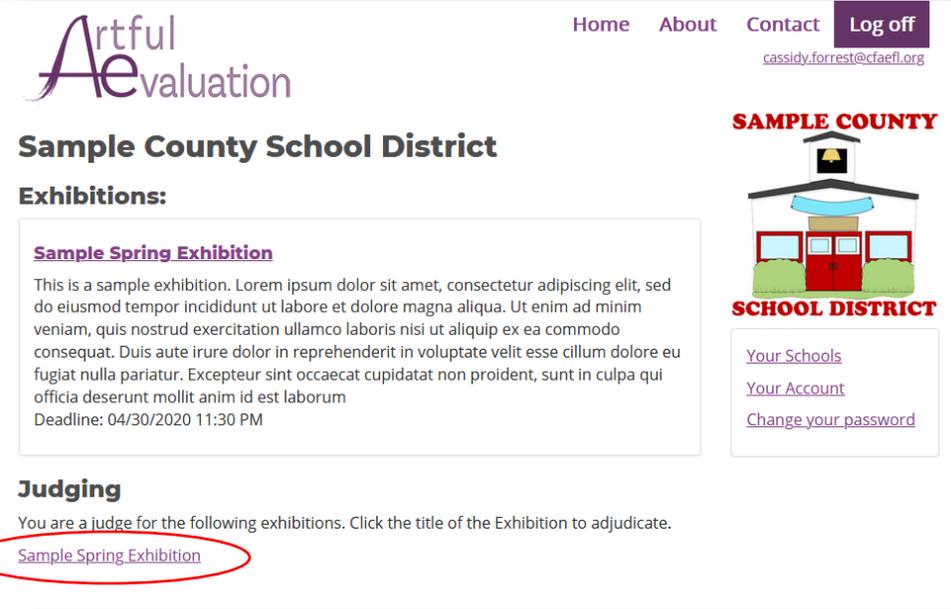
# Artful Aevaluation

## Guide for Adjudicators

### Registration

Your organization's administrator will set up your account for you. If you have a regular Teacher or Administrator account, you can just login using the same email address and password you use for adding your students' artwork.

If you do not have a teacher account, click "Login" and then "Forgot Password" to set up your password.

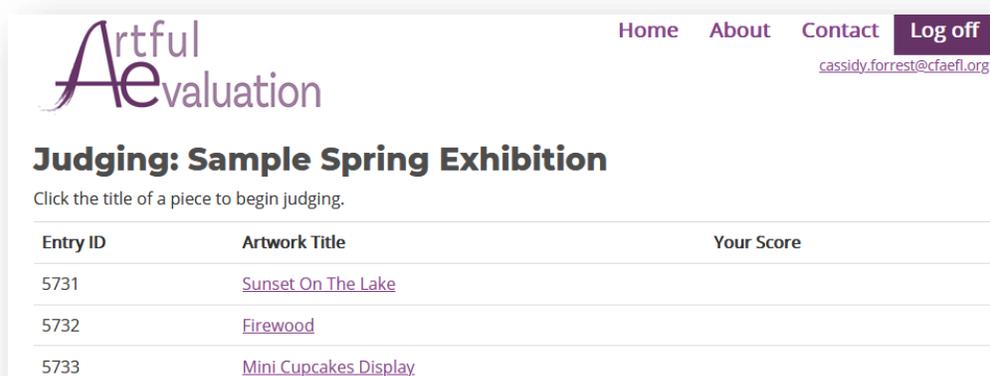


The screenshot shows the website interface for a school district. At the top left is the "Artful Aevaluation" logo. To the right are navigation links: "Home", "About", "Contact", and a "Log off" button with the email address "cassidy.forrest@cfaefl.org" below it. The main heading is "Sample County School District". Underneath is the "Exhibitions:" section, which contains a box for the "Sample Spring Exhibition". This box includes a description of a sample exhibition, a list of Lorem Ipsum text, and a deadline of "04/30/2020 11:30 PM". To the right of the exhibition box is a graphic of a school building with the text "SAMPLE COUNTY SCHOOL DISTRICT" above and below it. Below the school graphic are three links: "Your Schools", "Your Account", and "Change your password". At the bottom left, under the "Judging" header, there is a line of text: "You are a judge for the following exhibitions. Click the title of the Exhibition to adjudicate." Below this text, the link "Sample Spring Exhibition" is circled in red.

Under the "Judging" header, click the Exhibition for which you would like to start judging. You may also see a button that says "Judging" to take you to the judging page:

**Judging: Sample Spring Exhibition**

A list of the works to judge will appear:

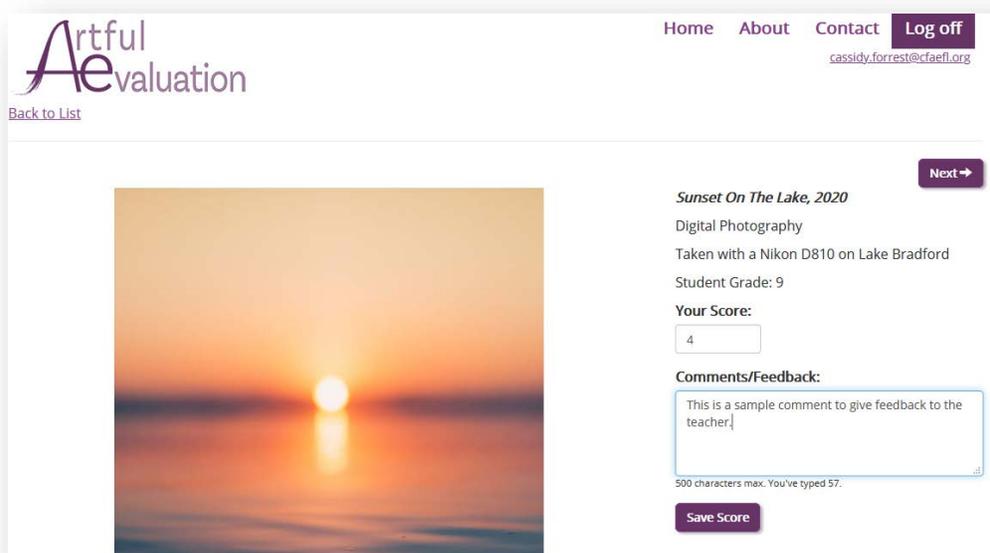


The screenshot shows the top navigation bar with links for Home, About, Contact, and Log off. The email address cassidy.forrest@cfaefl.org is displayed. The main heading is "Judging: Sample Spring Exhibition". Below the heading is a prompt: "Click the title of a piece to begin judging." A table lists three artworks:

Entry ID	Artwork Title	Your Score
5731	<a href="#">Sunset On The Lake</a>	
5732	<a href="#">Firewood</a>	
5733	<a href="#">Mini Cupcakes Display</a>	

The "Your Score" column will be blank at first, but then list the score that you gave for each entry along with your comments.

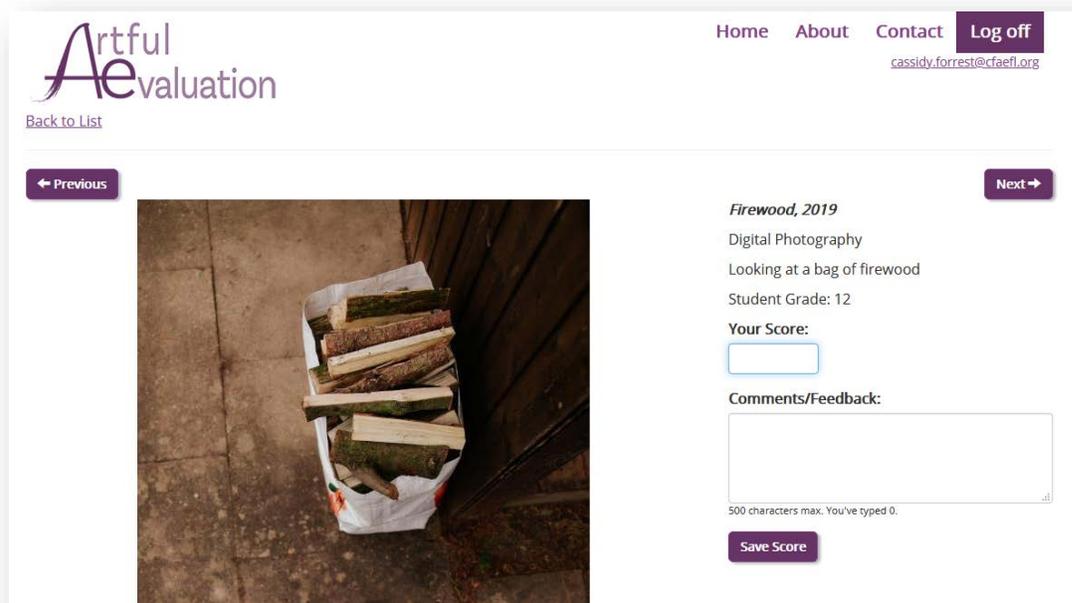
Click the title of the first entry to begin judging. If you are returning after judging a few entries, you can click the first entry with a blank score.



The screenshot shows the judging interface for the artwork "Sunset On The Lake, 2020". On the left is a large image of a sunset over water. On the right, the artwork details are displayed: "Sunset On The Lake, 2020", "Digital Photography", "Taken with a Nikon D810 on Lake Bradford", and "Student Grade: 9". Below this is a "Your Score:" label and a text input box containing the number "4". There is also a "Comments/Feedback:" label and a larger text area containing the text "This is a sample comment to give feedback to the teacher." Below the text area is a character count: "500 characters max. You've typed 57." At the bottom right is a "Save Score" button. A "Next" button with a right arrow is also visible.

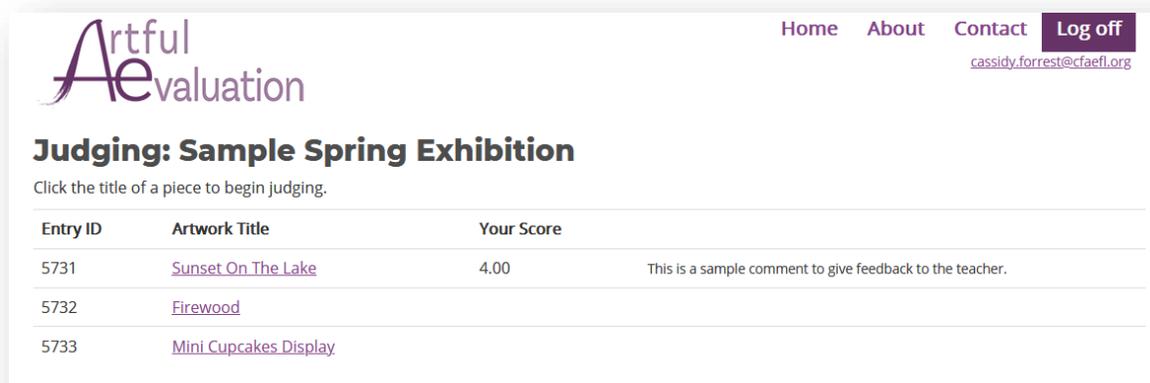
1. Click on the photo to view the high-resolution full-width version of the image. You may need to scroll up and down to see the whole image in detail.
2. Enter your score in the "Your Score" box. If your organization gave you a rubric or score sheet with multiple categories, this should be the *final score* only. There is no need to enter scores for all categories.
3. If there is a Comments/Feedback box, enter any comments or feedback that you would like to share with this student's teacher.
4. Click the "Save Score" button

Saving your score will automatically take you to the next entry, but you can click the “Next” or “Previous” buttons at the top to navigate through the entries.



The screenshot shows the 'Artful Evaluation' website interface. At the top, there is a navigation menu with 'Home', 'About', 'Contact', and 'Log off' (with the email address [cassidy.forrest@cfaefl.org](mailto:cassidy.forrest@cfaefl.org)). The main content area features a 'Back to List' link and a 'Previous' button. The central image is a photograph of a white bag filled with firewood. To the right of the image, the entry details are displayed: 'Firewood, 2019', 'Digital Photography', 'Looking at a bag of firewood', and 'Student Grade: 12'. Below this, there is a 'Your Score:' label followed by an empty input field. Underneath is a 'Comments/Feedback:' label followed by a large text area. At the bottom of the text area, it says '500 characters max. You've typed 0.' and a 'Save Score' button is located at the bottom right of the entry.

Click “Back to List” to go back to the list of entries. You’ll see your score and comments next to each entry you’ve scored.



The screenshot shows the 'Artful Evaluation' website interface for a judging session. At the top, there is a navigation menu with 'Home', 'About', 'Contact', and 'Log off' (with the email address [cassidy.forrest@cfaefl.org](mailto:cassidy.forrest@cfaefl.org)). The main content area features the 'Artful Evaluation' logo and the heading 'Judging: Sample Spring Exhibition'. Below the heading, there is a instruction: 'Click the title of a piece to begin judging.' A table with three columns is displayed: 'Entry ID', 'Artwork Title', and 'Your Score'. The first row shows '5731' for the ID, 'Sunset On The Lake' for the title, and '4.00' for the score. To the right of the score, there is a sample comment: 'This is a sample comment to give feedback to the teacher.' The second row shows '5732' for the ID and 'Firewood' for the title. The third row shows '5733' for the ID and 'Mini Cupcakes Display' for the title.

Entry ID	Artwork Title	Your Score
5731	<a href="#">Sunset On The Lake</a>	4.00
5732	<a href="#">Firewood</a>	
5733	<a href="#">Mini Cupcakes Display</a>	

You can log off and then return later anytime you need to. When you login again and return to this page, just click the title of the first entry without a score to pick up where you left off.

When all of the entries listed on this page have a score next to them, you are finished and there is no need to do anything else. Thank you!