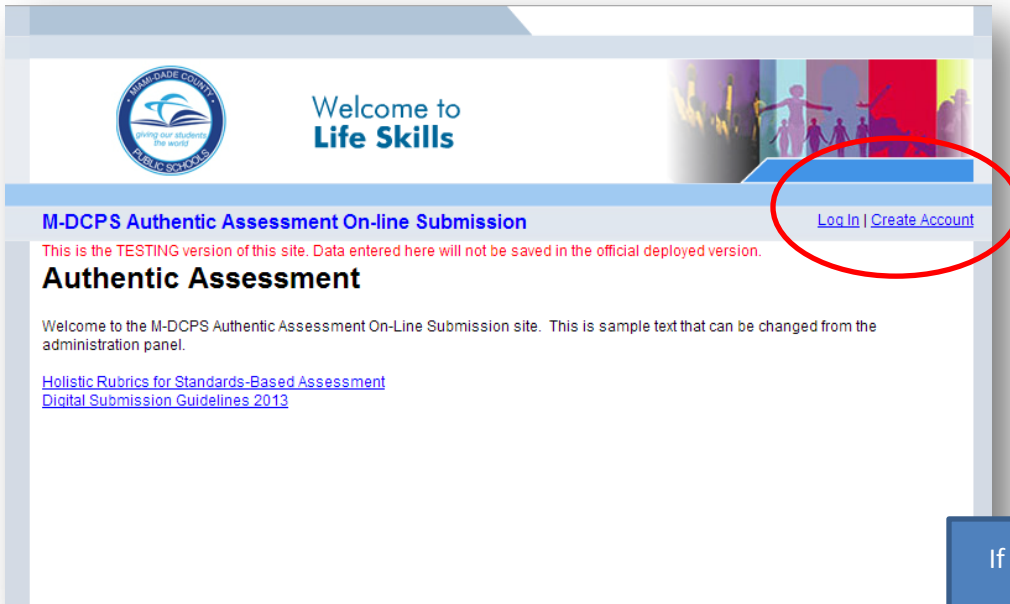


Authentic Assessment On-Line Submission Instructions for Teachers

The first time you visit this site, click “Create Account” to set up your username and password. You only need to do this once, even if you change schools.



If you teach at more than one school, click “Add Another School” to add another drop-down to select your second school. If your school is not in the list, contact us so we can add it.

Create Account

Prefix	Mr. <input type="button" value="v"/>
First Name	<input type="text" value="Josh"/>
Last Name	<input type="text" value="Bula"/>
School(s)	<input type="text" value="Brentwood Elementary School"/> <input type="button" value="v"/> Add Another School
Email	<input type="text" value="josh+2@cfaefl.org"/>
Phone	<input type="text" value="999-999-9999"/>
Username	<input type="text" value="joshbula3"/>
Password	<input type="password" value="....."/>
Confirm Password	<input type="password" value="....."/>
	<input type="button" value="Submit"/>

Make sure everything is spelled correctly and capitalized like you want it to appear on all forms and reports, then click “Submit.”

Success!!

Your account has been created. Please remember the username and password you chose for the next time you need to submit artwork.

[Login to start adding artwork](#)

From now on, whenever you come to the site to enter or edit your artwork, login with the username and password you just chose. If you forget what they are, you can click the “Forgot Your Password?” link and enter your email address to have your username and password emailed to you.

Log In

Login with the username and password you chose when registering. This might not be your regular MDCPS login info.

Username:

Password:

[Forgot Your Password?](#)

Entering Artwork

Now you're ready start entering your students' artwork. First click the “Enter an Exhibition” button.

Authentic Assessment

Welcome to the M-DCPS Authentic Assessment On-Line Submission site. This is sample text that can be changed from the administration panel.

[Holistic Rubrics for Standards-Based Assessment](#)
[Digital Submission Guidelines 2013](#)

Welcome, Josh Bula

[Update Contact Info](#)

[Change Password](#)

That takes you to a list of exhibitions that are available, along with a description and the dates available for you to enter or edit your entries. They will stay for a few days after the deadline as well, just in case you need to go back in to re-print forms.

Click the title of the exhibition you would like to enter. In this example, there is only one exhibition currently open, so we'll click that one.

Choose an Exhibition

Please choose the exhibition you would like to enter:

Exhibition	Date Open	Date Closed
Sample Exhibition This is sample descriptive text that will be displayed to the teacher when they choose which exhibition to enter	9/17/2013 12:00 AM	9/30/2013 11:59 PM

This is the page you enter all the information about your first student, and select the JPG file of that student's artwork from your computer.

[Back to Exhibition List](#)

Sample Exhibition

You have added 0 works of art to this exhibition.

[Show Works I Already Added](#) [Release Forms](#) [Inventory](#)

Please add student artwork one-at-a-time below.

Student:	First Name: <input type="text" value="Ismael"/>	Last Name: <input type="text" value="McCarthy"/>	Grade: <input type="text" value="3"/>	Age: <input type="text" value="8"/>
School:	<input type="text" value="Brentwood Elementary School"/>			
Title of Art Work:	<input type="text" value="Yellow School Bus"/>			
Description/Media:	<input type="text" value="Crayon"/>			
Art Work Dimensions:	<input type="text" value="12x14"/>			
Year Created:	<input type="text" value="2013"/>			
JPG File of Artwork: Must be between 512KB and 3MB.	<input type="button" value="Choose File"/> blog-bus.jpg			
If 3D Artwork, you may choose a second image showing a different angle here.	<input type="button" value="Choose File"/> No file chosen			
Collaborating Teacher	If another teacher also worked with this student on this work, enter their name here. Otherwise, leave blank. First Name: <input type="text"/> Last Name: <input type="text"/>			

I understand that entries are not eligible until adjudication has been completed and the Artwork and Photographic Image Release Consent Forms have been received.

All MI-DCPS accepted artworks for exhibition must be accompanied with the Artwork and Photographic Image Release Consent Form affixed to the backside.

If you teach at multiple schools, make sure the correct school is selected here. If this student's school is not listed, go back to your "Account Info" and add it as one of the schools where you teach.

Be patient after you click "Submit," especially if the JPG file was large. It may take several seconds to upload, depending on your internet connection.

When your upload is complete, you will be taken to the confirmation page which lists all the entries you have made into this exhibition.

To add your next student's artwork, click "Add Another Work."


[Back to Exhibition List](#)

Sample Exhibition


You have added 2 works of art to this exhibition.
Thank you for your submission(s). Please click the buttons below to print the invoice/inventory for your records and release forms that must be submitted.

[Show Works I Already Added](#) [Release Forms](#) [Inventory](#)

[Add Another Work](#)



[Rotate](#)
Erica Coleman *Big Red Flower*
[Edit](#) [Delete](#)



[Rotate](#)
Ismael McCarthy *Yellow School Bus*
[Edit](#) [Delete](#)

If you are finished adding all your students' entries, click the "Release Forms" button to print out the required release forms that will need to be signed by the student and/or their legal guardian. This will be a PDF file with all of the required forms pre-filled with the student information.

ARTWORK AND PHOTOGRAPHIC RELEASE CONSENT FORM
Division of Academic Support, Visual and Performing Arts



Sample Exhibition

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 Miami-Dade County Public Schools (M-DCPS), and their respective licensees, successors and assigns, the right and permission, with respect to artwork and photographs created or taken by/of me or the minor named below on 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 M-DCPS and their respective heirs, legal representatives, licensees, successor and assigns, from all claims and demands whatsoever arising out of or in connection with the foregoing, and waive any right in inspect or approve the



Big Red Flower, 2013
Erica Coleman
Brentwood Elementary School
Crayon on Newsprint
22x36"

Teacher: Mr. Josh Bula
josh+2@cfaefl.org

(Signature of Creator/Subject of Artwork/Photograph)

Erica Coleman
Brentwood Elementary School

(Street Address)

(City) (State) (Zip Code)

(Daytime Telephone Number)

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

(Print or Type Name)

Also click the "Inventory" button to print a list of the student artwork that was successfully uploaded. If there is a charge for entry into this exhibition, this "Inventory" list will double as an invoice that you can submit to your bookkeeper to request a check.

After you have printed your release forms and inventory, you're all done!

Changing Your School or Contact Info

If you change schools or start teaching at a different school, or if you need to change your name or contact info, click the “Update Contact Info” link. It will be on the home page after you login.

[Enter an Exhibition](#)

[Update Contact Info](#)

[Change Password](#)

The top box is to change your personal information. Click the “Edit” button, make the changes, and then click the “Save” button.

[Back to Home Page](#)

Your Account:

UserID	10
Prefix	Mr.
First Name	Josh
Last Name	Bula
Email	josh+2@cfaefl.org
Phone	999-999-9999

[Edit](#)

This box is to change your school-wide information. This is information that applies to all teachers in your school. If you teach at multiple schools, select the school from the drop-down list that you would like to edit.

If you no longer teach at a school, the “Remove” button will remove it from your account. This will not delete any of your student entries.

School(s):

SchoolID	576
School Name	Brentwood Elementary School
Address1	3101 NW 191ST ST
Address2	
City	Miami Gardens
State	FL
Zip	33056-3068
Phone	3056242657
Fax	3056254981
Principal Title	Dr.
Principal First	Sharon
Principal Last	Jackson
DOE School Number	461

[Edit](#) [Remove](#)

If you teach at multiple schools but did not select all of them when you first created your account, this is where you can add the additional school(s).

If you have changed schools, add the new school here before removing your old school from the section above.

Add School:

[Add](#)