Artsonia: The Guide to Getting Started

We cordially welcome you to Artsonia and hope that you will have a very rewarding experience. If you have any questions or comments, please don't hesitate to contact us at 800-869-9974 or info@artsonia.com. We always love to hear from our teachers.

Showcase your student art projects on Artsonia – the largest student art museum in the world! This guide provides the basic information that you'll need to start your school gallery.

- ❖ Teacher Registration/Login
- ❖ Permissions: Parental/Administrative
- ❖ Photographing the Artwork
- ❖ Introduction to the Roster (screennames / security keys)
- ❖ Photographing the Artwork
- ❖ Submitting Artwork
- ❖ Parental Involvement
- ❖ Fundraising Opportunities

Teacher Registration/Login
Your participation in Artsonia starts with your membership registration. Visit the teacher section of the Artsonia website to register (www.artsonia.com/teachers). During this process, you will identify your school and create a username/password which will be required every time you login to your secure teacher section.

Permissions: Parental and Administrative
Prior to starting an online gallery, Artsonia advises all teachers to obtain the appropriate permission from school administrators and parents. Parent permission forms are available for you to print and distribute or use as a guide when writing your own. Administrators can read the "Artsonia Benefits Guide" which provides an overview of the program and addresses many of the common questions and concerns. These documents can be found online at www.artsonia.com/teachers/docs (this link is also shown in your teacher section).

Introduction to the Student Roster
Within the teacher section, you will maintain a student roster which is primarily organized by grade levels. The student roster shows you the student's *full name*, *screenname* and number of artwork submitted for each student.

1. *Screenname*: When you add a student to the roster, Artsonia automatically assigns the child a screenname which normally consists of their <u>first</u> name and a number (e.g. Sally22). No two screenames are alike, giving the family an easy way to locate their student's gallery online (www.artsonia.com/sally22). Note: <u>Last</u> names are not shown anywhere on our site, except in your secure student roster.
2. *Grades and Groups:* Most teachers organize their student rosters by grades. You can also create "groups" within your roster to further organize your students (for instance, by homeroom teacher.)
3. *Changes to Artist Information:* The student roster is a great place to fix mistakes or make corrections. Clicking on an artist will let you view or edit the artwork submitted for each artist.
4. *Parent Registration / Security Key:* It is important to get the parents involved in your student's galleries. You can either pre-register the parents by entering the parent's name and email address, or print out take-home notes to send home with the students. In order to pre-register the parents, you can click on the "Register Parents" button in the upper right corner. Alternatively, you can create the take-home notes, called "Activity Reports" by clicking on the link at the bottom of the page.

Photographing the Artwork

A few simple tips can make a big difference when photographing artwork for the online gallery. Not only do well-photographed images improve the appearance of your gallery, they also appear more vivid on the custom-made keepsakes in the gift shop.

1. *Turn off the flash, indirect natural light is best!* Try to photograph your artwork during the day, in a room with windows. Using a flash can sometimes cause a reflective glare on the artwork, which can significantly distract from the image.

2. *Use the wall or the floor to avoid angles.* The best images are those taken from a straight-on perspective. Post the work flat against the wall or on the floor so that the artwork is not propped at an angle. Also, be aware of the background surface. You will be able to crop the image on Artsonia, but a solid colored border often enhances a piece of artwork, so keep that in mind when finding the best location for taking pictures.

3. *Resolution (image size)* Artsonia recommends a minimum resolution of around 2000 x 2000 pixels. On most digital cameras, this is an average/middle setting option on the menu.

Once you have photographed the artwork, you will transfer the images to your computer and save them as jpg files. Note: The software and USB cord required for this process are included in the purchase of your digital camera.

Submitting Artwork

Submitting artwork is easy! Just login to your teacher section and follow these simple steps to start your school gallery.

❖ Select   **Submit Artwork!**   from your Start Page

❖ Use the   **Super Uploader**   to quickly upload images

Upload Artwork » Super Uploader!

Add Files   Add Folders   Upload

2009_0120Ja... 2009_0120Ja... 2009_0120Ja... 2009_0120Ja...

2009_0120Ja... 2009_0120Ja... 2009_0120Ja... 2009_0120Ja...

2009_0120Ja...

About the Artist

Which grade is the artist in?

Organize by Exhibit

Do you want this to appear in an existing exhibit?

OR... do you want to add this a new exhibit?

Publish !   Edit Image   Delete

❖ Select "**Add Files**" to submit just a few pieces or "**Add Folders**" to submit an entire folder of artwork. Locate and select the images, then click the "**OPEN**" button.

❖ Previews of your selected images will be displayed. Click the **UPLOAD** button to begin transferring the files to Artsonia. (Note: If you have difficulties with the installation, you can try uploading one piece via the Basic).

❖ Follow the prompts to provide details about the artist and the artwork. *Note: Once you add a new student via this page, they will automatically be assigned a screenname and saved in your class roster.*

❖ If you are satisfied with the appearance of the artwork, you click **PUBLISH** at the bottom of the page. *Note: If you need to rotate or crop the image, click on EDIT IMAGE*.

All artwork submitted to Artsonia is reviewed and then published to the school gallery. Please allow 1-2 business days for this process.

Tell Parents! **Parental Involvement Makes a Difference**

Successful school galleries are a direct result of parental involvement. Artsonia makes it easy for you to communicate with parents either by directly inputting the parents' names and email addresses or by creating customized take-home notes called "Activity Reports". If you do create the Activity Reports, they include all the information a parent needs in order to locate the gallery, register as a parent, manage fan club members and approve comments.

To Enter Parents Names / Emails:

1. Login to your teacher section and click on the "**TELL PARENTS**" button.

2. Choose the pre-register parents option. Click on "View Roster" and then click on the "Register Parents" button.

3. Enter in the names and email addresses of the parents. This will create a customized email inviting the parent to come to Artsonia and finish the registration process.

To Print Activity Reports:

1. Login to your teacher section and click on the "**TELL PARENTS**" button.

2. Choose the Print Activity Reports option.

3. You can print reports for all your students or narrow down the selection based on grade level, specific groups, exhibits and/or recently published artists.

Activity Reports print 3 per page and a sample report is shown below.

Activity Report for **Daisy Duke** (ScreenName: Daisy161)

Artwork: **3**   Comments: **1**   Fan Club: **0**   Grade: **1**

Dear Parent,

We're excited to be participating with Artsonia to display your child's artwork online! We invite you to view the artwork at this link:

www.artsonia.com/Daisy161

⭐ *Please register!*

We also invite you to register to approve comments left for your child from family & friends. You'll need the following info:

ScreenName: **Daisy161** Security Key: **R4N6BZY**

Fundraising Opportunities

Artsonia's built-in gift shop gives families the opportunity to order custom-made keepsakes featuring their student's artwork. More than 25 products are available at www.artsonia.com/gifts including coffee mugs, mouse-pads, t-shirts and more!

Why Teachers Choose Artsonia as their Primary Fundraiser

❖ Artsonia offers a commission of 15% of all sales to the school arts program.

❖ Earned funds can be viewed and requested at any time. Payouts are available in the form of a check, or gift certificates from either Artsonia or Dick Blick Art Materials.

❖ Parents can select keepsakes from a wide variety of artwork and you can earn funds all year, including summers.

❖ Artsonia works directly with the parents, so teachers do not have to keep track of orders, collect payment nor distribute products.

❖ You can submit various types of projects, giving the parents a wide variety of choices. Their purchases are not restricted to one specific project.