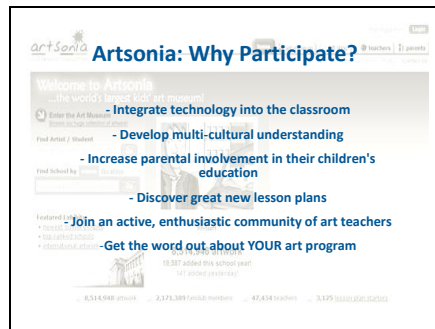


Slide 1



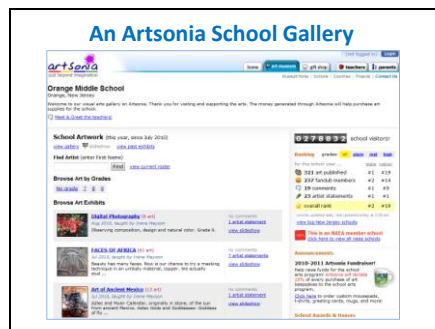
Artsonia is the largest student art museum on the Internet. There are more than 8 million pieces of artwork from students in over 120 countries currently on display. There are also over 3,000 lesson plans starters available for browsing. This start page provides an easy way to search for an artist, school or simply browse the art museum.

Slide 2



Main reasons/benefits to creating a school gallery on Artsonia. *Feel free to add your own input on why Artsonia has been a positive addition to your classroom.

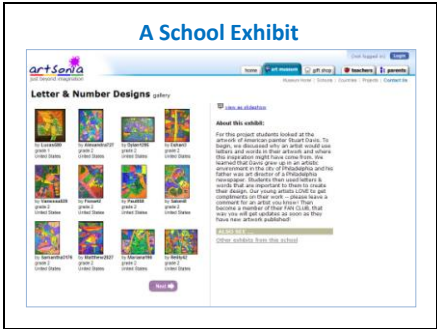
Slide 3



This is a typical school gallery. It is organized by exhibits, the most recent ones showing first to keep the gallery fresh and changing. Visitors can search for artwork by grade level or view the school roster to find a specific artist. The statistics shown on the right give you an idea of how your school compares to others in your state as well as on a national level. One can also see if visitors have left comments or if artists have included personal statements on the artwork in each exhibit. Student and School awards and honors are also listed on your school gallery page. Teachers can edit

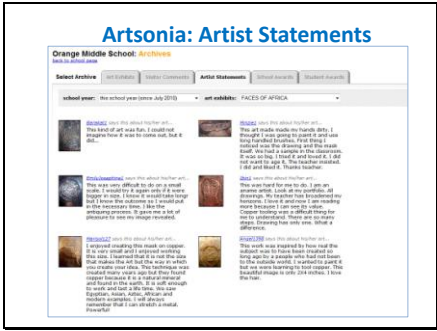
the greeting shown just below the school's name as frequently as they'd like.

Slide 4



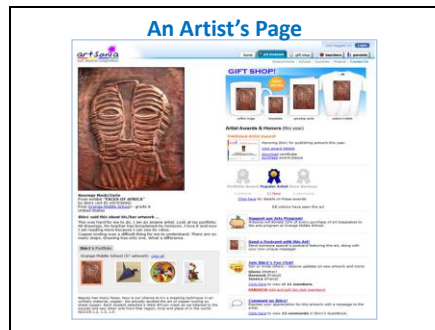
The exhibit page displays all the artwork within one exhibit. It's optional to add a description when submitting artwork, but many of the visitors are curious to know why or how the project was done, so we encourage teachers to provide this explanation.

Slide 5



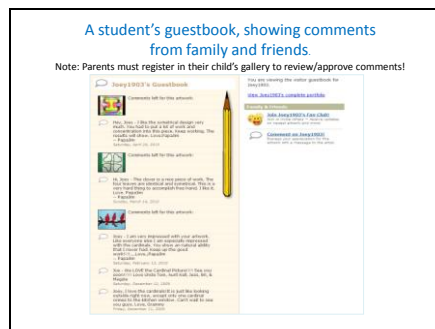
An artist can write a personal statement to help visitors learn more about his/her artwork. Statements are submitted two ways: 1)the teacher can ask the students to write statements and the teacher then enters them through the secure teacher section or, 2) statements can be entered by way of the registered parent profile from home.

Slide 6



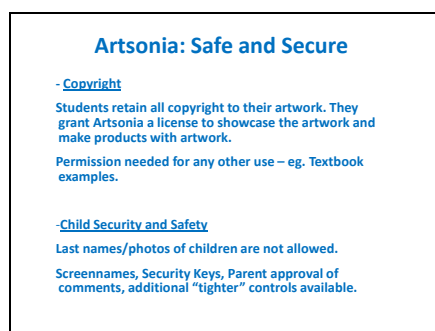
On an artist's page, visitors can view the artwork, read an artist's personal statement, join the fan club, leave a comment in the guestbook and support the school through the online giftshop. Remember that parents must approve all comments before they will be shown in a child's guestbook..more on that in the next slide!

Slide 7



A sample guestbook shows all the comments left in a child's gallery. No comments are posted unless parent approved. This is why parent registration is very important. *Now is a good idea to take a few minutes to introduce the concept of "parent registration" and security keys before moving on to the "how to submit" portion of your talk. You will mention parent-involvement later, when you are explaining features of the teacher section.

Slide 8



Students/Parents retain the copyrights to the artwork. If Artsonia is contacted by an outside source (a magazine or textbook publishing company) that would like to use a child's artwork in their publication, Artsonia will provide the teacher/parent with the appropriate contact information to further discuss the opportunity. Artsonia will no longer be involved in the conversation, except to provide the image, if parental permission is granted.

“Tighter” controls simply means that we will work with the school or district’s who have very specific needs or requests regarding the online process. For example, one district does not want any names published whatsoever. The school mascot was entered as each child’s first name, instead. (Wallswizard1, Wallswizard2, etc)

Slide 9

Artsonia: Digitizing Artwork

Photographing Artwork Do's and Don'ts

DO...

- Place the art on a flat surface
- Take the photos looking directly at artwork
- Preview the photo picture to ensure your angle and lighting is good
- Write down the name of the artist/picture if you are planning to photograph many images at once
- Recruit parent volunteers to help you!

DON'T ...

- Take pictures at an angle
- Use a flash
- Take photos at the highest resolution include children's faces nor last names in your photos

JPG: A file format used to save pictures

Resolution: Size and sharpness of an image

Pixel: Unit used to measure resolution

***Ideal Image Resolution for Uploading Artwork to Artsonia: "2,000 x 2,000"**

dpi: literally stands for "dots per inch" (a.k.a. pixels per inch)


***Ideal image dpi setting for Digitizing 8x10 Artwork via a Scanner: 100 dpi**

Remember: You can upload at a higher resolution, but it will only increase the time it takes to transfer the image from your computer to the Artsonia gallery.

Note: This is a list of tips/vocabulary which might come in handy when teachers are first learning to photograph/upload artwork. Now is a good time to explain your own photographing/organizing artwork process as well.

Slide 10

Teacher Registration/Login



[Home](#)
[About Us](#)
[Help](#)

[Home](#)
[About Us](#)
[Help](#)
[Contact Us](#)

[Log In](#)
[Sign Up](#)

Welcome, Teachers!

- Arts2go is the world's largest arts and sciences website.** It's the easiest way to collaborate online in the classroom and participate in exciting projects.
- Arts2go provides a more sense of place and local focus than websites published in a magazine!**
- Family and friends can access your website.** Get the best of the web and present it for the whole family.
- Scholars earn 15% on every purchase** (purchase items together with other ARKs) online - a great foundation for your own business!
- Teachers can earn 10% on every purchase** (purchase items together with other ARKs) online - a great foundation for your own business!
- Thousands of Art and Science Lesson Plans** have been submitted by teachers just like you, and are available as a resource for your classroom.

Arts2go is a 501(c)(3) nonprofit, not-for-profit school, Spanish & conversational resources, etc. For more details, please email us at info@arts2go.com

Arts2go is a **FREE** website for your school and you as a user.

- Family and friends information:** - you can maintain information about you and your school as you can hold a family and friends website. The idea here is to make your school and you as the teacher visible online.
- Submit Lesson Plans:** - submit lesson plans directly to the lesson plans (from a digital lesson plan to a website).
- Join Teachers & Blogger:** - offer a class, your school and you as a publisher, and you can write a blog.

FAQ: For more details about the website, including a detailed guide for administrators and instructional online teachers, please visit our [FAQ](#) page.

To get started now, just click the [Create a New Account](#) button below.

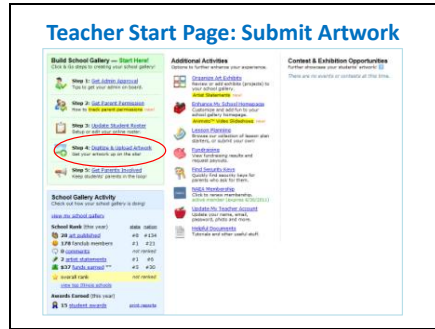
Participation is always **FREE!**
Join the **THOUSANDS** of **teachers** who are determined to be **EASY** to use, to publish online!

[Create Account](#)
[Log In](#)

Teacher registration is quick and easy. Artsonia is FREE! There's no reason not to at least give it a try! *You will walk your participants through the online registration process in your first break-out session, however, it's good to provide a preview of what they will see

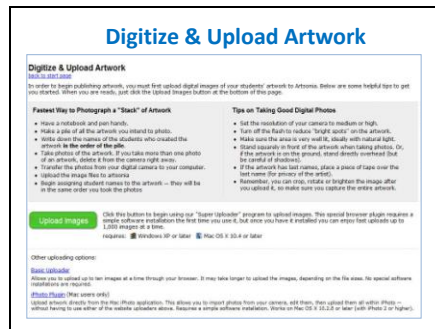
Artsonia now provides the ability to track and manage parental permissions right in your online roster. By marking the permissions on any particular student as "missing", we will keep any artwork you submit for that student hidden from the school gallery until the parent provides permission. Once permission is granted, we will automatically show all artwork instantly. This allows you to submit artwork for all your students, without needing to worry about which ones can be displayed or not due to permissions issues.

Slide 13



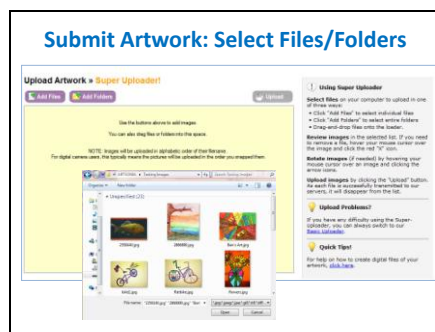
The main step in creating an online gallery is to digitize and upload the artwork. The next few slides will explain the process.

Slide 14



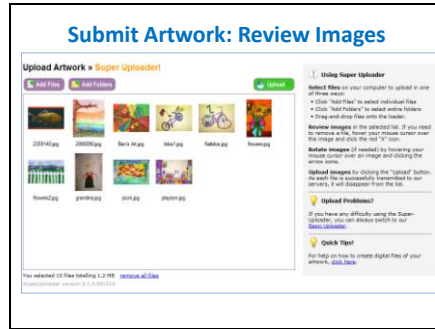
Once the teacher has the appropriate permissions from parents/administrators, the next step is to photograph and upload the artwork images. Here one can find some tips on organizing/photographing artwork. Artsonia's image uploader allows a teacher to select up to 1,000 images with "one click" or select an entire folder to upload.

Slide 15



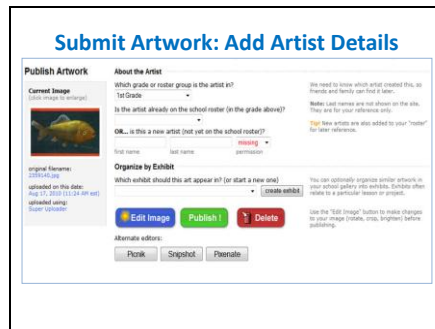
Browse for and select the artwork files (jpg only) or an entire folder of artwork to upload to Artsonia.

Slide 16



All the uploaded images will appear in order, according to file name. If you did not change the file names when you saved the images to your computer after photographing, they will appear in the same order in which you photographed them. On this page you can roll your mouse over any specific image to rotate or delete it, prior to continuing.

Slide 17



Add the appropriate details about the artist and the exhibit. If the artist has already been added to your roster, the name will appear in the drop-down menu. If you have not yet added the artist, you can enter the first/last name here, which automatically creates a screenname and saves to your roster. Galleries are best organized by exhibits and on this screen you can assign the artwork into an existing exhibit or create a new exhibit for the gallery. The Edit Image button allows you to make basic edits on the artwork, prior to publishing. One can crop, rotate or brighten the image to enhance its appearance in the child's gallery. (note: Last names only show in your teacher section, they are never shown to the public.)

Slide 18

Creating A New Exhibit

Exhibit Details: New Project

Gallery Info

Exhibit Title:

Exhibit Description:

Exhibit Type:

Exhibit Status:

Exhibit Location:

Exhibit Date:

Exhibit Time:

Exhibit Price:

Exhibit Location:

Exhibit Date:

Exhibit Time:

Exhibit Price:

Exhibit Info

Exhibit Title:

Exhibit Description:

Exhibit Type:

Exhibit Status:

Exhibit Location:

Exhibit Date:

Exhibit Time:

Exhibit Price:

Exhibit Location:

Exhibit Date:

Exhibit Time:

Exhibit Price:

Artist Statement Prompting

Below is a list of 10 questions that you can use to prompt your students to write artist statements. Please select how you would like to collect statements.

Collect statements from students:

- ☐ Collect statements from students by having them write them on a separate sheet of paper.
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One can create exhibits prior to submitting artwork using this page. (Teachers can also create an exhibit during the publishing process as mentioned earlier). This page not only allows a teacher to explain the project to visitors, but it also allows teachers to include a set of “prompting” questions for the artist to consider when he/she adds a personal statement.

Slide 19

Managing the Student Roster

Manage Student Roster

Below is a list of all students that appear in your school's roster, exported by grade (or your own custom group). You can add, remove, or update student information by clicking on the "Add", "Remove", or "Update" buttons.

Grade:

Search:

Filter:

Sort:

Page:

Export:

Import:

Update:

Remove:

Add:

Student Name	Grade	Parent Name	Parent Email	Parent Phone	Parent Address	Parent City	Parent State	Parent Zip	Parent Country
John Doe	1st	John Doe	john.doe@school.edu	555-555-5555	123 Main St	Anytown	CA	90210	USA
Jane Smith	2nd	Jane Smith	jane.smith@school.edu	555-555-5556	456 Elm St	Anytown	CA	90210	USA
Mike Johnson	3rd	Mike Johnson	mike.johnson@school.edu	555-555-5557	789 Oak St	Anytown	CA	90210	USA
Sarah Lee	4th	Sarah Lee	sarah.lee@school.edu	555-555-5558	101 Pine St	Anytown	CA	90210	USA
David Brown	5th	David Brown	david.brown@school.edu	555-555-5559	202 Birch St	Anytown	CA	90210	USA
Emily White	6th	Emily White	emily.white@school.edu	555-555-5560	303 Cedar St	Anytown	CA	90210	USA
Chris Green	7th	Chris Green	chris.green@school.edu	555-555-5561	404 Maple St	Anytown	CA	90210	USA
Alex Black	8th	Alex Black	alex.black@school.edu	555-555-5562	505 Spruce St	Anytown	CA	90210	USA
Sam Blue	9th	Sam Blue	sam.blue@school.edu	555-555-5563	606 Willow St	Anytown	CA	90210	USA
Ben Yellow	10th	Ben Yellow	ben.yellow@school.edu	555-555-5564	707 Ash St	Anytown	CA	90210	USA
Grace Purple	11th	Grace Purple	grace.purple@school.edu	555-555-5565	808 Hickory St	Anytown	CA	90210	USA
Leo Pink	12th	Leo Pink	leo.pink@school.edu	555-555-5566	909 Walnut St	Anytown	CA	90210	USA

Notes:

- Students are listed by grade. You can filter by grade or search for a specific student.
- Click on the "Add", "Remove", or "Update" buttons to manage student information.
- Click on the "Export" button to download the roster as a CSV file.
- Click on the "Import" button to upload a new roster from a CSV file.
- Click on the "Update" button to update student information.
- Click on the "Remove" button to remove a student from the roster.

The key features of the school roster include: Adding/Removing Students, Updating Grades, Organizing the students into “Groups,” and Managing Permissions. Also worth noting is the Merge Students button, which allows you to consolidate artwork, fan club members and all comments into one student profile, if you’ve accidentally created two profiles for the same child. Don’t forget—viewing the student roster is an easy way to find the child’s security key quickly, in case a parent walks into your classroom and asks you for it! More on security keys coming up next!

Slide 20

Security Keys/Parent Registration

What are Security Keys?
 1) Each student on Artsonia is automatically assigned a unique security key, which can be found on your school roster.
 2) In order for parents to register in their child's gallery (to approve comments, enter personal statements and edit fan club members), they must enter the security key assigned to their child's gallery.
 3) This is a safety feature of our website. Security keys should only be given out to parents from the teachers to ensure that the correct person receives the information and registers for the student.

How can I get my parents registered?
 If you know the parent's name and email address for your students, you can enter their information yourself. You can either click a student's name on your roster to enter them individually or you can click the "parent info" button to enter them all at once for a given grade.
 Alternatively, you may send home activity report slips with your student to give to their parents. These will invite the parents to register online themselves. Each slip contains the "security key" for the student that is required for the parent to register.

Security Keys and parent registration are important safety features built into the Artsonia website. Teachers need to understand the importance of distributing the security keys to parents and the various ways that a parent can register on the site.

Slide 21

Teacher Start Page: TELL PARENTS!

Parent registration is extremely important and teachers are responsible for distributing the security keys to parents. Clicking on the "Tell Parents" button allows you to print activity reports for all or some of your students. (After publishing artwork, Artsonia automatically sends a link to activity reports in an email, but this is the way to access/print them manually at any given time).

Slide 22

TELL PARENTS: They are KEY to your success!

Getting Parents Involved
 We encourage you to spread the word about your school gallery and get your students' parents involved in the program. Here are some great ways to help keep parents connected.

- Activity Reports**
 Send activity "report cards" to your students' parents about their activity on Artsonia, including recent published artwork, comments, and more!
 You last sent activity reports on November 05, 2016.
- Award Reports**
 Send printed award announcements home to parents. Awards are given by Artsonia to artists based on their online activity and involvement in the art program.
 You last sent award reports on April 14, 2016.

Activity Report for Erin Keefe (ScreenName: Erin756)

Artwork: 5 Comments: 2 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:

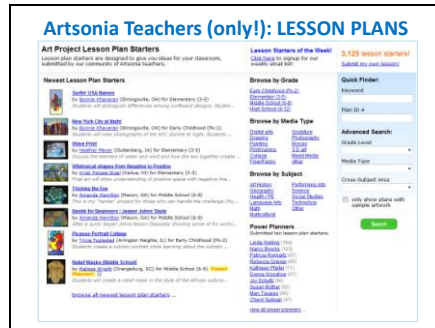
www.artsonia.com/Erin756

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

ScreenName: Erin756 Security Key: **HWGDMCSP**

This is a sample activity report, which is customized to the artist's gallery. In this example, it is inviting the parent to register using the security key provided. In other cases, (when the parent is already registered) the message might be alerting parents that their email address is showing as invalid, or that they have comments pending approval. These slips are generated as a pdf and print 3 per page to hopefully save some ink!

Slide 25



Lesson plans starters are accessible only to teachers who are registered on Artsonia. Since they are all submitted by Artsonia teachers (like you!), there are always examples of the projects shown online and contacting the “author” is an easy step. There are more than 3,000 plans and the number increases daily. One can browse by grade, media, subject or view the power-authors on Artsonia.

Slide 26



Questions? Call Artsonia at 800-869-9974 or email us at info@artsonia.com