Junior & HS VASE

Using the Teacher Dashboard

Requirements for VASE Program Events:

Regional Events for High School VASE and Junior VASE are in-person. TEAM continues to be adjudicated virtually. With or without the student present, we will continue to use uploads in addition to information attached to artwork for in-person events. Three things are required for each Artwork Entry *for HS and JV*:

- ***Artwork Photo:*** **Good-quality photo of the artwork (no mat needed for photo). Photo should be cropped and straightened; upload in JPEG format, no larger than 10MB. Only one image can be uploaded; multiple images of 3D & 2D relief artworks should be presented as a collage (2-5 images in collage saved as JPEG).**
- ***Reference PDF:*** **Reference image(s), sketches, and/or production notes should be compiled in PDF format and uploaded; PDF files should be no larger than 5MB.**
- ***Online Student Intent Form:*** **Completed online. *(Artwork ID Form is printed and attached to entries)***

The VASE Program Artwork Release Form will be collected for each student, alphabetized, and turned in at the Regional Event.

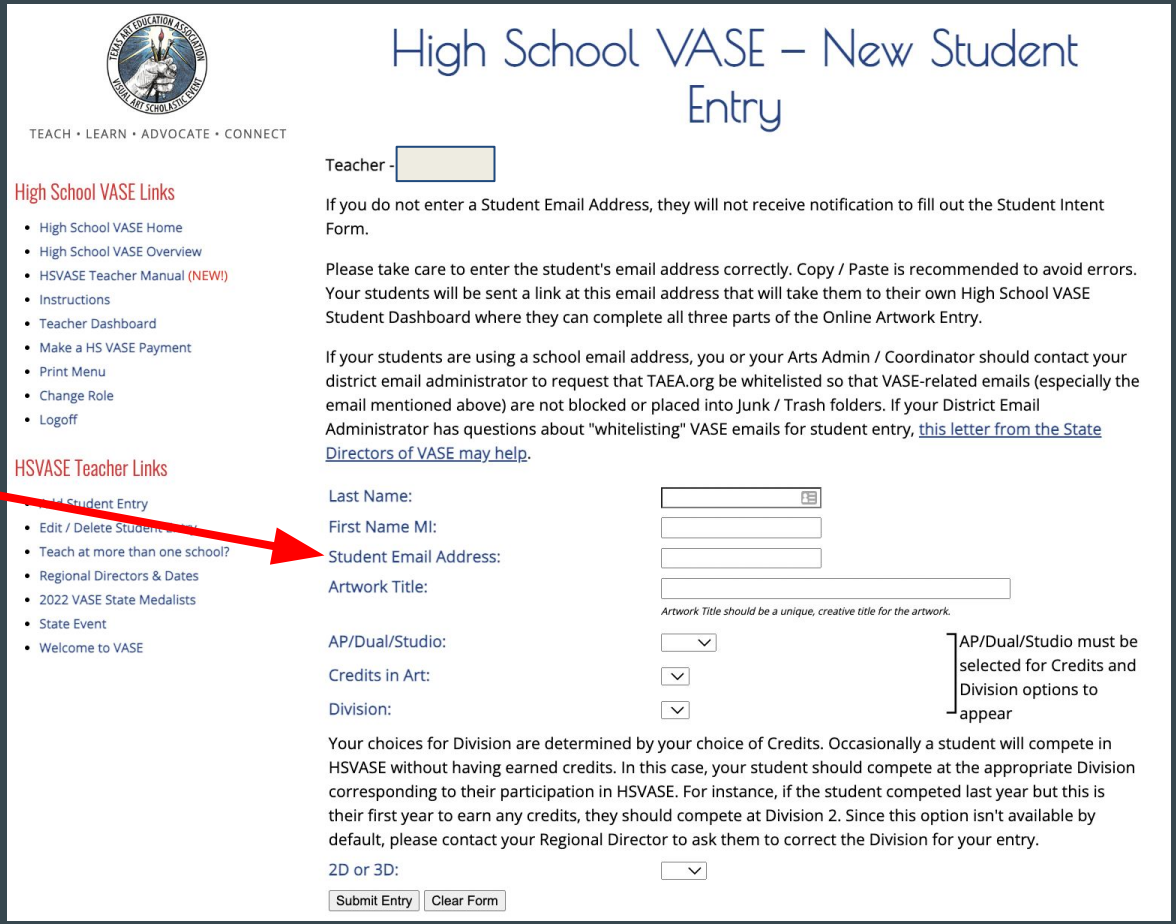
Using the Teacher Dashboard:

All parts of the Artwork Entry can be managed from the Teacher Dashboard which is a left link in the top section of your HS VASE, Junior VASE, or TEAM Home Page (HS used as example).

Using the Teacher Dashboard: Student Entry Email

The teacher will enter the student's email address so that the student will be able to upload the parts of his or her own entry, including filling out the Online Intent Form. This is suitable for most students.

If a school/district refuses to whitelist VASE@taea.org, the teacher can click a link on Teacher Dashboard, copy the URL, and paste into an email to the student from his/her school email address.



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High School VASE Links

- High School VASE Home
- High School VASE Overview
- HSVASE Teacher Manual (NEW!)
- Instructions
- Teacher Dashboard
- Make a HS VASE Payment
- Print Menu
- Change Role
- Logoff

HSVASE Teacher Links

- Add Student Entry
- Edit / Delete Student Entry
- Teach at more than one school?
- Regional Directors & Dates
- 2022 VASE State Medalists
- State Event
- Welcome to VASE

High School VASE – New Student Entry

Teacher -

If you do not enter a Student Email Address, they will not receive notification to fill out the Student Intent Form.

Please take care to enter the student's email address correctly. Copy / Paste is recommended to avoid errors. Your students will be sent a link at this email address that will take them to their own High School VASE Student Dashboard where they can complete all three parts of the Online Artwork Entry.

If your students are using a school email address, you or your Arts Admin / Coordinator should contact your district email administrator to request that TAEA.org be whitelisted so that VASE-related emails (especially the email mentioned above) are not blocked or placed into Junk / Trash folders. If your District Email Administrator has questions about "whitelisting" VASE emails for student entry, this letter from the State Directors of VASE may help.

Last Name:

First Name MI:

Student Email Address:

Artwork Title:

Artwork Title should be a unique, creative title for the artwork.

AP/Dual/Studio:

Credits in Art:

Division:

AP/Dual/Studio must be selected for Credits and Division options to appear

Your choices for Division are determined by your choice of Credits. Occasionally a student will compete in HSVASE without having earned credits. In this case, your student should compete at the appropriate Division corresponding to their participation in HSVASE. For instance, if the student competed last year but this is their first year to earn any credits, they should compete at Division 2. Since this option isn't available by default, please contact your Regional Director to ask them to correct the Division for your entry.

2D or 3D:

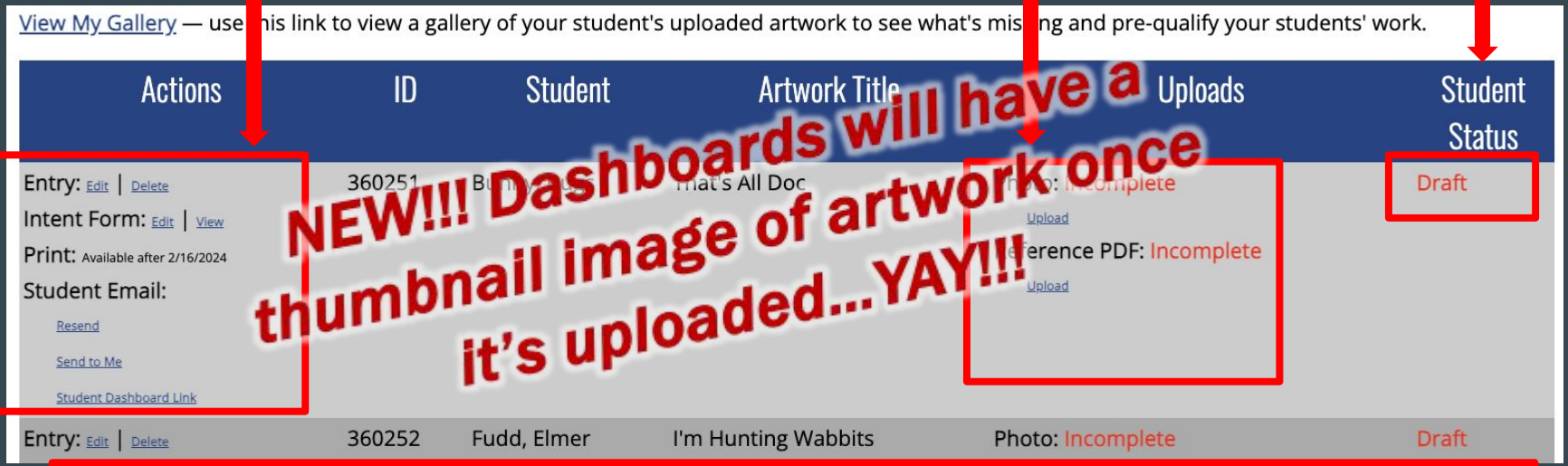
Submit Entry | Clear Form

Using the Teacher Dashboard: Parts of the Dashboard

Links for managing each Online Intent Form. Teacher must review Intent Form before Certifying the entry.

Links for managing each Artwork Photo and Reference PDF. Teacher must review ALL PARTS of the entry before Certifying it.

Links for Certifying each Student Entry. After review, Teacher clicks to Certify entries for Qualifications & Adjudication.



NEW!!! Dashboards will have a thumbnail image of artwork once it's uploaded...YAY!!!

It is the TEACHER'S responsibility to review ALL THREE PARTS OF the Student Entry for accuracy before Certifying it. Status remains DRAFT before all is completed.

Using the Teacher Dashboard: Parts of the Dashboard

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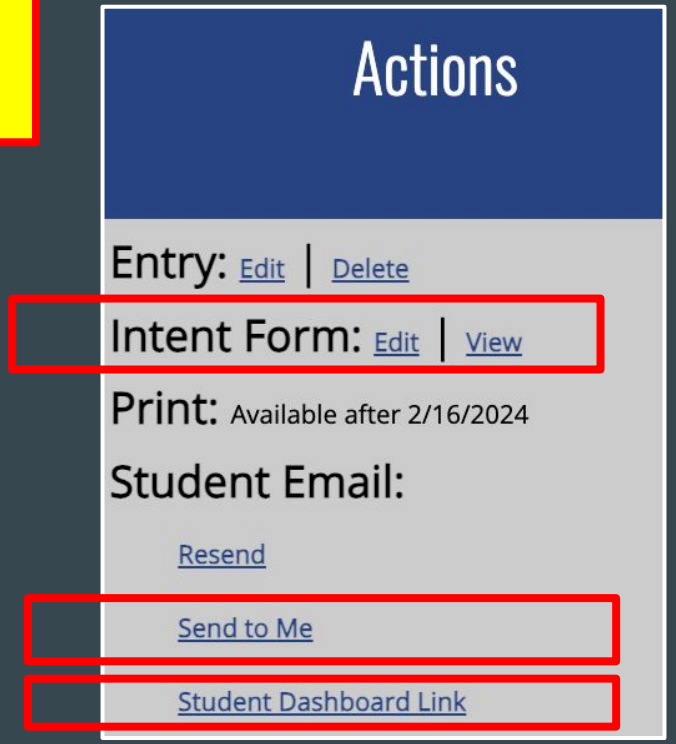
Status remains DRAFT before all is completed.

Links for managing each Online Intent Form:
Teacher must review Intent Forms before Certifying. Forms can be printed from here, but it's quicker to print all of them from the Print Menu if you choose.

Do not RESEND email if it is blocked.
Teacher can "Send to Me" then forward to student OR click on link & copy/paste URL into an email to student.



Questions & Reminders: *Finish artwork early!!!*

- **If you need further explanation and/or training, please contact your Regional Director as soon as possible before your Regional Event.**
- **All THREE parts of the Artwork Entry MUST be completed AND uploaded by 11:59 pm 10 days before your Regional Event or be marked as DNA.** ***NO FIXES will be allowed!!!***

It is IMPORTANT that teachers direct students to START EARLY and COMPLETE ARTWORKS no later than two weeks before the event in order for them to have plenty of time to review entry contents, complete and upload Reference PDFs, Artwork Photographs, & Intent Forms, before the Final Deadline (8 days before the event) since there are NO FIXES.

Paperwork Reminders

- ***VASE Program Artwork Release Forms*** **are generic, and are available to print at any time (even outside the VASE log-in). Teachers will print these for students at school. All students must sign (and parent if under 18) and return the form no later than 3-5 days before the event so teachers can alphabetize them, then turn them in on Event Day at Teacher Registration .**
- ***Regional Certification/Teacher Check In-Out Form*** **must be printed and signed by the principal by the Friday prior to the event. This form is turned in at Teacher Registration along with alphabetized *VASE Program Artwork Release Forms* for each student.**

Questions? Please contact either your Regional Director or the State Director of VASE for your VASE program level.

State Director: Junior VASE **Larry West**

jrvase@taea.org

State Director: High School VASE **Chris Cooper**

hsvase@taea.org