VASE 2024

USING THE VASE TEACHER DASHBOARD

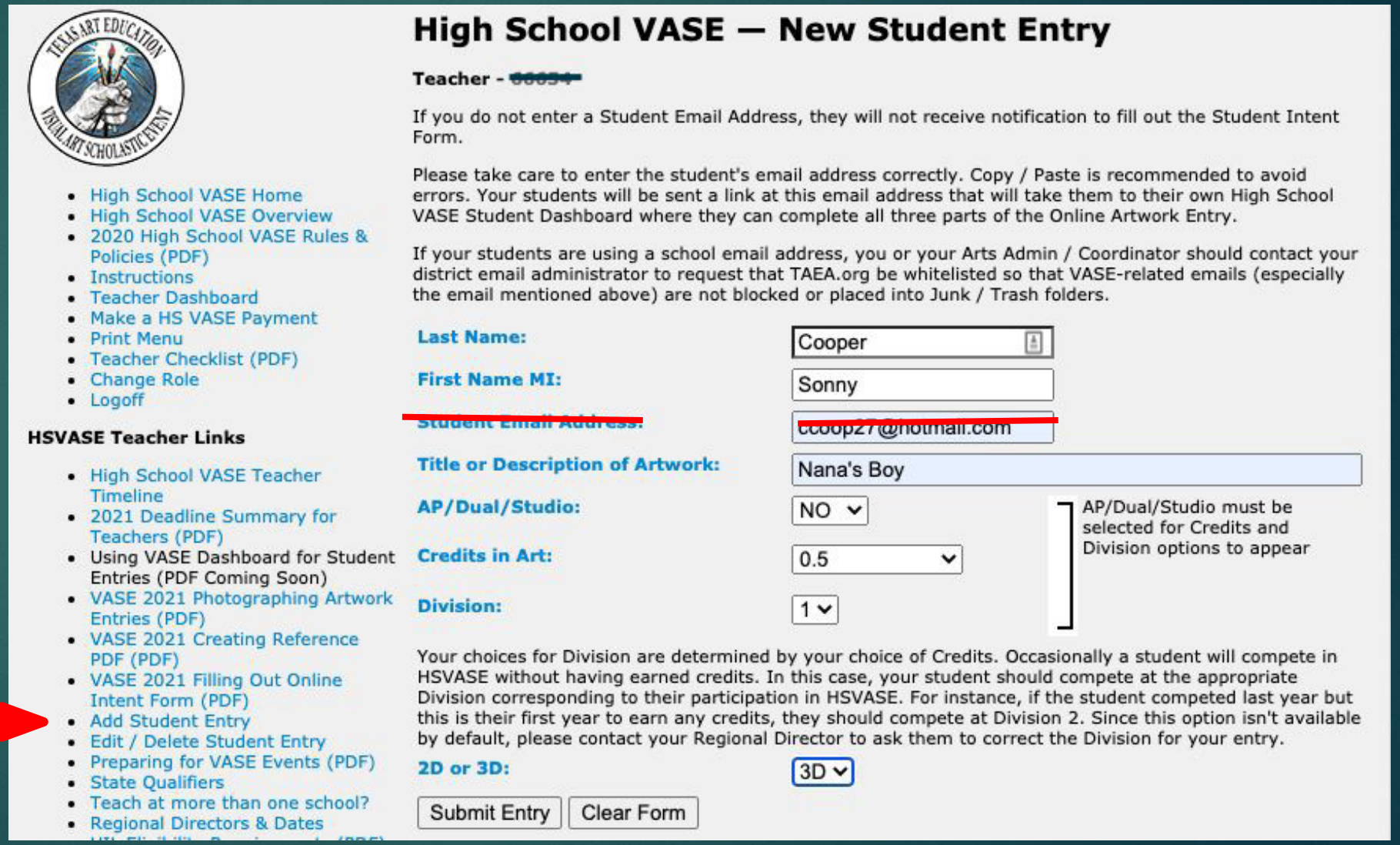
- Entering Student Artwork
- Editing Artwork Entries
- Completing & Uploading Student Entries

Teacher Information:

- ***VASE Registration for teachers opens on December 1.*** *Make sure your TAEA membership is active through the end of VASE Season.*
- ***Entries may be added once a teacher is registered for HS VASE, Junior VASE, or TEAM.*** *Make sure you register for the correct VASE level:*
  - ***HS VASE– grades 9-12***
  - ***Junior VASE– grades 6-8***
  - ***TEAM– grades PreK-5***
- ***This presentation will give you a PREVIEW of the Teacher Dashboard and outline this new process.*** *When this presentation was made, programming was not 100% complete. If you have questions about the process, please contact your Regional Director, or your State Director of VASE.*
- ***While this presentation is taken from a High School VASE Teacher Dashboard, all information will apply to Junior VASE as well, and will be edited for TEAM teachers soon.***

Adding an Entry:

"Add Student Entry" looks the same as always otherwise.



- High School VASE Home
- High School VASE Overview
- 2020 High School VASE Rules & Policies (PDF)
- Instructions
- Teacher Dashboard
- Make a HS VASE Payment
- Print Menu
- Teacher Checklist (PDF)
- Change Role
- Logoff

HSVASE Teacher Links

- High School VASE Teacher Timeline
- 2021 Deadline Summary for Teachers (PDF)
- Using VASE Dashboard for Student Entries (PDF Coming Soon)
- VASE 2021 Photographing Artwork Entries (PDF)
- VASE 2021 Creating Reference PDF (PDF)
- VASE 2021 Filling Out Online Intent Form (PDF)
- Add Student Entry
- Edit / Delete Student Entry
- Preparing for VASE Events (PDF)
- State Qualifiers
- Teach at more than one school?
- Regional Directors & Dates

High School VASE — New Student Entry

Teacher - [redacted]

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.

Last Name: Cooper

First Name MI: Sonny

Student Email Address: [redacted]

Title or Description of Artwork: Nana's Boy

AP/Dual/Studio: NO

Credits in Art: 0.5

Division: 1

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.

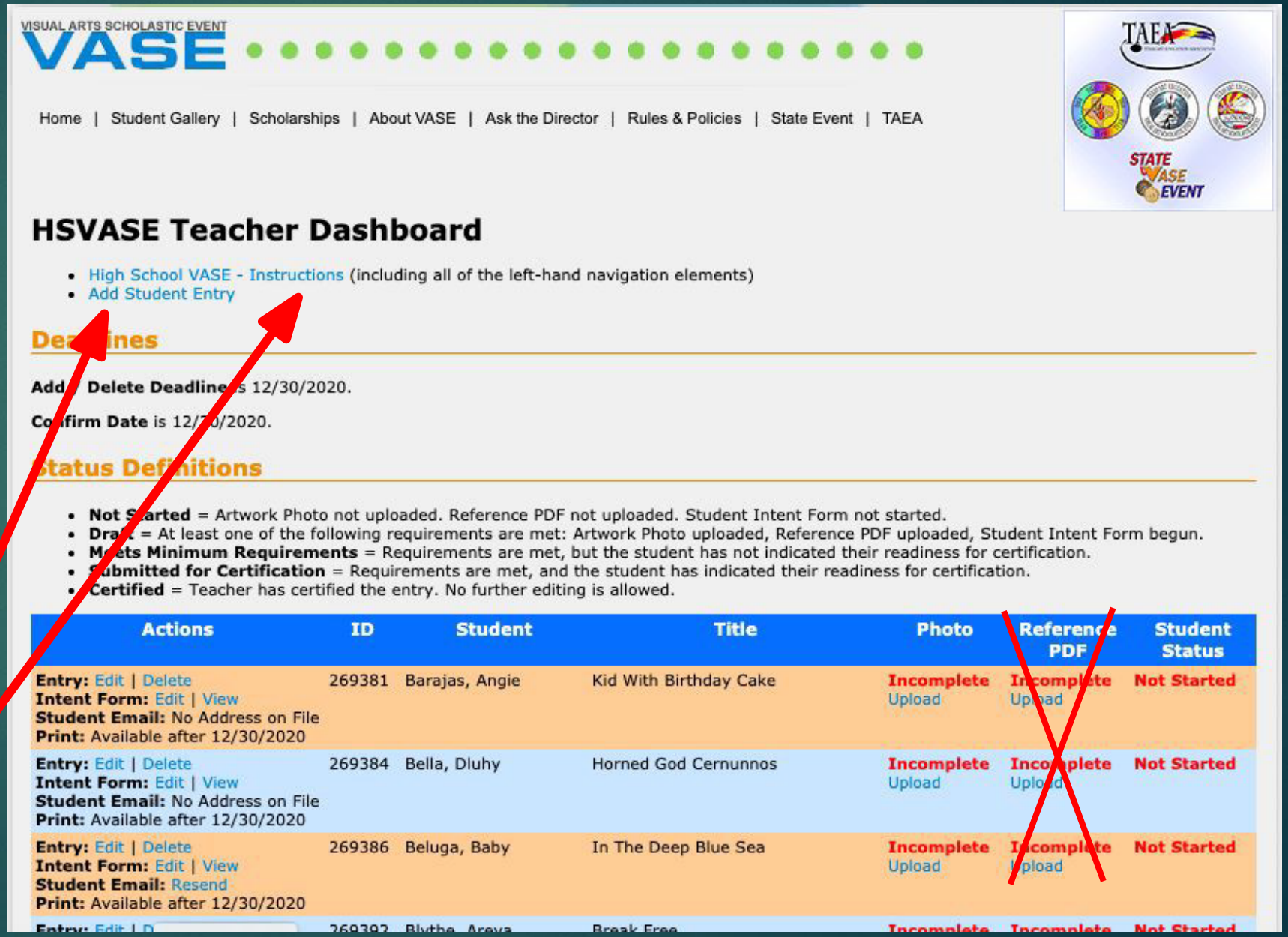
2D or 3D: 3D

Submit Entry | Clear Form

Teacher Dashboard:

Teacher Dashboard is how you manage your entries.

- *When you click "Edit/Delete Entries" OR "Teacher Dashboard" (left menu), you will be directed here.*
- *You have links to add more entries, and to return to your Instructions page.*



VISUAL ARTS SCHOLASTIC EVENT
VASE

Home | Student Gallery | Scholarships | About VASE | Ask the Director | Rules & Policies | State Event | TAEA

TAEA
STATE VASE EVENT

HSVASE Teacher Dashboard

- High School VASE - Instructions (including all of the left-hand navigation elements)
- Add Student Entry

Deadlines

Add / Delete Deadline is 12/30/2020.

Confirm Date is 12/30/2020.

Status Definitions

- **Not Started** = Artwork Photo not uploaded. Reference PDF not uploaded. Student Intent Form not started.
- **Draft** = At least one of the following requirements are met: Artwork Photo uploaded, Reference PDF uploaded, Student Intent Form begun.
- **Meets Minimum Requirements** = Requirements are met, but the student has not indicated their readiness for certification.
- **Submitted for Certification** = Requirements are met, and the student has indicated their readiness for certification.
- **Certified** = Teacher has certified the entry. No further editing is allowed.

Actions	ID	Student	Title	Photo	Reference PDF	Student Status
Entry: Edit | Delete **Intent Form:** Edit | View **Student Email:** No Address on File **Print:** Available after 12/30/2020	269381	Barajas, Angie	Kid With Birthday Cake	Incomplete Upload	Incomplete Upload	Not Started
Entry: Edit | Delete **Intent Form:** Edit | View **Student Email:** No Address on File **Print:** Available after 12/30/2020	269384	Bella, Dluhy	Horned God Cernunnos	Incomplete Upload	Incomplete Upload	Not Started
Entry: Edit | Delete **Intent Form:** Edit | View **Student Email:** Resend **Print:** Available after 12/30/2020	269386	Beluga, Baby	In The Deep Blue Sea	Incomplete Upload	Incomplete Upload	Not Started
Entry: Edit | D	269392	Blythe, Areva	Break Free	Incomplete	Incomplete	Not Started

Teacher Dashboard:

The old-style Entry List will still show up (this was after updating an entry).

You can still edit from here by clicking on the dot, but try to get used to using the Dashboard (see that there's a link to take you to the Dashboard).

Entry Updated: Cooper, Sonny
Artwork Title: Nana's Boy

High School VASE — View Entries

Search Results - Your search returned 22 records.

Teacher - [redacted]

Records 1 - 22

Click the dot to edit a record.

Return to the Teacher Dashboard

Edit	Entry ID	Participant	Title	Dimension
●	269381	Barajas, Angie	Kid With Birthday Cake	2D
●	269384	Bella, Dluhy	Horned God Cernunnos	2D
●	269386	Beluga, Baby	In The Deep Blue Sea	3D
●	269392	Blythe, Areya	Break Free	2D
●	269393	Cooper, Sonny	Nana's Boy	3D

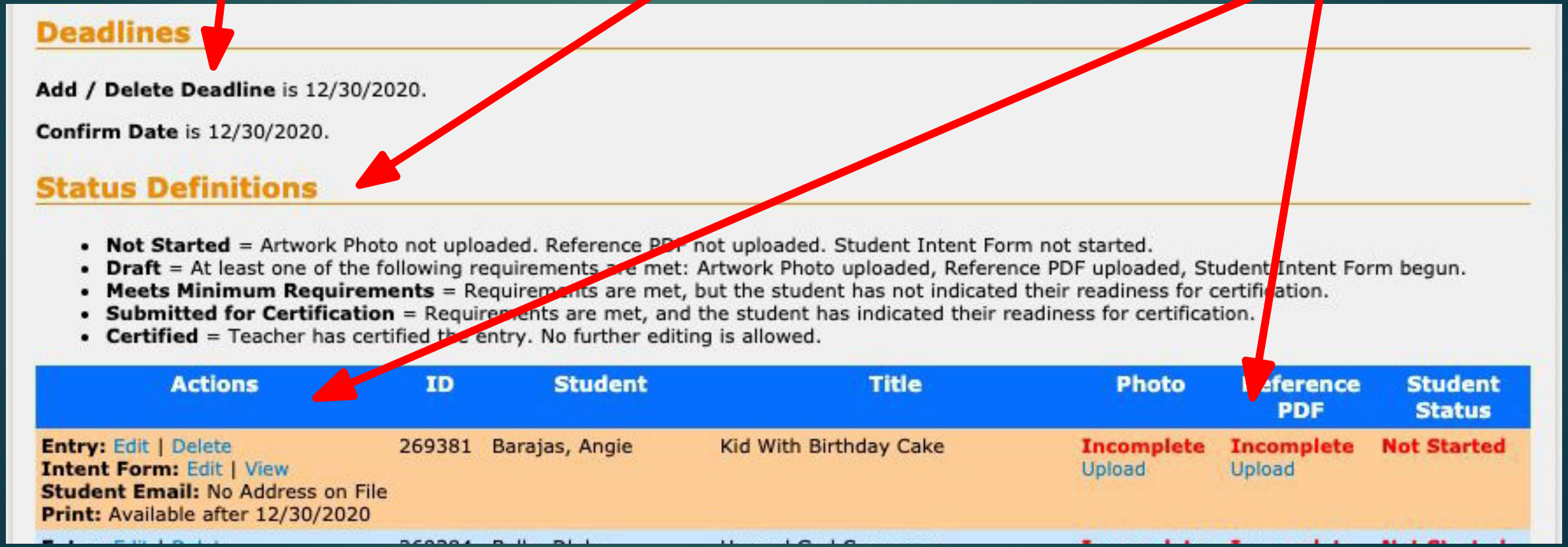
Teacher Dashboard: Components

Your two deadlines, Add/Delete and Confirm (formerly called editing deadline) are here to remind you.

Student Status: this tells you where you/your student are in regards to completing the entry. All terms used here are defined.

You can:

- *Edit or Delete an entry*
- *Edit or View the Intent Form*
- *Upload the Artwork Photo*
- *Upload the Reference PDF*



Deadlines

Add / Delete Deadline is 12/30/2020.

Confirm Date is 12/30/2020.

Status Definitions

- **Not Started** = Artwork Photo not uploaded. Reference PDF not uploaded. Student Intent Form not started.
- **Draft** = At least one of the following requirements are met: Artwork Photo uploaded, Reference PDF uploaded, Student Intent Form begun.
- **Meets Minimum Requirements** = Requirements are met, but the student has not indicated their readiness for certification.
- **Submitted for Certification** = Requirements are met, and the student has indicated their readiness for certification.
- **Certified** = Teacher has certified the entry. No further editing is allowed.

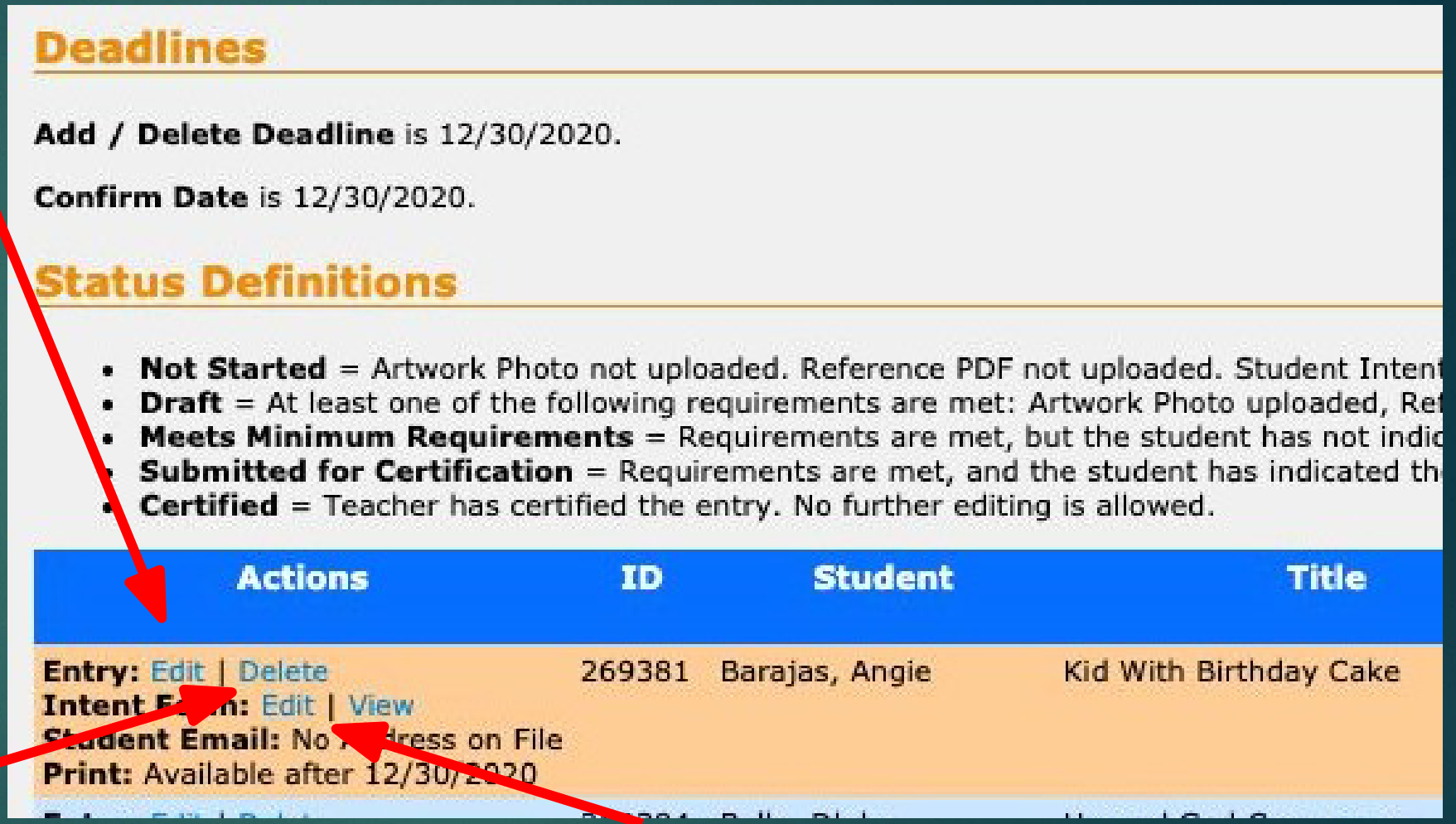
Actions	ID	Student	Title	Photo	Reference PDF	Student Status
Entry: Edit | Delete **Intent Form:** Edit | View **Student Email:** No Address on File **Print:** Available after 12/30/2020	269381	Barajas, Angie	Kid With Birthday Cake	**Incomplete** Upload	**Incomplete** Upload	**Not Started**

Teacher Dashboard: Components

EDIT/DELETE:

- *Click "Edit" to edit any part of this entry. If you are past the Add/Delete Deadline, you can change out the entire student. WARNING: if your student has completed the Intent Form, or uploaded the Image or Reference PDF, and you change the student email, the information in all three parts of the entry will be deleted (download and save first if you need to edit an email).*

- *Before the Add/Delete Deadline, you can delete an entry from here.*

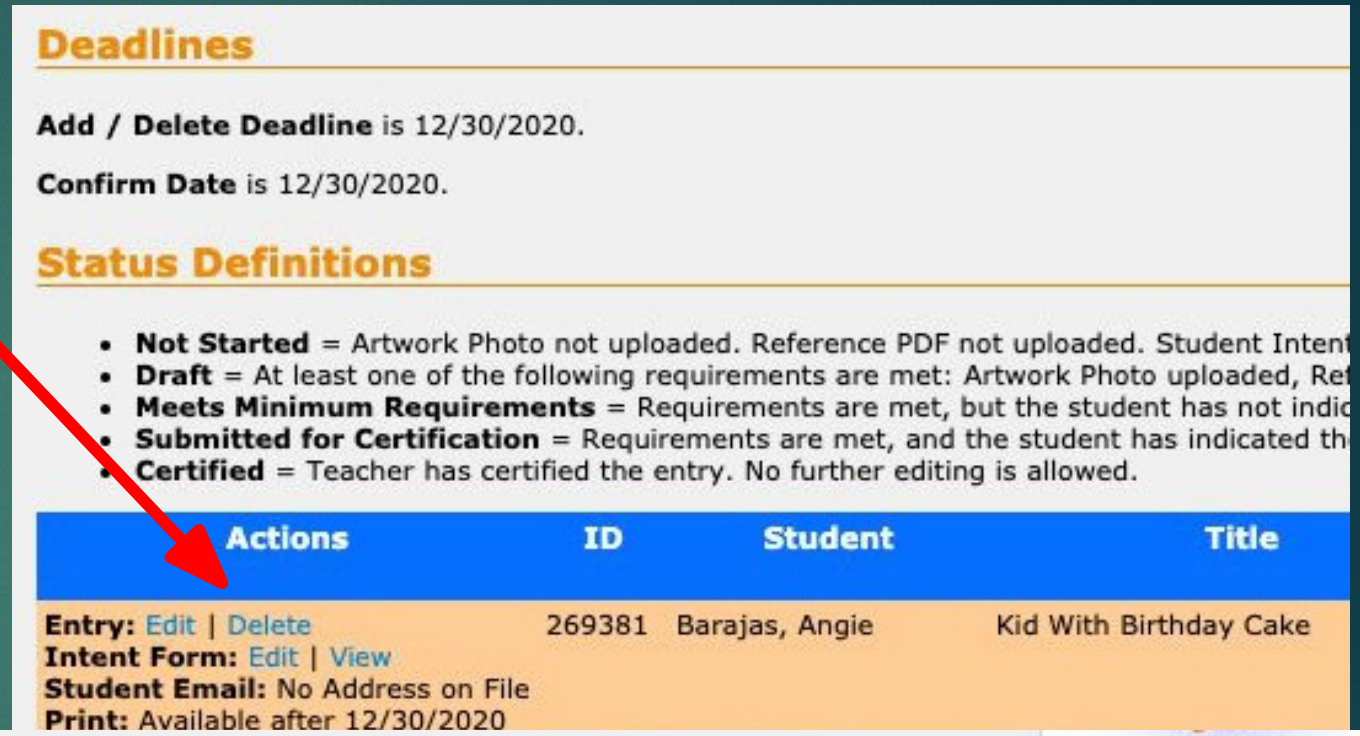


After the student works on/saves the Intent Form, you can edit/view it from here. Remember that the STUDENT should fill out the Intent Form, unless the student is a TEAM entrant, or has special needs that require transcribing by the teacher.

Teacher Dashboard: Components

EDIT/DELETE:

When you decide to DELETE an entry (before the Add/Delete deadline), you will get a confirmation code to enter as a double-checking measure to avoid accidental deletions. Just copy the code into the box.



Deadlines

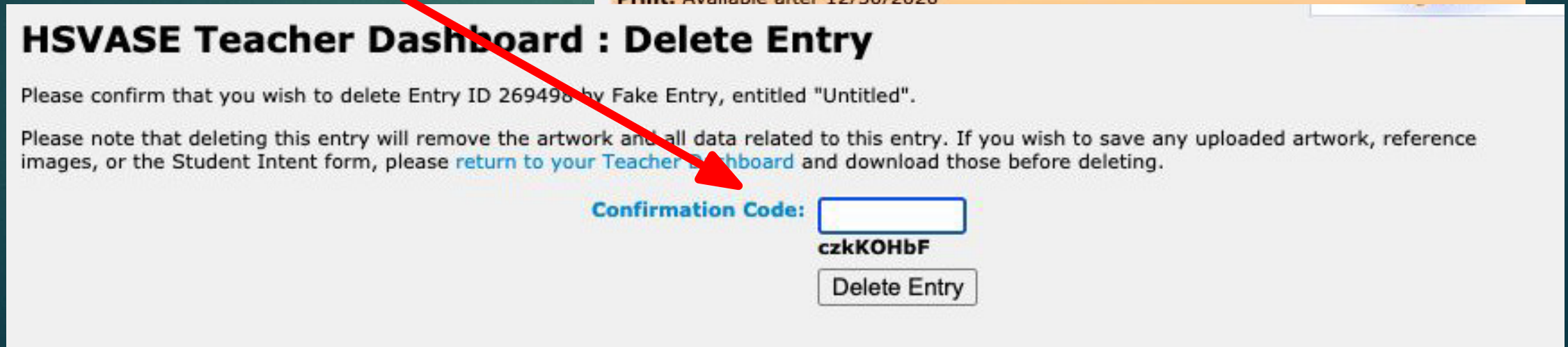
Add / Delete Deadline is 12/30/2020.

Confirm Date is 12/30/2020.

Status Definitions

- **Not Started** = Artwork Photo not uploaded. Reference PDF not uploaded. Student Intent
- **Draft** = At least one of the following requirements are met: Artwork Photo uploaded, Ref
- **Meets Minimum Requirements** = Requirements are met, but the student has not indic
- **Submitted for Certification** = Requirements are met, and the student has indicated th
- **Certified** = Teacher has certified the entry. No further editing is allowed.

Actions	ID	Student	Title
Entry: Edit | Delete **Intent Form:** Edit | View **Student Email:** No Address on File **Print:** Available after 12/30/2020	269381	Barajas, Angie	Kid With Birthday Cake



HSVASE Teacher Dashboard : Delete Entry

Please confirm that you wish to delete Entry ID 269498 by Fake Entry, entitled "Untitled".

Please note that deleting this entry will remove the artwork and all data related to this entry. If you wish to save any uploaded artwork, reference images, or the Student Intent form, please return to your Teacher Dashboard and download those before deleting.

Confirmation Code:

czkKOHbF

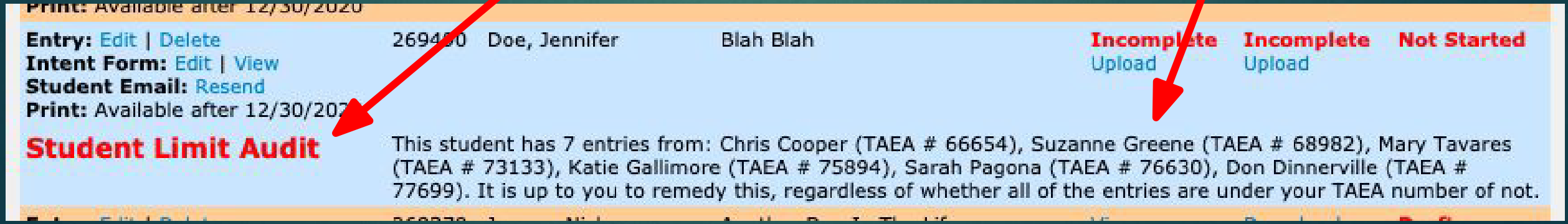
Delete Entry

Teacher Dashboard: Components

ENTRY LIMIT:

As always, students are limited to TWO VASE ENTRIES. Sometimes, mainly in High School VASE, a student will have more than one art class/teacher, and if teachers do not communicate with each other, a student can end up with more than two entries.

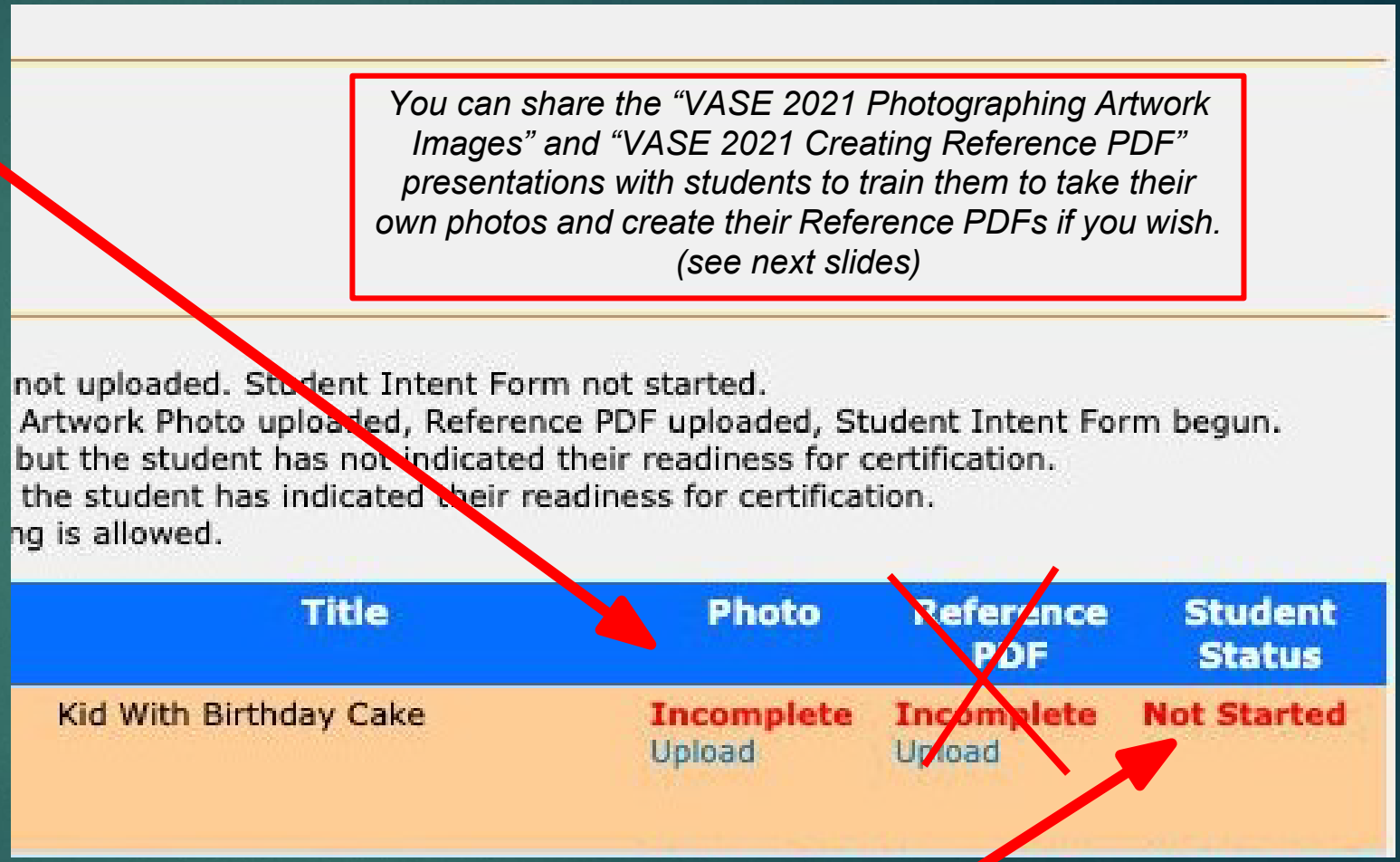
This is what you will see if one of your students has exceeded the two-entry limit (this is a bit exaggerated…LOL). If you see this warning, please talk to the student's other art teacher(s), preferably before the ADD/DELETE deadline, and definitely before the Confirm deadline.



Teacher Dashboard: Components

PHOTO:

"Incomplete" will appear until the photo is uploaded. It is at the teacher's discretion who takes & edits the photo. Teachers may choose to do all photography, uploading all images. However, some older students may be quite capable of doing this. Students who are working from home may have to complete all parts of the entry themselves.



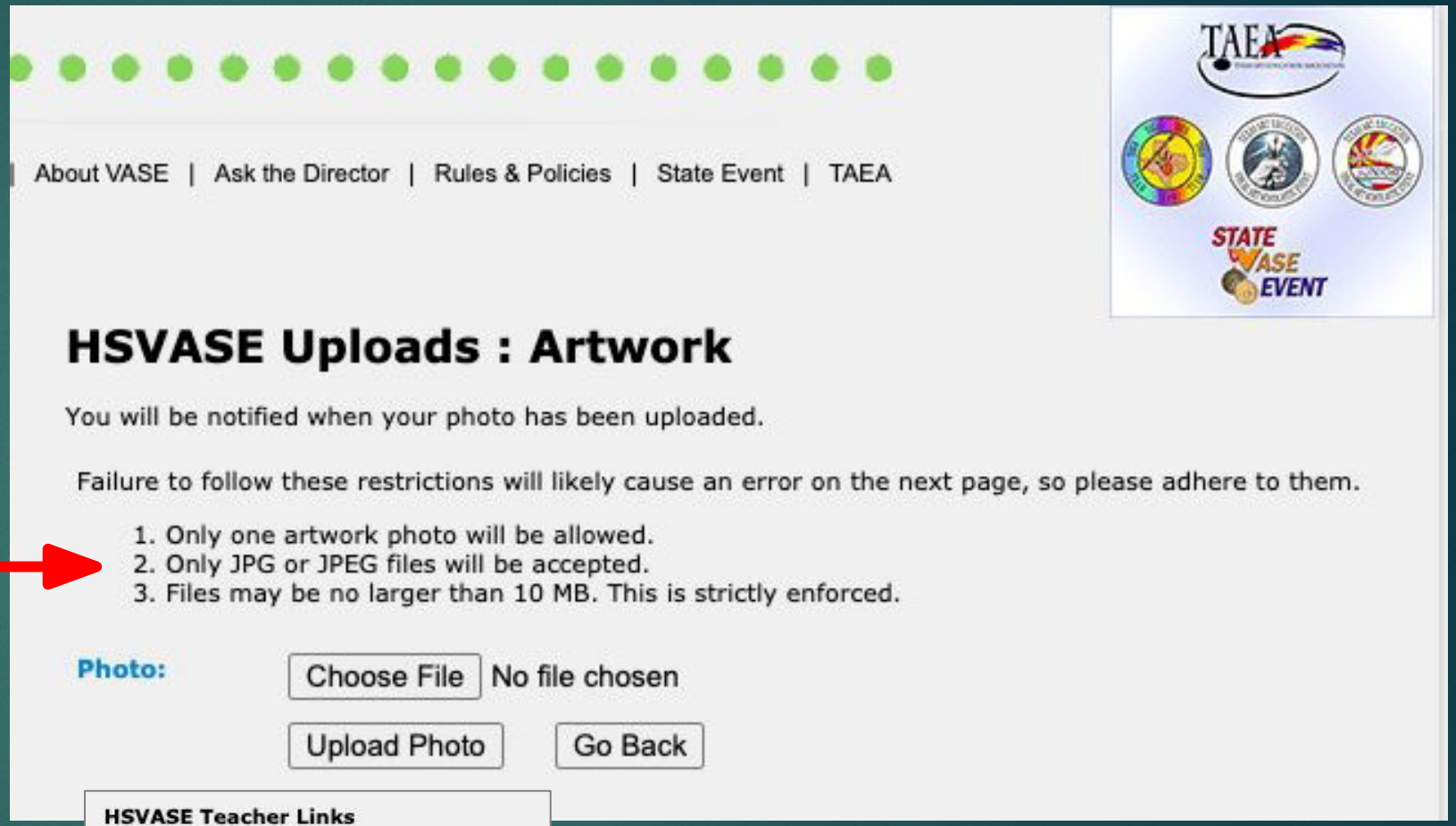
Student Status lets you know where the entry stands regarding completion. This will be very helpful if students are doing this themselves, especially from home.

Teacher Dashboard: Components

UPLOAD IMAGE:

When you or your student uploads the Artwork Image, this page will appear. The student will be notified that the photo has been uploaded, whether you or the student does the uploading. Be sure to make students aware of the three restrictions when you train them to take their own photos, and to keep copies of their images in a safe place.

Review, and perhaps share with older students, the presentation on Photographing the Artwork Image.



Online Intent Form:

HIGH SCHOOL VASE

Student Intent and Artwork Identification Form

Please fill out this form as completely as possible. Failure to complete all information may disqualify your entry.

Required fields are marked in red.

The fields at the top of this form can be edited from the **Teacher Dashboard**. Students cannot edit this information.

Entry Info

TAEA Region #:	93
Division:	1
Entry ID:	269393
Name of Participant:	Cooper, Sonny (ccoop27@hotmail.com)
2D / 3D:	3D
AP / Dual / Studio:	N
Credits:	0.5
Teacher / Sponsor:	Chris Cooper
School:	Retired
TAEA Membership #:	66654
School District:	SAN MARCOS CONS ISD
Title / Description:	Nana's Boy

It is strongly suggested that you share the PRACTICE version of the new Student Artwork Identification & Intent Form with your students and direct them to fill it out as a draft before filling this out online. They can then copy/paste their answers to the questions.

This PRACTICE form is available on your print menu as a fillable PDF.

Online Intent Form:

Questions on the Online Intent Form are identical to the traditional Intent Form. Students will type in their responses, up to 500 characters.

2. Student Research and Application to Work — Explain the purpose or message of your artwork or any artist's works or styles that may have influenced you.

3. Execution and Technique:

What did you use (medium/media) to produce your artwork?

If any digital applications or processes were used for any part of your artwork, explain all.

Explain how you produced this artwork (technique or process).

Explain the most important elements and principles you used to develop this artwork.

4. Aesthetics and Critical Judgment — Describe the aesthetic and critical decisions you had to make while creating this artwork and why you made them.

5. Personal Expression — In what ways does this artwork represent your individual point of view, imagination, creativity, and individuality?

Online Intent Form:

Instead of signing the Student Artwork Identification & Intent Form as usual, you will CERTIFY the entry from your Dashboard (no more editing is allowed for this entry). This is the final step, and substitutes for your signature on the form. The certification date will automatically be entered. (Remember: on your Dashboard, Status is on the far right)

I certify that this artwork was produced under my direct supervision and that I have examined it and its sources and found it to be acceptable for students, our school, and our community. I have read and agree to uphold all rules, regulations, policies, and the Code of Ethics of the TAEA Visual Arts Scholastic Event.

Teacher / Sponsor's Signature: Not Certified Yet

Date: Not Certified Yet

Once this form is saved, it can be edited until the teacher certifies the entry.

Save Entry Reset Form

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CONTACT YOUR REGIONAL DIRECTOR IF YOU HAVE QUESTIONS, or your STATE DIRECTOR

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