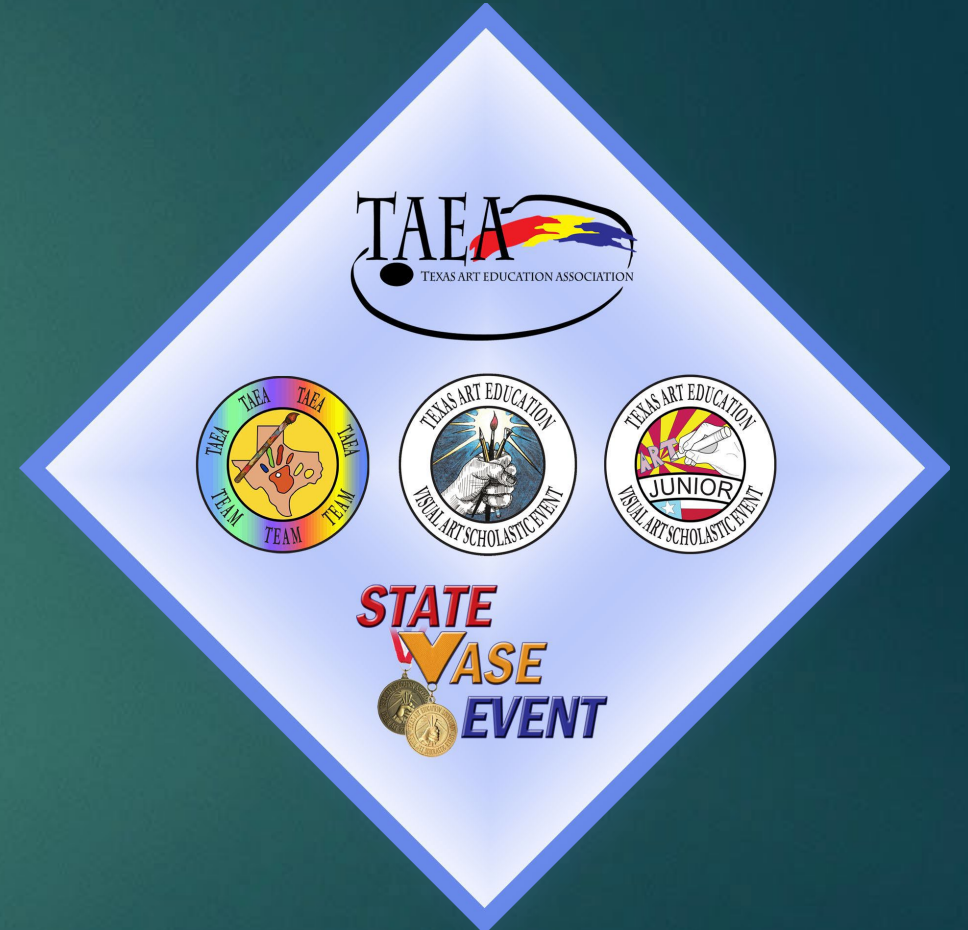


TEAM 2025

USING THE TEAM TEACHER DASHBOARD

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

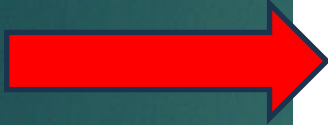


Teacher Information:

- **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.

Adding an Entry:

“Add Student Entry” looks the same as always otherwise.



- [Logout](#)
- [TEAM Online Registration](#)

TEAM Teacher Links

- [Renew Your Membership](#) — You must renew prior to your region's event in order for your student entries to be eligible.
- [Add Student Entry](#)
- [Edit / Delete Student Entry](#)
- [Teach at more than one school?](#)
- [Regional Directors & Dates](#)
- [2024 Top of the TEAM](#)
- [Welcome to VASE](#)

Deadlines

The TEAM Regional Event registration process for **Region 4N** is based on the following dates.

Date	Deadline
12/01/2024	Teachers can begin to update profiles in TEAM system as well as enter student entry information.
02/01/2025 Midnight	Add / Delete Deadline — The total number of entries to be competing in TEAM has been reserved in the system. (Generic information may be entered as placeholders.) No entries can be added or deleted after this date. Teachers may now print all invoices. All entries in the system as of this date are to be paid in full. ALL PAYMENTS MUST BE SENT TO THE TAEA OFFICE.
02/21/2025 Midnight	Edit Entry Deadline — All entries must have student name and artwork title finalized. NO EDITING TO THIS INFORMATION CAN BE DONE AFTER THIS DATE! <ul style="list-style-type: none">• Teachers may begin entering the Student Intent Form.• Teachers may begin uploading the Artwork Photo.

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

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 Delete	269392	Blythe, Areva	Break Free	Incomplete Upload	Incomplete Upload	Not Started

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

The screenshot shows the Teacher Dashboard interface. Red arrows point from the explanatory text to the following elements:

- An arrow points from the 'Your two deadlines...' text to the **Deadlines** section.
- An arrow points from the 'Student Status...' text to the **Status Definitions** section.
- An arrow points from the 'You can:' list to the **Actions** column of the table.
- An arrow points from the 'You can:' list to the **Reference PDF** column of the table.

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.
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- **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.

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

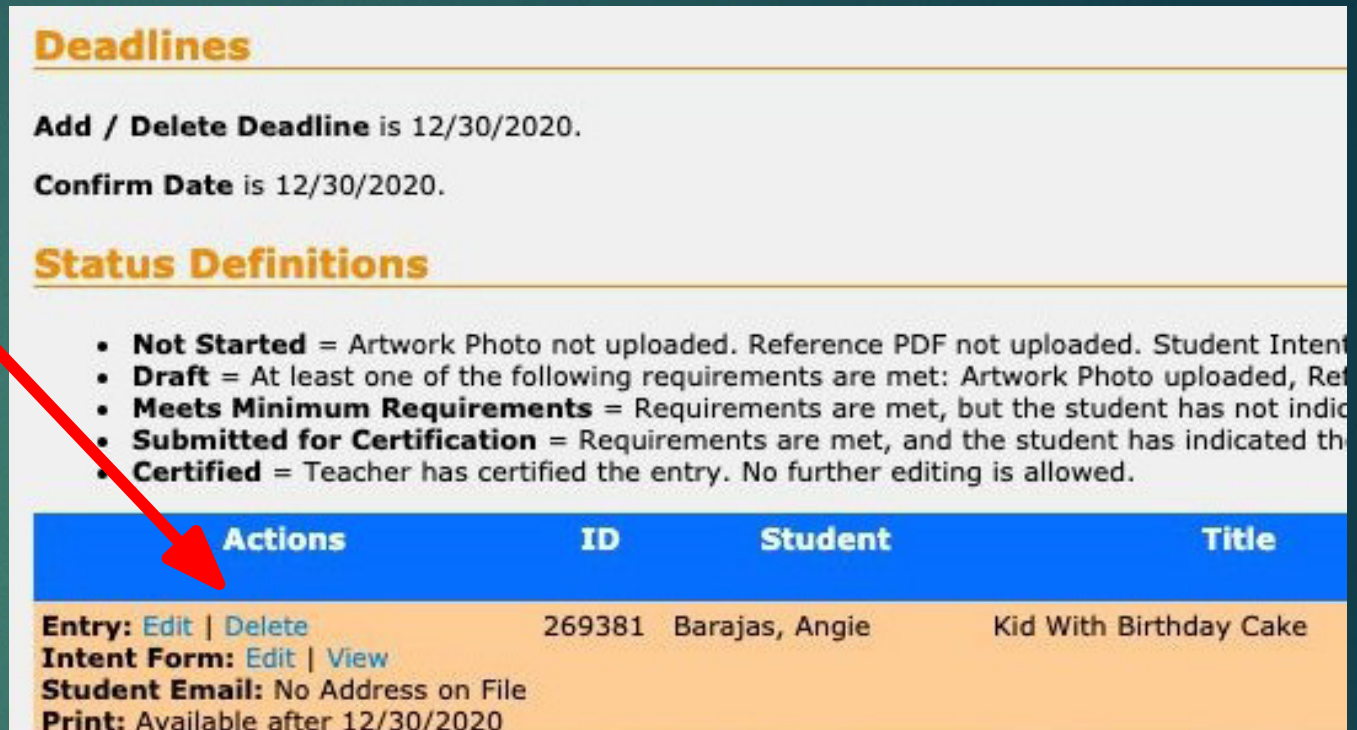
Actions	ID	Student	Title
Entry: Edit Delete Intent Form: Edit View Student Email: No Address on File Print: Available after 12/30/2020	269381	Barajas, Angie	Kid With Birthday Cake

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:

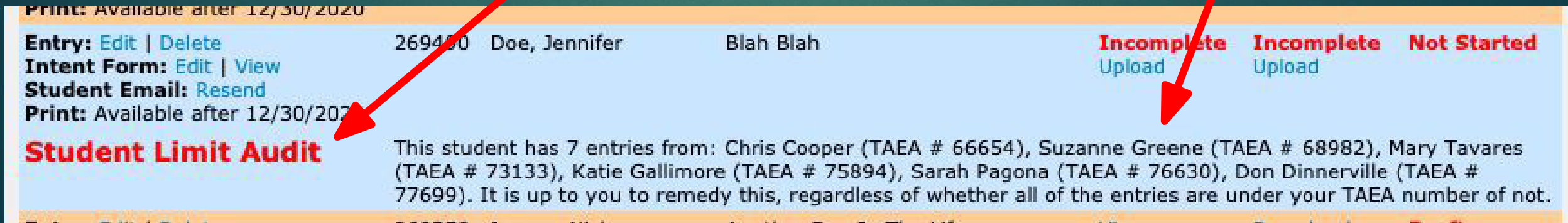
czkKOHbF

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.



Print: Available after 12/30/2020

Entry: Edit Delete	269450	Doe, Jennifer	Blah Blah	Incomplete Upload	Incomplete Upload	Not Started
Intent Form: Edit View						
Student Email: Resend						
Print: Available after 12/30/2020						
Student Limit Audit	This student has 7 entries from: Chris Cooper (TAEA # 66654), Suzanne Greene (TAEA # 68982), Mary Tavares (TAEA # 73133), Katie Gallimore (TAEA # 75894), Sarah Pagona (TAEA # 76630), Don Dinnerville (TAEA # 77699). It is up to you to remedy this, regardless of whether all of the entries are under your TAEA number or not.					

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.

You can share the “VASE 2021 Photographing Artwork Images” and “VASE 2021 Creating Reference PDF” presentations with students to train them to take their own photos and create their Reference PDFs if you wish. (see next slides)

not uploaded. Student Intent Form not started.
Artwork Photo uploaded, Reference PDF uploaded, Student Intent Form begun, but the student has not indicated their readiness for certification.
the student has indicated their readiness for certification.
ng is allowed.

Title	Photo	Reference PDF	Student Status
Kid With Birthday Cake	Incomplete Upload	Incomplete Upload	Not Started

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.

About VASE | Ask the Director | Rules & Policies | State Event | TAEA

HSVASE Uploads : Artwork

You will be notified when your photo has been uploaded.

Failure to follow these restrictions will likely cause an error on the next page, so please adhere to them.

1. Only one artwork photo will be allowed.
2. Only JPG or JPEG files will be accepted.
3. Files may be no larger than 10 MB. This is strictly enforced.

Photo: No file chosen

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](#)

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.

Artwork Title: Artwork size: in. x in. (x in. for 3D)

1. Student Research: Describe your artwork. *(max 100 words)*

2. Execution and Technique: Talk about the materials you used. Did you learn something new about them? *(max 100 words)*

3. Elements and Principles: What element(s) of art did you use? *(max 100 words)*

Can we add check boxes here for line, shape, color, space, form, texture, value

4. Use of Elements and Principles: How did you use those elements in your art? *(max 100 words)*

5. Critical Judgment: What do you like about your art? Is there anything you would change or take away from your art?
(max 100 words)

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

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.

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

Tracey Hall, TEAM: team@taea.org