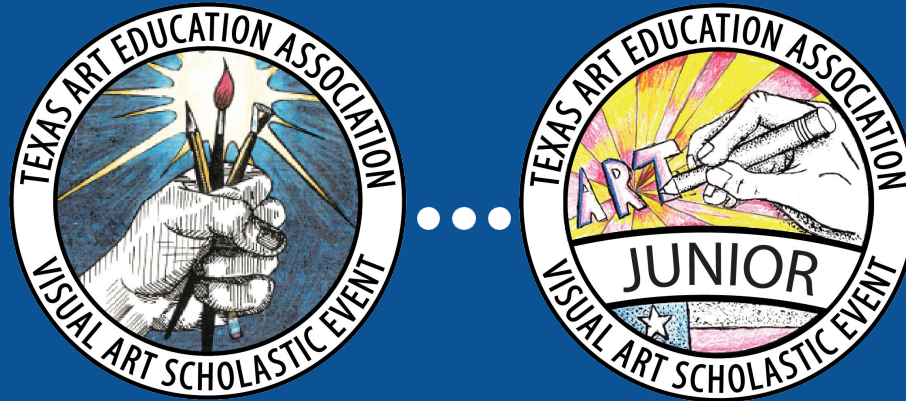


Junior & HS VASE



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

Using the Teacher Dashboard:



The screenshot shows the 'High School VASE' interface. At the top left is the logo for the Texas Art Education Association, featuring a hand holding brushes and the text 'TEXAS ART EDUCATION ASSOCIATION' and 'VISUAL ART SCHOLASTIC EVENT'. Below the logo is the tagline 'TEACH • LEARN • ADVOCATE • CONNECT'. The main heading is 'High School VASE' in blue. Below this is the user name 'Teacher / Sponsor' in red, followed by 'Cooper, Chris' and a yellow rectangular placeholder. A blue link 'Update User Information' is visible below the placeholder. On the left side, there is a list of 'High School VASE Links' in red. The links are: 'High School VASE Home', 'High School VASE Overview', 'HSVASE Teacher Manual (NEW!)', 'Instructions', 'Teacher Dashboard' (highlighted with a red box and a red arrow pointing to it), 'Make a HS VASE Payment', 'Print Menu', 'Change Role', and 'Logoff'. At the bottom right, the word 'Instructions' is written in red.

*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.

TEACH • LEARN • ADVOCATE • CONNECT

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](#).

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

- [New Student Entry](#)
- Edit / Delete Student Entry
- Teach at more than one school?
- Regional Directors & Dates
- 2022 VASE State Medalists
- State Event
- Welcome to VASE

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:

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.

[View My Gallery](#) — use this link to view a gallery of your student's uploaded artwork to see what's missing and pre-qualify your students' work.

Actions	ID	Student	Artwork Title	Uploads	Student Status
Entry: Edit Delete Intent Form: Edit View Print: Available after 2/16/2024 Student Email: Resend Send to Me Student Dashboard Link	360251	Bunny, Bugs	That's All Doc	Photo: Incomplete Upload Reference PDF: Incomplete Upload	Draft
Entry: Edit Delete	360252	Fudd, Elmer	I'm Hunting Wabbits	Photo: Incomplete	Draft

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

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.

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.

Actions

Entry: [Edit](#) | [Delete](#)

Intent Form: [Edit](#) | [View](#)

Print: Available after 2/16/2024

Student Email:

[Resend](#)

[Send to Me](#)

[Student Dashboard Link](#)

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 8 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 the **Editing Deadline (15 days 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 Upload/Certification Deadline (8 days before the event)** since there are **NO FIXES**.*

Paperwork Reminders

- ***Universal 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 ***Universal 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