

High School Art Show

Online Registration User Guide



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Public Instruction

Prepared by
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Using Art Show within the Education Data System (EDS)

Introduction

Welcome to OSPI's High School Art Show application in the Education Data System (EDS). EDS is a centralized suite of web-based applications involving Washington educational data including *Art Show*. The Art Show application was developed to support Regional High School Art Shows and the Superintendent's High School Art Show applicant process. High School students from all nine of the state's Educational Service Districts (ESDs) participate in this artistic celebration each year. The finalists from the regional ESD art shows are invited to participate in the Superintendent's High School Art Show.

Accessing Art Show

All art teachers and ESD art show coordinators will need to have an EDS account. To create a new EDS account, go to <https://eds.ospi.k12.wa.us> and select the "create new account" tab. The system will ask for identifiable information so a new account may be created.

Note: Most school or district employees already have an existing EDS account that was used to apply for or renew a Washington Professional Certification. This same EDS account should be used to access Art Show.

Upon logging into the EDS system, all users will be prompted with the following notice once a day, every day. Users must click the I AGREE button in order to access EDS.

******* NOTICE *******

EDS is maintained by the Office of Superintendent of Public Instruction (OSPI) for only authorized and official uses as described in the EDS Security Management Policy (<http://www.k12.wa.us/EDS/default.aspx>).

All system activity is monitored and logged by OSPI. Since this system contains sensitive and confidential data, users must take the necessary precautions to prevent unauthorized disclosure of data. By continuing to use this system you indicate your awareness of and consent to these conditions of use.

Please report violations to your District Data Security Manager or [OSPI Customer Support](#).

I AGREE

I DO NOT AGREE

This manual will provide you with step-by-step instructions on how to use the Art Show functions once you have logged in. The menus you will see are dependent on your type of access.

Note: It is advisable to use either Chrome or Firefox as your browser in order for the application to function properly and efficiently. If you do use Internet Explorer, please disable your pop-up blocker.

User Roles

There are two user roles available for school, district, and ESD staff: ESD Admin and Teacher User.

- **ESD Admin** – assigned to ESD employees.
- **Teacher User** – assigned at the school level and provides art show teachers access to the tool.

No Access?

- ESD employees who do not already have access, must request the ESD Admin user role from OSPI Customer Support by emailing us at customersupport@k12.wa.us and include approval from their supervisor.
- School employees must request access from their [District Data Security Manager](#) or make the request for a role in the EDS Profile menu.

Role	Appropriate Organization	Documentation for DDSMs
Teacher User	School	Allows user to access Art Show to create student entries of art from their school for regional ESD art shows.
ESD Admin	Educational Service District	Allows user to manage ESD Regional Art show dates and winners, and edit student entries for their ESD.

Selecting Art Show from the My Applications Screen

When you are logged into EDS, select My Applications to see the list of applications you can access. Select the Art Show application:

The screenshot shows the 'Test Web Server' interface. The top navigation bar includes 'Home', 'My Applications' (selected), and 'Profile'. The left sidebar contains a menu with items like 'Application List', 'Application Roles', 'Education Directory', 'EDS Directory', and 'Security Manager List'. The main content area is titled 'My Applications' and contains a sub-section 'My Application List'. Below this, there is a table of applications. A blue arrow points to the 'Art Show' application in the table.

Application
Art Show
E-Certification
E-Certification Test
Education Data System
Education Data System Administration
Events Manager
NBPTS Scholarship
pdEnroller
Performance Indicators Preview
Youth Reengagement

Teacher User

Welcome Screen

This is the first screen in the Art Show application for school level Teacher Users. The green box in the middle of the welcome screen provides the information for the available ESD Regional Art show for the current school year. If no ESD Regional Art Show has been set up by the ESD, you will see a yellow message indicating no art show has been set up for this year.

The basic instructions for creating a student entry is on this page. You can select the green button, "Add New Entry" from these instructions, or select the "Add New Entry" tab at the top to be directed to the student entry page.

To select an item, point and click on your choice:

Welcome | **Show Info** | **Add New Entry** | **Logout**

Art Show Print Friendly
Timberline High School

Home Page

Capital Region ESD 113 - Regional Art Show 2019-2020

Open Date: 09/01/2019 Closed Date: 10/04/2019

Current Entries: 0

Welcome to the High School Art Show Application!

The Superintendent's High School Art Show is an annual event co-hosted by OSPI and the Washington Art Education Association (WAEA). High school students from all nine of the state's educational service districts (ESDs) participate in this artistic celebration each year.

- **Who can enter artwork:** Currently enrolled public high school students can submit their original artwork to their art teacher for submission based on their ESDs criteria.
- **Where does it go:** All student artwork is submitted to the regional ESD coordinator per the ESD guidelines.
- **Regional high school art show:** Located in each of the nine ESD regions and led by the ESD art show coordinator and/or staff in a partnering community or business organization (See the [Art Show web page](#) for more information; a list of art show coordinators, Instructions and Guidelines and the Online Registration User Guide).
- **Regional Winners:** Artwork that is judged and selected by each ESD as Regional Winners moves forward to the OSPI for:
 - Display and judging at the OSPI Art Show where state winners are selected.
 - State winners will receive \$200 for their winning artwork that will become a permanent part of the art collections of OSPI and partner organizations and will not be returned to the student.
 - Artwork that is not selected as a state winner, will be returned to students.

Annual Superintendent's High School Art Show Awards Ceremony and Reception: This awards ceremony and reception honoring the state winners will be held the third Friday in May at OSPI in Olympia, from 1-3 pm. All State Award Winners are requested to attend this special ceremony in their honor. Regional Winners are invited to attend and view their artwork that will be on display.

To get started select **Add New Entry**

You will need the State Student Identifier (SSID) for the student or you can search for the student by first name, last name and birth date (all three required).

Make sure you have a student/parent/guardian **signed copy of the Releases and Permissions** document for this artwork and that you can attest that the **artwork is completely original**.

Note: The green box on the welcome page displays the dates that student online entries are permitted for the specific ESD Regional Art Show of your region. The closed date is the last day a Teacher User may submit new entries or edit existing entries. After the posted closed date, all entries for this year will be read-only for the Teacher User. Any corrections that need


to be made to an online student entry after the closed date can only be edited by the ESD Art Show Coordinator.

Add New Entry

To add a new student entry to an open ESD Regional Art Show, make sure you have all the information for the student before you begin. You will need:

- Student's legal first and last name and date of birth, or
- Student's assigned State Student Identifier (SSID)

Welcome	Show Info	Add New Entry	Admin	Logout
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Print Friendly 

Capital Region ESD 113

Add New Entry

Capital Region ESD 113
2019-2020 ESD Show Dates: 9/1/2019 - 10/4/2019

District: Olympia School District (34111)	School: Capital High School (3960)
Superintendent: Murphy, Patrick	Principal: Cleveringa, Curtis
Phone: 360.596.6117	Phone: 360.596.8000
Email: pmurphy@osd.wednet.edu	Email: Ccleveringa@osd.wednet.edu
Address: 1113 LEGION WAY SE OLYMPIA, Washington 98501-1697	Address: 2707 CONGER AVE NW OLYMPIA, Washington 98502-4590

Note: The directory information in the box above comes directly from the Education Data System (EDS) Administration application and is maintained by District Data Security Managers (DDSMs).

Instructor:

Phone:

Email:

To add an art show submission:

- Enter the student's first name, last name, and birthdate.
- Or enter the student's SSID (State Student ID number)

NOTE: If the student is not in CEDARS, you will not be able to complete the submission. Contact your CEDARS District Administrator to assist with entering the student into CEDARS before trying your art show submission again.

First Name: **AND Last Name:** **AND Birth Date:**

OR

SSID:

The yellow section is your information from your EDS profile. You can correct this data by going back to the EDS home page and selecting "Profile" and updating your information.

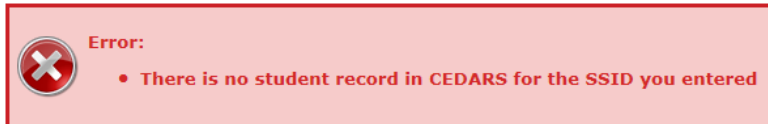
The pink section is your school directory information from EDS. The blue section is the school district directory information from EDS. These sections can only be edited by your [District Data Security Manager](#).

Enter either the student's first name, last name, and date of birth, or SSID to search for the student. **PLEASE NOTE:** Students must be reported in CEDARS in the current school year as enrolled in your school in order to create an art show entry.

If you cannot find your student, please check with your District CEDARS Administrator to make sure your student can be properly reported to CEDARS (more information on CEDARS is at: www.k12.wa.us/CEDARS).

You will see this red error message if your student is not reported to CEDARS and you will not be able to complete your entry until the student is added to CEDARS:

Add New Entry



Step 1: Student Information

Fill in all blank boxes to complete this section.

Student Information

Student Name:	<input type="text"/>	Parent/Guardian Name:	<input type="text"/>
SSID:	<input type="text"/>	Mailing Address (if different):	<input type="text"/>
Birth Date:	8/18/2003	Mailing City:	<input type="text"/>
Age:	16	Mailing State:	<input type="text"/>
Grade Level:	10	Mailing ZipCode:	<input type="text"/>
Special Education:	<input type="radio"/> Yes <input checked="" type="radio"/> No	Home Phone (if different):	<input type="text"/>
Student Email:	<input type="text"/>		
Student Mailing Address:	<input type="text"/>		
City:	<input type="text"/>		
State:	<input type="text"/>		
ZipCode:	<input type="text"/>		
Home Phone:	<input type="text"/>		

Compliance

I, Kari ESD, verify that this artwork is completely original.

Artwork Entry Information

Title of Entry:	<input type="text"/>
Medium:	<input type="text"/>
Dimension of ArtWork:	<input checked="" type="radio"/> 2D <input type="radio"/> 3D
Description of Work:	<input type="text"/>
What was your inspiration for this piece of artwork or what you like best about it? (1 or 2 sentences will be posted with your artwork):	<input type="text"/>

Step 2: Releases and Permissions

Make sure to read and complete the Releases and Permissions section. The Art Show teacher submitting the entry is responsible for having a printed, signed copy of the Releases and Permissions document from the student and student's parent/legal guardian on file.

There is a printable form of the Releases and Permissions document that includes the student's name, SSID, school and district information that is available by selecting the print button at the bottom.

The teacher is required to check the box next confirming they will attach the original signed copy of the releases and permissions document to the artwork, or they can submit a file folder to OSPI with all original signed documents for art that is part of the OSPI High School Art Show. OSPI must receive the original signed copy.

Releases and Permissions: The ESD, OSPI and other state agencies/organizations offers several purchase awards (\$200 maximum) and keep the selected art work for their permanent collections. If you are **not willing** to part with your artwork, it will not advance to the Annual Superintendent's High School Art Show in Olympia and cannot be eligible for purchase awards at the ESD or state level.

Please read carefully - Releases and Permissions being granted:

1. AGREEMENT TO SELL ARTWORK IF SELECTED AS A WINNING PIECE

I acknowledge and understand that should my entry become one of the state winners or ESD purchase award winners that it **will not be returned** to me and will become the property of and remain in the permanent art collections of OSPI, the ESD and/or other participating state agencies/organizations. **Winning artwork will not be returned to the student.**

2. PERMISSION TO DISPLAY ARTWORK ON WEB SITE AND IN PUBLICATIONS

I acknowledge and understand that the ESDs and OSPI will showcase all entries in the Regional Art Show and Annual Superintendent's High School Art Show in various multimedia formats including, but not limited to, their Websites. This information will be open to public view and may include my first name, last name, school/district, title of entry, medium and inspiration and/or description.

3. ORIGINALITY CERTIFICATION

I hereby certify that this is my original work and that it is not copied from a published photograph, magazine, book illustration, or computer manipulations from published work.

4. RELEASE AND UNDERSTANDING

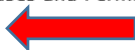
We/I, the undersigned, grant consent for public display of the art entry and release the ESD and OSPI from all liability for damage, loss, or misappropriation. In signing this release, I give OSPI or any other organization acting on its behalf the right to use, publish, display and/or reproduce any video/recorded voice/photographs in which I may appear, without payment.

5. PHOTO/VIDEO RELEASE

The Office of Superintendent of Public Instruction (OSPI), the ESDs, and participating state agencies/organizations are dedicated to supporting, teaching and learning in the State of Washington. This includes developing Web sites, publications, and informal materials. In this work, there will be opportunities for people to be interviewed, photographed and/or videotaped. I understand and agree that these materials (interviews, photographs, videos, recordings) will become the property of the ESD, OSPI and/or participating state agencies/organizations and will not be returned. I also authorize ESD and OSPI to edit, alter, copy, exhibit, publish, or distribute this video/recorded voice/photograph for educational purposes or any other lawful purpose. In addition, we/I give permission to use likeness/voice of participant along with full name.

Please print this "Releases and Permissions" form for signatures and accompany/attach to artwork.

[Save And Print](#)



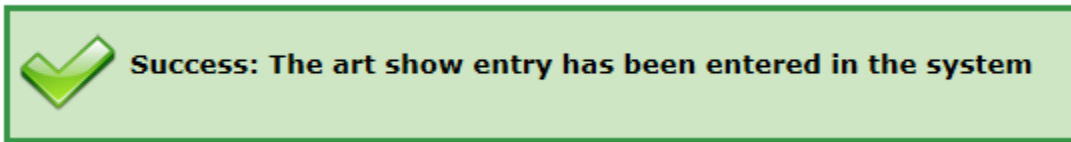
Click "Save And Print" to save your changes and get a printable PDF of the Releases and Permissions document. This document will try to open in a new tab or window. (Your web browser may try to prevent a new tab or window from opening. You can also print later by clicking "Show Info" then "View Submissions")

[Save](#)

Step 3: Submit Entry

Once the entry is complete, select the submit button at the bottom of the page.

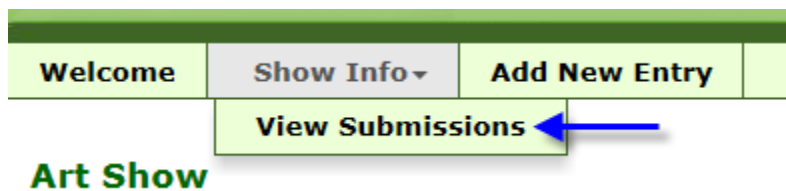
After the entry has been successfully submitted, you will receive this confirmation message.



TIP: Once the student entry is submitted, you may edit it until the closed date for your ESD Regional Art Show (see page 6 for more information on the closed date).

View Submissions or Edit Entries

You can edit or print a submitted entry by selecting the "Show Info" tab at the top and then selecting "View Submissions."



The links on the View Submissions page allow you to edit a previously submitted entry by selecting the View/Edit button next to the student's name and/or print the Releases and Permissions document for signing.

View	Print	District	School	Student Name	SSID	Grade Level	Title	Medium	Edited By	Teacher Name
View / Edit	Print	Aberdeen School District	Harbor High School		1338063408	12	Sunset	Chalk	Kari ESD	Kari ESD
View / Edit	Print	Aberdeen School District	Harbor High School		1493911679	12	My Dog	Clay	Kari ESD	Kari School
View / Edit	Print	Aberdeen School District	Harbor High School		1515862920	11	Stars	Pastel	Kari ESD	Kari ESD


Edits are allowed until the day after the Regional Art Show for your ESD closes. After that date, no edits are allowed.

ESD Admin User:

Welcome Screen

This is the first screen in the Art Show application for ESD level Art Show Admin users. The green box in the middle of the welcome screen provides the information for the available ESD Regional Art show for the current school year.

Welcome	Show Info ▾	Add New Entry	Admin ▾	Logout
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Art Show Print Friendly 
Capital Region ESD 113

Home Page

Capital Region ESD 113 - Regional Art Show 2019-2020

Open Date: 09/01/2019 Closed Date: 10/04/2019

Current Entries: 0

[Manage Dates](#)

Welcome to the High School Art Show Application!

The Superintendent's High School Art Show is an annual event co-hosted by OSPI and the Washington Art Education Association (WAEA). High school students from all nine of the state's educational service districts (ESDs) participate in this artistic celebration each year.

Please be sure to review the updated Instructions and Guidelines and the Online Registration User Guide.

To get started select [Show Info ▾](#) tab and then the [Manage Dates](#) option to set-up the submission dates for your art show.

View Submissions
To view or edit submissions that have been entered by school staff for your ESD regional art show, select the View Submissions option from the top, under the *Show Info* tab.
Note: Student entries will not be able to be submitted until the ESD regional art show submission dates are configured for this school year.

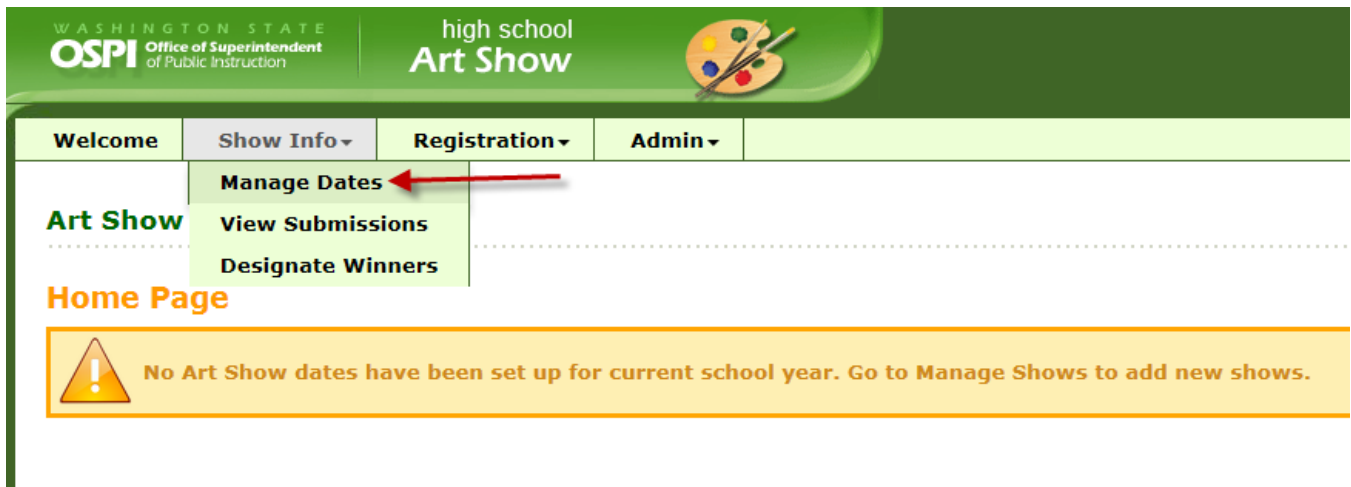
Designate Winners
Once the regional art show submission deadline has passed (midnight of the date you select as the close date in Manage Dates), you can select the winners of your art show who will be then move on to the OSPI Art Show by selecting [Designate Winners](#) option from the top, under the *Show Info* tab.

Admin tab
The [Admin ▾](#) tab contains a link to a report in MS Excel that provides all data submitted on the art show entry for each student. You can use this to create forms, emails or notifications to applicants and winners.

Add New Entry for a school

- To get started select [Add New Entry](#)
- You will need the State Student Identifier (SSID) for the student or you can search for the student by first name, last name and birth date (all three required).
- The teacher will need to make sure to have a student/parent/guardian **signed copy of the Releases and Permissions** document for this artwork and attest that the **artwork is completely original**.

If no ESD Regional Art Show has been set up by the ESD, you will see a yellow message indicating no art show has been set up for this year.

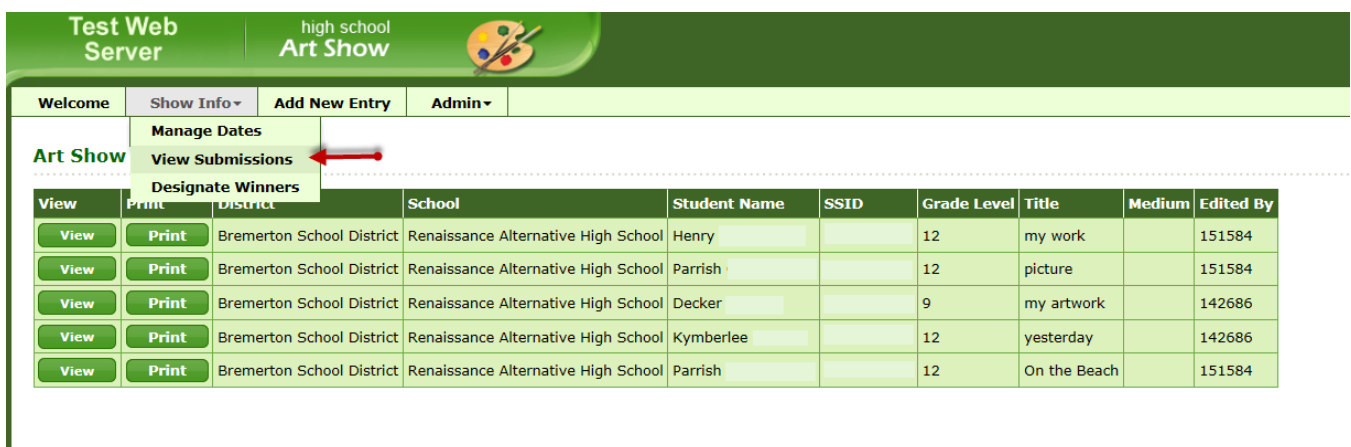


Each school year, the ESD Regional Art Show submission dates will need to be set up in the tool by a user with the ESD Admin role. This is done by selecting Show Info from the top, then Manage Dates from the menu. The open date will default to September 1st of the active school year, but should be set to the first day the ESD will allow student submissions for that year. The Closed Date should be the last day student submissions are allowed for the ESD Regional Art Show (midnight of the date of the close). These fields are editable by the ESD for the active school year only, but can be changed even after student entries have been received. Student submission or entries will not be allowed after the closed date.

View Submissions or Edit Entries

To view or edit submissions that have been entered by school staff for your ESD regional art show, select the View Submissions option from the top, under the *Show Info* tab.

Note: Student entries will not be able to be submitted until the ESD regional art show submission dates are configured for this school year.



The links on the View Submissions page allow you to edit a previously submitted entry by selecting the View button next to the student's name.

Designate Winners

When the ESD is ready to provide the Regional Winners to OSPI for the Superintendent's High School Art Show, go to the Show Info tab and select Designate Winners.

Once the regional art show submission deadline has passed (midnight of the date you select as the closed date in Manage Dates), you can select the winners of your art show who will then move on to the OSPI Art Show. A checkbox is next to each student name and when selected, it will send that student information to OSPI.

Select	District	School	Student Name	SSID	Grade Level	Title of Entry	Medium	Edited By
<input type="checkbox"/>	Bremerton School District	Renaissance Alternative High School	Henry		12	my work		Emily Test
<input checked="" type="checkbox"/>	Bremerton School District	Renaissance Alternative High School	Parrish		12	picture		Emily Test
<input type="checkbox"/>	Bremerton School District	Renaissance Alternative High School	Decker		9	my artwork		Emily Test
<input checked="" type="checkbox"/>	Bremerton School District	Renaissance Alternative High School	Kymberlee		12	yesterday		Emily Test
<input type="checkbox"/>	Bremerton School District	Renaissance Alternative High School	Parrish		12	On the Beach		Emily Test

Contact Information

If you are an Art Show Teacher with questions about artwork, your regional show, or other participation questions, contact your Regional Art Show coordinator from the list below.

Regional Art Show Coordinators

Northeast Washington ESD 101

Dr. Michael Dunn, Superintendent
4202 South Regal Street, Spokane 99223-7738

Mary Kempel, Regional High School Art Show Coordinator

mkempel@esd101.net 509-456-2715

South Central ESD 105

Kevin Chase, Superintendent
33 South 2nd Ave., Yakima 98908

Gayle Ames, Regional High School Art Show Coordinator

gayle.ames@esd105.org 509- 454-2485

Southwest ESD 112

Tim Merlino, Superintendent
2500 NE 65th Ave., Vancouver 98661

Jodi Thomas and Melissa Burt, Regional High School Art Show Coordinators

Jodi.thomas@esd112.org 360-750-7500
melissa.burt@esd112.org 360-952-3558

Capital Region ESD 113

Dr. Dana Anderson, Superintendent
6005 Tyee Drive SW, Tumwater 98512

Dianna Avery and Cindy Reams, Regional High School Art Show Coordinators

davery@esd113.org 360-464-6717
ckreams@esd113.org 360-464-6709

Olympic ESD 114

Gregory J. Lynch, Superintendent
105 National Ave. North, Bremerton 98312

Sarah Freitas, Regional High School Art Show Coordinator

sarahf@oesd114.org 360-405-5832

Puget Sound ESD 121

John Welch, Superintendent
800 Oakesdale Avenue SW, Renton 98057

Susanne McIntyre, Regional High School Art Show Coordinator

smcintyre@psed.org 1-800-664-4549

Southeast ESD 123

Darcy Weisner, Superintendent
3918 West Court Street, Pasco 99301-2775

Lori Ballard, Regional High School Art Show Coordinator

lb Ballard@esd123.org 509-544-5740

Robert McMinn, Art Teacher, Richland High School

930 Long Avenue, Richland 99352
Robert.McMinn@rsd.edu

North Central ESD 171

Dr. Michelle Price, Superintendent
430 Olds Station Road, Wenatchee, WA 98801

Linda McKay, Assistant Superintendent, Student Success and Learning

lindam@ncesd.org 509-665-2651

Kasey Koski, Regional High School Art Show Coordinator

Curator of Exhibits, Wenatchee Valley Museum & Cultural Center
127 South Mission, Wenatchee 98801
KKoski@wvmcc.org 509-888-6247

Northwest ESD 189

Larry Francois, Superintendent
1601 R Avenue, Anacortes 98221

Pam Estvold, Assistant Superintendent, Teaching and Learning

pestvold@nwsed.org 360-299-4036

Jennifer Longchamps and Nancy Menard, Regional High School Art Show Coordinators

jlongchamps@nwsed.org 360-299-4095
nmenard@nwsed.org 360-299-4020

For more information or assistance, contact [Janet Hayakawa](mailto:Janet.Hayakawa@k12.wa.us), janet.hayakawa@k12.wa.us 360-725-4966 or Alondra Mendoza, alondra.mendoza@k12.wa.us 360-725-4959 at OSPI.

Glossary of Terms

The following terms are used in this manual.

Administrator (Admin) – A person authorized to make changes to information stored in the system.

Cancel – Cancels any changes made and goes back to the previous screen.

CEDARS – Comprehensive Education Data And Research System, an EDS application that is used by all LEAs to report student, staff and course data to OSPI.

Checkbox – A square box beside an option. To select it, you click it. If it has been selected it has a checkmark in the box, if not the box is empty. To deselect a checked box, click it.

District Data Security Manager (DDSM) – The person(s) assigned by each organization to maintain system security, data integrity, and privacy by preventing unauthorized access to data and misuse of data. Requires a form to be filed by the district's Superintendent and submitted to OSPI before this role will be added to any EDS account.

Drop down menu – Allows you to select pre-entered data from a list.

EDS – Education Data System, the name of the OSPI hosted suite of applications.

ESD – Educational Service District, one of the nine (9) regional organizations that host an art show each year.

Field – An input area for typing data into the system.

LEA – Local Education Agency, these are school districts, tribal compact agencies, charter districts and other non-school entities that fall within an Educational Service District (ESD).

Organization – Usually refers to a school, a school district/LEA, an Educational Service District (ESD), or a college.

OSPI – Office of Superintendent of Public Instruction, the state agency for public school education in the State of Washington.

Role – The specific type of access granted to an individual to access applications in EDS. For example, there are four levels of roles in the EDS Admin System: EDS ESD/District Manager, EDS School Manager, Organization Administrator, and District Data Security Manager (DDSM).

SSID – State Student Identifier, issued by CEDARS to every public school student in the State of Washington. An SSID should remain with a student throughout their Washington public school career.

URL – The code used to identify a web address. Example: <http://reportcard.ospi.k12>.