

“... make every [... student that participates in the 2016-2017 SCPTA Reflections Arts Program] potential a reality!”

2017 SCPTA

**State-Round Judging – Online Digital Uploading Manual:
Information, Instructions, and Procedures**



**2016 - 2017 SCPTA REFLECTIONS ARTS PROGRAM
THEME:**

WHAT'S YOUR STORY?

Notes from the Chair:

The newly developed 2017 SCPTA State-Round Judging – Online Digital Uploading Manual has been created to provide detailed information, instructions, and procedures outlined and offered for properly advancing Students’ Artwork Entries to SCPTA for the State-Round Judging.

Oddly, some procedures in the manual may appear redundant. Please know the redundancy measures are necessary and have been included to make sure the instructions are clear and concise. The redundancy measures will be eliminated. We are currently refining SCPTA’s Online Digital Uploading. We need your assistance and insights during this transition period.

Moreover, the purpose and goal of Online Digital Uploading is to eliminate the physical handling and exchange of Students’ Artwork Entries. Because today’s students are embedded in digital technology: capturing, securing, sorting, filing, tracking, and submitting entries can be done with simply “**transferring**” and “**uploading**” Students’ Artwork Entries in the form of data.

***The SCPTA Reflections Arts Program Committee is dedicated to making every [student participating in the 2016-2017 Reflections Arts Program] potential a reality!
Thank You In Advance.**

*~Dr. Clifford L. Fulmore
2016-2017 SCPTA Reflections Arts Chair*

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PLEASE DO NOT HESITATE TO CONTACT ME WITH ANY QUESTIONS OR FOR ASSISTANCE. CLIFFORD L. FULMORE – 843-735-1835 / cfulmore@scpta.org

Appropriate Forms Needed for State-Round Judging

Student Entry Form

The image shows the 'National PTA Reflections Student Entry Form'. It includes fields for 'To be completed by PTA leader or distributor' and 'To be completed by student'. The form contains sections for 'STUDENT INFORMATION', 'ART CATEGORY', 'TITLE OF ARTWORK', and 'ARTWORK DETAILS'. There are checkboxes for 'I have read and understood the Rules of the Reflections Program' and 'I have read and understood the Rules of the Reflections Program'.

IMPORTANT NOTE FOR LOCAL AND DISTRICT LEADERS:

Please make sure all “write-in” shaded areas on Student Entry Form are filled-in with the appropriate requested information.

Please leave any shaded area not relevant blank. For example, “Council PTA” can be left blank because most District PTAs no longer have Council PTAs.

Please make sure the Student’s Entry Form is Completed and Signed by both Student and Parent/Legal Guardian before submitting.

NOTE: Students’ Entry Forms are to be kept at the Local/District PTA until State-Round Judging is COMPLETED.

Consent Form (See below on right in the box the explanation in yellow highlight)

The image shows the 'National PTA Reflections Consent Form'. It includes a yellow highlighted section at the top: 'NATIONAL PTA WOULD LIKE YOUR CHILD (MINOR) to participate in the National PTA Reflections Program. Your child may participate and to be included in the program, please read and understand the Rules of the Reflections Program.' Below this, there are sections for 'For Use of a Student’s Image or Voice', 'Name of Student Submitting the Entry', and 'Parent/Legal Guardian Signature'. There are checkboxes for 'I have read and understood the Rules of the Reflections Program'.

Please make sure the Student’s Consent Form is Completed and Signed and accompanies the Student Entry Form – **ONLY NEEDED** – when *another* student’s image or voice is included in the artwork entry before submitting.

Note: National PTA® Reflections outlined that completing the Consent Form is optional for the National PTA Reflections program. However, SCPTA standard practice is to secure parent/legal guardian consent whenever a student is 17 years old or younger.

PTA Reflections Registration & Participation Forms
[Local PTA Reflections Registration & Participation Form](#)

The form is titled "National PTA Reflections Local PTA Registration & Participation Form". It includes fields for Local PTA Name, National Society ID, County PTA, District PTA, and Local PTA Leader Name. Below these are checkboxes for "Student Participation" across various grade divisions and arts categories. A table tracks student participation by grade level (Primary, Intermediate, Middle School, High School, Special Arts, and All Grades All Arts) and category (Visual Arts, Ceramics, Photography, Mixed Media, and Other). A section at the bottom asks for the total number of student entries and provides a URL for reporting participation.

Local PTA Reflections Chairs/Leaders need to complete the [Local PTA Reflections Registration & Participation Form](#).

Please make sure to check **All Grade Divisions** and **Arts Categories** offered by your local PTA.

Please make sure to **indicate how many students participated** in each **Grade Division** and **Arts Category**.

Please make sure to tally (count) and write-in the **Total Number of Students' Entries** you are submitting as a local PTA.

The [Local PTA Reflections Registration & Participation Form](#) is used for accountability and tracking of students' artwork entries.

[District PTA Reflections Registration & Participation Form](#)

The form is titled "National PTA Reflections District PTA Registration & Participation Form". It includes fields for District PTA Name, National Society ID, State PTA, District PTA Leader Name, and District Name. Below these are checkboxes for "Student Participation" across various grade divisions and arts categories. A table tracks student participation by grade level (Primary, Intermediate, Middle School, High School, Special Arts, and All Grades All Arts) and category (Visual Arts, Ceramics, Photography, Mixed Media, and Other). A section at the bottom asks for the total number of student entries and provides a URL for reporting participation.

District PTA Reflections Chairs/Leaders need to complete the [District PTA Reflections Registration & Participation Form](#).

Please make sure to check **All Grade Divisions** and **Arts Categories** offered by your local PTA.

Please make sure to **indicate how many students participated** in each **Grade Division** and **Arts Category**.

Please make sure to tally (count) and write-in the **Total Number of Students' Entries** you are submitting as a District PTA.

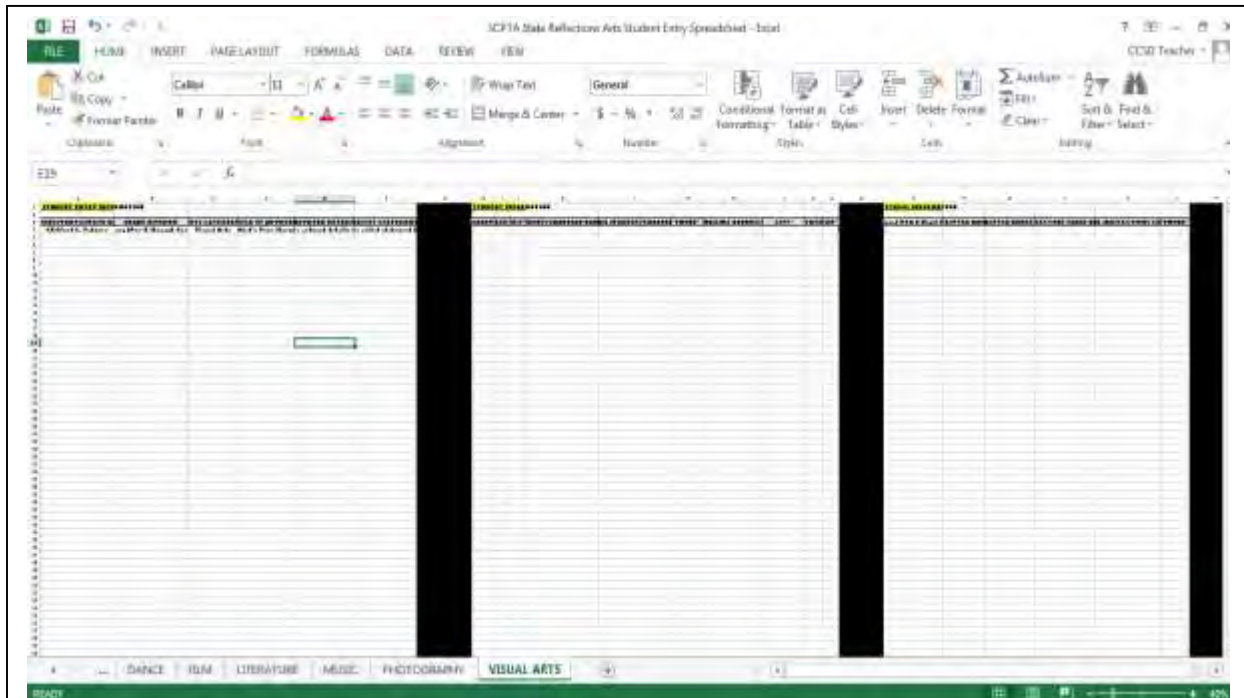
The [District PTA Reflections Registration & Participation Form](#) is used for accountability and tracking of students' artwork entries.

SCPTA State Reflections Arts Entry Excel Spreadsheet

The SCPTA State Reflections Arts Entry Excel Spreadsheet is an information quality management tool. It is used for capturing, sorting, filing, and storing all your students' artwork entry information—conveniently and centrally—in one location.

The SCPTA State Reflections Arts Entry Excel Spreadsheet consists of seven (7) labeled pages. Page one displays an example of entered information. Pages two thru seven display the six Arts Categories (**see excel spreadsheet image below**):

- Page One – Sample of Entered Information
- Pages Two – Dance
- Page Three – Film
- Page Four – Literature
- Page Five – Music
- Page Six – Photography
- Page Seven – Visual Arts



Important Note:

The **Purpose** of the SCPTA State Reflections Arts Entry Excel Spreadsheet is to have ALL South Carolina's student's entry information in a uniformed, electronic format that is readily accessible and easily transferable for State-and-National–Round Judging.

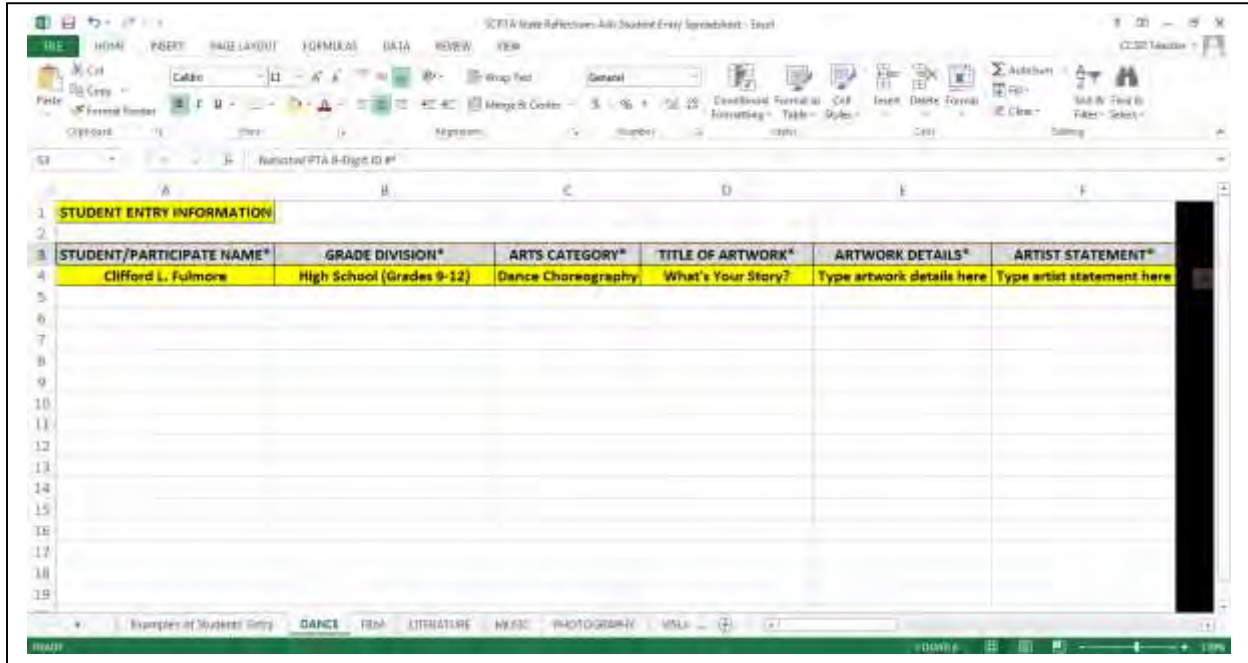
The **Rationale** for transferring South Carolina's student's entry information from the Student Entry Form to the SCPTA State Reflections Arts Entry Excel Spreadsheet is to make sure ALL student's entry information is accurate as well as legible.

Moreover, the transferring process of students' entry information from the Student Entry Form to the SCPTA Excel Spreadsheet may appear redundant. However, the transferring process is necessary to assure the highest quality management of: (1) ALL South Carolina's students' entry information, (2) tracking students' entries, and (3) having access to parent/guardian and local/district leaders' contact information—when needed.

Procedures for Entering Students' Entry Information

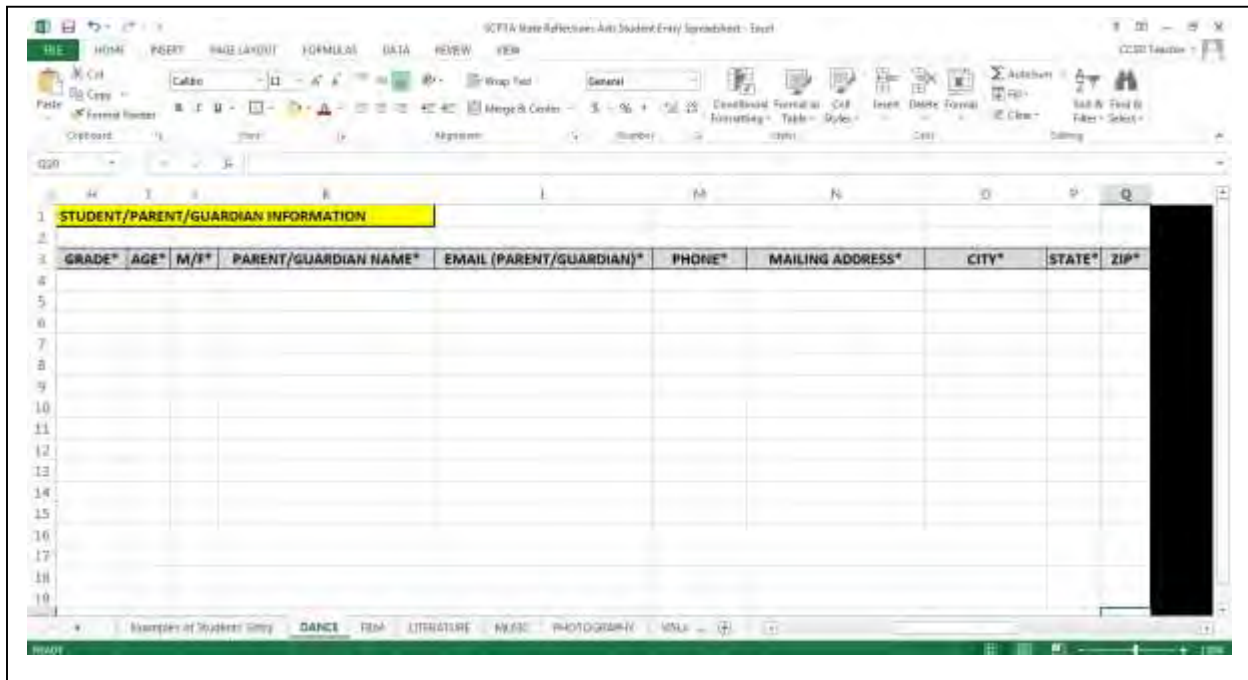
Student Entry Information

This section of the SCPTA State Reflections Arts Entry Excel Spreadsheet involves entering: Student/Participate Name, Grade Division, Arts Category, Title of Artwork, Artwork Details, and Artist Statement.



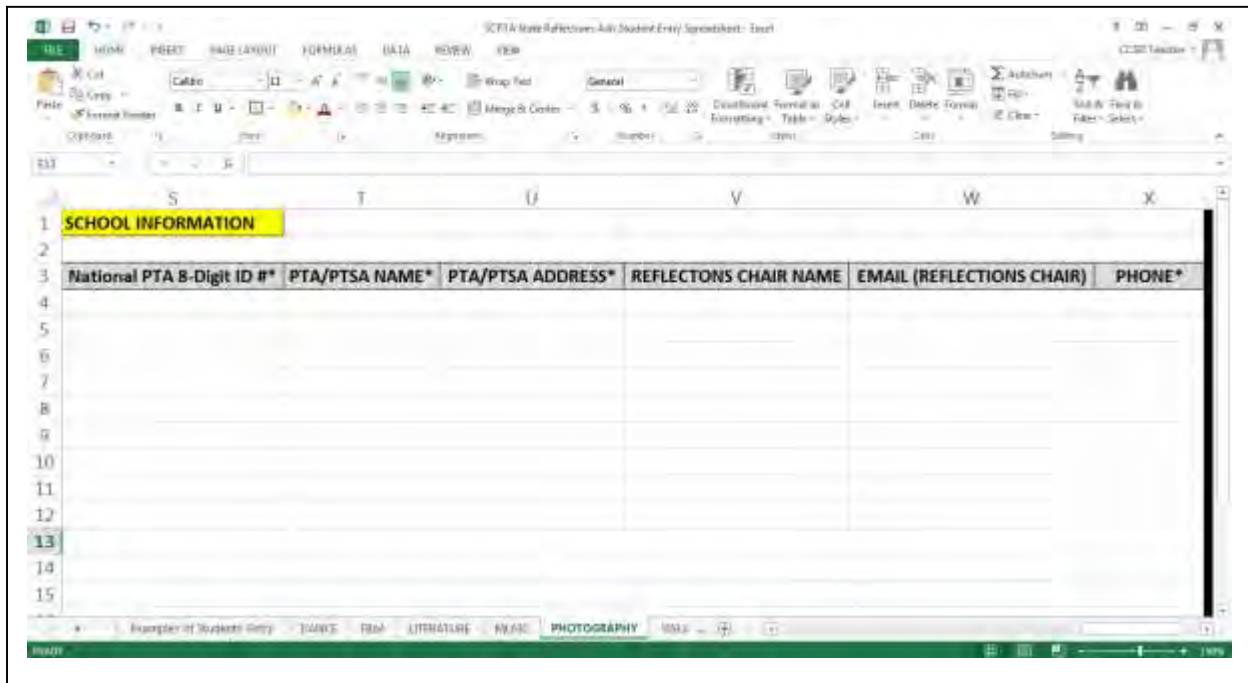
Student/Parents/Guardian Information

This section of the SCPTA State Reflections Arts Entry Excel Spreadsheet involves entering: Grade, Age, Gender, Parent/Guardian Name, Email (Parent/Guardian), Phone, Mailing, Address, City, State, and Zip.



School Information

This section of the SCPTA State Reflections Arts Entry Excel Spreadsheet involves entering: National PTA 8-Digit ID#, PTA/PTSA Name, PTA/PTSA Address, Reflections Chair Name, Email (Reflections Chair), and Phone (***please see below note**).



***Note:** the National PTA 8-digit ID# is the unique, identifying number for their Local PTA. If you need assistance locating the number, please click on the direct link and following the instructions: [PTA Local Unit Lookup](#). If you experience problems accessing the link, please contact Dr. Clifford L. Fulmore at 843-735-1835 or reflections@scpta.org for assistance.

REVIEW:

Please allow us to reiterate the importance of having all students' artwork entry information entered into the SCPTA State Reflections Arts Excel Spreadsheet or a spreadsheet you created, prepared, and submitted to submit to the SCPTA Reflections Arts Chair (***see below explanation**).

IMPORTANT REMINDERS:

The SCPTA State Reflections Arts Excel Spreadsheet allows local, district, and state leaders to organize, sort, and store all students' artwork entry information—conveniently and centrally—in one location.

Moreover, the SCPTA State Reflections Arts Excel Spreadsheet provides SCPTA both capability and capacity to effectively and efficiently manage substantial volumes of students' artwork entry information.

At this point, all your students' artwork entry information should be entered into the SCPTA State Reflections Arts Excel Spreadsheet or your pre-created spreadsheet.

If, you need any assistance with the process/procedure outlined above, please contact me directly.

*** If you already use a spreadsheet format system, simply forward your spreadsheet to the SCPTA Reflections Arts Program link provided and we will either “cut and paste” or “merge” your students' artwork entry information with the SCPTA State Reflections Arts Excel Spreadsheet “Master Listing”.**

Steps for Creating and Properly Naming Local or District Reflections Arts Folder will be presented next.

Procedures for Creating and Properly Naming Local or District Reflections Arts Folder:

- This section involves creating and properly naming your Local or District Reflections Arts folder and your students' artwork entry for the 5 of 6 Arts Categories (Dance, Film Production, Literature, Music Composition, and Photography).
- You will be asked to copy and paste the necessary documents—presented later—in your respective folder to submit online for the State-Round Judging.
- **Notably, some Local Leaders have already submitted their students' artwork entry. Therefore, this section may not apply to everyone.**
- Below are instructions and illustrations for both Local and District (Reflections Arts) Leaders that **have not** submitted their students' artwork entry.

+ For Local Leaders **without** District Representation:

Create a folder and use the following naming format:
schoolname.county.localleadername (see below example)



(i.e. Burnselementary.charleston.cliffordfulmore)

+ For District Leaders:

Create a folder and use the following naming format:
district.county.districtleadername (see below example)



(i.e. D9.charleston.hollieancrum)

- Now that you have created your respective Local or District Reflections Arts Folder, let's properly label each students' artwork entry for the State-Round Judging.

Procedures for Properly Labeling Students' Artwork Entry for the State-Round Judging:

- Use the following naming format (see below) to properly label each students' artwork so that we can track, monitor, and account for ALL entries:
 - **schoolname.District.artscategory.gradelevel.studentname**
- **Note: instances when students with more than one entry in the same arts category are advancing to the State-Round Judging, make sure you properly label those entries with the student's "Title of Artwork" (or an abbreviated form of the Title) to follow the student name (see below examples).**
 - **Burnsmiddleschool.D9.da.ms.cliffordfulmore.mystory**
 - **Burnsmiddleschool.D9.da.ms.cliffordfulmore.myfamilystory**
- Please find on the next page, 5 of 6 Arts Categories (Dance, Film Production, Literature, Music Composition, and Photography) illustrations with examples of properly labeled student's artwork entry prepared for online "digital" uploading.
- **Notably, Visual Arts is not included in the below illustrations for properly labelling student's artwork entry for online "digital" uploading.**
 - **Detailed information and instruction for submitting Visual Arts Entries are provided immediately following the five (5) Arts Categories' illustrations.**
- Please use the following "**File Name Abbreviations**" in the box below to properly label students' artwork entries:

Arts Category

Da – dance

Fi – film

Li- lit

Mu – Music

Ph – photography

VA – Visual Arts

Grade Division

PRI – primary

INT – intermediate

MS – middle school

HS – high school

Note: either lower or upper case abbreviations are acceptable.

Dance Choreography

Please use the below naming format to properly label your students' artwork so that we can track, monitor, and account for every students' Dance Choreography artwork entry:

schoolname.District.artscategory.gradelevel.studentname



(i.e. Burnselementary.D9.da.int.janedoe)

Note: Accepted video file formats include: AVI, MOV, MPG, MPEG, MP4, WMV, FLV and F4V.

Film Production

Please use the below naming format to properly label your students' artwork so that we can track, monitor, and account for every students' Film Production artwork entry:

schoolname.District.artscategory.gradelevel.studentname



(i.e. Burnselementary.D9.fi.pri.johndoe)

Note: Accepted video file formats include: AVI, MOV, MPG, MPEG, MP4, WMV, FLV and F4V.

Literature

Please use the below naming format to properly label your students' artwork so that we can track, monitor, and account for every students' Literature artwork entry:

schoolname.District.artscategory.gradelevel.studentname



(i.e. Burnsmiddle.D9.li.ms.janedoe)

Music Composition

Please use the below naming format to properly label your students' artwork so that we can track, monitor, and account for every students' Music Composition artwork entry:

schoolname.District.artscategory.gradelevel.studentname



(i.e. Burnshigh.D9.mu.hs.johndoe)

Note: Accepted audio file formats include: MP3, MP4, WMA, WAV, ACC (M4A) and FLAC.

Photography

Please use the below naming format to properly label your students' artwork so that we can track, monitor, and account for every students' Photography artwork entry:

schoolname.District.artscategory.gradelevel.studentname



(i.e. Burnselementary.D9.ph.int.janedoe)

Important Note: Visual Arts Entry –Submission Information & Instructions:

Students' Visual Arts Artwork Entries are **not required to be** digitally uploaded for the 2017 State-Round Judging. **ALL** Visual Arts entries are asked to be physically submitted to the SCPTA Office. Please either mail/drop-off or coordinate with your respective State PTA Leader to submit your Visual Arts artwork entries either before or on the deadline date listed below.

SCPTA Reflections Arts Committee is committed to ensuring every student participating in the 2016-2017 SCPTA Reflections Arts Program potential is made into a reality. Therefore, **SCPTA will be responsible** for capturing and securing the digital images of the students' Visual Arts artwork entries advancing to both State-and-National Round Judging. **Please make sure to review The National PTA® Reflections Visual Arts Official Rules: acceptance forms of visual arts (2D/3D).**

Visual Arts Entries must be received at the SCPTA Office, 1826 Henderson Street, Columbia, SC 29201 on or before: Friday, February 3, 2017.

Student's Visual Arts entries judging will take place on Saturday, February 11, 2017 at Benedict College, Fine Arts Department, 1600 Harden Street, Columbia, SC 29204. Judging will begin promptly at 11:00 AM and end at 1:00 PM. All advancing entries will be published accordingly and promptly.

If you have any questions concerning student's Visual Arts artwork entries process and procedures for submission, please do not hesitate to contact me: Dr. Clifford L. Fulmore at 843-735-1835.

Procedures for Copying and Pasting Into Local or District Reflections Arts Folder:

- This section involves copying and pasting the necessary documents and students' artwork into your respective Local or District Reflections Arts Folder to submit for State-Round Judging:
 - **Local PTA Reflections Registration & Participation Form or**
 - **District PTA Reflections Registration & Participation Form**
 - **SCPTA State Reflections Arts Excel Spreadsheet**
 - ***Students' Artwork Entry "Digital Format"**
 - **(Optional-see explanation on next page)**



Local or District Reflections Arts Folder We Previously Created

1. *Copy and paste* either your completed **Local PTA Reflections Registration & Participation Form** or the **District PTA Reflections Registration & Participation Form** into your respective Local or District Reflections Arts Folder.
2. *Copy and paste* your completed **SCPTA State Reflections Arts Excel Spreadsheet** or a **spreadsheet you created** in your respective Local or District Reflections Arts Folder.
3. *Copy and paste* your students' "digital" artwork entries into in your respective Local or District Reflections Arts Folder.
 - If, you have not already either secured or transferred all your students' artwork entries in digital format, please contact Dr. Fulmore at 843.735.1835 or reflections@scpta.org for assistance.
 - ***Options:**
 - (1) If, you have your Students' Entry Forms in digital format, then, please copy and paste ALL your Students' Entry Forms into your respective Local or District Reflections Arts Folder or
 - (2) If, your Student's Entry Forms are not in digital format, then, please hold ALL your Students' Entry Forms until State-Round Judging is complete and submit the forms of the winners advancing to National-Round Judging. Note, these two options are provided so that we focus on smooth and efficient transition of online digital uploading.
4. Preparing for **final** Online "Digital" Uploading Procedures presented next.

Step-by-Step Procedures for Online “Digital” Uploading Procedures

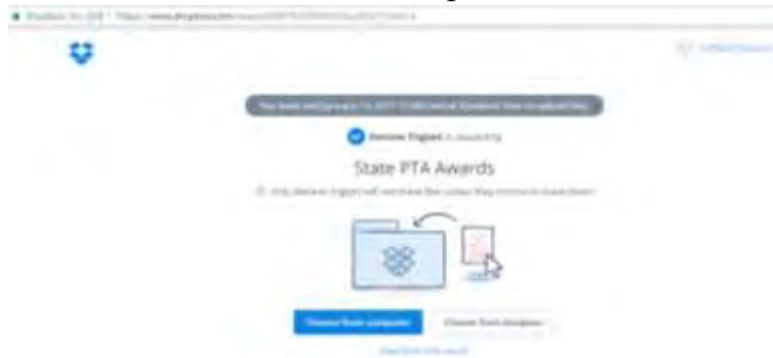
SCPTA Dropbox Online “Digital” Uploading

- This section involves the final procedures for Online “Digital” Uploading via the SCPTA Dropbox.
- Your respective Local or District Reflections Arts Folder should consist of the following:
 - **Local PTA Reflections Registration & Participation Form**
 - or
 - **District PTA Reflections Registration & Participation Form**
 - **SCPTA State Reflections Arts Excel Spreadsheet**
 - **Student’s “digital” Artwork Entry**
 - **Students’ Entry Forms (*Optional – see previous section)**

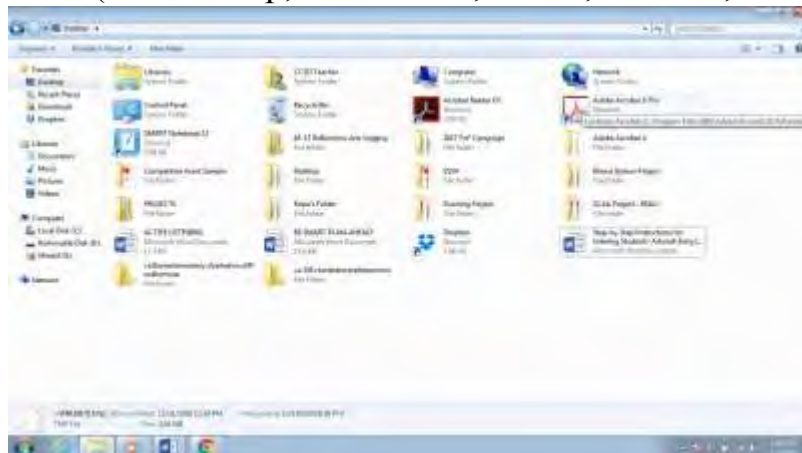
1. Click on the SCPTA Dropbox direct link: [Upload Reflections Entries](#) or use the following direct link below:

<https://www.dropbox.com/request/NETfU9ZXFxt3JSxpDXy7?oref=e>

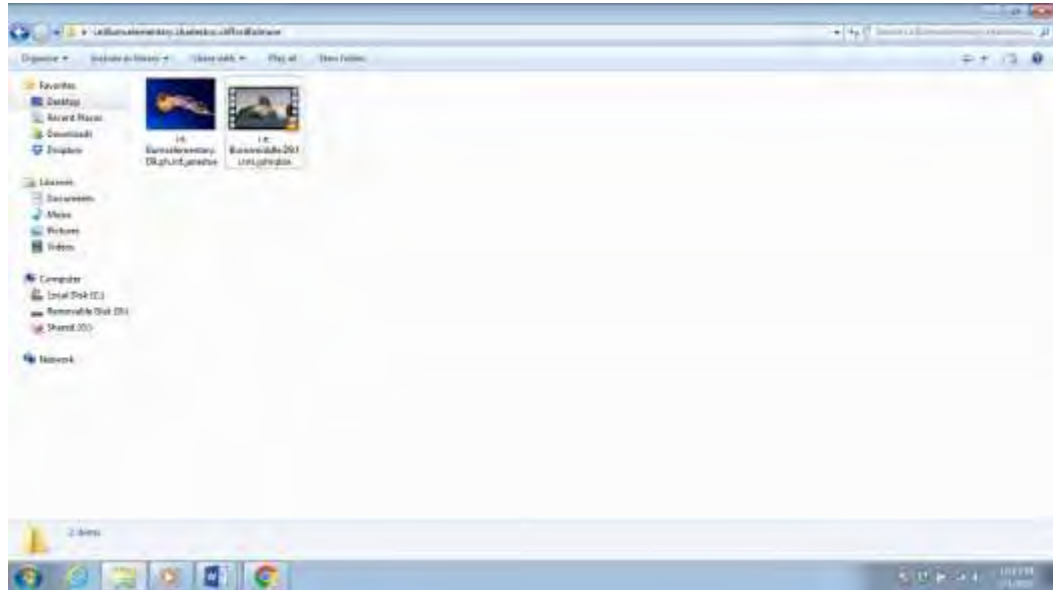
- Select the “Choose from computer” icon;



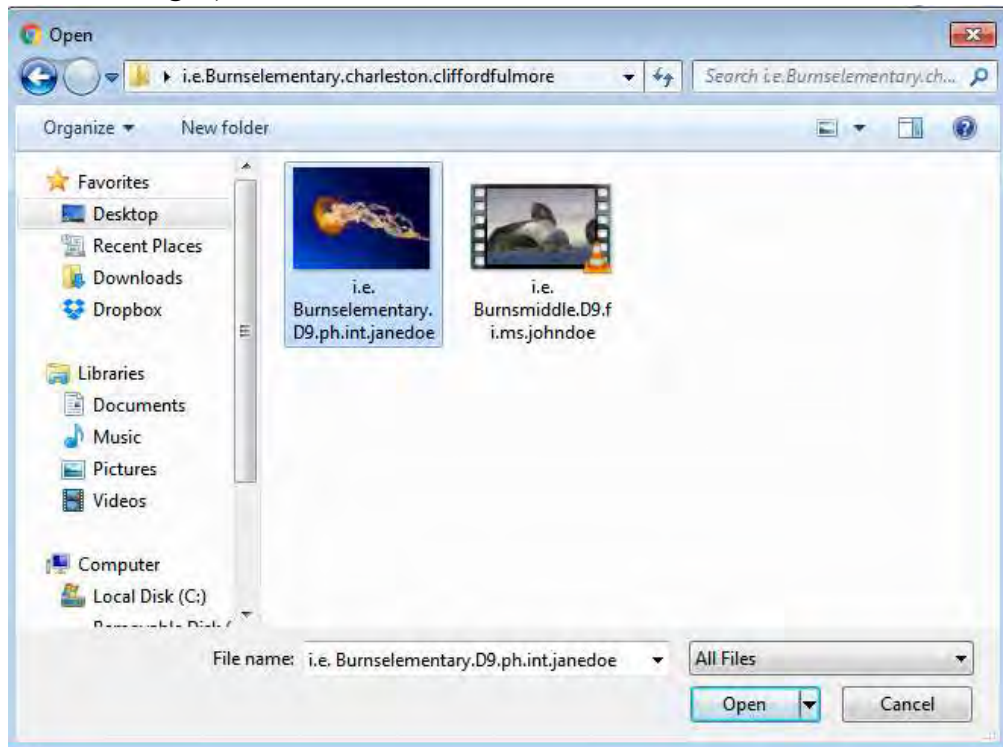
2. Select the location you stored your respective Local or District Reflections Arts Folder (i.e. Desktop, Documents, Music, Pictures, Videos, etc.);



3. Click on your respective Local or District Reflections Arts Folder to “Open”
4. Make sure to observe your respective Local or District Reflections Arts Folder “File name” in the upper-top of the Open Window on the computer screen and your students’ artwork entry image

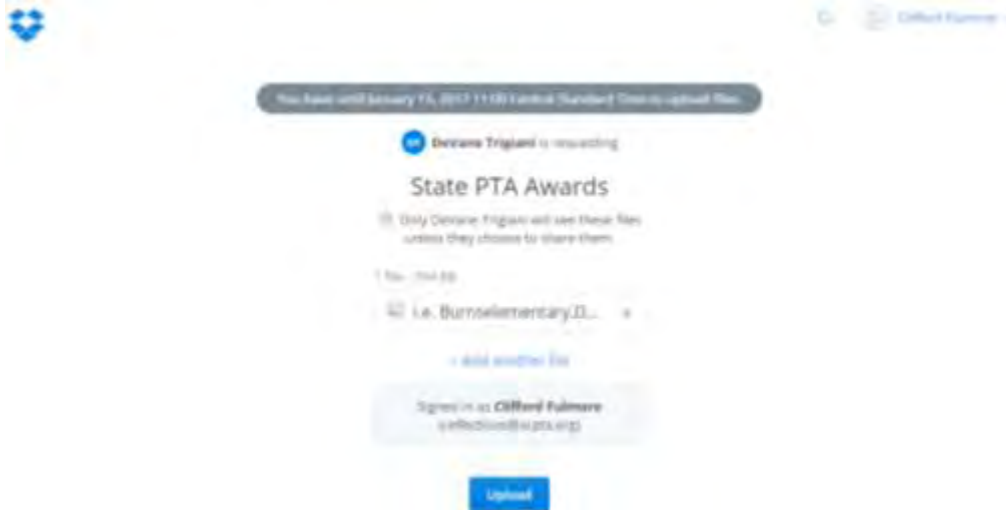


5. Click on the Student Artwork Entry (the entry will become highlighted and the properly labeled student artwork entry will appear in the “File name” box (see lower-right), next to the “ALL Files” button



6. Click on the “Open” tab to upload the students’ artwork entry onto the SCPTA Dropbox
7. Wait to observe the following SCPTA Dropbox page message

8. Click on the blue “Upload” button



9. Wait to observe the following SCPTA Dropbox page message below to confirm successful upload: “Done” and “Thanks! You’re all done”



10. You are all done and have successfully uploaded your students’ artwork entries.

11. Repeat the steps listed above to upload ALL Student’s Artwork Entries. Confirmations will be sent in timely manner.

TIME TO REVIEW

REVIEW

Let's make sure we followed all the steps, instructions, and procedures in properly preparing and submitting students' artwork entries via Online "Digital" Uploading for the State-Round Judging:

- ✓ Collected and secured, completed and signed Students' Entry Forms;
- ✓ Collected and secured, completed and signed Consent Forms (when needed);
- ✓ Collected and secured, Students' Artwork Entry (Physical or Digital Format);
- ✓ Judged ALL Students' Artwork Entries (Local and/or District-Level);
- ✓ Transferred ALL Students' Artwork Entries Information to SCPTA State Reflections Arts Excel Spreadsheet or a spreadsheet you created;
- ✓ Created and properly named Local or District Reflections Arts Folder for ALL you Students' Artwork Entries:
- ✓ Properly labeled each Students' Artwork Entry for accountability and tracking;
- ✓ Copied and Pasted the necessary documents and students' artwork into your respective Local or District Reflections Arts Folder to submit for State-Round Judging:
 - **Local PTA Reflections Registration & Participation Form**
 - or
 - **District PTA Reflections Registration & Participation Form**
 - **SCPTA State Reflections Arts Excel Spreadsheet**
 - **Student's "digital" Artwork Entry**
- ✓ Uploaded your respective Local or District Reflections Arts Folder to SCPTA Dropbox Online "Digital" Uploading to submit for the State-Round Judging.

Final Important Note:

Visual Arts Entries must be received at the SCPTA Office, 1826 Henderson Street, Columbia, SC 29201 on Friday, February 3, 2017.

Thank you for making every child's potential a reality through the PTA Reflections Arts in Education Program. Please contact Dr. Clifford L. Fulmore at 843.735.1835 / reflections@scpta.org with any questions or concerns.