artlook Schools User Guide

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ABOUT THE CREATIVE SCHOOLS CERTIFICATION

The Creative Schools Certification serves as a planning tool to build arts education in CPS schools. The Certification will appear on your school's scorecard and will reflect one of five categories related to the arts programming in your school.

This survey does not assess the quality of a school’s arts programming. It is used to inventory the arts programming, staff, and resources that currently exist. The data you are reporting will provide you a platform for working with your school community to move up the certification ladder toward the category of Excelling.

An Excelling school includes the arts in the school day alongside other core subjects such as math, science, and reading. Creative schools have staff, time, and resources dedicated to the arts. And, they build opportunities for teachers and students to create art, interact with artists, and engage with Chicago's many arts and cultural partners. Just as important, the information gathered in this survey helps to paint a picture of the overall landscape of arts programming in the district.

As you collect and enter your school’s data, you also become a part of a larger goal: to be a model for school districts across the U.S. that are trying to expand arts education in every school for every child, in a meaningful way.

Ingenuity and CPS will provide additional supports to those schools with little to no arts instruction. The Creative Compass Program has been established to support schools struggling to meet the goals and recommendations of the CPS Arts Plan. The program includes free professional development, mentorship with other school leaders, and grant support. By participating in the program, school leaders create a vision and plan for arts education in their schools with additional tools and supports that will help move their school up the Creative Schools Certification ladder. Speak to your Lead Arts Liaison if you would like more information on Creative Compass.
IMPORTANT DATES

April 3rd, 2015  artlook Schools portal opens for Arts Liaisons to enter Creative Schools Certification data

April - May  During April and May, Arts Liaisons can enter the artlook portal at any time to upload Creative Schools Data. Survey completion reminders will be provided on a weekly basis for those Arts Liaisons who have yet to complete the survey.

May 31st  artlook Schools portal closes. No data may be entered past this date.

June 1st - 10th  Appeals window: Principals will have 10 days after the survey has closed to submit a formal appeal to Ingenuity requesting a change to a completed, previously submitted survey. Appeals should be sent to artlookschools@ingenuity-inc.org

August  Creative Schools Certification categories are finalized

GETTING STARTED

This artlook Schools User Guide provides portal users with step-by-step instruction on sharing their school’s Creative Schools data. Accurate data collection is a critical component of Ingenuity’s data tracking systems. Not only does it ensure that your school receives the appropriate Creative Schools Certification category, but it provides Ingenuity and the arts education sector with a robust, previously unavailable data set that is used on a daily basis to inform Ingenuity’s professional development programs, fuel advocacy, and inform policymaking.

This guide was meant to be used alongside the artlook Schools portal. It walks through each element of the survey, provides screenshots, and answers any questions that may arise regarding certain data points. Below are several suggestions on how to simplify this data sharing process.

1. Gather all materials ahead of time and schedule appropriate meetings and calls with colleagues and the school principal in advance. This will allow enough time to procure information not immediately known or arts data that needs further clarification (e.g. estimated dedicated budget, partnerships not directly set up by a liaison, etc.)
2. Download this artlook User Guide to your computer and follow along with it as you fill out the Creative Schools Survey
3. Log in to the artlook Schools portal ahead of time and take a few minutes to get a feel for it, especially if you are a new Arts Liaison or this is your first time reporting data
4. Make a schedule for yourself. While the Creative Schools Survey was designed to not burden an already busy teacher’s workload, you may find it more manageable to complete one tab each day—you can always save your progress and return later
5. Take advantage of Arts Liaison study groups and artlook Chats
6. Leave yourself enough time to fill out the survey. There is always a chance that you may have to unexpectedly re-consult with your principal or a colleague to find additional pieces of data
7. Have contact information available for any partners that may not already be in our database (individual teaching artists or small community-based organizations)
8. Email artlookschools@ingenuity-inc.org or call (312) 583-7462 if you have any questions!

STEP-BY-STEP USER GUIDE

1. NAVIGATE TO THE ARTLOOK SCHOOLS PORTAL

The artlook Schools portal can be accessed at www.artlookschools.com. You will land on the screen that is pictured to the right (Figure 1)

- Enter your school’s name in the “Enter your school’s name” box.
- Enter your password in the “Password” box.

The CPS Department of Arts Education provides Arts Liaisons with login information in an email that is sent upon the opening of the artlook Schools portal.

- If you forgot your password, click on the “forgot password” link. Follow the instructions to recover your password. If you continue to experience difficulties, please email artlookschools@ingenuity-inc.org or call (312) 583-7462

In order to become an Arts Liaison you must be confirmed by your school’s principal. If you have questions regarding this process, please contact The Department of Arts Education (DAE) directly at (773) 553-2170.
2. MOVING AROUND WITHIN THE PORTAL

Once you are logged in to your artlook Schools portal, you will land on the Survey Home page (Figure 2). First, notice the tabs at the top of your screen. They are labeled: “Survey Home,” “Your School,” “Staffing & Instruction,” “Community & Partnerships,” “Budget & Planning,” “Summary,” and “Resources.” These tabs allow you to navigate through the different parts of your artlook Schools portal. You access these various tabs by clicking on them. The tab that is highlighted blue is the current tab. In this case, the current tab is “Survey Home” (Figure 2).

CAUTION! When you begin entering data you should always click the ‘Save & Continue’ button at the bottom of each page. If you do not click the ‘Save & Continue’ button, your data may be lost.

3. SURVEY HOME

The first tab in the artlook Schools portal is the “Survey Home” tab (Figure 2). You do not have to share any data on this tab or take any other actions. This tab simply provides an overview of the Creative Schools Certification, benefits of becoming certified, as well as key dates (portal opening and closing dates and when each school’s Creative Schools Certification category will be finalized).
4. YOUR SCHOOL

The next tab in the artlook Schools portal is the “Your School” tab (Figure 3). This tab includes:

- The grades your school serves
- Your school’s address
- Your school’s enrollment
- Your Arts Liaison contact information

All of this information will be entered by Ingenuity before you enter the portal, so you do not need to add anything or make any changes. However, read through this tab to make sure all of the information is correct.

If the grade levels your school serves are incorrect use the drop down boxes to change them. If any other information is incorrect, please contact Ingenuity at artlookschools@ingenuity-inc.org.

After you have reviewed all of the data on this page, press the “Save & Continue” button and you will be advanced to the next slide.

5. STAFFING & INSTRUCTION

After clicking the “Save & Continue” button you will be advanced to the “Staffing & Instruction” tab (Figure 4). This is where you will share your school’s data on certified/endorsed arts instructors, minutes of arts instruction, students’ access to arts classes, and more.
REPORTING ARTS INSTRUCTORS

- First enter all certified/endorsed arts instructors at your school. To add an instructor, click the “Add another teacher” button.

- You will then have the opportunity to enter your school’s certified/endorsed arts instructors

- List the instructor’s First Name, Middle Initial, and Last Name

- Click on Full-Time or Part-Time to indicate the instructor’s full or part-time status

- Use the drop-down menus to select the instructor’s Primary Teaching Focus and Secondary Teaching Focus
  - If you choose Part-Time for an instructor, you will not have an option to give a Secondary Teaching Focus

**IMPORTANT!** The teachers reported in this section MUST be certified/endorsed in the discipline reported. The only exception is charter and contract schools.

Also, report only the teachers that teach the arts during the school day. If the teacher also teaches both arts and non-arts subjects, only list the arts discipline. For the purpose of this survey, we are not tracking data on non-arts disciplines.

Only full-time teachers can have a secondary teaching focus. Part-time teachers are limited to one focus. If a part-time arts teacher is teaching a multi-discipline class, please enter the discipline that is taught the most. If a full-time teacher has a multi-discipline class that focuses on two subjects equally, please select a primary and secondary discipline. List media arts under the visual arts option.

- After you have entered all your school’s data on arts instructors, scroll down

- You now have the opportunity to report the minutes per week of arts instruction and percent access to arts programming. These data points are tracked by grade level (Figure 5).

![Figure 5: Minutes of Instruction and Percent Access](image-url)
First, check the grade levels that are associated with your school by looking at the “Grade” column. The grades listed here are based on the grade range selected under the “Your School” tab.

- If the grades you see are incorrect, you may click the “Edit the grades associated with my school…” button.
- Next, begin entering your school’s data on minutes of instruction and percent access.

**REPORTING MINUTES OF INSTRUCTION**

- Use your mouse to click in the first box in the “Minutes per Week” column.
- Enter the minutes of arts instruction that students in the corresponding grade level receive per week.

**HOW TO REPORT MINUTES OF INSTRUCTION** Combine all arts disciplines into one number. For example, if third graders receive 30 minutes of dance instruction on Tuesday and 30 minutes of visual art on Thursday, the total number of minutes for the week is 60. If a grade does not receive any arts instruction, please enter 0.

- Continue the same process as you enter minutes of arts instruction per week for each grade level.

**IMPORTANT!** Do not include non-arts classes that have an arts component. For example, do not include physical education classes that have a dance unit.

**REPORTING PERCENT ACCESS**

- Now let’s report percent access.
- Use your mouse to click in the first box in the “Percent Access” column.
- Enter the percent of each grade level that has access to arts programs.

**HOW TO REPORT PERCENT ACCESS** Percent access refers to the percent of students in each grade level that have access to arts programming.

**Example 1:** Imagine a school where all first graders can choose to take an arts class. For first grade you would report 100% under percent access. Now imagine that when these same students get to second grade they are no longer given the opportunity to choose an arts class, but are required to take another class (i.e. physical education, computers and technology, etc.). For second grade you would report 0% under percent access.

**Example 2:** Imagine all students in grades 3 through 5 receive arts instruction 1st and 3rd quarters and all students in grades 6 through 8 receive arts instruction 2nd and 4th quarters. Under the “Percent Access” column report 100% for grades 3 through 8. Under the “Minutes per Week” column report the minutes of arts instruction that students receive per week divided by 2; this generates the average minutes of arts instruction over the entire school year.

- After you have entered all your school’s data on minutes of instruction and percent access, scroll down. You will see three more questions on this page (Figure 6).
OTHER QUESTIONS ON STAFFING & INSTRUCTION

- First, answer: “is arts integration used in other disciplines at your school?” You may answer yes or no by clicking in the appropriate circle.

- Next, answer “did any teacher have arts-specific professional development during the current school year?” You may answer yes or no by clicking in the appropriate circle.

- Finally, answer “what kind of space does your school have that is appropriately designed and equipped for instruction in the arts?” You may choose all that apply by clicking in the appropriate box(es).

- When you have completed filling out all of your school’s data on staffing and instruction, click the “Save & Continue” button. At this point you will be advanced to the next tab: the “Community & Partnerships” tab. If you do not click the “Save & Continue” button, your work may be lost.

At this point, you may choose to log out of your portal and complete the survey another day. Remember, you do not have to complete every part of your Creative Schools Survey in a single session. You may find that distributing the work over several days is what works best for you!

When you click the “Save & Continue” button artlook double-checks to make sure you have reported all the required data points. If you have forgotten anything a red balloon will pop up at the top of your screen and any incomplete sections will appear with red text (Figure 7). In the case of Figure 7, the user has forgotten to report their school’s arts instructors.
6. COMMUNITY & PARTNERSHIPS

After clicking the “Save & Continue” button you will be advanced to the “Community & Partnerships” tab (Figure 8). This is where you will share your school’s data on the arts organizations you have partnered with for the current school year.

You will notice that within the “Community & Partnerships” tab you can move between various school years to view the partnerships your school reported in previous years. This survey is only concerned with the current school year (2014-15).

REPORTING COMMUNITY PARTNERSHIPS

- First, enter all of the community arts partners your school has worked with throughout the 2014-15 school year.
  - Make sure the 2014-15 tab is highlighted as in the picture

WHAT IS A COMMUNITY ARTS PARTNER?
Ingenuity defines a community arts partner as any one of a broad spectrum of arts program providers ranging from individual teaching artists and grassroots organizations to nonprofit and for-profit organizations large and small, to major cultural institutions and resource providers.
• Begin by clicking on the “Add another partner” button.

• Once you click on the “Add a Partner” button, the “Add a Partner” box will pop up on your screen (Figure 9).
  
  o Use the first field to type in the name of the arts partner you would like to add. You can type any part of the partners name and a drop-down list will appear with the available options.
  
  o If you see the partner you would like to add, click their name to enter it into the field. Then, click the “Add Partner” button.

![Add a Partner Box](image)

**Figure 9: “Add a Partner” Box**

If you do not see the name of the partner you would like to add, use the second field to type the name of the partner. Then click the “Create a Pending Partnership” button.

All pending partnerships will be reviewed by Ingenuity before they are added to our database and linked with your school. We do this to ensure the most accurate data collection possible. We may contact you if we are unsure of a partnership or would like to request additional information (contact information, etc.).
After you have added the partnership, select the program type that describes the partnership (Figure 10). For each partnership, you can choose one or more program types.

Descriptions of each program type are as follows:

- **Residency**: An artistic program within a given school where a teaching artist(s) implements an arts learning curriculum over the course of several weeks or months, typically in conjunction with CPS classroom instructors.
- **Out-of-School Time**: Any arts-based programming in which CPS youth participate before or after the traditional school day.
- **In-School Performance**: An external arts organization comes into a school to provide a single-day performance, exhibit, lecture/demonstration, or event to a specific grade, class, or the entire student body.
- **Professional Development**: Training for teachers and/or administrators that enables staff to learn more about developing arts-based lessons and best practices; often customized to specific classroom interests and goals.
- **Field Trip**: A classroom visit to a cultural institution, museum, or external arts partner’s facilities for an arts-related educational experience or performance.
- **Resources**: An external provider supplies physical resources to supplement a school’s arts education programming (i.e. arts supplies, instruments, etc.). Do not include grants or granting agencies as partners.
- **Other**: Services not captured in the above-mentioned categories (i.e. parent and community programs and classes, planning services, and hosting exhibitions and competitions).
Reporting Partnerships

Example 1: Your school offers an after-school drama program. List “School-provided arts programming” as the partnership and report Out-of-School Time as the program type.

Example 2: Your school participates in All-City arts programs. List “District-sponsored arts programming” as your partnership and report Out-of-School Time as the program type.

Example 3: Your school takes a field trip to see another school’s production of Annie. List “Partnership with another school” as the partner and report Field Trip as the program type.

- When you have added all your school’s partnerships, scroll down.
- Next, answer the question on student, parent, and community engagement. You may select all that apply (Figure 11).

![Figure 11: Student, Parent, and Community Engagement](image)

- When you have completed filling out all of your school’s data on community and partnerships, click the “Save & Continue” button. At this point you will be advanced to the next tab: the “Budget & Planning” tab. If you do not click the “Save & Continue” button, your work may be lost.

7. BUDGET & PLANNING

After clicking the “Save & Continue” button you will be advanced to the “Budget & Planning” tab (Figure 12). This is where you will share your school’s data on dedicated arts funding and how your school plans for the arts.
You will notice that both the “Staffing & Instruction” tab and the “Community & Partnerships” tab now have green check marks in them. This means that these tabs have been successfully completed and require no further attention. However, you may wish to return at any time before the portal closes to update your information.

![Budget & Planning Section](image)

**Figure 12: Budget & Planning**

- Begin by providing your school’s dedicated arts education funding

- Ingenuity realizes that obtaining arts budget information is sometimes difficult. Please provide your best estimate of the financial resources your school dedicates to arts education supplies, materials, and programs. This information will not be made available to the public.

**IMPORTANT!** The dedicated arts education funding that you report here should refer to the amount your school has budgeted for use on arts education supplies, materials, and programs. Do not include teacher salaries, capital expenses, or Creative Schools Funds.

- Next, answer the question on how your school utilizes outside funding
  - Answer “Yes” if your school uses funding outside the normal district funding to support direct arts instruction.
Answer “No” if your school does not use funding outside the normal district funding to support direct arts instruction.

**IMPORTANT!** External funding includes dollars used for arts programming and supplies and materials on top of district funding. Do not include grants made to organizations that provide free programming to your school.

- If you answered “yes” to the above question, specify the types of external funding that your school used. You may choose all that apply.

- After you have finished these questions, scroll down and you will see three more questions regarding your school’s planning for the arts (Figure 12).

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**Figure 12: Additional Questions on Planning for the Arts**

- Answer the next question: “What arts programming resource(s) would you be interested in receiving for your school?” You may check all that apply.

- Next, answer “what types of partner programs would you be interested in having at your school?” You may check all that apply.
• Finally, the last question provides you with an opportunity to specify the types of arts disciplines you are interested in receiving at your school.

These three questions are not required in order for you to complete the survey. You may choose to not answer these questions if you are not interested in receiving any further arts programming. However, answering these questions will allow Ingenuity to better understand the types of arts programs that are in high demand across the district.

• When you have completed sharing your school’s data on budgeting and planning, you may click the “Done” button.

8. SUMMARY

Once you have clicked the “Done” button on the “Budget & Planning” tab, you will be advanced to the “Summary” tab (Figure 13). Again, remember that you have until 11:59pm on May 31st to make any changes to your Creative Schools Survey.

Figure 13: Summary

The summary tab requires you to download a copy of your school’s raw data report and Creative Schools Certification before confirming submission of your school’s final data. Follow the steps below to complete these requirements and submit your Creative Schools Survey.

• Click the first “Download” button (Figure 13) to download a copy of your school’s raw data report
• Once you have reviewed your school’s raw data report, check the confirmation box
• Click the second “Download” button (Figure 13) to download a copy of your school’s preliminary Creative Schools Certification category
• Once you have reviewed your school’s preliminary Creative Schools Certification, check the confirmation box
- Read through the next three prompts and check the confirmation boxes
- Click the “Submit Final Data” button
- You have completed the 2014-15 Creative Schools Survey!

The final tab in your artlook Schools portal is the “Resources” tab. This tab allows you to download copies of your school’s raw data report and Creative Schools Certification as well as view your school on Ingenuity’s artlook Map. No action is required on the “Resources” tab.