PUT YOURSELF ON THE MAP
WELCOME

to artlook™ Map, an interactive tool that allows you to explore, share, and use arts education data from arts organizations and CPS schools. This Field Guide introduces you to artlook Map by highlighting new features and more data. Additionally, this Field Guide provides a Data Design Framework to help you use artlook Map to approach your work creatively and analytically. We hope you use this Field Guide as a tool and resource for brainstorming, working on projects, creating new tools, gaining new insight, and ultimately, expanding the arts in CPS schools.

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No matter what your role in the Chicago arts education landscape, **artlook** Map can help meet your needs.

**Arts Liaison and Lead Arts Liaison (School)**
- Develop arts programming
- Plan for the arts
- Inform your Creative Schools Fund application

**Principal (School)**
- Understand the arts education programs in your school and in schools across the district
- Identify the strengths and opportunities of arts education in your school
- Use this information as you work with your Arts Liaison to expand the arts in your school

**Education Team (Organization)**
- Brainstorm new programs and new areas for service provision
- Look for opportunities to collaborate
- Set goals and track outcomes

**Development Associate (Organization)**
- Understand your reach
- Communicate progress on organization goals
- Download data to inform grant proposals and reports

**Executive Director (Organization)**
- Benchmark your organization against others
- Set goals and track outcomes
- Inform strategic decision making

**Grant-making Foundations (Organization)**
- Track your portfolio and understand your reach
- Get a high-level picture of the work of your grantees
- Contextualize and add depth to the data you already collect from organizations
- Connect with like-minded schools or partners for advanced projects and partnerships

How will you use the Map?
@IngenuityIncChi  |  #artlookMap
WHERE DO THESE DATA COME FROM?

Ingenuity has two data collection portals through which we collect data for artlook Map.

Arts organizations share their data on educational programs and school partnerships through the artlook Partners portal. Arts organizations can login to their portal at any time and update their data by navigating to artlookpartners.com.

Data from CPS schools is collected through the artlook Schools portal. Schools can take part in the survey by navigating to artlookschools.com and sharing their data on staffing, instruction, and community arts partners. Each school’s Arts Liaison is the individual responsible for reporting these data. In order to take part in the Creative Schools Survey, a school principal must nominate an Arts Liaison.

To find out more about the Creative Schools Survey and/or nominating an Arts Liaison for your school, contact artlook@ingenuity-inc.org.

WHAT DATA ARE AVAILABLE?

The data on artlook Map are shared with Ingenuity by CPS schools as well as arts organizations and individual teaching artists. These data provide insight on arts staffing and instruction, budgeting and planning, and partnerships. Below you will find a list of features on the new artlook Map.

While data are available from school year 2011-12 to the present, note that the Creative Schools Survey has only been administered from school year 2012-13 to the present. The most robust data sets will come from years in which the Creative Schools Certification was administered. The arts partners that are shown on the Map have either been reported by schools and/or partners, or in some cases, the partner contacted Ingenuity and asked to be added to the Map.

Features of artlook Map

- Improved user interface
- Advanced search filters
- Creative Schools Certification ratings
- Arts Liaison and Principal contact names and emails
- Downloadable tools: Creative Schools Certification Rubrics and Raw Data Reports, Partner Profile pages
- Data Dashboard

If you would like to have your organization added to artlook Map, please contact artlook@ingenuity-inc.org.
ARTLOOK PARTNERS PORTAL

artlook Partners can be accessed by navigating to artlookpartners.com. This is the portal that arts partners use to share their data on arts programming, disciplines offered, and community partnerships. Updates made to the artlook Partners portal will be reflected on artlook Map within 24 hours. Sharing your organization’s data allows schools to search for available arts programming and resources, provides a tool for you to track your arts programs longitudinally, allows you to share your programming and reach with the community, and identify schools with which to partner. Additionally, you can print custom reports for your board, schools, or funders.

To establish a profile on artlook Partners, follow these steps:

Contact Ingenuity asking for your login credentials or to establish a new profile
Login to your artlook Partners portal
Complete the sections on “Your Organization,” “Programs,” and “Partnerships”
That’s it! You will then be able to view your organization’s stylized reports and Data Dashboard on artlook Map

ARTLOOK SCHOOLS PORTAL

artlook Schools can be accessed by navigating to artlookschools.com. This is the portal that CPS schools use to share their data on arts staffing and instruction, budgeting and planning, and community partnerships. Based on the data they provide, schools will then receive a Creative Schools Certification category, which is to serve as a planning tool as schools work to expand the arts in schools.

To take part in the Creative Schools Survey and provide your school’s arts education data, follow these steps:

Each year, principals must nominate an Arts Liaison through the CPS Department of Arts Education
Arts Liaisons are notified when the Creative Schools Survey opens
Arts Liaisons login to artlook Schools and share data on the arts programs in their schools
CPS designates each school a Creative Schools Certification rating
Participating schools automatically receive Arts Essentials funds for arts materials and supplies, and are also encouraged to apply to the Creative Schools Fund
HOW OFTEN IS ARTLOOK MAP UPDATED?

Arts partners can update their data via artlook Partners portal at any time, and the changes will be reflected on artlook Map within 24 hours. School data is updated at least once a year based on the Creative Schools Survey.

HOW CAN MY ORGANIZATION ESTABLISH A PROFILE ON ARTLOOK MAP?

If your organization is not currently on artlook Map, please email artlook@ingenuity-inc.org. Note that artlook Map only tracks data for organizations working within Chicago Public Schools.

HOW CAN I MAKE CHANGES TO MY SCHOOL’S OR ORGANIZATION’S DATA?

Arts organizations can update their data at any time by navigating to artlookpartners.com. Schools can update their data by navigating to artlookschools.com. However, schools can only update their profiles while the Creative Schools Survey is open.

USE ARTLOOK MAP TO EXPLORE DATA

artlook Map contains more data than has ever before been available on arts education programming and resources.

This section of the Field Guide takes you through some of the most commonly requested arts education information and provides directions on how to create your own customized queries on the Map.
EXPLORING DATA

First, take a moment to develop questions you would like to answer using artlook Map. Framing your questions before conducting searches is an effective way to obtain the data you need and gain new insight.

When using artlook Map, utilize a five-step approach.

1. KNOW YOUR DATA
   It’s important to first understand your own data.

2. UNDERSTAND THE LANDSCAPE
   Once you have found your own data, you can use it to reflect and plan. What services are available? How does your school or organization compare to others?

3. FIND SCHOOLS AND SERVICES
   Once you have found your own data and surveyed the arts education landscape, you can narrow in on specific data points you need to inform your decision making.

4. PLAN
   Are there schools or neighborhoods that lack resources? Can we partner with other programs in the same schools or neighborhoods to leverage resources?

5. REPORT
   Use customized program reports for:
   - Grant reporting and funders
   - Generating information on communities served, demographics, and other information
   - Downloading as a PDF or Excel spreadsheet or emailing to colleagues and stakeholders
USING ARTLOOK MAP TO CUSTOMIZE REPORTS

FINDING YOUR DATA
- At the home page, conduct a search for your school or organization by typing the name and selecting the school year. Click “Search.”
- The search results page will display your school or organization and all of your partnerships for the selected year.
- Click the XLS button to download these data into an Excel workbook.
- Click “School Details” or “Partner Details” to visit individual school and organization profile pages.
- Visit your school’s or organization’s profile page to download profile sheets, Creative Schools Certification raw data reports, and Creative Schools Certification rubrics.

EXPLORING THE DATA
- Scroll to the bottom of the home page for advanced filters. These filters allow you to conduct searches based on certain criteria. Choose the filters you wish to apply. The search results page will display search results based on your applied filters.
- Click “Show Filters” near the bottom of the page to expand a selection of more filters. Continue exploring the data and viewing search results until you have the data you need.
- Click the XLS button to download these data into an Excel workbook.
- Click “School Details” or “Partner Details” to view detailed data on schools and arts organizations.
- Download partner profile sheets, Creative Schools Certification raw data reports, and Creative Schools Certification rubrics.

FINDING SPECIFIC DATA

Schools WITH a Credentialed Arts Instructor
- Scroll to the bottom of the home page for advanced filters.
- In the “Show Me” box, select “CPS Schools.”
- In the “Located In” box, select “Whole District.”
- In the “Discipline” box, select all disciplines you are searching for.
- You can also search by school type, if relevant (“Elementary,” “Middle,” or “High School”).
- Click “Search” and the results will be plotted on artlook Map.
- Click “School Details” or “Partner Details” to view detailed data on schools and arts organizations.
- Use the links at the top of the search results page to download a PDF, get shareable links, email to a colleague, or export to an Excel workbook.

Schools WITHOUT a Credentialed Arts Instructor
- Scroll to the bottom of the home page for advanced filters.
- In the “Show Me” box, select “CPS Schools.”
- In the “Located In” box, select “Whole District.”
- In the “Discipline” box, select “No Arts Instructors.”
- You can also search by school type, if relevant (“Elementary,” “Middle,” or “High School”).
- Click “Search” and the results will be plotted on artlook Map.
- Click “School Details” or “Partner Details” to view detailed data on schools and arts organizations.
- Use the links at the top of the search results page to download a PDF, get shareable links, email to a colleague, or export to an Excel workbook.
Schools WITHOUT an Arts Partner
- Scroll to the bottom of the home page for advanced filters.
- In the “Show Me” box, select “CPS Schools.”
- In the “Located In” box, select “Whole District.”
- Click “Search” and the results will be plotted on artlook Map.
- Click “Show Filters” near the bottom of the page.
- In the “Partner Discipline” column, click “No Partners.”
- Click “School Details” to view detailed data on schools.
- Use the links at the top of the search results page to download a PDF, get shareable links, email to a colleague, or export to an Excel workbook.

Schools WITHOUT a Credentialed Arts Instructor and WITHOUT an Arts Partner
- Scroll to the bottom of the home page for advanced filters.
- In the “Show Me” box, select “CPS Schools.”
- In the “Located In” box, select “Whole District.”
- In the “Discipline” box, select “No Arts Instructors.”
- You can also search by school type, if relevant (“Elementary,” “Middle,” or “High School”).
- Click “Search” and the results will be plotted on artlook Map.
- Click “Show Filters” near the bottom of the page.
- In the “Partner Discipline” column, click “No Partners.”
- Click “School Details” to view detailed data on schools.
- Use the links at the top of the search results page to download a PDF, get shareable links, email to a colleague, or export to an Excel workbook.

Partnerships by Network
- Scroll to the bottom of the home page for advanced filters.
- In the “Show Me” box, select “Arts Partners.”
- In the “Located In” box, select the Network for which you want data.
- Click “Search” and the results will be plotted on artlook Map.
- To filter your search further, click “Show Filters” near the bottom of the page.
- Click “School Details” or “Partner Details” to view detailed data on schools and arts organizations.
- Use the links at the top of the search results page to download a PDF, get shareable links, email to a colleague, or export to an Excel workbook.

Finding Arts Partners
- Scroll to the bottom of the home page for advanced filters.
- In the “Show Me” box, select “Arts Partners.”
- In the “Located In” box, select “Whole District.”
- You can also search by your neighborhood, zip code, or ward.
- In the “Discipline” box, select all disciplines you are searching for.
- Click “Search” and the results will be plotted on the artlook Map.
- To filter your search further, click “Show Filters” near the bottom of the page.
- Click “Partner Details” to view detailed data on partners’ arts programs and resources.
- Use the links at the top of the search results page to download a PDF, get shareable links, email to a colleague, or export to an Excel workbook.
Ingenuity’s Data Design Framework provides an architecture for using artlook Map data to answer questions, solve problems, and design strong programs.

**DATA DESIGN FRAMEWORK IN PRACTICE**

How can you utilize the Data Design Framework to create stronger programs? Let’s explore it through the lens of a fictional arts education organization.

**GENERATE IDEAS**

Arts By Kids is a Chicago-based performing arts organization. The education team has been thinking about how they might better customize programs for the schools with which they work. They have generated a list of initial questions and ideas they are interested in exploring further:

- What kind of programs could we offer?
- How can we incorporate media arts into our programs?
- Can we collaborate with other arts organizations?
- We really want students to develop their own music.

**RESEARCH**

Arts By Kids decides to engage in some research to expand their knowledge and vocabulary. They:

- Explore data from artlook Map on which partners are working in media arts and music and create a list of partners to connect with.
- Search various program models in Chicago and across the country.
- Talk to teachers and principals on school needs.

**NARROW YOUR FOCUS**

When talking to the teachers and principal of one of their schools during the research phase, Arts By Kids discovered that the school had concerns about students’ safe passage to and from school. They began to get excited about the possibility of designing an after-school arts program that increased school safety.
GIVE YOURSELF TIME
Before moving forward, Arts By Kids wanted to give themselves a little time before jumping into redesigning their program. But, they didn’t completely stop thinking about the project. They met with people, other partners, and let even more ideas about their project blossom.

DEFINE YOUR PROJECT STUDY
Arts By Kids was finally ready to get a little more specific about their project. They began working on specifics of what they wanted to accomplish. They designed a succinct project statement:

*We are working on a project called Beat Box, which will provide an after-school space for students to produce music using digital media. This program will welcome students into a safe after-school environment and provide access to a high quality curriculum and resources for student-created artistic work. We would like Beat Box participants to use music and technology to share their stories and experiences while increasing school attendance and lowering overall school suspensions and misconduct rates.*

CONSULT
Arts By Kids took their ideas to experts, including their teaching artists, other arts organizations working in the school, and local and national experts on school safety. They also consulted with the CPS Department of School Safety and Security, the CPS Department of Attendance and Truancy, the CPS Department of Student Support and Engagement, and the Department of Arts Education.

ASK QUESTIONS ABOUT YOUR PROJECT
Throughout this process, Arts By Kids continued to ask how this project fit into the larger context of the work Arts By Kids did and its mission. They checked in to see if the project was meeting the needs of the school, the neighborhood, the artform, and Arts By Kid’s overall work.

DATA ACQUISITION
Arts By Kids began to delve into data — their own, and data available for their use. In addition to creating their own assessment survey for students and school personnel, Arts By Kids also utilized available resources:

- They explored *artlook* Map to find out more about the school’s arts space, Creative Schools Certification data, and information on arts instructors.
- They explored student data, test scores, attendance rates and demographics available through CPS.
- Both US Census data and the City of Chicago Data Portal provided them with stats about crime, socio-economic indicators of the neighborhood, and instances of crime along the school’s safe passage route.

COMPUTE SUMMARY STATISTICS/CONDUCT ANALYSIS
These data helped Arts By Kids to determine average rates of misconduct in the school, attendance rates, and specific student information in regard to music program content. These data also provided insight and helped them make sense of their impact.
DATA VISUALIZATION
After the program ended, Arts By Kids compiled their findings. Arts By Kids gathered some pretty substantial information on their program and considered ways in which to share their learning and the story of their impact. They worked to make clear and clean charts and reports through resources like infoactive.co and annkemery.com.

REPORT OUT
Arts By Kids used their data visualizations to share the results of their work with various stakeholders including other staff members, funders, board members, and their marketing/development team. This process also helped them to identify areas for future improvement, growth, and inquiry.

DATA RESOURCES
WHERE TO FIND DATA RESOURCES

CHICAGO DATA RESOURCES
- Ingenuity’s artlook Map  |  artlookmap.com
- CPS raw data
- CPS school profile pages
- City of Chicago Data Portal  |  data.cityofchicago.org
- US Census Data  |  socialexplorer.com

DATA VISUALIZATION TOOLS & RESOURCES
- Ann’s Blog  |  annkemery.com
- infoactive.co
- Google Fusion Tables  |  tables.googlelabs.com
- R  |  r-project.org  |  rstudio.com

OTHER
- Data + Design Handbook  |  infoactive.co/data-design
- Creative Confidence: Unleashing the Creative Potential Within Us All by David and Tom Kelley
- Data Analysts for Social Good dataanalystsforsocialgood.com
- Chi Hack Night  |  chihacknight.org
GLOSSARY

Arts Liaison
A school staff member nominated by the principal to serve as the school’s voluntary arts leader and champion. Arts Liaisons help coordinate and plan all school arts instruction and share information via artlook Schools on community arts partners, school budgets, arts staffing, planning, and services. Each CPS Network also has a Lead Arts Liaison, whose role it is to support Arts Liaisons in completing the Creative Schools Survey and in planning for the arts.

artlook Suite
The Ingenuity-created data suite of services made up of Schools, Partners, and Map. The artlook Schools system collects each CPS school’s number of arts instructors, community arts partnerships, disciplines taught, and relevant budget data. The artlook Partners system collects data from community arts partners, shows the schools and communities where they work, and gathers the demographic information on the students they serve. Both systems help to populate artlook Map, an interactive online tool for the public to view all reported arts education-related activities.

Community Arts Partner
Any one of a broad spectrum of program providers ranging from an individual teaching artist working with a single school, to grassroots and large nonprofits working with one to 150 schools, to major cultural institutions working with nearly 200 schools. Community arts partners might also include providers of arts education resources — mostly in-kind donations or materials and supplies, exhibition space, volunteers, etc.

Creative Schools Certification
Identifies the level of arts instruction provided in each CPS school based on data regarding staffing, minutes of instruction, budget, culture, and partnerships.

Creative Schools Certification Categories

- **Excelling (Category 1)**
  Schools that meet the goals and priorities outlined in the CPS Arts Education Plan, including Staffing and Instruction, Partnerships, Community and Culture, and Budget and Planning.

- **Strong (Category 2)**
  Schools that nearly meet the goals and priorities outlined in the CPS Arts Education Plan, including Staffing and Instruction, Partnerships, Community and Culture, and Budget and Planning.

- **Developing (Category 3)**
  Schools that occasionally meet the goals and priorities outlined in the CPS Arts Education Plan, including Staffing and Instruction, Partnerships, Community and Culture, and Budget and Planning.

- **Emerging (Category 4)**
  Schools that rarely meet the goals and priorities outlined in the CPS Arts Education Plan, including Staffing and Instruction, Partnerships, Community and Culture, and Budget and Planning.

- **Incomplete Data (Category 5)**
  Schools in which data is incomplete to calculate whether they meet the goals and priorities outlined in the CPS Arts Education Plan, including Staffing and Instruction, Partnerships, Community and Culture, and Budget and Planning.
Creative Schools Certification Rubric
Each school that participates in the Creative Schools Survey receives a Creative Schools Certification Rubric. This Rubric highlights schools’ high-level data points as provided on the Survey as well as their resulting Creative Schools Certification Category. Rubrics can be accessed and downloaded from each school’s artlook Map profile page.

Creative Schools Fund
Provides grants directly to schools and supports their progress along the Creative Schools Certification continuum. The Fund does not accept applications for programs designed to replace credentialed arts instructors in the classroom.

Data Dashboard
Ingenuity’s artlook Map has a profile page for all schools as well as identified community arts partners. Each profile page contains a Data Dashboard, which provides a snapshot of the school’s or organization’s high-level data points.

Full-Time Equivalent (FTE)
A unit that indicates the workload of an employed person in a way that makes workloads comparable across various contexts. An FTE of 1.0 means that the person is equivalent to a full-time worker, while an FTE of 0.5 signals that the worker is only half-time or works full-time for half a year.

Raw Data Report
Each school that participates in the Creative Schools Survey receives a Raw Data Report. This Report provides a detailed summary of the data provided by the school on the Creative Schools Certification and displayed on artlook Map. Raw Data Reports can be accessed and downloaded from each school’s artlook Map profile page.
ABOUT INGENUITY

Created in 2011 by more than 400 Chicago arts, education, and philanthropic leaders, Ingenuity is focused on ensuring that every Chicago Public Schools (CPS) student receives a quality arts education. Ingenuity takes a consultative approach to integrating arts education into CPS and based on its on-going research, provides the ‘big picture’ of arts learning in Chicago. As the co-architect of the CPS Arts Education Plan and the Creative Schools Initiative, Ingenuity is engineering strategies that will put Chicago’s Cultural Plan into action with CPS.

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Ingenuity’s mission is to leverage the vibrant communities, rich knowledge, and significant resources of Chicago to ensure the arts are a critical component of every public school student’s education.

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