**What information sources did you use to start my organization’s profile?**

Ingenuity pre-populated its artlook Partners site with information received from a number of data sources so that you don’t have to start from square one. These data sources include:

- Chicago Arts Learning Initiative (CALI) surveys
- Arts Alliance Illinois’ Arts & Education Exchange site
- artlook Schools site (data entered by CPS Arts Liaisons)
- Ingenuity partner surveys

**When will the information I enter appear on the artlook Map?**

Data entered on the artlook Partners site will be automatically updated on the artlook Map every hour. If you don’t see your data reflected on the Map after an hour, please alert us at artlookpartners@ingenuity-inc.org.

**Why are organizations not directly connected to arts education included on artlook Partners and artlook Map?**

While some organizations may not have an arts education focus, they have been carefully vetted and are considered to be providing resources that help bolster arts education within the District.

For example, companies can provide in-kind donations (supplies and materials) and host volunteer days; organizations can provide professional development for arts teachers; and local bands can provide in-school performances despite their not having an arts education focus. We believe it is important to recognize all contributions from the community to arts education within CPS.

**Why is my artlook Partners Profile not displaying everything or displaying correctly?**

The artlook Partners Profile is generated from a template and based on two main data sources: self-reported information from arts organizations, and data supplied by CPS to Ingenuity via a data-sharing agreement. If the data has not been reported or supplied, the report may not display correctly.

For example, ISAT scores (applicable only to elementary schools) show up on the artlook Profile. If your organization does not provide programming to elementary schools, this section will not appear on the report. Additionally, since the report is heavily focused on partnerships, you must have at least one partnership entered on the artlook Partners site in order to generate a Profile for a given school year.

**How often should I update my information?**

We recommend updating your profile whenever you add a new CPS school partnership or program offering.

NOTE: If you end a partnership or program during a given school year, do not delete it from your profile, as it will allow us to accurately capture and count the work done within that school year.

**How can I generate a 2013-14 artlook Partners Profile?**

The 2013-14 artlook Profiles contains CPS School Progress Report data which will not be available until the 2013-14 CPS School Progress Reports are released in fall of 2015.

Ingenuity is working to create a modified artlook Profile that will reflect a current school year’s partnerships, without CPS’ Progress Report data.
When can I download an artlook Profile for my organization?
The artlook Partners Profile for school years 2011-12 and 2012-13 are currently available. Navigate to the “Resources” section of the artlook Partners site and you can select the reports you want to generate (you must report at least one school partnership to generate a Profile).

What is the process for making changes if there is incorrect information on my artlook Partners Profile?
To make changes to your artlook Partners Profile, update the information on the artlook Partners site and then click on the “Resources” tab at the top of the page. You can re-generate the artlook Profile at any time. Profile generation times will vary based on the volume of requests.

Do I have to list the programs we provide for each individual school?
No, you can enter overarching organization programs rather than individual school programs. For example, if you provide a dance residency to more than one school, you need only enter the program details once (under the “Programs” tab), rather than for each individual school.
If you provide the same dance residency in the next school year, you can simply copy the program details by clicking on the “Copy a program from another school year” button.

How do I save my answers?
The artlook Partners site is programmed to automatically save all information as it is entered. There is no need to press a “Save” button.

Do I need to include information for non-CPS schools?
No. Ingenuity’s mission is to expand arts programming within the Chicago Public Schools. Therefore, only CPS schools are tracked in the artlook Partners system. Private and non-CPS schools cannot be added.

The second page of the artlook Partners Profile acknowledges that some organizations and teaching artists provide services to non-CPS schools, and that artlook does not reflect this work.

Should I count schools that only attended one of our organization’s performances?
Yes! We want to count all the different types of programming a partner provides--from residencies to field trips, and everything in between--because each school's needs can vary greatly. This is why the artlook Partners site has many different “program” types to select from. Residencies may be better for a school that doesn’t have much classroom time for the arts, whereas a field trip may be perfect for a school with an arts-rich curriculum to round off its students’ experience.

If I choose to have my artlook Profile report publicly available, where will it be shown and who will have access to it?
If you agree to have your artlook Partners Profile report publicly available, it will appear on artlook Map, which is accessible to the public. Parents, teachers, school leadership, students, and other arts organizations who visit the Map will be able to view the Profile report, which will provide a more detailed, but high-level summary of your organization’s work.
By default, all data (with the exception of the artlook Profile report) will feed directly into the artlook Map and update within an hour of when changes were made.
What if I need technical assistance or have additional questions?
If you need further assistance, please email us at artlookpartners@ingenuity-inc.org with your specific question or concern.

Thank you for helping Ingenuity provide Chicago and our sector with the most detailed information available on arts education in CPS history!