

# ARTSONIA

## Publishing an On-line Gallery, Getting Started!



**NAEA BOOTH # 512**

National Art Education Convention - Chicago, IL  
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Presented by

**Susan Bivona.**

[www.artsonia.com/prospect1](http://www.artsonia.com/prospect1)

# Artsonia Information

## Contact Information:

Artsonia LLC  
1350 Tri-State Parkway, Ste 106  
Gurnee, IL 60031

Call toll free at 1-800-869-9974 or 224-538-5060 (business hours, 9-5 CST Monday-Friday)

[info@artsonia.com](mailto:info@artsonia.com)

## Why Participate?

"Artsonia is a huge success at Mount Prospect School! It has brought my art class into the homes of our school community and helps our families become more aware of what students are learning and creating in Art. Students, Parents and Administrators have taken notice!"

- Provides a well designed, easy to use gallery for your student artwork, link it from your website.
- Increase parental involvement in their child's education.
- Advocacy for your art program!!!
- FUNDRAISING!!!

Artsonia is truly a user friendly & well maintained website, with NO Banner Ads! You will find the answers to all your questions on the website.

# Getting Started

Go to: <http://www.artsonia.com/teachers/docs/>

- Here you will find Helpful Documents, like **Artsonia Benefits** and **Teachers Users Guide**.

## You will need...

- to get your administrators approval, share the Artsonia Benefits document with your administrator.
- access to a digital camera or iPhone, computer with an internet connection

# Getting Organized

## • **Permission Slips**

- o You can find an example on the Artsonia Web Site or see attached.
- o Send out to all your students (1 per/family) -
- o Make it cover the **tenure** of the student's time at the school/district, this way you will not have to send them out each year. Only new students and the incoming class.
- o Keep track of who has permission on you class roster (on Artsonia).

## • **Your Class Lists -**

- o Input **ALL** of your class lists before you upload artwork for the students.
- o This is the PERFECT job for a volunteer OR
- o Upload a spreadsheet of your class lists (see the website for more information).
- o Artsonia will then create **Student Rosters**, by grade and a **ScreenName** will be generated for each student.
- o Next, take the time to put the student names into **GROUPS**, by homerooms or class topic!

## • **Student Screen Names**

- o Input student's first & last name - Artsonia will generate a ScreenName (first name + a number, - Susan47).
- o **LAST NAMES ARE NEVER PUBLISHED!!!**

- **Tips & Tricks**

- o Have a notebook and pen handy.
- o Make a pile of all the artwork.
- o Write down the names of the students who created the artwork **in the order of the pile.**
- o Take photos of the artwork. If you take more than one photo of an artwork, delete it from the camera right away.
- o Transfer the photos from your digital camera to your computer.
- o Upload the image files to Artsonia.
- o Assign student names to the artwork — they will be in the same order you took the photos.

- **Photograph a “Stack” of Artwork**

- o Set the camera resolution to medium or high
- o Turn off the flash to reduce “bright spots”.
- o Use a well-lit area, ideally with natural light
- o Stand squarely in front of the artwork when taking photos. Or, if the artwork is on the ground, stand directly overhead, but be careful of shadows.
- o If the artwork has last names, place a piece of tape over the last name (for privacy of the artist).
- o Remember, you can crop, rotate or brighten the image after you upload it, so make sure you capture the entire artwork.

- **Get the APP for your Android or iPhone/iPad**

- **Go to [www.artsonia.com](http://www.artsonia.com) and start uploading and PUBLISHING!!!**

# Advocacy...Getting the Word Out!!!

Artsonia will get the word out about your program  
YOU have to get the word out about ARTSONIA!

- **Getting the Word Out**
  - o Notes to students that their artwork has been published!
  - o Talk about it in your classes
  - o Newsletters, School Website, Bulletin Board or Showcase
  - o Talk to the PTO/PTA
  - o Let your administrators know about your Artsonia Gallery - SEND THEM E-MAIL!
  
- **Artsonia Fan Club**
  - o In you notes and newsletters encourage students and families to join their **Fan Club**. This way e-mail will get sent to them directly as soon as they have something new uploaded.

## Artsonia Gift Shop & Fundraising

- **Artsonia Gift Shop**
  - o This is where students and their families can purchase items with their artwork printed on the item
  - o High Quality Items
  - o Lots of COOL stuff!
  
- **Fundraising**
  - o You will make 15% back on all purchases
  - o You DO NOT HAVE TO DO ANYTHING EXTRA!
  - o Just get the word out - all the ordering is done by the families, over the Internet and shipped to them at home!
  - o The money will come to you in the form of a check. There are a variety of ways to do the accounting or you can take it in a gift certificate to Dick Blick.

Spring 2016

Dear Parents/Guardians,

This is Mount Prospect School's fourteenth year as a member of Artsonia ([www.artsonia.com/prospect1](http://www.artsonia.com/prospect1)) a website that is the world's largest student art museum on the Internet. Artsonia showcases artwork from thousands of schools from over 100 countries. Artsonia's goals are to help develop students pride and self esteem, increase their multicultural understanding through art and involve parents and relatives in student education and accomplishments.

I am writing to you to seek your permission to showcase your child's artwork on Artsonia. **This permission will cover their tenure at Mount Prospect School.** This letter is going to incoming Kindergarten students. This does not guarantee artwork will be selected, but will allow me to post artwork without having to wait for permission. If at any time you would like to change your permission status please put your wishes in writing and send them to me at school. It is very important that you read the note below, sign this form and **RETURN** it to me, so that I can submit your son's/daughter's artwork for display on Artsonia. If you have more than one **incoming kindergartener** please list them below. I will keep all permission slips on file. **If I do not have your permission I will not be able to showcase your child's artwork.** I believe that this is a unique educational opportunity for your children - my students.

Yours truly,  
Susan Bivona, Art Teacher \* Mount Prospect School



I give my permission to display my child(ren)'s artwork on Artsonia. I understand that: (a) Artsonia preserves the student's privacy and anonymity by listing the artwork only under the student's first name and a number; last names are not revealed; (b) Artsonia does not require the student to relinquish his/her copyright; the student continues to own the copyright to his/her artwork; (c) Artsonia will only publish comments on student artwork **with** parental permission. Please see [www.artsonia.com/terms.asp](http://www.artsonia.com/terms.asp) for details.

**Incoming Kindergarten Student's Name(s):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent's Name: \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date: \_\_\_\_\_ (2015)

Please include your **e-mail address** if you would like the Art Teacher to REGISTER for you - you will then receive an e-mail from ARTSONIA, giving you further directions to create a password.

**Preferred e-mail address (PRINT)** \_\_\_\_\_

Emails are required for parents to approve comments posted on the website. Artsonia will never sell or share your email address with anyone, nor will they contact you on behalf of other companies. If you do not have an email address, you may leave this field blank, but your child's artwork will not have comments displayed.

\_\_\_\_\_ **NO, I do NOT give permission to publish my child(ren)'s artwork on ARTSONIA**