

## Arizona Commission on the Arts Teaching Artist Roster Completing the 2013 Full Online Update Requirement

To login to  
your Roster  
Profile, go to:  
[roster.azarts.gov](http://roster.azarts.gov)

Begin by  
clicking  
**Login/Enroll**,  
located in the  
green bar on  
the left hand  
side of the  
screen.

The screenshot shows a Firefox browser window displaying the website [roster.azarts.gov](http://roster.azarts.gov). The page features a green header with the Arizona Commission on the Arts logo and the AZ.GOV logo. A navigation menu on the left side of the page includes the following items: > ACA Home, > Login / Enroll (highlighted in purple), > Start a New Search, > Teaching Artist Home, and > Arts Calendar. A large black arrow points to the 'Login / Enroll' link. The main content area has a green banner with the text 'TEACHING ARTIST ROSTER' and a stylized tree logo. Below the banner, there is a paragraph of text: 'The Arizona Commission on the Arts Teaching Artist Roster identifies and promotes high quality artists who maintain active careers as teaching and professional artists, and have particular expertise in collaborating with communities and schools to engage individuals in learning experiences in, through, and about the arts.' This is followed by another paragraph: 'The Roster is a juried, panel-approved compendium of Arizona artists representing all artistic disciplines. This is not a comprehensive directory of Arizona artists.' Below this text is a search section titled 'Search the Teaching Artist Roster:' with two green boxes: 'Education Based' (describing a roster for pre-K-12 settings) and 'Community Based' (describing a roster for workshops, presentations, etc.). A 'Search All' link is positioned below these boxes. At the bottom of the page, there are links for 'Privacy Policy', 'Usability Compliance', 'Legal', and 'Contact', along with a copyright notice for 2009 AZ.gov. The browser's address bar shows the URL 'roster.azarts.gov/index.a4d?action=login.main'. The Windows taskbar at the bottom indicates the system time is 10:52 AM on 5/13/2013.

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On the next  
page, click  
**Member  
Login.**

The screenshot shows a web browser window displaying the login page for the Arizona Commission on the Arts Teaching Artist Roster. The browser's address bar shows the URL `roster.azarts.gov/index.a4d?action=login.main`. The page features a green header with the Arizona Commission on the Arts logo and the AZ.GOV logo. A navigation menu on the left includes links for ACA Home, Login / Enroll, Start a New Search, Teaching Artist Home, and Arts Calendar. A large black arrow points to the 'Member Login' button in the 'Account Login' section. Other options include 'Create a New Account for FREE' and 'Arizona Commission on the Arts Teaching Artist Roster Staff Login'. The footer contains copyright information and a link to the Privacy Policy.

Arizona Commission on the Arts

AZ.GOV  
Arizona's Official Web Site

TEACHING ARTIST ROSTER

Account Login

Member Login OR: Create a New Account for FREE

Arizona Commission on the Arts Teaching Artist Roster Staff Login

[Privacy Policy](#) [Usability](#) [Compliance](#) [Legal](#) [Contact](#) | © 2009 AZ.gov

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[Privacy Policy](#)  
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10:52 AM  
5/13/2013

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This will open the page where you will input your username and password and click the green **Login** button.

The screenshot shows a web browser window with the URL `roster.azarts.gov/index.a4d?action=login.main`. The page header includes the Arizona Commission on the Arts logo and the AZ.GOV logo. A navigation menu on the left lists: > ACA Home, > Login / Enroll, > Start a New Search, > Teaching Artist Home, and > Arts Calendar. The main content area features a green banner with the text "TEACHING ARTIST ROSTER" and a tree icon. Below the banner, there is a red warning for AOL users. The main heading is "Arizona Commission on the Arts Teaching Artist Roster". The login form consists of two input fields: "Username" and "Password", followed by a green "Login" button. A large black arrow points to this button. Below the login form, there is a "Forgot Your User Name or password?" section with a "Submit" button, and a "Not a Member Yet?" section with "Register" and "Benefits" buttons. The footer contains links for "Privacy Policy", "Usability Compliance", "Legal", and "Contact", along with a copyright notice for 2009 AZ.gov. The system tray at the bottom shows the date and time as 10:53 AM on 5/13/2013.

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After logging in with your username and password, you will see your account page.

Under Account Settings, you can update your contact information.

Under Profiles, you will see the link to your **Profile**. Click this link to open your Profile and Track(s) for editing.

The screenshot shows a web browser window displaying the 'AZ Roster Admin's Account' page. The page has a green header with the Arizona Commission on the Arts logo and the AZ.GOV logo. A navigation menu on the left includes links for ACA Home, Log out, Start a New Search, Teaching Artist Home, Arts Calendar, Go to Admin, and Go to My Account. The main content area is titled 'TEACHING ARTIST ROSTER' and contains sections for 'Account Settings' and 'Profiles'. The 'Account Settings' section includes links for 'Update your Name, Address, Phone, or E-mail', 'Change your User Name or Password', and 'View the ERC User Agreement'. The 'Profiles' section has a sub-section 'Your Profiles' with a link to 'Add another Profile'. Below this is a table with the following data:

Name	# Hits	Since	Status	
<a href="#">Teaching Artist Roster Administrator</a>	Speakers & Literary Arts	399	5/1/08	Active

At the bottom of the page, there are links for 'Privacy Policy', 'Usability Compliance', 'Legal', and 'Contact', along with a copyright notice for 2009 AZ.gov. The browser's address bar shows the URL 'roster.azarts.gov/index.a4d?action=profile.edit&id=4368'. The taskbar at the bottom of the screen shows the time as 10:53 AM on 5/13/2013.

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Once your Profile page is open, scroll to the bottom of the screen.

The screenshot shows a web browser window with the title "ERC - Edit Profile - Teaching Artist Roster Administrator - roster.azarts.gov - Windows Internet Explorer". The address bar contains the URL: <http://roster.azarts.gov/index.a4d?action=profile.edit&sid=d6c269ebf32ee9b021b3d08518155fa08&Unique=4214299407118&id=4368>. The page features a green header with the Arizona Commission on the Arts logo and the AZ.GOV logo. A navigation menu on the left includes links for ACA Home, Log out, Start a New Search, Teaching Artist Home, Arts Calendar, Go to Admin, and Go to My Account. The main content area displays the "Profile for Teaching Artist Roster Administrator" with the following details:

- Profile Name:** Teaching Artist Roster Administrator (Edit)
- Contact Information:** Teaching Artist Roster Administrator, Phoenix AZ, (602) 771-6501, teachingartistroster@azarts.gov (Edit)
- Your Description:** Your current description reads: This site serves as the administrator to the Teaching Artist Roster. (Edit)
- Your Artistic Discipline:** Speakers & Literary Arts (Edit)
- Your Home Regions:** Indicate the Region where you live. (Edit)

On the right side of the profile information, there are several action links: Return to Profile List, View Your Live Profile, Add a Video, Add a Soundbyte, Add a Picture, Update your Web Site Link, and Update your Calendar. A large black downward-pointing arrow is positioned on the right side of the page, indicating the direction to scroll.

## Arizona Commission on the Arts Teaching Artist Roster Completing the 2013 Full Online Update Requirement

At the bottom of the screen you will see the *Teaching Artist Roster – Track Application* section.

To begin updating your Track(s), click the **Edit** button, found next to each Track title.

Your existing information has been transferred, and you will only need to complete new sections.

**Profile Options:** [Edit](#)  
Set the Status, or Delete your Profile.  
Your profile is currently: **Active**  
Visitor Ratings are: **On**  
Your Listing will be displayed: **On all public sites**

### Teaching Artist Roster - Track Application

Please ensure you have thoroughly read the Teaching Artist Roster Guidelines before beginning an application. The application guidelines can be found online at [Teaching Artist Roster Guidelines](#).

The Teaching Artist Roster is a juried, panel-approved compendium of Arizona teaching artists representing all artistic disciplines. It maintains two unique tracks, Education and Community. Applicants may choose to apply in one track or in both tracks. Applicants applying in both tracks who submit identical information in each track application will be asked to withdraw one track from consideration.

Complete the information below for each track in which you wish to apply.

- Click the ADD button to add a track.
- Click the SAVE button to save a track.
- Return to this screen and select the ADD button again to add an additional track.

Edit your existing Tracks:

Title: Community Based (Track 4163) [Edit](#)

Title: Education Based (Track 4161) [Edit](#)

[Return to Profile List](#) [View Your Live Profile](#)

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**TRACK SECTIONS**

**An important note:** The Arts Commission maintains two distinct tracks for the Teaching Artist Roster. Artists that maintain listings in both the Education Track and the Community Track are expected to submit distinct information in each. Artists that complete the Full Online Update by submitting identical information in both tracks will be asked to withdraw one track listing.

- **Title** *(will transfer from previous track)*
- **Approval Type** *(will transfer from previous track)*
- **Artistic Discipline** *(will transfer from previous track)*
- **Fingerprint Clearance Card** *(NEW SECTION; see below for more information)*
- **Resume/Bio** *(will transfer from previous track)*
- **Teaching Artist Approach** *(NEW SECTION; see below for more information)*
- **Sample Lesson Plan** *(will transfer from previous track)*
- **Sample Assessment and Evaluation Tools** *(will transfer from previous track)*
- **Areas of Interest** *(will transfer from previous track)*
- **Fees** *(will transfer from previous track)*
- **References** *(will transfer from previous track)*
- **Intent to Apply** *(this section is required for new applicants **ONLY**; returning artists do not need to submit an Intent to Apply)*
- **Field Evaluation Report** *(NEW SECTION; see below for more information)*

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**NEW SECTIONS**

**Fingerprint Clearance Card**

This yes or no question lets schools or organizations interested in working with you know if you already have a Fingerprint Clearance Card. Should you obtain a card after the Full Update deadline, you can contact Arts Commission staff at anytime to update this response.

While the Arts Commission does not require that Teaching Artist Roster artists have a Fingerprint Clearance Card to be listed on the Roster, it is highly recommended that teaching artists, particularly those listed on the Education track, maintain a valid Arizona Fingerprint Clearance Card, as it is required by the schools with which they may work. For more information about obtaining a Fingerprint Clearance Card, visit <http://www.azdps.gov/services/fingerprint/>.

**Teaching Artist Approach**

New questions, that describe your approach to designing and delivering arts-based learning experiences, have been created to provide more information to users. Based on the track, (Education or Community), you will address the following questions as part of the Full Update:

- **Your Teaching Philosophy:** A Teaching Artist is a practicing professional artist with the complementary skills and sensibilities of an educator, who engages people in learning experiences in, through and/or about the arts. Describe your teaching philosophy in relation to your artistic practice and the student or participant experience.

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- **Your Collaborative Approach:** Describe how you collaborate with teachers or staff in the design and delivery of arts-based learning experiences.
- **Your Teaching Strategies:** Describe how you adapt your teaching strategies to address various learning styles, intelligences and/or age groups.

### Field Evaluation Report

The Field Evaluation Report must be submitted to fulfill the Residency Requirement. This year we have added a Field Evaluation Report section to the online Track. If you would like to submit your Field Evaluation Report by uploading it online, you may do so here. You may also submit your Field Evaluation Report by mail to 417 W Roosevelt St, Phoenix, AZ 85003.

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In addition to completing new sections, we suggest re-engaging with all sections of your Track, as this is the only time during which you will be able to make edits to those areas. For example, you may wish to upload a new resume, change one of your references, create a new sample lesson plan, etc. Once the Full Year Requirements deadline has passed, the Track(s) will be closed for editing until the next application cycle in 2016.

Remember to save often as you work. Should have any questions, please don't hesitate to contact Arts Commission staff at 602-771-6540 or [teachingartistroster@azarts.gov](mailto:teachingartistroster@azarts.gov).

**The Full Year Requirements deadline is Thursday, September 5, 2013.** For more information, visit [www.azarts.gov/arts-learning/teaching-artist-resources/current-roster-artist/](http://www.azarts.gov/arts-learning/teaching-artist-resources/current-roster-artist/).