

Appendix B

Instructions for Entering Evaluation Information Online

To enter evaluation information online, you will need:

- A list of all your CM students and their repertoire information (Title, Movement, First and Last Name of Composer)
- Exact timing of the pieces (if applying for Branch Honors or Convention Recitals)
- CM syllabus; and [Instructions for Entering Evaluation Information Online](#) (this document).

Here are the procedures:

1. Find the Evaluation Information Page online:

- Go to www.mtac.org/login and log in with your username and password.
- When you get to [TeacherHome Page](#), click on CM Students -> Student List and select a student.
- To the far right of each student's name, click on "Edit Reg. Info."
- When you see a pull down menu, move the cursor down until it is on top of the words "Edit Eval. Info" and click.
- Then click "Go". The Evaluation Information Form for that student will appear. Check the student name at the top to be sure you have clicked the correct student.

2. Change CM Status: If the student needs to change CM status or Drop, please click the button below the student's name, then scroll to the bottom of the page and click submit. If you need to drop a student, then please inform your Branch chair. Once you have Dropped, you cannot reverse the change. If the student needs to drop back to Advanced from Panel, please inform the Panel Coordinator for your instrument prior to the drop back deadline of January 15.

3. Repertoire:

- Enter the title/movement/composer first and last name information for each piece according to the playing order. (Notice that the Etude for Advanced Level students is entered in the Etude section.)
- Be specific with the title and movement, as this information will be printed in the recital program if the student is selected for Branch Honors or a Convention recital. Use normal proper word case and do not use all capital letters. Make sure that you have entered the information for the required number of pieces.
- All pieces that have a title must also have a composer last name. A space character will be substituted for any double quotes or tab characters.

4. Required Syllabus Piece:

- Students are required to select at least one piece from the syllabus at their level. Please provide all the information requested. This section will be verified by Branch CM Staff.
- Look for the text "Choose Syllabus Piece: and click the down arrow to the right of the "Not Selected" text. Then select the syllabus piece from the pull down menu.

5. If the student is not applying for Branch Honors or Convention Recitals, skip to #8 below:
"Optional: Request of Day and Time of Evaluation.

6. **Branch Honors:** Review the rules for your Branch Honors recital. Do NOT click the box if your students do not qualify. If a student is applying, click the box. DO NOT enter in any title or composer information unless your Branch chair has instructed you to do so. In most Branches, the evaluator will choose the piece.

7. **Convention Recitals:** Review the “Convention Recital Guidelines.” (To read them, first click “Submit” at the bottom of the page if you have entered any information! You can always come back to this page to enter more information. For the “Convention Recital Guidelines, click CM Resources -> Documents, then click on Convention Recital Performance Requirements).
 - If the student is applying for Convention, click the box called “Preliminary Application. Select the repertoire piece from the pull down menu. Then enter the timing using only numbers.

8. **Optional: Request Day and Time of Evaluation:** If your Branch chair approves the use of this function, each student may request a day (day 1, day 2, etc.) and /or a time (am or pm) for their evaluation.
 - Your Branch chair will let you know which date is day 1, etc. Day 1 does not usually mean the first day of the month. It is easiest for your Branch chair if you do NOT make a request, but if it is very important for your student, click the box below “Request Evaluation Day” and select day 1, day 2, etc. You may do the same with “Request Time”.
 - Read the fine print. Remember that the request of time and day is optional. If you don't want to make any request, just leave it blank. The evaluation time requests will be filled on a first come, first served basis depending on the day and time when the request was made.
 - Your Branch chair may give you other specific directions regarding use of these functions; for instance, instruments other than piano may only be evaluated on a certain day/time.

9. **Carpool, Sibling and Ensemble information:** If you have students who must ride together and wish to be scheduled closely, click the box “Carpool”. Arbitrarily select a student as the carpool leader and type in his/her student username in the space provided. Do not use any characters except letters and numbers.

Example: Student A and student B are riding together or are siblings. Student A is the 'leader'. For Student B, the carpool box must be checked and Student A's username put in the username box. Student A will also have a checkmark in the carpool box and Student A's username in the box.

Another example:

Students A, B and C are in one carpool or are siblings. Student A is the 'leader'. Here is how the form would be filled in:

<u>Carpool?</u>	<u>Student Username of Sibling or Carpool Leader</u>
Student A ✓ (Checked)	Student A's username
Student B ✓ (Checked)	Student A's username
Student C ✓ (Checked)	Student A's username

Enter Ensemble information as required.

10. **Click “Submit”** at the bottom of the page for every student after all information has been entered.
 - You will then see on the screen “Eval Info of (Student name) has been updated”.
 - Make sure that you see this screen before you go to another student. Click “back to Student List” to go through the same procedure with another student.
 - If you don’t click “Submit,” the information will not be entered into the database. You may also print out a copy of the information you entered for your own reference or back-up.
11. Please verify that convention and Branch honors information appears properly on your student list. Click the student list link from the home page and look for the letters “BH” and/or “C” to the right of School Grade.
12. Please plan to enter all the information early, at least a couple weeks before the Branch deadline. If you have many students, enter a few at a time. You may do a last minute check in the last week. If you are not comfortable doing this by yourself, ask someone to help you with the first couple entries. If you really cannot find anyone to help you, contact your Branch chair well before the deadline.
13. **REMEMBER!** All Evaluation information must be entered by the deadline set by your Branch chair.