

INSTRUCTIONS FOR COMPLETING 2010 C/M EVALUATION FORMS ONLINE—  
Connie Gale, December 2009

(NOTE: These instructions do not apply to Panel students. Panel-specific instructions have been sent separately to teachers with Panel students.)

To enter evaluation information online, you will need:

- Your username and password
- A list of all your C/M students and their repertoire information
- C/M syllabus
- These instructions for completing evaluation forms online

1. Go to state MTAC Web site at [www.mtac.org](http://www.mtac.org).
2. Click on **C/M Registration. Log In Screen** will open. Type in your **ID** and **Password**. **Teacher's Home Page** screen will open. Click on **Student List**.
3. Siblings/carpooling students: If you have students who are either siblings or carpooling together, you are going to need the students' **Username** and **Student #** before you start filling in the **Evaluation Form**. Notice that the **Student #** is listed on the **Student List**, but the students' **Username** is not. Print this **Student List** as it appears here. Handwrite in a column titled **Username**. Click on **Go** to the right of each student's name. This will bring up the **CM Student Evaluation Form**. About halfway down the form you will see the **Student Username**. Write this on the **Student List** page you have printed. When complete, click on **Back to Home Page** (lower left hand corner of Registration Form) and continue with the next student. NOTE: You only need to do this step if you have students who are siblings or carpooling OR who are Panel students. Continue with the following steps when complete.
4. On your **Student List** page, to the right of each student's name will be a box that says **Edit Reg. Info**. Click on the down arrow next to **Edit Reg. Info**. You will now be given 2 choices—**Edit Reg. Info** and **Edit Eval. Info**. Click on **Edit Eval Info**, then click on **Go**. The **Evaluation Information Form** for that student will open.
5. If your student needs to change C/M status to Path B or Drop, please click the appropriate button below the student's name. You may change a student from Path A to Path B but **not** from Path B to Path A. Select **Drop** if your student is not going to participate in C/M. If a student is a drop, then scroll to the bottom of the page and click **Submit**.
6. Fill in the **Repertoire Boxes**, entering title/movement/composer first and last name information for each piece according to the playing order.

Advanced, Panel and all string students need to fill in the **Etude** section. Enter the **Repertoire** information **exactly** as you would want it to appear on a program. Information will be pulled directly off this form for the Honors and Senior Recital programs. Do not abbreviate and **do** include information such as key, opus/catalog number, etc. Pretend you are writing the information for your own studio's recital. Be professional and complete and always recheck spelling. Strings only: Be sure to enter scales and arpeggios information into the Title 1 box.

7. Fill in **Required Syllabus Piece**. Students are required to select at least one piece from the syllabus at their level. Piano Advanced level students should use a piece from the syllabus lists on pages 88-91. Provide all the information requested, including the complete volume name and the number of the syllabus page that lists the piece being performed. This section will be verified for completeness. Please note that you need to enter the "Required Syllabus Piece" TWO times—once under "Title of Piece" and again under "Required Syllabus Piece".
8. If your student is applying for **Branch Honors**, simply **check the box** but do not fill in the information about the piece; the piece will be selected by the evaluator and entered by the C/M Chair. Students **must be Level 4** or above to apply for Honors.
9. Convention Solo Application—Please read and print the "Convention Recital Information" and the "Convention Recitals and Panel/YAG" links on the Teacher Home Page to be sure of requirements before applying. Enter the piece information exactly as you would want it to appear in the program. Information will be pulled directly off this form for the official recital programs. Do not abbreviate and do include information such as key, opus/catalog number, etc. Be professional and complete and recheck spellings.
10. Convention Duets and Ensemble Application--The Piano Ensemble and Other Ensemble Members boxes refer to Convention refer to Convention Applicants only. Fill in these sections if your students are members of a duet or ensemble team and they are applying for Convention Recitals. NOTE: Do not fill these in if your student is simply performing a duet for C/M evaluations but is not applying for Convention Recitals.
11. **For students who are performing duets or ensembles for C/M and not Convention**—You will need to e-mail me with the information for duet or 2-piano teams so that I can manually schedule them together in the system. If you don't e-mail me with their information, they will not be scheduled together.

12. **Request Day and Time of Evaluation**—Click on **No Request**. All students must be available all 3 days. No requests will be recognized during the computerized scheduling process. **NOTE:** The results of computerized scheduling will be sent to you in early February. You will have responsibility to work with scheduling conflicts for your students by switching scheduled times between students with the same length of evaluation time. ALL SUCH CHANGES WILL NEED TO BE COMMUNICATED TO ME BY E-MAIL SO THAT I CAN CHANGE EVALUATOR/ROOM SCHEDULES. Urgent conflicts—involving conflicts with religious services--that cannot be resolved by teachers may be discussed with me (Connie Gale) for possible resolution. All scheduling changes must be reported to me by February 20.

13. **Sibling/Carpool**—If you have students who must ride together and wish to be scheduled closely, click the box. Arbitrarily choose one of the students to be the “lead”. Enter that student’s **Username** in each siblings/carpool box, including that for the student you have selected to be the “lead”. See the example below.

EXAMPLE: Student A, Student B and Student C are siblings and they are carpooling with Student D and Student E. You choose Student A to be the “lead” student. Her Username is “mlee”. Students A, B, C, D, E and F should ALL show the username “mlee” in the Student Username box. If your student is a sibling or carpooling with a student from a different teacher, you must contact the teacher and agree on which student will be lead student and both teachers must enter the Username for the lead student.

14. Click on **Submit**. **Your information will not be saved if you don’t click Submit**. You will then see on the screen “Eval Info of (Student Name) has been updated”. Make sure you see this screen before you go to another student.

15. 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.

**Deadline for Evaluation Form entry is 11:59:59 Monday, January 25.** If you do not get your forms completed by that date, your students will not get scheduled for an evaluation.

I advise you to print each evaluation form when you are finished. If you have questions, please e-mail me at [conniegale@ymail.com](mailto:conniegale@ymail.com).