

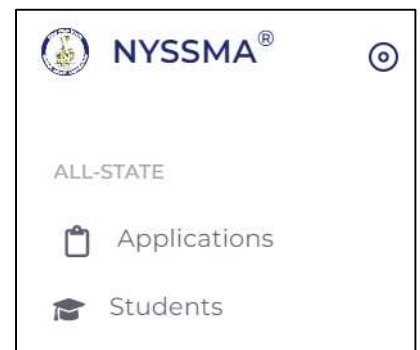
NYSSMA Quick Guide for Teachers

This document provides basic instructions for adding and modifying applications in the NYSSMA application. The NYSSMA application focus is the application rather than the student. The student defines the application.

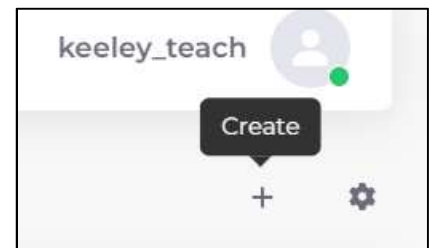
It is important to remember that a student may have several applications, however, there can only be one instance of a student.

Creating Applications

1. Click on Applications in the Navigation section on the left side of the screen.



2. Click on the '+' on the right side of the screen.



3. Application Details
Select a Festival then Form then Instrument.
To select a different Festival, Click on the 'My Festival' button.
Click the Next button located at the bottom right corner when finished.

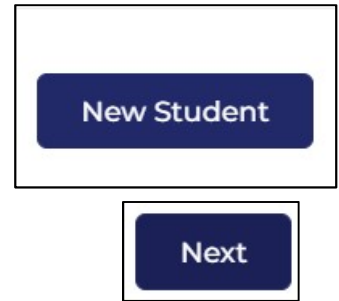


4. Student Information

Click on the New Student button.

Enter the student information.

Click the Next Button located at the bottom right corner when finished.



5. Questions

Answer the Questions.

Click the Next button when finished.



Toggle: Grey means no
yellow means yes



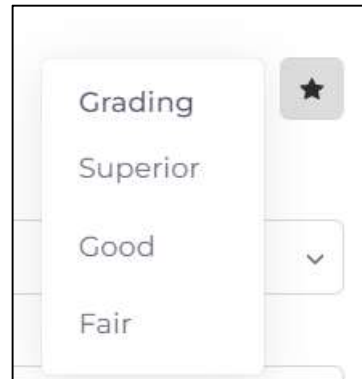
'+' means more lines



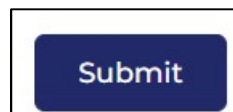
6. Grading

Select from the dropdown boxes to grade the category.

Click the * in the upper right corner to populate all the fields with the same score.

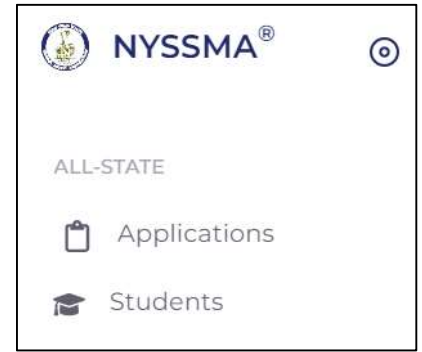


7. Click the Submit button in the lower right corner when finished.



Modifying or Reassigning Applications

1. Click on Applications in the Navigation section on the left side of the screen.



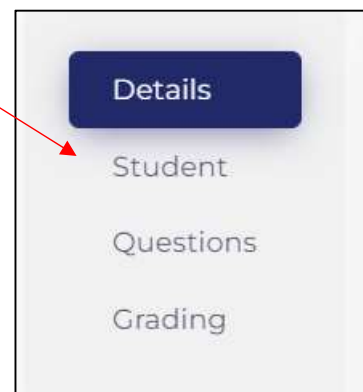
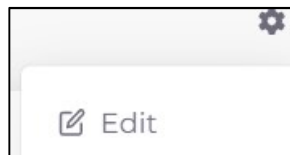
2. Select, sort, or search for application.
Search by filter or by key word.
Click on the '3 dots' located on the right side of the application.
Select 'Details' to view application.
Click on 'Clone' to create an identical application.

Cloning helps when the application is the same for many students. May be reassigned on the Student Page.

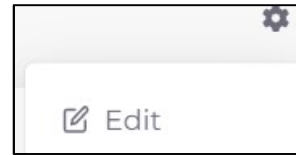
30	Jazz Bass Voice	bob smoothie	Albany High School	3 Seconds	⋮
40	Jazz Drum Set	Dawn Summer	Albany High School	2 Days Ago	⋮

A red arrow labeled "3 dots" points to the vertical ellipsis icon on the right side of the first row in the table.

3. Application Details
Click on the 'Gear' located in the upper right corner to edit the Festival, Form, or Instrument.
Click Student to advance to Student Information.

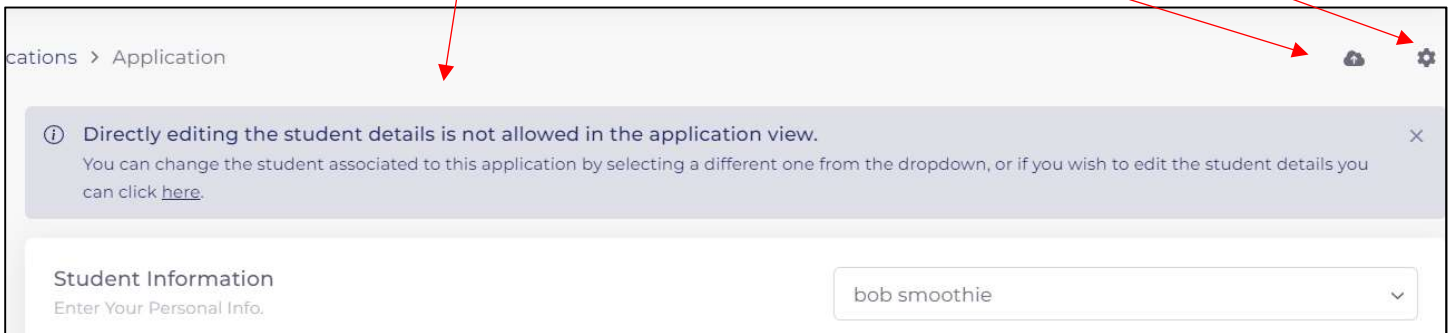


4. Click the 'Gear' in the upper right corner to edit the application

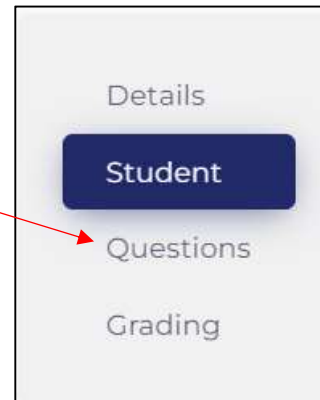


5. Select from the dropdown box to change the student associated with this application. Click the 'cloud' to update the selection

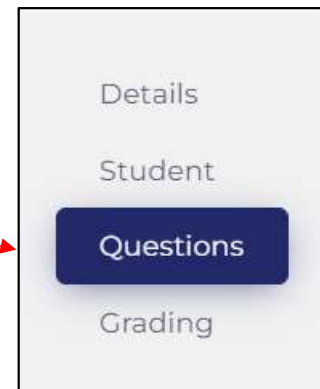
No student information may be changed



6. Click on Questions to proceed to Questions page.



7. Fill out the page as necessary. Click on Grading to proceed to Grading Page.



Remember to click on the 'cloud' to update any information.

