

How To Get To And Navigate The Fine Arts Page In SurreySchools

Getting There:

Step 1: Sign In to SurreySchools: surreyschools.ca

There are many places you can get to, including the Fine Arts page, within SurreySchools, without signing in but at some point your ability to view certain pages and information will be blocked until you sign in. Before calling or emailing for help please ensure you are signed in!

Step 2: Choose the icon entitled "District" (typically top, far right of page)

Step 3: Choose "About" (typically far left on page)

Step 4: Choose "Department Directory" (towards the bottom of the "About" drop-down menu)

Step 5: Choose "Education Services" from the list of departments.

Step 6: Choose "Curriculum Instruction" (typically top, middle of page in the purple bar)

Step 7: Choose "Fine Arts" from the "Curriculum Instruction" drop-down menu.

Saving The Fine Arts Page As A Link:

At this point, to save time in the future, please save the 7 steps above in a single link on your "Me" page under "Links" by following the steps below:

Step 8: You should be on the Fine Arts Page at this point. At the very top of your screen you will see a link for the page that starts with https://. Highlight and copy this link.

Step 9: Choose the icon entitled "ME" from the top of the Fine Arts Page.

Step 10: Step 9 should have taken you back to your personal home screen. Under MY LINKS (typically located on the far right of the screen) choose "ADD LINK".

Step 11: Give the link a title. Your choice what you call it. All link names are your preference.

Step 12: Paste the copied link into the "Address:" box. This box already has the http:// in it so over-right this when pasting the link or you'll end up with double of this part of the link.

Step 13: Leave "Existing group:" as General.

Step 14: "Show these links to" is, once again, a personal preference. Bear in mind when creating any link on your "ME" page that if you leave this box at the default setting (Everyone) everyone in the

district will be able to see the links you have and what you've called them. Choose "Only Me" from the drop-down menu if you prefer that no one see the link.

Step 15: Press the "OK" button to complete saving the link to your "ME" page.

On your "ME" page the link you just created for the Fine Arts page should appear under "MY LINKS".

Step 16: Click on this link to go to the Fine Arts page.

To Get to the Festivals of Music Folders:

All Core Music, Secondary Band/Choir and District Dance teachers will be given permission to access their school folder uploading (depositing) choral and dance backtracks as well downloading (retrieving) district festival recordings and adjudications. To navigate to these folders follow the steps below.

Step 1: From the Fine Arts page click on "District Fine Arts Festivals"

Step 2: Scroll down the page to the "Media Library" schools lists.

Step 3: Select your school folder from the list. If you get any kind of error message contact the Fine Arts Department and they will work with the IMS Department to get you permissions to the folder(s) you should have access to. Every attempt is made to have this done at the beginning of each school year but occasionally one or two names are missed.

Step 4: Once your school folder is open you can either retrieve/listen the contents or deposit tracks (in MP3 format only). Deposited tracks are used by the Bell Centre staff for upcoming festivals such as the District Dance Festival and Choral Festivals. They have the ability to deposit and retrieve.

We are now in our 3rd year of using this system. Under "LINKS" (typically located toward the top, right of the District Fine Arts Page) you can access recordings and adjudications from the 2012-2013 and 2013-2014 school years.