ABOUT THE STUDENT GALLERY CURATOR ROLE

Academic programs can now manage their own student images, adding and deleting images to the student gallery to ensure timeliness and best representation of the program. We call this the program curator role, which allows a person to log in to the system and upload/delete images for that program.

How Many Curators Can a Program Have?

A program can have as many curators as necessary, but one must be either CCA staff or faculty (work-study students, interns, and temporary contract employees are not allowed administrative access to the CCA website).

Note: Unlike a web page, which can have only one owner, the curatorial role can be assigned to as many persons as necessary to ensure the gallery remains updated. Obviously, the fewer persons who have this role assigned to them, the less confusion in keeping the gallery orderly.

How to Get Set Up as a Curator

Contact the web editor to request setting up permission for the designated student image curator. (Also, be sure to inform the web editor when someone no longer requires this specific permission setting.)

TIP: Keep in mind the most effective images should appear in the student gallery preview section (the row of thumbnails that sits at the bottom of the program’s landing page). All curators are encouraged to work closely with the program’s content manager or the chair, or both, in deciding what should be included in the student gallery.

All curators are required to review CCA’s online publishing policy and guidelines, as this page contains information that applies to images and text documents alike.

Gallery Content

Successful gallery representation will do the following:

- reflect recent work (current student work, preferably within a year)
- represent the full scope of work being produced within the program
- document a diverse range of work
- depict award-winning work or otherwise noteworthy work

Remember, not all student work is ideally suited to represent the program at large, so only include images of your students’ best work.

Guidelines

For each student, try to limit your total image upload to 2–4 selections, for a maximum total gallery size of approximately 60 images, depending on the size of the program’s
enrollment. (Remember, smaller galleries with higher-quality images of work have greater results than larger galleries that contain too many images or medium-quality work.)

**Updating a Program’s Student Image Gallery**

Update your gallery each semester (ideally), but at least once a year.

**How to Upload an Image**

1. **Log in** to your CCA User Account at [www.cca.edu/user](http://www.cca.edu/user) and enter your CCA username and password to access your User Profile page.

2. Under the main file menu, select **Content management** and choose **Create content** from the drop-down menu, and then select **Gallery Image**. (Alternatively, go to the left-hand margin and select **Gallery Image** nested within **Create content**.)

3. Add image **title** (use “untitled” if no title is provided, or if that is, in fact, the title of the work, list as “Untitled” (capped and italicized).

4. **Use Browse** to locate the desired image, then select **Upload**. (*Selecting the image does not automatically upload it; you must click Upload.*)

5. Add the student’s **Profile ID** (start typing the first initial of the student’s first name, followed by the last name until a pop-up windows displays the correct student’s Profile ID (e.g., jdoe, bjones, mwhite). *Note:* Always select the profile ID from the pop-up list, as opposed to typing the entire profile ID yourself.

*Note:* If the correct Profile ID does not display, or you cannot discern the correct one (i.e., the results are indistinguishable: jlee, jlee2, jlee3), use the CCA student directory:

- log in using your username and password
- type the student’s first and last name
- look at the student’s email address
- the Profile ID is the content preceding the “@” symbol

Contact the **web editor** if you cannot locate the student in the directory.

*Note:* If a student work is attributed to more than one student, simply add the other artist’s Profile ID as you did the first. The work will be associated with as many student Profile IDs as you designate.
6. Add Year work was produced.

Add a brief Description: dimensions, medium, other descriptive text (photographer credit, other non-CCA artists associated with the work, noteworthy awards, etc.). Do not reiterate the title of the work in the description field.

Follow proper formatting, as outlined in the CCA style guide:

Example: Oil, tempura, and pastel on cardboard, 36 x 28.9 in., National Gallery, Oslo, 1893

7. Select “Student Gallery” under Gallery Groups.

8. Select the appropriate Academic Program. Choose one program only — unless the work is truly representative of more than one program.

9. Save

10. Repeat steps 2-9 for EACH image you wish to upload.

Review Process

Open a new tab or browser window and navigate to the respective student gallery. Review your uploaded images, paying attention to the following common errors:

- duplicate images of work
- mismatched images (e.g., description doesn’t match work)
- missing image(s)
- typos in description section (e.g., misspellings, missing words, spacing)

How to Edit an Existing Image

To correct information, including replacing an image, return to your user profile (“http://www.cca.edu/user”) and select My workspace in the left-hand column. A list of your most recent uploaded images (or page edits, if you are also the program’s content manager) appears.

Locate the desired image and choose Edit at the far right of the page to: correct the image caption, remove and replace the image, adjust the year, or correct the title of the work.

Scroll to bottom and Save.

Note: Avoid deleting an image (unless, of course, the image wasn’t intended for the gallery); it’s best to deselect the “student gallery” checkbox option, which will hide the image from the gallery. Alternatively, you can Unpublish the image to hide it from public view.

Adjusting the Image Order

Perhaps the most important of all is the order in which images appear in the gallery — especially which images appear as thumbnails on the program’s landing page.
To order images
Enter the following URL into a new tab or browser window, modifying the end text (in RED) with the specific term listed below that specifies your program:

http://www.cca.edu/slideshow-admin/program/architecture

IMPORTANT: The top images in this list are the ones that are revealed as thumbnails on the program landing page. Once you’ve uploaded news images (and unpublished older ones), make certain you’ve used the directional arrow icon to drag your best and most representative images to the top.

Program Codes

animation
architecture
ceramics
community-arts
curatorial-practice
design
design-mba
fashion-design
film
fine-arts
furniture
glass
graphic-design
illustration
individualized-major
industrial-design
interaction-design
interior-design
jewelry-metal-arts
painting-drawing
photography
printmaking
sculpture
textiles
visual-critical-studies
visual-studies
writing-and-literature
writing