

# Instructor EQ Instructions

## Accessing EQ

1. Go to [www.coloradofilmschool.net](http://www.coloradofilmschool.net), under the 'HELP AND INFO' click on 'EQ ACCESS'.
2. Choose appropriate link for inside or outside the school.

Note: To access EQ directly go to EQ.coloradofilmschool.net.

## Logging into EQ for the first time

1. The first time you reach the login page login using your school student/faculty ID (if you're teaching at CCA or multiple schools this is your S number. *Be sure to click 'LOGIN' on some browsers just hitting enter doesn't work.*



2. Click on the 'Account' button.
3. Click on 'ACCOUNT INFORMATION'.
4. Type a new password into both password fields.
5. Click 'CHANGE PASSWORD'.



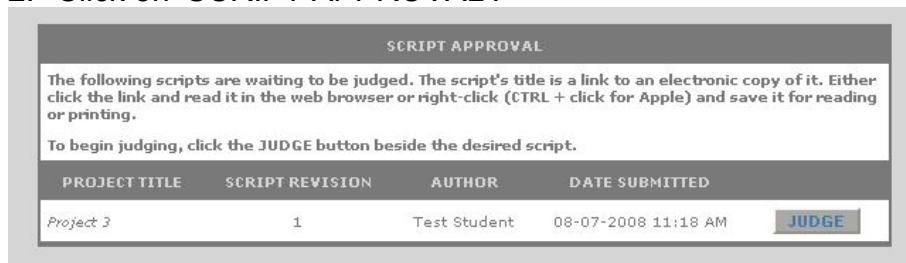
6. Click again on the 'Account' button and select 'PERSONAL INFORMATION'.
7. Complete all of the fields – please remember to keep this information up to date so we can communicate with you about your orders.
8. Click 'UPDATE' at the bottom of the page.

## Judging script approval

First your student will need to upload a script and submit it to you for script approval. When they do this you should get an alert, otherwise you can check the Script Approval section to see what scripts are waiting for approval.



1. Click on the 'Faculty' button.
2. Click on 'SCRIPT APPROVAL'.



The screenshot shows a web interface titled "SCRIPT APPROVAL". It contains a message: "The following scripts are waiting to be judged. The script's title is a link to an electronic copy of it. Either click the link and read it in the web browser or right-click (CTRL + click for Apple) and save it for reading or printing." Below this is a sub-message: "To begin judging, click the JUDGE button beside the desired script." A table follows with columns: PROJECT TITLE, SCRIPT REVISION, AUTHOR, DATE SUBMITTED, and a JUDGE button. The table has one row: Project 3, 1, Test Student, 08-07-2008 11:18 AM, and a JUDGE button.

PROJECT TITLE	SCRIPT REVISION	AUTHOR	DATE SUBMITTED	
Project 3	1	Test Student	08-07-2008 11:18 AM	JUDGE

3. Find the script you would like to judge, click on 'JUDGE'.

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4. Ignore the dropdown menu, it may list a different project than the one you are currently judging, only look at what it says under 'SCRIPT INFORMATION'.
5. Click on the 'READ' button to download and read the script.
6. Rate each category, 1 is the lowest and 5 the highest.
7. Add any notes, especially if the student needs to revise the script, or they were given a low score in a certain area.
8. Click 'UPDATE JUDGING'.
9. Scroll down to the bottom of the page.

The screenshot shows a web interface for updating a script's judgment. At the top is a button labeled 'UPDATE JUDGING'. Below it is a text box with instructions: 'The script's current rating is show below. If you've made changes, click UPDATE JUDGE to refresh. A script must be 80% or greater to be approved.' and 'If you are finished, click the FINALIZE JUDGING button. This will set the script to ACCEPTED or REJECTED and send the result to the student.' Below the text is a bar displaying 'CURRENT RATING 79%' in red. At the bottom is a button labeled 'FINALIZE JUDGING'.


10. If the 'CURRENT RATING' is less than 80% and you click 'FINALIZE JUDGING' the script will be rejected.

The screenshot shows a web interface for updating a script's judgment. At the top is a button labeled 'UPDATE JUDGING'. Below it is a text box with instructions: 'The script's current rating is show below. If you've made changes, click UPDATE JUDGE to refresh. A script must be 80% or greater to be approved.' and 'If you are finished, click the FINALIZE JUDGING button. This will set the script to ACCEPTED or REJECTED and send the result to the student.' Below the text is a bar displaying 'CURRENT RATING 94%' in green. At the bottom is a button labeled 'FINALIZE JUDGING'.

11. If the 'CURRENT RATING' is higher that 80% and you click 'FINALIZE JUDGING' the scrip will be approved and the student will be able to make an order. *Note: the student will get the percentage of their allotted budget that they get on script approval, for example the above student would get 94%, or \$1034.00 of \$1100.00 for Production I, of their budget.*
12. Make sure you click 'FINALIZE JUDGING' or the student will not be able to see their score or create an order.
13. After you click 'FINALIZE JUDGING' an alert will be sent to the student and the script will be judged.

### Judging shoot approval



1. Click on the 'Faculty'  button.
2. Click on the 'SHOOT APPROVAL' button.
3. Click 'REVIEW' next to the appropriate project.

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4. Ignore the dropdown menu, it may list a different project than the one you are currently judging, only look at what it says under 'PROJECT INFORMATION'.
5. Click on the links to view the information the student has entered.
6. Check the boxes next to the items the student has completed. All items must be checked for the project to be approved; if you don't require an item for class you must check it anyway to approve the project.
7. Add any notes and click 'UPDATE SHOOT APPROVAL'. *Please note that these comments will be available for the Lab Techs if you want to tell them anything about the project.*
8. Scroll down to the bottom and click the 'APPROVE PROJECT' button. Now your student can check out the equipment they have reserved.

## Creating an order

Instructors do not need to create a project like students do in order to create an order. However if you would like to create projects please see the student EQ instructions.



1. Click on the 'Orders' button.
2. Click on 'CREATE NEW ORDER'.
3. Under 'ORDER TYPE' select 'Production Equipment' or 'Films' click 'CONTINUE'.
4. Under 'CLASS' choose the class for which to make the order, click 'CONTINUE'. If you see no classes please speak with a lab manager for assistance.
5. Click 'CONTINUE'.
6. Choose the day to pick up your equipment.
7. Choose a time to pick up. *Note: Times with "\*" next to them means the Cage is not open for student check outs, it is also a good idea to check the Cage schedule next to the Cage door to make sure a lab tech will be available.*
8. Choose the day to return your equipment.
9. Choose the time to return. *Note: Times with "\*" next to them means the Cage is not open for student returns, it is also a good idea to check the Cage schedule next to the Cage door to make sure a lab tech will be available.*
10. Scroll down and click 'EDIT ITEMS'.
11. Now you can choose what equipment you want, be sure to click 'ADD' after every time you select an item, you cannot add multiple items at once.
12. Once you select what you need a button 'SUBMIT ORDER FOR RESERVATION' will appear at the bottom of the page. Until you click this button your equipment is not reserved and is still available for others to select. If this button does not appear one of your items is in conflict with another order.

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Conflicting Item: look back at your items if any are bold and red they are conflicting with other orders.

**1 Panasonic DVX-100A 3-Chip Mini DV Camera Kit #3**

If the number and name of item are red and bold, click 'DELETE' and choose a new one.

1	<input type="button" value="1"/>	<input type="button" value="EDIT"/>	\$30.00
<b>2</b>	<input type="button" value="2"/>	<input type="button" value="EDIT"/>	\$20.00

If just the number is red and bold, click 'EDIT' and EQ will choose new items for you. If the item is still coming up as conflicting select a smaller amount, keep in mind that during busy times of the semester all of some items may already be reserved.

13. Now click the 'SUBMIT ORDER FOR RESERVATION' button, your equipment is now reserved. *Note: after you have made your reservation you can still make changes, just make sure nothing is conflicting after each change.*

## Checking out your gear

This isn't a complete list of things you should check, just a list to get you started.

1. Make sure all components are in each kit.
2. Check all your lights, make sure they turn on.
3. Check to make sure your batteries are charged and your camera works.
4. Check that the mic and XLR cables work.
5. Check your tripod spreader.
6. Make sure you have the lab tech note any problems with the equipment on your order otherwise you are responsible for the problems and may be fined when you return.
7. Sign your paperwork before you leave.