

# Student EQ Instructions

## Accessing EQ

1. 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 (this is your S number) for both fields. *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.

## Creating a project: ASSIGNMENT

This is for smaller assignments in your class, anything that doesn't require a script to be uploaded into EQ.



1. Click on the 'Projects' button.
2. Click on 'CREATE PROJECT'
3. Title your project.
4. Under 'PROJECT TYPE' select 'Assignment'
5. Under 'CLASS' select the production class the assignment is for, if you don't see your class find a lab tech and they will enroll you.
6. Under 'INSTRUCTOR' select your instructor.
7. Click 'CREATE PROJECT'
8. Please note the 'PROJECT MODE' selection at the top of the interface, be sure it is selected on 'EDIT', you can click to toggle between 'VIEW' and 'EDIT'. If in 'VIEW' mode you will be unable to change anything in your project.



9. Update the 'Summary' page; be sure to click on 'UPDATE SUMMARY' after your changes.
10. Upload a treatment, upload shot lists and upload storyboards if required by your teacher.

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11. Under 'Crew' you may add students and give them access to either view of edit your project and orders.
12. Now you can create an order, please see **Creating an order**.

## Creating a project: PRODUCTION

This is for larger projects that require a script, for example your final project will most likely be a production rather than an assignment.



1. Click on the 'Projects' button.
2. Click on 'CREATE PROJECT'
3. Title your project.
4. Under 'PROJECT TYPE' select 'Production'
5. Under 'CLASS' select the production class the production is for, if you don't see your class find a lab tech and they will enroll you.
6. Under 'INSTRUCTOR' select your instructor.
7. Click 'CREATE PROJECT'
8. Please note the 'PROJECT MODE' selection at the top of the interface, be sure it is selected on 'EDIT', you can click to toggle between 'VIEW' and 'EDIT'. If in 'VIEW' mode you will be unable to change anything in your project.
9. Update the 'Summary' page; be sure to click on 'UPDATE SUMMARY' after your changes.
10. Use the drop down menu to upload treatments, shot lists, storyboards, gallery images, put you schedule in the calendar, enter information about your locations, and enter cast members if required by your teacher.
11. Under 'Crew' you may add students and give them access to either view of edit your project and orders.




12. **To upload a script:** Click on the 'Scripts' button.
13. Click on 'UPLOAD SCRIPT' click the 'Choose File' button and pick your script. Type in the revision then click UPLOAD. *Be sure to use a common format such as Final Draft, MS Word, or Rich Text Format. Uploading an uncommon file type may result in judging delays.*
14. Tile your script, enter the revision number, under purpose choose 'For A Production', choose your class and instructor the script is for. **NOTE: These should match your project.**
15. Click on 'UPLOAD SCRIPT'
16. Go back to you project by clicking on the 'Projects' button then clicking on the title of your project.
17. Select 'SCRIPTS' from the drop down menu.
18. Select the script you want to attach to the project and click 'ATTACH SCRIPT'

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19. Be sure to click 'SUBMIT FOR APPROVAL' to get your script approved.
20. Once your teacher gives you a score on your script in EQ it will dictate how large your budget will be for the project. You may upload new revisions of your script to attempt to get a higher score.
21. Once you obtain a script score of at least 80% your project is approved and you can create an order. Please see **Creating an order**.

## Creating an order



1. Click on the 'Orders'  button.
2. Click on 'CREATE NEW ORDER'.
3. Under 'ORDER TYPE' select 'Production Equipment', click 'CONTINUE'.
4. Under 'PROJECT' choose the project for which to make the order, click 'CONTINUE'. If you see no projects, either your script wasn't approved or you do not currently have an assignment project created.
5. Click 'CONTINUE'.
6. Choose the day to pick up your equipment. **You will not be able to make or change your orders less than 12 hours before your pick-up time.**
7. Choose a time to pick up. *Note: Times with "\*" next to them means the Cage is not open for check outs.*
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 returns.*
10. Scroll down and click 'EDIT ITEMS'.
11. Now you can choose what equipment you want. Click the 'UPDATE ORDER' button at the bottom of the page when you are done selecting your items.
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 you have either gone over budget or one of your items is in conflict with another student's order.

Over Budget: At the bottom of the page if your 'Remaining Budget' is negative and red you are over budget, you will have to choose fewer items or keep your equipment for fewer days.

BUDGET INFORMATION	
	\$ 200.00
	6
	\$ 1200.00
	\$ -650.00
<a href="#">PRINT ORDER</a>	

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Conflicting Item: If your budget is fine, 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   \$30.00  
2   \$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, however you still need to obtain shoot approval please see **Getting shoot approval**.

## Getting shoot approval



1. Click on the 'Projects' button.
2. Click on the project name to view your project.
3. Scroll to the bottom of the page at click on the 'SUBMIT FOR SHOOT APPROVAL' button.

SHOOT APPROVAL NOT YET SUBMITTED

When you're ready, click the button below to submit the project for Shoot Approval. An alert will be sent to your instructor.

4. A message will come up saying that your project was submitted for shoot approval and your 'SHOOT APPROVAL' status will change to 'PENDING'.
5. Now you teacher can log in to their EQ account and approve your project. When approved your status will change from 'PENDING' to 'APPROVED'.
6. Now you are ready to come to the Cage to pick up your equipment.  
*Please be sure to come on time and check your gear thoroughly.*

## 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.

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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.