

Quick Start Guide

for the Arts Education Program Review Tool (PRT)

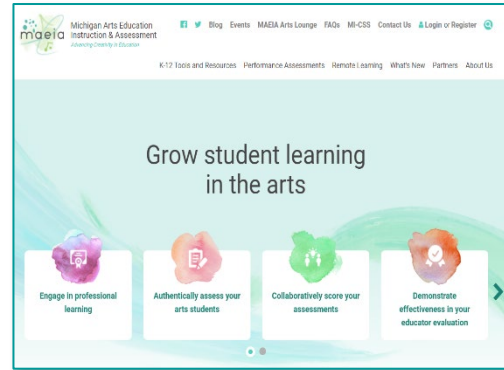


maeia-artsednetwork.org/educator

Use the Arts Education [Program Review Tool](#)—a research-based, online self-study tool—to compare your school or district arts program to the criteria described in the Michigan Blueprint of a Quality Arts Program and identify program strengths and opportunities for improvement.

1. Get Ready

- Visit the [MAEIA website](#) to learn about the purpose and benefits of the [Program Review Tool](#), and familiarize yourself with the types of data that will be collected.
- View an [Overview of the Program Review Tool](#).
- View the [printable version of the PRT](#).
- Become familiar with the companion resources available to support program improvement.



2. Connect with Your Colleagues

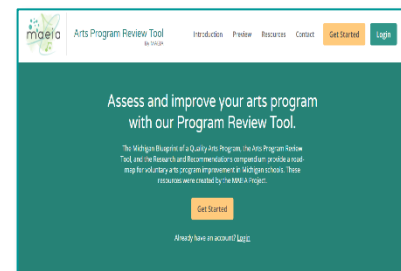
- Meet with your superintendent, your principal, and other administrator(s) to explain the PRT and how using it can benefit your school/district.
- Recruit a team to do the PRT data collection collaboratively, and communicate with your school improvement/continuous improvement coordinator(s). Remember, the data collected in the PRT can feed into your continuous improvement process!
- Decide how you want to complete the PRT (by arts discipline, by individual school, or by district).



3. Create an account for the online PRT

- Register to create an account for the online PRT for your school or district, then receive a login from the MAEIA Project's PRT Manager.
- Important! Only one account is permitted at the district level, and each school can have one account.

<https://maeiaprogramreviewtool.org/>



4. Collect your data and enter it into the online PRT.

- Create a plan to collect the data and enter it into the online PRT.
- You can work on the sections of the PRT in any order you wish, and save your data and come back to it later.



5. Review and print your report.

- You can view the report of your data online, along with the Research and Recommendations associated with each criteria of the Blueprint for a Michigan Quality Arts Program.
- You can also print a copy of your report.



6. Develop a plan for your arts program and connect it with continuous improvement in your school and district.

- Identify strengths and areas for improvement in your PRT results.
- Prioritize the needs for improvement identified from your PRT results and create an action plan for strengthening your school and/or district arts program.
- You can also use data about your arts program to help shape continuous improvement goals and strategies in your school and/or district.



Tips for successful completion of the Program Review Tool

- ✓ Include ways to communicate with your principal, central office administrators, continuous improvement/school improvement team members, and arts colleagues along the way.
- ✓ Keep track of your progress in completing the PRT by looking at the dashboard inside the online tool.
- ✓ [Contact us](#) if you have questions or need assistance with the online tool.