



OFFICE OF CIVIC EDUCATION INITIATIVES

eXpressions™ Quick Guide for Teachers

Visit the Cleveland Clinic Office of Civic Education Initiatives home page at:

www.clevelandclinic.org/CivicEducation.

Click on the **Creative Learning** tab.

Select link to **eXpressions™** program page.

STEP 1: Register a class, organization, or group.

From the program page, click on the **Frequently Asked Questions (FAQs)** tab. From this page, click on the **Teacher Registration** tab. Complete and submit the required registration information online as instructed.

Note: Students will submit their own online registration form from the **Student Submission** tab on the same page.

Registrations and submissions are only accepted during the registration and submission time frames that coincide with the program schedule. Check the website for registration and submission deadlines.

STEP 2: Follow the Teacher Guide and Curriculum to help students create their pieces.

Locate an internship student: From the **FAQs** page, click on the **2008 Interns** tab.

OR

Access online research projects: From the OCEI web home page (www.clevelandclinic.org/CivicEducation), click on the **myRESEARCH™** OR **mRi™: myRESEARCH illuminated** link.

To view artwork created by past winners: From the eXpressions™ page, click on the **Virtual eXpressions™ Exhibition**.

(OVER)

STEP 3: Instruct students on how to submit their artwork.

To submit artwork: From the **FAQs** page, click on the **Student Submission** tab. Complete and submit the required registration information online as instructed.

Note: Students may submit works individually or independently as long as a supervising teacher registers for the program (**see instructions for teacher registration in Step 1 above**).

Registrations and submissions are only accepted during the registration and submission time frames that coincide with the program schedule. Check the website for registration and submission deadlines.

eXpressions™ Rules and Guidelines:

- **Hard copies submissions and online registration forms must be received by the deadline to be eligible for judging.**
- **Submissions (hard copies and online) received after the deadline will not be accepted.**
- **Submissions with incomplete information will not be accepted**

Note: Social security numbers must be provided to be eligible for cash awards (per Internal Revenue Service guidelines).

- **See full submission guidelines in the Teacher Guide and Curriculum.**

STILL HAVE MORE QUESTIONS???

Find answers to your questions about eXpressions™: From the program page, click on the **Frequently Asked Questions (FAQs)** tab and locate the question and response of interest.

Please visit the FAQ site first before contacting the Office of Civic Education Initiatives. Most questions are addressed in the FAQs. Thank you!