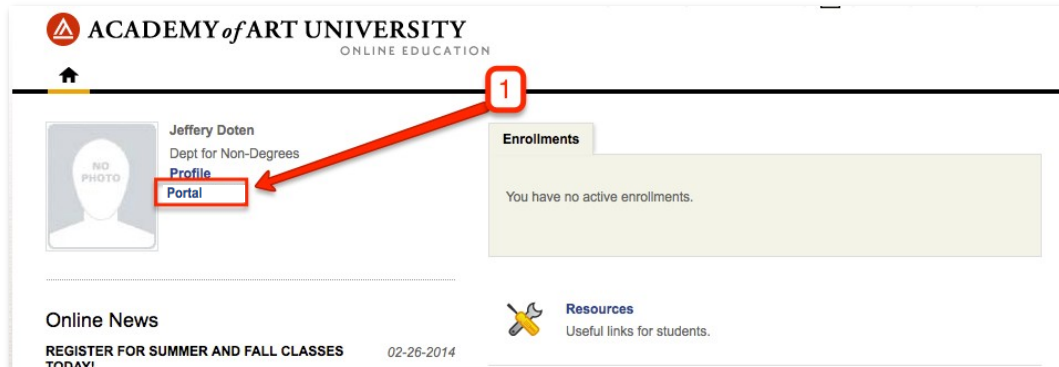


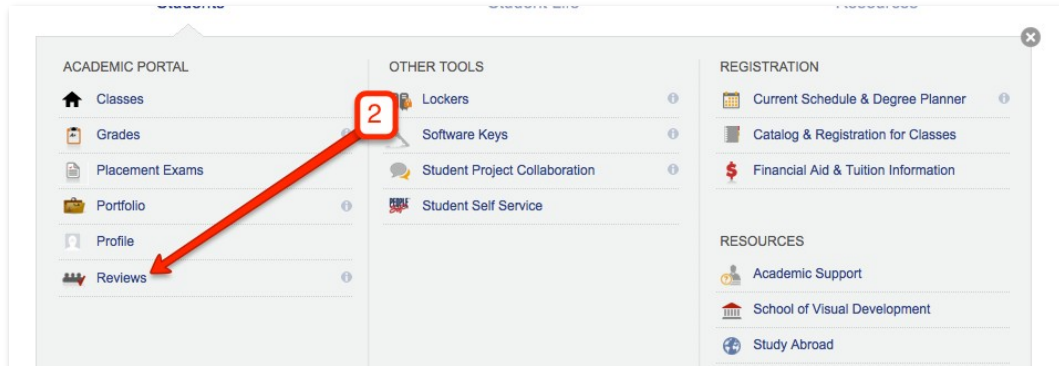
MIDPOINT & FINAL REVIEW: **LOADING YOUR REVIEW CONTENT**

All students are now required to upload their artwork, digital files and PDF of their written Midpoint Review and Final Review. Here is a step-by-step process on how:

1. Click on the **Portal** link.

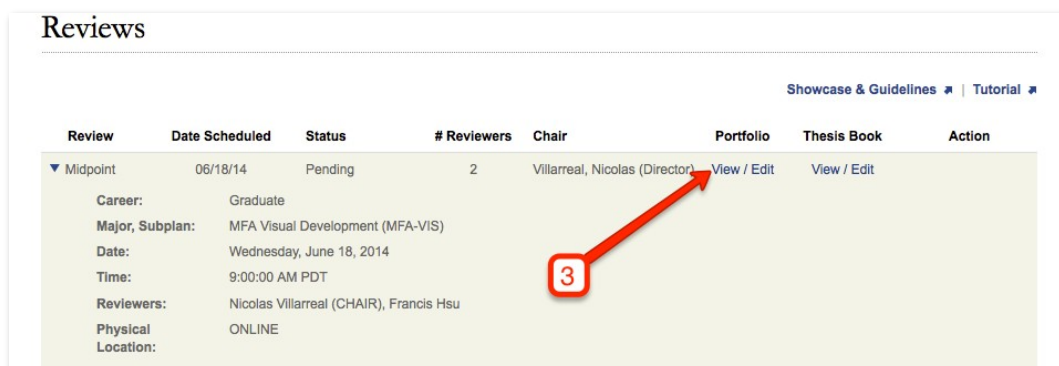


2. Click on the **Reviews** icon.



Let's load up your portfolio or video(s) first.

3. Click the **View/Edit** link under **Portfolio**.





4. Click the **UPLOAD FILE** link.

Midpoint Review - Due 06/27

This portfolio is for the use of your committee in your Midpoint Review.
You can make changes until your review has begun on: Friday, June 27, 2014 at 11:00 AM.

Be sure to submit the portfolio to make it available to the committee.

Artwork 0 Files of 30 File Max | 0.0 M of 150 M Max

Upload artwork and other files below. Drag and drop thumbnails to change their order.

UPLOAD FILE Save & Preview Collection

You have no artwork in this collection. Please click Upload File above.

CANCEL **SAVE AND SUBMIT**

5. Fill out, and select the following:
 - Title
 - Category
 - File

The following formats are accepted **JPG, GIF, PNG, TIFF, PDF, MOV, AVI, FLV** and **MPEG**.

Add Artwork

The maximum file size for this artwork is 150 MB.

[Learn about preparing your videos for upload.](#)

Title:



Description:
(500) character limit

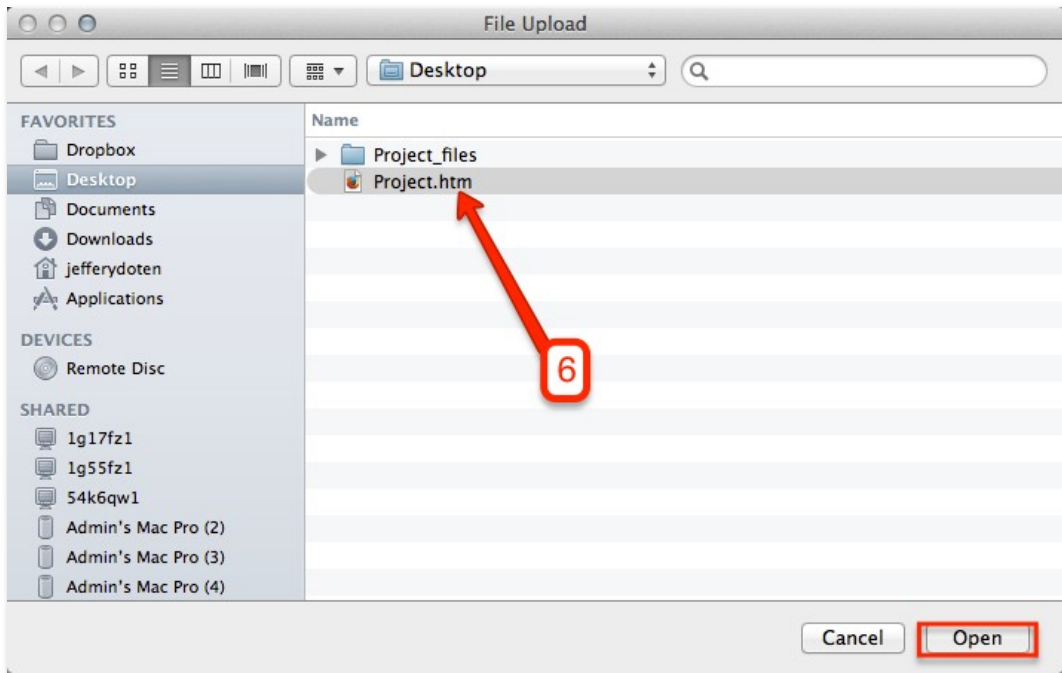
Category: Choose One

Date Created:

File: **Choose File** No file chosen

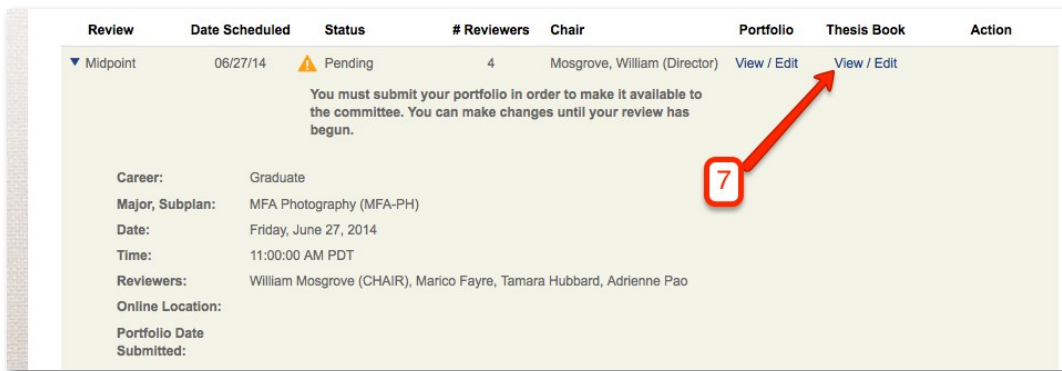
CANCEL **UPLOAD ARTWORK**

6. Upload one image or video at a time by doing the following:
 - Select the **Choose File** button
 - Navigate to your file, select it and click the **Open** button
 - Click the **Upload Artwork** button (see step 5 graphic) 
 - Repeat steps 4 through 6 until all portfolio or video items are loaded.
 - Click the **Save and Submit** button to make your portfolio available for the committee. 



Let's next load up your Thesis Proposal or Thesis Book.

7. Click the **View/Edit** link under **Thesis Book**.

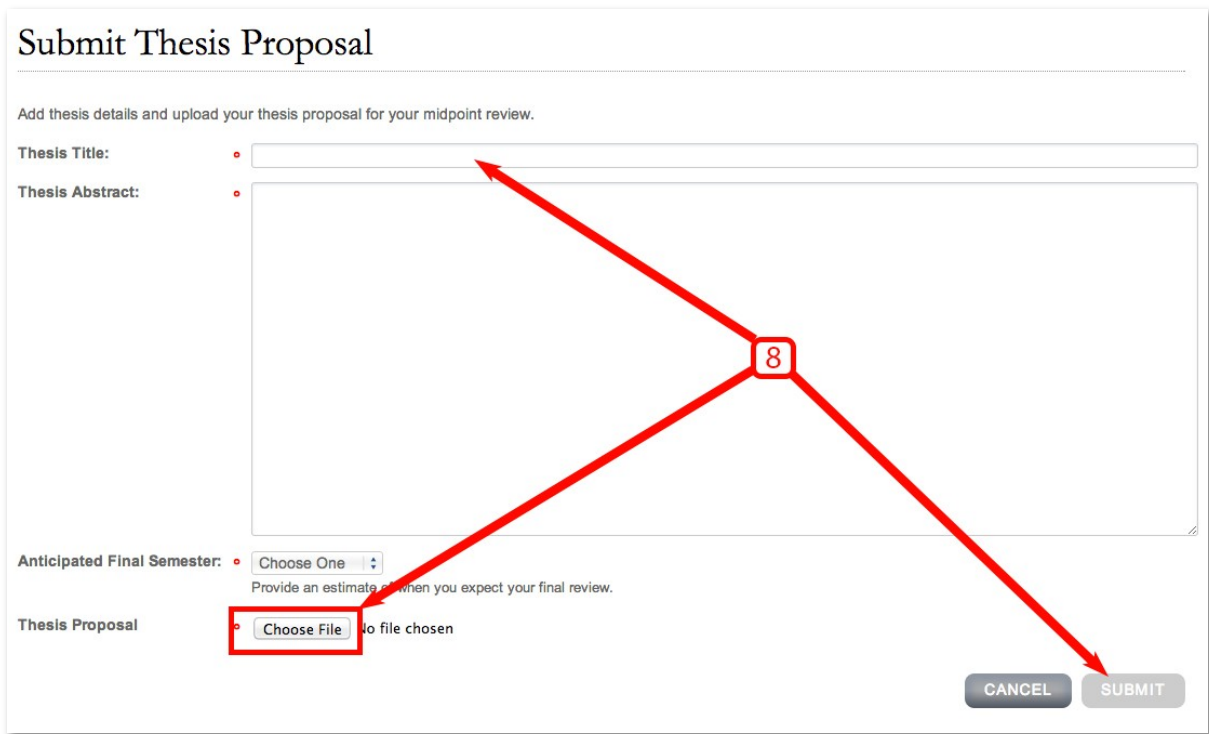


8. You will see a date when your Midpoint Thesis or Final book is due. Upload your PDF book by doing the following:

- Select the **Submit** button



- Entered the required information (Thesis title, Abstract)
- Select the **Choose File**
- Navigate to your PDF file, select it and click the **Open** button
- Select the **Submit** button to make your portfolio available for the committee.

A screenshot of a web form titled "Submit Thesis Proposal". The form has a white background and a light gray border. At the top, it says "Add thesis details and upload your thesis proposal for your midpoint review." Below this are several fields: "Thesis Title:" with a text input field, "Thesis Abstract:" with a large text area, "Anticipated Final Semester:" with a dropdown menu labeled "Choose One" and a subtext "Provide an estimate of when you expect your final review.", and "Thesis Proposal" with a "Choose File" button and the text "No file chosen". At the bottom right, there are two buttons: "CANCEL" and "SUBMIT". A red circle with the number "8" is placed in the center of the form, with two red arrows pointing from it: one to the "Choose File" button and another to the "SUBMIT" button.

TROUBLE LOGGING IN?

Contact the **Online Helpdesk**
Phone: US only (toll-free): 1-888-431-2787
International: 1-415-618-3545
Email: online@academyart.edu

QUESTIONS?

Please contact the **Graduate Department:**
Phone: 1-415-274-8617
Fax: 1-415-618-6275
Email: graduateschool@academyart.edu

MIDPOINT REVIEW COORDINATOR

Email: midpointreview@academyart.edu
Phone: 1-415-618-6390

FINAL REVIEW COORDINATOR

Email: finalreview@academyart.edu
Phone: 1-415-618-6297