

# Questions and Answers

## Contents

General .....	2
Technical .....	4
Account Information .....	6
Student Accounts .....	9
eBooks .....	12
Curriculum Builder .....	14
ePortfolios .....	17
Images Subscription .....	20

## General

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### Questions

1. What is an eBook Class Set? What does it include?
2. How long is the license for each Digital Purchase?
3. What does it cost?
4. If I work at more than one school, do I need to purchase 1 class set per school?

## General

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### Answers

#### 1. What is an eBook Class Set? What does it include?

Each eBook Class Set includes access to the Teacher's Edition eBook, Student eBook, ePortfolios, Curriculum Builder, Studio Explorations Digital Images Set, and 30 Student Accounts.

#### 2. How long is the license for each Digital Purchase?

The license for a digital class set lasts for six years.

#### 3. What does it cost?

Davis Digital pricing varies depending on the title purchased. For a full, updated price list, visit [DavisArt.com](http://DavisArt.com).

#### 4. If I work at more than one school, do I need to purchase 1 class set per school?

No, class sets are sold per teacher. If one teacher works at multiple schools, she or he can use a single Davis Digital account.

## Technical

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### Questions

1. What are the technical requirements for Davis Digital?
2. Does Davis Digital work on iPads / Tablets / Chromebooks?
3. How do I install Davis Digital on my computer?
4. Will Davis Digital work with my school district's firewall or Internet security system?

## Technical

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### Answers

#### 1. What are the technical requirements for Davis Digital?

Davis Digital is compatible with most modern browsers and operating systems, including PC, Mac, and mobile devices. A complete list of the Davis Digital Technical Requirements is available on [DavisArt.com](http://DavisArt.com).

#### 2. Does Davis Digital work on iPads / Tablets / Chromebooks?

Yes, Davis Digital is compatible with most mobile devices and tablets.

#### 3. How do I install Davis Digital on my computer?

Davis Digital is a cloud-based program that is accessed online through a dedicated website. Therefore, no installation is required.

#### 4. Will Davis Digital work with my school district's firewall or Internet security system?

Yes. In some cases, your school's IT department may need to make adjustments to the firewall to allow access to Davis Digital. The information needed can be found in the Davis Digital Technical Requirements document, and Davis Customer Service can work directly with your school's technical staff to ensure that teachers and students have full access to Davis Digital.

## Account Information

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### Questions

1. How do I access my account?
2. I forgot my password. What do I do?
3. I can't access my account / I don't know my username or password.
4. How do I submit a support request?
5. Can teachers share accounts?
6. Do I have to use an email address as a user name?
7. Can my school administrator or IT Specialist have a log in?
8. Can substitute teachers access Davis Digital?
9. How will teacher accounts get set up?
10. How do I set up Student accounts?
11. What should a student do if he/she forget his/her username/email address?

## Account Information

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### Answers

#### 1. How do I access my account?

Each School or District is given a custom website for accessing Davis Digital. When your account is set up, you will receive an email containing your username, password, and instructions. If you do not receive one, contact [Support@DavisArt.com](mailto:Support@DavisArt.com) or call Customer Service at 1-800-533-2847. You can also log in at [DavisArtSpace.com](http://DavisArtSpace.com) by entering your username, password, and School system name.

#### 2. I forgot my password. What do I do?

You will need to reset your password. To do this, click the "Forgot your password?" link on your system home page or contact [Support@DavisArt.com](mailto:Support@DavisArt.com).

#### 3. I can't access my account / I don't know my username or password.

For multiple account questions, contact [Support@DavisArt.com](mailto:Support@DavisArt.com) or call Customer Service at 1-800-533-2847.

#### 4. How do I submit a support request?

Simply send an email to [Support@DavisArt.com](mailto:Support@DavisArt.com). Include as much information as possible, including your first and last name, school/school district name and complete description of the problem.

#### 5. Can teachers share accounts?

No, teachers cannot share accounts for reasons of security and accountability.

#### 6. Do I have to use an email address as a user name?

While an email address is recommended for teacher accounts, usernames can be created that reflect your school's preferences.

#### 7. Can my school administrator or IT Specialist have a log in?

Yes, an Administrator account is included with your Davis Digital purchase.

## Account Information Answers (continued)

### 8. Can substitute teachers access Davis Digital?

You can designate one of your purchased teacher accounts as a generic Substitute Teacher account. Teachers can also share temporary access to any lesson in an eBook with a substitute teacher via the eBook Share feature.

### 9. How will teacher accounts get set up?

Teacher accounts can be set up by your school's Davis Digital Administrator (typically a Supervisor, Administrator, or IT specialist) or by Davis' customer service team. For more information, see the Davis Digital Administrator's Guide.

### 10. How do I set up Student accounts?

There are several ways to set up student accounts:

- Your school's Davis Digital Administrator can create student accounts
- Davis Customer Service can set up student accounts
- Students can create their own accounts individually.

See the Student Accounts Guide or call Davis Customer Service for more information.

### 11. What should a student do if he/she forget his/her username/email address?

If your school uses email addresses for usernames, they can reset their password by using the "Forgot your password?" link on your system home page. If your school does not use student email addresses, they can contact your school's Davis Digital Administrator or email [Support@DavisArt.com](mailto:Support@DavisArt.com).



## Student Accounts

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### Questions

1. What is a Davis Digital Student Account? What comes with a Davis Digital Student Account?
2. How many Student Accounts come with a class set?
3. How can I add additional Student Accounts? Can I purchase more Student Accounts than the thirty included with a class set?
4. Can two or more students share an account?
5. Can Student Accounts be purchased separately?
6. What happens to Student Accounts at the end of the year/semester?
7. How do I set up Student Accounts?
8. Do student usernames need to include an email address?
9. How can I protect student privacy when using Davis Digital?
10. Can students keep their ePortfolios after they graduate or leave my school?
11. What should a student do if they forget their username/email address?

## Student Accounts

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### Answers

#### **1. What is a Davis Digital Student Account? What comes with a Davis Digital Student Account?**

Student accounts includes access to the Student Editions of the eBooks your school has purchased, ePortfolios, and Studio Explorations Digital Image Sets. Student can also be given access to the Digital Images subscription.

#### **2. How many Student Accounts come with a class set?**

30 Student accounts are included with each Davis Digital class set.

#### **3. How can I add additional Student Accounts? Can I purchase more Student Accounts than the thirty included with a class set?**

Additional Student accounts can be purchased in sets of 25 and 200.

#### **4. Can two or more students share an account?**

K–5 students may share accounts if they do not use ePortfolios. Students in grades 6–12 and students that use ePortfolios cannot share accounts due to security and accountability requirements.

#### **5. Can Student Accounts be purchased separately?**

You must purchase an eBook class set in order to purchase additional Student Accounts.

#### **6. What happens to Student Accounts at the end of the year/semester?**

Student Accounts can be recycled each school year, semester, or as needed. Recycled Student Accounts can then be assigned to new students.

#### **7. How do I set up Student Accounts?**

See [Account Information: Question 10](#).

## **Student Accounts Answers (continued)**

### **8. Do student usernames need to include an email address?**

No, students can be given any username that fits your school's needs.

### **9. How can I protect student privacy when using Davis Digital?**

There are many options for safeguarding student privacy and information. ePortfolio access can be limited to students, teachers, and administrators from your school, and student usernames can be created without using student names or email addresses. For more information, contact Davis Customer Service.

### **10. Can students keep their ePortfolios after they graduate or leave my school?**

Students can export and download their ePortfolios as a PDF document at any time. They may also purchase an individual ePortfolio account and request to transfer their school ePortfolio to their individual account.

### **11. What should a student do if they forget their username/email address?**

First, check with your teacher. If your teacher does not have a record of your Davis Digital information, send a request to [Support@DavisArt.com](mailto:Support@DavisArt.com) including the student's first and last name, school name, and school district name.

## eBooks

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### Questions

1. Can I print out an eBook?
2. Can I download the images from an eBook?
3. Can I download an offline version of my eBook?
4. Can I copy and paste text from an eBook?
5. Can I annotate text or add notes to an eBook?
6. How can I search for content in an eBook?
7. How can I share lessons from an eBook with someone else?

## eBooks

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### Answers

#### 1. Can I print out an eBook?

No. eBooks cannot be printed out due to copyright restrictions. Print books may be purchased from [DavisArt.com](http://DavisArt.com).

#### 2. Can I download the images from an eBook?

No. Images in eBooks cannot be downloaded due to copyright restrictions.

#### 3. Can I download an offline version of my eBook?

No, eBooks are available online only. Print books may be purchased from [DavisArt.com](http://DavisArt.com).

#### 4. Can I copy and paste text from an eBook?

No, that functionality is not currently available.

#### 5. Can I annotate text or add notes to an eBook?

This feature is currently under development and will be available in the future.

#### 6. How can I search for content in an eBook?

You can easily search by entering a search term in the Search box at the top left of your eBook control bar, then hitting the Enter or Return key.

#### 7. How can I share lessons from an eBook with someone else?

Open an eBook and go to the lesson you would like to share. Click the Share button and enter the required information to send an email link to the lesson to your chosen recipient. The link will give the temporary access to one lesson or two pages in the eBook.

## Curriculum Builder

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### Questions

1. What is the Curriculum Builder?
2. Can I print, download, or export a lesson from the Curriculum Builder?
3. What is the difference between an ePortfolio and a Curriculum Builder Class?
4. Can I make my Curriculum Builder accessible to my students?
5. How do I create a Curriculum Builder Class?
6. Can I add a slideshow to a lesson?
7. Can I add a lesson that I have already created to the Curriculum Builder?
8. Will the Curriculum Builder integrate with my school's Lesson Planner program?
9. Can I re-use the lessons I create this school year in the future?

## Curriculum Builder

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### Answers

#### 1. What is the Curriculum Builder?

The Curriculum Builder allows you to easily customize lessons from your Davis eBooks by adding additional content such as text, images, video, and slide show presentations. You can easily combine all of your resources for introducing a lesson in one convenient place. Simply choose a lesson from your Student or Teacher eBook or start from scratch to build a lesson on your own.

#### 2. Can I print, download, or export a lesson from the Curriculum Builder?

Yes. You can export any or all of the lessons as a PDF file that can be printed, emailed, or uploaded to another program.

#### 3. What is the difference between an ePortfolio and a Curriculum Builder Class?

While ePortfolios and the Curriculum Builder share many important features such as text modules and image galleries, they are different in several significant ways:

- The Curriculum Builder is designed to create and share Lessons with your students and your colleagues. ePortfolios are designed to share your students artwork and your classroom with parents, community members, family members, colleagues, administrators, and the world.
- The Curriculum Builder allows you to import links to your favorite lessons directly from your Davis eBooks. ePortfolios do not include this feature.
- Curriculum Builder Classes can be created by teachers and shared with students and colleagues. ePortfolios can be created by any student or teacher with a Davis Digital Account.

#### 4. Can I make my Curriculum Builder accessible to my students?

Yes, students can view a Curriculum Builder Class. You can assign them access in the Curriculum Builder Settings menu by opening your Class, clicking Edit, and then Settings. Next, click the Edit List button to the right of the Students heading. Search for your students by name, click Add to List, then click Confirm.

## Curriculum Builder Answers (continued)

### 5. How do I create a Curriculum Builder Class?

Click the Create button at the top right of the Curriculum Builder module on your Davis Digital home page or click the Curriculum Builder tab, then the create button. For more information, see the [Curriculum Builder: Creating a Class guide](#).

### 6. Can I add a slideshow to a lesson?

You can create a slide show from any Gallery module. The process is simple: Create your class, add a Gallery module, upload images, and then save. To view the slideshow, click the View Slideshow button. For more information, see the [ePortfolios: Adding Content Guide](#).

### 7. Can I add a lesson that I have already created to the Curriculum Builder?

Yes. First open the lesson plan document that you would like to use. Next, open your ePortfolio, click edit and add a new Text module. Copy the desired text from your document and paste it into the ePortfolio Text module. Make any formatting changes needed and then click Save.

### 8. Will the Curriculum Builder integrate with my school's Lesson Planner program?

There are a wide variety of different programs that may be used for Lesson Planning. The Curriculum Builder allows you to export your lessons for sharing or uploading to another program.

### 9. Can I re-use the lessons I create this school year in the future?

Yes, you can re-use your lessons each year. This can be done in two simple ways:

- 1) When creating your class, select an end date that is several years in the future, allowing your class to be visible for that entire time period.
- 2) Update your class end date before the end of each school year.



## ePortfolios

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### Questions

1. What is an ePortfolio?
2. Do ePortfolios come free with a Davis Digital Purchase?
3. Can ePortfolios be purchased separately?
4. How do I share an ePortfolio with parents, administrators or community members?
5. How do ePortfolio permissions work?
6. Can I download an ePortfolio for offline use?
7. Can students have private ePortfolios?
8. What can we do if a student posts something inappropriate?
9. I can't upload images to my eportfolio. What's wrong?
10. What is the Davis Digital App? How do I use it?
11. Where can I get the Davis Digital App?
12. Is there a Davis Digital App for Android phones or other tablet devices?

## ePortfolios

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### Answers

#### 1. What is an ePortfolio?

ePortfolios are easy to use, customizable online portfolios designed for sharing your students' artwork and important information about your art program with parents, administrators, community members, or the world.

#### 2. Do ePortfolios come free with a Davis Digital Purchase?

Yes. Teacher and Student ePortfolios are included with each Davis Digital Class Set.

#### 3. Can ePortfolios be purchased separately?

Yes. Individual ePortfolios are available as a yearly subscription at \$19.95 per user. You can order an individual ePortfolio on [DavisArt.com](http://DavisArt.com).

#### 4. How do I share an ePortfolio with parents, administrators, or community members?

Each ePortfolio you create has a unique URL, or web address. To share your site with others, make sure your ePortfolio permissions are set to Public can view, and then share your URL with them. Links to your portfolio can also be placed on your school's website or shared via email.

#### 5. How do ePortfolio permissions work?

ePortfolio permissions determine who has access to your ePortfolio and what they can do. Public permissions determine if your portfolio can be viewed by anyone who knows the URL, or if they must have a Davis Digital account to see it. You can also add other Davis Digital users to your ePortfolio as collaborators and set their ability to View, Edit (make changes or add content), Publish (make and save changes and make them viewable), or Administer (Edit, Publish, and add/remove users) your ePortfolio.

#### 6. Can I download an ePortfolio for offline use?

Yes, you can download your ePortfolio as a PDF. To do this, open your ePortfolio, click the Edit button (at the top right), then Export.

## **ePortfolios Answers (continued)**

### **7. Can students have private ePortfolios?**

No. All students must add a teacher to their ePortfolio as an Administrator.

### **8. What can we do if a student posts something inappropriate?**

The teacher who has been assigned to the ePortfolio as an Administrator can easily delete inappropriate content. You may also send a support request including the student name and the URL for the ePortfolio in question to [Support@DavisArt.com](mailto:Support@DavisArt.com).

### **9. I can't upload images to my eportfolio. What's wrong?**

This problem is typically resolved by updating the [Adobe Flash](#) in your Internet browser. If you are using an iPad, download the Davis Digital App to upload images.

### **10. What is the Davis Digital App? How do I use it?**

The Davis Digital App allows you to add images to an ePortfolio from your iPhone or iPad. You can take a photo with your iPhone or iPad and upload it immediately or select an image from your photo stream. The app includes photo editing functions such as Crop, Orientation, Enhance, and more. Future updates will allow you to create and manage your ePortfolios entirely from your iPhone or iPad.

### **11. Where can I get the Davis Digital App?**

You can download the app from the App Store on your iPad or iPhone, just search under the iPhone category for Davis Digital.

### **12. Is there a Davis Digital App for Android phones or other tablet devices?**

Not at this time. All Davis Digital features and functions work well on Android-based phones and tablet devices that use Flash, so no app is needed.

## Images Subscription

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### Questions

1. What is an image subscription?
2. The basic image subscription includes 250 accounts. Does that mean that it can include 250 students and teachers from my district in any school?
3. What images come with an eBook Class Set?
4. How many images do I have access to?
5. Can I download images?
6. Can I print out images?
7. What's the difference between Textbook Sets and Image Sets?
8. Who creates the Image sets?
9. Can I compare and contrast two images side by side?
10. How do I tag images?
11. Can I give the same image multiple tags?
12. Can I tag multiple images at once?
13. How do I create a slideshow of images?
14. How do I share tagged images with students?
15. Can students tag images?
16. Can students download images?
17. Can I put images into a Curriculum Builder Lesson?

## Images Subscription

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### Answers

#### 1. What is an image subscription?

A Davis Digital Images Subscription gives you access to more than 30,000 high-quality fine art images from prestigious museums and galleries. You can easily, search, discover, and categorize these images to use with your curriculum. You can tag images to create collections, create instant slide shows, and compare and contrast two images at a time. You can also download jpeg files of the images for educational use.

#### 2. The basic image subscription includes 250 accounts. Does that mean that it can include 250 students and teachers from my district in any school?

Yes, the basic subscription includes a total of 250 accounts. Each license is assigned to a school district, and the accounts can be assigned to teachers, students, and administrators as needed.

#### 3. What images come with an eBook Class Set?

Each eBook Class Set includes a Studio Explorations Digital Images Set, which includes 50 images that have been correlated to the lessons in the eBook you have purchased. eBook Class Sets do not include access to the complete Fine Art Images Subscription.

#### 4. How many images do I have access to?

More than 30,00 images are included with the subscription. More images will be periodically added to the collection at no additional cost.

#### 5. Can I download images?

Yes, you can download images and use them for educational purposes.

#### 6. Can I print out images?

No. Davis' licensing agreement with the image rights holders (museums, galleries, artists) only allows for digital use and projection.

## **Images Subscription Answers (continued)**

### **7. What's the difference between Textbook Sets and Image Sets?**

Textbook sets are correlated to Textbooks created by Davis Publications and other Publishers. Images Sets are created based on artists, art movements, time periods, or cultures.

### **8. Who creates the Image sets?**

Davis' Curator of Images and resident Art History expert, Karl Cole, creates the image sets.

### **9. Can I compare and contrast two images side by side?**

Yes.

- 1) Search for the images you would like to compare or open a Tagged group of images that you have previously created.
- 2) Check the boxes at the top right of the two images you would like to compare.
- 3) Click the Compare button at the top right of the search results box.
- 4) Both images will appear side by side in full screen view for easy comparison.

### **10. How do I tag images?**

- 1) Conduct an image search.
- 2) Click the image you would like to tag to view the image details.
- 3) Enter any tag you wish into the Add Tag box found directly above the image.
- 4) Click the Add button to save your tag.

See question #12 to tag multiple images at once.

### **11. Can I give the same image multiple tags?**

Yes, just repeat the tagging process described in the answer to question #10.

### **12. Can I tag multiple images at once?**

Yes. You can select as many images as you like by checking the box at the top right of each thumbnail and then clicking the Tag Images button (at the top right of the search results).

## Images Subscription Answers (continued)

### 13. How do I create a slideshow of images?

- 1) Search for the images you would like to view in a slideshow and Tag them.
- 2) Go to the Images home page and click the name of the Tagged group you would like to view in the Tagged Images box at the top right of the page.
- 3) Click and drag the image thumbnails to arrange them in the order you prefer.
- 4) Click the Run Slideshow button at the top right of the page.

### 14. How do I share tagged images with students?

- 1) Select and Tag a group of images that you would like to share.
- 2) Go to the Images home page and click the name of the Tagged group you would like to share in the Tagged Images box at the top right of the page.
- 3) Click and drag the image thumbnails to arrange them in the order you prefer.
- 4) Click the Share Slideshow button at the top right of the page.
- 5) Enter a keyword. This can be the same as the Tag used to group the images, or anything you choose.
- 6) Click Submit.
- 7) Be sure to write down your keyword, then share it with your students.
- 8) Direct your students to the Shared Images box at the bottom left of the Images home page.
- 9) When students enter the keyword and click Submit, a slide show containing the Tagged images will open automatically.

### 15. Can students tag images?

Yes. This is an optional feature that can be turned on or off at your school's request.

### 16. Can students download images?

No, only teachers can download images.

## Images Subscription Answers (continued)

### 17. Can I put images into a Curriculum Builder Lesson?

Yes, you can select images to add to a lesson in the Curriculum Builder.

- 1) Open the Curriculum Builder Class.
- 2) Open the Lesson to which you would like to add images and click the Edit button at the top right of the page.
- 3) Select the Fine Art Images module from the Add Content menu.
- 4) Click the Find button to search for images.
- 5) Enter the desired keywords and terms, then click Search.
- 6) Click the Select button at the bottom left of each image you would like to add to your lesson.
- 7) After you have selected your images, click Done to add the images as a Gallery module.
- 8) Click Save to add the images to your lesson. You can now view the images individually or as a slideshow.