

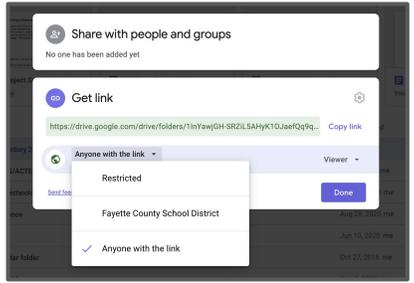
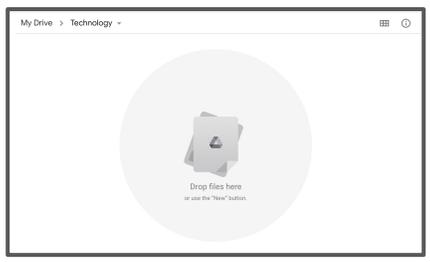
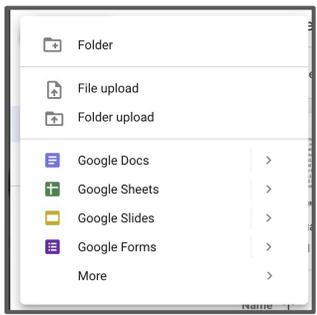
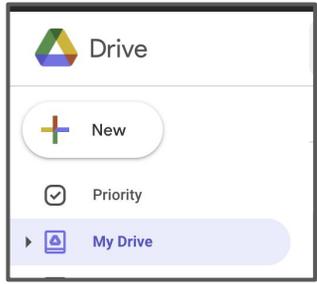
ACTE

Virtual Project Submission Instructions

There are multiple ways of providing a link to ACTE for your project URL. This document will provide you with instructions on using Google Drive, Google Docs, and Google Sites. You may also use a website such as Weebly or your school's website to submit your project. Please remember that whatever platform you choose to use all documents for that project should be available in that one location. Your project, video, portfolio (one PDF or DOCUMENT containing all elements), etc... If you are not sure what your project requirements are please look at the events rubrics. For any portfolio questions or technical assistance, sponsors only contact Natalyn Burkhalter, nburkhalter@fayette.k12.al.us. The one link (Project URL) where the documents will be posted must be received by ACTE by the registration deadline. That link should be active the day that it is submitted. Participants have until the start date for judging to post project documents for review (April 5).

Google Drive Instructions:

1. Login to your google drive.
 - o If you've never used google drive, you can easily find it by searching "google drive" in the Google search bar.
 - o If you have a google email account, log into your gmail and select the google app icon.
2. Once you're logged in, click the "New" button on the left corner.
3. Click the first option "Folder." This will give you the option to create a new folder for your Technology Project. All files must be clearly labeled using a descriptive file name, e.g. "Audio -Level 5 - Leeanna Burkhalter - Fayette County High School." This is especially important when a school is providing multiple entries on one website page or through one online folder submission.
4. Open the folder you've just created.
5. Click the "New" button again and select: "File upload." This will open the directory on your computer so that you can choose the documents you wish to upload. Upload the documents while in your new Folder, so they will save there automatically.
 - o You can also drag and drop your documents into your folder.
6. Now you should have a project folder with all of your project documents in it. The next step is to get a link to the folder. To do this, click on the folder (or the name of the folder, if you're inside it).
7. Select the "Share" option in the dropdown menu. The following box will pop up
 - o If your link is only open to people within your school system you will need to change that by clicking on "change link".
8. Finally, copy and paste the link google crates for you and submit that link with your registration for the ACTE State Fair.



Google Sites:

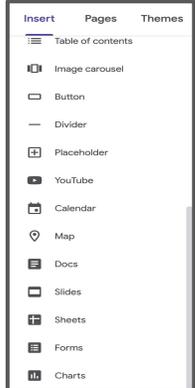
- 1. Search "Google Sites."
- 2. Select "Create." Select "in new sites"



- 3. Enter text for the name of your site, and the page title. Insert a Text Box and give it a title (Event, Level, Students Name, School Name)

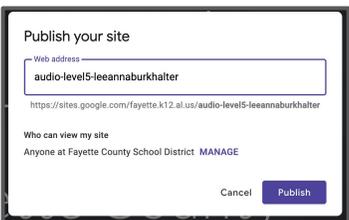


- 4. To link a google drive file, click Insert - Drive. A popup message will appear. Select the file you wish to insert and click the blue insert button.

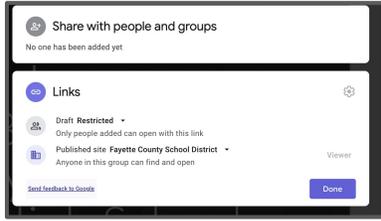
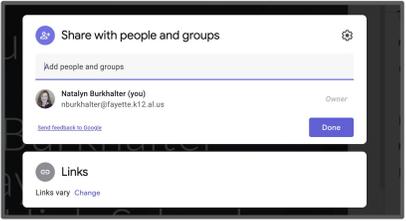


- 5. To embed a video, click on insert - embed. Copy and past your video URL and then click "insert" in the dialog box. You may insert both youtube videos and google drive videos.

- 6. Next, select the "Publish" button on the top right corner of your page. Enter the web address for your website. The web address can be your event name or school name.



- 7. Select the "Manage" button. A new window will appear. In line with the word Published, select the word "Change."



- 8. Change the viewing rights to "anyone can find and view the published version" and click "Save". Then select "Done." Finally, select "Publish." Next, select the paperclip icon. Select Copy Link.



- 9. Paste the link into your registration submission.

Frequently Asked Questions:

- 1. What should my video be about?**
 - a. You should present your project.
 - b. Be sure that you stay in the time limit.
 - c. The judges want to know how you created your project. Be sure to explain to them the technology you used to create your project and the steps that you took to get your final product.
- 2. How do I share my video?**
 - a. Google Drive:
 - i. Upload your video to a video sharing website such as youtube.
 - ii. Make sure that your video is public. Judges can't evaluate your video if they can't watch it!
 - iii. Copy and paste the URL to your video into a Word or Google Document and include it in your project documents. The Judges should not have to download your video to watch it.
 - b. Google Sites/Website
 - i. Just embed the Video from youtube into your site.
- 3. My Project is not complete on the date that I registered, can I still make edits/upload more materials after providing the URL?**
 - a. Yes, the URL will not change if you add/remove or make edits. No changes can be made after the date set by ACTE. (April 5)
- 4. I'm not sure if I've uploaded everything correctly, how can I be sure?**
 - a. It is HIGHLY RECOMMENDED that you share your project URL with someone outside of your school. Have a friend or family member view your project URL and access your project documentation. Make sure that they are able to click and view your video and documents without downloading them or requesting access.
- 5. I provided an incorrect URL during the registration process; how do I change it?**
 - a. This information can be edited by your school sponsor no later than the cut off dates for edits (April 5).
 - b. Email Amy Fowler to change your URL Submission.
- 6. My Portfolio is 15 pages (example amount), do I need to provide a link to every page?**
 - a. No!!! All pages of your portfolio must be combined into ONE PDF, Microsoft Word, or Google Doc. Judges should be able to scroll through your portfolio and not have to click on any additional links to view any pages of it. We recommend that you upload it as a PDF if possible.
- 7. I have multiple students competing, can I put all information on in one google folder or on one website for all my competitors?**
 - a. Yes, multiple entries may be sourced in the same google drive, site, or website. Be sure to carefully denote the following for each entry: name of the event, level, participant name, and school name.

*** For any questions please contact Natalyn Burkhalter, nburkhalter@fayette.k12.al.us