

How To Guides

Volume # 11: Uploading and Submitting the Project

OVERVIEW

Uploading and Submitting the Project are the final steps the coach must complete for the team and is the only person who can submit a team's project. The coach will need to collect the team's work: either the storyboard for K-3, the presentation format for 4-6, or the standard project format for any grade level, and the Technology Launch Flyer. If a team submits the standard project format, then they also need to submit the abstract. It is highly recommended a team review everything using the [ExploraVision Checklist](#) (there are two different checklists depending on submission by grade band) and [rubric](#). The coach will need to convert the documents to the format required for the upload, upload the two documents (note the abstract needs to be copied and pasted into the submission if the standard project format is used), and then answer the questions under the Terms and Conditions section of the submission form. The final step is to click SAVE AND SUBMIT. All projects must be submitted by the [project deadline](#) found on the ExploraVision website.

STEPS

Below are guidelines to upload and submit a team's project.

1. Download and use both the ExploraVision Checklist and the rubric to be sure the team has completed all the work necessary for their project.
 - a. [Grades K-3 and 4-6 Checklist](#) (if teams did not use the Standard Project Format)
 - b. [Checklist for the Standard Project Format](#)
 - c. [Rubric for all grade bands](#)
2. Teams submit the following to the coach:
 - a. K-3: Storyboard (this will include the Abstract, Description, and Bibliography)
 - i. Also submit the Technology Launch Flyer
 - b. 4-6: Presentation Format (this will include the Abstract, Description, and Bibliography)
 - i. Also submit the Technology Launch Flyer
 - c. Any grade: The Standard Project Format (the Description and Bibliography)
 - i. Also submit the Abstract
 - ii. Also submit the Technology Launch Flyer
3. Coaches complete the following in the team's ExploraVision online submission form. This is the step after the team's demographic information was completed
 - a. Enter the title of the project – no more than 50 characters
 - b. Select the team's topic area
 - c. Enter the Project Abstract by typing or copying depending on submission grade band used:
 - i. K-3 Storyboard or 4-6 Presentation Format, type "Part of Storyboard File" or "Part of Presentation Format" in the Project Abstract box.
 - ii. Standard Project Format, copy and paste the Abstract into the Abstract box.
 - d. Upload the team's Project Materials:
 - i. Select the project format (for K-3 and 4-6)

- ii. Upload the project
 - 1. Acceptable file types are ppt, pptx (only for K-3 and 4-6), doc, docx, or pdf.
 - 2. Files cannot exceed 100 MB in size.
 - 3. Upload the file by clicking “Choose file”
 - 4. Browse to where the file (click the blue icon) is saved, then click Open, or “drag and drop” the file.
- e. Technology Launch Flyer:
 - i. Upload the flyer
 - 1. Acceptable file types are pdf, doc, docx, ppt or pptx file.
 - 2. Files cannot exceed 100 MB in size.
 - 3. Upload the file by clicking “Choose file”
 - 4. Browse to where the file (click the blue icon) is saved, then click Open, or “drag and drop” the file.
 - f. Click SAVE AND NEXT
 - g. Read the Terms and Conditions.
 - i. Read these carefully.
 - ii. Choose “I agree” or “I disagree”.
 - h. Click SAVE *only* if there are still changes or additional items to be added to the team’s project. The team’s project is not submitted and changes can be made.
 - i. Click SAVE AND SUBMIT only once every part of the team’s project is finalized and completed. Once the coach clicks SAVE AND SUBMIT, there cannot be any changes made to the project.
- 4. **Submit the project by the project deadline on the ExploraVision website.**