UPLOADING STUDENT WORK

SIMULATION AND ANIMATION DESIGN

Instructions for teachers to prepare and upload their students' performance-based assessment files.

1: PREP THE FILE STRUCTURE

As students complete their PBA, save each student's work in two folders: one folder for the job application and resume, and one for the performance task. Instructions for creating these folders are below.

The student files should be named with each student's nine-digit MSIS ID, last name, first name, and the item type:

> Examples:
> 999741258 Smith Pat Job Application
> 999741258 Smith Pat Resume
> 999741258 Smith Pat High Concept Document
> 999741258 Smith Pat Pseudocode
> 999741258 Smith Pat Protagonist
> 999741258 Smith Pat Audio
> 999741258 Smith Pat Game Development Plan

Have each document saved as a PDF, if possible. If not, save as a Word document. The presentation file must be a PDF.

NOTE: If your students have saved their high concept document, pseudocode, protagonist, and game development plan in one file, that is acceptable. They may either submit as one file or as the individual files listed above.

To prepare the files for uploading, follow these steps:

1. In any location on your computer where you save files, create a new folder and name it as follows:
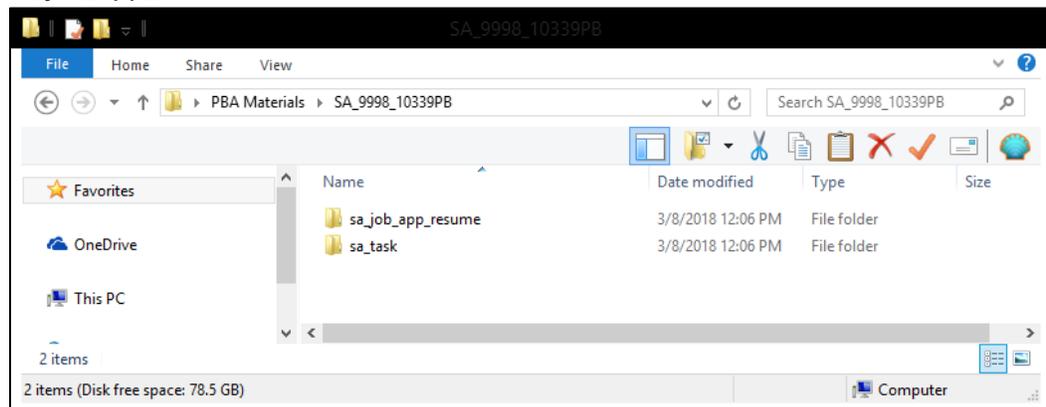
   SA_DISTRICTCODE_10339PB

   Ex. SA_9998_10339PB, where 9998 is your actual district code.
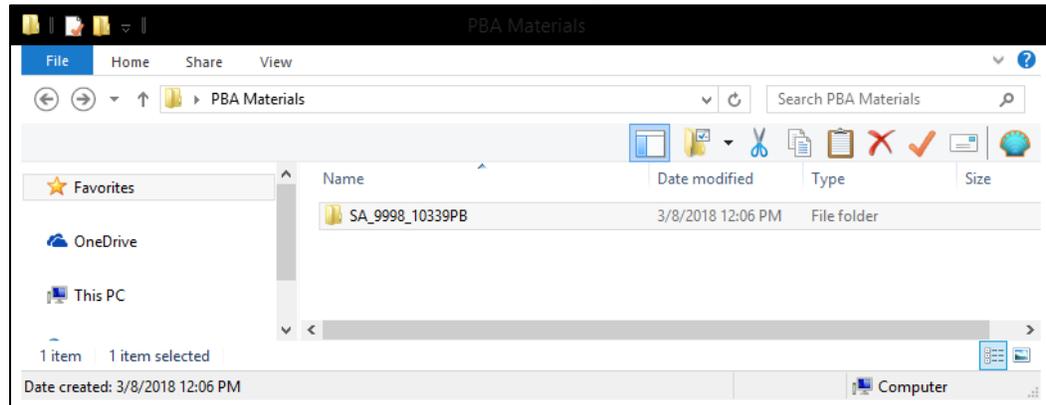
2. Open the folder you just renamed, and create two new folders: one for the job application and resume, and one for the performance task. Name them as follows, replacing DISTRICTCODE with your actual district code:
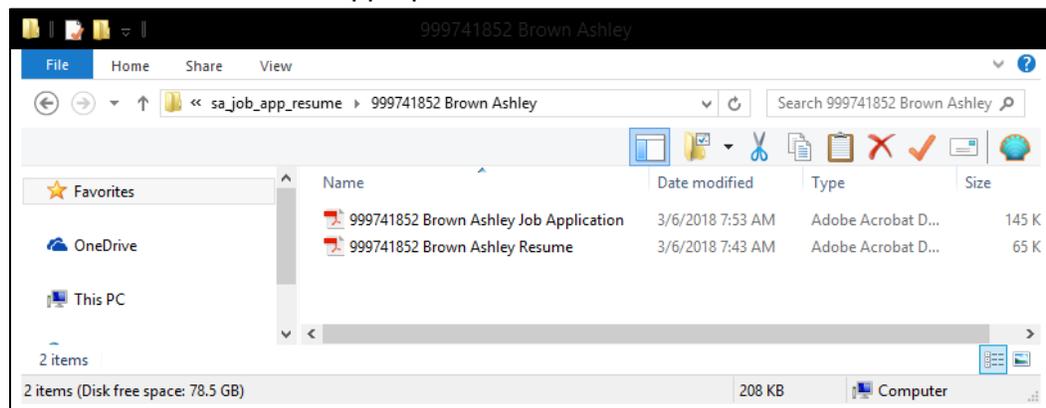
   sa_task
   sa_job_app_resume

3. Within each of these folders, create one folder per student in your class. Name each folder MSIS ID Lastname Firstname. A tip to make this faster is that once you have created the student folders, you can copy and paste them into the other folder.
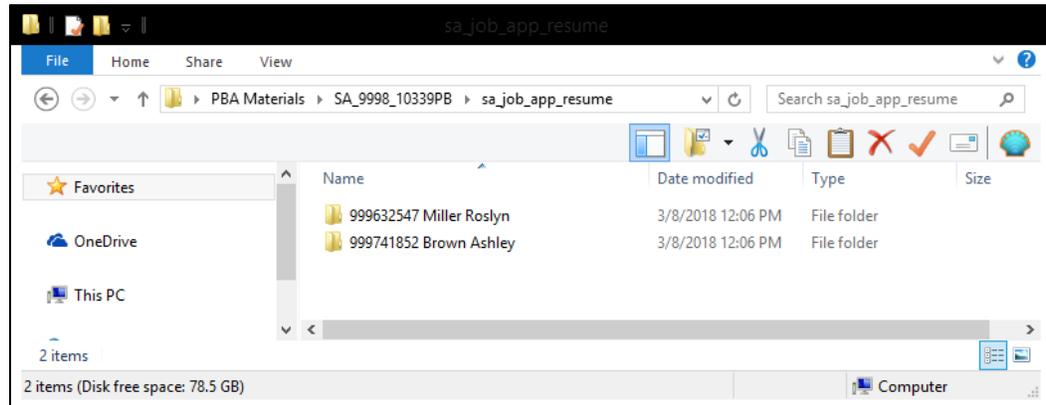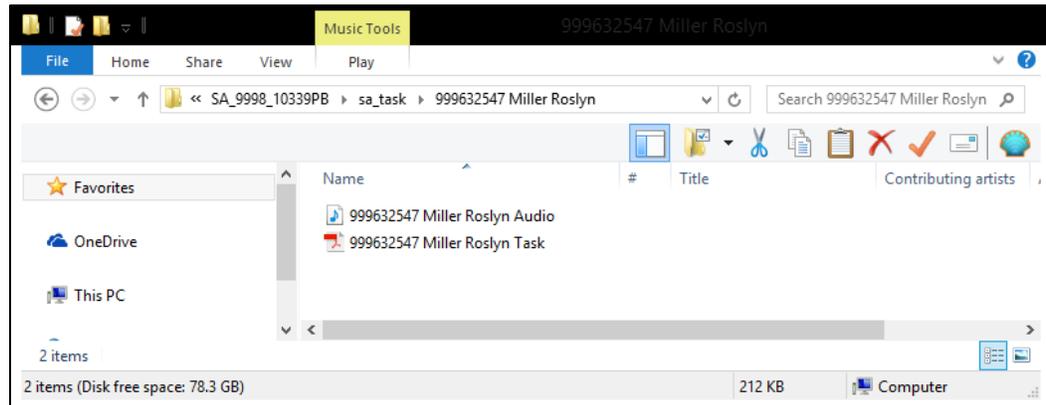

2: ADD YOUR STUDENT WORK

1. Open the folder called **sa_job_app_resume**. Inside that folder, paste each student's job application and resume into their appropriate folder.

2. Open the folder called **sa_task**. Inside that folder, paste each student's performance task documents (presentation) into their folder.

3: SEND TO .ZIP FILE

On a Windows machine:

1. Navigate up one level from the folder where your student documents are located (Example: SD_DISTRICTCODE_10339PB).
2. Right-click the folder and select **Send to > Compressed (zipped) folder**. This will be the file that you will upload to the RCU, so make sure you know its location on your computer.
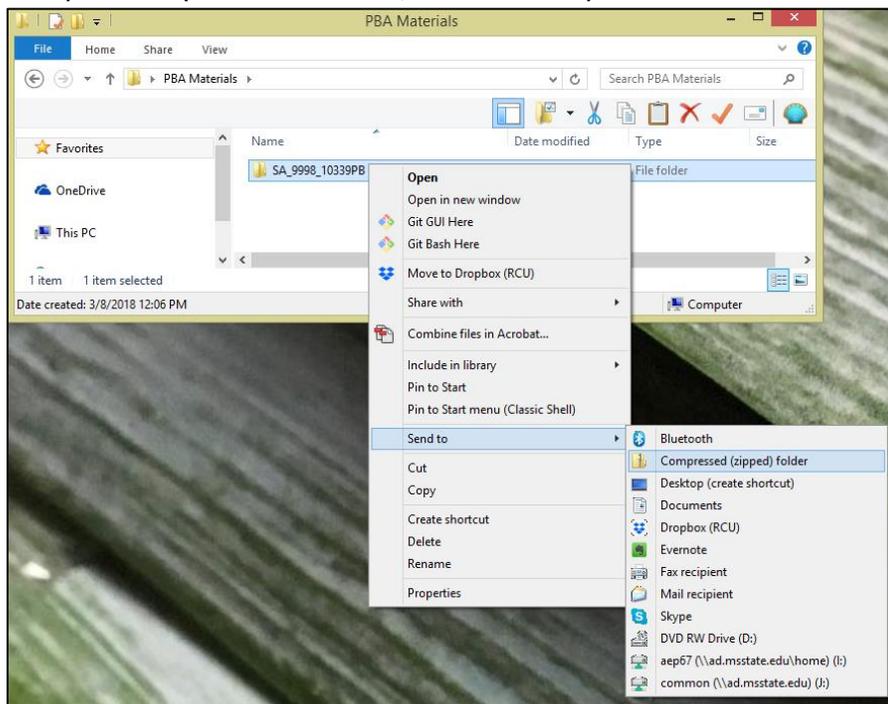

On a Mac:

1. Navigate up one level from the folder where your student materials are located.
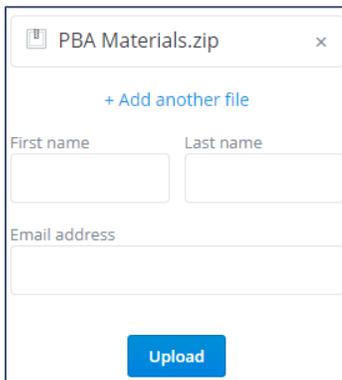
2. Right-click the folder and select **Compress**. This will create the file that you will upload to the RCU, so **make sure you know its location on your computer**.

4: UPLOAD TO RCU

1. Navigate to https://www.dropbox.com/request/FkGE8UaWlzlZyvo6JvgS

2. Select **Choose files** or **Choose from computer**.
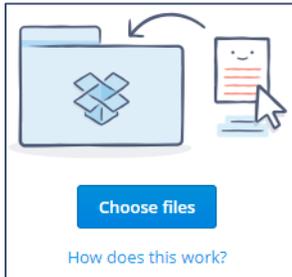
3. Find your .zip file and select it.

4. Click **Open**.
    NOTE: Please upload only ONE .zip file containing ALL of your student work.

5. If prompted, add your first name, last name, and email address.

6. Click **Upload**.

7. You will see a success message after your files are uploaded. You will also receive a confirmation email.
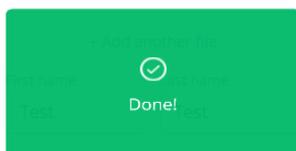
Note: You may get an error message that reads, "Error: Something went wrong. Please try sending your files again."

If you see this error, please try the following steps from the [Dropbox Help Center](#): "…try to upload to the file request in a new browser (Google Chrome, Mozilla Firefox, or Safari) or in an incognito/private browser window. You can also clear your browser's cache and reattempt uploading the file."