Instructions for Student Industry Connects - Bulk Submission

Any challenges, reach out to Claire (csullivan@mass-stemhub.org or 510-387-7203)

Overview instructions

1. Create google folder with all submissions of a certain type (ex. CSIM Blinking Sign projects)
    - One document per submission
    - Each document labeled: PLTWclass_TeacherName_StudentInitials (ex. CSIM_Michon_AJL for a CSIM project from Mr. Michon's class, submitted by Alexis, Janelle and Liam)
2. Submit 1 Bulk Submission on the Student Industry Connects platform, to indicate the type of projects submitted and provide the link to the full submission folder

Step by step instructions

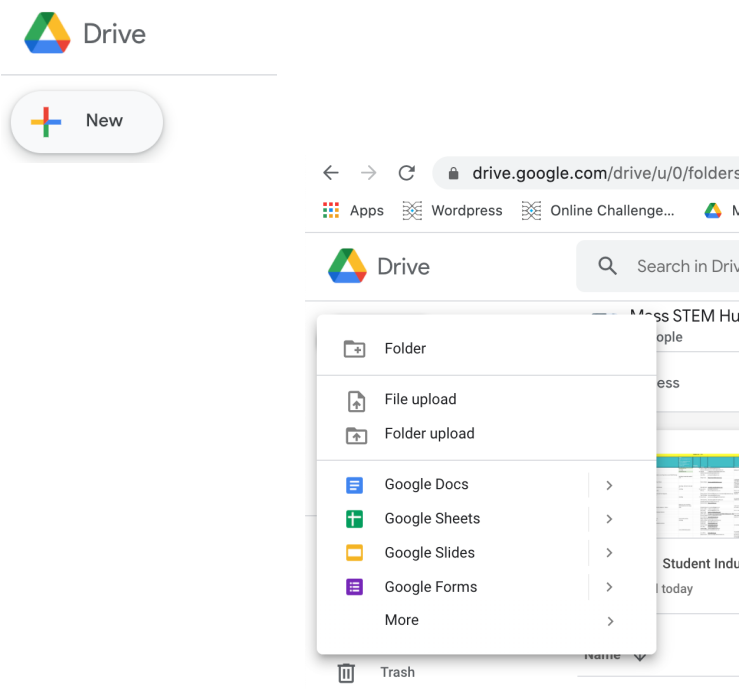
Have students submit their work to you however you normally do -- *visit mass-stemhub.org/feedback to see eligible projects and submission checklists*

- ideally a PDF, but google doc is fine if needed -- make sure permissions are set to "Anyone with link" is a "Viewer"
    - if creating a PDF from a Google doc that has links in it, make sure to "download as PDF" instead of "print to PDF" such that all the links continue to work
- Using the following naming convention: PLTWclass_TeacherName_StudentInitials

ex. CSIM_Michon_AJL for a CSIM project from Mr. Michon's class, submitted by Alexis, Janelle and Liam

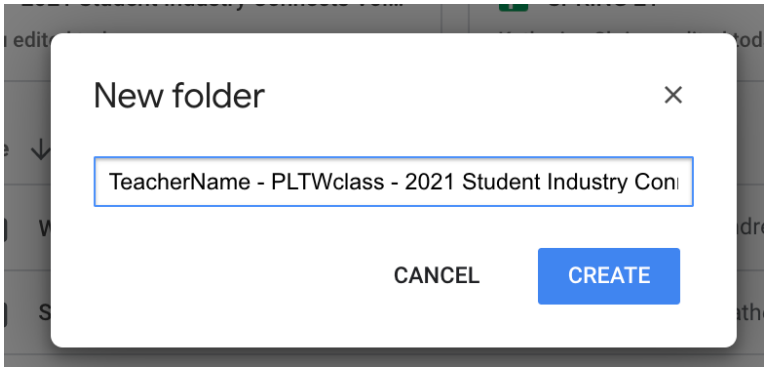
Create a Google Folder to share the submitted work --

- Go to your Google Drive folder
- click the *+ New* in the top left
- and select "Folder"



Name and create the new folder, with the following naming convention: TeacherName - PLTWclass - 2021 Student Industry Connects

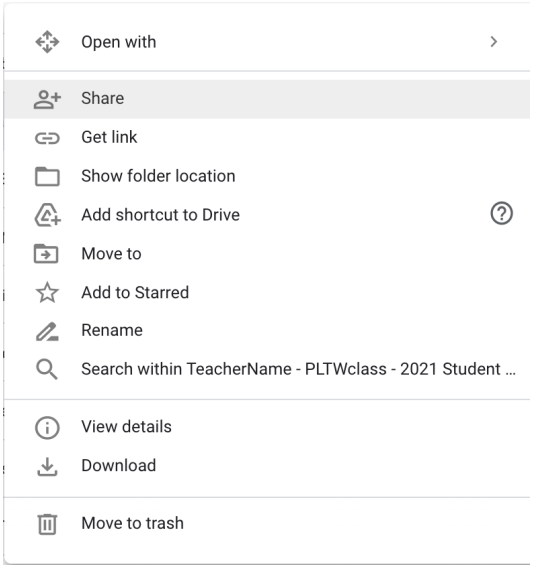
example: Michon - CSIM - 2021 Student Industry Connects



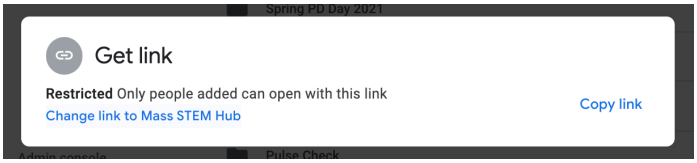
Collect all the submitted files into the folder you created & change the share settings such that

- "Anyone with the link" is a
- "Content Manager"

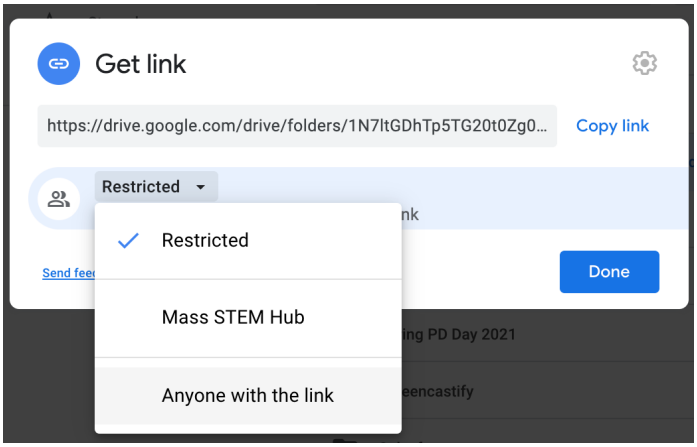
1. Right-click on the folder & Select "Share"

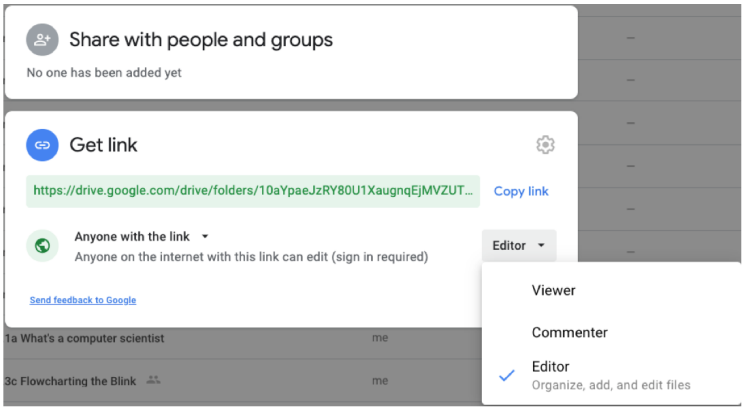
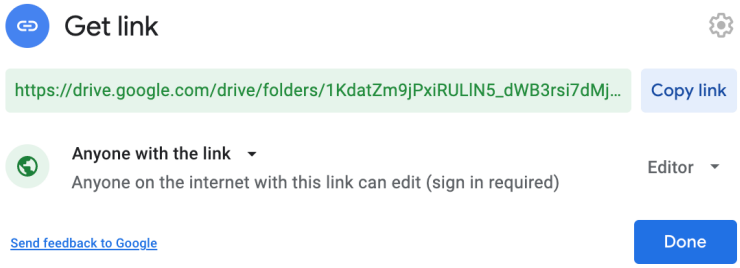
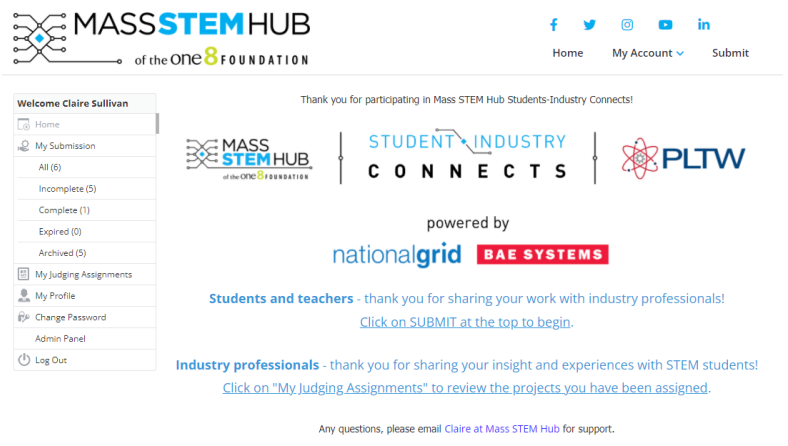


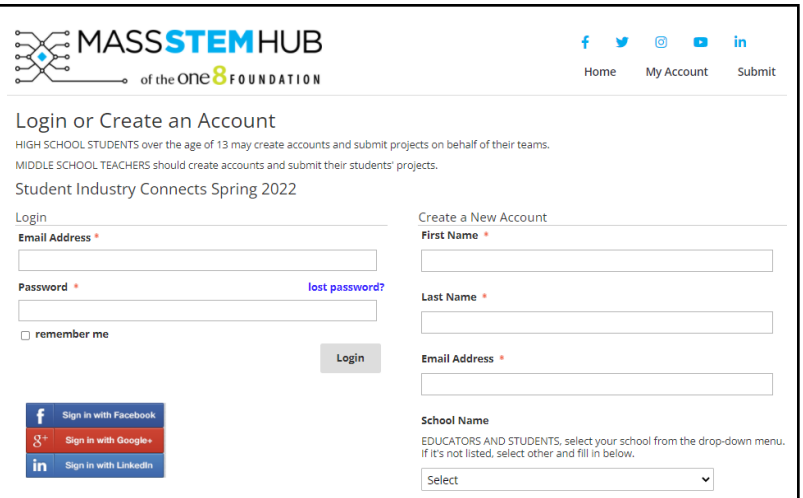
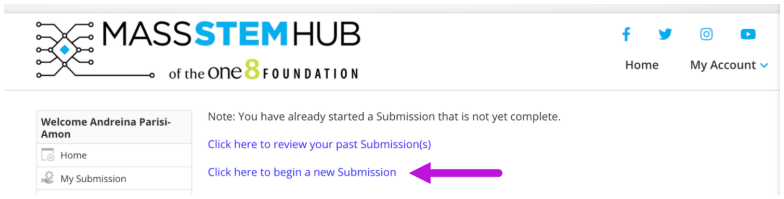
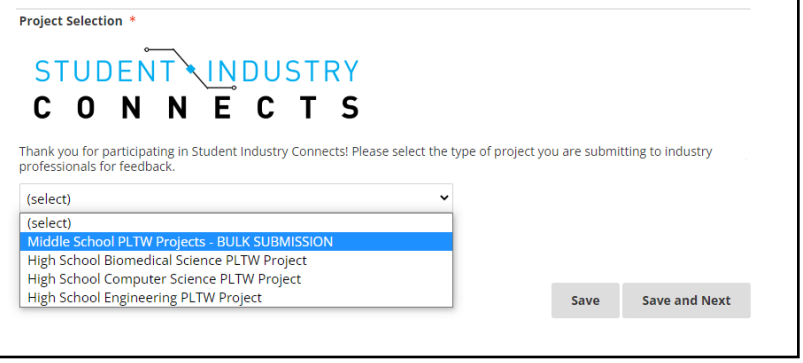
2. Click "Change link" at bottom in blue



3. Change "Restricted" to "Anyone with link"



4. Change “Viewer” to “Editor” 5. Click the blue “Copy link” on the right to get the share link to the folder → **paste this somewhere, you’ll need it shortly**	4.  5. 
Complete the “bulk submission” form to submit the whole folder of student work	
Go to: https://mshindustrychallenges.secure-platform.com/a/ Click: Subt on the top right	

Sign in with a previously made account or a google account, or create a new account	
Click: Click here to begin a new Submission	
Select: Middle School PLTW Projects - BULK SUBMISSION Then, click "Save and Next" button in bottom-right corner	

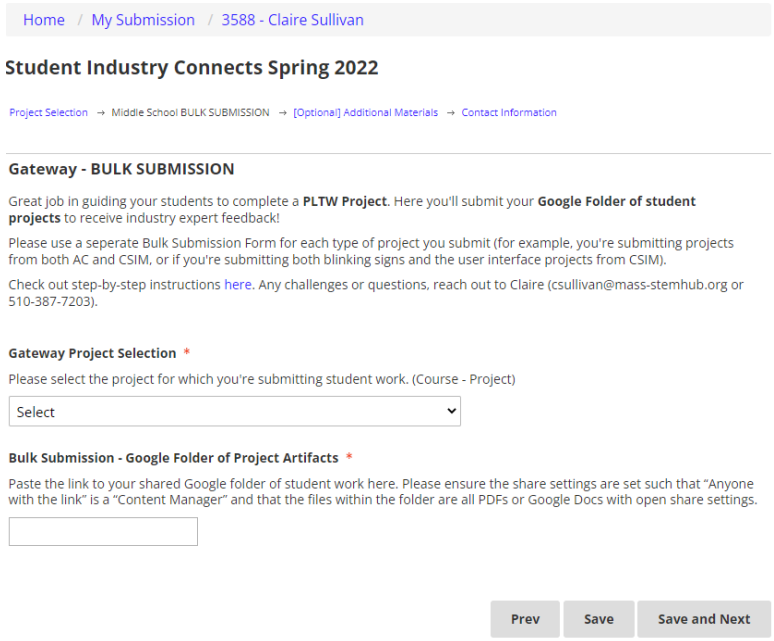
MASS STEM HUB of the one8 FOUNDATION | STUDENT INDUSTRY CONNECTS | PLTW

Complete the submission form by:

- Select the Gateway course and project for which you're submitting work
- Read the project description that will be shared with industry professionals (use the optional write-in field on the next page if you'd like to add more)
- **Enter the share link for the Google folder of student work you created above**

triple check the folder is set to anyone with the link is a content manager

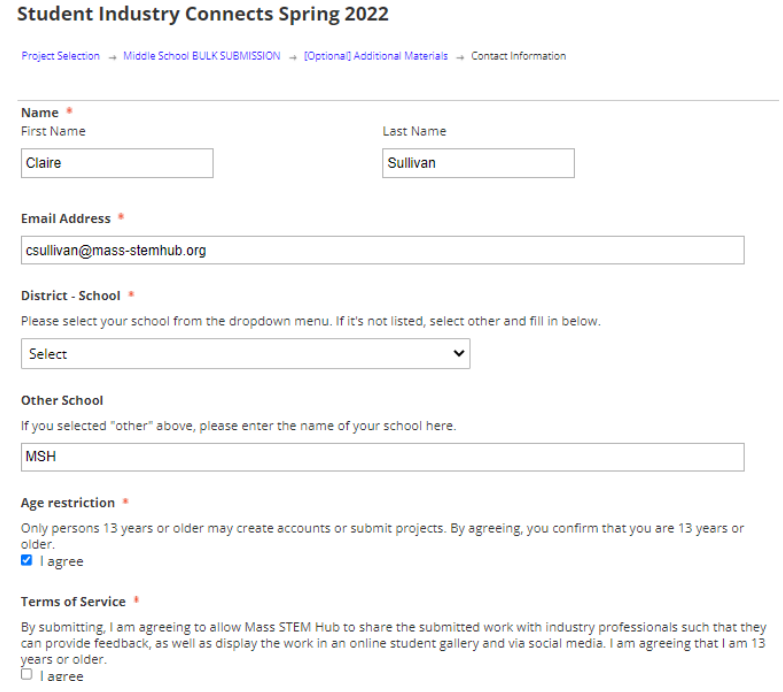
Then, click the Save and Next button at the bottom



Last step!

Confirm your contact information to receive your students' feedback and connection to an industry professional for a virtual classroom visit.

Then, click the Save and Finalize button.



THANK YOU!