



FILE SAVING AND HOW TO SUBMIT

Upload and submit student file instructions for STS School Coordinators

FILE TYPES

Doc Docx PDF Jpeg
Maximum file size cannot exceed **50MB**

TIP

If your files are too large, this may take longer to load. Please review the files you have before-hand and compress/save as minimum size for uploading. Copy and save a **link of the video** from an online platform, e.g. Google Drive, Vimeo, YouTube etc. **to a word document as well as directly online.** Links to view folders and files should NOT have any passwords

STEP 1: A

Save and name your documents using the following format

Individual entry: SurnameFirstname_entrycode

Example: SmithJohn_MW-1-348

Group entry: SurnameFirstname_SurnameFirstname_entrycode

Example: SmithJohn_WangMark_MW-2-348

Do not use " or ' and other special characters

STEP 1: B

If you have more than one file

If submitting a video, then save as: SmithJohn_MW-1-348_Video

If Entry Face sheet is separate, then save as:

SmithJohn_MW-1-348_FaceSheet

If a student has given you a separate appendix:

SmithJohn_MW-1-348_Appendix1

STEP 2

LOG IN ONLINE

Go to the School Portal

www.stav.vic.edu.au/sts/login

Log in with your username (email) and password you set up earlier.

STEP 3

Select '**View all entries**' For **All** projects:

Select '**Add Files**'

STEP 4

Upload files

Choose File – select from your drive

Copy and paste links as required

UPDATE ENTRY

Choose File | No file chosen

UPDATE ENTRY You must click this button after completing each entry.

STEP 5

Reviewing files you have submitted

Select '**Add Files**' for the relevant project.

Files will be listed above one of the '**Choose File**' buttons

Deadline: 6pm 21st July 2024

No extensions will be provided for this deadline.

Science Teachers Association of Victoria Inc.

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