



SUBMITTING PROJECTS ONLINE

ALL SCHOOLS - 2021

TO BE SUBMITTED BY THE SCHOOL STS COORDINATOR

2 Page document

WHAT TO SUBMIT

Experimental Research

- Signed Face Sheet
- Report & Risk Assessment
- Appendices (If applicable)

Creative Writing

- Signed Face Sheet
- Creative Writing story
- Appendices (Min 5 Key science ideas)

Videos

- Signed Face Sheet
- Link to video file(s)
- Extended 3-5 minutes should be added as your oral presentation

W. Models & Inventions

- Signed Face Sheet
- Report & Risk Assessment
- Appendices if applicable (e.g. log book)
- Link to oral presentation video file

Computer Programs

- Signed Face Sheet
- Cover page & Report
- Link to computer program and oral presentation video file

Games

- Signed Face Sheet
- Report
- Photos of the game (can be included in the report)
- Link to oral presentation video file

Posters

- Signed Face Sheet
- **Poster as:**
 - » A series of photos of the poster to enable the judge to view it clearly in the online portal
 - One overview shot of the poster
 - Several close-up photos to allow the actual text and diagrams/pictures for the judge to view clearly
- Link to oral presentation video file

Science Photography

- Signed Face Sheet
- Report
- Mounted photos – Digital form (e.g. slide show but still follows guidelines from Handbook p21) **or** photos of the mounted final prints
- Link to oral presentation video file

Class Research Project

- Signed Face Sheet
- Report
- Link to oral presentation video file, and supporting evidence of class involvement – see above for ideas. Contact sts@stav.vic.edu.au for support to submit project for remote judging

PLEASE REFER TO THE **STS VIDEO PRESENTATION GUIDELINES 2021** FOR VIDEO CONTENT TIPS

FILE SAVING AND HOW TO SUBMIT

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.**

STEP 1: A

Save and name your documents using the following format

Individual entry: STAV_SurnameFirstname_title_entrycode

Example: STAV_SmithJohn_Sustainability_MW-1-348

Group entry: STAV_SurnameFirstname_SurnameFirstname_title_entrycode

Example: STAV_SmithJohn_WangMark_Sustainability_MW-2-348

Video presentation example: Video_SmithJohn_Sustainability_MW-1-348

Do not use " or ' and other special characters

STEP 1: B

If you have more than one file

If Entry Face sheet is separate, then save as:

FaceSheet_SmithJohn_Sustainability_MW-1-348

If a student has given you a separate appendix:

STAV_SmithJohn_Sustainability_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 7th August

Please follow this deadline as we need to allocate entries to judges for evaluation