2020 CA FCCLA Competition Upload Instructions

Advisor/Student Instructions
Each school will receive an Excel spreadsheet with your login information and link to each student or team folders.

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Rancho Cordova</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>2</td>
<td>Login Information</td>
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<td>3</td>
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<td>5</td>
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</tr>
<tr>
<td>6</td>
<td>Events</td>
<td>Students</td>
<td>Student link to folders</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Child Development - L1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td>Esther Abass - 2580</td>
<td><a href="https://cp.google.cloud.com/shares/folder/yZLOQE8hOw/">https://cp.google.cloud.com/shares/folder/yZLOQE8hOw/</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Baking and Pastry - L3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td>Sophia Chaves - 2545</td>
<td><a href="https://cp.google.cloud.com/shares/folder/MhQetWfCGu/">https://cp.google.cloud.com/shares/folder/MhQetWfCGu/</a></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Begin - Student Instructions for Upload

**Student Step 1:** Click or copy the provided link next to the student’s name in the Excel spreadsheet.

- Clicking on the link will open a browser window (chrome/firefox)
- Copying the link. You will need to open a browser window (chrome/firefox) and paste the url in the url area not the “search” area within the browser window.
Student Step 2: You will be presented with a login window
- Enter in your email address in the “username/email” field (from excel spreadsheet)
- Enter in your password in the “password”
- Click the orange “Log In” button
**Student Step 3:** Upon a successful login you will be presented with the student’s specific folder.

- **Do not click on the home icon**
- If the home icon is clicked on you can find your specific folder. Click on your specific folder to navigate back to your folder.
**Student Step 4:** This is where a student will upload their files.

- Click on the “Upload Files” icon
**Student Step 5:** Uploading Files. Once you click on the “Upload Files” icon you will be directed to the upload area.

- You can drag and drop files to this location from your computer. (Fig 1)
- You can click on the “Add Files” button to select files from your computer. Add as many files as necessary.
- If successful upload the green “Start Upload” button will appear. (Fig 2)
- Click on the green “Start Upload” button.
- You will see that your file is now grey and there will be a notification “uploaded 1/1 files” appears next to the “Back” button. (Fig 3)
- Clicking on the “Back” button will bring you back to the student’s folder with the files that have been uploaded. (Fig 4)

(Fig 1)

Events/CSTAR Events/Child Development/Child Development-L1/Cordova High School/Esther Abass - 2589
Events/CSTAR Events/Child
Development/Child Development
L1/ Cordova High School/ Esther Abass - 2589

(Fig 2)

(Fig 3)
Student Step 5: Success – You are done.

- If you have any questions. Please call 916.932.2207 or 916.806.4549 (cell)
- Email: webmaster@ca-fccla.org
Begin - Advisor Instructions

**Step 1:** Click or copy one of the provided student links next to the student’s name in the Excel spreadsheet.

- Clicking on the link will open a browser window (chrome/firefox)
- Copying the link. You will need to open a browser window (chrome/firefox) and paste the url in the url area not the “search” area within the browser window.

![Image of browser window with link](image-url)
Advisor Step 2: You will be presented with a login in window

- Enter in your email address in the “username/email” field (from excel spreadsheet)
- Enter in your password in the “password”
- Click the orange “Log In” button
**Advisor Step 3:** Upon a successful login you will be presented with the student’s specific folder.

- Click on the “home icon” next to the student’s name. This will bring you to all your specific shared folders.
- By click on one of the links it will take you to the specific student’s folder so you can review the files that have been uploaded.
- Click on the home button to navigate to back to your shares and repeat the process.
**Advisor Step 4:** Reviewing Student files. If you want to review the files the student has uploaded.

- Click on the appropriate student url (Fig 1)
- This will bring you to the student’s folder (Fig 2)
- Clicking on the file name will open the files (Fig 3)

(Fig 1)

<table>
<thead>
<tr>
<th>SHARE NAME</th>
<th>SHARED BY</th>
<th>READ ACCESS</th>
<th>WRITE ACCESS</th>
<th>DELETE ACCESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Events/STAR Events/Child Development/Child Development-L1/Cordova High School/Esther Abass - 2589</td>
<td>Tracy Brown</td>
<td>✅</td>
<td>✅</td>
<td>✅</td>
</tr>
<tr>
<td>Events/Individual Events/Baking and Pastry/Baking and Pastry-L3/Sophia Chavez - 2545</td>
<td>Tracy Brown</td>
<td>✅</td>
<td>✅</td>
<td>✅</td>
</tr>
</tbody>
</table>

(Fig 2)

**Esther Abass - 2589**

- Create
- Upload Files

<table>
<thead>
<tr>
<th>NAME</th>
<th>MODIFIED</th>
<th>SIZE</th>
</tr>
</thead>
<tbody>
<tr>
<td>MyPresentation.pdf</td>
<td>Nov 13, 2020, 5:10:14 PM</td>
<td>10.47 KB</td>
</tr>
</tbody>
</table>
This is my presentation
**Student Step 5:** Success – You are done.

- If you have any questions. Please call 916.932.2207 or 916.806.4549 (cell)
- Email: webmaster@ca-fccla.org