



# 2020 CA FCCLA Competition Upload Instructions

## Advisor/Student Instructions

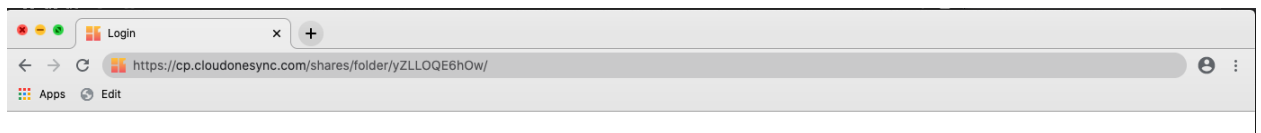
Each school will receive an Excel spreadsheet with your login information and link to each student or team folders.

	A	B	C	D	E
1	Rancho Cordova				
2	Login Information				
3					
4					
5					
6	Events	Students	Student link to folders		
7	Child Development - L1				
8		Esther Abass - 2589	<a href="https://cp.cloudonesync.com/shares/folder/yZLLOQE6hOw/">https://cp.cloudonesync.com/shares/folder/yZLLOQE6hOw/</a>		
9	Baking and Pastry - L3				
10		Sophia Chaves - 2545	<a href="https://cp.cloudonesync.com/shares/folder/MhOgHfwfCGg/">https://cp.cloudonesync.com/shares/folder/MhOgHfwfCGg/</a>		
11					

## 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 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



USERNAME/EMAIL

PASSWORD

✓ Log In

[Forgot Password?](#)

[Not your organization?](#)

**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.



Rancho Cordova ▾

Esther Abass - 2589

/ Esther Abass - 2589

Create ▾

Upload Files

Download ZIP

NAME	MODIFIED	SIZE
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## Shares

SHARE NAME	SHARED BY	READ ACCESS	WRITE ACCESS	DELETE ACCESS
Events/CSTAR Events/Child Development/Child Development-L1/Cordova High School/Esther Abass - 2589	Tracy Brown			
<a href="#">Events/Individual Events/Baking and Pastry/Baking and Pastry-L3/Sophia Chavez - 2545</a>	Tracy Brown			

**Student Step 4:** This is where a student will upload their files.

- Click on the “Upload Files” icon




 Rancho Cordova ▾

Esther Abass - 2589

 / Esther Abass - 2589

 Create ▾

 Upload Files

 Download ZIP

NAME

MODIFIED

SIZE

**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

File upload		
Filename	Size	Status
Drag files here.		
<input type="button" value="Add Files"/>	<input type="button" value="Start Upload"/>	<input type="button" value="← Back"/>
	0 b	0%

(Fig 2)

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

File upload		
Filename	Size	Status
/MyPresentation.pdf	4 kb	0%
<div><span>Add Files</span> <span>Start Upload</span> <span>← Back</span></div>		
	4 kb	0%

(Fig 3)

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


File upload		
Filename	Size	Status
MyPresentation.pdf	4 kb	100%
<div><span>Add Files</span> <span>Start Upload</span> <span>← Back</span> <span>Uploaded 1/1 files</span></div>		

(Fig 4)


Esther Abass - 2589

 / Esther Abass - 2589

 Create ▾

 Upload Files

 Download ZIP

NAME	MODIFIED	SIZE
 MyPresentation.pdf	Nov 13, 2020, 5:03:24 PM	4.45 KB

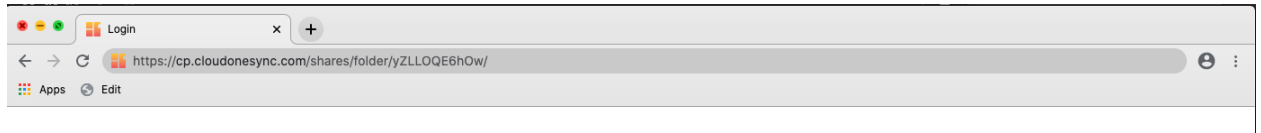
**Student Step 5:** Success – You are done.

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





**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



USERNAME/EMAIL

PASSWORD

[✓ Log In](#)

[Forgot Password?](#)

[Not your organization?](#)

**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.



Rancho Cordova ▾

Esther Abass - 2589

/ Esther Abass - 2589

Create ▾

Upload Files

Download ZIP

NAME	MODIFIED	SIZE
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## Shares

SHARE NAME	SHARED BY	READ ACCESS	WRITE ACCESS	DELETE ACCESS
Events/CSTAR Events/Child Development/Child Development-L1/Cordova High School/Esther Abass - 2589	Tracy Brown			
<a href="#">Events/Individual Events/Baking and Pastry/Baking and Pastry-L3/Sophia Chavez - 2545</a>	Tracy Brown			

**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)

## Shares

SHARE NAME	SHARED BY	READ ACCESS	WRITE ACCESS	DELETE ACCESS
Events/CSTAR Events/Child Development/Child Development-L1/Cordova High School/Esther Abass - 2589	Tracy Brown	✓	✓	
<a href="#">Events/Individual Events/Baking and Pastry/Baking and Pastry-L3/Sophia Chavez - 2545</a>	Tracy Brown	✓	✓	

(Fig 2)


## Esther Abass - 2589

🏠 / Esther Abass - 2589

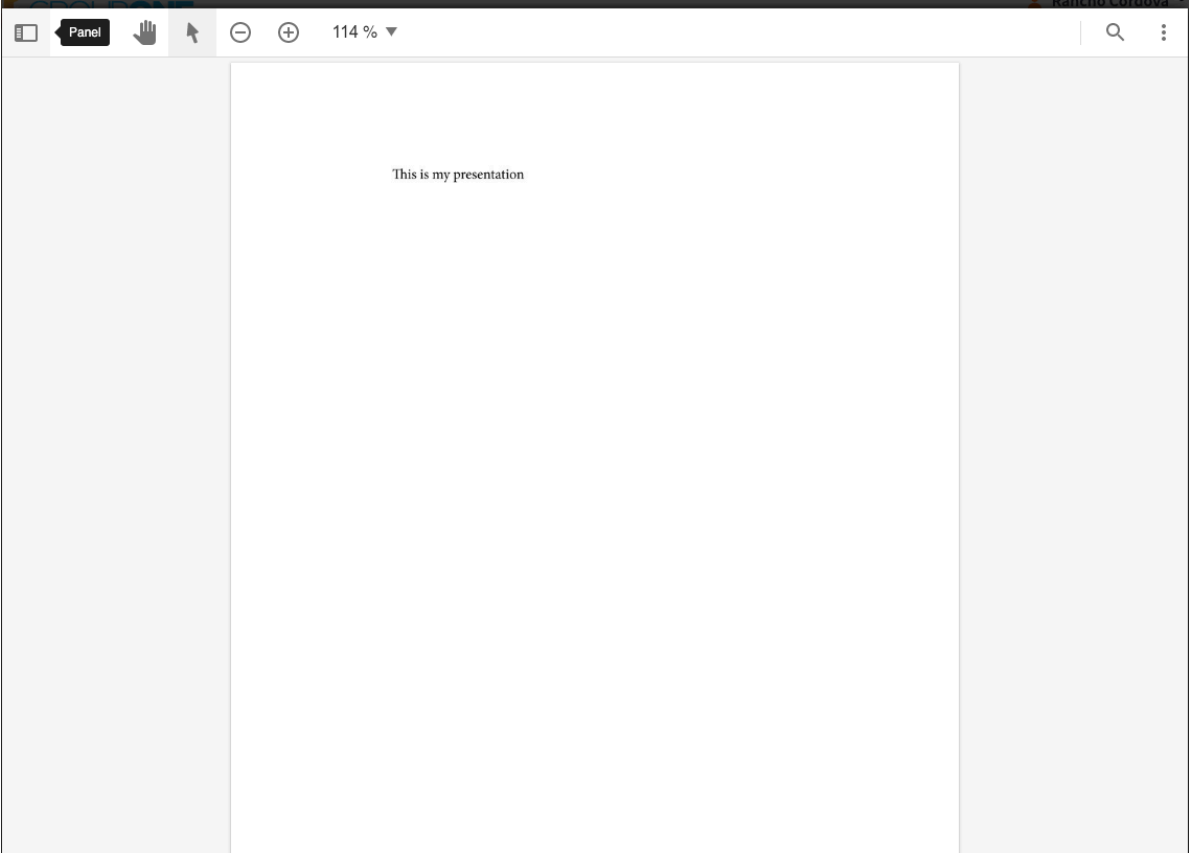
⊕ Create ▾

📁 Upload Files

📄 Download ZIP

NAME	MODIFIED	SIZE
 <a href="#">MyPresentation.pdf</a>	Nov 13, 2020, 5:10:14 PM	10.47 KB

(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](mailto:webmaster@ca-fccla.org)