

# Submitting Student Work - Google Drive

- For teachers entering
  - 10 or more students, please submit student work through *Google Drive* (information below) or in a pendrive and mail it to 2633 Eastlake Avenue E . Seattle. 98102
  - entering 9 or fewer students, for home schooled students, or for students entering independently, projects may be submitted by email to [education@nwabr.org](mailto:education@nwabr.org).
- By Mail – For students without access to computers, hard copies can be sent to NWABR directly (2633 Eastlake Ave E, Suite 302 Seattle, WA 98102)
- Submitting through Google Drive:

If you plan to submit online, the following are the steps for entry submission (and if you plan to submit using an alternate method, please see the last paragraph of this email):

1. Collect all entries into a folder on your desktop. Please make sure all entries have a title page (so we can sort them appropriately into categories for the judges) and that no files are password protected.  
Please title the folder with your last name and the name of your school. For example, Garland\_Washington\_Middle School.
2. Create a gmail account. For detailed instructions, see the following webpage:  
<http://www.wikihow.com/Create-a-Gmail-Account>  
If you already have a gmail account, you can skip this step!
3. Log in to your gmail account.
4. Upload the folder containing student entries to your Google Drive.  
To do this, click on the grey cube of 9 boxes in the upper right and, when the icons appear, click on Drive (the yellow, green, and blue triangle).  
In Google Drive, click on the red "New" button on the upper left, and click the third button down - "Folder upload."  
When the window to select the folder pops up, navigate to the folder, select/highlight the folder, and click "upload" on the bottom right. This should upload your folder to Google Drive.
5. Share the folder with me (**[nwabr.staff@gmail.com](mailto:nwabr.staff@gmail.com)**) via Google Drive.  
To do this, right click on the folder in Google Drive and scroll down to select "Share" (third entry down). Please enter my email address – [nwabr.staff@gmail.com](mailto:nwabr.staff@gmail.com) - and be sure to select "**can edit**" instead of "can view" to make sure I can download and send all the files out to the judges! Then, hit the 'Done' button.
6. I will email you when I receive your shared files so you know that I've gotten access to them! Hopefully, this will work well for everyone and isn't too much of a hassle in all your busy days.

If you run into any difficulties, would rather submit by mail (or some other way; you could also use OneDrive), or need any help during this process, please let me know! My cell phone number is (425) 202-5609 if it's easier to call than to email. I look forward to seeing all the entries, and thank you all so much for all your hard work with these projects