

Connecticut's

ACADEMIC

2018-2019 PSA Submission Protocol



Celebrating 5 Years!

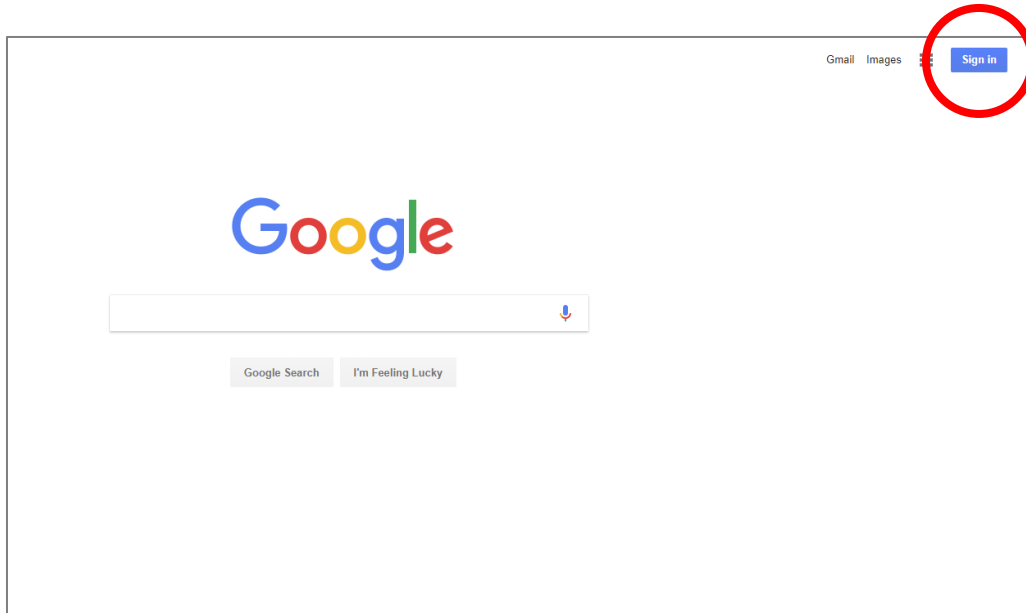


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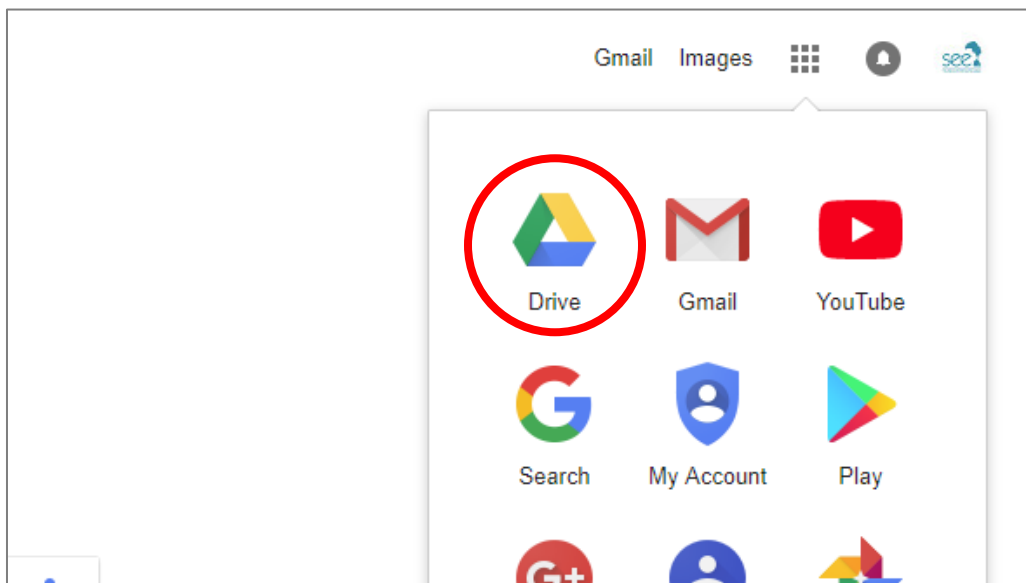
To submit your Academic Integrity PSA to SEE, please complete the following 8 steps.

1. Sign in to your Google Account.

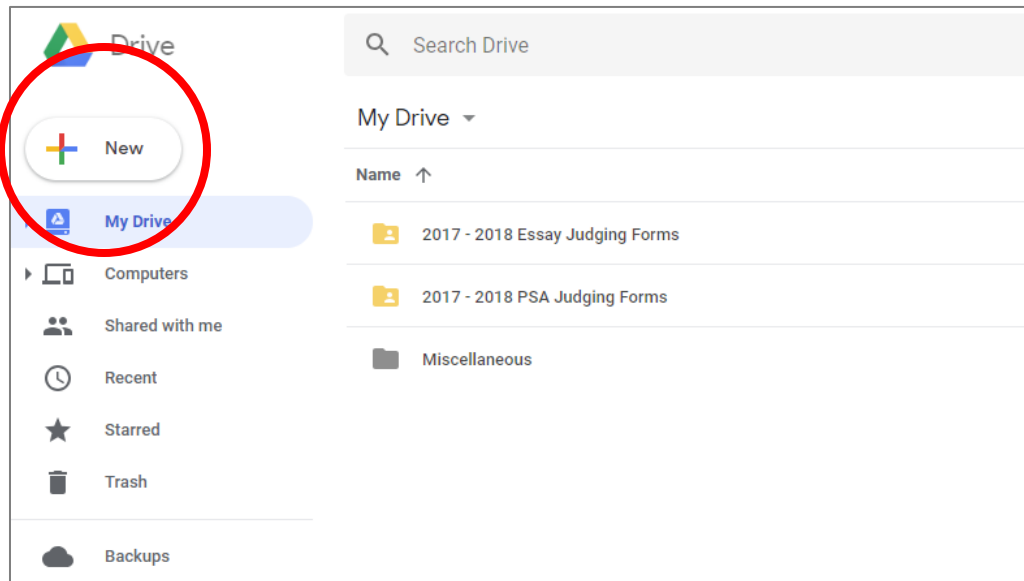
If you do not have a Google Account, you will need to create one.



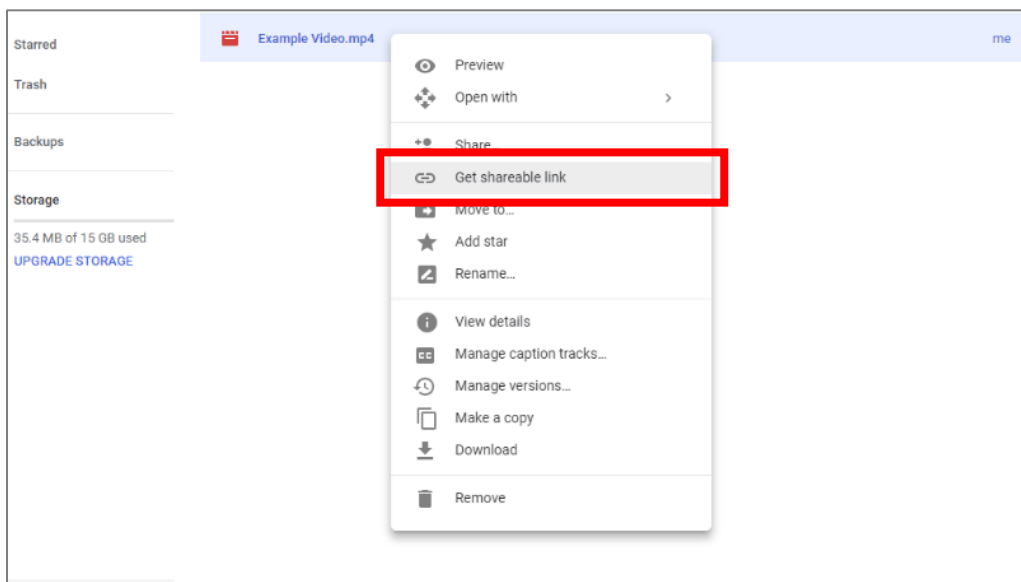
2. Once you're signed in, click on the grid icon in the upper-right hand corner and select "Drive."



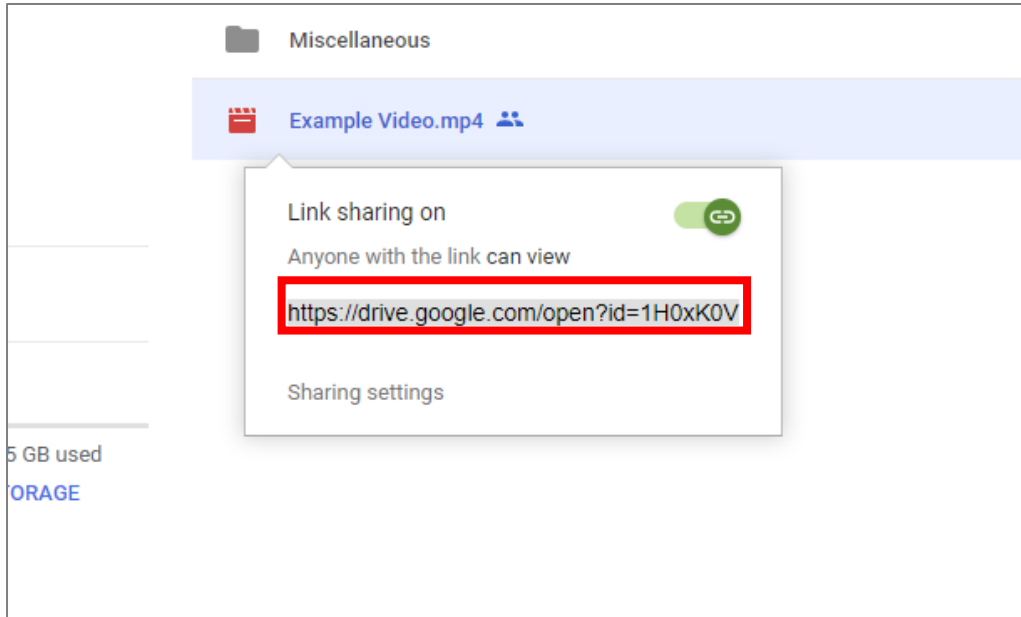
3. From your Google Drive page, upload your PSA by clicking “New,” and then “File upload.”



4. Select your PSA in your File Explorer. It will take a few minutes to upload, but once it's complete, right click on it and then choose “Get shareable link.”



5. Your PSA's shareable link will appear in a callout box. Copy it...



6. Email the link to one of your collaborators or teacher and test it to ensure it is “shareable” and available for public viewing.

7. If link is shareable, go back to Contest website, open and complete the PSA Submission Form identifying all your collaborators and paste link into the [PSA Submission Form](#).

A screenshot of the "PSA Submission Form" on the SEE website. The website header includes the SEE logo and navigation links: HOME, ABOUT SEE, PROGRAMS, CONSULTATION, DONATIONS, STORE, CONTACT, and CART (0). The form title is "PSA Submission Form". Below the title, there is a paragraph of text: "The Academic Integrity PSA program gives high school and college students the opportunity to promote the value of academic integrity. All submissions should be positive, innovative and original work of students to promote the importance of academic integrity. Students must be sponsored by a faculty member or school club. Please submit the PSA Submission Form no later than **March 4th, 2019**." Below this text, it says: "The following form is to be filled out by the student who directed the PSA. All other participating students must be listed in the 'Collaborators' section below." The form fields are: "Name*" (with sub-fields for First and Last), "Grade*", "Date*" (with a calendar icon), "PSA Title*", and "Your PSA's Google Drive Link*" (with a link icon). At the bottom, there is a note: "Please have the title of your PSA reflect it's content. PSAs with generic titles will be subject to editorial changes."

** Indicates required field*

Name * Grade *

First Last Date *

PSA Title * Your PSA's Google Drive Link *

Please have the title of your PSA reflect it's content.
PSAs with generic titles will be subject to editorial changes.

Collaborators

Please list the first and last names of all the students that contributed in the creation of your PSA.

Collaborator 1 Collaborator 1 Email

8. Last step, remind your collaborators to go to the website and complete their individual Collaborator PSA Submission Form. All collaborators must submit a form for your video to be entered into the contest. All students under age 18 need to provide a parent or guardian's name and email contact on that form.
9. Look for a confirmation email from SEE. If you don't receive an email within one business day, please contact us at ethics@ethicsed.org and put PSA Entry into subject heading.