

Instructions for June 2019 Submission

1. Registration and payment should be performed on-line. Once completed you will be redirected to the WA ProTeach website page containing this document.
2. Within 3 business days of registration you will receive e-mails providing you with a link and password to where you will be able to upload your work once it is complete.
3. Download the relevant Templates from the WA ProTeach website for the Entries that you selected to submit during registration.

Entry1.docx

Entry2.docx

Entry3.docx

4. Enter text into the text boxes provided in the Templates.
The text boxes provided in the Templates will expand to allow as much text as you need, however, candidates should be aware of, and adhere to, the maximum character counts for each Entry (see #6 below for instructions to check character counts)
5. Assemble “Artifacts” to accompany your text submission.
“Artifacts” should be named in the text giving the full file name including extension.
Suggested naming convention for “Artifacts”

Entry 1 artifacts E1A.xxx, E1B.xxx, E1C.xxx etc.

Entry 2 artifacts E2A.xxx, E2B.xxx, E2C.xxx etc.

Entry 3 artifacts E3A.xxx, E3B.xxx, E3C.xxx etc.

Allowable file types are doc, docx, xls, xlsx, ppt, pptx, pdf, jpg, jpeg, gif, png, txt.

If you are using the same artifact in two or more entries please copy and rename the file for each entry.

6. Once you have completed the text for each Entry, check the number of characters in each text file by clicking on the number of words (displayed in the lower left corner of the MS/Word document). Review the statistic “Characters (with spaces)” to make sure that is less than the maximum allowable.

Entry 1 – Maximum Character Count 21,000

Entry 2 – Maximum Character Count 21,000

Entry 3 – Maximum Character Count 24,000

Edit the documents, if the counts are higher than those allowed.

7. Assemble the “Artifacts” referenced in your text and then check the number of “Artifacts” referenced in each Entry. All “Artifacts” must be no longer than one page, unless stated otherwise below.

Entry 1 – Min. 1, Max. 10

(Growth Log (up to 2 pages) is not included in this count)

Entry 2 – Min. 1, Max. 12

Entry 3 – Min. 1, Max. 22

(Up to 15 Student + Up to 7 Teacher)

Edit the documents to remove, or add “Artifacts” if necessary to meet the above limits.

8. Once the checks described above have been made and your submission complies with the limits, use the log on and password provided (see #2) to upload your work. Entry 1 text and artifacts

should be uploaded to the “ENTRY1” folder. Entry 2 text and artifacts should be uploaded to the “ENTRY2” folder. Entry3 text and artifacts should be uploaded to the “ENTRY3” folder.

9. All work should be uploaded as early as possible, and no later than 11:59 PM June 28, 2019. Call Center staff will be available to assist during the posted hours on the WAProTeach website.

10. NOTE: Once work has been uploaded it CANNOT be changed or deleted.

In the event that incorrect files have been uploaded please contact the Call Center for assistance. Be aware that rectifying upload errors may take up to 3 business days.