

21-22 PCS Student Submission Guidelines

Nota Bene - if your project category is literary, notepad, and/or t-shirt, your teacher should submit your file on the [PCS Project Registration Google Form](#) and not through Flipgrid.

Follow these step by step directions to login to Fligrid:

1. Go to [PCS Flipgrid](#)
2. Enter the joincode using the join code: 156434ed.
3. Log in with your username (not your email), which your teacher created for you.
 - a. **Your username should be: Grade Student First Name Last Initial (for example, 3 Traci D)**
 - b. *Nota bene - use a special notation for high school grades, where HS1 signifies 9th grade, and so on (see 9 below); usernames are case and space sensitive.*

Follow these step by step directions to submit your Flipgrid video:

1. Click on the PCS Flipgrid.
2. Navigate to your project category.
 - a. There are **14** categories: A. Sketches or Drawings, B. Paintings, C. Handmade Sculpture and Pottery, D. Models, E. Jewelry, F. Costume (life size, military), G. Costume (life-size, non-military), H. Mosaic - Soft or Hard, I. Needlework/Hand Sewn items, J. Comic/Storyboard - Hand-drawn, K. Comic/Storyboard - Computer-Generated*, L. 3-D Printed Model*, M. Minecraft Building, and N. Digital Art*. *Nota bene - *for categories indicated with an asterisk an additional file link must be submitted to accompany the flipgrid video; see 10 below.*
3. Once you are within the correct project category, click on the blue "Add a response" button to get to the video recorder.
4. Record a 15 second video of your project (*Nota bene - do not include your face or voice or school information in the video*).
5. Click the effects button, and then the text button to add a text box to the video.
6. In the text box, type your **Grade and Project Category**. For example, 8 - Painting.
7. Click the blue Next button on the bottom right corner to get the video editor screen and make any edits you need.
8. Click the blue Next button on the bottom right corner to get the final submission screen.
9. Enter the caption per the following guidelines, **First Name Last Initial Grade**
Nota bene - see below for special notation for high school grades, where HS1 signifies 9th grade, and so on.
For example, Elementary/Middle school grades should appear as, Isaac K 3, Issac K 4, Isaac K 5, Issac K 6, Isaac K 7, Isaac K 8;
High school grades should appear as: Isaac K HS1, Isaac K HS2, Isaac K HS3, Isaac K HS4
10. Lastly, **three of the project categories require a file** to accompany your video submission, so be sure to add your file link as specified below.
 - a. K. Comic/Storyboard - Computer-Generated (*google slides file type*)
 - b. L. 3-D Printed Model (*CAD or software code*)
 - c. N. Digital Art (*any picture file type*)

*Nota bene - **your file name should match your username** and that your share settings are set to "open for anyone with a link."*

Flipgrid Submission Guidelines

Do NOT share any personally identifiable information such as your last name, name of your school, etc. in your Flipgrid video; Any accompanying files MUST have their share settings set to "open to anyone with a link." Names of accompanying files should NOT include teacher, students, or school name.

Flipgrid submissions are publicly accessible to any individual with the Flipgrid link; Once approved by the PCS officers, your Flipgrid video can be viewed by anyone with a link to the Flipgrid community page. Flipgrid videos will be reviewed for approval prior to posting on the community page. Videos containing personally identifiable information, as well as videos containing discriminatory, racist, offensive, obscene, inflammatory, unlawful or otherwise objectionable statements, language or content will be disqualified.