

# Intel<sup>®</sup> Inspiring Educators Contest

## **Story Submission Guide**

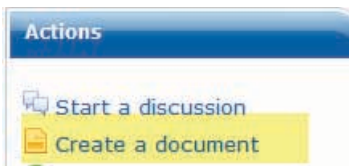
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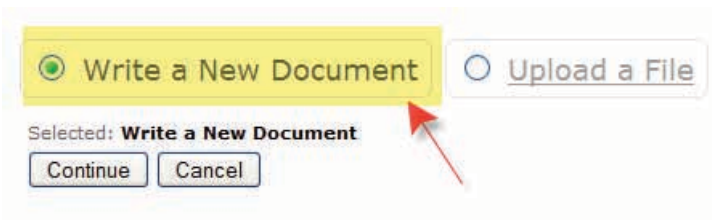
**Version 1.0**

1. Create a new document in [Inspiring Educators](#)

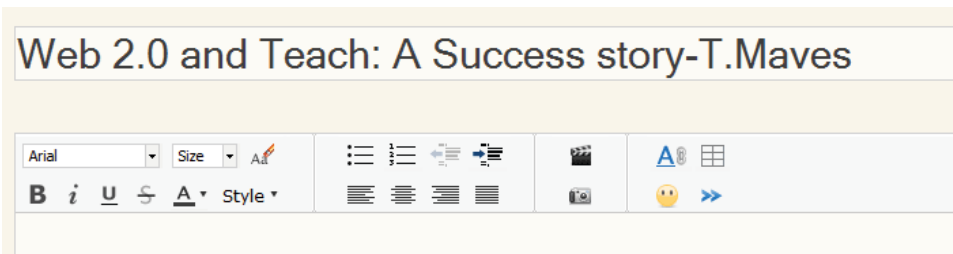
Step 1



Step 2

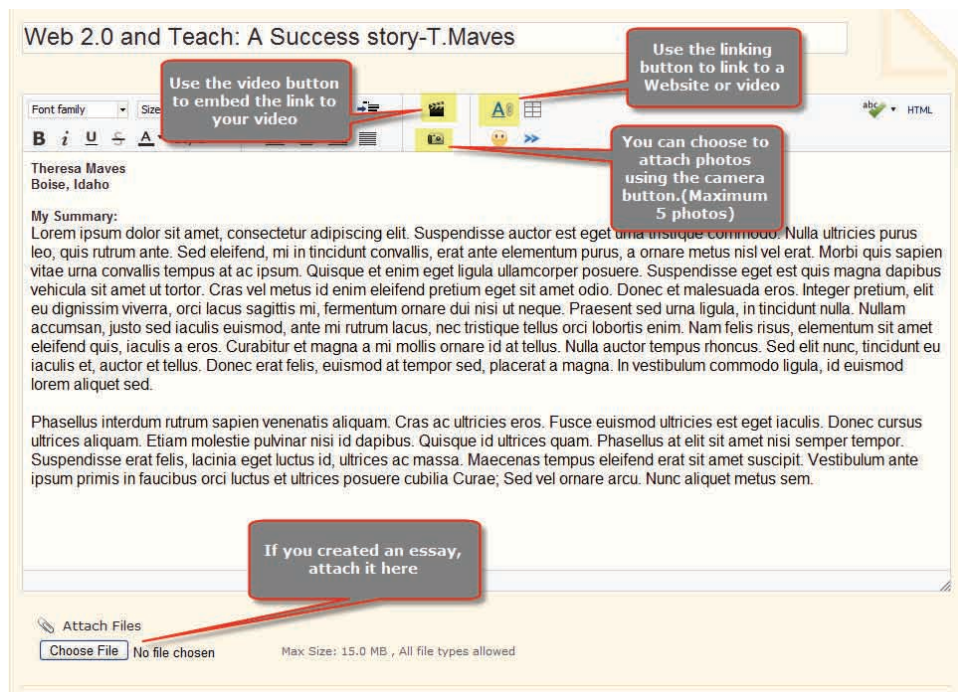


2. Enter the Subject: Your story title, your first initial and last name



## Story Submission Guide

3. In the body, include your name, state, setting of your story and a 250 word summary.
  - a. Include up to 5 photos if you wish (you must have [secured permission](#) from anyone visible in the photo).
  - b. Attach or link one of the following:
    - i. Link to video (2 min. or less)
    - ii. Link to presentation (10 slides or screens)
    - iii. Attach your essay (1,000 words or less)

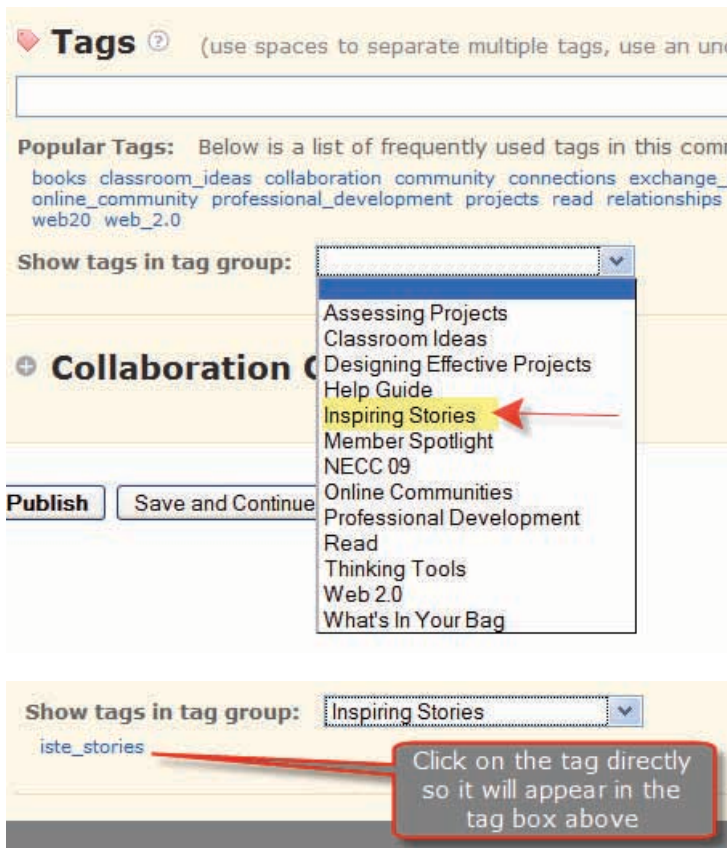


Story Submission Guide

- 4. Scroll down to the Tags box. Click in the tags box and type Inspiring\_ Stories and ISTE 2010. Add any other tags that will allow members to find your story when they search related topics (ex. Web 2.0, thinking tools, tech literacy)

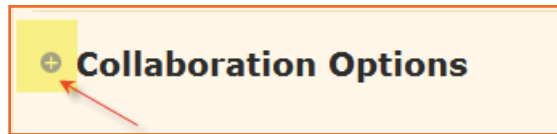


- 5. Click Show Tags in Tag Group and select Inspiring Stories. Click the underlined tag that appears. This will allow your story submission to appear in the folder as well as being tagged for search

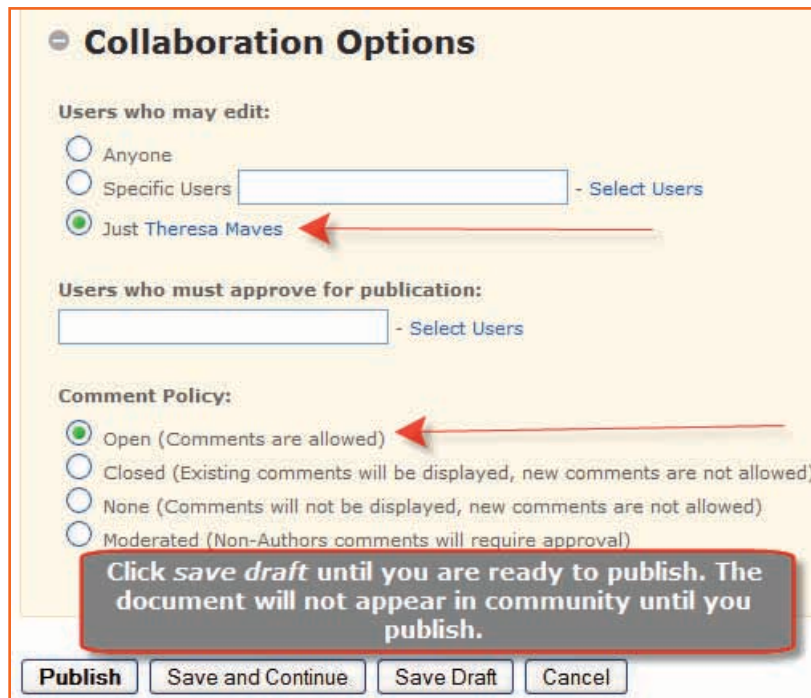


## Story Submission Guide

6. Click Collaboration Options

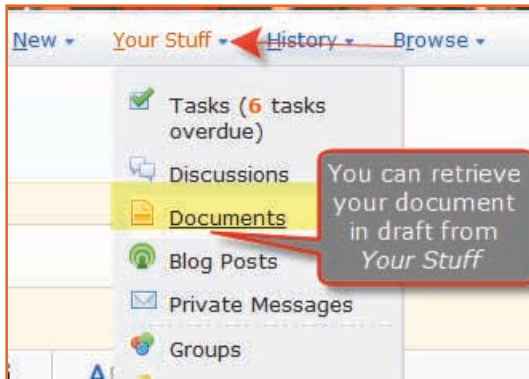


7. Select "Just [your name]"

A screenshot of the "Collaboration Options" form. The form has a title "Collaboration Options" with a minus sign icon. It contains three sections: "Users who may edit:" with radio buttons for "Anyone", "Specific Users" (with a text input field and "- Select Users"), and "Just Theresa Maves" (with a red arrow pointing to it); "Users who must approve for publication:" with a text input field and "- Select Users"; and "Comment Policy:" with radio buttons for "Open (Comments are allowed)" (with a red arrow pointing to it), "Closed (Existing comments will be displayed, new comments are not allowed)", "None (Comments will not be displayed, new comments are not allowed)", and "Moderated (Non-Authors comments will require approval)". At the bottom, there is a grey box with the text "Click save draft until you are ready to publish. The document will not appear in community until you publish." and four buttons: "Publish", "Save and Continue", "Save Draft", and "Cancel".

8. Under Comment Policy, select "Open"

9. After you finish, select "Publish". (Save draft periodically while you are working to ensure your work is saved).



**Note:** You may return and edit your story anytime until the deadline

