



Student Exchange

How to use the Student Exchange

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What is the Student Exchange?

- The Climate Change North Student Exchange has been set up to allow students all across the North to share their work on climate change with each other.
- The Lesson Plans suggest what kinds of student work (written word, photos and artwork) might be posted on the Student Exchange.
- **Teachers** are required to submit a general description of their class project before students can post individual work. Teachers may also want to include pictures of class activities, the community, class drawings, or other images. (See photo-release instructions below.) Once teachers have registered their class project, then **students** can post their individual work and graphics.

What can be posted on the Student Exchange?

The student exchange can take any combination of up to 800 words of text and a scanned image or photograph.

- Students can enter text directly into the Student Submission Form once their teacher has activated class participation by submitting the Teacher Submission Form.
- Students who don't type may submit a scanned image of their work as an image. However, in order for the material to be posted, the other boxes in



the Student Submission Form must be completed, including the student's code name, school, and teacher's name.

- Please note that posted material will not be changed or edited. Make sure that all material is appropriate, and does not contain student names.

How can teachers submit work?

Just follow the instructions and checklist on the Teacher Submission Form page.

How can students submit work?

Just follow the instructions and checklist on the Student Submission Form page.

How do I enter text?

- Students can enter text directly into the Student Submission Form, once their teacher has activated class participation by submitting the Teacher Submission Form.
- It is a good idea for students to compose written work offline on paper or on computer in a program such as Word. Once complete, they can either cut and paste their work into the submission form or type it directly.
- For students who don't type and cannot type in their essay in the submission form, the teacher may submit a scanned document of the student's work as an image. Note that the other boxes in the Student Submission Form must be completed: student's code name, school, and teacher's name

How do I post pictures?

- **Teachers** may post up to three images with their text. You may want to scan artwork, or take pictures of class murals, or of students at work. Your images can be posters, artwork, or pictures of students. However, if your photos include people, you must obtain signed permission for each identifiable person in the photo. For an example of a permission form, visit the "How to use the Student Exchange" web page and click on the link provided there.
- **Students** may include one scanned image or photo, **provided that necessary permission has been granted for photos that include people.** (Check with your teacher before posting photos.) There are all kinds of images that will enhance your write-up: a picture of yourself, a picture of you interviewing someone about climate change, a picture of the landscape, or



pictures of your community. Make sure the image is clearly related to the written work you are posting.

- To capture an image to post on the student exchange, you can either scan your image using a digital scanner, or take a picture with a digital camera. Whether you use a digital camera or a scanner, you will need to save the image as a jpeg file on your computer. Most schools across the north have cameras and scanners available.
- Photos, images, and scanned artwork should be saved in JPEG (JPG), format and ideally be no smaller than 480 pixels wide (a typical digital camera image set on low resolution, or a low resolution image from a scanner, will work fine). The submission forms have fields that allow you to attach an image or photo to your submission. Click on the browse button, which will take you to the standard 'file open' dialogue box for your system, where you can select the image you wish to post.

Note: The Northern Climate ExChange takes no responsibility for pictures submitted; this is solely the responsibility of the teacher and school administration. To download a sample photo release form, visit the “How to use the Student Exchange” web page and click on the link provided there.

How do I save and send pictures I want to post?

- Photos, images and scanned artwork should be saved in JPEG (JPG) format.
- A typical digital camera image set on low resolution, or a low-resolution image from a scanner, will work fine.
- The submission forms have fields that allow you to attach an image or photo to your submission. Click on the 'Browse' button, which will take you to the standard 'file open' dialogue box for your system, where you can select the image you wish to post.

What if I still need help?

- The best way to get help is to ask around at your school. There is usually someone at your school who knows about computers, scanners, digital cameras and submitting forms and sending photographs.
- If you cannot get help at school, you can email us at nce@yukoncollege.yk.ca



How can I see the posted work?

- Your submission will be posted within 10 working days.
- Go into the main page of the student exchange and click on either “view primary and intermediate work” or “view high school work”
- Select your territory, school, teacher name and code name for individual submissions.
- Select by territory, school and teacher name to view the work of an entire class work.