



Student Exchange

How can students submit their work?

Once your teacher has posted a description of a class project or activity, you and other students can submit your own work to the Student Exchange. You can post one piece of written work (up to 800 words), plus one picture (either artwork, which you have scanned, or a digital photo). Posting work on this site is easy: just follow the checklist, "*Preparing to post your work*" below, then complete the form.



Preparing to post your work:

- Choose a code name.** For example, you might want to be Black Raven, Yukon River, Eco-kid, or whatever name you choose. Code names must be no longer than two words. Your code name is important, because you can't use your real name on this website.
- Get your Word file ready.** It's generally better to prepare your written work in a program like Word. Then you can cut and paste to copy it into the box on this site. That way, if you have a power failure, or if your link to the web messes up you won't lose it!
- Get your picture file ready.** If you have artwork that you want to include, scan it or take a digital photo. Photos and scanned artwork should be saved in JPEG (JPG) format and be no smaller than 480 pixels wide. (A typical digital camera set on low resolution or a typical low resolution image from a scanner will work fine.)
- Get permission for photos of people.** Your teacher will help you with this. Don't post any photos without checking with your teacher first.

