**HOW TO TURN IN YOUR PECHA KUCHA PROJECT – 2016**

**Due before class on May 16, 2016**

1. **If you are using Goggle Presentation for your slides:**
2. Sign into your Google account.
3. Open the presentation you wish to share.
4. Select File from the menu, and choose **Publish to the Web**.
5. Then below choose **Automatically Advance** every 15 seconds.
6. The link that is created in the middle is actually automated presentation. Change the timing to 20 seconds if desired (*see separate handout on how to do autoplay in google slides*). Send that link to me via gmail (email) to my amityschools.org address beresnorkalamityteacher@amityschools.org , then also share the google presentation.
7. **Turning in Your Speech and Bibliography:**
8. Your slides, speech, and bibliography should all be in your google drive. If you have not done so already, put all three (3) documents into its own named folder in google drive.
9. When in google drive, you should see s list of your folders to the left, and possibly at the top. Right mouse click the folder and select **Share.**
10. In the **Share with Others** text box that pops up, enter my amityschools.org email address. beresnorkalamityteacher@amityschools.org
11. When you enter the email address, a drop-down menu will appear to the right. By clicking on this link, you can set the sharing settings. Select, “can edit”; so that it can be modified if you make a mistake before you need to give your presentation.
12. Leave the **Notify people via email** box checked. I will receive an email letting me know you have shared your presentation (**make sure you do it before class on May 16, 2016**).
13. **If you are using Powerpoint for your slides:**
14. Sign into your amity account.
15. Upload your automated powerpoint (make sure the slides advance every 15-20 seconds without touching the mouse) to the student w drive/NORK folder. The file must be saved as your name. Make sure you do it before the end of the day May 16, 2016.
16. If you are at home and trying to upload your powerpoint, then upload your work through NAPS which is on the Amity High School website. <http://listserv.amityregion5.org/progress/naps/> Then follow the directions above to put in the student drive.
17. Turn in your speech and bibliography following steps 6-10.

In all the above situations, the software records the date and time that documents were uploaded. Make sure you are not late. **DO NOT LEAVE THIS UNTIL THE LAST MINUTE.**