

Submitting an Exhibit on Google Drive

Exhibits must be located on Google Drive. Please follow the steps below.

1. Create a Google Account if you do not already have one.
 - a. Go to <http://www.google.com/drive/>
2. Create a Google Slides presentation using the template supplied by teacher/coordinator
 - a. **Take digital photos of your exhibit for use in the template**
 - b. If you do not have access to your exhibit, you can recreate it using the provided template
 - c. Alternatively, use Microsoft Powerpoint or Apple Keynote to create your presentation and upload it to Google Drive following template instructions and format
3. Click on the “new” button,
4. Choose “File Upload,” and pick the desired file.
5. Name Your Presentation
 - a. Name the exhibit using the first initial of the first name and the full last name of the student. If it is a group exhibit, please use just one member’s name.
 - b. The name must include a keyword from the exhibit title. Pick one that would help identify it should any questions arise.
 - c. Follow the name with the word “exhibit.”
 - i. Ex: ASmithJuliusCaesarexhibit
 - ii. Ex: BJonesJoanofArcexhibit
6. **Make your work viewable:**
 - a. https://wisconsinhistory.org/pdfs/nhd/2020/Make_File_Viewable_By_All-1.pdf
 - [BLANK template](#)
 - (You will need to make your own copy: File>Make a Copy>Entire Presentation)
 - [SAMPLE Exhibit Template](#)

After your project is ready, follow these directions to get it into the system:

[State Contest Submission Instructions](#)

Questions? Please contact historyday@wisconsinhistory.org

