

## FILM SUBMISSION PROTOCOL

Once your students have completed their film projects and your class has selected the one film to represent their classroom, it is time to submit for final polish! Below is a detailed guide on how to share selected videos with CWK Network. **Please submit ONE film per classroom/teacher.**

1. Select the film that will represent your classroom on the HATC platform.
2. Download the film on your computer or a hard drive.
3. Label the film for submission as follows:

**Teacher Last Name\_Student Project Name\_Month.Year  
(Workman\_The Empathy Project\_05.24)**

4. Upload the selected film to the [HATC Student Video Submission Folder](#) dedicated to your school and students' videos. Participating teacher(s) should not share the link with others outside of the project.

### **How to Upload to a Google Folder:**

- a. Open the Google Drive folder from your email. Once in the folder, right click and select "Upload Files."
  - b. Select the video files from their storage location on your computer or hard drive and click "Open".
  - c. This will begin the upload to Google Drive. Once the upload is complete, send an email to [info@cwknetwork.com](mailto:info@cwknetwork.com) with the winning videos' **name, school, and login credentials for FlexClip** to let us know your videos are ready.
5. CWK Network will provide polish edit to each of the submitted student films. We will notify participating teachers and RIMSD administration when the HATC videos are available for viewing on the HATC platform.