



FBLA-PBL

PRODUCTION TEST SUBMISSION HANDBOOK

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Note to Technology Coordinators:

Students who produce documents for the FBLA-PBL production tests will need to submit a URL that will take judges to all the jobs for each production test. This will need to be a unique URL for each competitor, and it can lead to a cloud storage space (Dropbox, Google Drive, One Drive, etc.) that contains all the PDFs for each individual's production test. **It is extremely important that the URL be publicly accessible, shareable, and with no password protection.** If the judges can't access the URL, then the submission cannot be scored. We have recommended to the adviser and the student that the cloud storage space be created and tested for accessibility by someone outside your school network before the competition.

In addition, students will need to print all test items to be submitted as a .pdf. If you do not already have Adobe PDF installed as a print driver, consider downloading and installing CutePDF. The URL is <http://www.cutepdf.com/>. CutePDF is available for free as freeware to schools. Students will simply select this as the printer and be able to print all their files easily in .pdf format. It is important that they can PRINT versus SAVE as a .pdf for the required jobs.

If you have any questions or concerns about this process, please contact Kelly Scholl, Director of Awards & Recognition, at 703-657-8189 or email kscholl@fbla.org.

Note to Advisers:

In an effort to improve the online submission of production tests, it is important to prepare your students with the procedures. One of the best ways to do that is by practicing with them to print documents to .pdf and to upload the .pdf documents to a cloud storage space (Dropbox, Google Drive, One Drive, etc.).

Each student will need to submit a unique URL that leads to his/her .pdf documents that have been placed in a cloud storage space. **It is extremely important that the URL be publicly accessible, shareable, and with no password protection.** If the judges can't access the URL, then the submission cannot be scored. Before competing, have your student create the specific cloud storage space, set it up to be publicly accessible, load a test document in .pdf format, and ask someone outside of your school network to see if they can open the cloud space and access the test file. After a successful test, the student **must** remove the test file so that it is not confused with any files submitted for judging.

Each file will be printed as a .pdf. The "Note to Technology Coordinators" explains what to do if you do not currently have the ability to print as a .pdf from your computers. It is an easy process. However, it is important to note that **printing** as a .pdf is different from **saving** as a .pdf and this is most clearly noted in PowerPoint where saving as a .pdf will save all slides where you may actually need to print just a certain number of slides per page. In addition, saving as a .pdf is a much larger file to upload than printing as a .pdf.

Please allow students time to become familiar with printing files into .pdf prior to testing. In addition, students should have the opportunity to practice uploading documents into their cloud storage space. This training/practice time should ideally be done a day or two in advance of the testing day. It is suggested that you have your students practice printing to .pdf with various types of documents and then have them upload to the cloud storage space they will be using.

On testing day, instruct your students to complete all jobs and print them to .pdf as each job is finished. After the testing time has expired, students should upload all jobs into their cloud storage space. **Again, please be reminded that the URL submitted to access the cloud storage space must be publicly accessible, shareable, and with no password protection.** It is suggested that you have someone outside of your school district try to access the URL to ensure that it is working correctly. Uploading does not count as part of the testing time.

Suggested Steps During Testing:

1. Complete your first job.
2. Print job as a .pdf. Make sure you remember where it is saved on the computer.
3. Complete additional jobs and print as .pdf.
4. After the end of your test time, upload all .pdf files to your cloud storage space.
5. Double check that each .pdf job file has been uploaded.
6. Submit the URL to your cloud storage space to your state adviser. Your state adviser will add the URL to the competitive event registration form for judging.

If you have any questions or concerns about this process, please contact Kelly Scholl, Director of Awards & Recognition, at 703-657-8189 or email kscholl@fbla.org.

After the test(s) has been submitted, please remind your proctor(s) that all copies of the test(s) must be destroyed and all hard drive or flash drive files containing jobs must be deleted.

Note to Students:

FBLA-PBL uses a process of online production test submissions. To eliminate the need for specific versions of software, we are asking that you **print** your documents as a .pdf. Judges can view your PowerPoint slides in color as easily as a database job without special software as long as they are **printed** (not saved) in .pdf format. Please work with your adviser to be sure you are comfortable creating the printed .pdf files prior to your testing window.

During the actual competition, once you have saved your .pdf documents, you will need to upload them to a cloud storage space (Dropbox, Google Drive, One Drive, etc.) and then send the unique URL of your cloud storage space to your state adviser, so that he/she can add the URL to your competitive event registration form for judging. Your chapter adviser can assist you in getting the URL submitted to your state adviser. **It is extremely important that the URL be publicly accessible, shareable, and with no password protection.** If the judges can't access the URL, then the submission cannot be scored.

Before actually competing, we recommend that you create the cloud storage space, set it up to be publicly accessible, load a test document in .pdf format, and ask someone outside of your school network to see if they can open the cloud space and access the test file. After a successful test, you **must** remove the test file so that it is not confused with any files submitted for judging.

It is always helpful to practice before doing the real thing, so it is suggested that you practice printing to .pdf with various types of documents and then practice uploading the documents to a cloud storage space.

On testing day, please name all files *Lastname_Firstname_JobX.pdf* (example: *Sanders_Melissa_Job1.pdf*) to ensure that judges are always able to match the correct file with your submission, and more importantly, the rating sheet. When testing time has ended, upload all the jobs you worked on to your cloud storage space.

Suggested Steps During Testing:

1. Complete your first job.
2. Print job as a .pdf. Make sure you remember where it is saved on the computer.
3. Complete additional jobs and print as .pdf.
4. After the end of your test time, upload all .pdf files to your cloud storage space.
5. Double check that each.pdf job file has been uploaded.
6. With the assistance of your chapter adviser, submit the URL to your cloud storage space to your state adviser. Your state adviser will add the URL to your competitive event registration form for judging.