



Handbook  
for Production  
Test Online  
Submission

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## **Note to Technology Coordinators:**

Online production test uploads utilize the features of [www.wufoo.com](http://www.wufoo.com) and <http://dpi.wi.gov/fbla>. These sites will need to be “white listed” with upload privileges available to students.

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 free as freeware to schools. Students will simply select this as the printer and be able to print all of their files easily in .pdf format. It is important that they can PRINT versus save as a PDF for the required jobs.

You should use the sample submission form found at <https://wisconsinfbla.wufoo.com/forms/wi-fbla-online-practice-form/> to make sure that the upload process will work in your district. Wisconsin FBLA appreciates your help in ensuring all students have an equal opportunity to compete on a level field with appropriate technology.

Links students and proctors are given to access test submission and certification forms are posted online at <http://dpi.wi.gov/fbla/conferences/rlc>.

If you have any questions or concerns about this process, please call Wisconsin FBLA State Adviser, Dave Thomas, at 608.266.2348 or by email at [fbla@dpi.wi.gov](mailto:fbla@dpi.wi.gov).

## Note to Advisers:

In an effort to continue eliminating paper from the production test submission process, it is important to prepare your students with the new procedures. One of the best ways to do that is by practicing with the sample form found at the top of each page of the URLs listed below.

Wisconsin FBLA: <http://dpi.wi.gov/fbla/conferences/rlc>

Each file will be uploaded 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 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. Wufoo forms (the form builder program we use) will only accept so much data per form.

Please allow students time to become familiar with printing files into .pdf prior to testing. In addition, students should have the opportunity to practice with the sample form before taking tests and uploading actual documents to be scored. This training/practice time should ideally be done a day 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 practice form found at <http://dpi.wi.gov/fbla/conferences/rlc>.

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 the form before submitting. Remind them that each job must be uploaded to the correct job number on the form. Warn students not to click the “submit” button until all jobs are entered on the form. Please caution them to only submit **ONE TIME**.

Uploading does not count as part of the testing time. The name and phone number of the proctor is required on each form.

### 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 the appropriate locations on the submission form.
5. Double check that each job file is in the correct location.
6. Click Submit.

If you have any questions or concerns about this process, please call Wisconsin FBLA State Adviser, Dave Thomas, at 608.266.2348 or by email at [fbla@dpi.wi.gov](mailto:fbla@dpi.wi.gov).

**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:

### **ONLY SUBMIT THE FORM ONE TIME.**

Wisconsin FBLA is now using 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.

It is always helpful to practice before doing the real thing, so a sample submission form has been created for you. It is suggested that you practice printing to .pdf with various types of documents and then upload them to the practice form found at <http://dpi.wi.gov/fbla/conferences/rlc>.

On testing day, please name all files *WI\_SchoolName\_LastName\_FirstName\_Job#.pdf* to ensure that judges are always able to match the correct file with your submission and more importantly, the grading sheet. *Example filename:*  
*WI\_LaCrosseCentral\_Winkler\_Henry\_1.pdf*

When testing time has ended, upload each job. Each job has a section on the submission form. Upload Job 1 to the Job 1 box, Job 2 to the Job 2 box, and so on. If you skip a job during the test, please do not put a file in that box when you upload documents. Upload all of the jobs you worked on during the test. Your jobs will be saved to the form found at <http://dpi.wi.gov/fbla/conferences/rlc>.

### Suggested Steps During Testing:

1. Complete your first job.
2. Print job as a .pdf. Make sure you remember where it is on the computer.
3. Complete additional jobs and print as .pdf.
4. At the end of your test time, upload all .pdf files to the appropriate locations on the submission form.
5. Double check that each job file is in the correct location.
6. Click Submit.

All tests submitted will have a time stamp attached and require the name and phone number of your proctor. Hit the submit button at the bottom of the form only **ONCE**. Do **NOT** hit submit each time you browse and upload a job. ***If you hit submit more than once, only the first submission will count.*** Make sure to double check your documents!

## STEP-BY-STEP

Note: Screens may look slightly different depending on which browser is being used. Screen shots were taken with Chrome and IE as the browser.

**SAMPLE: Computer Applications**  
*By uploading files, the student is affirming that all work was completed individually and without aid.*

**Chapter Name \***

**Student Name \***  
   
First Last

**Attach Job 1**  
 No file chosen

**Attach Job 2**  
 No file chosen

**Attach Job 3**  
 No file chosen

**Attach Job 4**  
 No file chosen

**Attach Job 5**  
 No file chosen

**Attach Job 6**  
 No file chosen

**Proctor Name \***  
   
First Last

**Proctor Phone Number \***  
 -  -   
### ## ####

1

Fill in the required information. Click  
Choose File for the first job you wish to  
select.

**SAMPLE: Computer Applications**  
*By uploading files, the student is affirming that all work was completed individually and without aid.*

**Chapter Name \***

**Student Name \***  
   
First Last

**Attach Job 1**

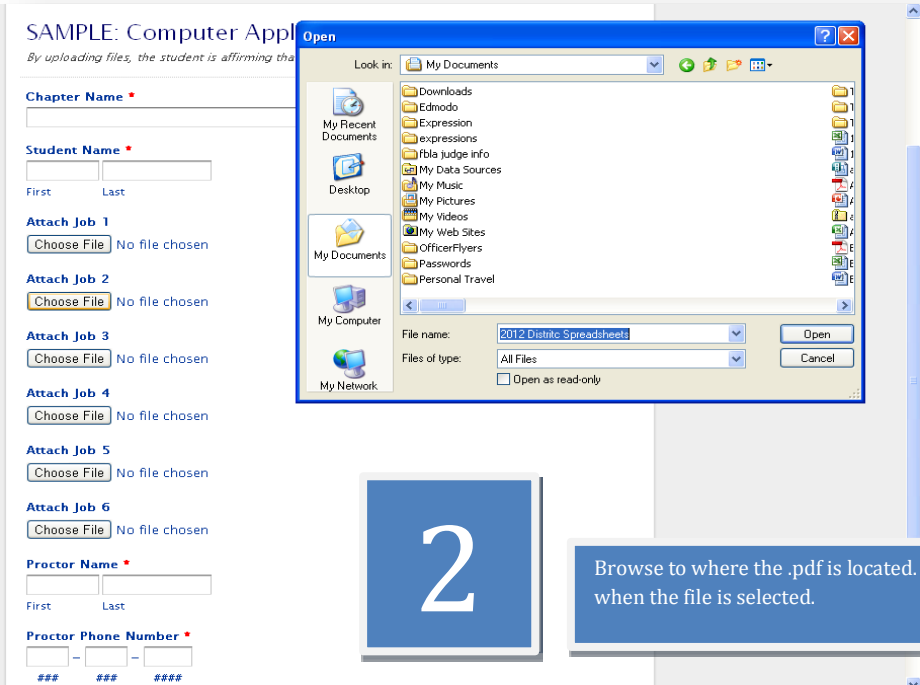
**Attach Job 2**

**Attach Job 3**

**Attach Job 4**

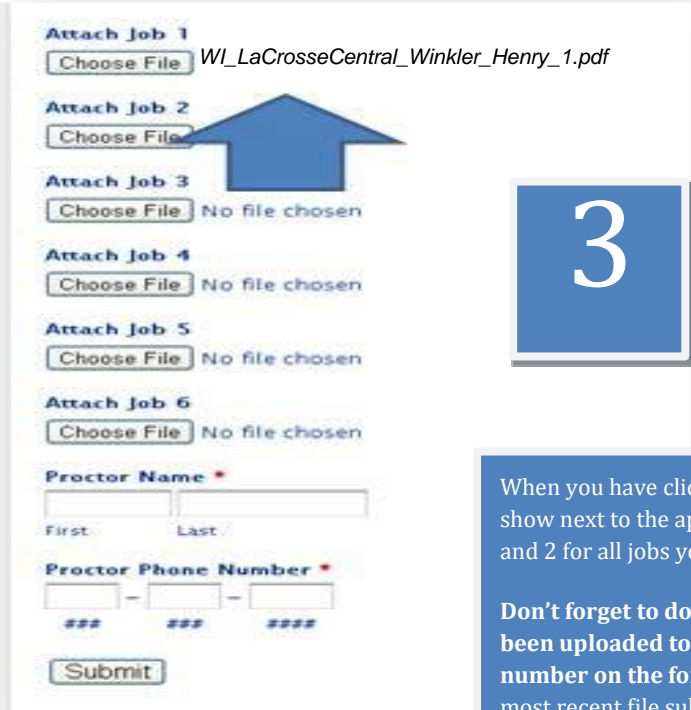
**Attach Job 5**

**Attach Job 6**



2

Browse to where the .pdf is located. Click Open when the file is selected.



3

When you have clicked Open to upload a file, it will show next to the appropriate job. Repeat Steps 1 and 2 for all jobs you wish to submit for grading.

Don't forget to double check that each job has been uploaded to the corresponding job number on the form before hitting SUBMIT. The most recent file submission will be referenced during prejudging.