Information for Application Submission in SlideRoom
(Ohio STEM and STEAM Designation)

It is beneficial to review the STEM and STEAM designation rubric prior to starting the submission process to prepare the necessary artifacts. The rubric is not available in the online platform. We recommend printing out the rubric and referring to it continuously throughout the application process.

Accessing Application

- To begin your application, please visit osln.slideroom.com.
- **Only school or district leadership are permitted to create a SlideRoom account for the school applying for designation.**
- You will be prompted to create a login using the "Sign Up" button on the top right. Please create one login for your school and share it with anyone who may need access.
- Once you create a login, you will see a landing page with the four separate applications that need to be submitted: one capturing the general information about the school, and the other three corresponding to three domains of the STEM and STEAM Designation Rubric:
    1. General Information **(please note there are two general information applications: one for schools going through the initial designation and one for current STE(A)M schools going through the designation reapplication process)**
        a. **(For currently Designated STE(A)M schools) General Information**
        b. **(For initial STE(A)M designation applicants) General Information**
    2. Domain I: Culture for Learning
    3. Domain II: Learning and Teaching
    4. Domain III: Pathways to Success in Careers
- Applications can be completed in any order.
- Once you click on an application, you will see the subsections listed in the upper left-hand corner. You can select different subsections in this menu. You can complete subsections in any order.
- Applications can be completed in multiple sittings. Your work should save automatically as you progress through the questions, but you can also click "Save" in the bottom left corner.

Artifacts and Narratives

- **According to the federal Family Educational Rights and Privacy Act (FERPA), schools are prohibited from sharing personally identifiable student information without a parent's written consent (except in very limited circumstances). Therefore, please be sure that you are not including student information such as names and student numbers in your application or artifacts. Please redact this information before submitting your application in SlideRoom.**

- For most of the subsections, you will be asked for artifacts and corresponding narratives. Artifacts are defined as forms of evidence that can be used to showcase educational practices. Artifacts can take on various formats, including but not limited to documents, videos, images, flyers, news stories, reports, publications, forms, applications, spreadsheets, etc.

- Please note the acceptable file sizes when uploading files to the online platform (SlideRoom):
  - Images must be under 5 MB
  - You can upload images with any dimensions, As SlideRoom resizes images larger than 1280 x 1280 x 72 ppi
  - Videos must be less than 250 MB in size. To include a video larger than 250 MB, upload it to YouTube and add a link to a pdf document. Upload the document with the link as your artifact.
  - Audio files must be less than 30 MB in size. Documents must be less than 10 MB Images and videos are subject to be compressed to be displayed properly in SlideRoom.

- Live links cannot be submitted as artifacts. For example: artifacts in Google Suite (Docs, Slides, Sheets, etc.) or any platform where artifacts can be changed after submission, will not be accepted.

- Live links included in artifacts will not be considered. In other words, any link included in an artifact which leads to another site, will not be considered.
  - Exception: To include a link to a video (YouTube, Vimeo), create a pdf that includes the link ONLY and submit that pdf as your artifact.

- Please note that several artifacts are required to be submitted as part of the application. These required artifacts do not count toward the allotted number of artifacts for the attribute.

- If appropriate, the same artifact can be used as evidence for multiple attributes.

- Most of the artifacts need to be accompanied by a narrative. The narrative needs to specifically address how the artifact demonstrates a particular attribute. The same narrative cannot accompany the artifact that is being used in multiple parts of the application.
- Narratives are required for the majority of artifacts. Artifacts that are not accompanied by a required narrative will not be considered.
- Most narratives are limited to 900 characters (approximately equivalent to 150 words). There are several questions in the application that require longer narratives. Those responses allow for a higher character count.
- Please do not use the media or portfolio components of the platform.

Submitting Application

- The review team will not see any of your responses until you click on the "Submit" button for each application.
- You will receive a confirmation email from SlideRoom once you have applied.
- For technical support, you can click on the "Help" button on the upper right of the application. For specific questions related to the application, please email OSLN@battelle.org.

- **All four (4) applications must be submitted by 11:59 PM on the designated application deadline.** Applications can be submitted early. Please visit the Ohio STEM Learning Network or the Ohio Department of Education and Workforce websites for specific information regarding application deadlines for schools seeking re-designation and schools seeking initial designation.