**RSCC ExaVault Upload Instructions 2024**

**If you upload your video *OR* documents to ExaVault:**

Before submitting, rename your file as follows:

**EC\_LASTNAME\_FIRSTNAME\_SC\_TITLEOFWORK.jpg**

For example if **John Smith** from school code (SC) **71** is submitting a drawing (EC) **101** entitled “**Fanciful Dreams**” the file would be named as follows and uploaded into ExaVault:

**101\_SMITH\_JOHN\_71\_FANCIFULDREAMS.JPG**

**Naming Protocol Examples for ExaVault uploads by Division:**

|  |  |
| --- | --- |
| **Art (stills)** | 101\_SMITH\_JOHN\_71\_CHAINREACTION.JPG (or .PNG or .PDF) |
|  |  |
| **Art (videos)** | 109\_SMITH\_JOHN\_71\_CHAINREACTION .MOV (or .MP4 or .M4V) |
|  |  |
| **Creative Writing** | 201\_SMITH\_JOHN\_71\_FANCIFULDREAMS.PDF (or .DOCX or .TXT or .RTF) |
|  |  |
| **Dance (music files only)** | 403\_HARRIMAN\_CHEERSQUAD\_71\_MUSICMIX.MP3 (or .WAV or .AIFF) |
|  |  |
| **French (videos)** | 504\_SMITH\_JOHN\_71\_CHAINREACTION .MOV (or .MP4 or .M4V) |
|  |  |
| **Journalism** | 302\_SMITH\_JOHN\_71\_FANCIFULDREAMS.PDF (or .DOCX or .TXT or .RTF) |
|  |  |
| **Music (videos)** | 601\_SMITH\_JOHN\_71\_CHAINREACTION .MOV (or .MP4 or .M4V)Or607\_HARRIMAN\_CHOIR\_71\_CHAINREACTION .MOV (or .MP4 or .M4V) |
|  |  |
| **Philosophy** | 050\_SMITH\_JOHN\_71\_FANCIFULDREAMS.PDF (or .DOCX or .TXT or .RTF) |
|  |  |
| **Spanish (videos)** | 518\_SMITH\_JOHN\_71\_CHAINREACTION .MOV (or .MP4 or .M4V) |

 ***(ExaVault Links on next page)***

**Upload Links to ExaVault by Division**

Art Upload to: <https://rscc.files.com/f/1rao1-arntl5dd/Art>

Creative Writing Upload to: <https://rscc.files.com/f/1ulmh-926e475c/Creative%20Writing>

Dance Upload to: <https://rscc.files.com/f/1ulm5-b4ghcbel/Dance>

French Upload to: <https://rscc.files.com/f/1ulmn-bhnvdeat>

Journalism Upload to: <https://rscc.files.com/f/1ulli-cm93dv2y>

Music Upload to: <https://rscc.files.com/f/1rar6-90hw1bx6>

Philosophy Upload to: <https://rscc.files.com/f/1ulmd-cunyjv39>

Science Upload to: <https://rscc.files.com/f/1ulm9-6rj206rb>

Spanish Upload to: <https://rscc.files.com/f/1ulk7-6ocf53ub>

**Sample ExaVault Screens (may vary slightly by division)**

 

 Music All Others