Teaching Excellence Award 2023/24

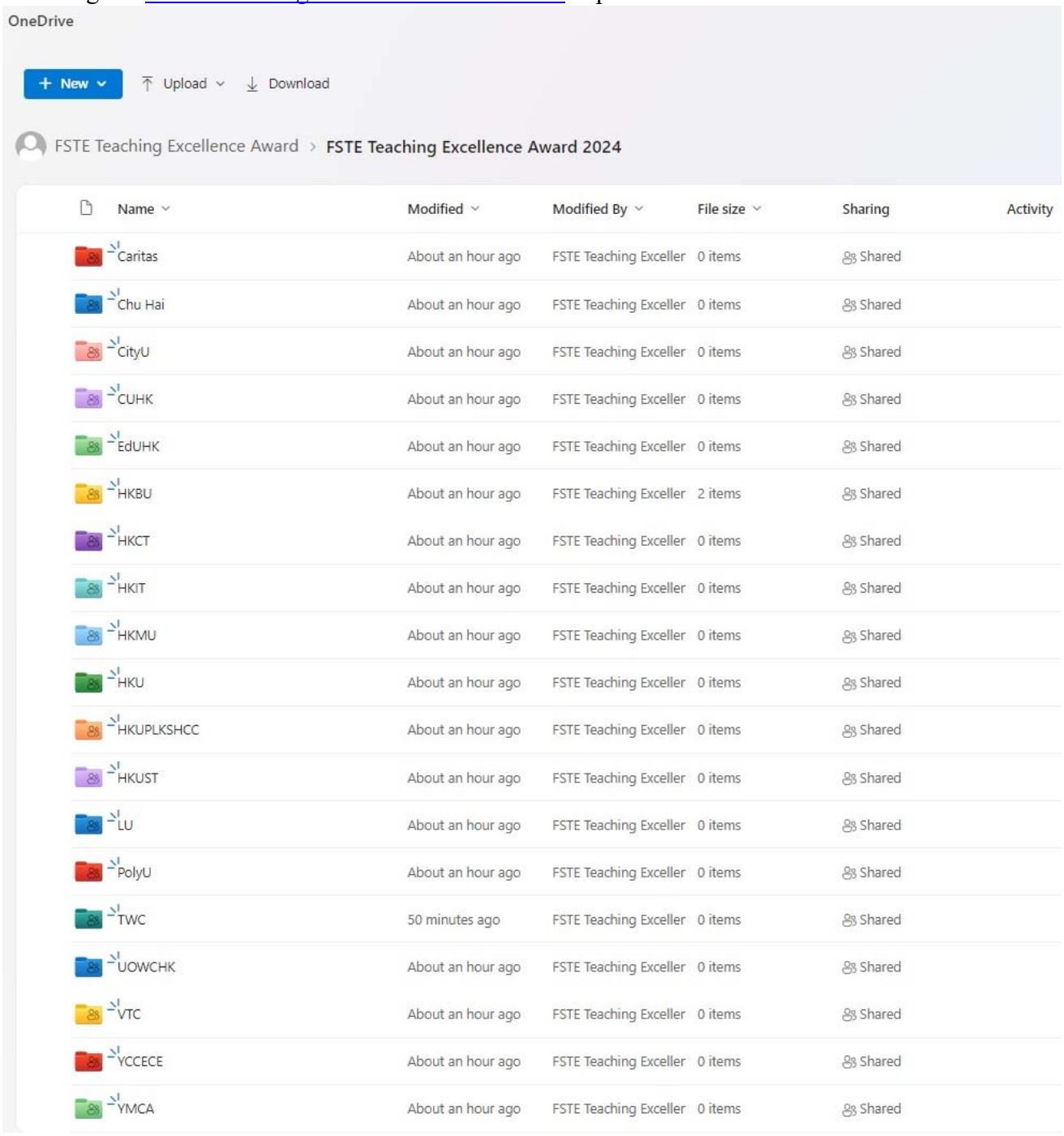
ANNEX 2: Guidelines for E-Submission in OneDrive

Prerequisite

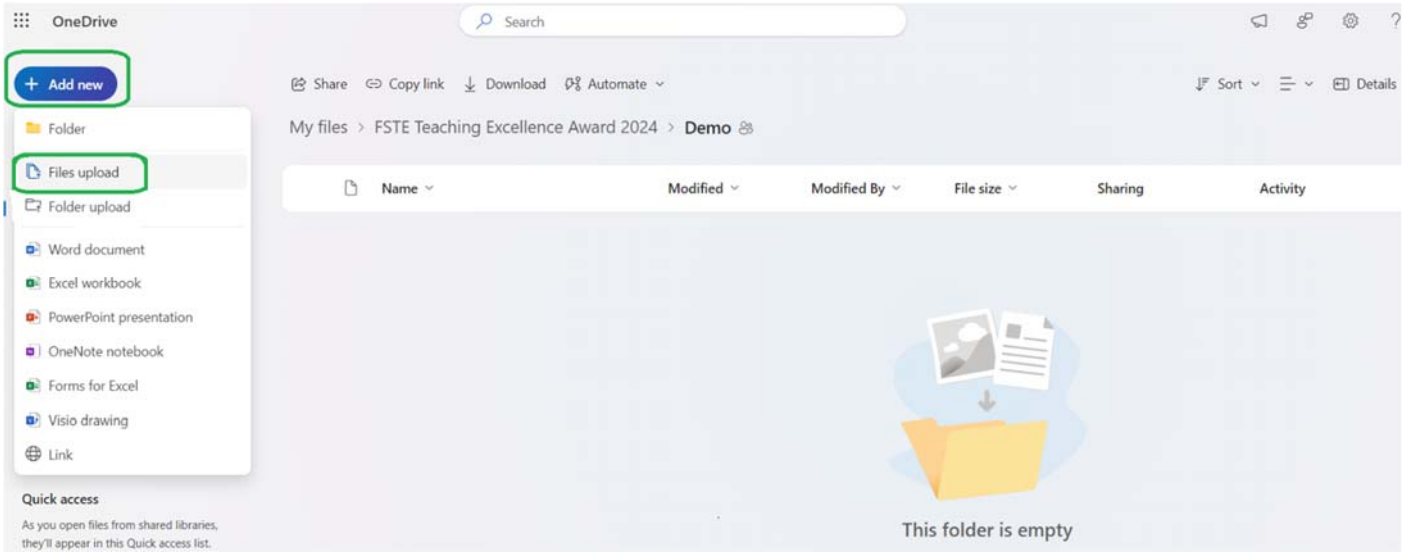
- Storage (folder) size for each institution: max. 15GB
- **ONE PDF** (Adobe Acrobat) **file per submission**
- Name the file with the name of Individual Nominee or Team Leader.
- Please **encrypt** your **PDF** file before uploading. Click here for how-to.
- File **cannot** be deleted by you after upload. If you must replace your file or withdraw from submission, please send your request to TEA@fste.edu.hk.

Upload Procedure

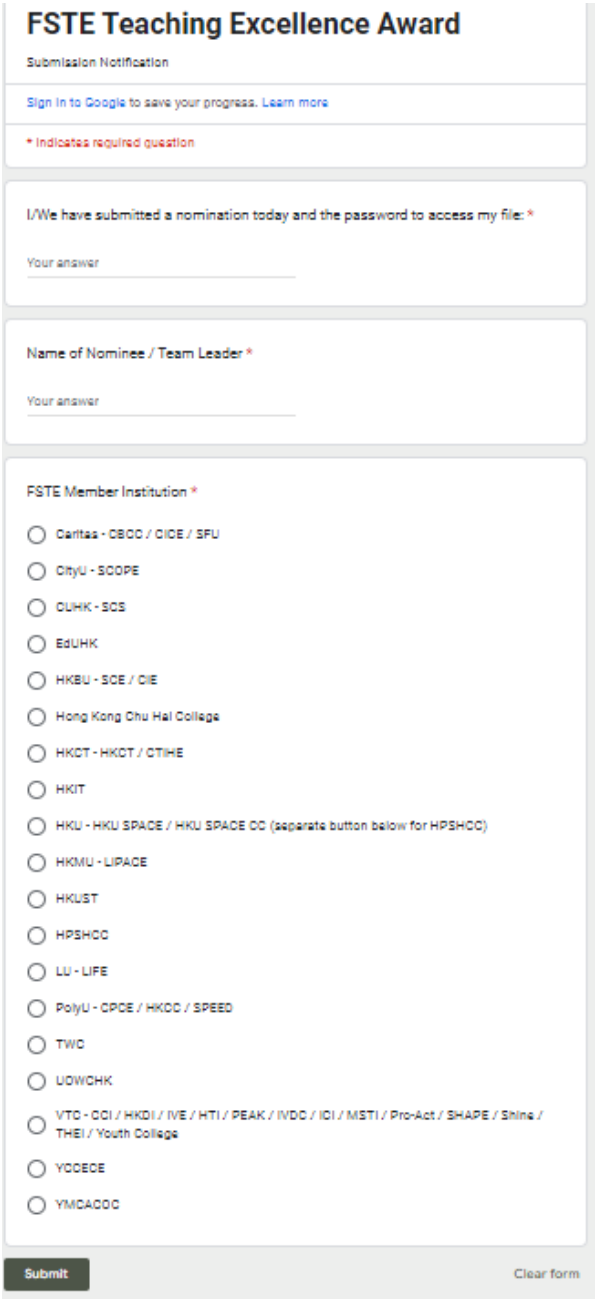
1. Please go to FSTE Teaching Excellence Award 2024 kept in OneDrive.



2. Click the folder name of your affiliated institutions and upload your PDF file. You may also drag your file to the folder.



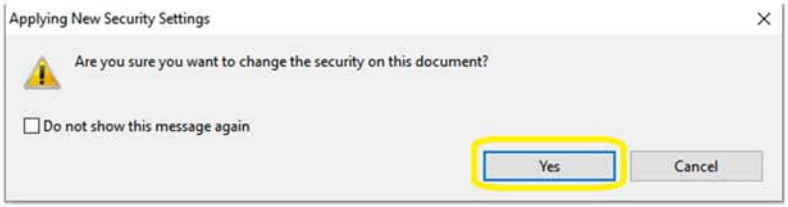
3. Click here to notify FSTE Secretariat of your submission and the password to access your file.



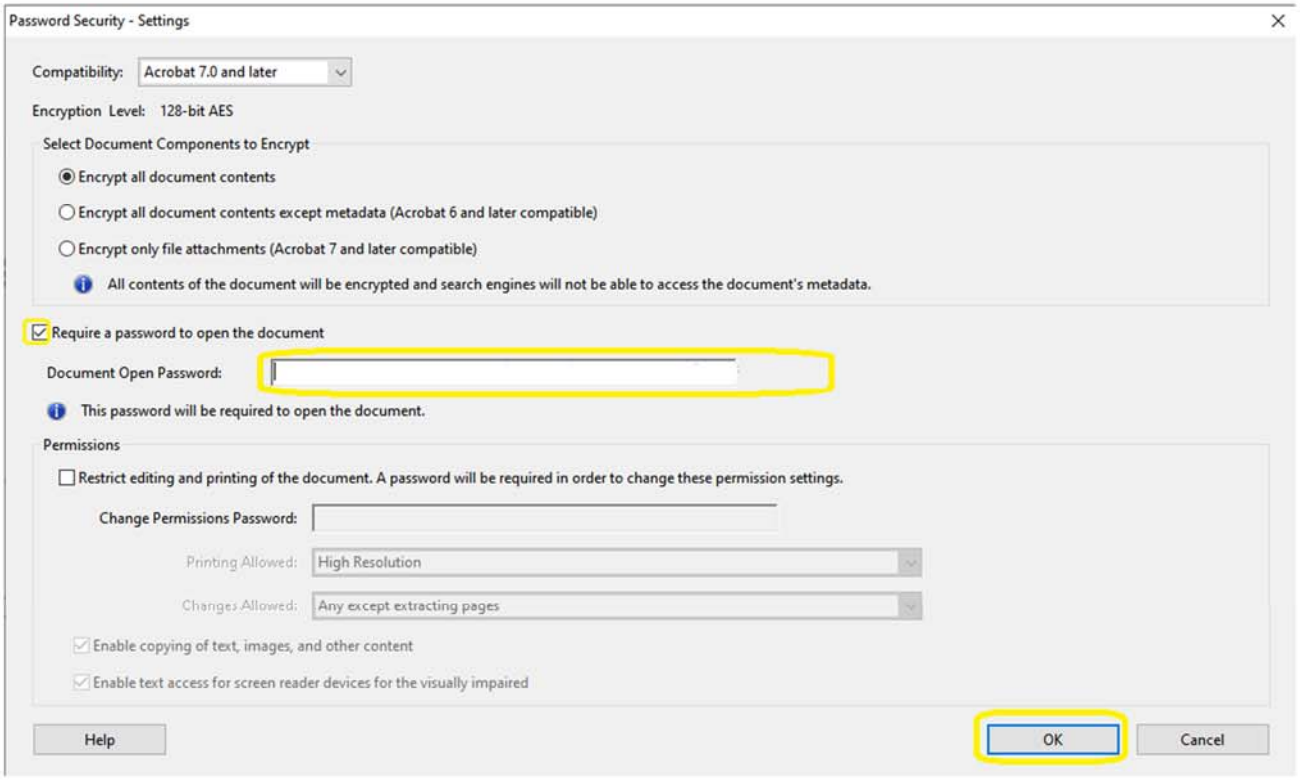
How to encrypt Adobe Acrobat (PDF) file

1.

2.

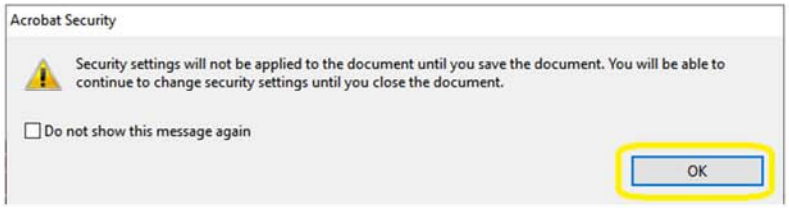
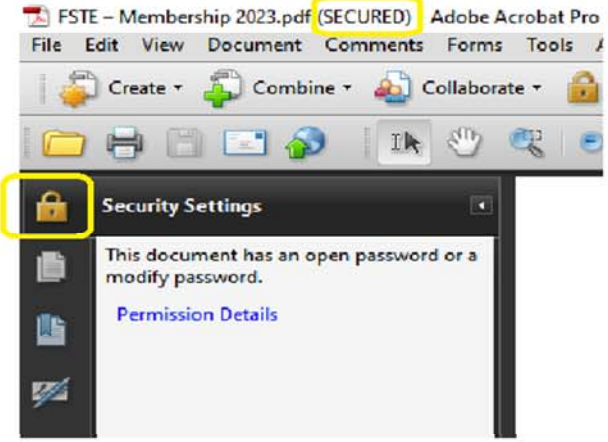


3.



4.

5.



6. Successful encryption (you will see "SECURED" and the lock icon):