IDAHO STATE
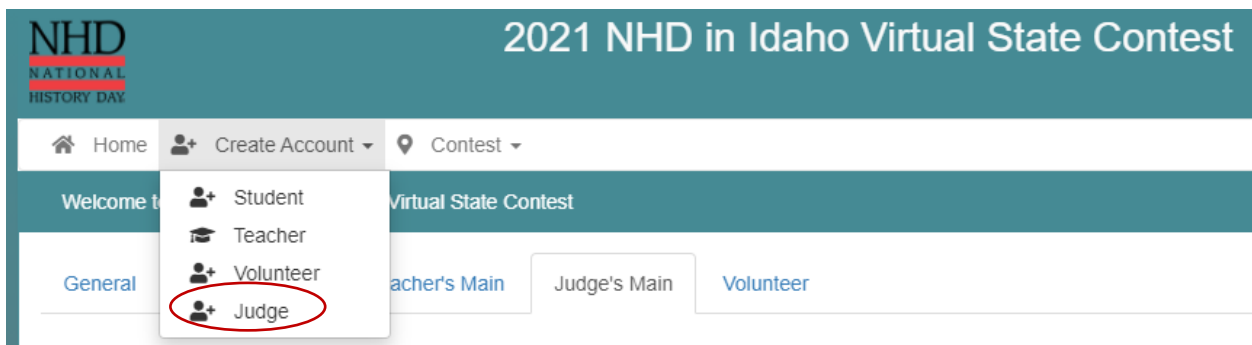**HISTORICAL SOCIETY**

NATIONAL HISTORY DAY IN IDAHO

Online Judging Portal Instructions

Step 1: Create Your Judge Account
- Go to the link to your contest registration page.
- Select **Create Account** from the top menu bar and select Judge from the dropdown menu.


- Enter your name and email address and click Next.

- Confirm your email works: Go to your email inbox and look for the **Confirm Email Address** message from NoReply@zfairs.com (it may be in your spam folder). Click on the link inside the email and follow prompts.
- Return to the **Verify Email Address** page and continue your registration.
- Complete the *Personal Information* section.

Online Judging Portal Instructions

Judge's Personal Information:

First Name:	Ben
Last Name:	Knapp
Phone:	(208) 780-5191
Cell Phone:	Cell Phone Number
Email:	ben.knapp@ishs.idaho.gov
Gender:	Male
Username:	BenKnapp2
Password:	....
Confirm Password:	....

Save & Continue

- Write down your username and password and keep them in a safe place. Click **Save and Continue**.
- Agree to the *Conflict of Interest* statement and click **Next**.

Conflict of Interest:

☐ **I agree to the below statement**

I agree to let a Fair judging coordinator know if a conflict of interest exists in judging a student, or category with several students, in which I have mentored a participant, personally know a participant or have previously judged a participant this year.

Next

- Agree to the *Permissions and Waivers* and click **Continue**.

Permissions and Waivers

Please note that you must submit the following authorizations in order to complete online registration and compete at National History Day contests at all levels. If you have further questions, please contact your contest coordinator.

By indicating yes below, I agree to indemnify and hold harmless National History Day, Inc., its affiliate programs, and its staff, trustees and sponsors, for any personal injuries or property damages arising out of my participation in the National History Day Contest.

☐ **Yes, I agree**

I give National History Day, Inc., its affiliate programs, and its partners the unlimited right to use the voice and/or image of me and/or my child for publicity, and/or in documentaries, or other education materials and media, including online. I also give National History Day, Inc., and its affiliate programs the right to use images of my/my child's project for teaching and example purposes, including online. If I choose "No," I acknowledge that NHD contest coordinators will do their best to ensure that I and/or my child is not photographed. However, due to the number of participants at the contest this cannot be guaranteed. I am aware that I must remove myself and/or my child from group photography situations, and if necessary, speak to the photographer/media to request that I and/or my child not be photographed.
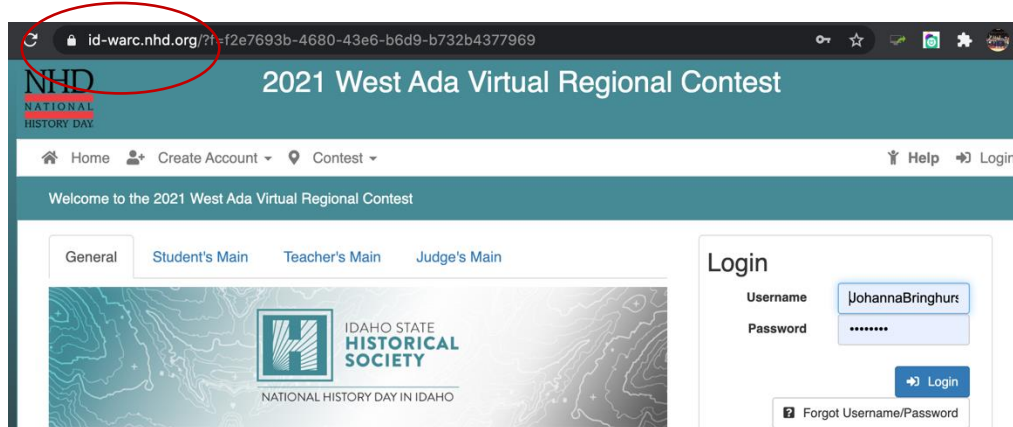
select...

If no, please explain:

☐ I have read the above statement and agree; I meet the requirements to be a Judge.

Continue

IDAHO STATE
HISTORICAL SOCIETY

NATIONAL HISTORY DAY IN IDAHO

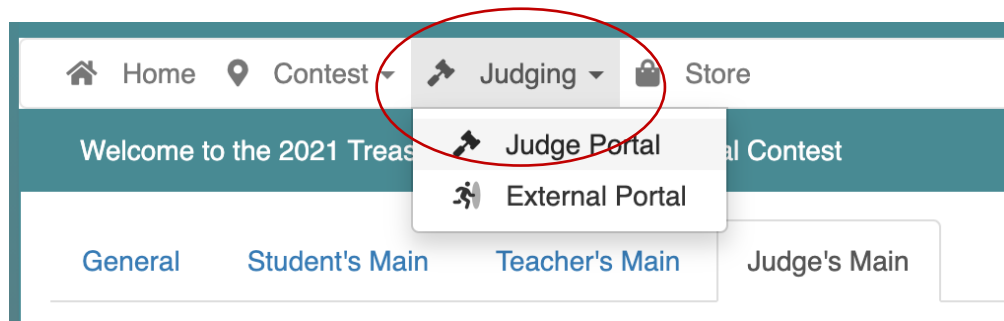Online Judging Portal Instructions

- Registration complete!
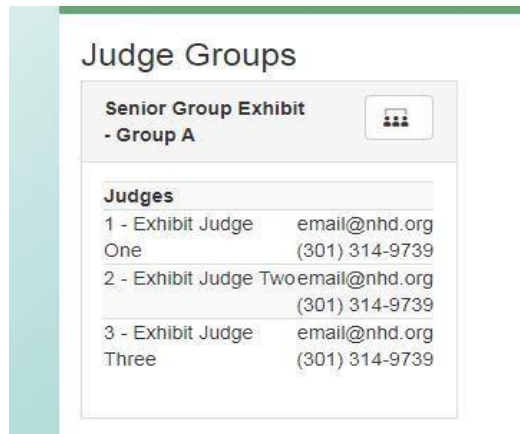
Step 2: Log In to Judge

- When it is time to begin judging, log in to your contest. Go to the [link to your contest page](#).

- Click **Judging** in the top toolbar, then select **Judge Portal** from the drop-down menu to access your judge assignments.

- Your home screen will show:
  - **Judge Group:** Your team name (*i.e. Senior Group Exhibit - Group A*) as well as team members' names, email addresses, and phone numbers. There is also a button next to your team name (rectangle icon with three people) which gives your team the option to open a video conference on this page.
    - *Note:* If you have multiple judging assignments in this contest, there will be multiple Judge Group listings, each on its own tab.

➢ **Judging Assignments:** The entries you are judging.

Step 3: View Student Projects

- Click the blue **View & Evaluate** button next to the project's title to start evaluating. This will open a new browser tab. This tab will show the project title and links to the project and/or project's written materials at the top left of the page.
    - ➢ **Paper category** – Click **View Paper**, which opens the paper, including the required written materials (title page, process paper, and annotated bibliography), in a new browser tab.
    - ➢ **Website category** – Click **View Website**, which opens the website in another browser tab. Process papers and annotated bibliographies are incorporated into the websites.

IDAHO STATE
HISTORICAL
SOCIETY

NATIONAL HISTORY DAY IN IDAHO

➢ **Exhibit category** – Click **View Written Materials,** which opens the title page, process paper, annotated bibliography, and exhibit as a single PDF, in a new browser tab.

➢ **Documentary category** – Click **View Written Materials**, which opens the title page, process paper, and annotated bibliography as a single PDF, in a new browser tab. Then, click on the **Documentary Link** to view the documentary.

➢ **Performance category** – Click **View Written Materials**, which opens the title page, script, process paper, and annotated bibliography as a single PDF, in a new browser tab. Then, click on the **Performance Link** to view the performance.

Step 4: Evaluating Student Projects

- Underneath the title and links, you will find the digital evaluation sheet.
- Select a circle for each of the evaluation criteria.

> ➢ **Note:** If a section of the evaluation has two evaluative items (i.e. Historical Argument), you can select one circle under one column and another under a different column, if desired.

Evaluation

Historical Quality - 80%

	Superior	Excellent	Good	Fair	Not Evident
Historical Argument	○ Well-formulated historical argument supported by thorough analysis	○ Historical argument supported by some analysis	○ Basic historical argument supported by basic analysis	○ Weak historical argument with little or no analysis	○ Not Evident
	○ Annual theme woven throughout the project	○ Annual theme addressed in the project	○ Annual theme mentioned in the project	○ Annual theme connection is unclear	○ Not Evident

- Under the **Rules Compliance** section, select **Yes** or **No** for each of the category rules. If you select **No**, you will be asked to provide an explanation. Please discuss all rules compliance violations with your team. If you all agree on a violation, each of you must mark the violation. Students will receive this section of the form.

Rules Compliance

Time is ≤ ten minutes.	◉ Yes	○ No
Entry is student-produced.	◉ Yes	○ No
Entry includes source credits at the end.	◉ Yes	○ No
Process Paper is submitted.	◉ Yes	○ No
Annotated Bibliography is submitted.	◉ Yes	○ No
Process Paper word count is listed on the Title Page.	◉ Yes	○ No

- Under the **Feedback and Notes** section, write your evaluative comments. There is a required minimum of 300 characters for each of the comments sections. There is not a

6

IDAHO STATE
HISTORICAL SOCIETY

NATIONAL HISTORY DAY IN IDAHO

character maximum. Students will receive these comments.

- Under the **Personal Notes** section, you have the option to write your own comments here (i.e. notes on the project). Students will <u>not</u> see these notes.

- To save an in-progress evaluation, click the blue **Save** button. This will save your progress, but not share it with your team or submit it to the contest admin.

- After you have completed an evaluation, click the light blue **Save & Submit** button to save the evaluation and allow your team members and your contest admin to view it. You may still make changes to the evaluation after clicking **Save & Submit**; just be sure to click it again to update your evaluation.
- After saving, close out of the tab.
- Repeat this process with each of your projects. When you are finished with all of the evaluations, be sure to **Save & Submit** your evaluation for each entry.

IDAHO STATE
HISTORICAL
SOCIETY

NATIONAL HISTORY DAY IN IDAHO

- As you complete evaluations, the judge system will update your progress status. You will also be able to view your team members' progress status for each project. For each project, you will see three different statuses: **Not Started**, **In Progress**, and **Finished.**
- **Not Started**: This evaluation has not been started.
- **In Progress**: This evaluation has some progress, but the evaluation is not completed.
- **Finished**: This evaluation is completed and have been submitted to the NHD contest admin.

Step 5: Virtual Team Meeting

- Your Judge Captain will set up an online meeting. Your team may use any online meeting platform of your choosing. If your team chooses to use the built-in online meeting platform, click on the icon (rectangle with three people) at the top of your Judge Portal to join the meeting at your agreed-upon time.


- During the meeting, discuss the projects, review any rules compliance issues, and develop a consensus ranking for the entries in your group. It is important that all of you agree on rules violations (and mark them as such) so that students receive a consistent message.
- After your meeting, please return to the Judge Portal to complete or revise your evaluations as needed, adding or removing rules compliance flags in accordance with

your consensus discussion. When you are finished with all of the evaluations, remember to click the light blue **Save & Submit** button for each entry's evaluation. All of your progress statuses should now show as **Finished**.

- Notify your captain that you are finished with your evaluations. Once your Judge Captain submits the rankings and evaluations, your team's access to the evaluations will be locked.
- For Judge Captains: to rank projects, go to your Judge Portal and select the blue **Submit Rankings** button. A pop-up menu will appear to insert the rankings. Click
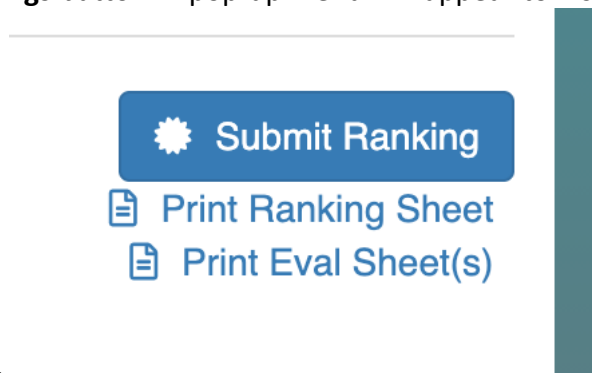
Save.

a) To submit the rankings and evaluations to the contest admin, click the blue **Submit to NHD** button. A pop-up message will ask you to confirm the submissions and lock the room (from further judging). Click the blue **Okay** button.
b) *Note:* If a change needs to be made following this point, contact your contest admin.

IDAHO STATE
**HISTORICAL
SOCIETY**
NATIONAL HISTORY DAY IN IDAHO