

New Mexico Contest 2020 Online Judging Instructions

Thank you for volunteering to judge for the virtual New Mexico State Contest 2020! With the exception of a virtual team meeting, your work will be done in our Online Judging system. You can view each entry and then complete an electronic version of the evaluation form. The form enables you to check boxes based on the judging criteria and type comments for “Strengths” and “Areas for Improvement.” The online form also has a box labeled “Personal Notes,” which is for your use only and will *not* be printed on the version of the form that student(s) receive. You can choose when to share your evaluations with your team and edit evaluations for each entry as often as you wish until the captain submits the team’s work to NHD.

Step 1: Access Your Judging Assignment(s)

After NHD alerts you that online judging is open, access the contest site at nm.nhd.org. Then, log in to your account. If you have forgotten your username and/or password, **do not create a new account**. Instead enter your username and password as you remember it. If this is incorrect, a “Forgot Password/Username” button will appear. Click this button to create a new password.

1. After logging in, again ignore any text in the large white area. Click on the “Judging” tab at the top of the page and choose “Judge Portal.”
2. Under “Judge Group,” you will see your team name in the same format provided to you in your email from NHD. An example team name is Senior Group Website Jimenez 0122. *Note: If you are assigned to multiple judging groups you will see more than one listed here.*
3. Under “Judging Assignments,” you will see one or more tabs with your team name(s). Scroll down to see the entries assigned to your judging group, each with a five-digit entry number and title.

The screenshot shows the 'Judge Portal' interface. At the top right, the user's name 'James Bond' is displayed. The main content is divided into two sections: 'Judge Groups' and 'Judging Assignments'.

Judge Groups: A dropdown menu is open, showing 'Junior Paper Jimenez 0120'. Below it, a 'Judges' list is visible:

| | |
|------------------|---------------------------|
| 1 - James Bond | [Redacted] |
| 2 - Judge Judy | [Redacted] (301) 314-9739 |
| 3 - Justin Judge | [Redacted] |

Judging Assignments: A dropdown menu is open, showing 'Junior Paper Jimenez 0120'. Below it, the following information is displayed:

Division: Junior (grades 6-8) Building: Stamp
 Category: Paper Room: Harriet Tubman

There is a 'Submit Ranking' button. Below this, a list of assignments is shown:

| | | |
|-------------------------|--------------|-------------|
| 10001 4:00 AM | James Bond | Not Started |
| The Greatest Paper Ever | Judge Judy | Not Started |
| | Justin Judge | Not Started |

 There is also a 'View & Evaluate' button and a 'Special Award Nominations' link.

Step 2: View and Evaluate Entries

- To view an entry, click the blue “View & Evaluate” button under the entry’s title. On the evaluation page, you will see your name, though the version that students receive only shows the word “Judge” and your number (1, 2 or 3).

| The Greatest Paper Ever | | PAPER | | | | | | |
|---|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Category: Paper Paper: View Paper | | Judge: James Bond | | | | | | |
| Evaluation | | | | | | | | |
| JUDGING CRITERIA | | SUPERIOR | | EXCELLENT | | GOOD | | NEEDS IMPROVEMENT |
| Judging criteria are explained in the Contest Rule Book | | | | | | | | |
| Historical Quality (60%) | | | | | | | | |
| • Entry is historically accurate | | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| • Shows analysis and interpretation | | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| • Places topic in historical context | | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| • Shows wide research | | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

- Below the name of the category you are judging, what you see depends upon the category:
 - Paper category – Click “View Paper,” which opens the paper in another window.
 - Website category – Click “View Website,” which opens the website in another window. Process papers and bibliographies are incorporated into the websites.
 - Exhibit category – Next to “Paper,” click “View Paper,” to view the title page, process paper, bibliography, and exhibit as a single PDF.
 - Documentary category – Next to “Paper,” click “View Paper,” to view the title page, process paper, and bibliography as a single PDF. Then, click on the “Project Link” to view the documentary.
 - Performance category – Next to “Paper,” click “View Paper,” to view the title page, process paper, and bibliography, and performance photo and script as a single PDF.
- After viewing the entry in its entirety, complete the evaluation, which has the following sections:
 - Judging Criteria -- Mark the top section by clicking in the desired box on the scale from Superior to Needs Improvement.
 - Rules Compliance -- Mark the Rules Compliance section in the appropriate “Yes” or “No” checkboxes. For any that you check “No,” a box will appear into which you must provide a reason. A “No” to any of these creates a flag on the judging portal page, indicating the rule violation to your team members. A yellow flag indicates a violation. A red flag indicates one of the disqualifying violations, for which NHD staff will assist.

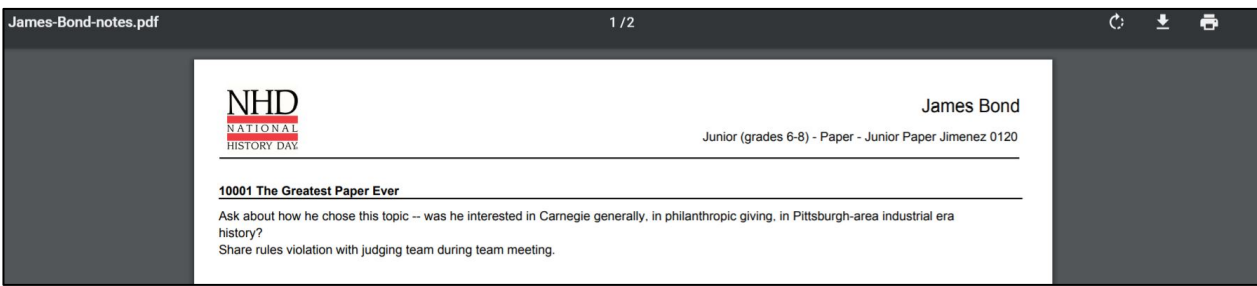
Note: Please discuss all rules compliance violations during your team meeting. If you all agree on a violation, each of you should mark the violation.
 - Feedback & Notes -- Add comments in the “Strengths” and “Areas for Improvement” boxes. Please note the character counter in the lower right corner of these comment boxes. The form requires a minimum of 300 characters in each box.

Areas for Improvement:

What else was going on during this time period? More about your understanding of the context of Carnegie's philanthropy would strengthen the paper. There are some inconsistencies in the formatting of your bibliographic entries. Be sure to proofread these before finalizing your paper. So many misspelled words distract the reader from the content of your paper. Asking others to proofread will help you to catch these. While your annotations were enjoyable to read, some of them were on the long side. Consider keeping them to 2-3 sentences.

544

Note: The "Personal Notes" box is for your use only. Students will not see this section. Use this to make notes during your review of the entry, develop a list of items to discuss with your team, or draft comments to later paste into the "Strengths" or "Areas for Improvement" boxes. After saving, you will have the opportunity to print these notes, if desired, for your virtual team meeting.



4. At the bottom of each entry evaluation are two blue buttons: "Save" and "Save & Submit." The Save button will save your progress, but not share it with your team. The Save & Submit button will save the evaluation and allow your team members to view, but not edit, it. You may still make changes to the evaluation after clicking Save & Submit; just be sure to click it again to update your form for team members to see. **Please be sure to Save & Submit all of your evaluations before your team meeting.**

5. On the far right of the Judge Portal screen, you can monitor your and your team members' progress in completing the evaluations.

Note: You must refresh the page after making changes for these notices to update.

Junior Paper Jimenez 0120

Division: Junior (grades 6-8) Building: Stamp Submit Ranking

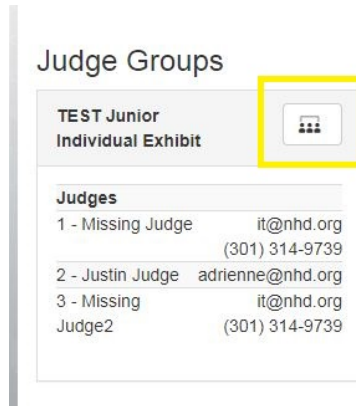
Category: Paper Room: Harriet Tubman

View & Print Notes

| | | |
|---|----------------------------------|--|
| <p>10001 4:00 AM The Greatest Paper Ever View & Evaluate</p> | <p>Special Award Nominations</p> | <p>James Bond View Finished Judge Judy Not Started Justin Judge Not Started</p> |
| <p>10002 4:15 AM Books Are Wonderful View & Evaluate</p> | <p>Special Award Nominations</p> | <p>James Bond View Finished Judge Judy Not Started Justin Judge Not Started</p> |

Step 3: Participate in a Virtual Team Meeting

1. Your team captain will set up an online meeting or conference call per instructions from NHD. Please plan to participate with notes you have made on each entry in your group. You may use any online meeting platform of your choosing.
2. During the meeting, please discuss each entry, reach consensus on rankings and key points for each evaluation, and resolve any rules compliance issues. It is important that all of you agree on rules violations



(and mark them as such) so that students receive a consistent message.

3. After your meeting, please return to the judges' portal to complete or revise your evaluations as needed, adding or removing rules compliance flags in accordance with your consensus discussion.
4. When you are finished with all of the evaluations, Save & Submit your evaluation for each entry.
5. Notify your captain that you are finished with your evaluations.
6. **Once the captain completes the steps below, your team's access to the evaluations will be locked.**

Final Step (Judge Captains Only)

1. Once you and your team members complete all evaluations and submit them to the group, you will see that you are able to enter the rankings that the team agreed upon during the team meeting. Click "Submit Ranking" for each entry and select the rank using the up and down arrows. When finished, click on the "Submit Ranking" button. Correct any duplicate or missing ranks as requested to finalize the Ranking. You're nearly done. Please double-check everything. When ready to send your team's evaluations and rankings to NHD, click the blue "Submit to NHD" button. **This action will send all materials to NHD and lock the team from making further changes.**

Note: If a change needs to be made beyond this point, please contact Ellen Dornan, historyday@nmhumanities.org.