# Z Fairs Virtual Judging Instructions

*Adapted from the National History Day Instructions and
used by MHD for paper, documentary, and website judging*

Viewing Student Projects

- After you receive notification that entries are ready for viewing, log in to your judge account, click **Judging** in the toolbar, then select **Judge Portal** from the drop-down menu. You can view your **Judge Group** and **Judge Assignments** on this page.
- The **Judge Group** section lists 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), allowing your team 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.
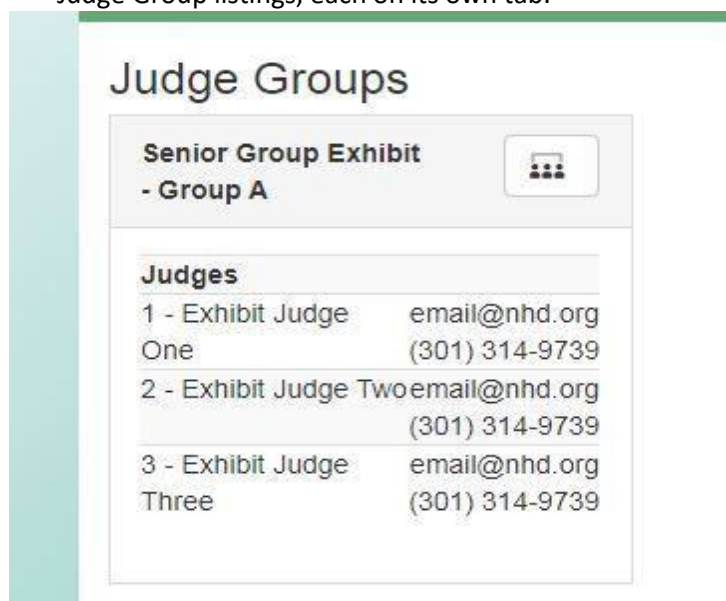
- The **Judge Assignments** section lists the projects your team will evaluate.
  - Click the blue **View & Evaluate** button next to the project's title to start evaluating. This will open a new browser tab. This tab will show the project title and links to the project and/or the project's written materials (if applicable) at the top of the page. Each category has slightly different language (see below). Underneath the title and links, you will find the digital evaluation sheet.
    - **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 on the **Website Link**, which opens the website in another browser tab. Process papers and annotated bibliographies are incorporated into the websites.
- **Exhibit category** – Click on **Click to Open** 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 on **Click to Open** written materials, which opens the title page, process paper, and annotated bibliography as a single PDF in a new browser tab.
- **Performance category** – Click on **Click to Open** written materials, which opens the title page, process paper, and annotated bibliography as a single PDF in a new browser tab.

Evaluating Student Projects

- After viewing each project, complete its digital evaluation sheet.
  - Under the **Historical Quality** section, select a circle for each of the evaluation criteria.
  - Under the **Clarity of Presentation** section, select a circle for each of the evaluation criteria.

TECHNICAL	● Citations are consistently written in an NHD-approved format.	○ Citations are mostly written in an NHD-approved format.	
	○ Citations consistently credit quotations and paraphrased information.	● Citations mostly credit quotations and paraphrased information.	
STUDENT VOICE			

- *Note:* If a section of the evaluation has two evaluative items (i.e., Technical), you can select one circle under one column and another under a different column, if desired.
- 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.
- Under the **Feedback and Notes** section, write your evaluative comments. There is a minimum of 500 characters for each comment section. There is no 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 not 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 completing an evaluation, click the light blue **Save & Share with Team** 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 & Share with Team**; just be sure to click it again to update your evaluation.

- After saving, close the tab.
- Repeat this process with each of your projects. When you finish all the evaluations, be sure to **Save & Share with Team** for each entry.
- 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 is not completed.
    - **Finished**: This evaluation is complete and submitted to the NHD contest admin.

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.
    - If applicable, discuss any special award nominations for the Judge Captain to submit later.
- 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.

Judge Captains

- Judge Captains follow the same instructions to view and evaluate student projects. Additionally, Judge Captains are responsible for scheduling and leading a virtual team meeting and, with the team's guidance, ranking projects, nominating projects for special awards (if applicable), and submitting the rankings and evaluations to the contest admin.
- 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.**

- Click the Special Awards Nomination text next to the trophy icon to nominate for special awards. A pop-up window will appear to nominate entries. Click in the box to write your reasoning for the nomination, then click the green **Nominate** button.

Print Eval Sheet(s)

🏆 Special Award Nominations

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

Lock Judging Room