NHD in WI Virtual Contest Guide
2021-2022 School Year

If there are questions, or problems accessing the templates through the links, please contact the NHD in WI team at **historyday@wisconsinhistory.org**.

Don't Forget! There are new Judge Evaluations for this school year!

Students should review the new (2022) evaluation forms here: www.nhd.org/evals to help prepare for what projects will be judged on and what they judges will be considering when looking at projects. No matter what category a student chooses, they should read the rule book to follow their category rules. The new (2021) Rule Book is available for download here: https://www.nhd.org/sites/default/files/NHDRuleBook2021Digital.pdf.

Choosing Between Group and Individual Projects

Students can choose to work as individuals in all categories or work in groups of 2-5 students in the website, documentary, exhibit, and performance categories. The historical paper category is still only for individuals. If students choose to work in a group and meet in-person, they should be sure to follow health and safety guidelines from their school, county, and state.

2020-21 Theme – Debate & Diplomacy in History: Successes, Failures, Consequences

Here are the important links for this year's NHD theme:
- Theme Book: https://www.nhd.org/sites/default/files/NHD_2022ThemeBook_WEBREADY_61521_0.pdf
- Overview Video: https://www.youtube.com/watch?v=7pA8RthhavY&t=5s
- Theme Graphic Organizer: https://www.nhd.org/sites/default/files/2022%20GO%20-%20Escaping%20the%20Topic%20Maze.pdf https://wihist.org/319hUqx

Student Interviews

Due to the virtual nature of the contest, and the logistical requirements, judges will not conduct interviews with students. We look to seeing everyone in person next school year!

Registration

- Teachers must register before their students. Once teachers are registered students may then complete the registration process.
- **Everyone must register each year.** The system does not carry over past registrations.
- **All** written materials must be submitted at the time of registration.
- If a project has been selected to move onto the State Contest, the student will not need to register a second time. Their project will be advanced to the next level and they will be able to log into the State Contest page using the same username and password as your Regional Contest. Teacher registration will move with the student registration.

Find your regional registration here:

Eau Claire Regional-- Northwest Wisconsin

Green Bay Regional-- Northeast Wisconsin

La Crosse Regional-- Western Wisconsin

Madison Regional-- South Central Wisconsin

Milwaukee North Regional-- Eastern Contest

Milwaukee Regional-- Southeastern Wisconsin

Minocqua Regional-- Northwoods Wisconsin

Stevens Point Regional- Central Wisconsin

Troubleshooting: Having trouble logging in? Don't know which regional you are in? Email us at **historyday@wisconsinhistory.org**

Registration Deadline

After the deadline the system is locked. Students can no longer submit their initial project nor make changes to one already in the system. At the completion of each contest level the system reopens. Students may then make changes before the next start of the next contest. Each Regional Contest and the State have their own individual deadline that you can find here: https://wisconsinhistory.org/nhdcontests

Submission Guidlines

- **Create a single PDF of all written materials**. The registration system only allows one PDF upload, so it must include all required documents. See below for the specific category instructions.
  - Combining written materials into one PDF can be done using Adobe Acrobat or one of several free apps including Small PDF and ILove PDF. Please see this video to learn how to combine PDF documents into one PDF file: https://www.youtube.com/watch?v=VunwovyVodI&feature=youtu.be.

Instructional Guides by Category

Historical Papers

Once the student has finalized their paper, they should combine all required parts into one document in the following order:

1. **Title Page**
2. **Process Paper**
3. **Historical Paper**
4. **Annotated Bibliography**

They should then **save the final version as one PDF file** with their first and last names, followed by the contest level. For example, John Smith should save his regional contest paper as **johnsmithregional.pdf.** If he qualifies for the state contest, he should save his state contest paper as **johnsmithstate.pdf**.

Important contest planning note! Students will be required to upload their final PDF file to the contest registration system by the registration deadline. **This is earlier than the contest date.**

Websites

Please remember that NHDWebCentral (https://website.nhd.org/) **must be used to build and create ALL websites**. Complete instructions on creating an account, getting started, and other tips are available in the new **NHDWebCentral guide here:** https://drive.google.com/file/d/1HBpFvkHALO4yIbVehbkZQo8qOQtCkv12/view?usp=sharing.

As detailed in the rules, students should include their **process paper** and **annotated bibliographies** on their website. During registration, students will provide their website's 8-digit code found in its URL.

Important contest planning note! Websites are unable to be edited during the contest. They will "lock" on the registration deadline and not unlock until after the contest.

Documentaries

Documentary students need to plan to upload a shareable **.MP4** video file of their final project to **Google Drive**, **OneDrive**, or **DropBox** by the contest registration deadline. Students should prepare to give themselves plenty of time to complete this process before the deadline. **Do this early!** In case of slow internet connection, or technical difficulties, give yourself plenty of time before the deadline. Files typically upload faster over a wired connection instead of WiFi. Documentary students also need to save their paperwork as one PDF file and upload it to the registration system by the deadline.

To prep documentary and paperwork for submission, please follow these steps:

Step 1: Create one PDF file that contains in order:

1. **title page**
2. **process paper**
3. **annotated bibliography**

The registration system only allows one PDF upload, so it must include all required paperwork. **Save the final combined PDF file using these naming guidelines:**

- **If competing as an individual, name the file** with first and last name and the contest level. For example: **johnsmithregional.pdf** at the regional contest level or **johnsmithstate.pdf** at the state contest level.
- **If competing as a group, name the file** with each group member's last name and the contest level. For example: **smithjonesthomasregional.pdf** at the regional contest level or **smithjonesthomasstate.pdf** at the state contest level.

Step 2: Upload the .MP4 file of documentary to Google Drive, OneDrive, or DropBox. A particular platform is not preferred as long as it is viewable to anyone with the link. **If students do not have access to one of these shareable drives or have a way to share outside access to your file in a school drive,** please email NHD IN WI at historyday@wisconsinhistory.org ***before*** the contest deadline so that they can assist.

- **If competing as an individual, name the .MP4 file** with first and last name and the contest level. For example: **johnsmithregional.mp4** at the regional contest level or **johnsmithstate.mp4** at the state contest level.
- **If competing as a group, name the file** with each group member's last name and the contest level. For example: **smithjonesthomasregional.mp4** at the regional contest level or **smithjonesthomasstate.mp4** at the state contest level.

Step 3: Make Google Drive, One Drive, or DropBox Link Shareable. See the following instructions for each platform.

DropBox Share Steps

Upload file to DropBox. Once uploaded, hover over the .MP4 file and click the Share button. A pop-up box will appear. Find "Share a link instead," create a link, and set it to "Anyone with a link can view." Copy the link.


Google Drive Share Steps

Upload file to Google Drive. Once uploaded, right-click on the file. Select the **"Share"** option from the menu. A pop-up box will appear, as shown below. Make sure "Anyone on the internet with this link can view" is selected. If not, click on the blue change button and select that option. Once set to "Anyone" click on "copy link" and done.
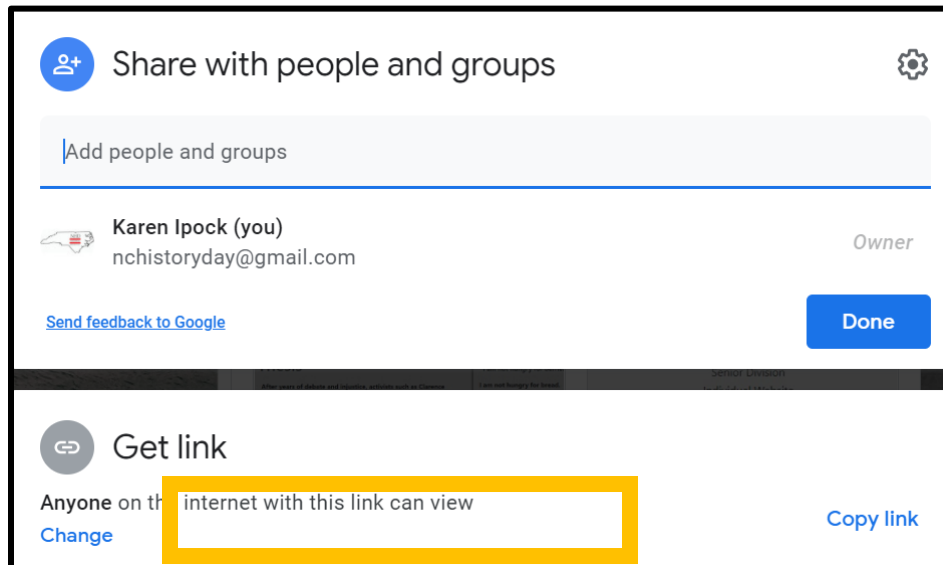
One Drive Share Steps

Upload file to One Drive. Once uploaded, right-click on the file. Select the "Share" option from the menu. Change settings to "Anyone with the link can view." Copy the link.
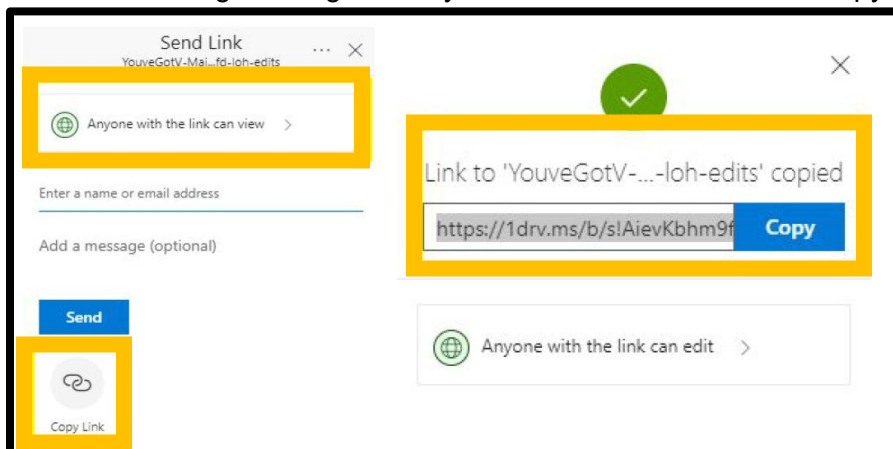
Step 4: Double-check that contest coordinators and judges can access shareable link.

Open an incognito browser tab (directions below) and copy and paste the link there. If the video is not shared, repeat Step 3. If the video appears, advance to Step 5.

- **How to Open Incognito Browser Tab**
  1. Windows, Linux, or Chrome OS: Press Ctrl + Shift + n.
  2. Mac: Press ⌘ + Shift + n.

Step 5: Submit project to the contest by the contest registration deadline.

Include the documentary's shareable link and upload paperwork's PDF file during the registration process.

Important contest planning note! Make sure that the documentary stays on the shareable drive and does not change locations or settings during the contest. The contest runs from the close of registration through to the announcement of finalists.

Exhibits

Traditionally, an NHD exhibit sits on a table for judging. However, this year, there are two options:

1. Physically construct an exhibit and then take photos of it and follow the guidelines for virtual contest submission.
2. Create a virtual exhibit and follow these guidelines for virtual submission.

Please remember that exhibit rules still apply for both physical and virtual exhibits.

The NHD Contest Rule Book allows exhibit students to:

- include a multimedia device in exhibit
- create an exhibit other than a tri-fold board that rests on a tabletop
- include supplemental materials on the tabletop

However, NHD strongly recommends that students create a simpler exhibit this year -- a tri-fold board without the extras. Photographed or virtually created exhibits cannot adequately represent physical exhibits that are round, multi-sided, or those with moving parts.

Guidelines for Creating a <u>Physical Exhibit</u> and Submitting it to a Virtual Contest

If students create a physical exhibit, they must photograph their exhibit and use the template below to submit to the virtual contests.

Step 1: Create a set of slides that include the following:

- a full photo of the exhibit, and
- photographed sections of the exhibit with accompanying text.

Use either of the two template options to submit exhibit. These options provide students with slides to insert photos and text from their exhibit. Students may **NOT** add additional slides. More details are on the first page of either slide template. Click "Use Template" on the top right to get started.
  - **Google Slides Template:**
    https://docs.google.com/presentation/d/1d7I30ZxW3jxiLKSImDdmIzD5OFY_Sqv QqNoWJnffnsw/template/preview
  - **PowerPoint Template:**
    https://drive.google.com/file/d/14LkQ6mav8kMw8gtXuH9wC3LUWjFAC0dS/view ?usp=sharing

View a sample project submitted through one of these templates here:
https://drive.google.com/file/d/1F3xQQ2H45It5IQZpJWNuaTBCw4dL7WWq/view

Step 2: Prepare to submit slides and required paperwork:

- Export/download completed exhibit template as a PDF.
- Combine exhibit PDF and required paperwork PDF into **a single PDF file. The final PDF document order must be:**
  1. **Title page,**
  2. **Process paper**
  3. **Annotated bibliography**
  4. **Exhibit template**
  - Please see this example for the correct order:
    https://drive.google.com/file/d/1eifpfDehiQzOHvIE98T1ZJpUnT_IxpTh/view

Step 3: Submit project to the contest by the contest registration deadline
> Upload the combined PDF during the registration process.

Guidelines for Creating a <u>Virtual Exhibit</u> and Submitting it to a Virtual Contest

Instead of building a physical exhibit, create an exhibit with design software. Virtual exhibits must still comply with all category rules, including word count and maximum size.

Step 1: Create a Virtual Exhibit
- To create a virtual exhibit, students may use any design software they prefer. Here are two examples:
    - **Google Drawings** is a free program that allows students to create a virtual exhibit within the maximum NHD exhibit size limit. Using this program does require creating a free Google account if participant does not already have one.
    - **Microsoft Publisher** is another program that students may have access to through their school. This program also allows students to create a virtual exhibit that fits within the maximum NHD exhibit size limit.
- **Regardless of the design software that you use, your virtual exhibit must meet these requirements:**
    - The minimum font size on a virtual exhibit is **20** pt font.
    - A 74-inch wide x 72-inch high page size replicates the maximum dimensions of a tri-fold exhibit. A standard rules-compliant tri-fold board laid flat is 74-inches wide by 72-inches high. Students can make size adjustments, but they cannot be larger than these dimensions.
- Here are two optional templates:
    - **Google Drawings NHD Template** (74-inch wide x 72-inch high): https://docs.google.com/drawings/d/1t3kKf3_HtkDc7DkGadlcwjjg5rK9BVFFZA56XnFByow/template/preview
    - **Microsoft Publisher NHD Template** (74-inch wide x 72-inch high): https://drive.google.com/file/d/1Id2h182pVtm6GEii29HbsfqXwpKCqZAb/view
        - Both templates are adjustable. Students may make the virtual exhibit smaller, but they may not make the dimensions larger. Students may adjust or eliminate the black lines on the templates if desired.
        - **View a sample project in the template**: https://drive.google.com/file/d/1O_lcTDo5Kw-RI_Xt9vHU6lLIceFo9_kt/view
- Regardless of which design software students use, **NHD strongly recommends** designing a tri-fold exhibit. Virtually created exhibits cannot adequately represent physical exhibits that are round, multi-sided, or those with moving parts.

Step 2: Prepare to submit virtual exhibit and required paperwork:
- Export/download completed exhibit template as a PDF.
- Combine exhibit PDF and required paperwork **a single PDF file. The final PDF document order must be:**
    1. **title page,**
    2. **process paper**
    3. **annotated bibliography**
    4. **exhibit template**
    - Please see this example for the correct order: https://drive.google.com/file/d/1eifpfDehiQzOHvIE98T1ZJpUnT_lxpTh/view

Step 3: Submit project to the contest by the contest registration deadline. Using the separate registration instructions (sent out closer to the contest), make sure to register for the contest by the registration deadline. Upload the combined PDF during registration.

Performances

Please remember that performance rules still apply for virtual contests. **When submitting a video for an individual or group performance, remember, this is the performance category.**

Performance Recording Guidelines

There are two options for recording performances. Students can film their performance the traditional way using a camera or phone or use an online conferencing platform such as Google Meet, Zoom, and Microsoft Teams. These platforms are only recommendations. Students are free to use any platform their teacher deems appropriate. Here are the requirements and notes for both options:

- Students should follow all social distancing guidelines and preventative actions that apply in their state, county, school.
- Students can utilize their backgrounds and props, wear any relevant costumes, and get creative. Digital effects are not permitted unless they could be done during a live performance.
- Any audio recordings, music, or media should be present in the recording as a part of the performance. Audio cannot be added later.
- Students must record performances in one continuous take regardless of if recorded the traditional way or students use an online platform. **Participants are not allowed to edit multiple clips together.**
- **If recording the traditional way, the camera should be stationary and from the point of view of where the audience would be sitting.** Make sure the camera does not pan or zoom.
- A teacher or parent may assist with recording a performance.
- **Note: Students want to be sure there is not the appearance of editing.** This is particularly important if using an online platform to record. Remember, if the app switches views, it might appear as an edit even if it is a continuous take. A way to prevent this is for individual performers to make sure they stay in camera view (even partially) the entire performance. For groups, be sure that all performers' screens are visible throughout the performance, even if minimized at the bottom. That way, the platform cutting between screens does not appear to be an editing cut.
- Once performance recording is ready, save the file as a .MP4.
- **Make sure the performance volume is clear!** If the performance is hard to hear, the judges might miss important points. If there are parts that are not clear, consider redoing the recording.

Final Steps for Preparing Performance Recording and Paperwork for Contest

Finalizing Performance Paperwork for Registration
- When it comes time to submit the performance during registration, **combine all the performance paperwork into one PDF document**. The registration system only allows one PDF upload.
- **Paperwork should be in this order:**
    1. Title Page
    2. Process Paper
    3. Annotated Bibliography

- **Save the final combined PDF file using these naming guidelines:**
    1. **If competing as an individual**, name the file with first and last name and the contest level. For example**: johnsmithregional.pdf** at the regional contest level or **johnsmithstate.pdf** at the state contest level.
    2. **If competing as a group,** name the file with each group member's last name and the contest. For example: **smithjonesthomasregional.pdf** at the regional contest level or **smithjonesthomasstate.pdf** at the state contest level.

Finalizing Performance Recording for Registration

- Students should plan to upload their final performance recording as a shareable **.MP4** video file on Google Drive, One Drive, or DropBox by the contest registration deadline.
- Students need to give themselves plenty of time to complete this process before the deadline.
- To prep recording for submission, please follow these steps:
  Step 1: Upload the .MP4 file of performance to Google Drive, One Drive, or DropBox. There is no preference on which platform as long as your performance recording is viewable to anyone with the link. **If you do not have access to one of these shareable drives or have a way to share outside access to your file in a school drive,** please email historyday@wisconsinhistory.org _**before**_ your contest deadline so that they can assist.
    - If competing as an individual, name the .MP4 file with first and last names and the contest level. For example: **johnsmithregional.mp4** at the regional contest level or **johnsmithstate.mp4** at the state contest level.
    - If competing as a group, name the file with each group member's last name and the contest level. For example: **smithjonesthomasregional.mp4** at the regional contest level or **smithjonesthomasstate.mp4** at the state contest level.

  Step 2: Make Google Drive, One Drive, or DropBox link shareable when ready to register. Complete this step when ready to submit the project link during registration. See the instructions below for each platform to see how to get a shareable link.

DropBox Share Steps

Upload file to DropBox. Once uploaded, hover over the .MP4 file and click the Share button. A pop-up box will appear. Find "Share a link instead," create a link, and set it to "Anyone with a link can view." Copy the link.


Google Drive Share Steps

Upload file to Google Drive. Once uploaded, right-click on the file. Select the **"Share"** option from the menu. A pop-up box will appear, as shown below. Make sure "Anyone on the internet

with this link can view" is selected. If not, click on the blue change button and select that option. Once set to "Anyone" click on "copy link" and done.
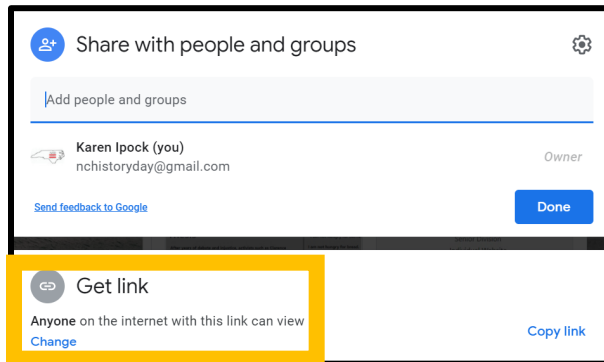
One Drive Share Steps

Upload the file to One Drive. Once uploaded, right-click on the file. Select the "Share" option from the menu. Change settings to "Anyone with the link can view." Copy the link.
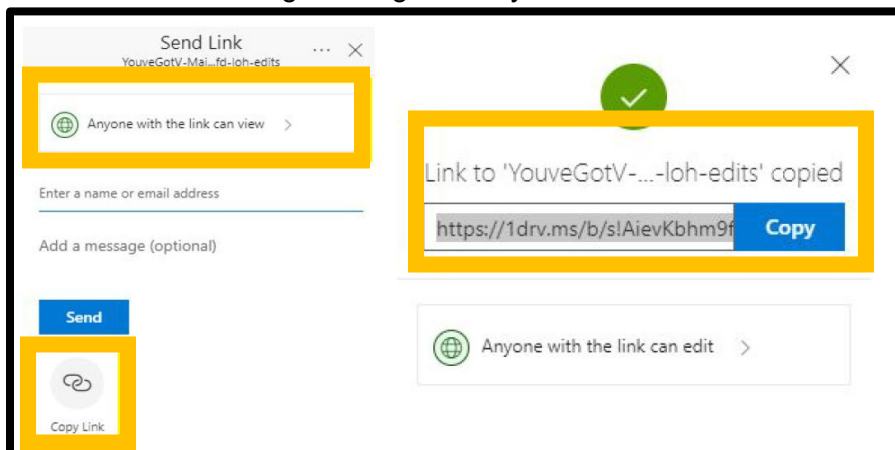
Step 3: Double-check that contest coordinators and judges can access the shareable link. Open an incognito browser tab (directions below) and copy and paste the link there. If the video is not shared, repeat Step 2. If the video appears, advance to Step 4.

- **How to Open Incognito Browser Tab:**
  - Windows, Linux, or Chrome OS: Press Ctrl + Shift + n.
  - Mac: Press ⌘ + Shift + n.

Step 4: Submit project to the contest by the contest registration deadline. During registration, include the performance's shareable link and upload the PDF file of combined paperwork (Title Page, Process Paper, and Annotated Bibliography).

Important contest planning note! Ensure that the performance recording stays on the shareable drive and does not change locations or settings during the contest. The contest runs from the close of registration through to the announcement of finalists.