

# NHD Georgia Virtual Contest Guide

*2020-2021 School Year*

**National History Day** learned quickly alongside its teachers, parents, and students about adapting to virtual formats when COVID-19 hit during the 2020 contest year. As a result, NHD took the lessons learned from last season's virtual contests and worked with a committee made up of teachers, students, judges, and state coordinators to develop uniform project guides for future virtual contests. These project guides' goals were created to ensure consistent contest procedures across the country, fairness, and to help students transition between various contest levels.

**In Georgia**, the majority of contests will take place virtually in the 2020-21 school year, including the state contest which will take place virtually in April 2021. Please utilize this guide to assist with your project creation so that it can be easily submitted when registration opens for your respected contest. All projects, no matter the region, are expected to follow this guide. Contest coordinators will provide further instructions on registration and submitting projects before registration opens.

**If you have any questions**, or problems accessing the templates via the links, contact Co-Affiliate Coordinator Jess Burke (email: [jburke@georgiahumanities.org](mailto:jburke@georgiahumanities.org), phone: 404-523-6220 x 116).

## Don't Forget! There is a new Rule Book for this school year!

No matter what category a student chooses, they should read the new rule book to follow their category rules. The new 2021 Rule Book is what will be used by judges when evaluating projects, and is available for download here: [www.lagrange.edu/nhdstudent](http://www.lagrange.edu/nhdstudent).

## Choosing Between Group and Individual Projects

NHD is not putting restrictions on group projects for the 2020-21 school year. Students can still 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 recommended health and safety guidelines from their school, county, and state.

## 2020-21 Theme – Communication in History: The Key to Understanding

Here are the important links for this year's NHD theme:

- Theme Book and NHD GA Theme Resources: [www.lagrange.edu/nhdstudent](http://www.lagrange.edu/nhdstudent)
- NHD GA Kick Off Video: <https://youtu.be/36ZeqJ9hCaA>
- NHD National Office Overview Video: <https://youtu.be/278B5ET8Npg>
- GA Topic Ideas: <https://bit.ly/NHDGATopicExplorer>

## Instructional Guides by Category

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## Historical Papers

Paper category students should review the new 2021 NHD Rule Book to ensure they do not miss any important rules and requirements for their category: [www.lagrange.edu/nhdstudent](http://www.lagrange.edu/nhdstudent).

Please note that the national contest may require printed hard copies if it takes place in person, but the **regional and state-level contests will only require a digital submission by the registration deadline.**

Once the student has finalized their paper, they should combine all required parts into one document in the following order: **Title Page, Process Paper, Historical Paper, and the Annotated Bibliography** at the end. **Save the final version as one PDF file** with first and last names, followed by the contest level (Free apps for this include [Small PDF](#) and [I Love PDF](#)).

- 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**.

### Historical Paper Contest Registration:

1. Visit your contest registration site and log in to your student profile.
2. Once logged in, in the project submission section there will be a spot to load a **SINGLE** pdf.
3. Upload your PDF file into the **Entry's Paper** field.
4. Click **Save**. That's it!

## Websites

Website category students should review the new 2021 NHD Rule Book to ensure they do not miss any important rules and requirements for their category: [www.lagrange.edu/nhdstudent](http://www.lagrange.edu/nhdstudent).

**Please remember that NHDWebCentral (<https://website.nhd.org/>) is REQUIRED to build and create ALL websites.** Complete instructions on creating an account, getting started, and other tips are available in the **NHDWebCentral guide here:** <https://drive.google.com/file/d/1HBpFvkHALO4yIbVehbkZQo8qOOtCkv12/view?usp=sharing>.

### Contest Registration:

1. Complete any necessary revisions and click save before the website deadline. Websites are unable to be edited during the contest. They will "freeze" at 11:59 p.m. on the registration deadline and will not unfreeze until after the contest.
2. As detailed in the rules, be sure that your process paper and annotated bibliography are embedded in your website.
3. Go to your contest registration site and log in to your student profile.
4. In the website key section, submit the 8-digit code found in your website URL.
5. Double-check that your site key is correct in your NHD student profile.
6. Click **Save**. That's it!

## Documentaries

Documentary category students should review the new 2021 NHD Rule Book to ensure they do not miss any important rules and requirements for their category: [www.lagrange.edu/nhdstudent](http://www.lagrange.edu/nhdstudent).

Documentary projects will be submitted via shareable links. To create a shareable link students need to plan to upload a shareable **.MP4** video file of their final project to Google Drive, One Drive, or DropBox by the contest registration deadline. Students should prepare to give themselves plenty of time to complete this process before the deadline. Files typically upload faster over a wired connection instead of Wi-Fi. 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 the title page, process paper, and annotated bibliography in that order. The registration system only allows one PDF upload, so it must include all required paperwork (Free apps for this include [Small PDF](#) and [I Love PDF](#)).

- **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, One Drive, or DropBox.** A particular platform is not preferred as long as it 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 [jburke@georgiahumanities.org](mailto:jburke@georgiahumanities.org) before your contest deadline so that she can assist.

1. **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.
2. **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.

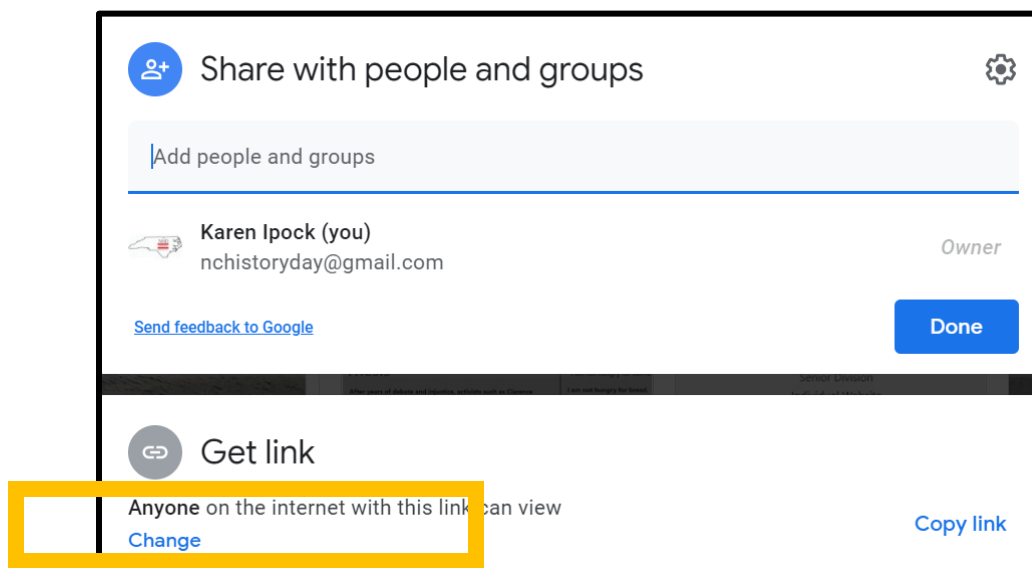
**DropBox Share Steps**

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.



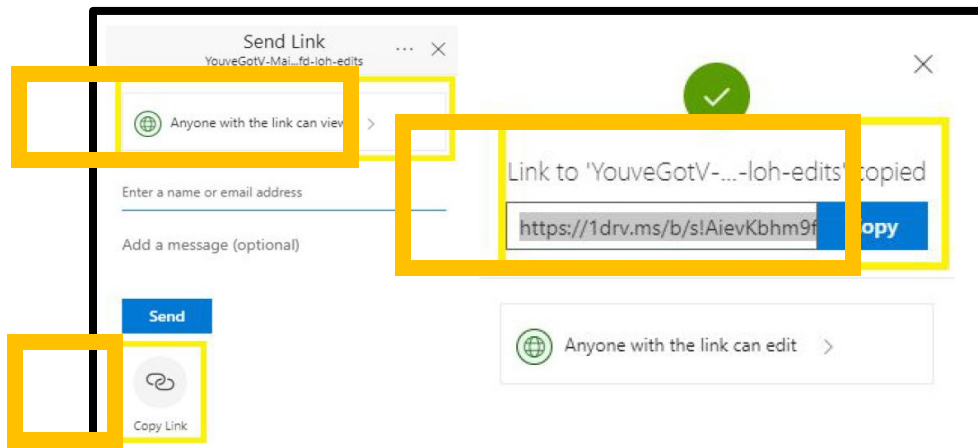
**Google Drive Share Steps**

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.**

1. Visit your contest registration site and log in to your student profile.
2. Upload your PDF file into the **Entry's Paper** field
3. Paste your link into the **Entry's Video URL** field. Double-check that the shared link's security permissions are set to "everyone with link can view." This will allow judges to view the project remotely. Links sent without the correct permissions settings will not be accessible and therefrom will not be judges.
4. Click **Save**. That's it!

**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

Exhibit category students should review the new 2021 NHD Rule Book to ensure they do not miss any important rules and requirements for their category: [www.lagrange.edu/nhdstudent](http://www.lagrange.edu/nhdstudent).

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.

Consult with your classroom teacher for the option that works best for you.

Keep in mind that students may have to convert their virtual exhibit submission to a physical exhibit if they qualify for the national contest, as it could take place in person.

**Please remember that ALL 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 Physical Exhibit 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-scale photo of the exhibit, and
- photographed sections of the exhibit with accompanying text.

Use either of the two template options to submit an exhibit. These options provide students with slides to insert photos and text from their exhibit. Students **cannot** add additional slides. More details are on the first page of either slide template.

- **Google Slides Template:**  
[https://docs.google.com/presentation/d/1d7130ZxW3jxiLKSImDdmIzD5OFY\\_SqvQqNoWJnffnsw/template/preview](https://docs.google.com/presentation/d/1d7130ZxW3jxiLKSImDdmIzD5OFY_SqvQqNoWJnffnsw/template/preview)
- **PowerPoint Template:**  
<https://drive.google.com/file/d/14LkQ6mav8kMw8gtXuH9wC3LUWjFAC0dS/view?usp=sharing>

**View a sample project submitted using the template here:**

<https://drive.google.com/file/d/1F3xQQ2H45It5IQZpJWNuaTBCw4dL7WWg/view>

**Step 2: Prepare to submit slides and required paperwork:**

- Export/download the completed exhibit template as a PDF.
- Combine exhibit PDF and required paperwork (title page, process paper, and annotated bibliography) PDF into a **single PDF file**. (Free apps for this include [Small PDF](#) and [I Love PDF](#).) **The final PDF document order must be the title page, process paper, annotated bibliography, exhibit template.**
  - Please see this example for the correct order:  
[https://drive.google.com/file/d/1eifpfDehiQzOHvIE98T1ZJpUnT\\_lxpTh/view](https://drive.google.com/file/d/1eifpfDehiQzOHvIE98T1ZJpUnT_lxpTh/view)
  - Please see this video to learn how to combine PDF documents into one PDF file:  
<https://www.youtube.com/watch?v=VunwovyV0dl&feature=youtu.be>.

**Step 3: Submit project to the contest by the contest registration deadline.**

1. Visit your contest registration site and log in to your student profile.
2. Once logged in, in the project submission section there will be a spot to load a **SINGLE** pdf.
3. Upload your PDF file into the **Entry's Paper** field. Click **Save**. That's it!

**Guidelines for Creating a Virtual Exhibit 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.
  - 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.
  - The minimum font size on a virtual exhibit is **20** pt. font.
  - Here are two optional templates:
    - **Google Drawings NHD Template** (74-inch wide x 72-inch high):  
[https://docs.google.com/drawings/d/1t3kKf3\\_HtkDc7DkGadlcwjg5rK9BVFFZA56XnFBYow/template/preview](https://docs.google.com/drawings/d/1t3kKf3_HtkDc7DkGadlcwjg5rK9BVFFZA56XnFBYow/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\\_Xt9vHU6lLlceFo9\\_kt/view](https://drive.google.com/file/d/1O_lcTDo5Kw-RI_Xt9vHU6lLlceFo9_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 the completed exhibit template as a PDF.

- Combine exhibit PDF and required paperwork (title page, process paper, and annotated bibliography) PDF into **a single PDF file**. (Free apps for this include [Small PDF](#) and [I Love PDF](#).) **The final PDF document order must be the title page, process paper, annotated bibliography, exhibit template.**
  - Please see this example for the correct order:  
[https://drive.google.com/file/d/1eifpfDehiQzOHvIE98T1ZJpUnT\\_lxpTh/view](https://drive.google.com/file/d/1eifpfDehiQzOHvIE98T1ZJpUnT_lxpTh/view)
  - Watch to learn how to combine PDF documents into one PDF file:  
<https://www.youtube.com/watch?v=VunwovyV0dl&feature=youtu.be>

### Step 3: Submit project to the contest by the contest registration deadline.

1. Visit your contest registration site and log in to your student profile.
2. Once logged in, in the project submission section there will be a spot to load a **SINGLE** pdf.
3. Upload your PDF file into the **Entry's Paper** field.
4. Click **Save**. That's it!

## Performances

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Performance category students should review the new 2021 NHD Rule Book to ensure they do not miss any important rules and requirements for their category: [www.lagrange.edu/nhdstudent](http://www.lagrange.edu/nhdstudent).

Please remember that performance rules still apply for virtual contests. Also, keep in mind while planning that as the 2020-2021 school year progresses, students may have to perform live if they qualify for the national contest, and it takes place in person.

For this year's unique contest season, NHD has created guidelines for submitting performances with health and safety measures in mind. They have also created a **required** "performance companion worksheet" to accompany the performance paperwork.

**Choose this category carefully!** This category requires students to record their performance and upload it into a shareable online drive for judges to view. Last year accommodations were made since projects were already underway when the contests had to go virtual. **This year recordings are required to be submitted to compete.**

### Performance Companion Worksheet and Paperwork Guidelines

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The Performance Companion Worksheet assists judges in seeing and understanding important performance details that might be missed or hard to see in a recording. **The companion worksheet is required.**

Here are the links to the important documents:

- **REQUIRED! Blank Performance Companion Worksheet:** [https://docs.google.com/document/d/1gFa7T-iezlLJ\\_GYphq7pvt9BI23ipS4W43j2Htc6alw/edit?usp=sharing](https://docs.google.com/document/d/1gFa7T-iezlLJ_GYphq7pvt9BI23ipS4W43j2Htc6alw/edit?usp=sharing)
- **An example of a completed worksheet:**  
<https://drive.google.com/file/d/1KRN0OPZDyaTb0omtuKaA0m2HAbvc5WCcr/view?usp=sharing>

### Performance Recording Guidelines

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There are two options for recording performances. Students can film their performance the traditional way using a camera or phone or as a way to accommodate avoiding group gatherings students can 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, and school. NHD encourages group performances to consider using an online conferencing platform**

**to record their performance to help everyone stay safe and healthy, or consider a different category if the performance cannot be filmed in a way that ensures overall group safety.**

- Students can utilize their backgrounds and props, wear any relevant costumes, and get creative. If using one of the online platforms, students can consider virtual backgrounds and other digital effects. Students can elaborate on these elements in the Performance Companion Worksheet.
- Any audio recordings, music, or media should be present in the recording as a part of the performance. There will not be a space to include these elements in the Performance Companion Worksheet.
- **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.
- **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:** Title Page, Process Paper, Performance Companion Worksheet, and Annotated Bibliography.
- **View an example of the final performance paperwork order here:**  
<https://drive.google.com/file/d/1Rhe0ilZtsy2DRgJJaqBPzRhy2qHK89HO/view?usp=sharing>
- **Combine multiple PDFs into one.** There are some free online apps available such as [Small PDF](#) and [I Love PDF](#).
- **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. Files typically upload faster over a wired connection instead of Wi-Fi.
- 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 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.

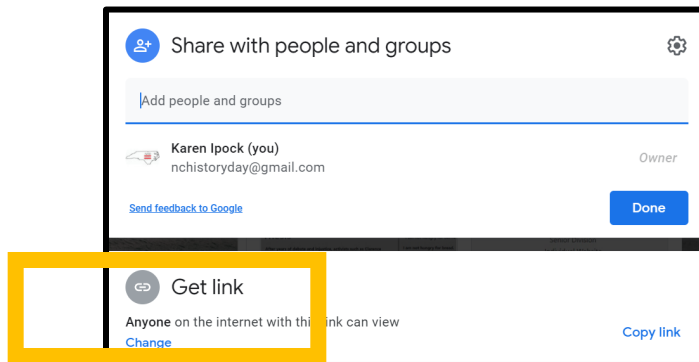
#### DropBox Share Steps

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.



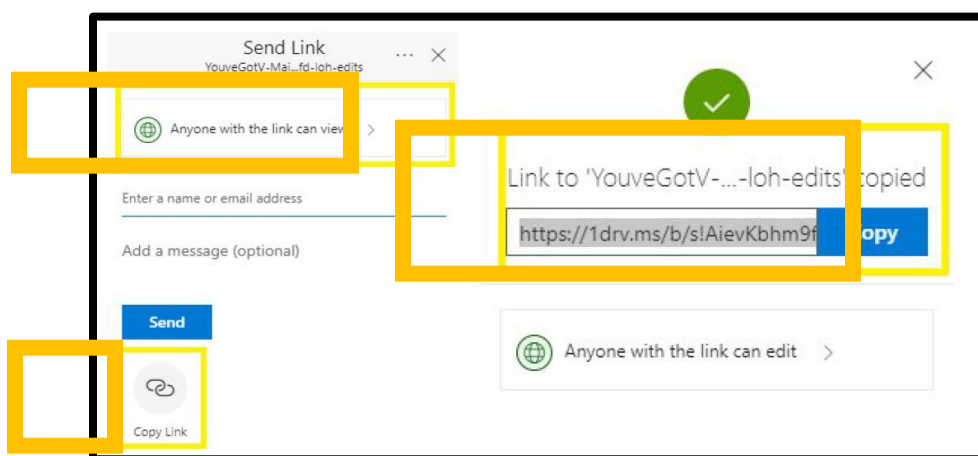
#### Google Drive Share Steps

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.**

1. Visit your contest registration site and log in to your student profile.
2. Upload your PDF file into the **Entry's Paper** field
3. Paste your link into the **Entry's Video URL** field. Double-check that the shared link's security permissions are set to "everyone with link can view." This will allow judges to view the project remotely. Links sent without the correct permissions settings will not be accessible and therefrom will not be judges.
4. Click **Save**. That's it!

**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.

**Questions about NHD GA?** Contact us at [nhdhistory@lagrange.edu](mailto:nhdhistory@lagrange.edu).

