

N.C. History Day Virtual Contest Guide

Performance Category

2020-2021 School Year

If there are questions about any of these guides, or problems accessing the templates through the links, please email nchistoryday@ncdcr.gov or call the state coordinator, Karen Ipock, at 252-639-3545.

Performance Guide for Virtual Contests

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: <https://www.nhd.org/sites/default/files/NHDRuleBook2021Digital.pdf>. Please remember that performance rules still apply for virtual contests.

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.

This category requires students to record their performance and upload it into a shareable online drive for judges to view. Read below for instructions.

Performance Companion Worksheet and Paperwork Guidelines

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

- **REQUIRED! Blank Performance Companion Worksheet:**
https://docs.google.com/document/d/1gFa7T-iezILJ_GYphq7pvt9Bl23ipS4W43j2Htc6alw/edit?usp=sharing
- **An example of a completed worksheet:**
<https://drive.google.com/file/d/1KRN0OPZDyaTb0omtuKaA0m2HAbvc5WCrv/view?usp=sharing>

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. NHD encourages group performances to

consider using an online conferencing platform to record their performance to help everyone stay safe and healthy.

- 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 it is 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, Annotated Bibliography.
- **View an example of the final performance paperwork order here:** <https://drive.google.com/file/d/1Rhe0ilZtsy2DRglJaQBPzRhy2qHK89HO/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 WiFi.
- 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 karen.ipock@ncdcr.gov **before** your contest deadline so that she 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.

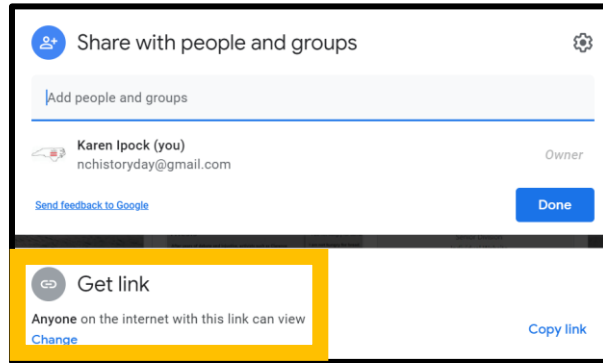
DropBox Share Steps

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.



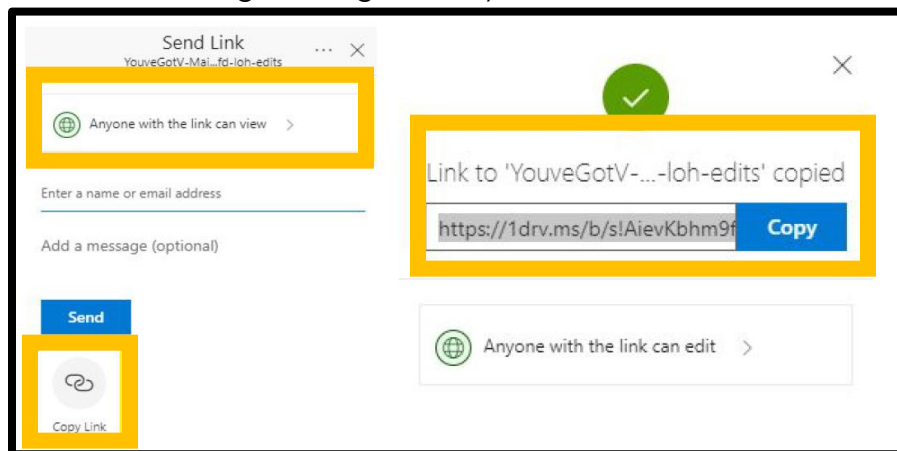
Google Drive Share Steps

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, Performance Companion Worksheet, 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.