



National History Day Arkansas Virtual Contest Guidelines

2020-2021 School Year

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NHD Arkansas Virtual Contests, 2020-21

National History Day learned alongside teachers, parents, and students about adapting to a virtual setting when COVID-19 hit during the 2020 contest season. For the 2021 contests, we are seeking to learn from and improve on last year's virtual contests. An NHD committee made up of teachers, students, judges, and coordinators has developed **uniform project guidelines for virtual contests**. Our goal is to ensure that contest procedures match across the country, that contests remain fair, and that students transition to regional and state contests smoothly.

National History Day Arkansas contests in all regions and at the state level will be **virtual** in the 2020-2021 school year. The following instructions guide participants on how to create their projects so that they can easily be submitted for contests when registration opens in their region. All regional contests are following these same guidelines.

Regional coordinators will provide further instructions on registration and submitting projects before registration opens. Regional contest dates and deadlines will also be updated as they are finalized at

<https://uca.edu/nhd/arkansas-contests/regional-contests/>

Important dates for **state contest** are as follows:

- Registration Deadline: Friday, March 19, 2021 at 11:01 pm CST
- Entries Due (and Website Lockout): Friday, April 2, 2021 at 11:01 pm CST
- Virtual Award Ceremony, Sunday, April 25, 2021 at 3:00 pm CST

For more information and updates, visit <https://uca.edu/nhd/arkansas-contests/state-contest/>

Have questions about the following guidelines or find broken hyperlinks?

Contact state coordinator Story Matkin-Rawn (slmatkinrawn@uca.edu, 501-444-2357) or state contest manager Judy Huff (judyh@uca.edu, 501-450-3158).

New Rule Book and Evaluation Rubrics

In addition to reviewing these virtual contest guidelines, it is equally important to read the **new rule book** to learn about new category guidelines. To download the 2021 Rule Book and other materials, visit <https://uca.edu/nhd/arkansas-contests/rules/>

National History Day is also shifting to a **new evaluation rubric**. Historical Quality now counts for 80 percent of a student's evaluation; Clarity of Presentation, 20 percent. Reviewing the rubric will provide students a clearer vision of how their project will be evaluated. View the new rubrics here: <https://uca.edu/nhd/files/2020/11/NHD-Evaluation-Rubrics.pdf>

Group Projects

NHD is not placing restrictions on group projects for the 2020-21 school year. Students can work as individuals in all categories or they can still work in groups of two to five students on the website, documentary, exhibit, and performance categories. (The paper category is still only for individuals.) If a group chooses to meet in-person, they should **follow health and safety guidelines** from their school, school district, and the Arkansas Department of Health.

<https://www.healthy.arkansas.gov/programs-services/topics/novel-coronavirus>

2020-21 History Day Theme

This year's theme is **Communication in History: The Key to Understanding**. For links to the theme book, theme video and theme-related NHD Arkansas topic suggestions, visit <https://uca.edu/nhd/theme-topics/>

Quick Links:

[Historical Papers](#) | [Websites](#) | [Documentaries](#) | [Exhibits](#) | [Performances](#)

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: <https://nhda.fyi/NewRulebook>

To review the new evaluation rubric that will be used by judges, visit <https://nhda.fyi/PaperRubric>

Steps to Create a Digital Paper Submission:

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**

The student should then **save the final version as one PDF file**. Tip: If a student needs to combine separate PDF files, <https://smallpdf.com/> allows users to merge PDF files online for free.

The **title** of this one PDF file should include the student's first and last name, followed by the contest level. For example, if Sam Pittman is participating in the regional contest, he should save his regional contest paper as **sampittmanregional.pdf**. If he qualifies for the state contest, he should save his state contest paper as **sampittmanstate.pdf**.

Important contest planning note! Students will be required to upload their final PDF file to the contest registration system by the registration deadline - separate contest registration instructions to follow closer to the contests.

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: <https://nhda.fyi/NewRulebook>

To review the new evaluation rubric that will be used by judges, visit <https://nhda.fyi/WebsiteRubric>

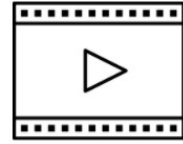
Please remember that **NHDWebCentral** (<https://website.nhd.org/>) must be used to build ALL websites. Complete instructions on creating an account, getting started, and other tips are available in the new **NHDWebCentral instruction guide**: <https://uca.edu/nhd/files/2020/11/NHDWebCentral2020Instructions.pdf>

Reminder: as detailed in the rules, students should include their title paper, process paper, and annotated bibliography on their website.

During registration, students will provide their website's **8-digit code** found in its URL. Separate contest registration instructions will follow closer to the contests.

Important contest planning note! Websites cannot be edited during the contest. They will “freeze” at 11:01 p.m. on the entry submission deadline (see <https://uca.edu/nhd/> for contest deadlines) and will not unfreeze until after the contest award ceremony.

Documentaries



Documentary category students should review the new 2021 NHD Rule Book to ensure they do not miss any important requirements for their category: <https://nhda.fyi/NewRulebook>

To review the new judges' evaluation rubric, visit <https://nhda.fyi/DocuRubric>

Documentary students should plan to upload a shareable **.MP4** video file of their final project to Google Drive, One Drive, or DropBox. Uploading a large file can take *hours*, so allow plenty of time to complete this process before the submission entry deadline. Files typically upload fastest over a wired connection.

Documentary students also need to save their paperwork as one PDF file and upload it to the registration system by the deadline. Separate contest registration instructions will follow closer to the contests.

Five Steps for Documentary Submission:

Step 1: Create one PDF file with all project paperwork.

The registration system only allows one PDF upload, so all paperwork must be combined into one, single document. This PDF file should contain the **title page, process paper, and annotated bibliography** in that order.

- If competing as an **individual**, name the file with first and last name and the contest level. For example: **sampittmanregional.pdf** for the regional contest or **sampittmanstate.pdf** for the state contest.
- If competing as a **group**, name the file with each group member's last name and contest level. For example: **pittmanhalldiazregional.pdf** for the regional contest or **pittmanhalldiazstate.pdf** for the state contest.

Step 2: Upload the documentary.mp4 file

Upload the documentary .mp4 file to **DropBox, Google Drive, or OneDrive**. Some Google school accounts will not allow users to share links with anyone outside of the school. If that is the case, consider creating a free DropBox or OneDrive account. If a student cannot access these shareable drives, please email us (nhdar@uca.edu) *before* the contest deadline so that we can help.

Five Steps for Documentary Submission, cont.

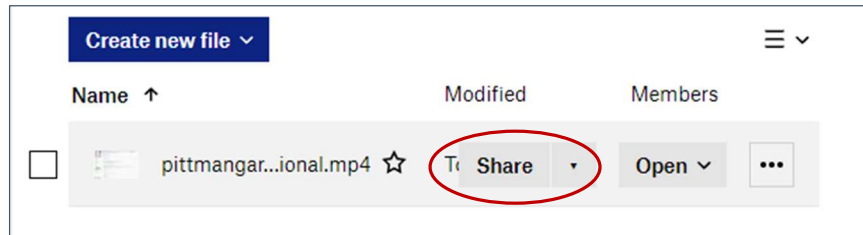
- If competing as an **individual**, name the .MP4 file with first and last name and the contest level. For example: **sampittmanregional.mp4** for the regional contest or **sampittmanstate.mp4** for the state contest.
- If competing as a **group**, name the file using each group member's last name and the contest level. For example: **pittmanhalldiazregional.mp4** for the regional contest or **pittmanhalldiazstate.mp4** for the state contest.

Step 3: Make the file link shareable.

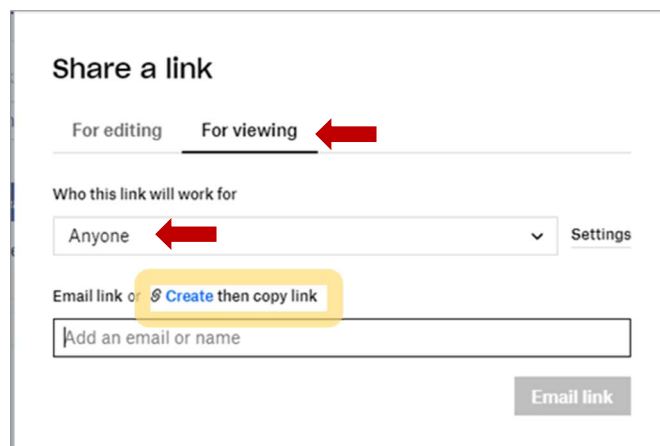
See the following instructions for each cloud platform:

Drop Box Share Steps

- ❑ Upload your file to DropBox.
- ❑ Once uploaded, hover your cursor over the title of the .mp4 file. Select the "Share" button that appears.



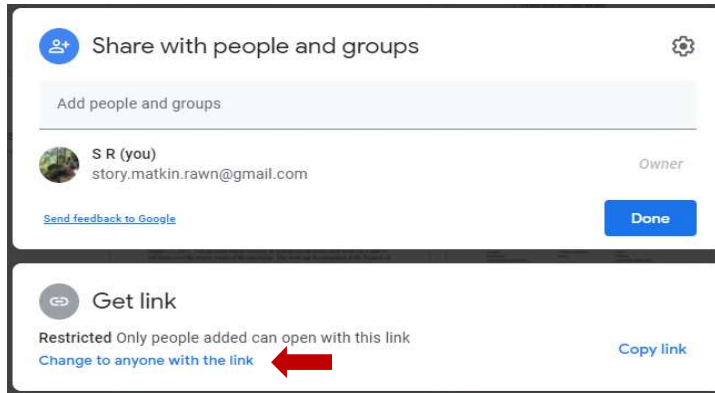
- ❑ A pop-up box will appear. Select "For viewing." Choose "Anyone." Then click on "Create then copy link." Select **Copy link**. You can now go to step 4 (see page 9).



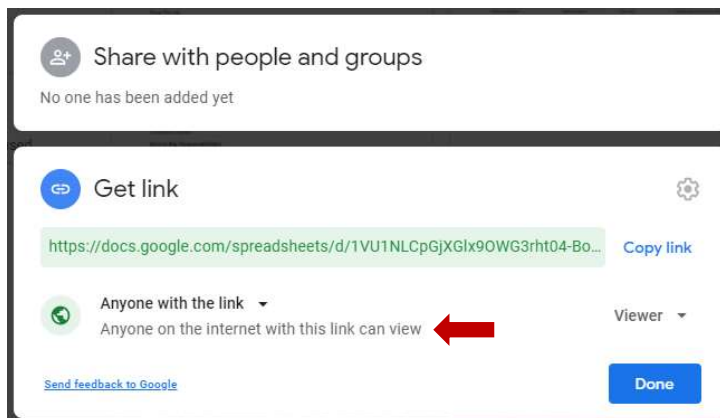
Five Steps for Documentary Submission, cont.

Google Drive Share Steps

- ❑ Upload file to Google Drive. Once uploaded, right-click on the file. Select “Share” from the menu. A pop-up box will appear:



- ❑ Select “[Change to Anyone with the link.](#)” Check to see that “Anyone on the internet with this link can view” displayed. If it is not, change the setting “Restricted” to “Anyone with the link.” Now click on “[copy link.](#)” You can move on to Step 4 (see page 9).



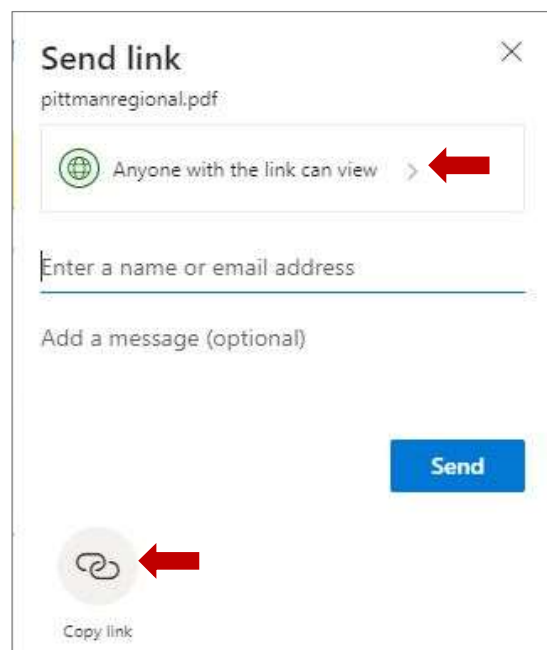
OneDrive Share Steps

- ❑ Upload file to Google Drive. Once uploaded, right-click the file. Select the “Share” option from the menu.

Five Steps for Documentary Submission, cont.

OneDrive Share Steps, continued

- ❑ Change settings to “**Anyone with the link can view.**”
 - If it is set for “Anyone with the link can edit,” click on that setting. A pop-up box will appear. Uncheck “Allow editing” box.
- ❑ Copy the link. You are ready for Step 4!



Step 4: Check the shareable link to make sure judges can access it.

Open an incognito browser tab. Copy and paste the link into that browser. If the video appears, advance to Step 5. If it does not appear, repeat Step 3.

- How to open an **incognito browser tab** (also called a private window)
 - To open incognito window in Chrome or Edge, use the shortcut Ctrl + Shift + n (Chrome, Windows, and Linux operating systems) or ⌘ + Shift + n (Macintosh/Apple)
 - To open an incognito window in Firefox, use the shortcut Shift + ⌘ + p (Mac) or Shift + Ctrl + p (Windows/Linux)

Five Steps for Documentary Submission, cont.

Step 5: Submit project to the contest by the entry submission deadline.

Using the separate registration instructions (sent out closer to the contest), make sure to register for the contest by the registration deadline. Using the PDF and shareable link from the instructions above, upload your project by the entry submission deadline. Regional and state contest deadlines will be made available at <https://uca.edu/nhd/contests>

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: <https://nhda.fyi/NewRulebook>

To review the new judges' evaluation rubric, visit <https://nhda.fyi/ExhibitRubric>

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 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.

Steps for Submitting a **Physical** Exhibit 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.

Three Steps for Creating a **Physical** Exhibit and Submitting it to a Virtual Contest, cont.

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.

- Google Slides Template: <https://nhda.fyi/ExhibitGoogleSlides>
- PowerPoint Template: <https://nhda.fyi/ExhibitPPTtemplate>

View a sample project submitted through one of these templates here:
<https://nhda.fyi/PhysicalExhibitVirtual>

Step 2: Prepare to submit slides and required paperwork:

- Export/download completed exhibit template as a PDF.
- Combine all required paperwork into a second PDF document in the following order: title page, process paper, and annotated bibliography
- Merge the exhibit slides PDF and the paperwork PDF into a **single PDF file**. Tip: The apps SmallPDF (<https://smallpdf.com/>) and ILovePDF (<https://www.ilovepdf.com/>) allow users to merge PDF files online for free.

This example shows the correct order of your final document:

<https://nhda.fyi/PhysicalExhibitPDF>

This video tutorial shows how to combine PDF documents into one PDF file:

<https://nhda.fyi/MergePDFvideo>

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. Using the PDF and shareable link from the instructions above, upload your project by the entry submission deadline. Regional and state contest deadlines will be available at <https://uca.edu/nhd/contests>

Steps for Creating a **Virtual Exhibit** for the Virtual Contest

Instead of building a physical exhibit, students can 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

Software: To create a virtual exhibit, students may use any design software they prefer. Widely available programs include

- **Google Drawings** is a free program that allows students to create a virtual exhibit within the maximum NHD exhibit size limit. This program requires creating a free Google account if participant does not have one.
- **Microsoft Publisher** may be accessible to students through their school. This program also allows students to create a virtual exhibit that fits within the maximum NHD exhibit size limit.

Size: A 74-inch wide x 72-inch high **page size** replicates the maximum dimensions of a tri-fold exhibit. 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.

Optional templates:

- **Google Drawings NHD Template** (74-inch wide x 72-inch high):
<https://nhda.fyi/GoogleDrawTemplate>
- **Microsoft Publisher NHD Template** (74-inch wide x 72-inch high):
<https://nhda.fyi/PublisherTemplate>

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.

- **Example:** To view a sample project in the template, visit
<https://nhda.fyi/VirtualExhibitExample>

Steps for Creating a **Virtual Exhibit** for the Virtual Contest, cont.

Regardless of which design software students use, **NHD strongly recommends** basing their project on the classic tri-fold exhibit. Virtual exhibits do not effectively replicate physical exhibits that are round, multi-sided, or those with moving parts.

Step 2: Prepare to submit slides and required paperwork:

- ❑ Export/download completed exhibit template as a PDF.
- ❑ Combine all required paperwork into a second PDF document in the following order: title page, process paper, and annotated bibliography
- ❑ Merge the exhibit slides PDF and the paperwork PDF into a **single PDF file**. Tip: The apps SmallPDF (<https://smallpdf.com/>) and ILovePDF (<https://www.ilovepdf.com/>) allow users to merge PDF files online for free.

This example shows the correct order of your final document:

<https://nhda.fyi/VirtualExhibitPDF>

This video tutorial shows how to combine PDF documents into one PDF file:

<https://nhda.fyi/MergePDFvideo>

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. Using the PDF and shareable link from the instructions above, upload your project by the entry submission deadline. Regional and state contest deadlines will be available at <https://uca.edu/nhd/contests>

Performances



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. Please remember that performance rules still apply for virtual contests:

<https://nhda.fyi/NewRulebook>

To review the new judges' evaluation rubric, visit <https://nhda.fyi/PerfRubric>

For this unique contest season, NHD has created guidelines for 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 students submitted their scripts since they had so little time to prepare when state contests had to go virtual. This year recordings are required for regional and state competitions.

Performance Companion Worksheet and Paperwork Guidelines

The Performance Companion Worksheet assists judges in understanding important performance details that might be missed or hard to see in a recording.

This companion worksheet is required:

- **REQUIRED!** Blank **Performance Companion Worksheet:**
<https://nhda.fyi/PerfCompanionForm>
- An **example** of a completed worksheet:
<https://nhda.fyi/PerfCompanionEXAMPLE>

Performance Recording Guidelines

There are two options for recording performances. Students can film their performance the traditional way using a camera or phone. Or they can use an

Performance Recording Guidelines, cont.

online conferencing platform such as Google Meet, Zoom, or Microsoft Teams. These platforms are recommendations; Students may use any platform their teacher deems appropriate. Here are requirements and notes for both options:

- Students should follow social distancing guidelines and preventative actions issued by their state, county, school. NHD encourages groups to consider using an online conferencing platform to record their performance to help everyone stay safe and healthy.
- Students can use backgrounds and props and wear relevant costumes. If using an online platform, students can incorporate virtual backgrounds and other digital effects. Get creative! 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 whether they record in the traditional way or use an online platform. **Participants are not allowed to edit multiple clips together.**
- If recording the traditional way, **the camera should be stationary and recording 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 should avoid the appearance of editing,** especially those using an online platform. If the app switches views, it might appear to be an edit even if it is a continuous take. To prevent this, individual performers should stay in camera view (even partially) the entire performance. For groups, ensure that all performers' screens are visible throughout the performance, even if minimized at the bottom. That way, the platform cutting between screens will 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. Consider re-recording.

Five Steps for Submitting a Performance

Step 1: Create one PDF file with all project paperwork.

The registration system only allows one PDF upload, so all paperwork must be combined into one, single document. This PDF file should contain the **title page**, **process paper**, and **annotated bibliography** in that order.

- If competing as an **individual**, name the file with first and last name and the contest level. For example: **sampittmanregional.pdf** for the regional contest or **sampittmanstate.pdf** for the state contest.
- If competing as a **group**, name the file with each group member's last name and contest level. For example: **pittmanhalldiazregional.pdf** for the regional contest or **pittmanhalldiazstate.pdf** for the state contest.

View an example of the final performance paperwork order here:

<https://nhda.fyi/PerfPaperworkExample>

Step 2: Upload the performance .mp4 file

Students should plan to upload their final performance recording as a shareable **.MP4** video file on Google Drive, One Drive, or DropBox.

Uploading a large file can be slow, so students should give themselves plenty of time to complete this process before the submission entry deadline. Files typically upload fastest over a wired connection and slowly over WiFi.

Some Google school accounts will not allow users to share links with anyone outside of the school. If that is the case, consider creating a free DropBox or OneDrive account. If a student cannot access these shareable drives, please email us (nhdar@uca.edu) *before* the contest deadline so that we can help.

To prep recording for submission, please follow these steps:


- If competing as an **individual**, name the .MP4 file with first and last name and the contest level. For example: **sampittmanregional.mp4** for the regional contest or **sampittmanstate.mp4** for the state contest.
- If competing as a **group**, name the file using each group member's last name and the contest level. For example: **pittmanhalldiazregional.mp4** for the regional contest or **pittmanhalldiazstate.mp4** for the state contest.

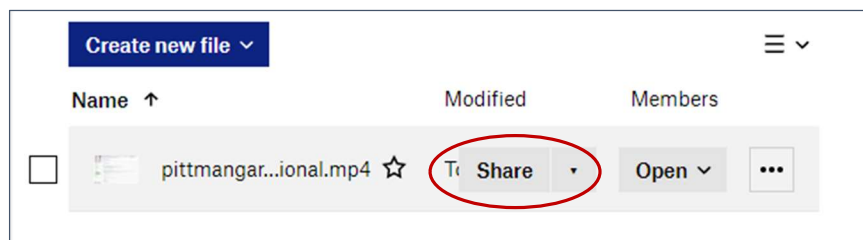
Five Steps for Submitting a Performance, cont.

Step 3: Make the file link shareable.

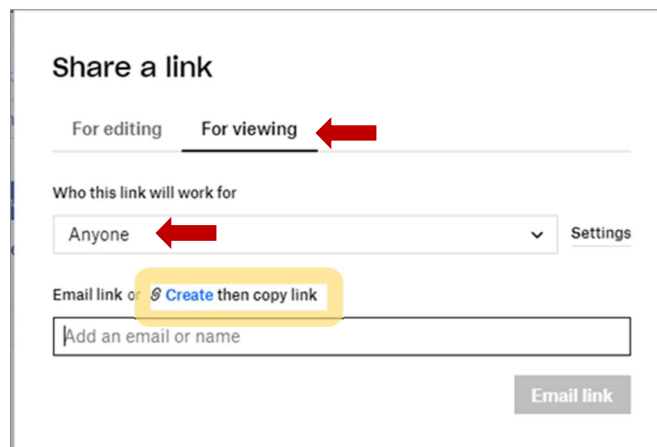
See the following instructions for each cloud platform:

Drop Box Share Steps

- ❑ Upload your file  to DropBox.
- ❑ Once uploaded, hover your cursor over the title of the .mp4 file. Select the “Share” button that appears.



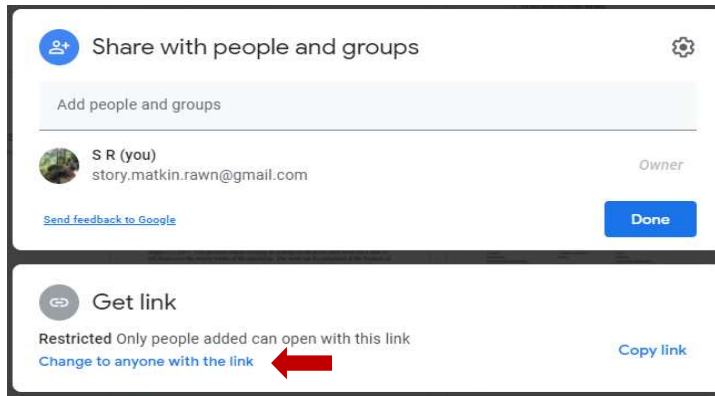
- ❑ A pop-up box will appear. Select “**For viewing.**” Choose “**Anyone.**” Then click on “**Create then copy link.**” Select **Copy link.** You can now go to step 4 on page 20.



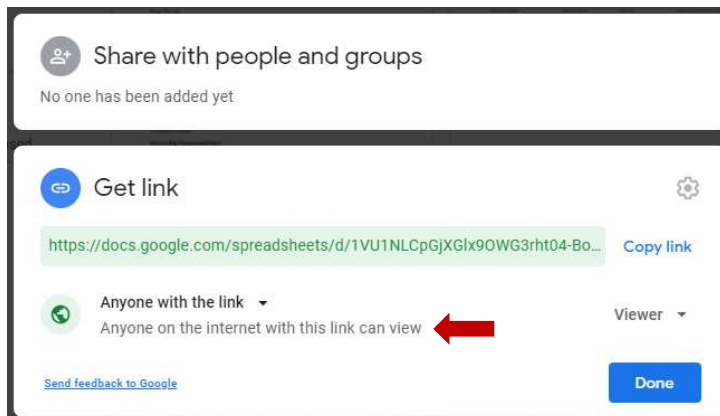
Five Steps for Submitting a Performance, cont.

Google Drive Share Steps

- ❑ Upload file to Google Drive. Once uploaded, right-click on the file. Select “Share” from the menu. A pop-up box will appear:



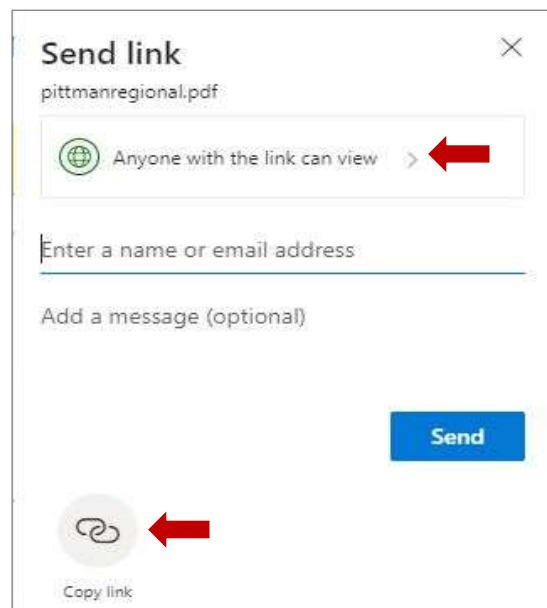
- ❑ Select “[Change to Anyone with the link.](#)” Check to see that “Anyone on the internet with this link can view” displayed. If it is not, change the setting “Restricted” to “Anyone with the link.” Now click on “[copy link.](#)” You can move on to Step 4 (see page 20).



Five Steps for Submitting a Performance, cont.

OneDrive Share Steps

- ❑ Upload file to Google Drive. Once uploaded, right-click the file. Select the “Share” option from the menu.
- ❑ Change settings to “**Anyone with the link can view.**”
 - If it is set for “Anyone with the link can edit,” click on that setting. A pop-up box will appear. Uncheck “Allow editing” box.
- ❑ Copy the link. You are ready for Step 4!



Step 4: Check the shareable link to make sure judges can access it.

Open an incognito browser tab. Copy and paste the link into that browser. If the video appears, advance to Step 5. If it does not appear, repeat Step 3.

- How to open an **incognito browser tab** (also called a private window)
 - To open incognito window in Chrome or Edge, use the shortcut Ctrl + Shift + n (Chrome, Windows, and Linux operating systems) or ⌘ + Shift + n (Macintosh/Apple)
 - To open an incognito window in Firefox, use the shortcut Shift + ⌘ + p (Mac) or Shift + Ctrl + p (Windows/Linux)

Five Steps for Submitting a Performance, cont.

Step 5: Submit project to the contest by the entry submission deadline.

Using the separate registration instructions (sent out closer to the contest), make sure to register for the contest by the registration deadline. Using the PDF and shareable link from the instructions above, upload your project by the entry submission deadline. Regional and state contest deadlines will be made available at <https://uca.edu/nhd/contests>