

# O.F.R.E.D.

Online Forensics Related Educational Document

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Dear Forensics Community,

Thank you so much for keeping our wonderful activity alive in these times of social distancing. The OFRED was created to educate participants on best practices when it comes to being both a competitor and judge in online virtual tournaments.

In this document, you'll find tables and suggestions for **competitors** to help you best navigate and participate in the first ever **PSCFA Online Cool-Off**. As mentioned in the invitation, this will be a **synchronous** video conference style festival held Sat. May 1st and Sun. May 2nd. In order to accomplish such a task, it will require both competitors and judges to follow the best practices we have suggested.

Each table is a stage in the PSCFA Online Cool-Off process. Each suggestion is a step within that stage. The following pages include guidelines designed to ensure your online round goes as smoothly as possible.

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- 1) System Requirements
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## Key Points:

- The items in **RED** are highly recommended, and the others are optional but very helpful.
- We recommend going through each stage, step-by-step, in order. Otherwise, you risk overwhelming yourself and forgetting crucial steps.
- During the tournament, Jedi and Bri will be on call and ready to help with any issues you might encounter. You may reach them at: [jedicurva@gmail.com](mailto:jedicurva@gmail.com) & [brianna.broadly.22@gmail.com](mailto:brianna.broadly.22@gmail.com)

We thank you all for your participation in this 1st Annual PSCFA Online Cool-Off. It is a wonderful way to keep the community connected and still allow our students to share the events they have been working on throughout the year.

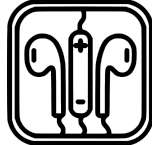
Under His Eye,

**Jedi Curva** (East Los Angeles College) & **Brianna Broadly** (Pasadena City College)

Student and Judge Liaisons

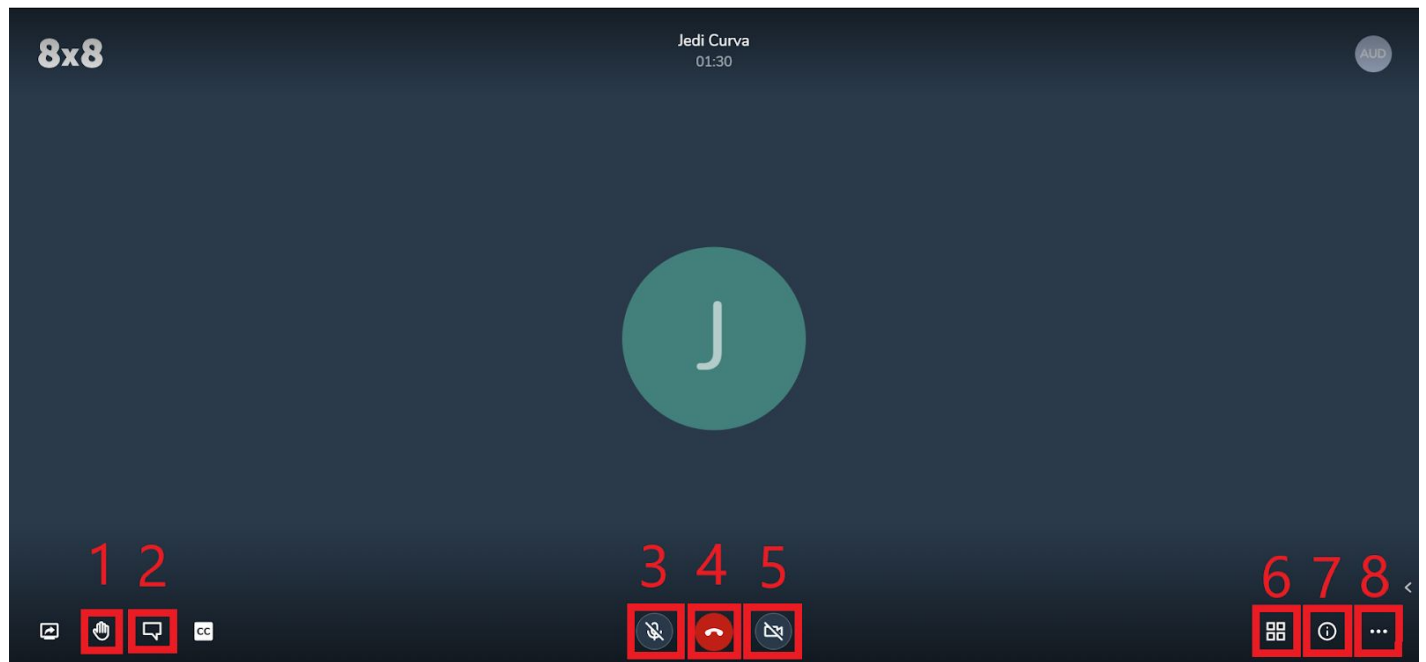
# SYSTEM REQUIREMENTS

## WHAT YOU WILL NEED



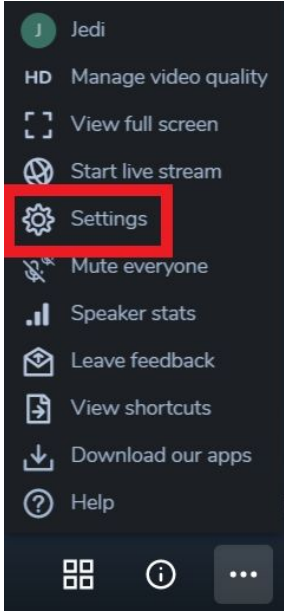
| ITEMS                                         | NOTES                                                                                                                                                                                                                                                                                                                                                         |
|-----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Laptop</b>                                 | We highly recommend the use of laptops or desktops w/ microphone & webcam. You may use a tablet/phone if it provides better video quality and internet connection. Tablet/phone users will need to download the 8x8 Video Meetings app. Looks like this in the App Store:  |
| <b>Headphones &amp; Microphones</b>           | Students are also encouraged to use a mic/headphones since audio quality is much better than with an external mic. <b>Judges are instructed <i>not</i> to penalize students for having mics/headphones on.</b>                                                                                                                                                |
| <b>Internet Connection</b>                    | In order for the video conference to work, your internet should be at least 6 Mbps. You can check your internet speed <a href="#">here</a> .                                                                                                                                                                                                                  |
| <b>Ethernet Cable - Maximize Connectivity</b> | Plug the computer into the router (i.e. the network device that provides Internet connection) with an ethernet cable. The computer may need an adapter to make this possible.<br>                                                                                         |
| <b>Google Chrome</b>                          | All guidelines were created using this web browser.                                                                                                                                                                                                                                                                                                           |

# UNDERSTANDING 8x8

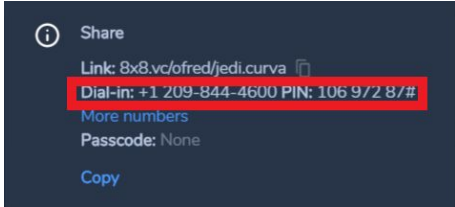


| # | NOTES                                                                                                              |
|---|--------------------------------------------------------------------------------------------------------------------|
| 1 | Raise/Lower Your Hand                                                                                              |
| 2 | Open/Close Chat<br>(Part of the double entry process. Covered in “During the Round.”)                              |
| 3 | Turn On/Turn Off Audio<br>(Student’s mic will be off when they are not speaking.)                                  |
| 4 | Leave/Cancel Call                                                                                                  |
| 5 | Turn On/Turn Off Video<br>(Turning this off may improve the bandwidth of the video room - only use when necessary) |
| 6 | Toggle Tile View<br>(Recommend for DEBATE/DUO viewing. Covered in “During the Round.”)                             |
| 7 | Share Link/Dial-in Information                                                                                     |
| 8 | More Actions...<br>(Part of account setup)                                                                         |

# SETTING UP 8x8 ACCOUNT

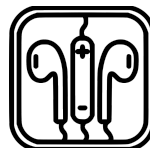
| STEP-BY-STEP                                                                                                                                                                                                                                       | NOTES                                                                                                                                                                |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>If your name is displayed as “Guest,” then consider the following:</p> <ol style="list-style-type: none"> <li>1. Click “More Actions” (#8)</li> <li>2. Click “Setting”</li> <li>3. Click “Profile”</li> <li>4. Set Your Display Name</li> </ol> |   |

# IF INTERNET CONNECTION DROPS/POOR QUALITY

| STEP-BY-STEP                                                                                                                                                                                                                               | NOTES                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none"> <li>1. Click “Dial-in Information” (#7)</li> <li>2. With a cellular device, dial 1-888-633-0347 (toll free)</li> <li>3. Input pin number</li> </ol> <p>(The pin number is unique for each 8x8 room)</p> | <p>If a student’s/judge’s internet connection drops or audio quality is poor, they will be <b>required</b> to call into the video conference room and give their speech with audio only. While not ideal, it will ensure all student’s speeches are listened to by a judge. You can get the dial-in information from the info icon in the bottom right of the screen.</p>  |

# BEFORE THE ROUND

## WHAT YOU WILL NEED



### A Private Room

Similar to an in-person round, do your best to be in a setting where interruptions may not occur.

### Laptop

We highly recommend using laptops or desktops w/ microphone & webcam. Tablets and phones are the least preferred options for a few reasons: positioning the camera can be a little tricky; the connection might be less robust; it requires a few more on-screen prompts when using the 8x8 Video Meetings app; moving the device creates a lot of movement on the screen.

### Headphones & Microphones

Students are also encouraged to use a mic/headphones since audio quality is much better than with an external mic. **Judges are instructed *not* to penalize students for having mics/headphones on.**

### “Do Not Disturb”

If your device receives notifications, then consider turning on the “Do Not Disturb” option.

### Plain Background

A visually loud background may distract your judge and fellow students.

### RECOMMENDATION

### NOTES



15 mins before round/prep

**STUDENTS** will receive a text/email with their ePostings information. That message will have a link to view all postings for a particular round. Click that link to go to your round.

**CONSIDER CHECKING THE SPAM FOLDER AS WELL.**

## LP/DEBATE SETUP

QUESTION?

ANSWER!

|                                                      |                                                                                                                                                                                                                                                                                                                       |
|------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Where is the Extemp Prep Topic announce Room?</b> | As we get closer to the tournament links will be sent out to a special video room for these events.                                                                                                                                                                                                                   |
| <b>How will I get my impromptu quotation?</b>        | The judge will have the impromptu quotations on their eBallot. When it's your turn to speak your judge will copy/paste the prompts into the chat window in the Live Video Room.                                                                                                                                       |
| <b>How will we strike IPDA topics?</b>               | The judge will have all five IPDA topics on their eBallot. At the start of the round go to your Live Video Room. The judge will copy/paste the resolutions into the chat window. Each team will strike as normal. Turn off your audio/visual feeds in the room during prep. 30 minutes later the round will commence. |

# DURING THE ROUND

## STUDENTS



### GUIDELINES

### NOTES

#### Be On Time

Please be in your 8x8 round or sign in to the room before the round starts

#### Turn Off Audio

**Click #3.** To mitigate unexpected audio interruptions, we highly recommend for your mic to be off when you are not presenting.

#### Fixed Screen

Especially during someone's performance, refrain from moving the camera. The movement of the camera can be very distracting.

#### Audience Reaction

With the audio off, all audience reactions will be non-verbal. Please keep in mind that everyone can still see you during the round.

#### Raise Your Hand

Click #1 if you have a question for the judge. They are instructed to address inquiries between speeches. Only utilize this option when necessary.

#### Wait to be Dismissed

...by the judge.

## IF DOUBLE ENTERED...



### GUIDELINES

### NOTES

#### Sign-in

Once you are in the online room, open chat (click #2) and leave a message informing the judge that you are double entered. **EXIT THE ROOM (#4).**

#### Perform Your First Event

Similar at an in-person round, ask the judge if you can leave for your other round. **EXIT THE ROOM (#4).**

#### Re-entering

Currently, there is no way we can replicate that in 8x8. **The best recommendation is to re-enter the room and turn off your mic as soon as possible.**

