O.F.R.E.D.

Online **F**orensics **R**elated **E**ducational **D**ocument

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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.

Table of Contents:

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 & brianna.broady.22@gmail.com
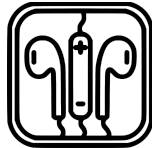
We thank you all for your participation in this 1st Annual PSCFA Online Cool-Off. It is a wonderful way to keep the community connected and still allow our students to share the events they have been working on throughout the year.

Under His Eye,
Jedi Curva (East Los Angeles College) & **Brianna Broady** (Pasadena City College)
Student and Judge Liaisons

SYSTEM REQUIREMENTS

WHAT YOU WILL NEED

ITEMS	NOTES
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.**
Internet Connection	In order for the video conference to work, your internet should be at least 6 Mbps. You can check your internet speed here.
Ethernet Cable - Maximize Connectivity	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.
Google Chrome	All guidelines were created using this web browser.
Video Communication Software	This tournament will be using the program **8x8**. You can download the program here.

UNDERSTANDING 8x8

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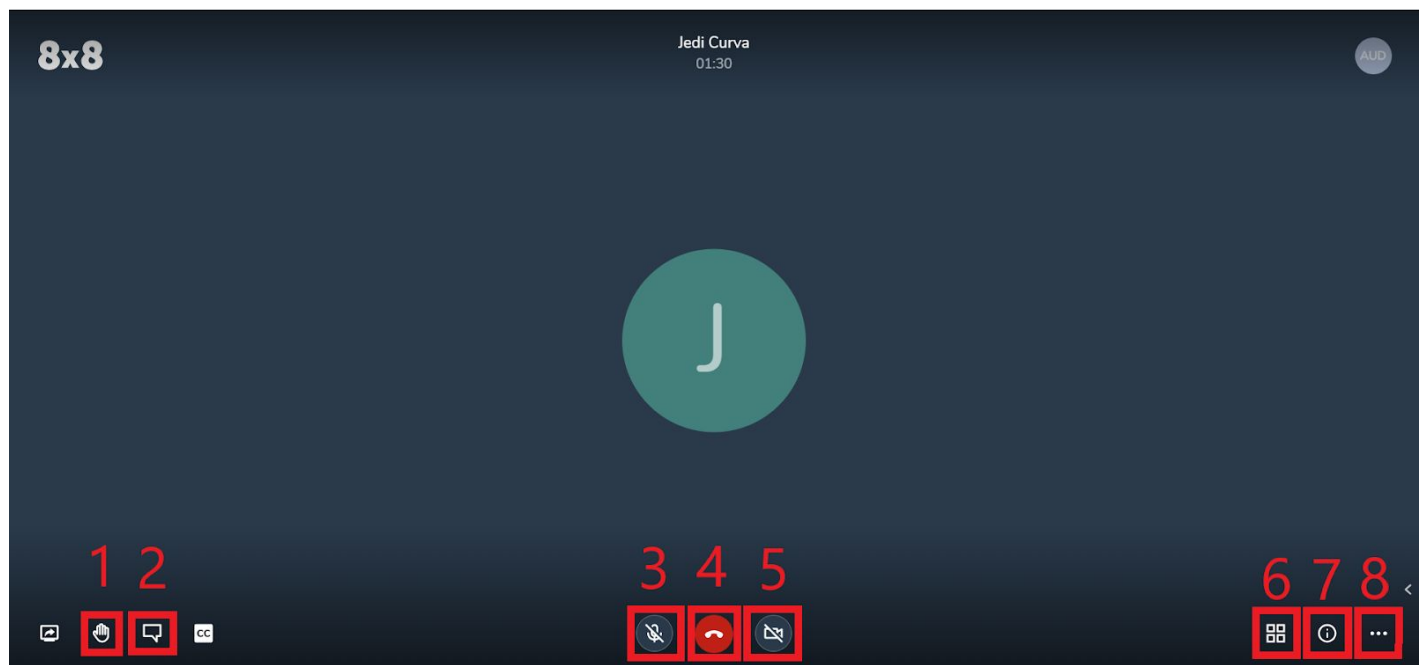
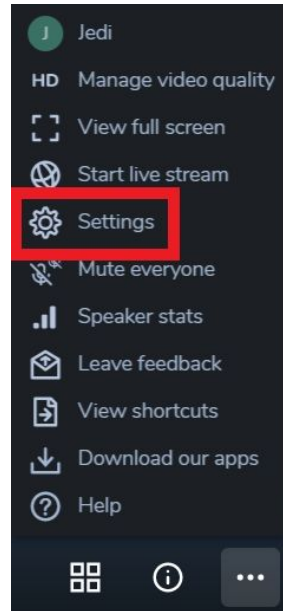| #	NOTES
1	Raise/Lower Your Hand
2	Open/Close Chat (Part of the double entry process. Covered in "During the Round.")
3	Turn On/Turn Off Audio (Student's mic will be off when they are not speaking.)
4	Leave/Cancel Call
5	Turn On/Turn Off Video (Turning this off may improve the bandwidth of the video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

	(Part of account setup)

SETTING UP 8x8 ACCOUNT

| STEP-BY-STEP	NOTES
If your name is displayed as "Guest," then consider the following: 1. Click "More Actions" **(#8)** 2. Click "Setting" 3. Click "Profile" 4. Set Your Display Name	

IF INTERNET CONNECTION DROPS/POOR QUALITY

| STEP-BY-STEP	NOTES
1. Click "Dial-in Information" **(#7)** 2. With a cellular device, dial the dial-in number. 3. Input pin number **(The pin number is unique for each 8x8 room)**	**If a student's/judge's internet connection drops or audio quality is poor,** they will be **required** 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.
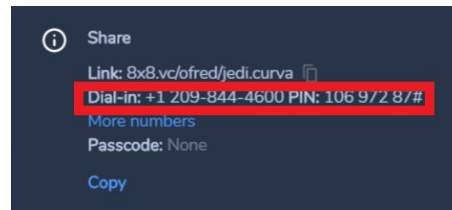
BEFORE THE ROUND

WHAT YOU WILL NEED
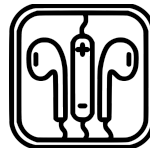
A Private Room	Similar to an in-person round, do your best to be in a setting where interruptions may not occur.
Laptop	We highly recommend (especially all judges) to use laptops or desktops w/ microphone & webcam. Tablets and phones are the least preferred options for a few reasons: positioning the 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.
	Keep an extra notepad to write on and keep track of rankings for each competitor. If you type loudly, then consider writing on the notepad first. Then, once the students are dismissed, quickly transfer your notes to the eBallot.

	If you choose to use your mobile device to watch the speeches, please download the 8x8 video app

eBALLOTS

CHECK YOUR...	NOTES
15 mins before round	**JUDGES** will receive a text/email with their eBallot link. Judges should click on that link within 5 minutes of receiving it to indicate that they have "picked up" their ballot. **CONSIDER CHECKING THE SPAM FOLDER AS WELL.**

LP/DEBATE SETUP

| QUESTION?	ANSWER!
How can I view limited prep topics?	You will have the impromptu quotations on their eBallot. For each competitor, you will copy/paste the prompts into the chat window in the Live Video Room. For Extemp - you will have the topics on your eBallot to view.
How will we strike IPDA topics?	You will have all five IPDA topics on your eBallot. At the start of the round go to your Live Video Room. 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

JUDGES
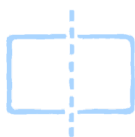
GUIDELINES	NOTES
Roll Call	Judges please be sure that all competitors are in the room or have signed in if they are double entered
Open Chat	Click #2 to open chat. Double entered students are instructed to leave a message on chat indicating that they are double entered.
Split Screen	Split the computer screen with two tabs (your round and the eBallot).
Have Notepad	Take notes of competitor rankings to make it easier to fill out the ballot at the end of the round
Turn Off Microphones	Check that all but the FIRST speaker have their microphones off
Raise Your Hand	When a student clicks #1, you will see a blue hand icon on the top left of their frame. You will also receive a notification on the bottom left of your screen. You may address their inquiry between speeches.
Dismiss Students	Please instruct students to return back to their 8x8 competitor room. The link will be emailed to them (it may be in the spam folder).

AFTER THE ROUND

ACCESSIBLE ROOMS

ONLINE STUDENT AND JUDGE LOUNGES WILL BE AVAILABLE.

Filling out your ballot	As soon as all of the competitors in your room have spoken, you can go ahead and release them from the round. Fill in the rank, rate, time topic, as well as feedback Once you have completed the entire e-ballot, you then want to click confirm. Then it will take you to the page where you can check all of the scores you have entered. Finally, click submit and once you see the palm trees, you know that your ballot has been turned in.
Next Round?	Keep the tournament schedule nearby.
Judges Room	Please check your email for the link to the judges' room to hang out in between rounds