

O.F.R.E.D.

Online Forensics Related Educational Document

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. May the Lord open your minds to the virtual world of competitive speech and debate.

In this document, you'll find tables and suggestions for **judges** to help you best navigate and participate in the **NCFA Fall Tournament #1**. As mentioned in the invitation, this will be a **synchrous** video conference style tournament held Sat Sept. 19 & Sun. Sept. 20. 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 judging 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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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, Ryan and Shannan will be on call and ready to help with any issues you might encounter. You may reach them at: ryanguy@gmail.com & troxelsh@butte.edu

We thank you all for your participation in the first NCFA Fall 2020 tournament. 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.

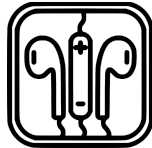
Sincerely,

Alexis Litzky & Steven Kalani Farias, Tournament Directors

SHOUT OUT TO **Jedi Curva** (East Los Angeles College) & **Brianna Broady** (Pasadena City College) who put this together for the 1st Annual National Online Collegiate Forensics Festival

SYSTEM REQUIREMENTS

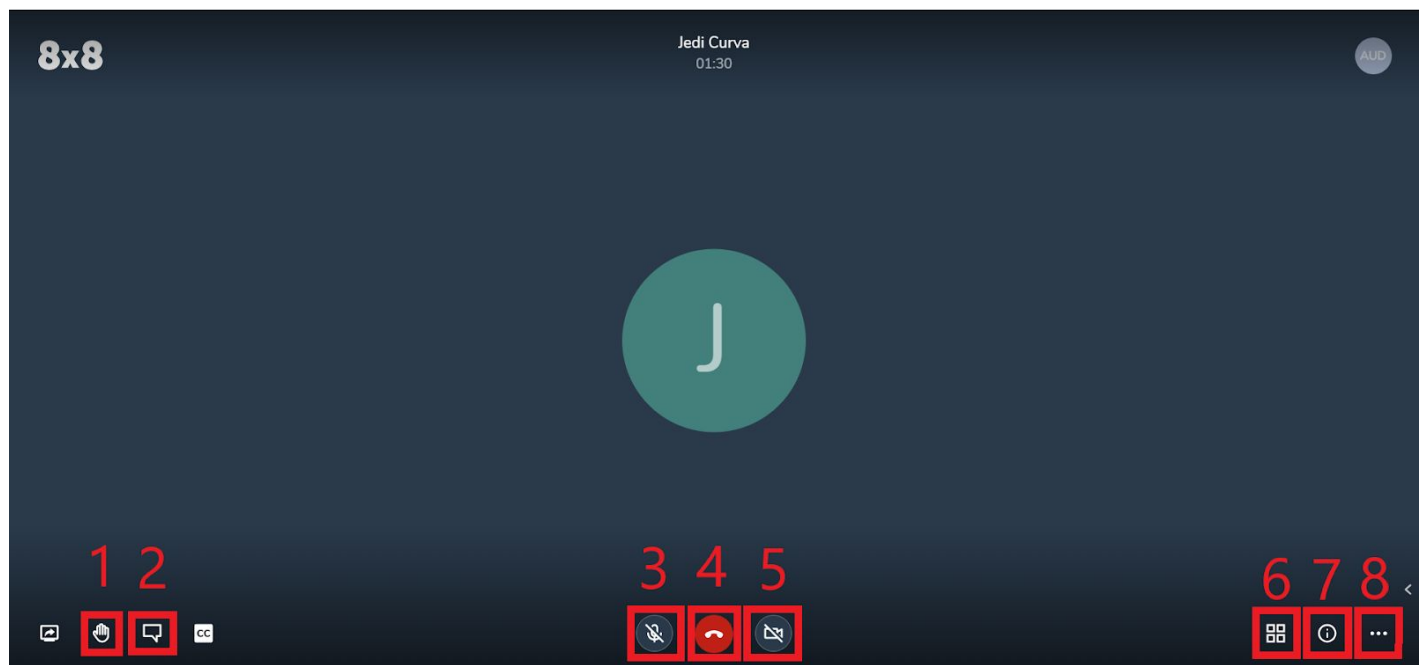
WHAT YOU WILL NEED



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 <i>not</i> 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/DUO viewing. Covered in “During the Round.”)
7	Share Link/Dial-in Information
8	More Actions...

(Part of account setup)

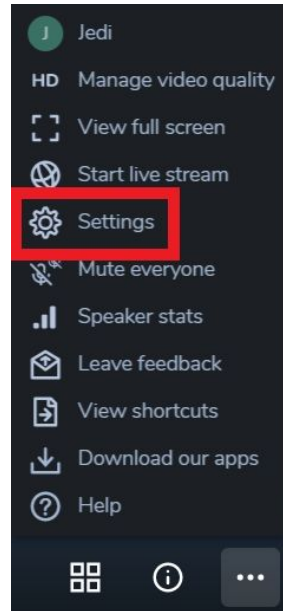
SETTING UP 8x8 ACCOUNT

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

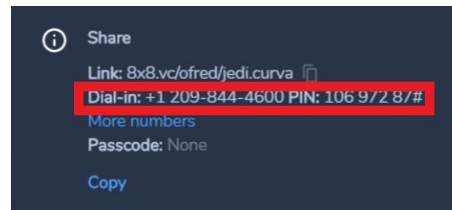
STEP-BY-STEP

NOTES

1. Click “Dial-in Information” (#7)
2. With a cellular device, dial the dial-in number.
3. Input pin number

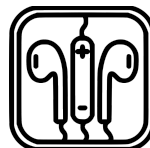
(The pin number is unique for each 8x8 room)

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.

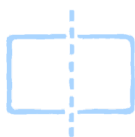
For Extemp - you will have the topics on your eBallot to view.

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

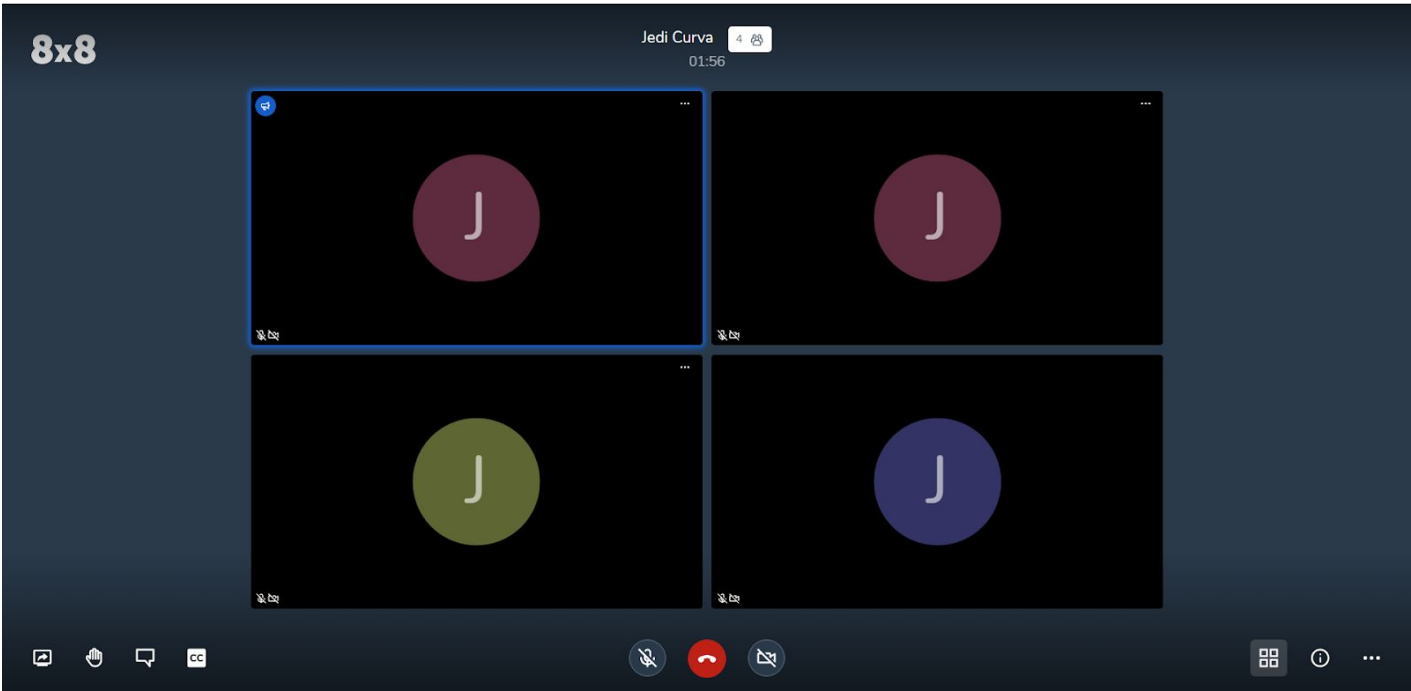
When a student clicks #1, you will see a blue hand icon on the top left of their frame. You will also receive a notification on the bottom left of your screen. You may address their inquiry between speeches.



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).

VIEWING NPDA/BP/DUO...



GUIDELINES

Toggle Tile View

NOTES

When judging NPDA/BP/DUO, **please click #6**. You want to match the viewing setting shown at the above image.

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.

Hospitality Hub

Please check your email for the link to the judges' room to hang out in between rounds