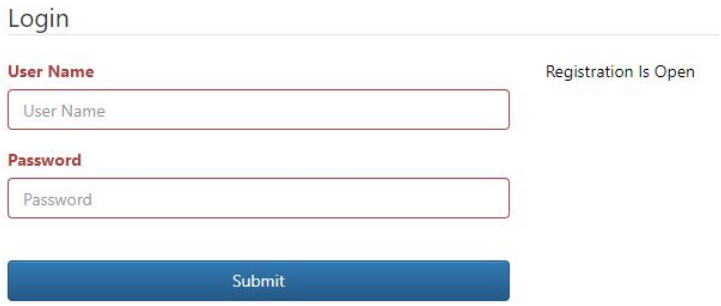
Judge Pro Judges Instructions

How to Log In

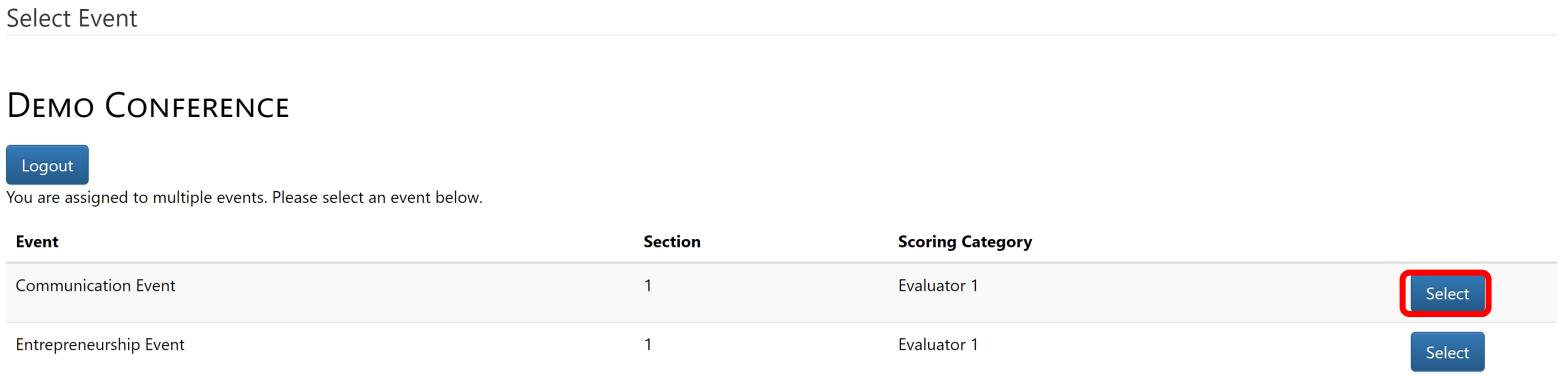


1. Click on the **"URL Link"** that was sent to you via email
2. Type the appropriate **"Username"** in the **"User Name"** field
3. Type the appropriate "**Password**" in the "**Password**" field
4. Click on the "**Submit**" button

IMPORTANT: If you are a Judge that has been assigned to multiple events, you will see a screen that will allow you to select which event you want to score after you log in.

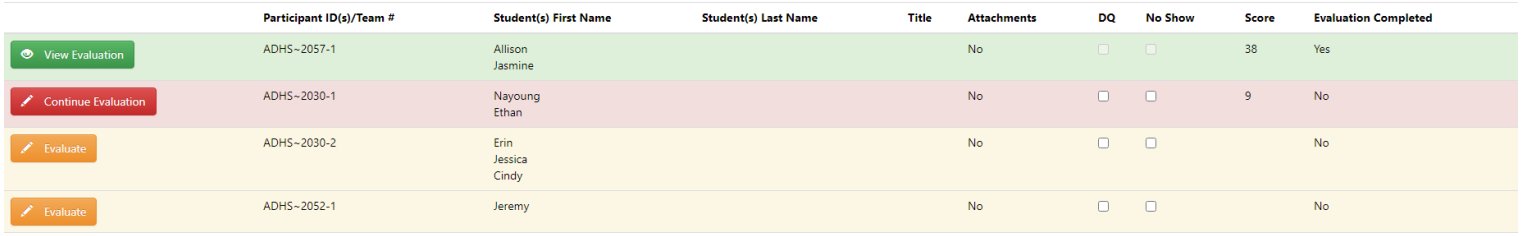
How to Evaluate Student Submissions

1. Click on the **"Select"** button located on the right-hand side of the event



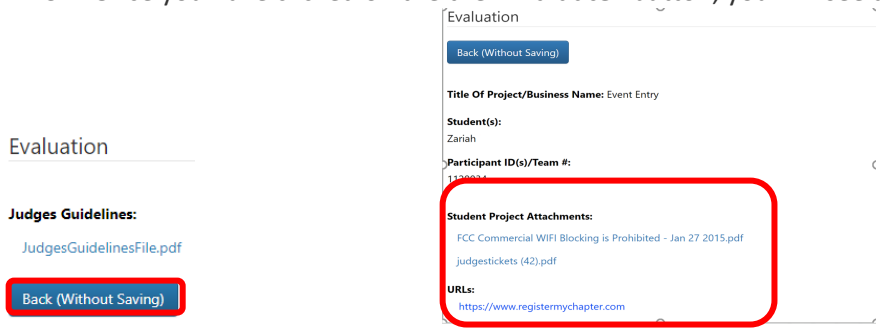
- **Yellow** Evaluation button means the evaluation has not been started or open
- **Red** Evaluation button means the evaluation has been open but not submitted by the Judge
- **Green** Evaluation button means that the Judge has Submitted the Evaluation and cannot be modified by the Judge only viewed. The Judge will have to contact the System Admin to have the evaluation released back to the Judge to make changes
- To DQ a Participant or Team, select the DQ checkbox
- To No Show a Participant or Team, select the No Show checkbox

NOTE: The No Show and/or DQ checkbox will only be visible if the administrator has turned it on.



How to Evaluate Student Submissions (cont.)

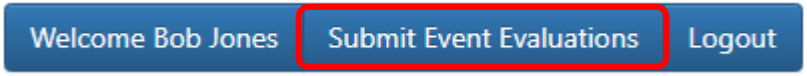
2. Click on the **"Evaluate"** button
3. Once you have clicked on the the **"Evaluate"** button, you will see a section called **"Judges Guildelines"**



4. Click on the link provided in **Judges Guidelines** to view Instructions/Guidelines for judging
5. If there is a student attachment, there will be a link(s) under "**Student Project Attachments**"
6. Click on the links to view the attachments
7. Complete the Evaluation and click on the "**Save Evaluation**" button once completed

IMPORTANT: When scoring the Presentation portion of an event, you will most likely NOT see attachments. You will fill out the Rubric during the conference once the contestant has given their presentation.

8. Once ALL evaluations have been completed, click on the "**Submit Evaluations**" button at the top of the screen



9. Click "**Confirm**" on the Confirmation pop up, or click "**Close**" to cancel