

Judge's Steps

STEP 1: Open the following schedules and find your Judges # and your first project based on student name(s) and number. Do this about 15 - 20 minutes before the start time.

Judge's Schedule

Student's Schedule

STEP 2: Open a new tab and access the Judging Form below. Do this 15 minutes before you judge your first project.

STEM Expo Floor (if this link is not working then see the link on Mr. Coski's website at bottom of page. Google "Coski" to find site)

STEP 3: Go into Zoom using the link provided at the bottom of the "Judge's Schedule" PDF. When you arrive in Zoom find and enter the breakout room of your first project. - Do this 5 - 10 minutes before start time.

STEP 4: When all judges and student(s) arrive remind the student(s) they have 15 minutes to present their project and then ask the student(s) to begin presenting. - Start this at the top and bottom of the hour for each judging session.

STEP 5: Allow up to 15 minutes for each project presentation and student questioning once the student(s) is finished ask them to leave the breakout room (they will know how to do this). Please be sure to end the presentation after 15 minutes to be fair to all students.

STEP 6: Collaborate with each other about the project. You have until 5 minutes before the bottom or top of the hour, depending if it's first or second project in the hour, then prepare for your next project. At this point it's okay to leave the breakout room.

STEP 7: Leave breakout room, **NOT ZOOM** and once in the main room find your next project and repeat the half hour process cycle. It's best to enter the next breakout room a few minutes early.

Notes:

a) Use the "Judge's Schedule" and "Student's Schedule" to determine name(s) and number of your next project during collaboration time.

- b) During breaks you can hang out in the main room but **DO NOT leave Zoom** until you have completed **all** your judging cycles for the evening/day.
- c) If you get kicked out of Zoom for some reason simply click on link again to re-enter. If you cannot get in please call Tonya (805) 588-6644 or Paul (805) 588-6062.