Performance Guidelines

The New York State History Day regional and state contests will be **virtual** in 2021. We hope that by announcing this information early, it will help students craft their final projects with a clear vision of how their project will be judged. The following instructions explain how students should prepare and submit **NHD performances** for judging at the regional and state contests next spring.

The national office will announce in early 2021 if the national contest will be virtual or in-person. As you plan your performance, please keep in mind that you may need to convert your virtual performance to a live performance in the event that you qualify for nationals. If you have questions about these instructions, please contact NYSHD interim state coordinator Crystal Johnson at nyshd@nhd.org or 312.339.0643.

Don't forget! There is a new *Rule Book* for this school year!

No matter what category you choose, students should read the rules for all categories, as well as the category-specific rules. The new 2021 *Rule Book* is available for download here: https://nyshd.weebly.com/rule-book-new.html

And a new evaluation rubric too!

National History Day is also shifting to a new evaluation rubric. As you think about how to construct your final project, remember that 80% of your evaluation will be based on historical quality and 20% will be on clarity of presentation. The new evaluation rubric will help you make sure you are addressing all of the essential elements of an NHD performance: https://www.nhd.org/sites/default/files/NHDEvaluationFormsRound1Performance.pdf

What will NHD performances look like in a virtual contest?

NHD performances will submit a **.MP4 video recording of their performance** and a **"performance companion worksheet,"** in addition to the usual required written materials (i.e., title page, process paper, and annotated bibliography). You may record your performance using a videocamera or phone, or you may use an online conference system such as Zoom, Google Meet, or Microsoft Teams to record your performance.

Performance Recording Guidelines

There are two options for recording performances. Students can film their performance the traditional way using a camera or phone or use an online conferencing platform such as Google Meet, Zoom, or Microsoft Teams. These platforms are only recommendations. Students are free to use any platform their teacher deems appropriate.

Here are the requirements and notes for both options:

- Students should follow all social distancing guidelines and safety measures that apply in their state, county, or school. NHD encourages group performances to consider using an online conferencing platform to record their performance to help everyone stay safe and healthy. If you plan to film a group performance in separate locations via Zoom, Google Meet, etc., and would like to see a model of what a socially distanced recording might look like, please contact Crystal Johnson at nyshd@nhd.org.

- Students can utilize their backgrounds and props, wear any relevant costumes, and get creative. If using one of the online platforms, students can consider virtual backgrounds and other digital effects. Students can elaborate on these elements in the Performance Companion Worksheet.

- Any audio recordings, music, or media should be present in the recording as a part of the performance. There will not be a space to include these elements in the Performance Companion Worksheet.

- Students must record performances in one continuous take regardless of how it is recorded. **Participants are not allowed to edit multiple clips together.**

- **If recording the traditional way, the camera should be stationary and from the point of view of where the audience would be sitting.** Make sure the camera does not pan or zoom.

- A teacher or parent may assist with recording a performance.

- **Students want to be sure there is not the appearance of editing.** This is particularly important if using an online platform to record. Remember, if the app switches views, it might appear as an edit even if it is a continuous take. A way to prevent this is for individual performers to make sure they stay in camera view (even partially) the entire performance. For groups, be sure that all performers' screens are visible throughout the performance, even if minimized at the bottom. That way, the platform cutting between screens does not appear to be an editing cut.

- **Make sure the performance volume is clear!** If the performance is hard to hear, the judges might miss important points. If there are parts that are not clear, consider redoing the recording.

- Once performance recording is ready, **save the file as a .MP4.**

Performance Companion Worksheet and Paperwork Guidelines

The Performance Companion Worksheet assists judges in seeing and understanding important performance details that might be missed or hard to see in a recording. The worksheet includes short descriptions of your scenes, as well as photographs of your costumes and props. Please read carefully the rules on the first page of the worksheet before you begin. In particular, note that the Performance Companion Worksheet has a maximum page limit (11 pages) and word limit (1,270 words). **This companion worksheet is required**.

REQUIRED! Blank Performance Companion Worksheet:
- Blank Performance Companion Worksheet in Google Docs
- Blank Performance Companion Worksheet in Microsoft Word

An example of a completed worksheet:
https://drive.google.com/file/d/1KRN0OPZDyaTb0omtuKaA0m2HAbvc5WCr/view?usp=sharing

You will combine your Performance Companion Worksheet with your other required written materials into one PDF per the instructions below.

Preparing Performance Recording and Paperwork for Contest Submission

Preparing Performance Paperwork for Registration

- **Your performance paperwork (i.e., Required Written Materials PLUS the Performance Companion Worksheet) must be submitted during contest registration.** You will not be able to edit these materials after the contest registration deadline, so make sure that the document you upload during registration is ready for judges to review.

- You must **combine your Required Written Materials** (see Rule Book, p. 18) **with your Performance Companion Worksheet into** underline**one** PDF document. The registration system only allows one PDF upload.

- **Paperwork must be in this order:**
    1. Title Page
    2. Process Paper
    3. Performance Companion Worksheet
    4. Annotated Bibliography

- **View an example of the final performance paperwork order here:**
  https://drive.google.com/file/d/1Rhe0iIZtsy2DRglJaQBPzRhy2qHK89HO/view?usp=sharing

- **Combine multiple PDFs into one.** If these materials are in separate files, there are some free online apps available such as Small PDF and I Love PDF.

- **Save the final combined PDF file using these naming guidelines:**
  1. **If competing as an individual**, name the file with first and last name and the contest level. For example: johnsmithregional.pdf at the regional contest level or johnsmithstate.pdf at the state contest level.
  2. **If competing as a group,** name the file with each group member's last name and the contest. For example: smithjonesthomasregional.pdf at the regional contest level or smithjonesthomasstate.pdf at the state contest level.

Finalizing Performance Recording for Registration

- Students should upload their final performance recording as a **shareable .MP4** video file on Google Drive, One Drive, or DropBox **by the contest registration deadline**. You will not be able to upload or edit your performance recording after contest registration has closed.

- Students need to give themselves plenty of time to complete this process before the deadline. Files typically upload faster over a wired connection instead of WiFi.

- To prep the recording for submission, please follow these steps:

  Step 1: Upload the .MP4 file of performance to Google Drive, One Drive, or DropBox. There is no preference on which platform as long as your performance recording is viewable to anyone with the link. **If you do not have access to one of these shareable drives or have a way to share outside access to your file in a school drive,** please email nyshd@ndh.org *before* your contest deadline so that staff can assist.
  - **If competing as an individual, name the .MP4 file** with first and last names and the contest level. For example: johnsmithregional.mp4 at the regional contest level or johnsmithstate.mp4 at the state contest level.
  - **If competing as a group, name the file with each group member's last** name and the contest level. For example: smithjonesthomasregional.mp4 at the regional contest level or smithjonesthomasstate.mp4 at the state contest level.

  Step 2: Make the Google Drive, One Drive, or DropBox link shareable when ready to submit. **IMPORTANT: Failure to make your project accessible to the public will prevent your project from being judged. The file must be shareable to anyone with the link. If your school firewall prevents sharing with individuals outside your school, you will need to upload the .MP4 in a sharing site that is accessible to the public.** Complete this step when ready to submit the project link during registration. See the instructions below for each platform to see how to get a shareable link.

Dropbox Share Steps

Upload file to Dropbox. Once uploaded, hover over the .MP4 file and click the Share button. A pop-up box will appear. Find "Share a link instead," create a link, and set it to "Anyone with a link can view." Copy the link.
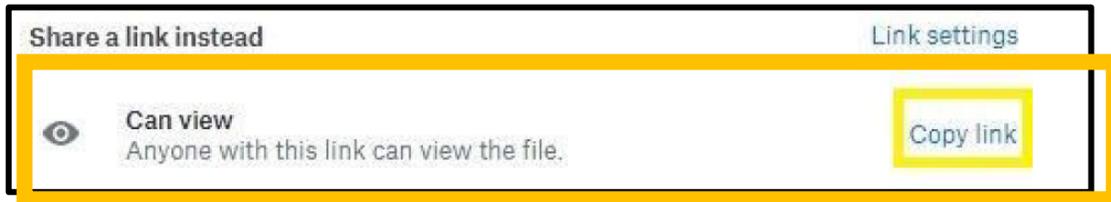

Google Drive Share Steps

Upload file to Google Drive. Once uploaded, right-click on the file. Select the **"Share"** option from the menu. A pop-up box will appear, as shown below. Make sure "Anyone on the internet with this link can view" is selected. If not, click on the blue change button and select that option. Once set to "Anyone" click on "copy link" and done.
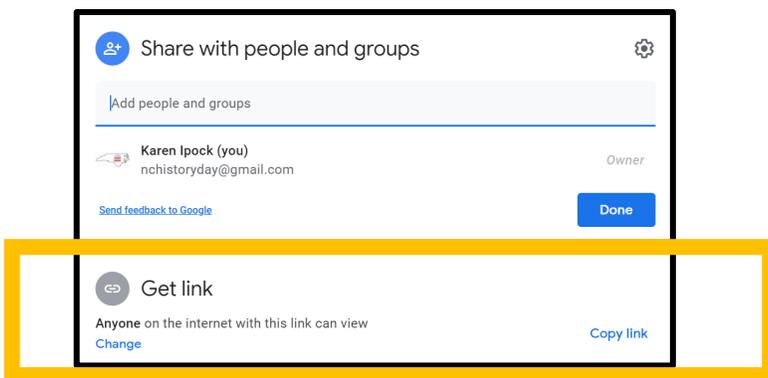
NOTE: Many schools have firewalls that prevent people from outside your school from accessing your Google Drive content. If you are using your school's Google Drive, have someone outside your school test this link to make sure that it is open to non-school viewers before submitting it to the competition. You may need to set up a non-school Google Drive account to allow for public sharing.

One Drive Share Steps

Upload the file to One Drive. Once uploaded, right-click on the file. Select the "Share" option from the menu. Change settings to "Anyone with the link can view." Copy the link.
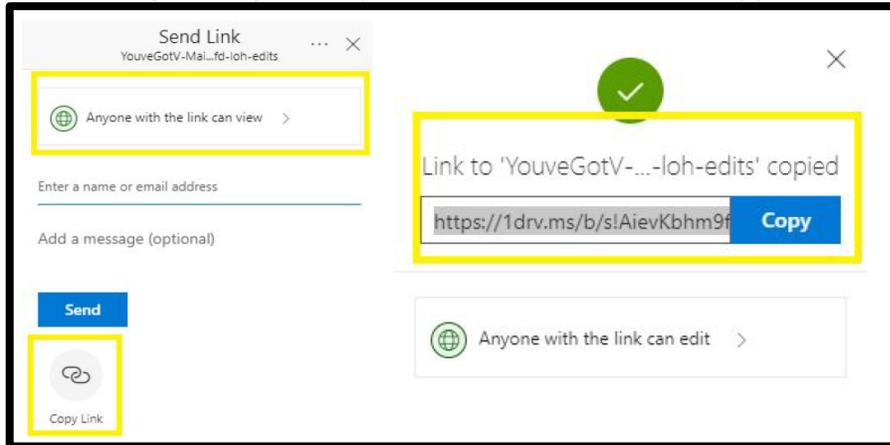
Step 3: Double-check that contest coordinators and judges can access the shareable link. Open an incognito browser tab (directions below) and copy and paste the link there. If the video is not shared, repeat Step 2. If the video appears, advance to Step 4.

      How to Open Incognito Browser Tab:

            Windows, Linux, or Chrome OS: Press Ctrl + Shift + n.

            Mac: Press ⌘ + Shift + n.

Step 4: Submit project to the contest by the contest registration deadline. During registration, include the performance's shareable link and upload the PDF file of combined paperwork (Title Page, Process Paper, Performance Companion Worksheet, and Annotated Bibliography).

Important contest planning note! Ensure that the performance recording stays on the shareable drive and does not change locations or settings during the contest. The contest runs from the close of registration through to the announcement of contest results. **You will not be able to edit this file after the registration deadline**, so please make sure that it is ready to be viewed by the judges in advance of the registration deadline.

Have a great NHD experience!