New Mexico English Expo Student Orientation Training 2024

Please read through each slide carefully. Refer to this presentation to prepare for
New Mexico English Expo 2024.

A Reminder:

ALL COMPETATORS <u>MUST BRING YOUR SCHOOL COMPUTER</u> AND CHARGER TO THE COMPETITION!

Junior Division = Students in grades 6-7-8
Senior Division = Students in grades 9-10-11-12

All NM English Expo participants must have a signed <u>Parent Permission</u> form, and an <u>Honor Code/Media</u> form that must be COMPLETELY filled out. Along with your registration fee.

Students will be held to this honor code as they work virtually AND in live competitions.

Electronic devices can ONLY be used for the contest work, and to submit individual submissions via Google Classroom.

<u>Video cameras should remain on</u>, and <u>mics on mute</u> during the contests, even in a live setting.

New Mexico English Expo

NM English Expo Schedule of Events

*All contests will be via **Google Classroom**.*
Students must have devices which will allow them to connect to Google Classroom via the internet, save their work, and submit their attachments via Google Classroom.

*All contestants are required to compete in **two contests.***
*Only **one** can be a Speaking Contest.*

English Expo Schedule for the Day

English Expo Competition Day

8:00-8:30 REGISTRATION CHECK IN (In-person)

8:00-8:20 STUDENT OPENING ASSEMBLY	**8:00-8:20 ALL ADULT ORIENTATION MEETING**
8:40-9:00 Students log onto assigned links or go to first-round classrooms.	**8:20-9:00** FINISH MONITOR/JUDGES SIGN UPS- report to assigned rooms.
9:05-10:30 Round 1 Competitions	**9:05-10:30** Judge/Monitor Round 1 Competitions
10:50-12:15 Round 2 Competitions	**10:50-12:15** Judge/Monitor Round 2 Competitions

12:00 SPECIAL CONTEST: NM WOMEN'S JOURNALISM
12:15 SPEAKING FINALS PARTICIPANTS POSTED

12:15-12:45 LUNCH On-site students must stay on campus. Lunch is available to purchase from DECA or can be brought with your group.	**12:15-12:45 LUNCH onsite; lunch provided**
12:50- 1:30 SPECIAL ACTIVITIES On-site Spelling Bee, Poetry Slam, watch Speaking Finals	**12:50- 1:30** Judging

1:30 CLEAN UP AND REPORT TO THE AWARDS ASSEMBLY

1:45-2:45'ish AWARDS CEREMONY

New Mexico English Expo

Google Classroom

All writing contests, written presentation work, and skills quizzes will be submitted for judging before the contests close. Monitors will call a warning time so students can save and submit their work.

Judges will use the English Expo rubrics to score all contest, determine the five place winners, and the winners' list will be determined by a Google Classroom spreadsheet.
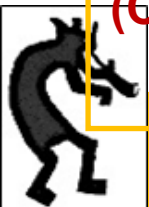
Art Contests will be Judged on Feb. 24th

Each contest is only available in <u>one</u> Round. Students will be asked to join a Google Classroom to be interviewed by the judges.

- If a student is not present (live or virtual) when called on, or the time assigned to the room, the judge is not obligated to try the interview later and the overall score will be affected.
- The judges will submit scoring and the top five place winners list will be determined by a Google Classroom Spreadsheet based on the rubric.

ALL artwork must be submitted to your Google Classroom
NO LATER then Feb. 20th

(Copy your teacher via Schoology email with anything you submit to Expo.)

New Mexico English Expo

Skills Contests will be judged on Feb. 24th.

They will be scored automatically as students finish and press the SUBMIT button.

Students can go back to previous questions UNTIL the SUBMIT is pressed.

Speaking Contests will be judged on Feb. 24th

- Students will be in a Google classroom to present their speaking piece to the judges.
- The judges will use a scoring rubric to determine the top five place winners, and list will be generated by a Google Classroom.

NOTE: Informative Speaking participants must submit their audio-visual aid no later than Feb. 20th
via Google Classroom.

New Mexico English Expo

Student Tech Needs

Be sure you use a personal Gmail account to access the Google classroom.

Writing and art contests, students must be able to:

- Save their documents on their devices in the accepted format
- Submit their work through Google Classroom
- Log in to Google Classroom meetings promptly with both video and microphone working
- Students in multiple choice Skills Contests will be given links via Google Classroom in order to participate in the competitions

New Mexico English Expo

Art Contest work (for Posters, Book Covers, Children's Book, and Photographic Essay) and Audio-Visual aid for Informative Speaking, must submit that visual aid by Feb. 20th, 2024.

- Google Classroom links will be sent out at a later date in order for you to submit your work.
- When you submit your work be sure to TITLE it in the following format:

Letter of Contest - Contest Name- JR or SR- School Name- Contestant's First & Last Name

EXAMPLE
U. Informative Speaking – SR – Farmington High School – Stephanie Jaquez

How Students will Join Contest Rooms:

- Students will log in to their assigned Google Classroom.

BE ON TIME to JOIN YOUR CLASSROOM IT is VITAL!

- The room monitor will check to see if the student is on the list.
- The student in that contest should have received an invitation to join the virtual classroom.
- Students SHOULD NOT be in the incorrect classroom because they can only attend via a Google Classroom invitation.
- **Students should be in attendance in their Google Classroom with the video and mic on mute.**
- The monitor will share the writing prompt, listening piece, or quiz password when the contest begins.
- Students will have one hour to complete their work.

New Mexico English Expo

Acceptable formats for Art & Writing Submissions:

- **Word Doc or .pdf**
- **Cell phone photo in .jpeg format**
- **Or .jpeg image**
- **PowerPoint Slide or Keynote converted to a .pdf format**

Any piece created with Pages, Google Docs, etc., should be exported, saved, and converted to one of the above formats, so Judges will be able to view the work for scoring.

Children's Book should use a slideshow or .pdf format.

New Mexico English Expo

IMPORTANT!!!
For All Contest Submissions…
The document or art piece, the file name must be as follows:

Contest Letter - Contest Name- SR- School Name- Student First and Last Name

Example:

B. Book Cover- SR- Lovington HS- Selena Maez

Submitted entries WITHOUT this information CANNOT be scored or earn awards.

All work will be submitted through the assigned Google Classroom

Entry must be saved using the following information:
Contest Letter - Contest Name- SR- School Name- Student's First and Last Name

This same information should be written on all of the ORIGINAL student work.

Deadline to submit all artwork is Feb. 20th, 2024

New Mexico English Expo

Writing Contest Completion:

The monitor in the Google Classroom will announce a few minutes before the contest ends. Before time is almost up.

Students who do not submit their work within the designated one-hour time frame will be declared ineligible.

After submitting their writing piece students should wait for confirmation from the monitor in their Google Classroom that their piece was received. The monitor will then excuse them once their item has been received. The student can then log off.

Art and Speaking Contest participants will be called on by the judge in a random order on the day of judging.

The judge is not obligated to call for a missing student again, if they are not present in the Google Classroom when they are first called.

Once they have presented their art work and answered the judge's questions or given their speech, students may exit the Google Classroom when the judge excuses them or stay to listen to the other contestants..

NOTE: Due to time limitations in the virtual setting, the judge WILL cut off speeches at the 5 minutes max.

New Mexico English Expo

Students in the Skills Contests must have a computer or device in order to compete in the multiple choice test.

- The password will be given when they attend the Google Classroom.

- Students may go back through the test and change their answers until time is up.

- Once the student finishes the test, or when the testing time of one hour is up, the student should hit "SUBMIT" to send his/her answers to be scored.

- If students finish the test early, they should inform the monitor that they are finished and have submitted their work. Then the monitor will excuse them.

REMINDER: NO NOTE TAKING OF ANY KIND IS ALLOWED DURING THE SKILLS CONTESTS.

New Mexico English Expo

Student Substitution Policy

NO substitutions for students are allowed on the day of the events.

The sponsor must arrange for substitutions with Expo Registrar, at least <u>three days prior</u> to events.

Substitutions are allowed <u>ONLY</u> in the same contests that the original registered student selected.

There are no refunds for registrations or schools who do not show up for competition.

Late Attendance Policy

- **If students log in late, they will be allowed to participate. However, they will NOT receive extended time.**

- **For the Listening contest, the listening prompt will NOT be replayed.**

- **Students will not be assigned to different rounds if late.**

- **If an art or speaking contest has finished with all the judging of students, the contestant will be disqualified.**

- **CALL YOUR SPONSOR IF YOU'RE HAVING ANY ISSUES… Personal or internet.**

No Show Procedures & Policies:

- **No substitutions are allowed on the day of the event.   If a student on an Expo Contest attendance list is missing, the Expo Troubleshooter will make an attempt to contact the student's sponsor to check on the student.**

New Mexico English Expo

Remember:
There are NO REFUNDS for students and/or schools that do not show.

Dropped Connections Policy:

If a student has a dropped internet connection during the contest and can quickly log back in, that student will be allowed to be readmitted by the Technology Proctor.

Time limits still apply and cannot be extended.

New Mexico English Expo

Awards Distribution

- Once all the contests are completed and the 5 winners in each contest and division have been determined, a master list of winners will be compiled and sent to every school sponsor.

- Individual medals for each school's winners will be gathered and either mailed or delivered to the school sponsor.

- An English Expo Award Ceremony will be live and broadcast recorded, with each winner's name being announced. More information and a link to this event will be sent to school sponsors soon after the Expo contests are finished.