

FINAL JUDGING INSTRUCTIONS

Logging in

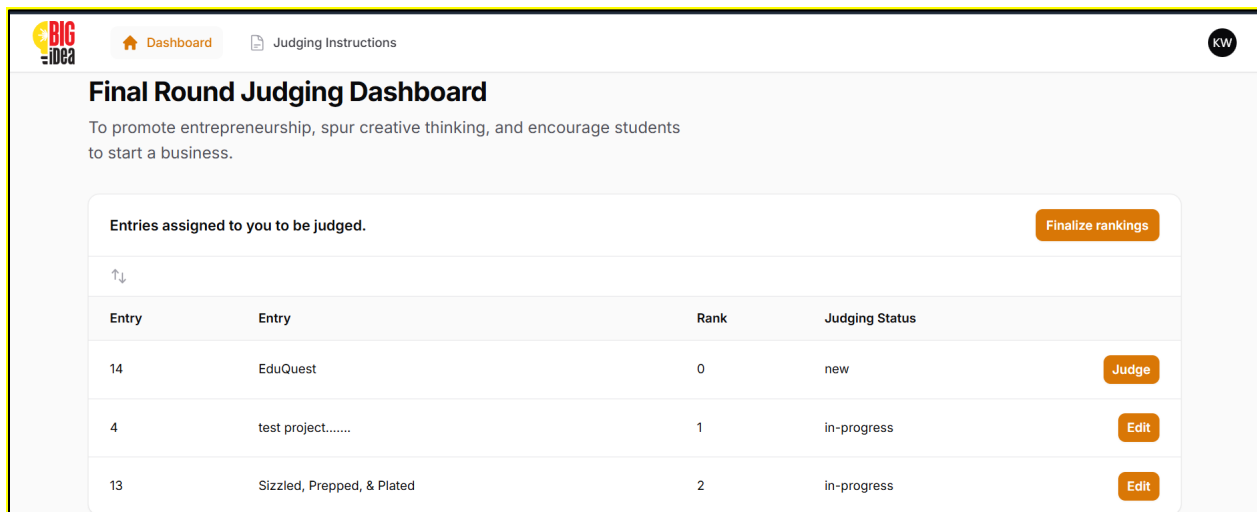
Go to <https://contest.bigideasd.com/final-round-judging> and type in your email and **bifinal2024** as your password. This will take you to the final judging dashboard.

Accessing Entries – Final Round Judging Dashboard

The final judging Dashboard includes the list of entries to judged. The Judging Instructions link includes the judging rubric and instructions. The presentation order for the entries will be available the day of the competition. The list of entries in the scoring system are NOT in presentation order. A paper scoresheet will be provided for each entry so you can make notes and assess the students’ performance in each area on the rubric. You can refer to this hard copy later to enter your final rank and comments into the online judging system.

Using the Online Judging System

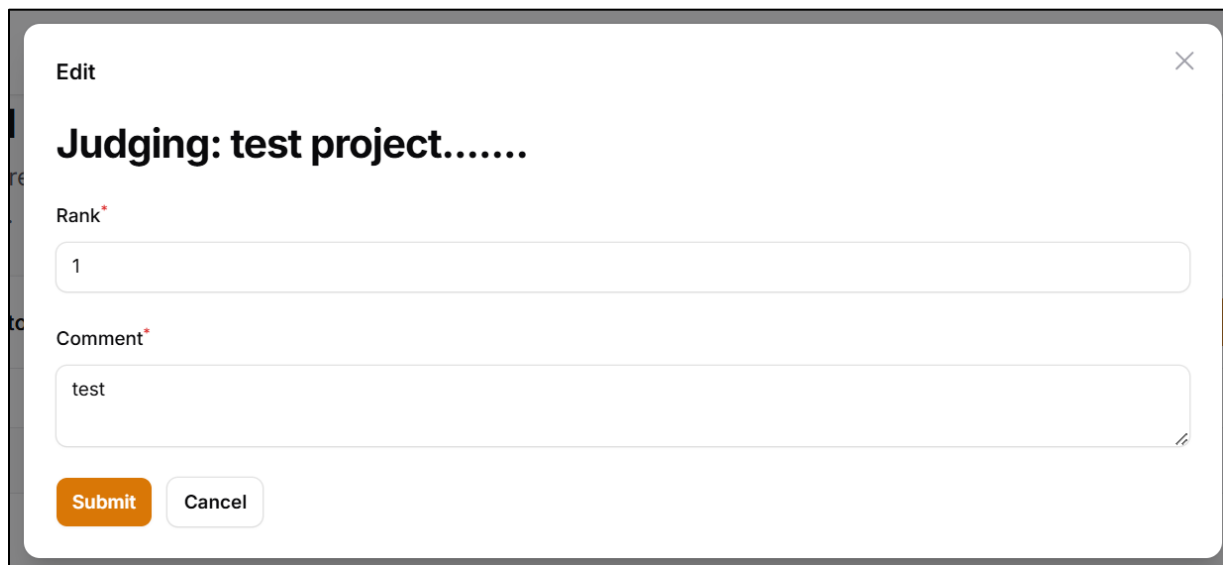
There will be time between presentations for the judges to enter comments and rankings. The Dashboard will list each finalist with a status of ‘new’ and a ‘0’ ranking as shown below.



The screenshot shows the 'Final Round Judging Dashboard' interface. At the top, there are navigation links for 'Dashboard' and 'Judging Instructions', and a user profile icon labeled 'KW'. Below the navigation is the title 'Final Round Judging Dashboard' and a mission statement: 'To promote entrepreneurship, spur creative thinking, and encourage students to start a business.' A section titled 'Entries assigned to you to be judged.' contains a 'Finalize rankings' button. Below this is a table with columns for 'Entry', 'Rank', and 'Judging Status'. The table lists three entries: 'EduQuest' with rank 0 and status 'new', 'test project.....' with rank 1 and status 'in-progress', and 'Sizzled, Prepped, & Plated' with rank 2 and status 'in-progress'. Each row has a corresponding 'Judge' or 'Edit' button.

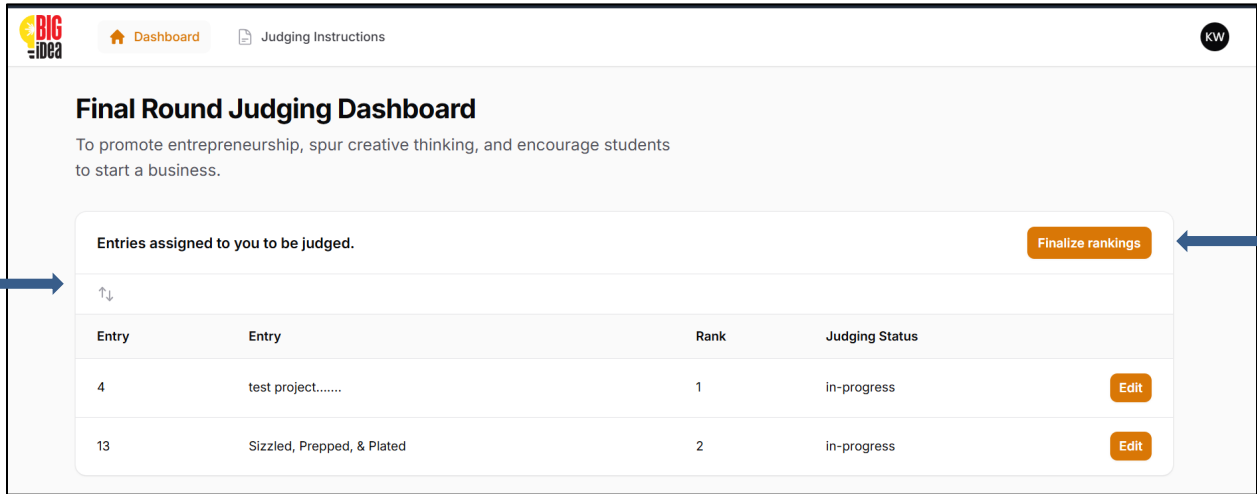
Entry	Entry	Rank	Judging Status	
14	EduQuest	0	new	Judge
4	test project.....	1	in-progress	Edit
13	Sizzled, Prepped, & Plated	2	in-progress	Edit

To access the scoresheet, click **Judge** next to the entry to be judged. Verify you are judging the correct entry by confirming the name of the business that appears at the top of the page. You will then enter your rank (1-8 with 1 being the highest) and your comments. Once entered, click the **Submit** button to save your information and return to the Dashboard. You can return to a scorecard to add comments as needed. Continue until all entries are ranked.



The screenshot shows a modal window titled "Edit" with a close button (X) in the top right corner. The main heading is "Judging: test project.....". Below this, there are two input fields: "Rank*" with the value "1" and "Comment*" with the value "test". At the bottom, there are two buttons: "Submit" (orange) and "Cancel" (white with grey border).

As the entries are judged, they will be ordered on the Dashboard by rank. Once **ALL** entries are ranked and comments entered, judges will be able to see how their entries rank overall. Judges can revise their rankings from the Dashboard. First, activate the reorder function by clicking on the 2 arrows in the top left of the entry list. Next, drop and drag entries to your preferred ranking. The assigned rankings will adjust accordingly. Once reordered, click on the checkmark in the top left of the entry list to save the reorder. This feature should only be used **AFTER ALL** ranks and comments are entered manually.



Final Round Judging Dashboard

To promote entrepreneurship, spur creative thinking, and encourage students to start a business.

Entries assigned to you to be judged. Finalize rankings

↑↓

Entry	Entry	Rank	Judging Status	
4	test project.....	1	in-progress	Edit
13	Sizzled, Prepped, & Plated	2	in-progress	Edit

Once all judges have confirmed their scores, BIG Idea administrators will reivew the final rankings to determine if there are any ties. If so, judges will have an oppotunity to address the tie or confirm the tie. Once this reivew is done, each judge will click the **Finalize Rankings** button at the top of the Dashboard to complete the scoring process.

(You will not be able to edit the scores again once you click “Finalize”.)