



FINAL JUDGING INSTRUCTIONS

[Logging in](#)

Go to bigideasd.com. On the top right corner of the website, click “Judge Login”. On the top right click “Login”. Type in your email and: **bifinal2020** as your password. This will take you to the final judging dashboard.

[Accessing Entries – Final Round Judging Tab](#)

This is where the entries are located. A document will be provided the day of the competition listing the order in which the entries will be judged. Click “judge” next to the entry to be judged. To return to this dashboard screen at any time select “final round judging” at the top of the page.

[Judging Entries](#)

Verify that you are judging the correct entry by making sure the proper name of the business appears at the top of the page. Click “Start Judging” on the relevant category and enter in the score.

Each section has a legend available on the scoresheet, except for the first section, Presentation Time. This is a set score based on if the student goes over their 6 minute presentation time. Use the following scoring rubric* for this section:

Time:	= < 6 minutes	6 – 6:29	6:30-6:59	7 – 7:29	➤ 7:30
Points Awarded	100 points	90 points	70 points	40 points	0 points

*Discretions can be used if there were technical difficulty that extended the time. All judges must agree on the scored time and points given.



For the other sections, a legend is available. Each section has a description of the criteria currently being judged. Make sure to add comments and put a score in each section and click **“Save this Section and Continue”**. Judge the other three sections in the same manner. At any time you may click **“Review”** to edit scores or comments for any given section. If you aren’t ready to submit, click **“Back to Dashboard”**. **(You will not be able to edit the scores again once you click “Final Submit”.)**

Once all entries are scored with comments made and you’re ready to submit, select **“edit”** from the dashboard screen beside the entry you want to submit. Once in the entry and you verify that all sections have been scored, click **“Final Submit”**. Repeat process for all entries.

Confirm all your entries on the dashboard have a status of **“Closed”** which means your scoresheets are submitted. **DO NOT SKIP THIS STEP**. There will be time between presentations for the judges to enter scores. Paper scoresheets will be provided as a backup for any technical issues.

[Viewing Scoresheets](#)

Once an entry has a **“closed”** status, you can click **“View Scores”** and see your scoresheet and the scoresheet for each judge who has submitted by choosing the judge name at the top of the scoresheet.

[Navigation](#)

You may return to the dashboard anytime by clicking **“Final Round Judging”** at the top of the page. If you click on the BIG Idea logo on the top left of the page, you will be directed to the main BIG Idea website. You can then click on **Judge Login** to return to the judging system.