

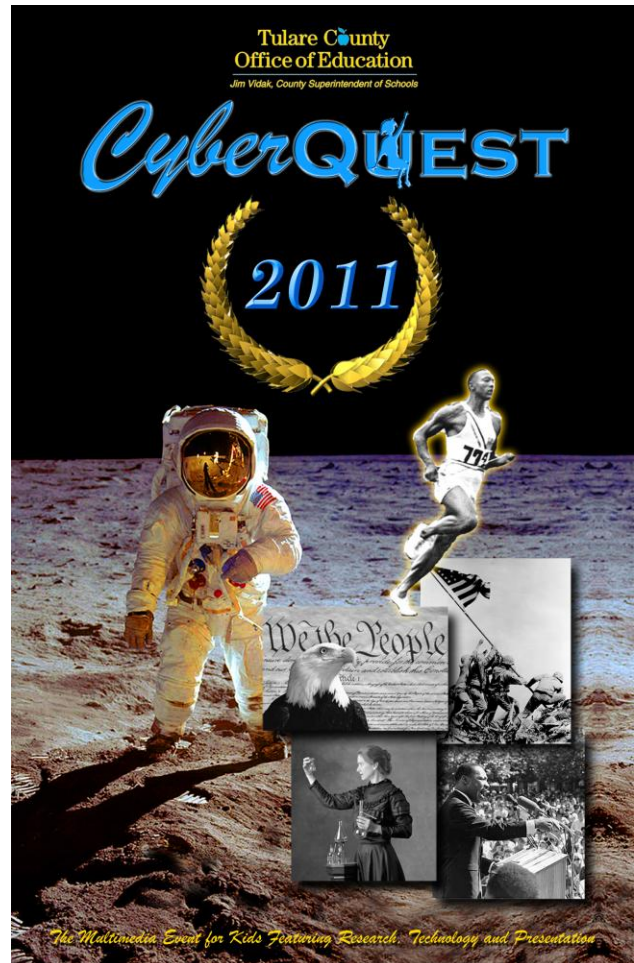
Tulare County Office of Education
Jim Vidak, County Superintendent of Schools

CyberQUEST

The Multimedia Event for Kids Featuring Research, Technology and Presentation

COACH'S HANDBOOK

**YOUR
COMPLETE
GUIDE TO A
SUCCESSFUL
CYBERQUEST
EXPERIENCE**



2011 EDITION

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Introduction

Welcome

Welcome to the Region VII thirteenth annual CyberQuest, hosted by the Tulare County Office of Education and sponsored by Region VII California Technology Assistance Project (CTAP). For support, we encourage you to read through the *Coach's Handbook*. The Coach's Handbook provides all the information school personnel need to successfully enter and participate in the Region VII CyberQuest Competition. It contains information for both new and experienced coaches. In addition, the CyberQuest website at <http://www.tcoe.org/cyberquest>, holds many valuable resources like past scenarios and videos of actual student presentations.

The “What’s New for This Year” section is intended as a “heads up” for experienced coaches. It contains information about changes and additions to the competition this year. All of these changes are included in the General Information section.

The “General Information” section is the place to start for first-time coaches. It answers most of your questions about procedures, rules and technology. In addition, it provides tips on making good presentations, the judge’s rubric for scoring presentations and much more.

The “Registration Packet” section holds the necessary forms for entering the competition. Some of the forms may be submitted online while others must be submitted as hard copy. These are important documents for all coaches and it is essential that procedures and timelines be adhered to carefully.

The official CyberQuest website, located on the Web at <http://www.tcoe.org/CyberQuest>, provides additional information for coaches such as copies of past CyberQuest scenarios, a wealth of resources for coaches and students to use in preparing presentations and online form submission. Use this site as your virtual headquarters for CyberQuest preparation.

Good Luck!

Reminders and What's New

What's New:

Videography

We will not be videotaping the presentations this year. We will reserve, and rope off, chairs in the front for a videographer of your choosing.

Kidsfest

Kidfest is back again this year. This event is taking place in the Exhibition Hall. As before, students and teachers will be receiving free admission to the event. Parents will receive a \$1 discount. Food will be available at the event.

Laptops:

Teams are to bring their own laptops if possible. We will have PC laptops available with PowerPoint 2007 if necessary.

Reminders:

Costumes:

Do not use costumes. Teams in the past have looked very professional by wearing team shirts or business attire though neither is a requirement. Lab coats are acceptable.

Pointing Devices:

Laser pointers or a pointing stick will be allowed. Schools are responsible for providing their own pointing devices.

Print out one copy of the presentation slides in a 9 slides/page view along with a copy of the bibliography.

The judges will use this for reference when they are deliberating.

Introduction Slide Requirement

This year we are requiring an introduction slide that includes the following:

**School
County
Grade Level
Team Name**

First Names Only

Please have your students only identify themselves by their first name on the slides and in their presentation. The program will still have their first and last names.

Overview/General Information

Entry Process

The necessary forms for entering CyberQuest are contained in the *Registration Packet* beginning on page 14.

In order to plan for the large number of participants, please submit the Registration Form as early as possible. The Official Team Roster should be submitted when you know all of the students who will participate. These two forms can be submitted online. A check or purchase order for the entry fee is requested at this time. All forms must be submitted by October 31, 2011.

An Order Form has been included so you may order Official CyberQuest Polo Shirts. Shirts are available now. (Payment is required at the time of purchase.) All other orders will be fulfilled the day of the competition. Order early!

The Volunteer Letter is very important! Judges and technology assistants, among others, help make CyberQuest a success. We hope you will encourage participation by other educators, parents and students at your school.

Purpose of CyberQuest

The purpose of the CyberQuest contest is to integrate research skills with oral and electronic presentation. It is a chance for students to showcase their research, writing, presentation and technology skills. A team of two to four students will compete with teams from other schools. Teachers, parents and support people are encouraged to be resources but the project must be the students' work.

Teams may use their own laptop or bring a CD or USB flash drive and load them on the machines provided. Please refer to the "Technology Guidelines" for specific information.

The following programs are recommended for the presentation:

PowerPoint, Presentation, Keynote, and Apple Works.

The TCOE computers are PC's loaded with PowerPoint 2007 only.

Grade Divisions: 4, 5, 6, 7, 8, 9-12

- Team Entry Fee - \$50.00
- Entry deadline – October 31
- Team Rosters due – October 31
- Competition begins – October 31
- CyberQuest Scenarios will be online on October 31
- Presentation Day - Saturday, November 19
- Location - Visalia Convention Center

The presentation day will involve your team giving an electronic presentation to a panel of judges. The presentation is limited to ten minutes. Not every student has to speak but every student must participate in some form.

To prepare your students before the contest:

Have your students learn how to use the presentation software program.

Have your students practice research skills.

Have your students do a project. Past scenarios may be found online at

www.tcoe.org/cyberquest/scenarios.

Video:

We will not videotape the students this year.

Internet Access:

There is no internet access provided for the event. If you want access to the internet, you will need to contact the Convention Center and buy internet access code for the day.

Rules

There will be three judges. In the event of a rule dispute, the event coordinator will make the final decision. Medals will be awarded to students who receive a Superior rating. Team trophies will be awarded to the first, second, and third place winners. The awards' ceremony will take place in the main ballroom approximately fifteen minutes after each round.

We appreciate your cooperation and good sportsmanship. The spirit of the CyberQuest competition is that all of our students are winners.

1. Teams consist of two to four students.
2. Each division will be made up of a maximum of twelve teams. If a grade level has more than twelve teams, the grade level will be divided into separate divisions. Each division will have its own set of awards.
3. A school may enter up to two teams per grade level.
4. High schools may enter up to four teams.
5. Schools with a single grade level may have up to four teams.
6. A team with mixed grades will compete in the upper grade level.
7. The project needs to be student created with limited outside assistance.
8. On the presentation day, teams need to arrive 30 minutes before their event begins. See the "Technology Guidelines" page for information about preparing laptops.
9. The order of each team's presentation will be established by Wednesday before the event. This order can be adjusted for teams sharing equipment providing the coach has notified the event coordinator.
10. At the beginning of the presentation, each team will hand their bibliography and a printout of their slideshow in handout version to the judges.
11. Not all members of the team are required to speak but each member of the team needs to have a significant role during the presentation.
12. Presentations are limited to a maximum of ten minutes. A timer will hold up a sign to indicate when a team has reached nine minutes. At ten minutes, the timer will inform the team that their time has expired.
13. Students are expected to operate their own equipment once their presentation begins. Assistance is available if necessary.
14. Each team presentation needs to be unique. The presentation needs to be the work of the individual team and not a collaborative work with multiple teams.

15. Introduction Slide Requirement: This year we are requiring an introduction slide that includes the following:

**School
County
Grade Level
Team Name**

This slide will help us better identify teams for the VHS/DVD titling and make it easier for us to make clean edits. The slide should be basic, not part of the show itself, and stay on the screen for at least five seconds.

16. First Names Only: Please have your students only identify themselves by their first name on the slides and in their presentation. The program will still have their first and last names.

Technology Guidelines

It is our goal to have the CyberQuest contest move as efficiently as possible. Each grade level category will do all of their setting up at the beginning of their time period. We hope to be able to do the setup in less than twenty minutes. Please read through the information below and contact us if you have questions.

We encourage teams to bring their own laptop computer along with a backup of all their media in case the project needs to be transferred to another computer. We will not be loading programs the night before as we have done in the past but we will have laptops available when needed. Our laptops are running Windows XP with Office 2007. Be sure that all of your media including sound, video, pictures, and the presentation program is included on your media storage device.

At the beginning of each contest period, students will bring their computer to the front of the room. A technician will work with your students to plug in each computer to determine that both the audio and visual are working properly. Students should have their computers ready to start the presentation when it is their turn to present.

We will provide an LCD projector. Our LCD projectors should work with both Macintosh and PC. If your computer requires special adapters for a projector be sure to bring it with you.

We will supply speakers that plug into your headphone jack.

If your school is using the same computer for another team that is competing during the same time period, please let us know so we can arrange the order of the presentations.

If there are technical difficulties, we have technicians who can assist your team.

After setting up all of the computers, students will move to the back of the room until it is their turn to present.

The technical support person in each room will change the cords to the next machine immediately following each presentation.

When the last team has finished their presentation, computers are to be removed from this area. Schools are responsible for supervising their own equipment when not in use for a presentation.

Using Our Laptops

If your team requires the use of our laptops, check in with the registration desk and we will assist you in loading your project. Try to be there early enough in case there are technical issues.

Known Technical Issue: QuickTime

One of the trouble spots last year was in trying to play a QuickTime file on a PC. One possible solution is to convert the QuickTime file to a file type that is compatible with Microsoft PowerPoint. The professional version of QuickTime, QuickTime Pro, has this capability. You can also use the online site zamzar.com to convert media.

Additional Information:

Please remember that if you create your presentation on a Macintosh computer, you will need to bring your own laptop to the competition.

If you are using our computers, use basic fonts and standard backgrounds that are part of PowerPoint. Third party add-ons may not be supported in our computers. PowerPoint will convert the fonts to other fonts that may change the look of your slide.

It is advised you bring a backup copy of the presentation on a separate disk.



Making Good Presentations

The Presenter

Do not read everything on the screen. The text should be the highlights while the speaker fills in the details.

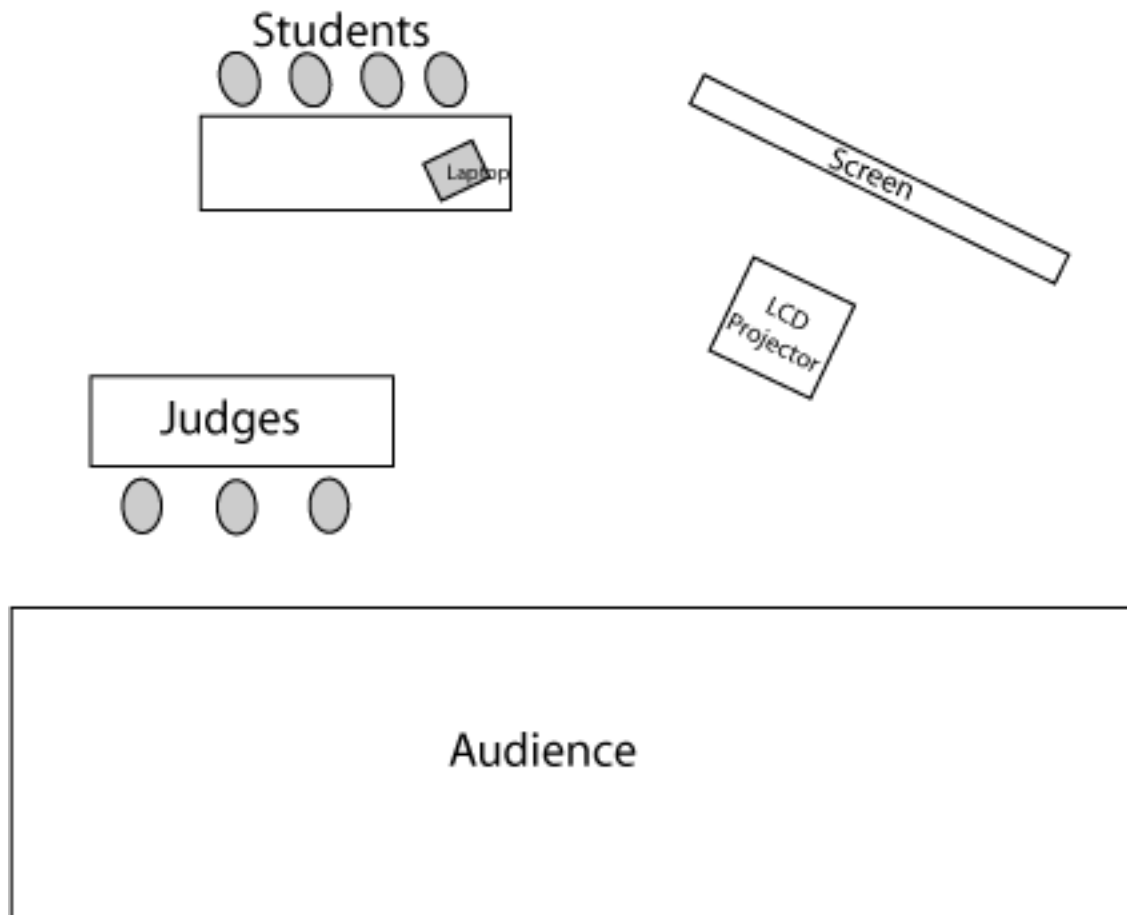
- 1) Have notes to refer to but do not read the notes word for word.
- 2) Face the audience.
- 3) Make eye contact with all the audience.
- 4) Project your voice.
- 5) Speak at a normal speed.
- 6) Use an occasional pause.
- 7) Use large hand gestures to make a point.
- 8) Make references or point out important information on the slide.
- 9) Avoid distracting movements.
- 10) Use voice inflection to make your point.
- 11) Identify and explain graphics, pictures, and charts when necessary.
- 12) Practice making the presentation to an audience.

The Technology

Use text that is easy to read.

- 1) Use a limited number of fonts.
- 2) Be sure the text stands out from the background.
- 3) Avoid distracting backgrounds.
- 4) Show consistency in slide layouts.
- 5) Avoid distracting special effects and sounds.
- 6) Limit the amount of time that is spent showing video clips or listening to soundtracks.
- 7) Check for spelling and grammatical errors.
- 8) Check to make sure your presentation works with the equipment you will be using.

Competition Room Layout



All rooms will have lighting so the students can be seen and can check their notes.

Polite Requests

1. Students will remain quiet during the other presentations.
2. All audience members need to be in their seats at the beginning of the event.
3. Unless it is an emergency, you will not be allowed to leave or enter the room during a presentation. The doors will be closed during a presentation and opened between presentations, allowing people to enter or leave.
4. We are in a very nice facility and must remember to be polite and neat.
5. Keep the facilities neat and tidy.
6. Avoid blocking hallways and doorway.
7. Parents must supervise young children.
8. Coaches must supervise their students.
9. Cell phones should remain off during presentations.

Judging Sheet

Grade/Group _____ Team Name _____ School _____ Coach _____

Speaking	8	6	4	Total
Inspiration	Speakers appear highly interested, confident, and expressive	Speakers appear fairly interested, confident, and expressive.	Speakers appear somewhat interested, confident, and expressive.	
Eye Contact/Body Language	Speakers maintain eye contact with audience, seldom returning to notes. Body movement emphasizes ideas.	Speakers maintain eye contact most of the time but frequently return to notes. Body movement is mostly appropriate.	Speakers occasionally use eye contact, but still read most of report. Some appropriate body movement.	
Elocution	Speakers use clear voices and correct, precise pronunciation of terms so that all audience members can hear presentation.	Speakers' voices are clear. Speakers pronounce most words correctly. Most audience members can hear presentation.	Speakers' voices are low. Speakers incorrectly pronounce terms. Audience has difficulty hearing presentation.	
Information	8	6	4	
Addresses Topic	Presentation clearly addresses the topic as posed in the scenario.	Presentation mostly addresses the topic as posed in the scenario.	Presentation somewhat addresses the topic as posed in the scenario.	
Organization	Student presents information in logical, interesting sequence which audience can follow. The introduction and conclusion have impact.	Speakers present information in logical sequence which audience can follow. The introduction and conclusion are clear.	Audience has difficulty following presentation because speakers jump around. The introduction and conclusion are not very clear.	
Details	The presentation provides sufficient details to clearly support the main ideas.	The presentation has details but could use more to support the main ideas.	The presentation has few details to support the main ideas.	
Interest Level	The information involves and holds the attention of the audience.	The information mostly holds the attention of the audience.	The information somewhat holds the attention of the audience.	
Presentation	8	6	4	
Spelling, Grammar and Readability	There were no spelling/grammar errors and the audience could easily read the text.	There were only one or two spelling or grammar errors and/or the audience needed some effort to read the text.	There were few spelling/grammar errors and/or the text was sometimes hard to read.	
Screen Design	Excellent visual design (graphics, colors, titles, consistency, open space)	Good visual design (graphics, colors, titles, consistency, open space)	Fair visual design (graphics, colors, titles, consistency, open space)	
Use of Enhancements	The presentation includes quality enhancements such as graphics, transitions, audio, video, and/or 3D that add high impact to the presentation.	The presentation includes appropriate enhancements such as graphics, transitions, audio, video, and/or 3D but have moderate impact on the presentation.	The presentation includes few appropriate enhancements such as graphics, transitions, audio, video, and/or 3D. Some enhancements are inappropriate or distracting.	
Timing	Speakers and slides are coordinated and move at an appropriate pace.	Speakers and slides are mostly coordinated and usually move at an appropriate pace.	Speakers and slides are sometimes not coordinated and/or move at an inappropriate pace.	
Team Dynamics	Each member of the team has a significant contribution to the presentation. The team is highly organized & works together dynamically.	Team members are organized and all members participate in the presentation.	Team members are somewhat organized and/or not all members participate in the presentation.	
Research	8	6	4	
Bibliography and Evidence of Research	Evidence of research was obvious during the presentation. A wide variety of sources were used. A detailed bibliography was turned in to the judges.	There was some evidence of research during the presentation and a bibliography was turned in to the judges.	There was only some evidence of research during the presentation and/or no bibliography was turned in to the judges.	

Comments:

Total

Registration Packet

Registration forms are due on October 31, 2011, including payment.

The Registration Packet contains the necessary forms for entering CyberQuest. Some of the forms may be submitted online while others must be submitted as hard copy. These are important documents for all coaches and it is essential that procedures and timelines be adhered to carefully.

The Registration Packet contains:

- Registration Form
- Official Team Roster
- CyberQuest Order Form
- Volunteer Letter

The Registration Form and the Official Team Roster may be submitted online at the CyberQuest website: <http://www.tcoe.org/CyberQuest> or they may be mailed or faxed as directed on the form.

In order to plan for the large number of students participating, we ask that you submit the Registration Form as early as possible. Forms and payment are due no later than October 31, 2011. The Official Team Roster should be submitted when you know all of the students who will participate. The Registration form and the Team Roster can be submitted online. A check or purchase order for the entry fee is due at this time. All forms must be due on October 31, 2011.

An order form is included for Official CyberQuest Polo Shirts. Shirts are available now. We cannot guarantee that shirts will be available in your size. Order early!

The Volunteer Letter is very important. Judges and technology assistants, among others, help make CyberQuest a success. We hope you will encourage participation by other educators, parents and students at your school.

2011 Registration Form

CyberQuest will be held at the Visalia Convention Center on Saturday, November 19, 2011. Registrations are due on October 31, 2011. Scenarios will be online beginning October 31, 2011.

CyberQuest integrates research skills with oral and written expression in a multimedia presentation. The competition is an opportunity for students to showcase their work before an authentic audience. Each team competes with students from other schools at the same grade level. Teachers, parents and other support people are encouraged to assist, but the project must be student-based.



School/District/County				
Phone		FAX		
Guidelines: <ul style="list-style-type: none"> ◆ Students in grades 3 through 12 are eligible to participate. ◆ Each team should consist of no less than 2 and no more than 4 members. ◆ A maximum of 6 teams per school; no more than 2 teams per grade level. High schools may enter up to 4 teams per school. ◆ Entry fee per Team - \$50. Checks or Purchase Orders are due on 10-31-11. 				
Team Name	Coach	Grade Level	E-mail address	
1				
2				
3				
4				
5				
6				

Please return registration form no later than 10-31-11, to *CyberQuest 2011*:

Mail: Tulare County Office of Education, 7000 Doe Ave., Ste. A, Visalia, CA 93291-9220

Email: paulat@ers.tcoe.org

FAX: 559-651-0516

Register online at <http://www.tcoe.org/CyberQuest/register.htm> .

2011 Official Team Roster



Please print legibly in ink or type. Information for program and certificates will be taken directly from this roster.

School _____

District/County _____

Team Name _____	Grade Level _____
Coach _____	E-mail _____
Member 1 _____	Member 2 _____
Member 3 _____	Member 4 _____

Team Name _____	Grade Level _____
Coach _____	E-mail _____
Member 1 _____	Member 2 _____
Member 3 _____	Member 4 _____

Team Name _____	Grade Level _____
Coach _____	E-mail _____
Member 1 _____	Member 2 _____
Member 3 _____	Member 4 _____

Team Name _____	Grade Level _____
Coach _____	E-mail _____
Member 1 _____	Member 2 _____
Member 3 _____	Member 4 _____

Team Name _____	Grade Level _____
Coach _____	E-mail _____
Member 1 _____	Member 2 _____
Member 3 _____	Member 4 _____

Team Name _____	Grade Level _____
Coach _____	E-mail _____
Member 1 _____	Member 2 _____
Member 3 _____	Member 4 _____

CyberQuest Order Form



School: _____	Phone: _____
Coach: _____	Cell: _____

Polo Shirts may be pre-ordered (deadline 10/31/11) or purchased on the day of the event. Pre-ordered shirts may be picked up at 7000 Doe Avenue, Visalia when they become available.

- Polo Shirt Orders – All sizes are \$20 each.**
- Hooded Sweatshirts - All sizes are \$20 each.**
- Baseball Hats - \$10 each.**

For pre-ordered shirts, we accept cash, checks, credit cards or purchase orders. Payment must accompany order. Shirts purchased at the event can only be paid for using cash or check. Please place quantity under size. Quantities are limited. Shirts not picked up after the last awards ceremony will be sold.



Adult Small	Adult Medium	Adult Large	Adult Extra Large
Total Polo Shirts Ordered		Total Cost	\$

Adult Small	Adult Medium	Adult Large	Adult Extra Large
Total Sweatshirts Ordered		Total Cost	\$



Total Hats Ordered	
Total Cost	\$

<i>For office use only</i> Payment type Check/PO Number Amount Deposited/Invoiced Delivered Initials
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Dear Interested Volunteer:

We are looking for volunteers to help make *CyberQuest* a huge success. We can use staff members, parents, and community members. Below is a listing of the volunteer positions that are needed. Volunteers only need to put in half a day, in either the morning or afternoon.

Judges

We plan to use six rooms this year. Each room has three judges. You do not need to be an expert in any field to be a judge. We will give you all the instructions you need, and there will be assistance if you have questions.

Room Monitor

We assign a Room Monitor in each room to monitor traffic coming in and out of the rooms and also to monitor the noise outside the rooms.

Technology Assistants

We need a Technology Assistant (TA) in each room to help the students get set up for each competition period. The TA needs to have a technology background but does not have to be a certified expert. We will have personnel that can help on the tougher problems.

Student events are only possible with your support. Contact me if you have questions.

Sincerely,

Glenn Williams
 Instructional Consultant
 559 651-3047
glennw@ers.tcoe.org

Volunteer Name	Phone	Address	Judge, TA, or Monitor	AM/PM or Either

Please return this form to:

CyberQuest 2011 – TCOE-ERS
 7000 Doe Avenue, Suite A, Visalia, CA 93291-9220
 or FAX to 651-0516 or e-mail to paulat@ers.tcoe.org.

Map to Visalia Convention Center

