

N.C. History Day Contest Guide

2021-2022 School Year

Coordinators for **National History Day (NHD)** are hard at work planning a safe and fulfilling contest season! **NHD** took the lessons learned from last season's virtual contests, and worked with a committee of teachers, students, judges, and coordinators to develop uniform project guides for this year's contests. These project guides are to ensure contest procedures match across the country, contests remain fair, and to help students transition between contest levels.

The current plan is for N.C. History Day contests to have hybrid virtual and in-person contest experiences this school year. Our hope is that we will be able to safely offer an in-person contest experience option for all N.C. students in each region and at the state level. No matter what there will be a virtual contest option in each region and for the state contest. This means that all students will be able to compete virtually online no matter what happens, but we will try to offer an in-person contest experience for those who feel safe to attend. Please understand that the in-person contest option may vary region to region and availability may change based on health and safety conditions closer to each contest. The national level contest will decide on its contest format by the start of 2022.

Please be aware that due to the uncertainty of contest formats and to maintain a fair competition, ALL students must create projects using this guide and be prepared to submit their FINAL projects online by the contest registration deadline. This applies to every project category, every contest level, and no matter if students are competing at an in-person contest or completely online. Contest coordinators will provide further instructions on registration before each contest.

If there are questions about any of these guides, contest deadlines, or problems accessing any document links or templates, please contact the state coordinator, Karen Ipock (email: nchistoryday@ncdcr.gov, phone: 252-639-3545).

Don't Forget! Check the NHD Rule Book for complete rules.

No matter what category a student chooses, they should read the current NHD Rule Book to follow their category rules in **addition** to this guide. [The NHD Rule Book is available for download here.](#)

The 2021-22 Annual Theme

Debate & Diplomacy in History: Successes, Failures, Consequences

- [Annual Theme Book](#)
- [Watch the Annual Theme Video](#)

Instructional Guides by Category

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Historical Papers

Paper category students should review the official [NHD Rule Book](#) to ensure they do not miss any important rules and requirements for their category.

Once the student has finalized their paper, they should combine all required parts into one **PDF** document in the following order: **Title Page, Process Paper, Historical Paper, and the Annotated Bibliography** at the end. If you need to combine multiple PDFs into one file there are some free online apps available such as [Small PDF](#) and [I Love PDF](#). Please [email](#) if you need help.

Important contest planning note! All paper category students will be required to upload their *final* PDF file to the contest system by the registration deadline - separate contest registration instructions to follow closer to the contests. Some regional contests may require paper copies to be submitted in addition to the electronic submission, so please follow your regional contest instructions carefully.

Websites

Website category students should review the official [NHD Rule Book](#) to ensure they do not miss any important rules and requirements for their category. **Please remember that NHDWebCentral (<https://website.nhd.org/>) must be used to build and create ALL websites.** Complete instructions on creating an account, getting started, and other tips are available in the [2021-22 NHDWebCentral Guide](#).

As detailed in the rules, students should include their process paper and annotated bibliographies on their website. During registration, students will provide their website's 8-digit code found in its URL - separate contest registration instructions to follow closer to the contests.

Important contest planning note! Websites are unable to be edited during an active contest. They will "freeze" at 11:59 p.m. on the registration deadline and not unfreeze until after the contest is over.

Documentaries

Documentary category students should review the official [NHD Rule Book](#) to ensure they do not miss any important rules and/or requirements for their category.

Documentary students need to plan to upload a shareable **.MP4** video file of their **final** project to Google Drive, One Drive, or DropBox by the contest registration deadline. They also need to save their required paperwork as one PDF file and upload it to the contest system by this date. Students should give themselves plenty of time to complete this process ahead of the deadline since large video files may take a while to upload to a shared drive. Tip! Uploads are typically faster over a wired connection vs. WiFi. Instructions on how to register and submit shared links to the contest system will be provided ahead of each contest.

To prep documentary and paperwork for submission, please follow these steps:

Step 1: Create one PDF file that contains the title page, process paper, and annotated bibliography in that order. The registration system only allows one PDF upload, so it must include all required paperwork. If you need to combine multiple PDFs into one file there are some free online apps available such as [Small PDF](#) and [I Love PDF](#). Please [email](#) if you need help.

Step 2: Upload the .MP4 file of documentary to Google Drive, One Drive, or DropBox. A particular platform is not preferred as long as it 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 nchistoryday@ncdcr.gov **before** your contest deadline so that they can assist.

Step 3: Make Google Drive, One Drive, or DropBox Link Shareable. See the following instructions for each platform.

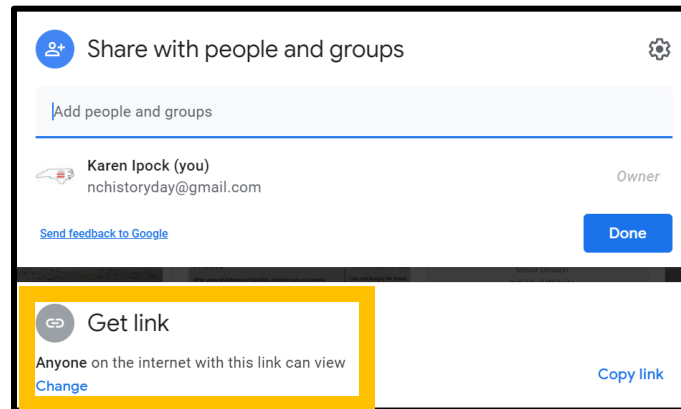
DropBox Share Steps

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.



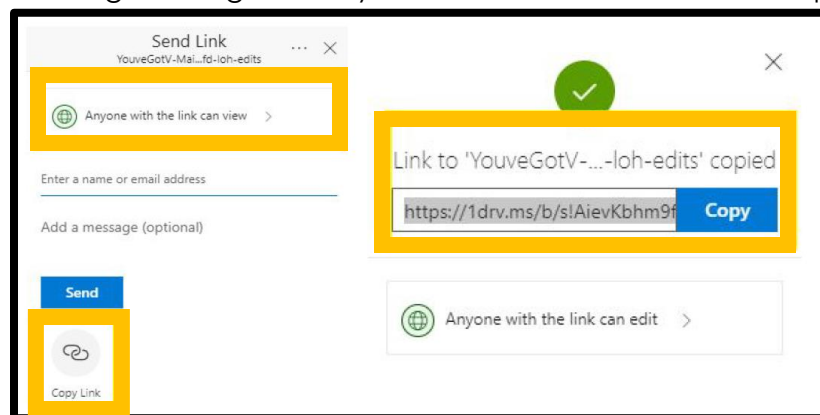
Google Drive Share Steps

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.



One Drive Share Steps

Upload 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 4: Double-check that contest coordinators and judges can access shareable link.

Participants are responsible to double check their project is viewable to anyone with the link so that judges will be able to view it. One possible way to do this is to open an incognito browser tab (directions below) and copy and paste the link there. If the video is not shared, repeat Step 3. If the video appears, advance to Step 5.

- **How to Open Incognito Browser Tab**
 1. Windows, Linux, or Chrome OS: Press Ctrl + Shift + n.
 2. Mac: Press ⌘ + Shift + n.

Step 5: Submit project online to the contest by the contest registration deadline. Using the separate registration instructions (sent out closer to the contest), make sure to register for the contest by the registration deadline. Include the final documentary's shareable link and upload paperwork's PDF file during the registration process.

Important contest planning note! Make sure that the documentary 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 finalists.

Performances

Performance category students should review the review the official [NHD Rule Book](#) to ensure they do not miss any important rules and/or requirements for their category.

This category requires all students to record their performance and upload it into a shareable online drive for judges to view even if students are competing in-person. If students are attending an in-person contest, they are invited to perform their project live. Please contact nychistoryday@ncdcr.gov with questions.

Performance Recording Guidelines

There are two options for recording performances. Students can film their performance the traditional way using a camera or phone as they perform live, or they can use an online conferencing platform such as Google Meet, Zoom, and 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 preventative actions that apply in their local area or school.
- Students should only use backgrounds and props that they would be able to bring for a live performance at an on-site contest. For instance, if filming at home, find a blank space to set-up and film. Don't use a sofa or other furnishings as props or background since you would most likely not be able to bring them to an actual contest.
- Digital effects are not permitted unless they can be done during a live performance. This goes for using green screens since they require editing after the fact which is not possible during a live performance.
- Any audio recordings, music, or media should be present in the recording as a part of the performance. Audio cannot be added in later.
- It is not necessary to record the 5 minutes of set-up/break-down allotted for your performance.
- Students must record performances in one continuous take regardless of recording method. **Editing of any kind is not permitted. Do not edit multiple clips together or edit in digital effects or audio.**
- **If recording the traditional way, the camera should be stationary and from the point of view of where the audience would sit.** 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.
- Once performance recording is ready, save the file as a **.MP4**.
- **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.

Final Steps for Preparing Performance Recording and Paperwork for Contest

Finalizing Performance Paperwork for Registration

- When it comes time to submit the performance during registration, **combine all the performance paperwork into one PDF document**. The registration system only allows one PDF upload.
- **Required paperwork order: Title Page, Process Paper, Annotated Bibliography.**
- **If you need to combine multiple PDFs into one file**, there are some free online apps available such as [Small PDF](#) and [I Love PDF](#). Please [email](#) if you need help.

Finalizing Performance Recording for Registration

- Students should plan to upload their final performance recording as a shareable **.MP4** video file on Google Drive, One Drive, or DropBox by the contest registration deadline.
- Students need to give themselves plenty of time to complete this process before the deadline.
- To prep 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](#) us for help **before** your contest deadline.

Step 2: Make Google Drive, One Drive, or DropBox link shareable when ready to register. 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.

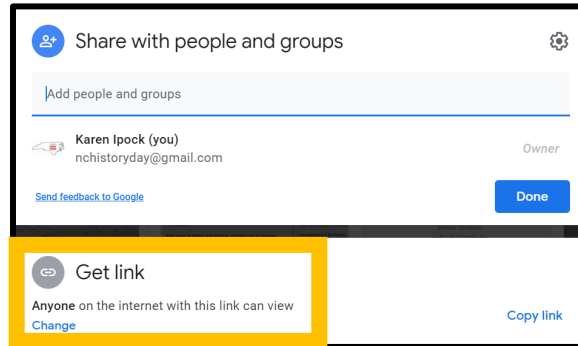
DropBox Share Steps

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.



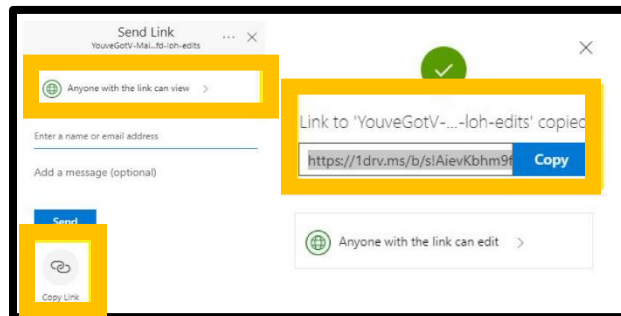
Google Drive Share Steps

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.



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, 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 finalists.

Exhibits

Exhibit category students should review the official [NHD Rule Book](#) to ensure they do not miss any important rules and/or requirements for their category.

Traditionally, an NHD exhibit sits on a table for judging. However, this year, there are two options:

1. Physically construct an exhibit and then take photos of it and follow the guidelines for virtual contest submission.
2. Create a virtual exhibit and follow these guidelines for virtual submission.

Talk with your teacher, who can help you choose which option works best for you. Please remember that exhibit rules still apply for both physical and virtual exhibits.

The NHD Contest Rule Book allows exhibit students to:

- include a multimedia device in exhibit
- create an exhibit other than a tri-fold board that rests on a tabletop
- include supplemental materials on the tabletop

However, NHD strongly recommends that students create a simpler exhibit this year -- a tri-fold board without the extras. Photographed or virtually created exhibits cannot adequately represent physical exhibits that are round, multi-sided, or those with moving parts.

Guidelines for Creating a Physical Exhibit and Submitting it to a Contest

If students create a physical exhibit, they must photograph their exhibit and use the template below to submit to the contest system online by the contest registration deadline – even if they plan to attend an in-person contest. If students, do plan to attend an in-person contest, they should plan to bring the physical exhibit with them to the contest as well. To prepare your physical exhibit for the online submission:

Step 1: Create a set of slides that include the following:

- a full photo of the exhibit, and
- photographed sections of the exhibit with accompanying text.
- Use either of the two template options to submit exhibit. These options provide students with slides to insert photos and text from their exhibit. Students may **not** add additional slides. More details are on the first page of either slide template.
 - [Google Slides Template](#)
 - [PowerPoint Template](#)

View a sample project submitted through one of these templates by [clicking here](#).

Step 2: Prepare to submit slides and required paperwork:

- Export/download completed exhibit template as a PDF.
- Combine your exhibit PDF and required paperwork (title page, process paper, and annotated bibliography) PDF into **a single PDF file** of 25 MB or smaller. (You may need to use one of the free apps to create and/or compress your PDF file.

Some free apps include [Small PDF](#) and [I Love PDF](#). Please [email](#) if you need help.) **The final PDF document order must be the title page, process paper, annotated bibliography, exhibit template.**

- Please see [this example](#) for the correct order.
- [Watch this video](#) to learn how to combine PDF documents into one file.

Step 3: Submit project to the contest system by the registration deadline. Using the separate registration instructions (sent out closer to the contest), make sure to register for the contest by the registration deadline. Upload the combined PDF during the registration process. If attending the contest in-person, bring your exhibit with you on the day of.

Guidelines for Creating a Virtual Exhibit and Submitting it to a Contest

Instead of building a physical exhibit, you can create a virtual exhibit with design software. Virtual exhibits must still comply with all category rules, including word count and maximum size. Please be aware that if you attend an in-person contest, you may be required to bring your own electronic device to display your exhibit.

Step 1: Create a Virtual Exhibit

- To create a virtual exhibit, students may use any design software they prefer. Here are two examples:
 - **Google Drawings** is a free program that allows students to create a virtual exhibit within the maximum NHD exhibit size limit. Using this program does require creating a free Google account if participant does not already have one.
 - **Microsoft Publisher** is another program that students may have access to through their school. This program also allows students to create a virtual exhibit that fits within the maximum NHD exhibit size limit.
- Regardless of the design software that you use, your virtual exhibit must meet these requirements:
 - The minimum font size on a virtual exhibit is 20 pt font.
 - The maximum dimensions are 74-inches wide x 72-inches high. Since exhibit boards vary, NHD has chosen a commonly-used tri-fold exhibit board as the standard size for virtual exhibits. This sizing takes into account readability for judges and adds in table space that you would have at an on-site contest.
- NHD has created a template for each of the programs above:
 - [Google Drawings NHD Template](#) (74-inch wide x 72-inch high)
 - [Microsoft Publisher NHD Template](#) (74-inch wide x 72-inch high)
 - Both templates are adjustable. Students may make the virtual exhibit smaller, but they may not make the dimensions larger. Students may adjust or eliminate the black lines on the templates if desired.
 - [Click here to view a sample project in the template.](#)
- Regardless of which design software students use, **NHD strongly recommends** designing a tri-fold exhibit. Virtually created exhibits cannot adequately represent physical exhibits that are round, multi-sided, or those with moving parts.

Step 2: Prepare to submit virtual exhibit and required paperwork:

- Export/download completed exhibit template as a PDF.
- Combine your exhibit PDF and required paperwork (title page, process paper, and annotated bibliography) PDF into **a single PDF file** of 25 MB or smaller. (You may need to use one of the free apps to create and/or compress your PDF file. Some free apps include [Small PDF](#) and [I Love PDF](#). Please [email](#) if you need help.) **The final PDF document order must be the title page, process paper, annotated bibliography, exhibit template.**
 - Please [see this example](#) for the correct order.
 - [Watch this video](#) to learn how to combine PDF documents into one PDF file.

Step 3: Submit project to the contest system by the registration deadline. Using the separate registration instructions (sent out closer to the contest), make sure to register for the contest by the registration deadline. Upload the combined PDF during registration.