

Kentucky Association for Academic Competition

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District Scoring Guide

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Welcome!

On behalf of the Kentucky Association for Academic Competition, thank you for your willingness to serve the students of your area as a Head Scorer for Governor's Cup. Since those students are the beneficiaries of your efforts, the time you spend is most worthwhile.

We've recommended that your Contest Manager appoint a "Technology Guru" who will help you work through any technical issues that may arise. Of course, if you are technologically adept yourself, you don't need to find an extra person.

On behalf of the 20,000 students and 1200 member schools across the Commonwealth who take part in Governor's Cup Competition each year, THANK YOU!

The Kentucky Association for Academic Competition

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Office hours: Monday through Friday, 8:00 A.M. to 4:30 P.M. EST

The KAAC staff will be available until 5:30 P.M. EST on competition days to offer procedural guidance only; all inquiries or disputes are to be decided at the competition site.

This is a state-wide competition and may require a sequester of competition materials due to inclement weather that causes a postponement in an isolated area of the state. Check for a sequester of materials frequently throughout the day by logging out of the ASAP scoring page and logging back into the ASAP link.

Online Scoring Questions and Answers

How does online scoring work?

Coaches enter the names of all the students on their academic team during the Student Entry Period. The host school then uses that information as a basis to begin online scoring.

Why online scoring?

- Reduces human error
Many of the scoring errors that occur are the result of either miscalculation or accidental transposition of scores. Neither is possible with automated scoring.
- Improves communication between Contest Managers and coaches
- Eliminates duplication of effort
No more completing multiple advancement forms for the same event.
- Reduces workload on host schools
The need to complete paperwork is (almost) eliminated.
- Creates a permanent, searchable results archive
Possibly the best feature of ASAP! All results will be available on the Internet for viewing.

I'm not a "computer person"; what if I don't feel qualified to do this?

If you need to, you can recruit someone we're calling your "Technology Guru." This person will help you create a backup Internet connection plan and work with you on any technical issues. If you want, you can also have your Technology Guru actually enter the data. District Technology Coordinators or high school students are great for this position.

What if my school's Internet server goes down?

As a backup, all you need is a laptop or stand-alone desktop computer, an Internet account and a phone line. You don't have to connect through your district server.

What if I make a mistake entering scoring data?

You can't enter anything that can't be fixed.

Part 1: Prepare for Scoring

Task 1: Assemble the Scoring Team

The **Head Scorer** oversees the entire process. The Head Scorer doesn't have to be the one who actually enters scores into the computer; that can be anyone you choose.

The **Assistant Scorer** has one of the most important tasks: to essentially "look over the shoulder" of the person doing the typing to watch for data entry errors. The Assistant also performs any other duties as assigned by the Head Scorer.

The **Technology Guru** is on hand to help with any technical issues that arise. One of the most important tasks of the Technology Guru is to establish a backup Internet connection. Technology Coordinators would be great for this position. Also consider technically skilled students!

Feel free to have "extra" people on hand to help!

Task 2: Establish a Scoring Area

When deciding on where you will do your scoring, keep these considerations in mind:

1. Keep away from foot traffic and noise
2. Must have a computer with reliable Internet access (make sure you have any needed passwords)
3. Table space would be a plus for organizing student exams

Task 3: Meet With Your Technology Coordinator

If you are from a public school, request a meeting with your Technology Coordinator. Let your coordinator know that a reliable Internet connection is going to be mandatory for you on competition day. Ask your coordinator to be involved, perhaps to serve as your Technology Guru.

If you're from a private school, take whatever steps are necessary to make sure your competition day Internet access is secured.

Task 4: Send Your Technology Coordinator a Lavish Gift

Okay, that's a joke, but you get the point. It is very important that you establish a good relationship with the person responsible for keeping you Internet-connected. If you're from a private school and have no technology coordinator, see if there's anyone at the school with expertise in technology who could lend you a hand.

Task 5: Designate a Data Entry Person

As early as you can, designate ONE PERSON to do the data entry for your competition. This person could be the Head Scorer, or anyone you choose, but it should be someone with lots of experience filling out Internet forms and printing pages off the Internet.

Tip: High school or college students make excellent data entry people!

Task 6: Establish a Backup Internet Connection Plan

In case your school building has problems with its Internet connection on competition day, you **MUST** have in place a backup Internet connection plan. Work with your "Technology Guru" to get this accomplished.

Components to a Backup Internet Connection Plan

To connect to the Internet, you will need:

1. A laptop computer or a standalone desktop
2. A way to connect to the Internet outside your "normal" school server--an account with a local Internet Service Provider
3. All needed hardware
4. All needed passwords and configuration information

*The simplest backup plan is to have a "plan B" – a nearby place with a Wi-Fi connection that isn't dependent upon your school connection.

DO NOT IGNORE THIS TASK! A little contingency planning could save you lots of aggravation on competition day.

Task 7: Secure Your Online Scoring Password

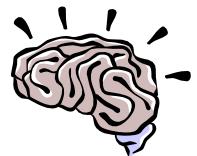
Your scoring password is on the cover of this guide. **DO NOT ALLOW ANYONE ELSE TO VIEW YOUR PASSWORD** except your Contest Manager. Your Contest Manager will need to use it for non-scoring related tasks.

Task 8: Evaluate Your Internet Settings

Check When Evaluated

- Browser font size set at medium or smaller (this is adjustable within ASAP itself as well)
- JavaScript enabled
- Cookies enabled
- There have been a few compatibility issues with Firefox browser.

Techno-speak alert! If this is all Greek to you, show it to your Technology Guru.



Task 9. Test Your Backup Internet Connection Plan

Check When Completed

- Before competition day, test your backup plan to make sure it will work for you if you need it.

Task 10: Troubleshoot Printing

1. Make sure you have the correct printer chosen and that you have power.
2. Make sure there is paper in your printer.
3. If you are having a hard time getting the data to fit on the page, change your printer setting to "landscape" under "Properties", or change the paper size to 8.5" x 14".

Task 11: Login

1. Visit <http://my.kaac.com/Login>
2. Get your scoring password—NOT your coach password—that was emailed to you. It is also found on the label on the front of this guide that came with your competition materials.
3. Enter your password EXACTLY as it appears and click "Login."

Task 12: Check Status of Coach-Entered Students

When you login, you will be at the "Pre-Scoring" tab.



- Email links are provided for coaches who are delinquent in entering students. Click that email link to send them a message reminding them to enter their students.
- Remember that, unlike previous years, coaches now provide not just the names of their students, but the events in which they are competing. Coaches can edit their roster up until Wednesday following the Planning Meeting.

Part 2: Score Composition and FPS

Task 13. Assign Composition IDs

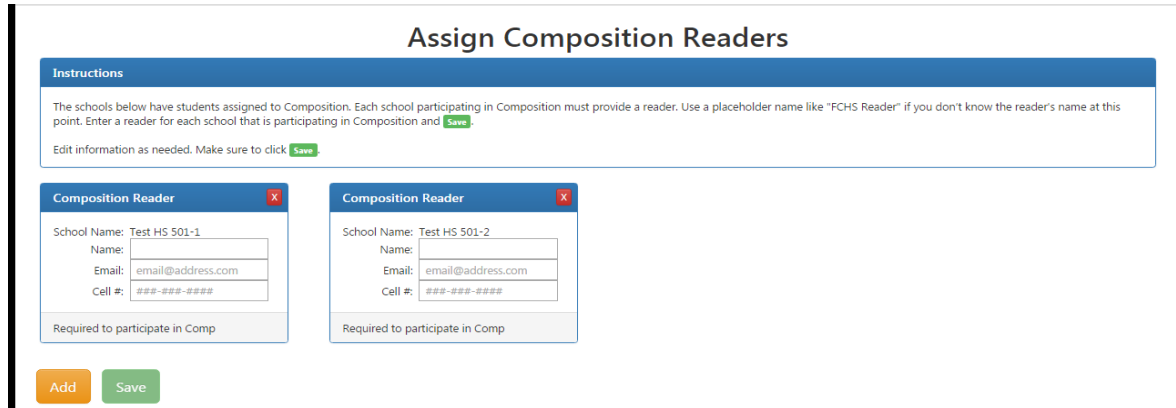
IMPORTANT: make sure you have added any onsite-entered students through the Student Manager before you proceed.

- Get the Composition sign-in forms from the Contest Manager.
- Get the FPS sign-in forms from the Contest Manager
- Click "Manage Students" in the navigation bar.
- Select each school and follow the instructions.

Task 14: Assign Composition Readers

Check When Completed

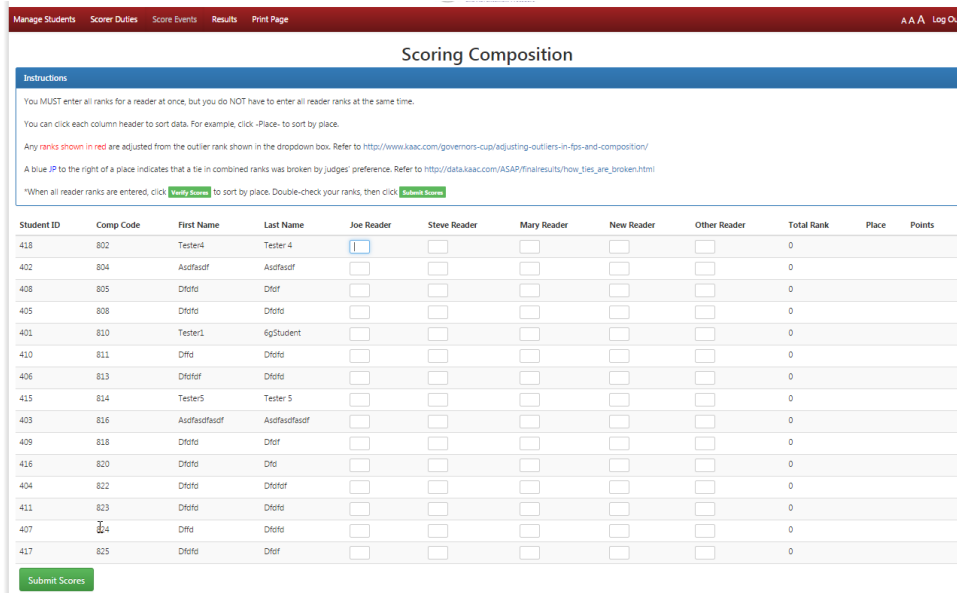
- Get the Official’s sign-in form from the Contest Manager.
- From the Pre-Scoring tab, choose “Readers” under the Composition Menu.
- Enter the names of the readers from the schools with Composition students and click the save button at the bottom of the page.



Task 15: Enter Composition Reader Scores

Check When Completed

- Get the Composition Evaluator Report Forms from the Contest Manager with corrected score sheets.
- From the Score Events tab, click “Score Composition” to see this screen:
- Enter your reader raw scores – **RAW SCORES, NOT RANKS**. You can save your work without having to enter all reader scores at one time.
- Complete this process for all readers.



Task 16: Tally Composition Scores

Check When Completed

- Enter your last reader's scores.
- Click "Verify Scores" at the bottom.
- Review you're the entries. If all is in order, click "Submit Scores" to finalize results.

The ranks will display beside the raw scores you entered. Any outliers, or ties in combined ranks broken by judges' preference, will be shown on that page. Click the links in the instructions for further information.

Management Tools: Manage Students, Manage Officials, Pre-Scoring, Score Events, Results. Welcome! You are scoring District 502.

Composition

Instructions

*** Enter each booklet's **RAW POINTS** in the text boxes below. Ranks will then display to the right of those scores. ***
 You **MUST** enter all scores for a reader at once, but you do **NOT** have to enter all readers at the same time.
 You can click each column header to sort data. For example, click "Place" to sort by place.
 Any **ranks shown in red** are adjusted from the outlier rank next to it. Refer to <http://www.kaac.com/governors-cup/adjusting-outliers-in-fps-and-composition/>
 A blue **JP** to the right of a place indicates that a tie in combined ranks was broken by judges' preference. Refer to http://data.kaac.com/ASAP/finalresults/how_ties_are_broken.html
 When all reader scores are entered, click **Verify Scores to sort by place. Double-check your ranks, then click **Submit Scores**.

Student ID	Comp Code	First Name	Last Name	School Name	Reader1	Reader2	Reader3	Total Rank	Place	Points
402	804	J.L.	Elswick	Test MS 502-1	111 1	22 9 (5)	111 1	7	1	5
408	805	Rachel	Tomlinson	Test MS 502-3	99 2	33 8 (5)	99 2	9	2	4
405	808	Will	Binkley	Test MS 502-2	88 3	44 7 (5)	88 3	11	3	3
401	810	Dalton	Curtis	Test MS 502-1	77 4	55 6	77 4	14	4	2
406	813	Ana Maria	Cornea	Test MS 502-2	66 5	66 5	66 5	15	5	1
415	814	Dustin	Wilkerson	Test MS 502-3	55 6	77 4	55 6	16	6	0
403	816	Kaitlyn	Gentry	Test MS 502-1	44 7	88 3	44 7	17	7	0
404	822	Kaitlynn	Ball	Test MS 502-2	33 8	99 2	33 8	18	8	0
411	823	Clayton	Webster	Test MS 502-3	22 9	111 1	22 9	19	9	0

Submit Scores

Task 17: Double-Check Composition Scores

Check When Completed

- After viewing the screen above, verify that all Composition scores shown match the Evaluator Report Form. If they are okay, submit your scores.

Task 18: Score FPS

FPS scoring works exactly like Composition scoring. Repeat Tasks 13-17, for FPS this time.

Management Tools: Manage Students, Manage Officials, Pre-Scoring, Score Events, Results. Welcome! You are scoring District 502.

Assign Future Problem Solving IDs

Instructions

Use the sign-in forms to verify students are placed in the correct events, then enter the schools' FPS ID numbers. **DO NOT SKIP THIS STEP**, as you will have to delete scores and re-enter if you mis-assign IDs.

Test MS 502-1: 001
 Test MS 502-2: 002
 Test MS 502-5: 003

Save

1. Assign IDs

Management Tools: Manage Students, Manage Officials, Pre-Scoring, Score Events, Results. Welcome! You are scoring District 502.

Assign FPS Evaluators

Instructions

The schools below have students assigned to Future Problem Solving. Each school participating in FPS must provide an evaluator. Use a placeholder name like "FPS Evaluator" if you don't know the evaluator's name at this point. If a school drops out or is disqualified in FPS, unassign their students from FPS under the "Manage Students" tab. Enter an evaluator for each school that is participating in FPS. Edit names as needed. Make sure to click **Save**.

Future Problem Solving Evaluator

School Name: Test MS 502-1

Name: eval1

Email: eval1@district502.com

Cell #: 202-202-2020

Required to participate in FPS

Future Problem Solving Evaluator

School Name: Test MS 502-2

Name: eval2

Email: eval2@district502.com

Cell #: 202-202-2020

Required to participate in FPS

Future Problem Solving Evaluator

School Name: Test MS 502-5

Name: eval3

Email: eval3@district502.com

Cell #: 202-202-2020

Required to participate in FPS

2. Assign Evaluators

3. Enter Raw Scores

4. Tally Scores

Part 3: Score Written Assessment and Quick Recall

Task 18. Adopt the "Read-Enter-Read" Method

Always have one person to read results aloud and one person to enter data online.

You will make far fewer mistakes when you have one person entering the data, and another reading the results form. In ASAP, ALWAYS use the "Read-Enter-Read" procedure in the box at right.

The "Read-Enter-Read" Method

1. The assistant **reads** aloud the scoring data to the data entry person
2. The data entry person **enters** the data
3. BEFORE submitting data, the data entry person **reads** the on-screen information back to the assistant to check for errors

NOTE: Sometimes it's easier to do the reverse and have the data entry person read the onscreen information first to the scoring assistant.

Task 19: Add Onsite-Registered Students

This task is for you to add students that coaches failed to enter online. If you do not have any "onsite entered" students, proceed to the next task.

Check When Completed

- Get the Onsite Registration Form from each coach who added onsite students.
- Click the "Manage Students" tab.
- Choose the school that has students which need to be added, to see:
- Click the "Add More Students" orange box.
- Carefully type the first name then last name of each student, their grade and gender.

Use correct spelling--DO NOT USE ALL CAPS!

Test MS 502-1

First Name	Last Name	Grade Level	Summer Camp Attendee	Gender	Quick Recall	Future Problem Solving	Mathematics	Science	Social Studies	Language Arts	Arts and Humanities	Composition	Alternates
Kaitlyn	Gentry	0	<input type="checkbox"/>	F	<input checked="" type="checkbox"/>								
Isaac	Gray	0	<input checked="" type="checkbox"/>	M	<input checked="" type="checkbox"/>			Y	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Y	<input type="checkbox"/>
X Julianna	Hamilton	0	<input checked="" type="checkbox"/>	F	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Max	Jamie	0	<input type="checkbox"/>	M	<input checked="" type="checkbox"/>		Y		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
X Colin	Johnson	0	<input checked="" type="checkbox"/>	M	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
X Mason	Karrer	0	<input checked="" type="checkbox"/>	M	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
X Max	Lipsitz	0	<input checked="" type="checkbox"/>	M	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
X Tanner	Morrison	0	<input checked="" type="checkbox"/>	M	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
X Wyatt	Rhoden	0	<input checked="" type="checkbox"/>	M	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
X Alura	Schaum	0	<input type="checkbox"/>	F	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
X Davont	Smith	0	<input type="checkbox"/>	M	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
X Mark	Swafford	0	<input checked="" type="checkbox"/>	M	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
X Alexa	Swartz	0	<input type="checkbox"/>	F	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
X Riley	Weber-Horowitz	0	<input type="checkbox"/>	F	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>

Important Information

You've listed more than eight students for Quick Recall. That's fine, but KAAC only provides awards for eight students per team.

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- When you begin to make changes, the button at bottom right changes from "No Changes to Save" to "Submit Student Information". Click that button to save your changes.
- Repeat this process for any other teams that entered students onsite.



Warning: if you have entered data onscreen but then you try to leave the page before you click the "submit" button, you will lose any onscreen data you haven't submitted. **This principle applies throughout the online scoring program.**

Task 20. Double-Check Sign-in Forms Against Student List

Check When Completed

- IMPORTANT:** make sure you have added any onsite-entered students, for all teams, before you proceed.
- Get the event sign-in forms from the Contest Manager:
 1. Written Assessment
 2. Quick Recall
- Click the "Manage Students" tab.
- Choose the first school in the list to see:

Instructions

Click the [Submit Student Information](#) button at the bottom when completed.
Click the [Add More Students](#) button below if needed.

School Chooser

Test MS 502-1 Test MS 502-2 Test MS 502-3 Test MS 502-4 Test MS 502-5

IMPORTANT


YOU are responsible for the correct spelling of student names.
Each student may participate in a maximum of three events, and you may place up to three students in each Written Assessment event and in Composition.
Events will be LOCKED once scores have been entered, and you will not be able to update students for that event.

Test MS 502-1

First Name	Last Name	Grade Level	Summer Camp Attendee	Gender	Quick Recall	Future Problem Solving	Mathematics	Science	Social Studies	Language Arts	Arts and Humanities	Composition	Alternates
Eily	Canter	0	<input checked="" type="checkbox"/>	F	<input checked="" type="checkbox"/>	Y	Y		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jackson	Carpenter	0	<input checked="" type="checkbox"/>	M	<input checked="" type="checkbox"/>	Y			<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nick	Cotton	0	<input checked="" type="checkbox"/>	M	<input checked="" type="checkbox"/>	Y			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dalton	Curtis	0	<input checked="" type="checkbox"/>	M	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Y	<input type="checkbox"/>
J.t.	Elswick	0	<input type="checkbox"/>	M	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Y	<input type="checkbox"/>
Kaitlyn	Gentry	0	<input type="checkbox"/>	F	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Y	<input type="checkbox"/>
Isaac	Gray	0	<input checked="" type="checkbox"/>	M	<input checked="" type="checkbox"/>		Y		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Juliana	Hamilton	0	<input checked="" type="checkbox"/>	F	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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- Using the sign-in forms for Written Assessment and Quick Recall, assign students to their respective events. Make any changes necessary from what coaches entered online. At the District competition you may have several changes from the initial list entered by the coaches.
- If you made any changes, scroll down to the bottom and submit your information. If all information was correct, simply choose the next school at the top of the page.
- Repeat this process for all participating schools.

 **Warning:** if you have onscreen data but try to perform another task like adding a student or going back to the Scoring Home Page before you click the "submit" button, you will lose any onscreen data you haven't submitted. **This principle applies throughout ASAP.**

Task 21: Print Event List for Coaches

Check When Completed

- Make sure all students have been assigned to all events.
- From the Pre-scoring tab, click "Print Event List for Coaches".
- Print the list.
- Post the list in the hospitality area or another high-visibility area.
- If possible, announce over the PA that you have posted the list for coach review.

Task 22: Assign Students IDs to Written Assessment

IMPORTANT: Make sure you have added all onsite-entered students before you begin this process. Get the One-Exam, Two-Exam and Three-Exam Written Assessment sign-in forms from the Contest Manager.

- Expect some changes in Written Assessment on Saturday morning. Wait until after Written Assessment registration closes before entering ID numbers.
- From the Pre-scoring tab, click "Assign Student IDs" under the Written Assessment section.
- Choose the first school in the list to see:

First Name	Last Name	Written Assessment ID	Mathematics	Science	Social Studies	Language Arts	Arts and Humanities
Eily	Canter	101	Y				
Jackson	Carpenter	102					Y
Nick	Cotton	103				Y	
J.T.	Elswick	104			Y		
Isaac	Gray	105		Y			
Max	Jamie	106	Y				

- Get the One-Exam sign-in forms.
- For the school you selected, enter the student ID number.
- As each student is assigned an ID number, have your assistant check the far right column on the sign-in form marked "For ASAP Team Use".
- Repeat this procedure for this school using the "Two Exam" and "Three-Exam" sign-in forms.
- When you have assigned every participating student from this school an ID number, click the submit button at the bottom of the page.
- Complete this procedure for all schools.

Don't Want to Mess Up? Do This!

Data Entry Person: (reading first name on a team's ASAP event screen) "East Middle, Darrell Jones."

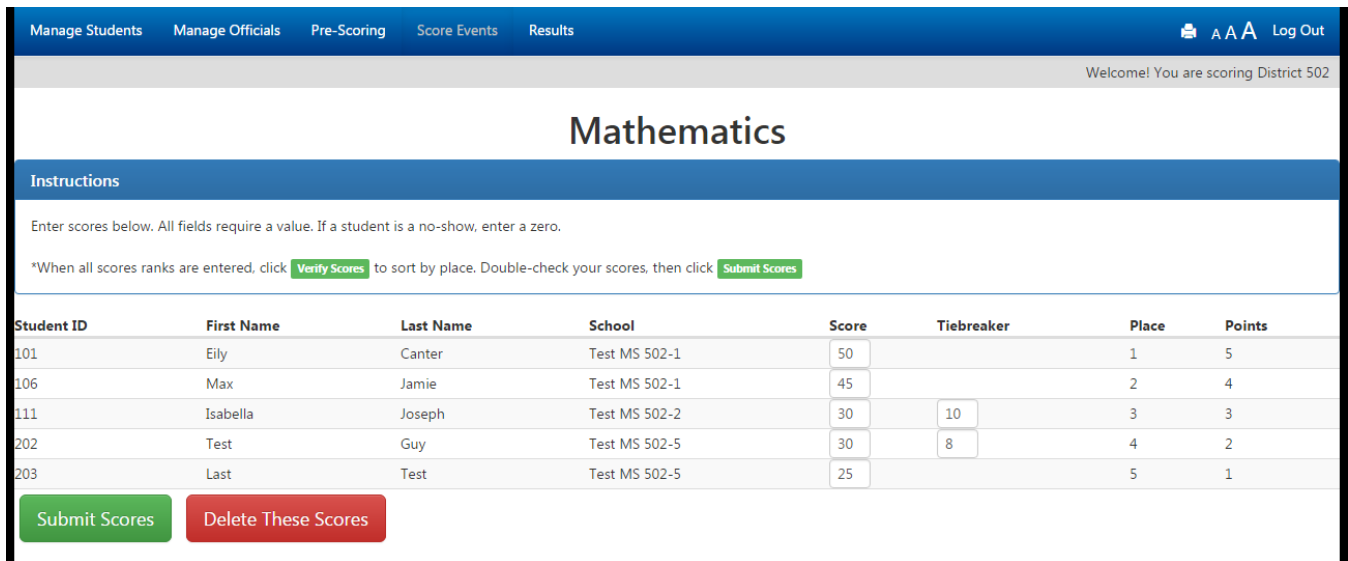
Assistant: (searches sign-in forms) "East Middle, Darrell Jones, 211, Science and Arts & Humanities."

Data Entry Person: "Darrell Jones, 211, Science and Arts & Humanities--next." (As entering ID and clicking boxes marked "SC" and "AH")

Task 24: Enter Written Assessment Results

NOTE: If there are ties among the top five, both the "main" section of the exam and the "tiebreaker" section of the exam must be graded before you can enter results for any one examination.

From the Score Events tab, choose your desired examination. Here is the screen you will see:



Student ID	First Name	Last Name	School	Score	Tiebreaker	Place	Points
101	Eily	Canter	Test MS 502-1	50		1	5
106	Max	Jamie	Test MS 502-1	45		2	4
111	Isabella	Joseph	Test MS 502-2	30	10	3	3
202	Test	Guy	Test MS 502-5	30	8	4	2
203	Last	Test	Test MS 502-5	25		5	1

- Re-arrange the answer sheets in ascending order by ID number (lowest ID# on top).
- Call out the first ID number on your screen.
- Your assistant reads aloud the score for that ID number.
- Continue until all scores are entered.
- If you had ties in the top five, after the last score is entered, go back and enter the tiebreaker value for each tied student. ASAP won't let you proceed if you don't.
- BEFORE you click the "Verify Scores" button, ask your assistant to read ID numbers and scores back to you. Correct any discrepancies.
- When all IDs and scores match, click the "Verify Scores" button, which ranks students and assigns school points.
- Check that the ASAP top five matches your top five on your Written Assessment Top Five Tracking Form. If so, click "Submit Score Sheet." If not, find the discrepancy and correct it.

**Don't Want to Mess Up?
Use This Method!**

Data Entry Person: (reading first ID# on screen) "Mathematics, 101."

Assistant: (Looking at answer sheet, verifies Mathematics and #101 ID) "Mathematics, 101 score is 24."

Data Entry Person: (as typing) "101 score is 24. Mathematics, 102." (And so on)

Upon clicking "Verify Scores", you will see this screen:

Manage Students Manage Officials Pre-Scoring Score Events Results A A A Log Out

Welcome! You are scoring District 502

Mathematics

Instructions

Enter scores below. All fields require a value. If a student is a no-show, enter a zero.

*When all scores ranks are entered, click [Verify Scores](#) to sort by place. Double-check your scores, then click [Submit Scores](#)

Student ID	First Name	Last Name	School	Score	Tiebreaker	Place	Points
203	Last	Test	Test MS 502-5	5		1	5
202	Test	Guy	Test MS 502-5	4		2	4
111	Isabella	Joseph	Test MS 502-2	3		3	3
106	Max	Jamie	Test MS 502-1	2		4	2
101	Eily	Canter	Test MS 502-1	1		5	1

[Submit Scores](#)

- If the results are correct, click "Submit Scores." If not, make any needed changes.
- Complete this process for all assessment events.

NOTE: The example above only shows the top five for display purposes. Your actual verification page will show all scores.

Quick Recall

Task 26: Verify Students Assigned to Quick Recall

- Get the Quick Recall sign-in form.
- From the Manage Students tab, choose the first school participating in Quick Recall.
- Ask your assistant to read, one by one, the names of each student playing Quick Recall.
- Make sure that all students listed are assigned to Quick Recall in the Student Manager.
- When finished, scroll down to the bottom and click "Submit Student Information".
- Repeat this task for all participating schools.

The purpose of this procedure is for coaches to double-check the assignment of students to events.

Task 27: Enter Quick Recall Results

Check When Completed

- From the "Score Events" tab, click "Score Quick Recall":

Manage Students Manage Officials Pre-Scoring Score Events Results Log Out

Welcome! You are scoring District 502

Quick Recall

Instructions

Enter final placements below. All fields require a value.

For schools that finish out of the top four, you can either enter a "5" for all schools or their actual placements.

School Name	Place	Points
Test MS 502-1	<input type="text"/>	
Test MS 502-2	<input type="text"/>	
Test MS 502-3	<input type="text"/>	
Test MS 502-5	<input type="text"/>	

[Please Enter All Scores](#)

- Enter the finish for the teams and click "Verify Scores."
- For schools that finish out of the top four, you can either enter a "5" or their actual placements.

Task 28: Assign the Hume Award

From the "Score Events" tab, click the Hume Award button and select the winner.

Task 29: Finalize Results

Check When Completed

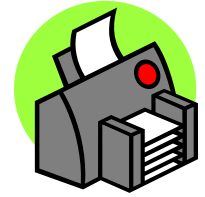
- When you have finished entering all results, click the large red button at the bottom of the Score Events tab that says "Finalize Scoring and Print Results."
- Print each form. The "Final Results Form" is the one you need for awards.
- Ask your Technology Guru for help if you are having trouble getting a presentable printed copy of any form.



WARNING: Once you click the "Finalize Scoring and Print Results" button, you will be locked out of changing any scoring data. This is a security measure built into ASAP. Don't click the button unless you're "really" finished!

Troubleshooting Printing

1. Make sure you have the correct printer chosen in your printer setup.
2. Make sure your printer is turned on.
3. Make sure there is paper in your printer.
4. If you are having a hard time getting the data to fit on the page, change your printer setting to "landscape" under "Properties", or change the paper size to 8.5" x 14".



Appendix A—"Technology Guru"--Duty Sheet Handout

The **Technology Guru** is on hand to help with any technical issues that arise.

Duty 1: Establish a Backup Internet Connection Plan

To connect to the Internet, you will need:

1. A laptop computer or a standalone desktop
2. A way to connect to the Internet outside your "normal" school server--AOL, an account with a local Internet Service Provider, etc.
3. All needed hardware--cords, phone jacks, etc.
4. All needed passwords and configuration information

NOTE: Your easiest backup plan may be to simply leave school and go to a nearby home or business with an Internet connection. One of the great things about ASAP is that you can score from anywhere!

Duty 2: Evaluate Your Internet Settings

Check When Evaluated

- Java enabled
- Ad blockers and pop-up blockers disabled
- All updates/patches for your browser have been applied
- A system free from adware/spyware

Duty 3: Test Your Backup Internet Connection Plan

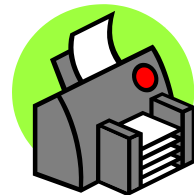
Check When Completed

- Before competition, test your backup plan to make sure it will work for you if you need it.

Duty 4: Test Your Print Settings

If you're having problems:

1. Make sure you have the correct printer chosen in your printer setup.
2. Make sure your printer is turned on.
3. Make sure there is paper in your printer.
4. If you are having a hard time getting the data to fit on the page, change your printer setting to "landscape" under "Properties", or change the paper size to 8.5" x 14".



Duty 5: Consult on Competition Days

Be on hand on competition days to help with any technical issues that may arise.