



2020-2021 New York State Virtual History Day

Documentary Guidelines

The New York State History Day regional and state contests will be **virtual** in 2021. We hope that by announcing this information early, it will help students craft their final projects with a clear vision of how judges will view their work. The following instructions explain how students should prepare and submit **NHD documentaries** for judging at the regional and state contests next spring. The national office will announce in early 2021 if the national contest will be virtual or in-person. If you have questions about these instructions, please contact NYSHD interim state coordinator Crystal Johnson at nyshd@nhd.org or 312.339.0643.

Don't forget! There is a new *Rule Book* for this school year!

No matter which category you choose, students should read the rules for all categories, as well as the category-specific rules. The new 2021 *Rule Book* is available for download here:

<https://nyshd.weebly.com/rule-book-new.html>

And a new evaluation rubric too!

National History Day is also shifting to a new evaluation rubric. As you think about how to construct your final project, remember that 80% of your evaluation will be based on historical quality and 20% will be on clarity of presentation. The new evaluation rubric will help you make sure you are addressing all of the essential elements of an NHD documentary:

<https://www.nhd.org/sites/default/files/NHDEvaluationFormsRound1Doc.pdf>

Documentaries and the virtual contest

Documentary students need to upload a **shareable .MP4** video file to Google Drive, One Drive, or Dropbox by the contest registration deadline. Give yourself plenty of time to complete this process before the deadline. Files typically upload faster over a wired connection instead of WiFi. You will also need to save your Required Written Materials (i.e., title page, process paper, and annotated bibliography) as one PDF file and upload it to the registration system before the deadline.

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 (see "Required Written Materials," p. 18 of the [Rule Book](#)). The registration system only allows one PDF upload, so it must include all required paperwork.

- **If competing as an individual, name the file** with first and last name and the contest level. For example: [johnsmithregional.pdf](#) at the regional contest level or [johnsmithstate.pdf](#) at the state contest level.
- **If competing as a group, name the file** with each group member's last name and the contest level. For example: [smithjonesthomasregional.pdf](#) at the regional contest level or

[smithjonesthomasstate.pdf](#) at the state contest level.

You will not be able to edit or alter this file after registration closes, so make sure that your Required Written Materials are ready for the judges to view them in advance of the registration deadline.

Step 2: Upload the .MP4 file of the 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 nyshd@nhd.org **before** your contest deadline so that staff can assist.

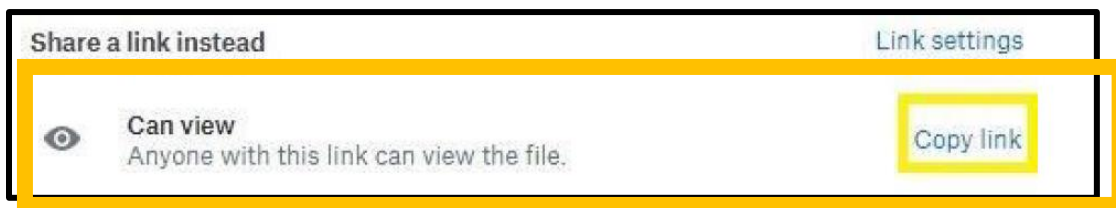
- **If competing as an individual, name the .MP4 file** with first and last name and the contest level. For example: [johnsmithregional.mp4](#) at the regional contest level or [johnsmithstate.mp4](#) at the state contest level.
- **If competing as a group, name the file** with each group member’s last name and the contest level. For example: [smithjonesthomasregional.mp4](#) at the regional contest level or [smithjonesthomasstate.mp4](#) at the state contest level.

Step 3: Make the Google Drive, One Drive, or Dropbox link shareable when ready to submit.

IMPORTANT: Failure to make your project accessible to the public will prevent your project from being judged. The file must be shareable to anyone with the link. If your school firewall prevents sharing with individuals outside your school, you will need to upload the .MP4 in a sharing site that is accessible to the public. 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.

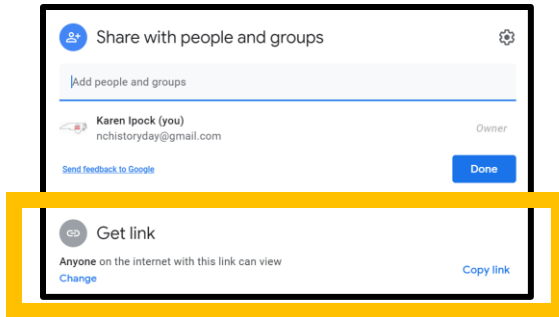
Dropbox Share Steps

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

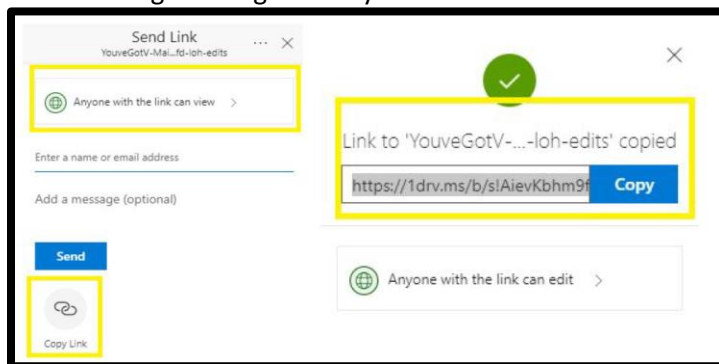
Upload file to Google Drive. Once uploaded, right-click on the file. Select the “Share” option from the menu. A pop-up box will appear, as shown below. Make sure “Anyone on the internet with this link can view” is selected. If not, click on the blue change button and select that option. Once set to “Anyone” click on “copy link” and done.



NOTE: Many schools have firewalls that prevent people from outside your school from accessing your Google Drive content. If you are using your school's Google Drive, have someone outside your school test this link to make sure that it is open to non-school viewers before submitting it to the competition. You may need to set up a non-school Google Drive account to allow for public sharing.

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 4: 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 3. If the video appears, advance to Step 5.

How to Open Incognito Browser Tab:

Windows, Linux, or Chrome OS: Press Ctrl + Shift + n.

Mac: Press  + Shift + n.

Step 5: Submit project to the contest by the contest registration deadline. During registration, include the documentary's shareable link and upload the combined PDF file of the **Required Written Materials** (i.e., title page, process paper, and annotated bibliography).

Important contest planning note! Ensure 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 the announcement of contest results. **You will not be able to edit the documentary or the Required Written Materials after the registration deadline, so please make sure that both are ready to be viewed by the judges in advance of the deadline.**

Have a great NHD experience!