

Online Reading Bowl Moderator's Script

DeKalb County Moderator's Script and Instructions for Virtual Reading Bowl

PLEASE READ - Before the Competition Begins	
<ul style="list-style-type: none">At 3:20 P.M., volunteers should be present in their assigned competition room.	
<ul style="list-style-type: none">The Moderator will write down the names of the other volunteers for console judge, timekeeper, and scorekeeper.One or more volunteers should join HRRB Remind by downloading app or go to http://www.remind.com/join. The join code is hrrbcoa.	
<ul style="list-style-type: none">Decide which volunteer will:<ul style="list-style-type: none">➤ Share their screen to show Opening Ceremony video. Note: When sharing screen, enable "computer audio". For a tutorial for sharing your screen, go to https://youtu.be/Y83ZPN7F3oc.➤ Take a group photograph at the end of Round 1 only and email it to hrrbphotographs@dekalbschoolsga.org. For a tutorial to access Teams' large gallery or together mode, go to https://youtu.be/B0zs7zdYGBY.	
<ul style="list-style-type: none">Make sure that you have the questions for the correct level (elementary, middle or high school).<ul style="list-style-type: none">➤ Verify that you have received questions for six rounds by matching the number on the top of the question spreadsheet for each round.➤ If time permits, read over the questions before each round begins.➤ Address any questions by contacting the Challenge Room.	
<ul style="list-style-type: none">At 3:45 P.M., Coaches and team players will receive a Remind announcement to report to Round 1 competition room.	
<ul style="list-style-type: none">At 4:00 P.M., One of the volunteers will share their Desktop screen and click the link for the HRRB Opening Ceremony video. https://youtu.be/Yo0TKHXOr9g	
<ul style="list-style-type: none">Upon joining the competition room, all team players will immediately sign-in by typing their team code and player number in the chat box.	
<ul style="list-style-type: none">The Moderator will read aloud the sections typed in RED.	
<ul style="list-style-type: none">Once the Opening Ceremony video ends, stop sharing the screen and the Moderator may begin Round 1. <u>**Please adhere to the script to ensure that the round proceeds in a timely manner.</u> For example, the coach says that one team player has not joined the competition room. Allow the team a 2-minute game delay (see script below). Once two minutes expire, start the round.	

Beginning of Round 1

****Round 1 should last no longer than 40 minutes except in cases of challenges and/or technical issues. Upon joining the competition room, all team players will immediately sign-in by typing their team code and player number in the chat box.**

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SAY: Welcome teams to Round ___ of the Reading Bowl. Everyone in the competition room should silence your phones and all background noise. We will adhere to our traditional game decorum displayed during in-person competitions. Volunteers and active participants should refrain from eating and drinking during each round.

I am _____ the Moderator for this round. Assisting me are our Console Judge _____, Scorekeeper _____, and Timekeeper _____.

During the round, each team will be allowed one 2-minute delay of game due to technical issues. The timekeeper will set the timer for two minutes, and we will convene the round once 2 minutes expire. No additional delay of game will be granted for the remainder of the round.

Coaches, please confirm if all of your players have joined our room by typing "**All Here**" in the Chat box. (Pause) Let's review the features that will be used during the competition.

At the bottom of your window, you will see buttons to turn on and off your microphone and camera. Teams players that are competing during this round should wear headphones to ensure that hearing is not impaired by background noises. For this competition, when we say "mute" we are asking you to turn off your microphone. When we say "unmute" we are asking you to turn on your microphone. During the competition, players, Moderator, and Console Judge must keep their camera on and all others should keep their camera off.

We have already completed the chat box test when you joined the competition room. Now, we will test each team player's microphone. We will begin with Team _____. Team players #1-5, please unmute your microphone and answer "Present" when your player number is called. Console Judge will call each team's player number, and the players will respond by saying, "Present". Once the team completes their microphone test, **SAY:** Team _____, please mute your microphones, and Team _____, please unmute your microphone for your microphone test. (Wait for the Console Judge to complete the microphone test.)

SAY: Everyone, please mute now. During our competition, silence is required unless you are called upon to respond. Unmuting without being recognized during the competition is inappropriate. Each team in violation, including players and coaches will receive one warning. If a second violation occurs, the opposing team will receive ten points for the question being asked or answered when the violation occurred.

Let's review the competition rules:

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1. The Moderator will type the question number in the Chat box and press Enter (ex: Q1 or Question 1). Then, team players will type their 3-letter team code and player number in the Chat box and hold their finger above the Enter key. Do not use any other text in the chat box such as emojis or special characters.
2. Once the Moderator begins reading the question, the team players should be attentive and not typing on their keyboard or flipping through pages of a book.
3. When a team player buzzes in by pressing the Enter key, the Console Judge will say, "Stop," to notify everyone that a player has buzzed in. The Console Judge must acknowledge the player by school and number (ex.: Mou3). If a team player who is not acknowledged answers the question, that team's response is not recorded, and the question is repeated for the opposing team. (NOTE: Chat box discrepancies are rare and can be resolved by identifying the player's name of the first chat submission recognized by the majority of volunteers and coaches.)
4. Only the acknowledged team player unmutes. The answer must be given within 10 seconds by the player who buzzed in. Conferring is NOT allowed. If the answer is correct, the Moderator acknowledges that it is correct, and the Scorekeeper confirms by posting the score in the chat area (ex: MOU 10/PAC 0). The Scorekeeper will post the score in the chat area after each question.
5. If the answer is incorrect, the Moderator will repeat the question for the other team, which a player must answer within ten seconds after buzzing in.
6. If neither team buzzes in, the Moderator will answer the question. A zero will be tallied for that question for each team. The scorekeeper will post the score in the chat area. (ex: MOU 0/PAC 0). Then, the Moderator will proceed to the next question.
7. If a player buzzes in before the completion of a question, the Console Judge will say, "Stop," to notify everyone that a team player buzzed in, the Moderator immediately stops reading. After being recognized, the player must answer the question. If an incorrect answer is given, the Moderator repeats the entire question for the opposing team, which has an opportunity to answer the question within 10 seconds.
8. At no time during the actual round may the team players confer.
9. Any concern about an answer to a question MUST be addressed by one of the five currently competing team players by using the Chat box before the next question is asked.
 - a. The team player will get the attention of the moderator and Console judge by typing a "C" and pressing Enter.
 - b. The console judge will unmute and announce, "We have a challenge." The player will be acknowledged and asked to unmute and tell the moderator their concern.

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- c. The Moderator may make a decision based on the answers on the master list or hover over the cell labeled image and read from the book's page where the question was generated. If needed, the Moderator may contact the Challenge Room.
- d. Once the Moderator makes a decision, the decision is final.

10. Coaches, please monitor your players and type a message in the Chat box if a team member has a technical issue or leaves the room unexpectedly.

Players and coaches, if there is a question before we begin, please raise your hand by using the hand raise tool to be acknowledged. Once the round begins, only team members will be allowed to speak. (Respond to questions.)

We are ready to begin Round 1.

Reading Questions

- Retrieve the questions for the round.
- Verify the round and ensure it matches the number on the top of the question sheet.

Moderator TYPES: **Q_** and press Enter (ex: Q1 or Question 1).

SAY: Players, in the Chat box, type the first three letters of your school name followed by your ID number and be ready to press Enter when you want to buzz in to answer. (Pause to allow students to type.)

SAY: Round ____, question ____.

- Read each question and allow the Console Judge to recognize the player who buzzed in first by saying the team code and player's ID number.
- NOTE: If a player buzzes in before you finish reading a question, the Console Judge will say, "stop." STOP reading and allow the Console Judge to call on the player to unmute and answer immediately.

Acknowledging Answers

- **Correct Answers. SAY:** **That is correct.** The Scorekeeper confirms and posts the score (ex: 10 points for Mountain View Elementary).
- **More details are needed to verify an answer. SAY:** **Can you be more specific?** (NOTE: This can only be said once for a question.)
- **Incorrect Answers. SAY:** **That is incorrect.** (Then read the question again in its entirety for the opposing team.)
- **No correct answer is given by either team. SAY:** **The answer is _____.**

Challenges or Questions

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- The **Console Judge** acknowledge challenges from one of the five currently competing team players when signaled by “**C**” typed in the chat box and will say, “**We have a challenge.**” The player will be asked to unmute and voice their concern.
- A Coach cannot initiate a question or challenge on their own.
- Alternate questions are only to be used in extreme cases where the moderator has made a mistake.
- If an answer needs further verification, mute yourself and read from the book's page where the question was generated. If needed, you may join the Challenge Room. **SAY: Thank you for voicing your concern. Additional verification is needed from the Challenge Room. I will briefly join the Challenge Room and return with a decision.** Post the following information in the Challenge Room's chat box:
 - your competition room number, the question number, book title, and page number where the answer should be located.
 - Wait for an answer from the Challenge Room before rejoining the competition room. Do not discuss question and/or answer in the competition room.

End of Round 1

SAY: This concludes Round 1 of the Reading Bowl. Congratulations to both teams. Please remain quiet as the Scorekeeper finalizes the round. Scorekeeper, you may proceed.

- If the round ends in a tie, do not ask a tie-breaker question. If needed, there will be a tie-breaker round at the end of the competition.
- Ask the Scorekeeper to read aloud and post the final score in the chat area. Ask both coaches to verbally approve the score and type in the chat area their school name and final score. Direct the scorekeeper to share their Desktop screen for the audience to see the scores submitted to the official scoring room.

SAY: The final scores have been submitted to the scoring room. Coaches, all team members and volunteers, please turn on your camera so that we can take a Together Mode photograph. If Together Mode is unavailable, we will take one photograph of each team. No inappropriate facial or hand gestures are allowed. One of the volunteers will change screen view to Together mode and take a photo using either a cell phone or screen print/shot. Only take one photograph. HRRB Photographs should be emailed to hrrbphotographs@dekalbschoolsga.org.

After photo, SAY: Coaches and team members may close this session and go to your Team Room. We will notify coaches via Remind app to announce the beginning of the next round.

Beginning of Rounds 2-6

****Rounds 2-6 should last no longer than 30 minutes except in cases of challenges and/or technical issues. Upon joining the competition room, all team players will immediately sign-in by typing their team code and player number in the chat box.**

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SAY: Welcome teams to Round ___ of the Reading Bowl. Everyone in the competition room should silence your phones and all background noise. We will adhere to traditional game decorum displayed during in-person competitions. Volunteers and active participants should refrain from eating and drinking during each round. The competition features and game format guidelines were read in its entirety during Round 1. If a team requests for the features and game formats guidelines to be re-read, the coach should type “**Yes**” in the chat box. (NOTE: If a coach types “Yes”, re-read Round 1 competition features and game format guidelines.)

I am _____ the Moderator for this round. Assisting me are our Console Judge _____, Scorekeeper _____, and Timekeeper _____. Coaches, please confirm if each of your players have joined our room by typing “**All Here**” in the Chat box. (Pause)

During the competition, players, Moderator, and Console Judge must keep their cameras on and all others should keep their camera off.

We have already completed the chat box test when you joined the competition room. Now, we will test each team player’s microphone. We will begin with Team _____. Team players #1-5, please unmute your microphones and answer “Present” when your player number is called. Console Judge will call each team’s player number, and the players will respond by saying, “Present”. Once the team completes the microphone test, **SAY:** Team _____, please mute your microphones, and Team _____, please unmute your microphones for your microphone test. Wait for the Console Judge to complete the microphone test.

SAY: Please mute now. During our competition, silence is required unless you are called upon to respond. If there is a question before we begin, please raise your hand by using the hand raise tool to be acknowledged. Once the round begins, only team members will be allowed to speak. (Respond to questions.)

We are ready to begin Round _____.

Reading Questions

- Retrieve the questions for the round.
- Verify the round and ensure it matches the number on the top of the question sheet.

Moderator TYPES: **Q_** and press Enter (ex: Q1 or Question 1).

SAY: Players, in the Chat box, type the first three letters of your team name and player’s ID number and be ready to press Enter when you want to buzz in to answer.

- Pause to allow students to type.

SAY: Round _____, question _____.

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- Read each question and allow the Console Judge to recognize the player who buzzed in first by saying the team code and player's ID number.
- NOTE: If a player buzzes in before you finish reading a question, the Console Judge will say, "stop." STOP reading and allow the Console Judge to call on the player to unmute and answer immediately.

Acknowledging Answers

- **Correct Answers. SAY:** **That is correct.** The Scorekeeper confirms and posts the score (ex: 10 points for Mountain View Elementary).
- **More details are needed to verify an answer. SAY:** **Can you be more specific?** (NOTE: This can only be said once for a question.)
- **Incorrect Answers. SAY:** **That is incorrect.** (Then read the question again in its entirety for the opposing team.)
- **No correct answer is given by either team. SAY:** **The answer is _____.**

Challenges or Questions

- Acknowledge challenges from one of the five currently competing team players when signaled by "C" typed in the chat box. **SAY:** **We have received a challenge from a team player. Will the player unmute and voice your concern?**
- A Coach cannot initiate a question or challenge on their own.
- Alternate questions are only to be used in extreme cases where the moderator has made a mistake.
- If an answer needs further verification, mute yourself and read from the book's page where the question was generated, OR you may join the Challenge Room. **SAY:** **Thank you for voicing your concern. Additional verification is needed from the Challenge Room. I will briefly join the Challenge Room and return with a decision.**
- Post the following information in the Challenge Room's chat box:
 - your competition room number, the question number, book title, and page number where the answer should be located.
 - Wait for an answer from the Challenge Room before rejoining the competition room. Do not discuss question and/or answer in the competition room.

End of Each Round

SAY: **This concludes Round ____ of the Reading Bowl. Congratulations to both teams. Please remain quiet as the Scorekeeper finalizes the round. Scorekeeper, you may proceed.**

- If the round ends in a tie, do not ask a tie-breaker question. If needed, there will be a tie-breaker round at the end of the competition.
- Ask the Scorekeeper to read aloud and post the final score in the chat area. Ask both coaches to verbally approve the score and type in the chat area their school name and final score. Direct the

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scorekeeper to share their screen to display the scoring form and submit the final scores to the official scoring room.

SAY: The final scores have been submitted to the scoring room. Coaches and players may close this session and go to your Team Room. We will notify coaches via Remind app to announce the beginning of the next round.

If this it is the end of Round 6, SAY: This concludes the final round of DeKalb's Helen Ruffin Reading Bowl virtual competition. The final scores have been submitted to the scoring room. Occasionally, there is a tie-breaker round. Coaches will receive an announcement via Remind. After the final scores are tabulated, the winning teams will be announced by email to the coaches and posted on the HRRB website no later than tomorrow morning at 9:00 A.M. Trophies will be awarded for first and second place winners. The 1st and 2nd place teams will advance and compete in the HRRB Metro Regional Reading Bowl scheduled for Saturday, February 20, 2021. At this time, please report to your Team room and wait for the Remind dismissal announcement from the HRRB Steering Committee. Thank you for your participation.

****Volunteers that were not asked prior to the competition to stay for a Tie-Breaker Round may be dismissed. We appreciate your commitment to the continued tradition of Helen Ruffin Reading Bowl for the students of DeKalb County School District. Thank you.**