## **Technical Specifications for Envirothon**

Due to Covid restrictions that vary from county to county, and even school to school, the WV Envirothon competition is operating virtually for this year.

Since this is our first year attempting this process, please pay close attention to the technical specifications for the Envirothon. Our ultimate goal is to judge your knowledge just as if we were all in person, with the technical process being an afterthought.

## 5<sup>th</sup> Topic

There will be 3 options available for recording your 5<sup>th</sup> topic presentation; Microsoft Teams, Zoom, or Microsoft Skype. The choice of platform is up to you as a team with what program you have access to, and what you feel comfortable in using.

Most schools have been using Teams, and Zoom is free for anyone to sign up. If anyone is unable to use either of these options, our technical partner WV Conservation Agency can allow use of their Skype if needed. Note that WVCA staff must attend and record the meeting on your behalf for the Skype option. Refer to the document "Join and Record a Skype Meeting" for further details if that is the option you would like to choose.

After deciding the platform that you intend to use, please carefully review the instructions for that platform on the Envirothon Participants webpage.

One member of the team should be designated to set up the call and record. That member will be able to show any multimedia such as a Powerpoint presentation, data files, etc.

## \*Please note that showing a video inside of your recording is not supported and will not be allowed\*

Once the presentation is completed, the designated member will be responsible for capturing the recorded presentation and uploading it to the Envirothon system for judging. Detailed instructions for the upload process can be found on the Envirothon Participants page as the process is slightly different for each.

For any technical questions, please send an email to <a href="mailto:Envirothon@wvca.us">Envirothon@wvca.us</a> with Team name, questioners name, phone number, and question so that you may be contacted to resolve your issue.

## **Station Tests**

Each of the 4 station tests will be set up through Google forms, with the Quilgo app providing the mechanism for time limiting each test.

On April 15<sup>th</sup> at 8 AM, the team captain will receive two emails from Quilgo with a link in each. Once you click on this link in each email, you will be taken to a webpage where you will enter your email address. \*You must enter the Team Captain's email into this field. Any other email and this will not work\*

Once you submit the email address, you will receive a second set of emails from Quilgo with the links to each respective test. Once you click on this link, your 90 minutes will begin to complete the test.

The first page will require that you enter an email address, which will be your team captain's email, and your team number (these are required and the test will not advance without this information).

Once you get into the test questions, there will be multiple types of responses needed (short answer, long answer, multiple choice, etc.) You can skip to various pages and answer questions in whatever order you decide.

Whenever you have completed the test, simply hit the submit button on the last page.

On April 16<sup>th</sup> at 8 AM, the team captain will receive emails for the remaining two tests. Follow the same process above to complete the final tests.

Once again, for any technical questions, please send an email to <a href="mailto:Envirothon@wvca.us">Envirothon@wvca.us</a> with Team name, questioners name, phone number, and question so that you may be contacted to resolve your issue.