How to Judge Projects on ProjectBoard

Judge Resource

To begin, please download the Excel rubric to fill out your scores. When complete, upload the updated excel rubric and click submit.

get started at https://projectboard.world/oas/
Firstly, Go to https://projectboard.world/oas

If you are not logged in, you will see the Log In button. Click on the button and enter the username/email address and the password you used for your ProjectBoard account.
If you are already logged in you will see your profile icon in the top right hand corner of the screen.
Once you're logged in, head to "My Projects"
In My Projects, you will see a tab called "Projects to Judge". These are the projects you are responsible for scoring and uploading your completed rubric for.

Note: if for any reason your project assignments change after you've initially received your projects, you will be notified via email and your projects will update here.
Click on a project. Within each project you will see these areas:

- **Sections**, which contain the project information
- **Judging Rubric area**, where you will download, upload and submit the project rubric.
There are **5 steps** for judging each project:

1. Download Rubric
2. Review Project
3. Input Scores
4. Import Completed Rubric
5. Submit Completed Rubric
Step 1: DOWNLOAD the rubric for the project. This way you can have it with you as you're reviewing the project content.

To do so, go to the "Judging Rubric" area on the project.
The download will be an excel document that looks like this.

We will go through how to fill in the rubric / input your scores in Step 3.

Each file is unique with the project name and project ID. You must use the corresponding rubric for the project.
Step 2:
Once you have downloaded your report, head back to the project to review the content.

You can review the project content by:
1. Clicking on the section
2. Reading the text below the image
3. Scrolling through the attachments that have been added to the section
4. Downloading any attachments necessary (e.g. final written report)
PLEASE DO NOT leave any comments in the sections, you will have the opportunity for an overall comment on the project, within the judging rubric in step 3.
Step 3:
Input your scores on the judging rubric card you just downloaded. This card contains pre-filled in information, like your name and the project ID.

It is CRITICAL that the **only** the **RED areas** of this file that are altered:

1. **SCORE** boxes in red (full numbers only. Ex. 7)
2. **COMMENTS** box in red at the bottom (text)

Please do not alter anything else on the document.

Click Save when complete.
Step 4: Upload your rubric with the scores to the project.
If your file was uploaded successfully, you will see the total score displayed in the judging rubric area, below the "Upload Rubric" button.

If you need to make changes you still can! Simply change the score on the rubric you downloaded, save and re-upload the document again!

Judging Rubric
To begin, please download the Excel rubric to fill out your scores. When complete, upload the updated excel rubric and click submit.

Your Score 34/40
If your file was not successfully uploaded, you will get an error message. This may be because:

- You uploaded the incorrect file, including for the incorrect project
- The file is not in .XLSX format
- Your scores are the incorrect boxes
- Decimal numbers/letters were used

Please double check your document and try again.
**Step 5:**
Submit your rubric!

Successful submission will look like this.

*Please Note: Once you have submitted your rubric, it is **FINAL** and your scores cannot be changed.*
Head back to "My Projects" select the next project to judge.
On your second project, you will need to repeat **Steps 1-5**.

The first thing you will need to do is download a fresh rubric to enter your scores for the second project.
Remember: each rubric contains the project name and ID for that project, so its important download and match the rubric to the project.
Thank you for your participation!

If you experience any technical issues, please reach out to ProjectBoard support at support@projectboard.world

If you have any judging questions please feel free to reach out to amcmurry@ohiosci.org