West Virginia Young Writers Contest Submission Directions 2022

How to Prepare and Submit Winning Entries and Winners' Information

Young Writers Coordinators are required to upload the entries of the six county winners and enter information about them to an online site (**web address and directions in Part C**). This accomplishes three important things:

- The online system verifies timely submission of all entries by the due date**:**

<center>**Monday, February 28, 2022.**</center>

- The digital files are submitted to an online anti-plagiarism tool.

- The electronic submissions will be used for judging, thereby reducing paper and the cost of mailing.

Note: Only the signed Permission Release Form and the Cover Sheet for each county winner will be sent by regular mail. Do not mail entries.

If you encounter difficulty or have questions about any part of this process, please contact Audrey Deel adeel@marshall.edu or 304-746-2059.

Part A. Collect the cover sheet and the Permission Release Form for each county winner.

1. **Cover Sheets**: County Coordinators should receive all completed cover sheets from the schools. Each cover sheet provides information about a winning student, including his or her, grade, school, teacher, and parent or guardian contact information. That information **will be submitted using an online form** in the Marshall University Blackboard (MU Online) site following the steps in Part D of these directions.

2. **Permission Release Form**: All **ORIGINAL** signed forms for the winning students must be collected by the county coordinators. County coordinators should scan and keep a copy of each form for records.

3. All of the county winners' original cover sheets and Permission Release Forms must be sent in one packet, **postmarked no later than Monday, February 28, 2022**, to:

> **West Virginia Young Writers Contest**
> **Attn: Audrey Deel**
> **Marshall University**
> **100 Angus E. Peyton Drive**
> **South Charleston, WV 25303**

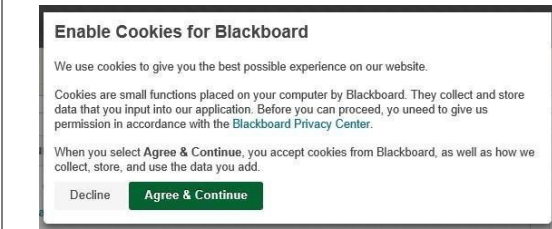## Part B. Prepare each winning entry and save each as a Word document file.

Before submitting any entries online, the files must be prepared and saved properly. (County Coordinators may request that this be done by the winner's teacher and sent by email to the coordinator.)

1. Be sure that each winning entry has been saved as a **Microsoft Word document**.   **PDF files will not be accepted.**

2. Each Word document should be formatted as follows:

    a. Margins: 1" all around

    b. Font: Times New Roman or Arial

    c. Font Size: 12

    d. Line Spacing: Double

3. Type the following information at the top left of the first page of the copy to be submitted electronically: a. The title of the story

    b. The level of the submission (such as Grade 1-2, Grade 3-4, etc.)

    c. Do **NOT** include any student name or other information.

4. Save each file using the name of the entry as the file name. **Do not use any punctuation or spaces in the file name, as that could make the file unreadable in Blackboard, even if it works fine on your computer**. The only punctuation in the file name should be the period supplied by the program (such as .doc or .docx).

    a. For example, if the full title of the story is actually "Grandma's Cooking: A Li'l Pinch of Love," save the file as **GrandmasCookingALilPinchofLove**.

    b. That will produce the file name **GrandmasCookingALilPinchofLove.doc** or **GrandmasCookingALilPinchofLove.docx**, depending on your version of Microsoft Word.

5. Save all the files in a folder that you can locate easily on your computer.

Part C. Log in to the Young Writers Contest Organization at Marshall University.

Part C Directions	Illustration
1. Use your computer browser to go to the Marshall University [Blackboard log in page] for non-students: a. The URL is https://marshall-bb.blackboard.com/ b. **You MUST use that web address to reach the contest entry submission site.** c. **DO NOT** simply search for MUOnLine or use the Marshall web page links to MUOnLine, as those will **not** allow access to the contest submission site. 2. On that page: a. Ignore the "Important Login Information" notice. Close it or move it aside to see the Username and Password field clearly. b. **DO NOT** click "Marshall University Single Sign On." c. Enter your username and password in the spaces provided and click **Login**. d. Ignore the "Sign in with third-party account" option.	
3. The first time you log in, you will be asked to enable "cookies" for Blackboard. You must click "Agree & Continue" in order to proceed. You may click the link on that notice to the Blackboard Privacy Center for more information. Note: You will see the notice again if you use a different browser or computer.	

4. Once you have logged in, look in the center column under **My Organizations** and click **Young Writers Contest**.	
5. Review the directions on the **Contest Directions** page, the first page you see. 6. Click **Submit Entries** in the course menu. 7. Review the directions on the **Submit Entries** page.	
8. The organization menu at left "auto-hides" when using a narrow window, such as on a mobile device. If the menu "disappears" from view, point your mouse at the aqua vertical bar at the extreme left in the window. The bar will turn gray and display a "Show Menu" arrow. Click the bar to see the menu again.	

Part D. Submit required information about the winners online.

In addition to submitting entries online, County Coordinators must also submit information about the winners and their teachers using an online form. Please enter all names exactly the way they should appear in the Young Writers Day Program.

1. You will need the following information to fill out the form completely.

   • County Coordinator:

      o Full Name

      o Contact information (email, phone number, and complete mailing address)   Each Grade Level County Winner:

      o Title of the entry o Student's full name

      o Parent or guardian contact information o Student's actual grade level

      o Full name of the school the student attends

      o Full name of the student's teacher

      o Email address for the teacher

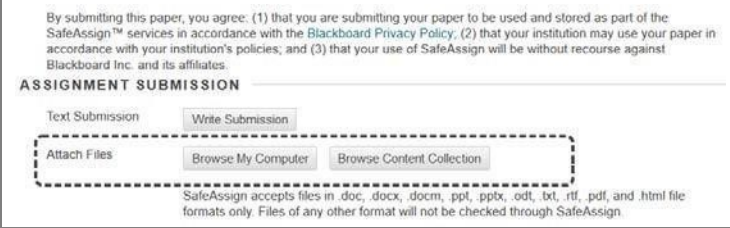2. On the "Submit Entries" page, click the link to "County Winners' Information" (see illustration below).
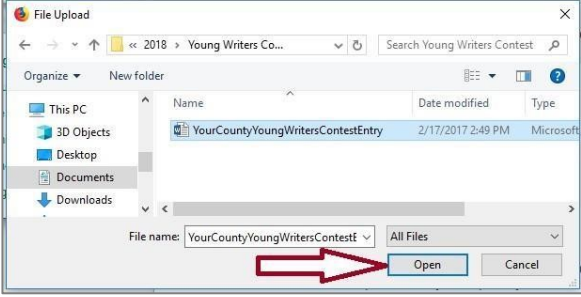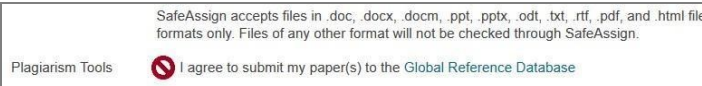
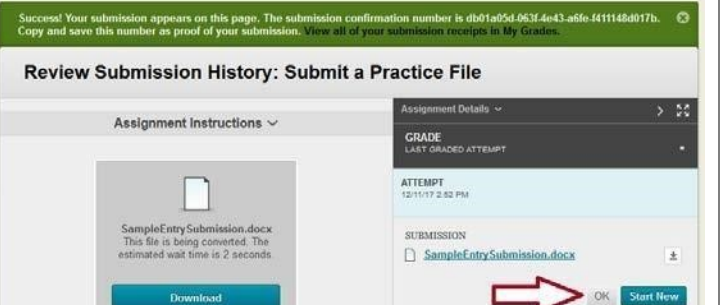**County Winners' Information (Submit Here)**

3. Enter all of the requested information.

4. **Important! You cannot re-open this form after you submit it.**

   o If you realize you submitted by mistake, contact Stephanie Burdette (see page 1 of these directions).

5. **Note:**

   o You do not have to enter all of the information at one time. o Simply click **Save All Answers at the bottom of the window** (see the illustration below) to save as you go and before you exit the survey page.

   o You may log in and continue at a later time.

6. When the form is completely filled out and ready to be submitted, be sure you click **Save and Submit**.

Click Save and Submit to save and submit. Click Save All Answers to save all answers.

   Save All Answers   Save and Submit

Part E. Submit the files of the winning papers online no later than February 28, 2022.

Note that you **cannot change** a file or submit again to a grade-level category once you click **Submit**. You may want to submit a "practice file" first to practice the submission process. You may submit as many times as you like to the "**Submit a Practice File"** category.

Part E Directions	Illustration
1. On the **Submit Entries** page, click the name of the grade level category of the winning entry file you are submitting. (The illustration shows the "Submit a Practice File" category.)	**Submit a Practice File** Please attach and submit a sample Data as this is not required but may
Part E Directions	**Illustration**
2. Under Assignment Submission beside **Attach File**, do ONE of these: a. click the button labeled **Browse My Computer.** Then go to Step 3.b. OR b. drag and drop the file to the area surrounded by a dashed line. Release ("drop") the file when that area turns a bright color. Then skip Step 3.	By submitting this paper, you agree: (1) that you are submitting your paper to be used and stored as part of the SafeAssign™ services in accordance with the Blackboard Privacy Policy; (2) that your institution may use your paper in accordance with your institution's policies; and (3) that your use of SafeAssign will be without recourse against Blackboard Inc. and its affiliates. ASSIGNMENT SUBMISSION — Text Submission Write Submission — Attach Files Browse My Computer Browse Content Collection — SafeAssign accepts files in .doc, .docx, .docm, .ppt, .pptx, .odt, .txt, .rtf, .pdf, and .html file formats only. Files of any other format will not be checked through SafeAssign

3. Do ONE of these:
 	
    a. If you dragged and dropped the file (Step 2.b.), skip this step and continue to Step 4.
 	
    b. If you clicked **Browse My Computer** (Step 3.a.), use the "Choose File to Upload" window that opened to locate the appropriate file on your computer. Click the file name to select it. Then click **Open** to attach the file for submission.	

4. The file name should be listed under **Attached Files**.
 	
    a. Check the file name to be sure you attached the correct file.
 	
    b. Do **NOT** change the name of the file in the box under **Link Title**.
 	
    c. **If you attached an incorrect file**, click "**Do not attach**" at the far right and repeat steps 2-3 to select and attach the correct file.	

5. At Plagiarism Tools, **do not click** the box for the Global Reference Database. The entry will still be checked for plagiarism.	
6. When the correct file is attached, click **Submit** at the bottom right of the window. **Note**: You **cannot change** a file or submit again to a category (except the Practice File) after you click **Submit**.	
7. Check the submitted file against the SafeAssign Tool. If the submission shows evidence of plagiarism, contact Audrey Deel to remove this entry. Once cleared, it will be possible to upload a different file.	
8. The **Review Submission History** page displays the file and when it was submitted, with a submission receipt number and success message at the top. 9. **Note:** The page may at first display a "Download" button while the paper is converted for display. **Do not click Download.**	

10. **Click OK at the bottom right** to return to the **Submit Entries** page (only the Practice File category displays a "Start New" button).	
11. You may then submit a file to a different category or log out if you have finished submitting entries.	

Repeat the Part E process to submit each winning entry, making sure to submit each at the correct grade level.

If you encounter difficulty or have questions about any part of this process, please contact Audrey Deel adeel@marshall.edu or 304-746-2059.