

# West Virginia Young Writers Contest Submission Directions 2024

## 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 four important things:

- The online system verifies timely submission of all entries by the due date:  
**Monday, February 26, 2024.**
- The digital files are submitted to an online anti-plagiarism tool.
- New this year: Permission Release Forms and Cover sheets will be submitted via Blackboard @
- The electronic submission of contest materials reduces paper and the cost of mailing.

**If you encounter difficulty or have questions about any part of this process, please contact Donna Atwood [wallace74@marshall.edu](mailto:wallace74@marshall.edu) or 304-380-1437.**

### 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. County Coordinator should scan and keep a copy of each form for records. 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. 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.
3. **Note:** Both the Cover Sheet and Permission Release Form will be submitted to one online form. You may attach several documents to a single online form. Please see Part D below.


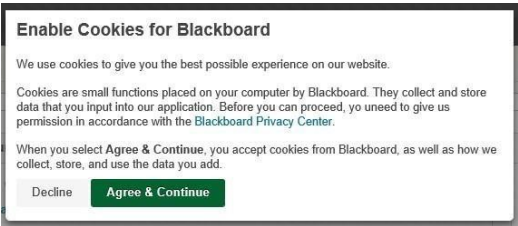
### Part B. Prepare each winning entry and save each as a Word document file.

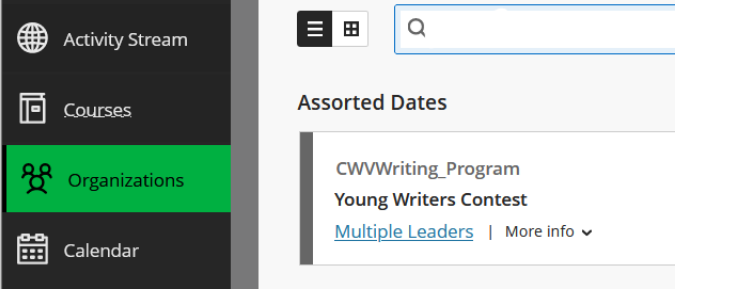
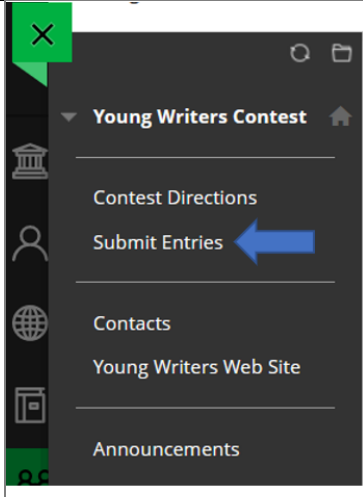

Before submitting any entries online, the files must be prepared and saved properly. (County Coordinators may request that this be done by the winner's teacher and sent by email to the coordinator.)

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
<p>1. Use your computer browser to go to the Marshall University <a href="#">Blackboard log in page</a> for non-students:</p> <ul style="list-style-type: none"> <li>a. The URL is <a href="https://marshall-bb.blackboard.com/">https://marshall-bb.blackboard.com/</a></li> <li>b. <b>You MUST use that web address to reach the contest entry submission site.</b></li> <li>c. <b>DO NOT</b> simply search for MUOnline or use the Marshall web page links to MUOnline, as those will <b>not</b> allow access to the contest submission site.</li> </ul> <p>2. On that page:</p> <ul style="list-style-type: none"> <li>a. Ignore the “Important Login Information” notice. Close it or move it aside to see the Username and Password field clearly.</li> <li>b. <b>DO NOT</b> click “Marshall University Single Sign On.”</li> <li>c. Enter your username and password in the spaces provided and click <b>Login</b>.</li> <li>d. Ignore the “Sign in with third-party account” option.</li> </ul>	
<p>3. The first time you log in, you may be asked to enable “cookies” for Blackboard. You must click “Agree &amp; 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.</p>	

<p>4. Once you have logged in, look to the left column and click <b>Organizations</b>. You should then click <b>Young Writers Contest</b>.</p>	
<p>5. Review the directions on the <b>Contest Directions</b> page, the first page you see.</p> <p>6. Click <b>Submit Entries</b> in the course menu.</p> <p>7. Review the directions on the <b>Submit Entries</b> page.</p>	
<p>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.</p>	

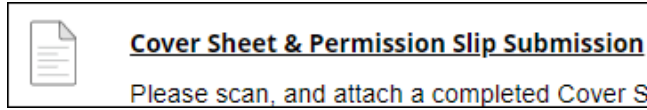
## Part D. Submit required information about the winners online.

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

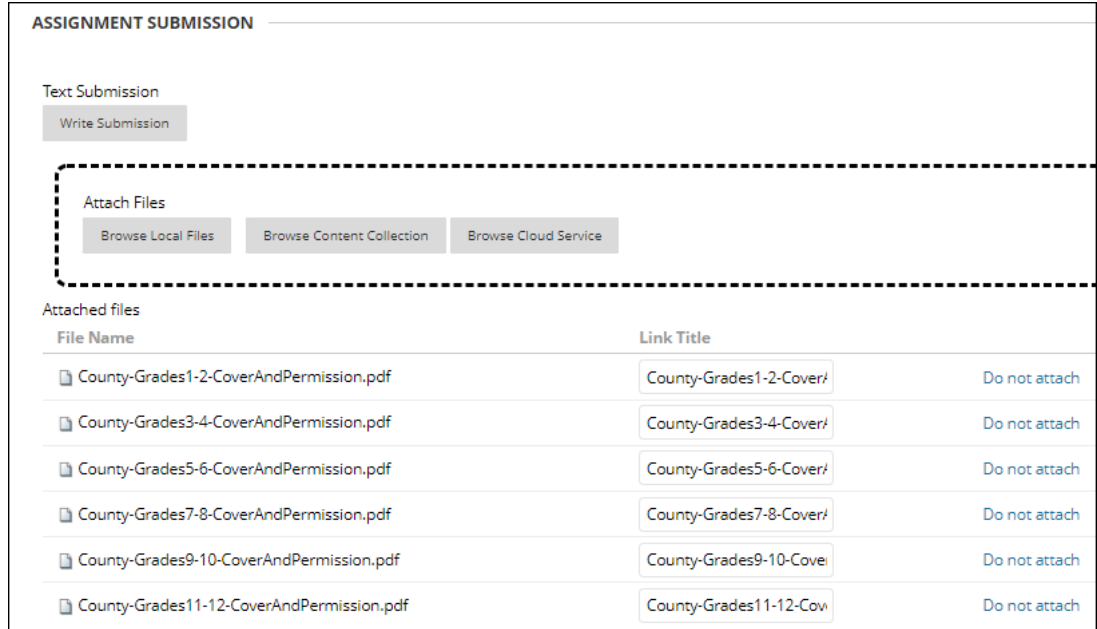
### 1. Cover Sheet & Permission Slip Submission

- Please scan the Cover Sheet and Permission slip for each student into one single document. For example: *County-Grades1-2* document should have two pages; first page being the Cover Sheet and the second page being the Permission Slip. *County-Grades3-4* document should contain the 2 scanned pages for that student, and so on. These can be saved as PDF.

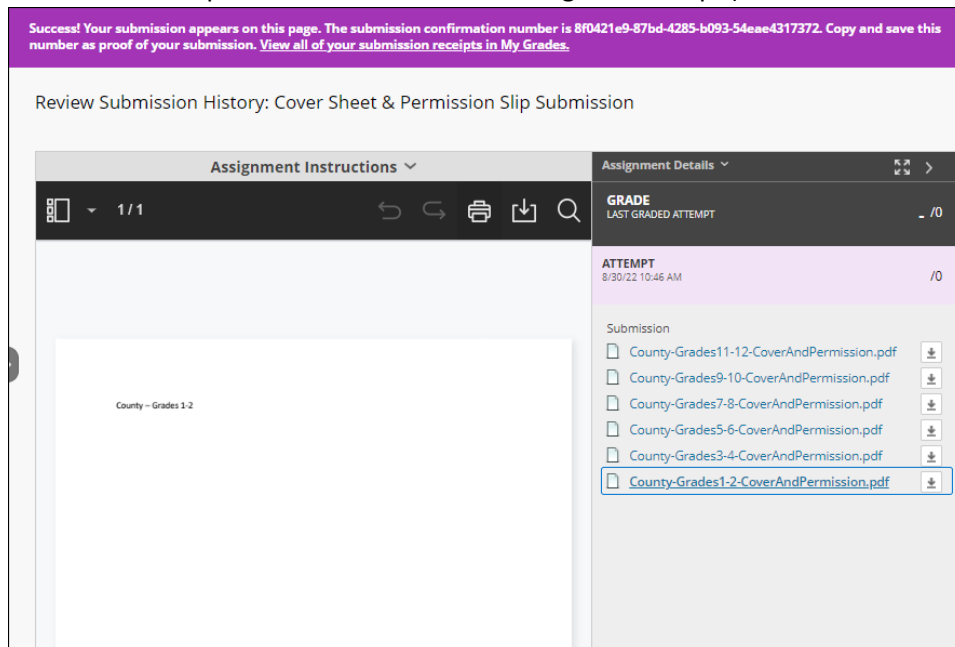
- On the “Submit Entries” item in the left-hand (brown) menu, click “Cover Sheet & Permission Slip Submission” form (see illustration below)



- You can Browse Local Files and attach the 6 required files. You may select the 6 files all or once, or return to the “Browse Local Files” each time until all 6 are attached. (If you have questions about the process of attaching files, please see Part E 1-4 below)
  - Example Illustration



- When the correct files are 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**.
- The **Review Submission History** page displays the files and when the form was submitted, with a submission receipt number and success message at the top. (see illustration below)



2. Next, you will need the following information to fill out the County Winners' Information form completely.
  - County Coordinator:
    - Full Name
    - Contact information (email, phone number, and complete mailing address)
  - Each Grade Level County Winner:
    - Title of the entry
    - Student's full name
    - Parent or guardian contact information
    - Student's actual grade level
    - Full name of the school the student attends
    - Full name of the student's teacher
    - Email address for the teacher
3. On the "Submit Entries" page, click the link to "2024 County Winners' Information" (see illustration below).



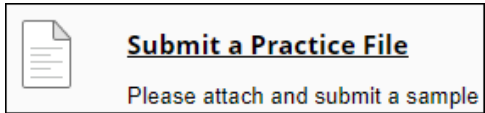
4. Enter all of the requested information.
5. **Important! You cannot re-open this form after you submit it.**
  - If you realize you submitted by mistake, contact Audrey Deel (see page 1 of these directions).
6. **Note:**
  - You do not have to enter all of the information at one time. ○ Simply click **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.
  - You may log in and continue at a later time.
7. When the form is completely filled out and ready to be submitted, be sure you click **Save and Submit**.



**Part E. Submit the files of the winning papers online no later than **Monday, February 26, 2024.**** 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.

<b>Part E Directions</b>	<b>Illustration</b>
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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.)



**Part E Directions**

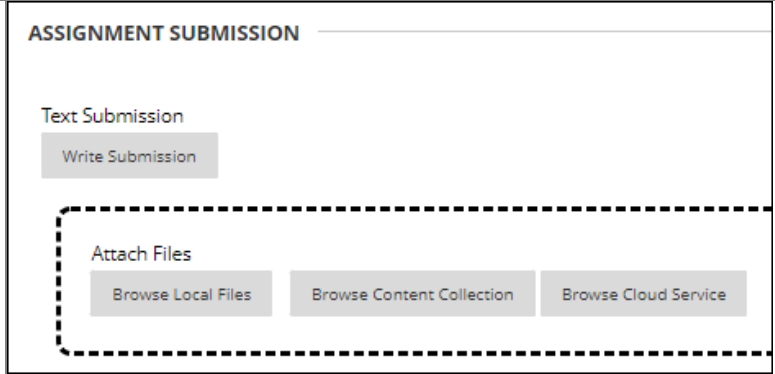
**Illustration**

2. Under Assignment Submission beside **Attach File**, do ONE of these:

a. click the button labeled **Browse Local Files**.

Then go to Step 3.b. OR

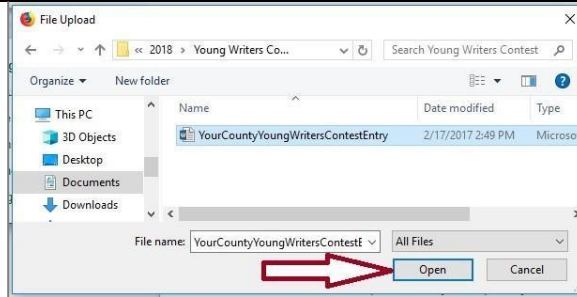
b. drag and drop the file to the area surrounded by a dashed line. Release (“drop”) the file when that area turns a bright color. Then skip Step 3.



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 Local Files (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**.

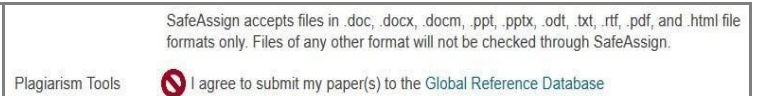
a. Check the file name to be sure you attached the correct file.

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.

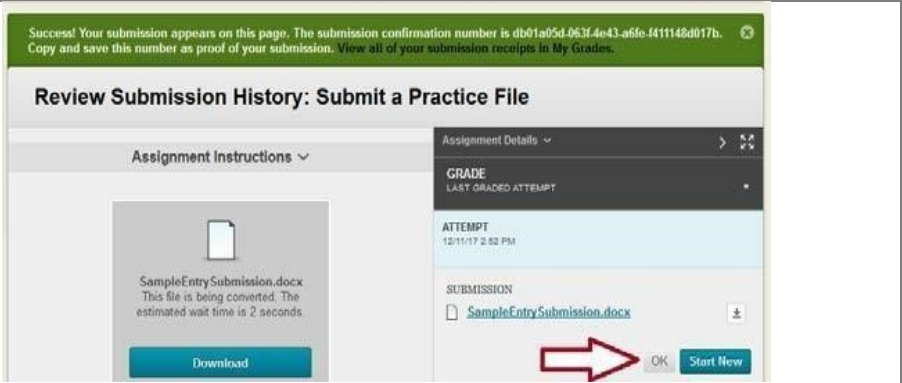


6. When the correct file is attached, click **Submit** at the bottom right of the window. **Note:** You **cannot change** a file or submit again to a category (except the Practice File) after you click **Submit**.



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.