

**Alabama Council for Technology in Education (ACTE)  
Northeast Region Fair**

Dear Northeast Region Fair Participant:

We are excited to host the Northeast Region Fair at the Northeast Alabama Agri-Business Center in Rainsville on Friday, April 7, 2017. This letter is intended to provide you with the information necessary to prepare your students for this exciting event. Please be sure to read the documentation on our website ([actenortheast.org](http://actenortheast.org)) and let us know if you have any questions.

The fair will be held at the Northeast Alabama Agri-Center, located at 1571 McCurdy Avenue (Highway 75) North, in Rainsville.

Like last year, judges will be seated at tables and students will bring their projects to the judges' table at an appointed time. Students will need to have their project loaded on a portable device (laptop or iPad). Judges will have their own set of earbuds to listen to projects with an audio component. If your school does not have a laptop or iPad that can be used, please bring your project on a USB drive. Please make sure that you have exported your project so that it may be played on any computer. Do not depend on a good wireless connection in order to show your projects. We do everything we can to assure that wireless is working well, but cannot control the quality of wireless.

IT Tests will be administered online via Canvas before the competition. Teachers will receive an email from Judith Lea with information about how to administer the exam, including log-ins for each of your students. The test must be administered at your school between March 29 and April 5. An instruction sheet is attached. Please contact Mrs. Lea ([leaj@nacc.edu](mailto:leaj@nacc.edu)) with any questions.

So please read the information contained in this letter carefully and do not hesitate to contact us should you have further questions. We look forward to having you at the Northeast Alabama Agri-Business Center on April 7!

All the best...

ACTE Northeast Team

[ACTE@nacc.edu](mailto:ACTE@nacc.edu)

256-228-6001, ext. 2254

## Northeast Region ACTE Fair Important Information

### Release Forms

Each school must turn in release forms for EVERYONE listed on their roster—students and adults—at check-in the morning of April 7. Be sure to send the release forms home to parents in advance so that students are authorized to participate.

### Payment

Checks should be made payable to Northeast Alabama Community College. You may either mail your check (\$15 per student or adult chaperone; teachers and bus drivers will get in free) to Office of Workforce Development, Northeast Alabama Community College, P.O. Box 159, Rainsville, AL 35986 or bring it with you on the day of competition.

### Rules and Scoring

Please make sure you read all the rules and review the scoring rubrics located on our website under the [competition](#) tab.

### Notebooks

Each project requires an accompanying notebook. Please read “[Notebook Requirements](#)” listed under the “[Competition](#)” menu on our website: <http://actenortheast.org/>

### IT Written Exam

The IT Written Exam will be administered online by teachers between March 29 and April 5. Teachers should monitor the test and assure that the integrity of the exam is maintained. Each teacher will be provided with an instruction sheet and a unique identifier and log-in credentials for each student. Any questions regarding the IT test should be directed to [leaj@nacc.edu](mailto:leaj@nacc.edu). Students competing in the IT Test only may attend the entire fair or may wish to come at 1:30 pm for the awards ceremony only.

### Participant Identification

All participants will be given a white wristband to indicate that they are registered and to use as a lunch ticket. When possible, these wristbands should be worn on the right wrist.

### Project Identification

Each project has been assigned a unique number for identification. This number will help to differentiate projects and will be used from registration through the awards ceremony. In each school’s packet you will find color-coded wrist bands with project numbers on them. Using the spreadsheet included in the packet, teachers should issue wrist bands to the appropriate students. Each student will have a wrist band for each project for which he/she is entered. Project (colored) wrist bands should be placed on the left wrist.

Each category has been assigned a color which is consistent with the project entry form and the student's wrist band. For instance, a student with a web site project will have a yellow wrist band and will check in at the table with the yellow tablecloth. The tables with colored tablecloths are called pods and there is one pod for each category of the competition. Pod colors include:

- Pink – General Applications
- Green – Hardware/Robotics
- Blue – Multimedia
- Yellow – Web Site
- Purple – Video Production
- Orange – Computer Programming

### Judging Process

Students will be called to the Project Check In table using their project number. There they should be checked in by ACTE personnel and sent to the appropriate pod. Once at the pod, the pod manager will check the student's wrist band, and then assign him/her/them to a judges table. The pod manager will remove the student's wrist band to indicate that his/her/their project has been judged.

Each project will be judged by two judges working as a team. However, judges will submit separate scores. The student(s) have approximately 10 minutes to present their project to both judges at the same time, including the judges reviewing the notebook and asking questions. Students are responsible for presenting the project and project notebook. Students should be prepared to share their information with the judges and discuss what they have learned. After the project has been judged, student(s) will return to the bleachers.

The presentation must be loaded on a portable device, such as a notebook computer or iPad, and brought to the judges' table by the students. When space is available, parent(s) and/or teacher(s) (limit 2 per project) may watch the presentation, but are not allowed to interact with the students or judges while the project is being judged.

### Waiting

Students who are not being judged are asked to remain in the south bleacher area. There they may talk with friends and hang out. Parents are encouraged to wait there with their students but are welcomed to accompany their students to the north concourse for judging. Students must be under the general supervision of an adult at all times.

### Internet

Wireless Internet **should** be available at the Agri-Business Center. Be sure your computer has Wi-Fi capabilities. There will be no access to wired Internet; only Wi-Fi will be available.

Because we cannot control the quality of the Internet, especially in light of having more than 1,000 people present, do not rely on Internet access to display your project. **All projects must be backed up on your device's hard drive so that it is available and functional with or without Internet.**

### Schedule

Doors to the Agri-Business Center will open at 8:00 am. One teacher from each school should visit the registration table to pick up their packet. This will contain the schedule for the day, along with (color coded) project wrist bands and (white) participant wrist bands. Once the sponsor picks up the packet, participants will go to the south bleachers. All participants should be seated in the south bleachers no later than 8:40 for the opening session, where you will be provided vital information about the day's events. Everyone should attend the opening session. The competition will begin at 9:00 am. We expect the awards ceremony to take place beginning at approximately 1:30 pm. Our goal is to be finished by 3:00 pm.

#### Schedule (At a Glance)

8:00 am	Doors Open
8:00 am - 8:30 am	Registration
8:45 am	Opening Ceremony
9:00 am	Competition Begins
12:00 noon	Lunch
1:30 pm	Awards Ceremony

### Guests/Parents

With the exception of the awards ceremony, everyone attending the fair must be registered. This not only helps us to control entry but also helps to defray costs associated with production of this event. Ideally, everyone should be listed on the school's adult roster. However, onsite registration for parents/guests who are not on a school roster will be available. The cost will be \$15, payable by check or cash, and will include lunch. We will not have the capacity to accept credit/debit cards that morning.

### Awards Ceremony

We hope to start the awards ceremony at approximately 1:30 pm in the south bleacher area. This is free of charge and open to the public. Please encourage parents and friends to attend. We are working on ways to move this along quickly, so please be flexible as we seek to improve this process in an effort to get you back to your schools.

### Lunch

Each registrant will receive a boxed lunch consisting of a sandwich (likely a hamburger or BBQ sandwich), chips, a cookie, and bottled water. Anyone with a special diet or food allergies should consider bringing a lunch as the caterer is unable to provide special lunches for various

diets and allergies. Choices of lunches are on a first-come, first-served basis. Once you pick up your lunch the white wristband will be removed.

### Snacks

Snacks will be available for purchase throughout the day at the concession stand.

### Informational/Educational Tables

NACC will sponsor a number of informational/educational tables to help pass the time during the day. If you are participating in an activity at one of these tables, please continue to listen for your project number to be called.

### General Rules and Conduct

We are excited to have you and your students at the competition. For the safety of your students and everyone involved, we ask that the following general guidelines be followed:

- Please do not shout or engage in horseplay.
- Please do not sit in the floor or block the aisles.
- Use the restrooms (two sets) on the south end of the facility, located on each end of the bleachers.
- The arena floor is off limits.
- Teachers and chaperones are responsible for their students at all times.

### Clean Up

Please be sure to keep your area clean and free from litter and place litter in garbage cans. If you see that a garbage can is full, please let someone in the concession stand know.

### State Fair

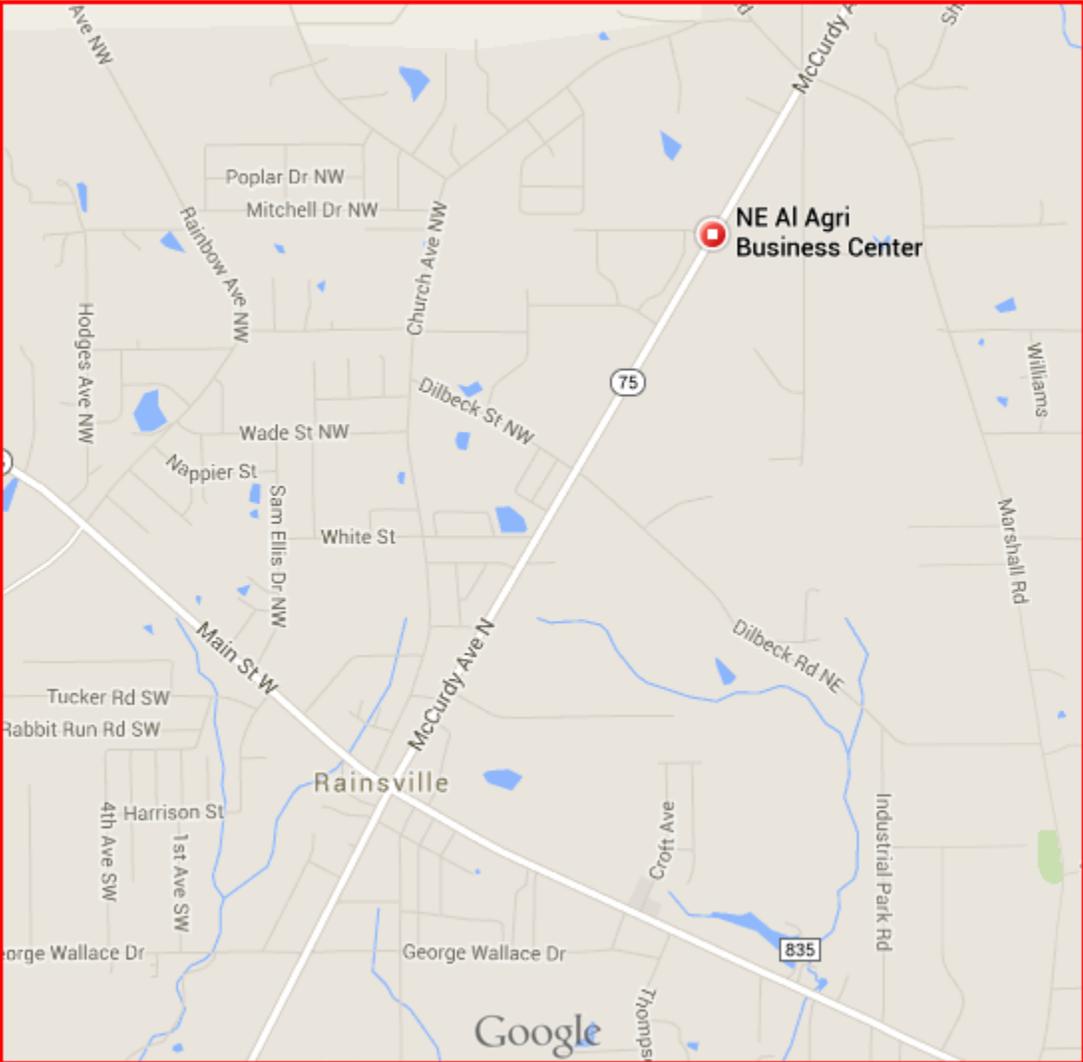
We have been informed that the state fair will be held April 28-29 at the Montgomery Performing Arts Center. Students winning 1<sup>st</sup> or 2<sup>nd</sup> place at the regional fair may register on the state fair website.

### Location/Parking/Buses

The fair will take place at the Northeast Alabama Agri-Business Center, located at 1571 McCurdy Avenue N, Rainsville, AL 35986. This location is on Alabama Highway 75, approximately 1.6 miles north of the intersection of Highway 35 and 75. If you are traveling north from Rainsville, the Agri-Center will be on the left just across the road from Cornerstone Christian Academy.

It is recommended that buses enter the parking lot at the north entrance and unload in front of the building. They may then park in the gravel lot on the north end of the building or the paved lot on the south end of the building.

Location of Northeast Alabama Agri-Business Center



Parking Directions

Buses should enter at the north entrance (noted by the red dot below) and park in either of the lots marked by white arrows. Everyone should enter through the front doors. Cars may park in any marked spot.



## Northeast Regional ACTE Test Instructions

The Northeast Regional ACTE IT Test will be given on line using the Northeast Alabama Community College Learning Management System, Canvas.

**The test will be opened on March 29 and will close on April 5. Teachers should monitor the test to assure the integrity of the exam.**

The link to the system is: <https://nacc.canvas.com/>

Each registered student has been given a user name and password unique to the information turned in by their teacher.

User name: first name, last name, level of competition ( ex. kensleybrewis3)

If a teacher turned in two names as the first name the user name will contain both ( ex. joannamitchell1)

Password: 040717

We have made every effort to ensure the correct spelling was used in creating the user names. If your student is unable to log in to the Blackboard system please contact Judith Lea at: [leaj@nacc.edu](mailto:leaj@nacc.edu)

All attempts have been made to remove hyphens from names as well. However, some may have been overlooked.

The first time a student logs into the system they may see a request to join the class. If so, accept the request to join the class.

Students should take the exam for their level along with the Tie Breaker exam in that folder.

Test are 25 multiple choice questions, timed. The test will automatically submit when the time expires.

The Tie Breaker exams have five questions and are timed as well.

Instructions are displayed for each exam.

Students will not be able to see their score for the exam.

Good Luck and let me know if you have any questions.

Judith Lea

[leaj@nacc.edu](mailto:leaj@nacc.edu)

256-638-4418 Ext. 2309