

# Teacher's Guide to a Science Fair

## WHY HAVE A SCIENCE FAIR?

An important part of science education is to engage students in scientific inquiry. A great way to stimulate scientific thinking is through independent and group research projects that give students the flexibility to take control of their education while covering national and state standards. In an era where 1/3 of parents feel that they have more science education than their children source: [www.ck12.org/](http://www.ck12.org/). It is imperative that of education, not just science teachers, promote science, scientific thinking and research. Research encourages higher order thinking, problem solving, group collaboration and self-assessment and reflection. Undoubtedly, research strengthens students' learning in the science classroom as well as in the English, Math and History classrooms. Using scientific thinking to study topics not usually discussed in a science classroom is an excellent way to bridge and integrate different subjects. Furthermore, science research is a significant component of graduation requirements for many science teachers, promote science, scientific thinking and research.

## GENERAL CHECKLIST

- Obtain approval from administration.
- Determine location, date and time.
- Meetings and announcements.
- Establish guidelines for the project.
- Pace the Science Fair planning.
- Review and organize projects.
- Recruit volunteers and judges.

## GETTING THE GREEN LIGHT

**What do I do first?**  
The first thing you must do is schedule a meeting with the administration, most likely the principal of your school, to receive approval to hold a school-wide Science Fair. At this meeting, be prepared to discuss goals, possible dates, support and supplies needed. It will help to bring along a prepared document highlighting your plan, goals and expectations. Use the documents on pages 4 and 7 to help present your proposal.

**How should I budget the costs of the Science Fair?**  
One of the most important topics discussed with the administration.

## GOALS

**DATE/TIME:** \_\_\_\_\_

**LOCATION:** \_\_\_\_\_

## ANNOUNCEMENTS

**SUPPLIES NEEDED:**  
(DETERMINE A BUDGET)

## SCIENCE FAIR GOALS

**Who should the goal(s) of the Science Fair be?**  
Many goals can be achieved with a Science Research Fair. It's up to you to determine what you hope the students and staff will gain from this experience. Setting goals will influence the direction and tone of your Science Fair. It's important to set goals first and then work to give students.

Here are some possible goals of a Science Fair:

- Promote scientific inquiry and research.
  - Students may use the scientific method to conduct primary research or must use credible and extensive resources to conduct secondary research. Using scientific thinking study topics not usually discussed in a science classroom is an excellent way to bridge and integrate different subjects.

## SCIENCE FAIR GOALS

• Promote the school and possibly raise funds for science-related activities through **fundraising at the Science Fair.**  
- If the Science Fair is open to the public, there is an opportunity to promote and fundraise for your science department. Funds can be used for lab supplies or a school trip.

## SCIENCE FAIR ASSISTANT

Address the following during the meeting:  
 Attendance: Attach the sheet on the following page to a clipboard and circulate it among the staff members.  
 Announce the time, date and location of the Science Fair.  
 Request teachers to avoid administering examinations that day if possible.  
 Inform teachers that a list of participating students will be made available after project proposals are reviewed and approved (approximately two months prior to the Science Fair).  
 Inform teachers the presentation schedule will be made available to teachers. Request teachers excuse students 30 minutes prior to the Science Fair.

## SCIENCE FAIR ASSISTANT

You can also display posters around the school and in the community to promote the Science Fair. Exhibit posters are available for download as part of the **Science Fair Assistant**.

## SCIENCE FAIR GOALS

**How should I determine the date and time of the Science Fair?**  
It's important to set a date and time suitable for students and staff and convenient for the parents and general public to attend. Some factors to take into consideration:

- You should allow students three months to prepare their projects. Although a science project can be completed in less time, it can compromise the quality of the students' work. Students must complete their projects in addition to regular schoolwork. Extending preparation time lessens the workload on the student.
- Consider state exams, SATs, ACTs, AP Exams, etc. Look into dates of these exams to avoid conflict to what is to be considered by students who may feel too burdened to prepare a Science Fair project and study for one of these major exams.
- Respect religious and national holidays and consider winter and spring vacations. Some teachers will be traveling on field science projects.

## LOCATION

**Where should the Science Fair take place?**  
There are many places to host the Science Fair:

**LOCATION POSITIVE FEATURES NEGATIVE FEATURES**

Gymnasium: Large area that can accommodate all displays in a single location. May affect physical education activities.

Cafeteria: Large area that can accommodate all displays in a single location. Disrupts lunchtime if holding daytime Science Fair.

Library: Quiet location, usually open on short daytime activities. Usually not large enough to display all projects.

## ANNOUNCEMENTS

**How do I let everyone know about the Science Fair?**  
Once you finalize the date, time(s) and location of the science fair, you should announce the event immediately. Notify:

1. **School Staff:** It is best to speak to the entire school staff, including teachers, administration, custodians and school safety so that the whole school is aware and prepared for the event. Additionally, it is an opportunity to address questions and concerns staff may have.
2. **Science Department:** Meet with the science department to be sure all teachers agree on the guidelines of the project. Assign specific jobs to teachers who wish to help with the planning and preparation of the Science Fair.
3. **Students:** It is best to have science teachers notify students during their regularly scheduled science class. Distribute a letter and the A Student's Guide to Research Projects to Study.

## SCHOOL STAFF MEETING

Conduct the staff meeting approximately four months before the Science Fair.

Address the following during the meeting:

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Science Fair Staff Meeting Attendance Sheet

Date: \_\_\_\_\_

Name	Would you like to volunteer?	If yes, of what time?

## DEPARTMENT MEETING

Conduct the Science department meeting approximately four months before the Science Fair. Consider including the math department. Address the following during the meeting:

- Attendance: Attach the sheet on the following page to a clipboard and circulate it among the staff members.
- Can teachers help with Science Fair Preparation?
  - Review and approve Project Proposals
  - Recruit volunteers and judges
  - Volunteer or mention to students requesting assistance with their project
  - Organize the site of field display booths
- Can teachers volunteer during the Science Fair? If teachers would like to help during the Science Fair, approve and arrange.

## DEPARTMENT MEETING

Science Fair Staff Meeting Attendance Sheet

Date: \_\_\_\_\_

Name	Would you like to volunteer?	What time(s) would you bring students to the Science Fair?

## GUIDELINES

**Why should I establish guidelines and expectations?**  
It is so important to establish straightforward instructions and to clearly state and explain your expectations. You should do this by providing rubrics, guiding questions, and pacing recommendations to students.

**What guidelines should I publish?**  
There are many guidelines and expectations you should make known to students, parents and teachers. The guidelines and expectations should take into account the goals of your Science Fair. They should also be direct and understandable to students get the most out of the research project experience. Consider the following when establishing guidelines and expectations:

- **When should the project be finished?**

## PROJECT PROPOSAL

**What is a project proposal?**  
A project proposal requires students to state the problem they are investigating and describe the basic plan of their science fair project. Students should complete a project proposal form and submit it to their science teacher. Allow students two weeks to complete the proposal. Have science teachers help you review and approve the project proposal.

**Why require students to complete a project proposal?**  
A project proposal effectively gets students off to a good start on their science fair project. It results students and organizes their scientific thinking right away. Also, it requires students to organize and develop the basic plan of their project.

## PROJECT PROPOSAL FORM

Due Date: \_\_\_\_\_

Group Members: \_\_\_\_\_

Grade: \_\_\_\_\_ Science Teacher: \_\_\_\_\_

We are conducting a (choose one):  
Primary Research Project / Secondary Research Project

The topic of our project is: \_\_\_\_\_

The problem we are investigating: \_\_\_\_\_

## SCIENCE FAIR PLANNING

You've established the date, time and location of the Science Fair and the school staff is on board. You've composed letters to parents and students and printed copies of a **Student's Guide to Research**.

**How do I organize and plan the different aspects of the Science Fair?**  
There are many elements of the Science Research Fair you will have to organize and plan. These include:

- Project Categorization
- Volunteer and Judge Recruitment
- Volunteer Roles and Responsibilities
- Presentation Schedule
- Science Fair Schedule
- Community Announcements

A timeline to complete these details is found on the following pages. A suggested timing is provided. Use this to help you complete the timeline for your Science Fair.

## PRE-SCIENCE FAIR PLANNING

Important Meetings, Announcements and Events	Date and Time
Meeting with Administration	4-6 weeks prior to Science Fair
Meeting with School Staff	14 weeks prior to Science Fair
Meeting with Science Department	14 weeks prior to Science Fair
Announcement to Parents (letter)	12 weeks prior to Science Fair
Announcement to Students	12 weeks prior to Science Fair
Post Science Fair info on Website (optional)	12 weeks prior to Science Fair
Project Proposal Due Date	8 weeks prior to Science Fair
Review and Categorize Projects	8 weeks prior to Science Fair
Begin Volunteer and Judge Recruitment	8 weeks prior to Science Fair
Presentation Schedule Distribution	4 weeks prior to Science Fair
Assign Volunteers Roles/Responsibilities	4 weeks prior to Science Fair
Determine Awards Criteria	4 weeks prior to Science Fair
Finalize Science Fair Scheduling	3 weeks prior to Science Fair
Community Announcements (optional)	2 weeks prior to Science Fair
Setup	2 weeks prior to Science Fair

## PRE-SCIENCE FAIR PLANNING (SUGGESTED PLANNING)

Important Meetings, Announcements and Events	Date and Time
Meeting with Administration	4-6 weeks prior to Science Fair
Meeting with School Staff	14 weeks prior to Science Fair
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Finalize Science Fair Scheduling	3 weeks prior to Science Fair
Community Announcements (optional)	2 weeks prior to Science Fair
Setup	2 weeks prior to Science Fair

## PROJECT CATEGORIES

**How do I categorize the project?**  
Once you have reviewed and approved the project proposal, you should organize the project by grade level, research type (primary or secondary) and/or topic. The number of projects will dictate how you will organize them. For most Science Research Fairs, the following categories will be sufficient:

- Primary Biology, Health & Chemistry Research
- Secondary Biology, Health & Chemistry Research
- Primary Physical, Environmental and Earth Science Research
- Secondary Physical, Environmental and Earth Science Research
- Primary Math, Technology and Engineering Research
- Secondary Math, Technology and Engineering Research
- Primary Social, Political and Statistical Research
- Secondary Social, Political and Statistical Research

Projects from each grade level would be categorized into one of these categories. If needed, you can combine the primary and secondary research together for each category. The following project list examples of topics for each category. How to organize the projects of the Science Fair is discussed later in this guide.

**SUGGESTION**  
Color code the project categories. For example, assign Biology/Health/Chemistry blue, Physical Science/Environment/Earth Science green, etc. Stick with the color coding throughout the research fair using colored paper for labeling notes, student registration and scoring rubrics.

## PROJECT CATEGORIES

- Biology, Health and Chemistry**
- Animal Biology
  - Forensics
  - Genetics & Pedigree
  - Human Biology
  - Learning & Behavior
  - Medicine and Health
  - Microbiology
  - Plant Biology
  - Zoology
  - Cooking & Food Science
  - Sports Science
- Physical, Environmental and Earth**
- Agriculture
  - Air & Water Quality
  - Astronomy
  - Biotechnology
  - Climate Change
  - Environmental Science
  - Energy Conservation
  - Geology
  - Ocean Science
  - Weather
  - Physics

## RECRUITING

**Who do I ask to help me with the Science Fair?**  
Recruiting volunteers can be a daunting task. You need volunteers to help with the Science Fair as well as unbiased and research savvy judges to help with scoring the Science Fair projects. Recruiting volunteers and judges can easily be accomplished if you look for help in the right places. **Letters to help you recruit volunteers and judges are available as part of the Science Fair Assistant.**

**Volunteers**

- You will need job-specific volunteers to help with student registration, managing the information booth, project scoring and award presentations.
- You will also need general volunteers to help with set-up, monitoring and directing students or visitors and cleanup.
- Parents, PTA members, non-participating students, college students, teachers, or known community members are ideal volunteer sources.

**Judges**

- Identify, you will need a two-person judging team for each project category list. It judges will allow for right judging teams, one team per category and research type). A two-person team improves consistency in scoring.
- Avoid recruiting staff members who teach or work with science for both the students and staff.
- College professors, graduate students (unrelated to students) or science professionals are ideal candidates.

- Includes a printable PDF and 100% editable .docx format teacher guide
- Helps establish goals and guidelines for a school-wide Science Fair
- Assists in the preparation of announcements and meetings, scheduling and timelines, grading and delegating tasks and responsibilities to volunteers

# Teacher's Guide to a Science Fair

## RECRUITING VOLUNTEERS

- How do I ask people to help me with the Science Fair?**  
 Here are several methods of recruiting volunteers:
- Letter to parents.** Ask parents to email you if interested in helping with preparing or working the Science Fair.
  - Letter to students.** Students who are not participating in the Science Fair can help with preparing or working the Science Fair. Encourage students by offering community service hours. Only recruit students who are satisfactorily performing in all their classes.
  - Staff and Department Meetings.** During the staff and science department meetings, ask teachers and staff members to help with the preparation and organization of the Science Fair.
  - PTA Meetings.** Announce the Science Fair during a PTA meeting. It is an excellent opportunity to recruit volunteers.

## TASKS & RESPONSIBILITIES

- How do I delegate tasks and responsibilities to volunteers?**  
 Delegating roles and responsibilities to volunteers is an easy way to improve the success of your Science Fair. Many teachers who take on the responsibility of a Science Fair feel it easier and faster for them just to do everything themselves. This leaves teachers overwhelmed, exhausted and stressed.
- Delegating tasks eases your work pressure so you won't be dominated by every minor detail. In turn, this increases your time for primary and broader responsibilities, making you a more effective leader. Ask if challenges, interests and motivates the volunteers and encourages them to take their roles and tasks more personally and seriously.
- When delegating tasks to volunteers, consider the following:
- Play to Strengths.** When delegating, be sure to assign tasks to the

## TASKS & RESPONSIBILITIES

Task	Responsibilities	# of Volunteers	Suggested Volunteer
Review & Approve Final Project Displays	Review proposals for appropriateness Categorize projects	1-3	Teachers Science Fair Coordinator Parent/Teacher
Final Project Board Size	Notify students and parents about display boards one to two weeks before the Science Fair Organize and conduct vote	1-3	Teachers PTA Parents
Arrange Science Projects	Assign projects to tables Create table labels	1-3	Teachers Non-participating students
Student Registration	Lead student check-in on the morning of the Science Fair	3-4	Teachers Parents Non-participating students
Score Judgments	Receive and organize score sheets	1-2	Teachers Parents

## RECRUITING JUDGES

- Who will make a good and fair judge for the Science Fair?**  
 It is of the utmost importance that you recruit judges with scientific knowledge and are unbiased in judging the student projects. Avoid using parents and teachers at the school as judges.
- You will need to assemble a 16-person judging team. Judges will work in pairs and will be assigned to project categories.
- There are several methods of recruiting judges:
- Reach out to local colleges and universities.** Send a letter or email to the Science Department Chairpersons asking if any faculty or graduate students would be willing to volunteer as a judge. If student teachers are working in your school, ask them and/or their peers to participate as judges.
  - PTA Meetings.** Parents who work in the science, medical or technology fields and do not have children participating in the

## JUDGING PRESENTATION

- How should projects be scored?**  
 Student projects should be scored using a rubric that is easy to understand by both the students and the judges. The rubric should help assess the student's effort, organization, understanding and presentation. **Rubrics can be downloaded as part of the Science Fair Assistant and are customized to score primary and secondary projects alternatively but equally.**

## JUDGING PRESENTATION

- How should I create a judging schedule?**  
 Once you have categorized all the student projects and assigned projects to a location (see suggested room setup in the next section of the handbook), you should determine a presentation schedule. Assume each project will require no more than 10 minutes to score (3 minutes for the student presentation, 3 minutes for judges to ask questions and record the score and comments). With a 16-person judging team, the allows for 48 projects to be scored on hour (eight projects every 15 minutes).
- Post the presentation schedule in science classrooms and on the school website. An **editable word document to help organize the presentation schedule is part of the Science Fair Assistant.**
- The number of participants in the Science Fair will determine how many hours you should allot for judging. Most Science Fairs will require a minimum of 3-4 hours of judging. If you are making adjustments, otherwise stated, if 6 projects or less, a three-hour setup is a two-person more and projects to be

## AWARDS

- What awards should be presented to high-scoring projects?**  
 There are multiple methods of awarding projects with high scores. It's important to reward the students who score the highest in their category while acknowledging other students who dedicated much of their own time preparing their research for the Science Fair.
- Present trophies, medals or plaques to the three highest-scoring projects in each category of each grade level. If your budget is limited or if there is a low number of participants, present awards to only the highest-scoring project in each category of each grade level.
- You should allot a budget for the volunteers who are organizing awards. If the budget is limited, consider asking the PTA for a donation or a local agency to sponsor the awards. Some local businesses may consider donating prizes such as gift certificates, movie tickets, etc.
- If there is no budget award is an achievable tangible award can be given to your peers, parent, best

## CERTIFICATES

- Every student should receive a certificate acknowledging their participation. You can present basic certificates to the participants or award gold, silver and bronze level certificates. I prefer awarding different fees of certificates because it acknowledges students with high scores but do not receive a top prize.
- According to the judging rubric mentioned in this guide and available separately, the highest score a student can receive is 130. Consider awarding certificates using the following scale:
- Gold Certificate: 130-125
  - Silver Certificate: 125-100
  - Bronze Certificate: 100 or less
- If your budget allows, or if you can obtain a donation, consider presenting a souvenir to participants such as t-shirt, water bottle, pen/pencil case, etc.

## SCHEDULING

- How should I schedule all the events on the day of the Science Fair?**  
 Creating a schedule for major Science Fair events on the day of the Science Fair is crucial to keeping the day running smoothly. Here are some aspects of scheduling to consider:
- Setup.** Make arrangements with custodial staff to arrange tables the day before the Science Fair. This will give you time to take address labels before the event, such as electrical outlet locations, the exit and spacing, the most convenient and least tripping time to do this would be after dismissal.
  - Student Registration.** Students should check in and register their projects the morning of the Science Fair. Allow students to begin check-in at least 30 minutes before dismissal or the first class.
  - Volunteer Check-in and Rotation.** You will undoubtedly need to have a volunteer check-in and rotation schedule. Consider having a

## SCHEDULING

- Student Viewing.** The students who participate in the Science Fair worked diligently on their project and should have the opportunity to present their hard work to their peers. It is also a great recruiting opportunity as non-participating students may decide to participate in the next year's fair. Make arrangements with Science or Math teachers to bring their classes down to the Science Fair to view projects. If the fair is taking place in the gymnasium, speak to the physical education teachers about substituting gym with Science Fair Viewing.
- Avoid too many student viewers of the fair at one time. Take note of how many students will be viewing during each class period. Watch the number of students in three classes per period. If necessary, make arrangements for off-period viewing (i.e., send your classes for the first 20 minutes of the period and Mrs. Brown brings her class for the last 20 minutes of the period).

## SCIENCE FAIR SCHEDULING

Science Fair Scheduling	Time
Early Morning Volunteer Shift Begins	6:15 am
Student Registration Begins	6:30-7:30 am
Judges Orientation	8:00-9:00 am
Late Morning Volunteer Shift Begins	9:00 am
Morning Presentations	8:30-11:30 am
Lunch Break	11:30 am-12:30 pm
Afternoon Volunteer Shift Begins	12:00 pm

## SCIENCE FAIR SCHEDULING (SUGGESTED/SAMPLE SCHEDULING)

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Afternoon Volunteer Shift Begins	12:00 pm

## ROOM SETUP

- How do I set up the Science Fair?**  
 When setting up your Science Fair location, consider the following:
- How many tables will you need?** A six-foot table will accommodate four projects. You will also need tables for an information booth, judges table, student registration and/or snacks and drinks. Also consider chairs for volunteers and judges.
  - Organize the project by grade level and/or topic.** Consider organizing by grade level and/or research type and topic. An example of how to arrange a room can be found in this guide.
  - Set up an information table at the entrance.** Be sure to set up at least one table at the entrance of the Science Fair. Use this as an information hub for Science Fair attendees.
  - Student Registration.** Set up a place near the entrance of the

## STUDENT REGISTRATION

- How do I check in all the participants of the Science Fair?**  
 Student registration will require 30-45 minutes (depending on the number of participants). Assemble two tables together (with chairs) for student registration near the entrance to the Science Fair. Have one or two volunteers (check in students for each research type or grade level. When students check in, give each group:
- Name tags (blank or pre-filled)
  - Display location (a number that corresponds to a row & table)
  - Presentation time
  - Scoring rubric (suggested)
- Posters to display at the registration table are provided on the next page.

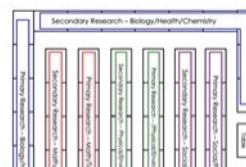
## INFORMATION TABLE

- How should I provide information for viewers of the Science Fair?**  
 Assemble one table at the entrance of the Science Fair as an information table for guests, parents and community members who are coming to view the Science Fair. There should always be two volunteers at the information table to answer questions and to direct visitors. The information table should have the following materials:
- Map of Fair Events
  - Timeline of Events
  - Directions to Room
  - Mapsheets of scheduled events, map, etc., for the Science Fair
  - Name tags (to identify volunteers)
  - Lot of Project Titles and location (optional)

## JUDGES' TABLE

- How should I accommodate Science Fair judges?**  
 Assemble one table for judges. This table is a location for judges to convene, discuss projects and submit scores. Consider assigning one or two volunteers of the table to calculate scores.
- Also have the following materials at the judges' table:
- Clipboard of Judging Rubric (make sure you have plenty of extras)
  - Name tags (to identify judges)
  - Calculators
  - Pens, pencils and scrap paper
  - Certificates and Awards
  - Drinks and/or Snacks (optional)
  - Lighting Computer (optional) - may be useful for fact-checking and checking program. It is also convenient for judges who may need to check emails and did not bring electronics with them.

## SUGGESTED ROOM SETUP



## SCIENCE, HEALTH & CHEMISTRY PROJECTS

ENVIRONMENTAL, SOCIAL AND HISTORICAL SCIENCE PROJECTS

MATH, BIOLOGY AND ENGINEERING PROJECTS

SOCIAL, PHYSICAL AND HISTORICAL PROJECTS

JUDGES' TABLE

INFORMATION TABLE

RESTROOMS

RESTROOMS

## EVALUATION

- Congratulations! You did it! You successfully planned, prepared and managed a school-wide Science Research Fair. There is much for you to be proud of. Moreover, there are many students, faculty members, administrators, parents and members of the community that are thankful and appreciative of your hard work and dedication to putting together this event.
- Once the Science Fair is dismantled and all evidence of the event has disappeared, there are two matters you must attend to:
- Reflect on the success of your Science Fair
  - Thank your volunteers
- How should I evaluate the successes and failures of the Science Fair?**  
 It is important to reflect on the successes as well as any failures of the Science Fair. What worked well? What could have been improved? Next year, what would you do differently? What suggestions would you make to anyone who is planning a school-wide Science Fair? Use the following page to evaluate the Science Fair.

**SCIENCE RESEARCH FAIR EVALUATION**

What was successful? What worked well?

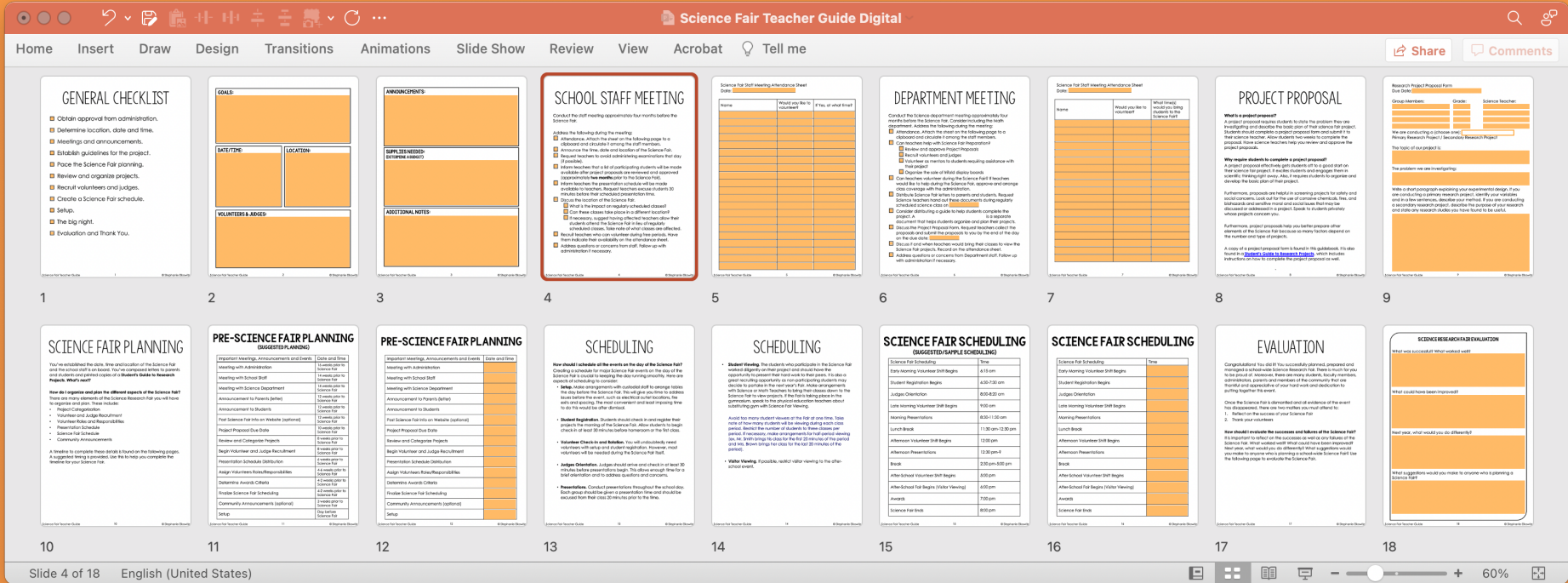
What could have been improved?

Next year, what would you do differently?

What suggestions would you make to anyone who is planning a Science Fair?

- ## THANK YOU
- Be sure to thank all your volunteers, including parents, judges, students and teachers, for offering their time and service to help with the Science Fair. It's important that your volunteers feel appreciated for the time they gave to assist you and the Science Fair. **Editable word documents to thank everyone who helped you are available as part of the Science Fair Assistant.**
- Send a thank you note to teachers, judges and parents who helped with the Science Research Fair.
  - Thank the students who volunteered as well. Have a pizza or treat and party for the offering their time and service to help with the Science Fair or an alternate day.
  - If your budget allows, purchase small gifts (flowers, candy, gift certificates) for the judges and/or any parents who went above and beyond to help you. You can also offer souvenirs to students who volunteered as well.
  - Thank administrators and all Science Faculty as well. Although not all of these individuals may have directly helped with the Fair, they do support inquiry, research and exploration of science, math and technology.

# DIGITAL FILES INCLUDES



## Features:

- ✓ Fillable slides with areas to write answers to comprehension questions
- ✓ Compatible with Microsoft PP & Google Slides
- ✓ Digital files can be shared with secure platforms like Microsoft Teams, Google Classrooms, Blackboard, Schoology & Canvas

# DIGITAL ASSIGNMENTS

In addition to the traditional printable PDF file (key included), this product includes fillable documents that allow students to complete assignments on a computer or tablet. These files were created to work with a variety of online platforms, including Google Classrooms, Microsoft Teams, Schoology, Canvas and Blackboard. These platforms are not absolutely needed to use digital assignments; the files can be distributed via email, Dropbox, Google Drive and other secure file sharing platforms.

## Important Notes

- Each digital assignment is saved as its own file.
- Answer keys are removed from the digital assignments.
- Answer keys are included in the traditional PDF file.
- Assignments CANNOT be edited; only fillable areas can be manipulated.

## Fillable documents can be used a variety of ways:

- Distribute paper-free assignments as part of regular instruction
- Use to assign at-home work as part of a remote or distance learning plan
- Send work to acutely or chronically absent students
- Support tutoring or at-home instruction for homebound students

## How can you distribute and share the files with your students?

- The assignments **CAN** be distributed directly to students through email.
- The assignments **CAN** be distributed or assigned with Google Classrooms, Microsoft Teams, Blackboard, Canvas, Schoology and other like platforms that are password-protected or require a code to enroll.
- The assignments **CAN** be distributed with secure file sharing platforms like Google Drive, OneDrive and DropBox that are password-protected or shared only with students with their email or student account.



# DIGITAL ASSIGNMENTS

Fillable slides are optimized for use with Microsoft PowerPoint/Microsoft Teams or Google Slides/Google Classrooms. The slides have embedded questions with text boxes that allow students to answer questions directly in a document. The assignments cannot be edited but the text boxes can be manipulated.

To use with Microsoft Teams:

1. Upload an assignment to your One Drive.
2. Create a new assignment.
3. Add the file as a "resource."
4. Assign to the appropriate class or students.
5. Students will answer the questions in the text boxes.
6. When finished, the students should submit their work to the teacher.

To use with Google Classrooms:

1. Upload the assignment to your Google Drive. Automatically convert the Microsoft file to a Google App file by dragging and dropping the file into your Google Drive. Watch a demonstration of this conversion: <https://safesha.re/psn>
2. Create a new assignment.
3. Add the Google slide to the assignment. Make a copy for each student.
4. Assign to the appropriate class or students.
5. Students will answer the questions directly in the text boxes.
6. When finished, the students submit their work to the teacher.

Important Note

- It is not absolutely necessary to convert the pptx file to a Google slide when working in Google classrooms. Students can open the pptx file with Google slides, complete their work in the text boxes and submit the assignment without converting the file.