

eOSB Users Manual

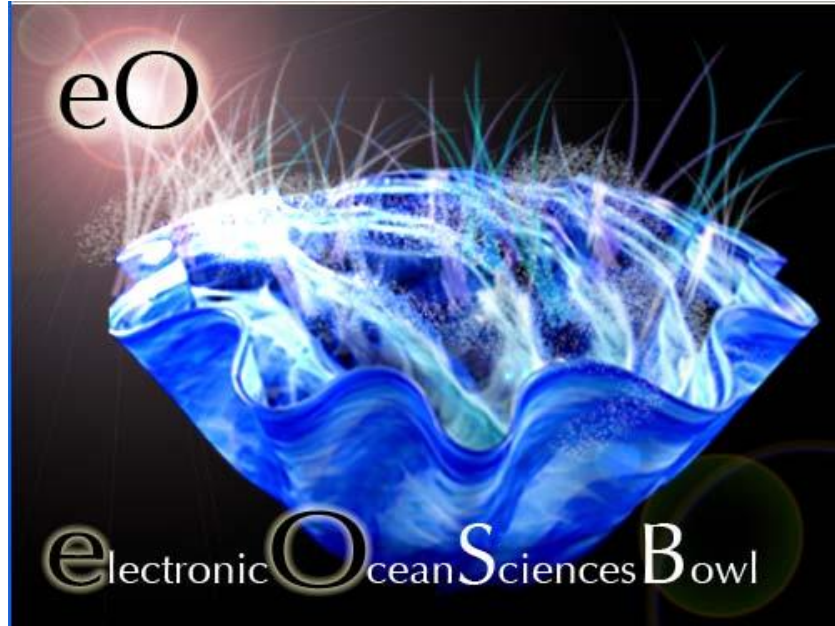


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OVERVIEW

a. Introduction

Currently entering its fifteenth year of competition, NOSB is highlighting marine technology as the theme for its national 2012 Finals Competition. The Electronic Ocean Sciences Bowl software (*eOSB*) is a technology upgrade that will impact every student, coach, volunteer, and competition administrator. The *eOSB* software, run from a computer, will replace the binders that Moderators and Science Judges use in each competition room. By harnessing this new technology to build a sustainable program, the NOSB will be pioneering a new era of academic competitions.

Environmental Impact: The size of the NOSB competition demands a large amount of resources each year. There are currently 25 sites that host regional competitions throughout the country. At each competition there are roughly eight competition rooms and in each room, the competition officials have two identical notebooks containing 400 pages of questions. Developing the question books requires hundreds of sheets of paper used per competition room; or rather a total of 400 reams of paper across the entire country. Additionally, each competition site will consume two toner cartridges to print the questions. Historically, the entire competition has depended on developing these expensive and resource consuming notebooks. It is now apparent that the competition needs to reduce its environmental footprint and find a more sustainable model for the future. The *eOSB* software program allows each site to use readily available computers to read the questions instead of taking the time and resources to create over 16 binders at each regional location.

b. Replacing the Binders

The solution for reducing waste is a customized electronic software program that will eliminate printing costs as well as time spent organizing the paper questions. Staff members and students at the Massachusetts Institute of Technology (MIT) have developed a software program to replace the traditional hardcopy NOSB notebook with an electronic version, the electronic NOSB or *eOSB*. MIT is working with NOSB staff on implementing the new *eOSB* program at our competitions to save time, money, and natural resources. The *eOSB* was beta tested in 2009 at two regional competitions (MA and HI) and the NOSB Finals Competition. The software development team used the experience of live competition to further refine the program. After positive feedback from the competition officials that piloted the software, the program is ready for a larger roll-out. During the 2011 bowl year, the *eOSB* was used extensively at the regional competitions and will be used in 100% of the competition rooms at the national competition.

**Team Challenge Questions (TCQs) and transparencies
will NOT be included in the software.**

Regional coordinators are responsible for printing both.

COMPUTER REQUIREMENTS

a. Java

The *eOSB* file requires the program Java 1.5x or higher to be enabled on your computer. Most computers have Java and the *eOSB* will work instantly, but if you do not, you can download the free program here:

<http://java.sun.com/javase/downloads/index.jsp>

b. How can I check my computer for Java?

Besides trying to open the *eOSB* file, you can go to the website <http://java.com/en/> and click: “Do I have Java?” This will check your computer for the program.

Note: The eOSB is compatible with Java version 1.5x and 1.6x.

c. Using a Mouse

If you are using a laptop, it is recommended that you have a **mouse** attached to the laptop for the *eOSB* game instead of using the “laptop pad” on the computer. The mouse is less sensitive and easier to manipulate and control button use. If you are using a desktop PC, the mouse is part of the standard set up.

d. Mac vs. PC

The *eOSB* software is built/coded in Java, which is known for its cross-compatibility. It will work on just about any operating system or computer including both PCs and Macs.

e. Computer Type Interchangeable:

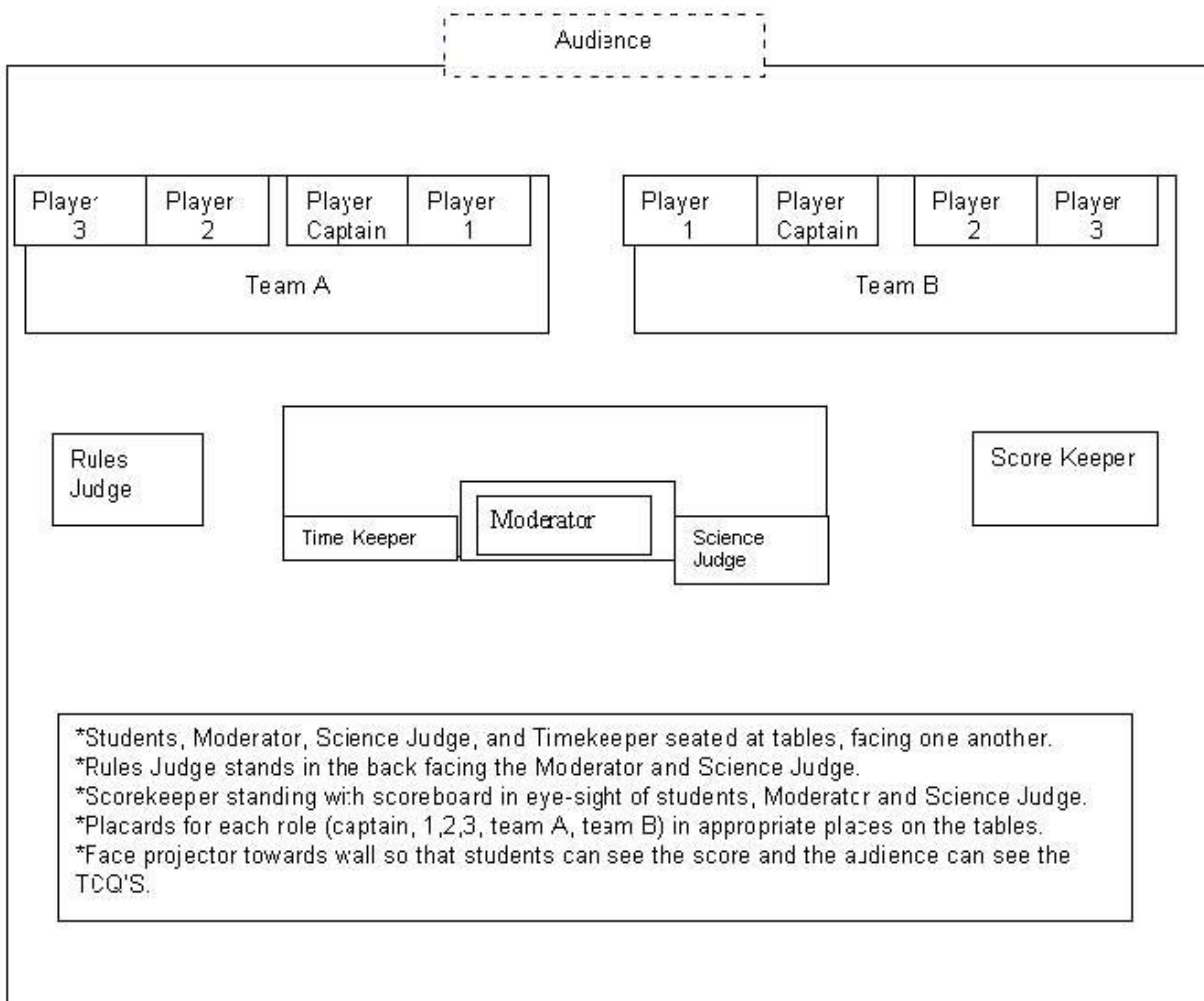
Desktop computers, laptops, netbooks or any combination will work for using the *eOSB*. We often say “laptop,” but the software will run on all types of computers.

EVENT SETUP

This section aims to guide you on setting up the *eOSB* at your NOSB regional event. Included are three electronic setup options. Each region can choose how to best set up the *eOSB* to fit their needs, logistics and budget. The event setup goal is to provide an environment for each Moderator and Science Judge to have access to the questions. Not every room or pair of judges needs the identical solution.

Competition Room Setup:

The following diagram is the preferred way to set up a competition room when using *eOSB*. This ensures that students and spectators will not be able to view the computer screens.



Physical Setup Options:

1) Sharing One Computer:

The Moderator and Science Judge can share one computer and screen for the competition. This reduces the set up time and costs for the electronic version. If you prefer that the Moderator and Science Judge each have their own screen, continue to the options below.

2) Second Screen/Drone Screen:

A drone screen setup will allow the Science Judge to follow along with the Moderator without an additional computer. We recommend a 12 – 15 inch screen. The Moderator will control the program by clicking “Correct” and “Next” on his/her computer. The Science Judge’s screen can be an extra monitor or an additional laptop attached to the Moderators computer and used as a monitor. Setting up a drone/clone screen is not difficult but should be practiced before the event. Check with your IT person if you have questions.

3) Running Two Computers Simultaneously:

Both the Moderator and Science Judge can use separate computers, simultaneously. These two officials would need to have access to the *eOSB* file on their machine and have obtained the password for the event from the RC. Each person will use the program controls to go through the question with the Moderator taking lead. This situation is good so that both the Moderator and Science Judges can verify the question, round, tossup, bonus and general flow of the game.

Additionally, this option offers practice for up and coming moderators.

OPTION 3 IS PREFERED BECAUSE IT ALLOWS COMPUTER REDUNDANCE IN EACH ROOM IN CASE OF COMPUTER ERROR – NO TIME WILL BE LOST SWAPING OUT COMPUTERS.

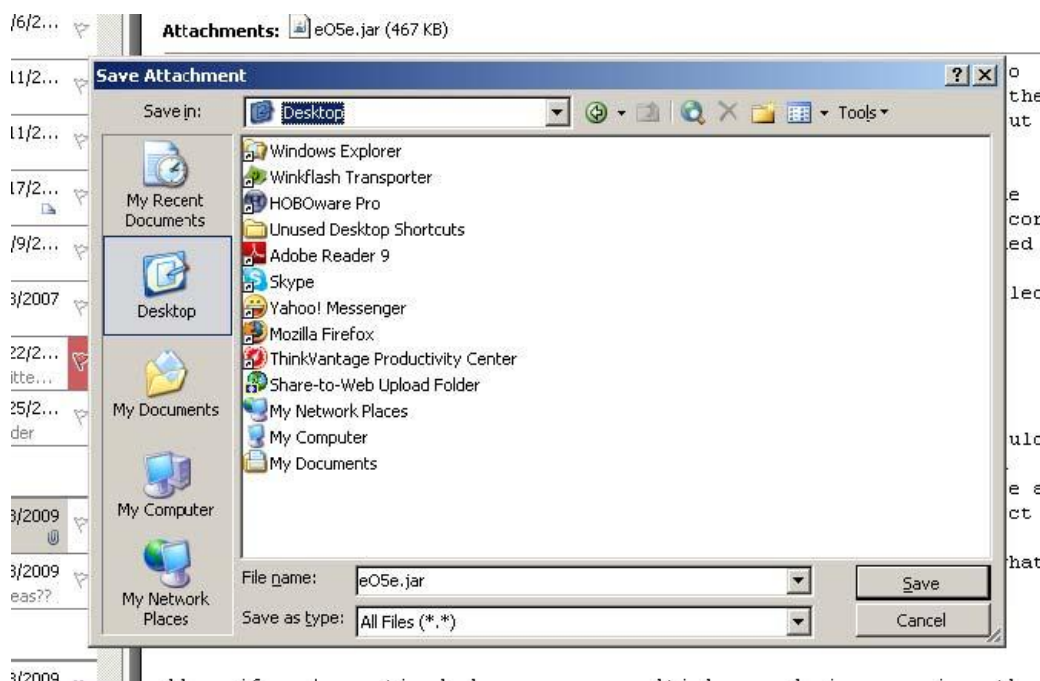
GETTING STARTED

a. Receive program via e-mail

All Regional Coordinators (RCs) will receive an executable jar file from NOSB headquarters via email (eOx.jar). This single file is the self-contained executable file where all of the questions, rules, and logic of game play are incorporated. This file can be shared with Moderators and Science judges if they are bringing their own computer.

b. Saving the Program

RIGHT click the file in your email and SAVE AS to the desktop or flash drive.**



** You can save the file anywhere, but the desktop or flash drive will be the easiest place for all of your moderators/volunteers to remember.

c. Loading the Program

Depending on how your competition rooms will be set up/where you are getting computers, you have options on how to load the *eOSB* on to the computers for the event.

If Moderators/Science Judges are bringing their own laptop – they should download the *eOSB* onto their hard drive or, have the program available on a thumb drive for the entire day.

If you are able to pre-load the software onto the computers that will be used, save *eOSB* on the desktop and be sure to leave the computer password for the machine in case of the need to reboot, unlock sleep mode, etc.

d. Flash Drives/CDs

If you are not allowed to load software onto the computers for the event, the software can be run off a flash drive or CD. Save the *eOSB* file on to the flash drive/CD and Moderators/Science Judges can insert the flash drive/CD into the machine and run the program from this external drive.

RUNNING THE PROGRAM

Step 1: Open the Program:

Go to your Desktop (or saved location) and double click on the eOSx.jar file.

Step 2: Accepting Terms of Agreement

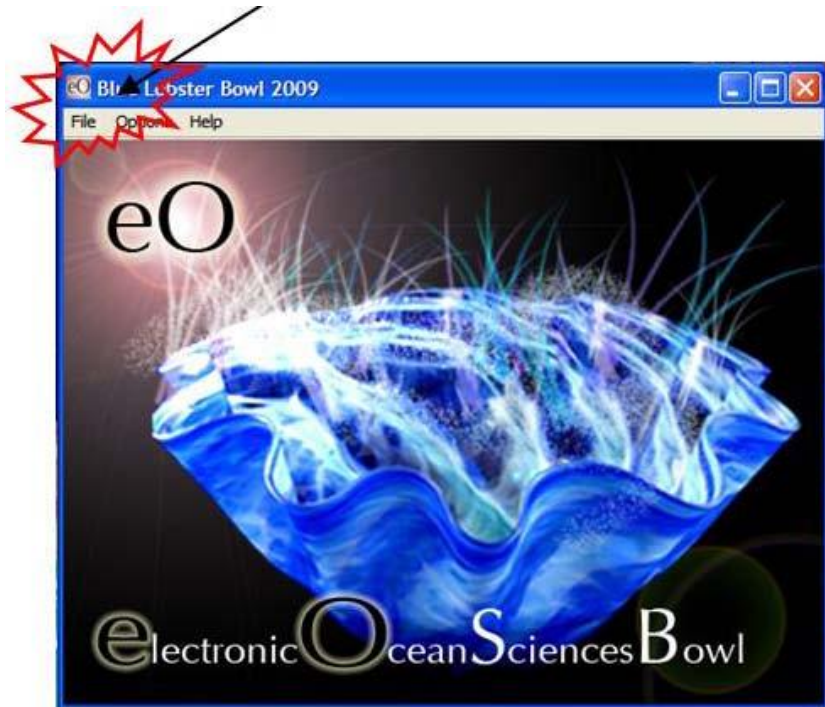
Double click on the jar file to open the program, then click “File” to access the questions. The first time a user opens the program, a pop up window will appear and ask you to accept the terms and agreement for utilizing the *eOSB* software. A summary of the terms and agreement are:

- The program should not be distributed/shared outside of the NOSB network.
- Do not change the program without consent.
- The program is free to use and the goal is to provide ample use of the program. But, if the rules of the agreement are broken, the use of the *eOSB* by those users will be reviewed.
- The title of the program remains with MIT and any use of the name in publications or documentation should include "© 2009 M.I.T. All Rights Reserved."

Please review and ACCEPT the terms.

Step 3: Open the Question Files

Click on File and choose, OPEN question file.



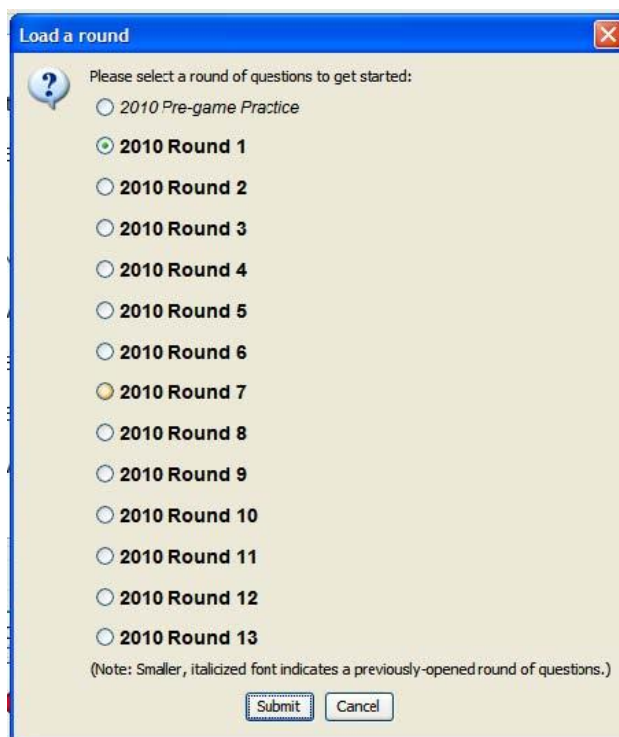
Step 4: Password

Each round will require the moderator to enter a password to view the questions. This password will be given to the RCs a few days before the competition. They will then pass it along to their Moderators/Science Judges. This password protection will increase security of the questions in case a computer is accidentally left unattended in a room with students.



Step 5: Selecting Rounds

From the list, select the round in which you would like the questions. NOTE: *italicized* font means the round has been previously opened.

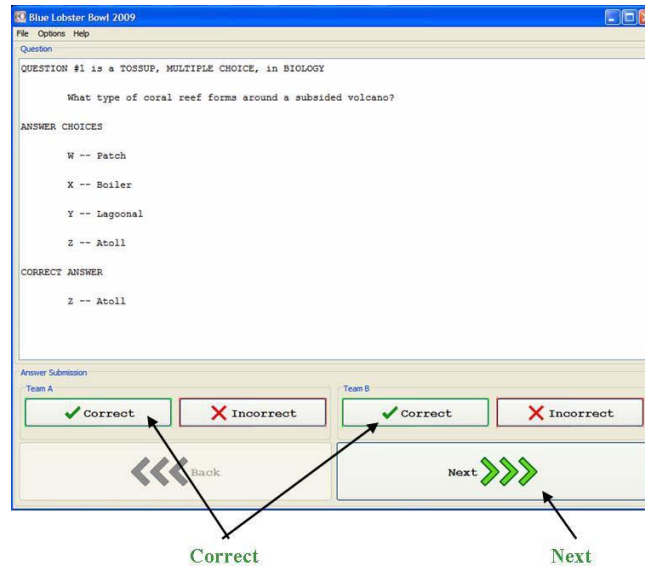


You are now playing the game!

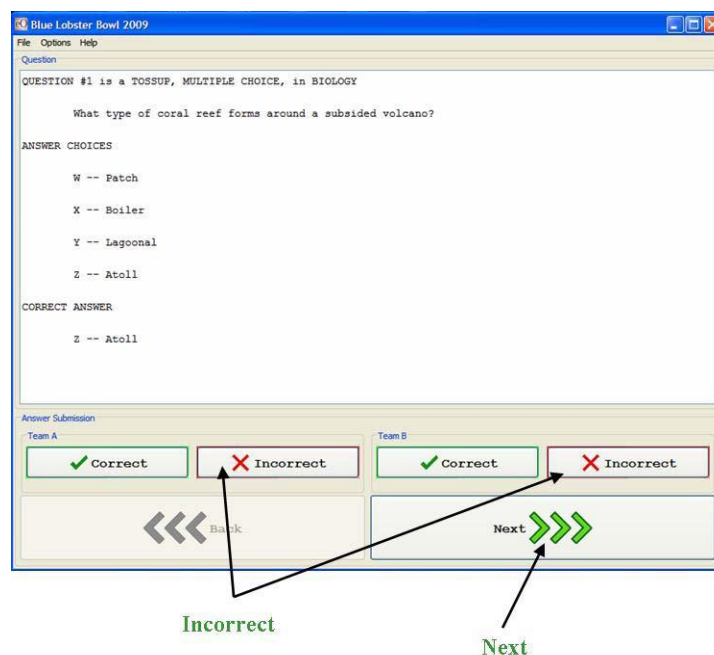
SOFTWARE CONTROLS

There are three different buttons used during the game: Correct, Incorrect and Next.

When a team answers correctly: click **Correct** for the appropriate team and then **Next** to move to the following/subsequent question.



When a team answers incorrectly: Click the **Incorrect** button and either re-read the question (if it was not read in its entirety) to the opposing team, or wait 5 seconds for the opposing team to answer. If the opposing team answers correctly, follow the steps above. If answered incorrectly, click **Incorrect** a second time (for the opposing team) and then **Next** to move on to the next question.

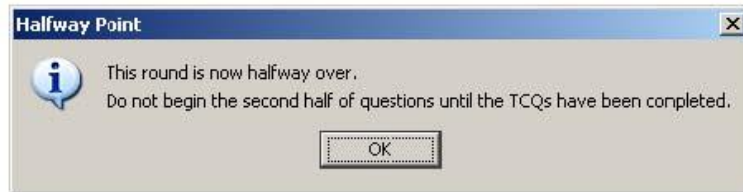


Interrupts and Blurts:

The *eOSB* program does **NOT** provide an option to choose whether a team interrupts or blurts. The Moderator is only required to choose whether a team answers a question correctly or incorrectly. Just as a Moderator reading from a paper binder must decide (without prompts) whether the team blurted or interrupted, the same process applies to a Moderator using the *eOSB* program.

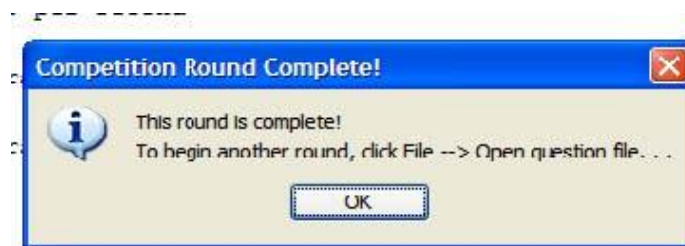
10TH Question Pop-Up:

There is a pop-up after the 10th pair of questions to remind the Moderator they are to proceed to the TCQ portion of the round if time has not yet expired (6 minutes) in the first buzzer round. If a room has already gotten through the TCQs and is on the second half of the buzzer round before reaching the 10th pair of questions, this pop-up should be ignored.



End of Round Pop-Up:

After the 20th question in a round, moderators will be notified with a pop up window that they have reached the end of the round.



ADDITIONAL FUNCTIONALITY

a. Increasing the Font Size

If you would like to increase or decrease the font size of the questions due to your personal preference or the size of your computer screen, you may click on OPTIONS in the top tool bar. Select Font Size and then choose the font size you would like.

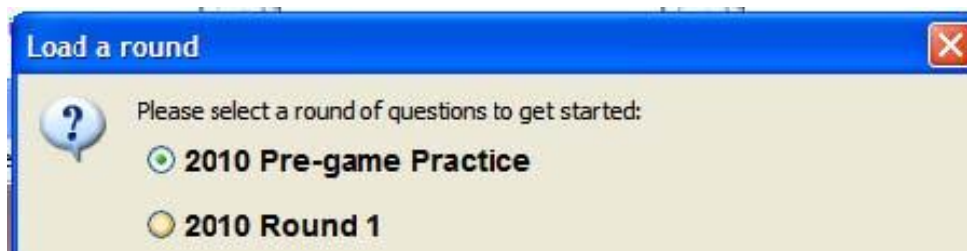


b. Rules

In the HELP section in the top of the program you will find a RULES tab. This tab will provide you with all the rules of the game. The rules are organized by theme for ease of use.

c. “Pre-game Practice Round”

The *eOSB* includes a Student Practice Round of questions before the first round of official NOSB questions begins. This “practice” round is a short 5-question round composed of fun, general knowledge questions to give the students and officials a chance to go over the rules and play a round that is not based on points. This round is provided to get everyone warmed up for the day.



eOSB TRAINING

Training on how to use the *eOSB* program will be provided in several different formats.

Moderator Orientation Program:

The Moderator Orientation Program is a “practice” version of the *eOSB*. The purpose of this program is to get the Moderators comfortable with using the electronic format before competition day. The Moderator Orientation Program will be distributed from the NOSB office to the RCs before volunteer training sessions have occurred. We encourage all Moderators, Science Judges and RCs to test the program and follow the training scenarios provided below – these scenarios will pose potential problems that may occur while using the program. Moderators can troubleshoot these problems on their own as training for the actual competition.

Webinar Sessions:

Webinars will be offered each year.

Regional Training:

Each RC will host their own volunteer training events to go over the use of *eOSB* and the rules of the competition with their volunteers. This training will allow all volunteers to become aware of the new program at their event.

***eOSB* Training Scenarios:**

These training scenarios are provided so that you can become comfortable with the *eOSB* program before competition day.

Please open the *eOSB* file on your computer and then take yourself through the scenarios described below.

1) Button Navigation:

- a. Open Round 1: Click correct/incorrect buttons and next. Then click NEXT accidentally and attempt to move back to the appropriate question.
- b. Continue clicking through to round 10 – see “half way through round” prompt between questions 10 and 11.
- c. Continue to click correct/incorrect and next through all the questions. See “end of round” prompt.
- d. Open Round 2: Click through to end of round. Practice moving back and forth between questions with the next button. Finish round.

2) Opening Rounds:

- a. Open Round, you should be on the round selection pop up. Try opening a round that you have already completed (i.e. Round 1 or 2) - you will see a “you have already opened this round” prompt. The program will then let you enter your password and get into that round.

3) Accidental Closing of the Program:

- a. You are now in the middle of a round. Please go to the top right side of the program and click the X to close the program.
- b. Go back to your files and open *eOSB* again. When you do this, it opens like the program has not been used. This is why the one pager for *eOSB* is important to have next to your computer. The backside of that document will have a list of rounds and a place to initial to help you keep track of the rounds in case the program gets shut off.

FILE SECURITY

BE SECURE! Securing the questions is vital for maintaining the integrity of the competition. Be sure to have a plan in place for keeping the *eOSB*-enabled computers safe during breaks, between rounds, and at lunch. The plan could entail locking rooms when competitions are not in progress or instructing all moderators to bring their laptops to a central location, each site will need to come up with a plan that meets their location's needs.

JAR Files:

The *eOSB* game is put together as a JAR file. This is a self contained encrypted file that, by its very nature, is not accessible to average computer users. We hope this will further discourage individuals from sharing the files.

Password Protection:

Each round is password protected to reduce the chance of a student opening up the next round of questions during a break.

Expiration of the File:

The *eOSB* file will expire two days after the competition. Once this expiration date has passed, the program will not allow the questions to be accessed.

Notes on Secure File Handling

- a) DO NOT share the file with anyone that is not associated with the NOSB or does not need the information.
- b) Ask for the files to be DELETED on ALL computers after the competition.
- c) Only share the "Moderator Orientation Program" of the competition until it is vital to share the real version.
- d) DOUBLE CHECK your e-mail to ensure that no coaches or students are recipients of the game.
- e) Ask ALL VOLUNTEERS to ensure the safety of the *eOSB*-enabled computers during the competition.

FINDING HELP

User Manual

The User Manual is located under HELP in the eOSB MOP. It will also be posted on the NOSB website. The User Manual was developed to be the most comprehensive source of information in regards to the *eOSB* program and its implementation. Please read through the manual first to rectify your questions before calling NOSB or MIT staff.

One-Pager

This is a one page document to be printed out double sided. Side 1 is a “How to Use the Program” cheat sheet, and the back side lists rounds 1 – 13 with a place for the moderator to initial after the round is complete. This will help the moderator keep track of where (s)he is in the competition. This sheet should be accessible to the moderators in each competition room.

This One-Pager is included as an appendix at the end of this manual.

Attending a Webinar

Webinar trainings will be open to all RCs, all Moderators, and additional volunteers that are interested in learning about the program (Science Judges, etc.). This opportunity to go through the program with live help from the NOSB national office will be a valuable experience.

National Office

If you need additional assistance in running the *eOSB* software or about implementation nation-wide, please contact the NOSB staff:

Melissa Brodeur: mbrodeur@oceanleadership.org OR
Kathleen Meehan Coop: kmeehancoop@oceanleadership.org

On-Call Support

NOSB will send out contact numbers for each RC to use the day of the competition.
February competition – call your assigned NOSB representative for help
March competition – call your assigned NOSB representative for help
April – Nationals – NOSB and MIT support will be onsite

MIT Staff

For additional help from the developers of the program, please contact:
Jordan Lewis: lewisjb@mit.edu

FAQs

1) How will the software be distributed?

National Office Distribution:

All versions of the *eOSB* (practice and final versions) will be sent via e-mail from the National office to each Regional Coordinator.

Regional Coordinators Distribution:

A final version of the electronic game will be emailed to all RCs competing in the upcoming competition two weeks before the event. This early submission will allow the RCs to forward the questions to their moderators for *eOSB* practice before the event.

RCs are responsible for distributing the software to the computers at their competition site the day prior or the day of the competition.

2) How do I transfer the file that contains the electronic competition to my moderators?

The files can be transferred via email; the Moderator would be responsible for downloading the software to the computer being used for the competition. Files can also be burned to a disk or saved on a flash drive, and then distributed to each unique computer for the competition.

3) How will the questions be edited?

Melissa Brodeur (NOSB office) will be emailing the competition questions to the Regional Coordinators in PDF files. RCs will then use their provided user name and passwords to access the NOSB question database where they can leave comments on suggested question edits. Please provide comments in the database as outlined by Melissa's emails. The RCs will not be able to change/edit the questions in the eOSB once it arrives in its finalized version. It is important for RCs and others to thoroughly review the questions when they are initially distributed.

4) Do I need Internet access?

You do NOT need to have internet access the day of the competition to run the program.

CHECKLIST:

What you will need to use the *eOSB* at your competition:

- At least one computer (desktop or laptop) in each competition room (two are preferred).
- A mouse for each computer.
- A second screen in each room with necessary cables (Macs and PCs need specific cables).
- All TCQs printed out for each competition room.
- Binder of printed extra questions for Moderators in each competition room. One extra question per round.
- Copy of the One-Pager “*eOSB* Cheat Sheet”
- Have an IT person on call at your location in case you need assistance.
- Keep the *eOSB* file on a thumb drive at the competition in case you need to reload it onto a computer.
- Spare laptops/computers would be prudent.
- Delete *eOSB* files from computers at the end of competition.

***eOSB* Cheat Sheet**

Step 1: Open the program:

Go to your Desktop (or save location) and double click on the eOSB.jar file.

Step 2: Accepting Terms of Agreement

Review and ACCEPT the terms.

Step 3: Open the Question Files

Click on File and choose OPEN question file.

Step 4: Click on Round

Choose the round you would like to read from.

Step 5: Password

Enter password given to you by your Regional Coordinator.

Step 6: Playing the Game

You are now playing the game. Use you correct, incorrect and next buttons to move through the questions.

What to do at the break:

Be sure your computer is secure during breaks and lunch.

You can close down the program and reopen. When program is shut down, the previous rounds read will NOT be in italics, but you can reference your “cheat sheet” to be sure you are starting on the correct round.

An alternative to closing down the program is to put your computer in sleep mode during breaks. Be sure you can boot up your computer from sleep mode (password access, etc.). Know how long it takes your computer to reboot so you do not delay the game.

Round Check List

Remember to start the second buzzer half where you left off in the first buzzer half. (e.g. time ran out on question #10, start on question #11, and ignore the pop window that tells the moderator to proceed to the TCQ portion)

ROUND	INITIALS
Round 1	
Round 2	
Round 3	
Round 4	
Round 5	
Round 6	
Round 7	
Round 8	
Round 9	
Round 10	
Round 11	
EXTRA ROUND	

