



Michigan Center for Civic Education
WWW.MICIVICED.ORG
*Championing education for active and informed
engagement in the practice of democracy*

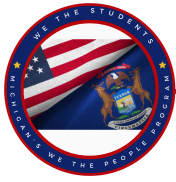
MCCE - We the People Virtual for Judges

Welcome!

Thank you for your dedication to meaningful civic education. Your role as a judge is extremely important to the success of the day's hearing. Thank you for challenging these students in their Constitutional thinking. Thank you for volunteering to make this happen. This checklist should help with day-of reminders as you judge each hearing.

I. Before the day of the hearing

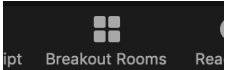
- A. Please [download the Zoom app](#) to your computer.
- B. Please download the Zoom app to your phone (back up).
- C. If you already have Zoom installed, be sure to [check for updates](#) and install the latest version.
- D. Please make sure your computer is up to date with all other appropriate software updates (to prevent any restart of the computer during the hearing)
- E. Verify you have your Zoom code. MCCE will provide the call information the week of the hearing.
- F. Double check your background. Please ensure it is appropriate and simple. [Zoom background downloads are available](#).
- G. You will have one dedicated facilitator to help administer the hearing. The facilitator will:
 - a. Provide guidance in the use of Zoom technology
 - b. Work with you to move you in and out of the Judges Conference & Breakout Room
 - c. Introduce and conclude the hearings
 - d. Time the hearings - 4 minutes for prepared hearing response and 6 minutes for your question and answer follow-up session.
- H. If at any time you have questions, MCCE staff is on standby to help. Please check your emails for day-of contact information.
- I. If you received materials from MCCE, please have those out and ready. Additional materials will be available on the quick links document for your electronic review. Please do print out: questions and score sheets (also included in your physical materials). Everything can be easily accessed online and will be reviewed at the orientations.

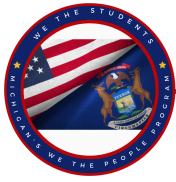


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II. Day of the hearing

- A. Overview. As a judge, you will be in one long running Zoom meeting. You will move in and out of the hearings with the help of your facilitator.
- B. Please rename yourself in Zoom. Use the naming convention of “JUDGE - then your name as you want as you wish to be addressed, and pronouns”
- C. All judges will attend a judges orientation in the morning. Facilitator(s) will help move in into the orientation rooms, the hearing rooms, judges chambers, tabulation room, and more. When you first go into your dedicated judges breakout room, we will use the time to review the agenda and review procedures. The time will include:
 - a. Introductions
 - b. Technology check:
 - i. [How to test Zoom video](#) and [How to test Zoom sound](#)
 - ii. Review the process of moving in and out of breakout rooms
 - iii. Double check your Zoom background. Please make sure all background images are appropriate and simple. MCCE Zoom backgrounds are available: You may download a [large](#) or [small](#) (if bandwidth is an issue) PDF background.
 - c. When moving from the Main session to the breakout room, you will likely see a pop up window to ask you to join the breakout room. After the first time, you may also need to hit the icon at the bottom of the Zoom screen to “open breakout” rooms or join your breakout room.
 - d. In your Judges Conference & Breakout Room, please take time to:
 - i. Make sure you have your [paper replica of the ballot](#) and the correct [electronic ballot](#) link. (<https://form.jotform.com/213417431954152>)
 - ii. Designate a lead judge to read the question (the lead judge can change or remain the same). Decide on follow up order/process.
 - iii. Ensure you are asking the correct question for that time slot. [Questions are found here.](#) (https://docs.google.com/document/d/1EEUIyVndwMzGxhXADfneZLLs1k0nCZw8m__7k2c86Nk/edit?usp=sharing)
 - iv. Question A is for AM and Question B is for PM.
 - v. Review and/or practice brief and wise feedback for students for the end of the hearing. Thank you for encouraging, celebrating and deepening the students’ thinking about Constitutional questions.
 - e. Your facilitator will prompt you to move to and from your hearing room. Please ask your facilitator any questions or concerns to clarify the process.



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II. In the Main Room with Students and Teachers

Your facilitator will welcome all students and the judges in the Zoom session for the start of the congressional hearings.

- A. Your facilitator will review meeting etiquette
 - a. Use of Video - judges are expected/encouraged to keep their video on for the duration unless the internet connection prevents it. Then a phone call in is recommended.
 - b. Use of Sound - judges are encouraged to mute themselves after the introductions and the start of the hearing. Judges are encouraged to unmute themselves during the Q&A.
 - c. Zoom View - Gallery View is recommended, so the judges can see each other and all the students at once.
- B. Your facilitator will:
 - a. Welcome the participants and introduce themselves and confirm the unit / school.
 - b. Facilitators will confirm students can see the time card in the Zoom window and address any further technical questions.
- C. Facilitators will turn the process over to the judges to begin the hearing.
- D. Each judge, beginning with the lead judge, will introduce themselves.
- E. The lead judge will now read the entirety of the question, including the subquestions. After the lead judge is finished, the students will likely take a breath and then begin answering the question. The timing will begin when the first student starts to speak.
- F. Mute your microphone once the students begin talking. If you are unable to hear a student clearly, please use the chat box to ask them to speak up.
- G. The first portion of the hearing is the prepared response. This is a four minute period where students present their prepared response to the question. You will see the time-keeper facilitator hold up a "1 Minute Remining" card when you are 3 minutes into the prepared response. The time keeper may need to say "time" at the 4 minute mark to let the students know it is time, or the students may naturally end very close to or on the 4 minute mark.
- H. The lead judge and/or facilitator may remind students to put away any notes at this point in the hearing (notes are expected/accepted for the prepared comments and required to be put away for the Q&A).
- I. The Q&A follow-up session now begins. This is a six minute period where judges ask students interesting and intriguing follow-up questions based on the main question and the students' response. The lead judge may ask the opening follow-up question. Each judge will also take a turn asking questions. The process will continue for the duration of the six minute period.



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- J. Five minutes into the prepared remarks, your facilitator will hold up a “1 Minute Remaining” card. Six minutes in your facilitator will hold a “Time” card. Please allow students to complete their sentence but not their paragraph.
- K. After the Q&A follow-up session is completed, the facilitator will ask the judges to provide brief feedback. The lead judge is welcome to jump right in with feedback and then ask the other judges to share as well. Facilitators may hold up a “1 minute remaining” if they notice the need to encourage briefer comments. There is a recommended time span of 3-4 minutes for the feedback in total. Please be encouraging, kind, and offer a take away thought or question for student growth.
- L. After feedback, the facilitator will ask the judges to return to the dedicated judges breakout room. Please join (hit the breakout button at the bottom of the screen).
- M. In the breakout room, please use this time to:
 - a. Complete your ballots - transfer paper notes to the electronic ballot,
 - b. Get ready for the next set of students -- ensure that:
 - i. the lead judge is designated,
 - ii. questions are discussed, and
 - iii. ballots are ready for the next unit.
- N. Please stay in your breakout room until the facilitator tells you to move to the school breakout room.
- O. Judges, please stay logged in for the day.

III. JUDGING

- A. Judges, there is a new opportunity to provide feedback for teachers and students. On the electronic ballot, please write in any comments that may be helpful to both celebrate a success in the hearing as well as suggest some take away questions for additional thought.
- B. Scoring Guidelines.
 - a. [Judges Scoring Criteria Guidelines](#)
 - b. [Judges Scoring Guide](#)
- C. Entering Scores.
 - a. Please use a paper copy of the ballot during the hearing
 - b. After the hearing, input and submit your scores using the electronic ballot. (That way everyone has paper copies as a back-up.) These materials are in your folder and are also available online here:
 - i. [Paper replica of the ballot](#)
 - ii. [Electronic ballot](#)
 - iii. Enter as many ballots as you see teams.

Thank you for being a champion of democracy!

