

## Virtual Presidential Scholars Competition Student Participant Instruction Packet

*Thank you for participating in this year's Virtual Presidential Scholars Competition. This guide will help you prepare for the competition and tell you what to expect during the competition.*

### Things to note before the competition

- All portions of the competition will be held virtually via Zoom. **Please make sure that Zoom is downloaded** onto your mobile device (laptop, smartphone, tablet) and is working properly.
  - If you have not already downloaded Zoom, click [here](#).
- You will receive an **email the week before the competition with all of the Zoom links** you will need for all required portions (Student Small Group Session and Student Interview) of the competition.
  - Please do NOT share these links with anyone.
- You must **be able to be seen and heard during the scored portions of the competition**. This means that your video and audio must be on during both the Student Small Group Session and the Student Interview with NMU faculty and staff.
- Make sure your **display name contains both your first name AND your last name**. This differs depending on what device you are using.
  - Computers: Click [here](#) for directions on how to customize your profile, including your name.
  - Mobile devices: Open the Zoom app, then go to Settings. Click on the section that says your name and email address - this will open the "My Profile" settings. Click on "Display name," edit your name and then hit Save in the top right corner.
- It is a good idea to **test all of your settings before the competition begins**. There are a few ways you can test your settings:
  - Conduct a test meeting at <https://zoom.us/test>
  - If you encounter any errors, click [here](#) to troubleshoot common issues.
- Double check your start times. Please check the chart below to see what time you should log into the events. **All times listed in your email itinerary are in Eastern Time.**

	Eastern Time (MI, IN, OH)	Central Time (WI, IL, MN)	Mountain Time (UT, CO, AZ)	Pacific Time (CA, WA, OR)
Introduction	6:00 p.m.	5:00 p.m.	4:00 p.m.	3:00 p.m.
Student Small Group	6:15 p.m.	5:15 p.m.	4:15 p.m.	3:15 p.m.
Interview Time Slots	Morning: 8:00 a.m.- 12:00 p.m.	Morning: 7:00 a.m.- 11:00 a.m.	Morning: 6:00 a.m.- 10:00 a.m.	Morning: 5:00 a.m.- 9:00 a.m.
	Afternoon: 12:00 p.m.- 5:00 pm.	Afternoon: 11:00 a.m.- 4:00 pm.	Afternoon: 10:00 a.m.- 3:00 pm.	Afternoon: 9:00 a.m.- 2:00 pm.
	Evening: 5:00 p.m.- 8:00 p.m.	Evening: 4:00 p.m.- 7:00 p.m.	Evening: 3:00 p.m.- 6:00 p.m.	Evening: 2:00 p.m.- 5:00 p.m.

\*NOTE: Again, the times listed on your agenda are EASTERN STANDARD TIME. Please adjust the time accordingly depending on which time zone you live in so you do not miss the competition. There is no make-up date scheduled.

- If you have additional questions, check out the Frequently Asked Questions part of the NMU Presidential Scholars page ([here](#)) or contact the NMU Admissions Office at (906) 227-2650 or [admissions@nmu.edu](mailto:admissions@nmu.edu).

### Things to note during the competition

- **You can click on the link for the first part of the Presidential Scholars Competition as early as 5:45 p.m. Eastern Time. The first session starts at 6:00 p.m. Eastern Time.**
  - You will be placed in a waiting room when you first log on. **It may take up to 15 minutes to admit you from the waiting room to the Welcome/ Small Group Session**
  - The Welcome session will begin at 6:00 p.m. Eastern Time. There will be about a 15 minute introduction.
- After the welcome session, all participants will be assigned into Zoom breakout rooms. You will not have to do anything for this, but after you are assigned, there will be a pop up saying that you are being redirected to a breakout room.
- The pop up will have a number indicating what breakout room you are headed to. **Please write down what breakout room number.**
  - If for any reason you are disconnected from your group, join back into the main session. The host (one of the NMU Admissions Counselors) can assign you back to your breakout room, which is why it is important to write down which room you are in.
- Please double check that your **display name includes your first and last name**. If you are using a...
  - **Computer:** Open the Zoom app on your desktop, then click on the icon with your picture to the right of the search bar. Select "My profile" (pictured on right).
    - Zoom then opens in your Internet browser. On this page, click the first "Edit" on the right side of the screen (pictured below). Hit "Save changes." Your name should automatically update in the Zoom app, and it will remain this way when you log into the Welcome Session.
    - If this does not work, you can rename yourself when you log into the meeting.
      - Hover your cursor over your video and click the button with the three dots in the top right corner (pictured below - left).
      - Click "rename" and then type in your breakout room number in front of your name (pictured below - right).
      - Hit "OK." Your name should automatically update.
  - **Mobile device:** Once you are in a meeting and not on safe driving mode (click [here](#) for more details), tap the Participants button on the bottom toolbar. Find your name on the Participants list (pictured below) and then press and hold until a menu pops into the bottom of the screen. Select "Rename" and type in your first and last name. Hit "Done" to save your new name and "Close" to return to the meeting screen.
- **If you have any technical issues:**
  - You can see how to troubleshoot common issues [here](#).
  - **Small Group:** You can call (906) 227-2221 right before/during the competition. You will be able to chat with an admissions counselor standing by to assist you with technical issues.
    - Please let one of your group's facilitators know that you are having issues. All of the facilitators will have the number of their breakout room at the beginning of their name (example, 1 Alyssa Lambert is a facilitator in breakout room 1).
  - **Interview:** You can call (906) 227-2217 You will be able to chat with an admissions counselor standing by to assist you with technical issues.

*By participating in NMU's Virtual Presidential Scholars competition, student participants agree that any technical difficulties they experience may be out of NMU's control and could negatively impact a student's competition results. The Admissions Office has taken preventative measures to minimize the risk of this by offering information on how to troubleshoot issues, but please be aware that the situation may be out of our control. If you have any questions or concerns regarding your participation, please contact the program coordinator, Kate Hooper, 906-227-2650 or [kannala@nmu.edu](mailto:kannala@nmu.edu).*