

Introduction

The RoboPlay Scoreboard is the web based software which the judges will use to keep score for student videos and during the C-STEM Day challenges. As a teacher for competing students you will be responsible for setting up challenge teams, capturing student names, and linking to uploaded videos.

The information you submit will be used to populate the scoreboards and to generate participation certificates for attendees. Uploaded code and models will be used by future students and teachers.

Quick Start Guide

You can dive right in if you'd like. Illustrated instructions and detailed requirements are found below.

Prerequisites

1. You must have registered as a teacher at the UC Davis C-STEM website.
2. You must have created an invoice on the UC Davis C-STEM website.
3. You must have paid your invoice in order to add teams and videos to the Scoreboard.
4. You must have uploaded your team video to YouTube, adhering to the naming requirements outlined in [Appendix A](#).

Logging In

1. Navigate to <http://c-stem.ucdavis.edu/scoreboard>
2. Log in by clicking the login button at the bottom of the interface.
3. Enter your c-stem.ucdavis.edu username and password and click "Login".

Adding Videos

1. From the Main Menu, click on "Manage Teams and Videos".
2. Click on "Add Video".
3. Enter the Video Name, Division, YouTube Link, student information, and tag the video types.
4. Click Submit.
5. Ensure that the Preview plays properly.
6. Click Upload to go to the file uploader.
7. Click "Choose Files" to upload the raw video file, .ch code files, and drawings for that video.
(Note: Videos will NOT be judged if the raw video file and code files have not been uploaded.)
8. Click on "Return to Video".
9. Repeat steps 2-8 for additional videos.

Video Submissions - Detailed Guide

Prerequisites

1. You must have registered as a teacher at the UC Davis C-STEM website.

You can register at this URL:

<http://c-stem.ucdavis.edu/wp-login.php?action=register&role=teachers>



2. You must have created an invoice on the UC Davis C-STEM website.

The Invoice system can be found here:

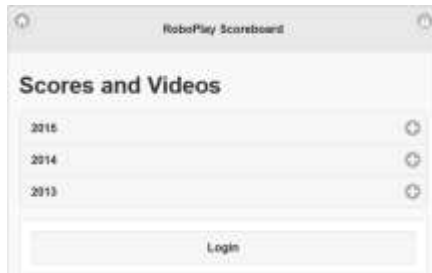
<http://c-stem.ucdavis.edu/overview/c-stem-day/c-stem-day-registration/>



3. You must have paid your invoice in order to add teams and videos to the Scoreboard. You will receive confirmation of your payment via e-mail.
4. You must have already uploaded your video to YouTube. Be sure to review the setting requirements outlined in [Appendix A](#).

Logging In

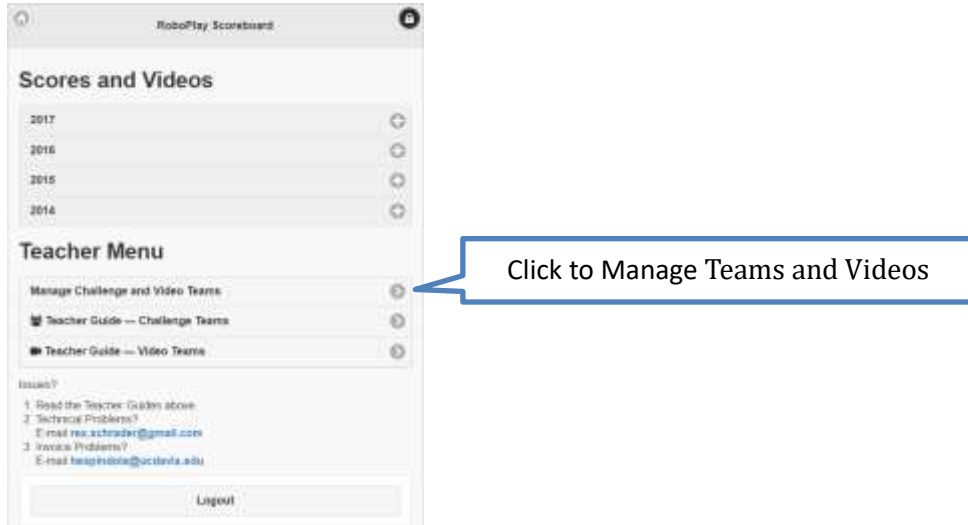
1. Navigate to <http://c-stem.ucdavis.edu/scoreboard>
2. Log in by clicking the login button at the bottom of the interface.



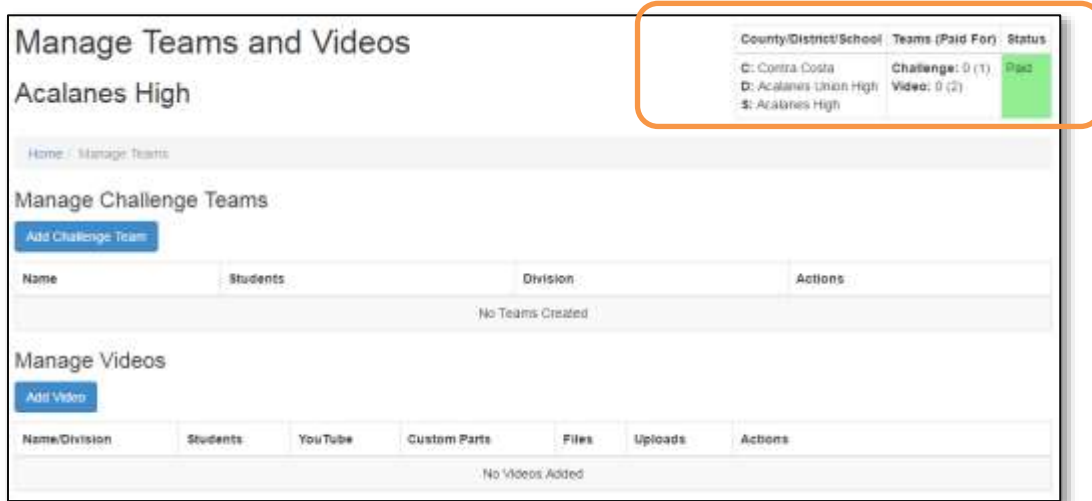
3. Enter your c-stem.ucdavis.edu username and password.
4. Click Login.

Adding Videos

1. From the Main Menu, click on “Manage Teams and Videos”.



2. The upper right corner displays summary information about your school, division, how many teams/videos you’ve paid for and used, and your payment status. If we have not received your payment you will not be able to add videos.



3. Click on “Add Video”.

4. Enter a title for the video (e.g. "Pollution Solution").
 - a. When the video is uploaded to YouTube, you should set the title in the format: "RoboPlay 2017 - <Video Title>" (e.g. "RoboPlay 2017 - Pollution Solution")
 - b. Be sure to include the RoboPlay Competition information, school name, and students in the YouTube description. Tag the video for "RoboPlay 2017".
 - c. See [Appendix A](#) for instructions on how to edit your video title, description, and Tags on YouTube.
 - d. NOTE: The Video Title on the Scoreboard Site need not include "RoboPlay 2017", just on YouTube

5. Choose your Video Division
6. Enter the YouTube Link.
 - a. The YouTube link may be in any standard format provided by YouTube. Examples are shown on the Add Video page.
 - b. Note: In order for the video to be judged the video must be set to both Public and Embeddable on YouTube. See [Appendix A](#) for details on how to check these settings.
7. If the video features custom designed part(s), set the corresponding dropdown to "Yes".
 - a. Only videos with the "Custom Part" flag set will be judged for the "Best Custom Designed Part" award.
 - b. If your team used a custom designed part, you are strongly encouraged to upload the model files for that part so others may benefit from it.
8. You can add students in 3 different ways:
 - a. Click "Add Student" to add a new blank student entry.
 - i. Fill out the fields one at a time. You may use Tab to go to the next field.

- ii. If the “Middle Name” is a nickname, check the “Is Nickname” box to have it displayed in quotes.
 - iii. If you accidentally add a new student that you don’t need, click the red X to remove that entry.
 - b. Click “Mass Upload Students”.
 - i. This will display a dialog which prompts you to download an Excel (.xls) file and edit your students there. Full instructions can be found in that document.
 - ii. Browse to the saved .csv file and click “Upload Students”. This will create pre-filled entries like the “Add Student” Field.
 - c. Click “Choose Students”.
 - i. This will give you a dialog with a list of previously entered students who are not assigned to a challenge team. This includes students from other teachers at your school. For example, if you previously entered a Video Team, you may assign one of those students to a Challenge team.
 - ii. Put a check next to students to add, click “Add Students”. This will create pre-filled entries like the “Add Student” field.
9. Note: Only Student Nickname, E-mail and t-shirt size are optional.
10. Click Submit.
11. If there are errors or omissions the form will re-display with red text will explaining the issue.
12. Click Submit.
13. Ensure that the Preview plays properly.

Video Preview


Home / Manage Teams and Videos / Video Preview

[Return to Team Management](#)

Name	Students	Custom Parts	Uploads	County/District School	Actions
Linkbot Frolic	No Students	No Custom Parts	No Video No Code	C: Contra Costa D: Academics Union High S: Acadiana High	Post Upload Delete

Preview

Linkbot Frolic



No Files

14. Click “Upload” to go to the file uploader:

15. Click “Choose File” and upload the raw video file.

- a. **Note: Videos will NOT be judged if the raw video file has not been uploaded.**

b. Additional restrictions may apply; see the [RoboPlay Video Rules](#) for full details.

c. You may check the status of the upload on the Manage Videos page. It may take a day or two for your upload to be “Confirmed”.

Upload Files



16. Click “Choose File” and upload the .ch coding files.

- a. Each Ch code file must be named with your title and scene number.
- b. Each Ch code must start with a standard heading
- c. Additional restrictions may apply; see the [RoboPlay Video Rules](#) for full details.

17. If your video contains a custom designed part(s) it is strongly recommended (but not required) that you upload your corresponding model file(s).


18. Repeat steps 3-17 for additional videos.

19. You may edit your video entry at any time by clicking the “Edit” button.


File Management

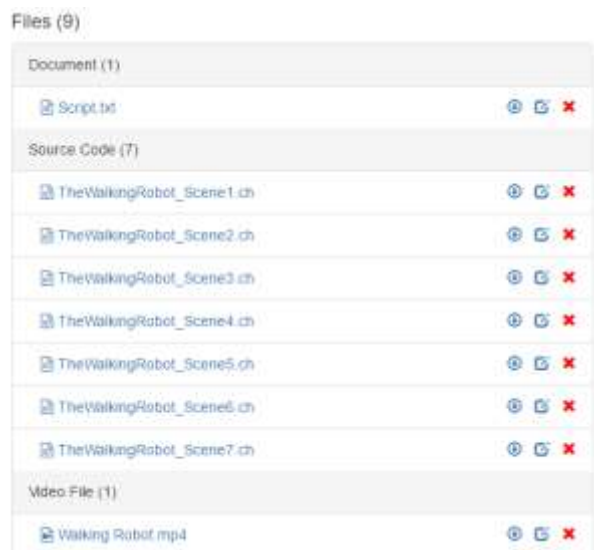
After uploading files, you may rename them or delete them from the Preview view.

Renaming

1. Click on the Rename button 
2. Enter the new filename
3. Click Rename
4. NOTE: Only the filename may be changed. If you wish to change the file extension, you must delete and re-upload the file.

Deleting

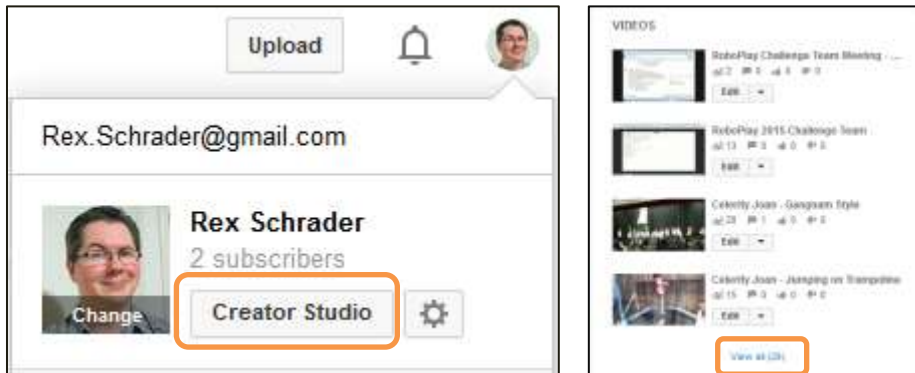
1. Click on the Delete button 
2. Click “Delete” to confirm or “Cancel” to abort.



Appendix A – YouTube

Managing Your YouTube Videos

1. Navigate to <http://www.youtube.com> and log in.
2. Click the gear icon and select “Creator Studio” and under videos click “View All” or navigate directly to: https://www.youtube.com/my_videos

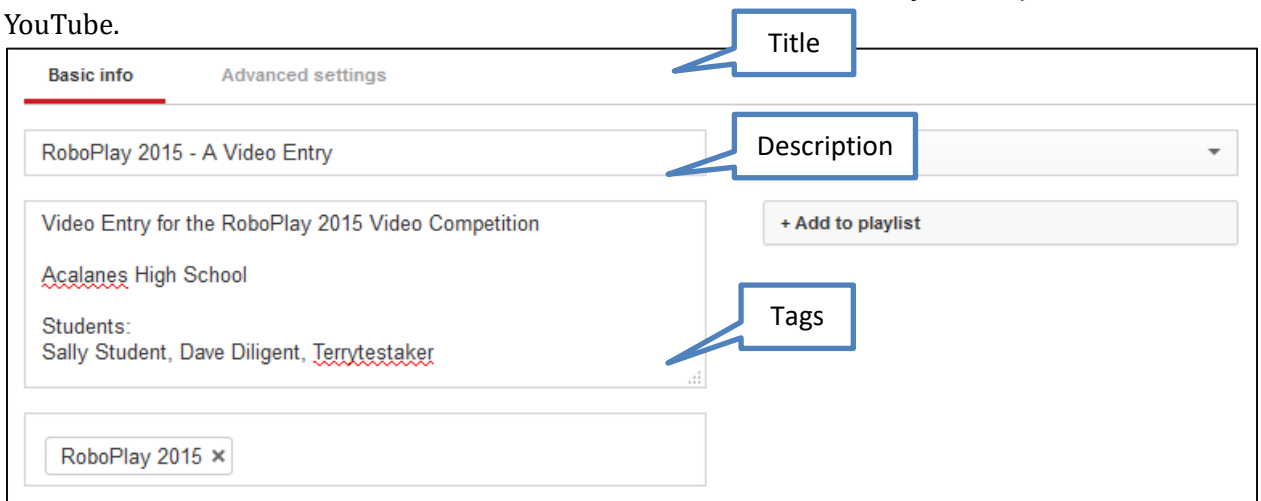


3. From the Video Manager page, click the “Edit” button next to the video you wish to modify.



Changing Video Title, Description and Tags

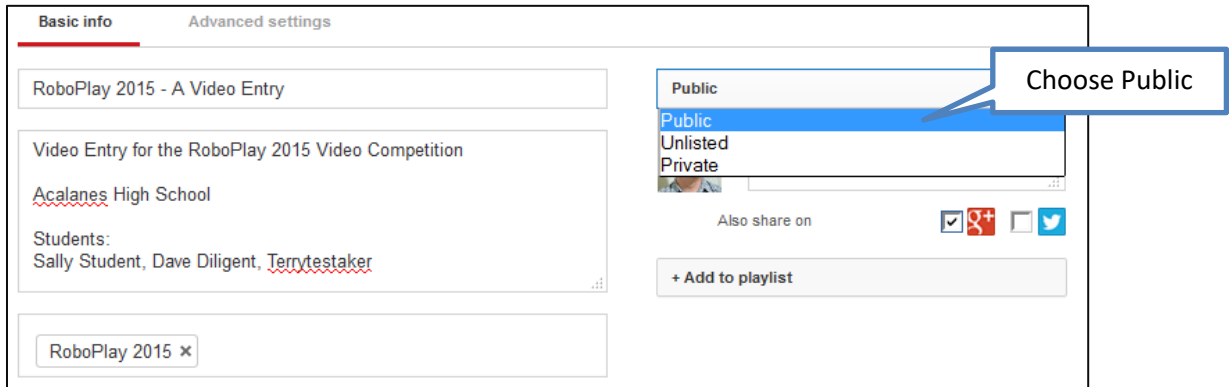
1. Navigate to the Edit Video Page for your video
2. Under the Basic Info tab you may edit the video title, description, and add tags.
3. The Title should be in the format “RoboPlay 2017 – Video Title”
4. NOTE: The Video Title on the Scoreboard site need not contain “RoboPlay 2017”, just on YouTube.



5. Description should include School and Students.
6. Tag video as “RoboPlay 2017”
7. Click Save changes.

Setting a Video Public

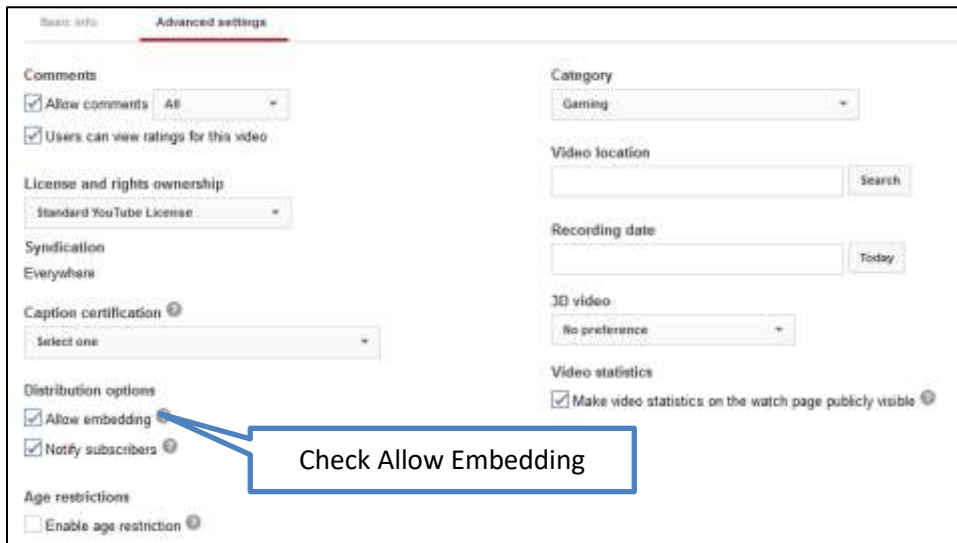
1. Navigate to the Edit Video Page for your video
2. Under the “Basic info” tab, choose “Public” from the dropdown menu.



3. Click Save changes.

Making a Video Embeddable

1. Navigate to the Edit Video Page for your video
2. Under the “Advanced settings” tab. Ensure that the “Allow embedding” checkbox is checked.



3. Click Save changes.