

## ACTE Regional & State Fairs Notebook Requirements

**All projects will be required to have a notebook** that documents how the project was created, include examples of output, and a bibliography of sources. These items should be written in the students' voice. Please note that special attention will be given to projects that have been created from class assignments, for other educational or instructional purposes, or with actual or potential business or commercial applications.

Requirements for the notebooks are as follows:

1. **Title page**

Name of project, Name of creator(s), Competition category & level, Lists of Hardware & Software Used

2. **Introductory Page**

The Introductory Narrative should include the reason for the project creation; any teacher or class assignment instructions if applicable, a statement of knowledge gained from the creation of the project, and the value of the project gained for its creator.

3. **Instructions Page(s)**

The student should explain special description of how the project was created by the student. You should include samples of screens or "pages" created.

4. **Bibliography and Copyright Information**

Information included in projects that are based on research must include a bibliography of sources must be included. Students must also include the sources for sounds, graphics, photographs, etc. Students should also cite any copyright permission obtained for any images or sounds used in projects.

5. **Specifications Page(s)**

These pages differ depending on the category.

**Animation:** Hardcopies (print, etc.) of the conceptual art, scripts (if applicable), planning process, storyboard or layout process, job descriptions of participants, and documentation (bibliography) of source material if applicable.

**Audio:** Hardcopy (print, etc.) of all software and hardware used. Hardcopy of the design and layout process. Documentation (bibliography) of source material if applicable, job descriptions of participants, and a summary description describing the theme of the audio produced.

**Computer Project Programming:** Name(s) of software/compiler/language used. Hardcopies of the source code and algorithms, hardcopies of any printed or screen generated output from the program and a narrative description of the program with purpose, organization chart, 5-step plan, flow chart, etc. Documentation (bibliography) of source material if applicable.

**Digital Art:** Hardcopy (print, etc.) of all software and hardware used. Hardcopies of the conceptual art, planning process, storyboard or layout process, job descriptions of participants, and documentation (bibliography) of source material if applicable. A summary description describing the theme of the digital art created.

**Digital Game:** Hardcopy (print, etc.) of all software and hardware used. Name(s) of software/compiler/language used if applicable. Hardcopies (print, etc.) of the conceptual art, scripts, planning process, storyboard or layout process, job descriptions of participants, and documentation (bibliography) of source material if applicable. A summary description describing the theme of the game created.

**Graphic Design:** Sketches and concept models of design. A hardcopy of the storyboard or layout process, and job descriptions of participants, if applicable.

**Hardware Modification:** Hardcopies of the source code of and schematics of hardware design. Documentation (bibliography) of source material if applicable. A summary description of the reason for the hardware modification. If using parts from a kit, list the manufacturers.

**Mobile Apps:** Hardcopy (print etc.) with narrative description of the application purpose and software/hardware used. Hardcopies of the source code and algorithms, hardcopies of any printed or screen generated output from the program if applicable. A hardcopy of the storyboard or layout process, and job descriptions of participants, if applicable.

**Multimedia Presentations:** Copy of Storyboard, note cards, or other planning process (sequencing of project development). Documentation (bibliography) of source material. A storyboard is a design and layout process, not just a (tri-fold) project board.

**Multi-Dimensional Design/3D Modeling:** Hardcopy (print, etc.) of all software and hardware used. Hardcopy (print etc.) with narrative description of the design purpose. A hardcopy of the planning process, storyboard or layout process, job descriptions of participants, and documentation (bibliography) of source material if applicable. A summary description of the purpose of the 3D model.

**Productivity Design:** Hardcopy (print, etc.) of all software and hardware used. A hardcopy of the planning process, storyboard or layout process, job descriptions of participants, and documentation (bibliography) of source material if applicable. Hardcopy (print etc.) with narrative description of the design purpose.

**Robotics:** Hardcopies of the source code of computer interaction and schematics of hardware design. Documentation (bibliography) of source material if applicable. If using parts from a kit, list the manufacturers.

**Video Production:** Hardcopy (print, etc.) of all software and hardware used. Hardcopies of scripts or storyboard planning, and job descriptions of all participants (if applicable). Documentation (bibliography) of source material. State whether this presentation is being shown in its entirety, was part of a larger production or a broadcast or if it is a short commercial.

#### **Website Design:**

**Drag and Drop:** Hardcopy description of software used to create the website, which includes a description of theme of the website (I.e. What is the website used for?). Hardcopies (print, etc) of web pages with graphics down through three levels of sublinks, whether these links are from local (hard disk) sources or hyperlinks from outside source. Documentation (bibliography) of source material.

**Manual Coding:** Must have hardcopies of Webpage's source coding, site/page plans, etc., hard copies (printouts) of web pages with graphics down through three levels of sublinks, whether these links are from local (hard disk) sources or hyperlinks from outside source. A description of theme of the website (I.e. What is the website used for?). Documentation (bibliography) of source material.

# Project Notebook Title Page

## Student(s) Name(s)

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Last

First

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Last

First

**Current Grade and Level of Presentation** \_\_\_\_\_

## School

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Name - **NO** initials

(County) **NO** initials

Full

## Project Category (check one)

- Animation
- Audio
- Computer Project Programming
- Digital Art
- Digital Game
- Graphic Design
- Hardware Modification
- Mobile Apps
- Multimedia
- Multi-Dimensional Design/3D Modeling
- Productivity Design
- Robotics
- Video Production
- Website Design-
  - Drag and Drop
  - Manual Coding

## Project Title:

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## List of Hardware Used:

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## List of Software Used:

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