

# Gallaudet University Academic Bowl

## Power Point Operator's Duties

2005

1. Wear solid, contrasting colors. Dress professionally.
2. Before the match begins, open both match questions and your room's backup questions. The room coordinator will tell you which set of backup questions to use and which match to open. Go to Window on menu bar if you need to use a backup question at the end of the round.
3. On the menu bar, go to "Slide Show" and "View Show" to begin the PP questions. If you need to exit that full screen, hit the "escape button.
4. Slides are set up so operator has to use "Enter" key or the right arrow key for toss-up questions. If you need to go back one slide, you can use the left arrow key or the backspace key to go backwards. If a mistake occurs or you need to go back or ahead more than one slide, look at judge's answer sheet and follow slide number for that question.
5. On toss-up questions (except math): when Team A buzzes in, the question will must disappear. Press "Enter" or right arrow to show the generic academic bowl slide. For the benefit of the audience, press "Enter" or right arrow again as soon as the individual passes his/her answer to the proctor. That allows the audience and the other team to read the question again (or finish reading it if one person buzzed in quickly).
6. Because of the 30-second time limit, math toss-up questions do not disappear after buzzing in. Leave the question up for the entire 30 seconds. When the answer is ready to be shown, just hit "enter" or right arrow to go through the "black-out" slide and the math question slide again.
7. Bonus Questions-use "ALT" "H" or "H" on the toss-up answer slide to retrieve the bonus question. Using "ALT" "H" or "H" on the toss up question itself, will not display the bonus question.
8. If a backup question is needed, ask the moderator to cover the video projector, hit the escape button, and go to the window menu bar and open the backup questions for your room. The judge or room coordinator will show you the slide number for the category of the question that was previously thrown out. Type in the slide number and press "Enter" to display the backup question category. Then use "Slide Show" to get the question back on the full screen.
9. If a toss-up question was mistakenly shown and a new question is needed, go to the backup question file and wait for the room coordinator or judge to identify the category that the toss-up question came from and to select another question from the backup list. They will tell you the number of the slide to type to retrieve the toss up question. If the new question from the backup question file is answered correctly by one of the teams, you need to go back to the original match, Round One question file and use the bonus question that was associated with the original toss up question. The room coordinator or judge will help you find the slide again.
10. If a bonus question needs to be thrown out, go to the backup question file and wait for the room coordinator or judge to identify the category that the bonus question came from and select another question from the backup list. They will tell you the number of the slide to type to retrieve the bonus question.
11. During Round Two, a player on each team will respond to a question. Leave the question up for the entire 20 seconds. After the judge shows the "yes" "no" cards for each team, you can show the correct answer to that question. Do each of the questions in Round Two in the same manner.
12. During the final round while students are working on the ten questions (fifteen in the Championship Match) you should show the questions slowly allowing enough time for the audience to read and contemplate each item. If there is time, cycle through the questions again. There is an "academic bowl" slide between the questions and the answers. When time has expired, keep the "Academic Bowl" slide on the screen. When the moderator asks the proctors to show the answers to question one, the judge will respond with "Yes" "NO" to each question. Once the judge has responded to the teams' answers to question number one, show the answer to question number one. Leave that answer up while the judge responds to question number two. Once the judge responds, show the answer to questions number two, etc.