

Q. How will a Zoom Battle work?

- A. You and the members of your team will be emailed a link to your Battle Event an hour before the start time. You and your team will be in a larger Zoom meeting with approximately 5 to 7 other teams. At the start of the Battle Event, an announcer will review the rules, give students and coaches an opportunity to update their names to the correct format: *Team name - Student name*. You and your team will be assigned a virtual room unique to your team. Once the announcer has finished opening remarks, teams will automatically be moved to a breakout room. Each breakout room will contain a Question Reader, which will be a library staff person, coaches, and team members. Teams will remain in their breakout room for the rest of the Battle Event.**

Q. What will happen in the Zoom breakout room?

- A. A Zoom breakout room will allow teams to work together in their groups privately. The breakout room will consist of a library staff person (the person who will read the Battle questions), the team members, and the coaches. Once in the breakout room, the Question Reader will confirm with the coach that they have the Google Form ready, and confirm the team is ready to go. The Question Reader will screen share the Battle questions and read them out loud twice. The team will have 60 seconds to discuss, decide, and answer the question. Once the coach has typed the answer, the Question Reader will move on to the next question.**

Q. Will my team be able to use the chat feature in the breakout rooms?

- A. Yes. This feature can be helpful to use.**

Q. Doesn't Zoom make it easy for students to cheat?

- A. We will not be able to monitor student activities during Battle of the Books. We hope this will be a great opportunity to talk to the students about, honesty, and integrity.**

Q. What happens if someone has technical difficulties?

- A. Teams and coaches will be in a Zoom breakout room with a Question Reader. If someone is having the technical difficulties, your question reader can pause the Battle to give students time to get their technology working or help troubleshoot. We also understand that parents may be sitting with their students and can offer tech support. With some Zoom issues, we have found that simply logging out and coming back in can help. There will be a Zoom monitor that will let students back into the Zoom and place them back into their breakout rooms. We realize that this is all new, so we want to be as considerate as possible of the possible technology issues during the Battle.**

Q. What about participants who don't have computer or internet access?

- A. If you do not have internet access, Zoom has a call-in feature. While the students may not be able to see the questions, they will be able to hear the questions and participate in the team discussion. Calling in can be a great alternative if computer audio isn't working. Students can use the computer to see questions and call in to hear. Questions are read twice.**

Q. What if my team has more than one coach?

- A. All coaches who are listed on the Battle registration will be permitted in the Zoom room but please choose one coach to record the team answers. Parents of team members should not log in separately from their students. We understand if a parent may want or need to sit near their child during the Battle, but we want to avoid having large breakout rooms with additional people that may be confusing for the Question Reader, coaches, and team members.**

Q. Can students on teams sit together?

- A. That is a decision that can be made between parents and coaches. The Battle of the Books has been designed in a way that the entire event can be done virtually and at individual homes.**

Q. Who will be the recorder for the Google Forms?

A. The recorder will be the coach. Coaches will not be switching teams this year. Since we are using Google Forms which requires us to email the form out, we feel it is easiest to have the team's coaches serve as the recorder this year and type the students' answers into the Google Form. After the question is read twice, a 60 second timer will appear on the screen. Your team will have 60 seconds to discuss, decide on an answer, and type the answer in. Once the timer is up, we will confirm with you that you are finished. There will be some flexibility to ensure that the coach has time to enter the team's response.

Q. Will I need a back-up answer sheet?

A. Yes, we suggest assigning someone to handwrite answers on the Virtual Battle of the Books answer sheet. This could be another Coach or a student. These answers will serve as a backup. Please save your back up answer sheet. If the Google Form is accidentally closed before the answers are submitted, which occurs after the last question is read, answers have not been saved. For this reason, we are asking that teams keep a written record. A Battle Facilitator will email the coach if the backup answer sheet is needed. This answersheet can be found on the Battle of the Books site.

Q. When will the coach get the Google Form?

- A. Coaches will receive a link to the Google Form on the day of their Battle Event from a librarian at the Carroll County Public library. The link will be sent to the email address you used when your team was registered. Please be sure you can open the Google Form before the battle.**

Q. What if there is a problem with my Google Form?

- A. We can make accommodations for recording answers if needed.**

Q. Will we hear the answer to the question after the team's answer has been recorded, as in years past?

- A. Not immediately. We will send you a copy of the questions and answers after your Battle and after answers have been scored for all teams.

Q. When will we get our final score?

- A. There will be a Zoom awards ceremony to acknowledge teams and give awards. We will email the team scores after the awards ceremony. The awards ceremony date TBD.

Q. How will we award prizes?

- A. We will have a Zoom ceremony and teams will be able to pick up their awards at their local library after the ceremony. Participation prizes will be available for pick up after the ceremony at your local library branch

Q. Can teams have spirit wear?

- A. Yes, we encourage spirit wear, but this is not a requirement. Spirit wear is always a great way to unify a team and boost morale.

Q. Will we be able to get a copy of our responses?

- A. After your Battle and after answers have been scored.

Q. Will there be a half-time break?

- A. Yes, there will be a ten-minute break between two rounds of 20 questions.

Q. How much help can a coach give a team during the battle?

- A. The coach's role is to record the final answer that their team gives to them and encourage their team. A coach can ask, "is that your final answer?" after the team relays their answer but cannot prompt their team to give a certain answer, indicate answer is wrong, or change answers. A coach can help students troubleshoot their technology.

Q. When will I know the date of my Battle?

- A. Battle dates will be assigned in February.