

How to Judge FBLA Competitive Events in Blue Panda

1. Make sure you have received two emails from **Blue Panda**:
 - The first email with the subject **Welcome to Blue Panda** contains your username and password.
 - The second email with the subject **Assigned to Judge Slot** contains your judging assignments.
2. Go to <https://app.gobluepanda.com/>. Enter your provided username and password, and then click **Login**.



Welcome!

BLUE
panda

Username:

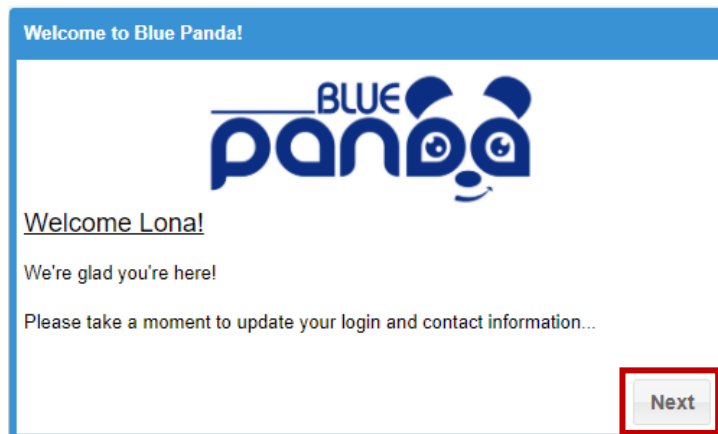
Password:

Remember Me Stay Logged In

[Forgot Password/Username?](#)

1.5.25.0

3. Click **Next**.



Welcome to Blue Panda!

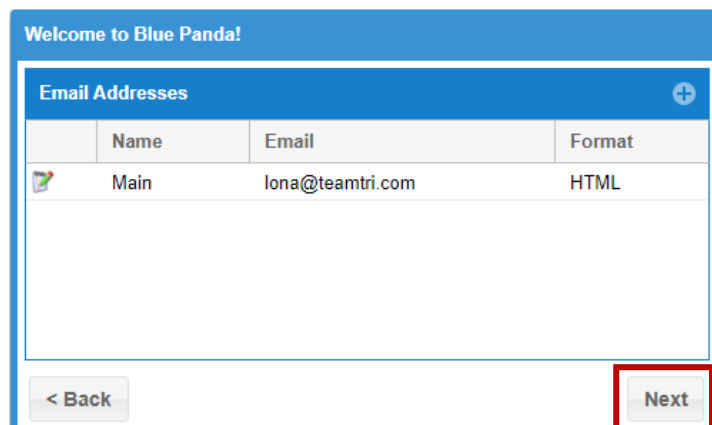
BLUE
panda

Welcome Lona!

We're glad you're here!


Please take a moment to update your login and contact information...

4. Click **Next**.

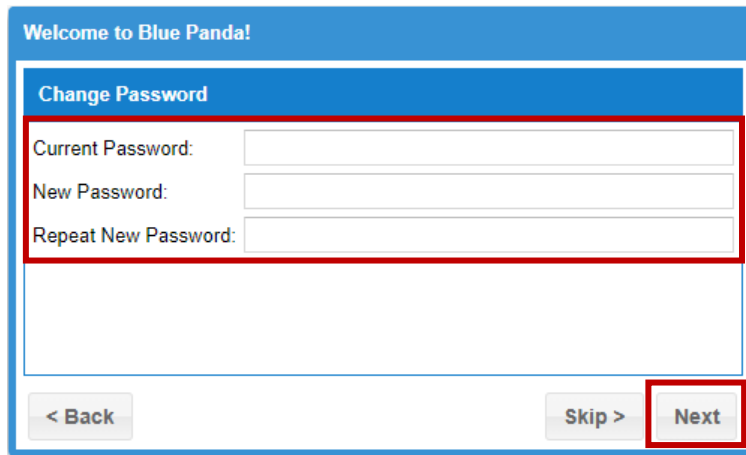


Welcome to Blue Panda!

Email Addresses

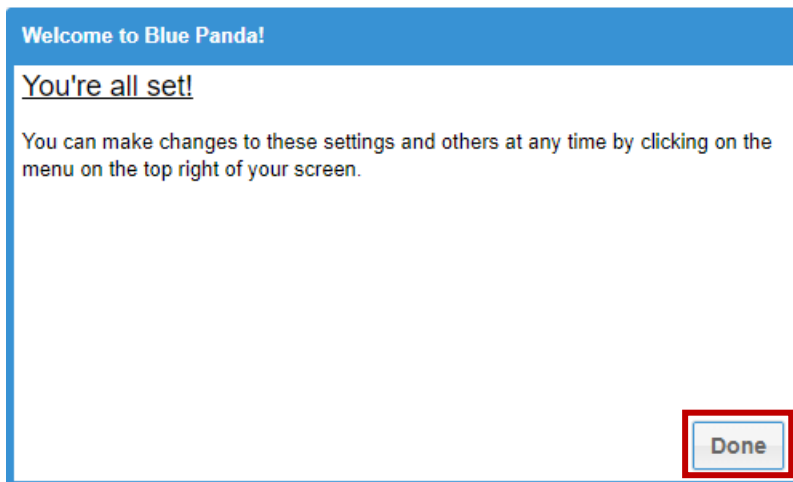
	Name	Email	Format
	Main	lona@teamtri.com	HTML

5. Change your password by entering your provided password, followed by a new password of your choosing. Make sure you remember your new password—you will use it again when judging. Click **Next**.



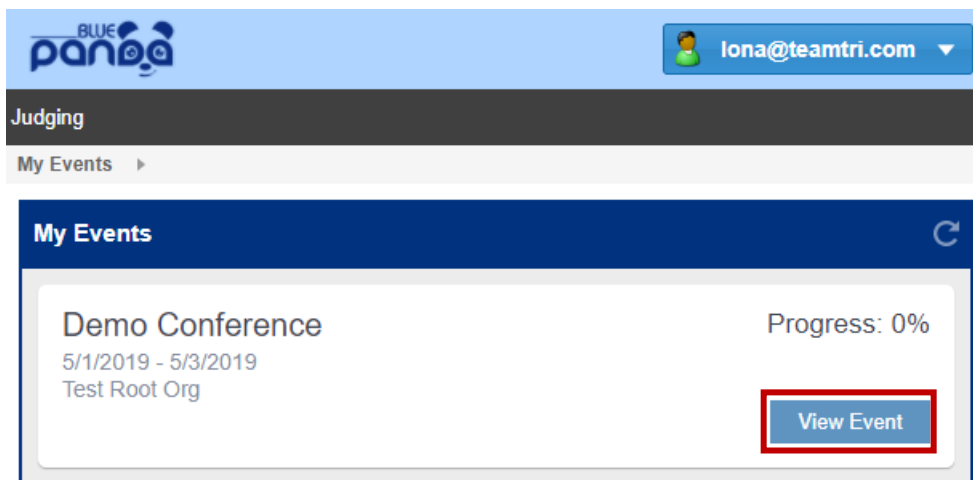
The screenshot shows a 'Welcome to Blue Panda!' header. Below it is a 'Change Password' section with three input fields: 'Current Password:', 'New Password:', and 'Repeat New Password:'. A red box highlights these three fields. At the bottom of the form, there are three buttons: '< Back', 'Skip >', and 'Next'. The 'Next' button is highlighted with a red box.

6. Click **Done**.



The screenshot shows a 'Welcome to Blue Panda!' header. Below it is a 'You're all set!' message. The text reads: 'You can make changes to these settings and others at any time by clicking on the menu on the top right of your screen.' At the bottom right of the screen, there is a 'Done' button highlighted with a red box.

7. After logging into Blue Panda, you will be taken to your dashboard. Here, you will see your assigned events (conferences). Some judges may be assigned to multiple conferences. Click **View Event**:



The screenshot shows the Blue Panda dashboard. At the top left is the 'BLUE panda' logo. At the top right is a user profile for 'lona@teamtri.com'. Below the header is a 'Judging' section with a 'My Events' link. The main content area is titled 'My Events' and shows a single event: 'Demo Conference' with dates '5/1/2019 - 5/3/2019' and 'Test Root Org'. The progress is '0%'. A 'View Event' button is highlighted with a red box.

8. Here, you will see your assigned sections (competitions). Some judges may be assigned to multiple competitions. Click **View Section**.

The screenshot shows the Blue Panda Judging interface. At the top, the logo and user information 'lona@teamtri.com' are visible. The main navigation bar includes 'Judging' and 'My Events > Demo Conference'. The event details section shows 'Demo Conference (Test Root Org)' with dates '5/1/2019 - 5/3/2019' and an 'Events' button. Below this, the 'Sections' section lists 'Client Service - Final (Performance)' with a deadline of '1/29/2021 3:00:00 PM (PST -0800)' and a progress of '0%'. A 'View Section' button is highlighted with a red box.

9. Here, you will see all entries for the selected competition by student and school. Click **View Entry**.

The screenshot shows the Blue Panda Judging interface for the 'Client Service - Final (Performance)' section. The navigation bar includes 'Judging' and 'My Events > Demo Conference > Client Service - Final (Performance)'. The section details show 'Client Service - Final (Performance)' with instructions: 'Some instructions go here for how best to support Client Service...'. Below this, the 'Entries' section lists two entries: 'Jessica Baker, Sherry Brown' from 'Test High School' and 'Billy Burt, Maggie Smith' from 'Test School 2 High School'. Both entries are marked as 'Not Started'. The 'View Entry' button for the first entry is highlighted with a red box.

10. Here, you will see the details for your selected entry. To open the rating sheet and begin judging this entry, click **Start Scoring**.

The screenshot shows the Blue Panda Judging interface. At the top, there is a header with the Blue Panda logo and a user profile for 'lona@teamtri.com'. Below the header, a breadcrumb trail reads: 'My Events > Demo Conference > Client Service - Final (Performance) > Test High School (Bak)'. The main content area has a blue header for 'Jessica Baker, Sherry Brown - Test High School'. Below this, the 'Section' is 'Client Service - Final (Performance)' and the 'Status' is 'Not Started'. There are two buttons: 'Entries' and 'Start Scoring'. The 'Start Scoring' button is highlighted with a red rectangular box. Below this is a 'Revisions' section with a refresh icon and a message: 'Click 'Start Scoring' to get started.'

11. Here, you will see the submission and rating sheet for that entry. Click the link(s) in the **Assets/Materials** section to open and review the student's submission.

The screenshot shows the Blue Panda Judging interface for the same entry. The header and breadcrumb trail are identical. The 'Assets/Materials (1)' section contains a single item: a PDF file named 'clientservicematerials.pdf' with the subtitle 'Submission'. This item is highlighted with a red rectangular box. Below this is the 'Expectation Item' section, which contains a table with one row. The table has two columns: the first column contains the text 'Demonstrates understanding of the case study and defines problem(s) to be solved' and the second column contains a rating box. Below the table, there is a radio button and the text 'No description or case study synopsis provided no problems defined (0 pts)'.

12. To judge the submission, select a rating for each expectation item. This will automatically input the point value for the item based on your selection.

Expectation Item

Demonstrates understanding of the case study and defines problem(s) to be solved

No description or case study synopsis provided no problems defined (0 pts)

Describes and provides case study synopsis OR defines the problem(s) (3 pts)

Describes and provides case study synopsis AND defines the problem(s) (7 pts)

Demonstrates expertise of case study synopsis AND definition of the problem(s) (10 pts)


Demonstrates understanding of the case study and defines problem(s) to be solved - Tie Breaker

Communicates position on problem of case study

No position communicated (0 pts)

Note: Each expectation item has a tie breaker field. Leave these spaces blank. You will use them only if you need to break a tie.

Demonstrates understanding of the case study and defines problem(s) to be solved - Tie Breaker

Note: If you need to save your progress and come back to judging later, click . To resume judging, navigate back to the same screen.

13. After rating each expectation item, deduct any penalty points, if needed.

Penalty Points

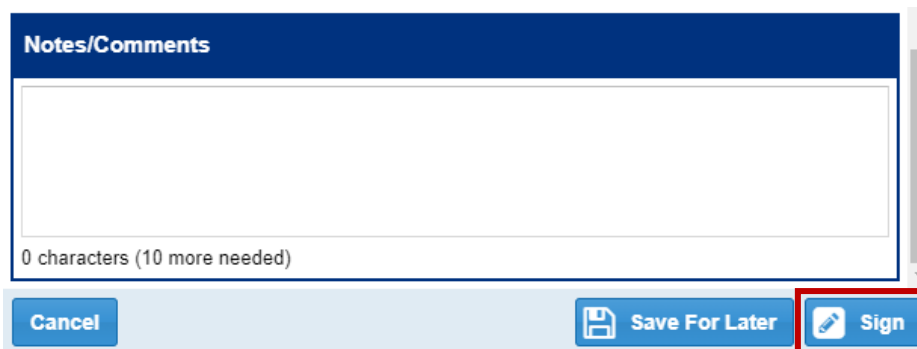
Dress Code not followed

YES (-5 pts)

NO (0 pts)

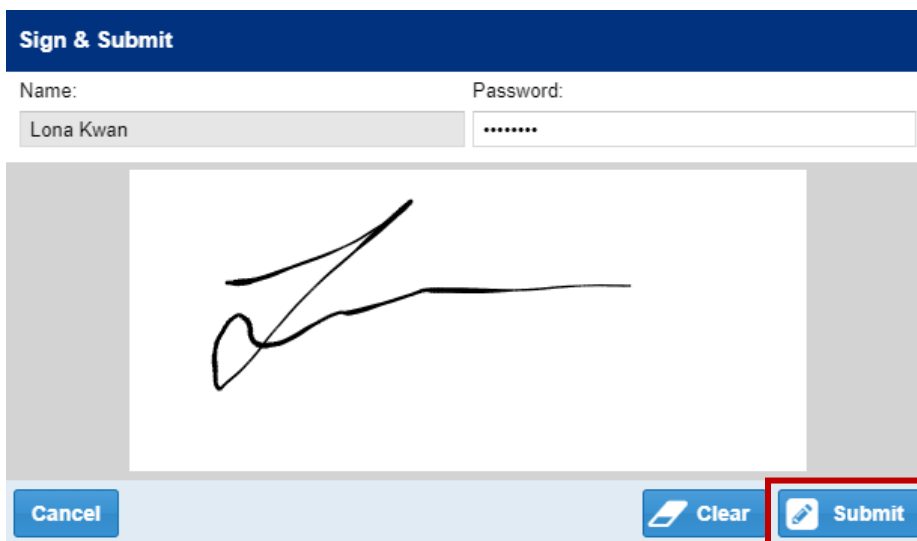
Deduct 5 points for each instance of guidelines not being followed (0 max)

14. Enter your feedback for the student(s). Your comments will help them improve when they compete again in the future. When you are finished, click **Sign**.



The image shows a 'Notes/Comments' form with a large text input area. Below the input area, it says '0 characters (10 more needed)'. At the bottom of the form, there are three buttons: 'Cancel', 'Save For Later', and 'Sign'. The 'Sign' button is highlighted with a red box.

15. Enter your password and sign the rating sheet with your mouse or finger. Click **Submit**.



The image shows a 'Sign & Submit' form. It has two input fields: 'Name:' with the text 'Lona Kwan' and 'Password:' with a masked password '*****'. Below these fields is a large white area for signing, which contains a handwritten signature. At the bottom of the form, there are three buttons: 'Cancel', 'Clear', and 'Submit'. The 'Submit' button is highlighted with a red box.

16. You will be taken back to the entry details page. You can come back to this screen to see the score and details of this entry anytime. To go back to the list of all entries, click **Entries**.

The screenshot shows the Blue Panda Judging interface. At the top left is the Blue Panda logo. At the top right is a user profile for 'lona@teamtri.com'. Below the header is a breadcrumb trail: 'My Events > Demo Conference > Client Service - Final (Performance) > Test High School (Bak)'. The main content area is titled 'Jessica Baker, Sherry Brown - Test High School'. It displays 'Section: Client Service - Final (Performance)' and 'Status: Signed'. There are two buttons: 'Entries' (highlighted with a red box) and 'Open Score Sheet'. Below this is a 'Revisions' section with a refresh icon. It shows a single revision with the number '1', a status of 'Signed', and a 'Score: 79'. There are two buttons for this revision: 'View Revision' and 'Print PDF'.


17. To judge the next entry, click **View Entry**. Repeat the judging process for all entries for the event.


The screenshot shows the Blue Panda Judging interface. At the top, there is a header with the Blue Panda logo and a user profile for 'Iona@teamtri.com'. Below the header, the page is titled 'Judging' and shows a breadcrumb trail: 'My Events > Demo Conference > Client Service - Final (Performance) >'. The main content area is titled 'Client Service - Final (Performance)' and contains instructions: 'Instructions: Some instructions go here for how best to support Client Service...'. There are two buttons: 'Sections' (with a left arrow) and 'Sort (Name)' (with a dropdown arrow). Below this is an 'Entries' section with a refresh icon. It lists two entries:

Entry Name	Score	Buttons
Jessica Baker, Sherry Brown Test High School	Signed Score: 79	View Entry Print PDF
Billy Burt, Maggie Smith Test School 2 High School	Not Started	View Entry

18. When you are finished with scoring all entries for an event, check to make sure there are no ties (no entries with the same score):

- If you have any duplicate scores, go to the next page for instructions on how to break the tie.
- If there are no ties (every entry has a different score), you are done with judging this event.

19. If you are assigned to judge more than one competition, click  to go back to the list and select a new competition to judge.

20. If you are assigned to judge competitions for more than one conference, click  or **My Events** to go back to the dashboard and select a new conference.

Breaking a Tie

1. For the entry you want to edit, click **View Entry**.

The screenshot shows the Blue Panda Judging interface. At the top, there is a header with the Blue Panda logo and a user profile for 'lona@teamtri.com'. Below the header, a breadcrumb trail reads 'My Events > Demo Conference > Client Service - Final (Performance) >'. The main content area is titled 'Client Service - Final (Performance)' and contains instructions: 'Instructions: Some instructions go here for how best to support Client Service...'. To the right of the instructions are two buttons: 'Sections' and 'Sort (Name)'. Below this is an 'Entries' section with a refresh icon. It lists two entries, each with a 'View Entry' button. The 'View Entry' button for the second entry, 'Billy Burt, Maggie Smith', is highlighted with a red rectangle.

Entry Name	Signed Score	Action
Jessica Baker, Sherry Brown Test High School	40	View Entry Print PDF
Billy Burt, Maggie Smith Test School 2 High School	40	View Entry Print PDF

2. Click **Open Score Sheet**.

The screenshot shows the Blue Panda Judging interface. At the top, the user is logged in as 'lona@teamtri.com'. The breadcrumb trail is: My Events > Demo Conference > Client Service - Final (Performance) > Test School 2 High School. The main header is 'Billy Burt, Maggie Smith - Test School 2 High School'. Below this, the section is 'Client Service - Final (Performance)' and the status is 'Signed'. There are two buttons: 'Entries' and 'Open Score Sheet', with the latter highlighted by a red box. Below this is a 'Revisions' section with a refresh icon. It shows a single revision with the number '1', a 'Signed' status, and a 'Score: 40'. There are 'View Revision' and 'Print PDF' buttons for this revision.

3. Click **Make Changes**.

The screenshot shows the Blue Panda Judging interface. The main header is 'Billy Burt, Maggie Smith - Test School 2 High School'. Below this, the section is 'Client Service - Final (Performance)' and the status is 'Signed'. There are 'Print' and 'Actions' buttons. Below this is an 'Expectation Item' section with a refresh icon. It shows the text 'Demonstrates understanding of the case study and defines problem(s) to be solved' and a score of '3'. There are 'Close' and 'Make Changes' buttons, with the latter highlighted by a red box.

4. Click **YES – Void/Edit Sheet**.

The screenshot shows a 'Confirm Make Changes' dialog box. It contains a warning icon and the text: 'Are you sure you want to edit this signed score sheet? This will create a new copy with the previous report in a Voided state.' There are two buttons: 'YES - Void/Edit Sheet' and 'NO - I do NOT want to make any changes', with the former highlighted by a red box.

- In the tie breaker fields, add or subtract any number of points. This will not change your original ratings. You do not need to enter a value for every tie breaker field. When you are finished click **Sign**, and then sign the rating sheet.

Billy Burt, Maggie Smith - Test School 2 High School

Section: Client Service - Final (Performance) Actions ▾

Status: In Progress

Expectation Item

<u>Demonstrates understanding of the case study and defines problem(s) to be solved</u>	3
<input type="radio"/> No description or case study synopsis provided no problems defined (0 pts) <input checked="" type="radio"/> Describes and provides case study synopsis OR defines the problem(s) (3 pts) <input type="radio"/> Describes and provides case study synopsis AND defines the problem(s) (7 pts) <input type="radio"/> Demonstrates expertise of case study synopsis AND definition of the problem(s) (10 pts)	
<u>Demonstrates understanding of the case study and defines problem(s) to be solved - Tie Breaker</u>	1
<u>Communicates position on problem of case study</u>	7
<input type="radio"/> No position communicated (0 pts)	

Cancel
Save For Later
Sign

- The event details page is updated with your new score. The previous rating sheet is still viewable, but the score is voided.

BLUE panda lona@teamtri.com ▾

Judging

My Events > Demo Conference > Client Service - Final (Performance) > Test School 2 High School

Billy Burt, Maggie Smith - Test School 2 High School

Section: Client Service - Final (Performance) ← Entries

Status: Signed 📄 Open Score Sheet

Revisions

2	<div style="border: 2px solid red; padding: 5px;">Signed Score: 41</div> View Revision Print PDF
1	Voided Score: 40 View Revision