

Instructions for the Hands On Scoring Program

1. Installation: Copy the UIL_scoring folder to your scoring computer's hard drive. IMPORTANT: you cannot run the scoring program from the CD; it must be installed on the hard drive. Right click on the folder and select Properties. Uncheck the box labeled "Read Only," and then click Apply. Select "Apply to folder, subfolders and files."
2. To begin using the program, open the folder and double-click the file called CS_handson.exe. You do not need a password, so just click OK when the password dialog appears. Be sure not to move or rename any of the files in the folder -- you'll probably want to make a shortcut for CS_handson.exe on your desktop.
3. The program contains scorecards for up to 10 teams that you can navigate using a tabbed interface. Just click on the tab at the top of the scorecard for the team you need. There is a space on each scorecard to enter the team's school. There is also a box under each problem number that you can use to enter the name of the problem. (You need to enter problem names on only one scorecard, and it will appear on all of them).
4. As solutions come in, click the tab to go to the appropriate team's scorecard, then click the checkbox for either a Correct or an Incorrect Submission next to the appropriate problem number. You'll notice that incorrect submissions do not change the team's score unless the "Correct" box is checked. There is space for up to 12 incorrect submissions per problem, though it's unlikely any team would have more than three or four.
5. At the right of each scorecard is a button labeled View Team Summary. Clicking this button provides you a printer-friendly summarized list of the hands-on scores for all your teams. You can view and print the summary as often as you like during the contest.