

# ProjectBoard Entry Guide

The Youth Science Canada *ProjectBoard* platform enables students across Canada to develop and share science, technology, engineering and mathematics (STEM) projects with each other and the public. This guide will help you to use the YSC STEM Fair Project Template, which is intended to support the presentation of a completed STEM project. It is not a guide for how to develop a project, though the information may be helpful. The template is divided into nine sections: Summary, Video, Why?, How?, What?, So What?, What's Next?, Thanks, and References. Each section includes instructions and suggestions.

## BEFORE YOU BEGIN...

- Prepare your text and images in advance; check the word count limits
- Ensure titles, axes, labels, etc. on images, graphs and figures are legible on-screen; use larger text and ensure contrast between the text and background
- Prepare images in the following sizes:
  - Summary image: 640x640 px
  - Other section images: 1440x900 px (cropped to 700x690 px in grid view)
- Prepare captions for all figures and images
- Record your 1-minute video

## Create your project

- Log in to your YSC Portal account and then click My ProjectBoard > Start a New Project. If your project already exists, click My ProjectBoard > My ProjectBoard Workspace.
- Alternatively, you can log into your ProjectBoard account and click the Start Project button at the upper right.

## Summary

- Enter your project title (100 characters max.)
- Click the red "UPLOAD" button to add your main project image (640 x 640 px)
- Replace the Description text with your summary (100 words max.)
- Click the red "SAVE" button at the top right
- To delete the project, click the trash can icon to the left of the "SAVE" button

## Add team members

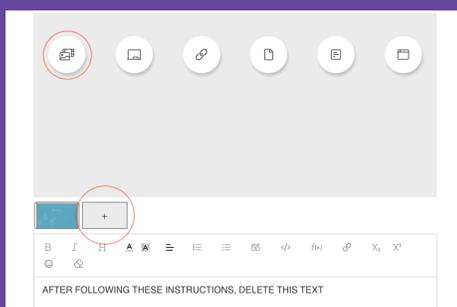
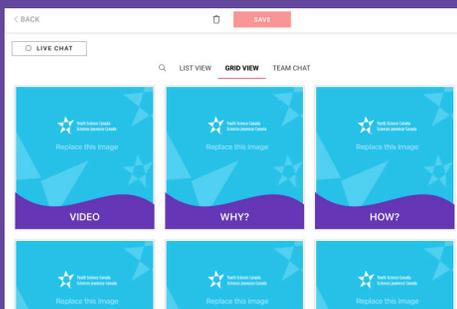
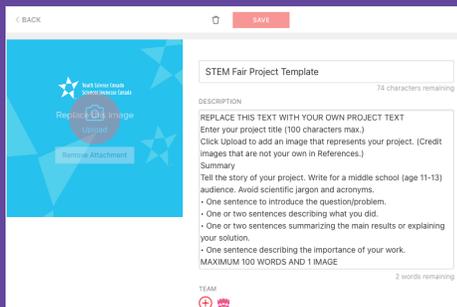
Click the red + below "TEAM" to add members:

- If you have a project partner, click "Add Single" and then add them as a Co-owner
- If you want to add mentors, teachers or parents, we recommend adding them as Viewers

## Public or private?

By default, new projects are set to Public. This allows the YSC Portal to list the project in the ProjectBoard section. Projects must be set to Public for registration in some regional STEM fairs and the Canada-Wide Science Fair. You can use the red toggle at the top to switch your project between public and private mode.

- **Public mode:** Anyone and Viewers can view and comment; Contributors can also add, edit and delete their own content; Owners and Co-owners can add, edit and delete anything, including the project.
- **Private mode:** Viewers can view; Contributors can comment plus add, edit and delete their own content; Owners and Co-owners can add, edit and delete anything, including the project.

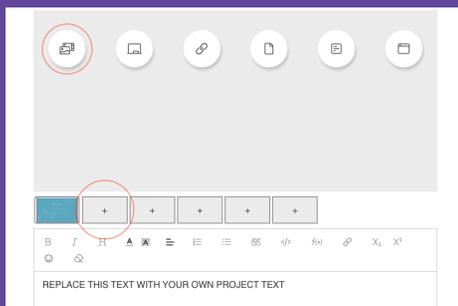


## Grid View

- The grid view displays eight project sections – Video, Why?, How?, What?, So What?, What's Next?, Thanks, and References.
- Replace the light blue placeholder images with images for your project. Note that the section order cannot be changed, new sections cannot be added, and section titles are always displayed in the purple wave at the bottom.
- Each section has a specific word limit (see instructions above the image area).

## Video

- Click the Video panel in the template.
- Click the "Edit Section" (pencil) button at the top right of the popup window.
- Click the + to the right of the title slide thumbnail to go to the video slide.
- Click the "Photo or Video" button (furthest left) in the image area.
- Check "Allow Download" to allow viewers to download your video.
- Choose your video file, or enter the URL, and then click the red "ATTACH" button.
- Click the "SAVE" button.
- Click the X at the top right to return to the template.



## All other sections

- Click the section panel in the template.
- Add your project text in the text area below the image.
- Add up to 5 images by clicking the + buttons to the right of the title slide and then clicking the “Photo or Video” button (furthest left) in the image area.
- Choose your image and then click the “ATTACH” button.
- Add captions to figures and images in the text area below the image.
- Click the “SAVE” button.
- Click the X at the top right to return to the template.

## Template instructions

Each section includes its own instructions to help you prepare the content.

### SUMMARY **Communicate**

This is the first text people will read, but it should be written last. Tell the story of your project to encourage people to read more. The summary should be written for a middle school (age 11-13) audience – avoid scientific jargon and acronyms. Keep it brief.

Ask a family member or friend to read it:

- Does it interest them?
- Do they understand what you did and why?

A recommended format would be:

- One sentence to introduce the question or problem and spark interest.
- One or two sentences describing what you did.
- One or two sentences summarizing the main results or explaining your solution.
- One sentence describing the importance of your work.

**MAXIMUM 100 WORDS AND 1 IMAGE**

### VIDEO **Communicate**

*Tell us about your project in 1 minute or less!*

- This is your opportunity to talk to your audience – and for them to see you if you choose.
- Introduce yourself and tell us what got you interested in the question or problem. Focus on the main parts of your project – how you did it, what you learned and why it matters.
- Remember, one minute is a very short time! Prepare a simple script and time yourself before recording. Speak clearly and slowly. Show your equipment or prototype or use a model.
- Use the Photo or Video button in the image area to add your video.

**MAXIMUM 1 MINUTE**

### WHY? **Initiate and Plan**

*Tell us your story!*

You can use sections such as purpose, hypothesis and background information, or a more narrative approach.

Some ideas you could include:

- Why did you do this project?
- What or who inspired you to do this project?
- What question were you trying to answer or what problem were you trying to solve?
- Who could benefit from your project?
- How can it make the world a better place?

**MAXIMUM 250 WORDS AND 5 IMAGES**

### HOW? **Perform and Record**

*How did you perform your experiment or develop your solution?*

Give an overview aimed at a middle school audience. To protect your ideas and work, save the technical details for your project logbook or binder at your project. You can use sections such as materials, methods, procedures, design process and testing procedure, or a more narrative approach. Figures, photos, or prototype sketches can be used to show what you did.

Some ideas you could include:

- How did you do your background research?
- How did you identify relevant and trustworthy sources of information?
- What was your experiment or design process?
- How did you design and test your solution or prototype?
- What materials did you use?
- How did you collect your data?
- How many samples did you test?
- How did you control the variables?

**MAXIMUM 300 WORDS AND 5 IMAGES**

### WHAT? **Analyse and Interpret**

*Tell us your results! What did you find out?*

You can use sections such as results and analysis, or a more narrative approach.

Some ideas you could include:

- What are the main results or findings of your project?
- How does your prototype work?
- Discuss your results.
- If you used statistics, explain why you chose the methods you used.

To protect your ideas and work, do not share your raw data. Show your results in graphical form – only include graphs or figures that summarize your data and support your conclusion. Please, don't include every graph or table!

**MAXIMUM 500 WORDS AND 5 IMAGES**

### SO WHAT? **Analyse and Interpret**

*Tell us why your results are important and what they mean.*

You can use sections such as discussion and conclusion, or a more narrative approach.

Some ideas you could include:

- What are the conclusions you can draw from your results?
- What did you learn from your results?

**MAXIMUM 250 WORDS AND 5 IMAGES**

### WHAT'S NEXT? **Analyse and Interpret**

*Tell us how you could extend your project.*

You can use sections such as further research and future improvements, or a more narrative approach.

Some ideas you could include:

- What could you have done differently?
- How could you improve your project?
- What are the next steps?

**MAXIMUM 100 WORDS AND 5 IMAGES**

### THANKS

*Tell us about the great people who helped with specific parts of your project!*

Did someone help you refine your question or problem? Provide materials or equipment? Assist with experiments or design/testing? Help you analyse or present the results? Thank them and say how their help made your project better. Keep it brief.

**MAXIMUM 150 WORDS AND 1 IMAGE**

### REFERENCES

*Tell us where you got your information, ideas and images!*

All ideas, thoughts, data, statements or images that are not uniquely your own should be referenced. Your own content from a previous project should also be referenced. We encourage the use of APA formatting for all your references. Here are two examples:

#### **Journal articles:**

Denisov, I. G., & Sligar, S. G. (2017). Nanodiscs in membrane biochemistry and biophysics. *Chemical Reviews*, 117(6), 4669-4713.

#### **Books:**

Eby, G. N. (2016). *Principles of environmental geochemistry*. Waveland Press.



Youth Science Canada  
Sciences jeunesse Canada

PO Box 297, Pickering ON L1V 2R4  
Toll-free: 866-341-0040  
info@youthscience.ca  
youthscience.ca