AI Tennessee Challenge

Project Submission Guide for Adult Sponsors

Gather every file before you open the submission form. The form can't be saved partway.

Key Dates

November 16	Submission form opens
November 24	Submissions due, 11:59 PM ET
November 25 – December 7	Judging
December 11	Winners announced at our virtual celebration

Questions? aitnchallenge@utk.edu

This event was co-organized by AI Tennessee and the ADEPT Center at the University of Tennessee, Knoxville.

AI TENNESSEE

THE UNIVERSITY OF TENNESSEE KNOXVILLE ADEPT CENTER

Thank You to Our Collaborating Organizations

EAST TENNESSEE STATE UNIVERSITY

FISK UNIVERSITY ESTABLISHED 1866

MIDDLE TENNESSEE STATE UNIVERSITY

SCORE

TN Department of Education

Tennessee STEM Innovation Network

Tennessee TECH

THE UNIVERSITY OF MEMPHIS

VANDERBILT UNIVERSITY

Start Here: Get Ready to Submit

Use this guide to gather everything your team needs **before** you open the submission form. Each team submits once, and the adult sponsor completes the form. *The form can't be saved partway, so please have every file ready before you start.*

Deadline: Tuesday, November 24, 2026, 11:59 PM ET

Who submits: The team's adult sponsor, who must be 21+ (one submission per team)

Time needed: About 15 minutes

Before You Start: Checklist

☐ Your contact information: name, email, phone, and role

☐ Your school and district name, or a homeschool verification document

☐ Team details: region, grade band, team name, and student names

☐ Media Consent Forms:

- A signed **Media Consent Form for Adult Sponsors** (required to participate)
- A signed **Media Consent Form and Release for Minor Children** (one per student on the team)

☐ Artifact 1: Project Narrative (PDF)

☐ Artifact 2: Project Visual, 5-8 slides (PDF)

☐ Artifact 3: A link to your project video in Google Drive, OneDrive, or Dropbox

☐ Responses about how your team used AI tools (if applicable)

Tip: Name every file with your team name, for example *GreenTeam_Narrative.pdf*, *GreenTeam_Visual.pdf*, and *GreenTeam_Video.mp4*.

Ready to submit?

Open the Project Submission Form

Section 1: Adult Sponsor Information

You'll enter your **full name, email address, and phone number**, and choose your **role**: Teacher, Librarian, Instructional Coach, Community Leader, or Other. Adult sponsors must be 21 or older. Use an email address you check often. Your submission confirmation and all Challenge updates go there.

Section 2: Region & School or Homeschool

First, choose your **Tennessee region** (East, Middle, or West Tennessee) and enter your county, and school name. Then choose whether your team is affiliated with a **school district** or is **homeschooled**.

School teams

Enter the county and school name.

Projects are judged by grade band within each region, so choose the region where your school or homeschool is located.

Homeschool teams

Choose one way to verify homeschool status, then upload the document:

- Letter of intent to homeschool
- Homeschool association membership ID
- Proof of curriculum purchase

The document must be **dated for the current school year**. PDF, JPG, or PNG files are accepted, so a scan or a clear phone photo works.

Section 3: Grade Band & Team Project

Choose your **grade band**, then enter your **project or team name**. In any case, you'll enter the number of students and student names.

Grade band	Team options
Elementary (K-5)	Individual or team of up to 5
Middle School (6-8)	Individual or team of up to 4
High School (9-12)	Individual or team of up to 4

Section 4: Media Consent Forms

The adult sponsor must submit a signed **Media Release Form for Adult Sponsors**. Each student team member needs a signed **Media Consent Form and Release for Minor Children**. The forms cover sharing your students' project with judges and, if your team is invited, our virtual celebration.

1. Upload the Media Release Form for Adult Sponsors; make sure the sponsor's full name and signature is readable.

2. The number of students you enter in Section 3 controls how many media release uploads for students appear. Elementary teams can list up to 5 students; Middle and High School teams can list up to 4.
3. An upload field appears for each student you listed. Upload **one signed form per student**.
4. PDF and JPEG files are both accepted. Make sure the parent/guardian signature and the full student's name are readable.

Section 5: Submission Materials

Artifact 1: Project Narrative

- Upload as a **PDF**.
- Recommended length: 2 pages (12-point font)

Your narrative should address these 7 areas:

Area	Questions to answer
The Problem	What problem or opportunity did you identify? Why does it matter?
The People & Context	Who is affected by the problem? What did you learn about their experiences, needs, or perspectives?
The AI Solution	What are you proposing or creating? How does AI contribute to the solution? Why is AI appropriate for this problem?
Research & Evidence	What did you learn through research, data, interviews, observations, or other sources that informed your solution?
Development & Testing	What did you create, prototype, investigate, or test? What feedback did you receive? How did your thinking or solution change?
Responsible AI	What issues related to accuracy, bias, privacy, safety, accessibility, ethics, or limitations did you consider? How did you address them?
Learning & Next Steps	What did you learn? What would you change, investigate, test, or build next?

Students should also identify the AI tools or technologies used during the project, including tools used to help develop the submission itself. You will describe these in the "Use of AI in Your Project" questions later in the submission form.

Artifact 2: Project Visual

- **5-8 slides**, saved as a **PDF**.
- PowerPoint files and Google or SharePoint links **won't be accepted**.

How to save your slides as a PDF

- **PowerPoint:** File → Save As (or Export) → choose PDF
- **Google Slides:** File → Download → PDF document
- **Canva:** Share → Download → File type: PDF Standard
- **Keynote:** File → Export To → PDF

Artifact 3: Project Video

- Length: **4 minutes maximum**. **MP4 or MOV is preferred, but other video file types are also accepted**, such as AVI, WMV, or WebM.
- Do not upload the video to YouTube or other public sites. Only the AI Tennessee Challenge team will have access to your video link. We will download a copy into a private, view-only folder, where only our team and the select judges will view it.
- To protect students' privacy, the video should not include students' addresses or other personal information.
- Professional editing or equipment isn't expected or scored. Judges focus on your students' ideas, evidence, and thinking.

How to share your video

1. Upload the video file (MP4 or MOV preferred; other file types are accepted) to your Google Drive, OneDrive, or Dropbox. Name it with your team name, e.g., *GreenTeam_Video.mp4*.
2. Turn on link sharing. Set it so **anyone with the link can view and download** the video.
    - **Google Drive:** Share → General access → Anyone with the link → Viewer. Then click Copy link.
    - **OneDrive:** Share → Anyone with the link → Can view. Make sure **"Block download" is off**. Then click Copy link.
    - **Dropbox:** Share → Create link → set it to Anyone with the link can view. Then click Copy link.
3. Also share the video directly with aitnchallenge@utk.edu as a **Viewer**. This is a backup in case the link doesn't work.
4. Paste the link into the submission form. It must be a link from one of these: Google Drive; OneDrive (school/district or personal); or Dropbox. *YouTube and other links won't be accepted, and the form will show an error.*
5. Check the box confirming your link lets anyone view and download the video.
6. Keep the file and the sharing turned on until at least **December 11**. Do not edit or replace the video after the deadline, and do not post the link publicly. Changing a video after the deadline will lead to disqualification.

School or district account won't let you share with "anyone with the link"?

Share the video directly with aitnchallenge@utk.edu, then email us so we can check access. A free personal Google Drive account also works if you can't use your school or district account.

Use of AI in Your Project

The form first asks: **Did your team use any AI tools or technologies in this project?**

Using generative AI isn't required to take part in the AI Tennessee Challenge. Some of the strongest ideas start on paper, through discussion with peers, or by exploring how AI shows up in everyday life.

If you answer **Yes**, you'll see 3 questions. Talk them over with your students before you submit:

Question	What to include
AI tools used	List the AI tools or systems your team used, for example ChatGPT, Gemini, Copilot, or Canva
How AI was used	Check all that apply: Brainstorming, Image Generation, Research Support, Writing Feedback, Coding Assistance, Other
Verification	How students checked AI outputs for accuracy

If you answer **No**, the questions about AI tools, how AI was used, and verification don't appear. Your responses appear on your project's cover page, so judges see them alongside your narrative, visual, and video.

Section 6: Certification

Before you submit, you'll check a box confirming that:

- The project reflects the students' own thinking and work
- You, as the adult sponsor, played a supporting role and didn't direct the work
- All the information you provided is accurate

After You Submit

- **Confirmation email:** You'll get an email at the address you entered. If it doesn't arrive within an hour, check your spam folder, then contact us.
- **Need to make a change before the deadline?** Please don't submit the form again. Email us with your name, region, county and team name and the change needed, and we'll help. **Changes to any file or form answer must be requested by the deadline. No changes can be made after November 24 at 11:59 PM ET.**

- **Completeness check:** We check every submission before judging. If something is missing or a file won't open, we'll email you to sort it out. A project that stays incomplete can't be judged.
- **Judging:** November 25 – December 7. Judges review your narrative, visual, and video together as one project package, using a single 100-point rubric.
- **Winners:** Announced Friday, December 11, at our virtual celebration during Computer Science Education Week.

Need Help?

Email aitnchallenge@utk.edu.

Thank you for participating!