First-Year Engineering Program:

ADVANCED ENERGY VEHICLE DESIGN PROJECT

AEV Project Portfolio
Team AEV Project Portfolio

The team shall maintain a project portfolio and keep a complete record of the work that the team has done to create the final AEV product. The project portfolio should include all related documentation from the beginning of the semester until the completion of the project.

The team electronic notebook will be created using The Ohio State University’s website called “U.OSU” (u.osu.edu). U.OSU requires the team to have an active U.OSU to create and maintain the website. U.OSU is like WordPress and can be used until graduation or you leave the university. Once you leave the university, the site will remain viewable for three years, after which the site will be automatically archived. You will have the option to have the site exported to WordPress (a free and priceless website to maintain) if you want to have the website accessible after you leave the university.

The project portfolio should be organized such that it is useful to the team but can be understandable to an outsider (like an instructor, Graduate Teaching Associate, Undergraduate Teaching Associate, or a future employer). The project portfolio should include, but is not limited to the following:

- Main Cover Webpage (with creative team name)
- Contact Information of the Team Members (with a picture of the team)
  - Name, Major(s), and Email
- A Navigation Menu
- Up-to-date Design schedule (like a Gantt Chart or a schedule similar to the one in the Technical Communications Guide)
- Sketches, models, and drawings (both hand or CAD)
- Arduino Codes
- Lab Results
  - A paragraph or two describing the basic results and how the lab the helpful in the progression of the AEV project.
- Team Meeting Notes
- References

You are highly encouraged to include additional materials (like photos, videos, etc.) that you think will enhance the portfolio!

**IMPORTANT NOTE**: Do **NOT** upload any graded materials to the project portfolio. This is any document that has a grade on the physical copy. This is because even though this is a public/password protected website, uploading graded (material with a physical grade on them) material to a public website violates FERPA laws and regulations and could be a potential for academic misconduct.
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How to Create a U.OSU website!

Source: http://resourcecenter.odee.osu.edu/uosu

1. First go to u.osu.edu and log in using your Ohio State Buckeye Account information (same as how you would log in to Carmen). This step will activate your account and allow you to be searchable in the database.

2. On the left toolbar under the Dashboard, click on “My Sites.”
3. Click on “Create a New Site” to create the team’s Website

Make sure to fill in this bubble and have the correct password

Fill in the following:

**Site Name:** “**en**gr1182xx**SEMESTER**YEAR**group_” (fill in your group letter in the blank, the section number in replace of the ‘xx’, “spr” or “fall” for SEMESTER and the year. See example if unclear) or if you are in the ENGR 1188 section “**en**gr1188**SEMESTER**YEAR**group_” (This will GREATLY HELP THE GRADERS!!!)

**Site Title:** “ENGR 1182 Semester Year Group _” (again, fill in the respective parts)

**Privacy:** Fill in the bubble “Anyone that visits must first provide this password: ” and have the password (ASK INSTRUCTOR FOR YOUR CLASS’S PASSWORD) (This will allow the website to not be searchable in a Search Engine and anyone with the password can view the content (like a future employer).

**Blog category:** “Class Sites”
### Example:

<table>
<thead>
<tr>
<th>Section</th>
<th>Class No.</th>
<th>Instructor</th>
<th>Day</th>
<th>Time</th>
<th>Room</th>
<th>Day</th>
<th>Time</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>6155</td>
<td>Trott</td>
<td>Mon Wed</td>
<td>8:00 - 8:55</td>
<td>308</td>
<td>Thur</td>
<td>8:00 - 9:20</td>
<td>224</td>
</tr>
<tr>
<td>2</td>
<td>6159</td>
<td>Trott</td>
<td>Mon Wed</td>
<td>10:20 - 11:15</td>
<td>308</td>
<td>Thur</td>
<td>9:35 - 10:55</td>
<td>224</td>
</tr>
<tr>
<td>3</td>
<td>6161</td>
<td>Trott</td>
<td>Mon Wed</td>
<td>11:30 - 12:25</td>
<td>308</td>
<td>Thur</td>
<td>11:10 - 12:30</td>
<td>224</td>
</tr>
<tr>
<td>4</td>
<td>6163</td>
<td>Gilat</td>
<td>Mon Wed</td>
<td>12:40 - 1:35</td>
<td>308</td>
<td>Thur</td>
<td>12:45 - 2:05</td>
<td>224</td>
</tr>
<tr>
<td><strong>5</strong></td>
<td><strong>6165</strong></td>
<td><strong>Schrock</strong></td>
<td>Mon Wed</td>
<td><strong>1:50 - 2:45</strong></td>
<td>308</td>
<td><strong>Tue</strong></td>
<td><strong>2:20 - 3:40</strong></td>
<td>224</td>
</tr>
<tr>
<td>6</td>
<td>6167</td>
<td>Schrock</td>
<td>Mon Wed</td>
<td>3:00 - 3:55</td>
<td>308</td>
<td>Thur</td>
<td>2:20 - 3:40</td>
<td>224</td>
</tr>
<tr>
<td>7</td>
<td>6169</td>
<td>Parris</td>
<td>Mon Wed</td>
<td>4:10 - 5:05</td>
<td>308</td>
<td>Thur</td>
<td>3:55 - 5:15</td>
<td>224</td>
</tr>
<tr>
<td>8</td>
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<td>Stephens</td>
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<td>5:20 - 6:15</td>
<td>208</td>
<td>Thur</td>
<td>5:30 - 6:50</td>
<td>224</td>
</tr>
<tr>
<td>9</td>
<td>6171</td>
<td>Bixler</td>
<td>Tue Thur</td>
<td>8:00 - 8:55</td>
<td>308</td>
<td>Fri</td>
<td>8:00 - 9:20</td>
<td>224</td>
</tr>
</tbody>
</table>

I am in Professor Schrock’s Engineering 1182 Spring semester 2016’s class and was placed at Table J so this is how I would name my website:

The name of my website will be: **engr118205spr2016groupj**

The title of my website will be: **ENGR 1182 Spring 2016 Group J**

Once this is all completed select “Create Site”

4. Once you create the site, go to the Dashboard of your Site by dragging the mouse over “My Sites” (top left corner). Scroll down to your site and click on “Dashboard”.
To Add a user (or the rest of your team so they have access) go to the left toolbar and mouse over users and click on “Add New” and add the rest of your team (as Administrators) by adding their email addresses. You will need to add your teammates and instructional staff to the website as administrators. Your teammates will need access so they can edit the site, and your instructional staff will need access so they can grade your team’s work.

Important Note: to add the other users, they must log in to U.OSU and accept the Terms and Conditions before they can be added.

5. OPTIONAL: To eliminate the comments at the Dashboard and on the toolbar on the click on to “Settings” and click on “Discussion” and uncheck “Allow people to post comments on new articles”.
How to Create Pages for the Project Portfolio
The pages help make everything organized for the users to clearly see the project.

1. To create a page, go to “Pages” on the Dashboard toolbar and click on “add new” (also make sure the webpage that is being edited is shown on the top (under the address bar)).

2. The following window will appear
Here is where the team can insert executive summaries, lab memos, team meeting notes, etc. In the text tab, html coding can be done if someone on the team knows HTML, else the icons above the text box can be used (HTML is not required for this course, everything is provided for the team to be successful. HTML is there for teams who would want to go above and beyond what is required to help them stick out and make their project portfolios better. Again, the grade is NOT based on the team’s knowledge of HTML!).

3. OPTIONAL: If the team wants to have pages (say for team meeting notes), create a page titled “Team Meeting Notes” (or whatever title the team feels should be the parent page should be called) then create another page and on the right side under the “Page Attributes select the “Team Meeting Notes”. This creates a page within a page (Pageception!?).

4. To re-order the pages see below in the FAQ’s
How to Insert Pictures into Pages
Pictures, PDF’s, and Word documents can be used to help illustrate what the team wants to represent visually.

1. On the Edit Page (Dashboard >> Pages >> All Pages), click on “Add Media”

2. Click on the “Upload Media” tab and download the picture, video, PDF, etc. the team wants to insert into the project portfolio. Once downloaded make sure the figure is labeled properly on the right side. Also on the right side toolbar the team can select to have the figure centered. It is also preferred to have the figure be full size (This will help when the user clicks on the image on the website, it will enlarge to its full size).
3. For Excel plots or Word document tables either the team can use Snipping Tool (Microsoft Windows 7 or higher) or copy the Excel Plot and paste into a new Word Document (as Paste Special >> Picture (PNG)) then right click on the figure and click “Save as Picture”.

Note: Figure names in the website will appear below the image so for tables, make sure to add the table’s name above the table (in a word document) and save as a picture so full credit will be given.
Tips on Making a Successful Project Portfolio Website!

The portfolio serves several purposes and therefore has different stakeholders with different needs.

**Stakeholder 1 – Student**
Your portfolio provides an archive of all of your work. Your portfolio also creates transparency for your team in assisting you to complete your task. Therefore, the organization must make sense to your team and contain any relevant information your team may need.

**Stakeholder 2 – Instructional Team**
Your instructional team will be assessing your AEV portfolio (primarily for technical communication skills and evidence of the engineering design process). Format your portfolio in a manner to make evidence of the skills as explicit as possible.

**Stakeholder 3 – Prospective Employers**
We hope your AEV portfolio can be a valuable asset as you apply for internships and full-time employment down the road. Not only will employers interested in the same technical-communication and problem-solving skills as your instructional team, but also a certain level of professionalism. Please try to make an effort to make sure that your written language and any pictures/videos you might represent your team in a professional manner.

Some things you can do:

1. Be sure to have a clear, descriptive, professional title for your page.
2. On main landing pages, do your best to have all the information in plain view without scrolling.
   * Scrolling is acceptable on pages where a list is implicitly implied (e.g. meeting notes, Arduino code, etc...)
3. Menus may be on the top or side for good visibility.
4. If you create pull-down menus, please make sure they are simple rather than compound (i.e. only one pull down, not a double pull down)
5. Please keep your summaries of your investigations brief. You may attach a link to the full document if more information is needed.
6. Pictures and graphs can be helpful visuals.
Example Cover Page:

- Main landing page has pictures to grab viewer attention
- Menu on top is not excessive (i.e. it all fits in one line). Menu is also acceptable on the side.
- Pull-down menu is simple
Example Design Process Page:

- Investigation has descriptive title (not just a number)
- Summary is only a few sentences highlighting what has been done in the past, what has been improved in this investigation and what the next step is.
- There is a link to the full executive summary
*pictures can enhance the page
Example Meeting Note Page:

- Meeting notes follow format from Technical Communications Guide
- Information may exceed viewable page because it is implicit that there is more than one meeting.
Frequently Asked Questions about U.OSU! (Last updated: 08-July-2015)

1. I cannot find a teammate to add them for admin access (so they can upload content).
   Make sure the teammate has logged into u.osu.edu and has accepted the Terms and Conditions. Once this has been done the teammate should be search-able.

2. How do I insert an Excel plot or figure?
   For Excel plots or Word document tables either the team can use Snipping Tool (Microsoft Windows 7 or higher) or copy the Excel Plot and paste into a new Word Document (as Paste Special >> Picture (PNG)) then right click on the figure and click “Save as Picture”.

3. What do I put in the Project Portfolio for the Labs (i.e. Labs 1 – 7, Performance Tests, etc.)?
   For Labs 1 – 7 a one or two paragraphs would be sufficient. Enough information so that the reader could be able understand why the need for the lab and what important information, results, data, etc. the team got from completing the lab. Pictures are highly encouraged (just make sure they are labeled properly and the picture is clear and useful to the reader). Lab 8 is not included in the project portfolio!!

   For Performance Test 1 – 3 labs more is involved so few paragraphs describing the objectives from the labs, the goals, progression of the AEV, and results of the lab.

   The preliminary design report (PDR) and critical design review (CDR) can be copied directly into the website.

4. What is the Project Schedule? Why do I need one?
   See the Technical Communications Guide for an example. Another GREAT resource to use to make the project schedule is Microsoft Project. It is loaded on the ENGR Region 1 Computers (all the computers in Hitchcock 324). The Project Schedule is also known as a ‘Gantt Chart’ and in Microsoft Project, it is located under View > Gantt Chart.
Else a schedule is to help the team stay on task, plan the appropriate time for tasks, and help the instructor see what the team has completed or needs to complete. The two primary methods for displaying the schedule are a task list and a Gantt chart (there are examples provided in the Technical Communications Guide under ‘Sample Schedule’).

5. **Format of Team Meeting Notes**
   See the Technical Communications Guide under ‘Team Meeting Notes’ for what should be provide and examples.

6. **Testing Logs**
   See the Technical Communications Guide under ‘Arduino Code Example’ for what should be provide and examples.

7. **How do I re-order my pages?**
   A. First go to the “Pages” tab and go to “All Pages”
B. Quickest way would be then click on “Quick Edit” ... so for example I hovered over “– Red Delicious” because I am going to reorder my 9 different apples types

C. And I am going to click on “Quick Edit”
D. Now on the right under the *Parent Apple* we see "*Order*" and I have it set at “1” (yours will be set at “0”). I want the order to be say 4 (after Fuji) … so I have to renumber “Red Delicious, Golden Delicious, Gala, and Fuji” appropriately.

E. **NOTE**: for this to work you must have all Order numbers under the *Parent* page NOT to be 0 (if it is under the main page … again the *Parent* page will be ‘Main Page (no parent) and EVERYTHING under that *Parent* page must have a number NOT be 0).

8. I keep getting an error stating “the file is too large.”

   u.osu.edu has a size limit of an attachment to be 10.0 MB and you can upload no more than 5 attachments at a time. There are ways to reduce the size by following the steps in the provided link: [http://resourcecenter.odee.osu.edu/carmen/file-optimization-accessibility](http://resourcecenter.odee.osu.edu/carmen/file-optimization-accessibility)

9. **Additional Help?**

   There are two helpful websites in creating u.osu.edu: