First-Year Engineering Program:

ADVANCED ENERGY VEHICLE DESIGN PROJECT

AEV Electronic Notebook
Team Electronic Notebook

The team shall maintain a project notebook and keep a complete record of the work that the team has done to create the final AEV product. The project notebook 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 Electronic Notebook 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 notebook should include, but is not limited to the following:

- Main Cover Webpage
- Contact Information of the Team Members
- 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 Executive Summaries, Memos, or Experimental Results
- Team Meeting Notes
- References

**IMPORTANT NOTE**: Do **NOT** upload any graded materials to the project notebook. This is any document that has a grade on the physical copy.

It is good idea to type all of the document into Microsoft Word and upload them to the dropbox on Carmen. This will make grading assignments easier, allows the graders of your class to provide comments, and to ensure the assignment is turned in at the assigned due date.
How to Create a U.OSU website!

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).

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

![Image of the U.O.SU Dashboard](image)

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

Fill in the following:

**Site Name:** “engr1188au2014group_” (fill in your group letter in the blank)

**Site Title:** Something informative (leaving this up for the team to decide)

**Privacy:** Fill in the bubble “Anyone that visits must first provide this password: “and have the password “AEVBuckeyes” (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”

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”.

---

3
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. Also, if you want your electronic journal to be graded, it would be great to add the instructor, graduate teaching associate (GTA), and undergraduate teaching associate(s) (UTA) as administrators.

**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. 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 Electronic Journal

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 electronic journals 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!?).
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 electronic journal. 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.