Technology Protocol!

Updated in 2014

List of Forms:

- In-Study Hours Sheet
- Conservation Sign-In Sheet
- Make-Up Conservation Sign-In Sheet
- New ACP Member Contact Info Sheet

Data

Beginning of the Year:

1. Clear old year-specific data, and change the old juniors to seniors.
2. Put juniors into the system.
3. Check the data by switching with another person. QAQC!!!
4. Check the seniors and make sure that all of their information from the previous year is correct.
5. Make sure all of the information is sorted by last name.
6. Print out the information sheets with the following columns: initials, first name, last name, email, home phone, cell phone, study, site, science teacher, and second science teacher. One sheet should be printed out for each science class, and it should be on colored paper because peoples' eyes get tired from looking at white paper.
7. Collect the contact information sheets with any corrections, and update Bento.

8. Rinse and repeat.
9. Print out contact sheets by Site, Teacher, Study, Manager/Leader, and an All-ACP Sheet. Copy these and give each teacher 2 binders of the sheets.
10. Send each teacher/leader/manager an excel spreadsheet of the contact info, with sortable tables.
11. Evaluation sheets also need to be summarized. There is a packet with all of the old evaluations (of equipment, manager, protocol, etc) for Creek, and each study has their own section in that packet. Each study lists their equipment needs and complaints in the packet. All of the needs and complaints need to be summarized into one easy to read document.

At Each Hours Collection:

Hours Sheets

1. During lunch, collect hours sheets from senior managers. If they have not completed the tally sheets that summarize all the hours sheets, have them do so.
2. After school, obtain the folders containing tally sheets and hours sheets.
3. Go through all of the hours sheets and verify that the managers gave the students the correct amount of hours. Initial each page as they are checked. The most effective way to do this is to put a dot next to each individual's hours as they are checked. If there are discrepancies, the hours sheets take precedence; note this somewhere on the tally sheet.
4. Ensure that the managers did their math correctly on the tally sheet for each person. Initial the tally sheet after it has been checked.

5. After each study has been checked, the hours must be entered into Bento. Create a new column in Bento with the date of the collection. Make sure the column is displayed by checking its corresponding box.
6. Take the tally sheet for a study and open the corresponding study in Bento. Scan the tally sheet and the spreadsheet in Bento to ensure that all of the people are the same.
7. Enter the total for each person from the tally sheet in the column in Bento that has the date for the hours collection. Two people are needed for this job, one person to enter, and another to read off the hours.
8. Check the data to make sure it is accurate.
9. After all of the hours have been updated, find the total hours by exporting all of the hours collection columns into Excel and finding the sum of each person's hours.
10. Copy and paste the column of the sums into the column in Bento that is labeled Spring Total/Fall Total.
11. Check a few of the sums to make sure it was done correctly.

Lectures (Scanning)

1. Get the computer, the scanner, and the flash drive.
2. On the flashdrive, find the file "lecture-macro-[year].xlsm"
3. Find the next blank column, at the head of the column, put the date (i.e. 3-14 PI!)
4. Enter the letter of this column into N3
5. Plug in scanner, etc.
6. Get ready to do check in.

7. Hit ctrl-B (not cmd-B)
8. Scan Cards!
9. If people don't have a card, send them to the back of the line! They're very lame.
10. When all those with cards are done, type "END" into the box, and hit enter
11. Search for those without cards, and manually change the "FALSE" to "TRUE"
12. You're done! Save the file

Lectures (Input)

1. Create a column with the date of the lecture.
2. Import the lecture data from Excel into Bento.
3. Find the sum of all the lectures a person attended by using Excel.

Conservation

1. Two people are required for this job, a person to enter, and a person to read.
2. The person who reads should go down the conservation sign in sheet and read each person's name. The person who enters should type in the person's name into the search bar and give them 3 hours for attending each conservation.
3. If, at the end of the year, any person has more than 3 hours of conservation, these extra hours go into their study's hours.

Report Making

1. Create the web report and upload it onto the website. This should be done by copying

and pasting into an excel spreadsheet, and saving it as a Windows CSV file (any other csv will cause the online hours display to malfunction). Put in in the ://maindocuments/ folder of the website, and then change the reference to it in ://maindocuments/creekHours/index.php

2. Print out the hours sheets for the collection for each teacher and for each study. Two copies should be made, one for the teachers, and another for Suchanek. These should also include the updated lectures and conservation. The study sheets go in the study folders. These should be on colored paper, but a different one from the previous collections so people don't get confused and send tech complaints.

Hours Check:

1. Enter all of the hours, lectures, and conservation. Print it all out like normal.
2. Create a new collection and adjust the settings so that people with hours less than the required amount show up on it only. This can be done by creating a smart collection and setting parameters (at the top if the window when the new collection is made).
3. Print out that sheet on a different color.

End of the Semester/Year:

1. Create new collections that show people that were not able to meet the hour requirements, the lecture requirement, and the conservation requirements.
2. Print each of these out on a different color!
3. Get the year's data from each of the studies before school is out.

Equipment

Equipment Protocol (Beginning of the Year):

1. The list of Senior Managers and Senior leader will need to be copied into the Equipment Database. There are the only people that are allowed to check out equipment.
2. All of the managers will come and do inventory. Prior to their arrival, a list of all the inventory from the end of the previous year must be printed. They will say what is missing, and that can be noted on the sheet and then later fixed in Equipment Database. New entries must be created in the equipment database when a new equipment piece comes in, and all the fields must be completed which include the date that the piece came in and its number. Each item will have a separate number, which should be clearly marked on the piece of equipment.

Equipment Protocol (Check Out):

1. Create a new entry in the Equipment Management Database.
2. Using linked databases, link the new entry to the name of the leader or manager in the Student Equipment List Database.
3. Using linked databases, link the new entry to each equipment item the leader or manager is checking out.
4. Enter the checkout date, study, site, outing date, name (yes, again, although this one is only for visual convenience), and any relevant notes.

5. Check each equipment item out using the checkbox in the linked database.

Equipment Protocol (Check In):

1. Verify that the manager or leader has each item.
2. Check each item in using the checkbox in the linked database. Enter the Check In date.
3. If the manager or leader does not have every item, make a note in the note box of what he or she did NOT check in. An example of such a note would be "Wader 8-2 still out," or perhaps "Only Stadia Rod 1 is in." Additionally, do NOT enter the check-in date until every item has been checked in.

Video Protocol

1. Begin each and every video project by creating an outline of the video.
2. Use the information from the outline to create a storyboard, which will include all the specific shots you will need in order to complete the video.
3. Then you should make the script which includes the narration and the shot that lines up with each sentence/paragraph.
4. Get your script cleared by your managers and/or the teacher in charge.
5. When you go out to shoot, make sure to follow the plan you had established.
6. You may want to use a camera other than the creek camera. The creek camera can take many shots, but has terrible quality. A DSLR would work great here (Canon

5D/7D/60D, Nikon D7000, D5100).

7. After you have filmed the shots required, make sure to share the files with everyone who will be editing a LOT before the deadline.
8. Pick a common video editing program that you can use (FCP 7/X, Adobe Premiere Pro, SVP, Avid Media Composer).
9. Deliver finished product to Leader/Managers/Teachers ASAP and make sure to get critique beforehand so they do not hate your guts.

Website

The main website folder can be found in the Web/Website 2.0 folder on the desktop.

All of the main pages for the website are all located in the root directory.

The styles folder contains all of the CSS files. These files are responsible for the layout of the website.

In the “studies” folder, you can find the subfolders for each study. In each subfolder, there is the html file for the study subpage and folders containing files and pictures for the study page.

In the sites folder, there are subfolders for each site, each containing the html file for each site.

The small header folder contains Javascript files for the small header used on non-main pages. These include .js .css. and .html files. Use iFrame for this.

The scripts folder contains 3 sub folders. All contain .js files as for uses as the folder name suggests.

The mainimages and mainvideos folders contain media files used across the website.

The maindocuments folder contains excel and database files for hours.

The header folder contains the Javascript files used for the header on the main page.

The reason we chose this layout is because files are located with less subfolders and less folder switching. We restructured this at the beginning of the fall semester to make thinks cleaner and more convenient. Another thing we did is write PHP script to display hours from .csv files directly onto an html page, to make viewing hours easier. Next year, we should get this all on a MySQL database for automatic updating and conviencince.