SINGAPORE POLYTECHNIC ARTIFICIAL INTELLIGENCE (SPAI)
AN AI SINGAPORE STUDENT CHAPTER

Technical Setup Instructions

Introduction

This document was created with the intent to assist participants of Singapore Polytechnic Artificial Intelligence (SPAI)'s Machine Learning bootcamp with the setup of the various software that will be used during the bootcamp. This document contains instructions regarding the downloading of our main and backup communication platforms, as well as the usage of Google's Colab notebooks.

What is Google Colab?

Colaboratory, or "Colab" for short, is a product from Google Research. Colab allows anybody to write and execute python code through the browser, and is especially well suited to machine learning, data analysis and education. In this bootcamp, Colab will be vital as we will be using this website for all our Python notebooks. Should you have any problems when using Colab, please check out the FAQ section at the end of this document or direct your queries to the Support Team.

Platforms

SPAI plans to use **Zoom** as our **main communication platform** in executing our programme, with **Microsoft Teams** acting as our **backup platform**. Hence, we highly encourage you to have both communication platforms set up to prevent any wastage of time on the day itself.

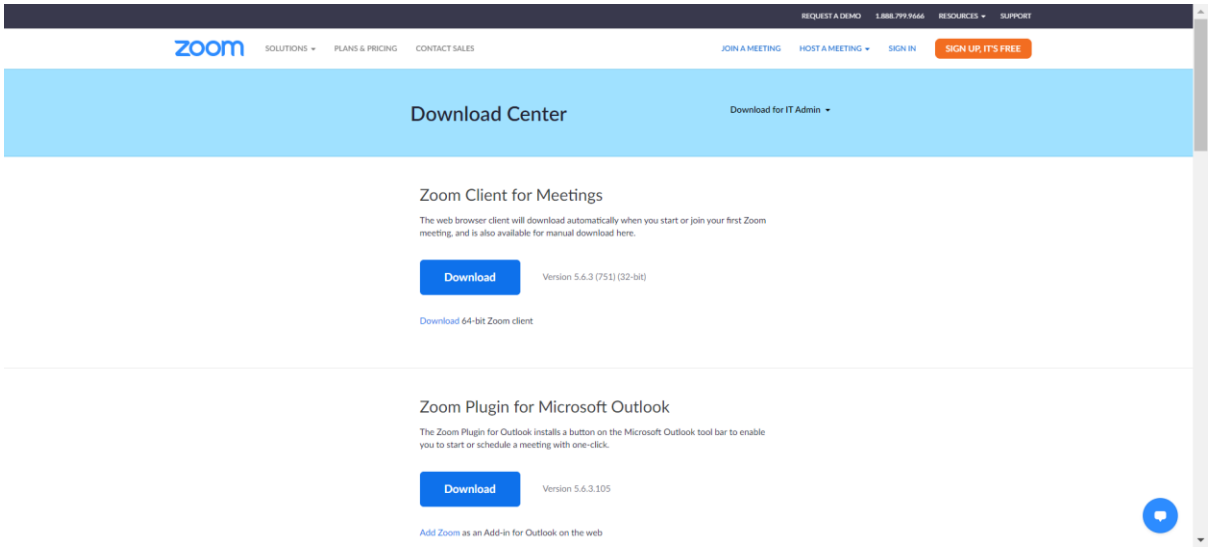
During the bootcamp, we **highly encourage you** to :

1. Be located near your house's router, or at least somewhere with a strong internet connection to prevent disconnection from the call.
2. Use a headset or your personal mobile phone earpiece to reduce background noise.
3. Mute your microphone unless you are presenting or asking questions.
4. Turn off your webcam to conserve your home Internet bandwidth.

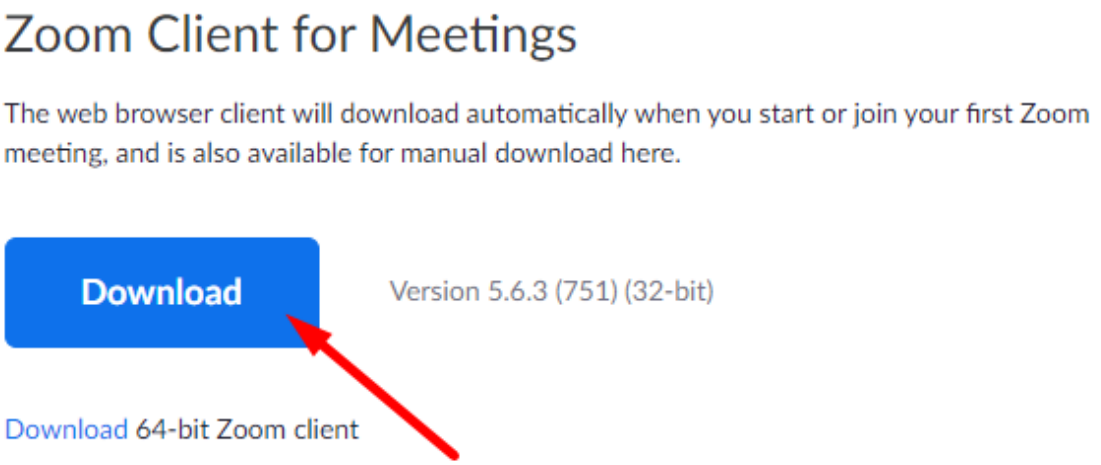
Section I - Zoom

This section contains the instructions regarding the setup of Zoom on your computer.

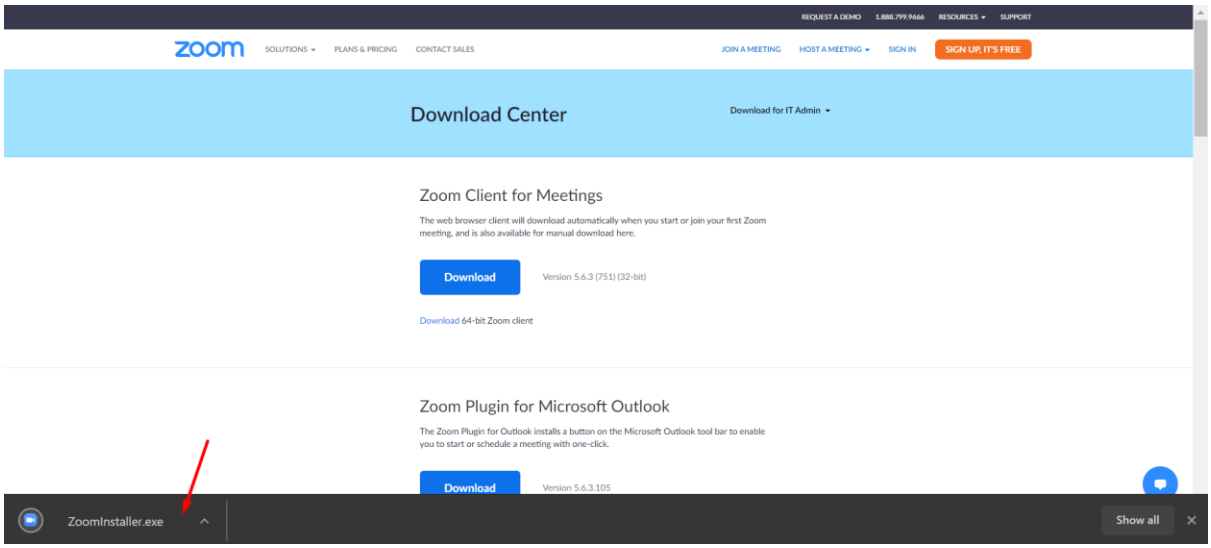
Step 1: Visit Zoom's download page by clicking the link here.
You should be redirected to this page:



Step 2: Click on the "Download" button under "Zoom Client for Meetings".



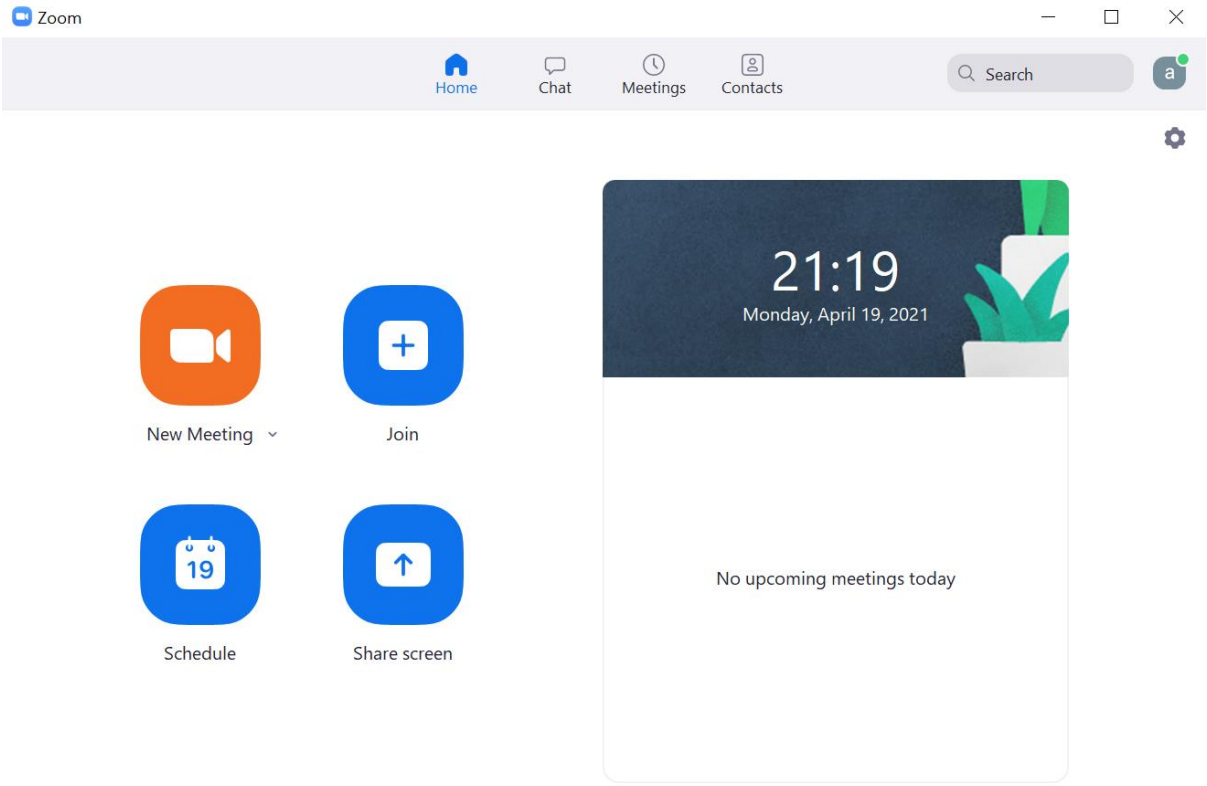
Step 3: If you are on Google Chrome, a download bar will pop up and notify you when the download has completed. Click on the exe file downloaded.



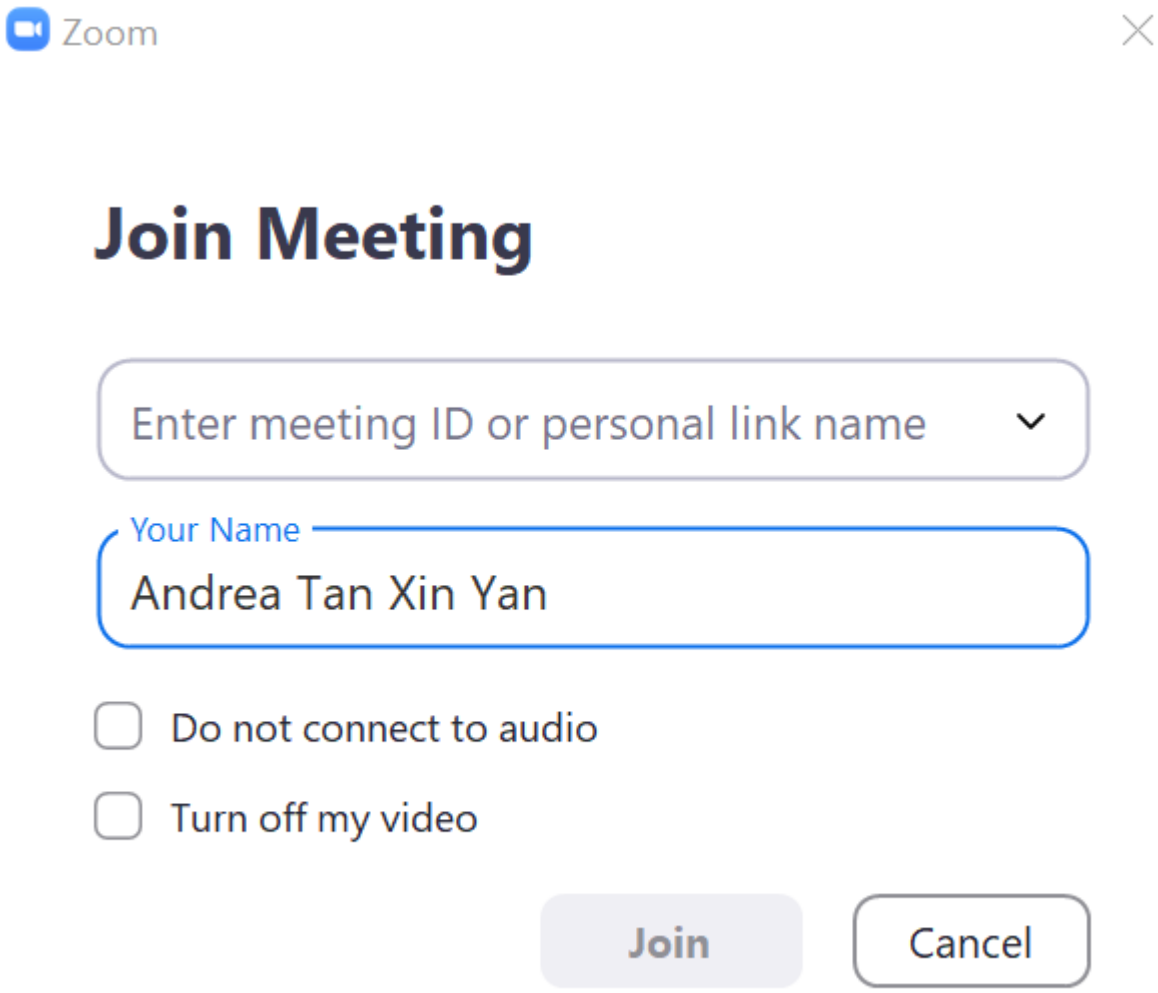
If you are not on Google Chrome, locate your Downloads folder (if you are using Windows) and double click on the Zoom Installer file.

Step 4: After you finish installing Zoom, log in or create an account.

Step 5: After you have signed in, you should be redirected to this window in the Zoom application.


Zoom
Home
Chat
Meetings
Contacts
Search
a
New Meeting
Join
19
Schedule
Share screen
21:19
Monday, April 19, 2021
No upcoming meetings today

Step 6: Click on “Join” and then enter the meeting ID or personal link sent to your via your email. Please ensure that your display name when joining the meeting is your full name.

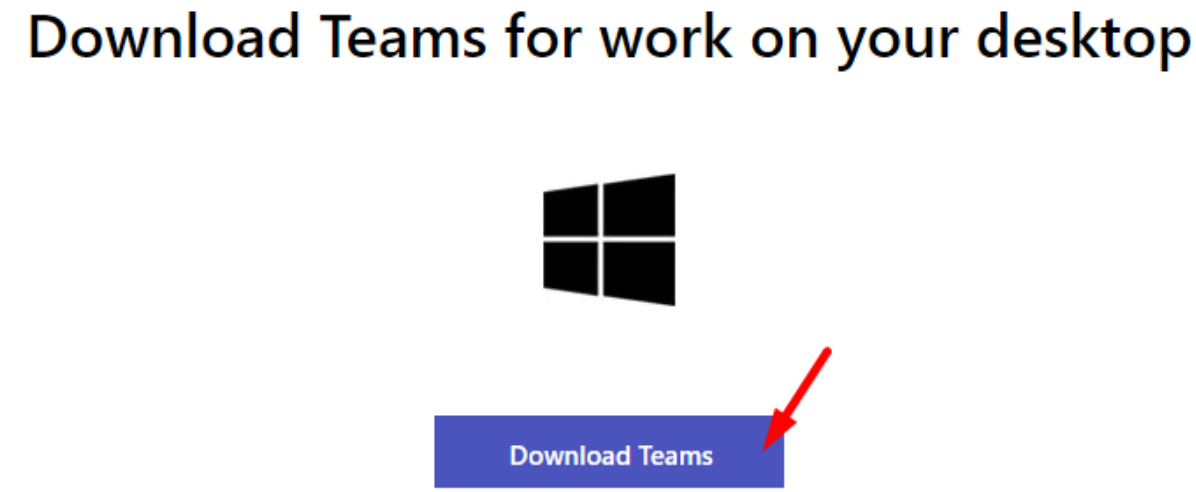


The first bubble would be for the meeting ID or personal link, and the second bubble would be for the name you want to appear as in the bootcamp.

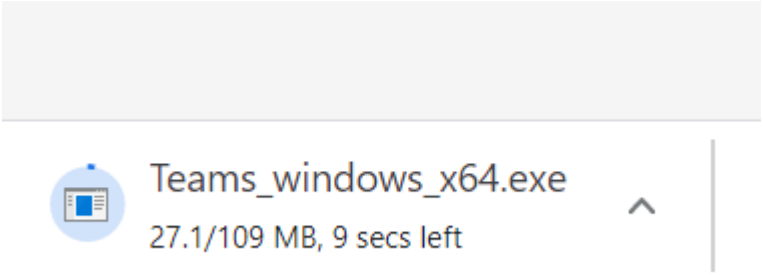
Section II - Microsoft Teams

This section contains the instructions regarding the setup of Microsoft Teams on your computer.

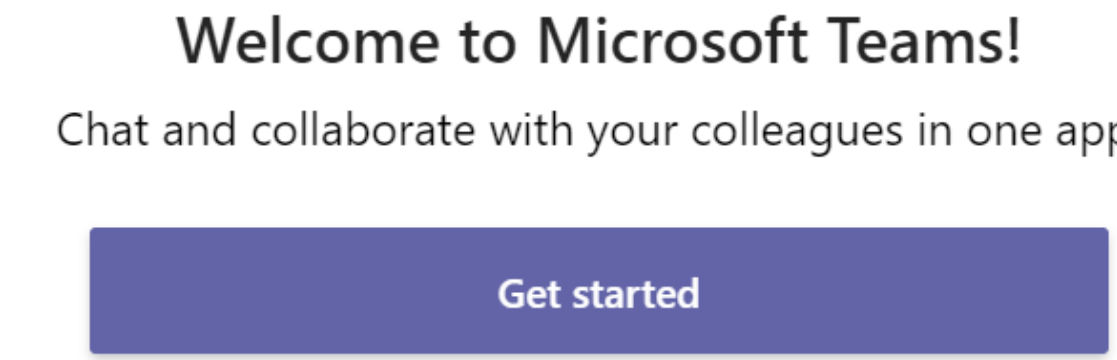
Step 1: Download Microsoft Teams. Scroll down and click on “Download Teams” under “Download Teams for work on your desktop”.



Step 2: After clicking, it will automatically download the application at the bottom left corner of your screen. Once it has fully downloaded, click on "Teams_windows_x64.exe".



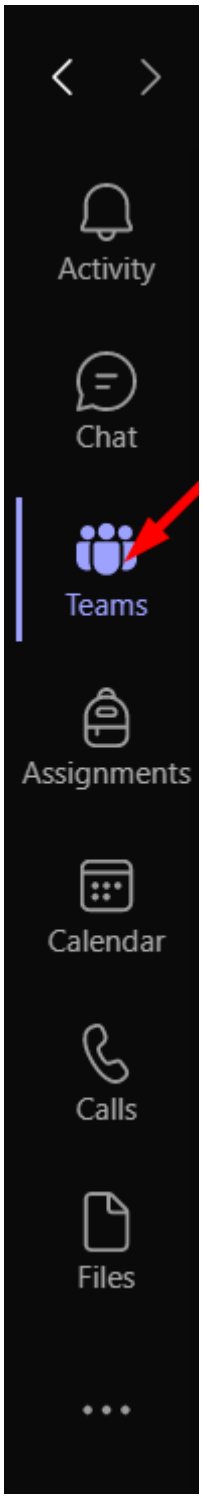
Step 3: Click on "Get started".



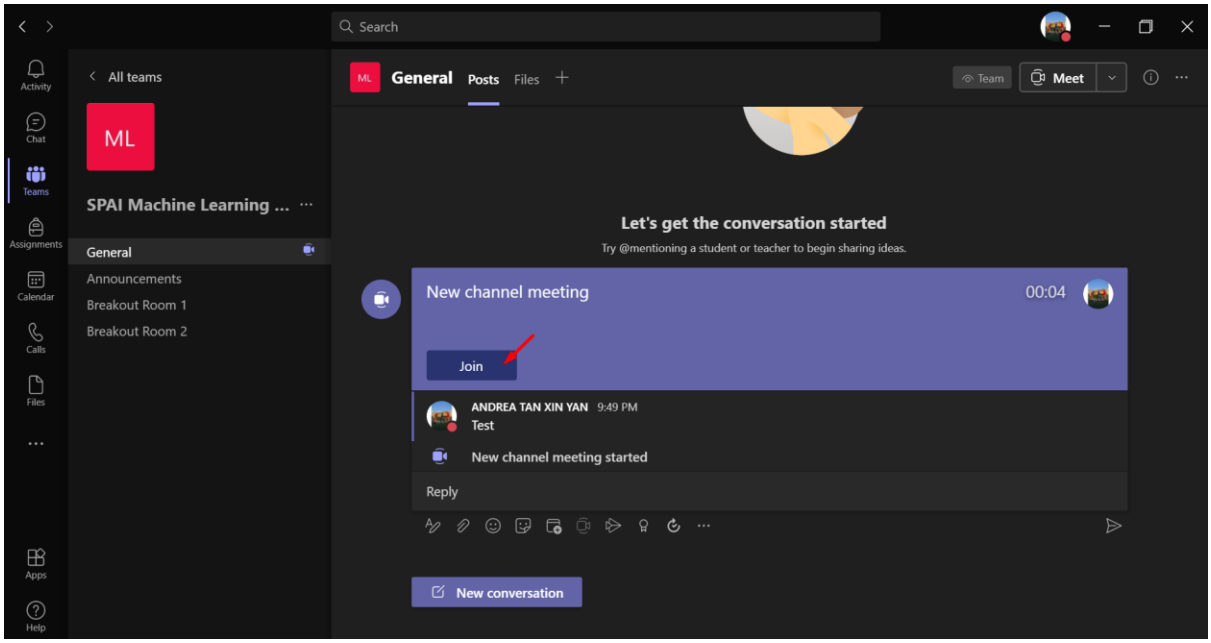
Login with your iChat email and click "Next". Key in your SPICE Password and click "Sign in".

Step 4: After signing in, look for this team:

If you are not on the page that lists your teams, click on this icon on the left side of the window:



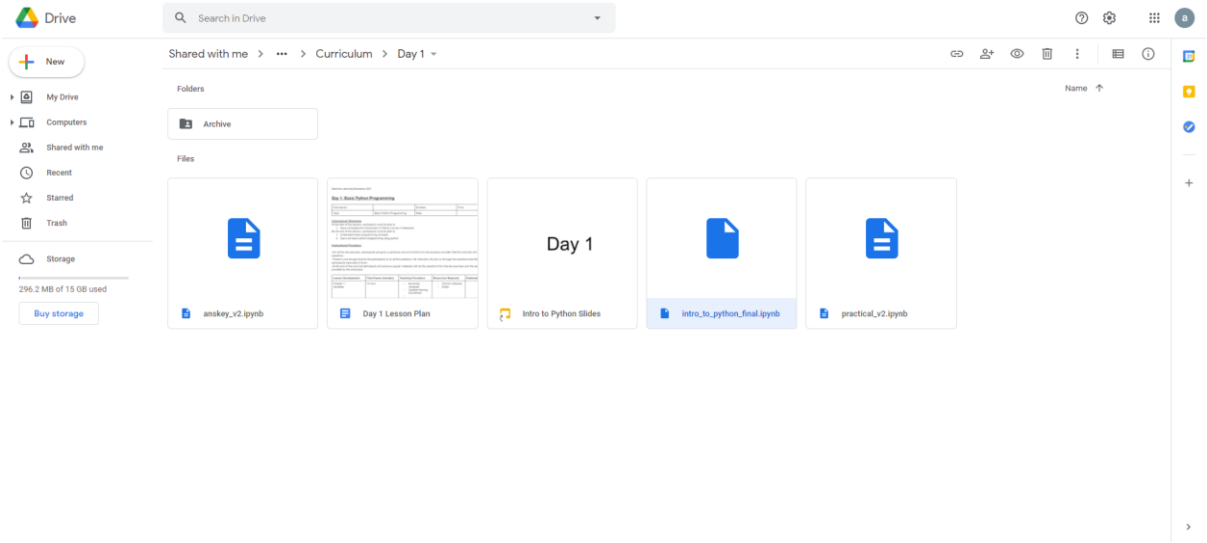
Step 5: There should be an ongoing call in the “General” text channel, click on “Join”


Search
Activity
Chat
Teams
Assignments
Calendar
Calls
Files
Apps
Help
All teams
ML
SPAI Machine Learning ...
General
Announcements
Breakout Room 1
Breakout Room 2
ML
General
Posts
Files
Team
Meet
Let's get the conversation started
Try @mentioning a student or teacher to begin sharing ideas.
New channel meeting
00:04
Join
ANDREA TAN XIN YAN 9:49 PM
Test
New channel meeting started
Reply
New conversation

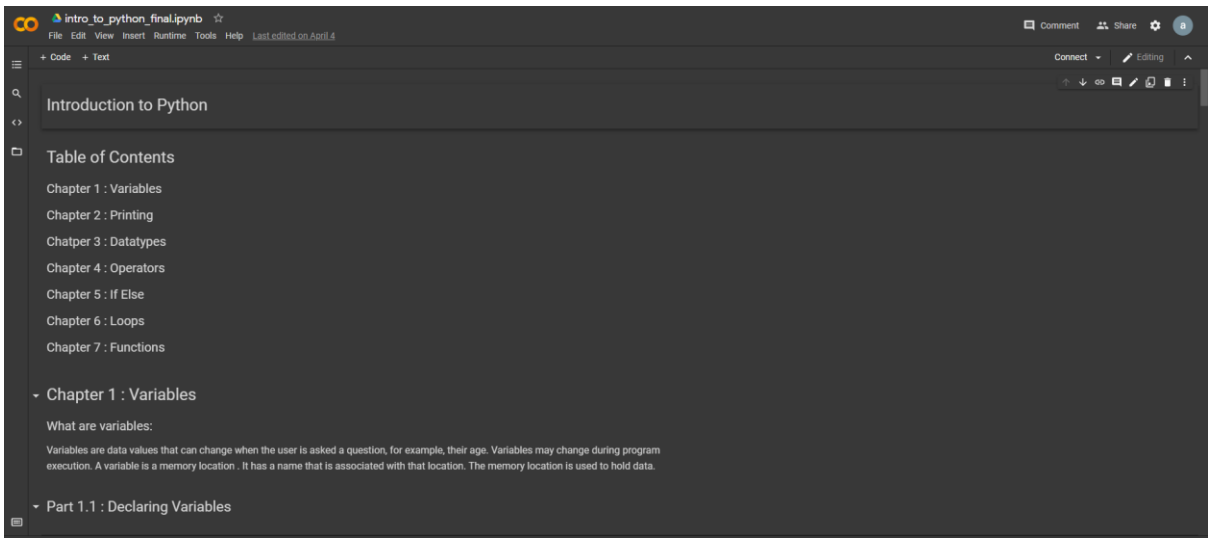
Section III - Google Colab

This section contains the instructions regarding the setup of Google Colab files.

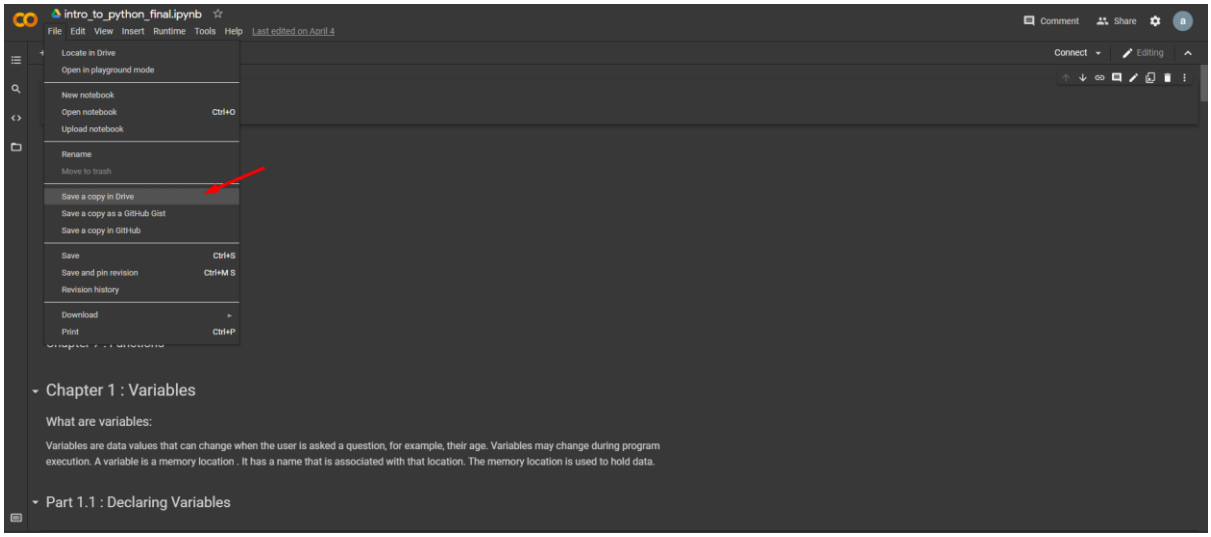
Step 1: Open the google drive for Day 1. Double click on the files with the ending .ipynb



It should redirect you to Google Colab.

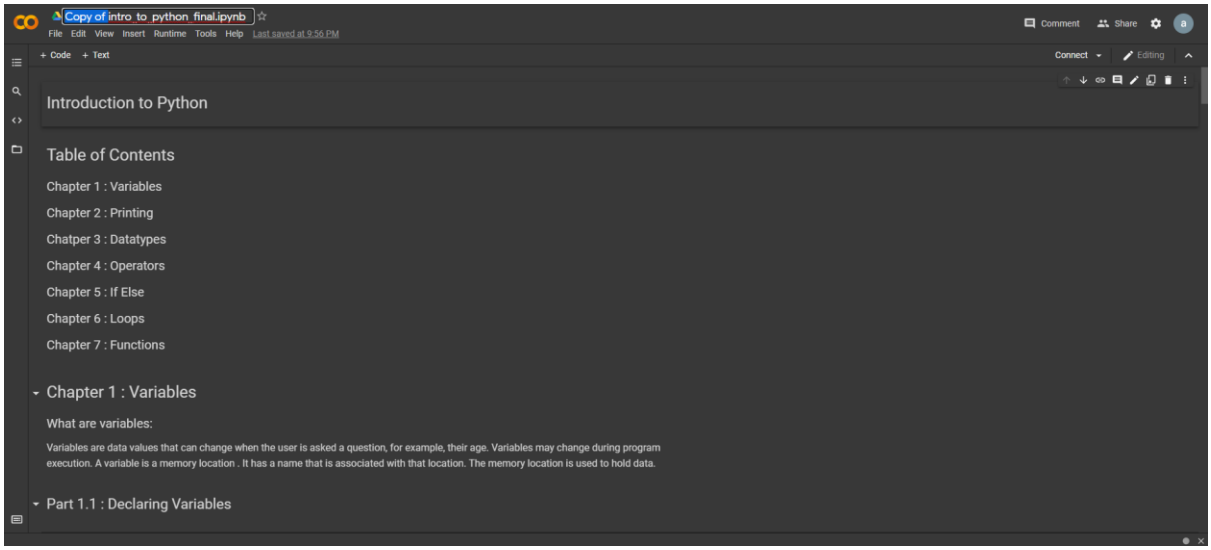


Step 2: Hover your cursor over “File” and click on “Save a copy in Drive”.
Please note that you do not edit the file as you will be editing the master copy. You should only be saving a copy of this into your own drive before editing it. Kindly ensure that the document you are editing starts with “Copy of “ before editing the document.



After it finishes copying the python file, it will open the copy in a new tab.

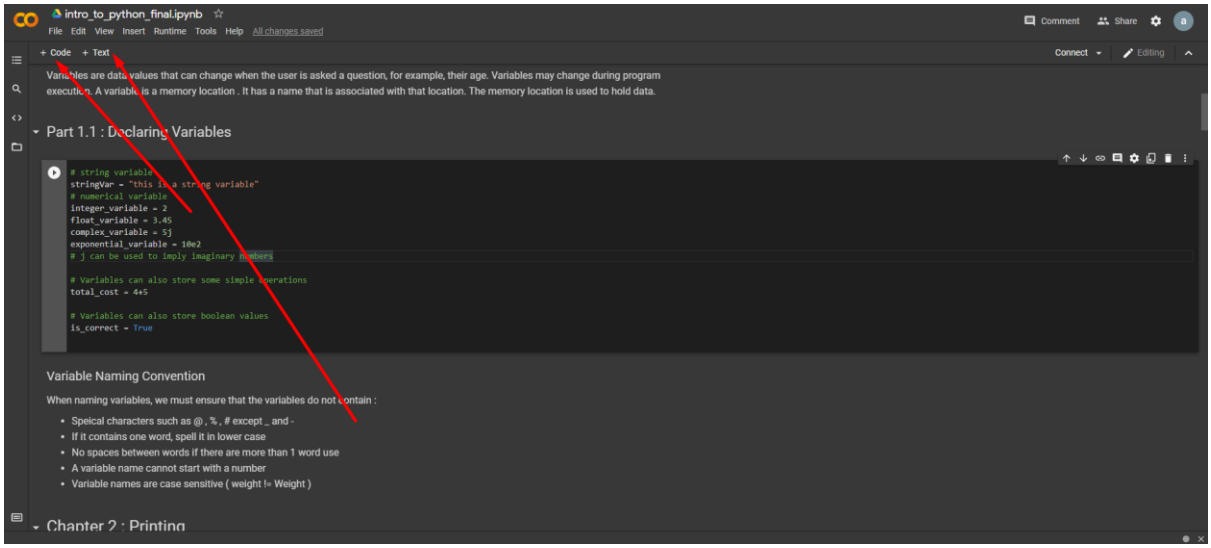
Step 3: Rename your file by clicking on the filename and removing “Copy of”, and press enter when you are done renaming your file.



FAQ for Google Colab

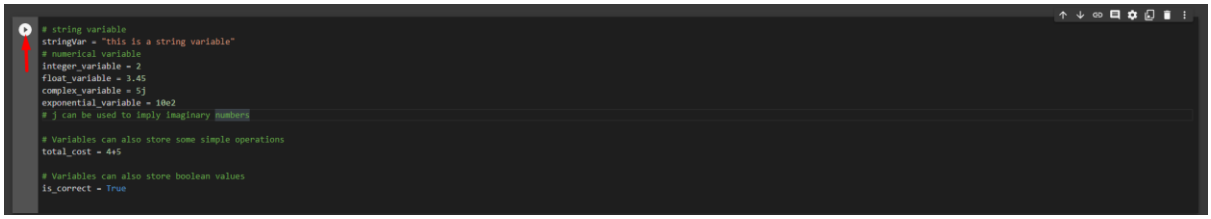
Q: How do I create a code or text cell?

A: Click on “+ Code” to create a code cell, or “+ Text” to create a text cell. Text cells are useful for you to explain your code as it allows you to format your words and your code cells will look less messy.



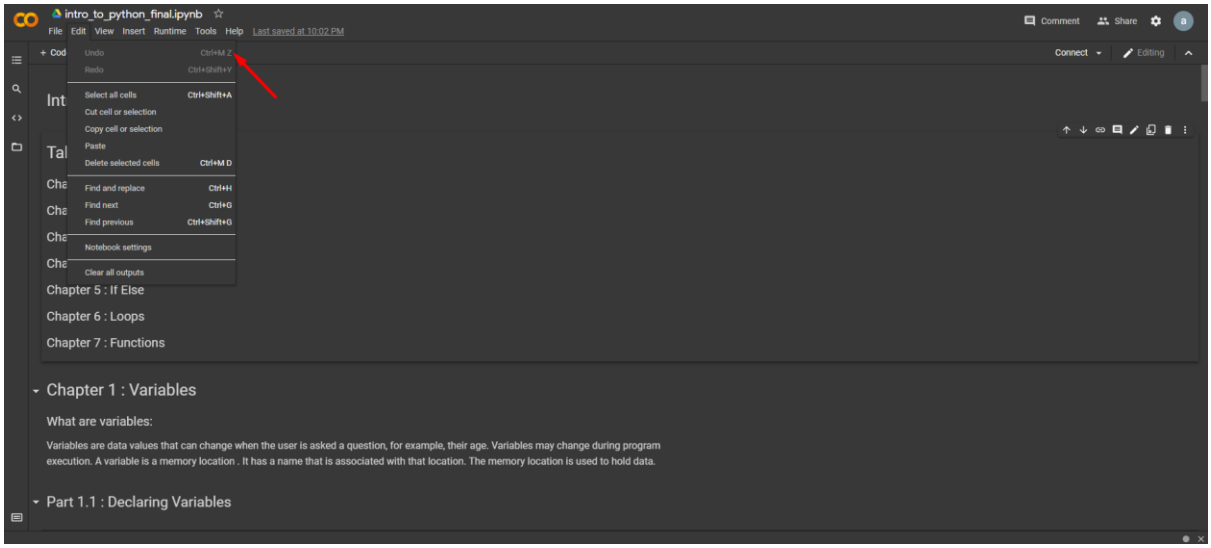
Q: How do I run a code cell?

A: Simply click on the icon that has a triangle in a circle on the left side of your code cell or press Ctrl+Enter at the same time on your keyboard.



Q: Help, I messed up with a section. How do I undo?

A: Simply press Ctrl+M+Z at the same time, or click on “Edit” then “Undo”.



Should you have any further queries, feel free to direct them to the Support Team.