

2013 Botball Online Project Documentation Manual

version 1.0

[®] [®]
BOTBALL[®], BYO-BOT[®], BEYOND BOTBALL, BOTNEWS BLOG, BOTGUY, and the BOTGUY design and character are trademarks and/or service marks of KISS Institute for Practical Robotics and may not be used without express written permission.

LEGO, iRobot, and iRobot Create are registered marks of their respective owners.

© 2010-2013 KISS Institute for Practical Robotics. All rights reserved.

The [KISS Institute](http://www.kissinstitute.org) is a 501c3 nonprofit organization. Our mission is to improve the public's understanding of science, technology, engineering, and math; develop the skills, character, and aspirations of students; and contribute to the enrichment of our school systems, communities, and the nation.

Botball Online Project Documentation

Throughout the Botball season, your team will use the Botball Team Home Base located at <http://homebase.kipr.org> to post documentation activities detailing your progress. Botball Online Project Documentation (BOPD) activities are a required element of the Botball program and factor in to each team's overall score at their regional tournament. Additionally, awards recognizing excellent documentation will be given out in each region.

Between your Botball workshop and tournament, there will be **3 documentation periods**. This year, documentation due dates will occur as follows:

	Due	Covers	Weight
Period 1	Week 3	Planning, Software, Mechanical	30%
Period 2	Week 6	Planning, Software, Mechanical	30%
Period 3	Final Week	Lessons Learned, Surveys	10%
Onsite	Tournament Day	Team Organization, Robot Design	30%

All online submissions due on Tuesday at 5 p.m. Central Time during the week due. Check the Team Home Base for documentation deadlines for your region.

Requirements and Scoring

Your team's total documentation score is based on your scores for all online documentation and your onsite presentation according to the following formula:

$$DocScore = \frac{3}{10}(Period1Score) + \frac{3}{10}(Period2Score) + \frac{1}{10}(Period3Score) + \frac{3}{10}(OnsiteScore)$$

Each activity begins with a statement of purpose, minimum requirements and a detailed scoring rubric. The scoring rubric will outline what points may be scored and how. The judges will use these rubrics when evaluating your documentation submissions. Your team will receive the indicated points for each requirement met. **Partial credit will not be given for any requirement.**

All submissions must be original work created by students participating on the submitting team. Many teams work collaboratively with other teams at their school and/or in their region, but each team must submit its own unique online documentation. If the judges determine that plagiarism has occurred, no points will be awarded for that submission.

Example Submissions

For each activity we have provided a range of annotated example submissions on the Team Home Base and in the BOPD Examples document. Each example has been evaluated by our judges and includes their comments and the scores that the example would have been awarded.

These example submissions should help you to gauge the appropriate length and thoroughness for your responses to each documentation activity. **NOTE:** many of the provided examples would not receive a perfect score from our judges.

Submitting your Documentation

All online documentation should be submitted through the Botball Team Home Base

To submit your documentation:

1. Log in to the Team Home Base (<http://homebase.kipr.org>) using your team code and password.
2. Find the **BOPD** area for your region.
3. Find the documentation activity for which you want to upload your response.
4. Click on the **Choose File** button to select the file you wish to upload.
5. Click on the **Upload the File** button to upload your file.

Once your file has been uploaded you should see a heading labeled **Submission**, with your file linked below it. We recommend that you click on the link to your file to make sure your submission uploaded correctly.

If you have any problems submitting your documents contact the KISS Institute office at 405-579-4609 or support@kipr.org for advice and assistance

Deleting a Submission

If you wish to delete your submission and submit a different file, click the **X** next to the download link for your file.

Learning From Experience

Judges and teams from previous years have noted the following recommendations for Botball teams. Learn from the past so you do not have to repeat it.

- Remember to check and follow the minimum requirements for each submission. Documents that do not meet the minimum requirements may not be scored (at the judges' discretion).
- When converting documents to PDFs, **remember to open the resulting PDFs** and double check that nothing has been lost or changed during the conversion process.
- Do not wait until the last minute to figure out how to create PDFs.
- Do not wait until the last minute to create and submit your documentation. Unexpected problems are likely to arise.
- If you have any problems creating or submitting the required documentation, contact the KISS Institute offices at 405-579-4609 or email support@kipr.org for advice and assistance as soon as possible!

Making PDFs

All online documentation submissions must be submitted as PDF documents. PDF documents can be created in a variety of ways, depending on which software and operating systems you have available. Make sure that you have figured out how you plan to create the required PDFs before your online documentation deadline.

Here are some of our favorites.

Creating PDFs on MacOS X

The ability to convert almost any printable file to a PDF document is built in to MacOS X. To do this:

Open the document.

1. Choose File > Print.
2. Find the PDF drop down on the bottom left of the Print menu
3. From the PDF Menu, choose Save as PDF. This creates a high quality PDF of your document.

If this PDF ends up being too large, you can usually create a smaller PDF by choosing Compress PDF instead of Save as PDF

Note: It's always a good idea to review the PDF that you've created to make sure it turned out as you expected. You may need to change some of the formatting and printing settings.

For more information see this article http://www.apple.com/pro/tips/saving_as_pdf.html

Creating PDFs on Windows with PDFCreator

PDFCreator is a free software tool for Windows that allows you to create a PDF version of almost any printable document. PDFCreator works by creating a virtual printer for your computer. Any documents printed to this virtual printer will be saved to your computer as PDFs.

You can download PDFCreator from <http://www.pdfforge.org/pdfcreator>

Once you've installed PDFCreator (You may need to reboot), you should be able to save a document as a PDF by doing the following:

1. Open the document.
2. Choose File < Print.
3. You should now see a printer named PDFCreator. Select that printer and click OK.
4. That should bring up the PDFCreator dialog. Most likely, you should be able to just use the default options and click Save.
5. Choose an appropriate name and location to save the document, and you're done

For more information about PDFCreator, check out the download url given above.

Creating PDFs on Windows with Office 2007

Office 2007 can save documents as a PDF file, but you may have to install a free add-in from Microsoft.

In order to save a document as a PDF in Office 2007:

1. Open the document.
2. Select Save to PDF from the Office or File menu, depending on the program you are using.

Creating PDFs on Windows with Office 2010+

In order to save a document as a PDF in Office 2010+:

1. Open the document.
2. Click the File Tab, select "save as"
3. Below the name, in the "save as type" drop down menu select PDF instead of DOC

Creating PDFs with Google Docs

Google Docs allows you to download your document as a PDF:

1. Open the document.
2. Select File > Download File As > PDF

Creating PDFs with OpenOffice.org

The open source office application OpenOffice.org includes an export to PDF feature:

1. Open the document.
2. Select File > Export as PDF

Need Help?

If you have any problems creating or submitting the required documentation, contact the KISS Institute offices at 405-579-4609 or email support@kipr.org for advice and assistance.