

# MITSWE OUTREACH 2011

## >> General Information

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### Contact Information

Here are some general information on the various mailing lists we have.

Email Addresss	Comments
<b>YourCommittee@gmail.com</b> <ul style="list-style-type: none"><li>• mitswe.eventoutreach</li><li>• mitsweoutreach</li><li>• mitswe.offcampus</li><li>• mitswe.keys</li><li>• mitswewise</li></ul>	Each committee will have their own gmail account. Please use this account when emailing volunteers, etc.
<b>sweVPoutreach@mit.edu</b>	This email address goes to my gmail account
<b>swe-outreach-interest@mit.edu</b>	This list contains people who expressed interest in outreach at some point, in addition to all the outreach chairs. Good place to start when looking for volunteers.
<b>sweboard11@mit.edu</b>	Everyone on the 2011 board
<b>swe-outreachchairs@mit.edu</b>	This list contains everyone on outreach

### SWE Wiki

We have a wiki! You can find some really useful info on there:

[https://swe.mit.edu:444/wiki/index.php?title=Main\\_Page](https://swe.mit.edu:444/wiki/index.php?title=Main_Page)

### Pre-Event Procedures

- Important emails should go out from your gmail account and CC me on important emails (ex. Room requests)
- Make sure your event is on the SWE calendar/ SWE website (contact the webmaster to do this)
- For ideas or information on past events, check the **outreach database**.
- Check the **item inventory** on the **outreach database** for supplies before you purchase more supplies.
- If you do purchase more supplies, use the **add an item form** to add them to the **outreach database**.

### Post-Event Procedures

- Record the procedures for your event on the **new activity form** in the **outreach database** if it's new.
- Fill in an **activity feed-back form** on the **outreach database**.
- Ask webmaster to update website with any pertinent information, such as photos, competition winners, etc.

# SWE OUTREACH DATABASE

The SWE database contains a wealth of useful information:

- List of activity protocols done in the past
- Feedback from previous events
- Items Inventory
- Useful Documents

## Accessing the Database

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URL: <https://creator.zoho.com/mitswe.outreach/outreach/>

USERNAME: mitswe.outreach

PASSWORD: weloveswe

## Navigating the Database

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Use the navigation bar at the top of the page to explore various options. If you need to add to the database, you should be using the “create new” tab. If you’re just browsing, click on the “view” tab instead.



Under the view tab, you can view the list of activities that has been done previously, as well as the feedback about these events outreach committees have added. The inventory contains a list of items currently in the SWE office. The uploaded documents can also be viewed as a list.



The reports section is basically a random test of some functionalities and not actually up and running. In case you were wondering what it is. ☺

## Adding to the Database

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### Adding a new activity

When you go to the database, the default page is the “adding a new activity” page. Make sure you are actually adding a new activity by checking preexisting activities first!

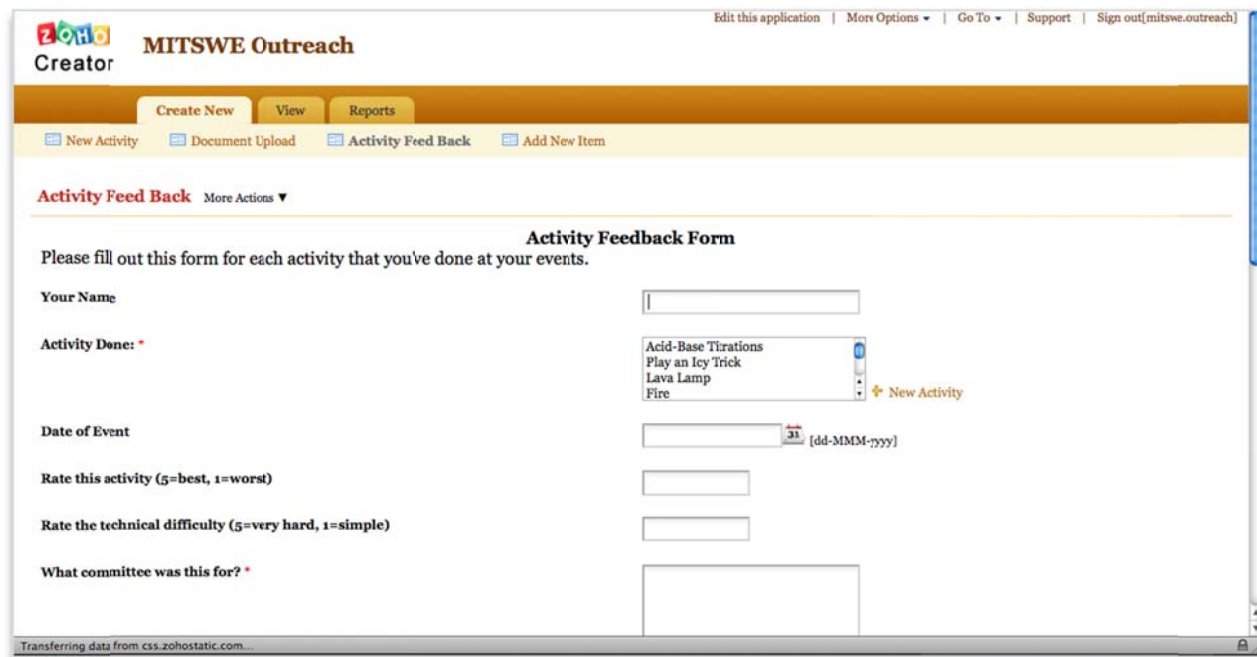
Filling in the form is pretty straight forward. You will be asked some detailed information about the activity, so make sure you’ve planned out everything before filling this out.

### Uploading a Document

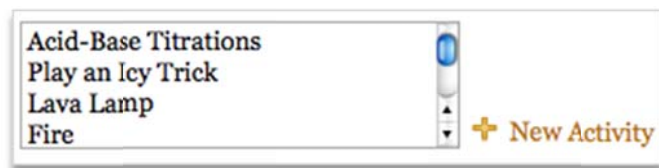
If you need to upload a document of some sort, there’s also a tab for that. Filling out this form is also very straight forward. You can upload up to three files at a time.

### Adding Feedback

Adding feedback about an event is a very important functionality of the database. This one is a bit harder to fill out.



The screenshot shows the 'MITSWE Outreach Creator' interface. At the top, there's a navigation bar with 'Create New', 'View', and 'Reports' tabs. Below it, a sub-bar contains 'New Activity', 'Document Upload', 'Activity Feed Back', and 'Add New Item'. The 'Activity Feed Back' tab is selected, showing the 'Activity Feedback Form'. The form includes fields for 'Your Name', 'Activity Done:' (a dropdown menu with options like 'Acid-Base Titrations', 'Play an Icy Trick', 'Lava Lamp', 'Fire'), 'Date of Event' (with a calendar icon), 'Rate this activity (5=best, 1=worst)', 'Rate the technical difficulty (5=very hard, 1=simple)', and 'What committee was this for?'. A '+ New Activity' button is next to the dropdown menu. The footer of the browser window shows 'Transferring data from css.zohostatic.com...'.



This is a close-up of the 'Activity Done:' dropdown menu from the form. It lists four activities: 'Acid-Base Titrations', 'Play an Icy Trick', 'Lava Lamp', and 'Fire'. To the right of the list is a '+ New Activity' button.

There is a place to pick which event you are entering feedback for. If you can't find it, you can also add a new activity.

You will be also asked to reflect on the event, on what did and didn't go well, as well as suggestions to future planners. This is an extremely important part of the form, so don't skip it!

### Adding a new item

The option under the “create new” tab allows you to add items to the inventory. Please make sure the location is entered correctly and the quantity is up to date.

## Viewing the Database

### Viewing Activities

Activities <span>More Actions ▼</span>								
Add   Bulk Edit   Duplicate   Delete   Search   Filter: <span>All</span>   10 per page   Record Count								
<input type="checkbox"/>	Name	Key Words	Concepts	Length	Age	Committees	Instructions	Materials
Competition								
<input type="checkbox"/>	<a href="#">Edit</a> <a href="#">View</a>	Eggcellence	beaverdash, eggcellence, eggs, competition, engineering, competition, mystery challenge	The basics of hands-on engineering, how to be creative with everyday materials	480 Grades 7-8, Grades 9-12	Event Outreach	<b>Beaverdash Write Up from 2009</b>  <b>General considerations</b> Individual classrooms for each team, around 10 total in building 26, 56, and 16; reserve 26-100. Each box should contain almost identical materials. AV equipment is a must.  <b>For full instructions see attached write up.</b>	Box with various supplies (see attached for more info)  Classroom for working in  Instruction sheets for teams  Access to tools: -Xactknife -Saw
Competition, Demonstration, Hands-On								
<input type="checkbox"/>	<a href="#">Edit</a> <a href="#">View</a>	Lava Lamp	lava lamp, surface tension, oil, water, colors, food coloring	The concept of surface tension	10 Grades 1-6, Grades 7-8	Off Campus	<b>Explain:</b> concept of miscibility: water and oil don't mix. Hydrophilic substances stay in water, and hydrophobic substances stay in oil. Concept of density, salt weighs down food dye and pulls it through oil into the water layer/ disrupts surface tension.  1. Place some vegetable oil in the clear cup and some water 2. Place a few drops of food dye. These should settle in oil layer 3. Add small amount of salt, aim to make sure it will fall on top of the food	clear cup water vegetable oil food dye salt

Activities <span>More Actions ▼</span>								
Add   Bulk Edit   Duplicate   Delete   Search   Filter: <span>All</span>   1-10   10 per page   Record Count								

All	
Default Filters	
Type	
Demonstration	
Hands-On	
Competition	
Tour	
Other	
Lecture	
Last Modified Time	
Dec - 2010	
Jan - 2011	
Added Time	
Dec - 2010	
Jan - 2011	
Committees	
Event Outreach	
Girl Scouts	
KEYs	
WISE	

You can add new activities in this view as well. Bulk edit allows you to change multiple fields at once.

The filter tool (left) allows you to sort the different activities according to several parameters.

Some other nice functionality are included as well under the "more actions" tab.

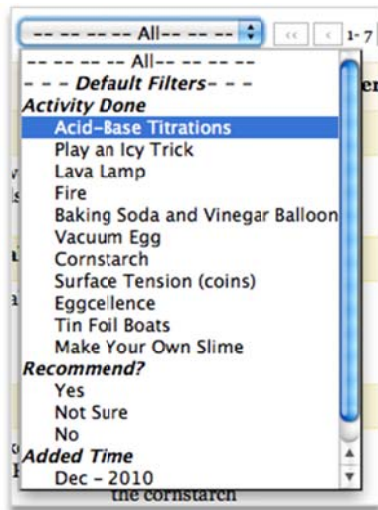
More Actions ▼	
View as	
ICal Feed	
Import Data	
Export Data	
Print	
Permalink	
Embed in your Website	
Show/Hide Columns	

## Viewing Feedback

**Feedback/ Experience** More Actions ▼

Add | Bulk Edit | Duplicate | Delete | Search | Filter: All 1-7 10 per page

	Recommend?	The Good	The Bad	Comments	Committee	Event	Your Name	Date	File Upload	Added Time
<b>Acid-Base Titrations - 5 - 1</b>										
<input type="checkbox"/> Edit View	Yes	The colors were really nice, the kids loved it!	The cabbage leaves were gross but we found a strainer.		Off Campus Outreach	Lawrence@MIT magic show	Joy Jiao	03-Dec-2010		03-Dec-2010 11:47:45
<b>Baking Soda and Vinegar Balloon - 5 - 2</b>										
<input type="checkbox"/> Edit View	Yes	The chemical reaction	Wesuck at getting theballoon over the opming of the flask...		Off Campus Outreach	Lawrence@MIT magic show	Joy Jiao	03-Dec-2010		03-Dec-2010 17:55:58



Viewing feedback is similar ot viewing the activities. You can see what previous people said about each activity.

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There is also a filtering function that allows you to view feedback from a certain activity, or view only the recommended activities, or sort by time

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The extra functionalities are also similar.



## Viewing the Inventory

**Inventory** More Actions ▼

Add | Bulk Edit | Duplicate | Delete | Search | 1-2 10 per page

	Description	Quantity	Comments	Reserve for	Flag for Quick Use
<b>Box # - Item Name - 03-Feb-2011</b>					
<input type="checkbox"/> Edit View	Description about the item	##	Comments	Event Outreach	true
<b>EVERYWHERE - AWESOMENESS - 01-Feb-2011</b>					
<input type="checkbox"/> Edit View	Just testing the items form :)	SOOO MUCH	Ignore me lol		false

The inventory view is pretty straight forward as well.

## Viewing Uploaded Documents

**Uploaded Documents** More Actions ▼

Add | Bulk Edit | Duplicate | Delete | Search | 1-1 10 per page

	Document Name	Document Description	File upload 1	File upload 2	File upload 3
<b>Event Outreach</b>					
<input type="checkbox"/> Edit View	Engineering Week General Volunteer Hand Outs	Emergency procedurs, directions, working with kids	300_Congress_Street_Boston_MA_0210_-_GUIDE_TO_EMERGENCY_PROCEDURES-1.pdf	kid_work_rules_of_thumb-1.pdf	

Also very straight forward. Here are three documents related to engineering week.