

Guide to the use of a wiki in I4ISU

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Guide to the use of a wiki in I4ISU

1.1 Preamble

This course does not differ in relation to other courses in the sense that you have to complete exercises throughout the semester. But it does differ in what an exercise is comprised of; namely solving a given *lab challenge* and *reviewing* another group's solution. Furthermore all exercises are to be completed as a group exercise and the results posted on a wiki.

The idea behind using wikis is that it becomes easier to collaborate and share found ingenuities, also when returning to a problem at a later date, these wiki pages will make it easier to recall how a given problem was solved.

For those not acquainted with the term wiki please read <http://en.wikipedia.org/wiki/Wiki>, and make sure that you grasp the concept. If you are unsure then **ASK**, because this *IS* how you are required to hand in your work. Neglecting this by for instance uploading a text file (word, pdf etc.) containing your solution equates failure. Why? because this is *not* what a wiki is about.

The wiki we are going to use is *Redmine* which is hosted on an internal server¹ provided by the IT-department. You can find additional information about the course site at <https://redmine.aase.au.dk/courses/projects/getting-started-with-redmine/wiki> and obviously at their own webpage www.redmine.org.

1.2 Grouping

Every student is expected to team up with at least one or two others, and it is within these groups that the *exercises* are completed. There are multiple reasons for this, but first and foremost the exercises are quite challenging and secondly it fosters collaboration in the groups and thus improved learning. An important byproduct is that the *lab challenges* can cover larger and more complex topics.

Naturally this raises the question, what is presumed to be the work load throughout the semester?

It is expected that each person in a group of 2 or 3 persons will have to use approximately 9 hours on a lecture (2x lectures obviously means doubling the hour count). This includes reading the curriculum, attending the lecture itself *and* completing the *exercise*. As a consequence groups containing only one person are *not* accepted, since it is quite unlikely that they will be able to complete on time by themselves. Furthermore, if you end up in a situation where you are the only one participating in the group - contact the course instructor!

It is the responsibility of each student to form a group and write this information to the "Exercise status" googledoc spreadsheet. Should this not be possible administrative groups will be created. A deadline will be supplied - See *Campusnet*.

¹There are several reasons as to why this is the case. One of these is the fact that I do *not* wish to participate in letting other people see what you create of both good and poor work.

1.3. The exercise in detail..

Below is an excerpt on how it's done.

Grp#	Firstname	Surname	E-mail	Wiki url
	Søren	Hansen	shan@iha.dk	manana
	Poul	Madsen	ppp@iha.dk	manana
	Mogens	Jensen	mje@iha.dk	manana
	Peter	Mikkelsen	phm@iha.dk	now

Student group of 3 that has
chosen the name mañana
NB! Must be unique

Figure 1.1: Registering

In figure 1.1 3 students have teamed up and chosen the name *manana*. After every student has been placed in a group each group will be given a *project* on the *Redmine* site. The complete *url* for this site will then be written to this spot instead, thus a click will forward you to the site in question.

For instance if the chosen name is *thebest* then the resulting *url* will be https://redmine.ase.au.dk/courses/projects/i3isu_e2013_thebest/wiki2. Do note that these names have to be unique.

NB! All sites will be removed at the start of the following semester.

1.3 The exercise in detail..

There is an *exercise* for each lecture, and as stated these actually consists of two different parts. One is completing the *lab challenge* and the second is *reviewing* another group's solution.

1.3.1 The lab challenge and what to record

The *lab challenge* is about solving the exercise text that is associated with each and every lecture. In the process of documenting your group's solution you write a page or pages to your wiki. Remember that the documentation should be adequately written such that:

- Reading it at a later date will prove valuable when facing a similar problem³. This does not necessarily mean that all source code should be presented in the wiki pages as part of the text. Use your common sense.
- Another group may review your solution, meaning that you have to have covered what you believe are the most essential elements in a given *lab challenge* - See 1.3.2 for a more in-depth description.
- You are adequately prepared for the exam at the end of the semester!

VERY IMPORTANT: For *lab challenges* for which source code (this includes scripts) is a product you *MUST* add the complete solution to your redmine site's associated git repository.

²This obviously only applies to the course I3ISU for the fall of 2013.

³You may need it for your project or for the exam in the very least.

For C/C++ solutions a `makefile` must be included as well. It is a requirement that all programs that can be “made” are makeable by running `make`⁴

For an example see https://redmine.ase.au.dk/courses/projects/i3isu-example/wiki/Exercise_11.

1.3.2 Reviewing another group

At the time when a review is to be conducted how should one proceed?

Before reviewing, in effect before starting the *lab challenge*, each and every group should sit down and determine the 3 most important elements that a given *lab challenge* consists of⁵. These 3 must all have some kind of technical relevance. E.g. *answered the questions well* or *nice and tidy wiki setup* do not constitute proper important points.

Having these predetermined elements the *reviewing* group may commence the actual review. The *reviewing* group’s job is therefore to assess whether the *reviewed* group’s solution contains at least 66% of the aforementioned 3 predetermined elements.

Two things follow, first the *reviewing* group makes a comment on the wiki in which the solution being reviewed is found. At this point it is **VERY** important to stress that the *reviewers* must write these 3 elements and argue as to whether these have been fulfilled. This means writing >5 lines of text. Secondly, in the event that it was determined to be adequate (>66%) then the *reviewing* group changes the *reviewed* group’s review state to be *ok* - see figure 1.3. This is done in the “Exercise status” googledoc spreadsheet. If they deem that its <66% then they change the state to *ext review*. Stating that the solution needs extraneous/extended review, just means that a instructor/assistant has to have a look at the solution as well. In other words a *reviewing* group CANNOT *fail* anybody.

⁴You may want multiple `makefiles` or designate that `make` must be run with certain arguments.

⁵which these are will most likely be revised a number of times when completing the *lab challenge*

	19/2-2013		22/2-2013		25/2-2013		1/3-2013
	Exercise 1			Exercise 2			
	Group	Reviewer grp	Reviewer	Group	Reviewer grp	Reviewer	
1	done	7	ok	done	12	ok	
1	done	7	ok	done	12	ok	
1	done	7	ok	done	12	ok	
2	done	17	ok	done	1	ok	
2	done	17	ok	done	1	ok	
2	done	17	ok	done	1	ok	
3	done	12	ok	done	13	ok	
3	done	12	ok	done	13	ok	
3	done	12	ok	done	13	ok	

Figure 1.2: Reporting status on review

From figure 1.3 it can be seen that group 1 consists of three students and that for lab challenge 1, they were reviewed by group 7. Group 7 accepts their solution with an “ok”.

Do note that the reviews are evaluated as well, and that you may fail them also. In other words if you do not do a proper job reviewing, then that part of the exercise is considered failed.

Below is the template that you *must* follow when performing a review:

Focal points

- focal point #1
Arguments that support why focal point #1 is sufficiently completed or not
- focal point #2
Arguments that support why focal point #2 is sufficiently completed or not
- focal point #3
Arguments that support why focal point #3 is sufficiently completed or not

Feedback

The actual review, what was done well and why as well as what could have been done better. Sometimes describing what was misunderstood and where.

Conclusion

States clearly why this particular lab challenge is 'ok' or is sent for an 'external review'.

By instigating this “reviewing” approach several learning elements are achieved:

- You have to reflect on a given exercise and determine what is important. This should also improve your preparation for the exam.
- You gain insights on other probable solutions to a given problem.
- You get used to having your ideas/solutions evaluated by equals.

For a thorough example of a review; see https://redmine.ase.au.dk/courses/projects/i3isu-example/wiki/Exercise_11 at the bottom. Do note that this review example does not

utilize the previously mentioned template, however they do address the focal points as well as perform a review.

1.4 Exercise evaluation and passing the course

To sum up what has already been stated, an exercise consists of two elements: one is the *lab challenge* and the other is the *review*.

Usually the *lab challenge* is only evaluated by a *reviewing* group, whereas the *reviewing* group's comment will always be read by an instructor or assistant. Both must be approved for the exercise as a whole will be approved. Since there are no exam for this course *all* exercises have to be approved!

For each and every exercise a number of *lab challenges* will be singled out randomly for “inspection/evaluation”. If needed, guidance will be provided.

If, for some reason, you fail to get every exercise approved, you can have your result reviewed once again. However there has to be ample reason.

You can always check your status in the mentioned “Exercise status” googledoc spreadsheet.

Columns hidden

B	C	D	E	F	G	H	AJ
Firstname	Surname	E-mail	Wiki url	Exercise 1			Exercise
				REQ		ACK	
Søren	Hansen	shan@iha.dk	manana	--	--	all ok	80.00
Poul	Madsen	ppp@iha.dk	manana	--	--	all ok	80.00
Mogens	Jensen	mje@iha.dk	manana	--	--	all ok	80.00
Peter	Mikkelsen	phm@iha.dk	now	--	--		0.00

ACK column is teacher feedback.
"all ok" == lab ok && review ok
=> points

Turns grey when you have got 100%

Figure 1.3: Overall student status, can be found activating the “Responses” pane in the “Exercise status” googledoc spreadsheet

1.5 How do I get started?

1. Team up in pairs or threes.
2. Update the “Exercise status” googledoc spreadsheet and in the *url* section write the name of your wiki. This name will be be part of the *url* for your wiki - see 1.2.
3. On the home page, list the group's members.
4. Get acquainted with the *Redmine* text formatting style.
5. For each *lab challenge* in the course create a sub-level entry. Each *lab challenge* should be a new page/article on the wiki.

1.6 An exercise time walk-through example

For every lecture your instructor will provide a deadline as to when your solution to the *lab challenge* and associated *review* must be turned in. These can be found in the “Exercise status” googledoc spreadsheet at the top, see 1.3. The usual allotted time frame for an exercise is 2 weeks⁶.

An example:

1. Week 1 - The (*lab challenge*) commences on a Tuesday - 27/8-2013.
2. Week 2 - Working on the *lab challenge* part.
3. Week 3 - Sunday at midnight is the deadline for hand-in - 8/9-2013.
Remember to update the “Exercise status” googledoc spreadsheet. Failing to do so, means late handin.
4. Week 3 - Monday morning the instructor will take all those groups into account that have handed in on time. These groups will then randomly be charged to review another group’s work.
5. Week 3 - Reviewer has commented and thus accepted or asked for second opinion by Sunday - 15/9-2013.
6. Week 4 - Soon after the instructor/assistants will read all *reviews* and *lab challenges* that require it. Finally the googledoc spreadsheet will be updated.

1.7 If things go haywire

If things go haywire, e.g. late handin, review failed etc. What happens then?

- Lab challenge handed in late?
You will not participate in the review part in the common sense. Contact your instructor in this event and in normal circumstances a solution will be found. Do note that if multiple lab challenges are being handed in late, a kind of misuse, then a warning mail will be send to the entire group. This means that all deadlines will be final from this point on. No late hand ins, no second try on lab challenges or reviews.
- Lab challenge not approved?
If a lab challenges is not approved then the whole group will receive an email describing what must be done in order to complete it. Remember to send an email when you have made the required changes.
- Review handed in late?
Can happen and will normally be accepted. Do note that if you do hand in late, you must send an email to the instructor, otherwise he may not notice as he may have already checked that particular lecture’s lab challenges and reviews. Again if multiple late hand ins occur, thus misusing this opportunity to hand in late, then the applies as with the lab challenges
- Review not approved?
The person that wrote the review will receive an email detailing what must be done to have the particular review approved. Remember to send an email when you have made the required changes.
- No lab challenge or review found despite been stated in google spreadsheet!
No email is send although the spread sheet is obviously updated. It is assumed that the

⁶Some exercises are doubles meaning 4 weeks instead of 2.

1.8. Example

students in question do know that something is amiss regarding the lab challenge or review (or both). E.g. sending an email is pointless...

In general: Remember to keep yourselves posted as to your lab challenges/reviews status' in the "Responses" pane in the google spreadsheet. If unsure always check here and if that does not help - do ask!

1.8 Example

An example can be found here <https://redmine.aase.au.dk/courses/projects/i3isu-example>

1.9 Questions?

Ask your friends or contact your friendly neighborhood instructor/assistant!

Especially when reviewing; use common sense and if in doubt seek out an instructor or assistant. Don't wait til after the deadline!

1.10 A brief digression

Do note that a similar wiki is expected of you for the course I3HAL. Certain indirect references are made in the following description due to this fact.

1.11 Summary - Things to remember or an exercise will fail

1.11.1 Applies to lab challenges

- Not updated spread sheet on designated deadlines. E.g. missing a *done* for a lab challenge completed means that no review will be performed on it and the group will not be asked to perform a review, thus failing the exercise.
- Source/makefile solutions not placed in associated git repository.

1.11.2 Applies to reviews

- Haven't got 3 important elements
- No clear argument for each element
- Written less than 5 lines of review text
- No final conclusion as to why they should pass/fail.
- Reviewed the designated group as specified in the spread sheet. If unsure of who to review ask or read this guide again.

Revision History

Revision	Date	Author(s)	Description
1.0	1/2-2012	SHAN	Revised and improved upon the expectation as to what the students are expected to do.
2.0	28/8-2012	SHAN	Completely revised, student are now expected to review each others work as well. Approached described.
2.1	28/10-2012	SHAN	Review requirements extended and thus improved.
2.2	5/2-2013	SHAN	Updated to fit current semester and the use of the new internal trac wiki.
2.3	18/8-2013	SHAN	Major text update and changed the references to the wiki Trac to the wiki Redmine.
2.4	9/10-2013	SHAN	Added section on why an exercise can fail.
2.5	16/12-2014	sha@ase.au.dk	Minor wording changes along with improved description of a review.
2.6	3/3-2015	sha@ase.au.dk	Added 'if things go haywire'. Clear description on what happens regarding failure in connection with hand ins