

## Lab Demo Guidelines

Labs will occur on a *Wednesday-to-Tuesday* week schedule, meaning:

- The first demo can occur on *Wednesday at 0900*.
- The last demo can occur on the following *Tuesday at 1700*.
- A **Google Calendar** for the DPM lab as well as other deadlines will be posted under **Weekly Laboratories → Lab Schedule**

### Demoing on Wednesday, Thursday, or Friday

- Groups who wish to demo on these days may do so based on their desired demo bins or whenever a TA is present and available in the lab.
- If multiple groups wish to demo, the TA present in the DPM lab will create a queue on a *first-come, first-serve* basis.

### Demoing on Monday and Tuesday

- To accommodate the large volume of lab groups who wish to demo towards the end of the lab week, demoing students must sign-up for a **demo bin**.
- A **demo bin** is a time frame where a group is guaranteed at least one chance to demo, and will have priority over other groups not in that bin.
- There is no demo order within each bin: it will be on a *first-come, first-serve* basis for the students who are signed-up in that bin. If a group has demoed once and wishes to try again, they may do so only if the TA is available. However, this option is discouraged when several groups are still waiting to be demoed.

### Other Demo Requirements

- All members of a group must be present for their demo. If one member is absent, it will be noted by the TA grading them and they will receive a mark of 0 for the design presentation portion of the demo grade. The absent member will need to present one of the TAs with a valid excuse prior to the code submission deadline in order to complete the individual question part of the demo grade.

- Your code must be ready for submission at the time of the demo. After demoing, you must upload your code to **MyCourses**. The TA will verify that this is done.

## Demo Procedure

For all five labs, these are the 10 required steps for the lab demonstration:

1. A TA must be available to supervise the group's demo in the DPM lab.
2. If it is a Monday or Tuesday, the group should have registered for a **demo bin** ahead of time. If the group is not registered for a bin, the TA will see them on a *first-come-first-served basis* after all registered groups have been seen. On all other days, there are **no demo bins** and all groups are treated on a *first-come-first-served basis*.
3. When a group is ready, they ask an available TA to supervise their demo. During busy periods, the group should add their group number to the queue on the blackboard in the lab.
4. The TA verifies the group's **demo bin** registration and queue position and calls out their group number.
5. The supervising TA will ask them to upload their codes from their PC/laptop to the EV3 brick in the presence of the TA.
6. After the code compilation is successful, the TA asks them to start their demo. Please refer to the lab grading scheme under the relevant MyCourses folder.
7. The TA will grade the group's demo based on the aforementioned grading scheme.
8. Once the demonstration and grading are completed, the supervising TA will ask the group to upload their codes (zipped folder of JAVA source files) to MyCourses

under the Assignment window (e.g. **Lab 1 Codes**). If only one student was present for the demo, the TA must indicate this under the comments section of the lab code submission.

9. While one student is uploading the codes, the TA will sign a hardcopy receipt of their demo grade and the student group keeps the receipt with them. This serves as proof that the demo occurred in case MyCourses crashes or randomly decides to delete grades.
10. The TA then assigns the demo grade to them by accessing the Grades window of MyCourses and entering the grade for the student group.