

Instructor Ordering on the Physics Demonstration Lab Website

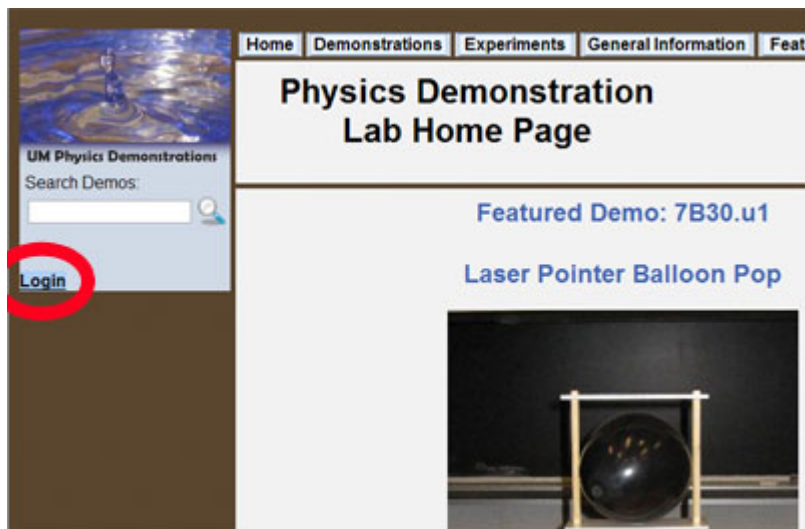
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Login Procedure

Users with Kerberos passwords and who are on a list created by the Demonstration Lab are authorized to use the DemoLab Site. Please contact demolab@umich.edu or dial x62498 to be added to this list.

Click “Login” and you will be re-directed to the umich Kerberos login site. Once authenticated, you will have access to instructor tools, which enable you to order demonstrations.



When you login, you will be directed to your **Instructor Page**:

The instructor page is your main point of navigation for the site. On this page you will find all your upcoming events, create new events from scratch, and browse past events.

Standing Orders

You are one of two types of instructors:

Type 1 – More Than One Event: You are teaching a course for an entire term or making any kind of multiple event order for the same type of event (several SMPs, a two day outreach, etc).

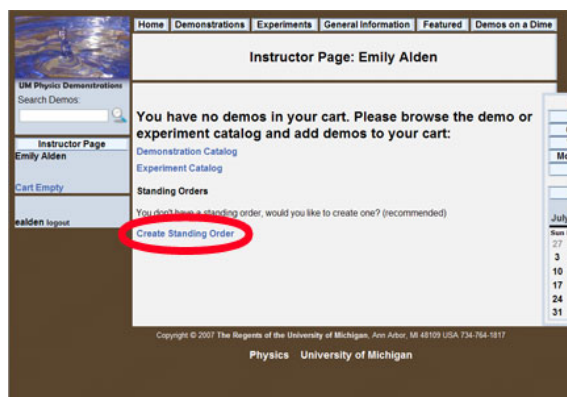
Type 2 – Only One Event: You are ordering for a one time only event, you don't need a standing order.

If you are Type 1, create a standing order to make ordering events easy.

A standing order sets as default the time, place, instructor, and course information for a given term so you don't have to enter it repeatedly.

The standing order is for a single term or event type only. A new standing order must be created for each term or event type. In the future you can search your past events by standing order to make re-ordering easier.

Specify the details of your event, then click "Insert":



Selecting a preview time will give you a one-click option to preview when you click "Edit Event"; it will not automatically create a preview for all your orders.

Standing Orders

If your class is in the main Dennison lecture halls (170 & 182) we can provide media tools. Select these after clicking “Insert.”

Standing Order Management: Emily Alden

View or Edit a Current Standing Order

Fall 2008 Physics 140

soid	49
Instructor	Emily Alden
Term	Fall
Year	2008
Start Time	08:00
End Time	10:00
Room	Dennison 268
Dept	Physics
Course	140
# Sections	2
General Comments	
Alternative Prof (optional)	
Weekly Meet Time	MTW
Preview Day	Previous Day
Preview Time	10:20am

Selected Media Tools

- Laptop (PC)
- green laser pointer
- Qwizdom receiver

Remove Media Tools

Available Media Tools

- red laser pointer
- Qwizdom student unit
- Audio Cable
- Computer Switcher
- Optical Mouse
- bungee cord
- duct tape
- Sound Cart
- Overhead Projector(s)
- Clock
- Qwizdom Instructor Remote
- Laser Pointer
- Data Projector
- Networked Laptop
- Fleetwood Computer Response System

Add Media Tools

Navigation Panel: Finished, Current Standing Orders, Past Standing Orders, Create New Standing Order

Left Panel: UM Physics Demonstrations, Search Demos, Instructor Page, Emily Alden, Cart Empty, ealden logout

Once created, you can edit your standing order by clicking “Standing Orders” on the right-side navigation panel on the Instructor Page. You can add and remove media tools, change default preview settings, or add an alternate instructor if you are going to have a substitute.

If you create more than one standing order, your most recent standing order will be the default for all “Turbo Tools.”

Ordering Demonstrations

If you want to order demonstrations or experiments, you must select demonstrations and create an event (specify date, time, instructor, and place).

Select Demonstrations:

Type 1 – From Scratch: After browsing the Demonstration (or Experiment) Catalog, you have added a number of demonstrations to your cart.

Type 2 – From another Event: After browsing past events (your past events, or someone else's who is teaching the same course as you), you would like to copy the demonstrations from another order, which you can then alter by adding or removing demos.

From Scratch

Browse or search the Demonstration Catalog (see p. 9).

Click "Add Demo to Cart" on the demo page.

Note: you can save demos in your cart indefinitely (i.e. order some from the cart for an event and save the rest for a later event).



Ordering Demonstrations

Ordering from Scratch with a Standing Order

- 1) Navigate to the Instructor Page.
- 2) Click on the date you wish to order for.

If you have a Standing Order and Demos in your Cart, you will see the Turbo Order panel on your instructor page.

The screenshot shows the Instructor Page for Emily Alden. At the top, there are navigation tabs: Home, Demonstrations, Experiments, General Information, Featured, and Demos on a Dime. The main heading is "Instructor Page: Emily Alden".

The "Turbo Order an Event" panel is the central focus. It contains the following elements:

- Search Demos:** A search bar with a magnifying glass icon.
- Instructor Page:** A sidebar with "Emily Alden" and a "View Instructor Cart" link.
- Demos:** A list of three demos:
 - 6A10.40 - Multiple Images
 - 6A20.35 - Mirage
 - 6A20.u2 - Stack of Washers Illusion
- Media Tools:**
 - Laptop (PC)
 - green laser pointer
 - Qwizdom receiver
 - Multiple Images
 - Mirage
 - Stack of Washers Illusion
- Calendar:** A calendar for August 2008. The date 12 is highlighted with a red box. Below it is a smaller "Order Calendar" showing the same month and date.
- Instructor Links:**
 - Standing Orders
 - Create New Event
 - View Past Events
 - Modify Account Name
 - View Cart

You can de-select a demonstration from the list by un-checking its checkbox. All other demos will be ordered.

Ordering from Scratch for One Time Event (without a Standing Order)

Navigate to the Instructor Page.

- 1) Click "Create New Event."
- 2) Follow Create New Event Instructions to specify time, place, instruction, and course type for your event.

Ordering Demonstrations From another Event

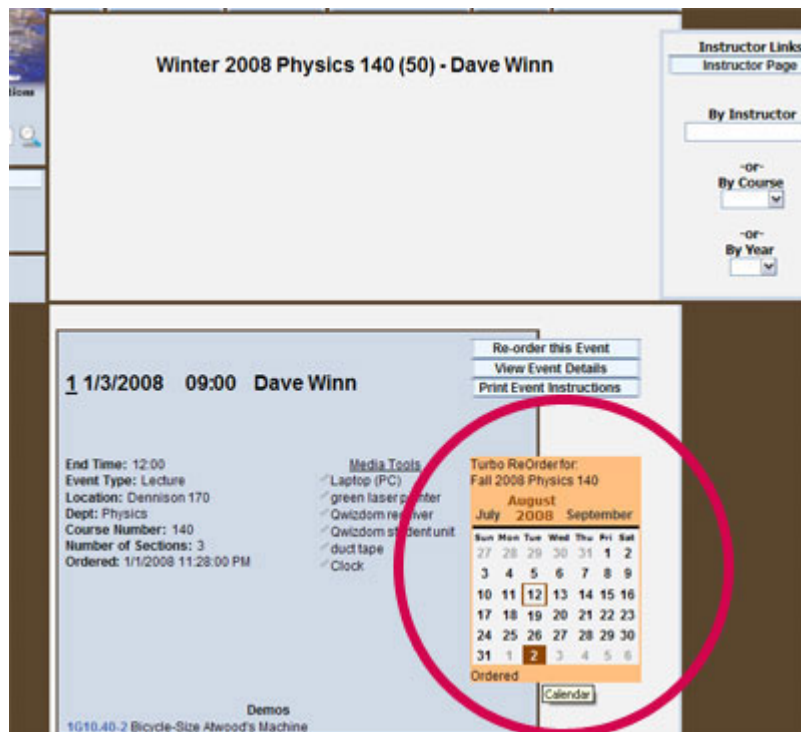
Browse and sort past events from the Instructor Page

Past events that you have ordered will automatically display on the Past Events Page. You can sub-select your past events by course, term, and year. Otherwise you can sort all other orders by instructor OR by course OR by year. This page can take a long time to load because it is sorting and sub-sorting a lot of information by a large number of parameters.

If you are going to reference a specific list over time, I recommend bookmarking the URL; it contains the sub-selection information (e.g. a given standing order -or- a given instructor, year, term, and course).

Ordering Demonstrations

Ordering from Another Event with a Standing Order



- 1) Scroll to the event you want to copy.
- 2) Click the date on the Calendar you want the event copied to using your Current Standing Order (in this case "Fall 2008 Physics 140")

You will see an "Ordered" confirmation note at the bottom of the calendar.

If you want to copy all of an instructor's orders for a past term, all ~23 events will be listed on the past event's page. You will be able to just scroll and click each "Turbo ReOrder" calendar to populate your entire term on one page. You can confirm and edit your orders on the Instructor Page. If you accidentally click the same date twice, you will be asked if you want a second order on the same day.

Ordering from Another Event for One Time Event (without a Standing Order)

- 1) Scroll to the event you want to copy.
- 2) Click "Re-order this Event"
- 3) Follow Create Event Instructions

Browse or Search the Demonstration Catalog

Organizational Scheme

Demonstrations are organized according to the DCS (Demonstration Classification Scheme) managed by PIRA (Physics Instructional Resource Association).

Number	Letter	Number	Number
Area	Topic	Concept	Demonstration

Example: **4A30.10 – Bimetallic Strip**

4 – Thermodynamics

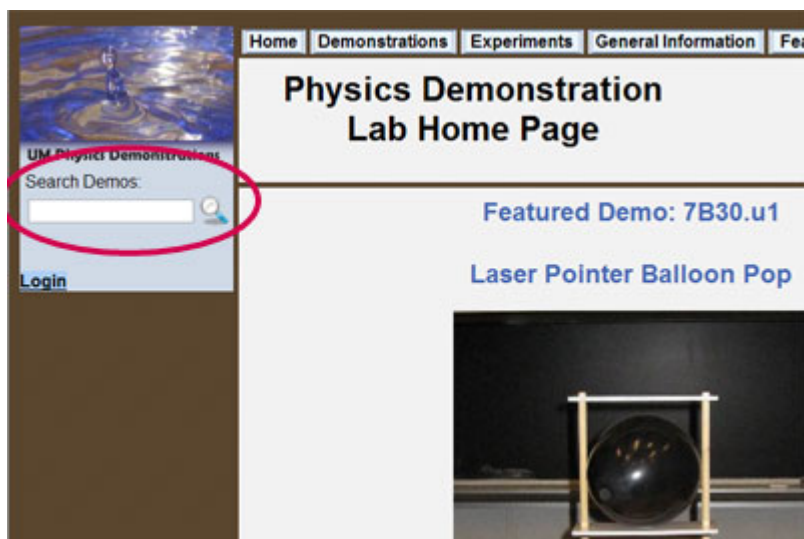
A – Thermal Properties of Matter

30 – Solid Expansion

10 – Bimetallic Strip

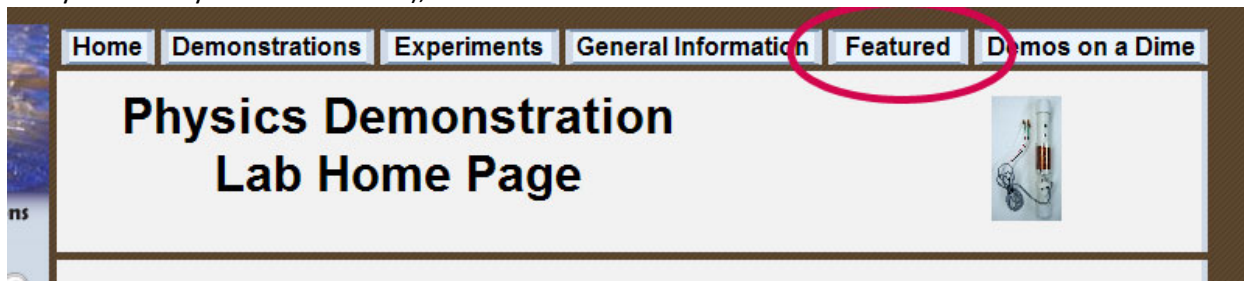
Search

The search algorithm is basic and is primarily designed to reject potential SQL injection attacks. It searches for “AND” qualifiers first, then “OR.” It searches keywords specified by the demolab, then the title, and the objective of the demonstration to find a match. Unfortunately this benefits people who are already familiar with the demonstrations as opposed to newcomers.



Featured Demos

If you are new to the website, visit the “Featured” page. It displays the new demos that the DemoLab is featuring (these demos also cycle on the homepage), as well as the most popular demos (based on how many times they’ve been ordered), and the PIRA 200.



Create an Event

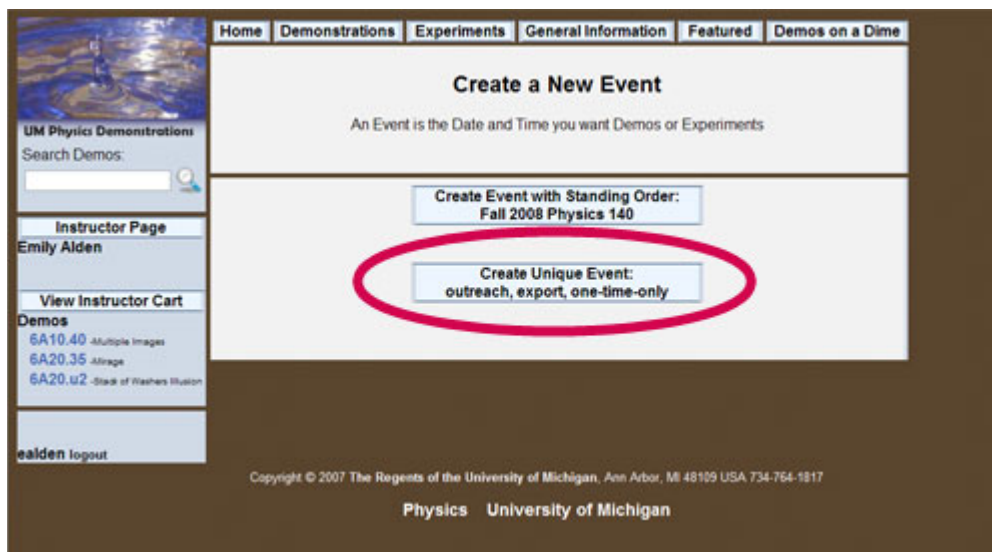
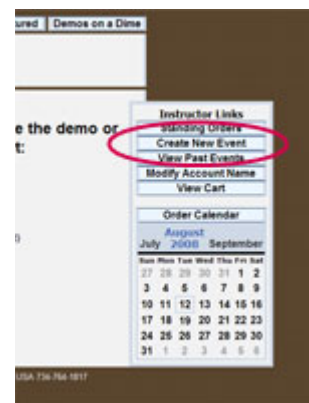
There are several ways to create an event automatically with a Standing Order. You can use “Turbo Order” on the Instructor Page to empty a cartload of demos onto a date, or use “Turbo ReOrder” to reorder a past event’s demos entirely.

If you don’t use these, perhaps because you don’t need a standing order for a one-time event or because you have more than one standing order, you can click “Create New Event” on the Instructor Page.

You can also click “Re-Order Event” on an Event’s Panel.

- 1) Specify Event Type (Unique or from existing Standing Order).

If you don’t have a standing order, you will be prompted to create one. If you don’t want one, simply click “Create Unique Event.”



If Unique:

- 2) Specify Event Details then pick the date:

Home **Demonstrations** **Experiments** **General Information** **Featured** **Demos on a Dime**

Create a New Event

Pick the location, type, time, and then date of your event on the calendar.

Start Time: 8am **Room:**

Dennison 170 Dennison 182 Dennison 268 Dennison 80 (for export) Dennison 266 (for export)

Event Type:

Export Lecture Inreach SMP Meeting Exam Review Session Outreach

Department:

Physics Astronomy EECS

When you pick your room, event type, and times, click a date on the calendar and your event will be created. You will then be able to add demos, experiments, and media tools.

July	August 2008					September	
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
27	28	29	30	31	1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31	1	2	3	4	5	6	

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If from Standing Order:

- 2) You do not need to specify details, only the date:

Home **Demonstrations** **Experiments** **General Information** **Featured** **Demos on a Dime**

Create a New Event

Pick the date of your event on the calendar.

July	August 2008					September	
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
27	28	29	30	31	1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31	1	2	3	4	5	6	

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Physics University of Michigan

- 3) When you select your date, you will be directed to the Event Manager where you can add demos, experiments, media tools, and a preview to your event. When you finish you can navigate to your Instructor Page and see your upcoming event.

Event Manager

Once an event is created (with or without demos) it can be edited using the Event Manager.

Features:

- Add or Remove Demos
- Add or Remove Experiments
- Add or Remove Media Tools
- Add Comment
- Edit Event Details (time, place, course, alternative instructor)
- Create a Preview
- Move an event to different date
- Copy an event to a different date
- Delete an Event
- Add Demos or Experiments manually (if you can't find a demo or experiment in the catalog, you can explicitly type in what you're ordering).

Adding Demonstrations to an Existing Event

After you create an event, you can add demonstrations to it in two ways:

- Add demos to your cart. Navigate to the Event Manager by clicking “Edit Event” on the Event Panel, you can then add demos in your cart to that order.
- When browsing, all your upcoming orders will be listed on a given demonstrations page (if you haven’t already ordered that demo on that event). Click “Add to Event on: -your event’s date-”

The demo will be added to the order (and the preview if appropriate).

The screenshot displays a web page for a physics demonstration. At the top, there is a navigation bar with tabs: Home, Demonstrations, Experiments, General Information, Featured, and Demos on a Dime. The main heading is "2B40.30 - Cartesian Diver". Below the heading is a video showing a hand holding a glass tube with a diver inside. To the right of the video is a sidebar titled "Available Order Count: 33" and "Statics of Fluids". The sidebar lists several demonstrations: 2B40.14 - Archimedes' Principle, 2B40.15 - Finger in Beaker, 2B40.25 - Submarine in the Water, 2B40.26 - Boat in the Water, 2B40.30 - Cartesian Diver, 2B40.40 - Weight of Air, 2B40.59 - Density Ball, 2B40.60 - Hydrometers, 2B40.u1 - Lung Apparatus, 2B40.u2 - Buoyancy - Coke and Diet Coke, and 2B40.u3 - Ball in Oil and Water. Below the list is a button "Add to Event on: 8/28/2008" which is circled in red. On the left side of the page, there is a sidebar with "UM Physics Demonstrations", a search box, and an "Instructor Page" for Emily Alden, showing "Upcoming Orders: 1" and "Cart Empty". At the bottom of the page, there is an objective statement: "Objective: The Cartesian diver is a device used in illustrating phenomena such a transmission of pressure through liquids, buoyancy (Archimedes' Principle), and compressibility of gasses."

Event Panel

An event is summarized for the instructor and demonstrators with an Event Panel. An instructor's upcoming events are displayed in the Instructor Page as a sequence of Event Panels.

The panel presents information about the order: demonstrations, medial tools, experiments, comment, time, place, etc.

It also gives you a chance to modify the order as needed:

Edit Event – sends you to the event manager of the event to manipulate the order completely

Delete Event – allows you to delete the event (after a prompt)

Re-order this Event – allows you to copy the order exactly as it is to another day

View Event Details – provides the complete event information

Print Event Instructions – allows you to print out instructions for the demonstrations in your event

8/27/2008 08:00 Emily Alden

[Edit Event](#)
[Delete Event](#)
[Re-order this Event](#)
[View Event Details](#)
[Print Event Instructions](#)


End Time: 10:00
Event Type: Lecture
Location: Dennison 268
Dept: Physics
Course Number: 140
Number of Sections: 2
Ordered: 8/20/2008 10:22:46 AM

[Media Tools](#)
 Laptop (PC)
 green laser pointer

Demos

- 1D60.40 Nerf Rocket
- 1D60.10 Relativity Cart
- 1D50.40 Swing the Pail
- 1D60.30 Shooting the Falling Teddy Bear

If the event is a preview, a clipboard icon will appear in the upper corner of the event panel.

 Preview

8/26/2008 10:20 Emily Alden

[Edit Preview](#)
[Delete Preview](#)
[View Event](#)
[Print Event Instructions](#)

Event Type: Lecture

Creating a Preview

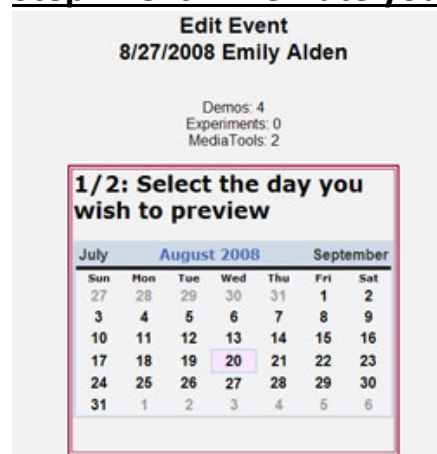
If you haven't presented a demonstration previously you are strongly encouraged to preview the demo before the lecture. To schedule a preview for an event, navigate to the Event Manager (Click "Edit Event" on the Event Panel).

If you have a default preview time on your standing order, that preview should appear (here it is set for Previous Day @ 10:20, which displays as: "Preview on: 8/26/2008 10:20"). To create a preview at that time, click the button and it will be created.

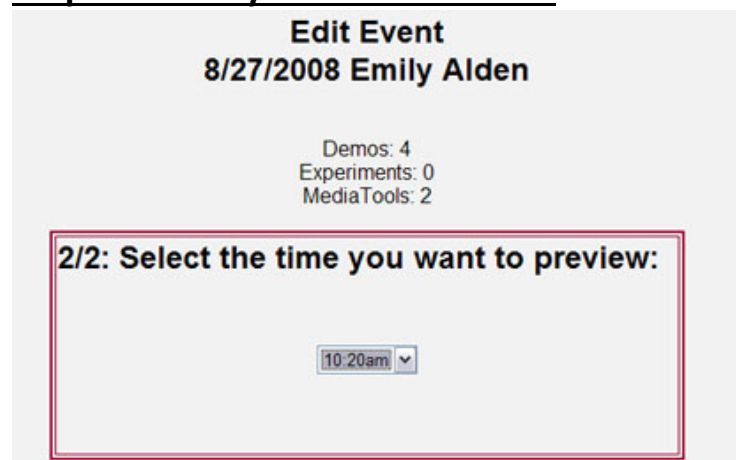


To create a preview from scratch (not from standing order) click "Preview this Event."

Step 1: Click The Date you Want to Preview



Step 2: Select your Preview Time



Delete An Event

From the Event Panel, click “Delete Event”



Navigate to the Event Manager (click “Edit Event” on Event Panel). Once in the Event Manager, click the garbage can to delete an event entirely. You will be prompted to prevent accidentally deleted events.

