



Capstone Design Expo Registration

Student guide prepared by

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Date 2/18/21

Step 0

- Only **one student per team** should create the team and add members
- All team members can edit project info **AFTER** the team lead has first entered the team/project info, up until the registration deadline
- All team members can update the project description, project poster and video demo link until 11:59pm the night before the expo.

Step 1: Team lead enters profile information

- Login with your GT credentials on this site: http://capstone.gatech.edu/expo_register
 - You should be directed to Georgia Tech's Single Sign On
- Create a **New Team**
- Please contact webmaster@capstone.gatech.edu if you encounter the following error:

BC in the Cloud

⚠ Error occurred while login. Please contact your Administrator.

User Name

Password

Remember user name

Login

Quick Help: [Forgot your password?](#)

New Users: Please follow the instructions sent to your registered email address or contact System Administrator.

Supported Browsers: Google Chrome, Mozilla Firefox, Microsoft Internet Explorer 11.0+, Edge, Safari

Language: English

Georgia Tech

Semester/Course: Spring 2021: Capstone Design (Read Only)

Student 9

Expo Dashboard

Hello, Student 9! Welcome to Spring 2021 Virtual Capstone Design Expo

My Team

You are currently not in a team. Please accept an invite or create a new team.

Days Until Expo Registration Deadline

18

Edit Profile

New Team

My Team

Team	Workflow Status	Workflow Actions
No records to display.		

Pending Team Invitations

Team	Note	Workflow Status	Workflow Actions
No records to display.			

Step 2: Team Lead registers team

- Input team name and primary contact
- If your “**group**” was previously created in this portal, using the group search feature will pull information from your past group.
- Invite your group members with their **GT Usernames** with “**Add Team Invitation**”
- Enter **project details**
- All details can be updated by any team member until the expo registration deadline
- Click Save when complete

The screenshot shows a web form titled "New Team". At the top right, there are "Cancel" and "Save" buttons. The "Save" button is circled in red. Below the title is the "Team Information" section with fields for "Team Name" (placeholder: "Sample team name or Group name"), "Primary Email" (placeholder: "leadEmail3@gatech.edu"), and "Groups" (with a search icon circled in green). Below that is the "Invite Students" section with a table header for "GT Username" and an "Add Team Invitation" button. The "Project Information" section includes fields for "Project Title" (placeholder: "Sample Title"), "Project Major" (dropdown menu), "Primary Advisor" (placeholder: "Dr. Advisor"), "Sponsor Name" (placeholder: "Company name or N/A"), and "Project Description" (placeholder: "An intriguing description of a high-level summary of your project problem and your proposed solution"). A green circular icon is in the bottom right of the description field. An arrow points from the "Project Major" dropdown to the text below.

The project major is not necessarily the major of team lead student. Example: Students from ME4723 typically would choose “**Interdisciplinary**” as project major

Step 3: Update project info

- Navigate to your team's homepage and scroll down to "Invitations" Section
- After a team/project is created by the team lead, **ALL** team members can visit the expo portal, http://capstone.gatech.edu/expo_register to update info

1. Click "**Update Info**" to update profile details of the team member (more on this in next slide)
 2. You may edit the project details information by using the **orange pencil** button at the top right
 3. If your personal details are correct, then click "**Verify**" on top right (*optional step and can only be done by team members previously added by team lead*)
- If information is missing, an error will appear.

The screenshot displays a web interface for managing a team. At the top, there's a header for the team: "Team: Sample team name or Group name". To the right of this header are navigation buttons: a back arrow, a forward arrow, an "Add Poster/Video" button, an orange pencil icon (circled in red), and a three-dot menu. Below the header, there's a section for team details. On the left, it shows "Team Name: Sample team name or Group name", "Team Profile Co...", "Primary Email: leadEmail3@gatech.edu", "Workflow Status: Pending Registration", and "Workflow Actions: Add Poster/Video | Invite | Verify | Leave". The "Verify" button is circled in purple. On the right, there's a "Virtual Meeting ..." section with options for "Video Demo", "Project Image", and "Location". A dropdown menu is open on the right, showing "Invite", "Verify" (circled in purple), and "Leave".

Below the team details is the "Project Information" section. It includes: "Project Title: SF-F: High School Startup Projects (Solar Boat, Wind Turbine, ... You Choose!)", "Major: Electrical & Computer Engineering", "Primary Advisor: Dr. Advisor", "Sponsor Name: Georgia Tech", and "Project Description: An intriguing description of a high-level summary of your project problem and your proposed solution".

Next is the "Registration Information" section, which is currently collapsed.

Below that is the "Invitations" section, which is expanded. It shows a table with columns: Student, Email, GT Username, Note, Workflow Status, Workflow Actions, and Profile Complete. The table has two rows of team members. The first row is highlighted in red and has an "Update Info" button. The second row is also highlighted in red and has "Update Info | Remove Member" buttons, with the "Update Info" button circled in red.

Student	Email	GT Username	Note	Workflow Status	Workflow Actions	Profile Complete
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Unverified	Update Info	
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Unverified	Update Info Remove Member	

Step 4: Update Team Member Info and Verify

- Users will see an updated dashboard view with their team when logging in.
- User Profiles can be updated in two ways:
 - Team lead can change user information after clicking "**Update Info**", as shown in the prior slide, user information can be updated as shown in the bottom photo.
 - Individuals members can "**Edit Profile**" to update their information
- After the individual's information is correct, only individual users can save and "**Verify**" their personal details. (See previous slide for other verification methods)
- Ensure all fields are correctly updated.
 - Type [Course Number – Section] into section
 - ME4182 – A

BC Cloudia Semester/Course: Spring 2021: Capstone Design (Sp21) Student 2 Expo Dashboard

Hello, Student 2! Welcome to Sp21 Capstone Design Expo

My Team: Test name2

Days Until Expo Registration Deadline: 18

Buttons: Edit Profile (circled in blue), New Team

Team	Workflow Status	Workflow Actions
Test name2	Pending Registration	Add Poster/Video Invite Verify Leave (Verify circled in purple)

stest3QAQA1: Update... [Cancel] [Save]

Update Info

Team: Sample team name or Group name

GT Username: stest3QAQA1

* First Name: Student 3

* Last Name: Test

* Email: 586gwiz+CMP+S3@invalid.com

* Major: -- Please select -- (Warning: Major must be specified)

* Section: [Empty field]

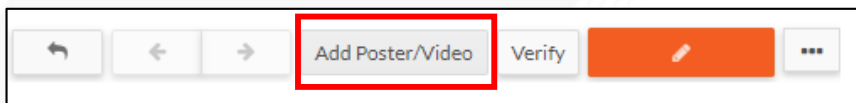
* Shirt Size: Medium

* Hometown: Atlanta, Georgia

A red arrow points from the text 'Type [Course Number – Section] into section' to the Section field.

Step 4: Team members upload posters and/or video

- Navigate to your team's homepage and Click on "Add Poster/Video"
- The **image** (.PNG/.JPEG) of the poster should be added under "Project Image"
- If the team has a video, a **URL** should be linked to it in the "Video Demo" section

A screenshot of a web form titled "Test Team Name: Add Poster/Video". The form has a "Cancel" button and a "Save" button in the top right corner. Below the title is a section labeled "Presentation Assets". A note states: "This information is NOT required to successfully register for an expo. It is required prior to attending the expo, however." The form contains three main sections: 1. "Project Image" with an "Add Image" button and a preview of a file named "site.PNG" (23.54 KB). 2. "Video Demo" with a text input field containing "http://youtubelink.com". 3. "Project Description" with a large text area containing the placeholder text: "This is an intriguing project description to provide a high level summary of your project problem and your proposed solution."

Suggested Poster Specifications:

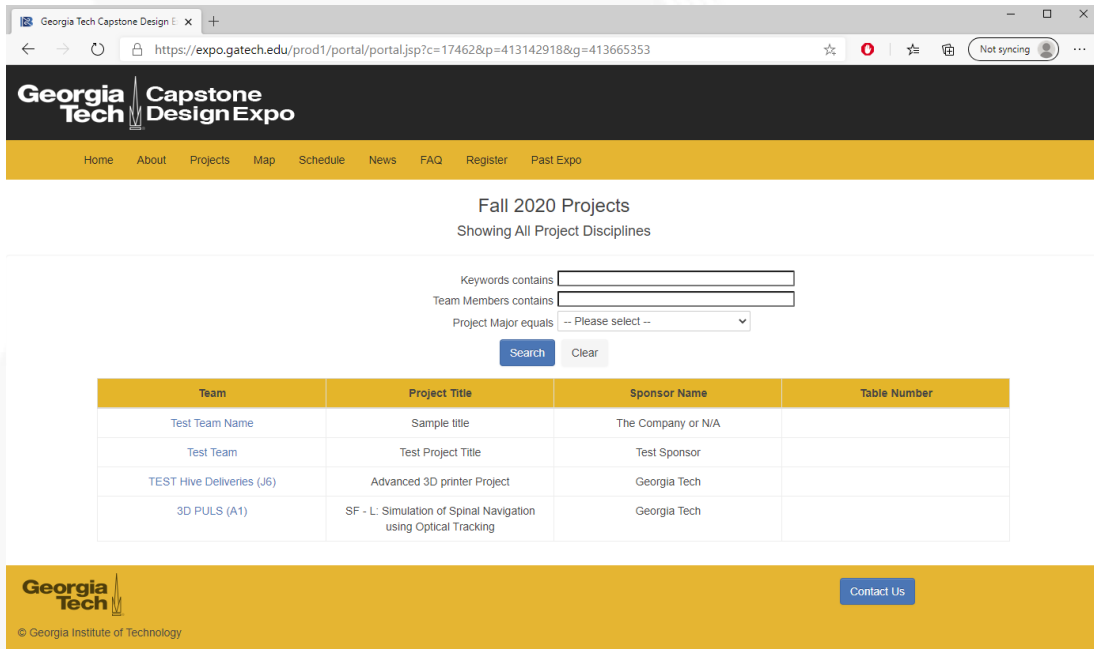
1. Create a MS PowerPoint slide and change slide size to 48 in width x 36 in height (4:3 aspect ratio)
2. Save the slide as .jpeg

Project description and poster/video updates can be made until **11:59pm** the day before the expo. Any changes made after this time will not be shared with the expo judges.

NOTE: This is how Judges will be able to access your poster and video during the expo. If this is not completed, Judges will not be able to view your materials before the expo.

Step 5: Check your team info on the public Expo Site

- Visit this link:
<https://capstone.gatech.edu/projects>
- Check your team name and click to see the team details



Georgia Tech Capstone Design Expo

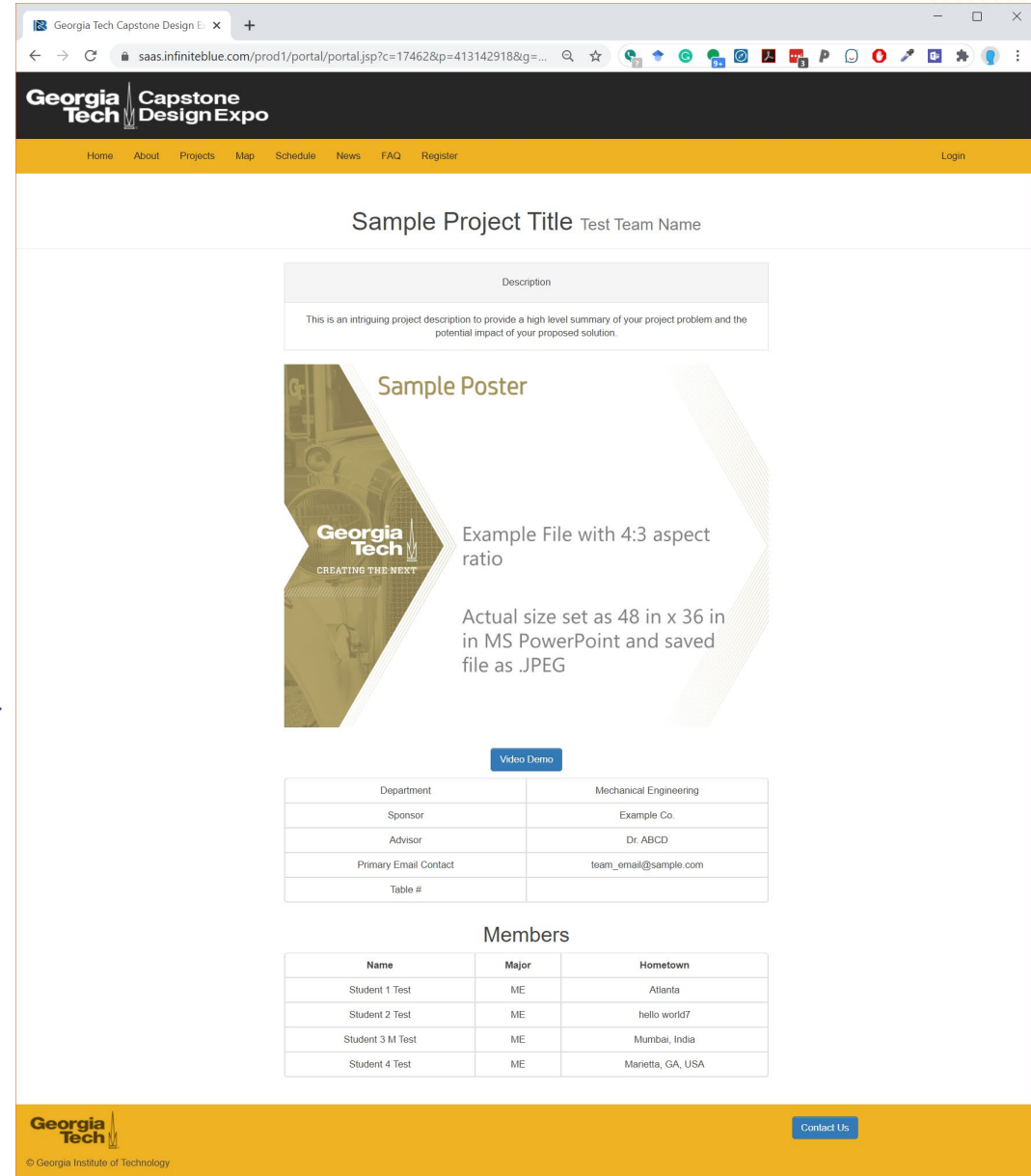
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Fall 2020 Projects
Showing All Project Disciplines

Keywords contains
Team Members contains
Project Major equals -- Please select --

Team	Project Title	Sponsor Name	Table Number
Test Team Name	Sample title	The Company or N/A	
Test Team	Test Project Title	Test Sponsor	
TEST Hive Deliveries (J6)	Advanced 3D printer Project	Georgia Tech	
3D PULS (A1)	SF - L: Simulation of Spinal Navigation using Optical Tracking	Georgia Tech	

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Sample Project Title Test Team Name

Description

This is an intriguing project description to provide a high level summary of your project problem and the potential impact of your proposed solution.

Sample Poster

Example File with 4:3 aspect ratio

Actual size set as 48 in x 36 in in MS PowerPoint and saved file as .JPEG

Department	Mechanical Engineering
Sponsor	Example Co.
Advisor	Dr. ABCD
Primary Email Contact	team_email@sample.com
Table #	

Members

Name	Major	Hometown
Student 1 Test	ME	Atlanta
Student 2 Test	ME	hello world?
Student 3 M Test	ME	Mumbai, India
Student 4 Test	ME	Marionette, GA, USA

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