1) To Begin

-Go to:

http://homepages.cae.wisc.edu/~bmedesgn/
and hit BME Project Builder near the bottom of the page. Alternatively, go to:
http://cgi.cae.wisc.edu/cgi-bin/cgiwrap/bme402/projectBuilder.cgi
to navigate directly to the login page.

2) Web page information

-**Webmaster name** & **E-mail address**: Enter your name and email address.

-**Project title**: Enter a project title.

-This text will appear at the top of your webpage where you now see "Edit BME Design Project Page."

-**Project Statement**:

-Think of this textbox as a place to amalgamate an abstract and a problem statement.

-Write this section in a text editor (*e.g.* Microsoft Word), perform spell check, and paste it into this textbox.

-Please avoid grammatical mistakes.

3) Project Status

-**Project Status**

-This textbox should be updated weekly, if possible.

-Write in the past tense.

-Please post a picture of your group here. See the separate Project Builder Tutorial for guidance in posting images. Be sure to annotate who is who in the picture.

-**Project report week** & **Upload project status report**:

1) Select the week of the progress report you plan on uploading (make sure this is right!).
2) Click the Browse… button and select your file.
3) Scroll to the bottom of the webpage and click Submit.
4) Only one progress report can be uploaded at a time.

CONVERT ALL PROGRESS REPORTS INTO PDFs AND POST THOSE. DO NOT POST WORD DOCUMENTS. PLEASE SEE THE TUTORIAL ON CREATING PDFs.

-**Existing progress reports**: If you make a mistake in which week the report is for, if you post the wrong file, or you just want to get rid of one of the progress reports, uncheck the checkbox next to the corresponding file. Click the Submit button at the bottom of the webpage to get rid of the file.

-**Ordering progress reports**: Please make sure your progress reports are in descending order. The only way to make them in order is to post them in order, 1, 2, 3… You'll be asked to re-post all of your progress reports should they be out of order.

4) Project Timeline

-**Complete weekly timeline**: In each text box, enter what your team accomplished during the week. If you decide to list what you accomplished, please ensure that your verb tenses are consistent within each item of the list. Also, write in the past tense; it makes more sense when an individual reads through your web page in the future.

-This table provides a concise way of seeing how your team is progressing. Make sure you accurately portray how effective your team has been.

5) Presentations and Reports

CONVERT ALL REPORTS AND THE PDS INTO PDFs AND POST THOSE. DO NOT POST WORD DOCUMENTS. PLEASE SEE THE TUTORIAL ON CREATING PDFs.

-**Report/Presentation title**: Enter text for the report you are uploading. This text will be hyperlinked.

-*e.g.* If you plan on uploading your mid-semester presentation, you may want to enter the text "Mid-semester presentation." This text will then be hyperlinked for downloading your .ppt file.

-**Upload report/presentation**:

1) Click the Browse… button and select the file corresponding to the **Report/Presentation title.**
2) Scroll to the bottom of the webpage and click Submit.
3) Only one report/presentation can be uploaded at a time.

-You will want to upload your PDS (periodically, as it is updated over the semester), your mid-semester and final reports, and your PowerPoint files for the mid-semester and final presentations. You are also welcome to upload any other significant documents, such as CAD drawings.

-**Existing reports/presentations**: If you need to get rid of a file, uncheck the checkbox next to the file. Click the Submit button at the bottom of the webpage to get rid of the file permanently.

6) Project Team Members

-Enter the name, email address, and title of all of your group members.

-Please list team members in the following order: Leader, Communicator, BSAC(s), and BWIG(s)

-Enter the name, email address, and title of your faculty advisor.

e.g. Willis Tompkins, Ph.D.

i.e. include title, such as Ph.D., M.D., etc. Follow these rules for clients as well.

-Enter the name, email address, and title of your client(s).

7) Search engine information

-**Project Description**: Type a few sentences that describe your project. Use descriptive words.

-**Keywords**: Enter additional keywords into this textbox. For example, if you wanted to search on Google for your own name, you should type your own name into this textbox. You should put relevant keywords related to your project, such as the specialty of your project (*e.g.* biomaterials).

8) Images

-Please see the "Project Builder Tutorial" document for instructions on uploading and displaying images.

9) Change project password

-You should change your password to something uneasily guessed.

-Click the Submit button for updating this password.

-Be sure to remember what you change your password to. Remember, I can't find it out for you. I cannot recover access to your webpage.

-Overall, click the Submit button for updating any text that you enter.

-I recommend book-marking the login webpage.

-For any amount of text, use a text editor with spell checking.

-Andrew L. Wentland