



UNIVERSITY OF
CALGARY

2022 Capstone Design Fair

Student Information and Resource Deck

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Dean's Office
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Tentative Schedule

- Tuesday, April 5th, 2022
- Online via Zoom & WordPress
- WordPress pages must be finalized by Monday, April 4th at 8:00am

Time	Activity
9:30	Welcome Remarks
10:00 – 12:30	Judging & Open to the Public
13:00	Prize Announcement & Closing Remarks



Waivers must be signed

- You can find the waiver in the Student Info Sheet document, and online here: [media-recording-release-aic.pdf \(ucalgary.ca\)](#)
- Please have **all** members of your team sign the waiver and return to capstone@ucalgary.ca

WordPress

- We are using WordPress as our platform this year
- <https://engineeringdesignfair.ucalgary.ca/>
- Each team needs **one** “Lead Editor”
- This “Lead Editor” will be responsible for uploading content to your WordPress page
- To sign up as “Lead Editor” for your team, please fill in the [online form](#).
- You will receive an email with your team’s URL and login details
- Please follow the Editor schedule, to reduce the load on the servers

WordPress Content Fields

1. Project Title
2. Join our Presentation button (*this is where you insert your Zoom link for April 5th*)
3. About Our Project (*a brief description, about 150-200 words, or whatever length is recommended by your instructor*)
4. Video (*embedded from Youtube*)
5. Meet our Team Members (*list of team member names, and a photo*)
6. References
7. Details about our design (*drop down tabs*)
 - How our Design addresses practical issues
 - What makes our Design innovative
 - What makes our Design Solution effective
 - How we validated our Design Solution
 - Feasibility of our Design Solution

WordPress Helpful Hints

- U of C brand standards: <https://ucalgary.ca/brand/brand-standards/colours>
- **Item #2:** each team must create their own Zoom meeting link
- **Item #4:** if you would like you may share your video via Dropbox or WeTransfer.com to capstone@ucalgary.ca we will upload it to the SSE YouTube account on your behalf, and then provide an embed link to include on your WordPress page.
- **Item #5:** you may need to reduce the pixel size on large images.



WordPress Tentative Timeline

- **March 7-15th:** Each team will be required to select one team “Lead Editor”
- **March 15-30th:** Editor access will be granted starting mid March. In the meantime, teams are encouraged to start working on the content elements in a separate shared document.
- **April 4th 8:00am:** All teams are expected to have finalized their WordPress pages by this time. Judges will start to review the project pages in advance of the Fair.

WordPress Demo

- Please review the video provided by our Technical Services Intern, Prapti Sarker, to get an overview of Wordpress functionality.



Need Technical Help?

- Book one-on-one appointment here:
<https://schulich.libcal.com/appointments/by-course>
- We will be offering drop-in help sessions at the end of March and into early April
- Please look for emails from capstone@ucalgary.ca for the schedule
- We're here to help!

Questions?

- Email capstone@ucalgary.ca
- You can expect to receive a response in 1-2 business days

