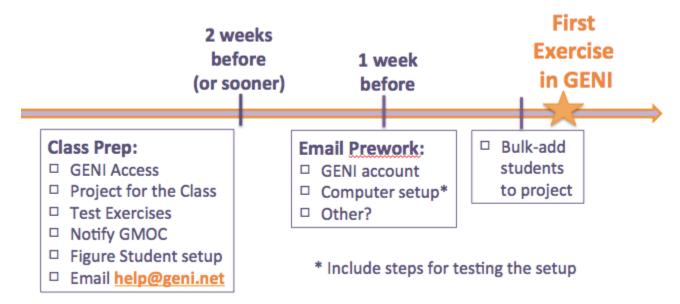# Timeline and Checklist for Using GENI in the Classroom

Latest copy at: http://groups.geni.net/geni/wiki/GENIEducation/Resources

If you would like to use GENI in your classroom, or do a one-time tutorial there are a few things that you need to do. Based on our experience we came up with the following timeline of when things should happen in order for your class/event to go smoothly. Please do not hesitate to contact us at help@geni.net with any questions.

2 weeks before (or sooner)

1 week before

First Exercise in GENI

Class Prep:
☐ GENI Access
☐ Project for the Class
☐ Test Exercises
☐ Notify GMOC
☐ Figure Student setup
☐ Email help@geni.net

Email Prework:
☐ GENI account
☐ Computer setup*
☐ Other?

☐ Bulk-add students to project

* Include steps for testing the setup

Early, at least two weeks in advance

Depending on your class/event you want to start the process as early as possible especially if this would be your first use of GENI.

1. [Optional] **Notify us** at help@geni.net that you will be using GENI.
   This will let us help you along the process. We **strongly recommend** this, if this is your first time using GENI
2. **Access to GENI**
   - If you are planning to use the GENI Portal (https://portal.geni.net) in your class and you have not used it before you should figure out how you and your students will get access to GENI. Read the SignMeUp page (http://groups.geni.net/geni/wiki/SignMeUp) for more details.
   - Depending on the nature of the event there are different ways to setup access for your attendees
3. **Create a Project** for your event.
   - Use a separate project for each class/tutorial you are organizing. This will make the account management easier.
   - We also **strongly recommend** to add an expiration date for your project. The expiration date should not be right after your event in case the students want to experiment for a bit after, but it should be close. We suggest to use *1 week* after your event.
   - Add any other instructors or teaching assistants to the project as Admins. This will allow them to help with the management of the project and with debugging problems with the students.
4. **Choose exercises and test them**
   We maintain a list of tutorials/assignments that you can use out-of-the-box. If you decide to

use your own exercises we suggest you start at least a month before the date you are planning to use these new assignments. If you design new assignments/exercises we would appreciate it if you send them along to add them to our list so that other instructors can benefit as well.

- **Pre-reserve resources** you are planning to use. This will notify resource admins to keep an eye for problems and will allow GMOC to help you work around resource-maintenance and other outages.

5. **Decide what machines the student should use**.
Depending on the exercises and the event students might use their personal laptop, or lab machines etc. Also consider whether you need to create a VM for your students.

Approximately one week in advance

6. **Email pre-work to attendees**
    - Gain access to the GENI portal. This may require some manual intervention, so it's important that people do this early.
    - Include laptop requirements if attendees are using their personal laptop
    - Instructions about downloading/installing the VM if you are using one.

Before first exercise

7. **Bulk add attendees** to the project (doing this in advance makes the exercise go more quickly)
    - If this is the first exercise plan to handle students that have not done the pre-work, work with them as they login to the Portal and join the project.