Workshop Booklet: Instructor

Set-Up

Materials

This workshop requires that you provide each student with the following materials:

- 1 computer
- 1 Pleo
- 2 fully charged batteries for Pleo
- 1 SD Card
- 1 SD Card Reader (If the computer does not have a built- in SD Card reader)
- 1 USB port for any external card readers
- Flash 10 or higher
- Headphones (optional)
- Microphone (optional but highly recommended)

You will also need to have access the the Student Workshop Website.

SD Card

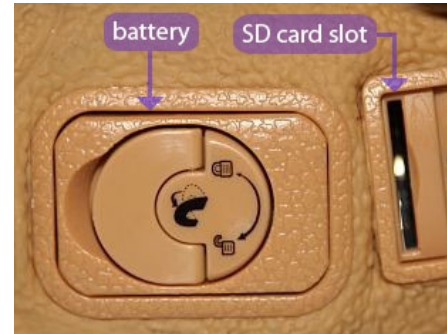Pleo battery in charge stand

Computer

Once you have gathered the materials that you need, you can start setting up the room for the workshop. If you have laptops, start by setting them up. Make sure you turn the computers on, log in and make sure the MySkit program is on the desktop. If you are not able to find the MySkit program in the computer you can refer to the "Pleo Booklet: Instructor" for instructions on how to download the necessary files and install MySkit.

Next, you need to check that the "Sample_Skits" folder is on the desktop. This is the folder where the students will be saving their programs. Open the folder and check that it contains the program Sample_Program. If there are any other programs from past workshops, make sure you delete them and only leave the Sample_Program.
If you cannot find the Sample_Skits folder on the desktop, you can locate it in the "Pleo Files.zip" that was provided.

Now, you need to plug in the SD card reader to the laptop if your laptop does not have a built-in SD card reader. If you use an external card reader you will then need to set up that reader. Do this by clicking "File" and then "Set up flash drive." Next, click "...", navigate to the SD card reader you have plugged in, select "OK," and then select "OK" again. Be prepared to do this again between tricks when necessary.

Pleo

After you set up the laptops, you can set up Pleo for the workshop. First, make sure that Pleo has his battery plugged in and that the SD card slot is empty. You can see Pleo's battery and SD card slot in the picture to the right. You will also want to have some extra fully-charged batteries available because Pleo's batteries only last about 1 hour and 20 minutes.

Agenda

We recommend that you follow the agenda we have put together for this workshop, however, it is subject to change if you feel that you would prefer to run the workshop differently.

1. Set up the workstations and Pleo. The material in this document should help you complete this task.
2. Lecture the students using the PowerPoint presentation we have put together for you. We recommend waiting until the designated time during the lecture to allow the students to play with Pleo. This will make it easier to get the workshop started.
3. Go over the reminders slide in the PowerPoint presentation. The students may have trouble remembering the material from this slide. During the course of the workshop continue to remind them of these items.
4. Allow the girls to step through the tricks in the same order that they are presented on the website. We ordered the tricks by difficulty and complexity in increasing order.
5. Lunch break! If your workshop is going to last a full four hours don't forget a food break.
6. When the girls have completed all their tricks encourage them to think up their own tricks, dances, and behaviors. They should be allowed the rest of the workshop to freely program Pleo. Remind them that sounds have been provided and that they can always record their own.

Remember, if you or the girls come across any problems you can always refer to the troubleshooting section of this document as well as the troubleshooting section of the website.

Troubleshooting

Website

How do I jump to a specific page?

Use the expandable table of contents on the left side of the page to locate the page you wish to jump to, then click on it.

What do the Next and Back arrows do?

These arrows allow you to navigate the website in a linear fashion. The next arrow will take you to each page of a section. On the last page of a section, the Next arrow will direct you to the first page of the next section. The back arrow will allow you to move in this same fashion but in reverse.

What if a selected number of pages are not displaying correctly?

It is mostly likely that some of the resources contained within the website folder have been moved. Each web page uses relative redirection for links, so this means that you can not move any of the web resources to different locations or it will not work.

What if the videos do not display?

Make sure that the browser you are using has the latest version of Flash. You can get this at <http://get.adobe.com/flashplayer/>.

What if the website looks badly formatted or parts of the page are overlapping each other?

It is most likely that you are not using one of the supported browsers. Please make sure you are using either Internet Explorer or Firefox.

What if I get a warning and have to enable ActiveX content each time I open the website in a new browser?

In order to avoid this warning, you must change the settings on your browser to allow active content to run on your local computer.

What should I do if the website is broken?

There could be any number of problems, but the easiest solution is to replace the current website directory with a fresh copy from the workshop package. If this still does not work, make sure that the browser you are trying to view the website in allows JavaScript to be run on the local computer.

What do I do if I get an error saying that JavaScript is not enabled?

You may have to enable Java Manually. The way in which you do this is dependent on which web browser you are using.

Enabling JavaScript for Internet Explorer 7 or 8

Step 1: From the "Tools" menu, or the "Tools" drop-down in the upper right corner or the browser,
select "Internet Options...".
Step 2: Click the "Security" tab.
Step 3: Click "Custom level."
Step 4: Scroll to the "Scripting" section of the list. Click "Enable."
Step 5: Close and restart your browser.

Enabling JavaScript for Internet Explorer 6

Step 1: From the "Tools" menu, choose "Internet Options...".
Step 2: Click the "Security" tab.
Step 3: Click "Custom Level...".
- Java: Scroll to the "Java" section (under "Java VM", under "Java permissions"). To re-enable Java, click a different setting, such as "High Safety" or "Medium Safety."
- JavaScript: Scroll to the "Active scripting" section of the list (under "Scripting") Click on "Enable."

Enabling JavaScript for Firefox 2 and 3.

Step 1: Open "Firefox."
Step 2: On the "Tools" menu, click "Options."
Step 3: Click on the "Content" icon.
Step 4: Check the box next to "Enable JavaScript."
Step 5: Click the "Advanced" button to open the "Advanced JavaScript Options" box.
Step 6: Check the boxes under "Allow scripts to" section that you want to allow.
Step 7: Click "OK"
Step 8: Click "OK"

Pleo

What do I do if I want to run a program on Pleo and she is not responding?

Step 1: Check to make sure Pleo is on. The power switch is on her belly and has a 1 and 0 next to it. Check to make sure the switch is closest to the 0.
Step 2: Make sure the SD card is securely and properly inside Pleo.
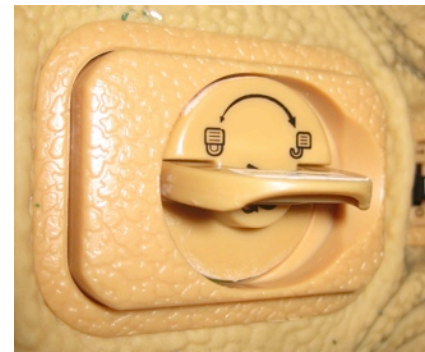If still not working,
Step 3: Return the SD card to the reader. Verify the program wanted is on the card.
If the program isn't there,

Step 4: Return Pleo's battery to a charger. It's probably dead.

If this does not resolve the problem (ie recharging the battery), there is probably something wrong with Pleo's hardware or internal programming and contacting the manufacturer may be necessary.

What do I do if I'm not trying to run a program and she is not responding?

Step 1: Check to make sure Pleo is on. The power switch is on her belly and has a 1 and 0 next to it. Check to make sure the switch is closest to the 0.

Step 2: Make sure there isn't an SD card inside Pleo. It will over ride her internal programming.

Step 3: Return Pleo's battery to a charger. It's probably dead.

If this does not resolve the problem (ie recharging the battery), there is probably something wrong with Pleo's hardware or internal programming and contacting the manufacturer may be necessary.

How do I get Pleo back into the storage box?

Step 1: Turn Pleo onto her belly.

Step 2: Find the Pleo button located next to the USB port (the smaller, rectangular opening).

Step 3: Press and hold the Pleo button.

until

Step 4: Eventually (it may take a minute) but Pleo will wiggle herself into a nearly even horizontal position. Look at the packaging for the shape needed.

When this happens, QUICKLY turn Pleo off (using the off switch, move the switch next to the 0).

How do I change Pleo's battery?

To remove Pleo's battery lif up the semi-circular key of the battery cover. Twist it clockwise until the battery pops up. To replace the battery insert the battery into Pelo's belly with the PLEO logo facing Pleo's right side. Push the battery in and turn the semi-circular key counter-clockwise to lock the battery into place. Push the battery key down so that it stays flat against Pleo's belly.

MySkit

What do I do if I have trouble installing MySkit?

The file might be corrupted. Try redownloading it by going to: <http://www.dogsbodynet.com/myskit/index.html>, and then redo the install. You then want

to make sure you are trying to install it on a Windows 98, 2000, XP, or Vista system. If there are still problems, trying going the same website and check to make sure your computer system meets requirements.

Where do I get the sampleSkits folder?
Check the lead instructor for a copy. You can also check the unzipped folder system. A copy should be in the main directory.
If this does not resolve the problem, you can make a sample skits folder. Create a folder in the Pleo workshop folder. Label the folder "sampleSkits". Install (if you have not done so) MySkit and run the application. Click on save and navigate to the sampleSkits folder you just created then save the file as "<sampleSkit>".

I downloaded the files and installed everything on the computer, but now when I log in nothing is there. Why is this?
This could be because you have installed everything on a different user name. Installations made on one user will not always be accessible to the other users. Log back out of the computer and try the other user accounts. If you still cannot find any of the files you downloaded and the applications you installed, you may have to start over again. Refer to the "Pleo Booklet: Instructor" for detailed instructions on how to do this.

Motion Editor
What do I do if only the Motion Editor window appears and not the rest of the MySkit environment?
You will have to close the window and reopen the program. This will likely cause you to lose and adjustment that have been made since the last save.

Wave Editor
What do I do if only the Wave Editor window appears and not the rest of the MySkit environment?
You will have to close the window and reopen the program. This will likely cause you to lose any adjustment that have been made since the last save.

Why can't I see my sound file when I try to import it?
MySkit will only import .wav files into the wave editor.

Why won't my .wav file play?
MySkit sometimes has trouble reading even .wav files. You will need to download an application that allows you to export files in .wav format. We recommend Audacity. Once you have done this you should be able to import your file into MySkit

Writing

The PMap window does not appear, what should I do?

This is because you only have one skit and Pleo will start doing your skit as soon as you turn him on.

Once you have multiple skits the program will give you the PMap window so you can assign each skit to a different sensor.

I have saved my file, but I can't see it in the PMap window when I try to write it.

This may be because you have saved the file as the wrong file type. Pleo's motions and sounds can be saved separately from one another. A motion file is called a "Pleo Motion File," or a .umf file. A sound file is called a "Pleo Sound File," or a .usf file. When you save the two together they create a "Pleo Workbook file," or a .pleo file which can be mapped onto one of Pleo's sensors. To save as a "Pleo Workbook file," click "File" and then "Save As...". Name your file next to "File Name:" and then next to "Save As Type:" make sure the drop down menu has selected "PLEO Workbooks (*.pleo)".