

IAP Quick Card

- This application allows you to enter, edit and submit IAP activities.
- An activity will always have an associated status. These include Approved, Submitted/Under UAAP Review, Under Sponsor Review, Needs Clarification, Draft, Rejected, and Withdrawn.
- The process is simple – you will create an activity and when you are ready you'll submit the activity for approval.
- You can create and edit activities or parts of activities in any order. You will save changes as you proceed.
- The Home page can display a list of activities based on a text search or filter.

These links provide quick access to the IAP Guide and Help documents.

Create new activities or rollover IAP activities from the previous 3 years.

Search for a particular activity using any text which might be in the activity.

Search for a set of activities by filtering by status. Results are displayed in a table on the screen.

Click a blue column title to sort by that column. Click an email address to send an email.

Click next if the list runs to more than one page. You can change the number of activities shown per page.

Click the name of an activity to open the activity.

IAP 2013: My Activity Home

Welcome! To view a list of your activities in a particular status, click a link below, to propose a new activity, click the Create New Activity button, to view a list of previous year activities available to be rolled into the current year, click the Rollover Candidates button, or to perform an advanced search click the Search Activities button.

CREATE NEW ACTIVITY

Filter Activities By

- All 2012 Activities (584)
- Approved (582)
- Submitted/Under UAAP Review (1)
- Under Sponsor Review (0)
- Needs Clarification (0)
- Draft (1)
- Rejected (0)
- Withdrawn (0)

Filter/Search Results
Displaying 1-10 of 582 < Previous 1, 2, 3, 4, 5, 6, 7, 8 Next >

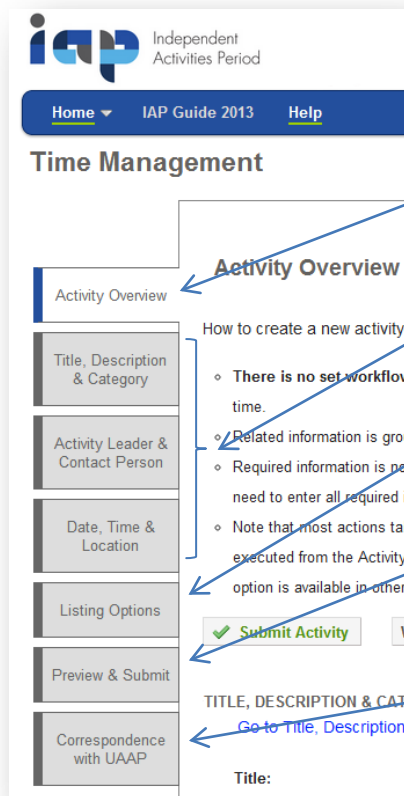
Activity Title	Prepared By	Last Modified Date	Last Updater	Status
Introduction to Gum Bichromic Printing - soap to nuts	Wagner, Sam Hunter sam@mit.edu	11/30/2011	Young, Elizabeth Coghlan	Approved
"An MIT Employee's Introduction to Career Development"	Levinsky, Ruth ruth@mit.edu	01/09/2012	Chapman, Daniel	Approved
"Dance of the Astonished Topologist" and "Debunking Myths about Gender, Culture, and Math Performance"	Brown, Deborah J. deborah@mit.edu	01/05/2012	Young, Elizabeth Coghlan	Approved
"Fuel Your Mind" - A Primer on Transportation Fuels, Current and Future	Friedman, Christine christine@mit.edu	12/27/2011	Friedman, Donna L.	Approved
"Horses and Thunder" - Meeting the Energy Needs and Oil Exploration and Production in the Desperaters	Marin, Alison alison@mit.edu	01/20/2012	Chapman, Daniel	Approved
"Horses and Thunder" - Meeting the Energy Needs and Oil Exploration and Production in the Desperaters	Baker, Brandy J. brandy@mit.edu	12/29/2011	Friedman, Donna L.	Approved
"The Insoluble Fortress" - Sanctuary in Prayer	Lieber, David J. david@mit.edu	12/28/2011	Friedman, Donna L.	Approved
(Public) Service Smorgasbord: Eats and Opportunities	Murphy, Kate kate@mit.edu	01/30/2012	Young, Elizabeth Coghlan	Approved
1999 EAPS Related Phenomena	Huettner, Rainer E. rainer@mit.edu	01/03/2012	Friedman, Donna L.	Approved
2.37x: Designing for People: Workshop with THE MEME	Lai, Justin Y. justin@mit.edu	01/11/2012	Lai, Justin Y.	Approved

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Contact Information
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There are seven possible navigation tabs which may show on the left of the page. The tabs displayed will depend on where you are in the process.

The **Activity Overview** page shows any information already entered for an activity.

There are three pages where you create and edit activity information: **Title, Description & Category, Activity Leader & Contact Person, and Date, Time & Location.**

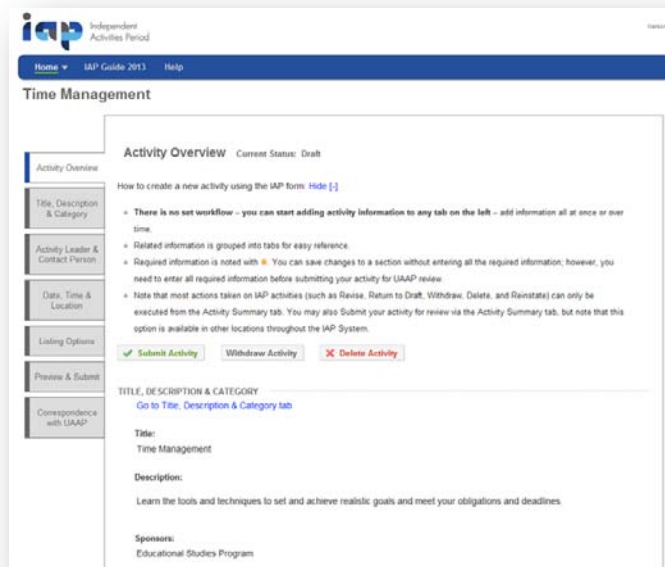
The **Listing Options** page allows you to cancel or hide an activity or its individual sessions.

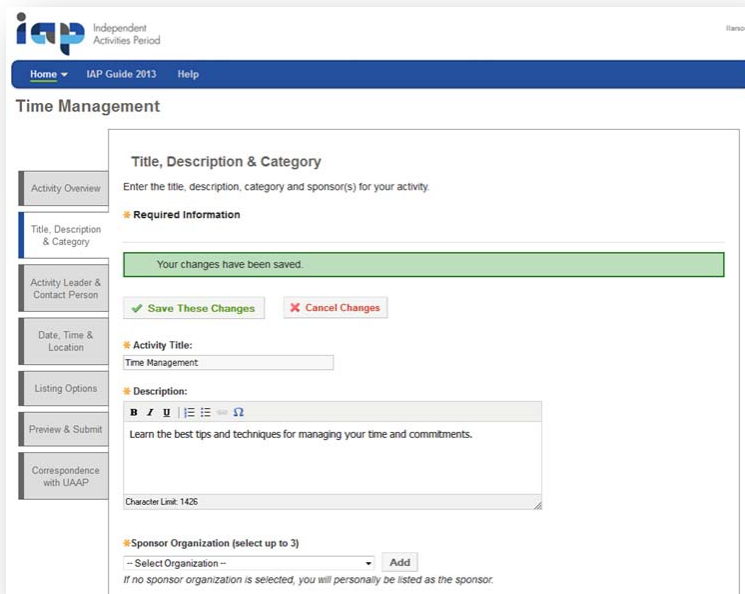
Preview & Submit is the page which displays your activity as it will appear on the IAP website. Here you can check your information, see what warnings may have been issued for blank required fields or conflicts, and click **Submit Activity** to send to UAAP for approval.

Correspondence with UAAP lets you leave a comment for UAAP or for all reviewers of the activity. The comments remain as a conversation history.

The **Activity Overview** will show all the information you have entered for an activity. It is the place to also see what still needs to be entered and any alerts generated by the system.

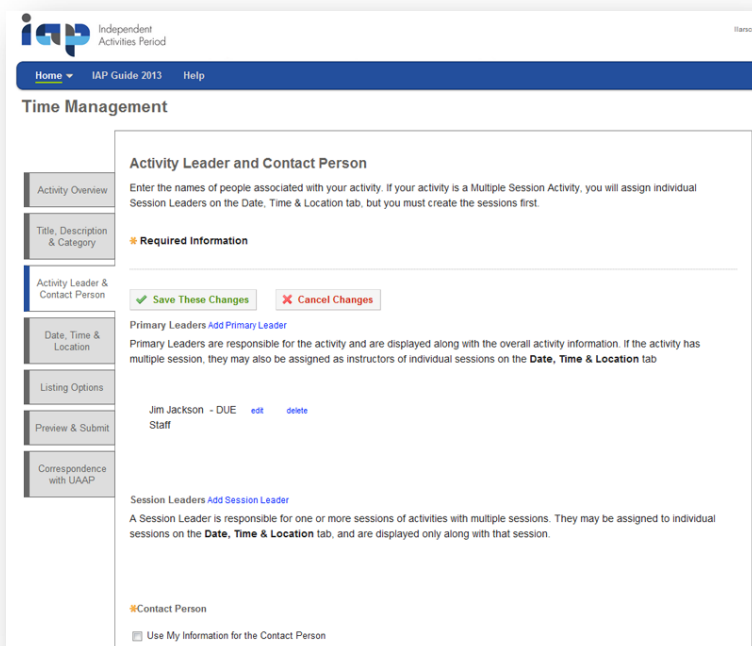
This page may also show buttons to *Revise*, *Withdraw*, *Delete*, or *Reinstate* an activity depending on where you are in the process or the status of your activity.





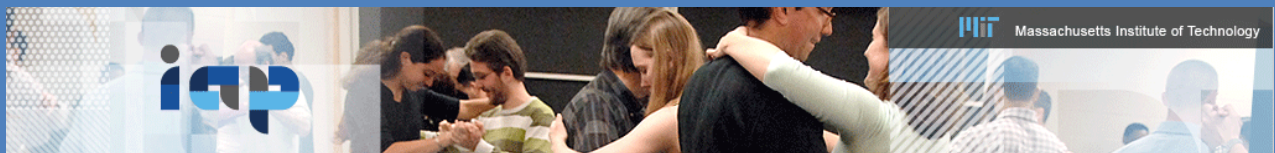
Title, Description & Category Page – Add a Title and Description of up to 1500 characters. Note: There is no spell checker here. Then choose up to 3 Sponsor Organizations and up to 3 Categories. Finally, type in any pre-requisites or Activity Fee information. These last two items are optional.

Click **Save These Changes**. A message tells you that your changes have been saved and alerts you if a required field is missing information which must be entered before submitting the Activity. You may also **Cancel Changes** and return to edit the activity.



Activity Leader and Contact Person – Click **Add Primary Leader** and enter the information. Enter **Contact Person** information. A name and phone number or email address are required.

If your activity has multiple sessions, you may enter multiple Session Leaders and then assign them to different sessions.



iap Independent Activities Period

Home | IAP Guide 2012 | Help

Time Management

Date, Time & Location
Create a session or sessions by choosing Activity Type; based on your choice, the form will display the appropriate choices to help you define Activity Session(s) (e.g. Date, Location, Enrollment, etc.).

Required Information

Activity Type

☒ **Single Session Activity**
A single activity offered one time or multiple times. Participants are welcome at any session.

☐ **Multiple Session Activity**
An activity comprised of more than one unique session. For example, a Star Wars Trilogy film series where each film is shown in a different session or intro to Spanish where each session builds on the last.

Single Session Activity Details

☐ Time and Location are same for ALL dates

Date & Day	Time	Location	Special Meeting Info
new	From: To:	e.g. 1015 Kresge Auditorium	e.g. Bring your laptop

Enrollment Conditions (select 1: Unlimited or Limited)

Date, Time & Location – Select **Single Session Activity** (one time session or same exact session repeated more than once) or **Multiple Session Activity** (multiple sessions with different topics and Session Leaders). Add **Day, Time,** and **Location** information (required) and Special Meeting Info (optional). When adding more dates, if the time and location are constant click the “...same for ALL dates” check box to save time.

Time Management

Add Session

Session Title:

☐ Time and Location are same for ALL dates

Date & Day	Time	Location	Special Meeting Info
new	From: To:	e.g. 1015 Kresge Auditorium	e.g. Bring your laptop

☒ **Single Session Activity**

☐ **Multiple Session Activity**

Description:

Diagrams:

Leaders: ☐ Jon Green ☐ Jeff Parker

For a **Multiple Session Activity**, you must click the **Add Session** button and enter the information for each session. Enter a Title, short Description and select Session Leader(s). Session Leaders can be added on the **Activity Leader and Contact Person** page. You can repeat any session of a multiple session activity.

Enrollment Conditions (select 1: Unlimited or Limited)

Unlimited Enrollment

☐ No advance sign-up

☐ Advance sign-up required

Sign-up Deadline: 03/04/2012

Limited Enrollment

☐ First come, first served (no advance sign-up)

☒ Advance sign-up required

Sign-up Deadline: 03/04/2012

Enrollment Limit: 50

Attendance Requirements

☐ Participants welcome at individual sessions

☒ Participants must attend all sessions

☐ Other

Set the **Enrollment Conditions** by choosing Unlimited or Limited Enrollment. Each of these possibilities can have advance sign-up, with or without a deadline, or no advance sign-up. For a limited enrollment enter the Enrollment Limit. Finally, select whether students may come to any session or must come to all.

For more information please email:
iap-www@mit.edu

See your activities posted at:
web.mit.edu/iap/

