

Ordering *TechXcite: Discover Engineering Materials*

Each TechXcite: Discover Engineering module utilizes its own set of tools and materials. Materials for each module are accessible through links on that module's page. TechXcite does not sell these materials directly, but instead provides information on ordering the materials yourself. Every effort is being made to make this process as easy as possible by limiting the number of vendors and providing as much information as possible. The lists include information on which materials are expendable and which are reusable from class to class. Separate lists are provided for ordering for a single kit, ordering for multiple kits at the same time, and for including in the kit to help with inventory. These are all online and downloadable as an Excel spreadsheet. Below are instructions for utilizing each of the links. If you have any questions about utilizing the worksheet, please contact Paul Klenk at techxcite@duke.edu or 312-857-3853.

Kit Inventory– Click on this link for an inventory of the materials to be included in each kit. We recommend you print a copy and include it in the kit so that users will know which materials to expect and be able to quickly tell if all materials are included. This also includes information on how to pack the kit once you've ordered the materials.

Single Kit Ordering– If you're ordering materials for a single class of 18 students, click on this link and you will see the materials you need to order sorted by suggested vendor.

Bulk Ordering (XLS) – If you're ordering materials for multiple kits perhaps for multiple programs or for a bigger program, this sheet provides information on how much to order for 10 kits of 18 students. Additional instructions for using this file are on the next page.

On the ordering sheets, links are provided on the far right to each item on the vendor's website. Simply click each link and order the appropriate number of each item. Ordering notes are provided that provide guidance on ordering the items or what substitutes may be used if available. Where possible, we recommend where items can be obtained for free. Costs are provided for each item and total costs. These are estimates as vendors do change their prices and items from time to time. Shipping is not included in the estimates. The ordering list also includes bins for storage.

A few definitions in these lists that will help in ordering:

Class Kit: All of the materials for one class or program to participate in the module. The number of students starts at 18, but you can change that above for larger or smaller classes.

Item: This is for sorting the kits and is not necessarily the same as a pack from the vendor. If the vendor sells batteries in packs of 4, 1 item would be 1 battery.

Pack from Vendor: This is one unit of sale or package from vendor. If the vendor sells batteries in packs of 4 then one pack is actually 4 batteries which would be 4 items.

Using the Excel Version of the Parts list

Excel Ordering File (XLS) – The Excel Ordering File downloads an Excel version of the ordering information designed to help you adjust your order for the number of kits you will be ordering and the number of students who will be using each kit. The file is exactly the same as the online lists, but allows you to adjust some of the numbers. Since this duplicates the online lists linked above, you do not need to use this file. The Excel file contains 5 worksheets.

The first worksheet, Your Program Info, has boxes at the top where you can enter information about your program. First, enter the number of students per class kit. The default class size is 18. Second, enter the number of class kits you're ordering. The default is 10.

The next three worksheets are the Single Kit Ordering List, Bulk Ordering List, and Kit Inventory and Packing List which are described above. The numbers on these lists have been calculated based on the information provided in the Your Program Info worksheet. Since they are calculated from other worksheets in the file, if you copy and paste one of these worksheets to another file, you should use the "Paste Special -> Values Only" command in Excel. Once you have done this, formulas that calculate total cost will not work anymore, but the ordering information will be correct.

The final worksheet is called Calculations and you do not need to look at it. This worksheet contains all of the information provided in the other worksheets along with a few calculations that generate the numbers. You do not need to look at this worksheet at all to order materials or use the kits as it can be a bit confusing. The information on it is the same as the Bulk Ordering List, but the order can be confusing so we recommend using the Bulk Ordering List which has been designed to present this information in a more user friendly manner. If you have any questions about this, please let us know.