

T1: RAOP 2026 Setup Readiness Form

Robotics and Automation Outreach Program | Howard University AVRC Laboratory

Due date: Friday, July 3, 2026. Please complete this form before Virtual Week 1 begins.

Objective	Confirm educator readiness for the RAOP virtual robotics and automation activities.
Evaluation question	Are RAOP educators technically prepared to begin virtual activities before Virtual Week 1?
What this measures	Institutional installation permission, MathWorks license access, MATLAB/Simulink installation, Onramp preparation, QLABS/Quanser setup, confidence, and support needs.
Expected outcome	A participant readiness profile and issue log used to provide timely support before the July virtual sessions.
This form is not a test or grade. Your responses help the RAOP team identify setup barriers early and provide technical support. Please complete the form based on your current status. If you have an error message, copy it into the form or email a screenshot with your completed PDF.	

Section 1: Participant Information

Full name	
School / organization	
Email address	
Participant ID	

Preferred virtual platform, if you already have a preference

- ☐ QArm
 ☐ Qube-Servo 3
 ☐ Aero 2
☐ QBot
 ☐ No preference / not sure yet

Section 2: Schedule Confirmation

- ☐ I understand the RAOP 2026 schedule: Virtual Week 1 is July 6-10, Virtual Week 2 is July 13-17, the final virtual review is Friday, July 17, and the on-site week at Howard University AVRC Laboratory is July 20-24, 2026.

Section 3: MathWorks STEM License Access and Installation Permission

Current MathWorks access status

Item	Yes	No	Need help	N/A
Did you receive the STEM MathWorks license invitation?	☐	☐	☐	☐
Did you check your inbox and junk/spam folder for the MathWorks invitation?	☐	☐	☐	☐
Did you create or sign in to your MathWorks account?	☐	☐	☐	☐
Did you accept/connect the STEM MathWorks license to your MathWorks account?	☐	☐	☐	☐
Do you have permission or administrator access to install MATLAB/Simulink on the device you plan to use?	☐	☐	☐	☐
Did you start installing MATLAB/Simulink using the STEM MathWorks license?	☐	☐	☐	☐
Can you see MATLAB, Simulink, and Control System Toolbox under your MathWorks access?	☐	☐	☐	☐

If you need help with MathWorks access, or installation, briefly describe the issue.

Section 4: MATLAB, Simulink, and Learning Roadmaps

Installation and version-check status

Item	Complete	In progress	Not started	Need help
MATLAB desktop installed using the assigned STEM MathWorks license, if using desktop MATLAB.	☐	☐	☐	☐
Simulink installed or available under the same MathWorks account.	☐	☐	☐	☐
Control System Toolbox installed or available under the same MathWorks account.	☐	☐	☐	☐
MATLAB opens without license or sign-in errors.	☐	☐	☐	☐
I typed ver in MATLAB and confirmed the installed release/products, including MATLAB R2026a or the assigned release.	☐	☐	☐	☐

MATLAB release/version, if known

Device used for installation

☐ Windows laptop/desktop

☐ Mac laptop/desktop

☐ School/institution device

☐ Personal device

☐ Other

If other, specify

Describe any MATLAB, Simulink, or toolbox installation issue.

MATLAB and Simulink preparation roadmap

Item	Completed	In progress	Not started	Need help / N/A
MATLAB Onramp completed or started.	☐	☐	☐	☐
Simulink Onramp completed or started.	☐	☐	☐	☐
Control Design Onramp with Simulink reviewed, if assigned or if time allows.	☐	☐	☐	☐

Section 5: QLABs, Instructor Resources, and QUARC Readiness

Note: QLABs supports the virtual activities. QUARC hardware will be used on Howard University AVRC Lab computers.

QLabs and QUARC setup status

Item	Complete	In progress	Not started	Need help
Created or can log in to the Quanser Academic Portal account after RAOP access was provided.	☐	☐	☐	☐
Installed Quanser Interactive Labs (QLabs) for MATLAB through MATLAB Add-Ons.	☐	☐	☐	☐
Ran QLABs.setup in the MATLAB Command Window.	☐	☐	☐	☐
Ran QLABs.launch in the MATLAB Command Window.	☐	☐	☐	☐
QLabs opens and allows me to log in.	☐	☐	☐	☐
Located virtual experiment materials or assigned platform folder.	☐	☐	☐	☐
Checked MATLAB /Simulink & Quarc installed products (versions) using "ver" command on MATLAB command window.	☐	☐	☐	☐
Reviewed any RAOP instructions and materials related to QUARC & Qlabs	☐	☐	☐	☐

If you received an error message from Add-Ons, ver, QLABs.setup, QLABs.launch, or login, copy/paste it here or describe it.

Section 6: Virtual Experiment Readiness

Select all that currently apply

- ☐ I reviewed the RAOP 2026 setup materials.
- ☐ I reviewed the onboarding presentation.
- ☐ I reviewed the MATLAB/Simulink preparation guide.
- ☐ I reviewed the QLABs installation instructions.
- ☐ I opened at least one QLABs or Quanser-related example.
- ☐ I attempted one virtual experiment.
- ☐ I generated a screenshot, plot, or result from a virtual experiment.
- ☐ I have not yet attempted a virtual experiment.
- ☐ I need help identifying which file or platform to start with.

Platform or example tried, if any

Briefly describe what happened when you tried it.

Section 7: Confidence and Ease-of-Use Check

1 = Not confident | 2 = Slightly confident | 3 = Moderately confident | 4 = Confident | 5 = Very confident

Statement	1	2	3	4	5
I can log in to MathWorks and access the assigned license.	☐	☐	☐	☐	☐
I can open MATLAB and locate installed products.	☐	☐	☐	☐	☐
I can complete or continue the MATLAB/Simulink Onramp preparation.	☐	☐	☐	☐	☐
I can run or check QLABs.setup and QLABs.launch in MATLAB.	☐	☐	☐	☐	☐
I can open or attempt a QLABs virtual experiment.	☐	☐	☐	☐	☐
I feel ready to participate in the first virtual session.	☐	☐	☐	☐	☐

Section 8: Current Technical Support Needs

Check any issue that applies

- ☐ I did not receive the MathWorks invitation.
 ☐ I need institutional permission or administrator access to install software.
- ☐ I cannot access my MathWorks account.
 ☐ MATLAB installation is incomplete.
- ☐ Simulink is missing or not working.
 ☐ Control System Toolbox is missing.
- ☐ MATLAB/Simulink Onramp preparation is not started or incomplete.
 ☐ QLABs installation is incomplete.
- ☐ QLABs.setup or QLABs.launch gives an error.
 ☐ QUARC or Quanser-related resources are unclear.
- ☐ I cannot locate the RAOP activity files.
 ☐ I receive an error message when opening or running a model.
- ☐ I am not sure which platform to choose.
 ☐ I do not currently have technical issues.

Most important issue you need help with, if any.

Screen-sharing readiness for support

- ☐ I am prepared to share my screen if needed.
 ☐ I can show my MathWorks license or account status.
- ☐ I can show my MATLAB installation status.
 ☐ I can show ver output or installed product information.
- ☐ I can show my QLABs/Quanser setup status.
 ☐ I may need help with screen sharing.

Section 9: Participant Confirmation and Submission

- ☐ I completed this form accurately based on my current setup status.
- ☐ I understand that unresolved setup issues should be reported before Virtual Week 1 begins.
- ☐ I will contact the RAOP team if I experience technical issues after submitting this form.

Participant name

Date submitted

Submission Instructions

1. Complete this fillable PDF and save a copy using this file name: RAOP2026_T1_FirstName_LastName.pdf
2. Reply to the RAOP email and attach the completed PDF by Friday, July 3, 2026.
3. If you have a technical error, include a screenshot when you reply. This will help the RAOP team provide support before Virtual Week 1.

RAOP Team Use Only

This section may be completed after submission by the RAOP team for readiness tracking. Participants do not need to complete this section.

Internal readiness review

Item	2 Complete	1 Partial	0 Not complete
Institutional permission or admin access confirmed	☐	☐	☐
MathWorks license access confirmed	☐	☐	☐
MATLAB installed and opens correctly	☐	☐	☐
Simulink installed/available	☐	☐	☐
Control System Toolbox installed/available	☐	☐	☐
MATLAB/Simulink Onramp preparation started or completed	☐	☐	☐
QLabs installed and launch process verified	☐	☐	☐
Quanser/QUARC status reviewed as appropriate	☐	☐	☐
Virtual experiment attempted or ready to attempt	☐	☐	☐
Technical issue identified and assigned for follow-up	☐	☐	☐

Overall readiness rating

- ☐ Ready for Virtual Week 1
- ☐ Mostly ready - minor support needed
- ☐ Not yet ready - technical support required

RAOP Team notes / follow-up action