To set up an Engineering Report Assignment sheet to hand out to students follow these steps:

- Open the ‘Engineering Report Assignment Template’ file
- ‘Save as’ to a different file name so that the changes you make do not overwrite the template
- Select the tasks you wish to have the students complete from the list given in the template (or create some of your own). 3-6 tasks should be appropriate.
- Stipulate the length you wish students to make the project. This may be a word limit as in the template or a page limit. This limit will depend on the number of tasks students are asked to perform and the amount of time given to students to complete the assignment
- Identify the referencing technique you want students to use. Depending on your school, some students will have experience with referencing. An example of how to reference is shown in the Solar Water Pumping Sample Engineering Report
- Depending on the number of students in your class either allow students to work individually (class of 1-10) or place students in pairs (10-20 students in the class) ready for topic allocation
- It is best to allocate topics to students. If you let students choose their topics, the best students will receive the easier topics. Try and challenge the best students by giving them the most challenging applications (e.g. meteorological buoys, cathodic protection, lighting and solar home systems). A brief description of each technology is included in the template to give students a brief understanding of what each topic involves
- Make enough copies of the assignment sheet that you have created to give to each class member.
- 2-3 weeks should be enough time for students to complete the assignment