

2. SPIDER – Student Advanced Tools

This session covers the more advanced tools on SPIDER and indicates how they can be used to improve the online learning experience . The session covers the following:

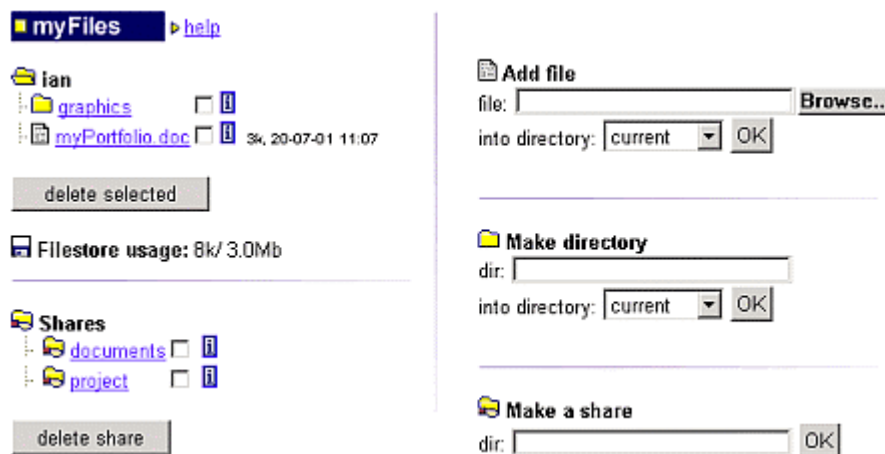
- managing myFiles and creating shares
- myAssignments: returning files
- the ePDP
- private messaging

Target audience: students with some experience of SPIDER
Requirements: completion of the basic introduction or similar experience with SPIDER

2.1. Managing myFiles and Creating Shares

The SPIDER system allows you to store files online via the myFiles tool, so allows you to upload a file and access it from any PC with internet access. On the SPIDER homepage, under myStuff you will see the myFiles link.

1. click the myFiles link
2. you will be shown a page listing on the left any files you have in your space, how much filestore you are using, and any shares you have. On the right are tools to: Add files, Make directory and Make a share.



The screenshot shows the 'myFiles' interface. On the left, there is a file list for user 'ian' containing a folder 'graphics' and a file 'myPortfolio.doc' (3k, 20-07-01 11:07). Below the list are buttons for 'delete selected' and 'Filestore usage: 8k/ 3.0Mb'. Under 'Shares', there are folders 'documents' and 'project', with a 'delete share' button below. On the right, there are three tool sections: 'Add file' with a 'file:' input field and a 'Browse...' button, and an 'into directory:' dropdown set to 'current' with an 'OK' button; 'Make directory' with a 'dir:' input field and an 'into directory:' dropdown set to 'current' with an 'OK' button; and 'Make a share' with a 'dir:' input field and an 'OK' button.

2.1.1. Uploading files

To upload a file into your myFiles space

1. click on the Browse button and a dialogue box will open that you can use to view all the files on your computer.



This is a close-up of the 'Add file' dialog box. It features a 'file:' input field followed by a 'Browse...' button. Below this, there is an 'into directory:' dropdown menu currently set to 'current', and an 'OK' button to its right.

2. Move to the drive/ directory where the file you want to load is, then click the OK button. The file will be loaded into your space. You can load files directly into a subdirectory if you change the "into directory" box.

2.1.2. Deleting files

To delete a file:

1. click the box(es) next to the file(s) you want to delete



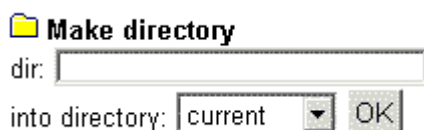
2. click the `delete selected` button.

The files you have selected will be deleted from your `myFiles` space.

2.1.3. Making directories

To help you better organise your files, you can make *directories*.

1. Type in the name you want to give your directory in the `dir` box and press OK.



As with files, you can choose to make a directory in a *subdirectory* by changing the `into directory` box, so you can have multiple levels of files and directories, just like on your PC hard drive.

2.1.4. Sharing files

If you want to share your files with other users on SPIDER, then you can create share directories. You may have up to 3 shares at one time and can add as many users to the share as you wish.

1. Type the name of the share you want to create, then click the OK button.
to add users to your share
2. click on the name link of the share you want to add users to.
3. select a user from the drop down list and click "add user" to allow them to access your share.

to delete a user from your share:

1. click on the name link of the share you want to add users to.
2. select a user from the drop down list and click "delete user" to remove them from the list of who can access your share.

Note that each of the users of the share can add and delete any of the files in the share.

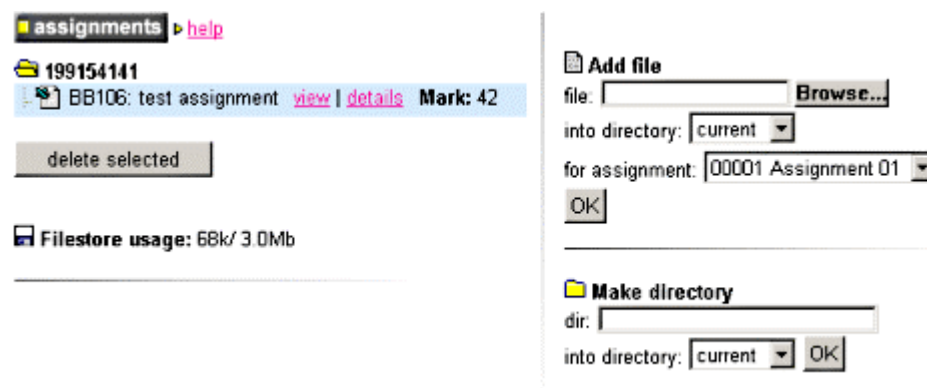
2.2. MyAssignments: returning files

SPIDER has a tool that allows staff users to upload assignments into the Assignments section of a class resource page. When you click on such a file to download it, the time you do this is logged, and an entry is made in your `myAssignments` page. This then allows you to return a file (e.g. an essay in Word) via

SPIDER instead of handing in a printed version of the document – essentially an electronic submission system. The myAssignments page also shows you any marks and feedback you may be given on submitted assignments.

The myAssignments page works much the same way as your myFiles page (see above), the difference being that there are extra options and information available about the files you upload.

When you click on the myAssignments link, you will be shown a page listing on the left any files you have in your assignment space, and how much filestore they are using. On the right are tools to: Add files and Make directory, and a drop down listing any assignments you have yet to upload files for. Assignments will only appear in this list if you have downloaded a corresponding assignment file from a class resource page. If you don't have any assignments, the add files section won't appear.



2.2.1. Returning (uploading) assignments

Once you have downloaded and completed an assignment and wish to upload the file:

1. click on the **Browse** button and a dialogue box will open that you can use to view all the files on your computer.
2. Move to the drive/ directory where the file you want to load is, then click the **Open** or **OK** button. You can load files directly into a subdirectory if you change the **into directory** box.
3. Select the assignment this file is for from the **for assignment** drop down
4. click **OK** and your file will be uploaded

2.2.2. Deleting assignments

If you want to remove an assignment you have uploaded e.g. if you want to upload an edited version of your assignment to replace the currently uploaded file then:

1. click the check box(es) next to the file(s) you want to delete
2. click the "delete selected" button.

The files you have selected will be deleted. You *cannot* delete a file once it has been marked by your tutor. Instead your mark appears next to the file.

2.2.3. Making directories

As with the myFiles tool, to help you better organise your files, you can make directories with the myAssignments.

1. Type in the name you want to give your directory in the **dir** box and press **OK**.

As with files, you can choose to make a directory in a subdirectory by changing the **into directory** box.

2.2.4 View file and file details

You can view a file you have uploaded by clicking on the **view** link. Depending on the file type and your browser you will either view the file or be asked to



download the file. Clicking on the `details` link will show you a new page which lists:

- the name of the assignment
- the class code
- who set the assignment
- when you downloaded it (if the file was made available via the assignments section of the class resource page)
- when you submitted it
- a mark and any feedback if it has been marked

assignments help

test assignment

For class: BB106

Set by: A. Tutor

File: rework.xls

Date downloaded assignment: 22/02/2002

Date submitted assignment: 22/03/2002

back

You can delete and re-upload a file for an assignment up until the point where the tutor has viewed and marked the file (which would typically be the deadline date). Once this has been done, you wont be able to modify the file stored on SPIDER-DEV, but you will still be able to download it.

2.3. ePDP (electronic Personal Development Portfolio)

The ePDP tool is an online Personal Development Portfolio. This tool allows you to store diary entries, upload coursework and keep track of you personal skills. This is currently only required by Pharmacy students, but may be introduced to other courses in future. The ePDP is accessed via the myPDP link under myStuff. On the left of the screen are a link the personal skills and the diary area, on the right course work.

myPDP

Personal Skills

manage your personal skills ratings

Diary

Date	Title	Action
26/06/02	IT skills	view edit delete
14/01/03	Communication & Presentation skills	view edit delete

add entry to diary

Course work

My first essay 14/08/02 20k
This is the first essay I ever wrote. Isnt it pretty?

slideshow 07/03/03 64k
epdp slideshow

Excel work for things 20/08/02 16k
this is not finished yet so is private

manage myCourseWork

Online portfolio

my details
use this tool to add extra details to your online portfolio, such as your address, phone and other details.

my online portfolio
view your online portfolio which incorporates your PDP and extra details

At the bottom of the screen are links that allow you edit your personal details for your online CV, and a link to your online portfolio.

2.3.1. Personal skills

The Personal Skills section is accessed by clicking on the `manage your personal skills` link. The page then displays a list of all the personal skills. Each skill can be given a rating of 1-4, then saved. You can add a new set of ratings at any time, and these are stored and displayed on the page. Staff can view the ratings, but not make any changes.

adding ratings

To add a set of ratings, simply select the value that corresponds to the level of skill you feel you currently have next to each of the skill listed. When you are happy with all your values, click the `save my skills` button. You will be asked to confirm your save – click `OK` to save or `Cancel` to return to the personal skills page.

Communication & Presentation skills	11/01/01	15/03/02	23/06/03	New
Write essays and reports clearly, correctly and concisely	4	4	2	-
Make effective oral presentations using appropriate aids and techniques	3	3	1	-
Analytical and Numerical skills	11/01/01	15/03/02	23/06/03	New
Understand and perform the numerical calculations required in your studies	2	2	1	-
Identify key issues and questions	1	1	2	-
Observe and apply appropriate statistical methods for analysing experimental results	2	2	2	-

2.3.2 Diary

The diary section allows the you to establish a record of your actions and thoughts relating to your skill developments. Each diary entry has a title related to one of the main Personal Skill areas and space for inputting data relating to planning the development of that particular skill. Your tutor/ counsellor is the only other person that can view your diary.

view

To view a diary entry, click on the `view` button and that entry will be shown

add

To add a new diary entry, click on the `add entry to diary` link, and a blank diary entry will be created. Select the `Title` and fill in the `Skill Area` and `Development Plan` boxes. You would normally do this at the beginning of semester 1. There is also a space for the `Development Review`, which you fill in in semester 2. Once you are happy with your diary entry, click `add` to save it.

myPDP
back

Edit diary item

Title:

Skill Area:
Fill in at start of semester 1
 Enter a short description of the type of skill that you think you most need to develop at this moment and how you think it is impeding you in your course (approx. 100 words)

Development Plan:
Fill in at start of semester 1
 Describe how you plan to improve your skills in this area over the next academic year (approx. 100 words)

Development Review:
Fill in at end of semester 2
 In your own estimation, have you succeeded in improving your skill level in this area?

edit

To edit a diary entry, click on the `edit` button next to the entry. You will be show that entry and be able to edit the text under the different headings. Once you have made your changes, click the `edit` button to save.

delete

If you want to remove a diary entry, click the `delete` button next to the entry. You will be asked if you are sure you want to delete. Click `Delete` to confirm the delete or `Cancel` to cancel the delete.

2.3.3. Course work

The course work section allows you to upload and manage files. Files can be given link names, a rank to determine their order on screen, and an "extra info" note.

To upload files click the `manage myCoursework` link. The manage area works the same way as the myFiles tool (see above), except you can add extra **options** to files and decide whether a file is private (only you can view it) or public (both you and your counsellor/ tutor can view it).

The screenshot shows the myPDP interface. On the left, there is a sidebar with 'myPDP' and a folder icon. Below it, a list of files is shown:

File Name	Count	View	Info	Size	Date	Time
Excel work for things	[2]	view	i	14k	26-06-02	10:34
slideshow	[1]	view	i	549k	07-03-03	14:52
My first essay	[1]	view	i	10k	14-05-02	14:10

Below the list is a 'delete selected' button. To the right, the 'Add file' form is visible, including fields for 'file', 'into directory', 'Link name', and 'Rank'. Below these is an 'Options' section with an 'Extra info' text area and a 'Status' dropdown menu set to 'private'. The status options are 'private - only you can see file' and 'public - your tutor/counsellor can see file'. There is also an 'OK' button. Below the 'Add file' form is the 'Make directory' form with a 'dir' field and an 'into directory' dropdown set to 'current', with an 'OK' button.

To change the options on a file once you have uploaded it, click the `i` button alongside the file and the options will be shown so you can edit them.

2.3.4. Online Portfolio

The online portfolio section allows you to bring together your PDP data and add in additional details to produce an *online portfolio*. This is currently done as a web page, but will be exportable as an Acrobat pdf file soon.


The "my details" link allows you to incorporate extra information into the online portfolio, such as your address and contact details, as well as adding in CV like material.

The "my online portfolio" gives access to the web based portfolio that is automatically generated from the rest of the sections in the ePDP.

2.4. Private Messaging

Private messaging allows you to post a private message on the site that only the user you select will be able to view, in essence, a user by user targetted news item. There is also the option to email a copy of the message to the user.

2.4.1. Sending messages

To send a private message, click the small yellow envelope  under the user in a discussion posting. You can then fill in the `subject` and `message` boxes. The `email` option determines whether or not an email copy will be sent to the user in addition to the on site message. When you send a message to an individual, they will see your name, so unlike discussion postings, private messages are *not* anonymous.

messaging

Message to admin on SPIDER-business

You will be identified as the sender of this message - your name and email will be shown to the recipient

Title/ subject:


Message:

Email Options

Email admin copy of message:

You can also send a private message to a staff user by clicking on the user icon next to a news posting or their name on a class resource page.

2.4.2. Reading messages

When you have a private message waiting for you, the envelope icon  on the SPIDER home page will have a number next to it indicating how many messages you have (0 means no messages).

To view your message(s):

1. click on the number by the envelope icon

or

2. click the myMessages link under myStuff

You will then be shown a page listing the messages you have received.

3. If you click on the subject line, the complete message will be shown to you

If you want to reply to the sender of the message, click the `reply` button

2.4.3. Deleting messages

If you no longer want to keep a message, click the `delete` button next to the message. Confirm the delete by pressing the `Delete` button, and the message will be erased from the system or press `Cancel` to return to the message listing without deleting the message.

END OF SESSION 2