SPIDER

THE UNIVERSITY OF STRATHCLYDE IN GLASGOW

3. SPIDER – Staff Advanced Tools

This session covers the more advanced aspects of the staff tools, and introduces staff to ways of presenting content within the SPIDER framework

- managing myFiles and creating shares
- messaging & news
- file/ media content management (pdf, PowerPoint)
- editing class details & content headings
- assignments: setting and returning
- ePDP & myCounsellees

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

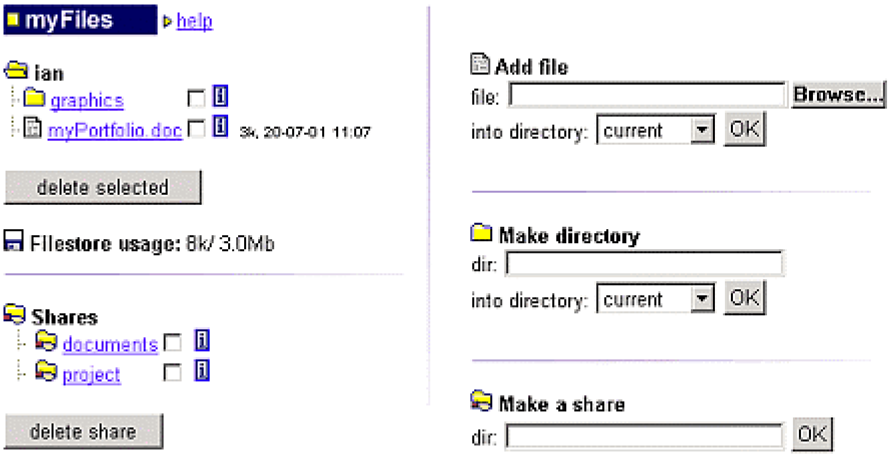
3.1. Managing myFiles and creating shares

The SPIDER system allows you to make use of an online file store. This allows you to upload files onto SPIDER that you can then access from anywhere you have an internet connection. These files are only visible to you and to any user you expressly give access to by creating shares.

To use the myFiles tool:

1. login to the SPIDER system
2. under `staff tools` click the `myFiles` link

you will now see the myFiles page. On the left will be shown any files you have in your space, how much filestore you are using, and any shares you have. This will be empty at first. On the right are tools to: `Add files`, `Make directory` and `Make a share`.



Files
To upload files:
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 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.

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.

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.
You can only delete a directory once you have deleted all the files that are held in it.

Sharing files
If you want to share your files with other users, 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.

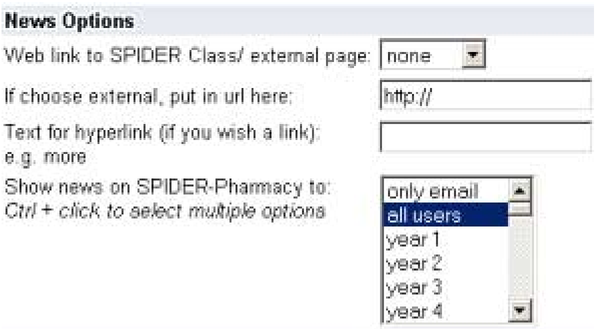
3.2. Messaging and news

The messaging tool allows staff to post messages, news items and email from the site. News items appear on the main site home page under `myNews`. Messages are accessed by each user from their `myMessages` tool. News and messages can be copied to the target users email address as well as being stored on the site. The different options are shown on the messaging page accessed by clicking the "messaging" link under `staff tools`. Messaging is available to all staff users.

3.2.1. News (& email)

As we saw in the Basic Introduction course, site news appears on the home page, and remains on view for 7 days from when it is posted. After this period, it is available from the "other news" link. By default users view all news items, but they can filter what items they see using the myNews filter tool.

To post an item of news,
1. click the "messaging" link under `staff tools`
2. click the "add/send news item" link under News & email on the messaging page
3. Fill in the title/ subject and the actual text of the message.
 there are also a number of options:



News options
News can have a web link appended to it, either to an onsite class or to an external website.
1. to add a link to a class on SPIDER, select the class code from the drop down list by the web link option.
 or
2. to link to an external website, select the "external" option from the web link list, and type in the web address in the url box.
3. to give your link a name, type it in the "Text for

hyperlink" box. This is the word or phrase that the user will click on to view the link page.

News can also be filtered to only appear to certain user groups. To add a filter

1. click the option you wish in the drop list next to "Show news to".
2. to select multiple groups, hold Ctrl while clicking (PC) or Apple key (Mac).
3. if you only wish to email the message, and not post the news item on the home page, select "only email"

Email options
News items can be copied by email to users on the site.

1. if you don't want the news email, select "no email"

or

2. if you do want to email the news item, select the groups you wish to send the mail to. Class list groups are limited to those lists that have been added to the system and are for the current academic session.

Once you are happy with your options
1. click the "add" button
2. you will then be shown how the news and/or email will look
3. click "modify" to alter the news/email

or

4. click "OK" to post/send it.

If you return to the messaging page, you will see there are 2 more options under News & email – `edit news item` and `delete news item`. These allow you to manage the news that you have already posted, by either altering the message or to delete the message from the system. In each case, all the news items you have posted will appear in a drop down. Select the item you wish, then either edit it or delete it from the system.

3.2.1. Private messaging

Private messaging allows you to post a private message on the site that only the users you select will be able to view, in essence, a user by user targeted news item. As with news, there is the option to email a copy of the message to the user(s).

To send a private message,
1. return to the messaging page
2. click the "send message item" link.
3. fill in the subject and message boxes.
4. as with news, you can select the users you wish to receive the message using Ctrl (or Apple key) to select multiple recipients. If you have set up your myCounsellees list (see later) you can select that group of students by simply selecting the myCounsellees option in the list
5. the email option determines whether or not an email copy will be sent to the user in addition to the on site message. Choose yes or no
6. click add
7. as with news, you are shown what your message will look like
8. click "modify" to alter the message

or

9. click "OK" to post/send it.

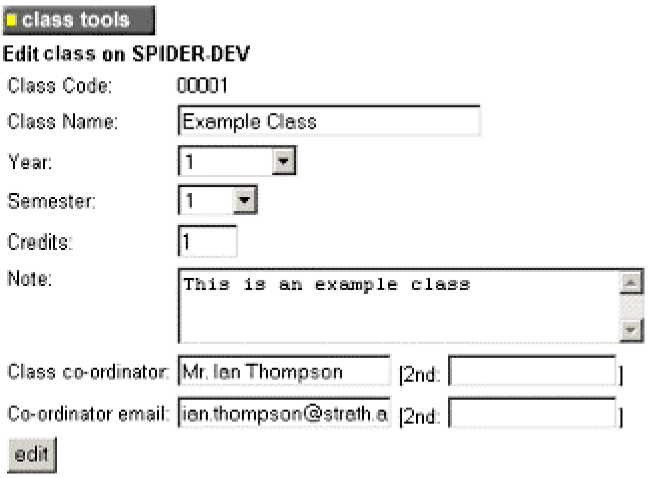
Private messaging can also be initiated from the discussion groups by clicking on the letter icon  under the user who has posted the message.

3.3. Editing class details

The `class tools` are available on each class resource page, but are only available to certain users. Editor level users and above can access them for any class in their cluster. Staff users can be given privileges to do this on a class by class basis, becoming a "class editor" for that class. There are 3 main class tools:

```
- edit class details
- manage category headings
- manage content
```

On the class resource page, you will see the `class tools` section, toward the bottom of the page. The first of these is covered in this section, the latter two below. The `edit class details` tool has two purposes. The first function is to allow the editor to change the details of a class - the name, semester, credits, notes and class co-ordinator(s). To edit any of the details:



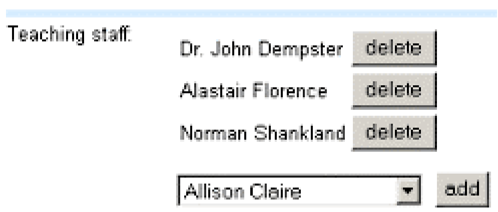
1. edit or select the new values in the form
2. click edit
3. your changes will be saved

The second function of the tool is to add and remove the staff teaching on the course. To add to the list of staff:

1. select the staff member's name from the drop down list
2. click add.

To remove a member of staff from the list:

1. click the delete button next to the name of the staff member you want to delete from the list



The staff teaching on course determines which staff are available to be emailed copies of postings from the classes discussion group.

3.4. Content management

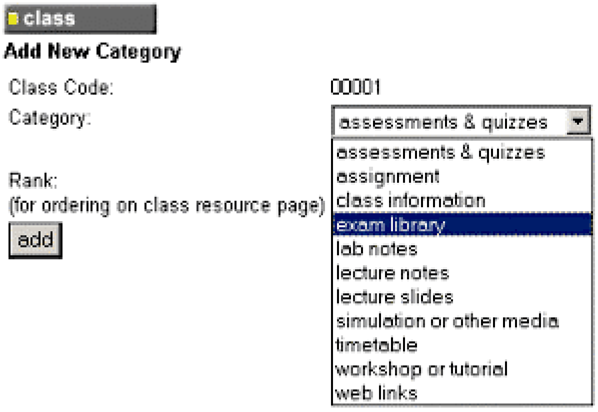
As we have already seen, each class resource page can have numerous links to files grouped into categories. These files are uploaded and managed using the last two items in the `class tools` list. They allow you to manage the category heading and the actual files & media that are made available.

3.4.1. Manage category headings

On the class resource page, you will see the `class tools` section, toward the bottom of the page.

1. click on the "manage category headings" link.
2. you will now see a new page giving 3 options: add, edit or delete a category.
3. select either the add, edit or delete link

add category
To add a category
1. select the category from the drop down list
2. enter a rank to determine what order the category will appear on the page. Lower numbers categories will appear above higher number categories.
3. click "add" and the category will be added to the class resource page.



edit category
This allows you to edit the rank associated with the category, so it can be moved up or down the list of categories appearing on the class resource page.

1. select the category you wish to edit
2. click the "edit" button
3. change the value in the rank button to what you want, or if you wish to replace the category heading with another, select it from the drop down list
4. click the "edit" button to save the changes

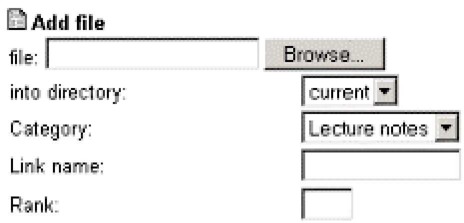
delete category
To remove a category from those appearing on the class resource page
1. select the category from the drop down list
2. click "delete".

The category will be removed. The actual content (files) associated with that category will still be on the system, but wont be available to normal users.

3.4.2. Manage content

This tool is for managing the content associated with a class, the "classFiles". It works in much the same way as the myFiles tool, except allows further options to be attached to each file uploaded. Return to the class resource page and click on the manage content link. When this tool is selected, a screen is shown listing all the files and folders currently available to the class on the left hand side, and the file upload area on the right hand side.

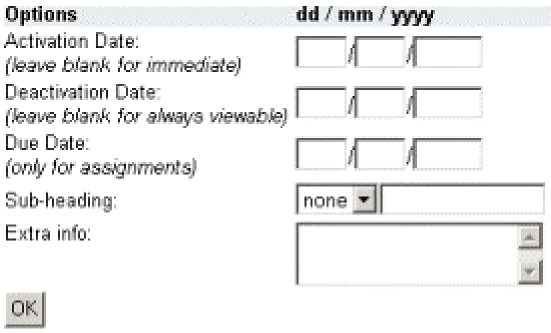
To add a file
1. click on the Browse button. This will open a dialogue box which you can use to move to the file you want to upload on the local machine.
2. when you have found the file you want, click OK or Open, depending on your computer.
3. you will be returned to the web page and the file path will be listed in the "file" box on the form.
4. select the directory it is to be stored in from the into directory option (the default is the current directory),
5. select the category heading that the file is to be displayed from e.g. Lecture notes, Exam library, from the category option.
6. enter a name that will appear as the hyperlink to the file in the "link name" box
7. enter a rank for the file to determine the order in which the file is shown (lower ranks are shown first, then higher numbers e.g. rank 0 will be first, then 1,2,3 etc) .
8. to upload the file, click the "OK" button, below the *options*.



options
In addition to the simple upload outlined above, various options are available

activation date	determines from when the file will be made available
deactivation date	determines when the file will no longer be visible to students. Whether a file is visible or not is indicated by the icon. If it is crossed out, , then the file is hidden from the students, otherwise the file is available to the student users.
due date	is required only for files put into the *assignment* category.
sub-heading	allows files to be divided into sub-groups within the category heading they appear. You can select a new heading by entering text or select one currently in use from the drop down menu.

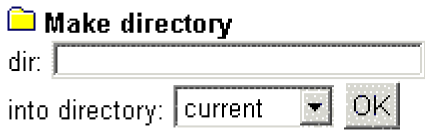
extra info allows you to input a paragraph of text alongside the file uploaded to give instructions or further explanation of the file etc.



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

1. type in the name you want to give your directory in the "dir" box
2. press OK.

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



editing files
Currently files cannot be edited on the server, so to place a new revision of a file on the site you must re-upload it. If you upload a file with the same name again, you will be asked if you wish to overwrite the file or not. If you continue, the file will be replaced along with any additional information you include in the form (link name, category etc). If you cancel, the original file and details will remain.

If you want to edit the information associated with the file, such as the link name, sub-heading etc, click on the i icon next to the file in the list on the left side of the screen.

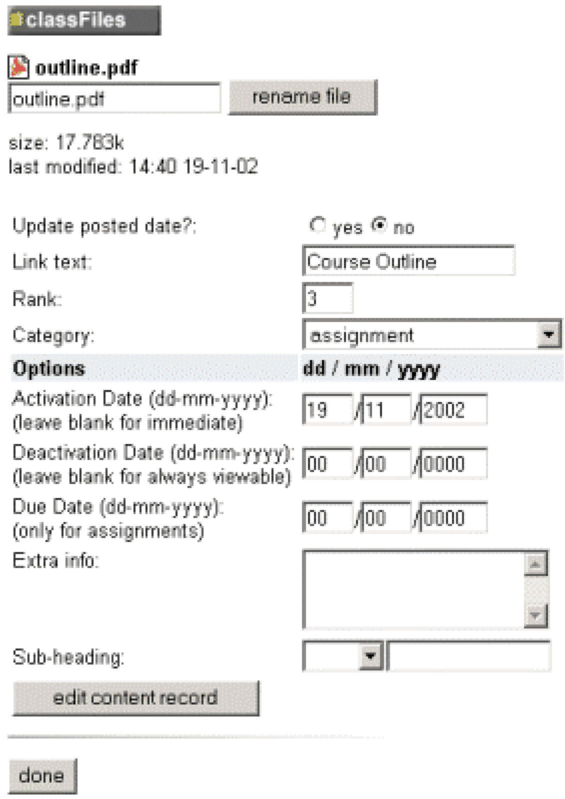
To rename the file

1. alter the name
2. click "rename file".

To change any other details

1. alter the value(s) in the relevant box(es)
2. click "edit content record"

When you are happy with your changes, click "done" to return to the content management screen.

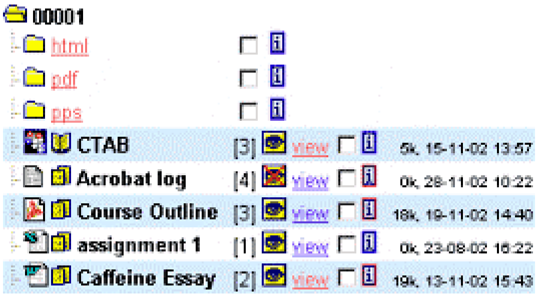


deleting files
To remove a file

1. click the box next to the file on the left side of the screen
2. click the "delete selected file" button.

Any number of files can be deleted at once by selecting a number of boxes. Folders may also be deleted, but they must have all the files in them deleted first.

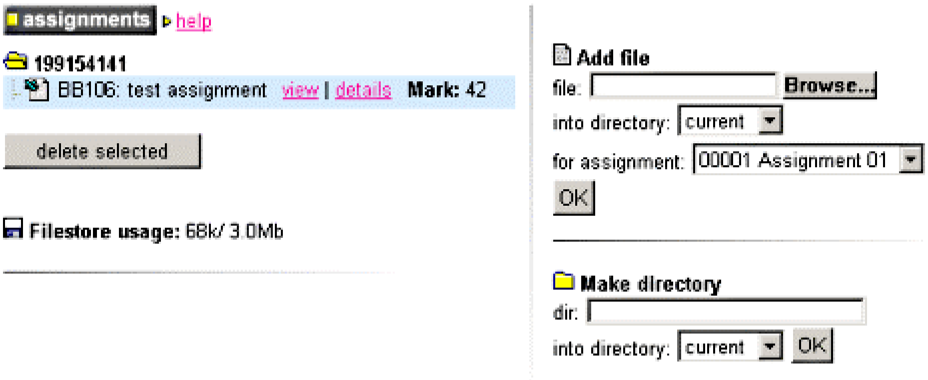
When you have completed managing the content, the link at the lower left of the screen will return you to the class resource page.



3.4.3. *Setting assignments*

Assignments are a special file case. They are loaded in the same way as any other file, but selecting the category as `assignment` and adding an optional `due date`. The main difference is in the way that the file is treated when users come to view/ download the file. When a user views an assignment file:

1. the date and time the user views the file is recorded
2. a corresponding entry is made in the uploaders (staff) and downloaders (student) `myAssignments` tool.
3. the student carries out some work based on the assignment file
4. the student uploads their work via their `myAssignments` tool, which works in much the same way as the `myFiles` tool.
5. the uploaded file is then visible to the setting member of staff via the staff `myAssignments`
6. the staff member can then give the assignment a mark and post feedback
7. the student can see the mark and feedback.



The staff `myAssignments` tool is under staff tools on the home page and allows you to view any assignment returns by class or by assignment. The assignment listings can be downloaded and viewed in a spreadsheet.

assignments

Assignments set for 00001

Show All for assignment All Order by Surname view

Assignment	Student #	Name	File	Downloaded on	Submitted on	Mark	Feedback	Action
assignment 1	199154142	Test, Fred	assignment1.txt	17/04/2003 14:53	17/04/2003 14:53			edit | delete
assignment 1	199154143	Smith, Jane	assignment1.txt	17/04/2003 14:55	17/04/2003 14:55			edit | delete
assignment 1	199154144	Jones, Emma	assignment1.txt	17/04/2003 14:55	17/04/2003 14:56			edit | delete
assignment 1	199154145	McGivern, Bridget	assignment1.txt	17/04/2003 15:02	17/04/2003 15:03			edit | delete
assignment 1	199154146	Donnelly, Julia	assignment1.txt	17/04/2003 15:04	17/04/2003 15:04			edit | delete
assignment 1	199154148	Walsh, Susan	assignment1.txt	17/04/2003 14:49	17/04/2003 14:52			edit | delete
Caffeine Essay	199154142	Test, Fred	*not submitted*	17/04/2003 14:53				edit | delete
Caffeine Essay	199154143	Smith, Jane	*not submitted*	17/04/2003 14:55				edit | delete
Caffeine Essay	199154144	Jones, Emma	assignment2.txt	17/04/2003 14:55	17/04/2003 15:00			edit | delete
Caffeine Essay	199154145	McGivern, Bridget	assignment2.txt	17/04/2003 15:02	17/04/2003 15:03			edit | delete
Caffeine Essay	199154146	Donnelly, Julia	assignment2.txt	17/04/2003 15:04	17/04/2003 15:05			edit | delete
Training assignment	199154148	Walsh, Susan	*not submitted*	17/04/2003 14:40				edit | delete

download results

3.5. myCounsellees & the ePDP

These last two tools allow staff to monitor student progress and development. The `myCounsellees` tool gives quick access to student details for a selected group of students. The `ePDP` (electronic Personal Development Portfolio) is a newer tool that is primarily designed for students to record their personal development, which counsellors are able to view in "read only" mode to allow monitoring and to form the basis of discussions with their counsellees.

3.5.1. myCounsellees

The `myCounsellees` tool is available under the staff tools on the SPIDER home page. The tool allows staff users to create a list of student users who are their tutees or counsellees. This list is used in messaging (see above) and also gives the staff member fast access to that students assessment and exam results (rather than using SQuID or EEL), and read access to their PDP.

Initially, your myCounsellees list will be empty. To add a student to your list of counsellees
1. select the students name from the drop down list
2. click the "add" button
3. the page will refresh, and that students details will appear in your counsellee list.

To view a students exam results, quiz results or ePDP, click on the relevant link next to their name. A quick link to email each student is also available. Further details on each student is available by clicking on the user icon next to the students registration number

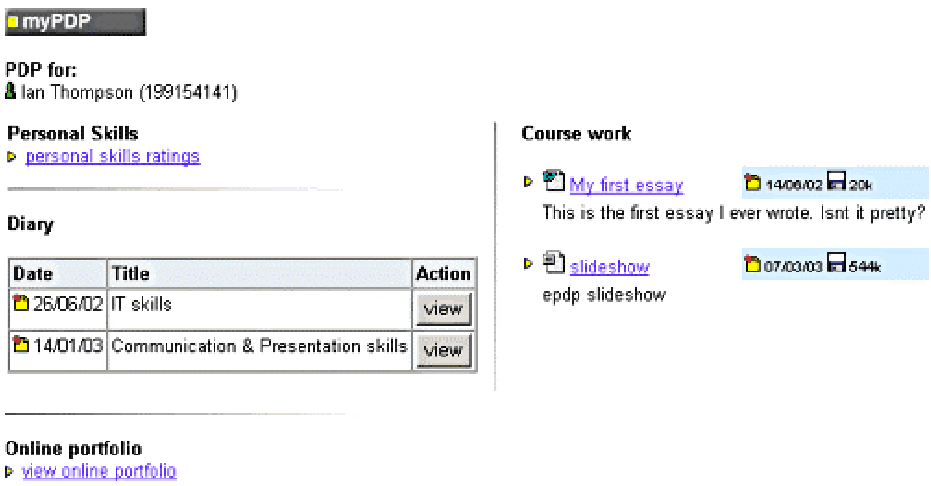
To remove a student from you list
1. click the "remove" link next to that student's details.
2. the page will refresh and the student will no longer be in your list

3.5.2. the ePDP

The electronic Personal Development Portfolio (ePDP) is accessible by both student and staff counsellor. The student can change and add to the data/ material held in each section. Staff can view the data/material but not make any changes.

Staff can access their counsellees ePDP the "myCounsellees" tool. The ePDP is divided into 4 sections:

- Personal Skills
- Diary
- CourseWork
- Online Portfolio



Personal Skills
The Personal Skills section is accessed by clicking on the "personal skills ratings" link. The page then displays a list of all the personal skills. Students can give each skill a rating of 1-4, and save them at any

point during the session. A new set of ratings at can be added at any time, and these are stored and displayed on the page. Staff counsellors can view the ratings, but not make any changes.

Diary
The diary section allows the student to establish a record of their actions and thoughts relating to their skill developments. They can view, edit or delete current entries, or add a new entry by clicking on the various links or options. Each 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. Staff can view entries but not make any modifications

CourseWork
This section of the ePDP allows the student to upload and label any coursework (or other) file they wish. Current files are listed on the ePDP home page. The can be viewed or downloaded by clicking on the links. Files can be uploaded, renamed and made public or private by following the "manage myCourseWork" link. Public files are visible only to the student and counsellor. Private files are seen only by the student.

Online Portfolio
The online portfolio section allows the student to bring together their PDP data and add in additional details to produce an online portfolio web page.   The "my details" link allows the student to incorporate extra information into the online portfolio, such as their address and contact details, as well as adding in CV like material. This is only seen by the student. The "my online portfolio" (students) or "view online portfolio" (staff) gives access to the web base portfolio that is automatically generated from the rest of the sections in the ePDP. This section is still under development and is probably going to result in the ability for the student to generate an acrobat pdf version of their online portfolio so it is portable.

END OF SESSION 3