

## 3A. SPIDER – Class Editing

This session introduces staff users to the system of "class editors", which allows staff to manage one or more classes on SPIDER

- the "class tools"
- managing a class
- file categories and file/ media content management
- class lists
- examination returns

**Target audience:** staff who already or wish to manage one or more classes on SPIDER  
**Requirements:** completion of the basic introduction or similar experience with SPIDER

### 3A.1. Class editors

SPIDER has a number of different user groups, who each have different access rights or privileges which determine what tools and capabilities that use has on SPIDER. The class editor works slightly differently as it assigns elevated privileges to any staff user, but limited to a certain class (or classes). This allows SPIDER to be run in different ways. The system can be administered using a single "editor", who is responsible for managing all classes and content, or using class editors, distributing the responsibility to a number of staff. Often clusters use a combination of admin, editors and class editors to manage the system. Only admins can assign "class editor" privileges to other staff.

### 3A.2. The Class Tools

The class tools give access to all the functions required to manage a class. They include tools to edit the class' details, manage file content and file categories and manage web links.

#### 3A.2.1. Editing class details

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

Most options & values are self explanatory, except for:

#### **Limit access to class list**

This option will mean that only students show are on the staff list can view the class' content. This also prevents any staff users from accessing the class unless they are on the "Teaching staff" list (see below) or are a class editor. Admin staff can still view the class content.

#### **Previous years content**

This option allows you to determine whether content in previous years "session tabs" (see below) is visible. You can set this option so that "old" content is visible to all – "show to all", only students who were in the class list for that session – "Show to class list only", or just to staff users – "Show to staff only". For example, if you set the class to be "Show to class list only", if you

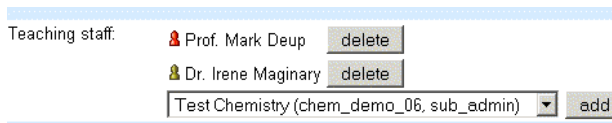
#### Edit class on SPIDER

Class Code:	00001
Class Name:	<input type="text" value="Example Class I"/>
Cluster:	bioscience
Department:	Physiology and Pharmacology
Limit access to class list:	no <input checked="" type="radio"/> e.g. for subscription classes, yes <input type="radio"/>
Year:	<input type="text" value="1"/>
Semester:	<input type="text" value="1 &amp; 2"/>
Credits:	<input type="text" value="20"/>
Previous years content:	<input type="text" value="Show to all"/>
Note:	<div style="border: 1px solid black; height: 50px;"></div>
Class co-ordinator:	<input type="text" value="Mr. Ian Thompson"/> [2nd: <input type="text"/>
Co-ordinator email:	<input type="text" value="ian.thompson@strath.a"/> [2nd: <input type="text"/>
	<input type="button" value="edit"/>

upload solutions to exercises, only the students who were in the class that session can see them, the next cohort of students wont be able to access them.

The second function of the edit class tool is to add and remove users from the "Teaching staff" list for the class. 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 "Teaching staff" list for the class determines which staff are available to be emailed copies of postings from the classes discussion group, and which staff can access the class if it is a "class list limited" class.

### 3A.2.2 Content management

Each class resource page can have numerous links to files grouped under **category headings**, such as "Lecture notes" or "Exercises". These files are uploaded and organised using the `manage content` and `manage category headings` options in the `class tools` list.

#### 3A.2.2.1. Manage category headings

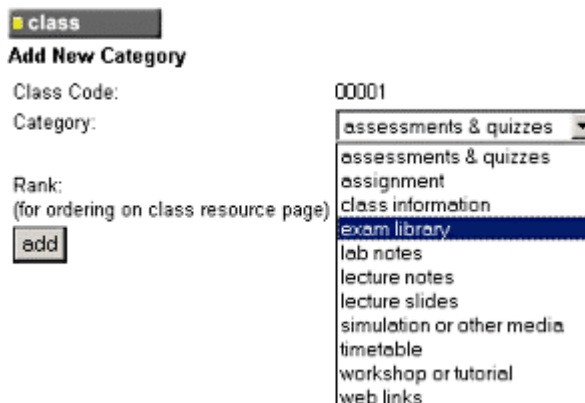
On the class resource page in the class tools:

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.

#### 3A.2.2.2 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:

<i>activation date</i>	determines from when the file will be made available
<i>deactivation date</i>	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.
<i>sub-heading</i>	allows files to be divided into sub-groups within the category heading they appear. Can choose an existing sub-heading (select) or new sub-heading (type in box)
<i>sub-heading rank</i>	select the order that the sub-heading takes on the page
<i>extra info</i>	allows you to input a paragraph of text which will appear alongside the file to give instructions or further explanation of the file etc.
<i>active for session</i>	determines which "session tab" the content will appear under. Defaults to current academic session. Select "all" if you want the file to appear on every session tab

### Assignments

If you select the category type as "assignment", extra options will appear:

<i>due date</i>	the date the assignment is due to be returned
<i>student uploads file?</i>	select "yes" if you want the option of using SPIDER for electronic returns, using the staff/student myAssignments tools, or select "no" to simply upload the file for a standard download

### 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 (its "attributes"), such as the link name, sub-heading etc, click on the  icon next to the file in the list on the left side of the screen (image below, left).



You will see the file's attributes (image, right)

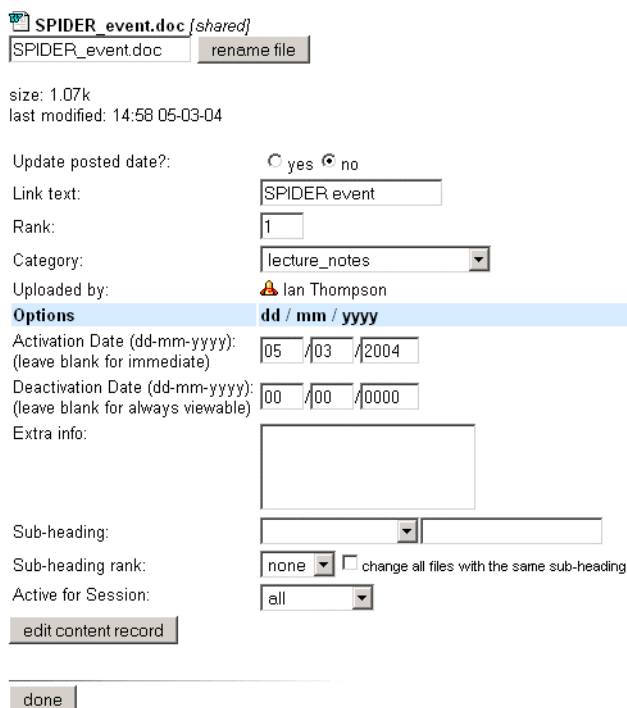
To rename the file

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.



SPIDER\_event.doc [shared]  
SPIDER\_event.doc rename file

size: 1.07k  
last modified: 14:58 05-03-04

Update posted date?:  yes  no

Link text: SPIDER event

Rank: 1

Category: lecture\_notes

Uploaded by: Ian Thompson

**Options** dd / mm / yyyy

Activation Date (dd-mm-yyyy): 05 / 03 / 2004  
(leave blank for immediate)

Deactivation Date (dd-mm-yyyy): 00 / 00 / 0000  
(leave blank for always viewable)

Extra info:

Sub-heading:

Sub-heading rank: none  change all files with the same sub-heading

Active for Session: all

edit content record

done

*tip:* you can also edit a file's attributes from the category view by clicking on the cog icon  next to the file

## deleting files

To remove a file

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

### 3A.2.2.3 Manage web links

The web links tool allows you to add a list of hyperlinks to the class. These hyperlinks can appear either in a dedicated list under the "web links" category heading, or can be assigned to any other category heading, in which case they will appear to the right of that content. Click the "manage web links" link in the class tools. This will show a list of any existing links on the left, and a form to add new links on the right of the screen.

#### add a web link

1. in the "Add link" form, enter the links web address and a label for to act as the link
2. select the heading you want the link to appear under, or enter a new heading in the box
3. select the category heading you wish the link to appear in from the options in "Show in"
4. enter the rank of this link
5. enter any extra information relating to this link in the "Extra text" box
6. click "add link"

#### edit a web link

1. make the changes to the values for the web link you wish to edit

2. click the edit button to save the changes

### delete a web link

1. click the delete button under the web link you want to delete
2. the link will be delete immediately

*tip:* you can click the "class" image at the top of the screen to return to the class home page

### 3A.2.2.4 Load and Build web content

The last of the class tools that SPIDER provides are the pageLoader and pageBuilder tools which are used to upload and construct web pages. These tools are covered in the *Content Creation* training session for advanced users.

## 3A.3 Class lists

SPIDER provides the ability to view, manage and download class lists. Beginning with session 2004-05 class lists could be imported directly from the central Registry Oracle database. Lists can still be entered manually or using a cut/paste from an existing list (e.g. from Excel).

### 3A.3.1 Viewing class lists

Class lists can be viewed either from the Staff tools (under *students* or *class lists*) on the home page, where you can select the class list to view, or from the class resource page, where you will automatically see the current class' list.

For each student on the list you will see their registration number, name, email, their last login date/time and the "source" of their entry. If the source is "SPIDER" then they have been added to the list manually via SPIDER. If it is "Registry", then the entry has come from the registry database.

If a student is shown in pink, then they haven't yet registered with SPIDER.

You can download the class list to view in a spreadsheet (e.g. Excel) by clicking on the "download class list" link.

#	Registration	Name	Email	Last Login	Source
1	000000009	Fred Test	fred.test@test.co.uk	not registered	SPIDER
2	199154151	Mohammed Ali	ian.thompson@strath.ac.uk	00:00:00 00:00	SPIDER
3	199154157	Frodo Baggins	ian.thompson@strath.ac.uk	00:00:00 00:00	SPIDER
4	199154160	John Cleese	ian.thompson@strath.ac.uk	00:00:00 00:00	SPIDER
5	199154162	Karen Dunbar	ian.thompson@strath.ac.uk	00:00:00 00:00	SPIDER
6	199154158	Eric Idle	ian.thompson@strath.ac.uk	00:00:00 00:00	SPIDER
7	199154159	Terry Jones	ian.thompson@strath.ac.uk	00:00:00 00:00	SPIDER
8	199154149	Indiana Jones	ian.thompson@strath.ac.uk	15:05:03 17:03	SPIDER
9	199154152	Hatcher Kerry	ian.thompson@strath.ac.uk	00:00:00 00:00	SPIDER
10	199154153	Des McDonald	ian.thompson@strath.ac.uk	00:00:00 00:00	SPIDER
11	199154145	Bridget McGivern	ian.thompson@strath.ac.uk	03:03:05 15:01	SPIDER
12	199154161	Micheal Palin	ian.thompson@strath.ac.uk	00:00:00 00:00	SPIDER
13	199154154	Harry Potter	ian.thompson@strath.ac.uk	00:00:00 00:00	SPIDER
14	199154155	Luke Skywalker	ian.thompson@strath.ac.uk	00:00:00 00:00	SPIDER
15	199154143	Jane Smith	ian.thompson@strath.ac.uk	03:03:05 14:59	SPIDER
16	199154150	John Smith	ian.thompson@strath.ac.uk	00:00:00 00:00	SPIDER
17	199154156	Han Solo	ian.thompson@strath.ac.uk	00:00:00 00:00	SPIDER
18	student	Test Student	spider-vie@strath.ac.uk	09:05:05 12:28	SPIDER
19	199154142	Fred Test	ian.thompson@strath.ac.uk	03:03:05 14:58	SPIDER
20	199154141	Ian Thompson	ian.thompson@strath.ac.uk	01:04:05 14:47	SPIDER
21	199154148	Susan Walsh	ian.thompson@strath.ac.uk	17:04:03 14:40	SPIDER

Registered users: 20  
Un-registered users: 1  
Total in class: 21

[manage list](#)

Source  
SPIDER = input via SPIDER  
Registry = from registry database

[download class list](#)

### 3A.3.2 Managing a class list

Class editors are able to add, edit and delete students from the class list.

#### 3A.3.2.1 adding students to a list

To add students to a list, click the "manage list" link, which is to the right of the list view.

##### Add single student

To add a single student to the list:

1. fill their details in the "add individual to list" form
2. click "add"

##### Add several students

To add many students to the list, there are a number of options

##### a) pull data from Registry

SPIDER "pulls" the class lists directly from the Registry Oracle database every day at 08.00 and for efficiency reasons, puts them in a "holding table" on SPIDER. To get the data from the "holding table" to the class list:

1. click the "add several students" link on the manage class list page
  2. click the "get data from registry" link on the add class list page
  3. check the class code and session are correct
  4. select either "merged" or "replaced" from the "list will be" option.
- Merging just adds any new students to the existing class list on SPIDER. Replacing will delete the existing SPIDER list and replace it with the data from Registry.
5. click the "pull data" button

You will be shown how many students were added, and a link to view the list or to go to the class home page

### b) manual list entry

Manual entry allows you to enter a class list either using emailed data from a telnet session with the central information server, or from a spreadsheet package such as Excel. As the former method has now been superseded by "data pull" from registry (above), that option wont be covered here. Cut/paste from spreadsheet files is still useful, particularly at the beginning of the session when registry lists are often incomplete. To get data from a spreadsheet such as Excel:

1. ensure you have a spreadsheet file with the following columns:  
registration number | surname | first name  
(where "|" represents the column boundary)
2. click the "add several students" link on the manage class list page
3. under "Manual List Entry" select the "spreadsheet" radio button and click "next"
4. check the class code and session are correct
5. copy the data from your spreadsheet and paste it into the box
6. hit add

You will be shown how many students were added and a link to view the class list.

### 3A.3.2.2 editing and deleting students from a list

Class editors are able to edit users who are on their list and delete users from the list.

#### Editing a user

On the manage list page, you will see that next to each user on the list is an edit and a delete button.

To edit a user's details:

1. click the "edit" button next to the user
2. change the values in the shown form
3. click "OK"

Note: the name and email values for registered users shown in the class list view are taken from the "users" table, which the student can modify in the mySettings page. Making changes to these values on the class list wont result in a visible change unless it is for an un-registered user

#### Deleting a user

On the manage list page, you will see that next to each user on the list is an edit and a delete button.

To delete a user from the class list:

1. click the "delete" button next to the user
2. you will be asked if you are sure you want to delete this user from the list.

class list

### Add Class List

#### Pull Data from Registry

SPIDER can now acquire class list data from the central registry.

◆ [get data from registry](#)

OR

#### Manual List Entry

What format is your class list in?

Information server via Email  Spreadsheet (Excel)

class list

Manage 00001 session 2004-2005

#	Registration	Name	Email	Action
1	000000009	Fred Test	fred.test@test.co.uk	<input type="button" value="edit"/> <input type="button" value="delete"/>
2	199154151	Mohammed Ali	ian.thompson@strath.ac.uk	<input type="button" value="edit"/> <input type="button" value="delete"/>
3	199154157	Frodo Baggins	ian.thompson@strath.ac.uk	<input type="button" value="edit"/> <input type="button" value="delete"/>
4	199154160	John Cleese	ian.thompson@strath.ac.uk	<input type="button" value="edit"/> <input type="button" value="delete"/>
5	199154162	Karen Dunbar	ian.thompson@strath.ac.uk	<input type="button" value="edit"/> <input type="button" value="delete"/>
6	199154158	Eric Idle	ian.thompson@strath.ac.uk	<input type="button" value="edit"/> <input type="button" value="delete"/>
7	199154149	Indiana Jones	ian.thompson@strath.ac.uk	<input type="button" value="edit"/> <input type="button" value="delete"/>
8	199154159	Terry Jones	ian.thompson@strath.ac.uk	<input type="button" value="edit"/> <input type="button" value="delete"/>
9	199154152	Hatcher Kerry	ian.thompson@strath.ac.uk	<input type="button" value="edit"/> <input type="button" value="delete"/>
10	199154153	Des McDonald	ian.thompson@strath.ac.uk	<input type="button" value="edit"/> <input type="button" value="delete"/>
11	199154145	Bridget McGivern	ian.thompson@strath.ac.uk	<input type="button" value="edit"/> <input type="button" value="delete"/>
12	199154161	Micheal Palin	ian.thompson@strath.ac.uk	<input type="button" value="edit"/> <input type="button" value="delete"/>
13	199154154	Harry Potter	ian.thompson@strath.ac.uk	<input type="button" value="edit"/> <input type="button" value="delete"/>
14	199154155	Luke Skywalker	ian.thompson@strath.ac.uk	<input type="button" value="edit"/> <input type="button" value="delete"/>
15	199154143	Jane Smith	ian.thompson@strath.ac.uk	<input type="button" value="edit"/> <input type="button" value="delete"/>
16	199154150	John Smith	ian.thompson@strath.ac.uk	<input type="button" value="edit"/> <input type="button" value="delete"/>
17	199154156	Han Solo	ian.thompson@strath.ac.uk	<input type="button" value="edit"/> <input type="button" value="delete"/>
18	student	Test Student	spider-vie@strath.ac.uk	<input type="button" value="edit"/> <input type="button" value="delete"/>
19	199154142	Fred Test	ian.thompson@strath.ac.uk	<input type="button" value="edit"/> <input type="button" value="delete"/>
20	199154141	Ian Thompson	ian.thompson@strath.ac.uk	<input type="button" value="edit"/> <input type="button" value="delete"/>
21	199154148	Susan Walsh	ian.thompson@strath.ac.uk	<input type="button" value="edit"/> <input type="button" value="delete"/>

Registered: 20  
Un-registered: 1  
Total: 21

Add individual to list

Reg.#:

Name:

Surname:

Email:

[add several students](#)



- click the "add" button
- you will be shown a summary of what you are about to enter. Click "EDIT" to change things or "OK" to enter the marks
- The marks will be added to the system

You can now download the marks, or view them on SPIDER by clicking the "view results" link.

### 3A.4.2 Making examination marks "live" & locking

When you enter marks they are initial set to "pending" so you can double check/ verify that the marks have been entered correctly. The students cannot see the marks until you have changed their status from "pending" to "live". To view the results:

- on the class resource page, click the "view results" link next to the examinations heading
- select the exam you want to view (or select all to view all exams)
- click "view"

#### To make the results live

- Tick the "Results live" box corresponding to the set(s) of marks you want to make live
- click the "change" button
- you will be asked to confirm the change. Click "OK"
- the marks are now live and visible to the students

EEL: view exam list

Exam results for 00001 [2004-2005]

Order by:

Results live: <input type="checkbox"/>						<input type="button" value="change"/>
Results locked: <input type="checkbox"/>						<input type="button" value="change"/>
#	Registration	Surname	Name	Registered	Test 1 (%)	Action
1	ian	Thompson	ian	✓	45	<input type="button" value="edit"/>
2	199154141	Thompson	ian	✓	56	<input type="button" value="edit"/>
						<input type="button" value="delete marks"/>

#### Locking

Locking marks means that they can no longer be edited.

To lock results

- Tick the "Results locked" box corresponding to the set(s) of marks you want to lock
- click the "change" button
- you will be asked to confirm the change. Click "OK"
- the marks are now locked and cannot be edited

Note: only admin users can unlock marks

### 3A.4.3 Editing and deleting examination marks

Marks can be edited and deleted once they have been entered onto SPIDER, as long as the marks aren't locked (see above).

#### Editing marks

To edit marks, view the results where you want to make changes

- click "edit" next to the student who's marks you want to edit
- make the changes to the values shown
- click the "edit" button
- click "return to listing" to view the marks

EEL:  
exam results for user in class 00001 [2004-2005]

Registration no.	Test 1	MCQ 1
ian	45	64

#### Deleting marks

You can either delete marks for an individual or for an entire exam.

##### To delete individual marks

- click "edit" next to the student who's marks you want to edit
- remove/ delete the values you wish to remove then click the "edit" button, or click "delete all" to remove all the marks for the selected student. Note you cannot "delete all" if some of the marks are "locked"
- click "return to listing" to view the marks

##### To delete an entire set of marks

- click the "delete marks" button at the bottom of the view list
- select the marks set you want to delete (select "All" to delete all the marks sets)
- you will be asked to confirm the delete. Click "DELETE" to confirm.
- the marks will be deleted

If the marks are locked, they cannot be deleted. Contact your cluster admin to unlock the marks.

### END OF SESSION 3A

SPIDER: Training Document 3A – Class editing