5. SPIDER - Administration

This session is aimed at staff who are their main departmental contact with respect to the SPIDER VLE or are involved in the accumulation and returning of class lists and examination results

- posting & editing examination results; making results live
- viewing and managing class lists
- admin tools
  - class creation
  - managing news and site links
  - user administration and assigning user privileges
  - managing FAQ and polls
  - miscellaneous admin tools

Target audience: staff with significant experience of SPIDER; departmental administration and IT staff
Requirements: advanced computer user; completion of Advanced course or similar

5.1. Managing examination lists via the EEL

SPIDER has an exam marks returning system EEL (Electronic Examinations Listings), which uses simple cut and paste operations to enter lists of marks for class based tests and assignments. Only sub admin and admin users can manage examination lists, and it is assumed that marks are available in a format of:

registration #   mark
registration #   mark
registration #   mark
registration #   mark
etc…

in an Excel spreadsheet.

To add a new set of marks
1. login to SPIDER
2. click on the `add exam results` link under `Examinations` in the `staff tools`
3. you will now see the add exam results page
4. select the class code for the class you are adding marks for from the `Class Code` drop down
5. enter the name of the test/ exam in the `Exam name` box
6. copy and paste the marks list from Excel in the results box

you will be shown a screen asking you to confirm entry of marks. If you are happy with all the details, click OK, else click the EDIT button to return and make changes.

If you click OK, the marks will be entered. When this is done, an email copy of the entered marks will be sent to the poster (you) and the class co-ordinator for the class. Marks entered are not yet available to students. Once the class co-ordinator and/or poster have double checked the marks are correct (either via the returned email copy or via EEL), the results need to be make live.

1. go to the view results page
2. select the class, session and examination you wish to make live
3. at the top of the result set is a row called `Results live` with a tickbox for each test name.
4. to make a set of results live, tick the box and click the `change` button
5. the results are now visible to the students

To edit an individual mark
1. from the view results page, click the edit link next to the student whose marks you want to edit
2. change the values for the exam/ test
3. click edit to store the results
4. click done to return to the view results page

To replace an entire classes marks, simply re-enter the values by repeating the add exam results procedure, ensuring you use **exactly** the same name for the Exam name

5.2. Managing class lists

SPIDER allows you to enter class lists so that staff can quickly call up all the students enrolled in a class either via the class list section of the staff tools, or via the view list option on the class resource page. Class lists can be entered either by pasting from a spreadsheet or by pasting an email returned from the central information server. If data is being entered from a spreadsheet, it needs to be in the format of:

registration #   surname   firstname
registration #   surname   firstname
registration #   surname   firstname
registration #   surname   firstname
etc.

Information server emails need to have page numbers and other non-student information removed, but require no other formatting.

The procedure is very similar to adding class lists
1. click on the add link under class lists in the staff tools
2. select the format your list is in (information server or spreadsheet)
3. select the class code and session your list applies to
4. paste the data from your source document
5. click the add button

To edit the students in a class list
1. from the home page, click the edit link under class lists
2. select the class list you wish to manage from the drop down list
3. click the edit or delete button to change or remove students from the list

to add an individual from the edit class list page
1. fill in their details
2. click the add button

5.3. Admin Tools

Admin tools are only available to Admin and Super Admin level users. A subset of the tools are available to sub admin users, which appear as extra links under the staff tools for these users (class lists and exam mark management).

5.3.1. Manage classes

Admin level users can add, edit and remove classes from the site listing, which appear to users in the myClasses tool. The delete option should be used with caution, as it able to completely remove all data relating to the class from the system permanently. Admins are limited to managing classes in their own cluster, the Super Admin can manage any class in any cluster.

Adding classes
The add class tool enables the addition of new classes to the system. To add a class:

1. from the `admin tools` click the `add` link under classes

2. each new class must be given a code and a name, and other details can be added, such as year, semester, credit value and co-orinator details.
3. once you are happy with all the entries, click "add" to save the class.

Editing classes
The edit class tool is exactly the same as the edit class details tool available to editors and class editors in each class via the `class tools`.

Delete class
The delete option will **completely remove all entries and data relating to the class from the system**, so any class related items in the discussions, assignments and the search index will be removed, as well as all the contents (files and links) within the class and all the entries for that class in users' myClasses lists.

To delete a class
1. select the class from the drop down menu
2. click "delete".
3. you will be asked to confirm or cancel this action. If you cancel, you will be returned to the delete select page, if you **confirm the delete**, then **all references to the class will be deleted**.

Manage class category headings
The admin version of this tool is exactly the same as the manage category headings tool in the class tools except that it gives access to the categories for all the classes in the system at once instead of a single class at a time.

5.3.2. Managing class lists
Class lists management can be accessed from the admin tools section as well as from the links under staff tools. There is no difference in the admin version of the tool, except that super admin level users can manage classes in any cluster – admin users are limited to classes in their own cluster.

5.3.3. Managing news
Admin users can add news in the same way as normal staff users using the messaging tool. The only addition to the tool within the admin pages is that admins can edit & delete any of the news items posted on the system by users from their own cluster. Super admin users can manage any news items.

5.3.4. Managing Site Links
This tool is used to add, edit and delete the site wide links accessed via the standard tools. The `site links` tool works exactly the same way as the `myLinks` tool, the only difference being that the site links have a category option to allow grouping links under different category headings and admins are limited to adding links to their own cluster. Super admin users can add links to any cluster or make a link visible to all clusters.

5.3.5 User administration
Users normally self register, but admin level users can create users via the admin tools section. The user section of the admin tools area is also where users can be given additional privileges. When users first register, they are given student level rights be default. If a user resisters as staff, then an email is sent to the admin for that cluster notifying them that a user wishes to be assigned staff status, who can then decide what level of access that user should be given.

On the home page, click on the admin tools button to view the admin page. The users section of this page allows you to add, edit and delete users as well as suspend or ban them from the site or discussions. You are limited to editing and adding staff users in your own cluster, but can edit any student user on the system.

to add a user
1. click the add button under users on the admin tools page
2. fill in all the details
3. ensure you select the user group appropriate to that user. Users can be:
   🔒 student

        🔵 auxilliary staff (e.g. administration/ secretarial)
        🔴 academic staff
        🟣 academic staff – external (e.g. visiting academic)
        🟡 editor
        ⚫ sub admin
        🟡 admin
        🔴 superadmin

4. click submit to create that user

Only super admin users can create other admin users.

to edit a user
1. click the edit link under users on the admin tools page
2. select the users name or input their username and click edit
3. make the changes and click edit

to delete a user
1. click the delete link under users on the admin tools page
2. select the user you wish to delete and click the delete button
3. confirm the delete if you are sure or click cancel to cancel the delete

5.3.6. Managing the FAQ

The FAQ (Frequently Asked Questions) is a repository for questions and answers relating to the SPIDER system, teaching or any other question commonly asked by SPIDER users. As with many of the other admin tools, admin level users can only manage the FAQs relating to their own cluster.

To add an item to the FAQ
1. click the `add` link by the FAQ heading
2. type in the question and answer
3. select a subject category from the drop down list or add a new one by typing it in the box
4. give the FAQ a rank (1 at top, higher numbers down the page)
5. click the `add` button and the Q/A will be stored on the system

To edit an FAQ item
1. from the admin tools, click the `edit` link, then select the item to edit from the drop down and press the `edit` button
or
2. while viewing the FAQ, click the `edit` link at the bottom of the FAQ answer
3. make your changes
4. click to `edit to` store the changes

To delete an item in the FAQ
1. from the admin tools page, click the `delete` link by the FAQ heading
2. select the FAQ item you wish to delete from the drop down list and click `delete`
3. if you are sure you want to delete the item, click `confirm` (otherwise click `cancel`)
4. the FAQ item will be deleted

5.3.7. Managing Polls

Polls are a simple way to get anonymous user feedback/ voting about any topic you wish. Polls can be created for individual classes or to appear on the site home page. Polls are made up from a question with a number of options. The user selects their chosen option, and their vote is added to the total for their option and displayed in a graph

To create a poll
1. click on the `add` link next to the poll heading
2. type in your poll question
3. select where you want your poll to appear (class or home page)

What is your favourite VLE

- ⬜ SPIDER
- ⬜ Web CT
- ⬜ Blackboard
- ⬜ other

525 0 0 0
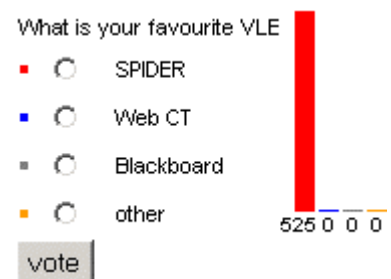
vote

4. type in up to 5 options for the users to choose from
5. add an expiry date (when you want the poll to stop being seen)
6. click `add`

Users can only vote in a poll once. Users are limited to creating polls in their own cluster. You can edit the poll or delete it if you wish by selecting the appropriate link.

5.3.8 Miscellaneous tools

There are a number of other tools available to the admin. These include site statistics, track, site map and run search indexer. A brief outline of each will be given here, but it is assumed that admins using these tools will be able to work out how to use them without in depth instruction

site statistics
The system stores each page visit a user makes in monthly log tables. The statistics generated from this can be viewed using this tool. Stats for month daily hits, hourly use, browser, OS and class usage are available. Individual users page visits are also recorded.

track
This is a precursor to the "whos online" feature now embeded on the home page. Lets the admin see who is online and when they last had a page visit.

site map
This tool, in class order, lists and links to all the files uploaded by the content management class tool. Doesn't include pageLoader modules.

run search indexer
The site search is able to find search words in text, html or acrobat pdf documents. In order for searches to operate, the search indexer needs to be run – this tool runs a script that builds up an index from the uploaded content documents. The tool can be slow when dealing with pdf files as it has to convert pdf files to text in order to index them. The indexer can be limited to running for a certain class and/ or date of upload of files.

END OF SESSION 5