



**Center for Scholarship in Teaching and Learning
Southeast Missouri State University**



Online Instructor Suite

Manager Advanced



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Overview

In *Manager Basic*, you learned how to create classes using Manager; how to add, edit, and delete students from classes; and how to email your students. This manual will cover more advanced operations in Manager: manipulating profiles for those of you with materials on more than one server, creating class templates, importing and exporting class rosters, archiving your old classes, managing your course content, and advanced emailing tasks.

Managing Profiles

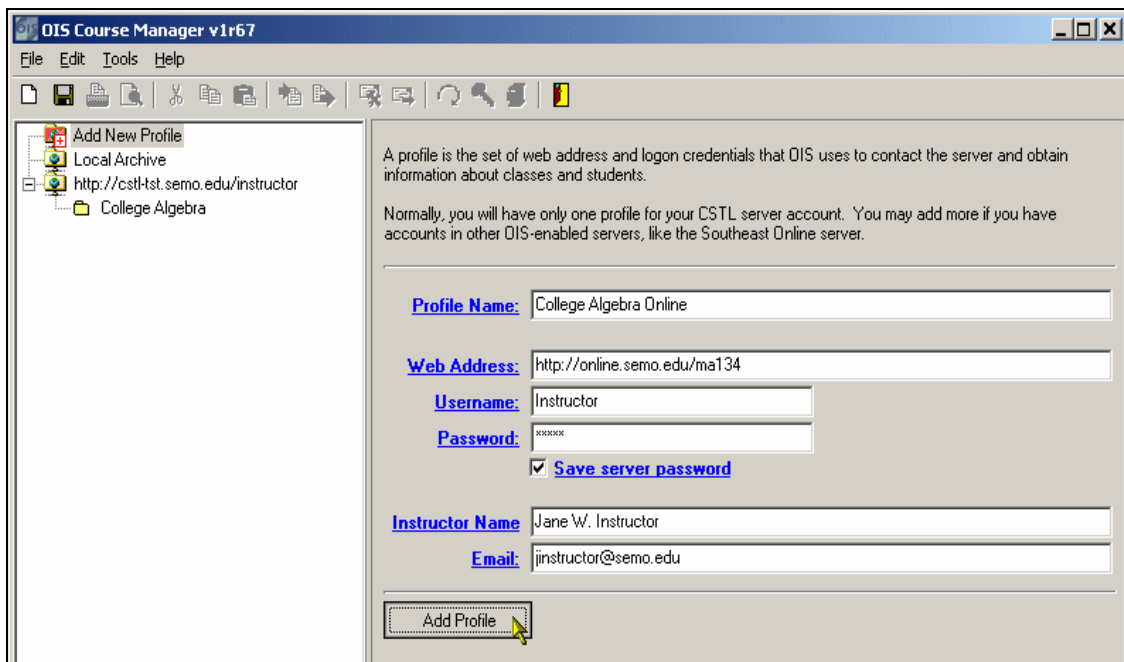
Adding Profiles

OIS can manage one or more web addresses at a time. As discussed in *Introduction to OIS*, the setup program creates a default profile for you based on the information you enter during installation.

However, if you have course materials on more than one server, you will have to create a **Profile** for each Web address. You will need two profiles to manage these two classes only when they are located in a different web site.

To add a new profile to Manager, click on “Add New Profile” at the top of the navigation pane (the pane on the left-hand side of the Manager window).

In the right-hand pane of the Manager window, you will see a form very similar to the one you used during installation. Fill in this form with information related to your additional profile.



The “Profile Name” will be displayed in the navigation pane after the profile is created. Thus, you should choose a meaningful name that describes the profile.

Next to ‘Web Address’ include the *entire* profile URL; examples include ***http://cstl-cla.semo.edu/smythe***,
http://online.semo.edu/2004Summer/UI987,
http://online.semo.edu/2004Fall/en100.

In the username and password fields, enter your server username and password.

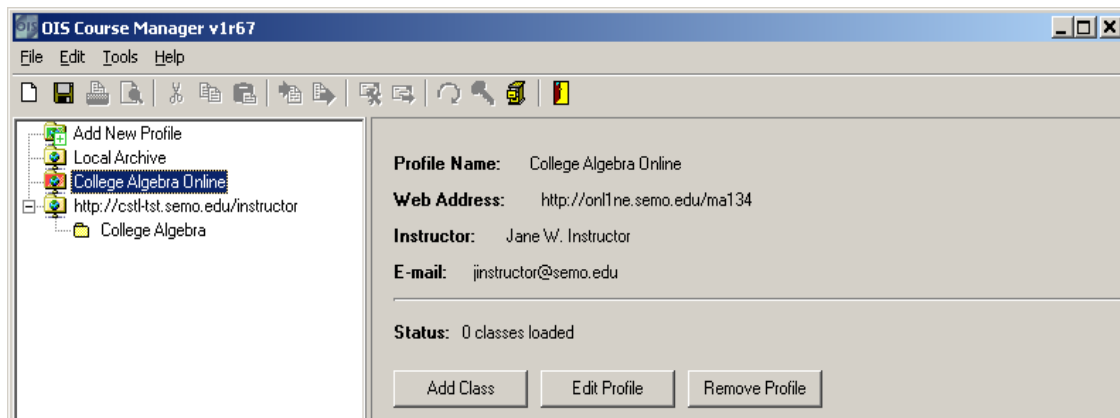
Note: If the “Save server password” option is checked, OIS will **not** ask for this information again; it will use this username/password combination every time it needs to do anything online. It might be a good idea not to check this item if OIS is installed on a machine with more than one user or in a semi-public area.

In the “Instructor Name” field, type in the name as it should appear in **all** OIS activities, reports, data files, etc., such as at the top of the GradeA report or in Forum.

Likewise, you should enter the email address you would like OIS to use when sending an email in the “Email” field.

When you have completed the form, click the “Add Profile” button.

Your new profile will be displayed in the navigation pane, using the name you entered in the “Profile Name” field. When you click on the profile name and highlight it, the profile information will be displayed in the right-hand pane of the Manager window.

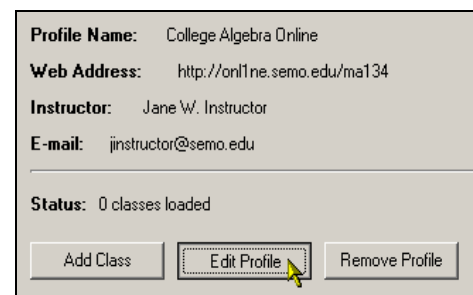


If you already have OIS classes on that Web address, the registered classes will appear under the profile name.

Editing Profiles

To edit an existing profile, select the profile name.

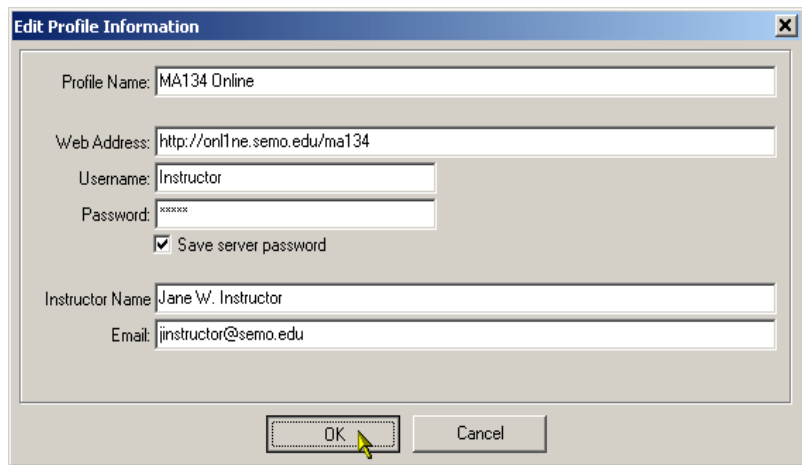
In the right-hand pane of the Manager window, click on “Edit Profile”.



The “OIS Profile Information” window will open; this form has the same fields you filled in when creating the profile.

Change whatever information needs editing by entering the new information in the appropriate field. Note that you cannot change the Web address. If you need to use a new Web address, create a new profile.

When you have finished editing the profile, click “OK”.



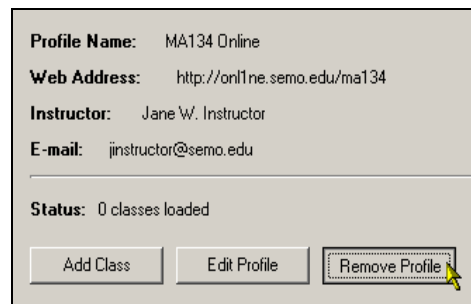
The 'Edit Profile Information' dialog box contains the following fields and controls:

- Profile Name: MA134 Online
- Web Address: http://online.semo.edu/ma134
- Username: Instructor
- Password: *****
- Save server password
- Instructor Name: Jane W. Instructor
- Email: jinstructor@semo.edu
- Buttons: OK, Cancel

Deleting Profiles

To delete a profile, click on the profile name in the navigation pane to highlight it.

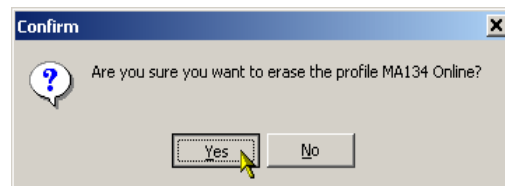
In the right-hand pane of the Manager window, click “Remove Profile”.



The profile management interface displays the following information and controls:

- Profile Name: MA134 Online
- Web Address: http://online.semo.edu/ma134
- Instructor: Jane W. Instructor
- E-mail: jinstructor@semo.edu
- Status: 0 classes loaded
- Buttons: Add Class, Edit Profile, Remove Profile

If you are sure you want to delete the profile, click “Yes” in the “Confirm” window.



The 'Confirm' dialog box contains the following information and controls:

- Message: Are you sure you want to erase the profile MA134 Online?
- Buttons: Yes, No

Note: When you delete a profile, the OIS classes and all other files within that profile

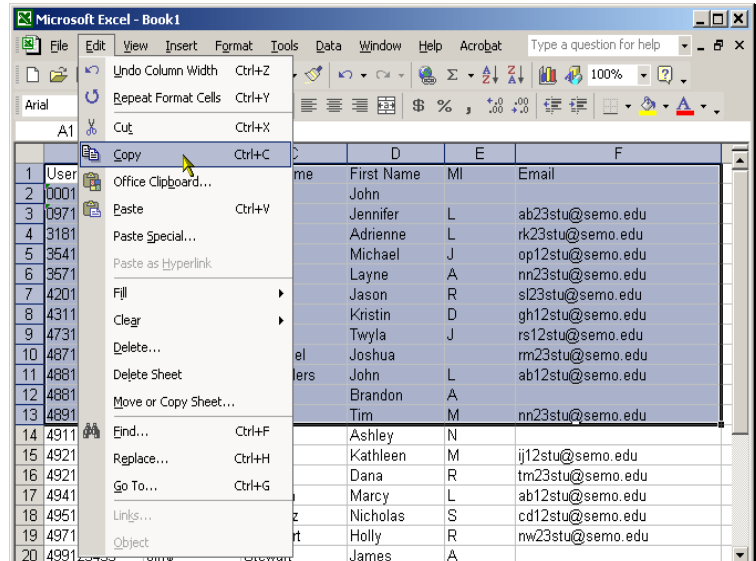
Managing Classes

Importing Students Manually

When you create a class (see *Manager Basic*), you have the option of synchronizing your class with the university administrative system, which will download your students' information automatically. **If you did not choose** that option, you can easily import student information from another file, such as an Excel spreadsheet, to avoid retying the student information.

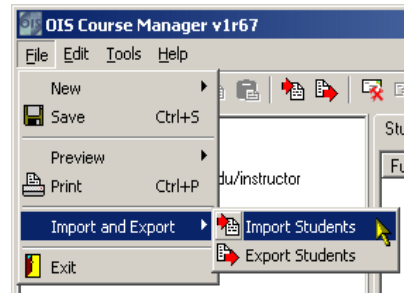
If you have a spreadsheet file with student information, open it in your favorite spreadsheet program (Excel is used in this example).

Select the area of the spreadsheet that has the student information, then choose **Edit | Copy** to copy this information to the Windows clipboard (do not copy headers/footers or non-pertinent information).



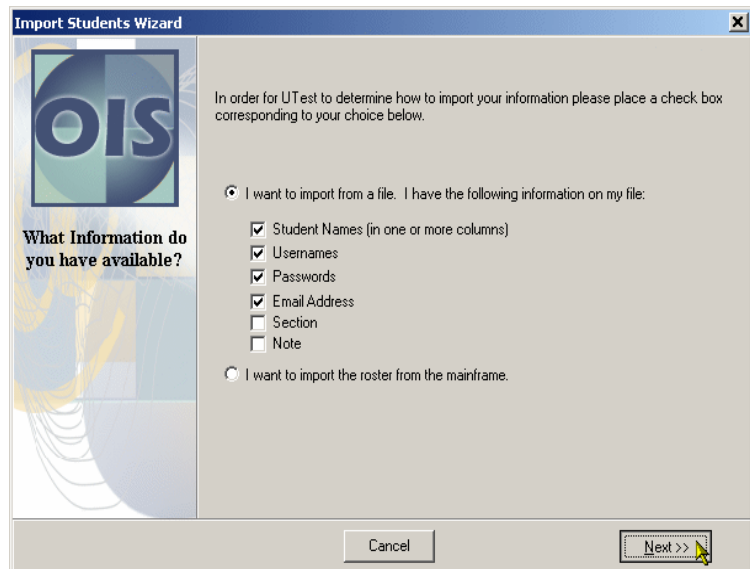
Switch back to Manager and select the class which you want the imported students added. Choose **File | Import and Export | Import Students**.

The **Import Students Wizard** window will appear.



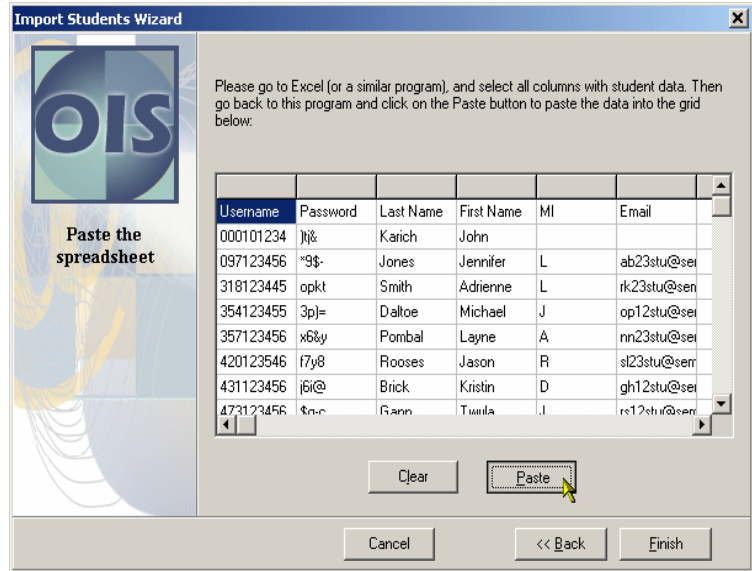
Next, you will need to check the boxes according to the information you have available about your students.

Our sample spreadsheet has student name, username, password, and email address headers, so those boxes are checked. When you are done checking the appropriate boxes, click "Next".



If you do not have usernames or passwords in your spreadsheet file, the wizard will ask you how you wish to generate that information for your students.

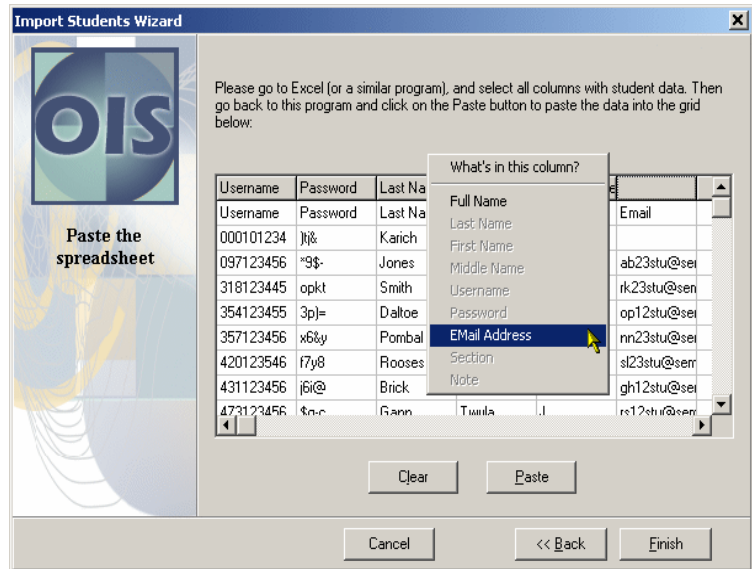
Click “paste” to paste the information from your spreadsheet into the wizard.



After you have pasted the information into the wizard, you must identify what information is in each column. Right-click on the grey header box at the top of a column. The “What’s in this column?” pop-up menu will appear.

Click on the appropriate choice in the menu. The header name will appear in the grey header box.

When you have labeled all the columns, click “Finish”.



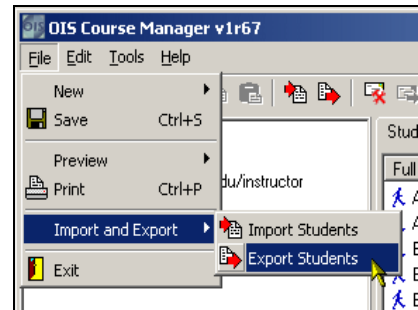
The imported students will appear in the class roster pane of the Manager window.

Exporting Students

You can likewise export students from Manager to the Windows clipboard, and paste them into a file such as an Excel spreadsheet.

To export students, first select the class name in the navigation pane of the Manager Window.

Then choose **File | Import and Export | Export students** from the menu.

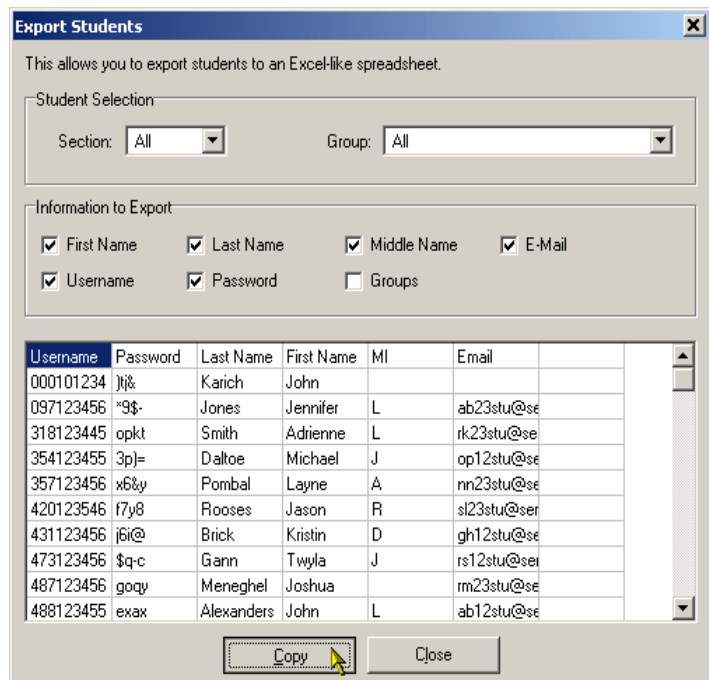


The “Export Students” window will open.

First, select which section and group of students you wish to export in the “Student Selection” section of the window.

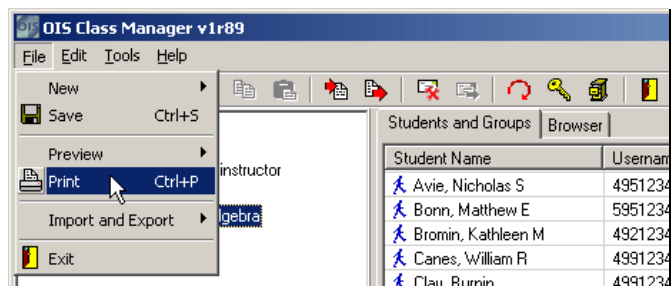
Next, check the boxes next to the information you wish to export.

Then, click “Copy” to export the selected information to the clipboard.



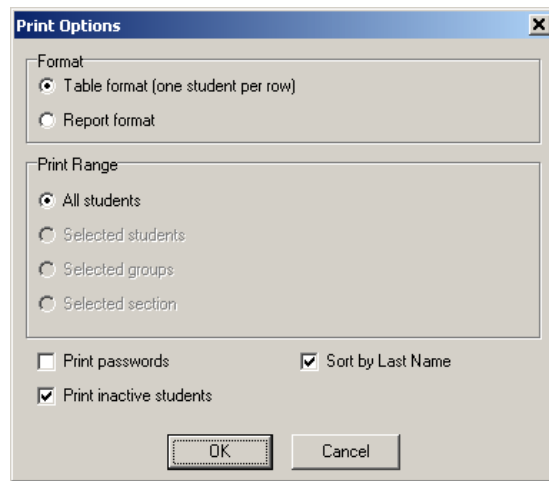
Printing

If you want to print the roster of a class, first select the class in the left pane, then go to **File | Print**.

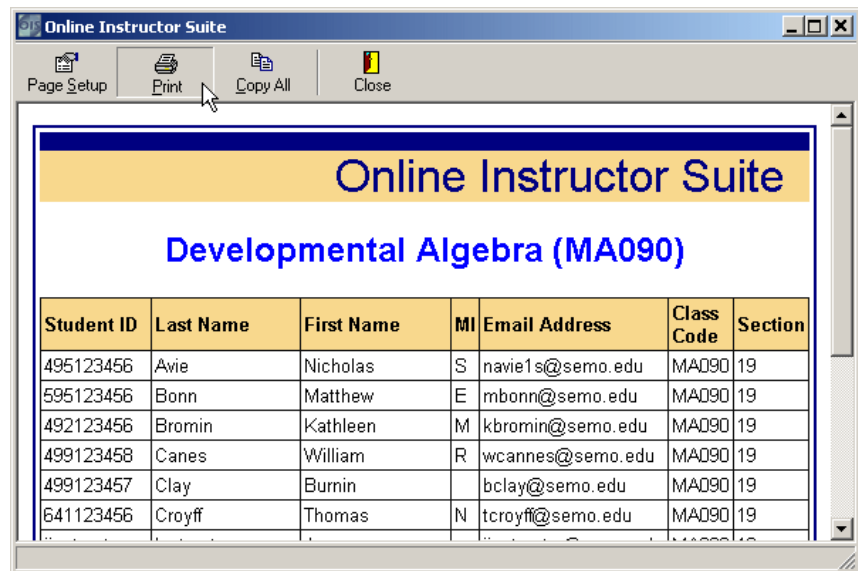


The “Print Options” dialog will appear. You need to tell Manager what to print and in what format before you proceed.

Once you made your choice, click OK to open the Print Preview window.

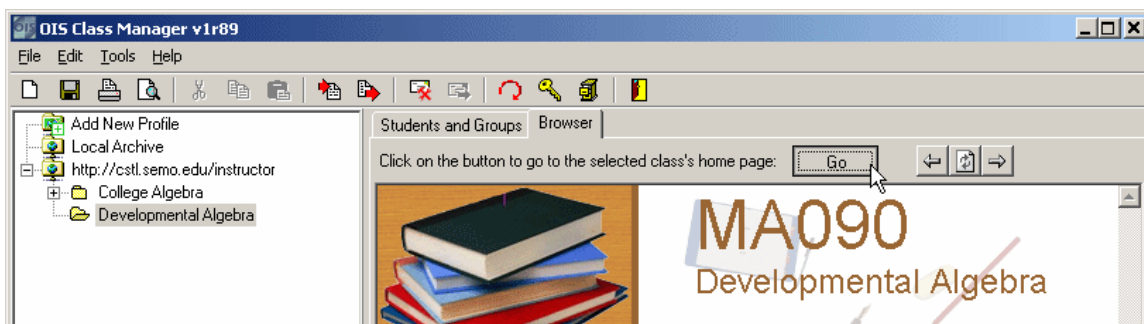


The Print Preview window displays the table or report generated, and you just have to click the “Print” button to send it to the default printer.



Previewing a Class Web Site

You can browse your class web site by using the internal web browser built into Manager. To use this feature, click on the “Browser” tab on the top of the screen, and then click on the “Go” button to load the currently selected class into the browser.



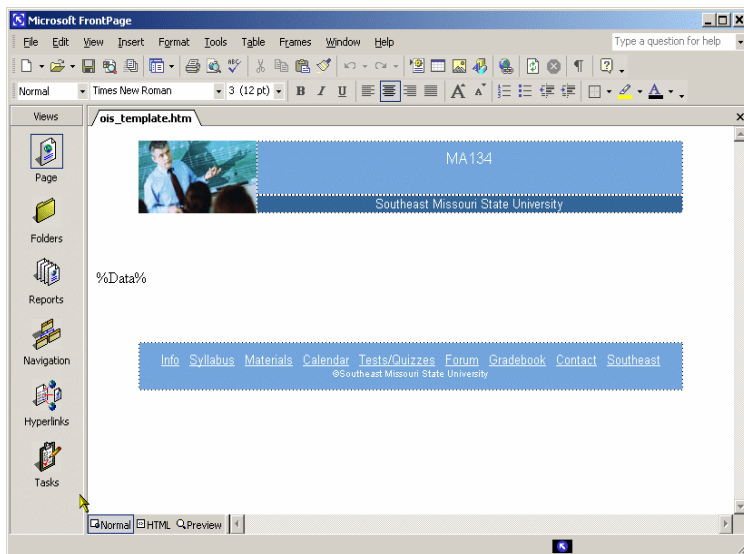
Another alternative is to use an external web browser to view your site. You can launch an external browser automatically by selecting a class on the left pane, then clicking on **File | Preview | Using the Default Web Browser**.

Using Templates to Personalize OIS

Templates are pre-designed HTML files that can be used to give OIS pages the same look and feel as your other course web pages. By now, you are probably familiar with the way OIS displays screens to students by default. You can change those screens by adding a template file to your Web that defines how OIS will render pages. In order to create a template for your class, you will need to use a Web page editor (such as Microsoft FrontPage).

To create a template for your class, either open `ois_template.htm` (the default OIS template) to edit it, or create a new HTML file.

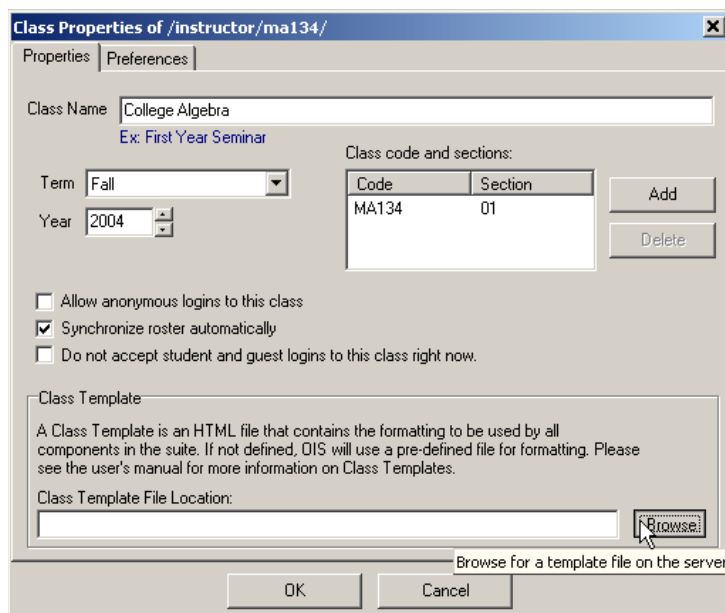
When creating a template, you must put the code **%DATA%** somewhere on the page. This code tells OIS where to put its content. Other than that, you can change any element of the template (graphics, colors, text, etc.)



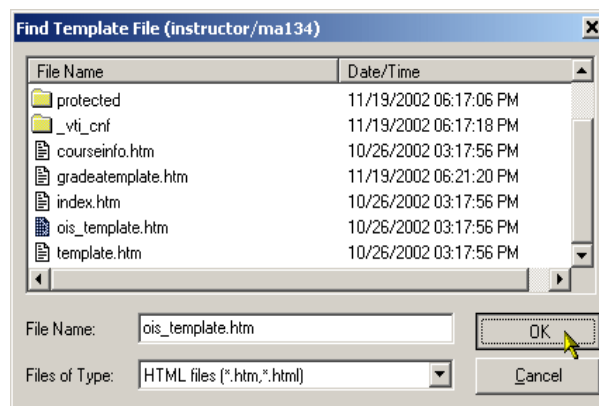
When you have finished creating your template, save the file to your class Web. Be sure to save it as an `*.htm` file.

To apply the template,

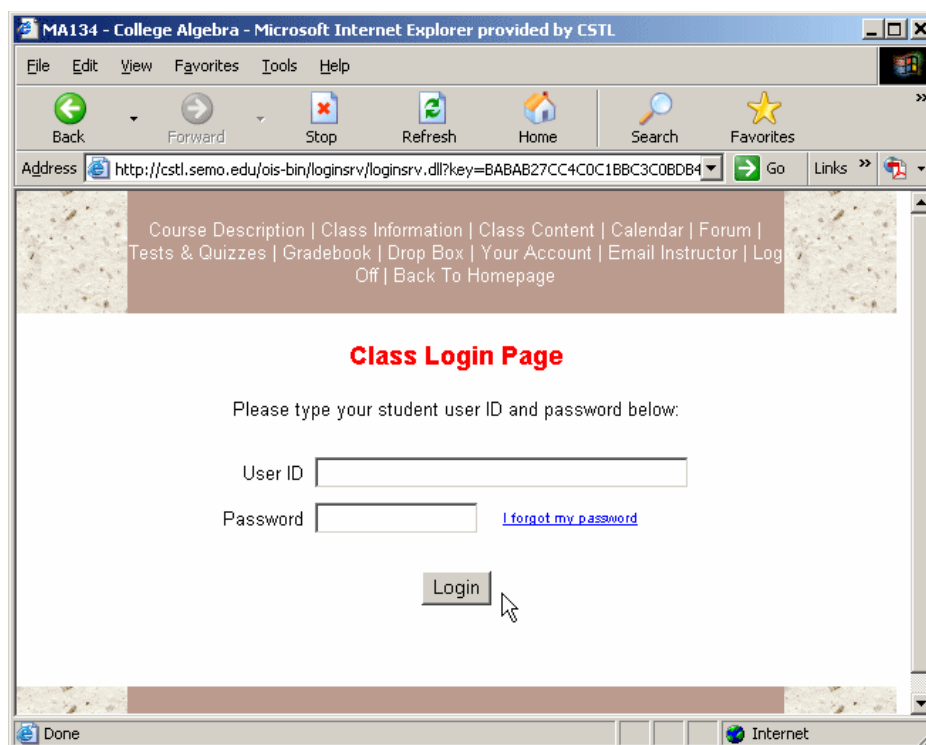
1. Open Manager, and select the class name in the navigation pane on the left-hand side of the Manager window.
2. Choose **Edit | Properties**. The Class Properties window will open. Select the “properties” tab.
3. Click the “Browse” button.



4. Locate your template file in the “Find Template File” window. Select the file so that it appears in the “File Name” field.
5. Click “OK”.
6. Click “OK” in the “Class Properties” window.
7. Save your class.



The following picture shows an example of class template being used in the login screen:



Likewise, other OIS modules will be “embedded” in your class template, making Forum, DropBox, Chat, UTest and Calendar look and feel like the rest of your web site.

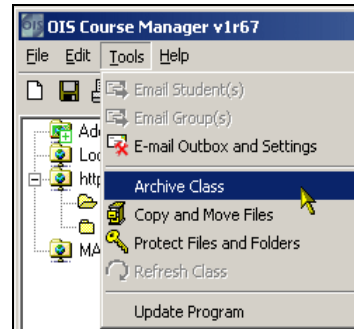
Archives

Archiving a Class

When a given semester is over, you can save all of the OIS files for a class by “archiving” the class. By doing this, you can reset the class materials for a new semester and still keep the Forum discussions, UTest results, etc., for the old course.

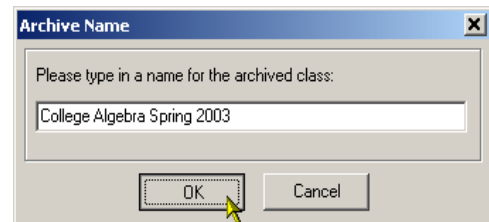
First, select the class name in the navigation pane.

Then, choose **Tools | Archive Class**.

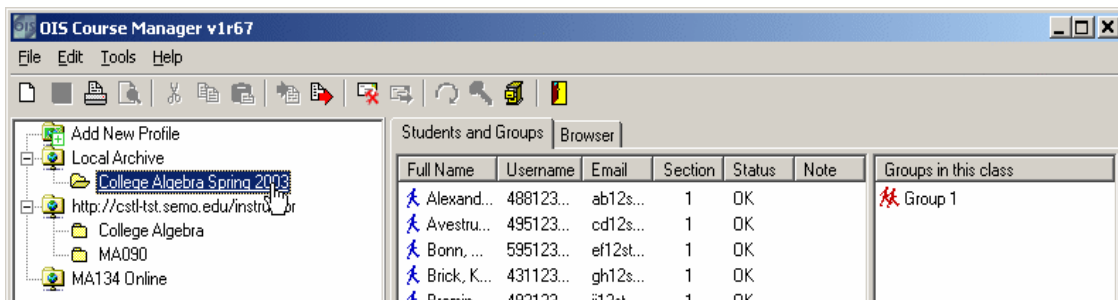


You will be asked to name the archived class. Be sure that you do not duplicate the name of an already archived class.

Enter the class name, and click “OK”.



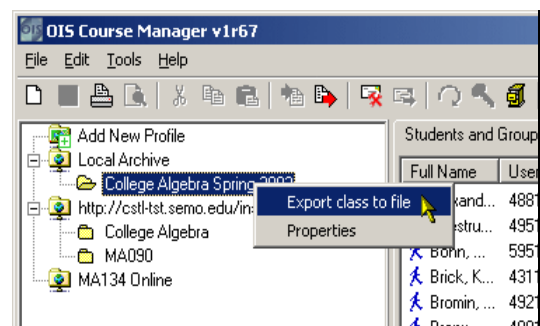
You will see a message box indicating that the class has been successfully archived. Click “OK”. The archived class will appear in the navigation pane under “Local Archive”. Note that the class is still listed under the original profile. You can now change, edit, and/or delete the class in your Web without affecting the archived class.



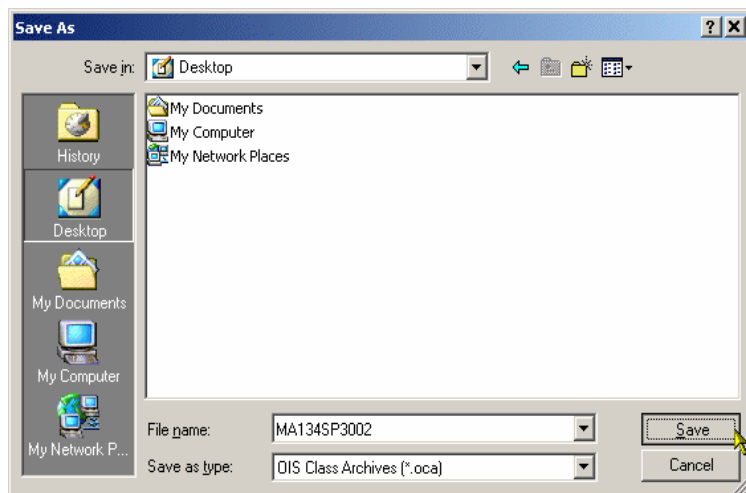
Exporting an Archive File

To export an archived class to your hard drive or another drive, right click on the name of the archived class.

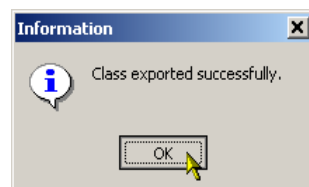
Select “Export class to file” from the pop-up menu.



You will see a typical “Save As” window. Browse to the destination of the exported class, enter a file name, and click “OK”.



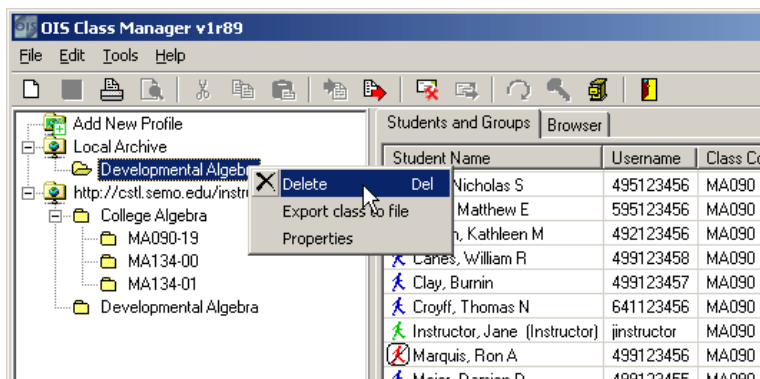
You will receive a message that the class was successfully exported. Click “OK”. You can now copy the file into a durable medium such as a CD-ROM.



Deleting Archives

To delete an archive from your system, select it first, then go to **Edit | Delete**. Remember that deleting an archive is a permanent action. If you think you will need it in the future, make sure you export the archive to an external file before deleting it.

Tip: Most Manager features are also accessible via a right-click popup menu. To access this menu, simply right-click on an item and it will appear where the mouse pointer is. For example, to delete an archive, simply right-click over the archive file you want to delete and choose Delete from the popup menu:

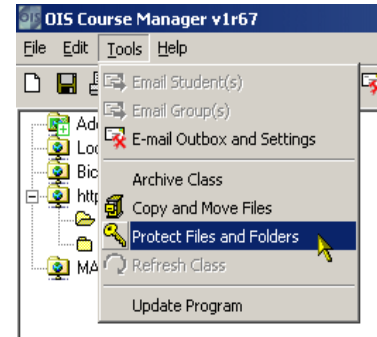


Content Management

Limiting Access to Files and Folders

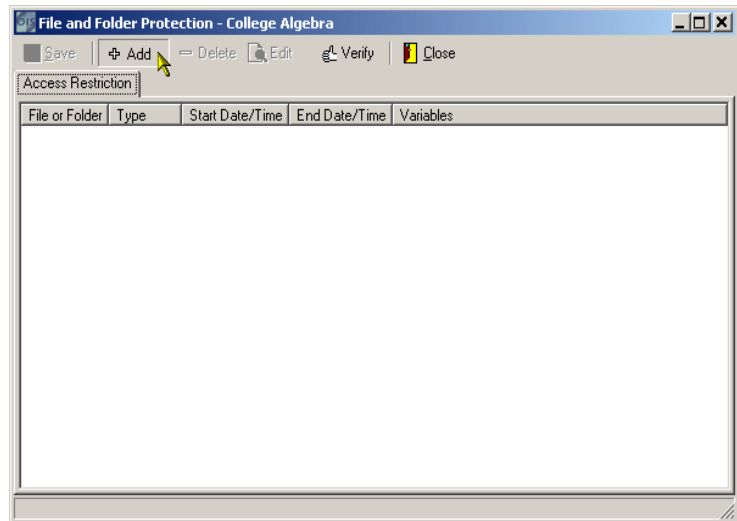
You can use Manager to limit access to files and folders in your course Web by date and time. For instance, you can make class documents available only during a semester or some documents available only during the 9th and 10th week of a semester.

To set availability for your Web, select the class name in the navigation pane. Then, choose **Tools | Protect Files and Folders**.

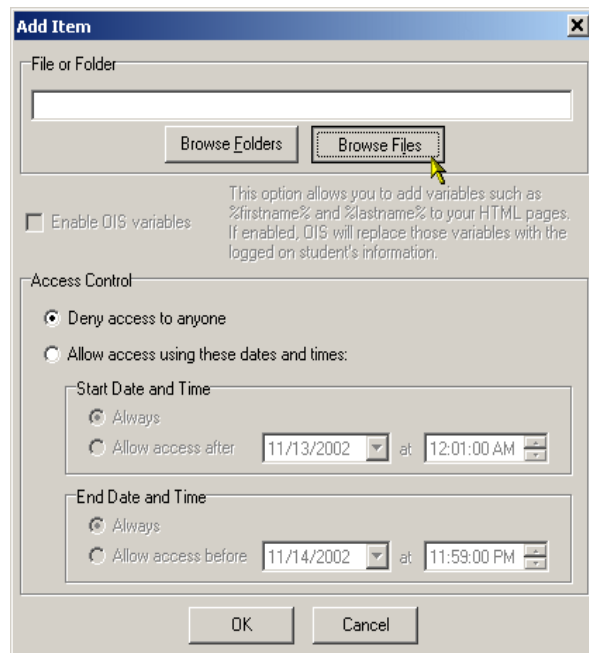


In the file and folder protection window, you will add the parts of your course you wish to be protected.

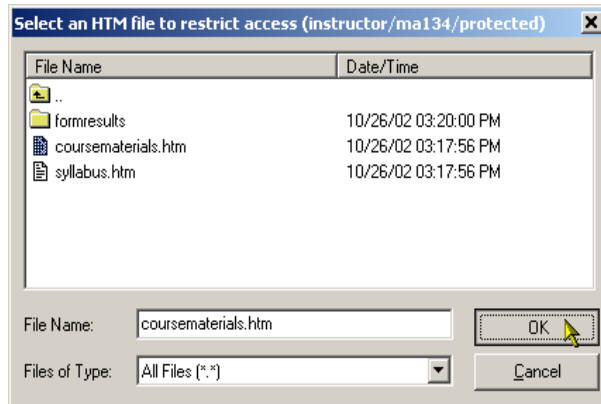
First, Click “Add”



In the “Add Item” window, you can choose either entire folders or individual files by clicking on the appropriate browse button. In this example, we are adding a file.

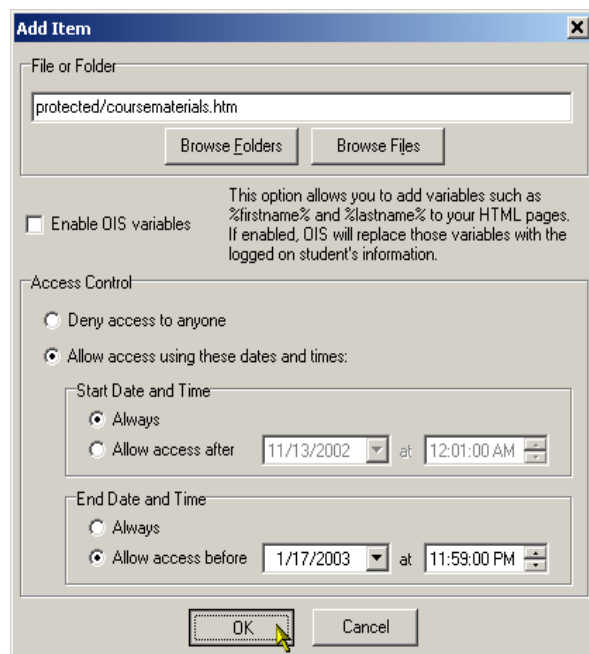


In this window, browse to the location of the file or folder you wish to protect. Note that you can only protect files or folders currently within your “Protected” folder.



Select the item so that its name appears in the “File Name” box. Then, click “OK”.

You will return to the “Add Item” window. The file or folder name that you selected in the last step will be in the box at the top of the window.



To control access to this item, select either “Deny access to anyone” or “Allow access using these dates and times”. If you choose the latter, select the appropriate starting and ending date and time for access.

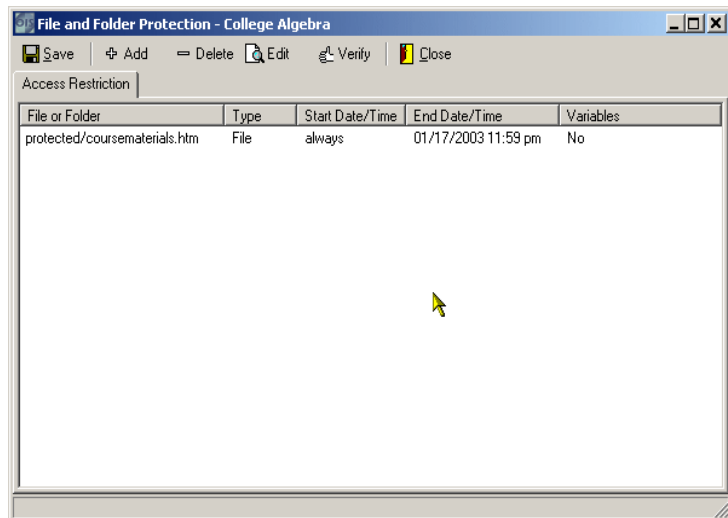
Click “OK”.

Note: Enable OIS variables, if checked, will process the variables %FirstName% and %LastName% in HTML text. You can use these variables to customize your class pages for each student.

You will return to the “File and Folder Protection” window. The items you have added will appear in the list in the bottom half of the window.

To add another item, click “Add”.

To delete an item, select it in the list window, and click “Delete”.

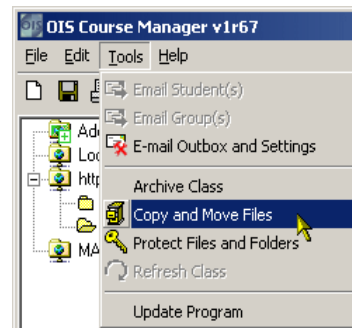


Click “Verify” to ensure that your choices are valid addresses. Be sure to save your configuration by clicking “Save”. When you have finished, click “Close”.

Copying and Moving OIS-Related Files

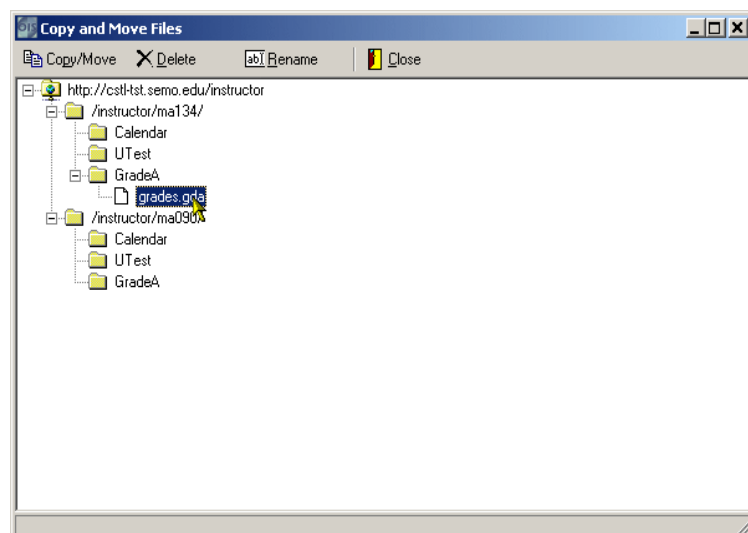
Manager also allows easy transfer of OIS files (such as a set of tests from UTest) between class folders in different Webs or between different class folders within a single Web.

To move or copy files, choose **Tools | Copy and Move Files**.



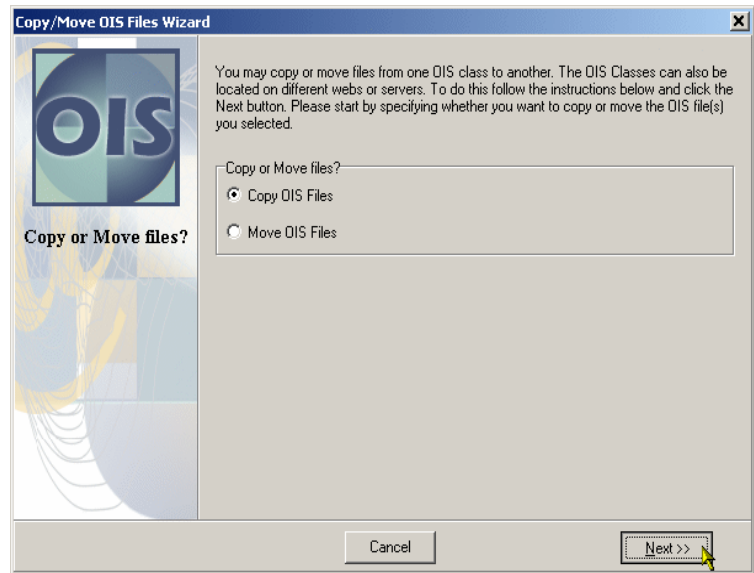
In the “Copy and Move Files” window, select the file you wish to work with by clicking on its name. Then, click “Copy/Move”.

The “Copy/Move OIS Files” Wizard will open.



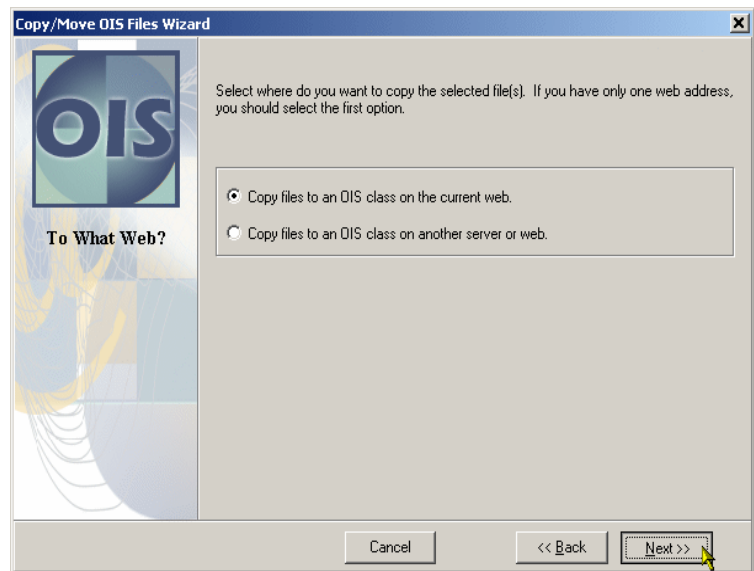
First, choose whether to copy or move the file. If you copy the file, it will remain in the old Web; if you move the file, the file will not be available in the old Web.

Click "Next".



Next, choose whether you wish to put the file in a different class on the same Web or a class on a different Web (for instance, copying a file from your Web on the cstl-hs server to one on the online server).

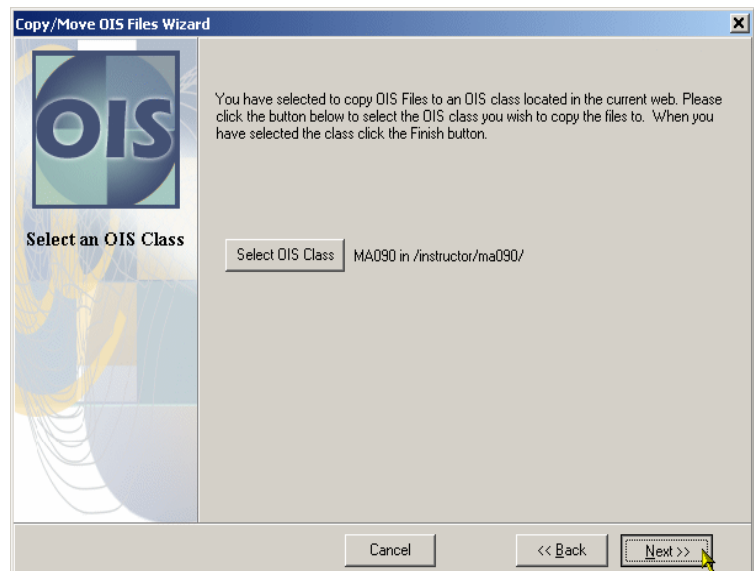
Click "next".



Next, you will select the destination for the file. Click "Select OIS Class".

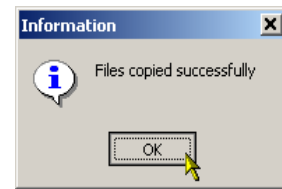
If the destination is a class on the same Web, simply select the class folder in the window that opens and click "OK". Then, click "Finish"/"Next" in the Wizard window.

If the destination is a class on another Web, you will be asked to enter the location of the class and the username/password for that location. Then, select the class name in the window that



opens and click “OK”.

Manager will tell you if the operation was successful. Click “OK”.



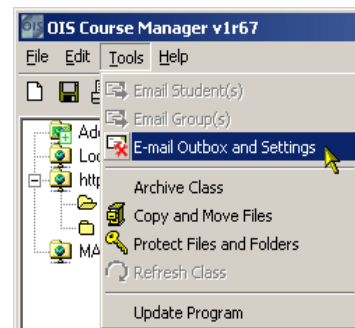
Email Management

Obtaining a List of Emails

If you want to email students from your default email client, select the students and go to **Tools | Send List of Emails to Default Email Client**. Manager will ask you what field should be used to send emails: CC or BCC (the latter prevents recipients from knowing who else got a similar message).

Creating an Email Signature

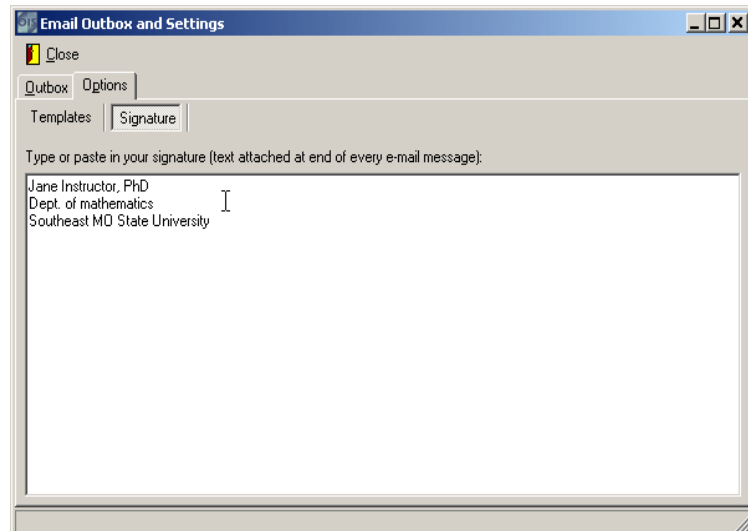
To create an email signature for Manager to include in your email to students, choose **Tools | E-mail Outbox and Options**.



In the “Email Outbox and Settings” window, click on the “Options” tab, and then on “Signature.”

In the pane in the bottom half of the window, you can type your signature or copy and paste it from another email application, such as Eudora.

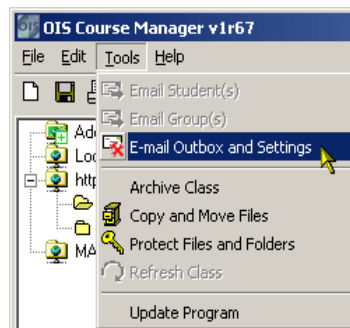
Click “Close”. The signature will be attached at the end of all email sent through Manager.



Creating Custom-Made E-Mail Templates

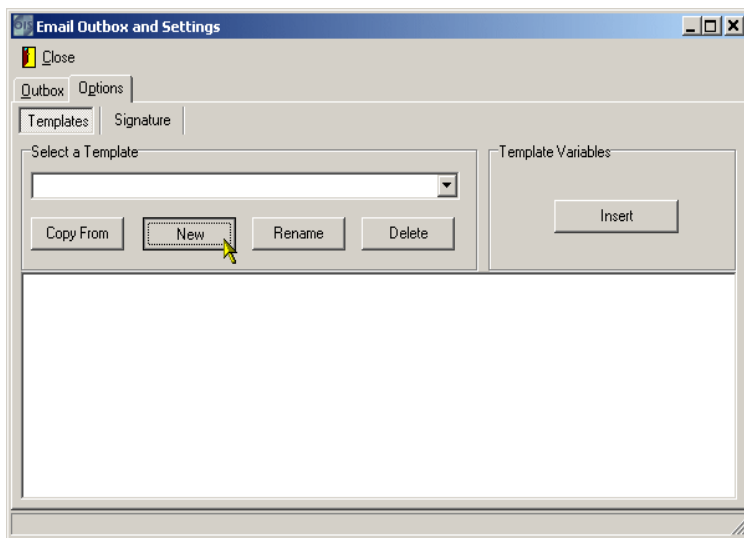
Manager comes with two default email templates: “Usernames and Passwords” and “Group Memberships”. If you frequently send email to students with the same information in it, you can create a custom email template to simplify the process.

First, choose **Tools | E-mail Outbox and Options**.

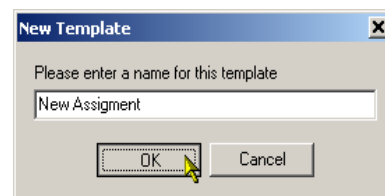


Click on the “Options” tab, and then click on “Templates”.

To create a new template, click “New”.

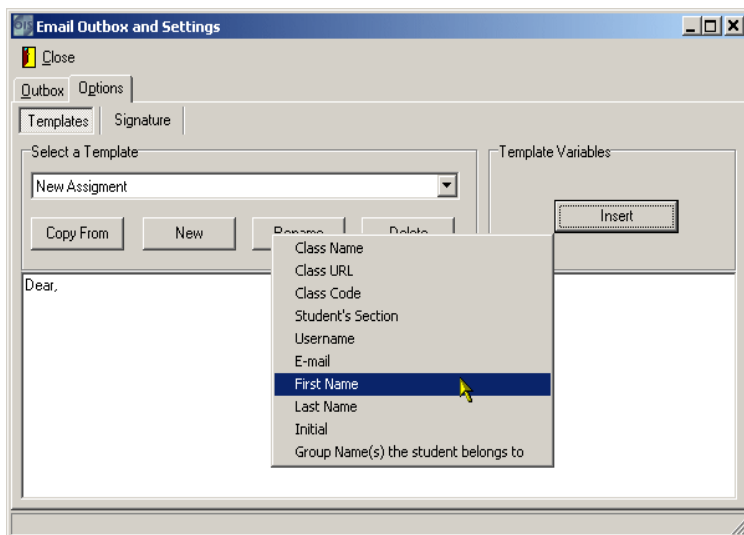


Enter a name for the new template and click “OK”.



In the pane in the bottom half of the window, compose your template. Templates are a combination of static text (part of every email) and OIS variables (individualized to each student).

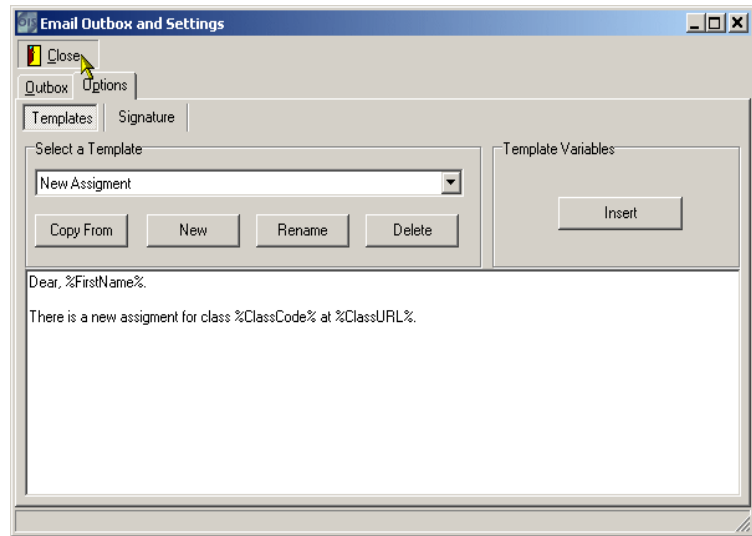
In this example, we are addressing the email. We type the word “Dear “. Then, we click on “Insert” and choose the variable “First Name” from the list by clicking



on it. The variable is inserted into the template, which would now read “Dear %FirstName%”.

When you are done composing the template, click “Close”.

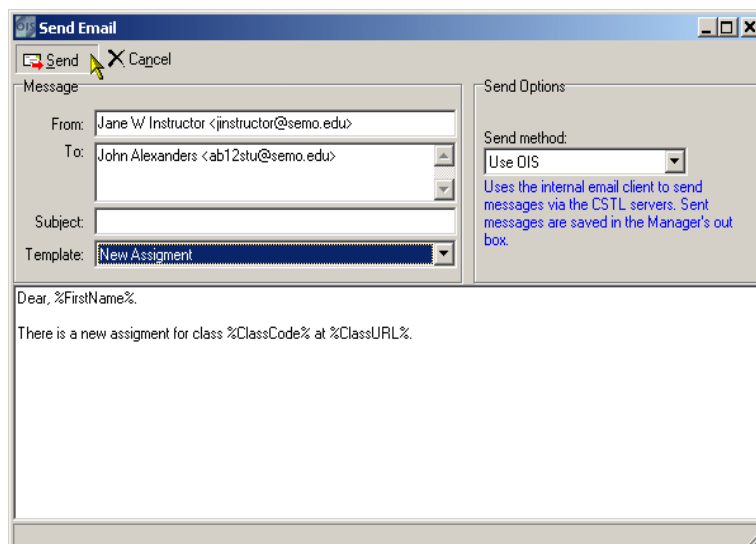
Manager will ask you to save your template. Click “yes”.



Sending Emails Using Custom-Made Templates

To use your new template, select the name of a student or group of students, and choose **Tools | Email Student(s)** or **Tools | Email Group(s)**. Your custom template will be available in the “Template” drop-down menu.

Simply click on the template name to select it, and the template you created will appear in the message pane. Click “Send” to send the email.



Note: You can send emails using your default email client or using the built-in OIS email client by choosing one or the other in the “Send method” drop-down menu. If you use OIS to send emails, a copy of every outgoing email will be stored in the OIS emails outbox. You can access the outbox by choosing **Tools | E-mail Outbox and Settings** and then clicking on the “Outbox” tab of the window that opens.