python in pieces

A 2Simple Secondary Product

Guide for
Managing Documents

Contents

Need more support? Contact us:
Tel: 0208 203 1781 | Email: support@2simple.com | Twitter: @2simplesoftware

2

1. Introduction

The Python in Pieces Documents browser is designed to be both powerful and simple to use. This manual will guide you through the management of files and folders, including the use of shared folders.

In this manual we will use the following definitions:
A **file** is an individual document created and stored on the system.

A **folder** is a virtual container. It may contain many different files. It can also contain other folders.

2. Managing Folders

Within the Documents are are folders. Folders are virtual containers in the filing system. This section deals with how users can create, rename and delete folders.
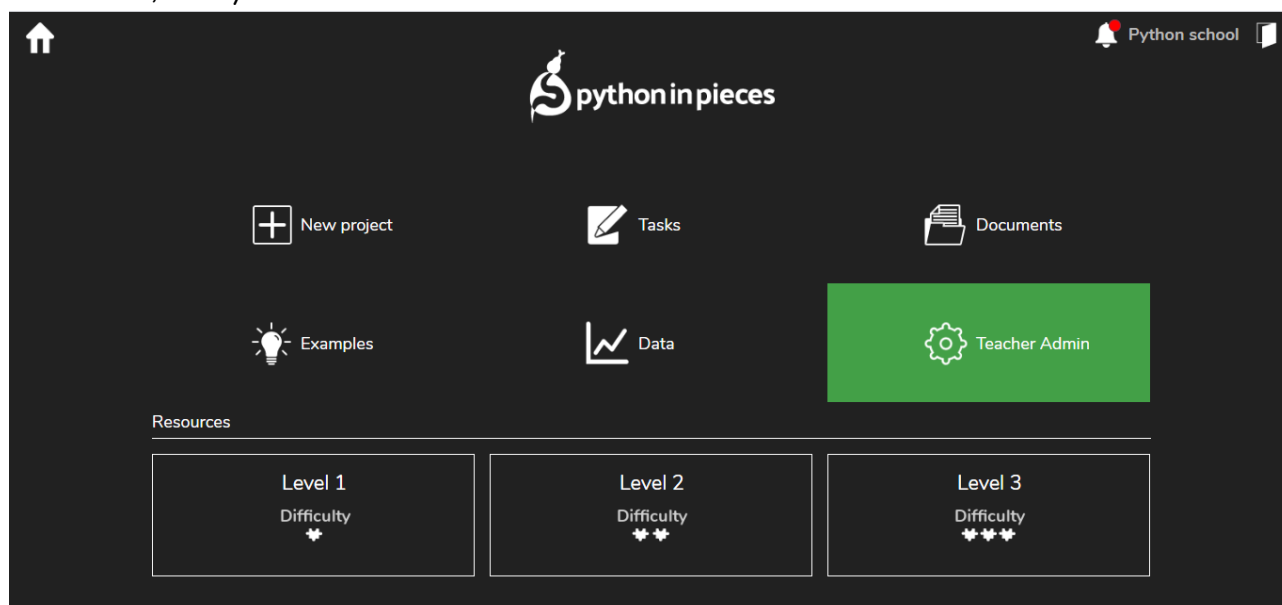
2.1 Folder Types

There are five "master folders" at the top of the filing tree. They are permanent and cannot be deleted or renamed. They are called: **Documents**, **Classes**, **Group**, **School** and **Staff.**

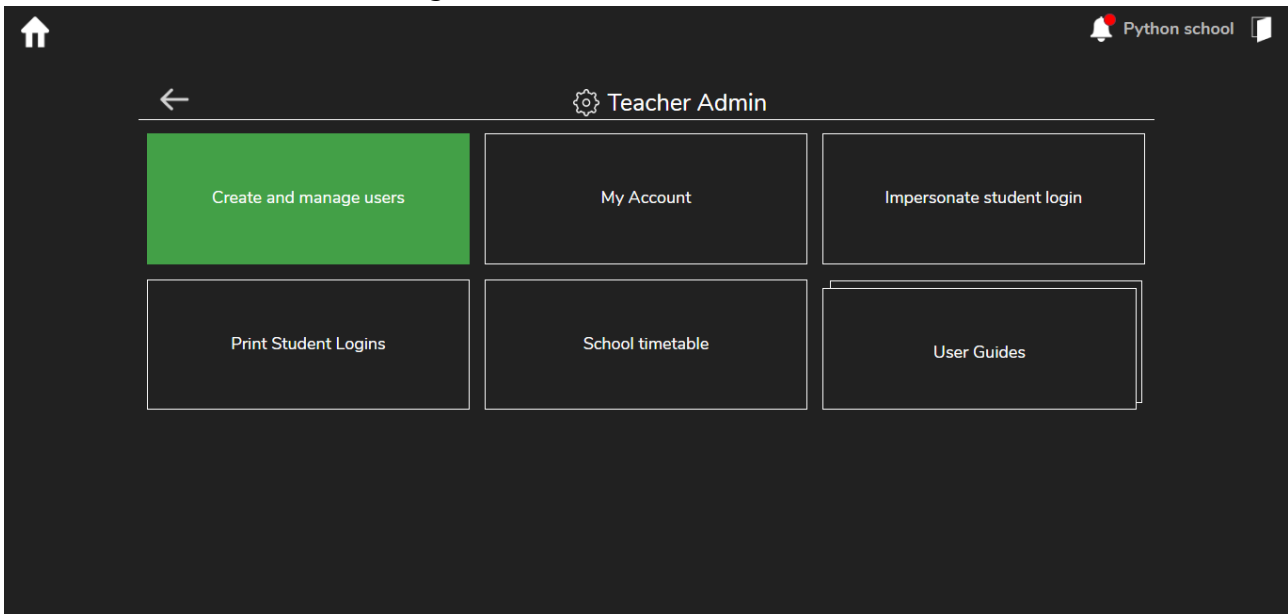The folder structure is shown below:
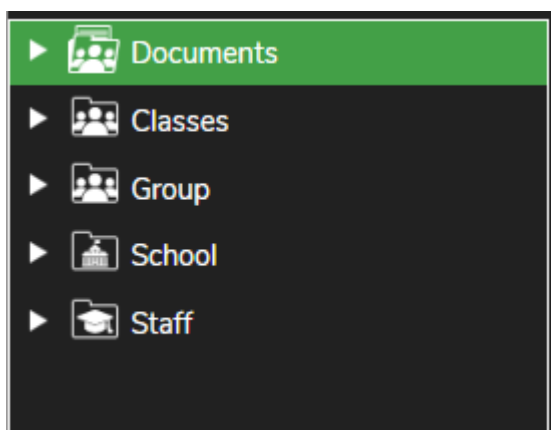
For a user to view the folder structure, the 'Shared Folder' setting must be ticked for that user within the Create and Manage Users tool.

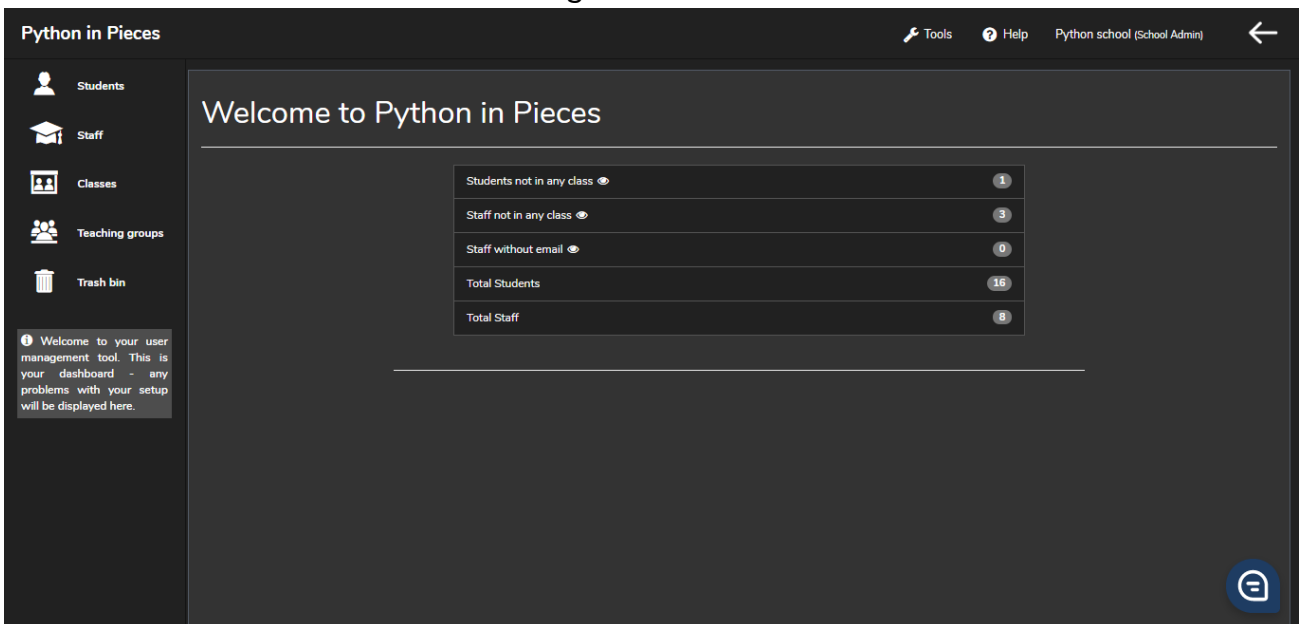To do this, firstly click on Teacher admin.

Need more support? Contact us:
Tel: 0208 203 1781 | Email: support@2simple.com | Twitter: @2simplesoftware

4

Then select 'Create and Manage Users'.

You will now be in the create and manage user area.

Click on the Students area. You can then find and select students. Once you have selected students, click the edit button.

If one student has been selected, you will be presented with this screen. You can then check or uncheck the 'shared folders' check box.

Need more support? Contact us:
Tel: 0208 203 1781 | Email: support@2simple.com | Twitter: @2simplesoftware

6

If multiple students have been selected, you will be presented with this screen. You can then check or uncheck the 'shared folders' check box.
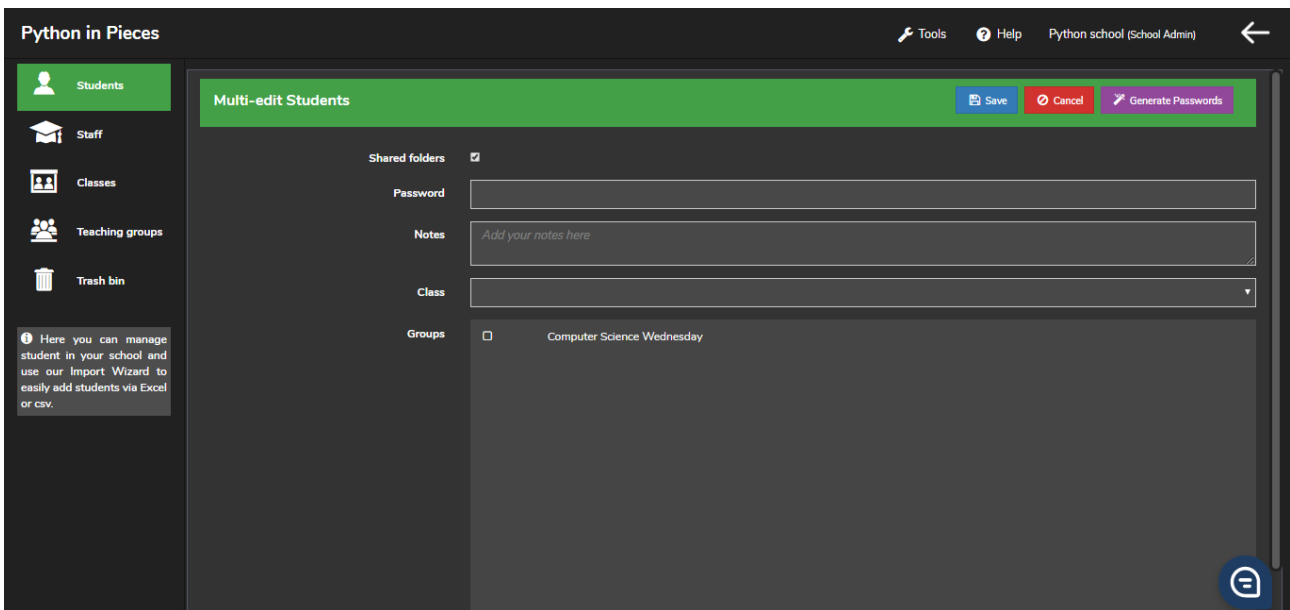
If the 'Shared folders' check box has not been ticked, they will only see their work (i.e. the contents of their 'Documents' folder) and the folder tree will be hidden.

The folders have different purposes:

Documents
'Documents' is a folder for your own work. If you are a teacher, no-one but you will be able to view work placed in that folder. However, student's work can be viewed by teachers. The same applies to the subfolders of 'Documents'.

Classes
Cohort folders have two functions:
1. They can be used to share work across an entire Class.
2. They allow teachers to see work that students have placed in 'Documents'.
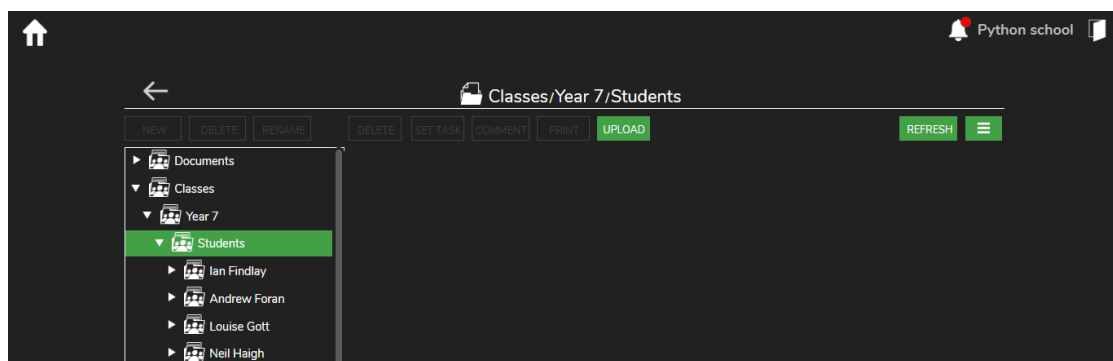
If you are assigned to classes, you will see a subfolder for each class you have been assigned to:

Need more support? Contact us:
Tel: 0208 203 1781 | Email: support@2simple.com | Twitter: @2simplesoftware

7

The teacher in the example above has been assigned to 'Year 7' and therefore can see an automatically created folder called 'Year 7'. All work saved or moved to that folder can be seen by the entire 'Year 7' class. Comments on the work will only be viewable by the teacher and by the student who created the work - **students cannot view comments on other student's work**.

Teachers and students will only be able to view the folders for a class if they've been assigned to that class. They can open the work of other users in a class folder, edit the work and save it in their own folder as a new piece of work. Teachers can comment on any piece of work done by students.

The folder will also contain folders for the students:

These folders correspond to the 'Document' folders for each student - so when a student saves work to 'Documents' you will be able to see it in these folders. Only the student and teachers assigned to that class will be able to see work in one of the student folders. Teachers can move work out of the Cohort sub-folders and into another folder. Students can only move their own work in or out of the Cohort sub-folders. Students cannot delete or rename another student's work. They can do that to their own work.

You cannot place work directly into the classes folder or create subfolders in the classes folder.

Group

A group is a collection of students and staff, which can be cross-cohort. If you are assigned to a group, you will see a sub folder that corresponds to that group in the groups folder. In the example below, the teacher has been assigned to 'Wednesday Year 8 Computing'
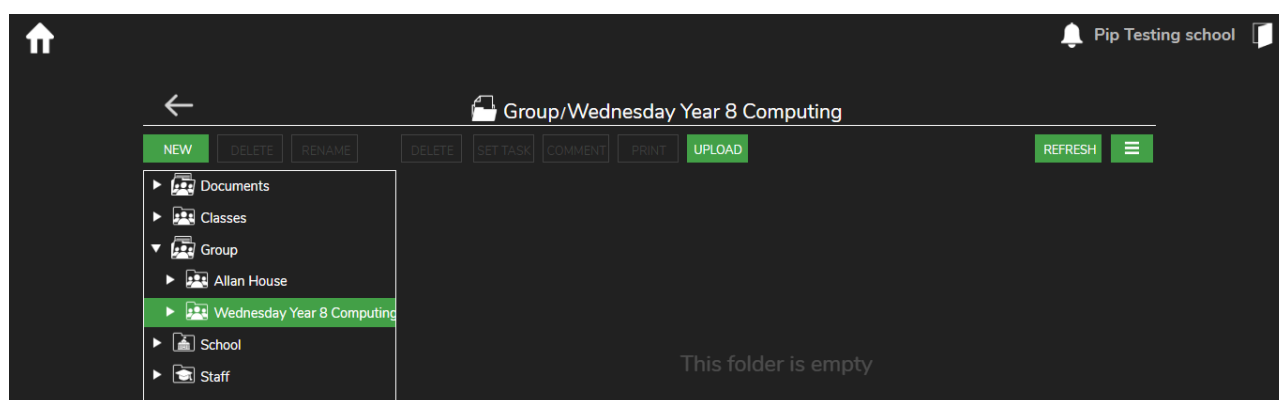

Teachers and students will only be able to view the folders for a group if they've been assigned to that group. They can open the work of other users in a group folder, edit the work and save it in their own folder as a new piece of work.

Need more support? Contact us:
Tel: 0208 203 1781 | Email: support@2simple.com | Twitter: @2simplesoftware

8

Any work saved or moved to 'Wednesday Year 8 Computing' will be seen by all students in that group. Comments on the work will only be viewable by the teacher and the student who created the work - **students cannot view comments on other student's work**. They can only view comments on their own work. Work cannot be saved in the group folder itself, only in the sub-folders of the Group folder. Teachers can move work out of the Group sub-folders and into their folder. Students can only move their own work in or out of the Group sub-folders. Students cannot delete or rename another student's work; they can do that to their own work.

School

The School folder allows work to be shared across an entire school. Work saved in these sub-folder will be viewable by the entire school:
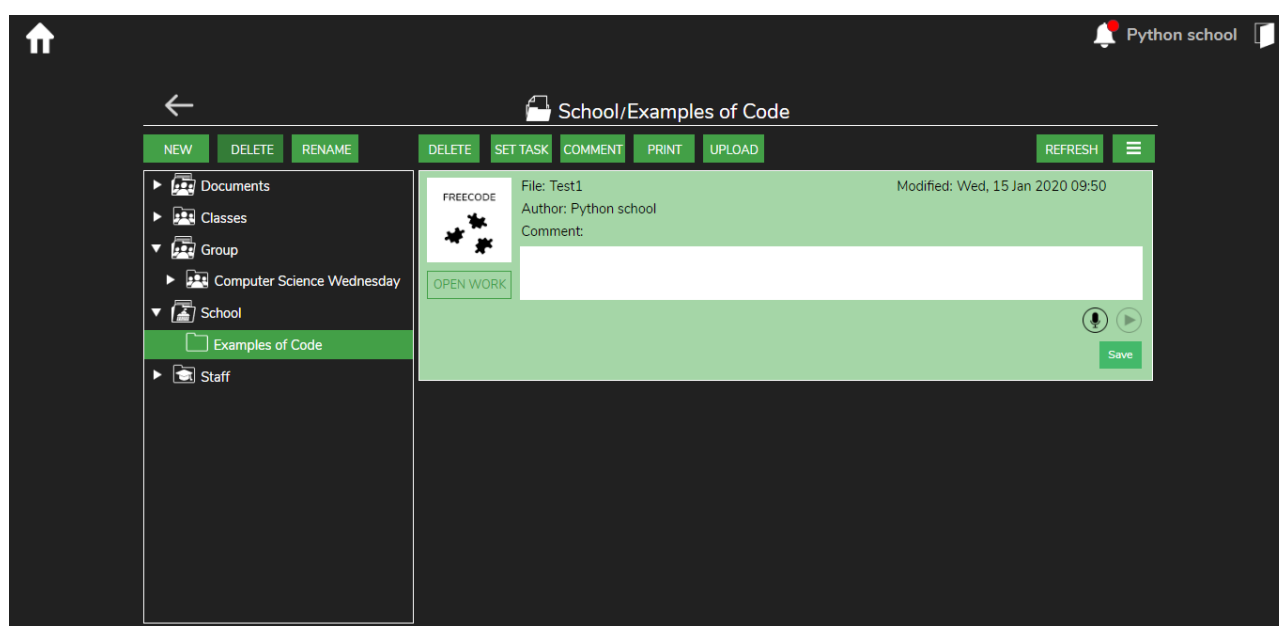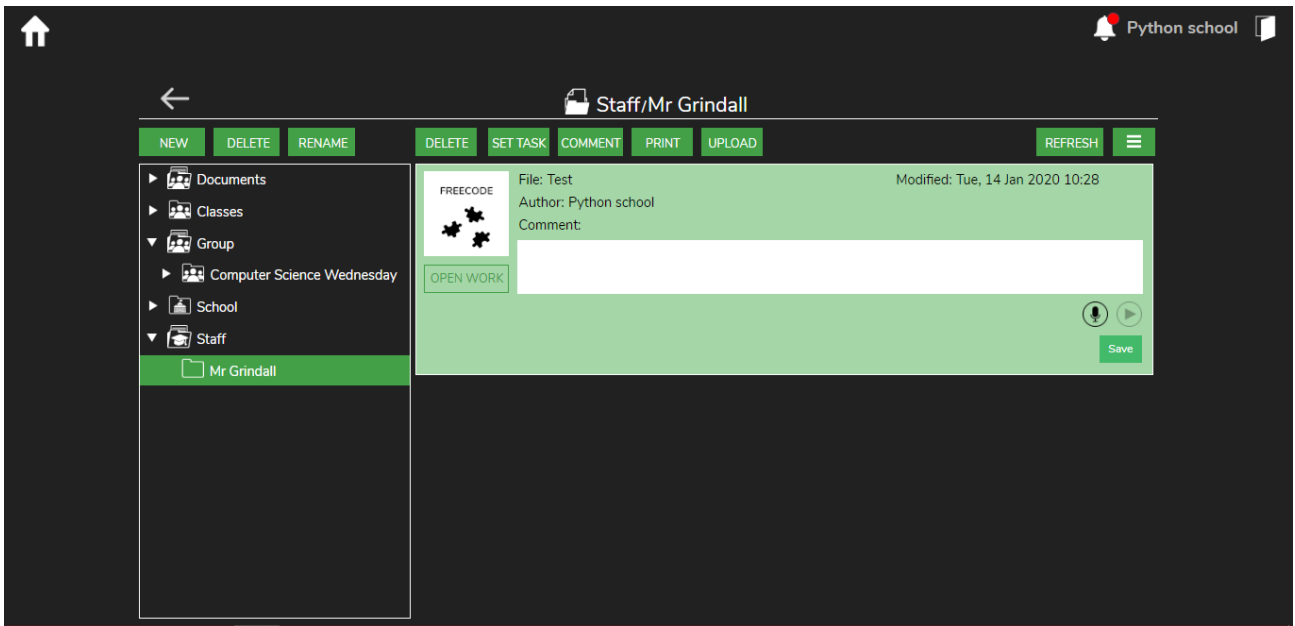

Work cannot be saved in the School folder directly, only in the sub-folders of the School folder. To create a sub-folder, click on school and then click the 'New' button.

Staff can create any number of sub-folders within this folder. Comments on the work will only be viewable by the teacher and the student who created the work. Teachers can move work out of the School subfolders and into their folder. Teachers and students can open the work of other users in a School folder, edit the work and save it in their own folder as a new piece of work. Students can only move their own work in or out of the School sub-folders. Students cannot delete or rename another student's work; they can do that to their own work.

Staff

The staff folder allows useful documents to be shared, such as lesson plans, proformas and guidance material. The Staff folder is visible to **all staff** within a school:

Need more support? Contact us:
Tel: 0208 203 1781 | Email: support@2simple.com | Twitter: @2simplesoftware

9

Staff can create any number of sub-folders within this folder. They can upload any file types they may find useful for themselves or other staff members. All staff can access the files in this folder but cannot edit the files unless they copy the file and save it.

Need more support? Contact us:
Tel: 0208 203 1781 | Email: support@2simple.com | Twitter: @2simplesoftware
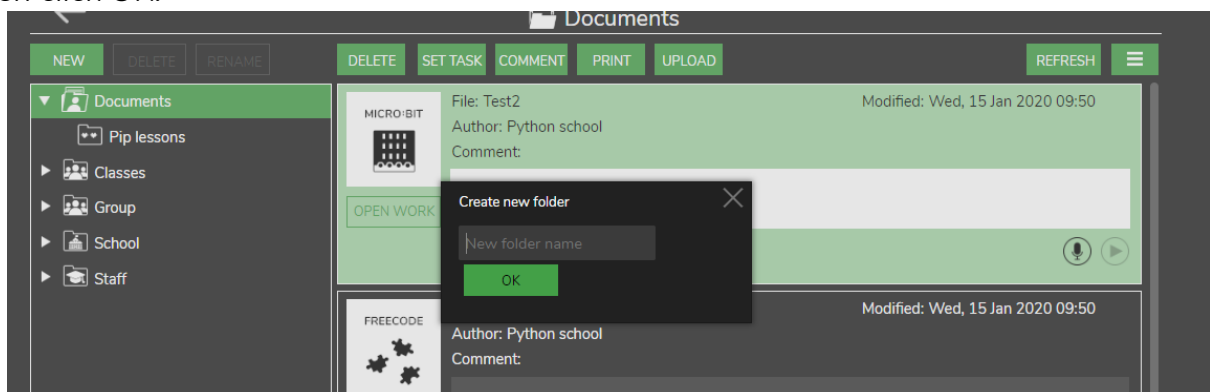
10

Folders are arranged in a tree structure. Any folder that a user creates must sit inside a "parent folder" - that is a folder higher up the filing tree.

Note: It is not possible to manually create Documents, Class Folders, Teaching Group Folders, School Folders or Staff folders- these are "master" folders that are automatically created by the User Management tool when you add new classes. You can however create sub-folders within Documents, or within existing Class Folders, Teaching Group Folders, School Folders or Staff folders.

Students will only be able to create sub-folders within their Documents folder. Teachers and administrators have permissions to create folders elsewhere.

To create a new folder
1. Choose the parent folder in which it will sit by clicking once on that folder.
2. Click 'New' in the Folder toolbar (see screenshot below).
3. Name your folder by clicking in the white rectangle and typing the name for the folder, then click OK.

Need more support? Contact us:
Tel: 0208 203 1781 | Email: support@2simple.com | Twitter: @2simplesoftware
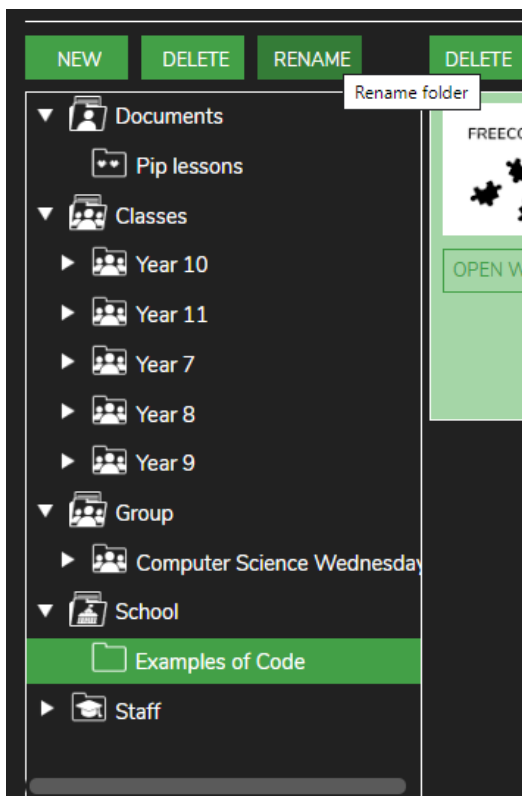
11

<u>To rename a folder:</u>
1. Click on the folder that you wish to rename,
2. Click 'Rename' on the toolbar (see screenshot below),
3. Click in the white box that appears and edit the name for the folder,
4. Click "Yes" to confirm the new name.

<u>It is not possible to rename the master folders:</u>
• Documents
• Classes
• Group
• School
• Staff

It is also not possible to rename class folders and student folders as these are generated automatically.

Sub-folders within class folders and student folders can be renamed.

Need more support? Contact us:
Tel: 0208 203 1781 | Email: support@2simple.com | Twitter: @2simplesoftware

python in pieces

12

To delete a folder:
1. Click on the folder.
2. Click "delete" on the toolbar (see screenshot below).
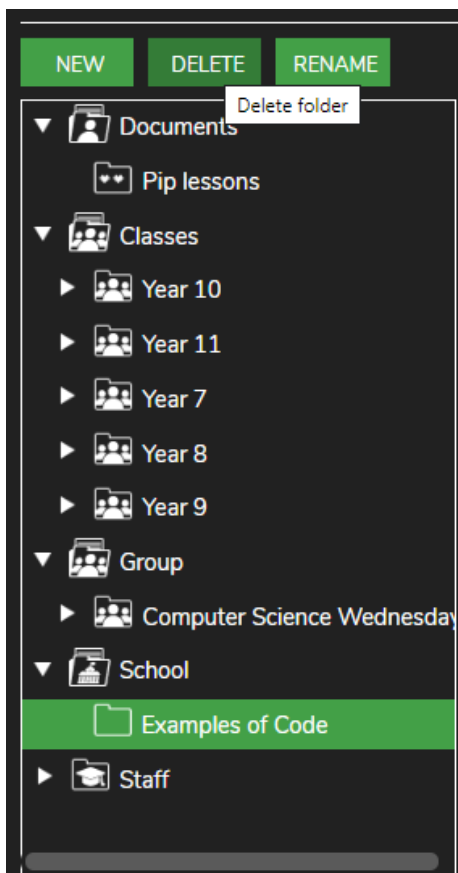3. Click Yes to confirm.

Note: If there are files or other folders within that folder, they will be deleted too.
It is not possible to delete the following folders:
• Documents
• Classes
• Group
• School
• Staff

It is also not possible to delete class folders and student folders.
Be careful when deleting folders. **Folders that are deleted cannot be recovered**.

Need more support? Contact us:
Tel: 0208 203 1781 | Email: support@2simple.com | Twitter: @2simplesoftware

13

3. Managing Files

Files stored in Documents are displayed in the large section to the right of the folder tree, and the display will show the files contained within the folder currently selected in the folder tree. To select a folder and see its contents simply click on it.

3.1 Toolbar for Managing Files

The File Manager toolbar is used to perform a wide range of actions in respect of files.
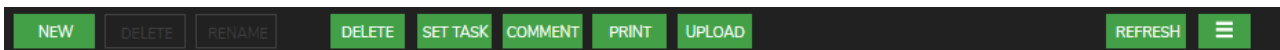
The toolbar allows users to perform the following functions on files:

Delete- Delete the selected file. See the section Deleting Files.

Set task- This allows you to set a piece of work as a task for your students. See the task user guide for further details about tasks.

Comment- If a file(s) is selected, an edit comments box will appear where you can comment about a piece of work. See the section Commenting on Work.

Print- See section Printing.

Upload- This allows a user to upload files to the file manager from their computer. See the section Uploading Files.

Refresh- This will refresh the user's view of the file manager.

Hamburger menu- This contains some of the items above contingent onscreen size, such as:
-Rename. This renames a single selected file. See the section Renaming Files.

Outside of the toolbar users can perform the following functions on files:
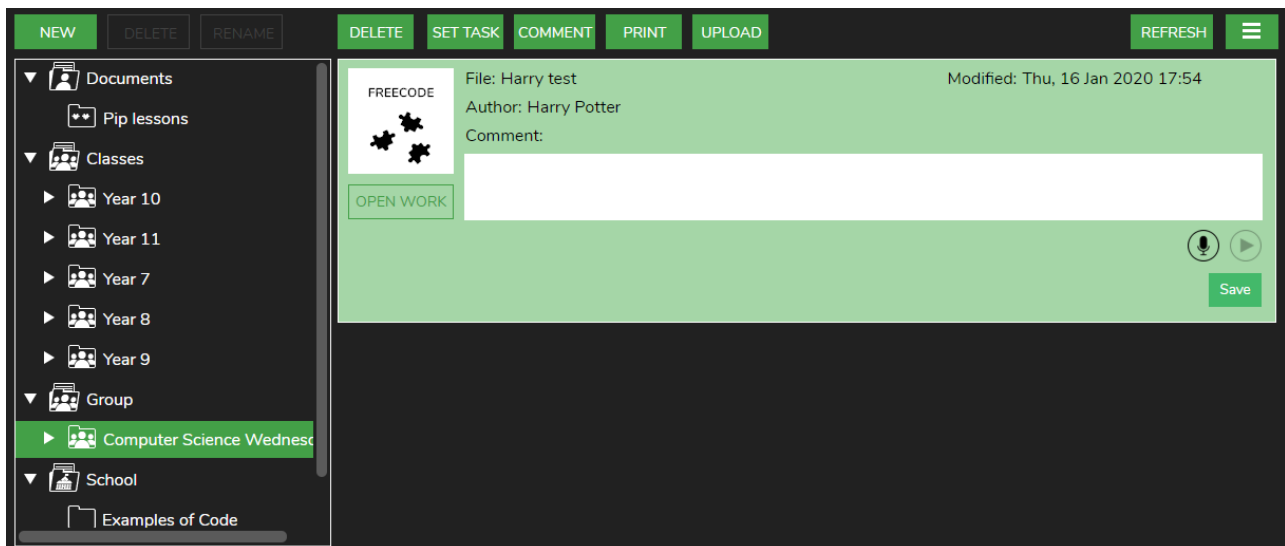
Open- Opens a file.

Move & Copy- Allows users to move and copy files and organise them into folders.

Need more support? Contact us:
Tel: 0208 203 1781 | Email: support@2simple.com | Twitter: @2simplesoftware

14

3.2 Opening Files

To open a file, double-click on the file.

3.3 Deleting Files

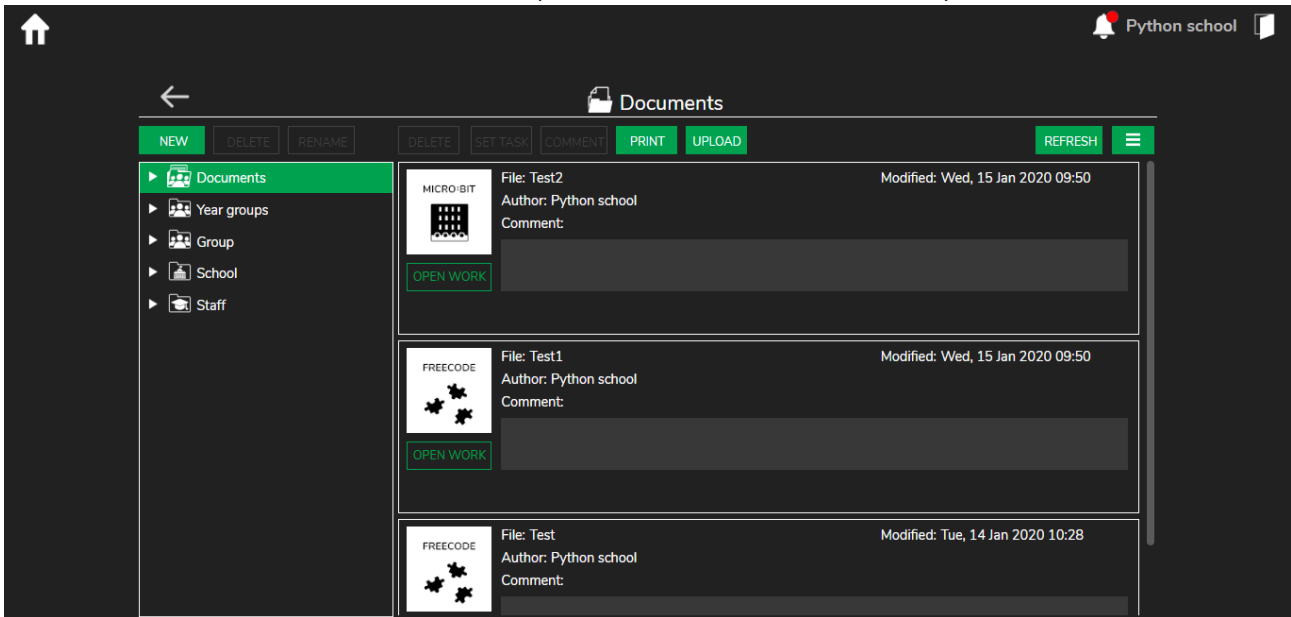**To delete a file**: Click on the file you wish to delete and click the 'Delete' button.

It is possible to delete multiple files by holding down the control key and clicking on multiple files (or the command key on Macs), and then pressing the 'Delete' button.
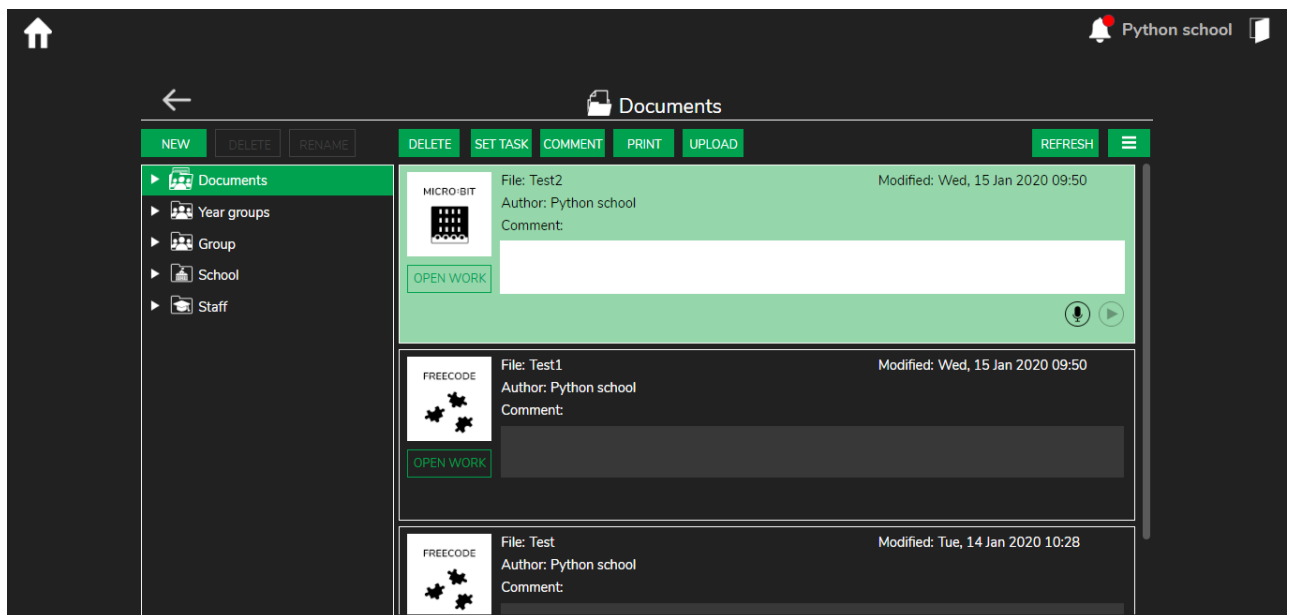
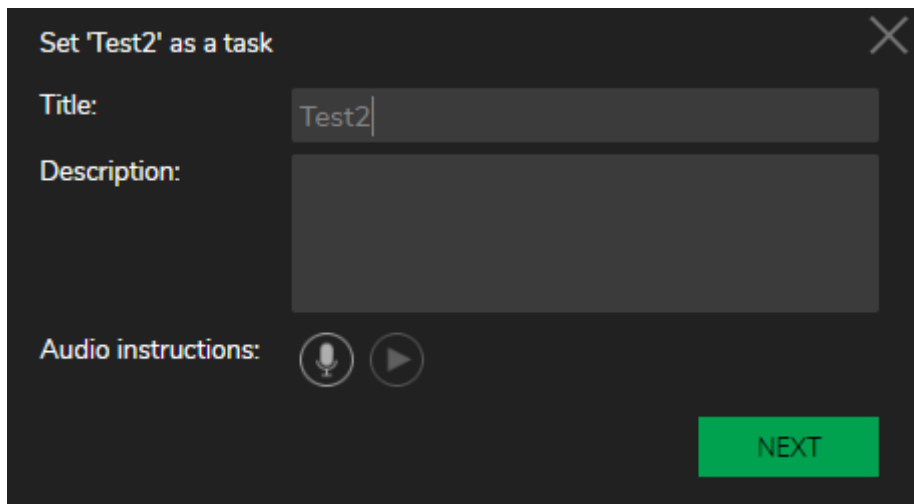Students can delete their work, but they cannot delete other students' work.

Need more support? Contact us:
Tel: 0208 203 1781 | Email: support@2simple.com | Twitter: @2simplesoftware

15

To set a task, find the document that you wish to set as a task for your students.

Click on the file to select it.

Once selected click the **SET TASK** button.

Need more support? Contact us:
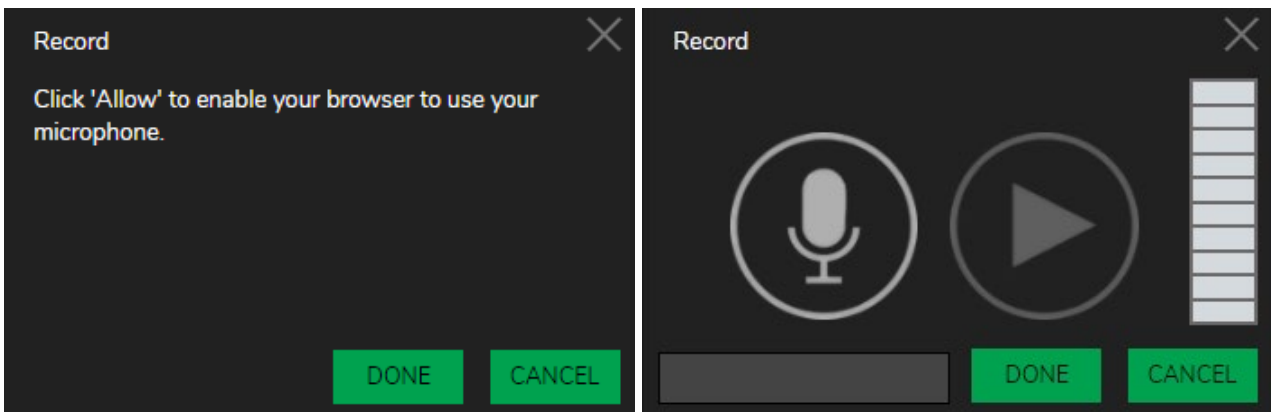Tel: 0208 203 1781 | Email: support@2simple.com | Twitter: @2simplesoftware

python in pieces

16

In the window above you can edit the title and description of the task.

You can also record audio instructions. Click the record button to open the sound recorder. You may get a prompt to enable the microphone.


Once the microphone is enabled and you are ready to record, click the microphone button to start the recording. Press the stop button to end the recording.
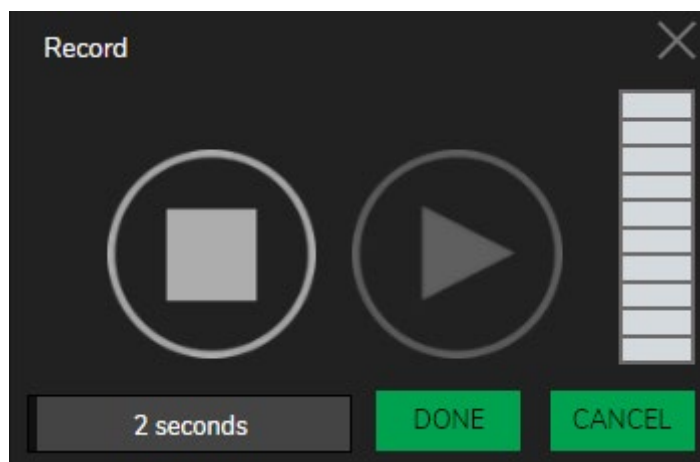
When you are finished you can preview your recording by pressing the Play button or rerecord using by pressing the record button.
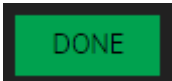
When you are happy click **DONE** and continue to set your task. Any tasks with recorded sounds will appear with a speaker symbol next to them in the tasks window. Click on the speaker symbol to hear the instruction.
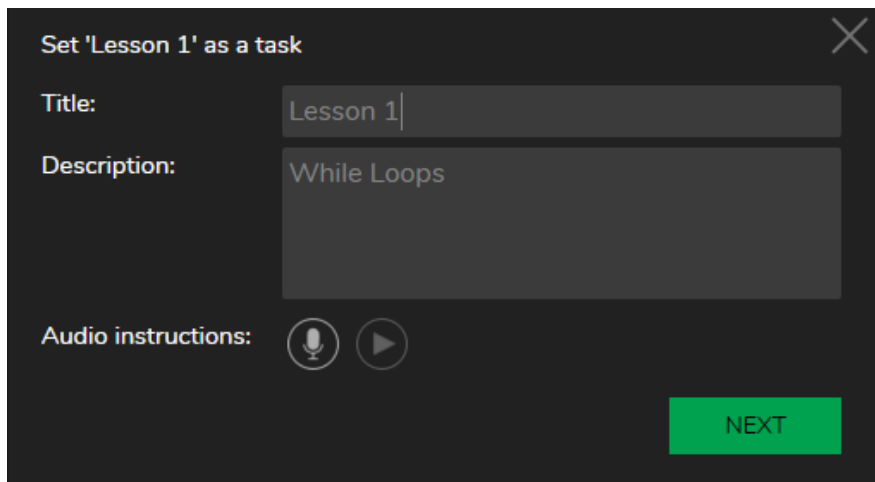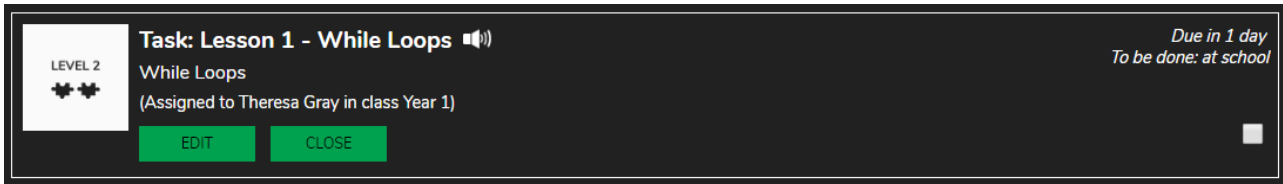
Clicking the **NEXT** button will give you the option to add an optional "Set date" and a "Hand in date".
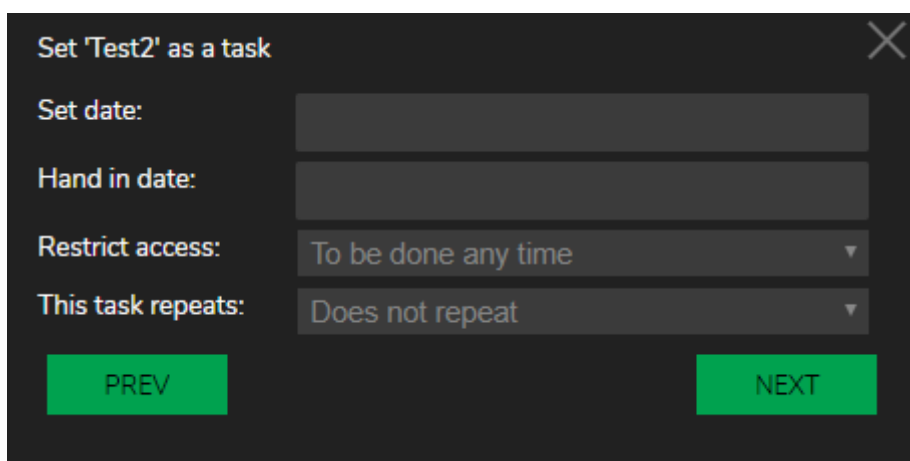
If a "Set date" is entered the task will only be visible on or after the set date. If a "Hand in date" is entered the task will move to the done list on the day after the hand in date.

Need more support? Contact us:
Tel: 0208 203 1781 | Email: support@2simple.com | Twitter: @2simplesoftware

python in pieces

18

If no "Set date" or "Hand in date" is entered, then the task is considered open.

Restrict access allows the teacher to restrict students accessing the task at certain times.

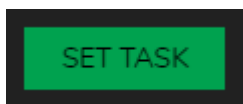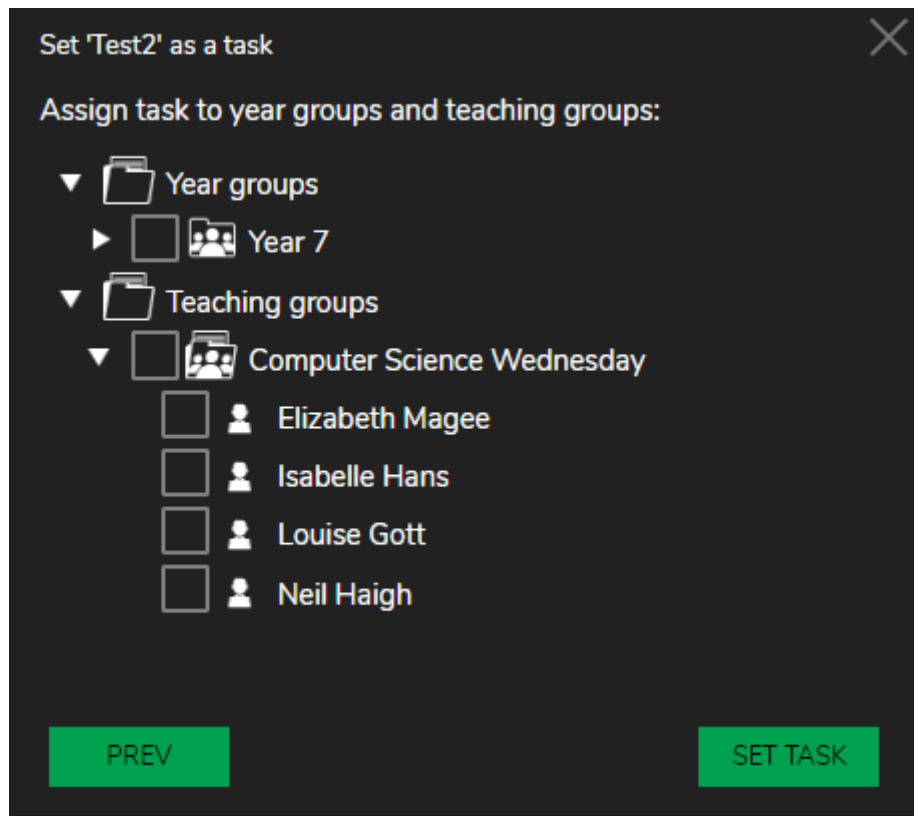To be done any time- Allows students to complete in school and at home.
To be done at school- Allows students to complete in school time only.
To be done at home- Allows students to complete in home time only.

Note: *To set the school timetable go to teacher admin in the dropdown menu and select 'School timetable'.*
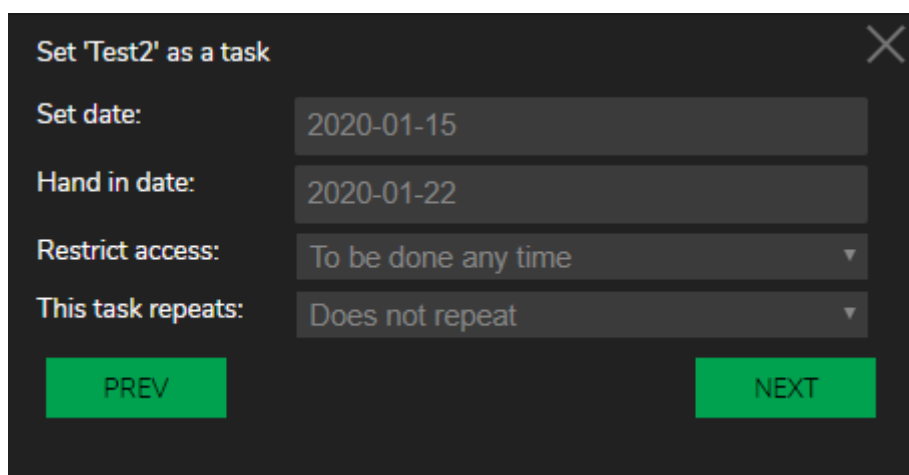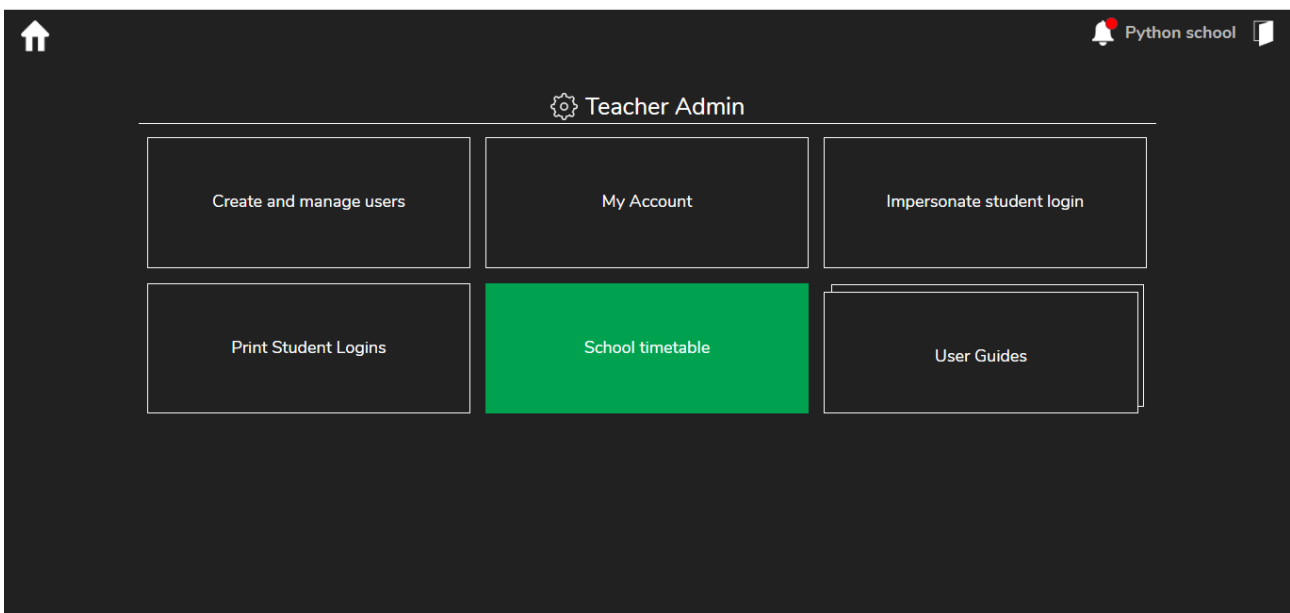
Clicking the [NEXT] button will now allow you to assign the task to Year Groups, Teaching groups and individual students. You can select multiple students at once.

Need more support? Contact us:
Tel: 0208 203 1781 | Email: support@2simple.com | Twitter: @2simplesoftware

19

Click the button at the bottom of the screen to finish assigning your task.

The task will now be visible to your students.

If you cannot see the class or group that you wish to assign work to, please speak to your Python in Pieces administrator. This is usually because you are not set as a Teacher for that class/group.

Need more support? Contact us:
Tel: 0208 203 1781 | Email: support@2simple.com | Twitter: @2simplesoftware

20

Commenting on work is a feature that allows a teacher to make notes and audio recordings on
students work, which are accessible for that student.

Each individual student will only be able to see and hear the comment that the teacher has added to their own work and not comments or recording on other students' work. This applies even if the work is in a shared folder.

Adding comments:
You can clearly see which work has/hasn't been commented. Easily edit/add comments in the comment box.
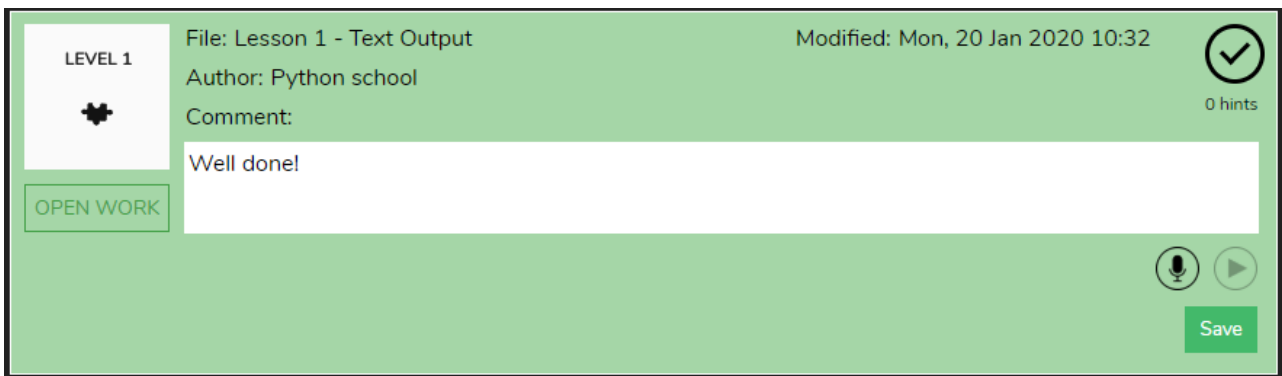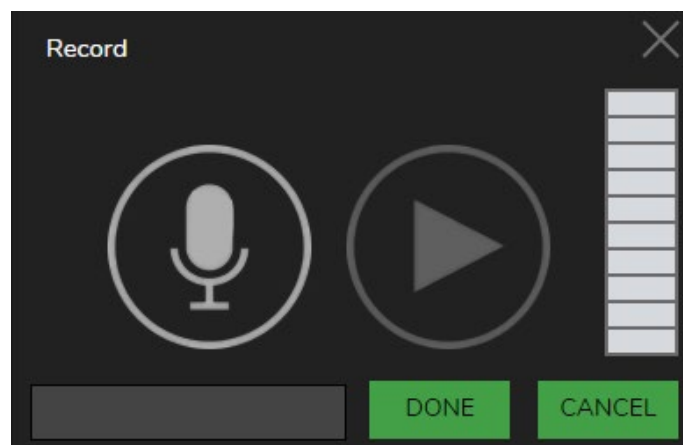

Commenting on multiple files
You can select multiple files and then click the comment button which will allow you to edit or add the same comment to those multiple files.

Adding audio comments
To add an audio comment to work, click the audio button . This will then open a window to allow you to record your comment.


Need more support? Contact us:
Tel: 0208 203 1781 | Email: support@2simple.com | Twitter: @2simplesoftware

21

You can print files saved in a folder within Online Work. First you will need to click on those files you would like to print. You can select multiple files by holding Ctrl while clicking.

Once you have selected your files, click the **PRINT** button.

You will see a **Print work** box popup (see screen shot below), where you can name your PDF and also choose if you would like to include comments and file details on the print-out.
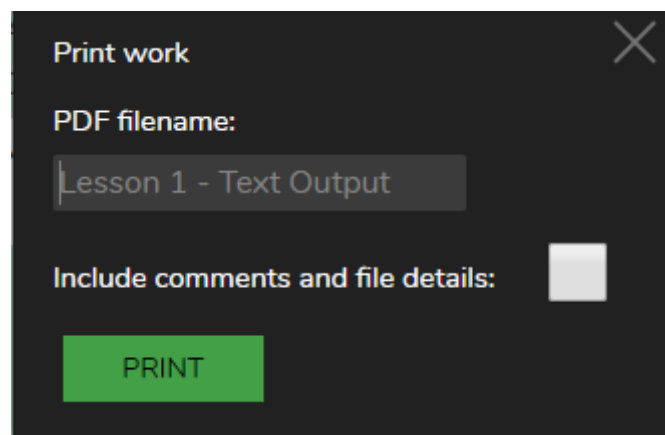

The file details shown are the name of the file and the name of the creator of the file. Finally click print and this will create a PDF file for you to print.

python**in**pieces

Need more support? Contact us:
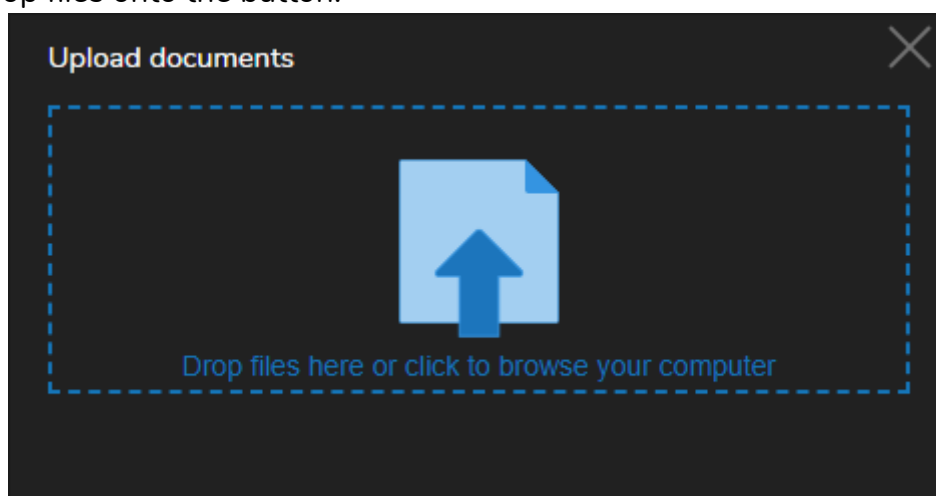Tel: 0208 203 1781 | Email: support@2simple.com | Twitter: @2simplesoftware

22

Using the upload feature means it is possible to upload any file from your computer's hard drive to the Python in Pieces file browser.

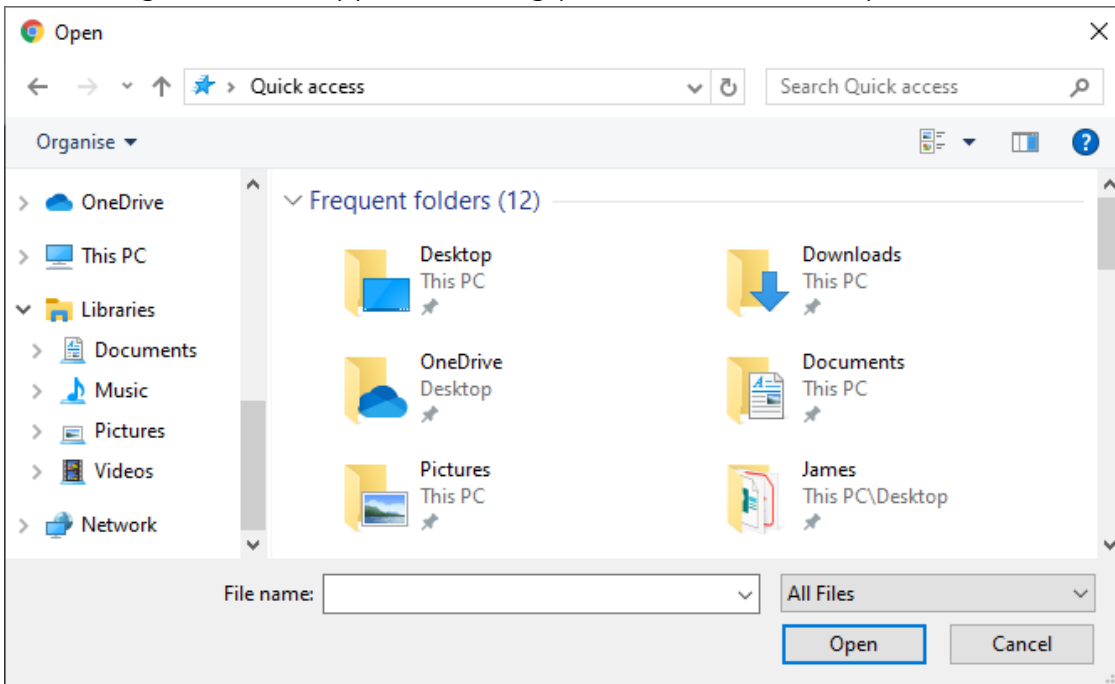**To upload a file into the file manager:**

1. Navigate to the folder that you want the file to be in.
2. Click on the 'Upload' button (see screenshot below).
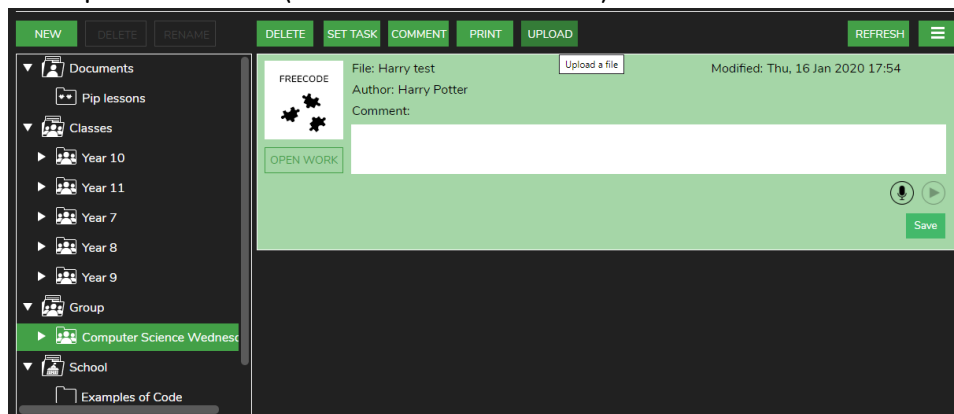
3. Then click on the "Select Files" button to select files. In most browsers, you can also drag and drop files onto the button:

python in pieces

Need more support? Contact us:
Tel: 0208 203 1781 | Email: support@2simple.com | Twitter: @2simplesoftware

23

4. A dialogue box will appear allowing you to select files to upload.

5. Once your files are selected, they will be upload automatically. You will then be returned to the above dialogue box with a list of the files you uploaded. From here you can optionally select more files or click the close icon to close the dialog.
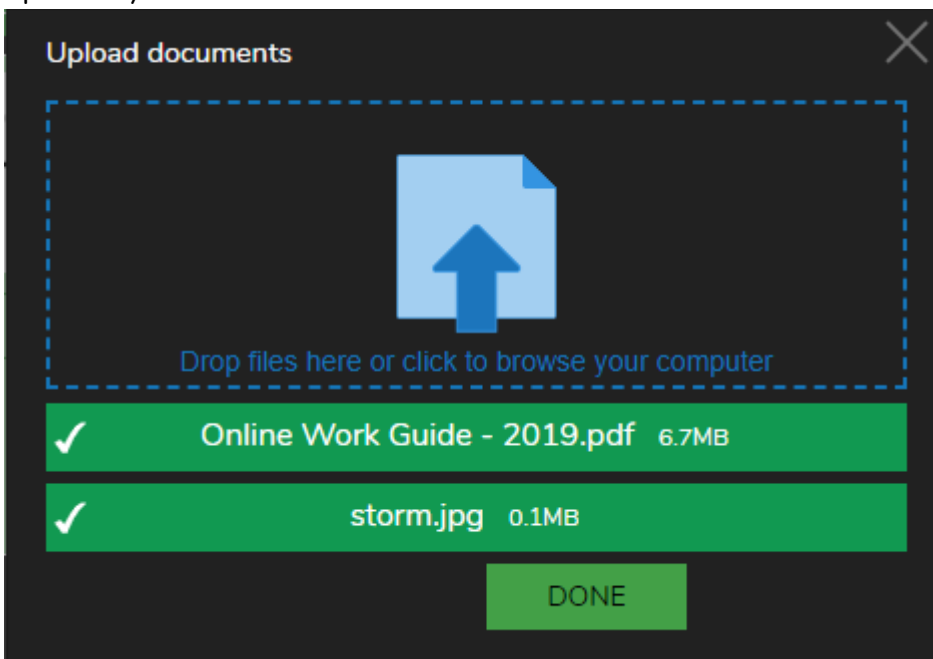
6. Once you have closed the dialog box, the documents you have uploaded will appear in the folder.
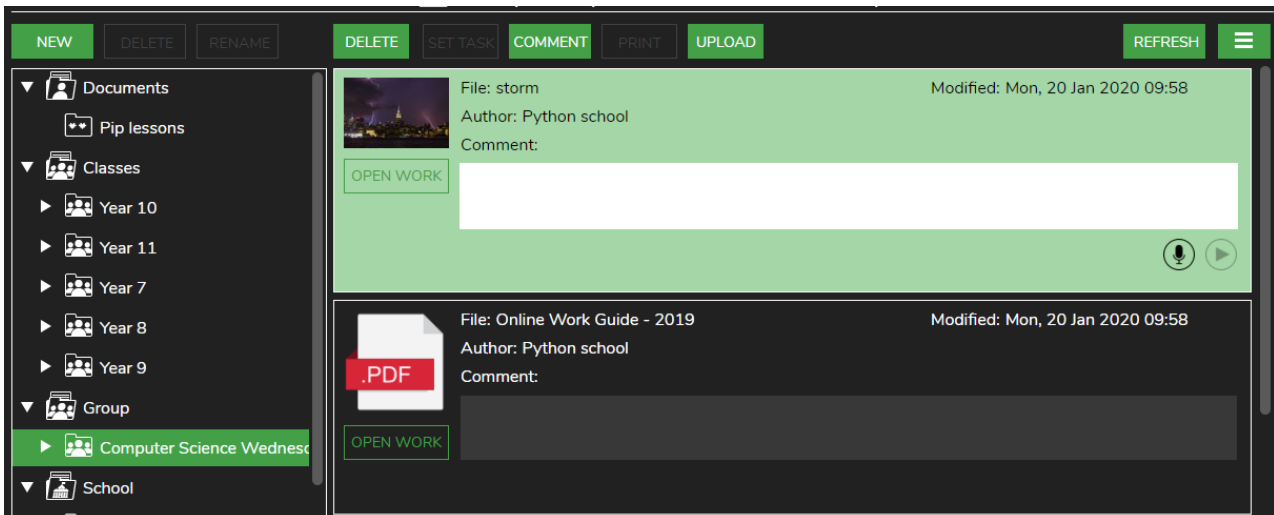

3.8 Refresh files

Using the Refresh allows users to refresh the files in the Documents area. This is particularly useful if something has been recently uploaded.
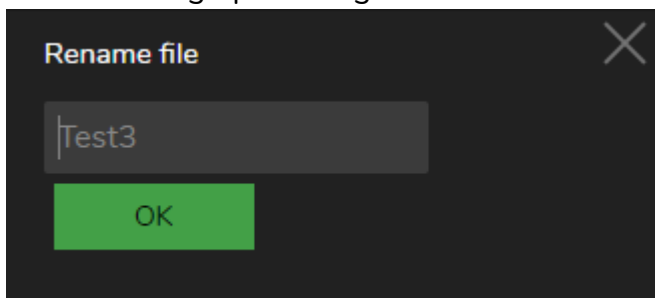
To refresh the files in the documents area, click the **REFRESH** button.

Need more support? Contact us:
Tel: 0208 203 1781 | Email: support@2simple.com | Twitter: @2simplesoftware

25

To rename a file, select the file you want to rename by clicking on it, and click the 'Rename' button within the hamburger menu on the toolbar (see screenshot below).
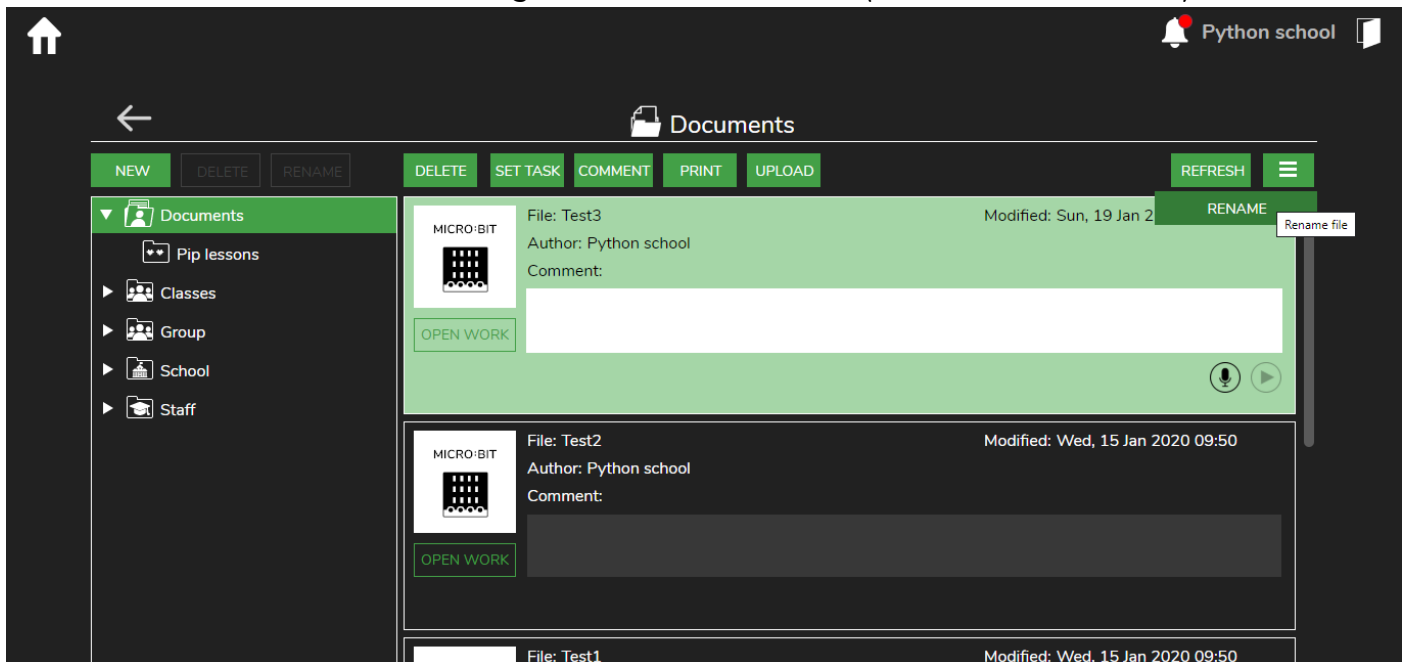
This will bring up a dialogue box that will allow a new name to be entered.

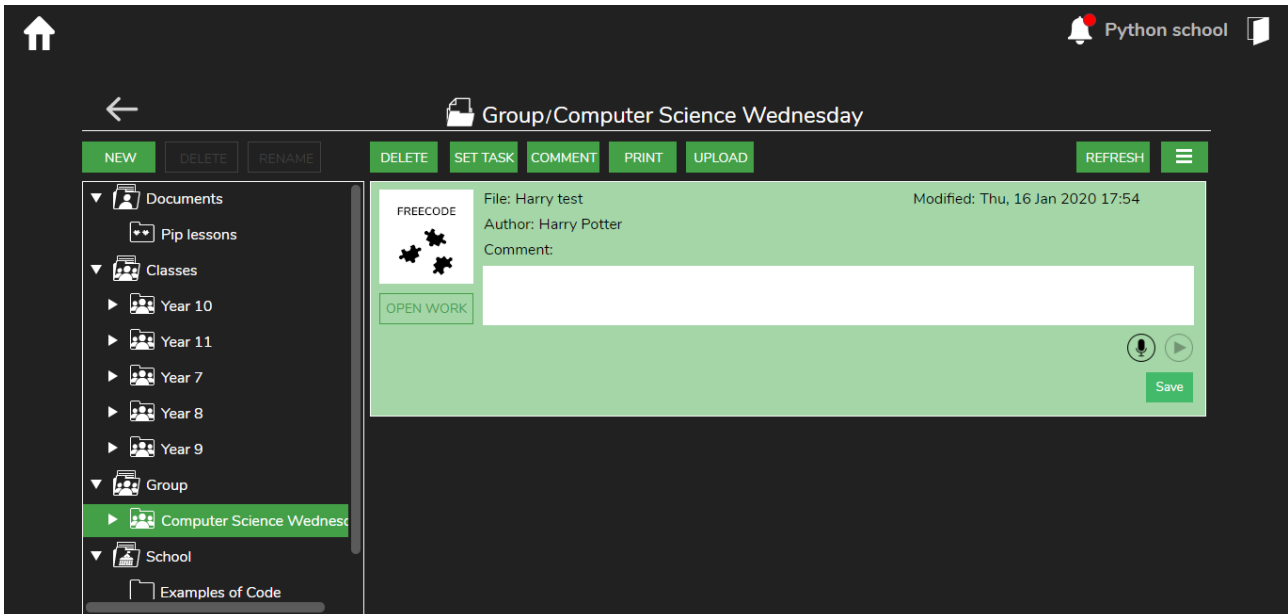Click in the box and edit the name.

Click 'OK' and the file will be renamed.

Need more support? Contact us:
Tel: 0208 203 1781 | Email: support@2simple.com | Twitter: @2simplesoftware
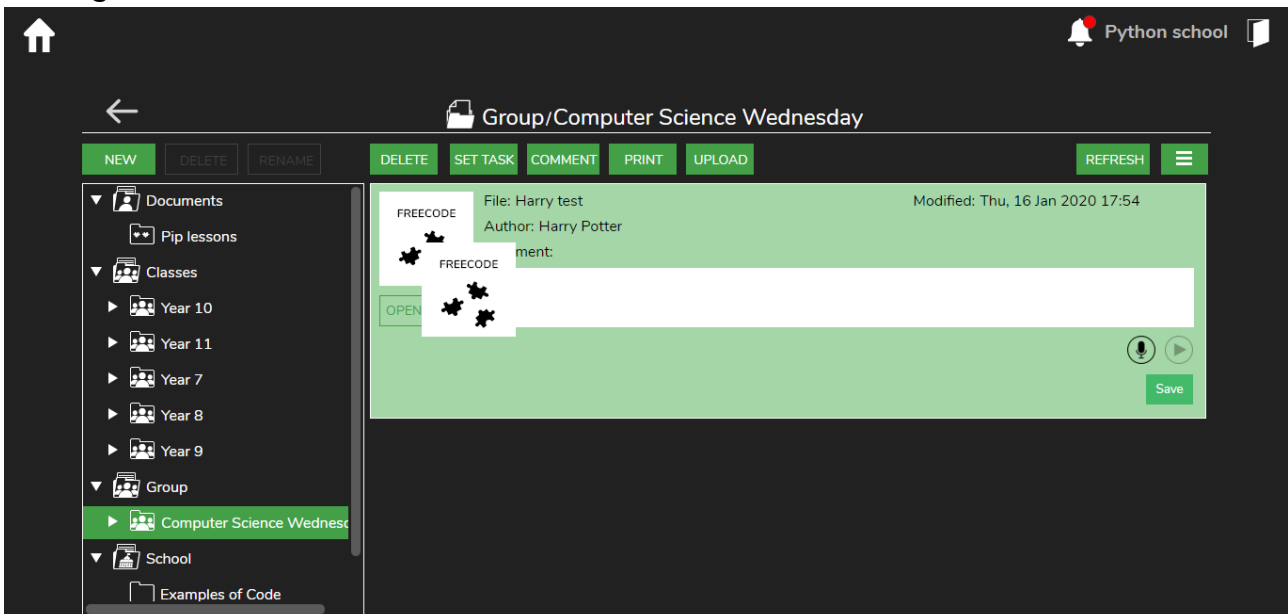
26

3.10 Moving & Copying Files

There is a difference between moving a file and copying a file: If a file is copied, the original file will stay where it was, and a copy will be generated. If a file is moved, the original disappears.
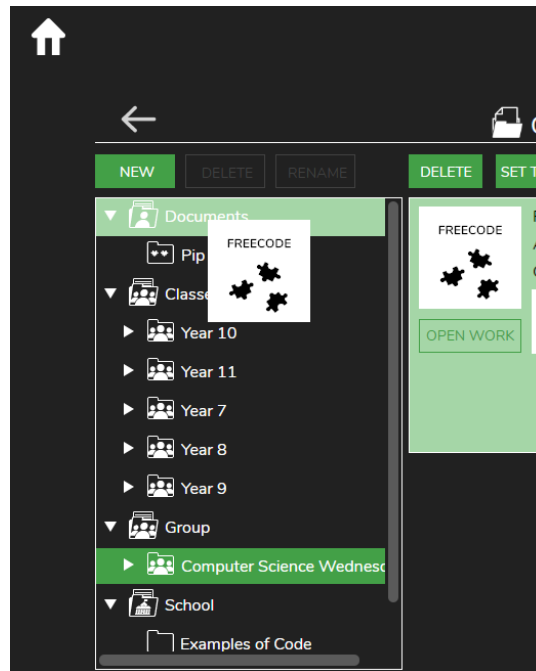
To move or copy files:

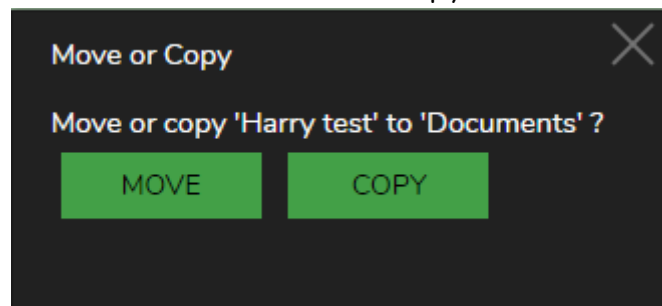1. Select the files you want to move using the mouse

2. Drag them into the desired destination folder:

Need more support? Contact us:
Tel: 0208 203 1781 | Email: support@2simple.com | Twitter: @2simplesoftware

27

3. Select whether you want to move the work or copy it:

Students cannot move or copy other students' work; they can only move their own work. Teachers can move and copy work out of the class, group, staff and school folders and into their folder.

Students can, however, open other people's work in the shared folder and save a copy of it in their own folder.

Need more support? Contact us:
Tel: 0208 203 1781 | Email: support@2simple.com | Twitter: @2simplesoftware

28

4. Archiving Classes

If you wish to remove classes, you will need to decide what to do with student's work that is in the class folder.

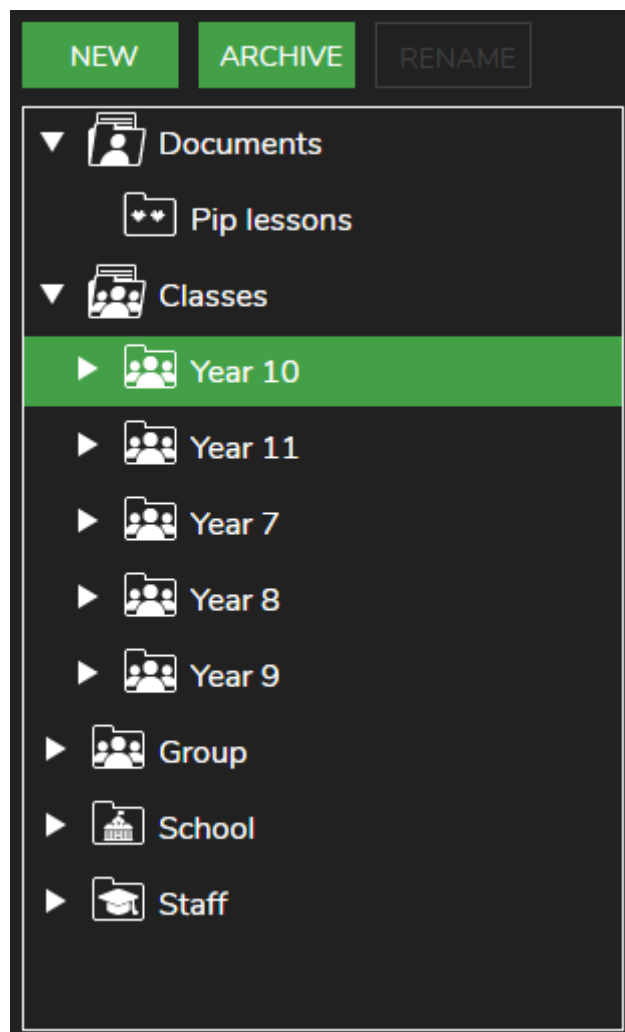There are two options for this when archiving classes:
1) Archive the work and send to student folders:
- Creates an archive folder that only staff can access which will contain all of the work.
- Puts a copy of the work into individual student's 'Documents' folders which they will be able to see.
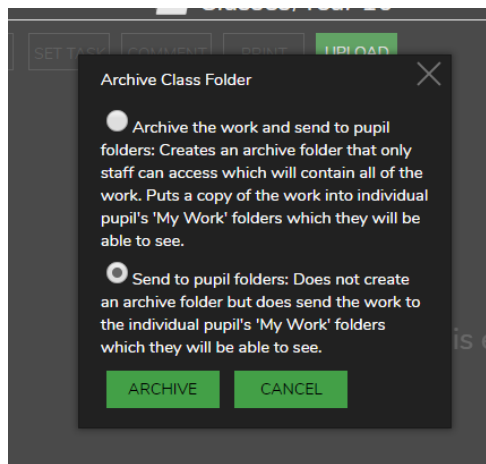
2) Send to student folders:
- Does **not** create an archive folder but does send the work to the individual student's 'Documents' folders which they will be able to see.

You can archive classes from Online work by clicking on a class and clicking the archive button which appears at the top of the folder list:

Need more support? Contact us:
Tel: 0208 203 1781 | Email: support@2simple.com | Twitter: @2simplesoftware

29

You will then be presented with the two options:

You can also archive classes from within the Create and Manage Users tool.