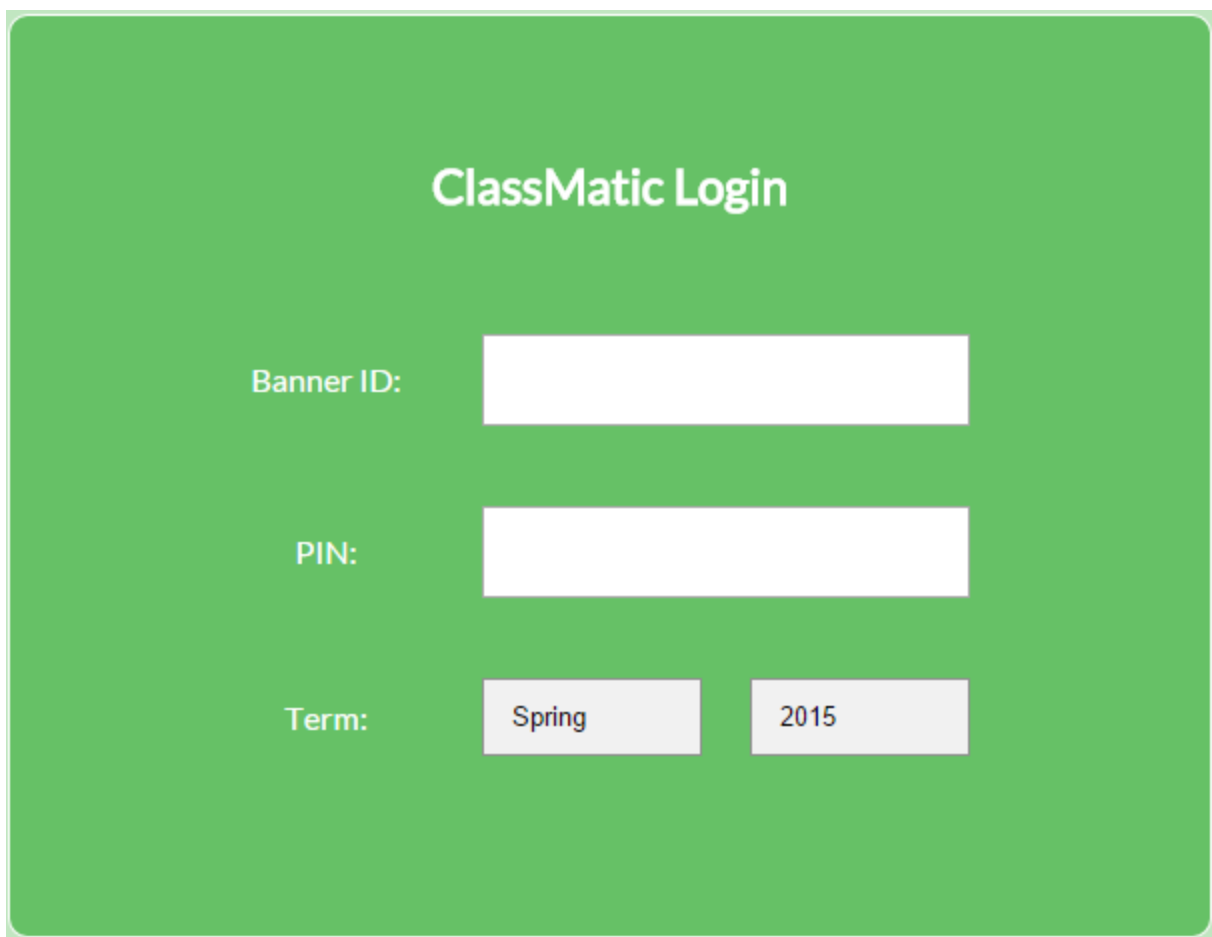


ClassMatic User Guide

Navigate to the ClassMatic page as determined by the server URL configured in the ClassMatic setup guide. The login page will appear.

The image shows a login form for ClassMatic. It has a green background with rounded corners. At the top, the text "ClassMatic Login" is centered in white. Below this, there are three input fields. The first is labeled "Banner ID:" and is a white rectangular box. The second is labeled "PIN:" and is also a white rectangular box. The third is labeled "Term:" and consists of two adjacent white rectangular boxes. The first box contains the text "Spring" and the second box contains the text "2015".

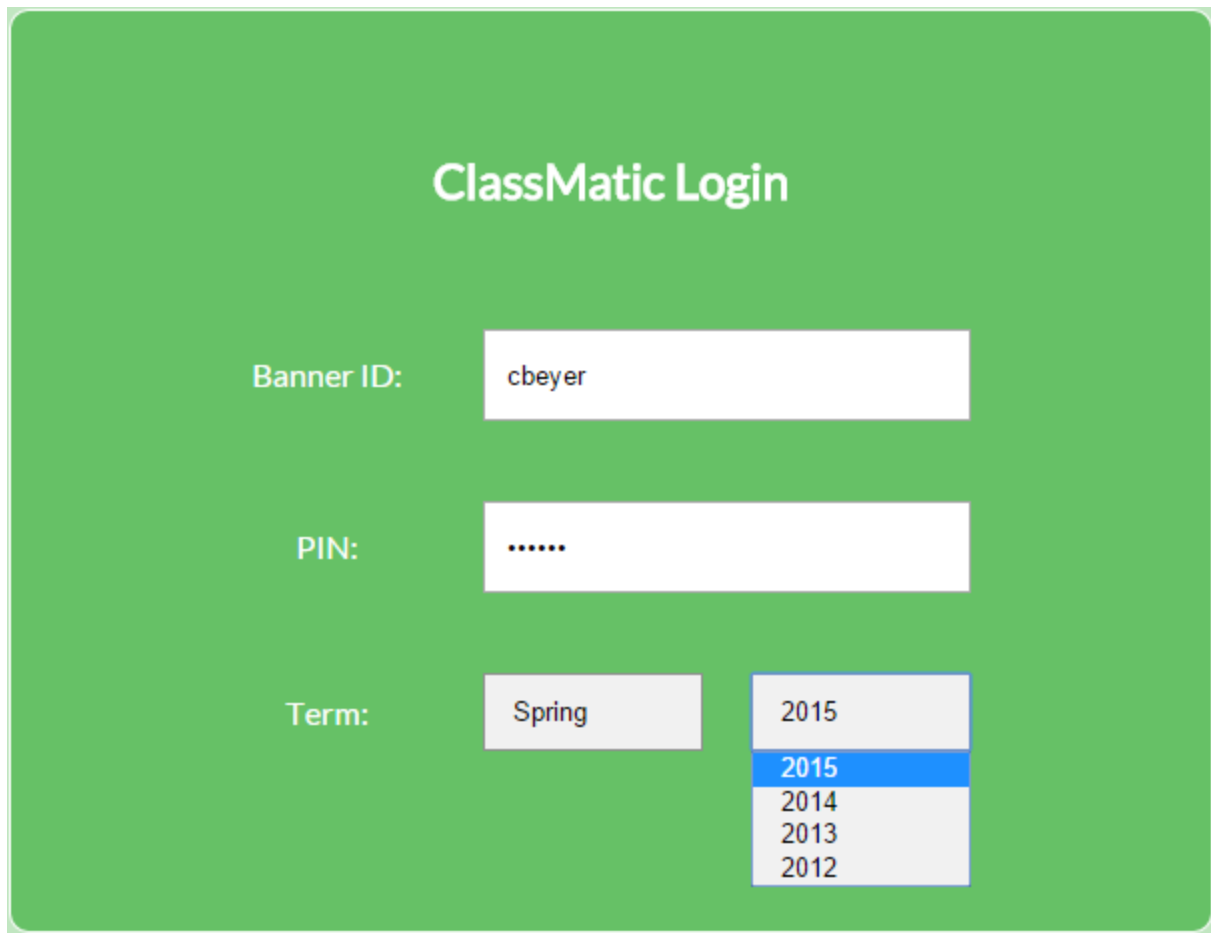
ClassMatic Login

Banner ID:

PIN:

Term:

Enter your Lawrence Tech BannerWeb ID and PIN. Additionally, modify the term selection (if desired) to indicate year and sequence of semester. Press <ENTER> to log in.



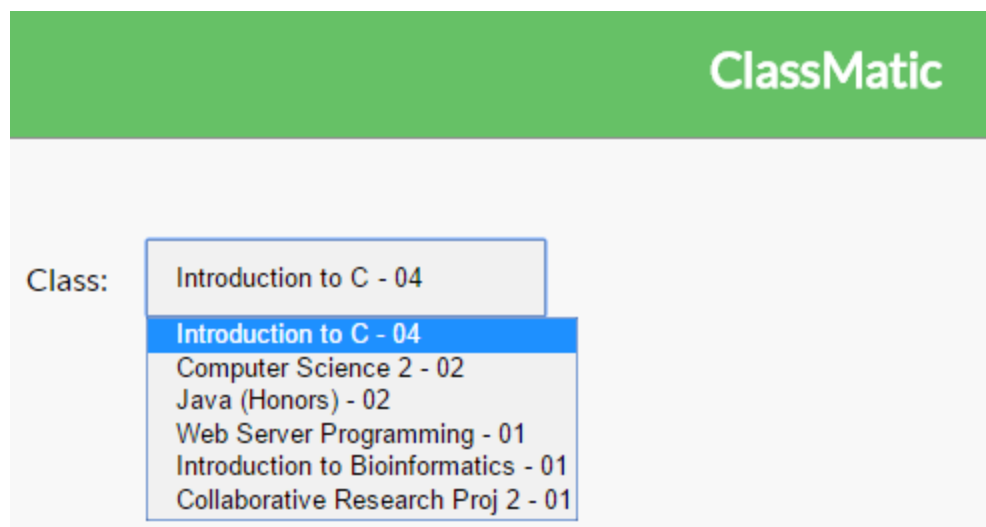
The image shows a login interface titled "ClassMatic Login" on a green background. It contains three input fields: "Banner ID:" with the text "cbeyer", "PIN:" with six dots, and "Term:" with a dropdown menu. The dropdown menu is open, showing a list of years: 2015 (highlighted in blue), 2014, 2013, and 2012.

Field	Value
Banner ID:	cbeyer
PIN:
Term:	Spring
Term (Dropdown)	2015, 2014, 2013, 2012

Once logged in, you will be presented with a different interface depending on whether you are a student or an instructor. There will be a dropdown of class names and section numbers that your username is associated with in BannerWeb. To view files and

folders associated with a particular class, invoke the dropdown of classes and choose another class.

If you are a student enrolled in classes, you will not have the option of uploading or modifying files. You will have the option of real-time file/folder search and inline file previews, but none of the additional features described in this document.



If you are an instructor teaching courses, you will have the option of uploading files and creating folders, deleting files and folders, and reorganizing your files and folders for each of the courses you are teaching, as well as configuring individual uploads for Future Reveal.

ClassMatic

Class:

Introduction to C - 04

Introduction to C - 04

Computer Science 2 - 02

Java (Honors) - 02

Web Server Programming - 01

Introduction to Bioinformatics - 01

Collaborative Research Proj 2 - 01

Upload

Selecting Upload on any folder will open the upload panel on the left-hand side of the screen. Selecting Upload at the root level will place files in No Folder.

Student Mode: ☐

Folder: No Folder

File(s):

Choose Files

 No file chosen

☐ Future Reveal

Submit

In the upload panel, you can toggle Student Mode to see exactly what your students see, including their restricted feature set. This includes any files that are set for Future Reveal, which will then be hidden from the interface.

Student Mode is designed to be as accurate as possible, with the only difference being the presence of the Student Mode toggle itself so that you can revert back to Instructor Mode when desired.

To close the upload panel, select the Collapse icon in the upper-right corner of the ClassMatic interface. Similarly, the upload panel can be re-opened by selecting the resultant Expand icon or choosing Upload on another folder.




Toggling the "Future Reveal" checkbox will allow you to set a date when your file(s) will be automatically revealed to your students.

If you prefer not to utilize Future Reveal with your upload, simply make sure the corresponding checkbox is unchecked.

Selecting the option to preview a file will insert an inline previewer for your document.

x.png	preview	delete	5/02/15	11:44PM
upload.png	preview	delete	5/02/15	11:44PM
services.js	preview	delete	5/02/15	11:44PM
style.css	preview	delete	5/02/15	11:44PM
newfolder.png	close	delete	5/02/15	11:44PM



The previewer supports images (png, jpg, tiff, etc), video (mp4, avi, etc), audio (mp3, wav, etc), PDFs, Spreadsheets (xls, xlsx, etc), Presentations (ppt, pptx, etc), and text-based Documents (doc, docx, txt, etc). Choose close to toggle the viewer on an

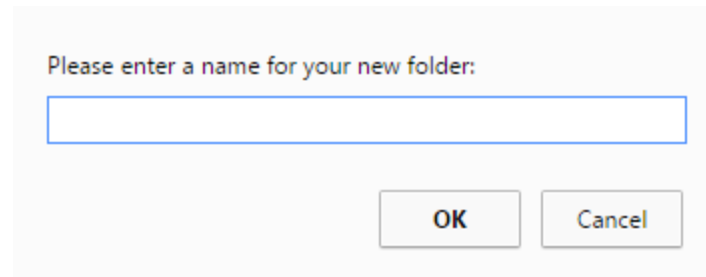
individual file. The PDF/Spreadsheet/Presentation/Document viewer is powered by Google Drive.

Using the search box in the upper-right corner will filter the list of files and folders in real time.



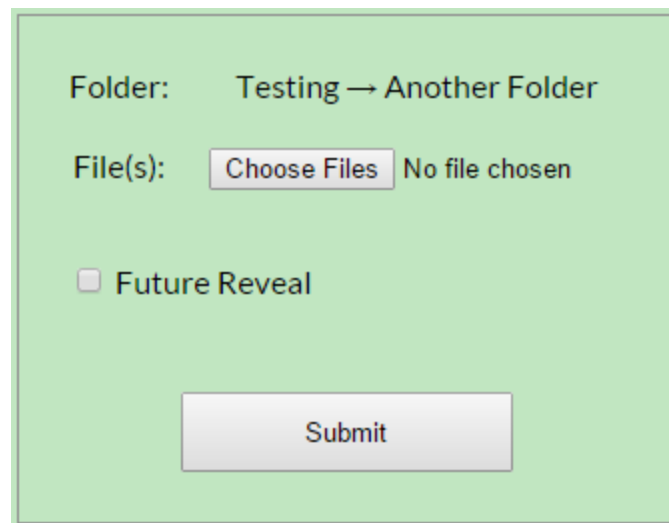
Selecting the name of a file will bring up a prompt of where you would like to save the file on your computer.

Selecting the New Folder icon will prompt you for a new folder name. Only alphanumeric characters and spaces will be accepted.



Please enter a name for your new folder:

Entering a folder name and selecting OK will create the folder you specified and open the upload pane for the new folder.



Folder: Testing → Another Folder

File(s): No file chosen

☐ Future Reveal

Choosing the Trash icon on a folder will present you with a confirmation dialog before permanently deleting the folder and all of its contents.

This will delete the folder and all of its contents, and cannot be undone. Are you sure?

OK

Cancel


Dragging and dropping any number of files (folders are not supported at this time due to browser support limitations) onto the ClassMatic interface will begin a new upload.

Student Mode: ☐

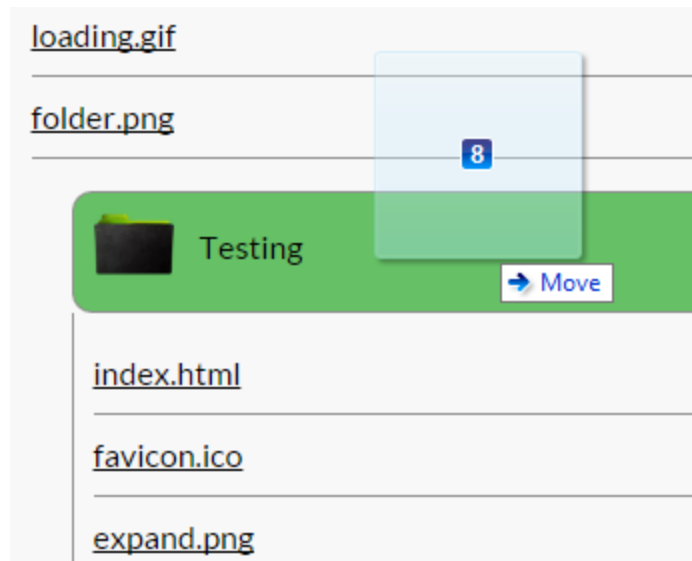
Folder: Testing → Another Folder

File(s): No file chosen

☐ Future Reveal



Dropping the files onto a specific folder will open the upload pane prepopulated with that folder preselected, but you may change the destination by clicking the Upload button next to any folder.



Once files are dropped onto the interface, the upload pane will indicate how many files were dropped. You may clear the dropped files by selecting the X presented in the interface.

Folder: Testing

File(s): No file chosen

+

8 file(s) drag/dropped ✖

☐ Future Reveal

You may additionally select more files to upload using the traditional Choose Files functionality.

Folder: Testing

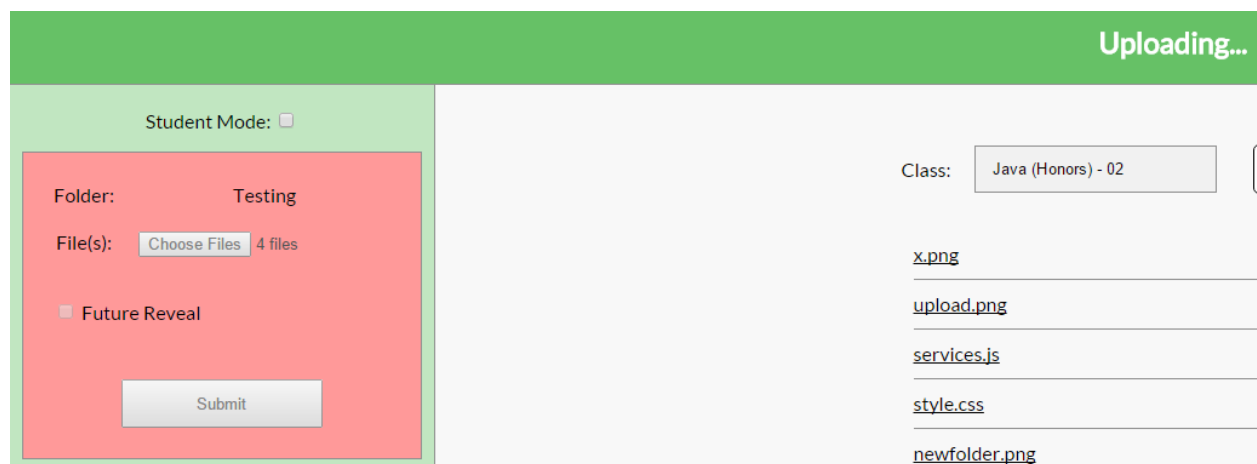
File(s): 4 files

+

8 file(s) drag/dropped ✖

☐ Future Reveal

Selecting Submit will initiate file upload. The title bar text will change to Uploading... to indicate there is an upload in progress. You will be unable to initiate another upload until the current one is complete. You may drag/drop more files onto the interface during an upload, but they will be queued for the next upload.



You may rearrange files and folders by dragging and dropping them within the ClassMatic interface. Dragging and dropping may also be performed across windows (for instance, if one window is filtered from a search, this may be useful).

Dragging and dropping a folder into a folder with an identically-named folder already contained in it will invoke a

merge between the conflicting folders' contents. This merge will happen recursively if there are any additional naming conflicts further down the folder tree. Files that are identical in content will be overwritten by the metadata in the source folder and only one copy will be kept.

Similarly, if uploading a file to a folder which already contains a content-duplicate file will trigger an overwrite of the file's metadata with the newly-uploaded file and only one copy will be kept.

Selecting Delete on a file will immediately delete the file without a prompt. If you delete the last file in a folder, the folder will automatically be deleted. Similarly, if that folder was the last item in its containing folder, it too will be deleted, recursively until there is another object in the tree.

When you are finished interacting with ClassMatic, simply close your browser window to log out, since session information is not persisted beyond the current session. Similarly, if the ClassMatic window is reloaded/refreshed, you will need to log in again to continue interacting with ClassMatic.

When an Instructor user uploads a file or creates a folder, etc, for a class, the change is updated immediately across all sessions of clients currently viewing that class. Files that are set for Future Reveal also appear automatically; no refresh of the page is ever required by any client.