# eTMAHandlerJava
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## Getting started!

*(The steps marked with an asterisk\* use your **browser** (eg Safari or Firefox)*

**Setting up:**

1.  In the Finder, create a folder called exactly 'etmas' - lowercase without the quotes. Location doesn't matter, but the Desktop is a good place
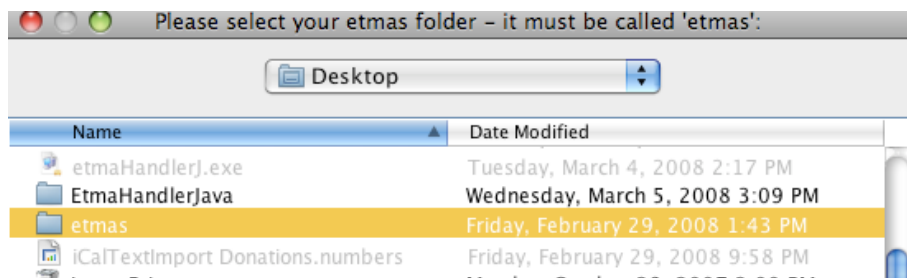
2.  Open the folder EtmaHandlerJava

3.  Double-click the application EtmaHandlerJava…...app inside:

4.  When asked, select the etmas folder you created, and click 'Choose'
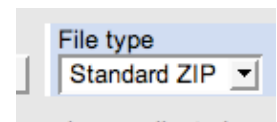
**Downloading eTMAs**

5.  The Filehandler should then quit. Relaunch it and close any error windows that may appear.

6.  Click the button 'etma site'. Your browser window will open. \*Log in if necessary; you should then be directed automatically to the OU etma site.
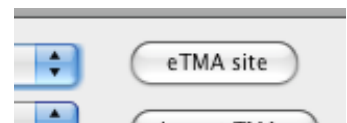
7.  \*Make sure the right hand menu on the OU etma page is set to "Standard Zip", not "Self Extract"

8.  \*Select the TMAs to download and click "Collect". The downloaded file should appear where your downloads usually appear - probably the Desktop.

| collect TMAs | return TMAs | bulletins | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Status | Course | TMA | Sort by | | | File type | | |
| Uncollected | XXX101-99 | 03 | Surname | Display | | Standard ZIP | Collect | |

| Course XXX101-99 | eTMA Training Course | | | | | | |
|---|---|---|---|---|---|---|---|
| **Name** | **PI** | **TMA/Vn** | **Sent in** | **Collected** | **Returned** | **Score** | **Select** |
| Test1 Student | J0054451 | 03 / 1 | 03-Mar-08 | 03-Mar-08 | | | ☑ 0.1MB |
| Test2 Student | J0054452 | 03 / 1 | 03-Mar-08 | 03-Mar-08 | | | ☑ 0.1MB |
| Test3 Student | J0054453 | 03 / 1 | 03-Mar-08 | 03-Mar-08 | | | ☑ 0.1MB |

9. Depending on your computer settings, the file will either appear as zipped (ie ending in .zip) or it may have automatically unzipped to produce a course folder (eg M150-08J). *Note which, but don't open it or double-click it.*


2008-03-05_0727.zip


M150-07J
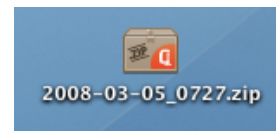
10. **Do this step before you try to do anything to the downloaded file(s).**
In the filehandler, click the button "Import TMAs". Answer appropriately "Has the downloaded file from the OU been unzipped".
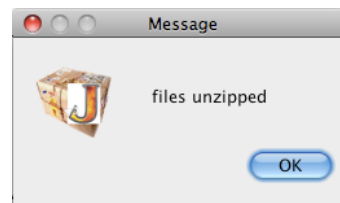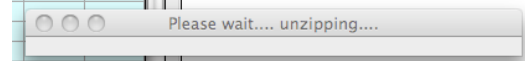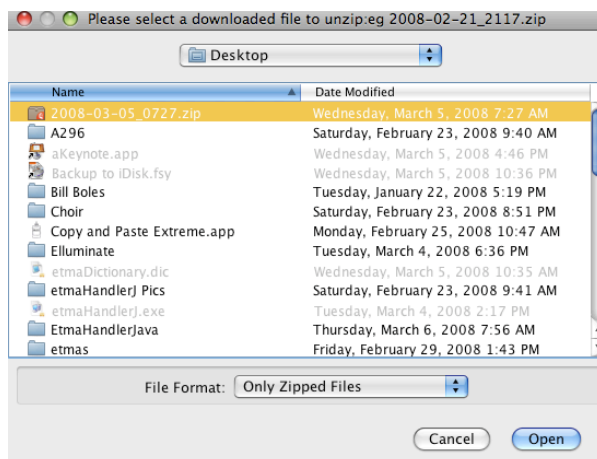

Import TMAs


Has the downloaded file from the OU site been Unzipped?
Cancel    No    Yes
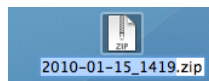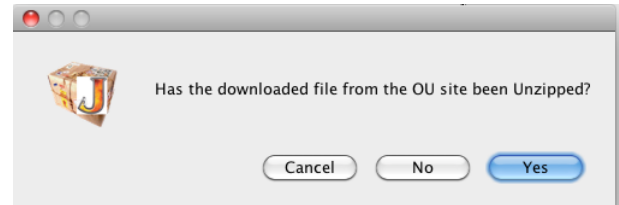

2010-01-15_1419.zip    *(If the file still has ".zip" at the end of it answer "**No**".*
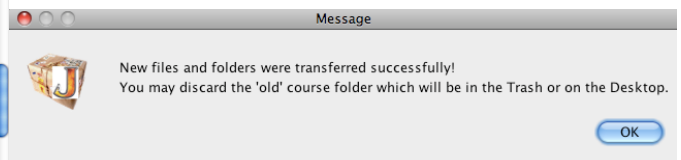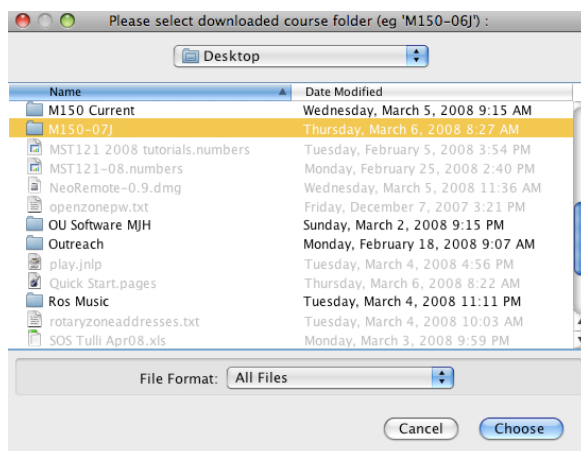

M150-09J    *If it's a course code folder, answer "**Yes**")*

11. Select the file or folder you downloaded and click "Open" or "Choose". If the file hasn't been unzipped there will be a pause (possibly a minute or two in extreme cases) while this happens - be patient!


Please select a downloaded file to unzip:eg 2008-02-21_2117.zip
Desktop

| Name | Date Modified |
|---|---|
| 2008-03-05_0727.zip | Wednesday, March 5, 2008 7:27 AM |
| A296 | Saturday, February 23, 2008 9:40 AM |
| aKeynote.app | Wednesday, March 5, 2008 4:46 PM |
| Backup to iDisk.fsy | Wednesday, March 5, 2008 10:36 PM |
| Bill Boles | Tuesday, January 22, 2008 5:19 PM |
| Choir | Saturday, February 23, 2008 8:51 PM |
| Copy and Paste Extreme.app | Monday, February 25, 2008 10:47 AM |
| Elluminate | Tuesday, March 4, 2008 6:36 PM |
| etmaDictionary.dic | Wednesday, March 5, 2008 10:35 AM |
| etmaHandlerJ Pics | Saturday, February 23, 2008 9:41 AM |
| etmaHandlerJ.exe | Tuesday, March 4, 2008 2:17 PM |
| EtmaHandlerJava | Thursday, March 6, 2008 7:56 AM |
| etmas | Friday, February 29, 2008 1:43 PM |

File Format: Only Zipped Files
Cancel    Open


Please wait.... unzipping....


Message
files unzipped
OK

If the files were already unzipped, this is the dialog:


Please select downloaded course folder (eg 'M150-06J') :
Desktop

| Name | Date Modified |
|---|---|
| M150 Current | Wednesday, March 5, 2008 9:15 AM |
| M150-07J | Thursday, March 6, 2008 8:27 AM |
| MST121 2008 tutorials.numbers | Tuesday, February 5, 2008 3:54 PM |
| MST121-08.numbers | Monday, February 25, 2008 2:40 PM |
| NeoRemote-0.9.dmg | Wednesday, March 5, 2008 11:36 AM |
| openzonepw.txt | Friday, December 7, 2007 3:21 PM |
| OU Software MJH | Sunday, March 2, 2008 9:15 PM |
| Outreach | Monday, February 18, 2008 9:07 AM |
| play.jnlp | Tuesday, March 4, 2008 4:56 PM |
| Quick Start.pages | Thursday, March 6, 2008 8:22 AM |
| Ros Music | Tuesday, March 4, 2008 11:11 PM |
| rotaryzoneaddresses.txt | Tuesday, March 4, 2008 10:03 AM |
| SOS Tulli Apr08.xls | Monday, March 3, 2008 9:59 PM |

File Format: All Files
Cancel    Choose


Message
New files and folders were transferred successfully!
You may discard the 'old' course folder which will be in the Trash or on the Desktop.
OK

12. If necessary, select the course and TMA number in the menus on the left.

| Course: | XXX101-99 | ▲▼ |
| TMA: | 04 | ▲▼ |

13. Click the button "List TMAs". ⎡ List TMAs ⎤ This should give a list of the current downloaded and imported TMAs.

Click on any line to open that PT3.

**Current TMAs for course XXX101-99**

Click on any row to open that PT3; click on any heading to sort by that column.    ⎡ Select all/none ⎤

| PI | Forenames | Surname | Oucu | Sco... | Status | Sub | Cse | Pres | TMA | Date Submitted | Zip |
|----|-----------|---------|------|--------|--------|-----|-----|------|-----|----------------|-----|
| J0054451 | Test1 | Student | trng1 | | Unmar... | 1 | XXX101 | 99 | 04 | 2008-03-03 20:37:19 | ☐ |
| J0054452 | Test2 | Student | trng2 | | Unmar... | 1 | XXX101 | 99 | 04 | 2008-03-03 20:37:19 | ☐ |
| J0054453 | Test3 | Student | trng3 | | Unmar... | 1 | XXX101 | 99 | 04 | 2008-03-03 20:37:19 | ☐ |
| | | | | | | | | | | | ☐ |
| | | | | | | | | | | | ☐ |
| | | | | | | | | | | | ☐ |

**etmaH**

| Course: | XXX101-99 ▲▼ | ⎡ eTMA site ⎤ | ⎡ List TMAs ⎤ | Ope |
| TMA: | 04 ▲▼ | ⎡ Import TMAs ⎤ | ⎡ Open TMA ⎤ | Ope |

| trng2 | Test2 | Student | Previc |

Sub No 1  Total 000  ⎡ Check totals ⎤  Unmarked  Tutor's

| Qu No | Part No | Score | Max | Totals | Qn Max |
|-------|---------|-------|-----|--------|--------|
| 01 | | | 70 | | 70 |
| 02 | | | 30 | | 30 |
| | | | | | |
| | | | | | |
| | | | | | |

14. You can see more of the student's details by clicking the "More details" button.

⎡ More details ⎤

15. Click the button "Open TMA" and select the student's script. The script will open in your word processor (probably Word)

⎡ Open TMA ⎤

**Please select your student's script – probably a '.doc' file:**

📁 1 ▲▼

| Name | ▲ | Date Modified |
|------|---|---------------|
| 📄 T171-04sample.rtf | | Monday, March 3, 2008 8:38 PM |
| 🔒 XXX101-99-04-1-trng2.fhi | | Monday, March 3, 2008 8:38 PM |

**T171-04sample-MARKED.rtf [Compatibility Mode]**

New  Open  Save  Print  Undo  Superscript  Subscript  Redo  Format  Tables  Columns  Show  Navigation  Gallery  Toolbox  Zoom  Help

Document Elements    Quick Tables    Charts    SmartArt Graphics    WordArt

**T171 Assignments TMA04**
**Summary of 'Groups that Work' by Gerard M Blair**

The article is about the management of the group process, and suggests ways to improve development.

## Marking eTMAs

16. Mark the script as advised by your Course Team. Make sure you save the script and close it.
17. Enter the marks under "Scores" in the marks grid and enter comments in the large box.

| Qu No | Part No | Score | Max | Totals | Qn Max |
|-------|---------|-------|-----|--------|--------|
| 01    |         | 56    | 70  | 56     | 70     |
| 02    |         | 18    | 30  | 18     | 30     |

Sub No 1  Total 074  (Check totals)    Marked    **Tutor's comments:**    Font Size: 11

A very good attempt at this difficult assignment........etc

18. Click "Save PT3" (you should do this frequently anyway)
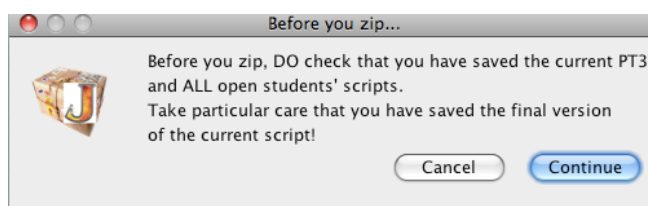
SavePT3

Message
PT3 saved!
OK
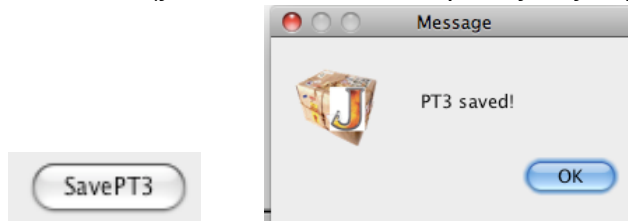
## Returning eTMAs

19. Click 'List TMAs' again.

20. Tick the box on the right for each TMA you wish to return.
21. Click "Batch Zip" and respond appropriately to the dialogs.

Current TMAs for course XXX101-99

Click on any row to open that PT3; click on any heading to sort by that column.    (Select all/none)

| PI | Forenames | Surname | Oucu | Sco... | Status | Sub | Cse | Pres | TMA | Date Submitted | Zip |
|----|-----------|---------|------|--------|--------|-----|-----|------|-----|----------------|-----|
| J0054451 | Test1 | Student | trng1 | 035 | Marked | 1 | XXX101 | 99 | 04 | 2008-03-03 20:37:1 | ☑ |
| J0054452 | Test2 | Student | trng2 | 074 | Marked | 1 | XXX101 | 99 | 04 | 2008-03-03 20:37: | ☑ |
| J0054453 | Test3 | Student | trng3 | | Unmar... | 1 | XXX101 | 99 | 04 | 2008-03-03 20:37:1 | ☐ |

Number of TMAs 3    To be marked 1    All    (Missing submissions) (Print list) (Batch Zip)

Before you zip...

Before you zip, DO check that you have saved the current PT3 and ALL open students' scripts.
Take particular care that you have saved the final version of the current script!

(Cancel) (Continue)

All files have been successfully zipped!

OK
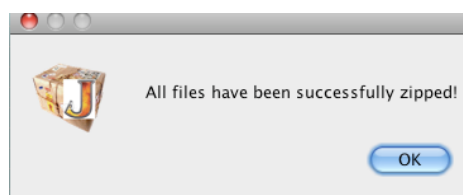
22. Click "etma Site" and *log in again if requested.

23. *In the Browser, click the tab labelled "return TMAs" (Note: in Safari the white rectangle to the left of "Browse" doesn't appear - not sure why!)



24. *Click "Browse" (for some courses it says "Choose File" instead) then navigate to your **etmas** folder then into the "**returns**" folder and select the appropriate file ending in .zip (the name is the date and time in reverse)
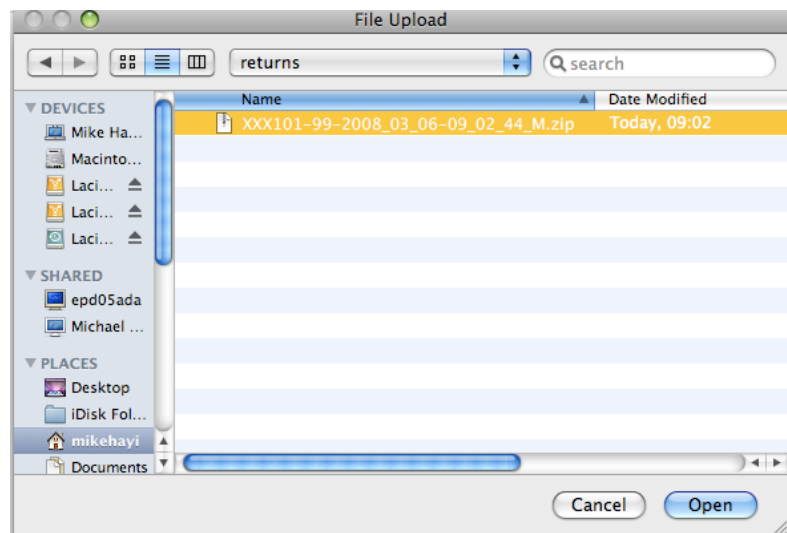


25. *Click "return TMA(s)" and hold your breath!



26. *After a few seconds (it can take a little time, depending on the size of the file), you should get a message saying files have been returned successfully! *Yippee!*



Once you've got it working, you might like to have a look in Preferences (under *etmaHandlerJ* in the menu at the top of the screen) - there are various useful options there! In particular, you might want to enable the spellchecker by setting the path to the dictionary file enclosed with the package.  Drop me an email (mike@hayfamily.co.uk) if you have any queries. Good luck!  *Mike Hay March 2008*

**If it doesn't work!** Discard everything in the etmas folder (assuming that you haven't marked any of it!). Read through the instructions carefully, download the files again from the **OU site** (*Note: you will have to set the  left menu to "Collected" not "Uncollected"*) and try again. If necessary contact

me; I'll try to help. **Note that if it doesn't work, moving files about or renaming files/folders is unlikely to help; generally, never do that! Better to clear the decks and try again!**

**One of the most common problems** is caused by downloading a **new** set of TMAs before you've imported a **previous** set into the Filehandler. This can cause an extra digit to be added to the course folder name automatically as it's unzipped eg M150-08J-1 or M150-08J.1; if things are behaving oddly, check for a folder like this in your etmas folder. If there is one, move it to the trash (or somewhere safe if you suspect there might be scripts in it that you've already marked!). Then download the relevant students' TMAs again (remembering that you'll have to set the category to "Collected" rather than "Uncollected" on the etma site), and import them normally. All should then be well!
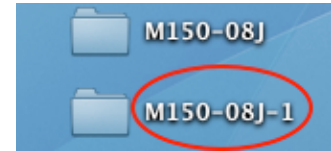
Of course, if, for other purposes, you **already** have a folder named with the course code on your Desktop, or wherever your downloads go, this will cause the same problem; please call it something different, eg by adding a letter. **Don't** change the name of the downloaded folder - it must be **exactly** the course code.