

# eTMAHandlerJava

(mike@hayfamily.co.uk)

## Getting started!

(Please note that instructions are for MacOS, but should be adaptable for Windows and Linux)

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

### Setting up:

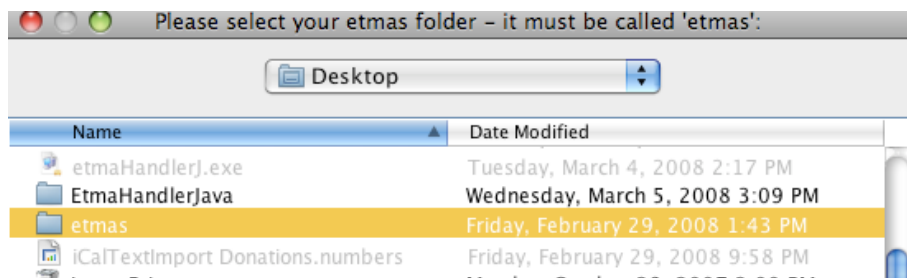
1. In the Finder, create a folder called exactly 'etmas' - lowercase without the quotes. Location doesn't matter, but the Desktop is a good place
2. Open the folder EtmaHandlerJava



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

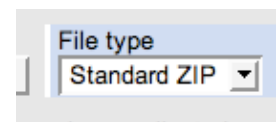
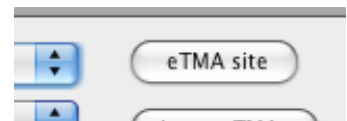


4. When asked, select the etmas folder you created, and click 'Choose'



### Downloading eTMAs

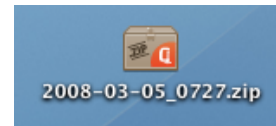
5. The Filehandler should then quit. Relaunch it and close any error windows that may appear.
6. Click the button 'etma site'. Your browser window will open. \*Log in if necessary; you should then be directed automatically to the OU etma site.
7. \*Make sure the right hand menu on the OU etma page is 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.

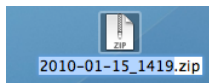
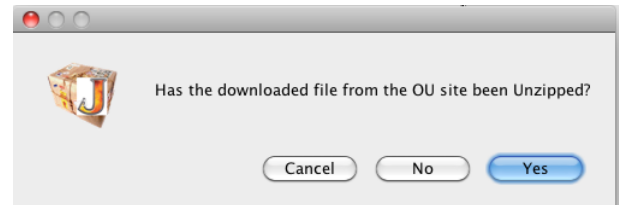
collect TMAs		return TMAs		bulletins	
Status	Course	TMA	Sort by	File type	
Uncollected	XXX101-99	03	Surname	Display	Standard ZIP
Collect					
Course XXX101-99 eTMA Training Course					
Name	PI	TMA/Vn	Sent in	Collected	Returned
Test1 Student	J0054451	03 / 1	03-Mar-08	03-Mar-08	
Test2 Student	J0054452	03 / 1	03-Mar-08	03-Mar-08	
Test3 Student	J0054453	03 / 1	03-Mar-08	03-Mar-08	
					Score
					Select
					0.1MB
					0.1MB
					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.*



10. **Do this step before you try to do anything to the downloaded file(s).**

In the filehandler, click the button "Import TMA's". Answer appropriately "Has the downloaded file from the OU been unzipped".

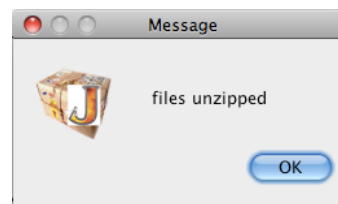
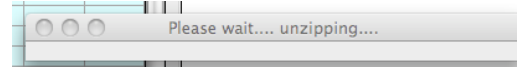
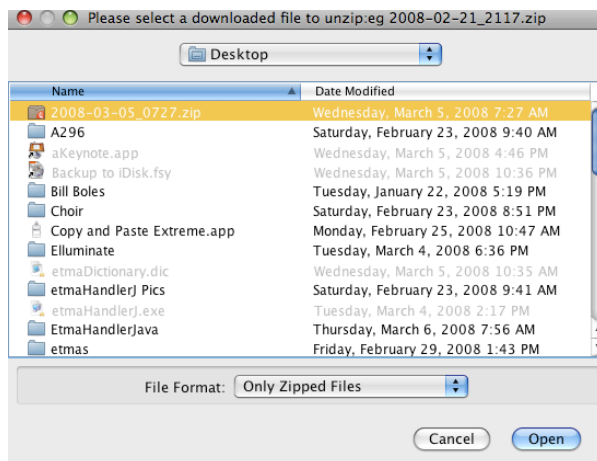


(If the file still has ".zip" at the end of it answer "No".

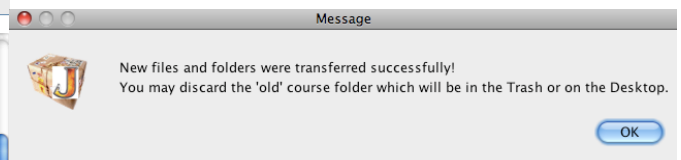
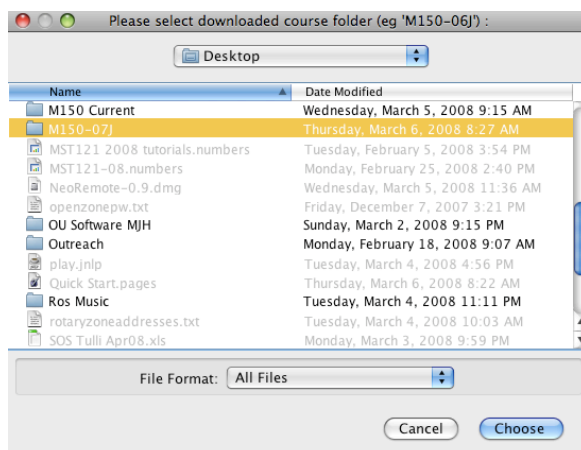


If it's a course code folder, answer "Yes")

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!



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



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”. 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

Select all/none

Click on any row to open that PT3; click on any heading to sort by that column.

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 Open TMA

TMA: 04 Import TMAs Open TMA

trng2 Test2 Student

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

3 2 1 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18

**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.

Sub No  **Total**    **Tutor's comments:**

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

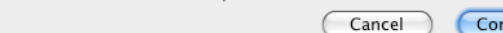
A very good attempt at this difficult assignment.....etc

18. Click “Save PT3” (you should do this frequently anyway)



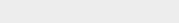
## Returning eTMAs

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.

[illegible]

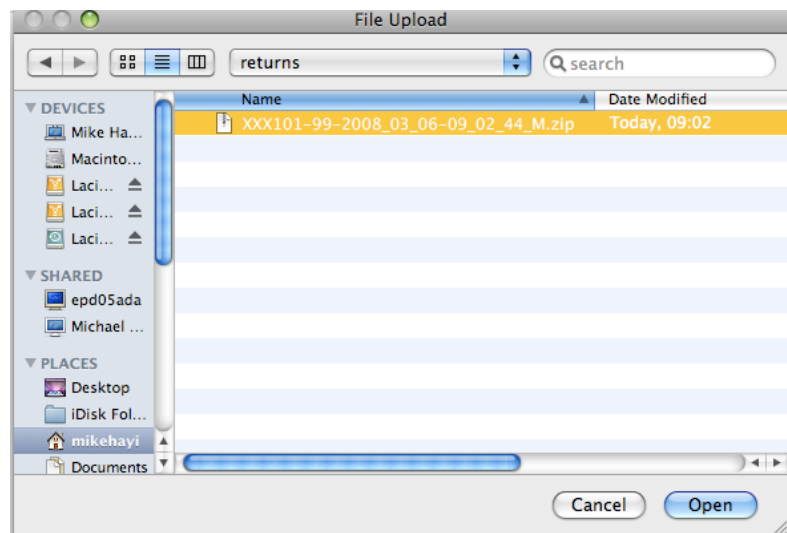
Before you zip, DO check that you have saved the current PT3 and ALL open students' scripts. Take particular care that you have saved the final version of the current script!

Cancel Continue



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!**

The following assignments were returned successfully

Name	PI	Course	TMA/Vn	Score	Comments
Test1 Student	J0054451	XXX101-99	04/1	35	
Test2 Student	J0054452	XXX101-99	04/1	74	

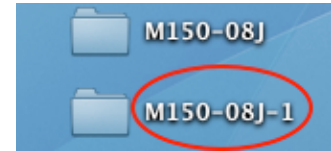


Once you've got it working, you might like to have a look in Preferences (under *etmaHandlerJ* in the menu at the top of the screen) - there are various useful options there! In particular, you might want to enable the spellchecker by setting the path to the dictionary file enclosed with the package.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