

Etma File Handler for iPad

Quick instructions (NB: requires iOS11 or higher)

Disclaimer:This application has been produced for OU Associate Lecturers in response to a number of requests. It is not endorsed by the OU, and is used entirely at your own risk. I accept no liability whatsoever for any loss or damage caused directly or indirectly by its use. I will endeavour to offer support and advice, but accept no obligation, legal or moral, to do so. **PLEASE backup your work frequently using the "Backup" button.**

Note: The uploading process to return marked TMAs will be considerably simplified by tapping "Settings" and switching on "Use iCloud".

Downloading TMA:

1. Tap "OUWebsite" tab. Select "COLLECT TMAS". An instruction dialog will appear: tap "OK".
2. The normal "Collect TMAs" page will appear in Safari (you may need to log in to the site first). Select the TMAs to download and tap "Collect".
3. On the page that appears either select "More..." and choose "Open in etmaHandlerP", or if "Open in etmaHandlerP" is already visible, tap that.
4. A dialog "Unzipping – take care!" appears. Generally select "Don't replace". "Unzipping successful" dialog will appear.

Marking:

1. In the ETMAs tab, use the selector at the bottom to choose the module, TMA number, student's OUCU, submission number and the script you want to mark. Then click on "Open Script", then "Preview/Check script". The script should open in a window which you can close by clicking on Done at the top left (*you may need to tap and hold the screen for a second to get the button to appear*).
2. If all seems well, click on "Open Script" again, and this time select "Open Script for Marking". Select your chosen word-processor in the window that appears, and the script will then open for editing and marking. Note that the name of the script now contains a code to identify it with the appropriate student. **Please don't edit this file name - or at least the code - in any way!!**
3. Mark the script, and enter in the marks on the Handler, and also your comments. Note also that you can scroll the marks grid if it is too big for it all to be visible, by dragging upwards with one finger.
4. Once you've finished marking, with the script open in your chosen word processor, click on the "Share" icon  at the top right (or the equivalent) and **choose "Open in another app" or similar and select the icon "etmaHandlerP"** to move the script to the etmaHandler. *If asked to select a file format, make sure at this stage that you select a format acceptable to the OU - probably .doc, or for some Maths modules, .pdf.* The etmaHandler will now become active, and the script **should**

then automatically be placed in the correct student's folder. Assuming that you haven't edited the file name or deleted the relevant TMA from the filehandler, you'll get a confirming message. A script with "-MARKED" in the name should now appear when you select the student and TMA number.]

5. **Please note that if you want to return to the script to continue marking or make amendments, open it directly in the word processor, rather than from the Handler, otherwise you will create duplicates. Generally the current version of the marked script should always be opened from the word-processor.**

[IMPORTANT NOTE: Each time after editing the script you MUST (repeat MUST!) (in your word processor) use "Open in..." and choose the filehandler application to transfer the edited script back to the filehandler. You can use "Open script" -> Preview/Check script at any time in the filehandler to check that the marked script is what you expect.]

Zipping and returning marked scripts

1. Once the script is marked and the marks and PT3 comments are entered, tap the ETMAS tab. Select the assignment you wish to return and tap "Zip TMA". You will be given the option of "Upload now" or "Send to Returns folder". If you send to the Returns Folder, you can batch zip and return the files later. If you choose "Upload now":
 - a. If "Use iCloud" is selected in Settings (*recommended*): You will get a message to say that the zipped file has been automatically saved to your "iCloud/etmaHandlerP/Returns" folder
 - b. If "Use iCloud" is not selected you will be asked to choose a location to save the file. Choose "Save to Files" and navigate to where you want to save the file.
2. Then, in either case, tap the OUWebsite tab, and if necessary select "Return TMAs". The OU "Return TMAs" page will appear. Tap "Choose File", the "Browse ...", navigate to the file you saved previously and select it. Then tap "Return TMA(s)" and hold your breath for a minute or so. You should then get a success message. Well done!
3. **Batch zipping** is similar. Tap "Returns" towards the top left of the ETMAS tab, then tap "Batch ZIP". The rest of the process is as above. You can use "Manage files" or "CLEAR Returns Folder" to remove files that you've already returned (they can always be zipped again if you delete them accidentally)

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