



ARTstor Training

Part III: Instructor Features

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Registering for Instructor Privileges

Adding Instructor Privileges to an Account

Users with Instructor Privileges have access to even more features and tools than a Registered User. Once you have registered for Instructor Privileges, you do not need to re-register for them.

Exercise

1. Click the "Tools" button in the toolbar at the top of the page.
2. Click the menu item titled "Obtain Instructor Privileges."
3. In the pop-up box, type in the Instructor Privileges authorization code and password, which you can request from the local ARTstor contact listed in the window.
4. When finished, click "Submit".
5. You will see a confirmation of your registration.
6. In future sessions, when you click on the "Obtain Instructor Privileges" option, a pop-up window will confirm that "This account has already been granted instructor privileges."

Tools for Instructors

Creating Shared Folders

Instructor-level users can create Shared Folders into which Image Groups can be saved. You can control the access that other users will have to these Shared Folders and Image Groups by password-protecting them.

READ Access: Users are permitted to view, zoom, export and print the contents of the folder, but are not permitted to edit or modify the contents in any way.

WRITE Access: Users are permitted to create, delete, or modify the contents of the folder.

Exercise

1. Under "Tools", select "Create Shared Folder."
2. Enter a name for the folder and click "Continue."
3. Choose to make the folder available to "Selected users with password" and create a password below. Note this password for later use. Click "Continue."
4. You may also create a second password for permitting Write access to your folder. Choose the type of access, and click "Continue."
5. Choose to create Work Folders where your students can save Image Groups for your review and collaboration. Enter an expiration date, then click "Finished."

Tools for Instructors

Managing Shared Folders

After creating your Shared Folders, you can modify them. ARTstor tools allow you to delete folders or Image Groups, change folder titles or passwords, and review student registrants.

Exercise

1. Under "Tools", choose "Folder Administration."
2. Under the "Folders/Groups" tab, delete a folder or an Image Group by selecting a name and then clicking "Delete" at the bottom of the column. Copy an Image Group from one folder to another by clicking on the title and dragging it over the folder within which the copy will be made.
3. Click on the "Access Controls" tab.
4. Choose a folder from the list on the left side, then edit its title or accessibility options.
5. When finished, click "Submit."
6. Click on the "Student Administration" tab.
7. To remove students from the access list for that folder, click the name, then choose "Delete."
8. Double-click on a student's name to add notes to a student's profile and view their e-mail address.

Tools for Instructors

Adding Commentary

As an instructor, you may type in additional information about any image saved in your Image Groups. If you choose to make your comments public, they can then be viewed by other users at your institution.

Exercise

1. Go to the Image Groups toolbar button and choose "Open Group." Select the My Work Folder and an Image Group inside, and click "Open."
2. Click on the data caption beneath any image.
3. Click the tab for "Instructor's Commentary" along the top of the data window.
4. Click into the large, blank field and type in your comments.
5. To allow your notes to be viewed by other users at your institution accessing this Image Group, uncheck the box in the lower-right corner titled "Hide Commentary."
6. When finished, click the "Save" button and close the data window, then return to the Welcome Page.

Note: Instructor Commentary is displayed for those users who have permission to view the images in your Shared Folder. If the folder is available to everyone at your institution, then everyone can view your Instructor Commentary on the images inside. If the folder is password-protected, then only the students registered to your folder can read your commentary.

Tools for Instructors

Uploading image and sound files to Personal Collections

Local images and sound files can be uploaded from two locations: either from within the “My Personal Collection” page or from the Tools menu. Uploaded images need to be in either a .jpg, .gif, .tiff, .bmp, or .png format. Sound files need to be .mp3 files. Each instructor-level user has 1000 MB (1 GB) of storage space given to their account to hold their personal image and sound files.

Exercise

1. Click on the “My Personal Collection” collection title at the bottom of the Welcome Page. In the Collection Page that opens, click on the “Personal Collection File Upload” link in the lower left corner. This option is also available from the “Tools” toolbar menu.
2. Click the “Browse”/“Choose file” button next to File 1.
3. Find the file you’d like to upload from your computer directory and click “Open.”
4. Click the “Upload” button at the bottom of the window.
5. When the upload is complete, a confirmation message will display in bold in the file upload window.
6. You may continue to upload additional images or click “Cancel” to close the window or “X” out of the window.

Tools for Instructors

Adding and Editing Personal Collections Data

Local image and sound file data can be edited to include any additional data required for cataloguing the uploaded file(s). Basic data fields can be used as well as a full list of possible fields based on VRA Core 3.0.

Exercise

1. While on the "My Personal Collection" page, at the lower-left corner, click "Personal Collection Administration". This option is also available from the "Tools" toolbar menu.
2. Double-click the name of a file displayed on the right side of the page and type into the field to edit the title.
3. To edit more data fields, select a file by clicking on the title and click the "Edit Data" button at the bottom of the window. Double-click into a data field to begin entering your text.
4. Click the "Save" button at the bottom of the window to save your changes, then click "OK" to confirm.
5. To display all available data fields, click the "All Fields" button at the lower-left corner. Double-click into a field to enter your text.
6. When finished, click the "Save" button, then click "OK" to confirm.

Tools for Instructors

Personal Collection access rights

Personal Collection images or sound files can be made either Limited or Institutionally Accessible.

Limited Access: The image or sound file will be viewable/audible, searchable, save-able, and printable **only** by the Instructor-owner. For other users to view or hear this file, it must be included in an Image Group to which those other users have been granted access.

Institutional Access: The image or sound file will be viewable/audible, searchable, save-able, and printable by all users at the institution.

Exercise

1. Within the "Edit Data" window, two buttons are displayed at the lower-right corner, "Limited Access" and "Institutional Access."
2. Initially, all Personal Collection files are set by default to "Limited Access".
3. To change the access from "Limited Access" to "Institutional Access" or vice-versa, select the desired file and then click the appropriate button.
4. Click "OK" to confirm. When finished, close the data window.

Tools for Instructors

Categorizing Personal Collection files

Contents of the Personal Collection can be organized into categories created by the Instructor in order to make them easier to manage.

Exercise

1. Within the "Personal Collections Administration" window, click the "New Category" button at the lower-left.
2. A new category titled "New Category" will be added beneath the "My Personal Collection" heading. Subcategories can be added by selecting the category it will fall under, and clicking the "New Category" button.
3. To rename a category, double-click on the title of "New Category" and type the new name.
4. To copy a file from your Personal Collection into any of your categories or sub-categories, click "My Personal Collection", then click to select an image title and drag it over the name of the category into which it should be placed.
5. When the file has been copied, click "OK" on the pop-up box stating "The selected files were moved to the target category successfully."

Tools for Instructors

Deleting from the Personal Collection

Files deleted from a Category are deleted only from the category but remain in the Personal Collection. To completely delete an image or sound file, delete it from the "My Personal Collection," then complete the deletion by deleting it from the "Recycle Bin."

Exercise

1. Select a file from a category by clicking on the title. At the bottom of the "Image Titles in Category" column, click the "Delete" button. Click "OK" to confirm the deletion.
2. This file has been deleted from the category only. Click into the My Personal Collection and the file is still available there.
3. Select an item from the "My Personal Collection" and click the "Delete" button. Click "Yes" to confirm the deletion.
4. This file has been deleted from the library of My Personal Collection and any category with which it was associated. Click into the Recycle Bin to view your file.
5. To empty individual files from the "Recycle Bin," click to select the file title, then click the "Delete" button at the bottom of the column.
6. To empty all contents of the "Recycle Bin," right-click the category name "Recycle Bin," and choose the menu option "Empty Recycle Bin." Click "Yes" to confirm the deletion of all the files.
7. Close the Personal Collection Administration window and return to the Welcome Page.

Sharing Images through Shared Folders

Saving ARTstor Images to a Shared Folder

Shared Folders permit instructors to save images and Image Groups with other users at their institution.

Exercise

1. From the Welcome Page, search for “shiva” across All Collections.
2. Single-click a few of the thumbnails to select them.
3. Click the Image Groups button in the toolbar and choose “Save selected images to new group.”
4. Choose your newly created shared folder from the Folder list, then type in a new Image Group name below.
5. Click the “Save and Open” button to view your Image Group.

Sharing Images through Shared Folders

Saving Personal Collection Images to a Shared Folder

Images and sound files contained in the Personal Collection can be searched for and saved into Shared Folders along with to be shared with other users.

Exercise

1. Go to the "Collections" toolbar button along the top of the page and choose "My Personal Collection" from the list below.
2. Click to open any of the categories which may have been created.
3. You will see the contents of your Personal Collection displayed as a thumbnail or list view page.
4. Single-click on any of the thumbnails to select them.
5. Click the Image Groups button in the toolbar and choose "Append selected images to existing group."
6. Choose your newly created folder from the Folder list, and the group within which you just saved the "shiva" images from the list below.
7. Click the "Save and Open" button.

Putting it all together (*Classroom training only)

Accessing Password-Protected Folders

To access Image Groups in a password-protected Shared Folder, you'll need to have the password from the instructor who created the folder and register to the folder.

***At this time, trade the Read-Only password you used when creating the Shared Folder earlier (slide 4) with a neighbor or colleague who is also participating in the training, and register to each other's folders.

Exercise

1. From the Tools toolbar menu, select "Access shared folder."
2. In the form that opens, enter your last and first names and middle initial (optional). In the Password field, enter the password you received.
3. A confirmation message will appear telling you that you have READ (R) access and the folder name.
4. Go to the Welcome Page and under "View Image Groups," find the folder to which you just registered, select the Image Group in it, then click "Submit." You can also open this folder by using the "Image Groups" menu button and choosing "Open group."
5. The Instructor's Image Group will now be displayed on your screen.

Putting it all together (*Classroom training only)

Adding Images to Work Folders

Instructors may provide the option of a Work Folder for each student registered to the Shared Folder within which to save their work. These Work Folders can be used by the student to save Image Groups for the class, and the instructor-owner of the original Shared Folder can access the contents.

Exercise

1. While displaying the Image Group from your colleague's folder, go to the "Image Groups" toolbar button and choose to "Save group as..."
2. In the folder list, find the folder with the same title as your colleague's folder which also has your initials in parentheses after the name. This is your Work Folder which was created for you after registering for the Shared Folder.
3. In the Group field, type in a new name of your own for this Image Group, then click "Save" and "OK" to confirm. This Image Group is now saved to your Work Folder.
4. Using the Basic Search at the upper-right corner, search for "sanskrit" across All Collections.
5. Single-click on a few of the images, then go to the Image Groups button, choose to "Append selected images to existing group" and find the folder and the Image Group you just renamed, then choose to "Save and Open" the group.
6. Your new images will now be added to the end of the group of images. You may rearrange, add, or delete images in this group.

Putting it all together (*Classroom training only)

Adding and Reviewing Student's Commentary

Images contained within the Work Folders will have an additional tab in the data window for Student's Commentary. The Student's Commentary can be opened and modified by both the student and the instructor-owner of the original Shared Folder.

Exercise -- Adding Student's Commentary

1. With the Image Group open, single-click on the caption information below the first image to open the data window. You should see a new tab at the top, titled "Student's Commentary."
2. Click into the open area to begin typing comments, then click the "Save" button below and "OK" to confirm. Uncheck the "Hide Commentary" box at the lower-right corner and click "OK" to confirm. You have now added commentary for the instructor-owner of that folder to view.
3. Close the data window.

Exercise -- Reviewing Student's Commentary

1. Go to the "Image Groups" button and choose to "Open group."
2. Among the list of folders find the Work Folder associated with your own Shared Folder with the initials of your colleague. Select the Image Group saved into it and click "Open."
3. Single-click on the caption information below the first image to open the data window. Click the Student Commentary tab and view the comments they added for you. Then close the window.