

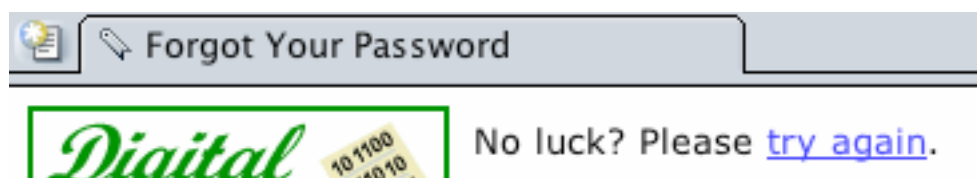
Administrator User Manual

The Administrator of the Digital Scribe has full control over registration, content, and the look of the system.

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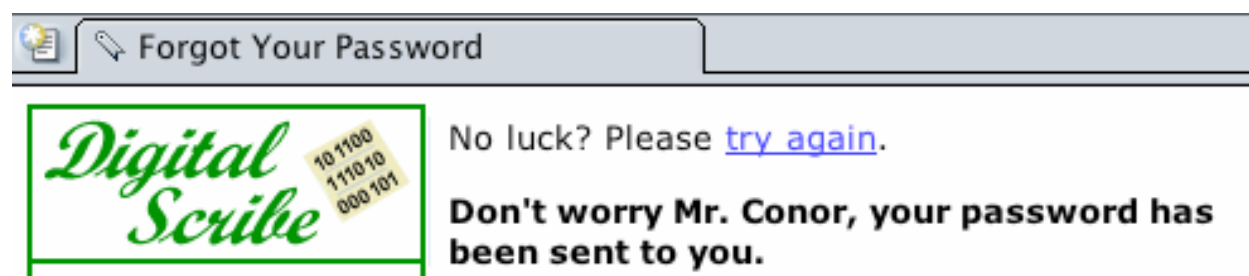
Retrieving Your Password

If you have forgotten your password you can retrieve it by going to the "Forgot Your Password" page (/DigitalScribe/forgot.php). This page will e-mail you a password. If you enter your e-mail and it's not in the system, you will get the following page:



Click the "try again" link to try another e-mail address.

If you get the screen below you can ignore the first line that asks you to try again, as your e-mail has been found and a new password has been sent to your e-mail address.



If you are unsuccessful in entering an e-mail address that the Digital Scribe has, and you are looking for the administrator's password, then you will have to look in your MySQL database for the table "ds_teachers" and find the administrator's e-mail address there. If you are looking for a different account's password, you can change their e-mail address as well as send them a new password in the administrative section.

New Password Confusion

If you forget your password, you will be issued a new one, as it's impractical to get your old password out of the system. Your password is sent through a one-way encoding process before it's stored in the system and, while this helps make the system very secure, it prevents you from using your old password if you forget it.

You can always log into your account with your new password and change your password to something that you will be more likely to remember by clicking on the link labeled "Change Your Password & E-mail Address" in the Administrative section.

Approving a Registration

To approve a registration you must first login (/DigitalScribe/login.php). You will then see the main page of the Administration section.

Approving Accounts

When a person registers they are placed in the Users Awaiting Approval Table and cannot login until you approve them. The "Account Type" field will list "Teacher" or "Announcement", depending upon where the user is trying to gain access. If a registration was requested by someone who should not have access you can **delete the user** by clicking the "Delete" link next to their account type. Otherwise click the "Approve" link next to their name so the person can then login and use the Digital Scribe.

Users Awaiting Approval					
Approve	Name	User name	E-Mail	Account Type	Delete
Yes	Mr. Andrews	Andrews	1234@home.com	Teacher	Delete
Yes	Mrs. Johnson	Johnson	mjohnson@bigschool.edu	Teacher	Delete

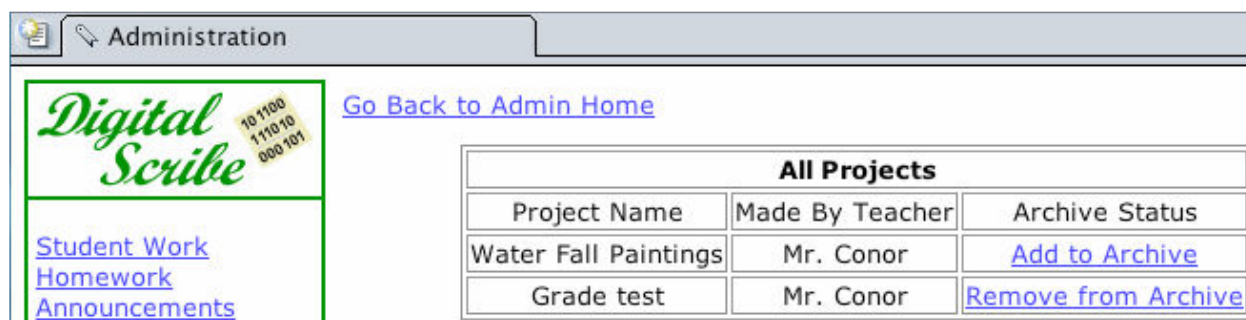
Approved Users						
GHOST	Name	User Name	E-Mail	Password	Account Type	De-Activate
GHOST	Mr. Teacher	Teacher	teacher@school.net	Create New	Teacher	Yes
GHOST	Mr. Announcer	Announcer	announce@speaker.com	Create New	Announcement	Yes

The approved user will then move from the Users Awaiting Approval table to the Approved Users table and can login.

Archiving Projects

As teachers continue to add student work to the Digital Scribe, the "Student Work" page (/DigitalScribe/liststuwork.php) will start to get rather large. Teachers can archive old projects through the Teacher Administrative section (as explained in the teacher section of the manual) and you can archive any projects through your login. Archived projects are moved from the "Student Work" page to the "Archived Student Work" page (/DigitalScribe/listarchive.php).

To archive a student work project, login to the Administrative section through the "Login" page (/DigitalScribe/login.php). Once in the Administrative section, click the link "Archive a Project" at the top of the page. You will see a page that looks similar to this:



The screenshot shows the "Administration" section of the Digital Scribe interface. On the left, there is a logo for "Digital Scribe" with a phone number "10 1100 1110 10 000 101" and a navigation menu with links for "Student Work", "Homework", and "Announcements". A link "Go Back to Admin Home" is visible. The main content area features a table titled "All Projects" with the following data:

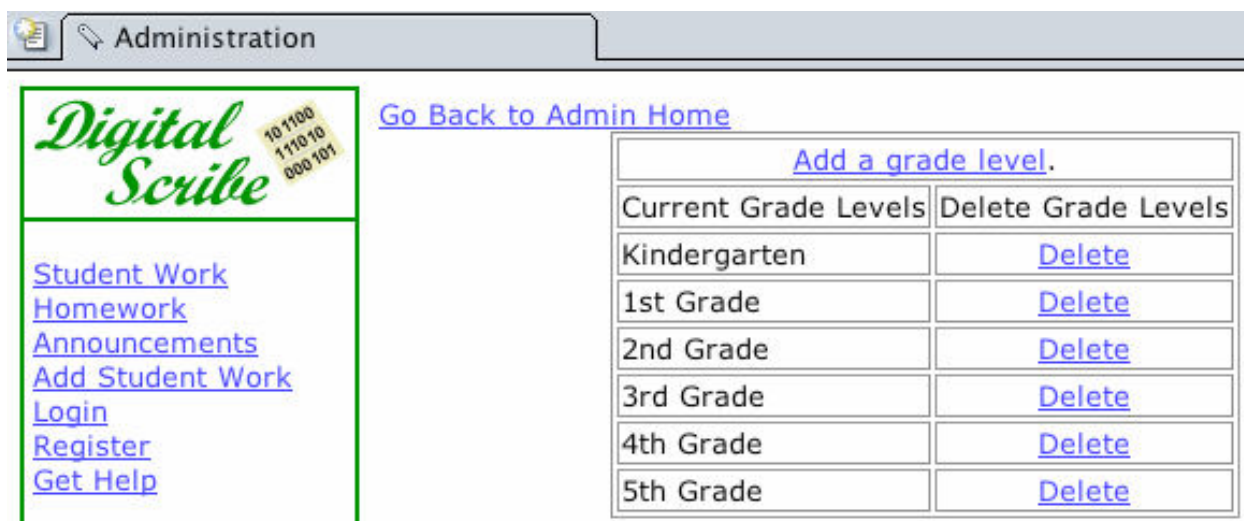
All Projects		
Project Name	Made By Teacher	Archive Status
Water Fall Paintings	Mr. Conor	Add to Archive
Grade test	Mr. Conor	Remove from Archive

All the student work projects that have ever been created are listed in this table. Find the project you wish to archive and click the "Add to Archive" link that is next to that project. The project is immediately archived. You can remove the project from the archive in the same manner, only the link next to the project will now read "Remove from Archive".

Changing Grade Levels of School

When a teacher selects the grade level for a project, the list of grades is controlled by the Digital Scribe. The administrator can add and remove grades from the list.

To add and remove grades from the list, login to the Administrative section via the Login page (/DigitalScribe/login.php) and click the "Change Grade Levels in School" link at the top of the main Administrative page. You will see a page that looks like this:



The screenshot shows the "Administration" section of the Digital Scribe interface. On the left is a navigation menu with links: Student Work, Homework, Announcements, Add Student Work, Login, Register, and Get Help. The main content area features a "Go Back to Admin Home" link and a table titled "Add a grade level." The table lists current grade levels and provides a "Delete" link for each.

Add a grade level.	
Current Grade Levels	Delete Grade Levels
Kindergarten	Delete
1st Grade	Delete
2nd Grade	Delete
3rd Grade	Delete
4th Grade	Delete
5th Grade	Delete


Deleting a Grade Level

The current grade levels in the system are listed, with links next to each one to delete that grade. By clicking the "Delete" link next to the grade that you want to delete, it will no longer be offered as a grade for teachers to choose. Current projects that have the deleted grade will not be affected, but new projects will not see the deleted grade as an option for the grade level of that project.

Adding a Grade Level

To add a new grade level click the "Add a grade level" link at the top of the table of current grade levels. A new textbox will load that looks like this:

Administration



[Go Back to Admin Home](#)

Enter Grade:

Add a grade level.	
Current Grade Levels	Delete Grade Levels
Kindergarten	Delete

In the new textbox, type in the name of the grade that you want to add and click the "Add Grade Level" button. The grade will then be listed in the table of current grade levels and teachers can select it when creating or editing a project.

Changing User's Passwords

Even the lowest level of registered users can drastically change the content that is on the Digital Scribe. Keeping logins secure should be a top priority. We recommend that you change passwords quarterly and never use easy to guess passwords such as "admin", "test", "1234" your user name, or other simple combinations. Many password-cracking programs have built in dictionaries that try almost every word in the English language so including numbers and capitol letters will go a long way toward keeping your password from being found.

To change a user's password, login to the Administrative section via the "Login" page (/DigitalScribe/login.php) and look for the user in the Approved Users table. Next to the user's name is a link to create a new password. Clicking this link will e-mail that user a new password. Be sure the user's e-mail address is correct before you change their password.

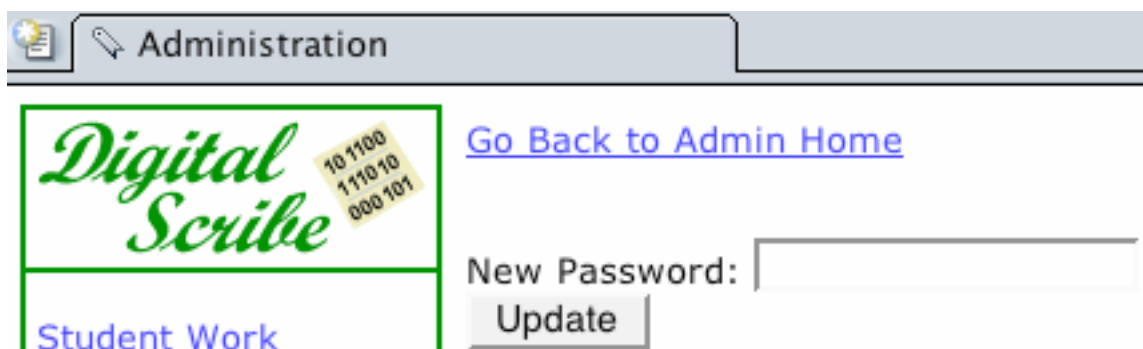
Note on Password Availability

Please note that you will never know what a user's password is. Passwords are run through a one-way encryption before being stored on the database so it's impossible to tell what a user's current password is. The best you can do is to issue them a new password or ghost their account and make the changes they want yourself. Users can change their password once they log into their account.

Changing Your Password

As Administrator access allows you to change or remove every single bit of information put into the Digital Scribe, keeping this login secure should be a top priority. We recommend that you change your password quarterly and never use easy to guess passwords such as "admin", "test", "1234" your user name, or other simple combinations. Many password-cracking programs have built in dictionaries that try almost every word in the English language so including numbers and capitol letters will go a long way toward keeping your password from being found.

To change your password, login to the Administrative section via the "Login" page (/DigitalScribe/login.php) and click the "Change Your Password" link at the top of the main Administrative page. You will see a page that looks like this:



The screenshot shows the Administration interface. At the top, there is a navigation bar with a home icon and the text "Administration". Below this, on the left, is a logo for "Digital Scribe" with a yellow tag that says "10 1100", "1 110 10", and "000 101". Below the logo is a link for "Student Work". To the right of the logo is a blue link that says "Go Back to Admin Home". Below the link is a text input field labeled "New Password:" and a button labeled "Update".

Carefully type in a new password and click the "Update" button.

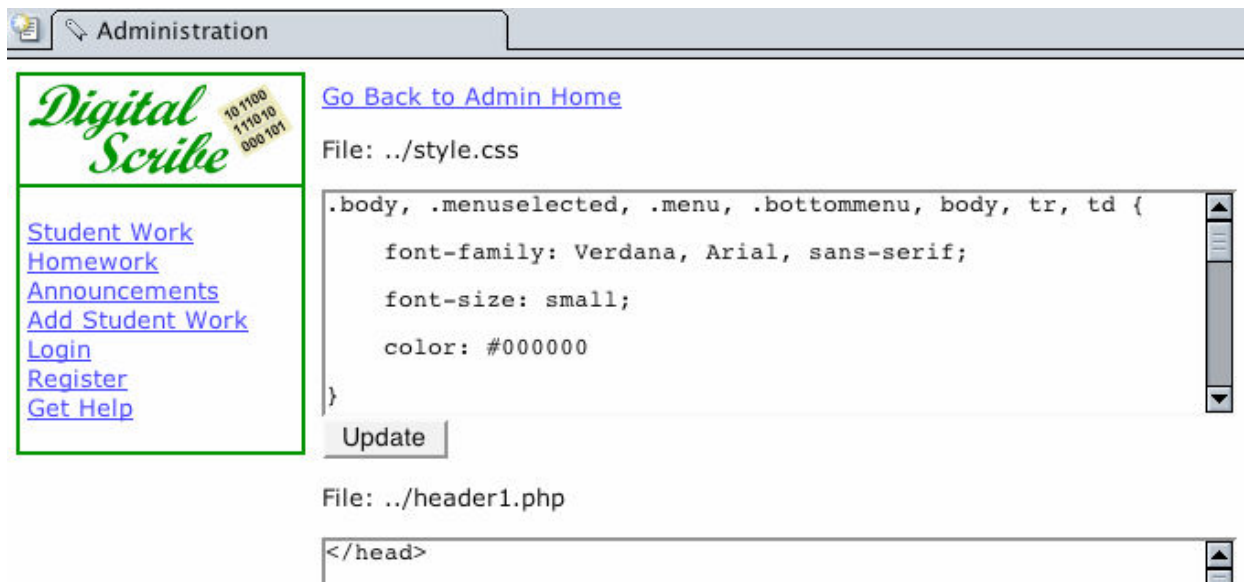
Teachers can login and change their passwords from their Administrative section and you can assign them a new password from your Administrative section. Both of these topics are covered in other sections of the manual.

Editing a User

Editing a user allows you to update their name, e-mail address, and password. You can edit a user by ghosting them and then clicking on the “Change your password, e-mail address, or name” link. In the password field you must either type in their current password, or give them a new password.

Editing the Look of the Web Pages

The design of the web pages created and manipulated by the Digital Scribe is controlled by four files. You can access these files by logging into your Administrative account through the "Login" page (/DigitalScribe/login.php) and clicking on the "Edit the Templates" link in the top left hand corner of your Administration section. You will then see the following page:



The four files are listed with a textbox to edit each of them.

style.css is a cascading style sheet that controls the size, font, and color of all the text. Unless you want to change the size, font, or color of the text, you should not have to change this file.


header1.php is a portion of a html page that is included in most of the web pages. There are two header files (header1.php and header2.php). This header file **displays the left hand sidebar**. The file ends with an open table data cell. The main content of the web pages is put into this cell by the Digital Scribe.

header2.php is a portion of a html page that is included in some of the web pages. There are two header files (header1.php and header2.php). This header file shows the logo for the site, but **does not display the left hand sidebar**.

footer.php is included at the bottom of every page. It closes the table data cell, the table that surrounds the content of the page, and starts a new table that encloses the bottom text navigation links and copyright notice. Please leave the copyright notice intact.

File Errors

If you edit one of these files and receive an error similar to the ones shown in the screen shot below, or, even after reloading the page the changes don't show up, you will need to change the permissions of these files.



The screenshot shows a web browser window with a navigation bar labeled "Administration". Below the navigation bar is a sidebar with the "Digital Scribe" logo and a list of links: [Student Work](#), [Homework](#), [Announcements](#), [Add Student Work](#), [Login](#), [Register](#), and [Get Help](#). The main content area displays a PHP warning message:

[Go Back to Admin Home](#)
Warning: fopen(..../footer.php) [[function fopen](#)]: failed to create stream: Permission denied in **/home/ccue/public_html/DigitalScribe/admin/files.php** on line **36**
Warning: fwrite(): supplied argument is not a valid stream resource in **/home/ccue/public_html/DigitalScribe/admin/files.php** on line **37**
Warning: fclose(): supplied argument is not a valid stream resource in **/home/ccue/public_html/DigitalScribe/admin/files.php** on line **38**
 File: /style.css

Changing Permissions

To change the file permissions you need to ftp or ssh to the directory /DigitalScribe/ and change the permissions to writable (chmod 666) for the files style.css, header1.php, header2.php, and footer.php. Once this is done you should never have to do it again.

Ghosting a User

Ghosting a user allows the administrator to see and do everything that a user would see and do. This is helpful if the user has made a mistake that requires immediate fixing.

To ghost a user, login to the Administrative section through the "Login" page (/DigitalScribe/login.php). Once in the Administrative section, find the user in the Approved Users table. Just to the left of the user's name is the "GHOST" link. The link will open a new window with the user's account.

Removing a User

When a staff member leaves the school they should be prevented from logging into the Digital Scribe, if only for security purposes. To do this, the administrator can de-activate the user's account. De-Activation keeps all of the user's projects, but prevents them from logging in.

To de-activate a user, login to the Administrative section through the "Login" page (/DigitalScribe/login.php). Once in the Administrative section, find the listing of the user in the Approved Users table. The link to de-activate that user is the last link on the right. By clicking the "De-Activate" link the user is de-activated and can no longer login.

Activating a User

If you ever want to activate that user again you can go to the De-Activated Users table (the last table on the main Administration page) and click the "Activate" link next to the user to activate them.

Deleting the Projects of the User

If you want to delete the projects of the user you should ghost them (see the section of the manual on ghosting for more information), select a project name from the list of projects, and click the "Delete Project" link. Once the projects are deleted you should still de-activate the user to prevent them from logging in to create new projects.

Since you cannot retrieve a deleted project you may wish to take the projects offline (this removes them from the public pages, but keeps all the information on the server) instead of deleting them (instead of clicking the "Delete Project" link on the project page, click the "Take Offline" link). This way the projects will remain in the system if you ever need them.