COURSE WEB PAGES SYSTEM (CWPS)
Operations Manual

Beginning of Semester: Administrator's / Dept. Chair's Operations:

1.   Set the current semester using the "Change Current Semester" function.

2.   Using "**Maintain Activities**" module, enter the semester plan for "All Departments" using the data in the Bilkent Academic Calendar (http://www.bilkent.edu.tr/bilkent/academic/calendar/),.

3.   If there are new instructors / assistants, then using the "**Maintain User Table**" module, enter the necessary information for the new instructors / assistants.

4.   If there are new courses or deprecated courses, these should be maintained as SQL statements using DBA utility (http://www.ctp.bilkent.edu.tr/~cwps/dba.php). A sample SQL statement to add a course:

```
insert into course(c_code,d_code,c_credit,c_name) values("CTE306", "CTE", 3,
"Human-Computer Interaction")
```

A sample SQL statement to deprecate (delete) a course (physical deletion is not suggested):

```
update course set c_status = "D" where c_code = "CTP207"
```

5.   Assignment of Courses to Instructors: Run "**Assignment of Courses to Instructors**" function from the Administrator's Menu, update the course-instructor relations.

Beginning of Semester: Instructor's Operations:

1.   Update the course information using "**Update Course Web Pages Info**" module.

2.   Update the course materials info using "**Update Course Materials**" module.

3.   Update the course links using "**Update Links in Course Web Pages**" module.

4.   Enter announcements using "**Maintain Announcements**" module.

Instructor's Operations during the Semester:

1.   If necessary,

   a)   Update the course information using "**Update Course Web Pages Info**" module;

   b)   Update the course materials info using "**Update Course Materials**" module;

   c)   Update the course links using "**Update Links in Course Web Pages**" module.

2.   Enter / update announcements using "**Maintain Announcements**" module.

3.   Publish the grades in a tab delimited text file named as "**grades.txt**". Upload (FTP) "**grades.txt**" file to the public_html directory of the course account.

Administrator's / Dept. Chair's Operations during the Examination Periods:

1.   Before the midterm, final and re-entry examination periods, enter the examination data using the "**Maintain Exams**" module.

Other Features:

1.   **Protected page:**

   If you want to publish documents or links through your course web pages but limit the access to the students registered to the course (do not want others access these documents), you can perform this as follows:

   a)   In "**Update Course Web Pages Info**" module, set a "**Protected Page Password**" (at the bottom of the form),

   b)   In the class, tell this password to your students,

   c)   In "**Update Links in Course Web Pages**" module, set as "**Protected**" the "**Status**" of the links to these documents.

   This will ensure the appearance of a "Protected page of ...." link in the course web page.

   When this link is clicked, the system will ask for a password, and if the correct "protected page password" for the course has been entered, it will display the "protected links page".