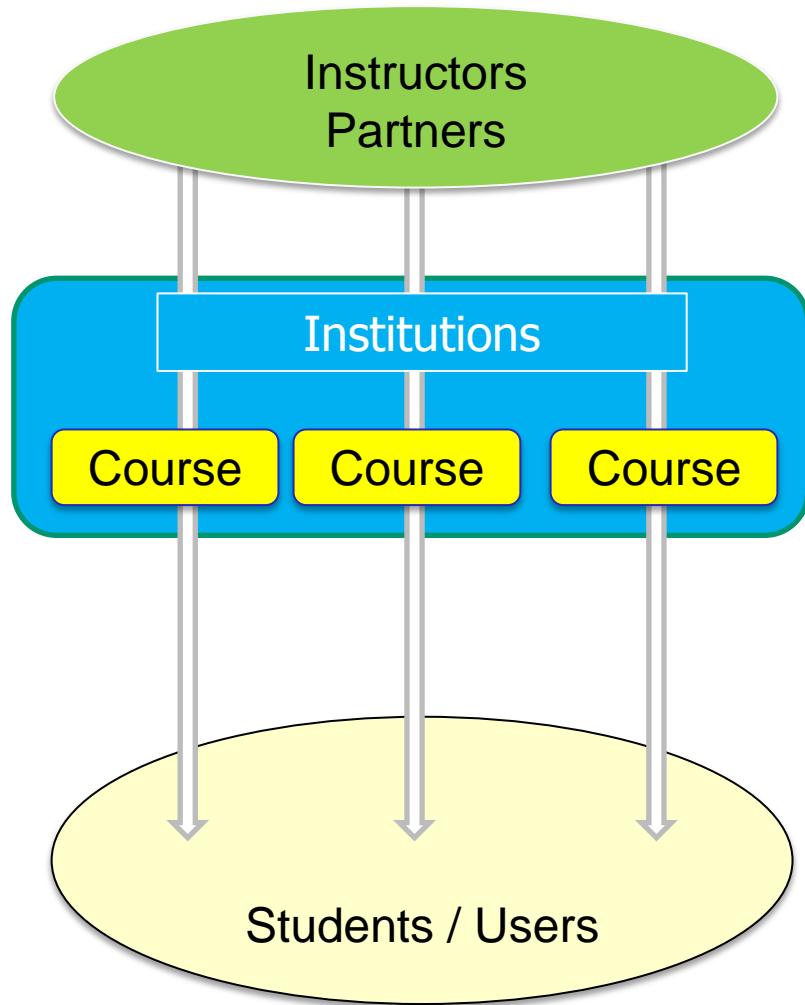


e-Prelude.com

Understanding directory functions  
in the e-Prelude application

# Reminder of the operating structure of e-Prelude



# Course selection

e-Prelude

Login

Select Language

Language: English

Select Theme

Theme: Blue Theme

Please Login

Enter your e-mail address: baglin@hec.fr

Enter your Access Code:  [Forgotten your Access Code?](#)

Remember me on this computer

Instructions

Press F5 key or click on the Refresh button to use the latest version of the system.

Turn on **Full Screen Mode** by clicking on the **Maximize** button.

Do not use the browser **Previous** and **Next** buttons.

Logout properly to come back to the login form by pressing the **Logout** button.

To see also closed courses

To log only to your personal directory

To log only to an active course

Course Selection

Institution	Code	Course	Group	End Date
e-Prelude Partners	PERSONAL	Personal Folders		
Beijing University of Pos...	SEMM1	Operations Management and ERP		05/07/2017
Institut d'Informatique d...	ERP_INFO2014	Introduction aux ERP	Groupe 1	12/29/2017

# Directory management

- Instructors can access several directories to manage the documents necessary for their pedagogy
- They allow them to communicate easily
  - With their colleagues
  - With their students
- Special directories allow playing network games

# Access to documents

Sub-directory Management

Directories

Document Management functions

Click on column headers to sort the document list

Content	Content	Date
AAAA Creation	Content	9.9 MB 09/22/2013 - 21:21:16
AAAA Imports slides	Content	1 MB 08/24/2013 - 20:29:24
AAAA test		
Accounting		
Accounting_1		
Accounting_2		
AGFO		
AGF1		
AGF2		
AGF3	Folder	38.1 KB 02/10/2015 - 15:48:12
BaglinG	jpg	48.7 KB 03/16/2014 - 18:31:52
BeerGame	Game	91.6 KB 04/07/2013 - 20:39:19
BeerGame	pdf	331.8 KB 04/07/2013 - 21:43:37
BFR	Folder	14.6 KB 11/12/2013 - 20:27:57
bookcase-cn	Folder	32.6 KB 07/24/2012 - 19:53:21
bookcase-cn0	Folder	32.3 KB 07/24/2012 - 19:00:18
bookcase-cn1	Folder	32.3 KB 07/24/2012 - 19:00:18
bookcase-cn_bug	Folder	52 KB 06/16/2013 - 19:35:50
BookCase-FR_comment2	Folder	51.8 KB 12/30/2014 - 13:02:11
BookCase-FR-Ordo	Folder	98.7 KB 12/20/2014 - 09:35:57
BookCase-FR	Folder	51.7 KB 06/04/2014 - 19:52:59
BookCase-FR1	Folder	91.6 KB 01/11/2015 - 20:05:42
BookCase-FR11	Folder	100.5 KB 01/10/2017 - 19:10:26
BookCase-FR12	Folder	120.5 KB 12/30/2014 - 13:03:32
BookCase-FR2	Folder	64.7 KB 05/26/2013 - 08:23:08
BookCase-FR21	Folder	137.1 KB 06/04/2014 - 22:00:11
BookCase-FR22	Folder	139.9 KB 12/31/2014 - 18:48:06
BookCase-FR_bb cout of1	Folder	143 KB 08/25/2014 - 09:10:38
BookCase-FR_Exped	Folder	69 KB 02/22/2014 - 14:55:22
BookCase-FR_Partag	Folder	51.8 KB 01/27/2014 - 18:47:24
BookCase-FR_Partag2	Folder	51.8 KB 01/27/2014 - 18:49:04
BookCase-FR_Partag3	Folder	51.8 KB 11/20/2014 - 17:39:54
BookCase-Image	Folder	5.3 MB 06/05/2014 - 11:26:37
BookCase-Maintenance	Folder	51.8 KB 06/16/2015 - 10:26:29
BookCase-Maintenance_1	Folder	70.7 KB 06/23/2015 - 12:15:57
BookCase-Maintenance_2	Folder	61 KB 06/26/2015 - 17:48:32

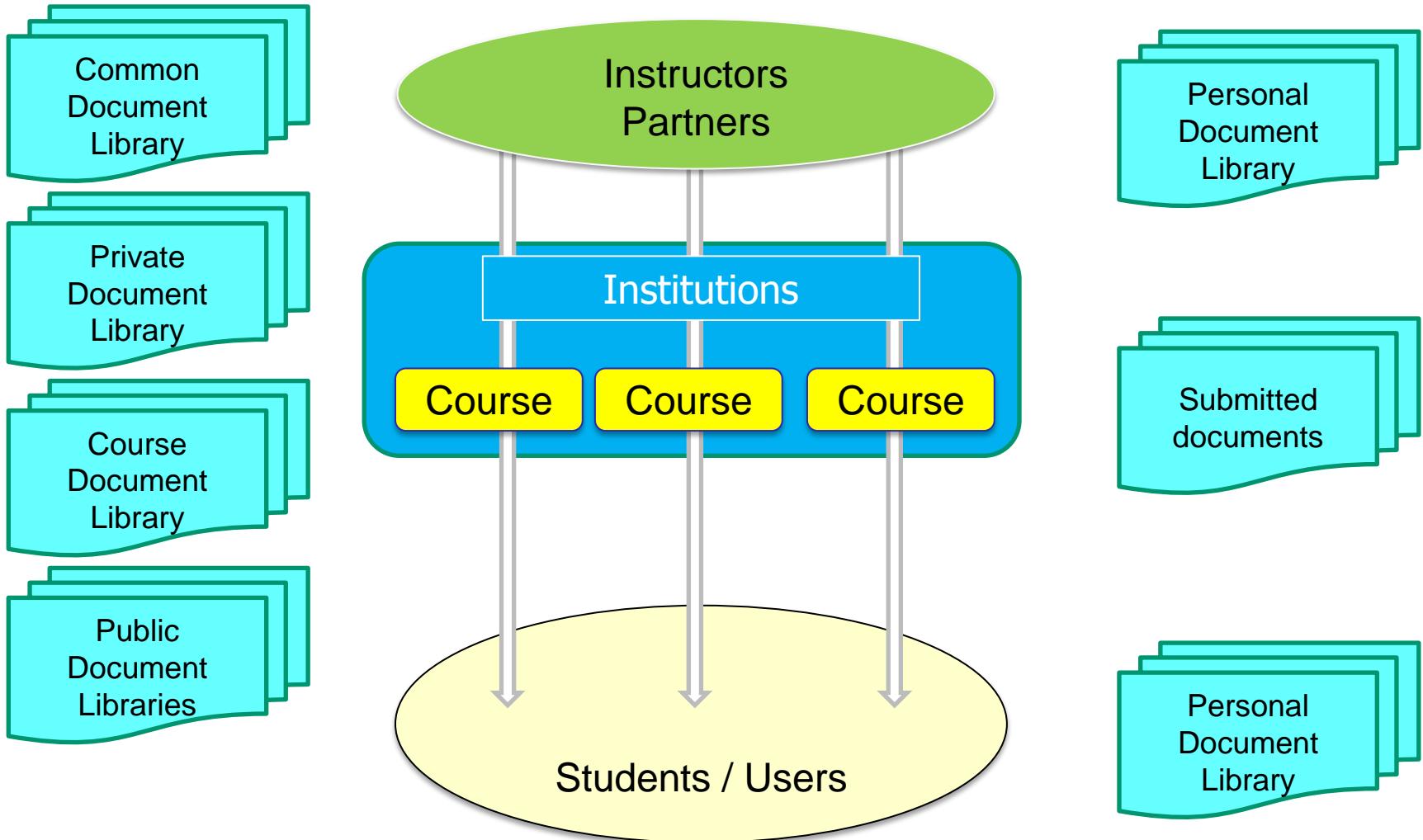
Beijing University of Posts and Telecommunications - Operations Management and EBS

Gérard BAGLIN

# Document Management

- **Open**
  - Click to open/execute the selected document
  - Action depends on file type
- **New Document**
  - Allow to create a new document : select the type of document to create
- **Delete Document**
  - Deletes selected document after confirmation
- **Copy Document**
  - Copies selected document to another (sub)directory
  - Enables to change the name
- **Upload document**
  - Copies selected document to user computer
  - **Not available to students**
- **Download Document**
  - Enables to select a document on the computer and copy it to the selected (sub)directory
  - Available only when working on the '**My documents**' directory

# Directories



# Instructor Personal Documents

- Partner trainers have permanent access to the "Partners - Personal Documents" course even if they do not teach in an active course
- Whatever course they connect to, they have access to their personal documents for an unlimited period of time
- They can upload (restore) all types of documents
- They can save these documents on their computer
- They can create/delete subdirectories

# Student Personal Documents

- For each course, students have a personal directory
- They can create subdirectories
- They can upload (restore) all types of documents
- *They can not download any documents*
- *They cannot communicate documents to other students*
  - *But see next slide about student project directory*
- They can communicate documents to the teacher of the course by the "**Submit document**" function

# Student Projects Directory

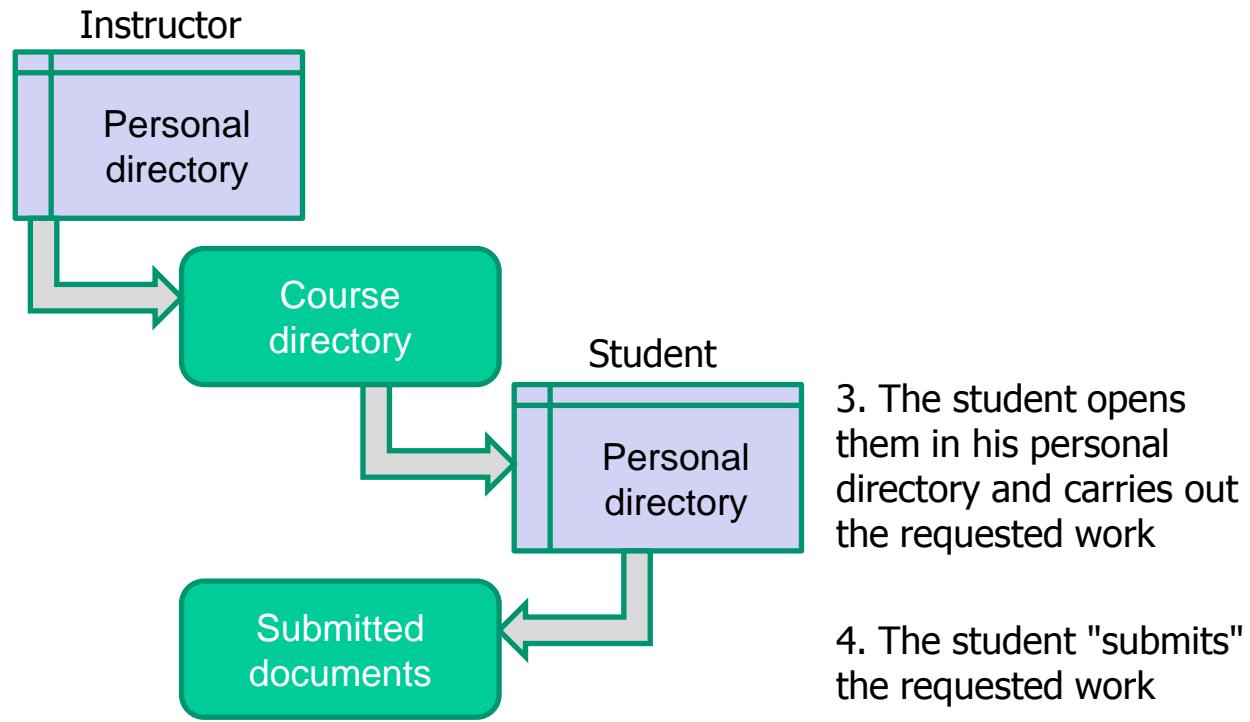
- Accessible to license level C
- If several students have to work on joint projects, the trainer can ask to open a course with the **Projects** option
- A **Student Projects** directory appears
- The instructor can create subdirectories
- Students enrolled in the course can copy their own documents and access documents filed by other students of the course

# Course directory

- When they connect to a course, instructors have access to the Course Documents directory
  - **Not when they connect to Partner – Personal Documents**
- They must copy the documents they want to make available to the students of the course
- They can create subdirectories
- On the **Participant page**, the trainers have access to the student **submitted documents** to visualize (and to grade) the documents submitted by the students of the course

# Instructor - student communication

1. The trainer prepares all the documents and files he wants to make available to his students



5. The trainer opens the work of the students to evaluate them

3. The student opens them in his personal directory and carries out the requested work

4. The student "submits" the requested work

# Shared folders directory

- Accessible to license level C
- **Objective:** to show simultaneous access to the same database
- A shared folder with simultaneous access to several students
  - Simultaneous access to multiple functions
  - Caution: no simultaneous access protection
- A basic folder must be copied by the instructor in this directory
- The instructor can copy the shared folder into his personal space

# Private documents

- The **Private Documents** directory is only visible to instructors
- It contains the documents that are the property of an **institution**
- A instructor of a course of an institution can copy documents there that will be visible only by the instructors who connect to a course of the institution

# Common documents

- The **Common Documents** directory is only visible to instructors
- It is a means of communication between the instructors and between the instructors and the support
- They can copy and open all documents
  - Warning: all documents can be seen by all instructors

# Public documents

- One directory per language
- The **Public document** directories are permanently available for instructors as well as for students
- When you open a folder from this directory, it is copied to your personal directory

# Public Solutions

- One directory per language
- The **Public Solution** directories are only visible to instructors
- Exercises answers are permanently available for instructors
- When you open a folder from this directory, it is copied to your personal directory

# Network game directories

- Accessible to license level C
- When the teacher opens a network game, a subdirectory with the name of the game is created in the directory **Network games**
- Students can access it to open the company folders of the game
- The game can be saved from the **Game Monitor** function

# Additional Modules

- The "modules" contain specific teaching materials
  - Can be proposed by all instructors
  - Ordered separately at the course opening
- Various content
  - Cases
  - Games
  - Presentations of case solutions
  - Simulation tools
  - ...

# Summary

Directory	Visibility	Student	Instructor
My documents	User	Read/Write	Read/Write
Student projects	Group License C	Read/Write	Read/Write
Course Documents	Group	Read	Read/Write
Shared folders	Group License C	Read/Write	Read/Write
Private Documents	Institution Courses	Invisible	Read/Write
Common Documents	Instructors	Invisible	Read/Write
Network Games	Group License C	Read/Write	Read/Write
Modules	Course with module option	Invisible	Read
Public Documents	All	Read	Read
Public Solutions	Instructors	Invisible	Read