## **Documentation Superadmin**

## **Praktika**

## Add Praktika

To add a new praktikum, choose a shortname and name and click on add. For the shortname, please use format px\_yy where x is the number of the praktikum and yy the year, e.g. "p3\_o4" for "Praktikum III Wintersemester o4" or "p2\_o5" for "Praktikum II Sommersemester o5". Do not use whitespaces!

After adding a praktikum, be sure to do the following:

- Open Silva with the indicated link (http://praktikum.mat.ethz.ch/edit).
- Give all students "Viewer"-rights for the folder "Student" and "Viewer +"-rights for all praktika which they participate (praktika folders inside folder "Student", e.g. "/login/student/px xy").
- Give all assistants "Viewer"-rights for the folder "Assistant" and "Viewer +"-rights for all praktika which they participate (praktika folders inside folder "Assistant", e.g. "/login/assistant/px\_xy").
- Give all administrators "Viewer"-rights for the folder "Administrator" and "Viewer +"-rights for all praktika which they are administrators for (praktika folders inside folder "Administrator", e.g. "/ login/admin/px xy").
- Setup downloads pages for the praktikum using Silva (inside praktika folders under "Student", "Assistant" and "Administrator").

The following can be done by all administrators too:

- Login as administrator.
- Setup experiments.
- Setup groups for each experiment.

## Delete Praktika

To delete an existing praktikum, choose the praktikum from the drop-down-menu and select what you want to delete:

- Delete only reports:
  - All uploaded reports will be deleted, but nothing else. So you can still check e.g. when a certain student has submitted a report for a experiment, and when it has been accepted.
- Delete reports and submissions:
  - All uploaded reports and also all submission data will be deleted. Experiments and groups will not be deleted.
- Delete reports, submissions, groups and experiments: Experiments and groups will also be deleted, but the site for the praktikum remains, so you can define new experiments and groups.
- Delete all:
  - The site for the praktikum will also be deleted so it will not appear on the login page anymore. If you have set up privileges for students and assistants, this will be deleted too.

To be sure that you do not delete a praktikum accidentally, you have to enter the code which appears on the page.