

# Installing Instructor Briefcase 2.7

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## Introduction

Instructor Briefcase is a web-based application that gives your faculty the ability to submit grades, display class rosters, and change their employee PINs.

This document describes how to install Instructor Briefcase, release 2.7.

## Getting Started

In the first part of the installation process, you run the Setup program, which will prompt you for information unique to your college. Be prepared to respond to the prompts; prompts may include some or all of the following questions:

Setup Prompt	Description
Server Installation Type	The type of web server on which you are installing the Instructor Briefcase files. Options include: <ul style="list-style-type: none"><li>• HP-Unix server located on your campus.</li><li>• Linux server located at CIS (aurora.ctc.edu).</li><li>• Linux server located on your campus.</li><li>• NT server located on your campus.</li></ul>
College Code	Your three-digit college code.
Domain Name Server	The domain name of your web server, for example: www.yourcollege.ctc.edu

Setup Prompt	Description
Instructor Briefcase URL	The URL to the web pages (HTML files) for Instructor Briefcase, for example: www.yourcollege.ctc.edu/wts/lbc
Rqserver Location	The URL of the Web Transaction Server CGI program. This program resides in the CGI directory on your Web server, for example: For most Unix and Linux systems: www.yourcollege.ctc.edu/cgi-bin/rqserver – OR – For most NT systems: www.yourcollege.ctc.edu/scripts/rqservnt.exe
Secure Server (SSL)	Whether Instructor Briefcase is being installed under the SSL security protocol https). Options include either Yes or No.
HTML File Extension	The type of HTML file extension you are using for your HTML pages. Options include either .htm or .html.

## Files Included with this Release

The following files are included with this release (files noted in bold have changed since Instructor Briefcase, release 2.6).

File Name	Description
about.html	Instructor Briefcase Notes
install.html	These Installation Instructions
index.html	Login Instructor Briefcase
waci100.html	Login Instructor Briefcase
waci101.html	Frame Set
waci102.html	Button Bar
waci103.html	Instructor Name
waci104.html	Briefcase Contents
waci105.html	Background Color
waci106.html	Time Expiration Message
waci107.html	Time Expiration

File Name	Description
waci108.html	Employee PIN Change
waci109.html	Submit Grades Message
waci110.html	Class Rosters
world.html	Display Globe GIF
sm6030.js	Web Grading
sm6035.js	Student Based Web Grading
brief2.gif	Briefcase Image
check1.gif	Check-mark Image
docsupar.gif	Triangle Image
globe.gif	Globe Image
timer.gif	Clock Image
lbc.cfg	Instillation Configuration Template

## Updating Instructor Briefcase from a Previous Release

This section provides instructions for colleges who already have Instructor Briefcase installed and are updating to Instructor Briefcase version 2.7.

Note: If you installing Instructor Briefcase for the first time, skip this section and perform only the steps under [Installing Instructor Briefcase for the First Time](#).

To install Instructor Briefcase 2.7, you must complete the following steps:

- Run the Setup program `InstructorBriefcase-2-7.exe`
- Copy the Instructor Briefcase file **waci110.html** to the web server.

### Install Files on the Web Server

This section walks you through the process of installing the Instructor Briefcase file on your web server.

1. Download the Setup program for Instructor Briefcase from the SBCTC-ITD web site by clicking **InstructorBriefcase-2-7.exe**; save the file on your PC.
2. On your PC, locate the downloaded file **InstructorBriefcase-2-7.exe** Double-click on the file to run the Setup program.

The Setup program is launched and prompts you for various information that you must provide (see Getting Started). When you have finished responding to the prompts, the Setup program unpacks the Instructor Briefcase files onto your PC.

3. On your PC, locate the Instructor Briefcase installation directory where the Setup program saved the HTML files.

The default installation directory is C:/Program Files/CIS/Instructor Briefcase.

4. Copy the file **waci110.html** from the Instructor Briefcase installation directory on your PC to the **/lbc/** directory on your web server.

You can use any software that allows you to copy files, for example, Windows explorer or FTP.

- Copy the file **waci110.html** as ASCII.

Verify that the permissions on the files are correct. At a minimum, they should allow Read access for all viewers of the Instructor Briefcase pages.

## Installing Instructor Briefcase for the First Time

This section provides instructions for colleges who are installing Instructor Briefcase for the first time.

Note: If you already have Instructor Briefcase installed and need to update the application to this current release, skip this section and perform only the steps described in [Updating Instructor Briefcase from a Previous Release](#).

To install Instructor Briefcase for the first time, you must complete the following steps:

- Run the Setup program **InstructorBriefcase-2.7.exe**.
- Build a new directory on your web server.
- Copy the Instructor Briefcase files to your web server.
- Configure the HP3000.
- Test the installation.
- Put Instructor Briefcase into production.

### Install Files on the Web Server

This section walks you through the process of installing Instructor Briefcase on your web server. In steps 1 and 2, you run the Setup program, which saves the Instructor Briefcase files on your PC. In step 3, you build a new directory on your web server. In steps 4 and 5, you copy the files to the web server.

1. Download the Setup program for Instructor Briefcase from the SBCTC-ITD web site by clicking **InstructorBriefcase-2-7.exe**; save the file on your PC.
2. On your PC, double-click on the **InstructorBriefcase-2-7.exe** executable file.

The Setup program is launched and prompts you for various information that you must provide (see Getting Started). When you have finished responding to the prompts, the Setup program automatically expands the Instructor Briefcase files onto your PC.

3. On your web server, build a new directory to store the Instructor Briefcase files. The SBCTC-ITD recommends that you name the directory **/lbc/**

Verify that the permissions on the directory are correct. At a minimum, it should allow Read access for all viewers of the Instructor Briefcase pages.

4. On your PC, locate the Instructor Briefcase installation directory. The default installation directory is **C:/Program Files/CIS/Instructor Briefcase**
5. Copy the files from the Instructor Briefcase installation directory on your PC to the **/lbc/** directory on your Web server (except **ibc.cfg** and **install.html**). You can use any software that allows you to copy files (for example, Windows Explorer or FTP).

- Copy the HTML and JS files as ASCII.
- Copy the GIF files as Binary.

Verify that the permissions on the files are correct. At a minimum they should allow Read access to all viewers of the Instructor Briefcase pages.

## Configuring the HP3000

This section describes how to configure the HP3000 to use with Instructor Briefcase.

1. Log on to your HP3000 using a login to the Pnnn account (where nnn is your college code). To log on, you can use any terminal emulator, for example, Minisoft or Reflections.
2. Modify the Web Transaction Server Configuration file **ZX0700S.DATA**

Add or change the following lines:

1. EnableInstrBrief 1  
This parameter enables Instructor Briefcase.
  2. EnableEmpPinChg 1  
This parameter enables the Employee PIN Change function.
  3. EnableRoster 1  
This parameter enables the Class Rosters function.
  4. HTMLBaseURL http://www.ctc.edu/yourcollege.wts/lbc/  
This parameter identifies the URL for Instructor Briefcase. Replace the sample URL with the URL for your site.
  5. TicketList S1,1800;I1,1800;E1,1800  
This parameter identifies the valid ticket types and the time-out interval, in seconds, for each type. The recommended time period is 1800.
3. On your HP3000, start the Web Transaction Server job (ZX0700J). This will put into effect the changes to the configuration file **ZX0700S.DATA**.

If the job ZX0700J is currently running, first stop it by scheduling the Web Transaction Server Halt (ZX0730J) job. Then, schedule ZX0700J to start again. You can schedule both of these jobs with an Execution Time of I (immediate).

## Test the Instillation

This section provides information about testing the Instructor Briefcase.

1. Check with your college's Registration Office to see if they have setup the necessary information for Instructor Briefcase. Setup information can be found on the SBCTC-ITD Web site, CIS Web Transaction Server Manual.
2. Using a Web browser, display the Instructor Briefcase Login page; for example, go to the URL **<https://www/yourcollege.ctc.edu/wts/lbc/index.html>**

## Put Instructor Briefcase into Production

This section provides information about putting Instructor Briefcase into production by making it available to your faculty.

Put the application into production by either distributing the URL to Instructor Briefcase to your faculty

– OR –

by adding a link from one of your college's Web pages to the Instructor Briefcase Login page, **index.html**.

## Additional Documentation

Additional information about Instructor Briefcase is available on the SBCTC-ITD web site. See the *Web Transaction Server Manual* on the Application General Resources page.

## Contacting the SBCTC-ITD for Assistance

If you have any questions or comments about Instructor Briefcase, please contact SBCTC-ITD Customer Support:

- by phone at (425) 803-0721
- by e-mail at [support@sbctc.edu](mailto:support@sbctc.edu)