STT Class Pages / Course Materials

The Class Pages section of the STT website allows you to provide easy, public, worldwide access to files related to your courses. Files that you upload to this system are archived in the Course Materials System at the end of each semester and made available to STT faculty/staff.

At the minimum, the department requests that you upload your Syllabus to this system, even if you use another system for your course content (D2L, LON-CAPA, WeBWorK, etc.). This way the department has a central location for all syllabi for future reference.

Class Pages

To upload content to the STT class pages, first, browse to the Class Pages website by browsing to https://stt.natsci.msu.edu and selecting Academics -> Class Pages, or directly: https://stt.natsci.msu.edu/academics/class-pages/

Scroll all the way to the bottom of the page. There is usually blank space under the courses.
You'll see a link that says: Instructors: Click here to access the Class Page Editor

After logging in with your STT Department Credentials, if you are currently assigned to teach a course/section (check https://schedule.msu.edu/ to confirm), it will be in the drop-down menu.
If you are not seeing a course you are assigned to in this drop-down, please contact stt.ithelp@msu.edu to report the issue.

Once you select your course, hit Next. The next prompt will ask you if you would like to add new content or edit existing content.

Uploading New Files:

Select 'Upload a File' – a 'Choose File' button will appear on the page. Click the button, select the file you would like to upload, and click next.

Important Notes on file uploads for maximum compatibility:

- Files uploaded are public. There are no controls on accessing these files. They are accessible to everyone, and will be indexed by search engines, so they're 'Google-able' and archived in places like https://archive.org/, even once the semester is over. Remember that once a file is posted, it exists on the internet forever. If you post quiz answers, do not re-use that quiz version.
- File types are important – Consider distributing the file in PDF format if possible. Most modern devices can read PDFs without any additional software. If you post a Word document in .doc or .docx format, students would need to have Word installed on the device they are opening the file on, possibly preventing them from viewing the file, or causing formatting issues if fonts or images are unavailable on their device. (Students DO have plenty of computer and mobile Office licenses available to them, but not all of them have it installed).
- File names and formats on the web sometimes cause issues during uploading or viewing. Best practices for naming your files for this system are to use only upper- and lower-case letters, and

numbers, and avoid spaces if you can. Using an underscore in place of spaces is standard but stay away from other symbols – sometimes they work, sometimes they don't. Depends on the symbol. For example – A file named 'STT201 Lectures 1&2.docx' is fine for computers but won't work on Class Pages. Exporting the file as a PDF in Word as 'STT201_Lectures_1and2.pdf' guarantees that it would work with any browser or device.

On the next screen, you are prompted for a 'Caption'. This is the text that the student will click on to browse to the document. If you're uploading to the 'Syllabus' section, this is always changed to 'Syllabus' regardless what you type. If you plan on uploading multiple files such as lecture notes, be sure to 'Lecture 01 Notes' (note the padding zero. These captions are sorted alphabetically without number logic. If you have more than 10 things in a section, add padding digits so they are ordered correctly)

The next screen asks you for a category. These will be organized around the page depending on the browser and window size. For your syllabus, the category is just 'Syllabus' – the sections should be self-explanatory and cover any requisite uploads.

Once you select the category, click Finish. The file link will be generated, and your Class Pages site will reflect the change.

Editing Existing Content:

Select 'Edit Content' – A drop-down menu will come up with all the sections that are currently populated. Select the category you'd like to edit, and click 'Submit'

The next page shows the long file name of the file, the caption, the category, and then links to Edit or Delete. Clicking Edit allows you to change the Caption or Category. Clicking Delete removes the link to the file from Class Pages.

Important Notes on file re-uploads:

When a file is deleted, it is not removed from the server, just the link is removed.
If you attempt to upload a file with an identical name, the upload will fail. Giving the file a new name ensures that students are looking at the most current version, instead of a cached version from their computer.
If someone has a file bookmarked, they will still be able to access it. If you would like a file completely removed, please send a request to stt.ithelp@msu.edu.

Course Materials

The Course Materials System allows faculty/staff to look back over the archived syllabi/materials that was saved to Class Pages. To access it, browse to https://stt.natsci.msu.edu and select Dept Resources -> Technology. The link is Archived Class Pages – log in with your department credentials to continue.

All the courses are then displayed in a list. Click the + symbol to expand a course, then a year, semester, and then lecture/section. For recent courses, there will be a file that ends in Index.html in the main class folder. Selecting that will show a site that indexes all the content from that course in a more convenient package.