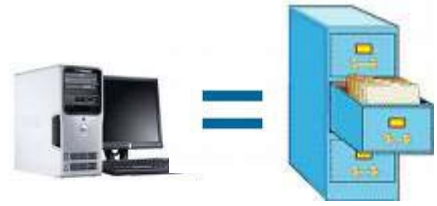
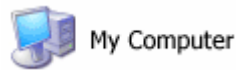


Working with System Folders and Documents

You have several electronic “filing cabinets” available to you for storage of your folders and documents. Each “filing cabinet” has specific uses and you should be familiar with each. Remember, good electronic document management is just as important as good management of paper folders and files. A document you have created is worthless if you cannot find it when you need it.

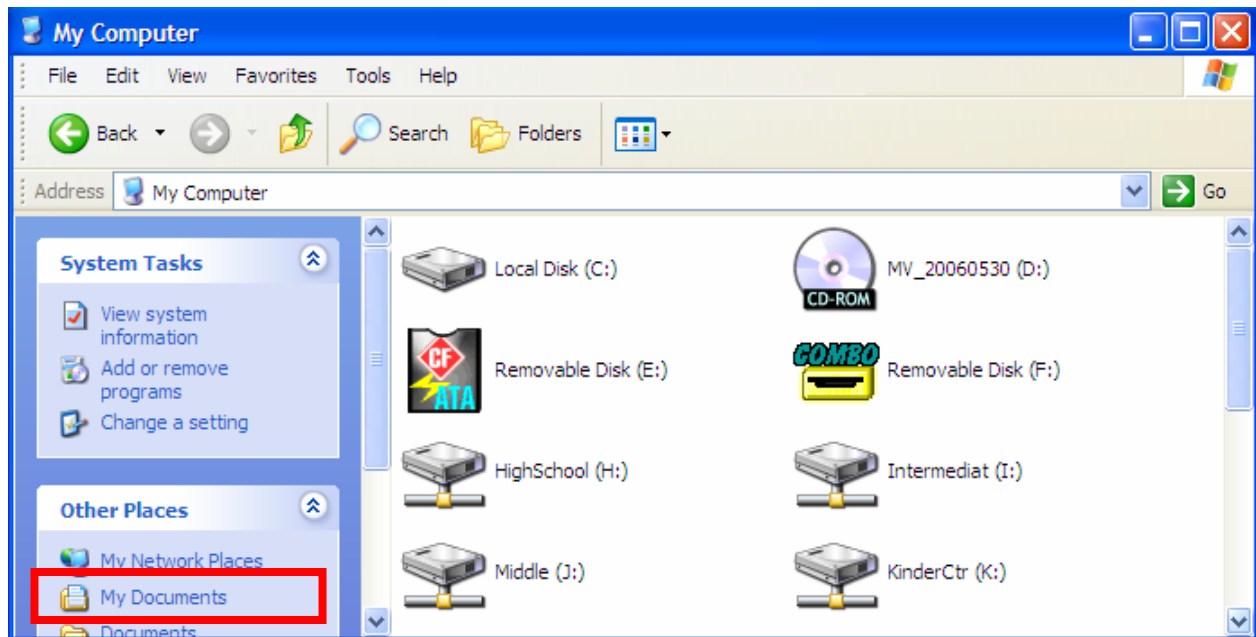


My Computer



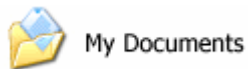
My Computer is the computer’s document management application. You can create, save, move, copy, and delete folders and documents here very easily. You may access **My Computer** by clicking on the icon on your desktop, or by going to **Start...My Computer**. You may access any of your local or network drives and folders from this window.

A typical **My Computer** window is illustrated below:



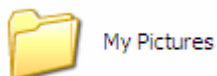
My Documents is indicated in the common tasks menu above.

Click this link to open the folder, My Documents.



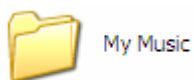
This is the default storage location for folders and documents you create. This folder is located on your “hard drive,” or **Local drive(C:)**. Unless you change the location when saving a document, everything you save will be stored in this folder.

This is as it should be. **You should save your work in My Documents first.** You can create folders for saving and organizing your documents or you can use any of the folders that came inside My Documents. For example:



Located inside My Documents, is the location you should save all your images, creating folders as needed to organize the images. It is not a good idea to save images directly into the My Pictures folder. You will end up with many images to scroll through when you try to find one later.

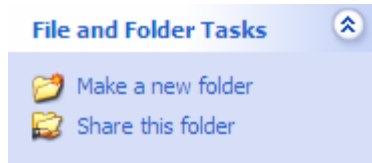
NOTE: Please save personal images in folders clearly marked with contents of the folder...these images should NEVER be copied or stored on the network server.



Located inside My Documents, is the location you should save music files you copy to or download to your computer. You should organize your files by creating folders as needed. Clearly mark music files you are using for educational purposes.

NOTE: These files are extremely large and will slow down your computer. These files should NEVER be copied or stored on the network server. An exception would be a music clip saved to accompany a PowerPoint presentation; save the music clip in the folder containing the PowerPoint document.

Creating a new folder in My Documents



Click “Make a new folder” in the File and Folder Tasks menu located on the left side of My Documents.



Can't see Common Tasks? Click Tools...Folder Options... Select Show Common Tasks in folders; Click Apply and then Okay.

A new folder is created for you at the end of the list of existing folders and documents. (Don't worry...the folders will re-sort when you close My Computer.)



New Folder

The computer assumes that you want to rename the new folder to something a bit more useful for your organization. Simply type in the new name and press ENTER. Now you can save documents or other folders inside the one you just created.

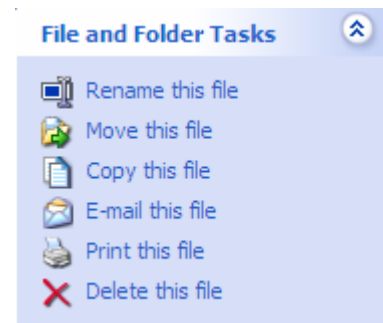


NOTE: Save like documents in a common folder. For example, a document named, “Lesson Plans” would contain only lesson plans; it would not contain documents such as letters to parents.

Other common tasks in folders

When you click on a folder or document, your common tasks menu changes to display the common tasks associated with that type of folder or document. An illustration is at right.

Click on the task you need and follow the prompts.



Copying a folder or document from one location to another

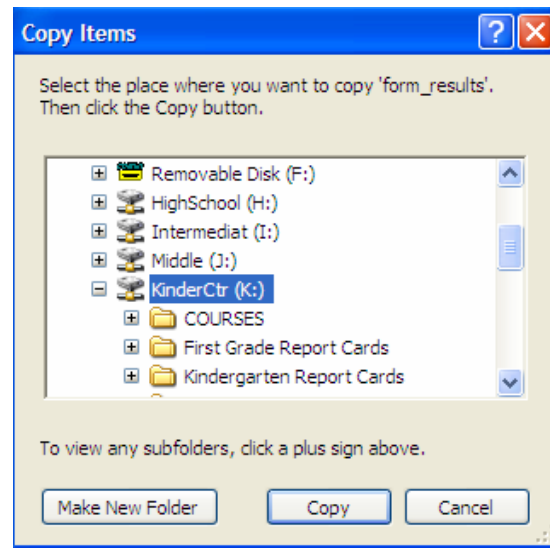
Click once on the folder or document. The icon turns blue (is “selected”).

Choose “Copy this file” from the common tasks menu as illustrated above.

Choose the target location from the menu as show at right. You may have to “drill down” through several folders to reach the right location.

Click Copy. Two copies of the document now exist.

NOTE: Be careful when editing; you will change only the document you opened, not all copies.



Target folder does not exist? Drill down as far as possible, and then click “Make New Folder.”

You will be asked to name the folder (select meaningful name). ENTER to select the folder

Click Copy. Your document or folder will be copied into the folder you just created.

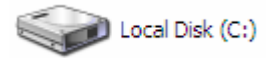
Moving a folder or document uses the same procedure as copying; you remove the folder or document from one location and place it into another, only one copy exists. Only one copy of the folder or document will exist.

Renaming a folder or document will retain the document in the same location, but it will have a new name.

Deleting a folder or document will remove it from the folder where it was stored. Use caution: you may not be able to recover a file you accidentally delete.

Managing your folders and documents

Your folders and documents saved on Local disk (C:) are available more quickly than documents stored on a networked drive, though you might not be able to tell any difference. In addition, the folders and documents saved on a laptop computer may be taken with you when you take the computer. However, a major problem with your computer might cause all your data to be lost if the hard drive crashes. Therefore, you should back up your data to a networked folder on a regular basis.



*While we speak of storing documents on Local disk (C:), we intend for all user documents to be stored **in My Documents**; creating folders outside of My Documents may cause those folders to be lost if a computer problem occurs.*



You might consider saving your data directly to a network drive. Your **main network drive is your (M:) drive**; this is true no matter where in the district you work. For example, all teachers in the district have a networked folder called **M:\teachers\teacherName**, where the teacher's computer username replaces "teacherName." This folder is the teachers's exclusive and secure storage location on the network. No other employee has access to the folders and documents stored here (with the exception of technology and your supervisors as needed.) There are other folders on the network drive available to teachers. Among them are Student Resources, Teacher Resources, and Courses. Technology personnel back up documents stored on all network drives daily.

The problem with storage of documents exclusively to a network drive is that when the network is down, you cannot access your documents. While this is a rare occurrence, and is usually fixed within a few minutes, it does happen and causes inconvenience at best.

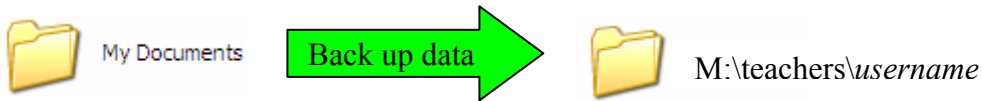


The best option is to combine the two storage places. Always save your work, organized into folders, in My Documents. Everything you need and want to keep is in one folder where it will be easy to back up and manage.

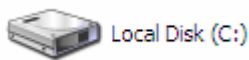
Then on a regular schedule **back up** your documents to your network folder. This is as easy as copying files as described below.

Backing up My Documents to your network drive

You should be in the habit of backing up your folders and documents on a regular basis. We recommend at least once each week. For example, choose a day of the week and back up every week on that day. A back up takes a few minutes, so you might start it when you go to lunch, for example.




Open **My Computer**  My Computer



Open the following folder: **C:\Documents and Settings\username**, where “username” represents your computer username.



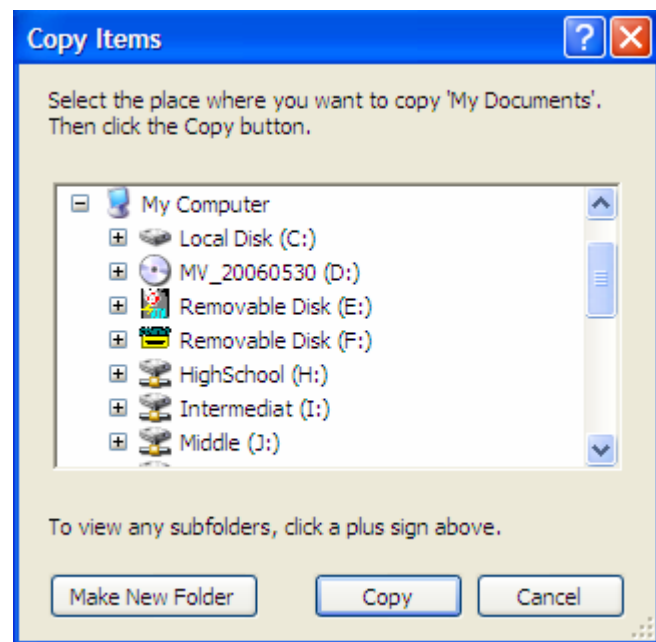
My Documents Click once on **My Documents**.

 Copy this folder

Click on **Copy this folder**.



Can't see Common Tasks? Click Tools...Folder Options... Select Show Common Tasks in folders; Click Apply and then Okay.

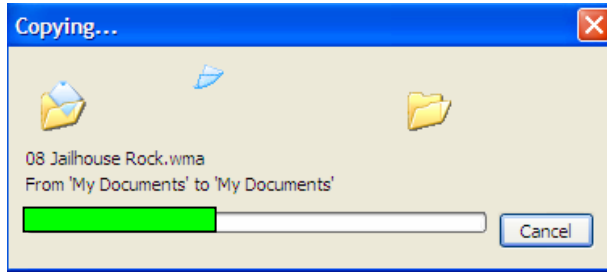


Find your **M:\ drive** in the list as shown at right. Keep drilling down until you find the **M:\teachers\username** folder, where “username” represents your computer username.

Click once to select the username folder.

Click **Copy**.

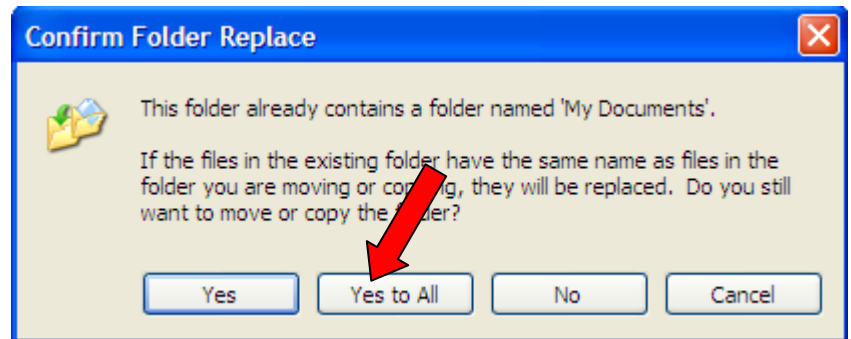
If you have a lot of folders and documents, you might see a window like this:



Do not be concerned if you did not see this dialog box. It means that your copy time was minimal. Check your target folder to make sure the folders and documents were copied.

If you see a dialog box like the one at right, click **Yes to All**.

The copy process may take several minutes to complete. Do not interrupt the process.



Eliminating outdated documents

Your folders and documents will remain on your local drive (C:) and in your network folder until you remove them. Therefore, your “filing cabinet” will continue to accumulate folders and documents, many of which have outlived their usefulness. This not only causes you to work needlessly to find information, it slows down your computer. It also causes problems for the network techs that back up the data every day.

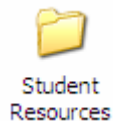
Please **review** your folders and documents in My Documents and on your network folder at least once a year **and delete any that are no longer useful**. This will ensure that only documents you currently need are occupying space on your computer and network drive. Your computer, network, and the backup process will run that much smoother.



You may copy documents to CDs for permanent storage. You can still access them, and they won't be taking up network space.

Other network folders and their uses

Beside your `M:\teachers\username` folder, you have two other folders available for your use on the network drive. Below is a brief explanation of the uses for each.

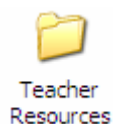


M:\student resources

(teachers, all rights; students, "read only")

Teachers create folders here to hold documents for student use. For example, a teacher creates a test that he/she wants the students to complete online. The students can go to the designated folder inside Student Resources, open the document, complete it, and print. Students cannot save or modify work in this folder.

The high school Student Resources folder contains a folder for each teacher by name. Other campuses have folders created by a teacher for a specific purpose.



M:\teacher resources

(teachers, all rights; students, no rights)

The teacher resources folder is a location where teachers can create folders and documents they want to share with other teachers, either by campus or by department depending on the rights granted. Students and other staff members have no rights to any of the material stored here.

Summary of network folders

M:\teachers\username is the private folder for each teacher. No one else has rights to this folder (except technology).

M:\student resources can be shared with students on a "read only" basis.

M:\teacher resources can be shared only with other teachers in a campus or department group.

No other folder on the network drive is available for you to use unless permission has been previously granted.