

## Using Network Drives

Please share the pages entitled **Students** with your students. You may print or post in Student Resources and ask them to copy to their computers as you wish.

### Teachers:

*NOTE: you must be logged in to the network using your computer login name and password to access network folders. This includes teachers and students.*

- **Local Drive: (C :\)**
  - **Personal Folder:** C:\documents and settings\*username*\My Documents, where *username* is replaced by your computer login name. This is the default folder. If you merely click Save button in any application, your document will be saved here. This is as it should be.
  - **Access:** anyone using your computer. HINT: do not let students use your computer; also you might think about password protecting your screensaver.
  - **Uses:** This is your primary storage location. You should save all new work in My Documents (This is different from what we have previously asked.)
  - **Backing Up Data:** See Using and backing up under Network Drive:
  
- **Network Drive: Sys\_Bhill2 (M :)**
  - **Personal Folder:** \teachers\*username*, where *username* is replaced by your username
  - **Access:** no one but you (and network administration); all rights.
  - **Uses:** to back up personal folders and documents from your hard drive.
  - **Using and Backing up your documents:**
    - Copy your folders and documents from your M:\ drive folder to your “My Documents.”  
*HINT: Be careful not to overwrite a newer document with an older version. Take the time to go through each document individually so that you do not overwrite a more current copy of a document. This will take some time, but organizing now will save you time and headaches in the future.*
    - Then remove any duplicates or unneeded folders and documents from your (M :\) drive folder.
    - On a regular schedule, copy your My Documents contents to your (M :\) folder. This time, you will choose “yes to all” when copying documents.
    - *NOTE: Please do not copy personal photographs or personal music files to the (M :\) drive. This wastes tremendous amounts of space and can cause the archiving process to crash; the result is that your vital documents are not saved.*

- **Shared Folder:** \teacherResources\*departmentName*, where *departmentName* is replaced by your department.
  - **Access:** only teachers in your department, i.e., Math, Social Studies, etc; all rights
  - **Uses:** To share documents between members of the department, or with the entire staff.
  
  - **Shared Folder:** \StudentResources\*userName*, where *userName* is replaced by your name.
  - **Access:** teachers, full rights; students, read only
  - **Uses:** To share documents with your students; they can open and read, but any changes will have to be saved to their own computers. This is a great place to save any worksheets or exams you want students to complete on the computer.
- **Network Drive:** BHILL\_HSTDT\_Data (S:) , or (N:) drive
    - **Available Folder:** StudentData2006\*studentFolder*, where *studentFolder* is replaced by HSLPTXXX student login name.
    - **Access:** Teachers have full access to all student folders. You may read, modify student documents, and you may save new documents in the folders.
    - **Uses:**
      - Require all of your students to save a new folder in his/her HSLPT folder with your information. (Examples: Physics – 1<sup>st</sup>; Math Burns; SocialStudies; etc.)
      - Then when you want access to an assignment or project, the student can copy work from his computer to the network folder created for your class. Practice this with your students a couple of times, and do not accept work saved anywhere else.
      - Students should back up important documents just as teachers do.
      - Students should never copy personal images or music files to their network drive.
      - You should obtain from your students a list of their usernames. These will correspond with their networked folders. You only have to go to the S:\ drive...student data 2006...and into each student's folder to grade work.

***Attention Teachers and Students: you should not use or create any other folders on a local (c :) drive or in another network folder, even if you have the rights. This includes the M:\courses\ folder. Doing so might cause you to lose valuable data when someone backs up your data.***

## Students

*NOTE: you must be logged in to the network using your computer login name and password to access network folders. This includes teachers and students.*

- **Local Drive: (C :\)**
  - **Personal Folder:** C:\documents and settings\*username*\My Documents, where *username* is replaced by your HSLPTXXX computer login name. This is the default folder. If you merely click Save button in any application, your document will be saved here. This is as it should be.
  - **Access:** anyone using your computer. HINT: Protect data; do not let other students share your computer;
  - **Uses:** This is your primary storage location. You should save all new work in My Documents (This is different from what we have previously asked.)
  - **Backing Up Data:** See Using and backing up under Network Drive:
  
- **Network Drive: BHILL\_HSTDT\_Data (N :)**
  - **Personal Folder:** \students2006\*username*, where *username* is replaced by each student's HSLPTXXX login.
  - **Access:** only student and teachers
  - **Uses:**
    - Save a new folder in your HSLPT folder for each of your classes (Examples: Physics – 1<sup>st</sup>; Math Burns; SocialStudies; etc.)
    - Then when your teacher asks you to save an assignment in your network folder, you save it in the folder for his/her class; That way, your teacher can locate the assignment and evaluate it online
    - You should back up important documents just as teachers do.
    - You should never copy personal images or music files to your network drive.
  
- **Network Drive: Sys\_Bhill2 (M:)**
  - **Shared Folder:** \StudentResources\*userName*, where *userName* is replaced by your teacher's name.
  - **Access:** teachers, full rights; students, read only
  - **Uses:** Teachers can save documents in a folder for you to open and use on-line; you will have to save anything you open from here into My Documents or on your N:\ drive folder.

***Attention Teachers and Students: you should not use or create any other folders on a local (c :) drive or in another network folder, even if you have the rights. This includes the M:\courses\ folder. Doing so might cause you to lose valuable data when someone backs up your data.***