

## Accessing Student Work on the School Network

Used when a teacher wants to verify, correct, modify etc. a student's work that is stored on the student's G:\ drive.

1. Open the program that the student used to create the file. (For this example we will use AppleWorks but this works the same for any program.)
2. Once in the program, click on **File/Open**
3. It is now a question of following the folder structure to find the student's home folder. The student's home G:\ drive can also be accessed through the U:\ drive. On the U:\ drive all of the students G:\ drives appear as folders, listed in alphabetical order by the student's login names. Once in U:\ drive simply scroll to the desired folder and double click this folder. The contents of the folder will be displayed and you can open whatever file you wish. You can also save any changes you make to the file.

Note: Access to student files can also be gained through the specific group folders on the M: drive. Please see [School Network Drives](#) for more information

