

Network Drives



Home G:\ drive

On the school networks, each teacher and student has space allocated on the file server. For students and teachers, the default space is 10 MB. (There are times when these defaults may temporarily have to be changed. To make these changes please see [Usernet: Changing Volume Space for a User](#)).

To access your space (the g: drive) on the file server, simply save your files to the g: drive. This is what is called a mapped drive and is unique to each user. This means, for example, that if Jane saves to the g: drive, she is saving in her own personal space on the file server and when John saves to the g: drive, he will not interfere with Jane's files because his g: drive is unique to him.

This principle works the same for teachers. Teachers also, however, have the added option of opening or editing files that are in student folders. For instructions on how teachers can access student files please see: [Teacher Access to Student Files on the Network](#).

Shared Drives

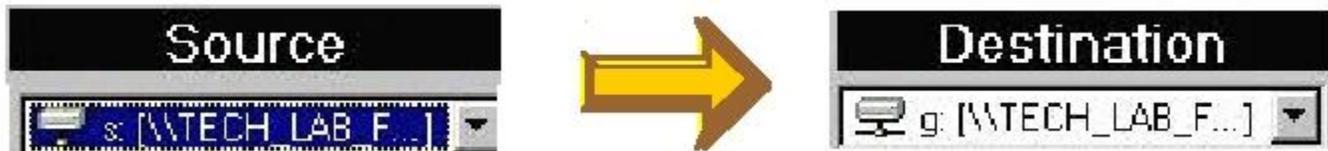
Teachers can use shared drives as a share files with students. The main shared drives are the M:\ S:\ and T:\ drives.

The S:\ drive is the Student drive

Student Access to this drive:

- Students can see files in this drive. To use the file themselves, however, they must copy it to their own g: drive. (Please see [Maintain Your Files Utility](#) for more information on how they can do this). Once the file is in their g: drive they can open/edit/rename etc. because the file now resides in their home directory.
- The original file on the s: drive, however, cannot be changed or deleted by students because students only have the right to copy a file from the s: drive. They do not have the ability to move or delete or edit the original file on the s: drive. Only when a copy of the file is placed in their own g: drive can they do edit the file.
- Students cannot save files to the s: drive. This ensures that the file stays in its original form on the s: drive. If the teacher wants to preview student work after the student(s) modify files they get from

the s: drive, they must access these files through a students home drive. For information on how teachers can access student folders, please see [Teacher Access to Student Files on the Network](#).



Teacher Access to the s: drive:

- Teachers have full access to this drive. They can save files to this drive, make changes to files that exist in this drive and delete files that exist in this drive. Teachers can also make subfolders in this drive. Therefore a teacher could create a subfolder for a particular class and then put homework questions in this subdirectory, or perhaps a test or whatever file that the teachers want the students to access. Please see [Maintain Your Files](#) utility for instructions on how to create subfolders on any drive. Teachers should be aware that they do have the ability to **edit/delete/move** etc. other teachers files in this drive so precautions should be taken to avoid inadvertently changing someone else's work.

The T:\ drive is the teacher drive

Student Access to this drive:

This drive is for students to submit files to the teacher, such as for evaluation. Students can submit their completed files to the T:\ drive. They can view their file names, save files, but not alter/move/delete their files from this drive. If they wish to change something in their original file, they can resubmit their altered file under a different file name. They cannot see other students' files in this drive.

Currently only teachers can see the T:\ drive, until students are put in a course directory as part of this drive. This is done through the importing of students from Trevlac by the technicians, with students automatically put in a class directory for the younger grades, and older students are put in directories for each of the courses they are in.

Teacher Access to this drive:



Teachers have full rights in this drive. They could use this drive to share with other teachers tests or notes or whatever other materials they want to use together, but to which they do not want the students to have access. This drive should not be used in place of your individual g:\ drives.

The M:\ drive

The M:\ drive is a new shared drive as of September 2005. It has been created to eventually replace the S: and T: drives. The S:\ and T:\ drives still exist, but the hope is to phase them out and just have the M:\ drive. The M:\ drive has three folders on it: a **Student** folder (which is essentially the S drive and works the same as is mentioned above), a **Teacher** folder (which is essentially the T drive and works the same as is mentioned above) and a **Handin** folder which is new. The intent of the Handin folder is to give students a place to "handin" assignments digitally. Teachers can create subfolders in the Handin folder for specific

classes and students can then copy files into the appropriate subfolder for teachers to access. Students should use Maintain Your Files to copy the files onto the M:\ drive as opposed to trying to save to the M:\ drive as saving to the M:\ drive is not always a sure thing. Using Maintain your Files, students can copy file from their G:\ drive to the appropriate folder on the M:\ drive. Although they will get an error when doing so, the file does indeed copy.