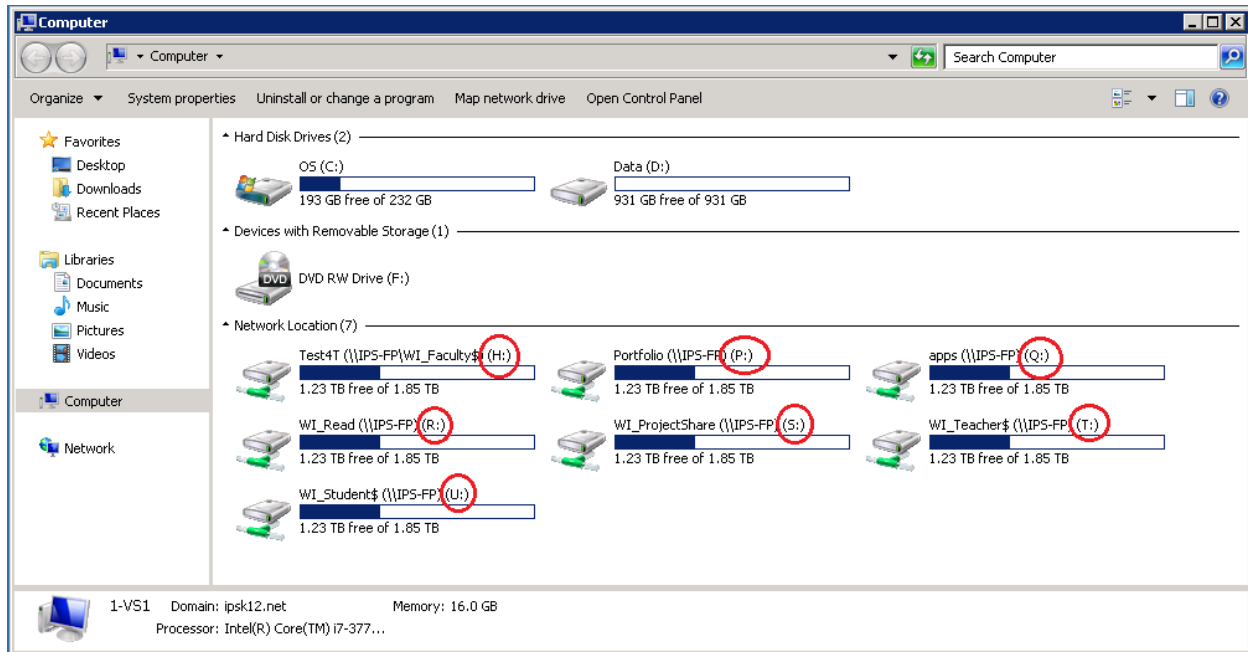


## How to Use the Shared Drives on the IPS Network

Shared drives for teachers are shown below:



### **Drive H:**

This is your Home Folder. Save all your documents and personal files here. You are the only user with access to this folder.

### **Drive T:**

This is your Teacher Common Folder. Use this for files you want to share with other teachers. You may create sub-folders in drive T to organize the shared/common files. All teachers have read-write access to this folder.

### **Drive R:**

This is the Student “Read-only” shared folder. Use this to provide files for students to use. You may create sub-folders in drive R to organize these shared files for your students. All teachers have read-write access to this folder. All students have read-only access. Students may open, read or copy files in this drive but they cannot edit or delete the files.

### **Drive S:**

This is the student “Project Share” shared folder. Use this when conducting an activity that requires student group access to files or project collaboration. You may create sub-folders in drive S to organize the project files for your students. All teachers have read-write access to this folder. Students also have

read-write access so they can create, edit and delete files saved in this location. Please note that files saved on this drive may be accidentally overwritten or deleted.

**Drive U:**

This is the Student's home folder drive. Use this to access student assignments/files. This drive is organized by school and by grade. You may read or copy files from the student home folders. Only the student has access to write files in their own home folder.

**Drive P:**

This is the student's Portfolio drive. Teachers may save selected portfolio files for students in their portfolio folder to reserve over the years. This drive is organized by year (FY14, FY15, etc) by school and by grade. Each student has a folder on this drive and the student has read/write access to their own folder. Teachers have read/write access to all student portfolio folders.

**Drive Q:**

This is the school system Applications folder for future server applications. All teachers and students have read-only access to this folder. Typically, no files will be saved to this location.