

Avon Community Schools' Shared Drives

What are shared drives?

Shared drives are located on the servers that make up our network. There are three different shared drives: R:, S:, T:, and W:. The descriptions for each are below.

R: Corporation level “shared” drive

Examview Pro *published* test files should be stored here and can be accessed by other staff members in your building. All online test files need to be located here to be accessed by students using Examview Player. You should only save Examview Pro *published* tests here that you want students to have access to. Each summer this drive is purged.

S: Building level “shared” drive

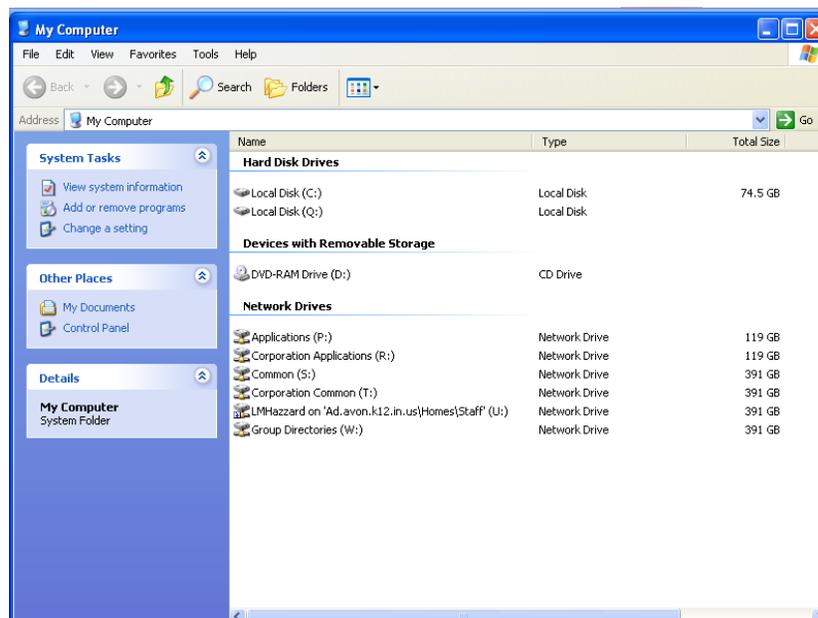
Data can be stored here and accessed by other staff members in your building. You should only save documents here that you want others to have access to. Remember that others could also possibly delete these files.

T: Corporation level “shared” drive

Data can be stored here and accessed by other staff members throughout the Corporation. Choose carefully what you save to this drive.

W: Building level collaborative “shared” drive with students and teachers

This drive is used to collaborate information between teacher and students. A good use for this is the newspaper team where documents and files can be shared by a small group. The students and teachers can **read and write** to the folder(s) which they have permission. If a new folder is required, please contact Help Desk with the folder name and the names of those that need read/write permissions.



What do I do if I want to save something on one of the shared drives?

There are only certain locations where you have access to save on the S:, T:, and W:: drives. If you are unable to save a file to one of these drives or need access, please contact Help Desk.

When you are saving your document, select **Save As...** and then navigate to the S:, T: , or W: drive by clicking the down arrow next to where it says **Save In:**. You also need to select a folder to save your document in.

If there is something that you want others to access and make changes to, you will need to contact Help Desk and inform them that you are saving a document on the shared drive (let them know which one) and that others will need to be able to modify it. They may instruct you further to create a folder to put the document(s).

What should I save on the shared drives?

Save documents that other teachers may need to view or use. Items such as templates, building-wide policies, worksheets, etc. can be saved on the shared drive (make sure you select the S: drive and the TEACHERS folder if the documents are only for your building).

DO NOT save any type of confidential files (IEP, student evaluations, etc.) or files you do not want others to be able to modify or view. Definitely, ***DO NOT*** save any assessment or grading information on the shared drives. Not only will this allow others to view confidential information, but if saved under the same name, will overwrite each other removing the existing files. It is important that you understand who can see what you are saving. If you are **UNSURE** who else has access to the folder and drive you are saving in, call **HELP DESK** to double check.

ALTERNATIVE: Use Office 365 to share files and collaborate