

In order to foster Collaboration among students, we are allowing students to create sub-folders within the _Collaborate drive. In order to keep a handle on these folders, we offer these guidelines.

When the teacher starts a project, the teacher will create a folder within the _Collaborate drive using the following protocol: firstinitial+lastname+date+last_date_of_project
For example, if I am running a project until February 23, I would create a folder entitled rgrondin0223

Students can then create sub-folders using whatever naming convention you prefer.

Be aware that some software programs will create their own folders.

During the project, the teacher is responsible to monitor the documents that are in that folder. At the end of the project, the teacher should delete the entire folder.

The TRT will regularly monitor the entire _Collaborate folder. If the TRT sees a folder that is expired, it will be deleted (upon consultation with the teacher).

If inappropriate files are found, they will be dealt with using normal procedures.