

Using the Global Drive

Part 1. To post a document that you created and wish to have the students see.

- Go to “My Computer”, open the G:Global drive, open your folder, open the appropriate Period number folder, save the document.
- Right-click on the document icon, select Properties, Select “Read Only”
- Direct your students to go to “My Computer”, open the G:Global drive, open your folder, open the appropriate Period number folder, open the document.
- There will be a message stating the document is read only; the student will need to rename it before saving.

Part 2. To allow students to save something in your global drive

- Save document in their H: drive.
- Close application.
- Open “My Documents”. Drag it over to the right side of the screen.
- Open “My Computer. Select G:Global
- Select Teacher name
- Select Period
- Select Inbox
- Drag document from “My Documents” to that period folder.

Part 3. To allow students to Collaborate or Share Documents

- Go to G:Global drive
- Open _Colloborate Folder
- Create a new folder (File | New Folder)
- Label it with your name and the date that this project will be finished. (For example, GrondinDec13) (Do not use periods or slashes)
- Students can now freely open and save documents.

- Be sure to delete this folder when your project is over