

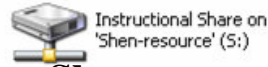
Network Sharing

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Shenendehowa Central Schools

Student Share

In order to share files with students you must have access to the student shared drive. If you double click on **My Computer** you should see this icon. 

Organization of Student Share

The top level folders on the student share are:



All staff have folder access to all of these folders. What that means is that staff members can see all of the folders and files in each of these folders. However, they cannot open files except in folders where they have specifically been given rights.

Elementary


The Elementary folder is divided by building, then by grade level. Teachers may create individual folders within their building and grade level. All elementary teachers have **READ** access to all buildings and grade levels. The idea behind this was to encourage sharing of projects and ideas across grade levels and buildings. **READ** access allows you to open files and look at them but **NOT** make changes. You may Save that document in an alternate area for your own use. Elementary teachers have **WRITE** access at their building and grade level folder. Students have **READ** and **WRITE** access to their grade level folder (see assigning rights on back of card).

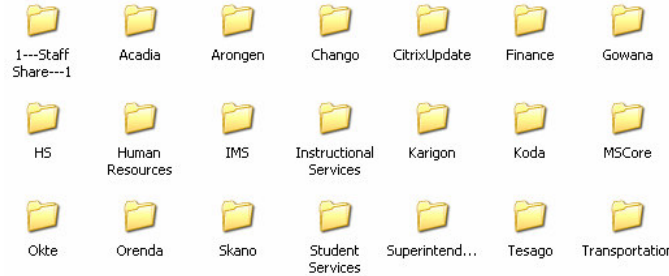
Secondary

The secondary areas are divided by department, then by teacher. Department chairs have full access to all folders within their assignment. Teachers have full access to their folder including the right to give access to others. Students have been given list access so that they can see all files and folders but cannot open any of them. Teachers should assign additional rights to students as they see fit (see assigning rights on back of card).

Currently, every teacher has a quota of 50 MB of space to store templates and documents they wish to share with students. Each student may also save up to 50 MB of assignments on the student drive. It is important that teachers remove old assignments regularly, as that quota applies to all classes.

Staff Share

The staff drive is referred to as **SharePoint\$ on 'Shen-sharept' (G:)** and can be accessed through **My Computer**. The staff drive contains two types of folders: **building/departmental** folders and **1—Staff Share—1**. 



The 1—Staff Share—1 folder is intended as a place where staff members can set up folders to share with individuals or small groups of staff. You may create folders here

and assign rights to just the staff members with whom you would like to share this resource.

Files that you would like to share within departments or buildings should be placed in the appropriate school folder. Currently, only the building principal can assign rights to create folders within a building folder. These are great places for committees to work on documents and then share them with faculty and staff after they have been completed.

In addition to building folders, several district-wide departmental folders exist. Supervisors/directors/assistant superintendents “own” the respective folders for these areas and can decide who has access permissions.

IMS	Human Resources -Staff Development	Instructional Services -Lead Teachers -Ilka Morse -Office of Instruction
	Student Services	Superintendent
	Finance - Central Warehouse	Transportation

An example of how these shared spaces may be utilized: Soon the Central Warehouse catalog will be available within the Finance folder for all staff to access (but not make changes to).

Assigning Rights

Step -1 Open the drive (S: or G:*) and the folder in which you would like to save shared documents.

Example: S:\HS\English\teacher name or G:\1---Staff Share---1

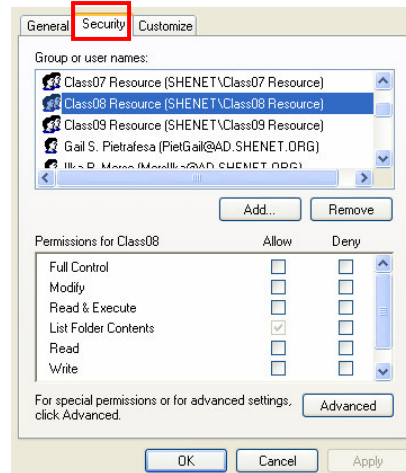
Note: Elementary teachers do not need to set rights for students – that has already been done.

* Use **S** drive to share with students. Use the **G:** drive to share with staff.

Step 2 – Right-click on a blank spot within your assigned area and choose **New >> Folder**. Name this folder appropriately (for example, by class period or a general templates folder, etc.) **If creating a folder in the 1—Staff Share—1 space, it is recommended that you name this folder with your last name_first name so others can easily identify you as the owner.**

Step 3 – Review who will have access to this folder and what type of permission is required. Let's start with who has inherited rights to this folder. By default, Windows assigns rights to a sub-folder based on the rights of the folders above it. Right-click on your newly created folder and choose **Properties**. Click the **Security** tab.

The top half of the window shows the user names that have access to that folder and its contents. Click on (highlight) one of the users and look in the bottom half of the window to see the level of permissions currently assigned to that user.



Description of Permissions:

Full Control – allows users to assign/add rights to other users. Giving a user this permission allows them to co-administer this folder with you. **STUDENTS** should **NEVER** be given Full Control.

Modify – allows users to add to the contents of this folder and/or save over/delete existing files. Users granted **Modify** permission are automatically given Read & Execute, Read, and Write access. If you are allowing users to directly save *Microsoft Office* documents into this folder, they must have all four of these permissions checked. If users will be copying/pasting files from another location into the shared folder, they only need List Folder Contents and Write access.

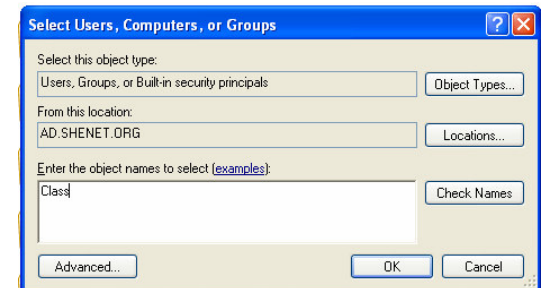
List Folder Contents – This is the most important box to have checked. If users do not have List Folder Contents permission, they will **NOT** be able to see the contents of this folder, regardless of what other rights are set. List Folder Contents is the minimum access that can be granted.)

Read & Execute (or Read) – These are virtually the same and allow users to open files and look at their contents. Execute allows users to run installation programs from this folder.

Write – This allows users to save changes to existing files or to add additional new files in this folder. Please see the **Modify** section for certain limitations.

Step 4 – Add rights for people who haven't already been given permission for this folder. While still in the **Security** tab window, click the **ADD** button just below the list of users.

Type all or part of an eight letter username in the white box on the Select Users screen. Click **Check Names**. Click to select the desired user and click **OK**. Click **OK** again. By default, the user you just added has Read & Execute permissions. Adjust permissions, if necessary. Repeat Step 4 for additional users who need access to this folder.



It is often useful to assign rights to pre-defined groups. Rather than an 8-letter username, you may use the following options when searching for users in the Select Users dialog box:

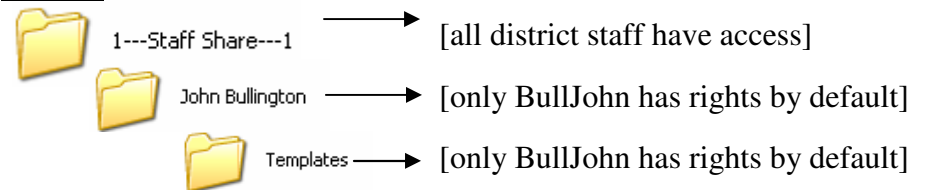
Staff = Staff Resource– (allows every adult at Shen access)

3-letter school abbreviation (i.e. Kod = Koda Staff)

Class – Student classes by graduation year (i.e. Class 06)

Sample Folder Structure

Scenario: BullJohn wants to share a folder with PietGail in the staff G: drive.



Step 1- For the **John Bullington** folder, add the user 'Staff Resource' and grant **List Folder Contents** to all staff.

Step 2- For the **Templates** folder, add the user 'PietGail' and grant **read, write and modify** privileges.

If only Step 2 is performed, PietGail can't see the Templates folder as she wasn't given access to the John Bullington folder in the hierarchy. The best way to create shared folders is to set up all folders first, then give the most limited access at the first/highest level and give greater access at the lower levels.