COLLABORATIVE STORAGE--<mark>Students</mark>

- Collaborative Storage is a class folder system available to all teachers and students.
- Every class has the following folders: *Dropbox, Shared*, and *Teacher Post*.
    - *Dropbox*: This folder is the place where students can submit assignments to their teachers. Teachers may have created other folders inside this folder for individual assignments. Once students have placed an assignment in the Dropbox, they cannot delete or change it.
    - *Shared:* This folder is a collaborative space where students can work together on group projects.
    - *Teacher Post:* This folder is an area where teachers can post materials for students to use. Students can open and save their own copies of files placed in this folder, but they cannot delete or change the original teacher files.
- Collaborative Storage does not replace home directories but is additional space available to teachers and students. The files saved in Collaborative Storage will be there for the duration of the course, such as a semester or a school year. At the end of a semester course or a year-long course, these folders will be cleared out automatically, so students should be sure to save any files that they want to keep in their home directories as well.

To use Collaborative Storage, students must be logged into the school network. After logging in, they need to click on the *Start* button and click on *Computer*. Under *Network Location*, students will see *Collaborative Storage (W)*. Double-click on the icon to open it.
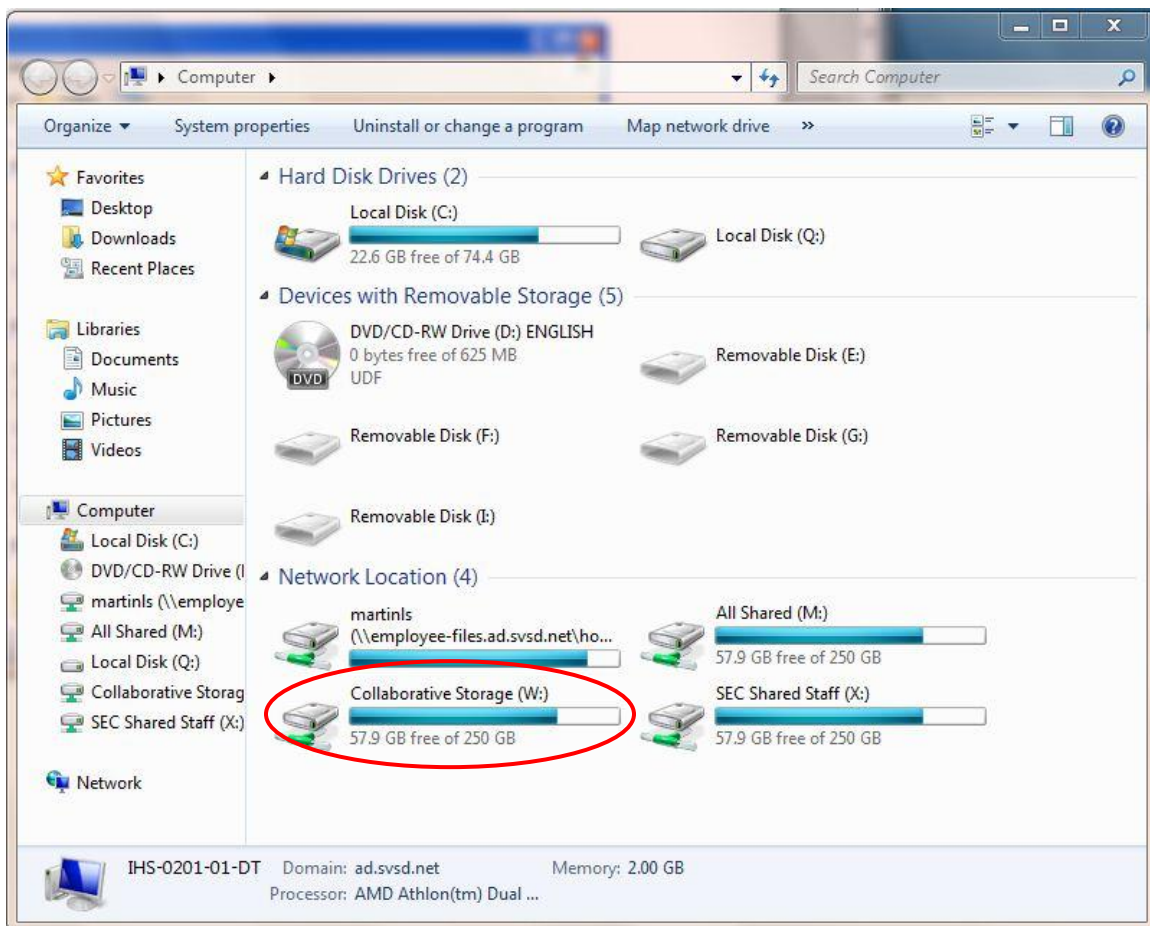
A window will open that contains folders for your classes. Choose the appropriate class.
The following is an example of the class window.

[IHS] ALGEBRA 2 (TM1-4 PD3 MTWRF R...	3/15/2012 1:13 PM	File folder
[IHS] ENGINEERING DRAW DESIGN (TM1...	3/15/2012 1:14 PM	File folder
[IHS] HEALTH (TM1-2 PDCYBER MTWRF ...	3/15/2012 1:14 PM	File folder
[IHS] HON E WLD HIST-GEO (TM1-2 PD2...	3/15/2012 1:13 PM	File folder

Double-click on a class, and it will open to show these folders. Choose the folder you need (see above for explanation of folders.)
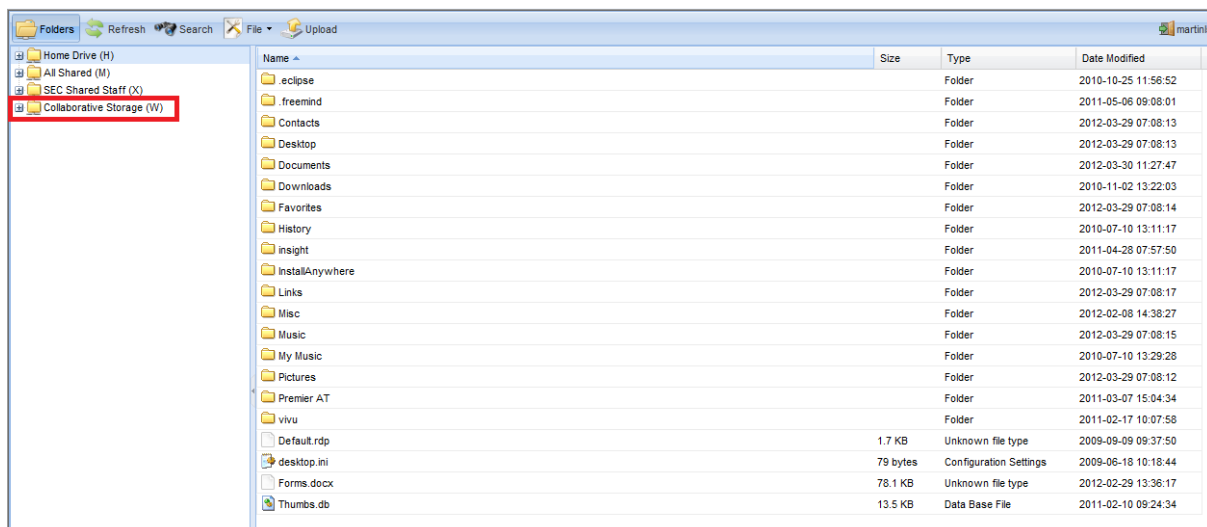The following is an example of the folders window.

| Name	Date modified	Type	Size
Dropbox	2/2/2011 6:29 AM	File folder	
Shared	2/2/2011 6:31 AM	File folder	
Teacher_Post	2/2/2011 6:31 AM	File folder	
Class_Roster	3/3/2011 9:55 AM	Text Document	1 KB

==Students should follow their teacher's directions for which folder(s) they need to use and what they are supposed to do.==

Remote Files (from home):
- Students can also use Collaborative Storage from home if they have internet access. Students may need to submit an assignment using the Dropbox, or they may want to submit a project, such as a PowerPoint or SMART Notebook file, that they then need to present in class.
- To do this, students need to open an internet browser, such as Internet Explorer.
- Go to http://files.svsd.net .
- Click on the words *Remote Files.*
- Sign in with student's school computer username and password.
- Double-click *Collaborative Storage* listed on the left.

Name ▲	Size	Type	Date Modified
Home Drive (H)			
All Shared (M)			
SEC Shared Staff (X)			
Collaborative Storage (W)			
.eclipse		Folder	2010-10-25 11:56:52
.freemind		Folder	2011-05-06 09:08:01
Contacts		Folder	2012-03-29 07:08:13
Desktop		Folder	2012-03-29 07:08:13
Documents		Folder	2012-03-30 11:27:47
Downloads		Folder	2010-11-02 13:22:03
Favorites		Folder	2012-03-29 07:08:14
History		Folder	2010-07-10 13:11:17
insight		Folder	2011-04-28 07:57:50
InstallAnywhere		Folder	2010-07-10 13:11:17
Links		Folder	2012-03-29 07:08:17
Misc		Folder	2012-02-08 14:38:27
Music		Folder	2012-03-29 07:08:15
My Music		Folder	2010-07-10 13:29:28
Pictures		Folder	2012-03-29 07:08:12
Premier AT		Folder	2011-03-07 15:04:34
vivu		Folder	2011-02-17 10:07:58
Default.rdp	1.7 KB	Unknown file type	2009-09-09 09:37:50
desktop.ini	79 bytes	Configuration Settings	2009-06-18 10:18:44
Forms.docx	78.1 KB	Unknown file type	2012-02-29 13:36:17
Thumbs.db	13.5 KB	Data Base File	2011-02-10 09:24:34

- Double-click the class to open on the right. They will then see the folders (*Dropbox, Shared, Teacher_Post*).
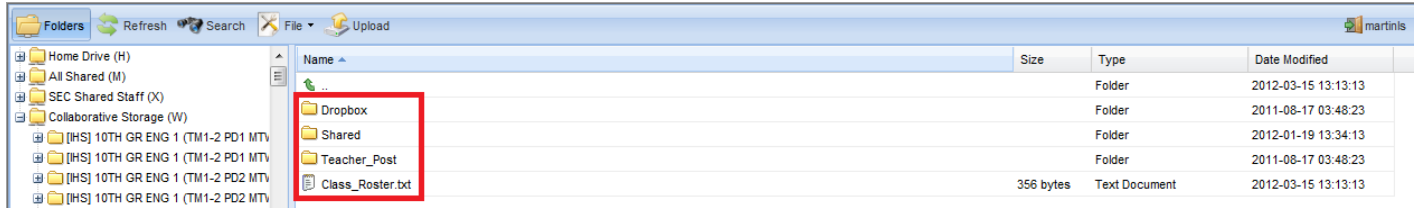
- Double-click the folder to be used to open it.
- Once the folder is opened, click the *Upload* button near the top of the window. The *Uploading of multiple files* window will open.
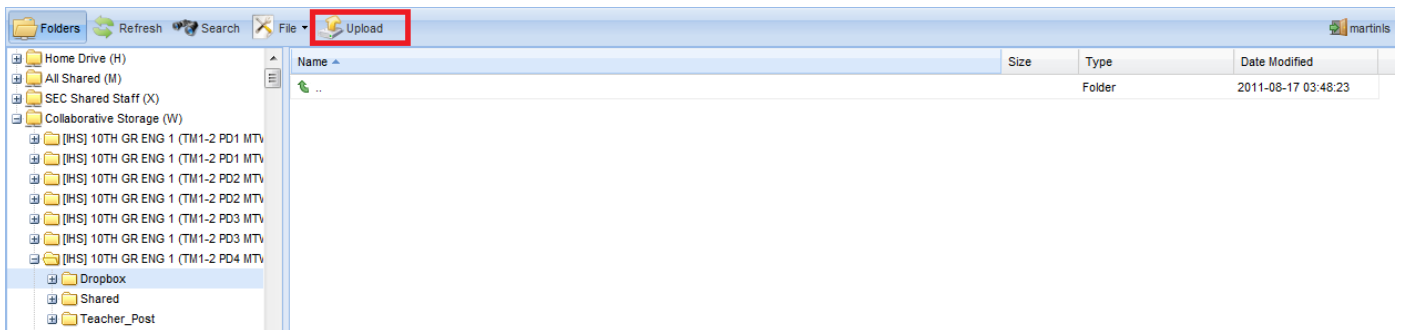
- Click the small box with the three dots in it to navigate to the file to be uploaded. Once the file name appears to the left of the small box, click the *Upload* button. The file will then be placed in the folder and will be available at school. Students may upload up to six files at one time.
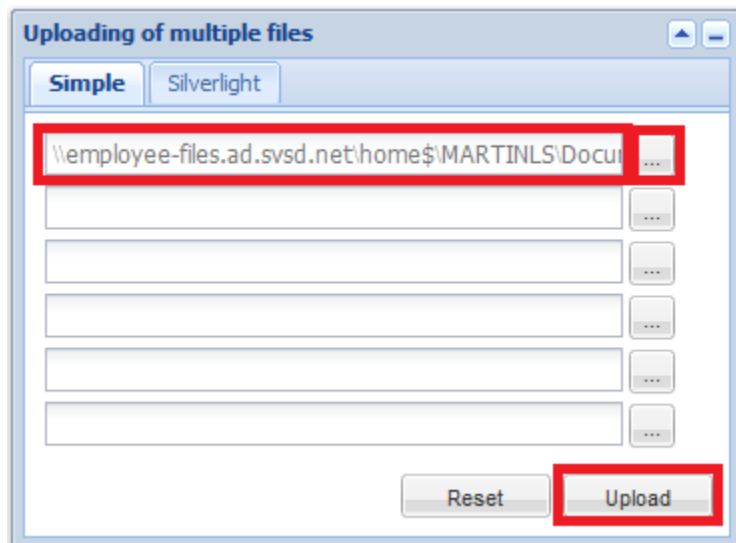
- When students are finished working, they need to log out of *Remote Files* by clicking on their name in the upper right corner of the window.