

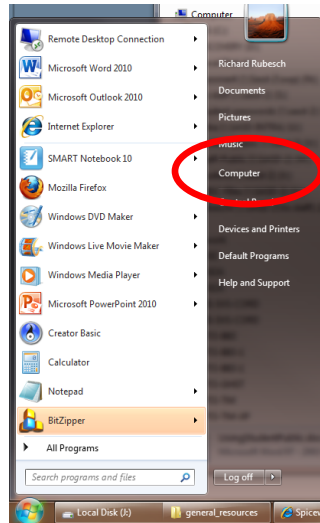
Using Student Public

Revised 9/9/10

Student Public is a folder on our servers that can be used to store student work. Student work can be stored in this single folder, allowing the teacher to access all student work in one location. It can also make student classroom presentations easier since the teacher can log in and have access to all projects, eliminating the need for each individual student to log in on the presentation computer.

You can create folders for your individual classes in **the Student Public** folder, create individual student folders if you wish, and set the security settings to restrict access to the folders.

1. Start  > Computer

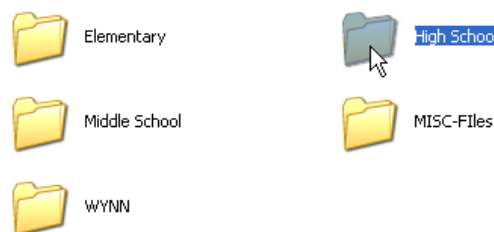


2. Depending upon the type of account you have, there will be several different folders and drives available to you. Double click on the **Student-Public** folder.

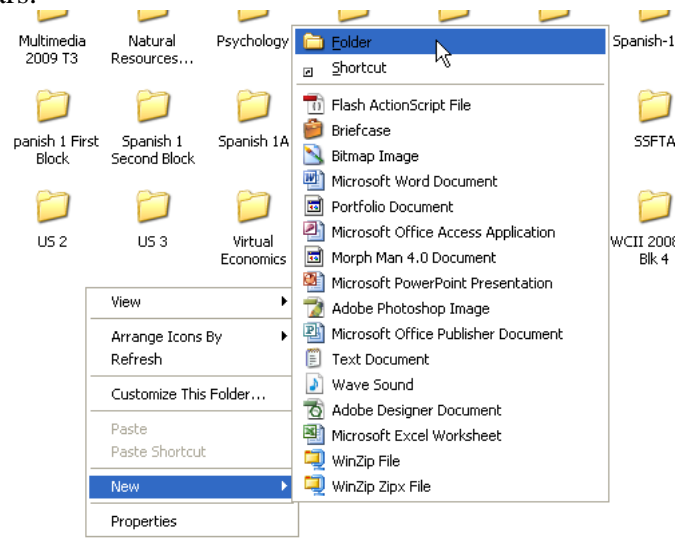
Network Drives



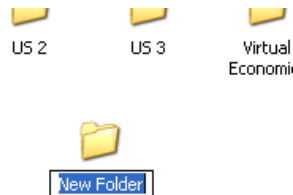
3. Double left click on the folder for your building (Elementary, Middle School, High School)



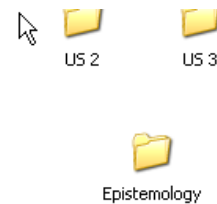
4. Right click in the white area of the folder (i.e., not on one of the existing folders) to display a drop down menu. Hover over the menu choice **New** and then point to and left click on **Folder** in the new list that appears.



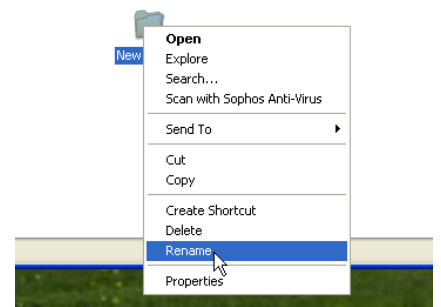
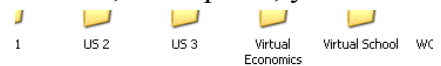
5. A new folder, appropriately named **New Folder** (or **New Folder (2)**, **New Folder (3)**, etc., if there is already a folder named **New Folder**) will be created.



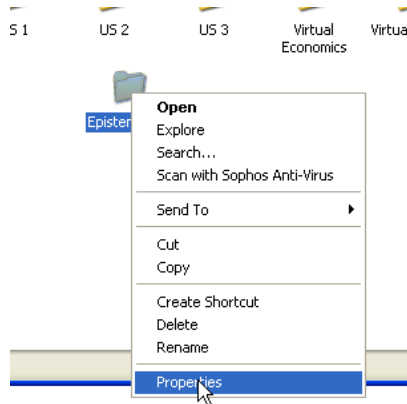
6. Note that the name of the new folder (in this case **New Folder**) is highlighted in blue. You can type a new name for your new folder. For this example, we will create a folder for the ever popular **Epistemology** class. Once you have typed in the new name, left click anywhere (ok, almost anywhere, there are probably places you shouldn't left click, but that's another instruction sheet for another time).



7. If you somehow got lost and ended up with a folder named **New Folder**, don't panic, you can still rename it. To rename a folder, right click on the folder and left click on **Rename** in the dropdown menu list that appears. Then type in the new folder name.



8. Security settings can be changed to limit access to the newly created folder. To change these settings, right click on the folder you created and then left click on **Properties** in the drop down menu.



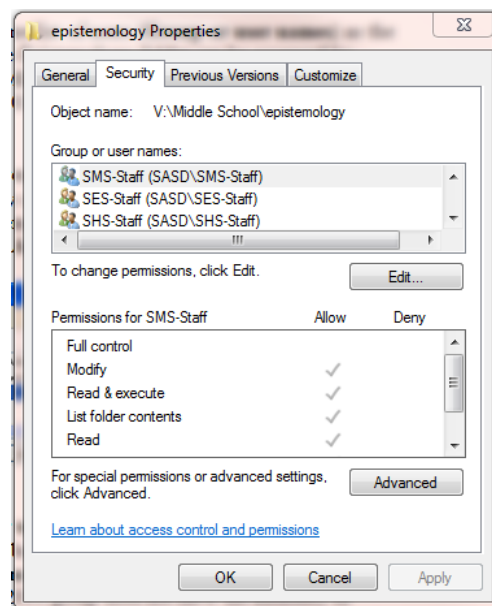
9. Left click on the **Security** tab.



10. By default, folders you create will have the same list of users (**Group or user names**) as the folder in which it was created. These users can be seen in the **Group or user names** list.

11. The **Security Properties** allow you to add or remove users and to change the level of access for users. You can also limit the level of access for users who have access (determine if they can just look in the folder, write (save) to the folder, delete or rename files (modify), etc.). Do not remove any of the groups or users.

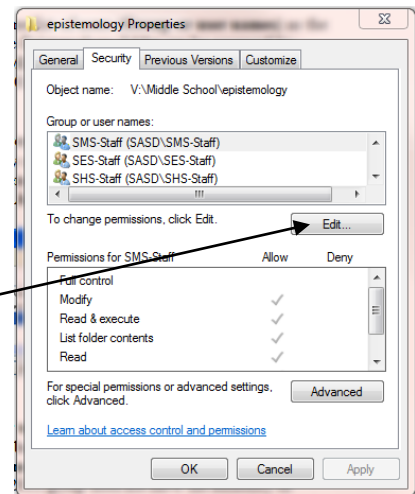
Do not remove



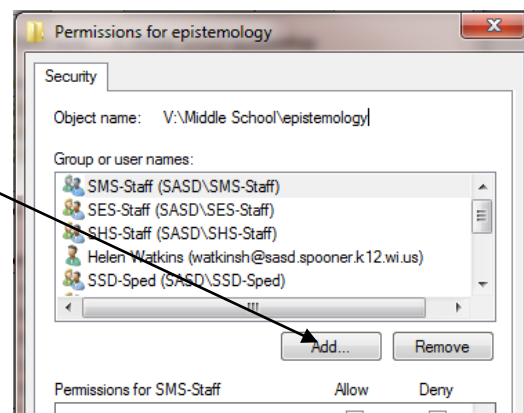
12. The folder you have created will have access settings that allow staff from your school (elementary, middle, high) to modify the folder and contents. In addition, staff from other schools and students from your school (elementary, middle, high schools) are able to view the contents of your folder. That's why it's called PUBLIC.

You should change the security settings of your folder for full unbridled access.

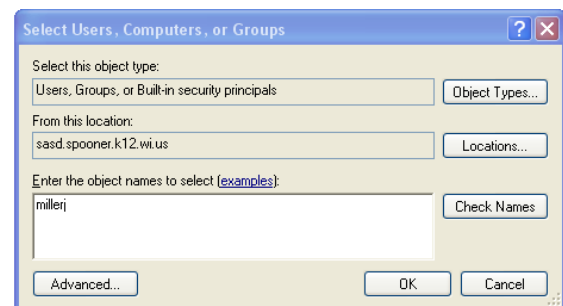
Left click on the **Edit** button.
The permission window will open.



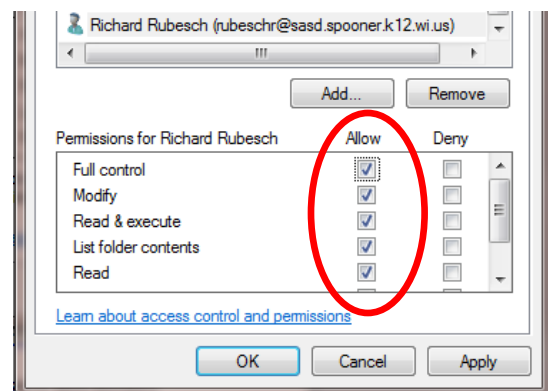
Left click on the **Add** button.



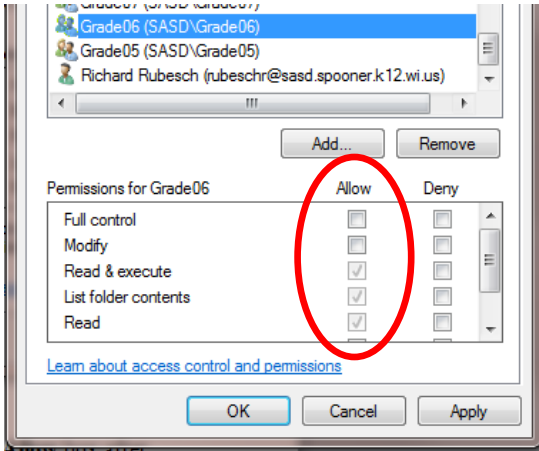
Type your user name in the large textbox titled **Enter the object names to select (examples):**. Then left click the **OK** button. Your name will be added to the user list.



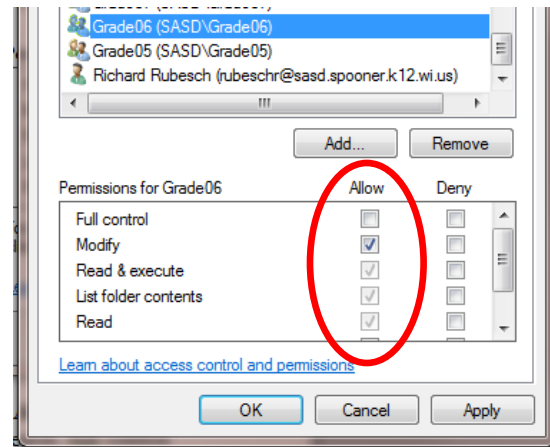
In the **Permissions** box, be sure to give yourself **FULL** control by checking the **Allow** box after **Full Control**. This will put checks in all of the Allow boxes, giving you, the creator, full control to add files, write to the folder, modify files, delete files, and even delete the entire folder when you don't want or need it anymore.



13. Now you need to give save (modify) privileges to students in your class. Scroll through the list of **Group or user names**. You will see the users/groups that have access to this folder. Change the **Permissions** for each Group or individual user as necessary. For example, in the Epistemology folder, the Grade06 group does not have the authority to **Modify** the folder (save or delete items). These settings are shown in the image below right. By checking the **Modify** box in the **Permissions** window the Grade06 group is given permission to save to this folder. These settings are shown in the image below left.



View only permission for Grade06



Grade06 group can save and modify

14. When all the permissions are set, left click on the OK button to close the **Permissions** window and then left click OK to close the **Properties** window.

Notes and Hints:

- Always add yourself to the **Group or user names** list and check the **Full Control** permissions box. This give you full control of the folder, so you can even delete it when you are done using it.
- Have the students save their files to their individual folder or Google Docs as well as the designated Student-Public folder. This will help reduce the number of students who blame classmates for eating their homework.
- The Student-Public folders are not backed up. Regular student folders are. This is another reason to save a copy of work in both locations.