

The G Drive: Instructors' Guide

When teaching, instructors generally give students many handouts and collect numerous assignments. This process can be facilitated by using the G (“Classes”) drive on the College computer network to distribute handouts and collect assignments electronically. This handout explains how to use the G drive.

Any instructor may store course-specific files on the G drive. G drive folders are named by the instructor’s 6-character network login ID (e.g., duckdf), and are created upon request. If you do not have a folder on the G drive, you can request one via the Service Request form, <http://www.snc.edu/service>. Once your folder has been created, you may put any course files and folders you wish under it. By default, all folders on the G drive are read-only, meaning that everyone on campus can view and copy the files, but cannot delete or modify them. Access privileges can be changed by Technology Support Services (details below).

Important: If you want students to use computer programs which are currently unavailable from the network (e.g., programs included with textbooks), contact the Help Desk. Do **not** put programs on the G drive.

Rights and responsibilities

Course instructors have several rights and responsibilities when using the G drive:

- Course instructors may create folders for their courses on the network G/Classes drive and are responsible for putting course materials in the appropriate folders.
- The G drive is for course files only. Software programs may **not** be installed on the G drive. If you have programs to be used in your course, complete a Service Request form, <http://www.snc.edu/service>.
- Course instructors are responsible for removing old files from the course folders in a timely manner. Files that are no longer being used should be removed.

Creating folders for your classes

Once your G drive folder has been created, you should create a subfolder within it for each course that you will use it for. We recommend using the course ID number as the name of the folder, e.g., CHEM107a. You may want to create additional subfolders within each class folder for various types of items, e.g., “Readings,” “Assignments,” etc. or for various chapters or topics that will be covered. To create folders and subfolders:

Windows

1. Using My Computer/Computer/Windows Explorer, double-click on the g-classes... drive.
2. Double-click on your folder (your login ID).
3. From the File menu or the right-click menu, choose New ► Folder. A new folder will be created.
4. Type a folder name in place of the name “New Folder,” and press Enter. Use names that make the folder’s purpose clear, such as “Readings,” “Assignments,” etc.
5. If you wish to have students submit assignments to your G drive, you need to create a separate folder for that and use the Service Request form, <http://www.snc.edu/service>, to request that the permissions on it be set to write-only. Common names for these types of folders are “Dropbox” or “Submit.”

Mac

1. Open a Finder window.
2. On the left side, in the SHARED area, click on macdrives.snc.edu.
3. Open g-classes..., then open your folder (your network login ID).
4. Right-click (if available) or Ctrl+click and choose New Folder.
5. Give the folder a name and press Return. Use names that make the folder’s purpose clear, such as “Readings,” “Assignments,” etc.
6. If you wish to have students submit assignments to your G drive, you need to create a separate folder for that and use the Service Request form, <http://www.snc.edu/service>, to request that the permissions on it be set to write-only. Common names for these types of folders are “Dropbox” or “Submit.”

Access privileges

To change the access privileges on any of your G drive folders from the default (read-only), submit a Service Request form, <http://www.snc.edu/service>.

Read-write (you)

You have full access to your G drive folder, so you can create subfolders, add files, modify them, move them, and delete them. You would only give this level of access to someone else if co-teaching with another instructor.

Read-only (everyone else)

By default, anyone with an SNC account has read-only access to everything on the G drive, so they may read/view, copy, and print the files, but cannot delete or modify them or add files to the folder. This is appropriate for distributing class materials (readings, syllabi, etc.) to students.

Write-only (submission folders)

Anyone with an SNC account may copy files into the folder, but they cannot view a list of the files in the folder, or delete, modify, rename, or overwrite existing files already in the folder. This means that once a student has put a file into the folder, they cannot modify or even view it. This type of folder is appropriate for students to submit assignments, because it ensures that they cannot see one another's work.

Note: Each student must use a unique filename when submitting assignments. Filenames should be based on the student's name or login ID. For example, instead of having all students name their first assignment *assignment1*, have them name it *loginid1*, where *loginid* is the student's login ID. Using a pre-defined format for filenames will make it much easier for you to keep track of your students' files.

Putting course files on the G drive

You can place your files on the G drive by either:

- using a program's Save/Save As command* to save a copy of your files into your class subfolders, or
- using My Computer/Computer/Windows Explorer (Windows) or Finder (Mac) to copy or move the files from one folder to another.

***Note:** Even though **you** can save files to the G drive directly from a program, such as Microsoft Word, your students **cannot** use this method to put assignments on the G drive. See the next section for more information.

Important information for students

Please make clear to your students that they **cannot** save their assignments on your G drive directly from a program, such as Microsoft Word, by using the Save or Save As commands. Students **must** first save their file to their M drive, flash drive, or C drive, and then **copy** the file to the appropriate folder on your G drive. If they are logged in to the network in a computer lab, they may do this using My Computer/Computer/Windows Explorer.

For student instructions, please refer your students to the handout *The G Drive: Students' Guide*, available at <http://www.snc.edu/techsupport>.

IMPORTANT: If students try to save a file to the G drive from within a program (e.g., Word, PowerPoint, etc.), an *empty* file will be created on the G drive. In other words, it will look to the student like the file was saved, but when you open it, it will be **blank**. Please be sure that your students follow the instructions carefully to avoid this problem.

Transferring files from outside of the network

If you are not using a computer that is on the College network, you can still upload and download files from the G drive using the web-based interface at <http://www.snc.edu/netstorage>. For details, see the handout *Accessing Network Files via the Web*, at <http://www.snc.edu/techsupport>.

Assistance and questions

If you have any questions or need more information, contact the Help Desk at (920) 403-HELP (4357) or helpdesk@snc.edu. The Help Desk is for St. Norbert College students and employees only.