

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 drive (also known as the “Classes” drive) on the College computer network to distribute handouts and collect assignments electronically. In this way, students may obtain handouts and submit assignments from any computer on the Internet. Assignments can even be graded and returned through the network. This handout explains how to set up and use the G drive.

Any instructor may store course-specific files on the college network. Before you may put course files on the network, you need to have the Help Desk create a personal folder for you on the G drive. Contact the Help Desk at xHELP (4357) or helpdesk@snc.edu to request that one be created for you. Your folder will have the same name as your network login ID (e.g., duckdf). Once your personal folder has been created, you may put any course files and folders you wish under it. The Help Desk controls who can access these folders (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 IT department. 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 classes (G) drive and are responsible for putting course materials in the appropriate folders.
- The G drive is for course files *only*. Programs (software) may **not** be installed on the G drive. If you have special programs/software to be used in your course, contact net.support@snc.edu or x3971.
- Course instructors are responsible for ensuring the security, integrity, and confidentiality of their course materials on the network. This includes both materials placed there by the instructor and by students.
- Course instructors are responsible for removing old or outdated files from the course folder in a timely manner. All files that are not currently being used should be removed.

Creating folders for your classes

Once your personal folder has been created, you should create subfolders within it for each of your courses. We recommend that you use the course ID number as the name of the folder. For example, the folder for the course number CH107a would be called simply ch107a.

Once your class folder is created, you may want to create additional subfolders within it for special purposes. For example, you may want to have one folder to distribute class materials, and a different folder for students to submit their assignments. To create folders and subfolders:

1. Using My Computer, double-click on the G-Classes ... drive.
2. Double-click on your personal folder (your login ID). Double-click on your course folder (e.g., **ch107a**).
3. From the File menu, choose New ▶ Folder. A new folder will be created, waiting for you to give it a name.
4. Type a folder name in place of the words “New Folder,” and press Enter. Use names that make the folder’s purpose clear, such as your course ID number (e.g. **ch107a**), or “Readings,” “Assignments,” or “Submit.”

Note: By default, all folders on drive G are created with read-only access for everyone except you (you have full access, of course). The next section discusses other types of access privileges and how to use them.

Access privileges

Any of the following levels of access may be assigned to any course folder. Access privileges may be assigned separately for faculty, staff, and students. For example, you could give students the ability to submit files to a folder, but not give that access to faculty & staff. To change the access privileges on any of your G drive folders from the default (read-only), contact the Help Desk at xHELP (4357) or helpdesk@snc.edu.

Read-only

You may put files in the folder, modify them, and delete them. Others may read, copy, and print the files, but cannot delete or modify them or add new files to the folder. This is the typical type of folder used to distribute class materials (readings, syllabi, etc.) to students. All folders created on the G drive are read-only by default.

Write-only

Others may view a list of the files in the folder, and are able to put files into the folder. However, they cannot delete, modify, or overwrite existing files already in the folder. This means that once a student has put a file into the folder, they cannot modify it. This type of folder is useful for students to submit assignments.

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 the files in your folders.

Read Write

Others may view, modify, or delete any file in the folder; they have the same access as you do.

Important: Use the read-write access privilege with *great* caution; it provides **no** security, allowing anyone to do anything at any time to any file in the folder. Most people will not want to use this setting.

Again, to change the access privileges on any of your G drive folders, contact the Help Desk at xHELP (4357) or helpdesk@snc.edu.

Putting course files on the G drive: Instructors

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

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

Note: Even though **you** can save files to your folders on 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, C drive, or other location, 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 or Windows Explorer. If they are using their own computers, they can upload the files to your G drive using the web-based NetStorage program. *Note:* Macintosh OS X computers are not able to place files in Dropbox folders. Mac users should use NetStorage to do this instead.

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

WARNING: If students try to save a file to the G drive from within a program (e.g., Word, WordPerfect, Excel, 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.

Assistance and Questions

If you have any questions or need more information, please call the Help Desk at (920) 403-HELP (4357), contact us via e-mail at helpdesk@snc.edu, or stop by the Help Desk in Cofrin 101. The Help Desk is for St. Norbert College students and employees only.