

# The G: Drive: Students' Guide

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Instructors usually give students many handouts and collect numerous assignments. Many instructors place student handouts on the G: drive of the College's computer network and collect student assignments electronically through the network. In this way, students can retrieve handouts and submit assignments from any networked computer on campus. Assignments may even be graded and returned through the network. This handout explains how students use the G: drive to retrieve handouts and submit assignments in a computer lab. If you want to use the G drive from a Res. Hall or off campus, use NetStorage via your web browser (<http://www.snc.edu/netstorage>), or NetDrive, which is a program that you have to install (<http://www.snc.edu/techsupport>).

## Retrieving Class Handouts from the G: Drive (Windows)

### Using Microsoft Word

1. Go to the File menu and select Open. This displays the Open dialog box.
2. Go to the "Look in:" drop-down box and select Classes... (G:\). This opens the G:\ drive.
3. Double-click the instructor's directory. This displays the instructor's course files.
4. Double-click the directory for your course. This displays available files/directories for that course.
5. Double-click the directory where the handouts are stored. This displays available files in that directory.
6. Double-click the filename of the desired handout. This opens the handout on the screen.
7. Print the file, or use File, Save As to save to a floppy disk (A:), your M: drive, or your C: drive.

To retrieve class handouts from the G: drive using any other program, follow the same procedure (open the program and then open the file you need).

## Submitting Assignments to the G: Drive (Windows)

To submit assignments via the G: drive, you need to copy your files to the appropriate subdirectory under your instructor's directory. In Windows, copying files to the G: drive **must** be done by using My Computer or Windows Explorer. Macintosh OS X computers are not able to place files in Dropbox folders. Mac users should use NetStorage (<http://www.snc.edu/netstorage>) to do this instead.

**Please Note:** You **cannot** save your files to your instructor's G: drive directly from an program, such as Microsoft Word, using the **Save As** command. You must first save your file to your M: drive, a USB flash drive, or the **Savehere** folder on a lab computer, exit the program, and then *copy* the file to the appropriate folder on your instructor's G: drive using either My Computer or Windows Explorer.

1. When your assignment is complete, save the file to a USB flash drive, your M: drive, or your C: drive.
2. Close the file.
3. Quit or minimize the program you were using.
4. Copy the file to the appropriate subdirectory on the G: drive, using My Computer or Windows Explorer.

<p><b>WARNING:</b> If you try to save a file to a subdirectory on the G: drive from within a program (e.g., Word, WordPerfect, Excel, PowerPoint), an empty file will be created on the G: drive. In other words, it will <i>look</i> to you like the file was created, but when your instructor opens it, it will be <b>blank!</b> Please be sure you follow the instructions carefully to avoid this problem.</p>
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## 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](mailto:helpdesk@snc.edu), or stop by the Help Desk in Cofrin 101. The Help Desk is for St. Norbert College students and employees only.