

Network Drives

The College operates a Novell computer network, which allows all computers connected to it to access shared resources such as programs and file storage areas. The advantages of using the network, and the ways it can be used most effectively, are outlined in this handout.

What are network drives?

The network has drives for file storage that work much like those on your computer. On your computer you have a hard drive labeled C:, and possibly also one labeled D:, a floppy drive (usually labeled A:), and a CD-ROM drive (usually labeled D: or E:). On the SNC network there are drives labeled G: through Z:, but the only network drives with which you need to be familiar are G:, J:, and M:.

Why use network drives?

- **Security:** Network drives are more secure than floppy disks, Zip disks, or hard drives. This is because access to network drives is controlled by network access privileges, as described above.
- **Reliability:** Network drives are also much more reliable than disks or hard drives. They almost never fail, and even if they were to fail, the Help Desk can restore them from backups (see next point). Floppy disks, on the other hand, are notoriously unreliable (i.e., they fail all the time, and always at crucial moments!).
- **Backups:** Network drives are backed up regularly, so lost or damaged files from any network drive can be restored if necessary. The M: and G: drives are backed up nightly; the J: drive is backed up weekly.

M: drive

The M: drive is your personal storage space on the network, for storing your personal files. You can access your M: drive from any computer on the campus network, as long as you are logged in to the network on that computer. No one else on campus can access your M: drive*, making it a secure place to store your personal and private files (unless you walk away from a computer on which you are logged in). M: drive storage space is limited to 50MB for employees and 20MB for students.

*Professional staff members in the IT and Technology Support Services departments are able to access your M: drive for the purposes of assisting you with problems. However, they never access your personal files without your knowledge.

Accessing your M: drive

To access your M: drive on a PC, select the drive that starts with your login ID, e.g., Duckdf on 'Cluster1-user-server\User\Users\Staff' (M:). To access your M: drive on a Macintosh, use the alias (on the desktop or in the launcher) called Student Users, Faculty/Staff Users, or just Users. You may create, copy, move, and delete files and folders on this drive just as you would on any other drive.

J: drive

The J: drive is the College's departmental storage area. Most departments on campus have their own folders on the J: drive, where they store files pertaining to the work of the department. Only members of the department may access the department's folder**, with the exception of the Dropbox and Public folders, which are accessible to anyone with a valid SNC account (details below). Students employed by a department may be given access to that department's area on the J: drive if requested by the student's staff supervisor. If your department does not have a folder on the J: drive, and would like one, contact the Help Desk to request one. There are no storage space limits on the J: drive, but all users are expected to be responsible in their usage of this shared resource.

**Professional staff members in the IT and Technology Support Services departments are able to access all departmental J: drive folders for the purposes of assisting staff with problems. However, they never access your departmental files without your knowledge.

Accessing the J: drive

To access the J: drive on a PC, select the drive labeled J-Dept on 'Cluster1-department-server\Department' (J:). To access the J: drive on a Macintosh, use the Departments alias (on the desktop or in the launcher). Department members may create, copy, move, and delete files and folders on this drive just as on any other drive.

Using the Public and Dropbox folders

The Public and Dropbox folders, inside of each departmental J: drive folder, allow departments to share information with staff and faculty members in other departments.

The **Public** folder is intended for distributing files to those outside of the department. Files in the Public folder may be viewed and copied, but not deleted or modified, by anyone with a valid SNC account (faculty, staff, students, alumni, etc.).

The **Dropbox** folder is intended for receiving files from those outside of the department. Anyone with a valid SNC account (faculty, staff, students, alumni, etc.) is able to put files into any department's Dropbox, but may not open, copy, modify, delete, or overwrite the files in those Dropboxes. Files in the Dropbox can be opened, copied, moved, or deleted only by members of that department (although all users can see a list of the files in every Dropbox). *Note:* On a Macintosh OS X computer, you cannot place files in Dropbox folder unless you first create your own folder inside of that Dropbox.

G: drive

The G: drive is the course storage area, for use by faculty to make course files accessible to students, and to accept files (assignment submissions) from students. Most faculty members have a folder on the G: drive, named by their 6-character login ID. By default, all directories on the G: drive are read-only, meaning that everyone on campus can view and copy the files, but cannot delete or modify them. If you do not have a folder on the G: drive, and would like one, contact the Help Desk to request one. There are no storage space limits on the G: drive, but all users are expected to be responsible in their usage of this shared resource.

Accessing the G: drive

To access the G: drive on a PC, select the drive labeled G-Classes on 'Cluster1-course-server\Course' (G:). To access the G: drive on a Macintosh, use the Classes alias (on the desktop or in the launcher). For detailed information about using the G: drive for storing course files, see the handout *The G: Drive: Instructors' Guide*, available at <http://www.snc.edu/techsupport>. For G: drive instructions for students, see the handout *The G: Drive: Students' Guide*, available at <http://www.snc.edu/techsupport>.

P: drive

The P: drive is a temporary public storage area, open to everyone on campus. Everyone has full access to the P: drive, which means that anyone can put anything on it, see everything on it, and delete anything from it. Therefore, the P: drive is *completely insecure*. It is intended only for very short-term file transfers.

Accessing network drives from off campus

Network drives cannot be accessed directly via the Internet, but files can be transferred to & from network drives using either a web-based interface called NetStorage or file transfer programs like WS-FTP and Fetch. For detailed instructions, see the handouts *Accessing Network Files using NetDrive*, *Accessing Network Files using NetStorage*, and *Accessing Network Files using WS-FTP and Fetch*, available at <http://www.snc.edu/techsupport>.

Questions and assistance

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.