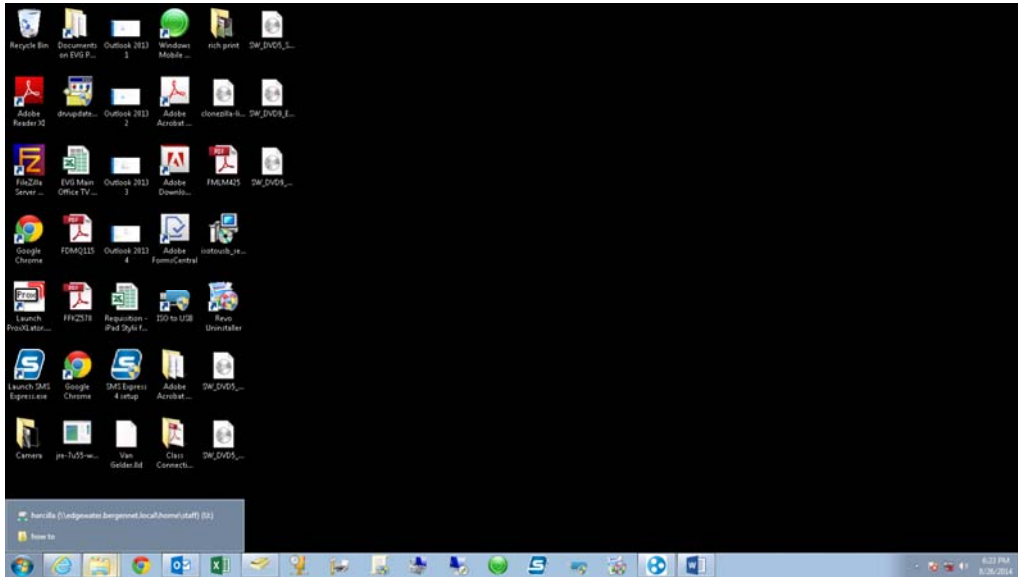


Once logged in to the PC, access network folders by opening Windows Explorer. One method to access windows explorer is to click on the folder icon on the taskbar on the bottom left hand corner of the screen (next to the Internet Explorer icon).



In the Windows Explorer window, all the network folders available will be listed under “computer”.

In the image below, the folder Student Files will have grade, classroom, classes and individual student subfolders. The folders can be accessed by students who are able to create and save documents.

The Staff Share folder contains any documents shared by staff. This includes various forms and other shared documents.

The user folder is a folder unique to the account logged in and can only be accessed by that user. It is strongly recommended that any important files be saved onto this folder as **anything saved on the local computer can be erased at anytime**.

