

Saving on the Public drive.

-1- Teachers: please do not save 'loose' files on Public. They must be in a folder. Your folder is normally under **Teacher Folders**, then 'your school'.

-2- Any student files **MUST** be saved in a folder within their teacher's folder. Any loose files are likely to disappear.

-3- If these important files of yours, they should be stored on your N drive, not on Public. Anyone can move or delete files on Public.

-4- If these are important STUDENT files but need to be shared (thus not a candidate for storing on the student's N drive), use Public but **once or twice a day/week** (depending on how critical it is to save the latest files) **copy those files into a folder on your N drive.**

You can open 'My Computer' to Public (etc...), then open 'My Computer' again to your N drive. Each can cover half of the screen. You select the folder containing the students' work, then 'right-drag' the folder to your N drive, and choose COPY from the short-cut menu that pops up when you release the right mouse button.

'Right-drag' means to hold down the right mouse button to drag something to a new place. 'Left-drag' sometimes copies and sometimes moves.

'Right-drag' gives you a choice every time.