

Eagle Ridge - Using the Network 'Teacher Assignment' and 'Drop-Box' Folders within NAL Window

Purpose or use

- Using this method will allow students to create documents or projects in the lab and continue working on the document from classroom, or visa versa
- It will place student work in a location where the teacher can check progress as well as the finished assignment
- It will allow the teacher to create one assignment document that every student can access, work on, and save to his personal folder for followup work on the document

Setup your folders correctly

- Open My Computer
- Open Folderroot
- Open Teacher Assignments
- Open your own teacher folder (it has your name on it)
- Within your folder, create two new folders (File, New, Folder)
- Name on folder "Student Folders" and the other folder "Assignments - Start here"
- Within the "Student Folders" folder, create a folder for each student, or have them do it

Create a practice assignment for your students, to teach them the process

- Launch Word and type into the document - 'Type your name here.'
- Save this document as a template
 - When you choose to save it Template is one of the options
 - This prevents students from changing your original document
 - Save this template to the Assignments Start here folder, within your Teacher Assignments folder
 - Name the document 'Typing my name'

Have your student test the process - They should:

- Open the Teacher Assignments folder within the NAL window
- Open your folder
- Open the Assignments Start here folder
- Double click the 'Type my name' document
- Type their name
- Save the document into their folder within the 'Student Folders' folder (either you must create folders for each student or have them to do so)

- They should name the file 'Their name - Type my name'
- They should save it as a regular document, not a template (this is the default)
- Test the success of the process here, but launching your assignments document; it should appear as it did originally, and opening the student documents within their folders; each should have their name within the document
- Should the student need to continue to work on the above saved document, or make additions to it, or edit it, he will open his own document from within his own folder, to continue his work, rather than opening the template within the 'Assignments Start here' folder again
- Students will need to be trained to use this method of saving their work

When student have completed an assignment and it is finished and ready for the teacher to check, he should:

- Open the document
- Go to File and Save AS
- Navigate to the DropBox folder, and his teacher's drop box
- Save

Note: the DropBox folders are protected, but the Teacher Assignment folders are unprotected. It might be wise, especially if students are working on long term projects, to backup their work within the 'Teacher Assignments' folder. To do this, do the following:

- Open My Computer
- Open Folderroot
- Open Teacher Assignments
- Right click on your folder within the Teacher Assignments folder
- Go back up a couple of levels to your home directory (it is within My Computer, and it has your name on it - no one sees or has access to this folder unless they are logged in with your login)
- Open your home directory and right click and paste
- It would be wise to rename the pasted in folder, using the same name but adding the date at the end, so you will know the date of you last backup

