

Technology Tips

SPS ASSIGNMENT FOLDER SYSTEM (Secure File Distribution System)

for Windows XP and 2000

Teachers - Getting Started

In order to use the Teacher Assignment folder system, special privileges need to be enabled on your account. Contact &&Ac-counts@sps.springfield.ma.us and request that these privileges be enabled on your account.

The following information will be required:

Your school

Your full name

Your SPS email username

Schools that presently have access to this system using Windows 2000 and Windows XP

Central-cenfs01 (on limited basis – mobile cart laptops only)

Commerce-comfs01 (on limited basis – mobile cart laptops only)

Putnam -putfs01

SciTech -hsstms03 (not operational - Fall 2007)

Van Sickle-vanms01

Duggan -dugfs01

Renaissance -expfs01

Brookings-brofs01

Forest Park-forfs01

Kiley-kilfs01

Beal -BEAFS01

Teachers - Using the System

Will see two new icons on desktop (1)Teacher Assignments and (2) Student Folders

Inside the Teacher Assign-

ment Folder Icon, you will have a folder with **your last name** on it. Inside **your** Folder Name will be four individual folders:

Assignments-Place assignment to be completed by students

Drop Box-Receive completed assignments from students

Favorites-List of favorite Websites

Shortcuts-Shortcut Icons to software

Student assignments will be placed in the **Assignment** Folder. Student can drag and drop these assignments into their student folder where they can work on them.

When an assignment is completed it should be resaved using the following naming convention:

per#.filename.initials

per2.flyer.njp

Students can then drag and drop the completed assignment into teacher's **Drop Box** folder. If an assignment needs to be placed into the Drop Box more than once, they will have to give it a different name.

per2.flyer.njp2 different version

per2.flyer.njp3 different version

Teachers - Using the Drop Box and electronically returning correct work

- The teacher will need a list of all his/her students name and SASI ID number
- The teacher needs to create folders on their desktop for individual classes, e.g., Period1, Period2, Period3

- Open up master list of students, but clicking on Student Folders
- Sort by student ID and browse for students by ID number
- Select ID while holding down Control Key so you can grab them all
- Right Click> Select Desktop (Create Shortcut)
- Then drag student ID shortcut folders into the correct class folders you created
- Go to the digital drop box once students have submitted all completed work
- Select all the documents and drag them into the folder for the appropriate class at the folder level
- After correcting documents, rename by including a **c** at the end of the file name to indicate it has been corrected at least once - this is done in the class folder level
- Then just drop the corrected assignment into the appropriate student shortcut folder and the students can get their work back in their own folder

PLEASE NOTE

If an inappropriate file has been placed in your Drop Box folder

Do NOT delete the file

Email &&Ac-counts@sps.springfield.ma.us and supply them with the following information:

Your School

The name of the file

The day and time it was placed into the folder

Student - Log In process

Username : Student SASI Number

Password: Student 6 digit birthday format: 061291

Generic User Accounts

Can not access any drop boxes

Do not have home folders

Can not be used in other schools

Can not save work to computer – all work will be lost upon reboot

Must use a disk drive to save ALL work

FYI - All Teachers have READ ACCESS to other teachers' assignment folders



Be very careful not to delete your folder on the server. It does not go into your Recycle Bin on your desktop!!!!

It gets TOTALLY deleted and can't be retrieved.....