

Student/Staff Data Folder Structure

Purpose

The K drive can be used to answer a variety of needs for your school site. Consistency between sites reduces support costs and makes managing this type of resource easier for I.T. support staff.

Structure

The K drive can be broken down into three sub-folders

Students

- This is a folder that students and teachers can use to quickly and easily share files.
- Permissions for this folder allow *all users* at a site to add and remove files as needed.
- Before the beginning of every school year and with proper user warning, this folder will be regularly cleared out to reduce strain on backup servers and keep the folder clutter free. This is a temporary storage location and nothing permanent should be stored here.

Teachers

- Class and lab folders can be stored here - teachers and staff can create and maintain class specific folders and subfolders
 - Sub Folders include:
 - **Completed Assignments** folder which has special permissions that allow students to add files but prevents students from changing or deleting files. This ensures that no student data is lost due to accidents or mischief. Teachers and staff have modify rights over this area.
 - **WARNING!: Do not save DIRECTLY into this folder - use the COPY and PASTE method to submit work!**
Due to restrictions on the Completed Assignments folder saving directly into this folder will cause errors and loss of work.
 - **Common Files** folder which is read-only for students and can be used to hold student lessons, templates, and other course related data. Teachers and staff have modify rights over this area.

Applications

- This folder can hold data used by network applications that require a mapped drive to function such as Mavis Beacon, Essential Skills, etc.
 - i. Permissions on these sub-directories will be program specific and will require program documentation to determine what rights are needed to run the applications.