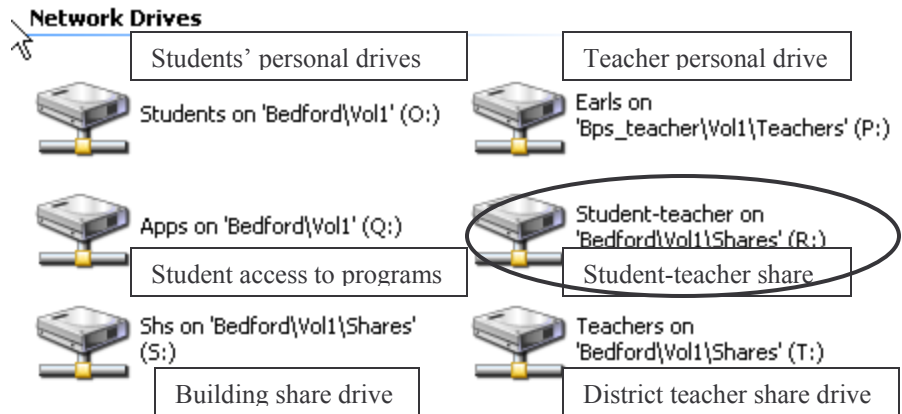
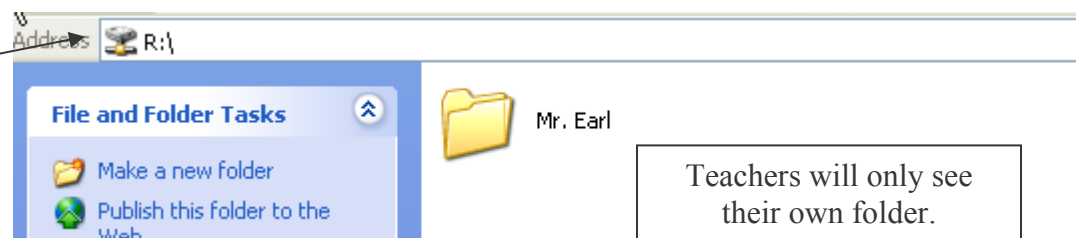


TEACHER VIEW OF STUDENT-TEACHER DRIVE

Teacher logs in and double clicks on **My Computer**.
Network drives are visible.
Double click **Student-Teacher** drive.

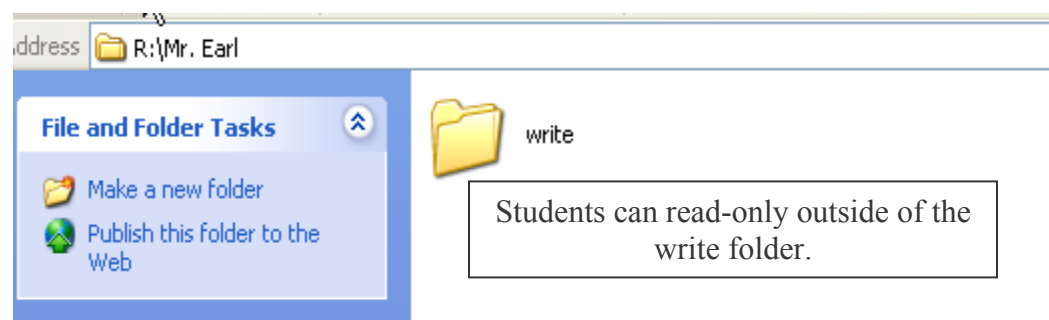


The **Student-teacher** drive is labeled as the **R drive**.
Inside the R drive is your teacher folder.
Double click your folder to open.



Inside of your teacher folder is the **Read-only** area that students can access when they are logged in.

Save any file you want students to be able to view or download in this area. Students cannot make changes to any file in this location unless they open the file and select file>save as and save it back to their p drive to edit.



If you want to save a file that students can view and edit or for students to share files they need to edit within a group, double click on the **Write** folder and save inside of it.

