





Network Basics

What is a Network?

A network is a system that shares devices (such as printers and servers) and resources (software). It also promotes an organized and standardized computer environment.

What will the network provide me as a user?

-  The ability to share networked printers.
-  The ability to share data on network drives such as the “S” drive.
-  The ability to have files “backed up.”
-  Access to a “secure” computer environment.

Basic Network Terminology

- Backup** - A duplicate copy of a program or data. It serves as protection against corruption or loss of the original.
- File Server** - A special computer designed to manage the network functions. Workstations send requests to the file server to access network resources such as printers, software, files, etc. If the file server “goes down” you won’t be able to access printers, software or other files!
- LAN** - Local Area Network – Your school’s network.
- Log On** - The process of activating your connection to the network.
- Log Off** - The process of deactivating your connection to the network.
- WAN** - Wide Area Network – Your access to the Internet and Open Desk functions are through a WAN. If the Wide Area Network goes you will not be able to access the above services but can still access programs, files, etc. from your file server.
- Workstation** - Your computer.

Using your network

“Logging In”

Before you can “log in”, you must have a LAN account established for you. Your tech coordinator will establish this account for you. This will consist of a username and the establishment of a “home directory” for you to use. You must log in to access any of the network resources or devices.

Username and Password

Your username will consist of your first name and last name. It will be entered as follows (spelling and spacing does matter!)

EXAMPLE: Mickey Mouse
Donald Duck

You will set your password the first time that you log in to the network. **Please use a password that you will remember.** Passwords are case sensitive and should be at least 4 characters in length.

“Logging Out”

It is very important that you get into the habit of logging out when you have completed any tasks on the computer. There are two main reasons:

- ☐ If you are logged in as a staff member, you will have automatic access to the Internet. If you neglect to log out and leave your computer unattended, any student could get on it and access the Internet. This violates the Acceptable Use Regulation since students at this level need to be monitored while accessing the Internet!
- ☐ If you neglect to log out prior to leaving at the end of the school day, the server will automatically disconnect that workstation during the evening. If you had been in the middle of working on a file or document and had not saved it, any changes you made to that document would be lost. When the server performs it’s backup functions, it requires that all workstation connections be terminated! This function is scheduled to be performed at 9:00 PM.

Network Drives

Staff Drives – the following table illustrates what you will see and be able to use!








Drive Letter	Drive Name	Drive Use
A	Floppy Disk Drive	Saving Files on a Disk to take home
C	Computer Hard Drive	Don’tt save files here since they won’t be backed up!
D	CD-Rom Drive	Accessing files or programs that are on a CD-Rom
G	Shared Student Drive	Students save to this drive while on the Internet. Teachers can view or retrieve student work here!
H	Your Home Drive	Save everything here! No one sees or can access these files except you.
S	Public (Shared) Drive	Staff and Students can share these files. Students can read only and not save here!
T	Staff (Teacher) Drive	Only staff members can view and/or share these files

Because of limited space and other network issues the G, S, and T drives will need to be purged periodically. Your coordinator will advise you of when he/she will perform this activity. It will be up to you to either save those files that you need to another area (floppy disk, or H Drive) or to let him/her know that you still need those files.

Student Drives – The following table illustrates what STUDENTS will see and be able to use!


Drive Letter	Drive Name	Drive Use
A	Floppy Disk Drive	Saving files on a Disk to take home
G	Shared Student Drive	Students save to this drive from the Internet. Teachers can view or retrieve student work here.
H	Individual Student Home Drive	Students will save everything here!
S	Public (Shared) Drive	Staff and students can share these files. Students can read only not save here!

Logging in for the first time!






-  Make sure that the Group name is set to *Staff* from the pull-down menu.
-  Enter your username. (First name space last name)
-  Leave the password blank!
-  Click **OK**
-  You will be prompted that your password has expired. At this point type in your password – please make it something you will remember!!!!
-  After re-entering the password, click OK.
-  You should now see the Application Launcher, which means you are in!

Application Launcher

The Application Launcher is what provides you access to all of the software that is loaded onto the network. It is set up similar to a tree. Notice on the left-hand side at the top there is a Tree icon called FCPS. Beneath that icon should be a series of folders or branches. These folders are named for different subjects or software types. Example: Internet, Teacher Applications, etc. Within each of these folders, on the right-hand side, you should see software titles. To open a software title, double-click on its icon!

 If your application launcher is not visible, try looking at the bottom on the task bar or on the desktop for an icon to double-click on!

Creating Folders on the Server Drives

-  Double-click the *My Computer* icon on your desktop.
-  In the opened window, locate and double-click on the drive name that you would like to create a folder in.
-  From the *Menu Bar*, select *File*.
-  Select *New* and choose *Folder*.
-  A new folder should appear on the drive you selected. Notice that the folder is highlighted and is ready for you to name. If the folder is on one of the “Public”

drives be sure to include your name or initials on it: example - Jfrench permission slips, etc.. If it is on your H drive all you need to do is name it: example - Tests, Grades, etc.

- ☞ Type the folder name that you want and press **Enter** on your keyboard.
- ☞ **OOPS!!!! Need to rename the folder????** Lay the cursor on top of the folder and right-click the mouse. Select **Rename** and retype the name that you want. You can also delete folders with this right-click feature!
- ☞ Close the Drive location by clicking on the X in the top right-hand corner of the open window.

OR

- ☞ You can also create folders from the **Save As** feature
- ☞ Let's say you have created a document and you want to save it, but in addition to saving you want to keep it in a special folder
- ☞ Go to **File** and pull down to **Save As**
- ☞ Beside the **Save In location** you will see several file folders
- ☞ The third folder to the right allows you to create your own folder
- ☞ Click on that third folder and it will create a "New Folder" which you will need to name

Saving to your Home (H) directory



- ☞ Once an application is open, go to **File** and pull down to **Save As**
- ☞ In the **Save In** window you should see your saving location (h/Home) and the folder where you want to save it to
- ☞ Double click on the folder where you want to save your work to and this will open the folder
- ☞ Check the file name before you click **Save**. Change the name if you want or need to. Click on **Save**.
- ☞ Your saved work will now be available for you to change, print, or share.

Saving to Shared Drives (G,S,T drives)





- ☞ Go back to **My Computer** on your desktop
- ☞ Select one of the three locations listed above and double click to open it
- ☞ Follow the same procedure as you used to make folders above. Make a new folder in each of the drives with your name on it.
- ☞ Now you can save work, forms, letters, and information in any of the drives by going to **File** and selecting **Save As**. Navigate to the drive that you want and then select your folder. Check the name and then click on **Save**.

Deleting Files from Any Drive






- ☞ Go back to **My Computer** again
- ☞ Select the drive where the document you want to delete is stored
- ☞ Double-click on the drive to open it
- ☞ Locate your folder and double-click to open it
- ☞ Locate the document you want to delete
- ☞ With the cursor on the document, right-click

-  In the opened window, select **Delete**
-  You will be prompted "Are you sure....." Click **Yes** and it is gone.

Moving Documents into a Folder

-  Back to My Computer (last time I promise!)
-  Select the drive where you want to move documents
-  Double-click to open the drive
-  To move documents not in a folder, just click and drag them until they are over the folder that you want them placed in. Release the click and they will now be inside the selected folder.

Logging Out

-  Please remember to log out when you are finished using any computer that is attached to the network
-  Close all the programs that you have open by clicking on the X in the top right-hand corner
-  Go to the **Start** button located on the **Taskbar** (lower left-hand corner of the desktop)
-  Click on **Logoff** Your Name
-  Now the computer is ready for the next user and your work is secure!

These are the “basics” of your new network! If you have any problems or questions, see your building network administrator immediately.