

An academic share is a folder on a server. The contents of this folder are visible to, and accessible by, every network user -- staff or student.

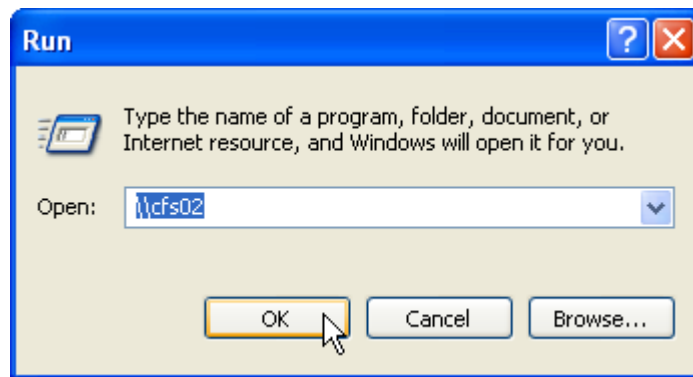
Overview

Every instructor has an academic share – it is located on a campus server and the name of the folder is the instructor’s first initial followed by the last name. Faculty use this folder to make available (share) files with their students – things like sample tests, presentations, data files, assignments. Below you can see the server structure for our academic shares, including the path to each academic share:

Campus	Sample Paths
Brockville	\\BNAS01\AcademicShares\Brockville\PBrown
Cornwall	\\CFS02\AcademicShares\Cornwall\SJohnston
Kingston	\\KNAS01\AcademicShares\Kingston\LJones

To Access the Academic Share of an Instructor

Click the **Start** button on the Task Bar and click **Run**. In the **Run** dialog box, key in the appropriate server name (preceded by 2 back-slash characters). To determine the correct server name for your campus, please refer to the table above. In this example we are using the Cornwall server: **cfs02**.



When the window displaying the contents of the server opens, double-click on the *AcademicShares* folder ... and when the *AcademicShares* folder opens, double-click on the appropriate campus folder.

When the campus folder opens, scroll through the contents until you locate your instructor’s academic share, and double-click it.

Every academic share contains a *Dropbox* folder. As a student, you can deposit files in your instructor’s *Dropbox*, but the contents of the *Dropbox* are only visible to the instructor. No other user, staff or student, can view the contents of that folder.