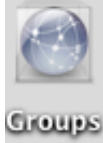


How to Use the Groups Folders

Groups have been set up for ease in sharing/protecting documents. As a Staff member, you have access to all of the Groups you can see. Students, though, have access only to their own Grade Level's groups and the Teachers folder.






Accessing the Groups folders:

Click on the



either on the **Desktop** or in the **Finder window**.

A new window shows all of the Groups folders:

Folder	Who Has Access?	What Used For
 6th	All Staff & all 6 th graders can read and write to it	<ul style="list-style-type: none"> • Staff share files with 6th graders • 6th graders share files with each other
 7th	All Staff & all 7 th graders can read and write to it	<ul style="list-style-type: none"> • Staff share files with 7th graders • 7th graders share files with each other
 8th	All Staff & all 8 th graders can read and write to it	<ul style="list-style-type: none"> • Staff share files with 8th graders • 8th graders share files with each other
 StaffDocs	All Staff can read and write to it. Students have no access.	Share staff documents
 Teachers	<p>Each teacher has TWO folders inside this folder:</p> <p>Work: The teacher has read/write privileges to his/her own folder. Everyone else can "read only."</p> <p>Drop: This is a drop box, where students (or other staff) can put their work. Once they put it there, only the teacher who owns the folder can see it or take it out.</p>	<p>Work: for teachers to put work for students to take out & work on. Students cannot save to this folder.</p> <p>Drop: for students to hand in work to the teacher. Can also be used by staff to drop something private for another staff member.</p>