

Changing your Drop Folders

Drop Folder: You are the owner of your default Drop folder. You have **full** privileges (called “Read/Write”); you can read everything in it, and put things into it. In the default setup, everyone else on the network (called “Others” has “Write Only” privileges to this folder.

The Drop folders are set up so that it is “Write Only” for students. When students “drop” work into it, they get this message:

You do not have the ability to see the results of this action. Proceed anyway?

This means they will not be able to “view” what they have done, but they CAN drop there.

Advantages of the Drop folder:


- Students cannot copy or alter each others’ work.
- You have all of the work in one spot for grading or editing.

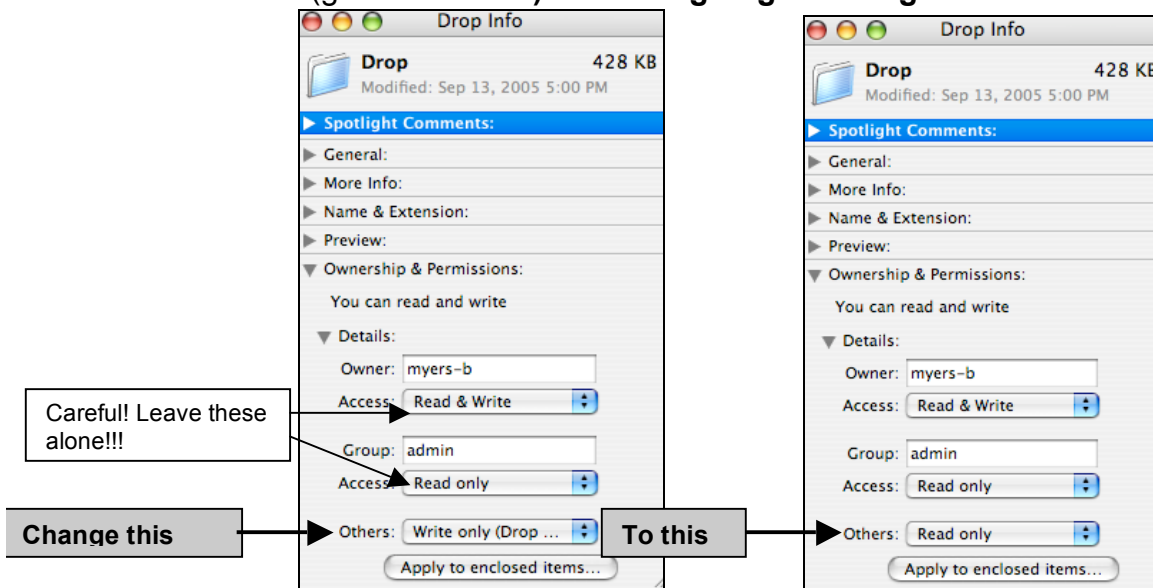
Disadvantages of the Drop folder:

- With 125 students, your students have to be careful in how they label their work, for you to be able to find one period at a time.
- Your students cannot tell whether their work “made it” to your Drop folder.

Customizing Your Drop Folder

You can change the default, making folders inside your Drop Folder to help organize your students’ work: *Proceed with caution!*

1. Change the Drop folder so that students can READ it (i.e. see inside it):
 - Click on the Drop Folder.
 - +i (get information): **You are going to change the BOTTOM drop-down only!**



2. Make some new folders inside the Drop folder: either Finder > New Folder, or click the “New Folder” icon in your finder window. Name the folders by Period, or however you wish to organize them. They will come with **Read Only** permissions for “Others;” kids can both look in them and see everything in there. (see chart below)
3. If this is the last level you want, change the “Others” permissions here to **Write Only**. These will be the new Drop Boxes for this period or group. If not, continue to another level.
4. Before making too many levels: Try to organize folders so it will be easy for you; remember, if you decide to make individual folders for all of your students, you will have to open each one to get the work out!
5. At the lowest folder level, you should have “Write Only” for “Others.” This will make this lowest level a “Drop Box.”

Understanding Permissions

Permission	Who Can Read (View) it?	Who Can Write to It?
“Read/Write”	Everyone	Everyone
“Read Only”	Everyone	Owner only (Others can pull the documents out, and copy it, but not alter the originals)
“Write Only”	Owner	Everyone