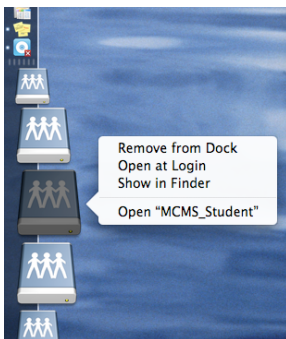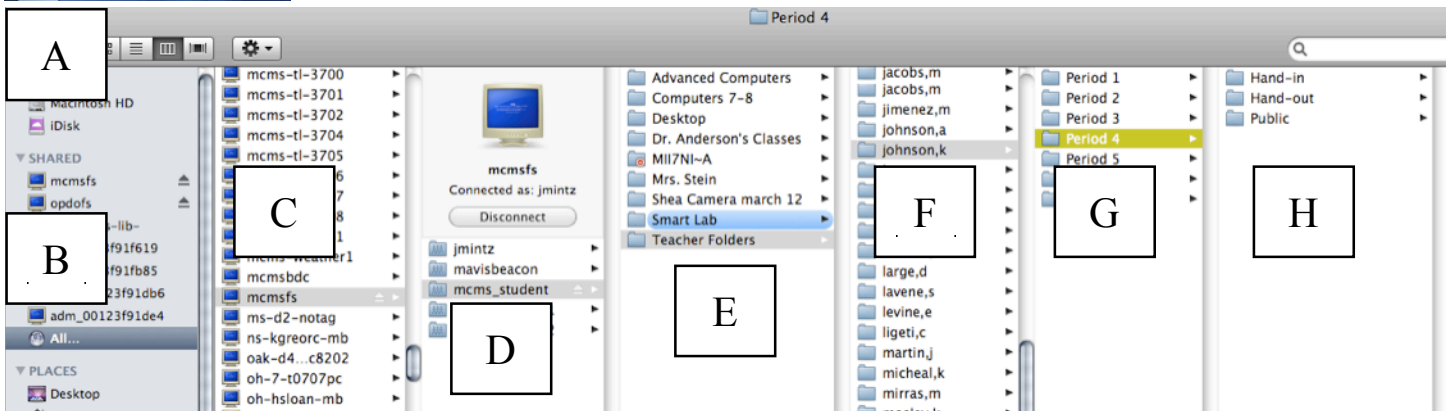# How to Access and Use the Teacher Hand-In, Hand-Out and Public Folders

1. From your **DOCK** select your site's _**Student** share folder.

2. If you do not have your site's _**Studen**t share folder in your dock **OPEN THE FINDER** in the **DOCK** and follow steps A-H Below.

SELECT YOUR SITE	File Server						
If you are a BES teacher you will select:	opdobesfs	⇒	BES_Student	⇒	Teacher Folders	⇒	lastname,first initial
If you are a ROES teacher you will select:	opdoroesfs	⇒	ROES_Student	⇒	Teacher Folders	⇒	lastname,first initial
If you are a OHES teacher you will select:	opdoohesfs	⇒	OHES_Student	⇒	Teacher Folders	⇒	lastname,first initial
If you are a OVHS teacher you will select:	opdoohesfs	⇒	OVHS_Student	⇒	Teacher Folders	⇒	lastname,first initial
If you are a OPHS teacher you will select:	ophsfs	⇒	OPHS_Student	⇒	Teacher Folders	⇒	lastname,first initial
If you are a MCMS teacher you will select:	mmsfs	⇒	MCMS_Student	⇒	Teacher Folders	⇒	lastname,first initial

A. Select the view button with the 4-column icon as shown.
B. Your site's student file server should be in the list under **SHARED**. Click on it. (File server name is listed in chart above.) If not- click on **ALL**.
C. If you see your site's file server highlighted. Click on it. If not, locate it in the list and click on it.
D. Select the folder named YourSite_student (ex.- MCMS_Student)
E. Select **Teacher Folders** in the next column.
F. Find your name in the teacher list.
G. Select the period. (Only MCMS and OPHS teachers will have PERIOD folders. Elementary teachers will go directly to step H.
H. You will then see 3 folders- Hand-in, Hand-out and Public:

Folder	Teachers may	Students may:
Hand-in	• Open the files that students have submitted • Delete files from this file. • Move the files into their desktop or documents. • NOTE: This is JUST for handing in assignments. It is NOT for long-term storage of student files.	• Submit files BUT cannot see or delete any files in this folder, neither theirs or another student's. Once they submit a file- they will not be able to retrieve or edit it. Therefore, they should ALWAYS keep a copy in their student folder.
Hand-out	• Save a file in this folder so that all students can open it (while on school network.) All your students can access the single file. • Delete files that you no longer need.	• Can open files that the teacher has placed in this folder BUT cannot edit the file. In order to edit the file students must use SAVE AS and save it to their personal student folder. This leaves the "master" copy in tact.
Public	• Anyone (both teachers and students) may open, edit, save and/or delete files from this folder, thus this is not a secure location. It is a space for collaborative documents.	• Anyone (both teachers and students) may open, edit, save and/or delete files from this folder, thus this is not a secure location. It is a space for collaborative documents.