QuickDoc M5.1

The Caleb Server and Class Folder(s)

Macintosh

INTRODUCTION

Class folders (also know as class accounts) are on the Caleb Server, *see note*. Class folders facilitate the distribution of information electronically, both to and from the students in a *specific* class.

Some features of the class folder are:
• Individual student folders • Commons folder • Class-wide mailing list
• Web page access • Shared folder • Optional folders for student projects and/or file sharing

FINDING A CLASS FOLDER

To find class a class folder you must first be signed on to the Wabash server, named "Caleb.Courses", *see icons in Figure 1*. When a lab computer start up you will be asked for your name and your password. *Never* share your password with anyone.
If you are not signed on to the server(s) use the **Apple** Pull Down menu; select **Chooser**.

Double Click on the Caleb.Courses icon to open its window.

Locate the class name folder.
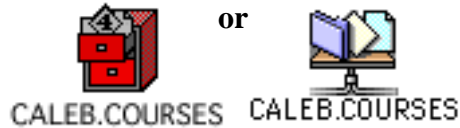
Double Click on the" class name" folder.

or

CALEB.COURSES   CALEB.COURSES

Fig 1

NOTES:

DEFINITION: Server is a computer that is connected to other computers for the purpose of providing software and/or files to persons in a group... in this case the Wabash campus.

Example:
Go to the Caleb.Courses (as shown above). Open the folder "Course 01" which is a sample/example folder containing other sample folders.
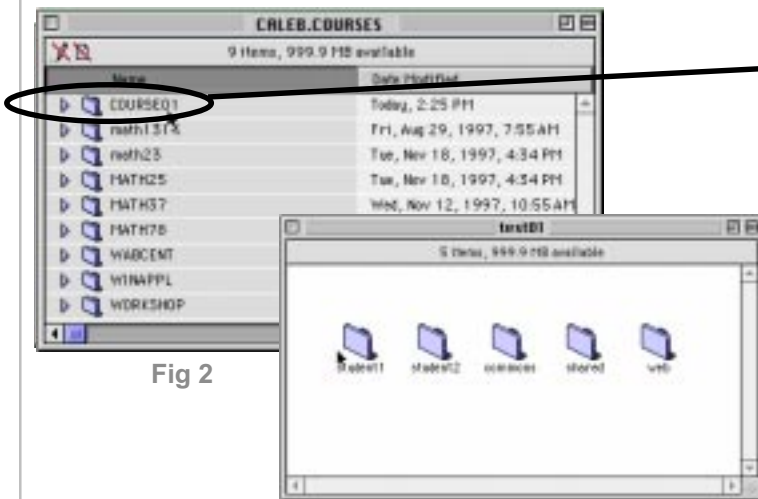
See Note

Click on the Course 01 folder to see:
Example **Student** Folders
Example **Commons** Folder
Example **Shared** Folder
Example **Web** Folder.

Fig 2

Your view of the class folder may differ from the example in Figure 2.

FOLDER TYPES AND FUNCTION

Wabash Class Folders are used in many ways to provide information, feedback and communication for students in a specific class.

• STUDENT FOLDERS

Student *and professor* can **read** files, **add** files, **delete** files in this folder.
Other students in the class have *no* access to *your individual* Student Folder.
Use this folder to submit homework assignments and any other computer files your professor requests.

• COMMONS FOLDER

Students can only **read** files in this folder.
The commons folder is generally used by the professor to distribute
    Documents — such as lecture notes or syllabus
    Data sets
    PowerPoint, QuickTime or other software files
    Homework answers

• SHARED FOLDER

Used for students to *share* files with each other for any class related reason.

• PROJECT FOLDER (OPTIONAL)

Limited access folder for a group project. This folder is the same as the shared folder but it is accessed by *only* students in a *specified project's group*. Usually there will be one project per group in a class.

• WEB PAGE FOLDER

The professor may place web pages in this folder for class specific information that can be found on a Web page.

CLASS-WIDE MAILING LIST

An additional feature of using a class folder is the class-wide (e-mail) list which can be used by the professor and students to send electronic mail to everyone in the class.

This e-mail list is "class specific". Only class members can receive or send e-mail messages from/to the class *as a group*.
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THIS CLASS FOLDER INFORMATION

Class Folder Name _____

Shared Folder Name _____