

The Caleb Server and Class Folder(s)

Windows'95

W5.1 The Caleb Server and Class Folder(s)

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.

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 folders 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 a folder you must first “log-on” to the Wabash server(s). Usually you are logged-on automatically when you start your computer up.

Click on the WabNet icon to see a list containing the Wabash servers.

Double Click on the Caleb (N) icon in the list to access it.

Locate the “class name” folder.

Double Click on the folder.

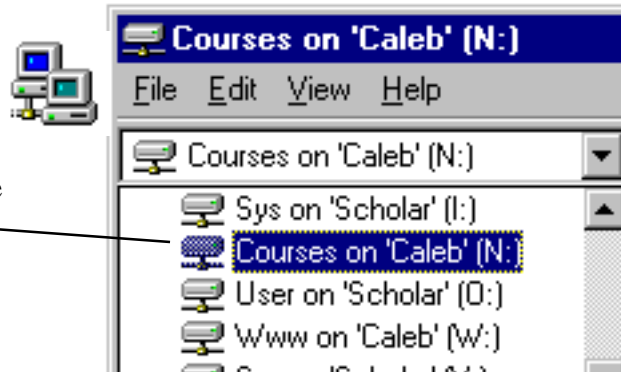


Fig 1

Example:

Go to the Caleb.Courses(N) (as shown in Fig 1 above). Open the folder “Course01” which is a sample/example folder containing other sample folders. *See Note*

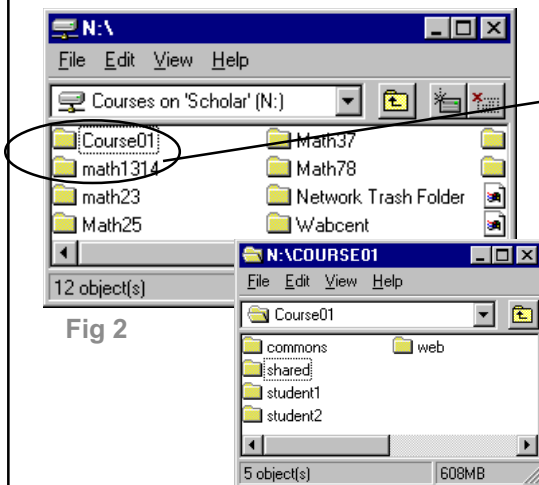


Fig 2

Click on the Course01 folder to see:

- Example **Student** Folders
- Example **Commons** Folder
- Example **Shared** Folder
- Example **Web** Folder.

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 the *individual* Student Folder. Using each student's folder, the professor can see and even modify student documents to provide feedback and a method of submitting assignments.

- **COMMONS FOLDER** 

Professor can, read files, add files, delete files in this folder. Students can only **read** files in the folder.

The commons folder is generally used by the professor to distribute Documents — such as lecture notes or syllabus
Data sets
PowerPoint 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 FOLDER** 

Professor may place web pages in this folder for class specific information. This saves having the student exit the class folder to find the Wabash web site. Use this folder for web pages directly related to a specific class.

Other pages such as department information pages or personal information pages should be placed elsewhere.

Professor has access to ALL folders inside the Class Folder

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*.

SET UP OF CLASS FOLDERS

- **Setup** — Send a class roster through campus mail to Brad Weaver, Computer Services, to have a class folder set up for your class. For additional information:
e-mail (weaverb) or phone (X6308)

- **Configuration** — A Class Folder may be customized. It can contain several combinations of folders types to accommodate the class curriculum.