**INTRODUCTION**

Class folders (also known 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 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 starts 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.

**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.
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

<table>
<thead>
<tr>
<th>Class Folder Name</th>
<th>Shared Folder Name</th>
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