

Saving for Teachers and Staff

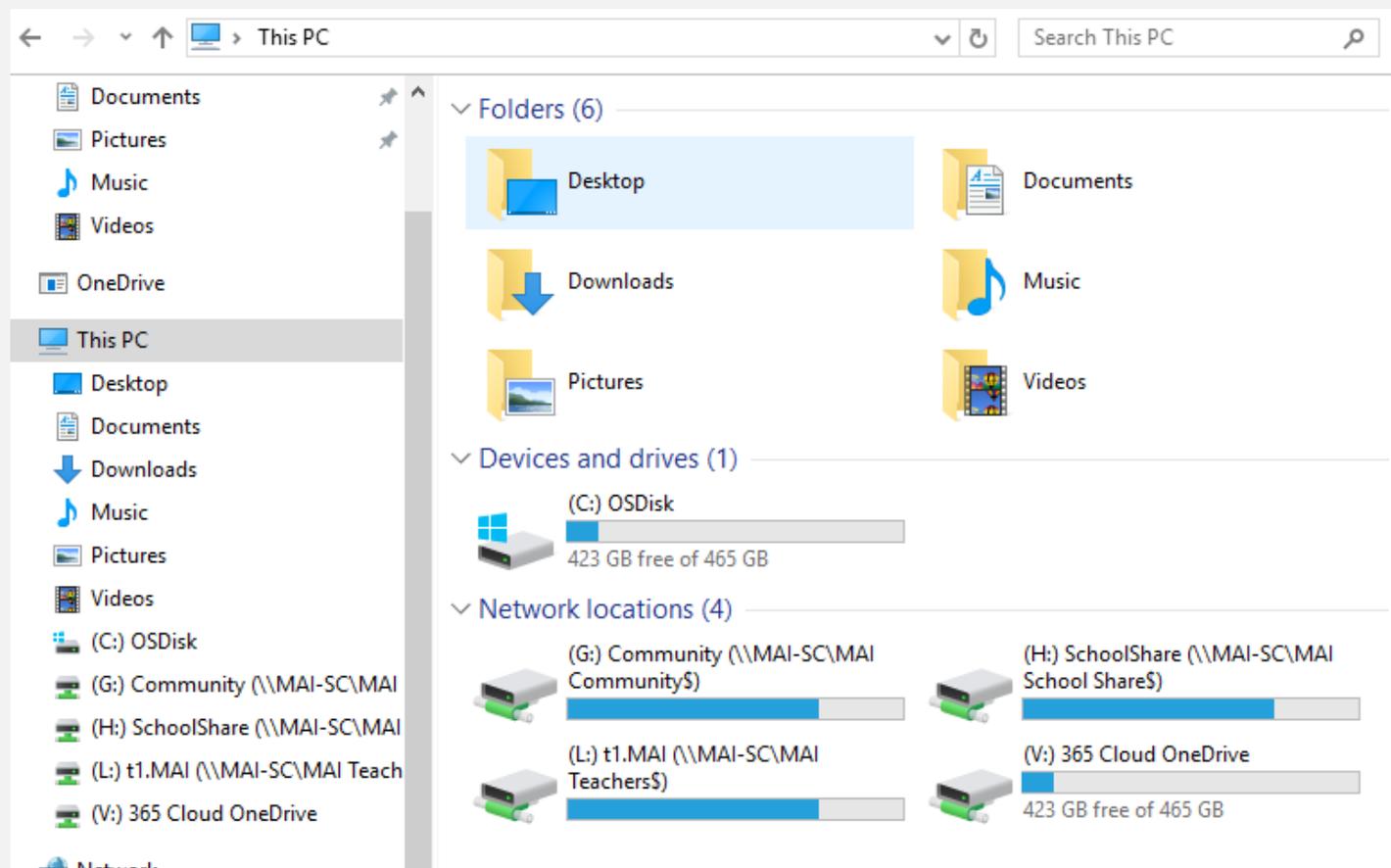
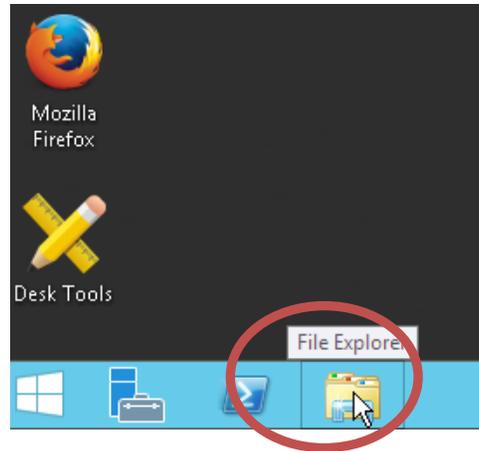
You have 4 different places that you can save your files. Here is an explanation of what they are:

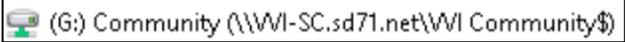
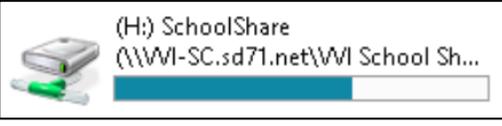
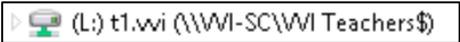
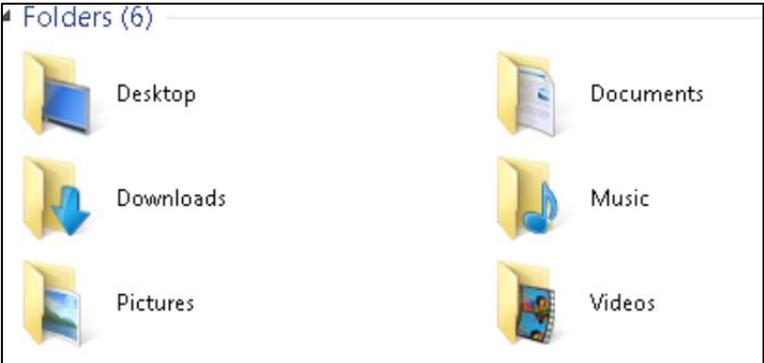
Click on **File Explorer** or the **File Explorer** icon at the bottom to see your options.

These are the same options that you will get if you click **Save As** while you are working in a program then click on **Browse**.

All of your Drives can be accessed in File Explorer.

You may need to click on **This PC** to see the drives.



<p>1</p> <p>The G Drive: Community</p> <p>This drive is for teachers to use to share information with other staff at their own school. Only teachers and staff have access to this drive.</p> <p>This resides on the school server.</p>	 
<p>2</p> <p>The H Drive: SchoolShare</p> <p>This drive is for teachers and students to use to share files. Students and staff have access to these folders.</p> <p>A word of caution- when you use the H Drive there is a risk of losing materials due to human error/student mistakes.</p> <p>This drive is hosted on the school server.</p>	 
<p>3</p> <p>The L Drive: Your name should appear</p> <p>This is your private drive that only you have access to. This drive is often the most used.</p> <p>This drive also contains the folders called: Desktop, Documents, Downloads, Music, Pictures and Videos. Saving to these folders</p>	  

is saving to your L Drive.

You can access this drive from home in the Portal (My Site) by clicking on Home Drive.

The L Drive is found on the school server.



The V Drive: Office 365 Online

This drive can be used to save files that you would like to access anywhere on any device. It allows you to share files with other sd71 students and employees.

When you are working in Office 365 online apps (programs) they will automatically save here.

To access it, you can go to Office 365 and open OneDrive.

