

SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

PROPERLY SAVING YOUR WORK TO THE SASD NETWORK

Purpose

This handout illustrates how to properly save your work to the SASD Network.

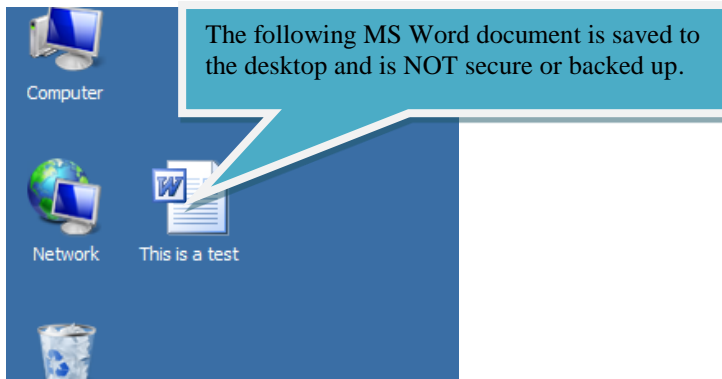
Why?

All work being completed must be saved to the SASD Network for the following reasons:

1. Any work saved to the network is **backed up**.
2. All work saved to the network is **secured**.
3. The **policy** of the district is that all work must be saved to the SASD Network.

What If I Save My Work to My Desktop?

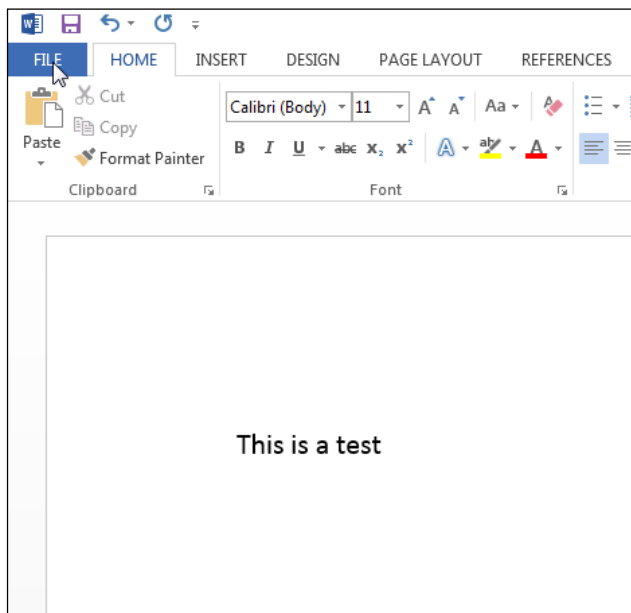
Saving your work to your desktop is not backed up nor is it secure. The following is an example of a file saved to a desktop:



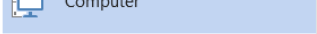

How Do I Save to the SASD Network?

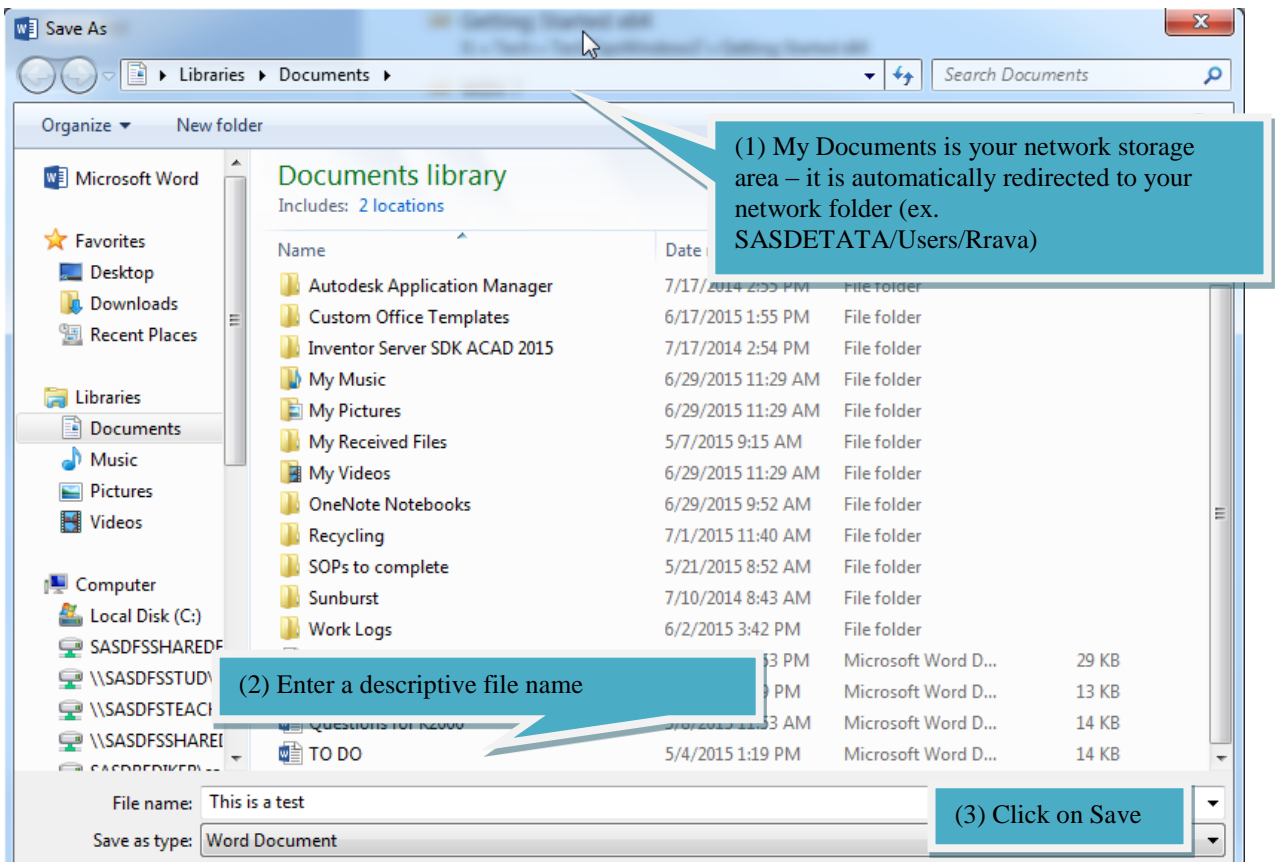
There are two ways to save to the network: to User Files (private) or the various district shared drives (public). Saving to the desktop or a USB thumb drive exclusively is strongly discouraged, since none of this data can be backed up on the district servers.

Let's say you are creating a new document in Microsoft Word.



Click on the save  icon or Go to File -> Save As

Click the Computer tab  and then Browse: 

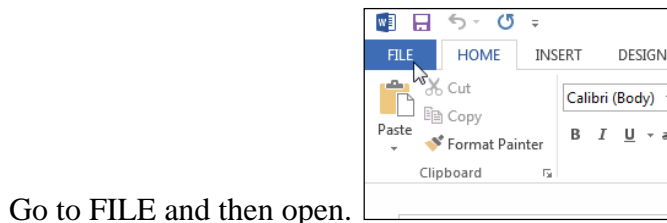


From the above screen – you will note that your computer automatically goes to the My

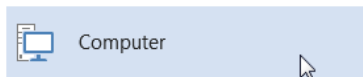
Documents location (this is your network storage area).
Just type in a descriptive file name and click on save

Method 1: Retrieving My Documents Using the Open Icon

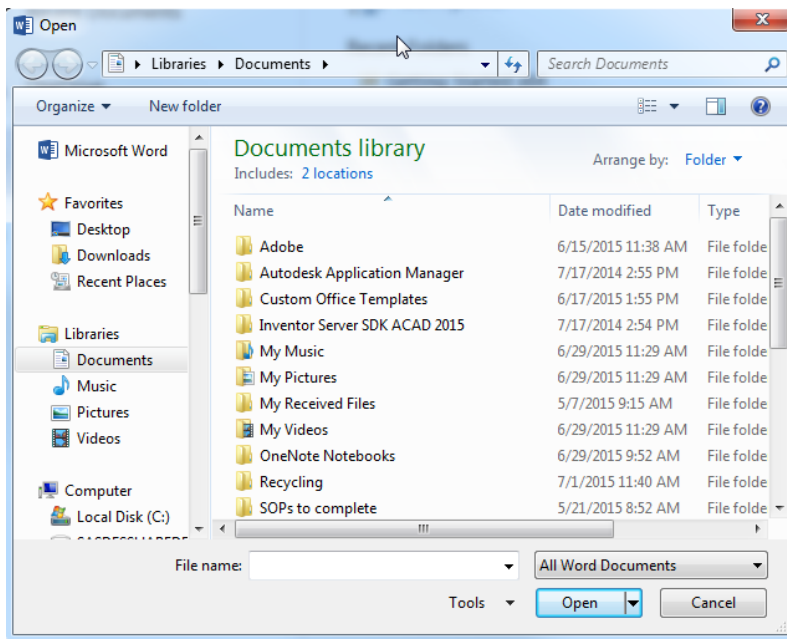
Let's say you wish to look at your documents on the SASD network.



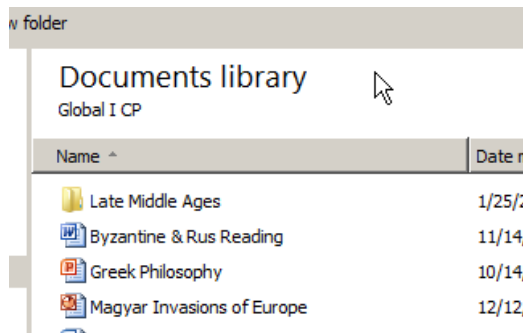
Select the Computer tab.



then Browse



Navigate to the desired folder and file

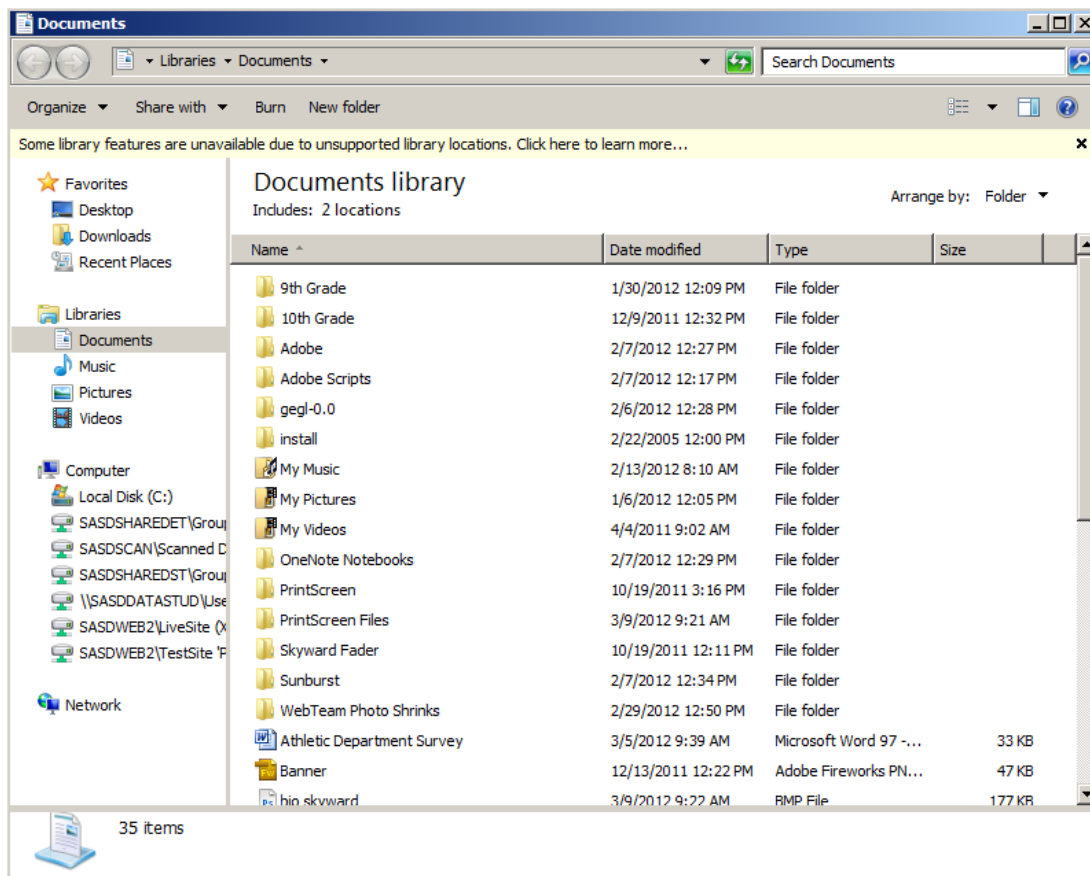
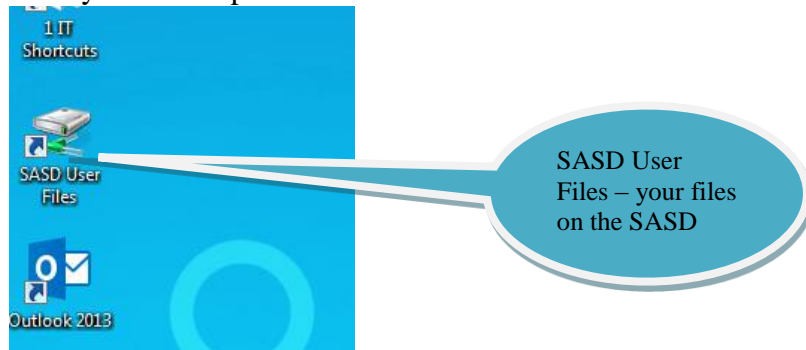


Click on Open

Method 2: Retrieving My Documents Using the My Documents Desktop Shortcut

Let's say you wish to look at your documents on the SASD network.

Go to your desktop

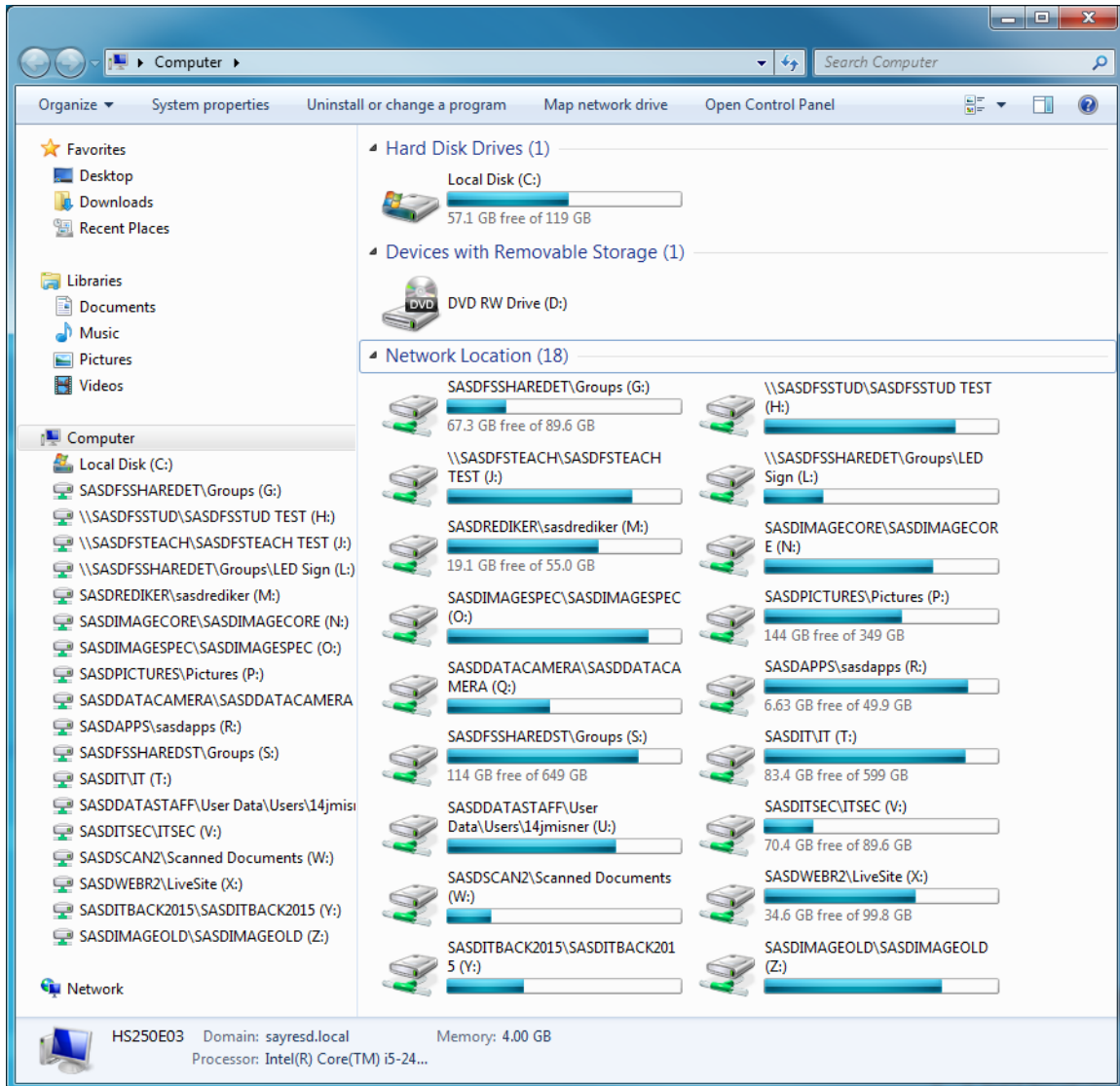


Navigate to the desired folder and file & double-click the file to open it.

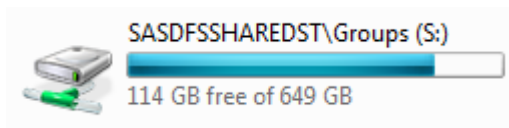
DRIVE MAPPINGS: Shared SASD Drives

Let's say you wish to save a document in a public place where others can access it.

Go to your desktop



Let's save in this example to SASDFSSHAREDST (District shared file server)



Go to the desired drive (in this case S:)

Navigate to the folder you want to save to.

3rd Grade	2/26/2013 10:08 AM	File folder
12	9/3/2013 12:46 PM	File folder
2010 7th & 8th Grade Dance	5/26/2010 9:23 AM	File folder
Adobe Tutorial Files	2/1/2012 12:04 PM	File folder
Bands.All.Photos	7/10/2015 1:00 PM	File folder
Cross Country	10/2/2013 12:28 PM	File folder
Economics	6/8/2015 8:57 AM	File folder
ESL	2/25/2013 6:30 PM	File folder
FBLA	2/17/2015 8:29 AM	File folder
Forensics	1/5/2015 7:56 AM	File folder
Gaming Club	1/29/2013 12:51 PM	File folder
Graphics	3/24/2015 11:11 AM	File folder
Groups	4/22/2013 2:25 PM	File folder
HS Kurzweil Room 258	9/3/2013 12:27 PM	File folder
HS Teachers Student Materials	3/12/2014 11:39 AM	File folder
Journalism	9/18/2014 9:11 AM	File folder
Jungle saffari Photos	2/21/2013 3:11 PM	File folder
LE Teachers Student Materials	2/8/2012 8:23 AM	File folder
Military History	11/5/2014 9:47 AM	File folder
SASD Videos	10/21/2010 2:33 PM	File folder
SE Teachers Student Materials	10/8/2010 11:38 AM	File folder
Short Stories by Students	6/30/2014 2:42 PM	File folder
Ski Club	3/5/2012 3:13 PM	File folder
Student Council	5/11/2010 10:58 PM	File folder
Summer Rec	6/19/2015 11:55 AM	File folder
Summer School Cover Sheets	11/19/2012 9:15 AM	File folder
Type To Learn	4/22/2013 2:26 PM	File folder
Video Workshop	4/19/2013 10:52 AM	File folder
Yearbook	5/13/2015 9:04 AM	File folder

Save the document in a folder only if you are authorized to do so. Save the document, and you're finished!