

1. **INTRO** - Welcome to a BITS Video Tutorial on sharing content via the W: drive. This video will demonstrate ways to effectively use the W drive, both on and off campus. BITS video tutorials run just like an online movie; you can review and pause if you need to hear a specific instruction over again. You can also use the Table of Contents, located on the left, to jump forward and back to parts that are relevant to what you need.



2. **DIGITAL DASHBOARD**- There is a lot of technology available to you to reach students outside of the classroom. This video will focus on the W: drive. For more information to help you understand university network drives, and for more detailed instruction on using and accessing the W drive, check out the Digital Dashboard. To access the dashboard from the UWEC homepage, type BITS behind www.uwec.edu, select New Faculty and Staff, and select the Network tab. Then, click the Digital Dashboard link. The computer will then prompt you to open a Powerpoint file. If you're using Internet Explorer, you will need to Start Slide Show to see the dashboard. As you can see, the Digital Dashboard provides you with a lot of detailed, useful information.
3. **FOLDER HIERARCHY**- File permissions, or the ability to control who can see what is in a folder and who can put things in that folder, and functional file hierarchy are two of the more difficult problems associated with the W: drive. One of your first steps should be laying out a folder hierarchy, and deciding who has access to it (just you? All students? An individual student with their own personal folder?) A folder hierarchy looks like this. Notice how the W: drive is divided up into departments. Within your department's folder, you should either find or create a folder titled with your username. From there, you can organize your folders accordingly. Some instructors create separate folders for sections, separate folders for classes, different weeks of the semester, etc.
4. **FOLDER PERMISSION**-The easiest way to assign folder permissions is to call the Help Desk at 835-5711 AFTER you've decided who you want to access a particular folder. Be sure to specify whether you want students to be able to READ (in other words, only be able to see and download files in your W: drive folder) and/or WRITE (in other words, giving students the ability to save their own files onto the W: drive.)
5. **MAPPING THE W: DRIVE**- If you are on campus, you should be able to access the W: drive already by double clicking on the computer icon in the top left hand corner of your screen. If the W: drive doesn't appear, you will need to map it. Under "Tools," select Map Network Drive. Select the W, and type back slash, back slash, cass 1, back slash, deptdir. If you are off campus and need to map the W: drive, please refer to the Digital Dashboard, or check out our video tutorial on Accessing Resources Off Campus.