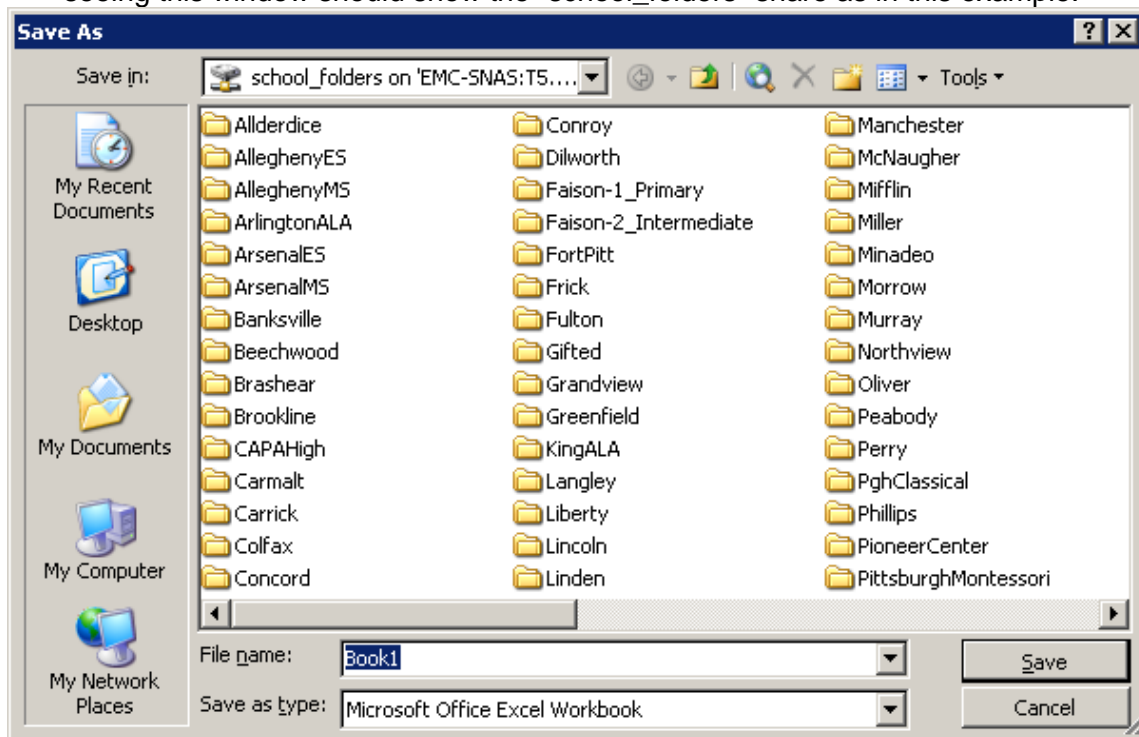


Usage Guideline Information for School-Staff Shares

Rev 3.4

- **Upon login to the PPSCENTRAL domain, each school-based user** should automatically be mapped to a share showing in Windows Explorer, or any “Save As” and/or “Open” windows (instructions below), as “school_folders on.....(P:)”. This storage space is to be used to store any work related items and, as per the district’s Acceptable Use Policy which should exclude the following:
 - Copies of software installations CD’s, i.e. software “dumps”
 - Personal movies, video clips, pictures or music files
- **Each user should see a folder named after their school.** Access permissions are configured on each school folder so only users based at a particular school have access. The root of your school’s folder will be open for all users to allow for the sharing of documents (the “root” being the location of a file if it is NOT stored in a folder named for a user).
- **Personal Folders** -- Within the school’s folder, users should see folders with names matching login names, e.g. “jsmith1” for John Smith, to which access is configured for the individual user ONLY. **The name of the folder MUST NOT be changed.** The idea is for each individual to have a personal storage area for work-related material which is either not ready to share or is desired NOT to share. **NOTE: Movement of "personal" folder** -- If a user is changing employment locations from one school to another, their "personal" folder will be moved to the new school's folder.
- **Users assigned to more than one school** will be able to obtain access to the necessary school folders by placing a request to the Call Center and completing the Request for Additional School Folder Access form available on the Forms page of the OIT web site under “Access Requests for Full-Time PPS Employees”. **NOTE:** Although the ability to access multiple school folders will be allowed, users will be assigned one personal folder ONLY. As mentioned above, this folder will be located in the school folder of their primarily assigned school. For users to store anything in their personal folder, they may have to browse back to their primary school’s folder in order to do so.
- **All staff will have the ability to create new folders** in the root of the share and within each of their individual folders to allow for organization of items. Those folders created in the root of the share will be “public” in the fact that, by default, all staff at the school will have access (see note below), but folders created within an individual’s folder will result in only that user having access. **NOTE:** If it is desired to set permissions on a newly created folder in the root of a school’s share, a request must be made to the Call Center. Any requests should include a list of designated users that will need access to said folder.
- **For schools with existing storage shares,** all data will be moved to the new school folders with the P: drive being mapped as described in the first bullet above. Any data currently in a personally labeled folder will be moved to the new personal folder with all other data being relocated to the root of the associated school’s folder.

- **FOR SUMMER VACATION**, it is highly recommended to backup any data in one's personal folder by copying to a form of removable media (e.g. a flash-drive or by burning to a CD). This recommended end-of-the-school-year backup will serve as assurance that you "have your data".
- **Instructions for storing files when choosing "Save As:" from within an Office application:**
 - After choosing "Save As:", you should see a window prompting for a storage location listing all school folders much like in the screen shot below. The default location upon seeing this window should show the "school_folders" share as in this example:



- A couple of simple clicks will get you to the desired school's folder and to one's personal folder within a school's folder. They include:
 - Locate and double-click the appropriate school's folder
 - At this point, one could save to the root area of a school's folder or, locate and double-click your associated personal folder to open it
 - Click the "Save" button when ready and you're done.
- **All issues are to be called in to the Call Center for assistance at 412-390-2790 or reported via email to trouble@pghboe.net.** Possible issues include:
 - a user does not "see" their P: drive;
 - a user does not have a personal folder within their home schools' folder;
 - there is a need to set specific permissions on a new folder within the root of a school folder;
 - Deleted files need to be restored.
 - Data from a prior existing storage share is not in the new school and/or personal folder