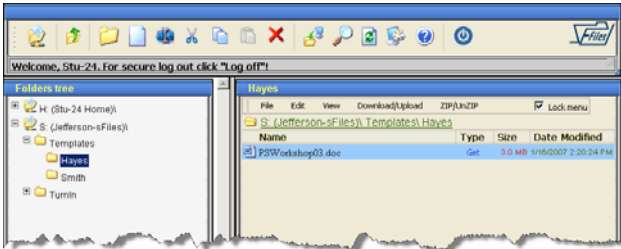


Templates Folder

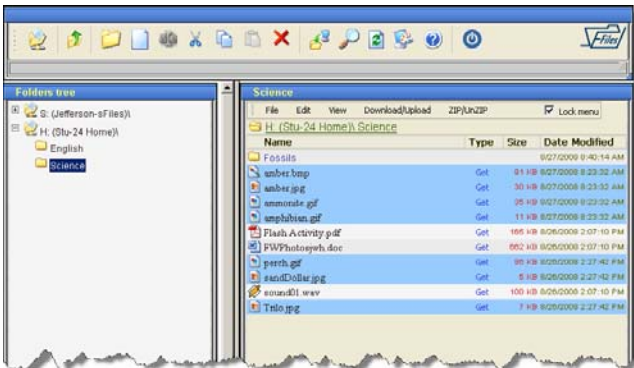
Teachers can create folders with special files in the **Templates Folder**. For example, if the teacher wants the students to have detailed instructions for a complicated project, those instructions could be placed in the **Templates** folder.



Students can copy or download from the Templates Folder. Students cannot add files or change files in the Templates Folder.

Moving Files

Select files by holding down the **CTRL**-key and clicking on each file.



Once the files are selected **Edit > Cut**. Open the destination folder and **Edit > Paste**.

Zipping Files

Zipping files and folders into a single document is a method to move multiple files and folders to and from your storage without having to recreate a folder structure or move the files one by one.

Files and folders can be zipped by selecting the folder in the right pane and **ZIP/UnZIP > Add to New Zip**. The new Zipped folder will appear in the student's **H: drive**. The multiple files and folders in the zipped format now act as a single file and can be easily downloaded or moved.

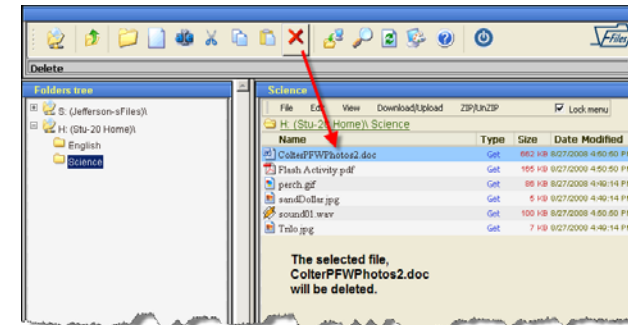
UnZipping Files

Once downloaded to a flash drive or local work station the zipped files can be unzipped by right-clicking on the file and selecting [Extract All...]. A wizard will then walk the user through the process of extracting the zipped files.

If the zipped folder is in sFiles, then selecting the zipped folder and from the menu **ZIP/UnZIP > Extract to folder....** Name the folder and the files will then appear.

Deleting Files or Folders

Select the file or folder and click the **Delete** icon in the menu bar—



sFiles

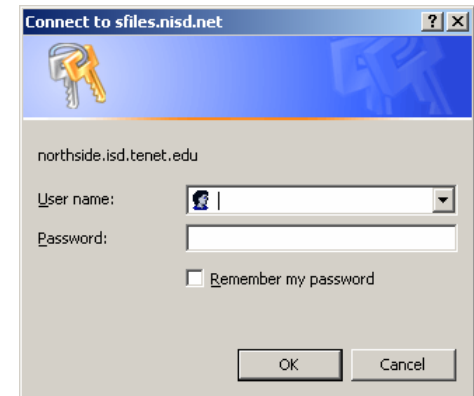


sFiles provides students access to their campus network drives (individual and shared) from home (i.e., outside the Northside network). Students can

- Upload files
- Download files
- Delete files
- Create new files and folders
- Rename files and folders
- Cut, copy, and paste files and folders
- Zip and unzip folders
- Search for files

Getting Started

Go to <http://sFiles.nisd.net>

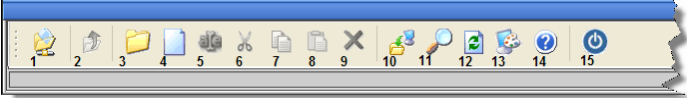


You will see a login window to connect with sFiles— Enter your username: **s#####** (Your student ID preceded by a lower-case “s”)

Enter your password—the first 4 letters of your last name followed by last 4 numbers of your social security number. The password must be lower-case.

Note—If the student's last name has less than four letters, students should enter the entire last name followed by a 9 for each character less than four, before entering the last four of the social security number. For example, Bill Yi would enter yi99 as the first four letters of his last name followed by the last four letters of his social security number. Bill Yi's password would be yi994321.

If the student does not have a social security number on file with NISD, then the student's password will be the first 4 letters of the last name followed by the last 4 numbers of the state issued ID number.



The sFiles Toolbar

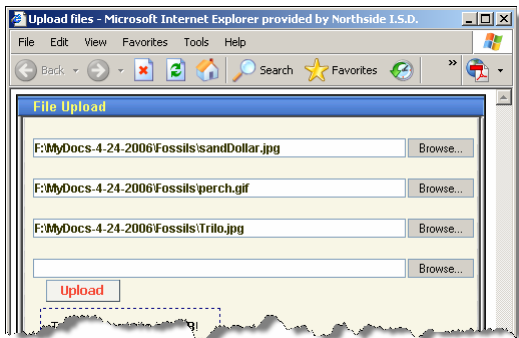
1. Folders
2. One level up
3. Create new folder
4. Create new file
5. Rename
6. Cut
7. Copy
8. Paste
9. Delete
10. Upload files to active folder
11. Search for files
12. Refresh list
13. Themes and settings (does not work at this time)
14. Help
15. Log off

Creating Folders

Folders are created by selecting **File > New > Folder** and providing a folder name.

Uploading Files

In sFiles, double-click the destination folder to open it. This is the folder you will upload to. From the menu bar select **Download/Upload > Upload** and navigate to the file you wish to upload. You can upload multiple files.

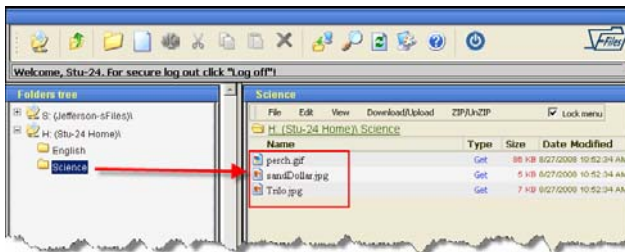


When you have identified the files to upload, choose [Upload].

Viewing Files



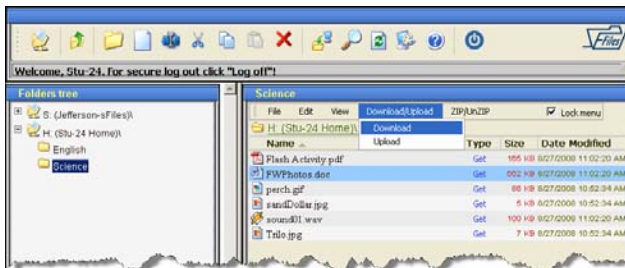
In the left pane click on a + (open node) to expand the folder structure and display the folder contents in the right pane. In the above example the **H:** drive has two folders—**English** and **Science**. Selecting a folder in the left pane will display the folder's contents in the right pane—



In the above example the selected folder is **Science**. The **Science** folder contains 3 files.

Downloading Files

To download a file, select the file and from the menu select **Download/Upload > Download**.



The student will then be prompted to save the file to a flash drive or to the work station. Files can also be downloaded by clicking [Get] next to the file's name.

Editing a File

First, download the file to your flash drive or work station. Make your changes, save and then upload to the proper folder. *Note—you can't open the file and edit directly from sFiles. You must download first, make changes, save and then upload again.*

Turning in a File

When you have completed an assignment your teacher might request that you turn in the file to a folder they have created in the **S:** drive called **TurnIn**. Your teacher will likely give you guidance as to how the file should be named. If not, be sure to add your last name and first initial to the beginning of the file's name so that it won't be confused or overwritten by another student.

Once a file is turned in, it cannot be changed or deleted. The student can only see files they have turned in, not other student's work.

Resubmitting a File

To resubmit a file the student must change the file's name. The suggestion is simply add a version number after the file's name. For example **ColterPhoto.jpg** could be re-named **ColterPhoto2.jpg**.

