



Instructional Technology

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USING THE EBR SCHOOL NETWORK

LOGGING IN

Because your network supplies many of the services, it is important that a proper login be established. **PLEASE DO NOT CANCEL THE NOVELL LOGIN SCREEN.**

SERVICES ENABLED BY PROPER LOGIN

- Access to your personal files on any computer that is connected to the LAN (local area network) at your school
- More space to save files than on a floppy disk
- Ability to share files with teachers and students
- Enables print service (without logging in printing will not work)

USERNAME AND PASSWORDS

Usernames and **Passwords** are required before proper login can be achieved. The district IT department supplies the student user names and teacher usernames. Teacher passwords will be creating using the *Set Password* utility. Network users are also assigned to one of three organizational units within the network structure as indicated below.

S Organizational Unit for Students

T Organizational Unit for Teachers

O Organizational Unit for Office Workers

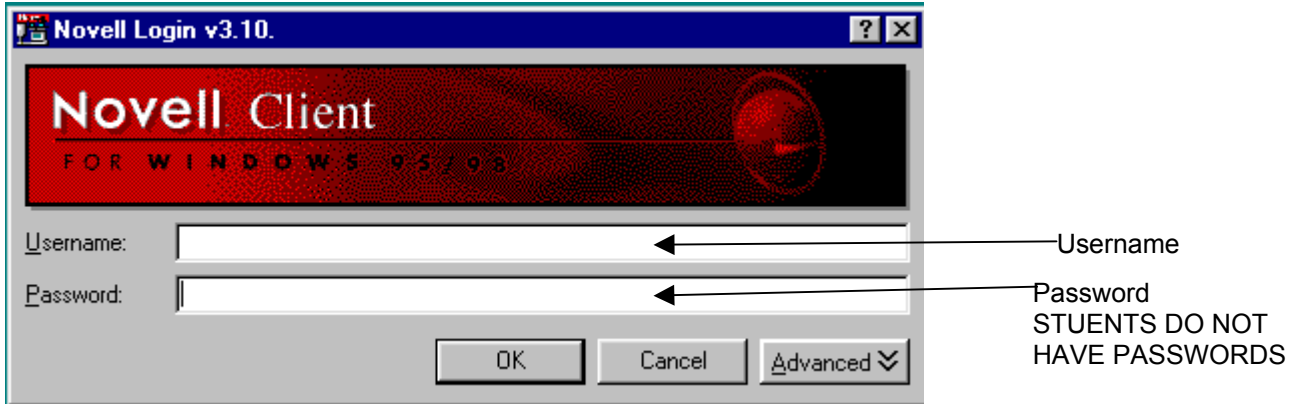
- Teachers or office workers **Usernames** are usually the first initial and last name (teacher Betty Smith would be bsmith) Teachers and Office workers will have a **Password**, usually first initial of first name + first initial last name + last 4 digits of SS# (Betty Smith would be bs0001)
- Students **Usernames** are the first initial of their first name + last name + last 4 digits of SS#. (John Smith would be jsmith4443)

Because each user belongs to a unique organizational unit, the organizational unit name must be appended (added) to the login name separated from the name by a period. For example, a login for a teacher would be **username.t**, (jsmith.t) for an office worker it would be **username.o** (jsmith.o), and for a student it would be **username.s**. (jsmith4443.s)

DO NOT FORGET TO PUT THE ORGANIZATIONAL UNIT BEHIND THE USERNAME.
(.t , .o , .s)

Only teachers and office workers have passwords. Typically the SysOp will make the password your first and last initial and last 4 digits of your social security number. Students do not have passwords. Neither Username nor Password are case sensitive.

Novell Login Screen



The above login screen appears each time you turn on a NETWORKED computer.

1. To login type your Username followed by the group designator in the Username field in the above screen. **Example: jsmith.t** for the teacher John Smith or **jsmith4443.s** for a student.
2. Press the tab key and the cursor will move to the **Password** field.
3. Type your password (teachers and office workers only, **STUDENTS DO NOT HAVE PASSWORDS**).
4. Press Enter or press the OK button.

Launching Programs

All programs are located in Novell-delivered Application Launcher (NAL) Window as shown below. The NAL window can never be closed but it can be minimized on the Task Bar by clicking the Minimize Button located at the top right corner on the blue Title Bar.

NAL is divided into 2 panes, the left pane contains folders and the right pane contains program icons.

There are many different views.

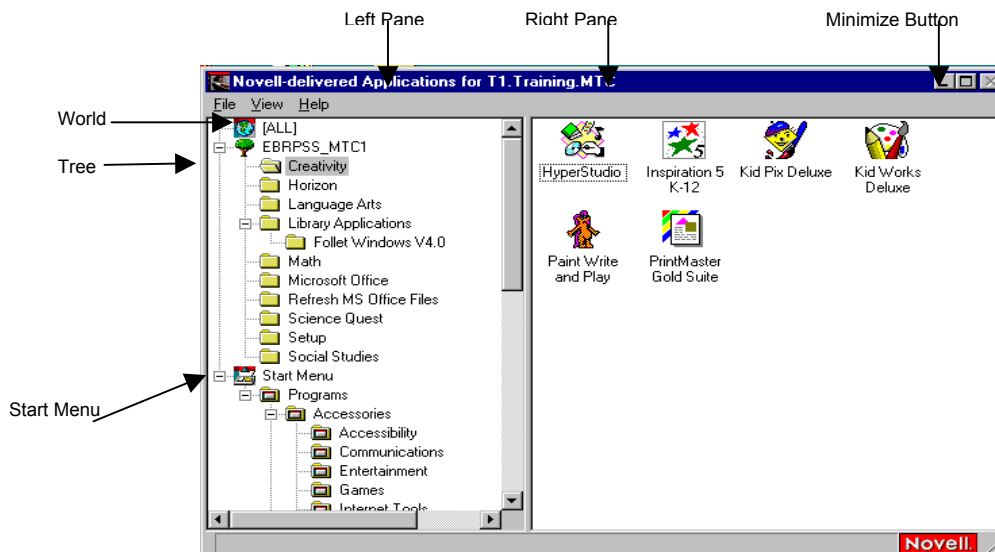


Figure 1: Novell Delivered Applications Window is divided into 2 panes. In this figure the left pane shows an expanded view of the **EBRPSS TREE** and the **Start Menu**

Figure 1 shows the most typical view. It has 2 panes.

The left pane is the folder view and each folder can be opened (expanded) or closed (contracted) by either double clicking on the folder or pressing the – or + symbol. Expanding a folder will reveal sub-folders. The right side shows the program startup icons contained in each folder

Note that on the folders side there are 3 major objects, the **All** (world) object at the top, the **Tree** object, and the **Start Menu** object. Each of these objects contains icons for starting programs. The **World** object contains all programs brought to you by the network. The **Tree** object contains folders that organize the application icons by subject matter or use. Figure 3 shows **NAL** when *Folders* is not check, the left pane is hidden. To unhide click *Folders* under **View** on the **Menu Bar** then click **Folders**.

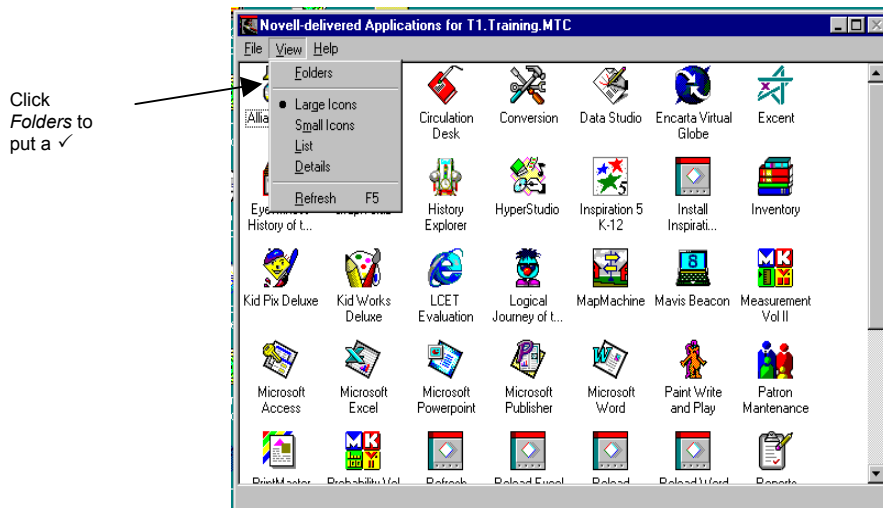


Figure 3: The left pane of the NAL is hidden when *Folders* does not have a check.

Saving, Opening, and Managing Files

There are 3 places to save files created by the user and are listed below.

1. **3 ½ Floppy (A:)**
2. **Zip Drive (D:)**
3. **CD Burner.**
4. **Network Home Directory (H:)**
5. **Network Shared Directory (S:)**

Note: The word **Directory** is synonymous with folder.

*It is best not to save to the local hard disk (**C: drive**), each time a computer is imaged files saved to the C: drive are erased.

The 3 ½ Floppy (A:)

This drive has 1.4MB of storage space and is adequate for most word processing documents and spreadsheet files. The space is not always adequate for PowerPoint or other multimedia types of files containing graphic files.

Zip Drive (D:)

One Zip 250MB disk can store the same amount of data as 173 floppy disks.

CD Burner (E:)

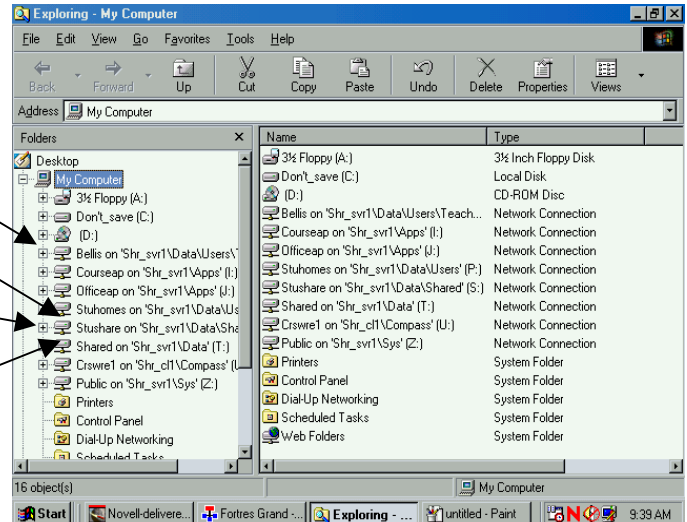
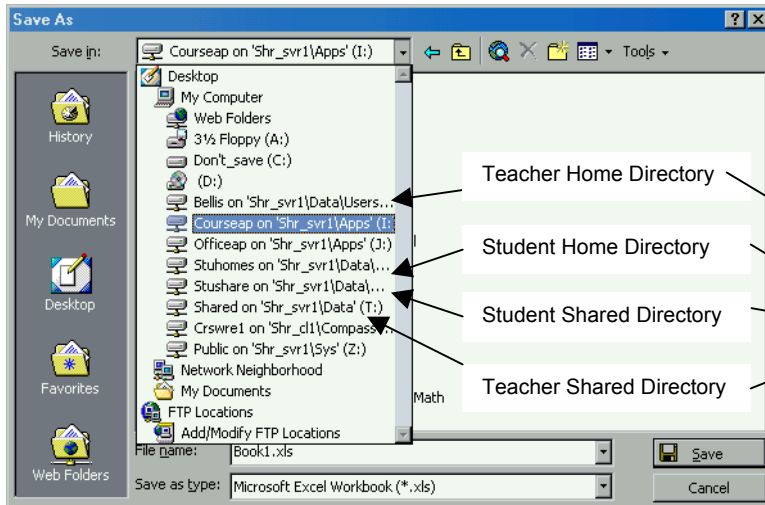
One CDR has 700MB of storage space, which is about 500 floppy disks.

Network Home Directory (H:)

All users on the network have a **Home Directory (H:)**. This is a folder on the network that is associated with the Username and cannot be accessed by other users. Teachers should use it to store tests, worksheets, and other user created files. Students should save created work. All files should be saved to the users' **Home Directory**. Access to this folder or directory can only be established after a proper login.

View from *File/Open* or *File/Save As*

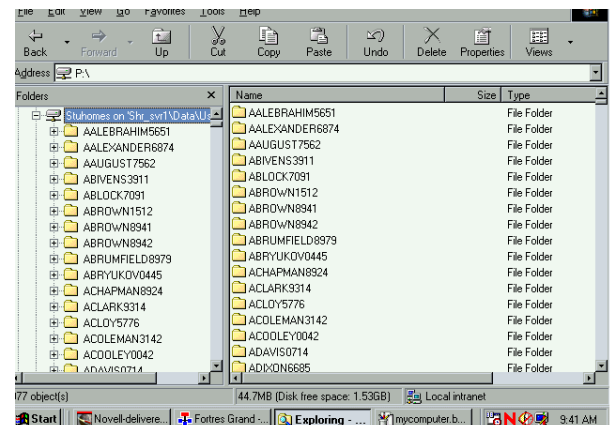
View from *My Computer*



Student Home Directory

Each student has a Home Directory. It can only be accessed by a student that logs into the computer with the user name provided by the system. Students will only see their Home Directory and Student Shared Directory.

Teachers also have access to the Home Directory. By clicking on **STUHOME** teachers will see ALL student home directories.



Shared Directory (S:) Teacher and Student

The shared directory is a folder in which a document may be placed in order to give other network users access to the document. There are 2 shared folders available depending upon the organization unit to which the user belongs. Teachers and office users share a folder above the students' shared folder and as such have access to the students' shared folder. However,

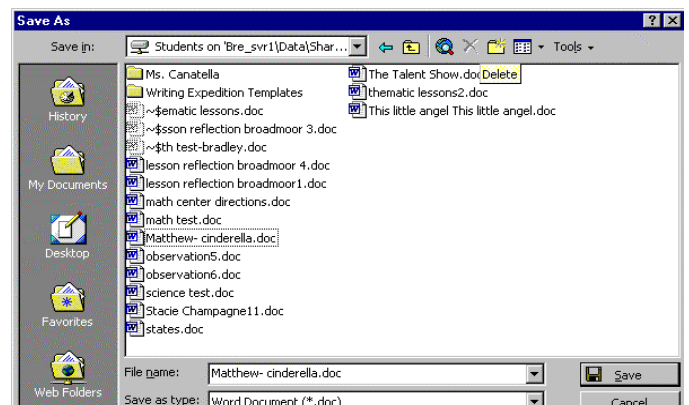


Figure 5: Student Shared Directory

students cannot access the teachers' shared folder. Regardless of the location of the folder both the student folder and the teacher/office shared folder are assigned the drive letter S: (Network magic). Since the shared folders or directories are shared, users have the rights to open, modify, or erase these files.

Teachers have access to and may place files in the **Students' Shared Directory**. Refer to Figure 4a. By clicking the directory named **STUSHARED** the teacher has access to the **Students' Shared Directory**.

NOTE: Do not save a file to the shared folder without first saving it to the home directory. Doing so puts what might be the only copy of a file in jeopardy of being deleted by another user.

Saving or opening a document using the Browse Method

To Save a file

1. Click **Save** under *File* on the *Menu Bar*
2. Click the downward pointing arrow in the box next to **Save in**
3. Scroll down until you see your **Home Directory** (username on Wide... (H)), or if you want to share your files look for the **Shared Directory** (Shared on Wide...(S))
4. Select the folder or directory
5. Name your file and click **Save**

To Open

1. Choose **Open** from the **File** on the **Menu Bar**
2. Click the downward pointing arrow
3. Scroll till you find the directory where your document is saved (**Home** or **Shared** or if you want the **Students' Shared Directory** click the Students' folder)
4. Click the folder and the name of the file you saved in
5. Click **Open**

File Management

In any of the Microsoft applications you have the capability to manage folders and files. You can create folders, move files or folders, rename files or folders, and delete files or folders in your **Home Directory, Teachers' Shared Directory, or Students' Shared Directory**. To organize files better the user can create folders by clicking the *Create New Folder* button.

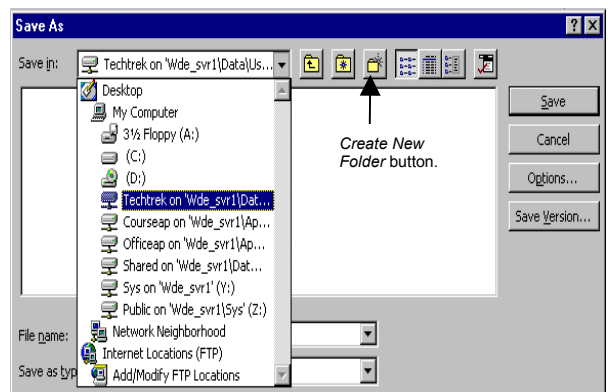


Figure 7: As you save documents you can make special folders to save in. Click the Create New Folder button and name the folder. Open the folder and save the document in it.

Right clicking on a folder or file will bring up the File Management Menu. To delete, copy, or rename a file or folder, select the file or folder, then right mouse click while the arrow is on the selected file or folder, and choose the option. If you want to copy a file to the 3½ Floppy (A:), select the SEND TO option on the file management menu, then select the 3½ Floppy (A:) option.

Performing File management with Cut and Paste

Cutting and pasting files works exactly like cutting and pasting text in Microsoft Word.

1. Select the file or folder
2. Right click for the file management menu
3. Select copy/cut
4. Browse to the folder in which the file is to be placed
5. Right click for the file management menu
6. Select Paste

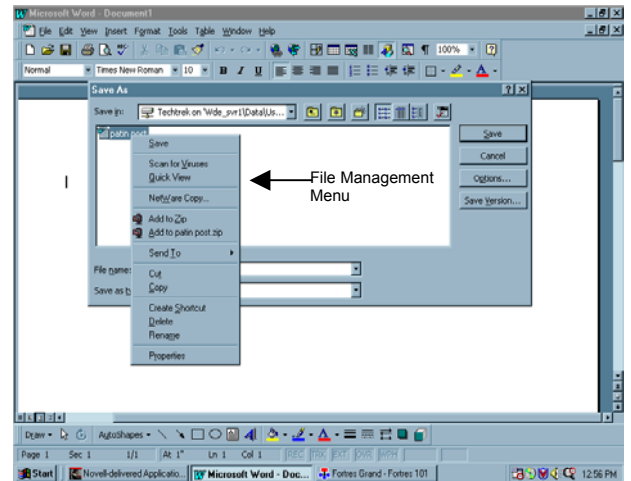


Figure 8: When you right mouse click on the document or folder the file management menu will appear. You can then Cut, Copy, Delete, or Rename a file.