

# Sharing Files on Your W: Drive

This lesson is for faculty members who want to share course material such as lecture notes, PowerPoint presentations, and class handouts with students.

You can set up a folder on your W: drive where you can store files to which students will have access either on- or off-campus. In this lesson you will learn how to:

- Set up a folder for sharing files
- Move files into the folder
- View and distribute the files
- Create a password-protected folder

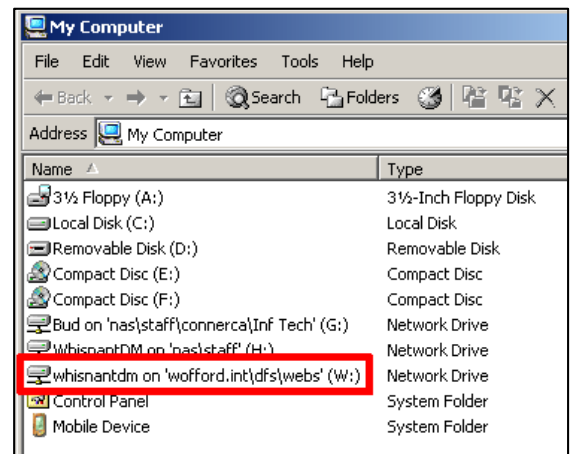
We will suppose that you would like to store your PowerPoint lectures in a folder named “Chem 123C” on your W: drive so that they can be shared with students.

## Setting Up the Folder

Click on the **My Computer** icon.



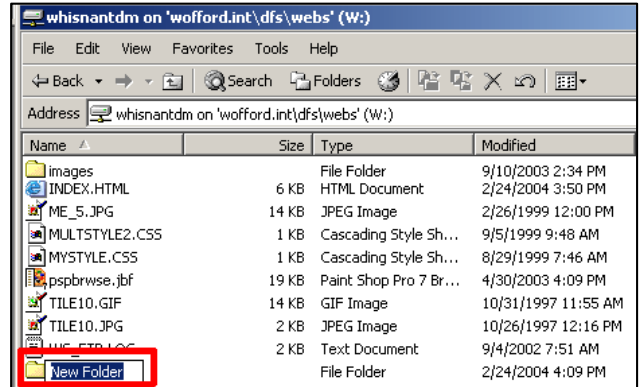
In the My Computer window that appears, select the **W:** drive.



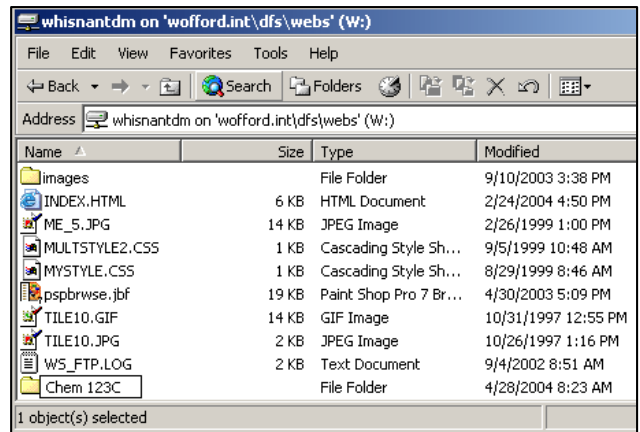
Select **File, New, Folder** on the main menu.



Enter the name of the New Folder.



In this example we will call it "Chem 123C."



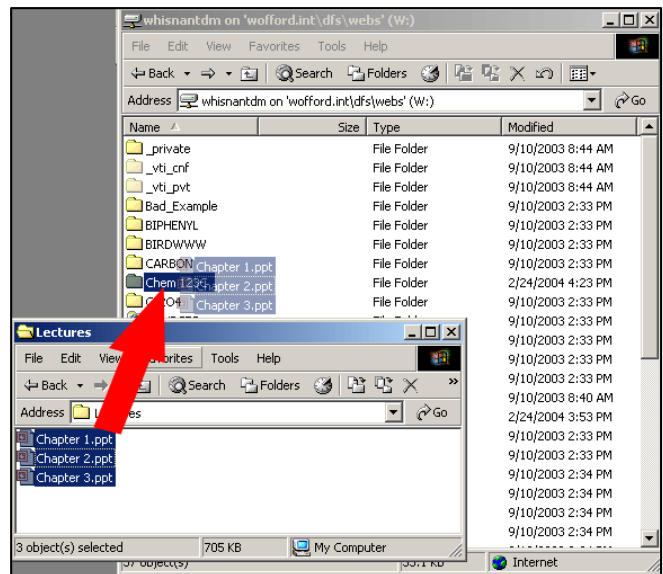
## Moving Files Into the New Folder

Suppose the files are in a folder named "Lectures" on your C: drive.

Open a second My Computer window and select this folder.

Holding down the shift key, click on the names of the files. The selected files will be highlighted in blue.

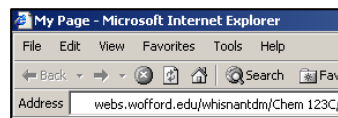
Drag the selected files and drop them in the Chem 123C folder in the W: drive window.



## Viewing and Distributing Files

For students to see a list of files in a folder, you must NOT have a file named "index.htm" or "index.html" in the folder.

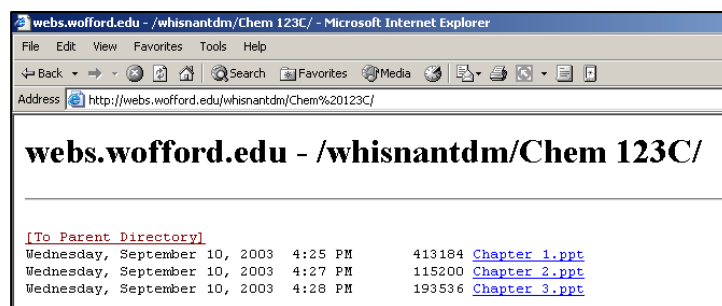
If students want to view the files in this folder, they can enter the URL of the folder in a web browser (in this example, **webs.wofford.edu/whisnantdm/Chem 123C/**).



You also can put a link to this folder on your home page.

*If there is no file named "index.htm" or "index.html" in the folder they will see a list of the files.*

Students can click on the name of a file (e.g., Chapter 1.ppt) to open it or save it on their local computer.



If you need to increase the size of your W: drive space please contact Ron Wood or David Whisnant.

## Creating a Password-Protected Folder

We can password-protect the folder so that it only is accessible to students in your class.

In this case set up the folder on your W: drive and contact Matt Fisher or David Whisnant to have this folder password-protected.