

How to share data:

	Small Files	Large files	Media files photos/videos
<b>Distribute files to students</b>  <b>OUTBOX</b>	<b>In school:</b> In S-drive Outbox iChat, Moodle, email, blogs, iWeb sites	<b>In school:</b> In S-drive Outbox	<b>In school:</b> Video portal Photo portal Moodle, iChat, blog, iWeb sites
	<b>Outside:</b> Moodle, email, blogs	<b>Outside:</b> n/a	<b>Outside:</b> Video portal Photo portal
<b>Collect files from students</b>  <b>INBOX</b>	<b>In school:</b> In S-drive Inbox iChat, Moodle, email	<b>In school:</b> In S-drive Inbox	<b>In school:</b> Video portal Photo portal Moodle, iChat, blog
	<b>Outside:</b> Moodle, email, edmodo S-drive “eventually”	<b>Outside:</b> n/a	<b>Outside:</b> Photo/Video portals but slow
<b>Collaborative folder space</b> (for students and/or teachers)  <b>SHARED SPACE</b>	<b>In School:</b> Puxi has shared folders on S drive	<b>In School:</b> Size limitations of S drive...	<b>In School:</b> n/a
	<b>Outside:</b> n/a	<b>Outside:</b> n/a	<b>Outside:</b> n/a
<b>Share files with teachers on your campus</b>	Atlas SASFS.PUXISHARED - I Drive		
<b>Share files with teachers on opposite campus</b>	In School: Atlas SASFS.PUXI&PUDONG - P-Drive		
<b>ES student folders</b> <i>(shared computers)</i>	S-Drive with student folders	Upload to portal and embed in blog post	
<b>Yearbook Photos</b>	Puxi ES - Photobucket on Y-drive		

**Available Networks:**

**Student Drive** SASFS.STUDENT (S) - Inbox, Outbox, Shared, Student  
Students use this drive to save their work.  
**Inbox** - dropbox for students to turn in assignments or projects  
**Outbox** - place for you to put documents you want all students to access. Students are not allowed to save to this folder so they will not accidentally change a document  
**Shared** - place for you to put documents to share with students. Students can change these documents and save over them.

**Puxi Shared** SASFS.PUXISHARED (I)  
Use this drive to share documents with colleagues at the Puxi campus.

**Puxi and Pudong** SASFS.PUXI&PUDONG (P)  
Use this drive to share documents with colleagues across the two campuses

**User** SASFS.USER (U)  
Use this drive to store documents you may want to access from a different computer on one of the campuses.