

Digital File Management in the Classroom

Questions for the Technology Department

If there is a technology department at your school, it is best to consult with them before applying the file management tips in this workshop. Here is a list of suggested questions to get you started. Please note that all of these questions may not necessarily apply to your school (e.g., absence of a school server).

1. How can I check that the software applications on my computer are consistent?
2. How do I access the server?
3. How do I set up logins (accounts to access the server) for all of my students?
4. Are there standards already in place for naming students' User IDs?
5. Are there standards already in place for creating a file structure on the server?
6. What folders and information can I access and modify on the server?
7. What privileges do my students have on the server?
8. Can I log on to the server from home?
9. Can students log on to the server from home?
10. Is there a limit to the amount of files students can save on the server?
11. Is there a separate server where I can store confidential information?
12. Is there a process for backing up files on the server?
13. How often is the server backed up?
14. Is there a process for archiving files?
15. Where can I get DVDs, CDs or ZIP disks to archive my students' work?
16. Can I check my school email from home?
17. Can students check their school email from home?
18. When a project is complete and I don't want students to access or change the work any longer, what can I do?

19. Will my grading management software work with the school electronic record management system?

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