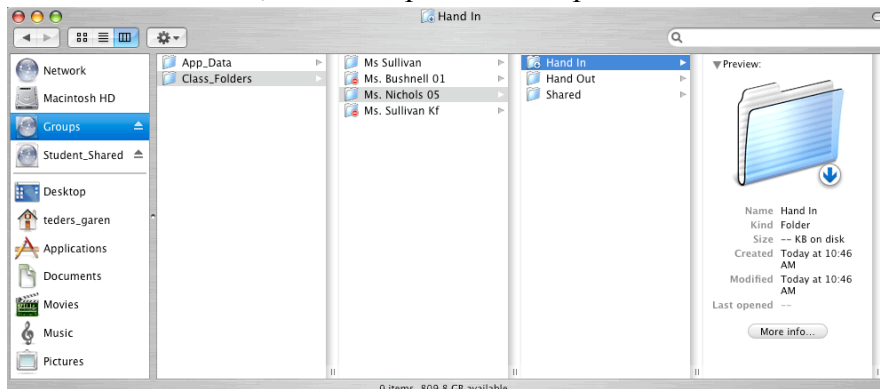




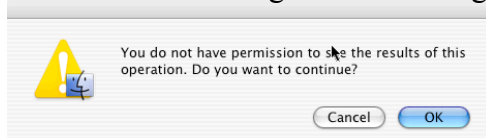
Archiving Student Projects

These directions are for teachers to archive student projects. A class folder needs to be in place for teachers to be able to follow these directions. (ASD Server Tools Link <https://servertools.asdk12.org/>)

1. Have students log into their home directories and create a folder. We recommend the naming convention include the student's name and the school year.
2. Have the student put all of the projects/documents that should be archived into the folder created in step 1.
3. Now students are ready to move their archive folder to the "Hand In" folder. To access the "Hand In" folder, students open the Groups/class folder/teacher's folder.

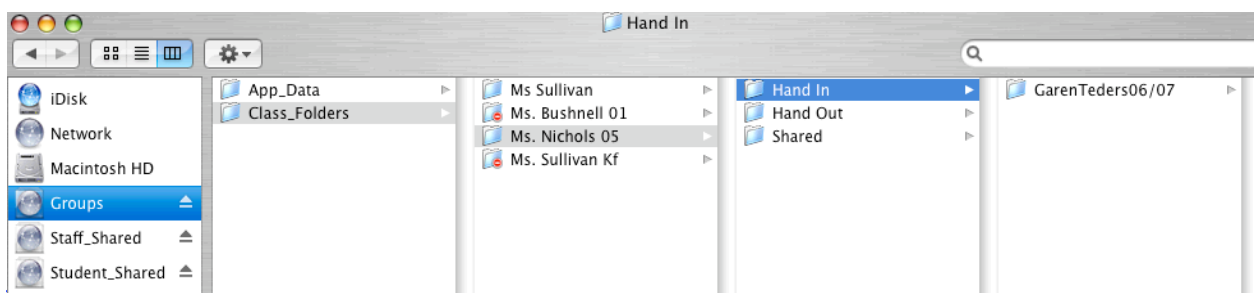


Students will get the following message. They should just click OK.



* **Important Information** - The class folders will be deleted over the summer. It is the responsibility of the teacher that wants to archive student projects to back them up from the "Hand In" folder.

1. Teachers access the "Hand In" folder by logging into their home folder on the server and following the same path the students do, Groups/Class Folder/Hand In



2. We recommend backing up student archive folders onto a CD. Depending on the size of the student's projects this may take more than 1 CD. A 700 MB CDs will hold approximately 650 MB of data. To determine the size of the student's archive folders, click on the Hand In folder/go the file menu/select "Get Info"

