S-Share Network Drive Alternatives

As of July 2018 the S-Share network drive will no longer be available to staff and students. In the past teachers have used this network storage space to share files with students and other members of their school communities. This document will explore a number of resources that are available to meet the needs of Staff and Students in the absence of the S-Share Network Drive.

What are you looking to do?	We Recommend		
Are you looking to share a large number of files or, large files with your students and colleagues?	OneDrive		
When storing large files or a large amount of files, O365 is the best option. For small groups that do not change often, share specifically with the people in the group. For larger and changing groups use a shared link.			
Are you looking to share files with a large group of people or with a group of people whose members are changing regularly?	OneDrive		
When you are using Class Notebooks, Class Teams, and Brightspace, sharing is limited to those people that are enrolled in the environment. When the group is large, use OneDrive with a shared link to your resources.			
Are you looking to share files periodically with students in your class that will be used as a resource or source of information?	Class Notebook	Brightspace	Class Team
All of these resources will handle the periodic sharing of resources with a smaller, fixed group of people. Choose the environment you are familiar with or are interested in using.			
Are you looking to distribute assignments, handouts, and worksheets to the students in your class?	Class Notebook	Class Team	Brightspace
All of these environments are well equipped to distribute and manage assignments. Choose the environment you are familiar with or are interested in using.			

One of the major benefits all these resources have over the S-Shared Network Drive is they are available to Staff and Students at home as well as at school 24/7 with access to the internet.

	S-Shared Network Drive Alternatives	
O365 OneDrive	You can create a folder in OneDrive that will house all the files and sub directories that you wish to share with a specific group of people whether they are; students in one of your classes, students in all of your classes, or even staff members at your school or across the board.	Creating Folders & Moving Files
		Uploading Files to OneDrive
	If you do not want the people you are sharing files and folders with to be able to modify your resources, you can share granting **View** access only. People you have shared your work with will be able to copy your files but will not be able to change them.	Sharing Files and Folders View vs. Edit
	You can share your O365 OneDrive files and folder with specific people using their name or board email address. This is a good option if the group of people you are sharing with is small and its members do not change often, for example students in one of your classes. One of the advantages of this method is, your shared resources will appear in the **Shared** section in OneDrive for those people you have specified.	Sharing Files and Folders With Specific People
	If the group of people is larger and the members of the group change often you might want to consider using a **shared link** to your resources. Anyone with this link can access the resources you are sharing.	Sharing Files and Folders With a Shared Link
Microsoft Teams – Class Teams	**You will only be able to share these resources with the members of the Class Team.**	
	Every **Class Team channel** comes with a **Files** section that can be used to share files with the members of the Class Team. The **Files** section is very much like an O365 OneDrive for the Team members. You should be aware that all members of the Class Team will have **Editing** rights to all files and folders stored in the **Files** sections of your Class Team's channels. This means you students can modify and add to, the files and folders stored in these sections. If you are looking for a way to distribute assignments and worksheets to your students, providing each of your students with their own copy of assignments and worksheets? You can easily create assignments in a Class Team that can include attached files.	Finding your way around MS Teams Creating Class Teams
		Saving and Sharing Files in MS Teams
	Each student works on their own copy of the assignment including their own copy of any attached files. To submit their assignments, students only need to click a submit button. Once assignments have been submitted you can; review the submitted work, grade the assignment, and provide feedback all from within the Class Team.	Creating Assignments in Teams

	Other MS Teams resources:
	
	• **Microsoft Teams for Education training videos and resources**
	• **Microsoft Teams**
	    o **About**
	    o **Getting started**
	    o **Assignments**
	    o **Manage**
	    o **Troubleshooting**	

S-Shared Network Drive Alternatives *con't*	

OneNote - Class Notebook	If you want to create a repository of files you wish to share with the members of your Class Notebook you can easily add file(s) to your OneNote pages. You can add file(s) to your OneNote pages by dragging and dropping them onto any page in your Class Notebook. Make sure you select **Attach File** as the insert option. If you do not wish students to modify pages that have files attached to them make sure you add files to pages in your **Content Library** Section Group	[Creating a Class Notebook](#) [Insert a file in OneNote for Windows 10](#) [Video](#)
	With the Class Notebook Add-in, an Add-in for your OneNote Client, you can distribute a copy of any page in your Class Notebook to one of the sections in each of your student's personal Section Group. This includes pages that include **attached files**. Students can edit distributed pages and the files that maybe attached to them without worry of affecting the original page and files or any of the other copies.	[Distributing Class Notebook pages and sections](#)
	With the Class Notebook Add-in you can also **Create Assignments** based on any page in your Class Notebook. Just like the **Distribute Page** option, a copy of the page selected for the assignment is distributed to all students enrolled in your Class Notebook. If you are distributing a page and any attached files so that you can evaluate your student's work and provide feedback, using the **Create Assignment** tool under the **Class Notebook** tab is a good option. When it is time to review your student's work you can use the **Review Student Work** to quickly pull up your student list and the distributed pages for an assignment.	[Creating Assignments in Class Notebook](#) [Reviewing Student work in Class Notebook](#)
	Other OneNote Class Notebook resources: ● **[Class Notebook for OneNote for Windows 10 – Video](#)** ● **[OneNote for teachers](#)** ● **[Download the Class Notebook Add-in](#)** ● **[Class Notebook add-in for OneNote instructions](#)** ● **[Getting Started with the OneNote Class Notebook: A Walkthrough for Teachers](#)**	

	You will only be able to share these resources with staff and students enrolled in the Brightspace course.	
Brightspace a.k.a D2L	One option for distributing copies of handouts, assignments, and worksheets to the students enrolled in your Brightspace course is by creating links to files you have uploaded to your Brightspace course.	[Uploading files to Brightspace](#)
	You can link to files that have been uploaded to your Brightspace course, or files stored in OneDrive, on Content pages and Widgets. Your students can download their own copy of the file to their device, completed the assignment, and submit their work to a course dropbox. Assignments submitted to a dropbox are organized by student where you can evaluate your students work and provide feedback.	[Creating Links in Brightspace](#)
	A good way to provide course information and resources is to add new items to the course Content section. One of the options under the **New** button in the Content section of your Brightspace course is **Upload Files**. When you upload a file to the Content section a new item will be added to your Course Content. When students click on the item in the content section they will be able to; view the file if the file is one of the many supported file formats, or download the file if it is not one of the many supported file formats in Brightspace.	[Adding new Content Items in Brightspace](#)
	If you need any help getting started using Brightspace please contact Sarah Purdy	