

students.jccc.net Server Access

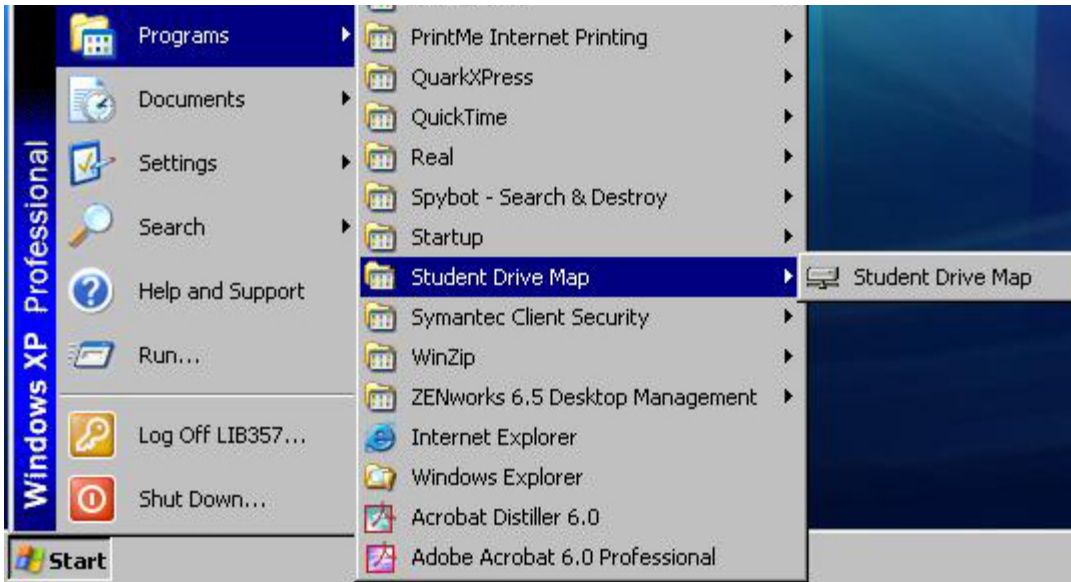
Connecting to the student server Instructor space from on campus using a Windows XP workstation

IMPORTANT: Be sure to disconnect from your drive space after you are done to protect your data!

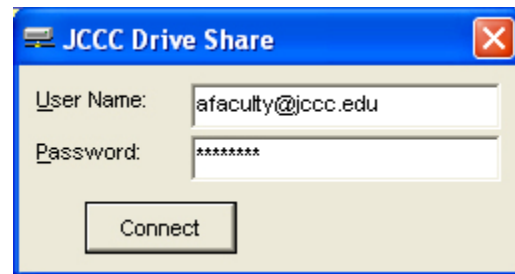
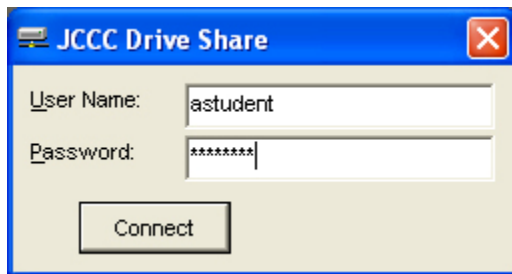
The student server has directories used by some instructors to supply course files and to provide a method for submitting homework electronically. Because these network directories are used by multiple students and instructors simultaneously it is important to follow instructions when using this service. If your instructor uses the drop-off folder, they will provide you instructions on creating and naming your folder. Obviously there concerns in a commonly shared directory such as two students trying to save a file with the same name. There are also concerns for the instructor who have full control of these areas such as trying to delete a file that is in use by a student.

The purpose of this documentation is to show how to use instructor drive space using Windows XP.

1. From the computers desktop, click the "**Start**" and then browse to the program menu "**Student Drive Map**". Inside the submenu open the "**Student Drive Map**" program.

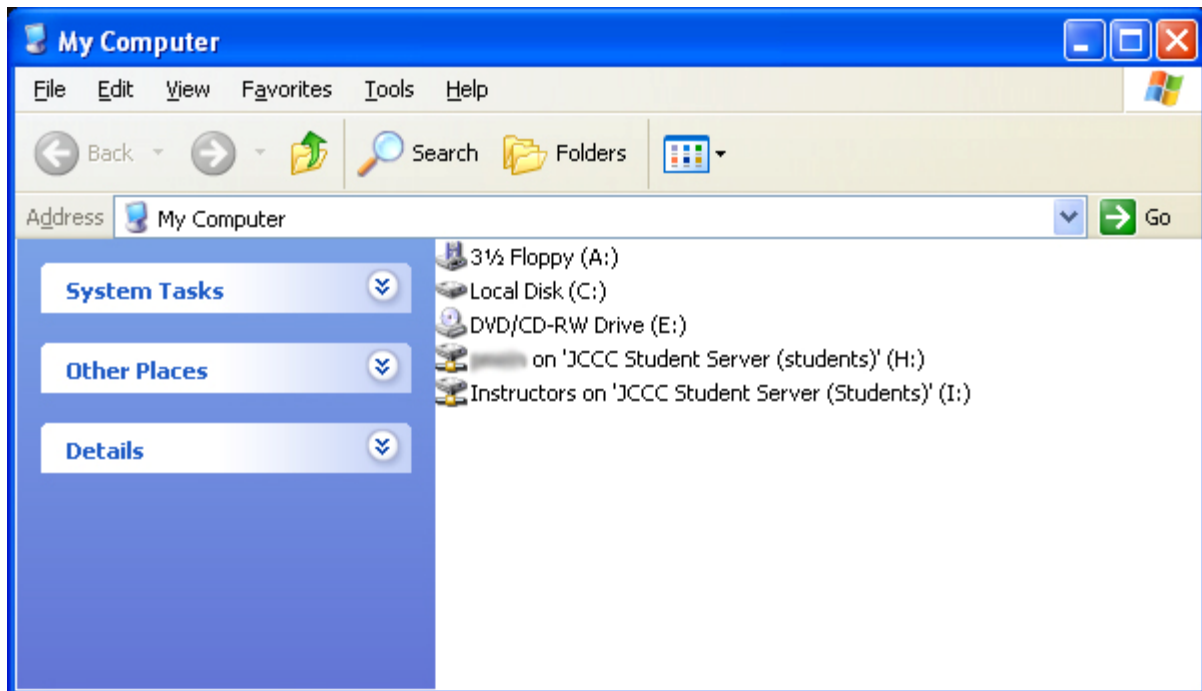


2. The “JCCC Drive Share” login window will appear. If someone has forgotten to logout it may prompt you to disconnect first and then you will need to repeat step 1. If you are a student you will need to register for an account at <https://cssdb.jccc.edu/selfhelp/>. This website is used to create a new account or maintain your current account on the student file server. If you have forgotten your password, this website can also be used to reset it. You will use your JCCC Pipeline ID and password to login to the self help web page. If you are a faculty member you will use your JCCC email user name and password that you use to access your Exchange email account. See the images below for an example.



If you do not know what either of these are you may contact the Student Success Center for assistance

3. Then click “**Connect**”.
4. Double-click the “**My Computer**” icon on your desktop, and you will see that you have now connected the "H:" (personal space) and "I:" (instructor space) drive.
5. Double-click the ”**I:**” drive icon to access the Instructor drive space.



Disconnecting

IMPORTANT: Be sure to close all programs and windows accessing your space or you will not be able to disconnect from your drive space. The computer cannot close things that are in use.

1. From the computers desktop, click the "Start" and then browse to the program menu "Student Drive Map". Inside the submenu open the "Student Drive Map" program.
2. After the map program starts click the "Disconnect" button and the drive map program will be disconnected in approximately 3 - 8 seconds and then the login window will disappear.