

Great Falls Public Schools Z Drive

Each student has a z drive. At school, they can access it by going to the Windows start button and clicking “Computer”. At home they can access it through Moodle.

You can add folders to manage files

You can access it from anywhere with working internet

You can delete files from anywhere

You can upload files from home

The Z Drive

What is it?

Great Falls Public Schools Z Drive

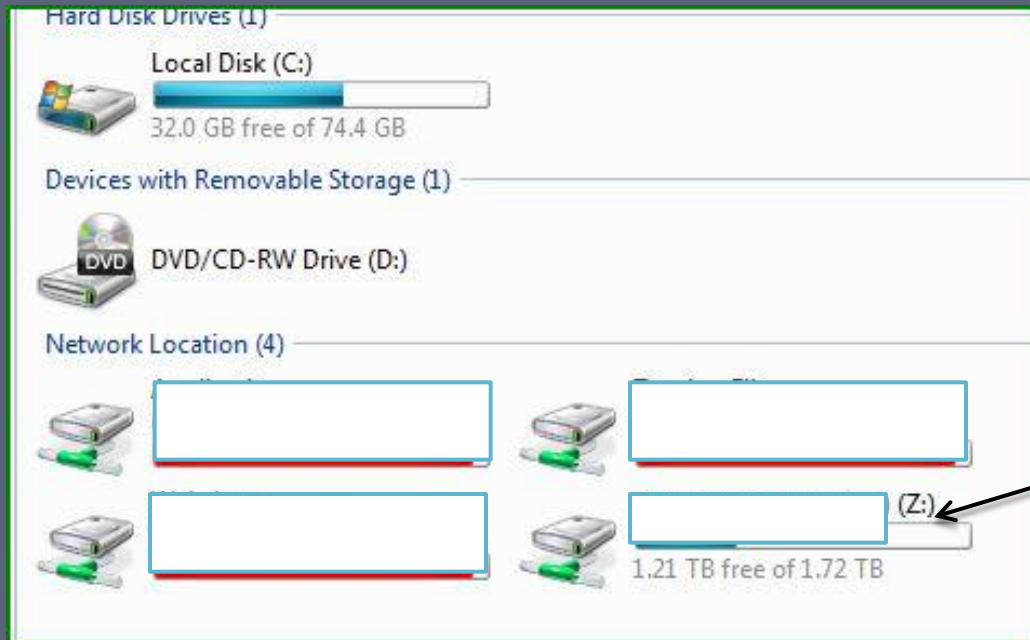
At school, one way you can access the Z drive is the same way you access any drives (hard, flash, CD-RW, etc.) by clicking on the windows logo or start button and then clicking on “Computer”.



The Z Drive

Where is it?

Great Falls Public Schools Z Drive



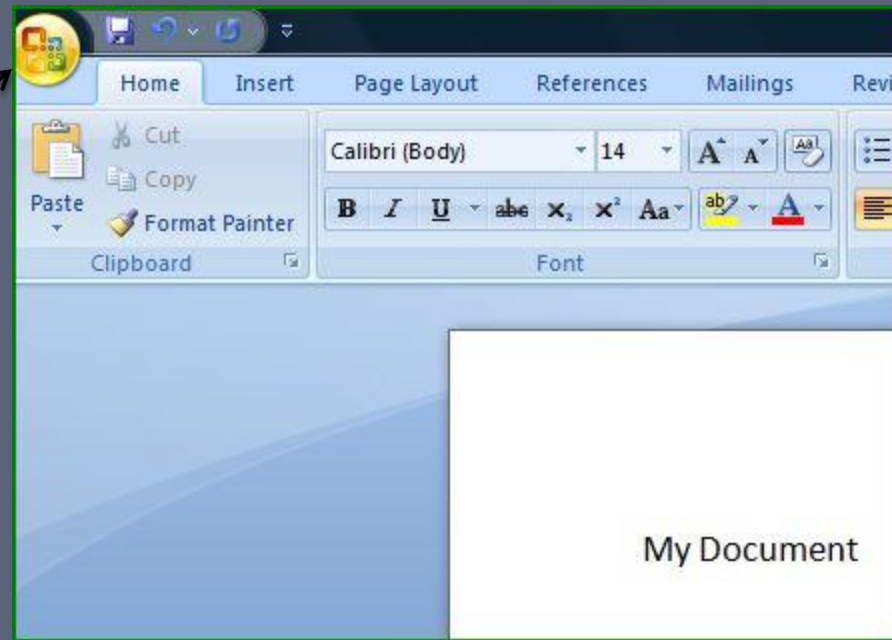
This is where you find all of your drives including your Z drive.

The Z Drive

Where is it?

Great Falls Public Schools Z Drive

When you want to save a document, spreadsheet, database, presentation, etc., you click where you would normally go to save your project. I always use “save as”.

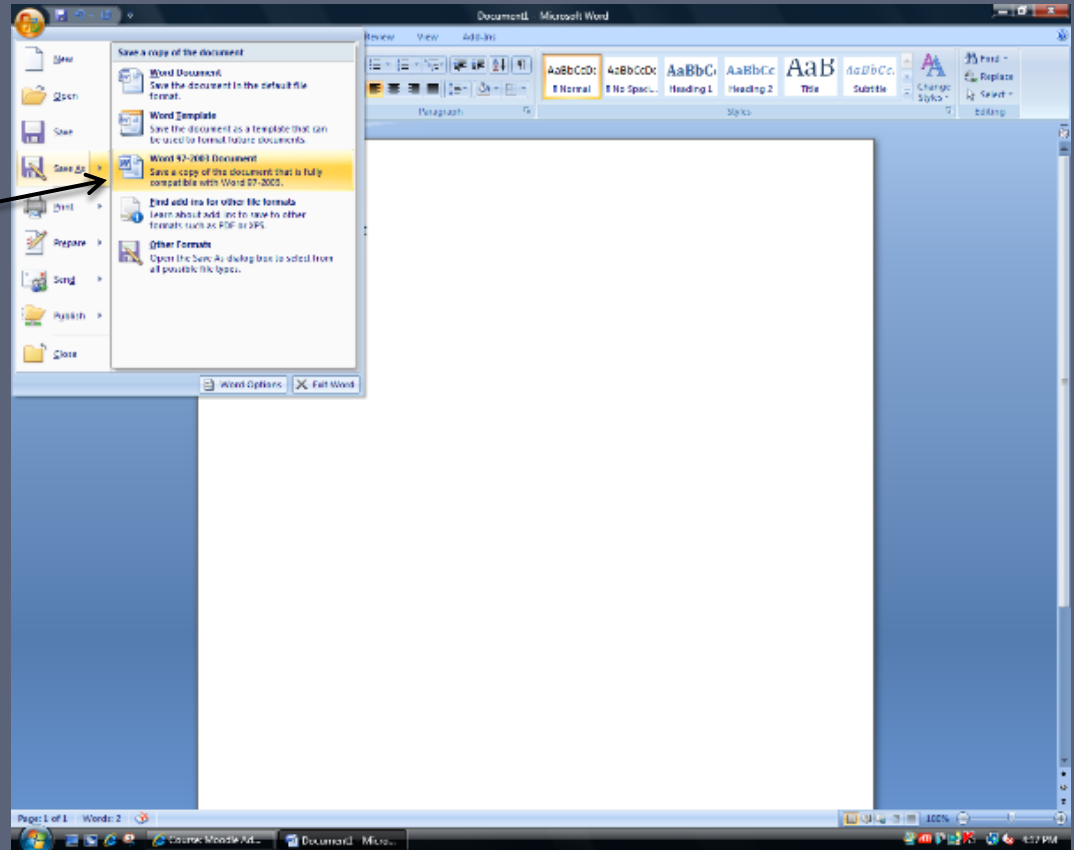


The Z Drive

Where is it?

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When you save any Microsoft Office projects, it's a good idea to save them as an older version so they can be pulled up on XP machines.

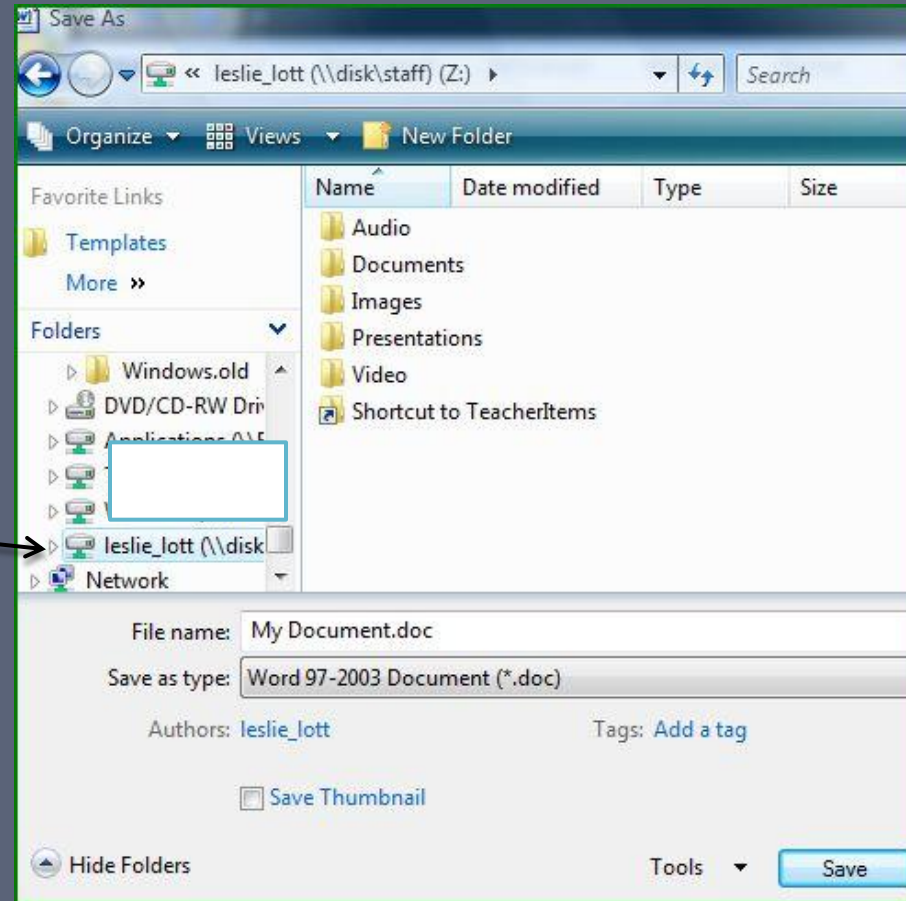


The Z Drive

Where is it?

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After you save as an older document, click on “computer” to find your Z drive and save your project there.

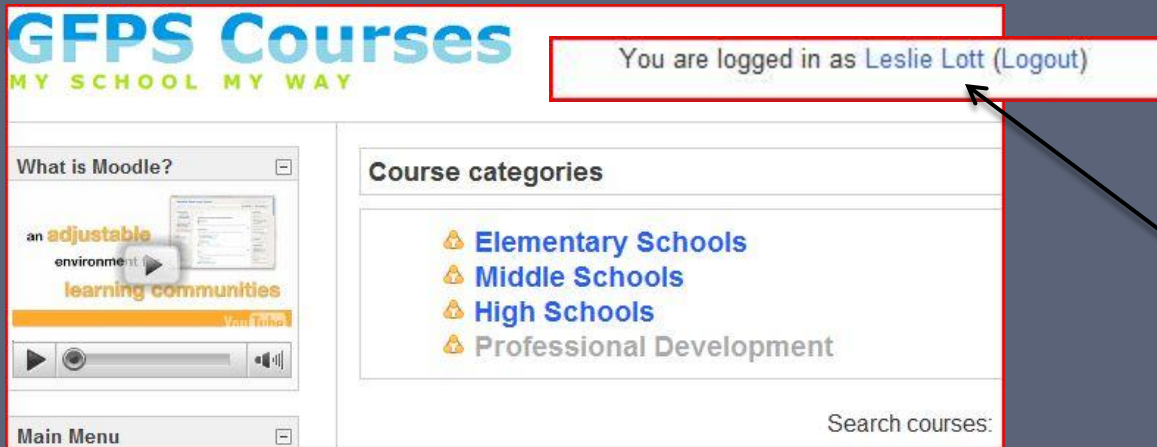


The Z Drive

Where is it?

Great Falls Public Schools Z Drive

You can get to the Z drive anywhere you have internet access by doing the following:



Go to [GFPS Courses](#) and log in on the upper right hand corner. Your name will then be a hyperlink. Click on your name.

The Z Drive

Where is it?

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There are several tabs within your profile page, including your Z drive tab.



The screenshot shows a user profile page with the following elements:

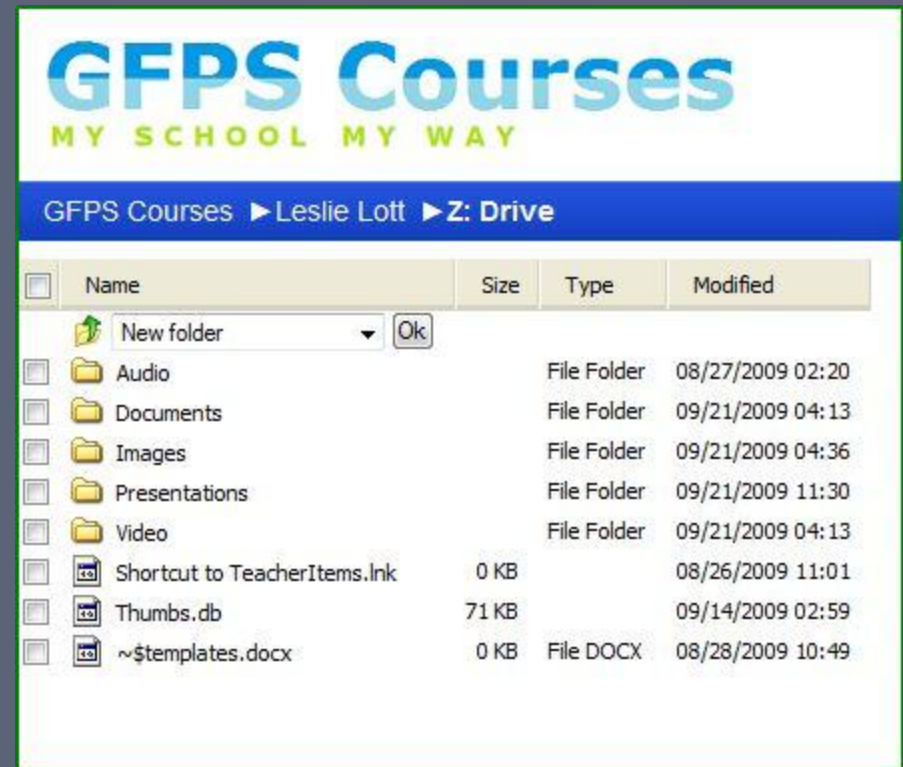
- Navigation tabs: Profile, Edit profile, **Z: Drive**, Forum posts, Blog, Notes, Activity reports
- Profile picture: A woman with blonde hair and sunglasses.
- Title: **Technology Integration**
- Country: United States
- City/town: Great Falls
- Email address:
- Courses: [CMR Connections](#), [Dynamo Summer 09](#), [Radical English 8th G](#), [Literacy and Library Media](#), [Great Falls Training Moodle](#), [East T](#), [World of Readers](#), [Integrating Technology into Content](#), [Spanish](#), [General Music](#), [Connections](#)
- First access: Tuesday, 4 August 2009, 10:02 AM (28 days 23 hours)
- Last access: Wednesday, 2 September 2009, 09:09 AM (now)
- Roles: Teacher

The Z Drive

Where is it?

Great Falls Public Schools Z Drive

Your Z drive will probably look something like this, possibly with or without folders.



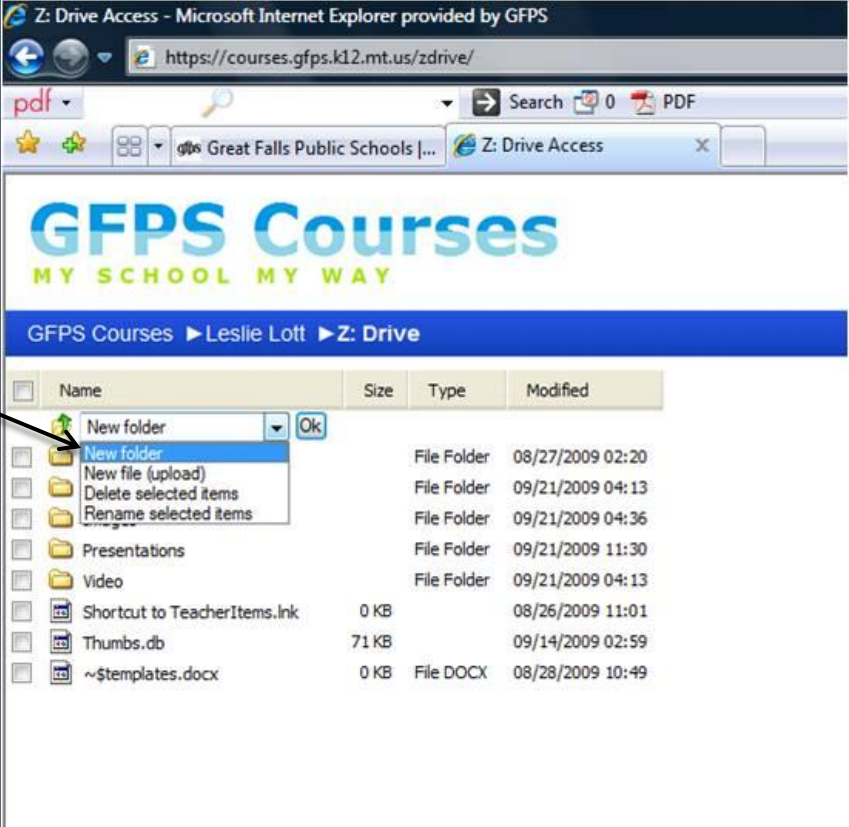
The Z Drive

Where is it?

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Use the drop down menu to :

- Create a new folder
- Upload a new file
- Delete a selected file
- Rename a selected file



The screenshot shows a web browser window titled "Z: Drive Access - Microsoft Internet Explorer provided by GFPS". The address bar shows the URL "https://courses.gfps.k12.mt.us/zdrive/". The browser's search bar contains "pdf". The page header features the "GFPS Courses" logo with the tagline "MY SCHOOL MY WAY". Below the header, a blue navigation bar shows "GFPS Courses > Leslie Lott > Z: Drive". The main content area displays a file list with columns for Name, Size, Type, and Modified. A context menu is open over the first folder, "New folder", with options: "New folder", "New file (upload)", "Delete selected items", and "Rename selected items". The "New folder" option is highlighted. The file list includes folders like "Presentations" and "Video", and files like "Shortcut to TeacherItems.lnk", "Thumbs.db", and "~\$templates.docx".

Name	Size	Type	Modified
New folder		File Folder	08/27/2009 02:20
New file (upload)		File Folder	09/21/2009 04:13
Delete selected items		File Folder	09/21/2009 04:36
Rename selected items		File Folder	09/21/2009 11:30
Presentations		File Folder	09/21/2009 04:13
Video		File Folder	08/26/2009 11:01
Shortcut to TeacherItems.lnk	0 KB		09/14/2009 02:59
Thumbs.db	71 KB		08/28/2009 10:49
~\$templates.docx	0 KB	File DOCX	

The Z Drive

What can I do with the files?

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FYI:

- Students do have a storage cap at 512 megabytes (about ½ a gig), so make sure to keep your z drive clean and organized.
- When clicking on a file, you must save it first so it isn't "read only" (look for the tutorial regarding read-only files).
- If you don't have the program that opens the file type, you won't be able to work on it at home.