

The Z drive: Read Only Documents

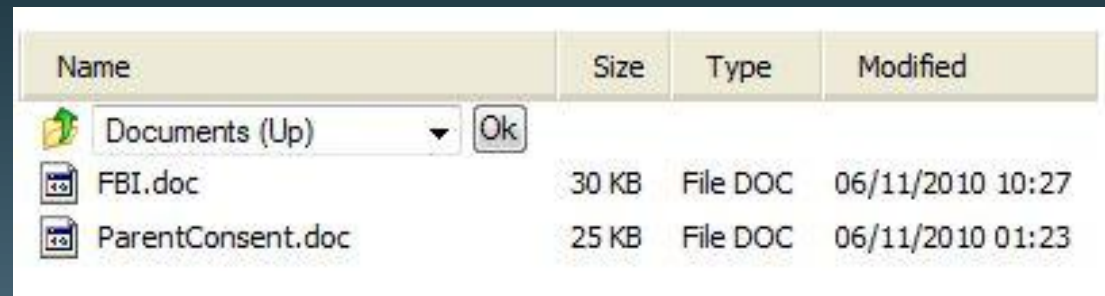
After working on projects at school and saving them to their z drive, students will periodically need to continue to work on those projects at home. There are two issues that crop up when students work on projects at home that were started at school (or the other way around).




1. The project won't open because the software used at one place isn't compatible with the software used at the other. For example, if a student works on Microsoft Word 2007 document at school (the version we have), and then tries to open it at home with Microsoft Word 2003, the document won't open unless it was saved in an older format while at school. For this reason, students should be in the habit of saving projects in older software versions while at home if possible.

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2. Sometimes a student will continue a project at home and when they come back to school and open it up, none of the work they did at home is there. The reason this occurs is when they open up a project from the z drive at home, it opens in read-only format. While in this format, nothing about the project can be changed, even though it will appear to change while a student works on it. There is an easy fix to make sure the project is NOT in ready-only status.

From home, go to the z drive on Moodle and click on the project.

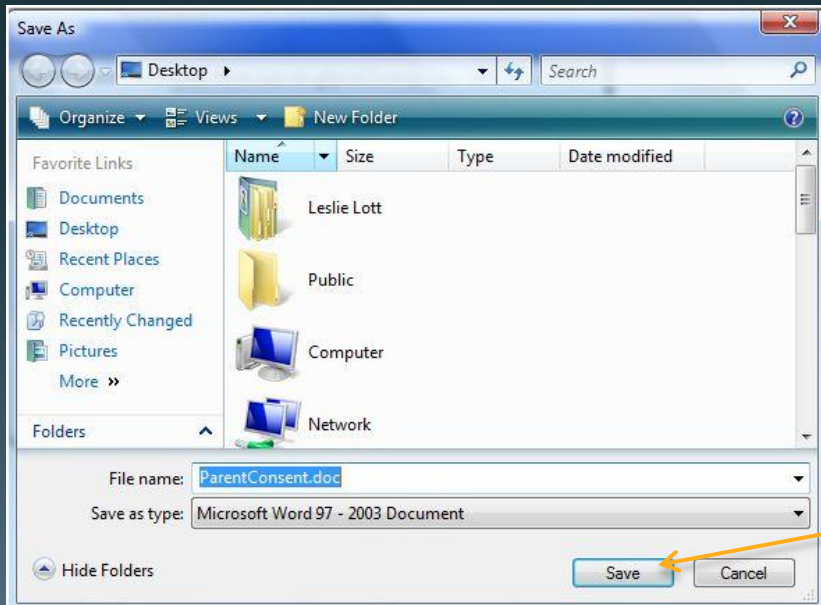
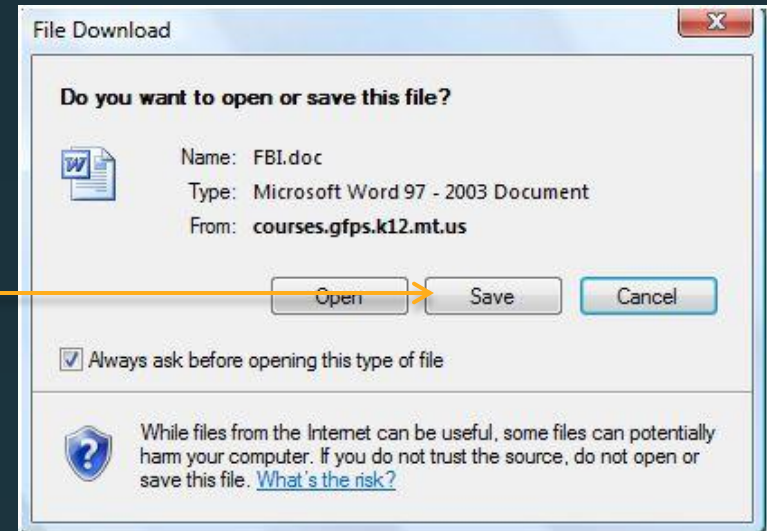


Name	Size	Type	Modified
 Documents (Up) <input type="button" value="Ok"/>			
 FBI.doc	30 KB	File DOC	06/11/2010 10:27
 ParentConsent.doc	25 KB	File DOC	06/11/2010 01:23

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You will receive a prompt similar to this one.

At this point, click “Save”.

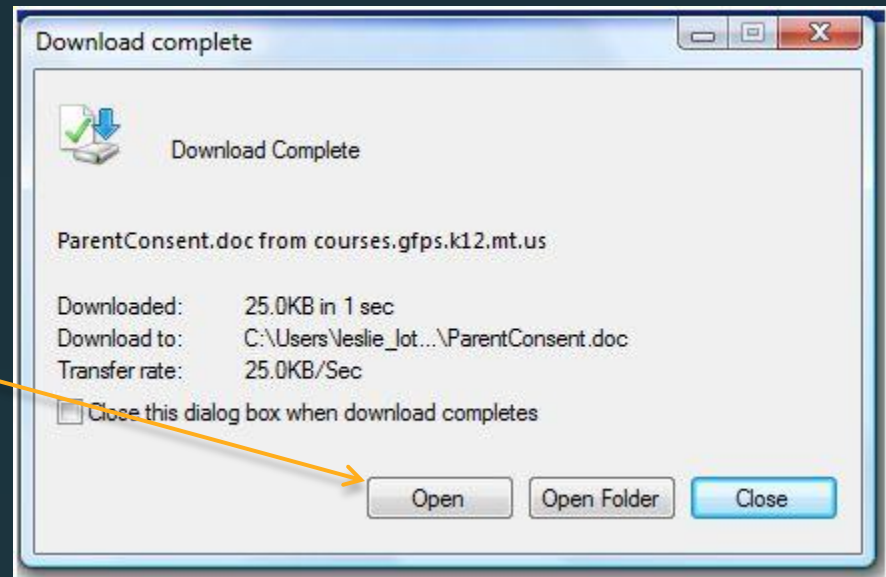


A new prompt will appear (looks different depending on your operating system)

Click on a location (like the desktop) and then click “Save”

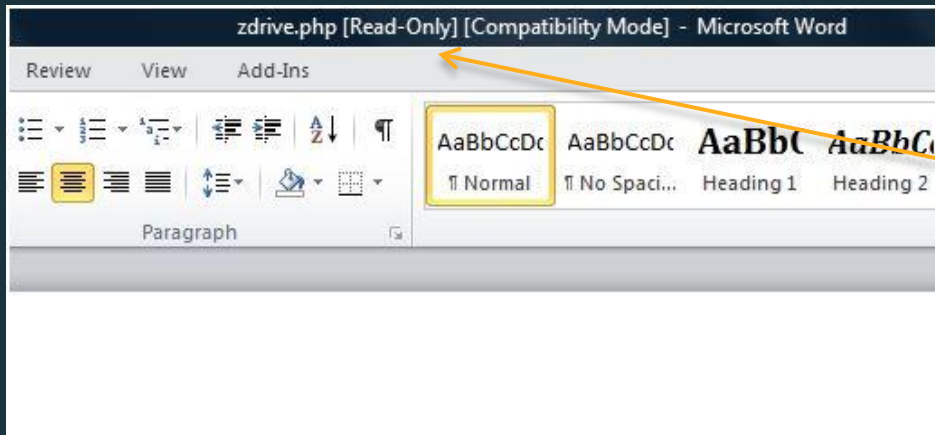
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At this 3rd prompt, choose “Open” and the project will open in compatibility mode (if you have compatible software).



If you just click open, you will see the words “Compatibility Mode” at the top of your project. Now you are ready to work

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If you see the words “Read-Only” at the top of your project, a step was missed in the process and nothing will save.

After you have worked on the project and saved your work. Go back to Moodle and upload the document you have on your desktop (or the place you initially saved it). It's important to remember that as you work on the project at home, it is not saving the changes to the z drive. You must upload the changed document from your home computer.