Using the GCC Network Infrastructure to Move Files from Your Office Computer to Your Classroom Teaching Station

If you want to use files that are on your office computer in your classroom, you can use the shared Network drive called: facadata to simply drop them into your folder while you are on your office computer, and then go into your classroom, open up facadata, and use those files in your classroom. This eliminates the need for carrying your thumb drive between. IMPORTANT NOTE: The facadata files can be accessed by students, but not changed by them – it is “read only” for students.

How to Access the Facadata Directory.

In the Classroom
Log onto the teaching station using your Academic user name and password and click “Computer” in Windows 7, or “My Computer” in Windows XP. You will then see in the bottom portion of that window the Shared Drives, including facadata. If you double click on the “facadata” drive, it will open. You can then create a folder for your files by creating a new folder using your name.. That is the folder that will have your files in it.

In your Office,
You will need to set up a shortcut to the folder on your desktop.

Start by first clicking the “Start” button. In the “Search” or “Run” field, type in (exactly as shown) \sleepy1\facadata

You will be prompted for your Academic user name and password, which is the same one you use in the classroom teaching station and blackboard.
To prevent being asked each time you open facadata, be sure to check the “Remember password” box.

Once the facadata window comes up, create a shortcut to your folder by following the following steps: 1. Find your folder in facadata, 2. Point with the mouse to your folder and hold down the RIGHT button of the mouse and drag that folder to your desktop. When you let go of the right button, you will be give the options to Copy, move or create a shortcut. Choose: CREATE SHORTCUT.

Once your shortcut is created, the next time you want to access your folder in facadata, you can simple double click on the shortcut, and your folder will open.

Using your Folder:

You can create folders as needed in your facadata folder. Then you simply drag any files you want to use in your classroom into the appropriate folder in your facadata folder, and then it will be there in the classroom for you.