

SAVING E-CLASS FOLDERS TO THE S:DRIVE

Log into Novell

Double-click “My Computer” or “Computer” from your Desktop

Double-click “SHARES(\\SHARE1\SDRIVE) (S)”

Double-click “Electronic Class Folders”

Select your school (e.g. School of Arts & Sciences)

Select your Department (e.g. English)

Create a semester folder and save the eClass folder

CREATING A SEMESTER FOLDER

To create a semester folder right-click in a blank area within the department folder

A short-cut menu will appear

Select “New Folder”

Type the name of the “New Folder” using the required naming convention e.g. Fall 2016

E-CLASS FILES NAMING CONVENTION

Use the following convention to name your eClass folder before sending:

- i. Course Number
- ii. i Section Number
- iii. Instructor Name
- iv. Semester

EXAMPLE: Prof. Jane Doe taught CUNY first Basics, CFB 1100, on Thursday evenings, section E584 in Fall 2016. The eClass folder would be named: CFB1100 E584 Doe Fall 2016