

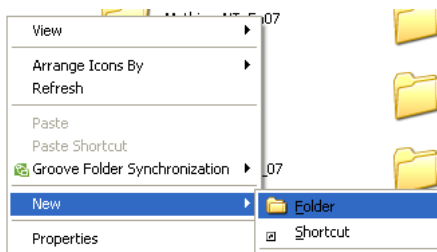
Creating J: Drive Folders

Introduction

This document explains how to create a folder in the J: Drive and how to use Build J Drive to assign subfolders to students.

Creating A Folder on the J: Drive

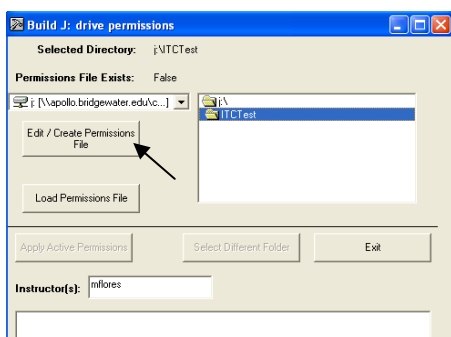
1. Open my computer and navigate to the J: drive.
2. Right click on an empty portion of the right pane and select New -> Folder:



3. Name the folder according to the class you are teaching. Make sure there isn't already a folder with that name on the J: drive. Naming conventions may vary but as a general rule of thumb it should have the name of the class and session. Once you create your folder you are ready to use Build J Drive

Using Build J Drive

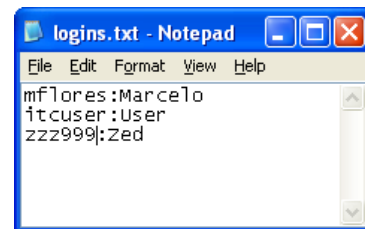
1. Using My Computer, navigate to M:\Bridgewater and double click on the BuildJDrive program. When the security warning pop up appears, select Run.
2. In the BuildJDrive, you will see the list of folders on the right pane. Find the folder you created and double click on it to select it. Then click on Edit/Create Permissions File button:



3. This will launch Notepad. If this is a folder that was recently created, click on Yes to create a new file
4. In notepad, type the list of users you want to access the folder in the following format:

<USERNAME>:<FOLDER NAME>

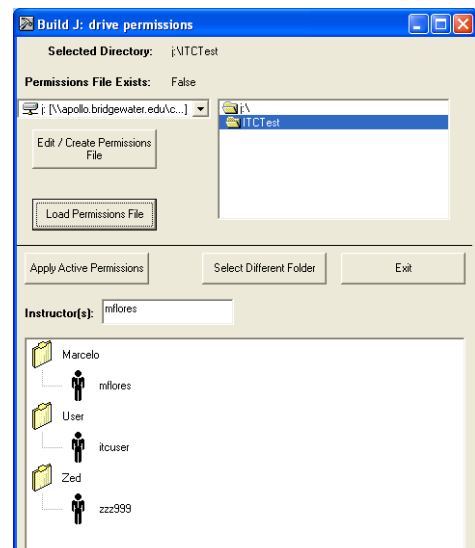
Each line should only have one user:folder entry and the folder names cannot contain spaces. Here's an example:



Once you have finished entering all the users and their folder names save and close this file.

Note: Do not add yourself to the list. Since you are the one that created the initial folder you already have permissions to all folders inside it.

5. Back on BuildJDrive, click on Load Permission File. You will see that all the users you have entered in the Notepad will now show up in the bottom pane:



6. Look over the list and make sure that the folder name and the user that has access to it are

correct. If they are all correct, click on Apply Active Permissions. This will run the program and the folders will be created with the proper permissions. Once it is done press any key to exit.

7. Click on the Exit button on the BuildJDrive application to terminate it.

Getting Help

The IT Center is open Mondays through Fridays from 8:00 am to 4:30 pm to answer all your technology related questions. You can also e-mail us as help@bridgewater.edu or visit our webpage at <http://www.bridgewater.edu/itc>.