

CORTE MADERA SCHOOL  
DIGITAL LOCKER  
**FOR WINDOWS COMPUTERS**

How to exchange files between the computer network  
at school and your Windows computers at home

Students may find it helpful to transfer data stored on the computer network at school to their Windows computers at home. Students might like to finish an assignment at home that was started at school, collect material at home and send it to school, or even keep copies of their schoolwork at home for future reference. Using a few simple steps, students can link their Windows computers at home to the network at school and copy data back and forth.

Overall Objective:

The overall objective of this process is to “connect to an external server” to make the computer at school appear as “local storage” on your home computer, much like a floppy disk or a memory stick. When this is achieved, copying files is as easy as grabbing a file in one window and dropping it into another window.

Please remember this process is only to copy the student’s data files; not any applications. For example if the student wishes to work on a *PowerPoint*© presentation, your home computer must also have the *PowerPoint*© application.

To proceed, the student must know their “short name” and their network password. An example, John Smith’s short name will be *jsmith*, although some short names may also have a number at the end to distinguish them from siblings or relatives.

Your home computer must also be connected to the Internet. Please use whatever steps you normally do to connect to the Internet before proceeding.

To connect to the school computer network:

1. Open the **Windows Explorer** application. This is not Internet Explorer, but Windows Explorer. Some systems may have it directly accessible from the “start” menu, while others have it in start --> All Programs --> Accessories.
2. In the Address Bar, enter <ftp://students.cms.pvsd.net>

If you do not see the Address Bar, see the section below about Potential Trouble Spots.

3. Observe the dialog box. Don’t be alarmed by the title “FTP Folder Error.” This is merely an indication that anonymous access is not allowed and one must enter a user ID and password to proceed. Press OK at the bottom of the dialog box.
4. In the Windows Explorer, select **File** -> then **Login As**.
5. Enter the student’s short name in the User Name field, and their network password in the password field.

Hint: Look for the checkbox labeled “Save password.” Selecting this checkbox will alert your computer to save your password automatically.

6. Select “Log On” to complete the connection.

The Windows Explorer Window should now show you the contents of the student’s account on the school computer as well as an indication in the left-hand window that the school computer is connected.

#### Once you are connected:

Once you have successfully completed the steps above and have your home computer connected to the school computer, you are free to copy files back and forth from home to school. You may also create additional folders as well as delete files from the school computer.

Be aware however that the recycle bin function will not operate the same way for remote files as local files, and any files deleted from your network storage space will be instantly deleted with no possibility for recovery.

It’s important to know where the student’s files reside on the computer at school and certain limitations imposed by the computing environment used at school. For most purposes, student work will be stored in the folder called Documents. Files stored in this folder are accessible from any computer on campus, and “follow” the student around to whichever computer they use.

Other folders called Pictures, Movies, Music, and Library, are not handled in the same manner as the Documents folder, and are only accessible by the OS-X-based computers in Lab 103. It’s best to avoid use of these folders and store everything in the Documents folder.

#### Potential Trouble Spots:

By default, some versions of Windows XP do not show the Address Bar in the Windows Explorer. **To reveal the Address Bar:**

1. In Windows Explorer, select the View menu, then Toolbars, then make sure Address Bar is checked.
2. Right-click on the word Address in the toolbar, and uncheck “Lock the Toolbars.”
3. Using the left mouse button, drag the word Address in the toolbar to the left to reveal the text box.
4. Continue with above instructions at step 2, entering the ftp:// address.

Depending on computing habits used at school, some students may encounter difficulty trying to use their files at home. The most common troubles are:

Student doesn’t have *Word* If the student doesn’t have *Microsoft Word* at home, it will be difficult for students to make use of work created at school. However, it is still

possible to create documents at home and transfer them to school. Please ask the student to discuss this situation with their teacher to devise a solution.

Incompatible file types	Students will create documents with <i>Microsoft Word</i> , for example, and forget to save the file with the .doc extension. This causes <i>Word</i> to write a different type of file that is not compatible with the Windows version of <i>Word</i> . If this happens, the student must save the file again at school appending the .doc extension, and transfer this new file for use at home.
Difficult file names	Students will create a document and use characters in the file name that might not work on Windows-based systems. When naming files, it's best to stick to numbers and letters, and to use the underscore ( _ ) character instead of spaces.
Text Files	Windows computers represent regular text files differently than the Apple computers at school, and these types of files may be difficult to open at home. This isn't normally a problem because the students use <i>Microsoft Word</i> , and <i>Word</i> by default uses its own file format, which is the same between Windows and OS-9/X.

When you are finished:

To close the connection to the school computer, merely close the Windows Explorer.