

## Melanie Lewis

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**From:** mhesfaculty@amherst.k12.va.us on behalf of Melanie Lewis [mlewis@amherst.k12.va.us]  
**Sent:** Tuesday, September 18, 2007 8:48 AM  
**To:** mhesfaculty List Member  
**Cc:** 'Gloria Preston'; 'gmoore'; jsteele@amherst.k12.va.us; 'Mike Cargill'  
**Subject:** [mhesfaculty] Tech Tip of the Day-Accessing servers

Good Morning!

Even though I hate getting out of bed, I have absolutely been loving the drive to work these past couple of days. Now that the weather is changing our little county will take on some beautiful colors! It's already happening a little. I can't wait for the trees to fully turn!

Okay, enough with being perky, huh? LOL!!!

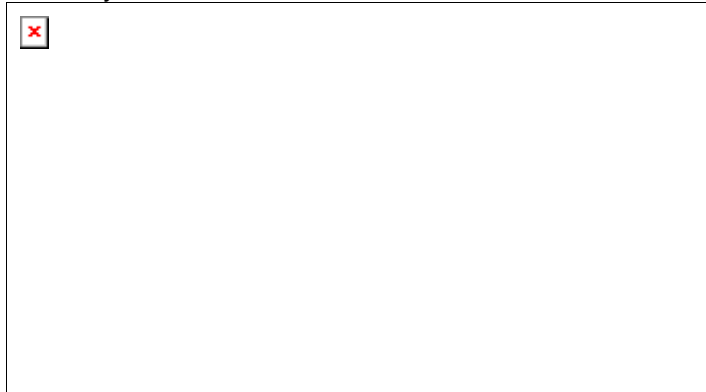
As many of you know, Gail and I have been placing resources on your servers. These resources are tailored for your first nine weeks. They may be printables, Smart Board documents, PowerPoints, mp3 files or Inspiration documents. I hope you are finding these things useful. I have also been typing up the words from Harcourt into a word wall or flash card template and placing these on your servers as well.

A couple of you emailed yesterday and asked for directions on accessing these resources. I have step by step directions below:

1. Click on START



2. Move your cursor over to RUN and click. This box will show:



3. Right now in the box above you see [\\Sneezy](#). This is Central's server. Replace Sneezy with the name of your server. Below are the servers from the elementary schools:

Amherst Elementary: [\\sleepy](#)

Amelon Elementary [\\bashful](#)

Central Elementary [\\sneezy](#)

Elon Elementary [\\happy](#)

Madison Heights [\\doc](#)

Pleasant View [\\grumpy](#)

Temperance [\\dopey](#)

*Don't you think it's cute that the servers are named after the seven dwarfs? I think that means I get to be the beautiful princess, Snow White. LOL!!!*

4. A new window will open. It will have many folders inside and you should only open the school's shared folder. Here is a list of the shared folders:

Amherst Elementary: aesshare  
Amelon Elementary amelonfiles  
Central Elementary cesfiles  
Elon Elementary elonshare  
Madison Heights mhesfiles  
Pleasant View pvesshare  
Temperance tesshare

5. Inside your shared folder will be a folder called Technology Resources. That is where Gail and I put things. You will also see a folder called Word Wall, go to that to get your word wall words. In the schools that I serve, I have grouped teachers by grade level. Your grade level folder is where the Harcourt transparencies are placed. Also inside your grade level folder will be your personal folder. If you have not created a personal folder yet, you really want to do so. Keep documents in your personal folder that you do not mind sharing with others in the division. **DO NOT PUT ANYTHING IN THE PERSONAL FOLDER THAT YOU DO NOT WANT OTHERS TO SEE!** Teachers have been encouraged to browse through personal folders of colleagues in different buildings and have been told that it's okay to use resources that they find in these other folders. We all need to be sharing and pooling resources. There is no reason to reinvent the wheel. You may want to print out this email and keep it handy so that you can reference it when want to browse other servers. One day soon I am hoping for one shared server for all of us to post our resources in.

Please ask Gail or me to help you if you are still having difficulties locating the shared folders.

Have a great day!

*Melanie Lewis*

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**Every Child, Every Day**

