# NETWORK CAPABILITIES •

What is a Network?

A network is a group of computers linked together and sharing resources such as programs, data lines, and printers. The computers in the LINC lab are networked so that documents can be printed using a single printer and files can be shared without floppy disks being passed back and forth. If your lab is connected to the Internet, your computers gain access to it and send and receive electronic mail messages through the network.
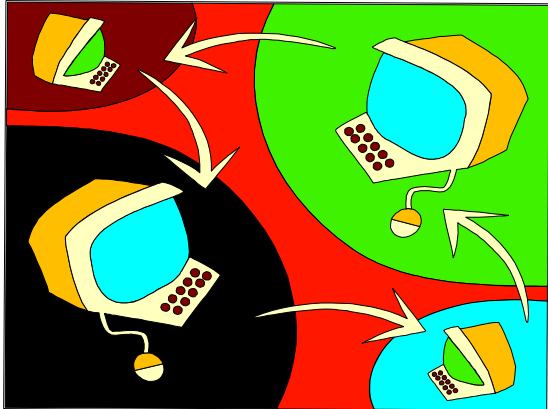
Many of the activities that are suggested in this guide require learners to open instructor-made files, referred to as "Student Text Files" in this section. One way of providing learners with those files is to copy them to floppies and then distribute the floppies. However, since the labs are networked, learners can use the network to access files, which you copy on only one computer. The following sections explain the network in a LINC lab and how to use it for learner activities.

Note that you and your learners must be in Teacher Mode (see Lab Maintenance in Before Using Software for an explanation) to use the network.

Network Neighborhood

When you double-click **Network Neighbourhood** on the desktop, a window will appear containing an icon called **Entire Neighbourhood**. Double-click that icon to see the computers you are connected to. (Note that only computers that are turned on will appear in this window.) The window below shows that there are 15 workstations in the lab.
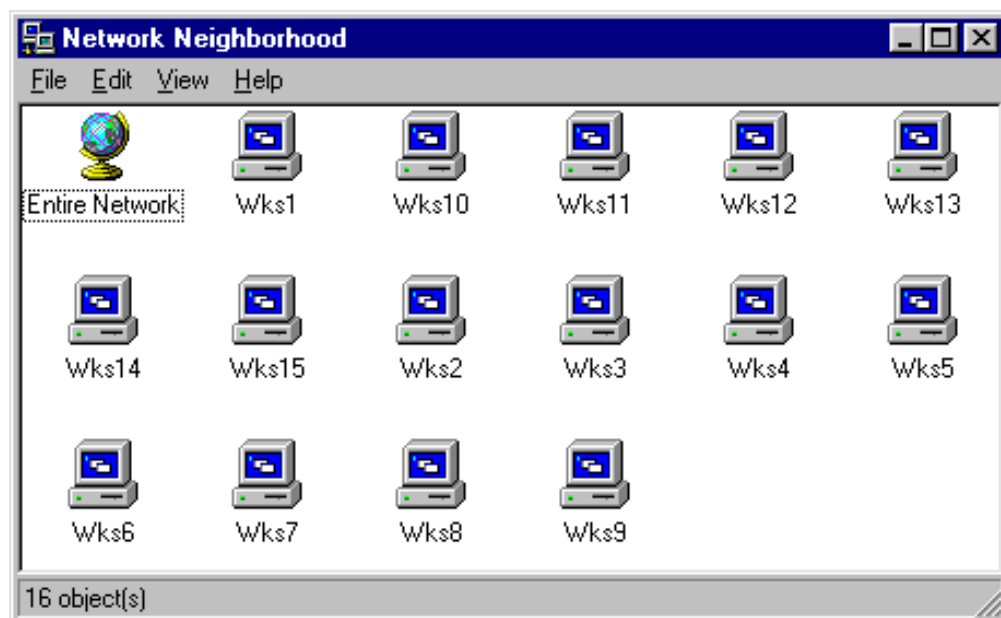
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Using The Network
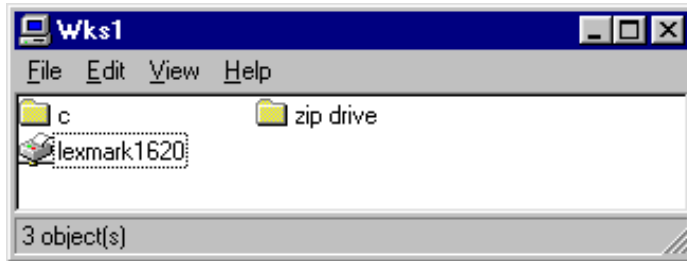
Double-clicking on one of the workstation icons will show the drives that are accessible to you. This picture shows the contents of Workstation 1, the master computer, that are accessible on the network: the hard disk drive (drive C:), a zip drive, and the printer. Note that because the printer is connected to Workstation 1, this computer must be turned on for other computers to have access to the printer. Note also, that the zip drive will only appear if there is a cartridge in the zip drive.

Learners in the lab can access documents on either the hard drive or the zip drive of Workstation 1.

Instructor-Made (Student Text) Files

Make files read-only, so that they cannot be modified or deleted by a learner.
To create a read-only text

1. Click **File** | **Save As**.

2. Select the folder you want to save the file in.

3. Type the file name.

4. Click Options, and select Read-Only Recommended.
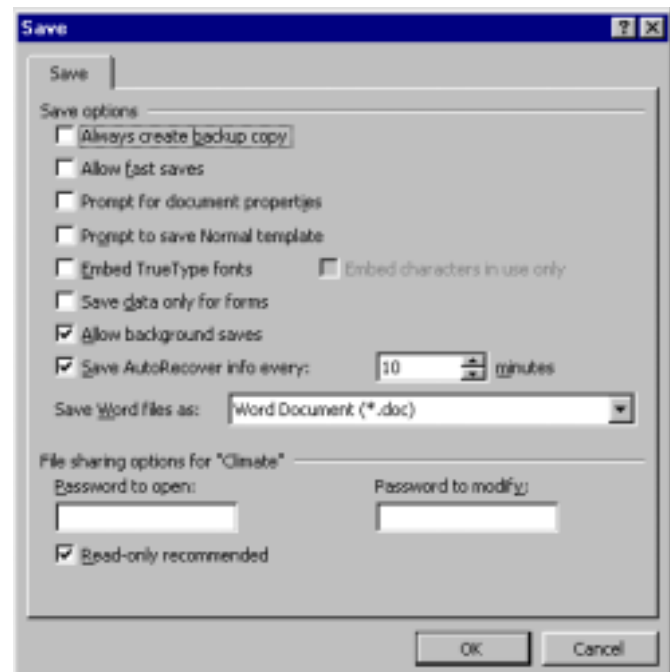
Saving Instructor-Made Files On The Network

CREATING A FOLDER FOR STUDENT TEXTS

Create a folder that contains subfolders for each instructor to store student texts for their classes. (See the Windows 95 section in LINC Four for information about creating folders.) The adjoining picture shows a workstation with folders for student texts.

1. In the C: drive folder, create a **My Documents** folder, if there is not one already.

2. In that folder create a folder called **Student Texts**.

3. Within that folder create folders for each instructor or class at your centre.
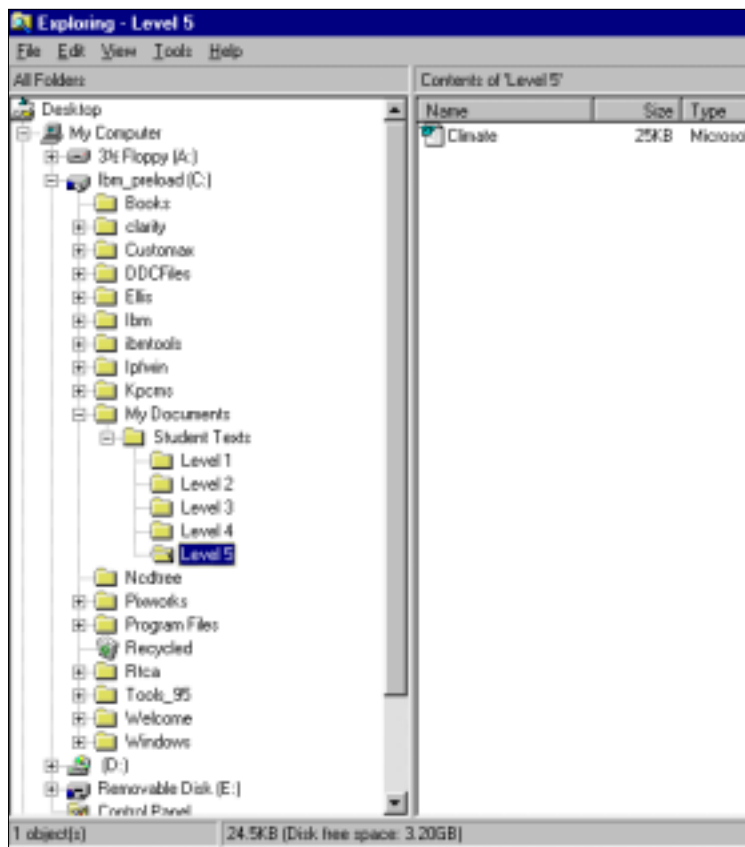
CREATING A SHORTCUT TO STUDENT TEXTS ON THE DESKTOP (TEACHER MODE)

A shortcut is a link that you can place in any location that gives you instant access to a particular file, folder, or program on your hard disk. To make it easy for learners to access instructor-made files, create a shortcut to Student Texts on the desktop in teacher mode. To do this, use the following instructions:

1. Double-click **My Computer** on the desktop.

2. Find the file for which you want a shortcut, in this case **Student Texts**. (Click **My Computer**|**My Documents**|**Student Texts**.)

3. Click the folder to select it. Right-click and choose **Create Shortcut**. A duplicate of the file will appear with an arrow beside it.

4. Drag that icon to the desktop. When you want to open that folder, simply double-click it.

You can also create shortcuts using Windows Explorer.
   a. Using Windows Explorer, click **Student Texts** on the C: drive. Right-click and select **Create Shortcut**. (If you double-click on the folder in the left pane of Windows Explorer, the shortcut will appear on the right pane.)
   b. Click the shortcut to select it. Right-click and choose **Copy**.

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CREATING A SHORTCUT TO STUDENT TEXTS IN THE START MENU (STUDENT MODE)

If the learner does not have access to the teacher mode, the restrictions on the computers prevent access to the C: drive of any computer. We recommend creating a shortcut to the Student Texts folder in the Start menu to enable learners in student mode to open these files.

1. Using Windows Explorer, click **Student Texts** on the C: drive. Right-click and select **Create Shortcut**. (If you double-click on the folder in the left pane of Windows Explorer, the shortcut will appear on the right pane.)

2. Click the shortcut to select it. Right-click and choose **Copy**.

3. Open the following folders by clicking them: **Windows** | **Start Menu** |**CIC**.

4. In the Cic folder, create a **New Folder**, and name it **Student Texts**. Right-click the folder and select **Paste** to move the shortcut to it.

5. Right-click this folder and select **Copy**.

6. Open the following folders by clicking them: **Windows** |**Profiles** | **User** | **Start Menu** | **CIC**. Right-click the **CIC** folder and select **Paste** to move the Student Texts shortcut to it.

7. Log-in as a student and click **Start** | **Programs**. Check to see that the Student Texts folder is located in the Start menu.

COPYING STUDENT TEXT FILES TO DRIVE C: OF WORKSTATION 1

1. Open Windows Explorer (click Start | Programs | Windows Explorer) and select the drive where your file is located. If it is on a floppy, select $3^{1/2}$ Floppy (A:). Find the file, right-click it and select Copy.

2. Click My Documents | Student Texts and then your class folder. Right-click the class folder and select Paste to copy the file to the folder.

💡 For a faster way of opening Windows Explorer, right-click the **Start** button and select **Explore**.

COPYING FILES TO THE HARD DRIVE OF ALL WORKSTATIONS

For learners who do not have access to the teacher mode in the LINC lab, and therefore cannot use the network, you will have to copy learner text files to the hard drive of each workstation. If you create exercises in the Tense Buster Authoring programs, you will have to copy them to each of the workstations too. (See the Tense Buster Authoring section for instructions for copying Tense Buster exercises.) Follow the steps below to use the network to copy files to all of the computers in your lab.

1. Open Windows Explorer (click **Start** | **Programs** | **Windows Explorer**) and select the drive where your file is located. If it is on a floppy, select $3^{1/2}$ Floppy (A:). Find the file, right-click it and select **Copy**.

2. Double-click on **Network Neighbourhood** on your desktop.

3. Double-click on a **workstation**.

4. Double-click on **C:**

5. Locate the folder you want, usually your class folder (**C:** | **My Documents** | **Student Texts** | **class**) if you are copying an instructor-made text, or a Tense Buster program (**C:** | **Clarity** | **the specific Tense Buster Authoring program**), if you are adding a Tense Buster exercise.

6. Right-click the folder and select **Paste** to copy the file to the folder.

7. Repeat these steps for each workstation in the lab.

COPYING FILES TO THE ZIP DRIVE

Another place to store texts for learners is the zip drive. It is connected to Workstation 1 in the LINC lab. The zip drive uses removable disks, about the size of floppies, which hold 100 megabytes or more of information each (as compared to 1.44 MB on a floppy). It may be easier for learners who have access to the network to find a file in the zip drive, than in the C: drive.

We recommend creating folders in the zip drive for each class or instructor. See the above section on creating folders for learner texts.

The following picture shows the zip drive on Workstation 1 with a folder for Student Texts.
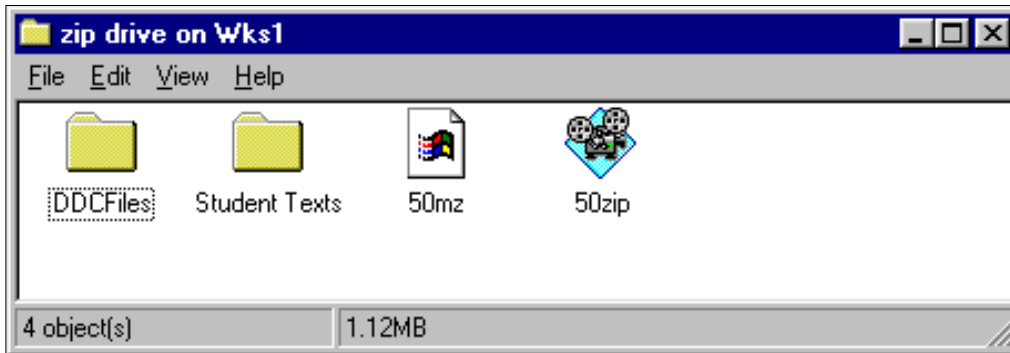
To copy a learner text file to the zip drive:

1. In Windows Explorer click the file you want to copy (to select it).   Right-click it and select **Copy**.

2. Double-click **Network Neighbourhood**, and double-click **Workstation 1**.

3. Click **zip drive** to select it. Right-click the folder where you want to copy your file and select **Paste** to copy the file.

OPENING FILES

■ **Opening a Read-only File**
    When a read-only file is opened, a dialog box appears asking for confirmation that it be opened as a read-only file. Instruct learners to click **Yes** and save it under another name on their own floppy disks. They will then be able to make any changes they want, without harming the original file.
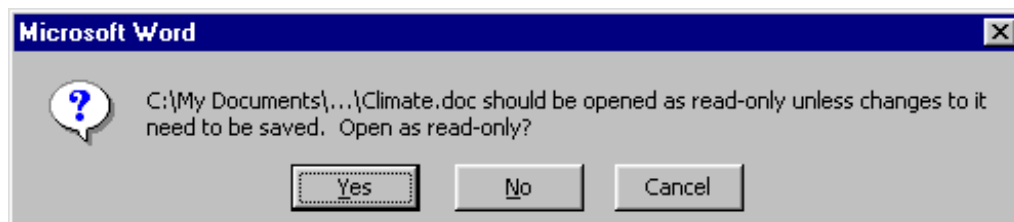
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■ **Opening a Student Text File on Drive C: of a Computer on the Network (Teacher Mode)**
To open a file the learner must:
1. Double-click **Network Neighbourhood** on his or her desktop.
2. Double-click the **Workstation**.
3. Double-click the **C:** drive.
4. Double-click **My Documents**.
5. Double-click **Student Texts** folder.
6. Double-click the **class** folder.
7. Double-click the specified file.

■ **Opening a Student Text File on the Zip Drive (Teacher Mode)**
To open a file on the zip drive the learner must:
1. Double-click Network Neighbourhood on his or her desktop.
2. Double-click Workstation 1.
3. Double-click zip drive.
4. Double-click Student Texts folder.
5. Double-click class folder.
6. Double-click the specified file.

■ **Opening a Student Text File on Drive C: (Student Mode)**
Learners who have access only to student mode cannot open any files on the hard drive unless a shortcut has been created in the Start Menu. Assuming that a shortcut has been created, simply click **Start** |**Programs** |folder name. (See "Creating a Shortcut to Student Texts in the Start Menu.").