

Home Folders

All DCS teachers and staff members have something called a HOME FOLDER when they log in to their computers.

What is a Home Folder? A home folder is a “floating” folder that will follow you to any computer at your school. Any documents you place in this folder will show up at any computer you log into.

Why should I use my Home Folder? Imagine what happens if your classroom computer dies.....any data stored locally is gone. But because your Home Folder floats, anything stored there will be safe - even if your computer dies.

What can I put in my Home Folder? You may store files related to instruction. Word documents, handouts, PowerPoints, etc. Please do not store large videos, music, or non-educational files in your Home Folder. Do not store your personal digital camera albums here.

Where do I find my Home Folder? Click ‘My Computer’. You will see your Home Folder as the H: Drive. You also have a desktop shortcut that will take you straight to H:

