

U S I N G Y O U R F I L E S (P C)

FALL 2003

**TOPICS
COVERED IN
THIS GUIDE:**

- **Introduction to Active Directory**
- **Setting your Active Directory password**
- **Logging onto the classroom computer with Active Directory**
- **Locating a computer on the network**
- **Accessing a computer on a non-Active Directory server**
- **Saving files in a personal folder on the classroom computer**
- **Guidelines for saving files on the classroom computer**
- **Using removable media drives (Floppy, Zip, CD/DVD)**
- **About OIR**

INTRODUCTION TO ACTIVE DIRECTORY

- **What is Active Directory?**

Active Directory is a way of simplifying authentication so that different computers and servers can use the same authentication method. Active Directory is a campus-wide service that allows you to use one password to access the University network as well as your workgroup and personal computer from a remote location. Without Active Directory, you would need to use different passwords and log in to each system separately.

- **Why should I use Active Directory in the ITS classrooms?**

If your personal computer is on the University network and your department uses Active Directory to authenticate workstations and servers, you can connect to your personal computer from the classroom computer. Using Active Directory to log on authenticates you as a member of your workgroup and gives you permission to remotely access your computer. You can then access your personal files (PowerPoint presentations, pictures, etc) from the classroom computer without needing to bring a floppy disk or a zip disk. This makes it very important that you log off when finished, so as to prevent other users from accessing your computer.

- **What are the general benefits to logging on the classroom computer with Active Directory?**

The classroom computers auto-logon to a generic account which has the same settings for every user. This account is sufficient for the majority of users' needs. Logging on with Active Directory allows you to set things specific to your logon. Because it is personalized, it is important that you log out of Active Directory when finished.

- **If I can access my computer from the classroom, am I able to access the classroom computer from my personal computer?**

We will not allow resources to be shared from a classroom computer via a Windows Share, FTP or any other method. This is so that we may provide the most secure and stable systems possible. If you need to transfer files to the classroom computer, you will need to either use removable media such as CD or zip disk, or the campus network from a shared resource on a remote system such as your own personal workstation or department server.

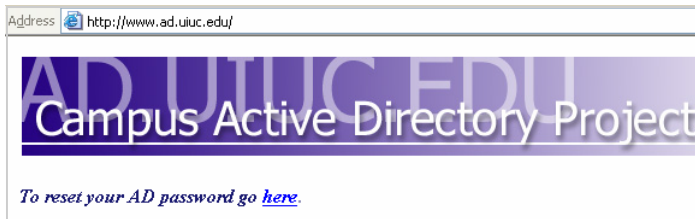
- **Where can I find more information on Active Directory?**

<http://www.ad.uiuc.edu>

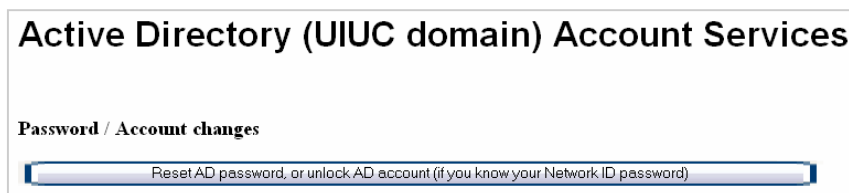
<http://www.microsoft.com/windows2000/server/evaluation/features/dirlist.asp>

SETTING YOUR ACTIVE DIRECTORY PASSWORD

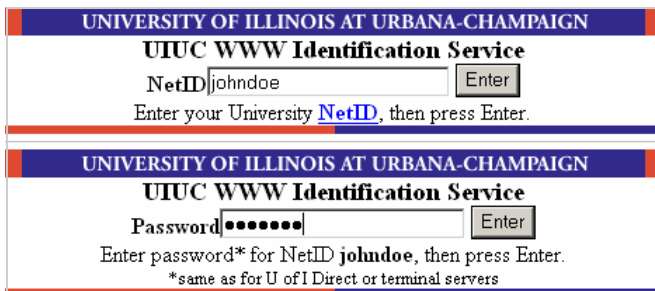
1. If you've never used Active Directory before, you will first need to set your password. Go to <http://www.ad.uiuc.edu> and click on "to reset your AD password go here."



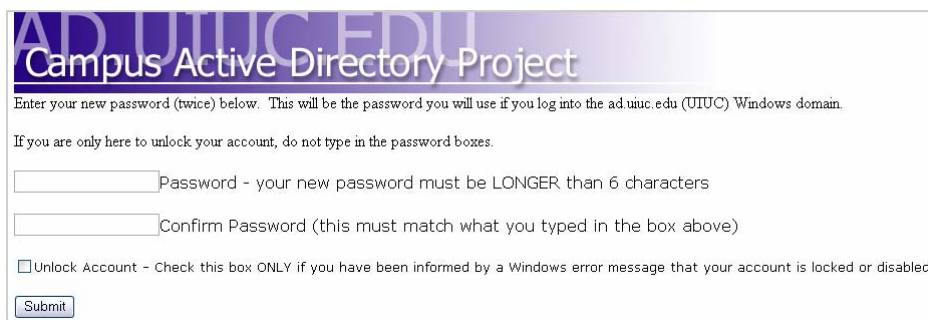
2. On the next page, click on **reset AD password**.



3. Login with your netID and password.



4. Select a password, and type it in both boxes. Press **submit** when finished. **Do not** check the box that says "unlock account."



USING ACTIVE DIRECTORY TO LOG IN TO AN ITS CLASSROOM COMPUTER

1. Normally, the computer will be automatically logged into the generic account. You will need to log off, and log on as yourself.
2. Go to **Start -> Log Off**. Log off, and hold down the **left Shift key** as the system comes back up. Continue to hold the Shift key until the login screen appears.
3. Enter your netID and Active Directory password.

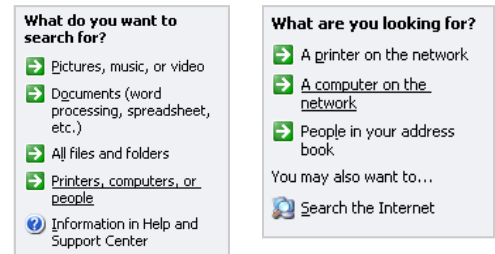
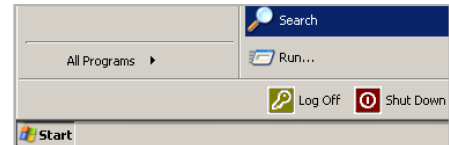


If your department uses Active Directory to authenticate workstations and servers, you can now locate your personal computer and access your files (example: PowerPoint presentations).

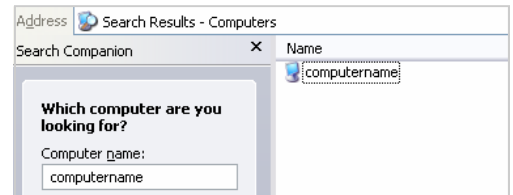
Make sure to log off the computer when you are finished. You do not need to hold the shift key down; the computer will automatically log back on to the generic account. This is very important as other people will have access to your files if you do not log off.

USING THE SEARCH FUNCTION TO LOCATE YOUR COMPUTER

1. Go to **Start -> Search**.
2. Click on **“Printers, computers or people.”**
3. Click on **“A computer on the network.”**
4. Enter your **computer name**, and click on **search**. Your computer name will appear in the right half of the screen. Double click on it and a window with your folders and files will open.

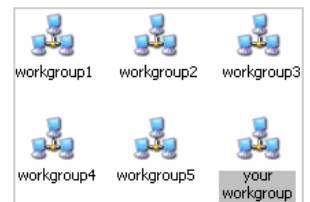


If you cannot locate your computer, or your files do not appear, contact your local network administrator to make sure the settings on your computer are correct.

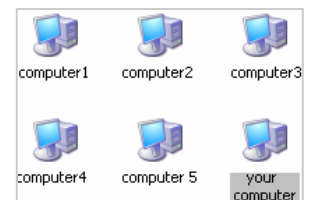


USING “MY NETWORK PLACES” TO LOCATE YOUR COMPUTER

1. Double click on **My Network Places** from the desktop.
2. Find **your workgroup** and double click on it.
3. Find **your computer** and double click on it. A window with your folders and files will open.



If your computer is listed in your workgroup but your files do not appear, contact your local network administrator to make sure that you meet the requirements for Active Directory and that your workstation or server is configured correctly.



ACCESSING A COMPUTER ON A NON-AD SERVER


If your department does not use Active Directory, you can still access your personal computer from the classroom computer.

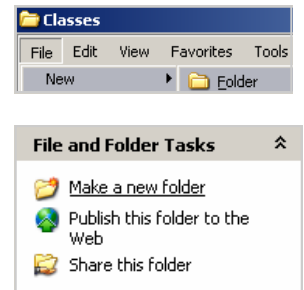
1. Double click on **My Network Places** from the desktop.
2. Find **your workgroup** and double click on it.
3. Find **your computer** and double click on it. A window will open prompting you for your username and password. Enter the username and password that you use to access your personal computer, not your Active Directory password (unless they are the same). Your user name should be entered in the format of either “computer name\username” or “domain\username.”
4. A window with your folders and files will open

If your computer is listed in your workgroup but your files do not appear, contact your local network administrator to make sure that your workstation or server is configured correctly.

SAVING FILES TO A PERSONAL FOLDER ON THE CLASSROOM COMPUTER

You can save files on the classroom computer, as opposed to accessing them through the network or with removable media (zip, floppy, etc). Files saved on the classroom computer will run faster, so it is especially recommended for any files that have **video and/or sound**. It is also more convenient for you, as the files you need are right on the computer- no worrying about whether you remembered your disk. Files should be saved into a personal folder in the Classes folder.

1. From the desktop, double click on the **Classes folder**. 
2. Create a new folder, if one for you or your class has not already been created:
 - a. Click on **File -> New -> Folder**, or
 - b. “**Make a new folder**” under **File and Folder Tasks**.
3. Folders should be named in the format:
 - a. Class name and section number: “**ENGL103 Section B3**” or
 - b. by instructor’s netID: “**JohnDoe.**” This is so that the folders are easily and uniquely identified.
4. Double click on your folder. You can then move files into it from a zip/floppy disk or from another folder.



GUIDELINES FOR SAVING FILES TO THE CLASSROOM COMPUTER

We ask that you please follow these general guidelines:

- Do not put anything on the computer that is private. Anyone using the computer can access the folders and their contents.
- Do not delete or modify files in other folders.
- Try to keep file size and number to a minimum.
- Delete files when you are finished with them.
- Keep a permanent copy of your files somewhere other than on the classroom computer; this is temporary space only.
- Files will be erased in between semesters.
- ClassTech reserves the right to delete files at any time, such as in the case where a system needs to be rebuilt in order to function properly.

USING THE CD/DVD DRIVE

1. Open the DVD/CD drive, and insert a disc.
2. WinDVD is installed standard on all Dells and Power DVD is installed on all non-Dells. To use a DVD, select either the **InterVideo WinDVD** or **PowerDVD icon** from the desktop. Once the movie screen comes up, use the **maximize button** for full screen. To navigate, right-click anywhere on the screen. This will bring up the menu with play options as well as options to exit or to bring the toolbar back (under view).
3. If using a CD, double click on **My Computer**. Depending on what type of disc you insert, the drive will appear as **"CD drive"** or **"DVD drive."** Double click on the drive to access its' files. For music CDs, Windows Media Player will open when you select a track. You can then navigate through the CD with the **arrow buttons**. You can also start Windows Media Player by clicking on the **Windows Media Player icon** from the desktop or the quick launch bar.
4. Open the drive and remove your disc when done.

Please note that the computers do not have Roxio/Adaptec DirectCD installed and are unable to recognize discs created this way. If you wish to use a DirectCD, the session must be closed to ISO 9660, so as to be compatible with all computers. If you use Adaptec/Roxio software and want to create a CD for use in the classrooms, you should use Easy CD Creator and not DirectCD.

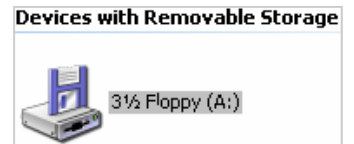
Additional Resources:

- Power DVD: http://www.gocyberlink.com/english/users_manuals/powerdvd_ug.asp
- Windows Media Player: <http://support.microsoft.com/default.aspx?scid=FH;EN-US;WMP>
- Adaptec/Roxio DirectCD: <http://www.roxio.com/en/products/ecdc/dcdfaqs.jhtml>



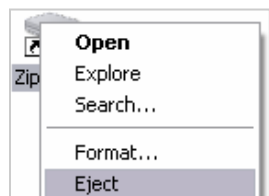
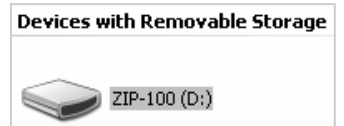
USING THE FLOPPY DRIVE

1. Locate the floppy drive, and insert a 3½" disk.
2. To access files either:
 - a. double click on the **floppy drive icon** on the desktop or
 - b. double click on **My Computer** and then the **3½ Floppy (A:)** drive.
3. To eject: press the **eject button** on the drive.



USING THE ZIP DRIVE

1. Locate the zip drive, and insert a zip disk. 100MB disks work in all drives; 250MB disks work in all drives except for those labeled as being 100MB only.
2. To access files either:
 - a. double click on the **zip drive icon** on the desktop or
 - b. double click on **My Computer** and then **ZIP-100** or **ZIP-250 (D:)**.
3. To eject: right click on the **zip drive icon** and select **eject**, or press the **eject button** on the drive.



Do not insert a zip disk anywhere other than into the zip drive. Zip disks/drives often have problems being read, so use this type of disk with caution.

ABOUT CLASSTECH

ClassTech Services

In support of faculty and administration at UIUC, ClassTech provides consultation services to departments on equipment purchases and installations, and requirements for appropriate facilities, technology and support. When appropriate, we coordinate resources including contacting qualified vendors or rental equipment.

ClassTech can design an audio-visual package and carry it through to complete installation and the training of staff.

Repair and Maintenance: The engineering staff is available for preventative maintenance and/or repairs of audio, video, and related equipment whenever possible on a fee basis. This service can be provided to individual departments, units, or offices with multimedia installations or equipment. For further information please call 333-0506.

Our mission statement:

The purpose of the Division of Engineering Services is to serve the campus by providing the best possible instructional media support through effective implementation, training, and servicing of instructional media systems, contributing to a state-of-the-art teaching environment and improving the instructional capabilities of its instructors.

Our classrooms:

Nearly one-hundred classrooms on campus are outfitted with a Integrated Teaching System (ITS). For information concerning these systems, contact Carolyn Long at 333-8165 or by e-mail at classtech@uiuc.edu.

UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

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