

## Sandwich Technology School

### IT Support Document

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**Guide:** How to access and save to the N Drive through the Website

The N Drive is your personal saving area for your School work, this is protected and safe so only your password will have access. Staff can monitor Student N Drives but are unable to access other staff areas. We advise you use Firefox or Internet Explorer.

To access your N Drive from a Student Netbook or a Home Device, visit our website <http://www.sandwich-tech.kent.sch.uk>

Once the website has loaded click on Students

Home About Us **Students**

Now on the right side you will see the Student menu, go down and find N: Drive. → » **N: Drive**

Now follow the on screen instruction

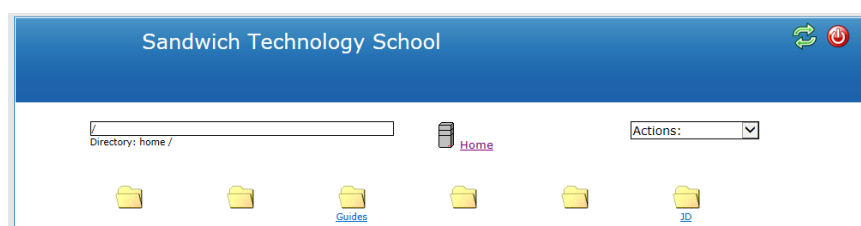
N Drive

Clicking this link will take you to your N: Drive

Now enter your username and password then click login, this will be provided to you by the school. Remember never give out your password to anyone, not even your friends.

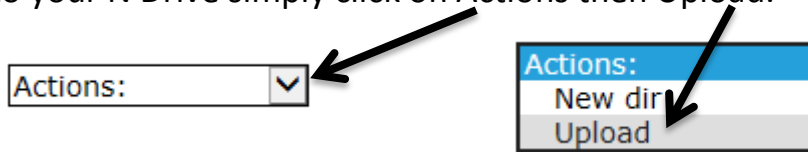
Username   
Password   
**Login** +

Your N Drive will now load up, this gives you the choice to open up the folders, upload work, download work and create new folders (new dir).

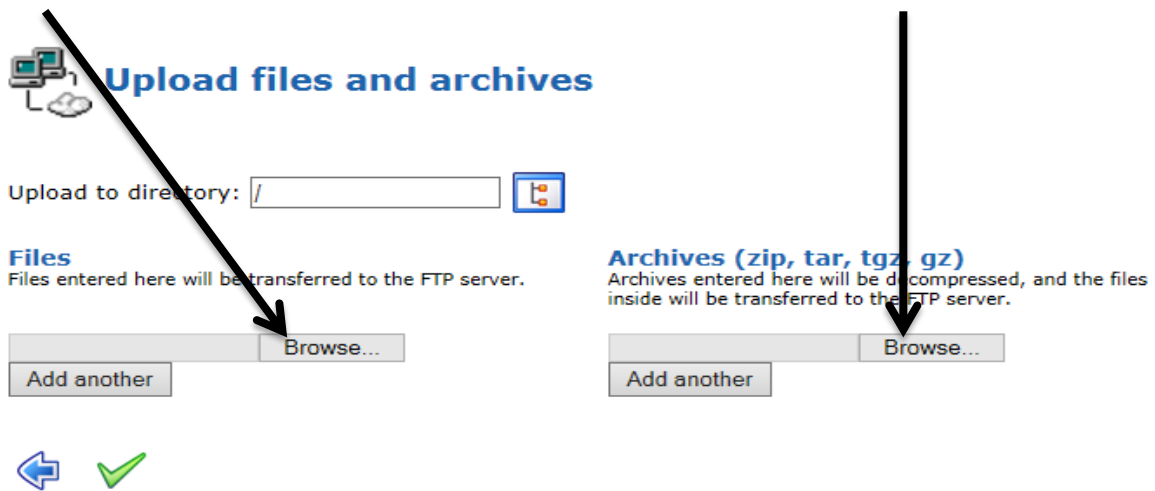


It's very important you save all your work to your N Drive, if your device fails you can lose everything.

To save to your N Drive simply click on Actions then Upload.



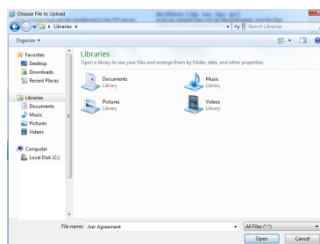
You are given choices, if you wish to simply upload a piece of work click Browse. If you wish to upload zipped files simply click on Browse.



Restrictions:

- The maximum size of one file is restricted by ftp to **10240 kB** and by PHP to **5000M**
- The maximum execution time is **1200 seconds**
- The FTP transfer mode (ASCII or BINARY) will be automatically determined, based on the filename extension
- If the destination file already exists, it will be overwritten

After you click browse you will need to locate the file you want to upload.



Now you need to accept the upload by clicking on the green tick.



You will get a status message telling you if your file is uploaded.

Checking files:

- File **Find a Laptop, Desktop, Server, Printer, Software, Service or Monitor at Dell\_\_aspx.htm** is OK

Transferring files to the FTP server:

- File **Find a Laptop, Desktop, Server, Printer, Software, Service or Monitor at Dell\_\_aspx.htm** has been transferred to the FTP server using FTP mode **FTP\_ASCII**