

Network: How to Setup a Project Drive

Last Modified on 12/21/2018 4:01 pm CST

Contents

- Student's Personal Project Drive Setup
- Instructor's Group or Individual Class Project Drive Setup

Students

1. Navigate to mass.uwec.edu
2. Type in your UWEC username and password

Sign in

<https://mass.uwec.edu>

Username

Password

Sign in

Cancel

3. Select the number of months you wish to have your projects folder saved

Month(s)

Setup personal project folder for BUDNIKBL1696

4. Type in a Class Name and an Instructor's Name if the folder is class related

If this project folder is for a class related project, please fill in the following boxes:

Class Name:

Instructor's Name:

5. Click **Setup personal project folder**

Setup Personal Folder

Select the number of months you would like to save your project folder on disk.

Month(s)

Setup personal project folder for

If this project folder is for a class related project, please fill in the following boxes:

Class Name:

Instructor's Name:

6. An access link will be generated for your project folder

NOTES: This link will also be emailed to your UWEC email address.

Instructors

1. Go to mass.uwec.edu
2. At the bottom of the screen, there should be a section that says "*Set up Class Folders.*" In that section, **click** the bright red "here."

Setup Class Folders

When you setup a class folder, you will be able to choose between setting up individual student folders or group folders. The folders will remain on the disk for up to 60 days after your class ends. Setup class folders **here.**

3. You are brought to a page where you have to pick the class you want to make folders for (it should automatically populate with the list of courses you are teaching).

Pick the class to create project folders for

What type of project folders do you want to create?

Individual Project Folders Group Project Folders

4. Once you have selected the class, you need to decide if you want individual folders for your students (each student gets their own), or if you want group project folders (so students working in groups have their own group project folder and they can all submit stuff there and work collaboratively).
 5. After choosing the folders you would like to make, follow the "Individual or Group Instructions" that appear on the left-hand side of the web page.
-