

Anytime, Anywhere

(File Access)

Introduction

This class is intended for anyone who is interested in learning how to use the Internet to save, retrieve, and share various types of files. Participants will access a hotlist from the *ACT Now!* website and become familiar with several websites offering virtual disk space at no cost. They will get an overview of each site so that they can decide which best fits their needs. Saving and retrieving data from at least one resource will be covered. Participants will also share their experience with the rest of the class.

Prerequisites

Each participant should be familiar with the basics of the computer operating system. The following skills are assumed:

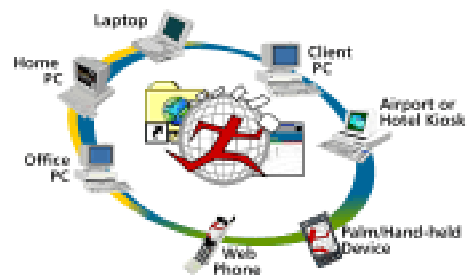
- Mouse operation, menu usage, file saving and retrieval, window operations (close, resize, scroll, etc.)

Note: This is a cross-platform class

Objectives

At the end of the class, participants will be able to:

- Access the SUHSD Home page and the *ACT Now!* site
- Open a Hotlist
- Bookmark a website
- Identify key features of one or more virtual disk space provider and share with other participants
- Register for the website of their choice
- Save at least one file to their virtual disk
- Retrieve a saved file
- Use sharing feature where available
- Share experience with all participants
- Log on to their virtual disk drive account



Points to Consider in Selecting a Site

In order to assure your needs are met, you should consider the following:

- Security (how secure is it?)
- Privacy (is your information shared?)
- Ease in getting started and saving and retrieving files
- How much virtual disk space is provided
- Ability to share files across the Internet
- Is Online Help available
- How long has it been online
- What others are using and what their experience has been

Exploring Virtual Disk Space Providers

You will explore virtual disk space providers to become familiar with what each one has to offer. We will explore the first one as a class and then you will explore one or more of the others on your own or with a group, noting key features and benefits on the [Virtual Drive Website Evaluation](#) worksheet so that you may give an overview to the class. When working as a group, you will review each of the assigned sites and report back to the class. Use the instructions below to navigate through each assigned site.

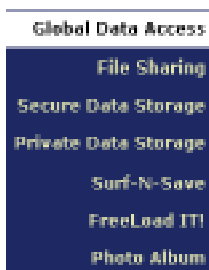
FreeDrive

Click on the **GO** link for **FreeDrive** to go to the website

1. Click on the **About Us** and **Why Sign Up?** links to learn about the c



You may also wish to click on each item in the index to learn about the various features



Note: Complete the following steps only after reviewing all websites and deciding this is the one you want to use.

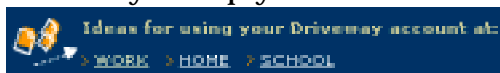
2. If you choose to use this service, click on the **Sign Up** link and complete the requested information
3. You are encouraged to click on and read the [Terms Of Service](#) and close the window when you are done
4. Click on to continue
5. Practice using your FreeDrive account by saving a file to it
6. Close the FreeDrive website and practice returning to it and logging on to your account from a different computer
7. If time permits, create a folder and save another file to your virtual drive account

Driveway

Click on the **GO** link for **Driveway** to go to the website



1. Click on the link to learn about driveway's features and how you can easily set up your own virtual disk space. You may also wish to click on



to learn different ways to use your virtual disk space

Note: Complete the following steps only after reviewing all websites and deciding this is the one you want to use.

2. Click on the link for to obtain a driveway account and complete the requested information
3. You are encouraged to read the [Driveway User Agreement](#), and close the window when you are finished

4. Click on the button to continue
5. Practice using your Driveway account by saving a file to it
6. Close the Driveway website and practice returning to it and logging on to your account from a different computer
7. If time permits, create a folder and save another file to your virtual drive account

i-Drive

Click on the **GO** link for **i-Drive** to go to the website



i-drive.com

1. Click on the **Company** and **Product** links to learn about the company and i-drive's features

Note: Complete the following steps only after reviewing all websites and deciding this is the one you want to use.

2. If you choose to use this service, click on **CLICK HERE** to sign up for i-drive and complete the requested information
3. You are encouraged to read the **Terms of Use** agreement and close the window when you are finished
4. Click on the **accept** button to continue
5. Practice using your i-Drive account by saving a file to it
6. Close the i-drive website and practice returning to it and logging on to your account from a different computer
7. If time permits, create a folder and save another file to your virtual drive

JustOn

Click on the **GO** link for **JustOn** to go to the website

1. Click on the **About Us** link to learn about JustOn



Note: Complete the following steps only after reviewing all websites and deciding this is the one you want to use.

2. If you wish to obtain a JustOn account, click on the **Sign Up!** link and complete the requested information
3. You are encouraged to read the JUSTON SERVICE AGREEMENT by scrolling in the text box
4. Click on the **Sign Up** link to continue
5. Practice using your JustOn account by saving a file to it
6. Close the JustOn website and practice returning to it and logging on to your account from a different computer
7. If time permits, create a folder and save another file to your virtual drive

mydocsonline

Click on the **GO** link for **mydocsonline** to go to the website

1. Click on the **About** and **Features** link to learn about the company



Note: Complete the following steps only after reviewing all websites and deciding this is the one you want to use.

2. Click on the **Register** link to sign up for mydocs online and complete the requested information
3. You are encouraged to click on the **Privacy** link and read it. Click on the back button on your browser when done.
4. Click on **Register Me!** to continue
5. Practice using your mydocs online account by saving a file to it
6. Close the mydocs online website and practice returning to it and logging on to your account from a different computer
7. If time permits, create a folder and save another file to your virtual drive



Click on the **GO** link for **MySpace** to go to the website

1. Click on the **Features** and **Demo** links to learn what MySpace has to offer

Note: Complete the following steps only after reviewing all websites and deciding this is the one you want to use.

2. If you choose to use this service, click on the **Signup** link and complete the requested information
3. You are encouraged to read the MYSFACE.COM TERMS OF SERVICE
4. Click on **25 MB SignUp - GO!** to continue (If you wish to sign up for 300 MB, you will be required to complete a more extensive questionnaire)
5. Practice using your myspace account by saving a file to it
6. Close the myspace website and practice logging on to your account from a different computer
7. If time permits, create a folder and save another file to your virtual drive

WhaleMail

Click on the **GO** link for **WhaleMail** to go to the website



1. Click on the **(learn more)** link to learn all about WhaleMail

Note: Complete the following steps only after reviewing all websites and deciding this is the one you want to use.

2. If you choose to use this service, click on the [sign up](#) link and complete the requested information
3. You are encouraged to click on and read the [Privacy Policy](#) and the [Terms of Use](#)
4. Click on [I Accept -- Sign Me Up!](#) to continue
5. Practice using your WhaleMail Point account by saving at least one file to it
6. Close the WhaleMail website and practice returning to it and logging on to your account from a different computer
7. If time permits, create a folder and save another file to your virtual drive

X:drive

Click on the **GO** link for **X:drive** to go to the website

1. Click on the [Why Sign Up?](#) link to learn all about X:drive; you may also wish to click on the [What is X:drive](#), [Company Info](#) and [Security](#) links to learn more

Note: Complete the following steps only after reviewing all websites and deciding this is the one you want to use.

2. If you choose to use this service, click on the [Sign Up Now!](#) link and complete the requested information
3. You are encouraged to click on and read [Legal Terms of Service](#) and [Privacy Statement](#)
4. Click on [Click ONCE to Submit Registration](#) to continue
5. Practice using your X:drive account by saving at least one file to it
6. Close the X:drive website and practice returning to it and logging on to your account from a different computer
7. If time permits, create a folder and save another file to your virtual drive

Evaluating Disk Space Providers

Give an overview to the class of the websites you reviewed using the Virtual Drive Website Evaluation worksheet. Cover some of the items listed in Points to consider.

Using Virtual Disk Space

Select the virtual disk space provider of your choice and read any introductory information

1. Follow steps to register as necessary

Note: You might consider deselecting any boxes indicating that you will receive additional information and/or special offers via e-mail

2. Practice using your virtual drive by saving at least one file to it
3. If you have a sharing option, complete the necessary steps to activate the feature and give access to another person in the class as well as the teacher
4. Practice retrieving the file you saved and save it to your computer (desktop if possible) with the same name but append the number 2 to it (i.e. filename2).
5. Close your virtual drive website and practice returning to it and logging on to your account from a different computer
6. If time permits, save another file to your virtual drive

Evaluating your virtual drive

Cover the following points as you present your website to the class:

- What was the deciding factor in choosing this one
- Which feature do you like the best
- In what situation(s) do you think you will use it
- How often do you think you'll use it

Evaluation

Your feedback is very important in determining the need for and effectiveness of workshops. Please complete the online evaluation. Thank you.

1. Return to the ACT Now! Staff Development page

<http://www.suhsd.k12.ca.us/actnow/staffDEV/staffdev.htm>

2. Click on the Staff Development link



3. Click on the Online Evaluation Form link

• [Online Evaluation Form](#)

4. Select today's class and site from the pull-down menus

Class = Accessing Information

Site = HH

5. Respond to each question by clicking on the radio button that best describes your feelings and type your responses in the text boxes for #11-13.

6. Single click on the submit button