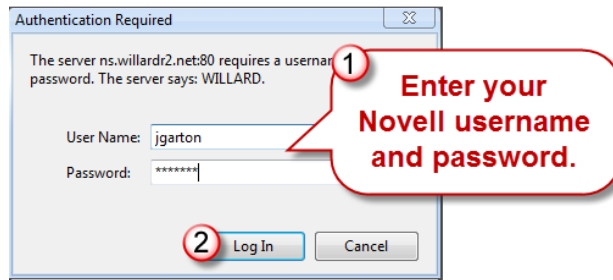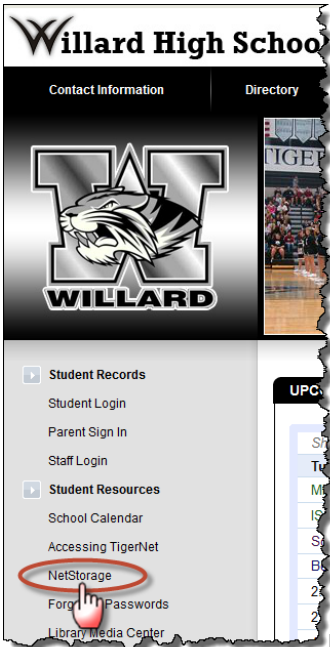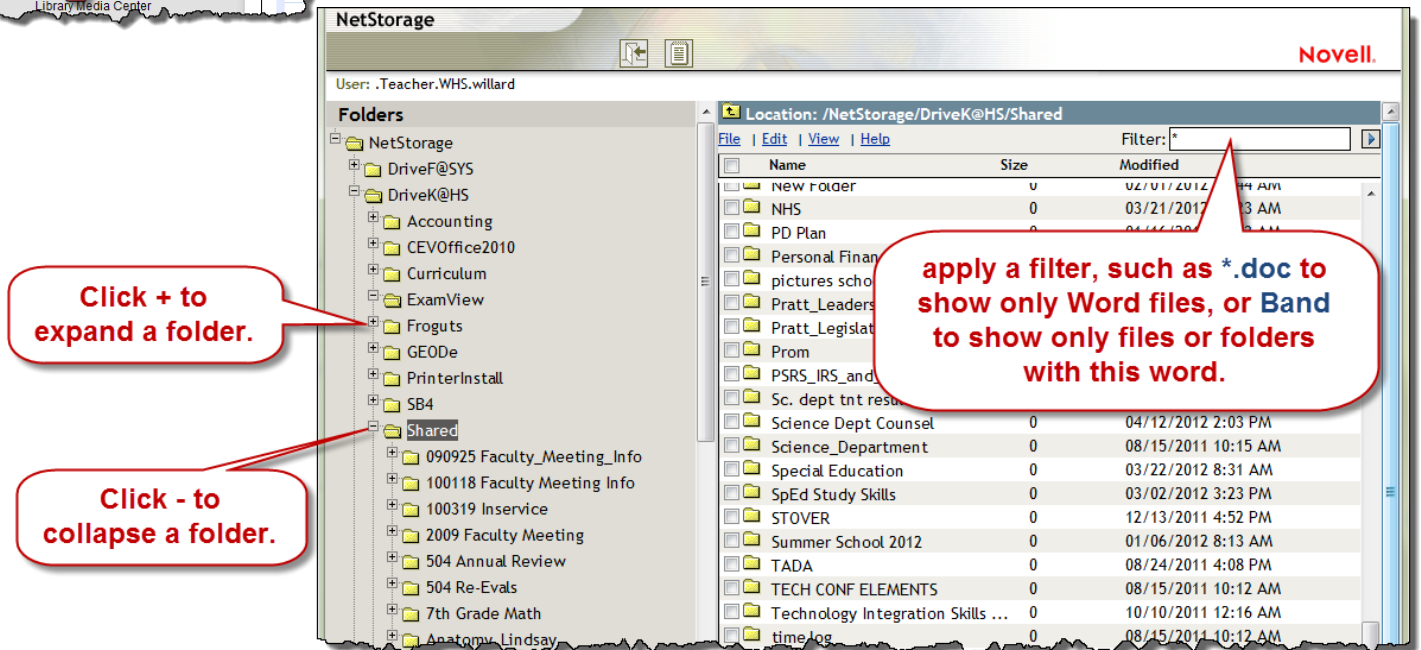# NetStorage

NetStorage allows teachers and students to access files on the server from any Internet connected device, from any location, using a browser or app. You will have access to all the same folders and files that you do when logged in at school on a station. You can upload and download files, and manage your files and folders.
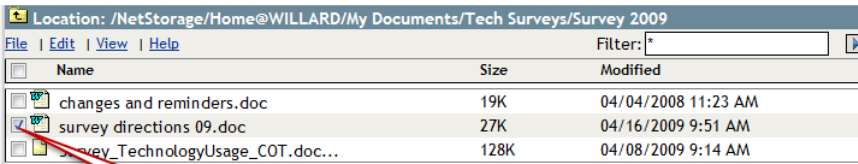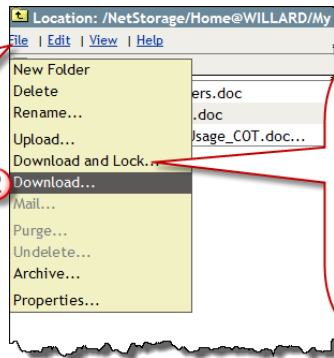
Accessing NetStorage on a Computer

Willard High School

Contact Information Directory
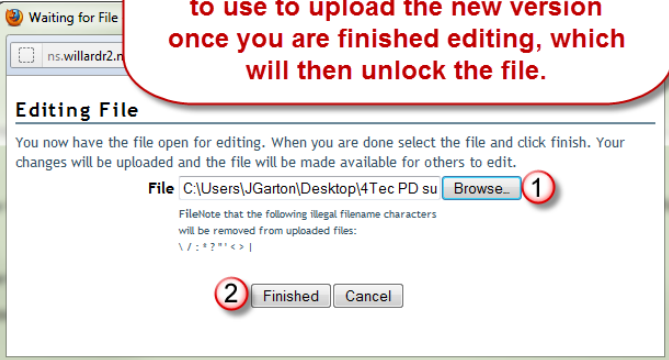
- Student Records
  - Student Login
  - Parent Sign In
  - Staff Login
- Student Resources
  - School Calendar
  - Accessing TigerNet
  - NetStorage
  - Forgot Passwords
  - Library Media Center

Authentication Required

The server ns.willardr2.net:80 requires a username and password. The server says: WILLARD.

User Name: jgarton
Password: *******

① Enter your Novell username and password.

② Log In   Cancel

Browsing and Filtering

NetStorage   **Novell.**

User: .Teacher.WHS.willard

Folders   Location: /NetStorage/DriveK@HS/Shared

- NetStorage
  - DriveF@SYS
  - DriveK@HS
    - Accounting
    - CEVOffice2010
    - Curriculum
    - ExamView
    - Froguts
    - GEODe
    - PrinterInstall
    - SB4
    - Shared
      - 090925 Faculty_Meeting_Info
      - 100118 Faculty Meeting Info
      - 100319 Inservice
      - 2009 Faculty Meeting
      - 504 Annual Review
      - 504 Re-Evals
      - 7th Grade Math
      - Anatomy_Lindsay

File | Edit | View | Help   Filter: *

	Name	Size	Modified
	New Folder	0	02/01/2012 ... AM
	NHS	0	03/21/2017 ... 3 AM
	PD Plan	0	04/16/20...
	Personal Finan...		
	pictures scho...		
	Pratt_Leaders...		
	Pratt_Legislat...		
	Prom		
	PSRS_IRS_and...		
	Sc. dept tnt res...		
	Science Dept Counsel	0	04/12/2012 2:03 PM
	Science_Department	0	08/15/2011 10:15 AM
	Special Education	0	03/22/2012 8:31 AM
	SpEd Study Skills	0	03/02/2012 3:23 PM
	STOVER	0	12/13/2011 4:52 PM
	Summer School 2012	0	01/06/2012 8:13 AM
	TADA	0	08/24/2011 4:08 PM
	TECH CONF ELEMENTS	0	08/15/2011 10:12 AM
	Technology Integration Skills ...	0	10/10/2011 12:16 AM
	timeLog	0	08/15/2011 10:12 AM

Click + to expand a folder.

Click - to collapse a folder.

apply a filter, such as *.doc to show only Word files, or Band to show only files or folders with this word.

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Download a File

Location: /NetStorage/Home@WILLARD/My Documents/Tech Surveys/Survey 2009

File | Edit | View | Help   Filter: *

	Name	Size	Modified
☐	changes and reminders.doc	19K	04/04/2008 11:23 AM
☑	survey directions 09.doc	27K	04/16/2009 9:51 AM
☐	Survey_TechnologyUsage_COT.doc...	128K	04/08/2009 9:14 AM

Check the box for the file you want to download.

Open the File menu. 1

Location: /NetStorage/Home@WILLARD/My

File | Edit | View | Help

New Folder
Delete
Rename...
Upload...
Download and Lock...
2 Download...
Mail...
Purge...
Undelete...
Archive...
Properties...

...ers.doc
...doc
Usage_COT.doc...

If this is a shared file, you can choose Download and Lock. This will lock the file on the server so that another person can't make changes to it while you are editing it.

If you choose Download and Lock, this windows will also open for you to use to upload the new version once you are finished editing, which will then unlock the file.

Waiting for File

ns.willardr2.n

Editing File

You now have the file open for editing. When you are done select the file and click finish. Your changes will be uploaded and the file will be made available for others to edit.

File C:\Users\JGarton\Desktop\4Tec PD su [Browse...] 1

FileNote that the following illegal filename characters will be removed from uploaded files:
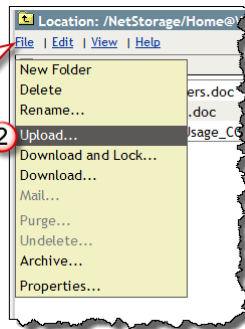\ / : * ? " < > |

2 [Finished] [Cancel]

The file will download to the location you have set in your browser preferences (ie Desktop, Downloads folder). You can then open the file on your device using the appropriate software. If you make changes to the file, you can upload it to NetStorage.
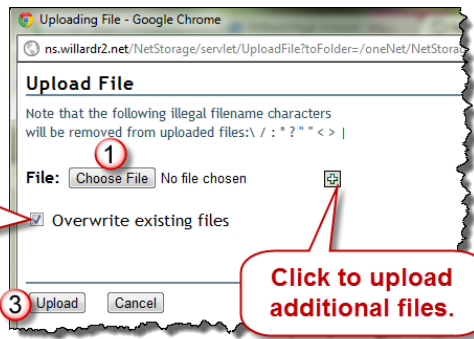
Upload a File

User: .JGarton.willard

Folders

⊟ NetStorage
  ⊞ DriveF@SYS
  ⊞ DriveG@SYS
  ⊟ DriveH@VOL1
      $RECYCLE.BIN
      2 & 3 hour building tr
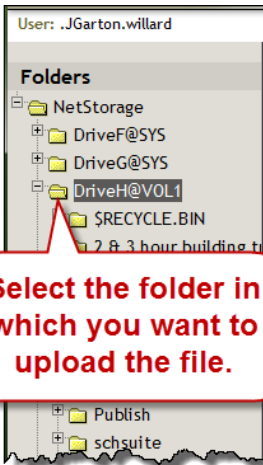
Select the folder in which you want to upload the file.

  ⊞ Publish
  ⊞ schsuite

Open the File menu. 1

Location: /NetStorage/Home@

File | Edit | View | Help

New Folder
Delete
Rename...
2 Upload...
Download and Lock...
Download...
Mail...
Purge...
Undelete...
Archive...
Properties...

...ers.doc
...doc
Usage_CO

2 **Check this box to replace the old file with the new one.**

Uploading File - Google Chrome

ns.willardr2.net/NetStorage/servlet/UploadFile?toFolder=/oneNet/NetStora

Upload File

Note that the following illegal filename characters will be removed from uploaded files:\ / : * ? " " < > |

1
File: [Choose File] No file chosen   ⊞

☑ Overwrite existing files

3 [Upload] [Cancel]

Click to upload additional files.

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Create a New Folder

1. Select the folder in which you want the new folder to appear.

Rename or Delete

Select the file or folder.

1
2. Choose action.

Copy, Paste, Move

Select the file or folder.

1
2. Choose action.
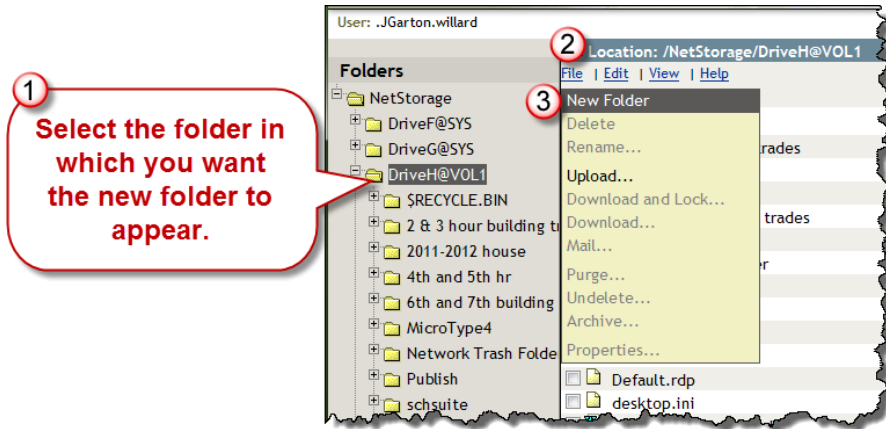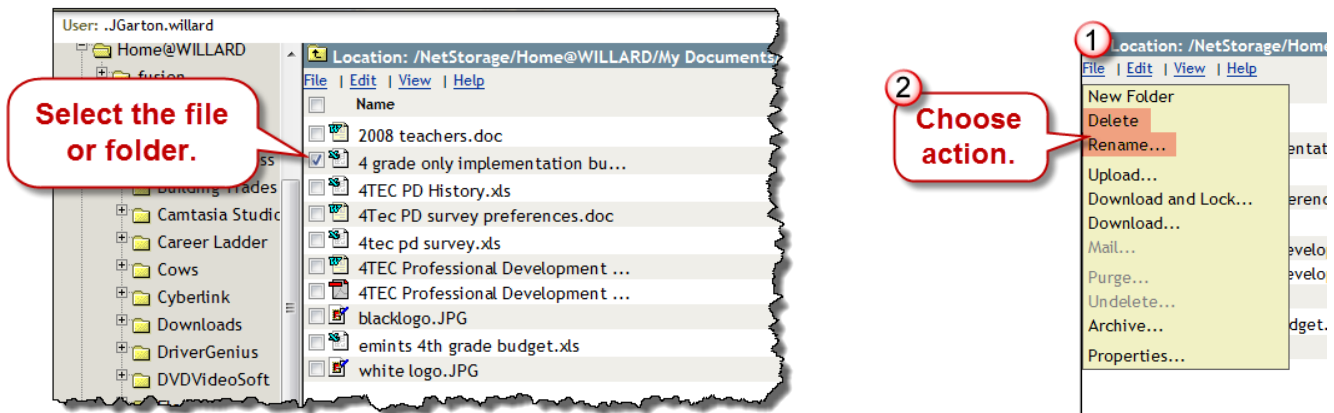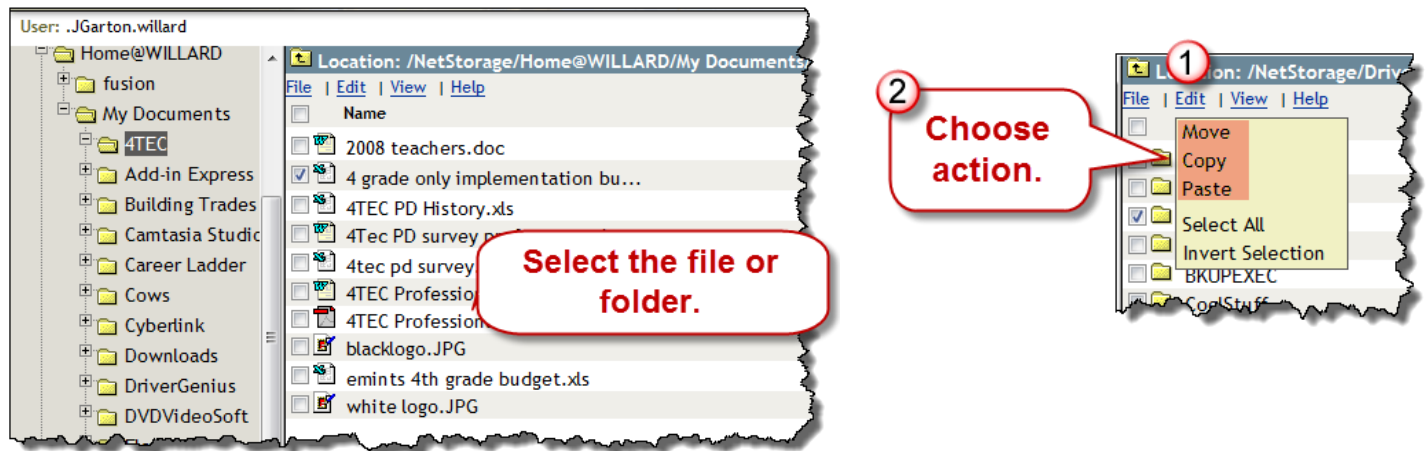
Restore Deleted Files

1 Select the folder with the files you want to restore.

2 / **3** Show Deleted Files

Select the file you want to restore.

File | Edit | View | Help

☐ fusion
☐ My Documents
☐ Google Docs A love letter.a
☑ *acuity.htm*
☐ *adapt1[1].gif*
☐ *adobe.gif*
☐ *appup.gif*
☐ *apr.htm*
☐ *apr04.htm*

1 Location: /NetStorage/Ho
File | Edit | View | Help

New Folder
Delete
Rename...
Upload...
Download and Lock...
Download...
Mail...
Purge...
2 Undelete...
Archive...
Properties...

Log Out

NetStorage

User: .JGarton.willard

Folders
NetStorage
  DriveF@SYS

Location: /NetStorage
File | Edit | View | Help
Name
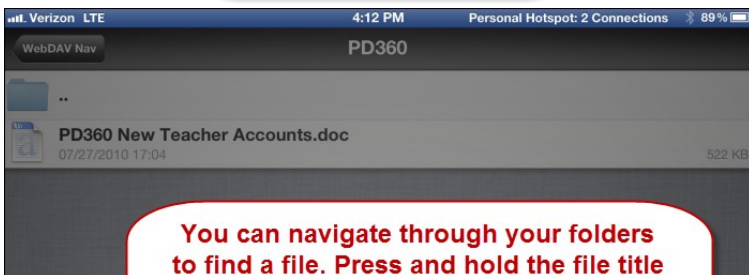DriveF@SYS
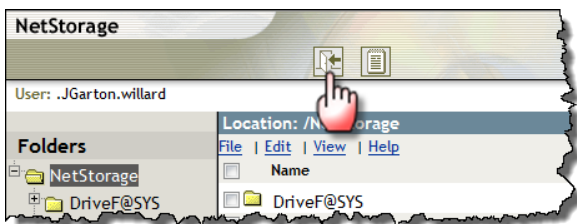
Accessing NetStorage on a Tablet or Smart Phone

On an iPad, iPhone or Android device you can use a DAV client to access NetStorage. For both platforms you can use the app, WebDAV Navigator. The screenshot below show the setup for an iPad or iPhone.

Once you've installed the app, click the + button in the top right corner to set up NetStorage as indicated below.
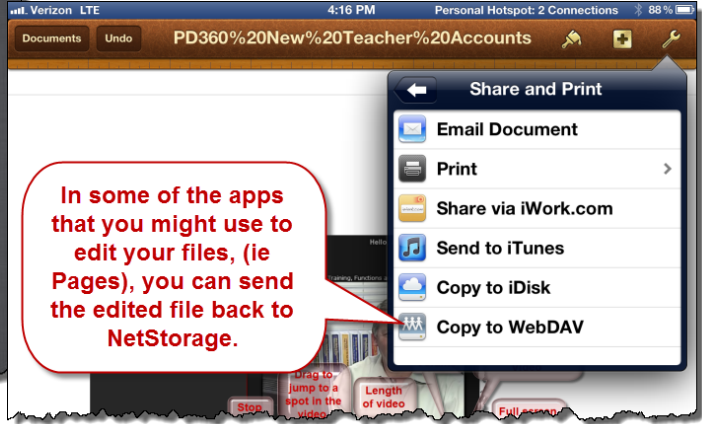
Edit Server

Cancel | 4 Save

Name — willard net storage

1 Enter the name of your choice.

Server URL — 2 http://ns.willardr2.net/oneNet/NetStorage/

Username — jgarton

Password — 3 ••••••

Enter your Novell username and password.

PD360

WebDAV Nav

..

PD360 New Teacher Accounts.doc
07/27/2010 17:04 — 522 KB

You can navigate through your folders to find a file. Press and hold the file title until the menu below appears. Then choose the appropriate action.

View
Delete
Rename
Copy
Open with...
Download
Email shortcut
Cancel

Documents | Undo | PD360%20New%20Teacher%20Accounts

Share and Print

Email Document
Print
Share via iWork.com
Send to iTunes
Copy to iDisk
Copy to WebDAV

In some of the apps that you might use to edit your files, (ie Pages), you can send the edited file back to NetStorage.