

## UDrive: Instructor's Reference Guide

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This handout describes the ways UMass Amherst instructors can use UDrive to share files with their students.

It assumes a basic understanding of the UDrive interface for uploading and downloading files. If you need a basic introduction to UDrive, refer to the UDrive section of the OIT Web site (<http://www.oit.umass.edu/udrive>).

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## About UDrive

The new UDrive is a Web-based file storage system with special features that allow sharing and collaboration. Each user, faculty or student, has 250 MB of space for storing any type of file -- from text and spreadsheets to digital images and Web pages. These files are private by default, but you can share any file or directory with students and colleagues, on-campus or off. You can also create groups whose members can collaborate on files together. Note that faculty also have 250 MB for each course account.

**To login, go to <http://udrive.oit.umass.edu>.**

**For more information and instructions, go to <http://www.oit.umass.edu/udrive/>.**

## Ways to Use UDrive to Share Course Materials:

### *Post course materials or other reference files:*

Faculty can upload course materials (e.g., handouts, lecture notes, assignments, etc.) for students. Offices can post materials such as forms or schedules. Access to the files can be limited to a specific group or restricted by a password. UDrive's logging capabilities can let you know who is accessing your files and when.

### *Allow students to post assignments:*

Create folders on a course-based UDrive account where all students can upload their files. With group permissions, students, TAs or faculty can review files and, if permitted, make changes or add comments. It is also possible to have students post work on their own UDrive accounts and have them share these spaces with faculty and/or classmates.

### *Work collaboratively:*

Create folders in which all members of a group can edit the contents. In this way, members of a group can have a common space to exchange and review files. This is especially helpful when groups in a course are having trouble scheduling time to meet and work on joint projects. UDrive's versioning controls can ensure that backups are created whenever anyone overwrites a posted file with a file of the same name.

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## Create a Group for your Course

Groups allow you to manage the access that your students have to your files or folders collectively.

### *Create a Group*

1. In UDrive, on the left menu bar, under *Utilities*, click **Contacts and Groups**. The *Contacts and Groups for...* screen will open.
2. On the *Contacts and Groups for...* screen, click **Create Group** (top). The *Create Group...* screen will open.
3. On the *Create Group...* screen, in the *New Group Name:* field, enter a name for the group you want to create.
4. Click **ok**. The *Group...* screen for the group you created will open.

### *Add Members to a Group*

On the *Group:...* screen, click **Add New Members**. A screen will open where you can:

Choose members to add from your UDrive contacts:

1. From the field under *Choose from your contacts and groups:...* select the name of the user(s) or group you would like to add, then click **Ok**.

--or--

Search for users by display name or ID:

1. From the *Find users whose* drop-down menu, select **Display Name** to search for users by name or select **ID** to look up users by their NetID (OIT Account user name).
2. In the *Begins with* field, enter the first letters of the **Display Name** or **ID** of the user you wish to add to your contacts.
3. Click **Ok**. The *User Search Results...* screen will open, displaying a list of all users whose **Display Name** or **NetID** begins with the letters you entered.
4. Select the **box(es)** next to the name(s) of the user(s) you wish to add to your group, then click **Add Contact**. The *Groups:...* screen will open and you will see your newly-added users listed under *Members*.
5. Click **Ok**. You will return to the *Group: ...* screen. The user you selected will now appear listed under *Members*.

## Create a Shared folder

If your group will exchange files on a regular basis, you can create a folder that everyone in the group can access through their UDrive accounts.

**Note:** These instructions describe sharing with students at UMass Amherst (users with OIT Accounts). If you'd like to **share files with people outside UMass** (e.g., colleagues or students at other Universities) you'll need to create a "ticket" to share and exchange files. See <http://www.oit.umass.edu/udrive/share/tickets.html>

1. In UDrive's file view, click **New Folder** to create a folder. It is a good idea to give the folder an easy-to-recognize name that properly identifies its contents.
2. Click the **Share** icon next to the folder. The *Permissions on: ...* screen will open.
3. In the *Permissions on: ...* screen, click **Add User/Group** to add your newly-created *Group* to the list. The *Choose from your contacts and groups:...* screen will open and you will be able to select your groups from a menu or search your UDrive *Contacts and Groups* for them.
4. The menu under the *Choose from your contacts and groups: ...* heading lists groups' names followed by the label (*private group*). Select the *Group* you created earlier and click **Ok**. You will return to the *Permissions on: ...* screen, but now the group you selected will be listed.
5. In the *Permissions on: ...* screen, select the boxes for the appropriate permissions you wish the *Group* members to have and determine whether these permissions will apply to the top folder or to its subdirectories and files as well. Allowing *Read* and *Write* permissions will allow most basic sharing activities. We recommend that you allow *Delete* and *Administer* only if the members of your group absolutely need them.

Click **Back** to return to the file list.

The **Owner** is you.

**Users with Accounts** are anyone with an OIT Account at UMass.

**Public** is anyone on the Internet who knows the URL (use with caution).

Add users to this list with the "Add User/Group" button above.

After you click **Apply**, you will be asked to confirm the change.

**Read** – see or copy the file.

**Write** – change the file.

**Delete\*** – send the file to the trash.

**Administer\*** – change settings.

\* typically reserved for the owner.

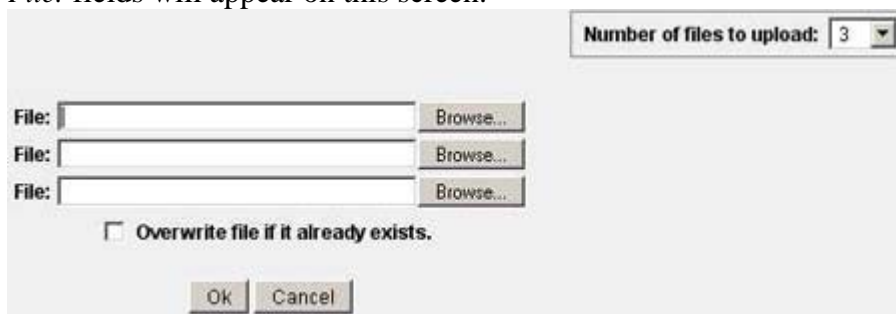
6. Click **Apply**. The *Confirm permission changes:* screen will open. Review your new settings and click **Ok**. You will return to the complete *Permissions on: ...* screen and your group will now be listed with the appropriate permissions checked.

## Upload Files to your Shared Folder

### *Use the UDrive upload tool:*

Click **Upload** to use the UDrive upload tool to upload one or more files to your UDrive account. You cannot upload entire folders using this method, only individual files.

1. Open the shared folder you just created.
2. In the *Navigation Toolbar*, click **Upload**. The *Upload File In:* screen will open.
3. On the *Upload File In:* screen, in the *Number of files to upload:* field (top right of screen), select the number of files you wish to upload (up to 20) from the drop-down menu. Extra *File:* fields will appear on this screen.



**Note:** If you change the *Number of files to upload:* field after browsing to find files, but before uploading them, that information will be lost.

### *If you are moving many files,*

### *use WebDAV to drag & drop files and folders directly into UDrive:*

With WebDAV (World Wide Web Distributed Authoring and Versioning), you can create a Web folder for UDrive on your computer. This way, you can move files between your computer and your UDrive account by copy/pasting or drag-and-dropping them. No need to upload and download files.

Instructions for setting up a Web folder vary depending upon operating system and browser.

See [www.oit.umass.edu/udrive/get\\_started/webdav.html](http://www.oit.umass.edu/udrive/get_started/webdav.html) for more information.

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## Email a Link to your Shared Folder

1. Return to the file list and click the **Manage** icon for your shared folder.
2. Under *Folder Properties*, locate the *Intellilink URL* and copy it into an email or post it on a Web site where your group can access it. When your student clicks on this link in their email, they will be asked to log in to UDrive and will be able to access the files or directory using the UDrive interface.
3. If your students will be using this directory regularly, encourage them to make a *Bookmark* of the directory and add it to their list of personal UDrive bookmarks.

### *Emailing Links: Which type of link should I use?*

#### **Ticket URL**

When sharing with people without OIT Accounts (typically off-campus), you set the permissions and then send out a special URL called a “Ticket”. This ticket can require passwords and/or be set with an expiration date. When the other person follows this link, they are given limited access to UDrive that will allow them (depending on the permissions you set) to copy, read, and/or change a file (but not delete). For more information on tickets, see <http://www.oit.umass.edu/udrive/share/tickets.html>.

#### **Intellilink URL**

When sharing with on-campus users, you set the permissions and then send out a special URL called an “Intellilink” via email or posted on a Web site. When the other person follows this link in a browser, they will be asked to log in to UDrive and will be able to access the files or directory using the UDrive interface. What they can see and what they can do depends on the permissions that you set. If they will be accessing this file or directory frequently, they can add it to their list of “bookmarks” in their personal UDrive account.

#### **Full URL**

You can also provide your students with a *Full URL*. This gives basic Web browser access to the file or directory. Users will see a directory listing of the shared content on their browsers. If the URL points to an HTML document, that document will appear on users’ Web browser automatically.

## See Who is Viewing your Files (logging)

UDrive allows you to view a log of who has had access to your shared UDrive contents. This allows you to both avoid duplicate efforts and loss of work as well as make sure that your contacts have accessed a given file or folder (especially useful if you are grading students on participation). Logging is turned off by default; here's how to activate it:

### *Monitor files in a folder:*

1. In UDrive, next to the folder that you want to monitor, click the **Manage** icon. The *Manage:* screen will open.
2. On the *Manage:* screen, under *Collaboration*, click **Default Logging**. The *Default Logging for:* ... screen will open.
3. On the *Default Logging for:* ... screen, from the *Default Logging is:* drop-down menu, select **On** and select the box next to *Apply this setting to all sub-directories as well as all files* if you want all the contents of the original folder to have the same logging settings as the original folder.
4. Click **Apply Now**. The *Default Logging for:* ... screen will reload, displaying a message that reads: *The Default Event Logging settings for this Folder have been modified*. On the *Navigation Toolbar*, click **Back** to return to the *Manage:* screen.

### *View an access log:*

To view the access log for a file you are monitoring do the following:

1. In UDrive, next to a file you are logging, click the **Manage** icon. The *Manage:* screen will open.
2. On the *Manage:* screen, under *Collaboration*, click **Logging**. The *Log History for:* ... screen will open displaying the names of all the users that have accessed the file since monitoring began as well as the actions they performed, the access date, and their IP address.
3. On the *Log History for:* ... screen:
  - Click **Refresh Log** to update the information on display.
  - Click **Disable Access Logging** to stop monitoring the file.
  - Click **Enable Access Logging** to resume logging after you have disabled it.
4. On the *Navigation Toolbar*, click **Back** to return to the *Manage:* screen or use your *Bookmarks* to navigate to another section of your UDrive.

## Versioning: Saving intermediate versions of a file

Several people working on the same document can be a logistical challenge. You can set up UDrive to automatically save a version of a file each time a file **of the same name** is uploaded. This is called *versioning*.

More information on versioning can be found on the OIT Web site:  
<http://www.oit.umass.edu/udrive/share/versioning.html>

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## Posting Web Pages on UDrive

Web site files (HTML, HTM) stored in UDrive are viewable as a regular Web page in any Web browser. Hosting a Web page or site in UDrive (as opposed to an external host) allows you to have an online presence without making your files public. It also gives you the possibility of using UDrive as a development space to test Web pages before moving them to a public space. Here's what you need to do:

### To Make A Public Web Site:

1. In UDrive, create a directory for your site; it keeps your UDrive organized and allows you to manage your Web files in a more focused manner.
2. Once you have created a folder for your Web site, upload your Web files (i.e., HTML, HTM, etc.) to this folder (or move them there if they are already stored in your UDrive).
3. Set up the permissions for this directory by clicking the **Share** icon next to the file name. See *About Permissions* above for more information on permissions and access levels.
4. Send an email or otherwise make the URL for the site known to those whom you want to see your Web site. The URL for any UDrive folder where you wish to publish a Web site will be: **[http://udrive2.oit.umass.edu/yournetid/thefoldername/thedocumentname.\(html htm xml\)](http://udrive2.oit.umass.edu/yournetid/thefoldername/thedocumentname.(html htm xml))**. For example, if your NetID is *idunno* and you named your Web site folder *scienceproject06* and it contains a file named *slideshow.html*, the URL for that particular file will be:

*[udrive2.oit.umass.edu/idunno/scienceproject06/slideshow.html](http://udrive2.oit.umass.edu/idunno/scienceproject06/slideshow.html)*.

### Limiting Access to your Web Site with "Tickets":

You can password-protect or time-limit your Web site by creating a ticket to determine the access parameters. Remember that you should make this information known to those who will be accessing the content (so that they know the password and how much time they have to access the file).

See <http://www.oit.umass.edu/udrive/share/tickets.html> for more information on creating tickets.