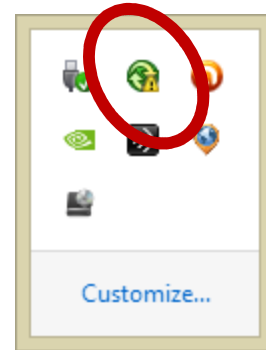


Offline Files and Folders

Teacher laptops have been setup with Offline Files and Folders. The benefit of using offline files is the ability to have access to your files while at home. The files are still stored on the server, but a copy of the files are automatically created on your computer. When you connect your computer to the network the files and folders should connect and sync any file changes back to the server.

This effects all files that you have saved to your I: drive and desktop. When you want to check the status of your files you can use the Sync Center icon in the task bar. It generally stays hidden so you will have to click on the arrow to find it.



Right clicking on the icon gives you options of manually starting or stopping a synchronization, viewing any conflicts that might have occurred, viewing the latest results of file sync, or opening the Sync Center main window.

There are times when you might have a file conflict. Conflicts occur when it tries to sync a file that might have changed on both the server and your computer. Ex: you edit a file on your computer at home and make changes to the file from a computer in the library. You can use the sync center to resolve issues like this. The system will list the files that have problems and give you options for fixing the issue. Usually the options are to replace one of the files or keep both files and change the name of one of them.

