

# Pontiac School District #429

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District Information Technology

# Data Management

**\*\*This walk-through is very in-depth for beginners and can be information overload if you try to read it and do all in the same step. If you are a beginner please read through this let it soak in and then follow along in the video tutorial. This document is by far the most detailed request that I will have anyone perform prior to summer work. I will support this document with a video tutorial which can also be found on the district website.\*\***

In this walk-through we will be covering how to take control of your data. This walk-through will cover the following items for data management.

- Differences between Local and Network Drives
- Location of common data
- Organizing and Copy data

This document is written for Beginners in computers, but also contains Advanced sections where specific directions are located. Each item listed above starts with the Beginners Section which fills in details and leads into Advanced section. If you are a beginner then please read both Beginner and Advanced sections in order to perform the requests.

If you are knowledgeable in computers feel free to skip directly to the Advanced sections and perform the requests.

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## Local and Network Drives

### *Beginners Section:*

In all computers there are multiple locations to store data. First let's cover some terms (lingo) in the computer world.

“**Drives**” are the common reference when speaking about locations of data. Consider a drive to be the equivalent to a large physical file cabinet in any office. Within the cabinet are lots of segmented files and folders. Every time you hear the term “Drive” when referencing computer data think of the large file cabinet.

### **Local Drives** (a.k.a. C:\ or spoken phonetically “See-Drive”).

Most commonly in a PC the local drive is referred to as your C:\ or spoken phonetically “See-Drive”. The C:\ is physically located inside the computer that you are working on. This drive is where usually everything is saved by default (just remember large file cabinet). The c:\ is chosen by default is most applications because computers may not be connected to a network. We are connected to a network here in the district so it is important to know that our computers have access to multiple drives. These multiple drives are referenced using our alphabet. Drives can be labeled letter “A” through “Z”. Most commonly though (and everywhere in our district) the local drive on your computer is listed as your C:\.

### **Network Drives** (a.k.a. “F” through “Z” drives)

In a PC that is connected to a network there will be additional drives available to the computer beyond the local drive. These drives are usually physically located on servers and are accessible by the security rights assigned to your user accounts. Network drives enable network administrators to monitor and ensure data availability. Many network locations can be assigned a drive letter by your administrator. These locations (just like the C:\) can be considered very large file cabinets where data can be stored.

### *Advanced Section:*

We will be focusing on copying data from the C:\ to the Z:\ in order to keep the data from being erased during the re-image project.

Here is a common list of drives for our district.

- C:\ (Local drive)
- I:\ (Network location for install files)\*
- S:\ (Network location for common student files)\*
- T:\ (Network location for common teacher files)\*
- W:\ (Network location for the library system)\*
- Z:\ (Network location for specific teacher files)\*

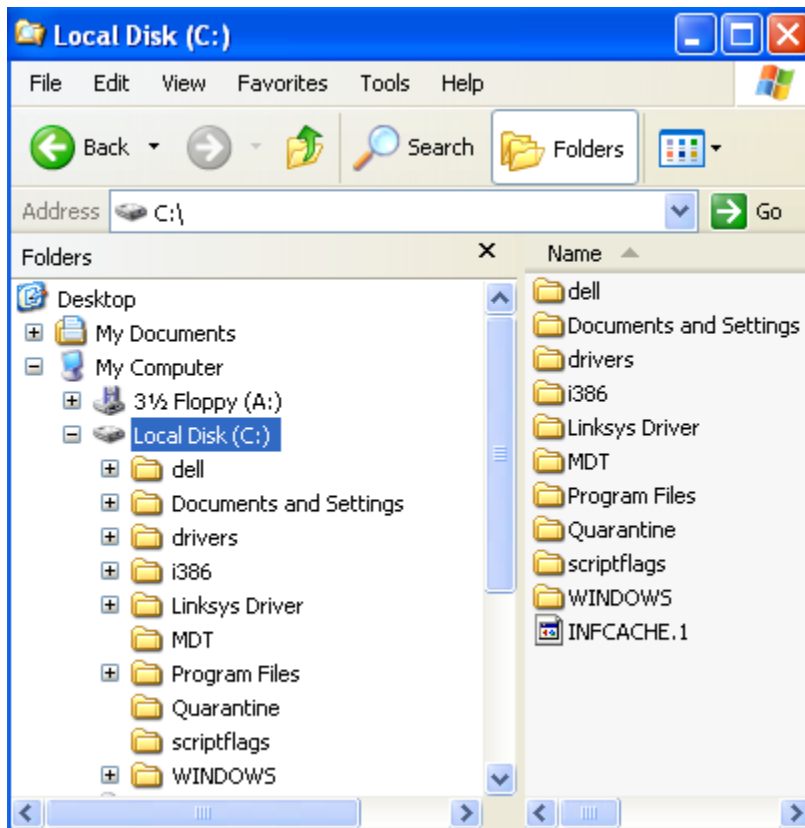
\* notates the drive is backed up nightly

Please note the drives and their intentions.

## Location of Common Data

### *Beginners Section:*

**Data** is an all encompassing term when referring to information that you would like to keep in your computer. Word Documents, Excel Spreadsheets, Pictures, etc... are all considered “Data” in this document. The location of data on every computer can be difficult to know exactly. The problem is that everyone has a different preference when it comes to storing and managing their personal data. The important thing to know is that data can be stored anywhere on almost any drive. As you can see below the C:\ contains many folders which could also contain many more folders and/or files.



As you can see the task can be daunting to grab every bit of data needed. This is why data management is so important in the first place.

But here is the good news....

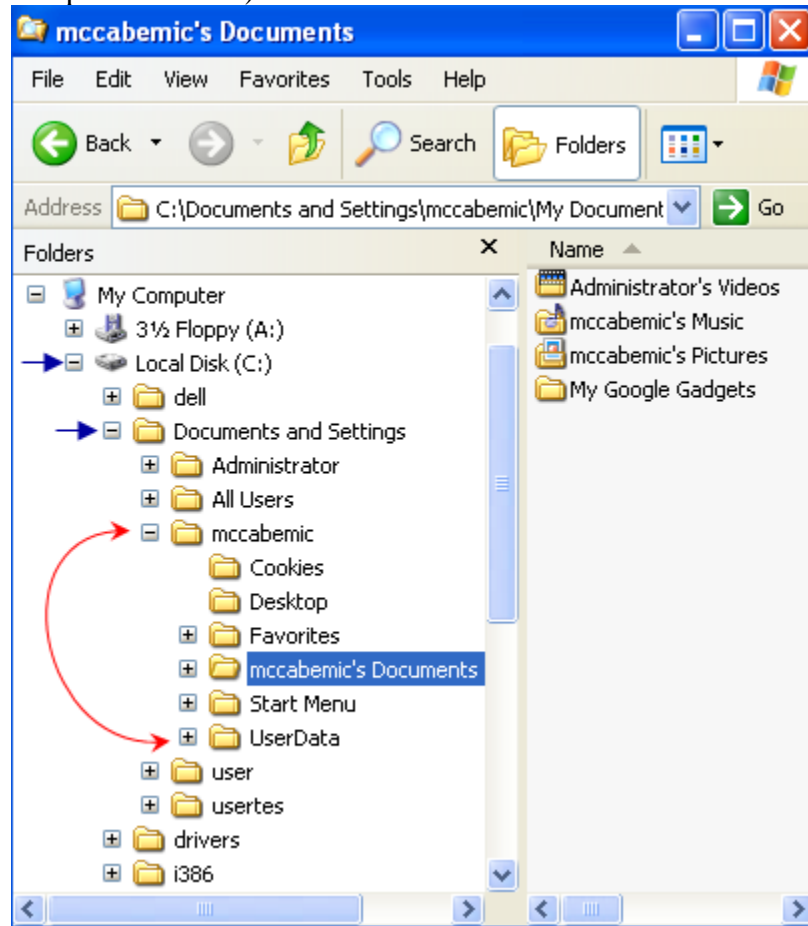
Microsoft does a decent job of attempting to manage your data or at least pointing you in the right direction. Every computer here in the district requires a network logon to access the computer. This logon performs numerous tasks in the background which one of them is to create a “Profile” for each user on the local C:\. This location attempts to collect and centralize the information needed by that user. This data can be simply Word documents or even Internet Favorites. The important thing to know is that there is a central location which we will be focusing on in this document.

“My Document” section of the computer is probably the most widely known area to store documents and data. The name “My Documents” is nothing more than a folder within a profile on the c:\ (remembering the big file cabinet). The actual

name of the folder could have been anything but Microsoft knew that it would be an easy location for everyone to remember. The folder “My Documents” can contain any data for the user and is usually a common location when saving information from an application.

So where is this “Profile” and where is “My” data you say?

Take a look at the image below. This is a picture of what the computer that I’m currently on looks like. (I’ll explain how to bring this window up on your computer later on.)



Notice that the blue arrows show we are looking at the “C:\” which is our local drive and within that drive there are folders. The only folders that we are concerned about in this document are the folders under “mccabemic” which is commonly referred to as your “Profile”. Then when referencing this folder it can be shortened to this format:

`c:\Documents and Settings\mccabemic\`

The format is broken down just as you read the dropdowns in the image above. Starting with the C:\, then followed by Documents and Settings folder, then finally our “Profile” or the mimccabe folder.

Note that these folders are going to be where 80%-100% of your data is located.

## *Advanced Section:*

Please locate the following data sections and note their location for your specific data copy:

- Your Profile Data
- Your Specific Application Data
- Your Personally Created Folders

Common locations of these files are below:

C:\documents and settings\*(your username)*  
C:\documents and settings\*(your username)*\desktop  
C:\documents and settings\*(your username)*\favorites  
C:\documents and settings\*(your username)*\(*your username*'s) documents

Advanced Users:

If you have any other intentionally created folders under the C:\ for data it would be a good idea to note their locations for the copy. Again this would be only for files that you personally created and want to keep (**not** random folders that were created by the system).

## Organizing and Copying Data

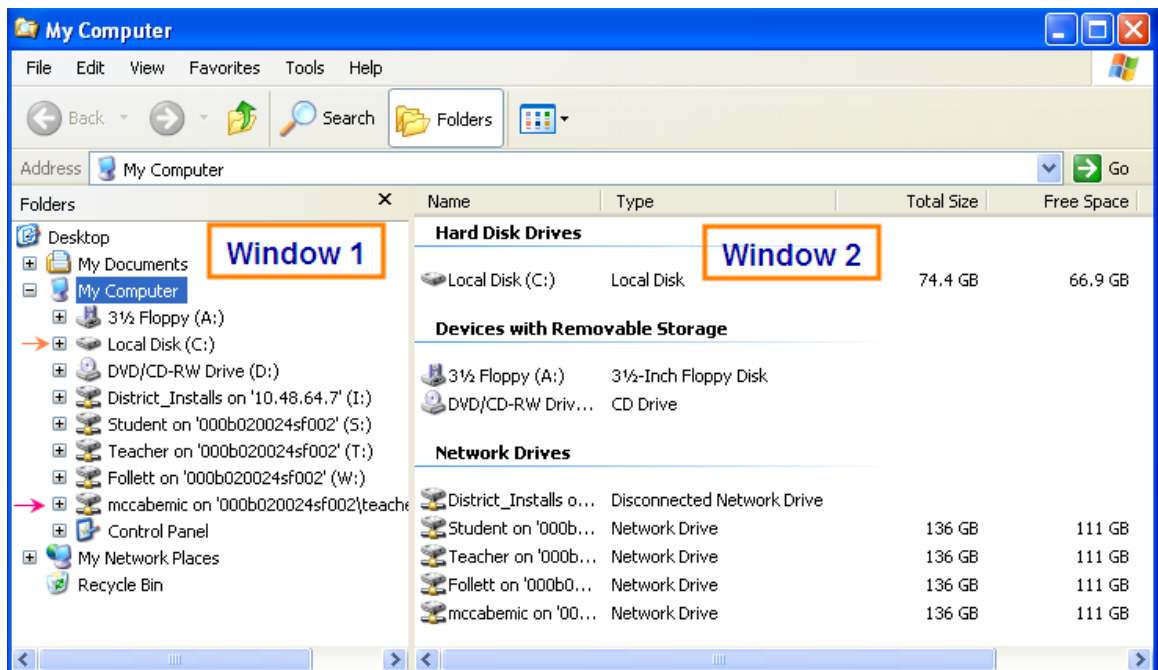
### *Beginners Section:*

Now that we have noted what needs to be copied we will begin to organize our data locations. The first location to organize is our local C:\ drive. As stated above our local drives are separate from our network drives and it is very important to clean up both areas of antiquated data before proceeding into the summer. We have limited space on the servers and it is very important to perform this type of management every year.

First we need to set the view to look like my pictures:

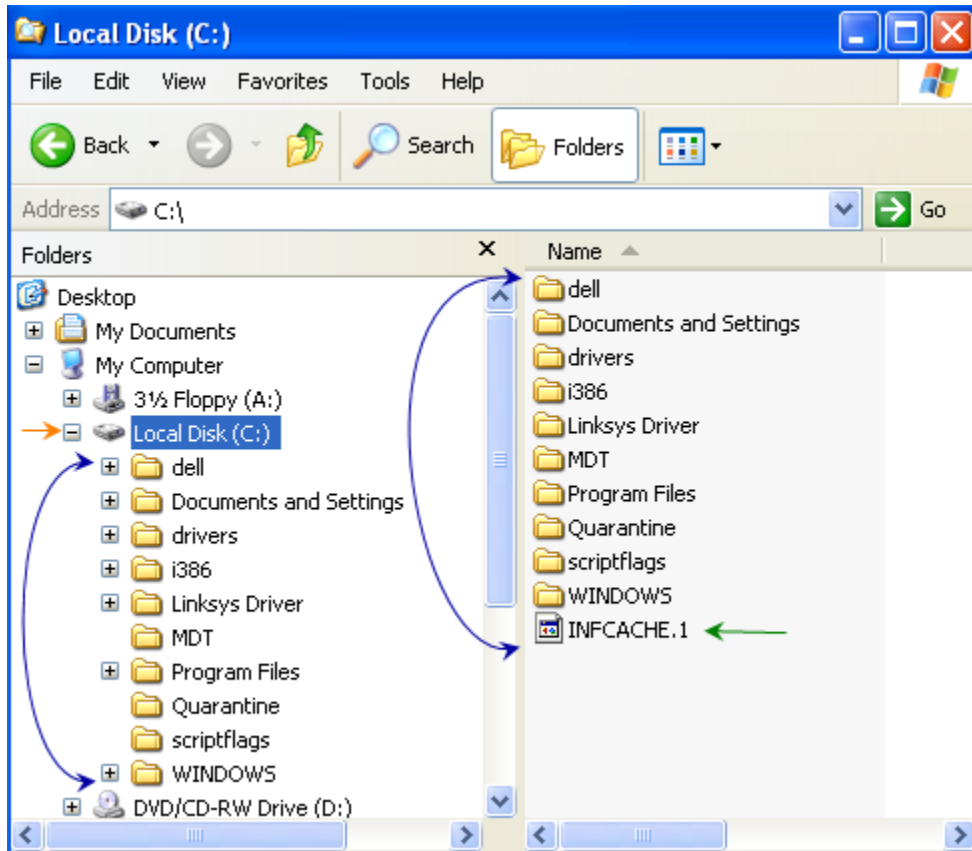
- 1.) Open your “My Computer” (it can be found on your desktop or under the start menu. (allow the window to open)
- 2.) Click on “View” in the top toolbar then hover on “Explorer Bar” and then verify that “Folders” is checked. If it isn’t then click on “Folders” to change the window view.
- 3.) Click on “View” again and this time choose “Details” from the menu.

Now your screen should look like this



This is showing that you will see two windows. Window 1 (left) will be showing you all the drives available on your computer, while Window 2 (right) will be showing you details of what is selected in the left window. At this point in time I have “My Computer” selected in the left window.

Lets select the “Local Disk (C:)” which is notated by the orange arrow.



Now lets take a second to see what changed.

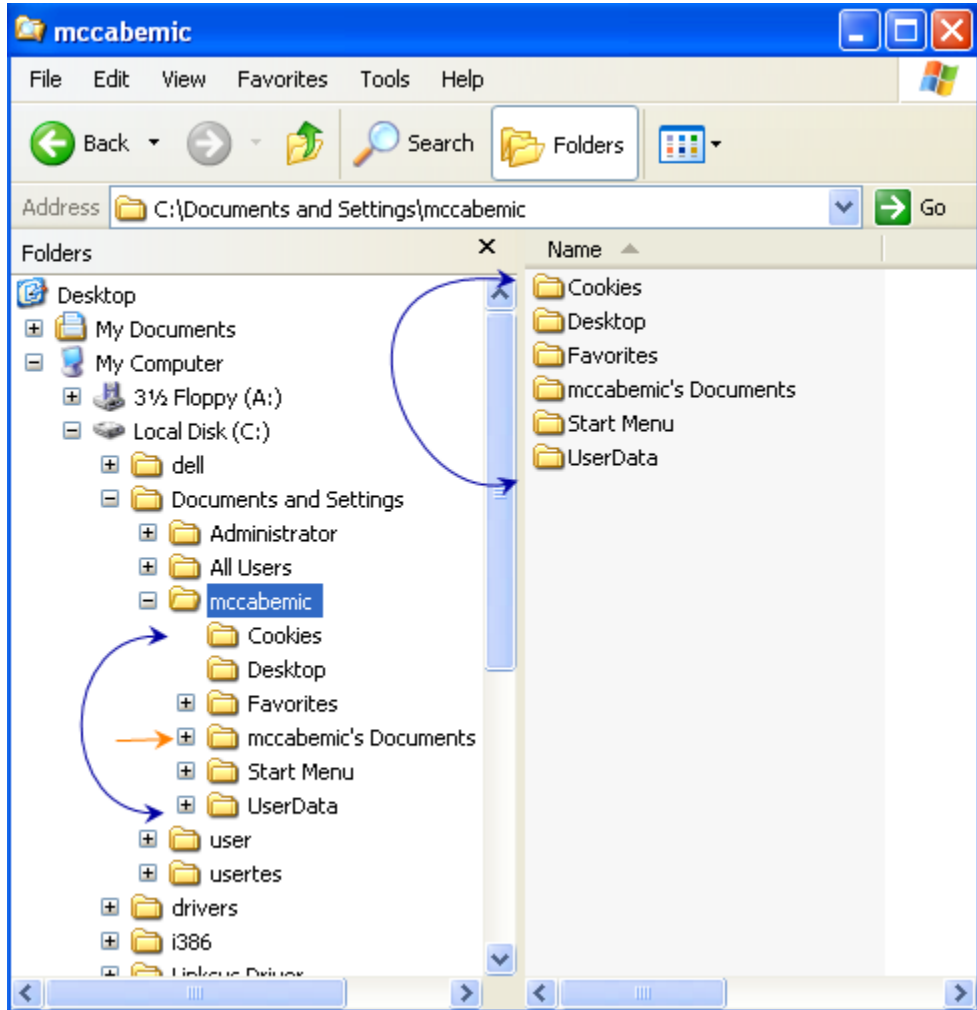
1. The “+” by our “Local Disk (C:)” changed to a “-“
2. The window on the right changed dramatically

Lets take these changes one at a time. First the minus sign next to “Local Disk (C:)” is showing that it has expanded and at the same time the right window is showing us what is selected (“Local Disk (C:)”).

The right window will show everything that is selected in the left window. The green arrow shows a file that is in the “Local Disk (C:).” This is because only folders are shown in the left window. Both folders and files are shown in the right window.

Now lets take a look at our profile. Click on “Documents and Settings” which is under the “Local Disk (C:)” and then click on your username.

\*\*After selecting items in the list under you may need to continue to select “View” in the top menu and then “Details” to orient the view to what I have below.\*\*



Notice again the blue arrows are the same. Finally click your username’s documents.

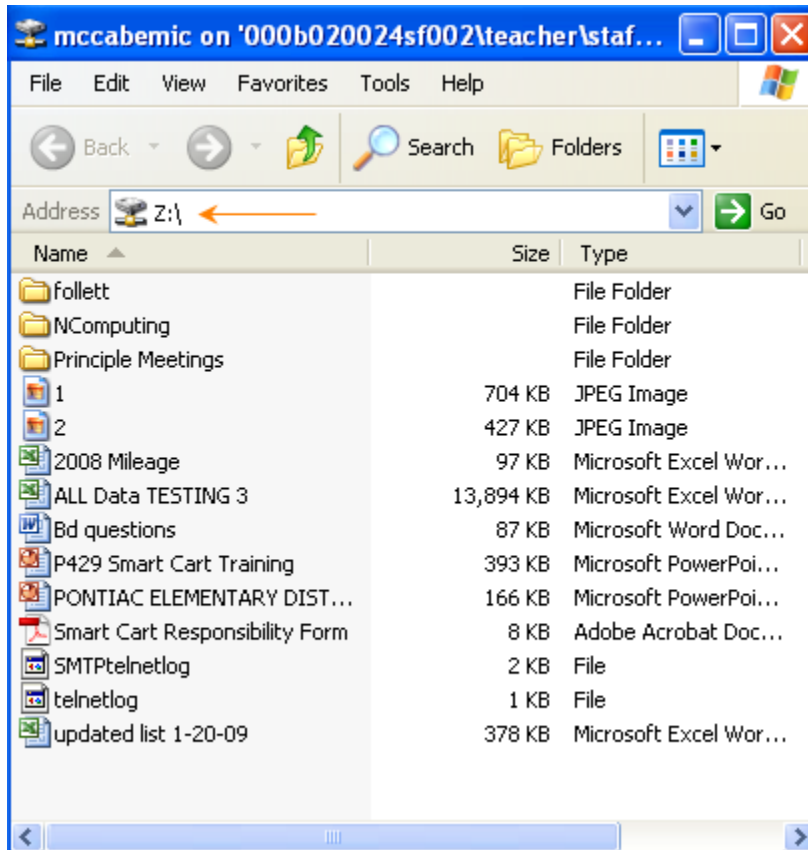
Look through these “(your username’s) Documents” folders / files and see if there is anything you would like to save. Unless you specifically know where any other files are located, this is the only location you should be concerned about.

Chances are this folder will be empty or full of system generated items.

**\*\*\*It is important to know that any information in this folder will be erased if it isn't copied.\*\*\***

Now is the time to open a second another window for comparison and copying.

- 1.) Minimize any open window
- 2.) Click on “Start”
- 3.) Click on “Run”
- 4.) Type in “Z:\” (without the quotes)
- 5.) Hit enter
- 6.) This new window is showing what is in your “Z:\” Drive.



This is the exact same thing as if you were to select the “Z:\” from the drives menu shown above. This is just an easier way of getting to it.

Remember that everyone in the district who has a login on the network will have their own personal “Z:\” that is available to them. Only the specific login can see their Z:\. It is a place where you are able to save data and know that it is being backed up.

You may have a lot of data, or you may have very little. Either way this is an area on the network that is considered yours and will be completely safe from any data loss due to the re-imaging. Please keep its data up to date and organized with meaningful folders and files inside. It will help you in your organization and it will keep the clutter to a minimum.

*Advanced Section:*

**\*\* Data that exists on your Local C:\ is not backed up by your network administrator\*\***

**\*\* Only data that exists on a network drive is actively backed up\*\***

Please check your local C:\ for any data that you would like to have backed up. Moving forward I suggest that all data be saved to your Z:\. This location is backed up each evening and is protected from a bad hard drive and the re-imaging project.

Please copy any personal data from your C:\ to your Z:\

- 1.) Open a window displaying your C:\ and check for any data that may need to be moved to your Z:\ before the summer re-image. (Covered in the Beginners)
  - a. C:\documents and settings\
  - b. C:\documents and settings\\desktop
  - c. C:\documents and settings\\favorites
  - d. C:\documents and settings\\(username's) documents
- 2.) Open a window displaying your Z:\ and verify look at the data structure (Covered in the Beginners)
- 3.) Highlight by left clicking on any data on the C:\ that needs to be saved
- 4.) Click on "Edit" in the top toolbar and select "Copy"
- 5.) Click over to the Z:\ window
- 6.) Click on "Edit" in the top toolbar and select "Paste"

Continue one by one copying your data to your Z:\. Be sure to take your time and think twice before clicking. Again I will produce a video tutorial and put it on the web if you would like to see this entire process in action.