

How to Map to and Set Up a Team Folder on the Course Shared Drive

The course shared drive is the primary repository for all information associated with this course. You can access this folder from anywhere on the yard by mapping the drive to the computer you wish to use. Please keep all files associated with this course in this drive so that all team members, including your team mentor, technical advisor, and technician have access to them. Also, using the shared folder allows you to work collaboratively on documents without having to e-mail them back and forth amongst the group members as you revise them, further reducing confusion about which version is the most current.

Use the following procedure to map the course drive:

1. From the Start menu, select *Computer*. You can also right-click on the *Computer* icon on your desktop
2. From the ribbon across the top of the window, select *Map network drive*
3. In the *Drive* box, leave the default drive letter (e.g. X:)
4. In the *Folder* box, copy the following address: \\neptune\samba\$\projects\Design 1&2
5. Make sure the *Reconnect at login* box is checked (default is checked)
6. In the *Username* box, type your e-mail userID (e.g. m123456)
7. In the *Password* box, type your e-mail password
8. This should bring up the shared drive. For help contact CSB at x6470 or tsd-csb@lists.usna.edu
9. The course shared folder located in the main *projects* folder and is called *Design 1&2*. The folder is further divided into academic years.

Please make a new folder with your team name. Do your best to keep the team folder organized so that we can still find what we need if you aren't available. Here's a suggested file format:

1_Reports and Presentations. In this folder, keep the final version of all reports and presentations. Also scan all rubrics and save the .pdf files in this folder. For presentation rubrics, please save all of the pages, one for each reviewer, as a single file.

A word of advice with regard to version control: so often we've seen student reports titled something like, "Project Proposal FINAL FINAL DO NOT DELETE" followed by "Project Proposal FINAL FINAL FINAL DO NOT DELETE – SERIOUSLY." Might we suggest using a simple convention: v1, v2, etc. where the largest number is the latest version.

2_Purchase Orders and Budget. In this folder, keep all purchase order paperwork with files named so as to be able to discern their contents without having to open them. Also, save an up-to-date copy of your team's budget.

3_Work Orders and Shop Hour Tracker. In this folder, keep all work orders including the associated part files, assembly files, and drawing files. You'll also keep a copy of your shop hour tracker, which will be covered in a later section.

4_Communications and Correspondence. Following each conversation with customers, technical advisors, etc., either in-person or over the telephone, type a brief summary of the communication and save it in this folder for future reference. Be sure to include who was involved in the discussion. Please use the same file naming convention suggested for meeting minutes. You should also save copies of important e-mails in this folder.

5_Images and Video. A picture is worth 1,000 words as the old saying goes. Today it is easier than ever to capture the design process with images and video, both of which will add to the effectiveness of your reports and presentations. We, the faculty, also use these pictures and video for everything from Capstone Day programs to plebe recruiting. You'll be famous!

Also in the *Team Design Folder* consider creating a folder called *Student Folder*. Make a copy for each member of the team and rename it with each student's last name. You'll use this folder to submit your weekly assignments and store your personal materials.