# Steps to Access the Centralised Storage of UG/PGT and PGR Student Survey Reports

Mapping the Centralised Quality Drive to your own computer

- 1. On the desktop, 'right click' on 'Computer' or 'This PC';
- 2. Select 'Map Network Drive' from drop down menu;
- 3. As in the image below:
  - In the 'Folder' box– copy and paste the path listed below (eg. <u>\\winstor01\CentralQuality\AHSS\Business</u>) relevant to your Faculty and School and click on 'Browse'. You will see 'StudentSurvey.ie (ISSE) Folder' listed within the School folder.
  - 'Then click on 'Finish'.
  - If the path did not show, please refer to point 4 overleaf where you will manually browse for your School.

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4	🔏 Map N	etwork Drive				>
	What ne	twork folder wo	uld you like to map	2		
	Specify the	drive letter for the co	nnection and the folder t	hat you want to cor	nect to:	
	Drive:	P:	~	*		
	Folder:	\\winstor01\Centr	ralQuality\HS\Medicine	- Br	owse	
		Example: \\server\s	share			
		Connect using	gn-in different credentials			
1		Connect to a Web	site that you can use to s	tore your document	s and pictures.	
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Accessing Schools in AHSS (copy and paste in 'Folder' box as per image overleaf)

\\winstor01\CentralQuality\AHSS\Business
\\winstor01\CentralQuality\AHSS\Creative Arts
\\winstor01\CentralQuality\AHSS\Education
\\winstor01\CentralQuality\AHSS\English
\\winstor01\CentralQuality\AHSS\Histories and Humanities
\\winstor01\CentralQuality\AHSS\Law
\\winstor01\CentralQuality\AHSS\Language Literature Cultural Studies
\\winstor01\CentralQuality\AHSS\Linguistic Speech Communication Sciences
\\winstor01\CentralQuality\AHSS\School of Religion
\\winstor01\CentralQuality\AHSS\Social Sciences and Philosophy
\\winstor01\CentralQuality\AHSS\Social Work and Social Policy

## Accessing Schools in FEMS (copy and paste in 'Folder' box as per image overleaf)

\\winstor01\CentralQuality\STEM\Biochem & Immunology
\\winstor01\CentralQuality\STEM\Chemistry
\\winstor01\CentralQuality\STEM\Engineering
\\winstor01\CentralQuality\STEM\Genetics & Microbiology
\\winstor01\CentralQuality\STEM\Maths
\\winstor01\CentralQuality\STEM\Natural Science
\\winstor01\CentralQuality\STEM\Physics

<u>Accessing Schools in HS</u> (copy and paste in 'Folder' box, as per below image)

\\winstor01\CentralQuality\HS\Dental Sciences \\winstor01\CentralQuality\HS\Medicine \\winstor01\CentralQuality\HS\Nursing & Midwifery \\winstor01\CentralQuality\HS\Pharmacy and Pharm Sciences

- The above lists the *direct path* to your School folder on the centralised Quality storage folder eg. \\winstor01\CentralQuality\HS\Pharmacy and Pharm Sciences

## 4. Manually browsing for your School on the CentralQuality Folder:

You may have to manually browse and select the folder you want to map to.

- When you select 'Browse' as in Step 3, scroll down the directory of folders until you see CentralQuality. See image overleaf.
- Within the 'CentralQuality' folder, you will see the list of Schools within each Faculty. Click on the School listed under the Faculty you are associated to you.

#### NOTE:

- Only those who have permissions have access to the individual School folders.
- Please contact Amy Murray on amurray@tcd.ie if you have difficulty in accessing any of the folders (StudentSurvey reports or External Examiners reports)

## GUIDELINES FOR SETTING UP CENTRALISED QUALITY STORAGE FOR STUDYSURVEY REPORTS

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> 📙 English					
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> 📙 ISSE Reports					
> 📔 Language Literature Cultural Studies					
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Multi-School					
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> 📜 External Examiner					
ISB Reports					
> 📕 Music					
StudentSurvey.ie (ISSE) Reports					

Your School should now be listed in the 'Folder' box below eg. School of Medicine.

pecify th	ne drive letter for the connection and the folder that you want to connect	to:		
)rive:	P: ~			
Folder:	\\winstor01\CentralQuality\HS\Medicine			
	Example: \\server\share			
	Reconnect at sign-in			
	Connect using different credentials			
	Connect to a Web site that you can use to store your documents and	<u>l pictures</u> .		

5. Click on 'Finish'.

- If you open 'Computer' or 'This PC' on your desktop, you will see the 'newly mapped centralised drive', where you can access the StudentSurvey.ie (ISSE) folder for your School

### 6. Please restart your computer after you have completed the above.

If you have any problems viewing centralised documents (external examiner, ISSE reports etc), please email Amy Murray at <u>amurray@tcd.ie</u> for further assistance.

## GUIDELINES FOR SETTING UP CENTRALISED QUALITY STORAGE FOR STUDYSURVEY REPORTS

How to connect to the centralised folder on a Mac is detailed overleaf.

Setting up Permissions on the Mac

On the Mac, do the following:

- 1. Go to Finder.
- 2. Connect to server.
- Type smb://winstor01/CentralQuality/Fac name/School name... and click on the connect button eg. to connect and access School of Medicine in Health Science , type in \\winstor01/CentralQuality/HS/Medicine

Also, remember you will need to logoff and log back onto the College domain after you have set the permissions on the folders otherwise it will give an error something along the lines of 'you do not have permission'.

If you have any problems viewing centralised documents (external examiner, ISSE reports etc), please email Amy Murray at <u>amurray@tcd.ie</u> for further assistance.