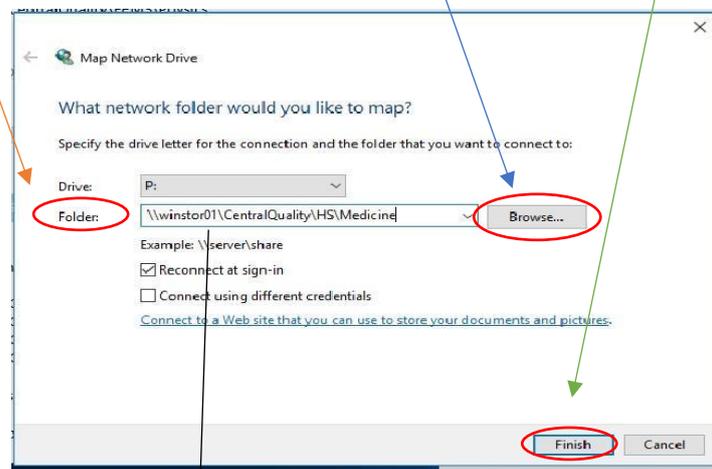## Steps to Access the Centralised Storage of UG/PGT and PGR Student Survey Reports

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. \\winstor01\CentralQuality\AHSS\Business) 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.

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\Psychology
\\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\Compsci and Stats
\\winstor01\CentralQuality\STEM\Engineering
\\winstor01\CentralQuality\STEM\Genetics & Microbiology
\\winstor01\CentralQuality\STEM\Maths
\\winstor01\CentralQuality\STEM\Natural Science
\\winstor01\CentralQuality\STEM\Physics

Accessing Schools in HS (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
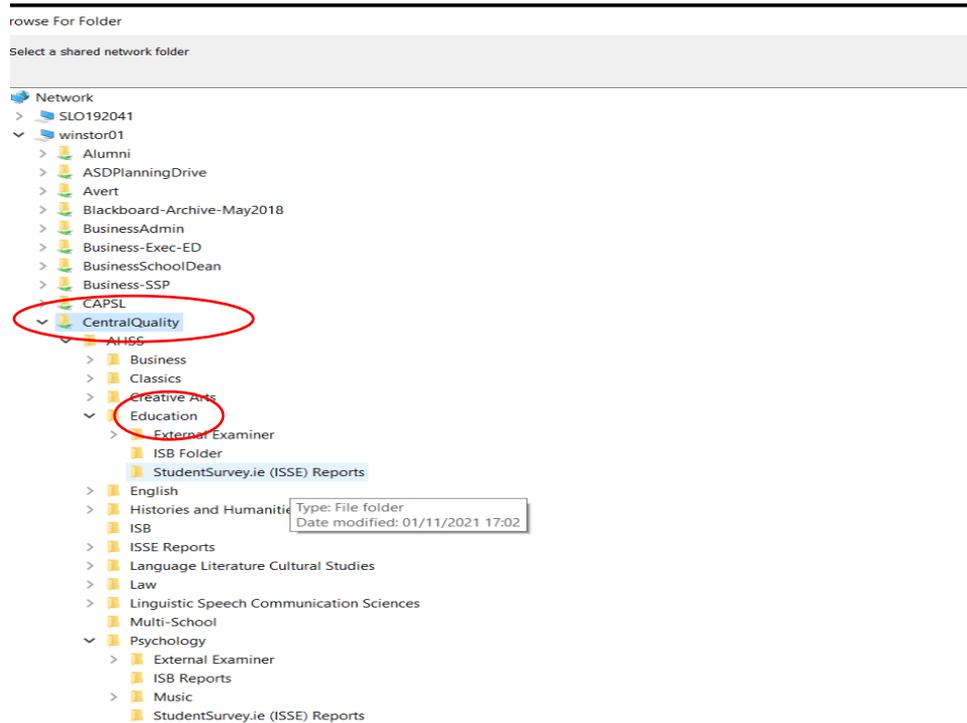
4. **Manually browsing for your School on the CentralQuality Folder:**

You may have to manually browse and select the folder you want to map to.
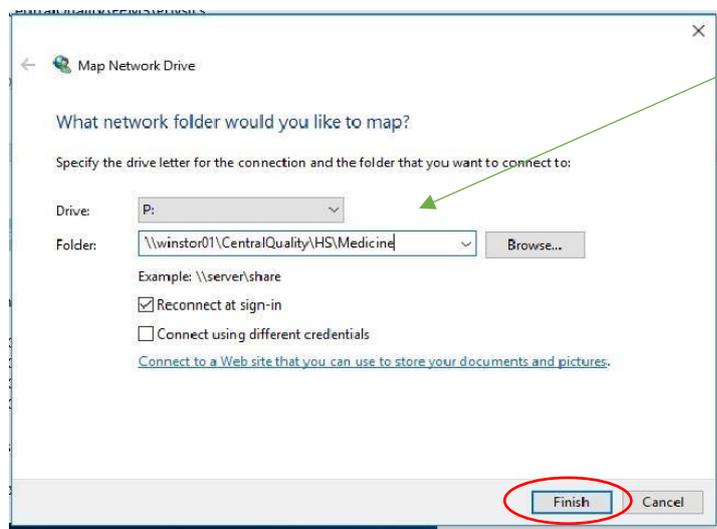
- When you select 'Browse' as in Step 3, scroll down the directory of folders until you see CentralQuality. See image overleaf.

- 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)

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

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 amurray@tcd.ie for further assistance.

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.

3. 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 amurray@tcd.ie for further assistance.