

Samba – Setting up a Shared Drive

1. Go to “manage” -> “Shared drives”
2. Click the “New shared drive” button
3. You will see a form, like the one pictured below, that you will need to fill in.

CREATE SHARED DRIVE

Create or edit drive entries for users to select from

Drive name
The name of the drive as it will appear to users in the select field

Domain
(Optional) The network domain the server is on

Username suffix
(Optional) This will be added to the end of the username when establishing a connection to the shared drive

Drive path
The path to the drive including IP address. Example: 192.168.1.1/path/to/drive

User type
Select the type of users who will be able to select this drive

Drive type
Select what type of drive this is. If it's a private drive then users will need to enter their school network username and password to access it. It is also assumed that their username will need to be suffixed onto the end of the drive path if private. Example: /path/to/private/drive/{username}. Public drive types will not need a username and password. Public passworded drives will require a username and password, but will not suffix the username onto the end of the drive path.

Drive name – This can be anything you want. It acts as a label for users in the system to be able to easily identify the drive when connecting to it.

Domain – If your shared drive is on a domain and requires users to connect to it, then put it here. Doing this will prefix the username to be {domain}/{username}, but only whilst establishing a connection.

Username suffix – If the shared drive requires something suffixed to the end of the username to establish a connection (for example, an internal email address) then enter the suffix here.

For example, putting in @SchoolAddress.co.uk would make the username {username}@SchoolAddress.co.uk. This can combine with the domain, for a connection username of {domain}/{username}@SchoolAddress.co.uk.

Drive path – This is the full path to the folder you want to share, including the IP address. For example, if the path to your shared drive in Windows is normally `x:\path\to\shared\folder` you would need to put in `192.168.1.1/path/to/shared/folder`. You can put a trailing `/` if you want, the system won't mind. You must enter the full physical address to the folder, links to shortcuts will not work. This is case sensitive.

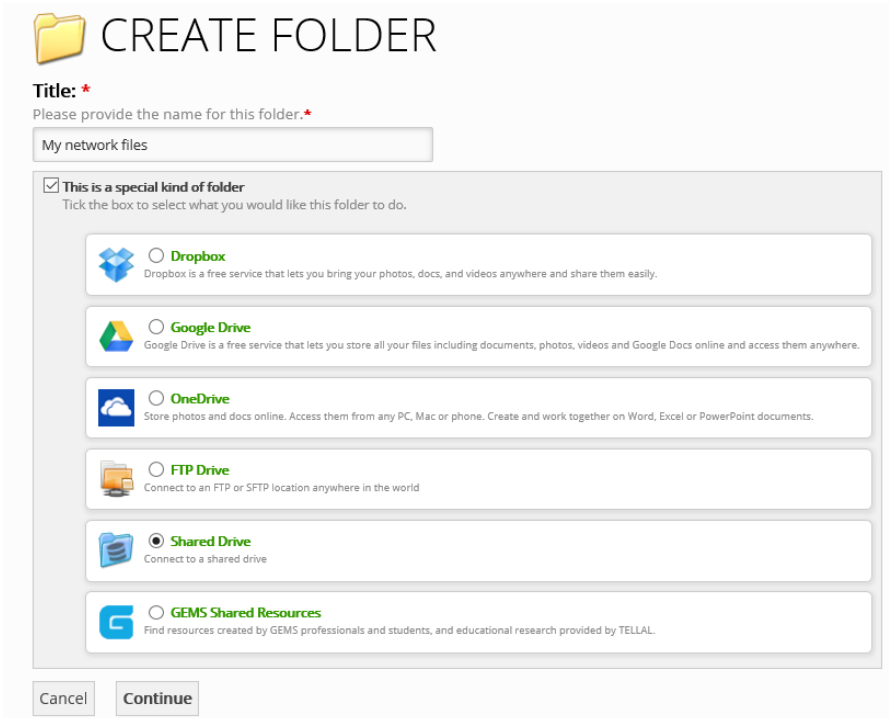
User type – This is the type of user that the drive will be visible to within the VLE, you can choose between “all” which is everyone. “Teachers” which is teachers, staff and admin, or “Students” which is only students.

Drive type – There are three different types of drive that you can select from:

- **Public** – This drive type doesn't require a network username or password to access. If *anyone* can normally access this folder, regardless of being logged into your computer network or not, then it is a public drive.
- **Private** – This drive type is for folders that belong to a specific person, usually their personal storage space on the network and will require the user to enter their network username and password when creating the folder. It will automatically append their username to the end of the drive path you entered. For example, `192.168.1.1/path/to/private/folder` would become `192.168.1.1/path/to/private/folder/JoeBloggs`
The system will do this to all private drives, so you don't have to worry about setting up connections for each individual user.
- **Public password** – This drive type is for folders that users would normally need to be logged into the network to access. For example, a shared teachers' drive that all teachers can access. Like a private drive they will need to enter their network username and password when creating the folder but it won't add the username to the end of the drive path.

To then set up a drive in your folder, users should follow the instructions below:

1. In a file area Click on the 'New Folder' tab
2. Give the folder a name (can be any name at all)
3. Tick 'This is a special folder'
4. Select 'Shared drive'
5. Click 'Continue'
6. If requested enter your NETWORK username and password



CREATE FOLDER

Title: *
Please provide the name for this folder.*

My network files

This is a special kind of folder
Tick the box to select what you would like this folder to do.

Dropbox
Dropbox is a free service that lets you bring your photos, docs, and videos anywhere and share them easily.

Google Drive
Google Drive is a free service that lets you store all your files including documents, photos, videos and Google Docs online and access them anywhere.

OneDrive
Store photos and docs online. Access them from any PC, Mac or phone. Create and work together on Word, Excel or PowerPoint documents.

FTP Drive
Connect to an FTP or SFTP location anywhere in the world

Shared Drive
Connect to a shared drive

GEMS Shared Resources
Find resources created by GEMS professionals and students, and educational research provided by TELLAL.

Cancel Continue

You have now completed the process for setting up a Samba/Shared Drive.

Support

If you have any questions about this or any other issue, please get in touch with the My Learning Support Team using the details below and they will be able to help you with your query.

Contact details:

Email: support@mylearningltd.com

Phone: +44 8451543211