



UNDERSTANDING

**FILE BROWSER AND
GOODREADER**

KEY WORDS

Network

FileBrowser

VPN

Flatten Annotations

Tap

GoodReader

PDF

Remote Files

Local Files

SO, TELL ME

**ABOUT THIS
FILEBROWSER**



What is the Deal?

FileBrowser is a file sharing app that allows you to gain access to the school's **Network Drives** at school and at home.

Teachers can use FileBrowser to save documents in to their Q Drives

Students can retrieve work from your folders and open worksheets, videos and presentations in other apps, such as Good Reader and Keynote.

Students can also submit work in to their teacher's submit folder — eliminating the need for students to email (often large files) their work.

Essentially, FileBroswer is your Q Drive on the iPad.



GoodReader is an app that allows you and your students to annotate PDF documents. I use this as a document reader and word processor.

I have found it particularly useful when reading a task sheet in EAL for the first time. Students can highlight key words and define key terms while I am reading instructions.

Saves LOADS of paper.

You can give your students colour copies without breaking the bank.

THE BASICS- FILEBROWSER

- You can use FileBrowser anytime.
- It can be accessed offline (no internet access) but you have limited access to your files (called local files).
- Once connected to the school's network (at school this is achieved by connecting to the wifi- at home this can be achieved by connecting to the VPN) you can gain access to your Q Drive, H Drive, Submit Folder and Teaching and Learning Folder (called remote files)



Filebrowser in action

OVER TO YOU



Sally **needs** you to go into her Q Drive and save the document titled, 'filebrowser Getting started' in to your own Q Drive.

Follow the 10 steps on the next few slides to achieve this...

Get in to PAIRS- One of you is the GURU in TRAINING and the other is the helper.

SO GURUS, ARE YOU READY?

STEP ONE - Open the FileBrowser app

STEP TWO - Tap on 'Intranet Q Drive' (IF YOU SEE RED WRITING SAYING 'UNABLE TO CONNECT' PLEASE PUT YOUR HAND UP)

STEP THREE - Tap on intra_users, then staff

STEP FOUR - Tap on intranet

STEP FIVE - Search for my teacher code, SSt

to do this you can tap on the magnifying glass at the bottom of the screen, then begin typing the teacher code you are looking for. This saves you from scrolling the length of the list .

STEP SIX - Find the folder you are looking for, in this case it is eLearning – TAP on the folder

STEP SEVEN - Now find the document your teacher would like you to open. In this case it is the one titled, 'FileBrowser, Getting Started'. This time DO NOT tap on the name of the document. Instead TAP on the **blue arrow**

STEP EIGHT - Filebrowser will prompt you to with a set of commands. In this instance you are to COPY the file by selecting 'COPY'. A dialogue box will open asking you to browse for the folder you wish to copy to. TAP 'OK'

STEP NINE – YOU ARE GOING TO SAVE THIS DOCUMENT TO YOUR Q DRIVE.

- **TAP on the button with the arrow pointing left, it has SST written on it**
- **Keep tapping this till you get back to intra_users**
- **Now TAP on either staffnet or intranet**
- **Find your code (remember to use the magnifying glass)**
- **Find the folder you wish to save the document to. If you do not have an appropriate folder you can just paste it into the drive for now and organise it later.**



STEP TEN - At the bottom of the screen is a rectangle icon with an arrow. TAP on this and a list of things you can do with your document appears. For this task you are going to 'PASTE FILE HERE'





**MISSION
ACCOMPLISHED**

Congratulations, you have mastered the art of copying files from a teacher's Q Drive and saving them to one of your own Network Drives. This is one of the most common commands you would give to your students, so mastering this is important.

NEW MISSION

Submitting an image in to SST's Submit folder


Take a photo with your camera

Then follow these instructions closely...


FINAL MISSION

AN INTRODUCTION TO USING GOODREADER


In the eLearning folder on the drive to your left, you have learned from the **eLearning** Presentation.



Circle the jellybean man that best describes your working knowledge of using **eLearning** prior to entering this PD session. Highlight the jellybean man that best describes your understanding of **eLearning** Now.



Using the notes function of **GoodReader**, tell me what you are going to have for dinner tonight. I am going to have pizza bread pizza (I did write this yesterday, so I may have changed my mind by now)



-GURUS, your mission is to find this document in my eLearning Folder, BUT stop at STEP 7

-This time when you TAP on the blue arrow choose to OPEN IN GOOD READER