

Moody College File Server and Shares

We offer network share folders that supply services for students, staff, faculty and classes.

I. Description of the shares

Classes Shares

This share will be available upon faculty or staff request, according to the following guidelines.

Classes folders will be limited to 35GB per class. If you require more space, please contact [the Help Desk](#) to discuss your storage needs.

Classes folders will be deleted at the end of every semester unless the instructor has made other arrangements with Tech Services.

Classes folders will be restricted to those EIDs provided by the requestor (non-University users will be required to sign up for a guest EID). We can provide a list of EIDs of students registered for any course – just provide the course number, unique number(s) and the time(s) it meets each week.

Classes folders will be backed up routinely (schedule determined by Tech Services).

Folders will be named with the instructor's name, course number, and meeting time (e.g., Smith-RTF351C-MWF10).

This service is for the use of Moody College faculty, staff and students to support the mission of the University. Personal files (music, movies, pictures, etc.) should not be stored on this share.

Transfer Shares

This share is available to all faculty, staff and students affiliated with the Moody College of Communication. This share should be used according to the following guidelines.

Transfer should only be used for temporary storage of data and is NOT backed up.

No access restrictions are in place, all data is available to all users. Please do not store sensitive data in the Transfer share.

Transfer will be automatically deleted every Monday morning at 5am.

Administrative Shares

This share will be available via faculty or staff request, according to the following guidelines.

Administrative folders will be limited to 35GB per class. If you require more space, please contact [the Help Desk](#) to discuss your storage needs.

Administrative folders are on going for individuals and workgroups.

Administrative folders will be restricted to those EIDs provided by the requestor.

Administrative folders will be backed up routinely (schedule determined by Tech Services).

Folders will be named with the individual's or workgroup's name: (Smith.Patti; Business-Services)

This service is for the use of Moody College faculty and staff to support the mission of the University. Personal files (music, movies, pictures, etc.) should not be stored on this share.

Projects Shares

New project shares are not available on Moody College servers. It is suggested that faculty seek network storage for individual network shares through ITS services who offer a few options. <http://www.utexas.edu/its/services/storage/>

There are old project shares which are grandfathered on the Moody College's servers. Those old projects are restricted to those EIDs provided by the requestor (non-University users will be required to sign up for a guest EID).

Existing folders will be backed up routinely (schedule determined by Tech Services).

Existing folders will be named with the requestor's name (e.g., Smith).

If sensitive data is stored (such as patient data) a disclosure statement must be filled out. Contact the Help Desk (471-1199) for the proper form.

This service is for the use of Moody College faculty, staff and students to support the mission of the University. Personal files (music, movies, pictures, etc.) should not be stored on this share.

II. Requesting a share

Please contact [the Help Desk](#) for more information, or to request a share. Please request shares at least 7 days before they are required.

The following info is needed to quickly process your share request:

Instructor/sponsor name

Instructor/sponsor EID

Unique number (if applicable)

Class name (if applicable)

Class meeting time (if applicable)

List of TA/Al EIDs needing access

III. Availability, risk assessment and periodic maintenance

Class folders will only remain active for the current semester. If you wish to archive your materials, please make arrangements to do so within one week of the last day of finals of every semester. If you are teaching again the following semester, please contact us before the last day of finals, so we can arrange to keep the shares in place.

This service will be considered a “moderately critical” service, such that attempts will be made to keep it available during “normal business hours” for this service (M-F 8am until 9p.m.). Unplanned events occurring outside this time may not be attended to until the following business day. We will attempt to notify the share requestors if there are any planned downtimes to occur during normal business hours.

Files containing “sensitive data,” according to University determinations, must be identified to the system administrator, who will inform the Director, for inclusion in the University of Texas System’s bi-annual Information Systems Risk Assessment report. This may result in stricter safeguards being placed upon the sensitive data, or the service in general. Any materials deemed to violate any University rules or regulations will be removed.

[ITS Networking](#) might, at any time, place filters that prevent you from accessing this, or any service, from off campus. Unfortunately, we cannot do anything to work around this. Service is almost always available in our buildings.

For any questions about this document, or any College of Communication technology policy, please contact the [Director of Information Technology](#).

IV. Accessing shares

[General information for accessing shares.](#)

[Accessing shares from Mac labs.](#)

[Accessing shares when off campus.](#)