

JUMPSTART

MyJISD: View My Files

Logging In

Access MyJISD from the top of the District Homepage or at:

<https://portal.judson.k12.tx.us>

Use your **district username and password** to login.

The File Services Screen

Once logged in, click on the "View My Files" tab

View My Files

DRIVES

All drives available to you will be listed on the left. A "plus" sign indicates if there are subfolders inside any item.

FILES AND FOLDERS

The large area on the right lists any files and folders in the drive (or folder) selected on the left.

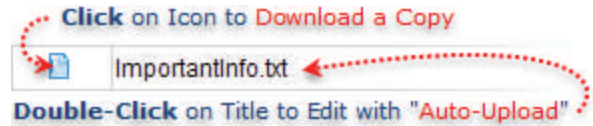
NOTE: You MUST select a drive on the left before anything will be listed

BUTTONS

The buttons across the top show actions available for any item selected below.

Managing Files

DOWNLOAD—to retrieve a copy of a file, click on the icon for that file. This leaves the original in the folder.



EDIT with AUTO-UPLOAD—double-click on a title to open a copy of the document on your local computer for . When you save, your changes are AUTOMATICALLY UPLOADED back to the source folder and overwrite the original.

RENAME—changes the name of the file on the server

DELETE—removes the file from the server

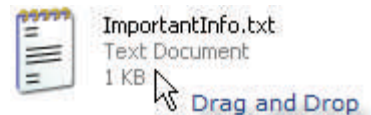
UPLOAD—opens a dialogue box where you can move files from your local computer to the remote folder that is being viewed.

ZIP—"CTRL-Click" on multiple files select them together and click "Zip" to combine them into a single "zip file."

UNZIP—extracts files in an zip file on the remote server to the same folder for individual use. Warning: if a file in the zip file has the same name as another file in the folder when you unzip the zipped file will overwrite the original of the same name without warning.

EMAIL—select one or more files and click "Email" to send copies of them with a short message to any email address.

DRAG AND DROP UPLOAD—while viewing a folder, drag the icon of a file you want to upload to this area to easily move a copy to the remote server automatically



My Documents

Stoneware Utilities: File Services

Refresh

Rename Delete Upload Zip Unzip wnCopy Email

Current Location: T Wagner

Drag and Drop files here to upload

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