

Digital Learning Media – Repository

How to Access from Home or Office

1. Start VPN
2. PCs at home
 - a. Click \\files.ubc.ca\team\FRST\Digital_Learning_Media
 - b. If prompted, enter your CWL username as **EAD\jdoe**
 - c. Video help guide: <https://www.youtube.com/watch?v=IYMFLs8KZGU>
3. PCs in the Office
 - a. Navigate to **S:\ -> Digital_Learning_Media**
4. Macs
 - a. On the Finder menu, click **Go > Connect to server**
 - b. In the **Server Address** field, enter the following information:
smb://files.ubc.ca/team/FRST/Digital_Learning_Media
 - c. Click **Connect**
 - d. If prompted, enter your CWL username as **EAD\jdoe**
 - e. A mounted network drive will appear on the desktop
 - f. Setup guide: <https://it.ubc.ca/services/web-servers-storage/teamshare-storage-service/mapping-or-mounting-teamshare-macos>
5. Create a directory to store your digital files (see below)

Organization

A repository's usefulness is proportional to key wording the files and folder.

Suggested folder names: relate to media topic or Course, example: **Forest Fires_Caribou Region**

Suggested files names: topic_course-code_creator_lastname, example:

tree_rings_FRST_444_Bennett.mp4

Mandatory, **no spaces** in names, use “_” for a space

Suggested, add useful keywords to media files

PC: right click on file, **Properties -> Details tab -> Tags**

Mac: see this article [here](#)