



Thommen's Timely Technology Tips "In the Clouds at LCC" Using the OCS Server

Have you ever loaded classroom materials onto a "thumb drive" and then left it in a classroom computer? Saving and storing files on special network servers makes files available to any internet connected computer, eliminating the need for a thumb drive. In addition, LCC offers several "cloud based" services. The intent of this tip is to bring a couple of these to your attention and make your "life in the classroom easier."

LCC Files (OCS, Oracle Content Server)

Faculty can store up to 200 Megabytes of data on the OCS server, which can be accessed by all computers on the LCC network and by most home computers. Additionally, some MS Office applications (Word, Excel and PowerPoint, the 07 versions and older) can edit files on the OCS server. When properly installed, the OCS server acts like a disk drive on the computer.

On a college computer using Windows XP or Windows 7, you should see an icon (shortcut) labeled "LCC files" on the desktop. This is a link to the OCS server. If this shortcut is not available, call the Help Desk (517.483.1444) and they can help you create it.

1. Click on the "LCC Files" link (If a password dialog type appears, type your TUID and password into the appropriate boxes) and a window listing of folders **Users-A** to **Users-Z** will become visible.
2. Click on the folder that has the first letter of your TUID. Inside that folder you should find a single folder labeled with your **TUID**.
3. Click on the **TUID** folder and you will see three folders, **Private**, **Shared** and **Trash**.
4. Click on the **Private** folder and a blank window will appear.
5. In this window, you can make folders, copy, edit, move, and even create files. You can also drag and drop files from the desktop into this folder. Since any computer on campus can access OCS files, you don't need to carry data on thumb drives, CD's, etc.

Some OCS Limitations

Do not try to edit files directly on the OCS server using Office 10 applications. Move the file in question onto your desktop, edit it, and then move the edited version back to the OCS server.

When using Windows XP, opening Adobe Acrobat (.PDF) or many of the graphic format (.GIF, .JPG and .PNG) files directly from the OCS server is a complicated procedure. It is faster to copy the files onto the desktop and open them there.

The Express Server

While the Express Server has a much larger per user allowance, 5,000 Megabytes, it has a different purpose than the OCS server. Like the OCS server, Express files can be accessed from any computer with internet access.

Unlike OCS, Express is used as a repository for unusually large files, which faculty wish to share with students (usually by creating linked objects on ANGEL to the Express files). Given the right conditions, a file on the Express Server can be accessed by students without the need to authenticate (provide a password and TUID). Faculty members control the conditions of student access.

To learn more about setting up Express Server links, refer to the Express Server tips found under [Thommen's Timely Technology Tips \(T4\)](#).

This timely tip can also be found at:

ANGEL: Faculty Community Group > Content > Thommen's Timely Technology Tips
http://www.lcc.edu/cte/resources/thommen_tips/

