

# MassONE

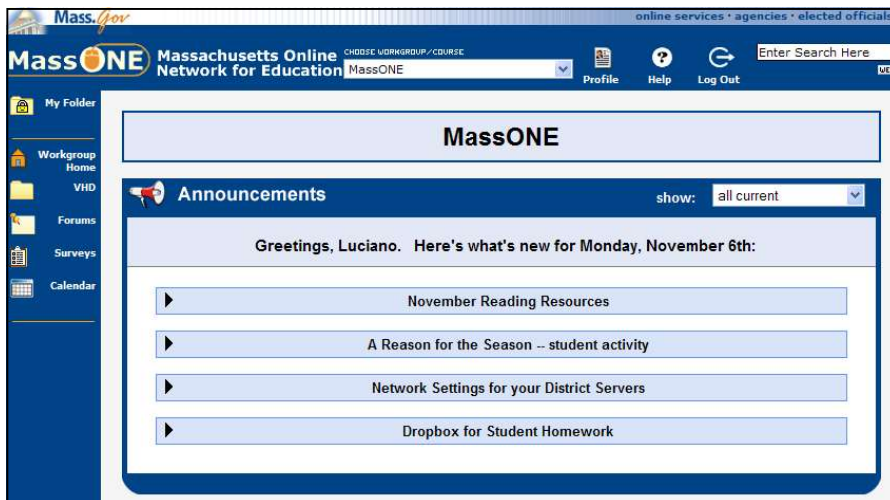
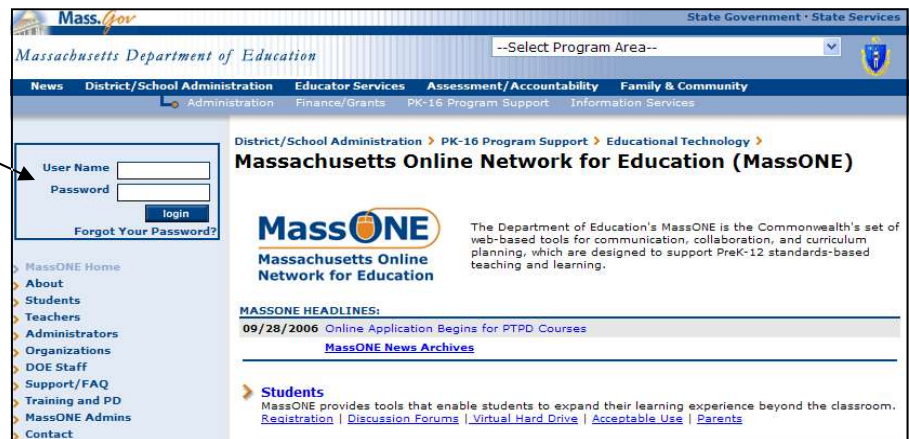
## Student Quick Start Guide



Type the Web address of MassONE into your Internet browser's address bar  
**http://massone.mass.edu/**

Type your username and password into the login boxes and choose the login button.

Do not share your username or password with anyone. Write your username and password down in a safe place.



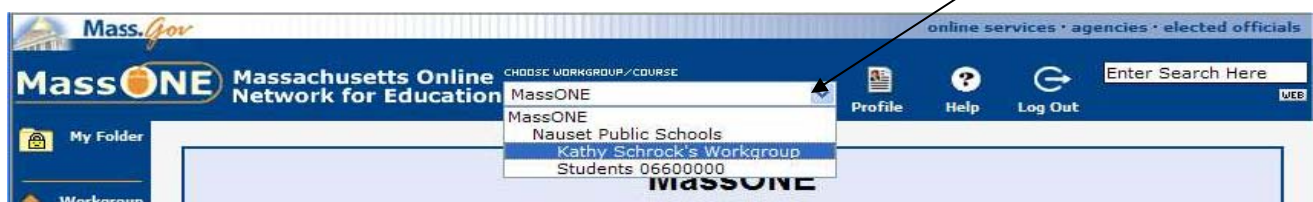
Once you login, you are at the top level of MassONE, which includes information provided by them.

Any announcements here are seen by everyone who has access to MassONE.

The items in the column on the left, except for MY FOLDER, are accessible by all people who have access to MassONE.

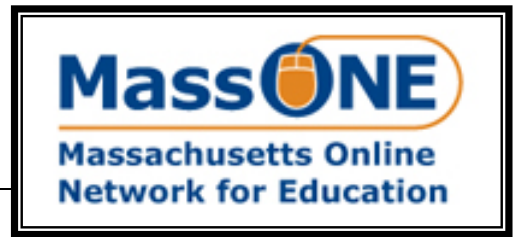
However, you may be a member of many different workgroups. You probably are also a member of a district workgroup, a school workgroup, and maybe even several teacher workgroups.

When you choose the drop-down arrow you can see your workgroup memberships.



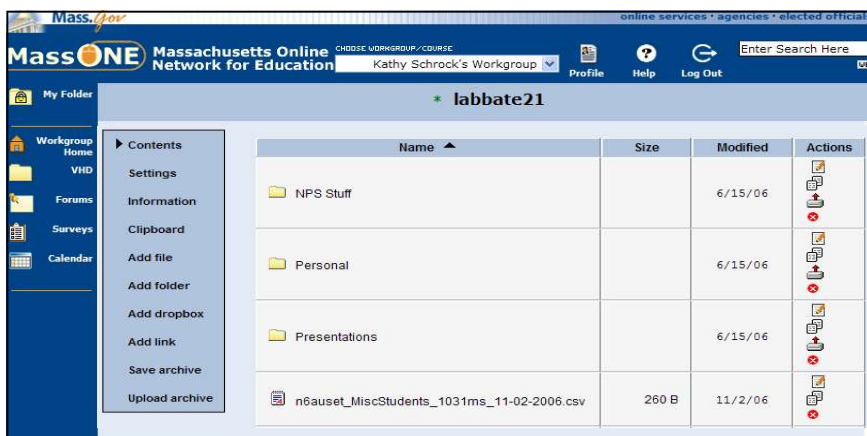
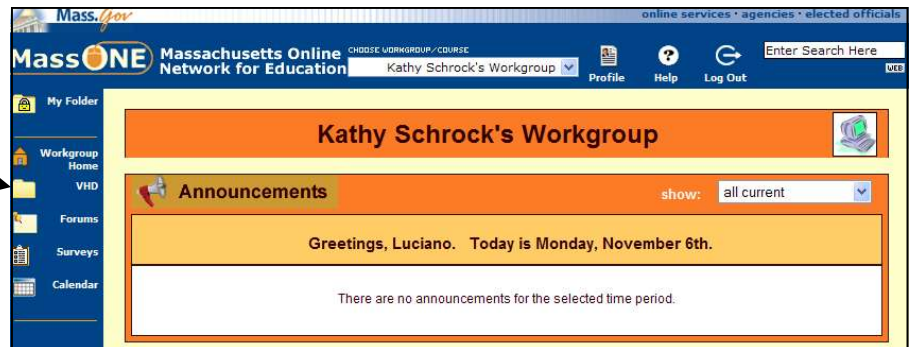
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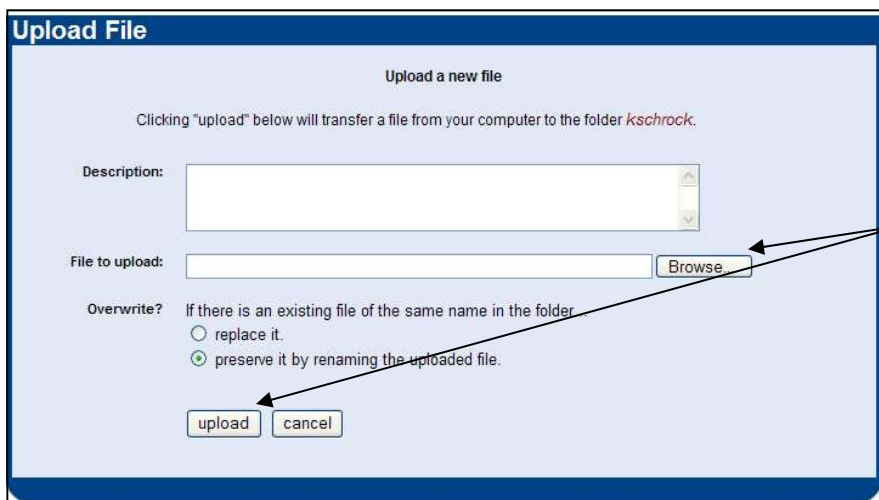
Each time you choose a workgroup from the list, the announcements and the items in the left-hand column, except for MY FOLDER, are specific to that workgroup.

The Virtual Hard Drive, any forum, the calendar, and a drop-box for your work, are specific to the workgroup you have chosen from the list.



Wherever you are in the system, the MY FOLDER option is always available. Here you should first create folders to organize your work, click on a folder name, and move files from your computer to the hard drive of MassONE's servers. This would allow you to easily move work from school to home and back again, as well as keep important files backed up.

Only you have access to the files and information in MY FOLDER.



Moving a file from a local computer to MassONE is as simple as first opening the folder you wish to add the file to, choosing to ADD FILE, browsing to the file on your hard drive, and then uploading it to MassONE.

This guide was provided courtesy of Kathy Schrock from the Nauset School District