

Part One: Student Log on to the Academic Server using System X:

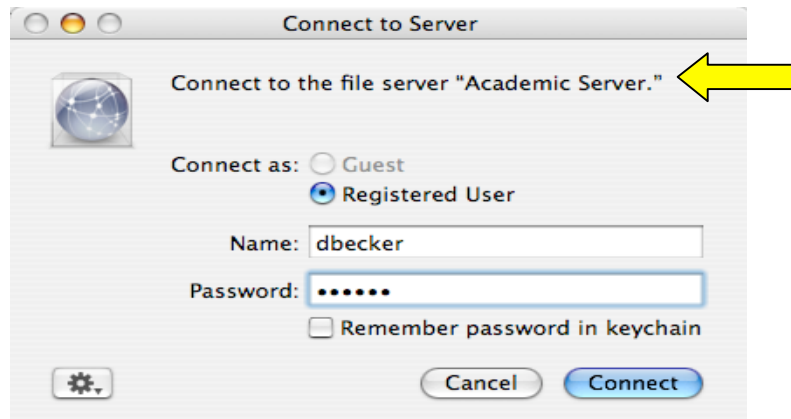
- **Shortcut:** Click on the green L that is on the loading dock which looks like this:



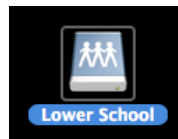
Lower School.afploc

- Type your first initial, middle initial and last name in the dialog box that appears next to the Name field, for your password type **lovet** in lowercase letters, then click **connect**.

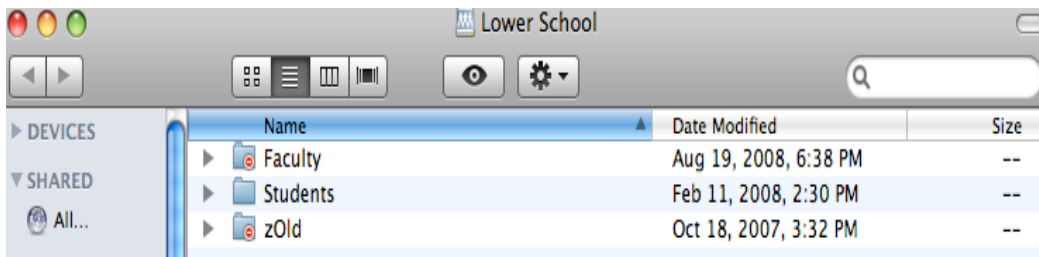
Ex. **Name:** djbecker
password: lovet



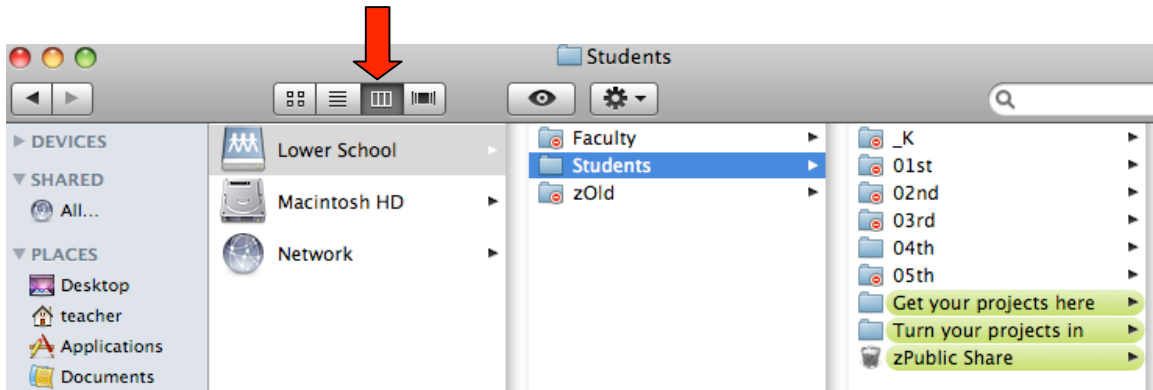
- You should see the following window icon appear on your desktop:



and a window should open up that looks like this:



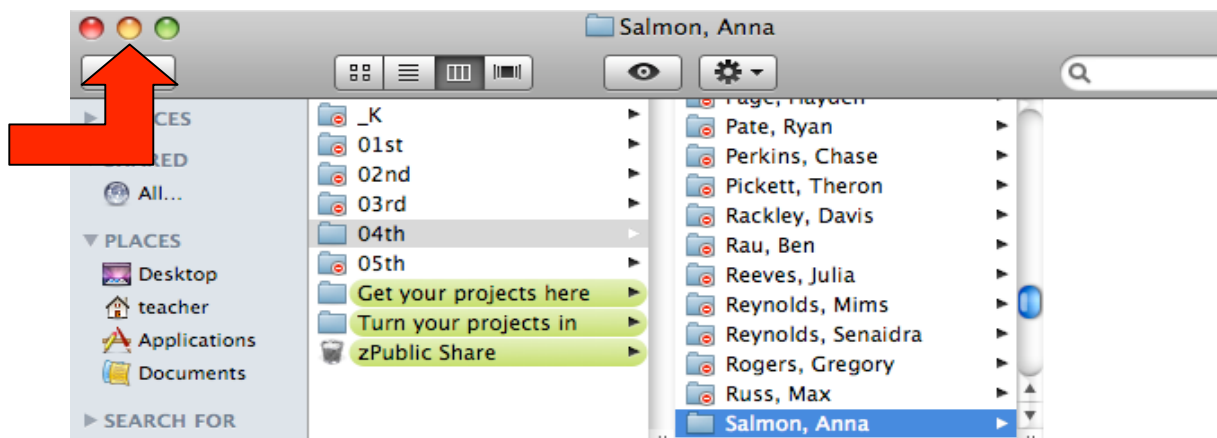
- You have successfully signed on to the server.
- Click on the right hand column **view** button.



- Click on the "Students" folder
- Click on the **your grade level folder or resource** folder
- Double click on your personal folder and drag any files you want backed up into this folder.

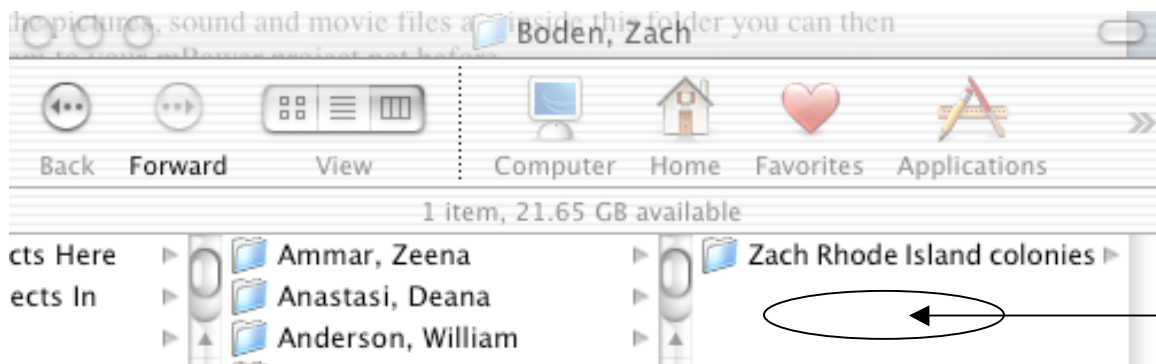
DO NOT DOUBLE CLICK ON ANY OF YOUR WORK FROM THE SERVER WINDOW. YOUR FILES COULD BECOME DAMAGED IF YOU DO THIS. THIS AREA IS JUST A STORAGE SPACE FOR YOUR WORK.

- To work on any of your files that are stored in your folder on the server you'll need to drag your file down to the desktop of the computer you are working at. You can shrink the server window by clicking on the **yellow** bubble in the top left corner. This will minimize the window to the loading dock. It will also give you quick access to your folder so you can store your updated file back up to the server when you are finished.



Part Two: How to save your work to the server:

- Your server window should be hanging out on the dock. Click once on the icon to re-open the server. *Make sure you have quit out of the application before saving to the server.* Check your loading dock for any visible triangles or dots indicating an application is still running and quit out of them.
- Once you have done this you are going to drag your file that you dragged down at the beginning of class *back up* to your personal folder. Drag it into the white space area within you personal folder.



- You should see a dialog box that says a file with that name already exists do you want to replace it. You should click on the **replace** button. After you have done that you can close the window(s) by clicking on the red bubble or pressing the **Apple Key** and the **W** key at the same time. This is the short cut command for closing a window.
- Notice you still have the file your worked on residing on your desktop. You should drag this file to the subject folder it pertains to.

IMPORTANT:

- Always remember to drag the Lower School Server icon to the trash to disconnect from the server, the trash icon will change into an arrow that says disconnect or you could select the Lower School icon and press Cmd E which will eject the server disconnecting you.