

**Part One: Faculty Log on to the Academic Server from using System X:**

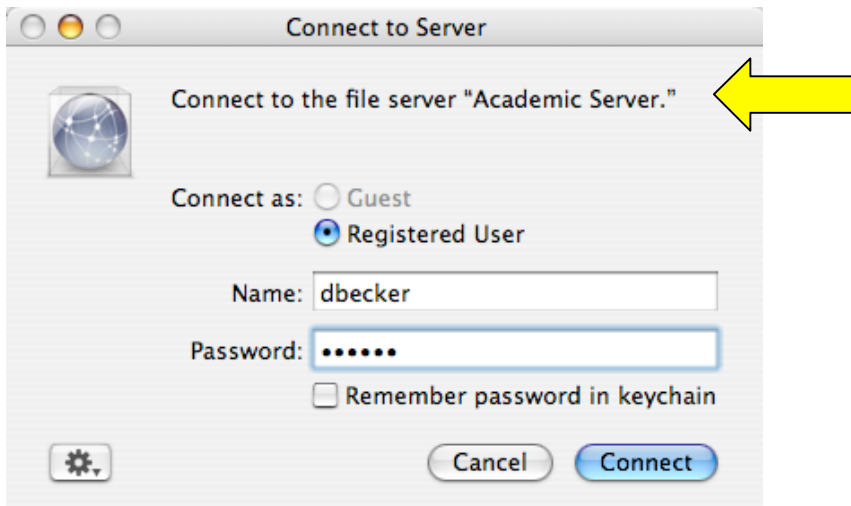
- **Shortcut:** Click on the green L that is on the loading dock, jump down to the procedures in red if the shortcut is working. If the shortcut isn't working begin at the next step.
- Click on “Go” from the menu bar and drag down to “Connect to Server” or you could also use “Network”
- Click on the “Browse” button.
- Double click on “Local” or “My Network” whichever appears

**Note:** if you do not see any servers appear, click on the Network icon over on the left hand side of the window and repeat the process of clicking on “Local” or “My Network.” Be patient, try to click and wait a few seconds to give the available servers a chance to appear.

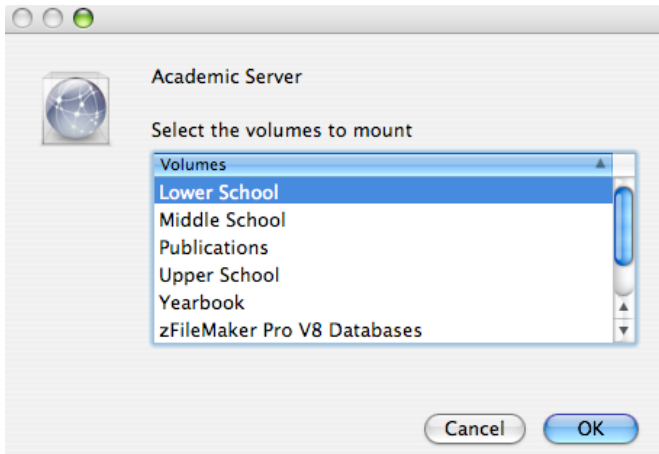
- Double click on the location bar that says “Academic Server”
- **(Returning teachers)** Type your first initial and your last name in the dialog box that appears, for your password type your initials then the **last 4 digits of your social security number**, then click on the **connect** button.

Ex.   **Name:** jdoe  
      **password:** jdXXXX

**(New teachers)** passwords will be their initials and 2007  
      **password:** jd2007



- Click on **Lower School** then click the **OK button**. This will close the window. (refer to the picture below)



- You have successfully signed on to the server. Close any open windows so you can see your desktop. Double click on the **Lower School Server icon** that is on your desktop.
- Click on the right hand columns **view** button.



- Click on the “**Faculty**” file
- Click on the **your grade level 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.**

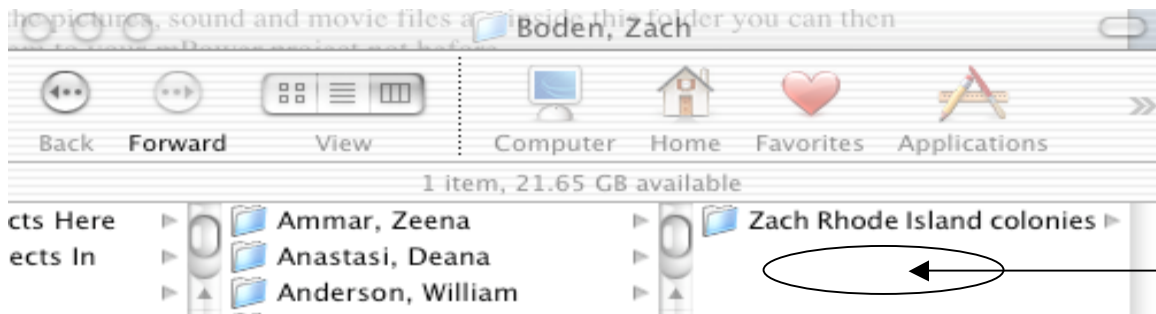
- To work on any of your files that are stored in your folder on the server you’ll need to drag your file down to the desktop of the computer you are working at. You can shrink the server window by clicking on the **yellow** bubble in the top left corner. This will

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 personal 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 indicating the 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.
- Notice you still have the file your worked on residing on your desktop. You might want to save this file on the hard drive of the computer you are working on as well to act as an additional backup in the event you need it. Close all the windows.

### **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.