

For Students:

How to log onto the 570 building server and access student class folders:

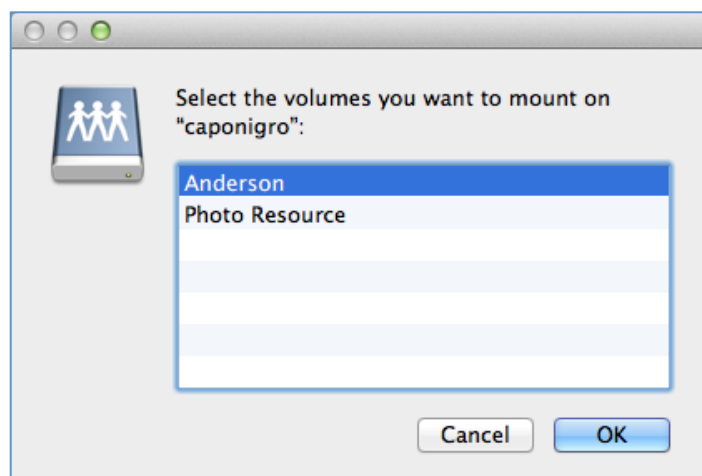
1. Finder, Connect To Server (Command K).
2. Pick the server named Caponigro.



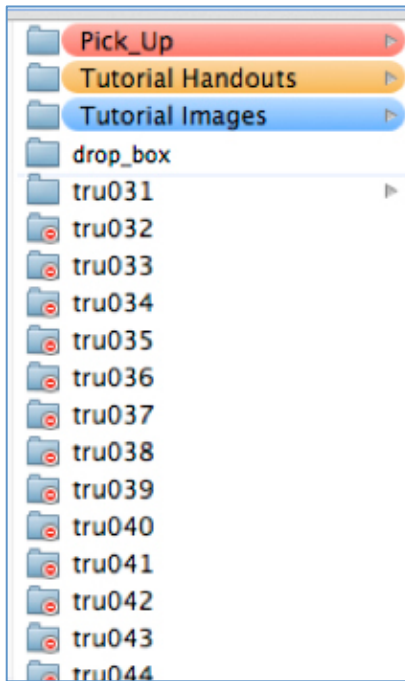
3. Use the username for the class. Use the password given to you by your instructor.



5. Pick the class folder. This is where students can store their files, and you can share files with students.



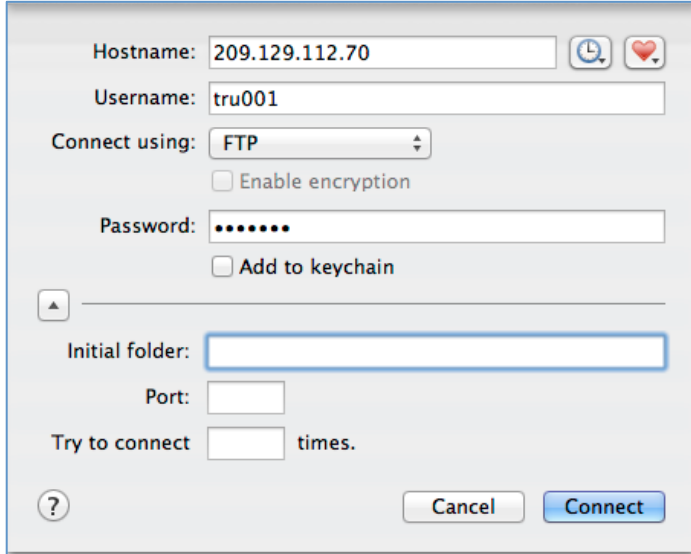
6. Once logged in, you will see your instructor's name and Photo Resource. Click on your instructor's name.



- You will see every student's folder, the "drop_box" folder, and any other folders the instructor has created.
 - You can only click on and open your student folder and the folders created by the instructor. For example, the student "tru031" logged in. Only that student folder is accessible. All the other student folders have a "minus sign" indicating they can't be opened.
 - You can drop files into the "drop_box" folder. However, you cannot see the files after this done. If you did not get an error message, that means the file copied into the "drop_box" folder just fine. You cannot change or delete files in the "drop_box" folder.
7. Students need to eject from the server at the end of class, and after they are done using the server in general. They can drag the icons to the trash or do it from the finder menu.

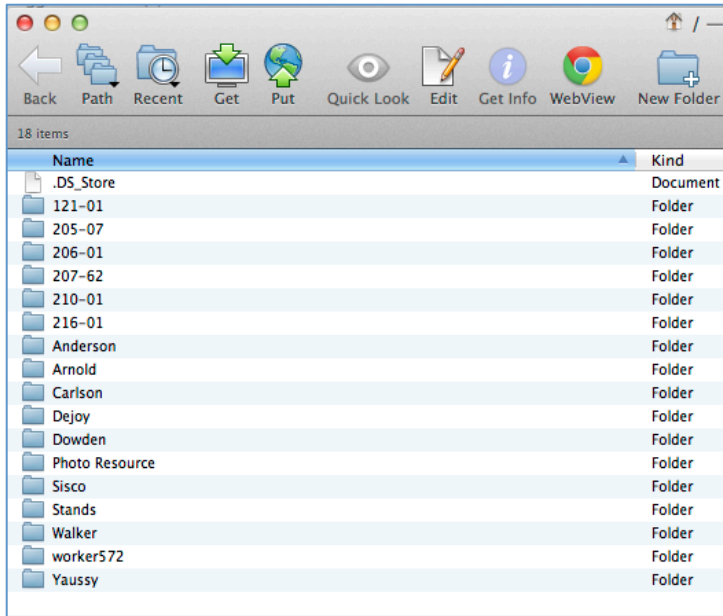
How to log on to the server from off-campus:

1. You need an FTP program such as Fetch or Cyberduck (free).
2. Connect to the server using FTP. Here is an example using the Fetch software:



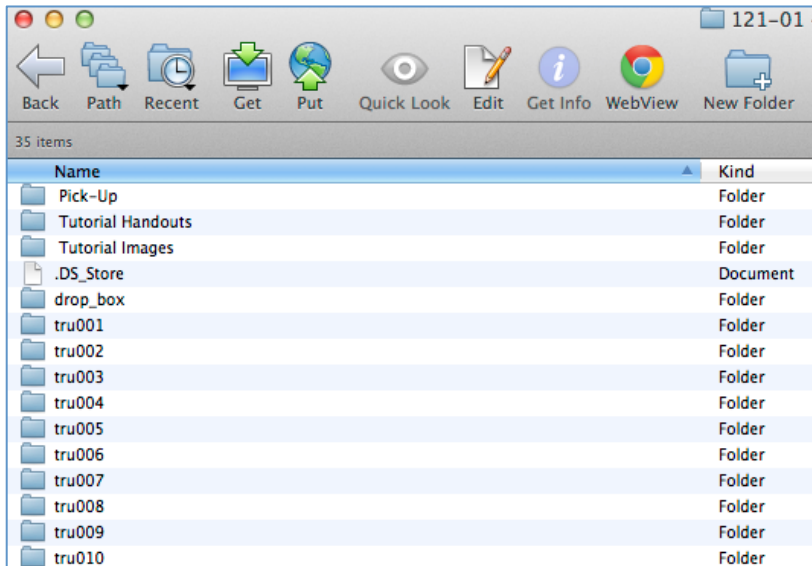
- Make sure you use the correct hostname: 209.129.112.70
- Use the username and password given to you by your instructor.

3. From off-campus using FTP, things look a little different than when you are on campus. You will see this



- This shows every class folder. However, you can only click on the class that corresponds to the username and password you used. All the other folders will deny you access. For example, if you were in Yaussy's class, you would click on the folder named Yaussy.
- Students enrolled in John Pickelle's or Micajah Truitt's classes will need to click on the number of the class. For example, if you are in Truitt's 121 class, you would click on 121-01.

4. Then it will look similar to the way it does on campus.



- You will see every student's folder, the "drop_box" folder, and any other folders the instructor has created.
- You can only click on and open your student folder and the folders created by the instructor. For example, the student "tru001" logged in. Only that student folder is accessible. All the other student folders can't be opened.
- You can drop files into the "drop_box" folder. However, you cannot see the files after this done. If you did not get an error message, that means the file copied into the "drop_box" folder just fine. You cannot change or delete files in the "drop_box" folder.

5. Remember to log off and quit your FTP program when finished using the server