For Students: *How to long onto the 570 building server and access student class folders:*

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

0 0	Connect to Server	
Server Address:		
afp://Caponigro		+ 07
Favorite Servers:		
afp://Caponigro		
? Remove	Browse	Connect

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

Enter your name and password for the server "caponigro".		
<u> </u>	Name:	and015
	Password:	•••••
Remember this password in my keychain		
Change I	Password	Cancel

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

000			
***	Select the volumes you want to mount on "caponigro":		
	Anderson		
	Photo Resource		
	Cancel OK		

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

Pick_Up	Þ
Tutorial Handouts	►
Tutorial Images	Þ
drop_box	
tru031	⊳
🧓 tru032	
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🧓 tru034	
🥫 tru035	
🧓 tru036	
🥫 tru037	
🧓 tru038	
🧓 tru039	
🧓 tru040	
🧓 tru041	
🥫 tru042	
🧓 tru043	
tru044	

- 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:

Hostname:	209.129.112.70
Username:	tru001
Connect using:	FTP \$
	Enable encryption
Password:	•••••
_	Add to keychain
Initial folder:	
Port:	
Try to connect	times.
?	Cancel Connect

- 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

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Back Path Recent Get Put Quick Look Edit Get Info Web	View New Folder
18 items	
Name	Kind
DS_Store	Document
121-01	Folder
205-07	Folder
206-01	Folder
207-62	Folder
210-01	Folder
216-01	Folder
Anderson	Folder
Arnold	Folder
Carlson	Folder
Dejoy	Folder
Dowden	Folder
Photo Resource	Folder
Sisco	Folder
Stands	Folder
Walker	Folder
worker572	Folder
Yaussy	Folder

- 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.

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Back Path Recent Get Put Quick Look Edit Get Info WebView	New Folder
35 items	
Name	Kind
Pick-Up	Folder
Tutorial Handouts	Folder
Tutorial Images	Folder
DS_Store	Document
arop_box	Folder
in tru001	Folder
in tru002	Folder
in tru003	Folder
in tru004	Folder
in tru005	Folder
🚞 tru006	Folder
💼 tru007	Folder
in tru008	Folder
in tru009	Folder
🚞 tru010	Folder

- 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