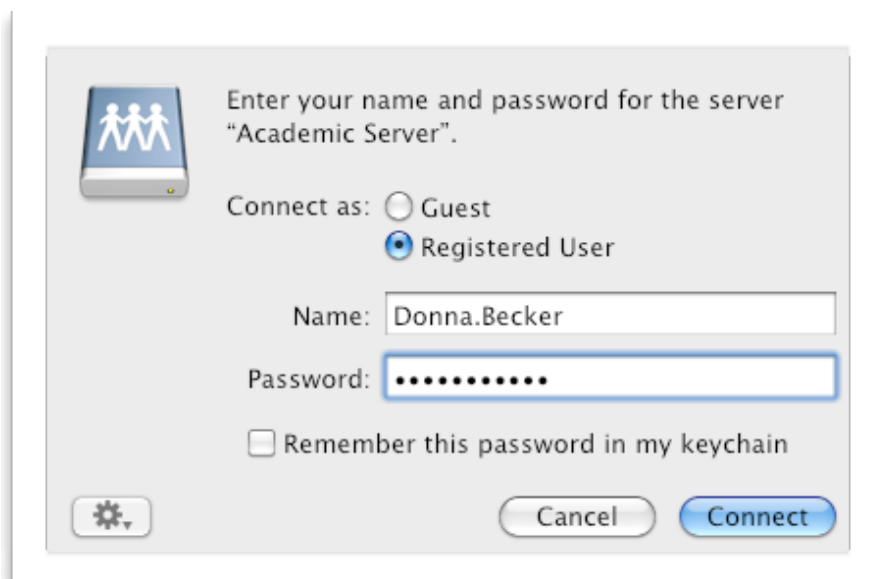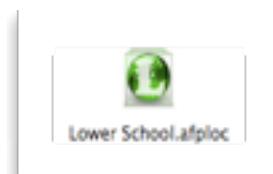Student Server Log on Procedure:

1. Click on the green L that is on the loading dock which looks like this:

2. Type your **Student User ID** name in the Name box overwriting where it says Student.   Type in your **Gmail Password**, remember passwords are case sensitive.
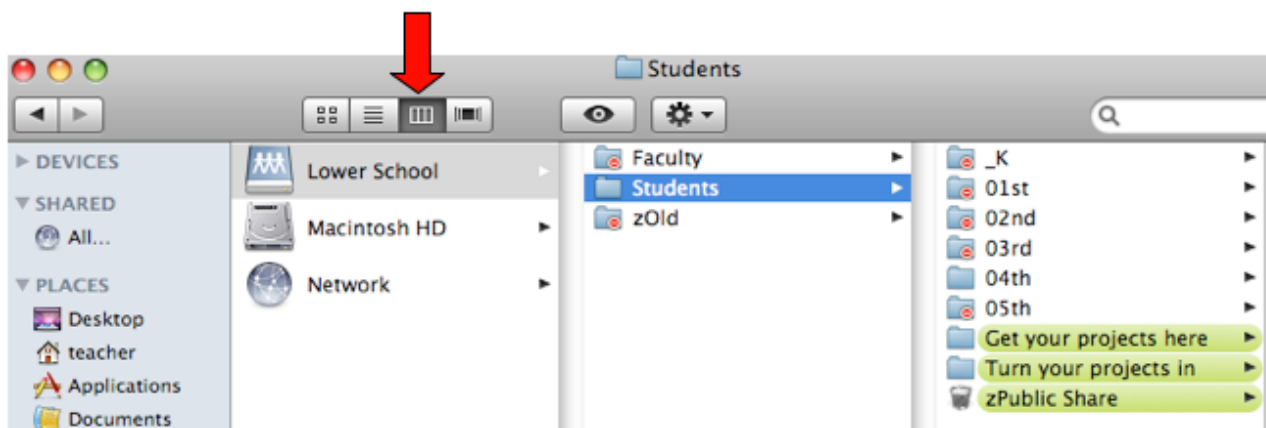
Click the **Connect** button.

Ex.   **Name**: Donna.Becker
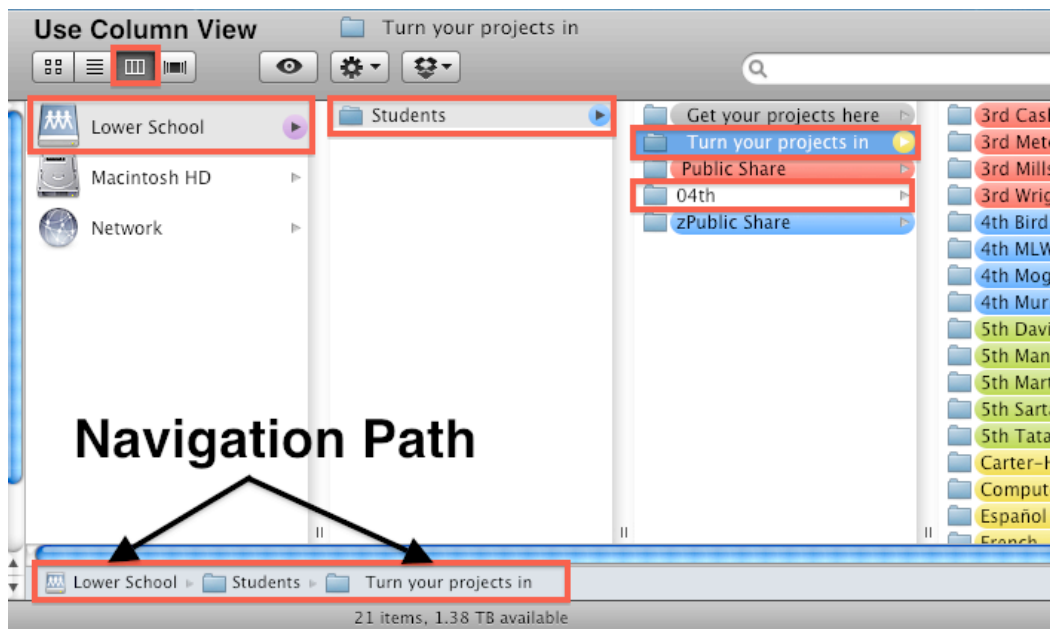   **Password**: BeckerXXXXX

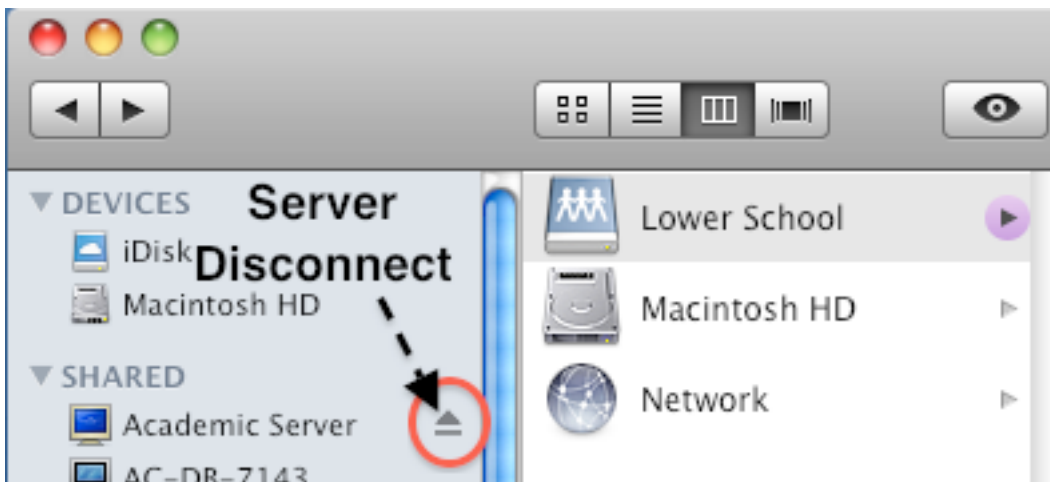3. You should see the following icon appear on your desktop:

A window should open up that looks similar to the window below:

- You have successfully signed on to the server.
- Click on the right hand column **view**
- Click on the "**Students**" folder
- Click on the **your Grade Level** folder
- Double click on your personal folder and drag any files you want backed up into this folder.
- Now check out the **Turn Your Projects In Here** folder. This is where some of your teachers will have you turn final projects in.
- You have successfully signed on to the server.

4. To disconnect from the server, you can click on the Server Disconnect symbol pictured below or you can drag the Lower School icon that is on your desktop to the trash to disconnect.

HOT TIP:

You should NEVER DOUBLE CLICK on any work stored on the server. THIS AREA IS JUST A STORAGE SPACE FOR YOUR WORK.

Opening and working on files stored on the server can damage the file. If you need to make changes to a file you need to get in the habit of dragging the file to your desktop when making revisions.

Failure to follow this step can result in a corrupt file that can not be fixed. This means you could lose all the hard work.
   Remember - "The server is just a storage space for your work."