

# Creating Student Folders on the Server

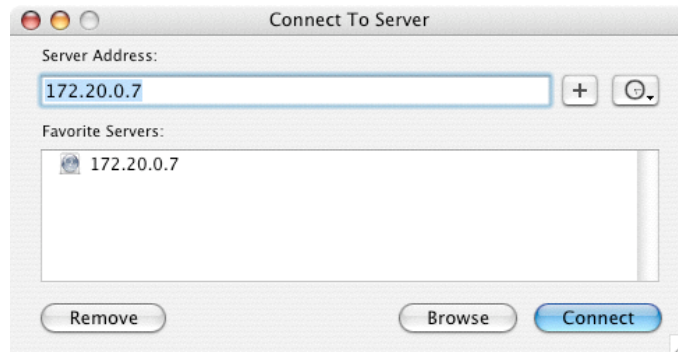
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You need to login to the server in a slightly different way in order to properly create student folders on the server. This way your class has a place for each student to save her or his work.

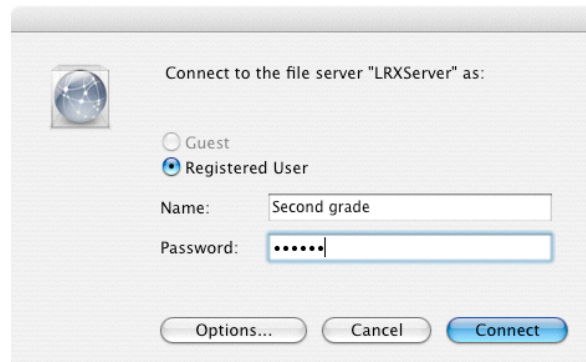
1. Connect to the server by going to the **Go** menu and selecting **Connect to Server**:



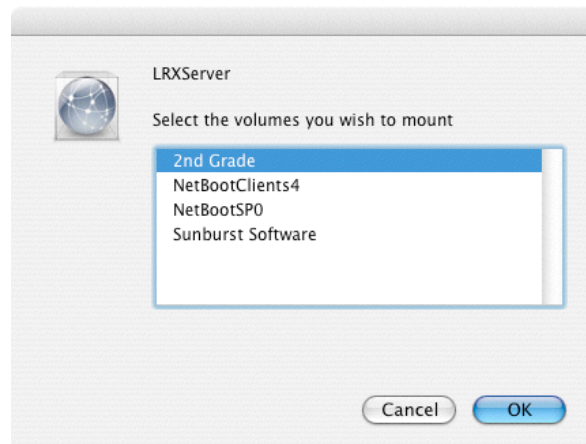
2. You will be greeted with dialog box that indicates to which server you are trying to connect; make sure you are trying to connect to **172.20.0.7**. You can enter the address in the field at the top of the dialog box then press the **+** button to permanently add it to the list of servers in the bottom field. Press the **Connect** button:



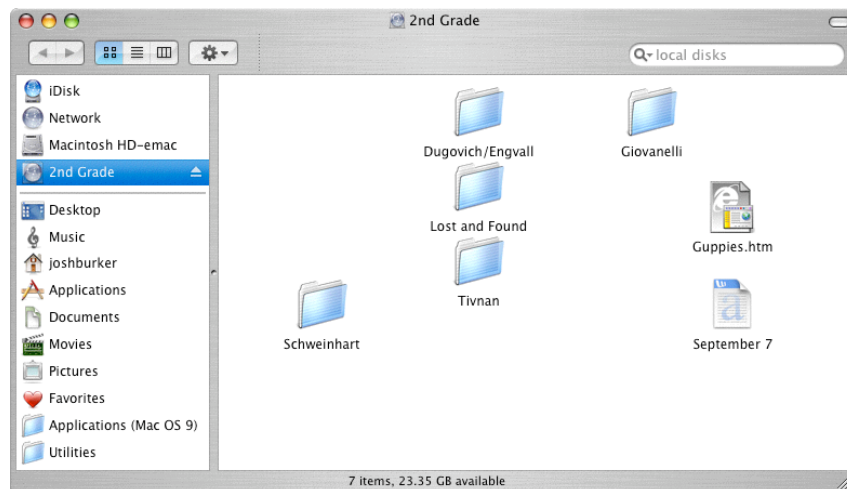
3. Next you need to use the proper name and password to connect to the server. You do not use your own name and password; rather, use the appropriate grade and the common password (see Josh if you need this password):



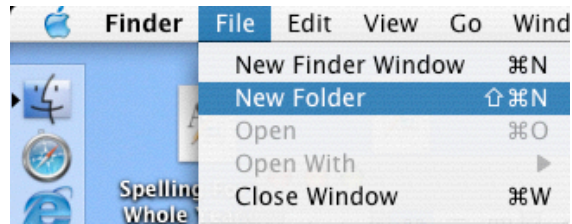
4. Next select the appropriate share from the list, in this case **Second Grade**:



5. Navigate to the proper location on the server. There should already be a folder for your class located in the appropriate share:

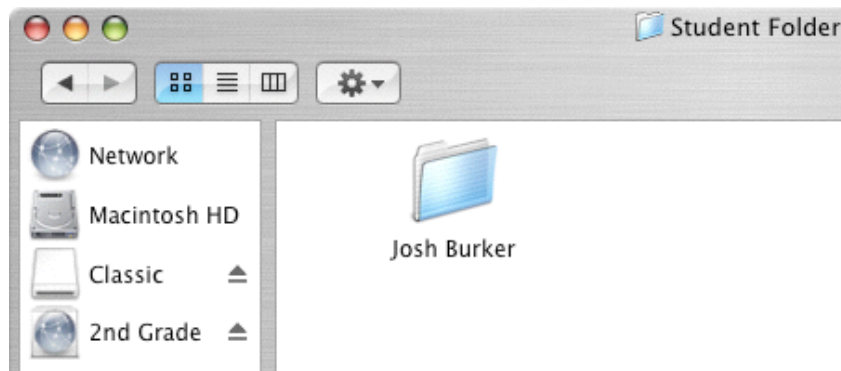


6. Open your class folder and start creating student folders. Go to the **File** menu and select **New Folder**:



Alternately, you can use the key sequence **Apple-Shift-N** to create a new folder.

7. Name the folder with the student's name:



Continue to create folders and name them until you have a folder for each of your students. Now they will have a place to store their documents when they use the lab, iBooks, or classroom computers.