

CORTE MADERA SCHOOL
DIGITAL LOCKER
FOR APPLE COMPUTERS

How to exchange files between the computer network
at school and your Apple computers at home

Students may find it helpful to transfer data stored on the computer network at school to their Apple computers at home. Students might like to finish an assignment at home that was started at school, collect material at home and send it to school, or even keep copies of their schoolwork at home for future reference. Using a few simple steps, students can link their Apple computers at home to the network at school and copy data back and forth.

Overall Objective:

The overall objective of this process is to “connect to an external server” to make the computer at school appear as “local storage” on your home computer, much like a floppy disk or a memory stick. When this is achieved, copying files is as easy as grabbing a file in one window and dropping it into another window.

Please remember this process is only to copy the student’s data files; not any applications. For example if the student wishes to work on a *PowerPoint*© presentation, your home computer must also have the *PowerPoint*© application.

To proceed, the student must know their “short name” and their network password. An example: John Smith’s short name will be *jsmith* although some short names may also have a number at the end to distinguish them from siblings or relatives.

Your home computer must also be connected to the Internet. Please use whatever steps you normally do to connect to the Internet before proceeding.

To connect to the school computer if your Apple computer at home is using OS-X:

1. In the Finder, select “GO” and “CONNECT TO SERVER.”
2. In the box labeled Server Address, enter **students.cms.pvsd.net** and press CONNECT.

Hint: Before pressing CONNECT, press the + sign to add the name of the server to the list of favorites. Next time, just select it from the list instead of typing it again.

3. In the USERNAME and PASSWORD boxes, enter the student’s short name and network password, then press CONNECT.

Hint: Look for a checkbox for “remember password in keychain.” This will be clearly visible, or inside the “OPTIONS” button depending on your version of OS-X. Selecting this checkbox will alert your computer to save your password automatically.

4. Select the student’s short name from the list and press OK.

The Finder should now show you the contents of the student's account on the school computer, plus an indication in the left-hand window that the school computer is connected, as well as a network icon on your desktop.

To connect to the school computer if your Apple computer at home is using OS-9:

1. Select the Apple in the upper left-hand corner, then select "Chooser."
2. Select "Appleshare," then the box labeled "Server IP Address."
3. Enter **students.cms.pvsd.net** and press CONNECT.
3. In the USERNAME and PASSWORD boxes, enter the student's short name and network password, and press CONNECT.

Hint: Next to the PASSWORD box is a checkbox labeled "ADD TO KEYCHAIN." Checking this box will alert your home computer to automatically save your password.

4. Select the student's short name from the list and press OK.

The Finder should now place a network icon on your desktop. Clicking this icon will open the storage space on the school network just like it was a floppy drive or a memory stick.

Once you are connected:

Once you have successfully completed the steps above and have your home computer connected to the school computer, most of the normal things you would do with your files should work.

Be aware however that the trash function will not operate the same way for remote files as local files, and any files deleted from your network storage space will be instantly deleted with no possibility for recovery.

It's important to know where the student's files reside on the computer at school, and certain limitations imposed by the computing environment used at school. For most purposes, student work will be stored in the folder called Documents. Files stored in this folder are accessible from any computer on campus and "follow" the student around to whichever computer they use.

The contents of other folders called Pictures, Movies, Music, and Library, are not handled in the same manner by all the computers at Corte Madera as the Documents folder. Please avoid use of these folders and avoid creating any additional folders at this level because the contents are not accessible from all systems at Corte Madera.

When you are finished:

To close the connection to the school computer, drag the network icon from your desktop to the trash. Users of OS-X will also notice an eject button in the Finder to the right of the network icon.