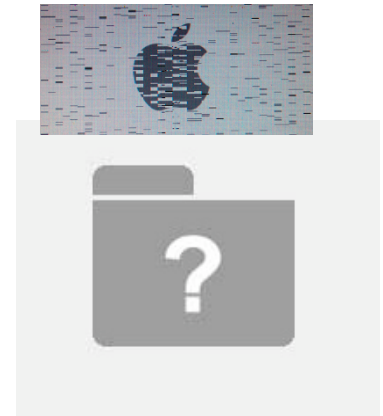# JHS Server

STEP 1: If the above icon does not appear on your desktop, then restart your computer.

*NOTE: Sharepoint/the Server is only accessible at school. THEREFORE, you will not be able to access saved work on the server from home.

*NOTE: Your computer battery could die, you could forget your cord at home...or worse, your computer could crash.

NOTE: This is why we need to get in the habit of saving our work in multiple places (your 21st Century backpack/locker is your computer's hard drive). Eliminate the "what ifs" by saving to sharepoint/the server and your documents folder on your computer.
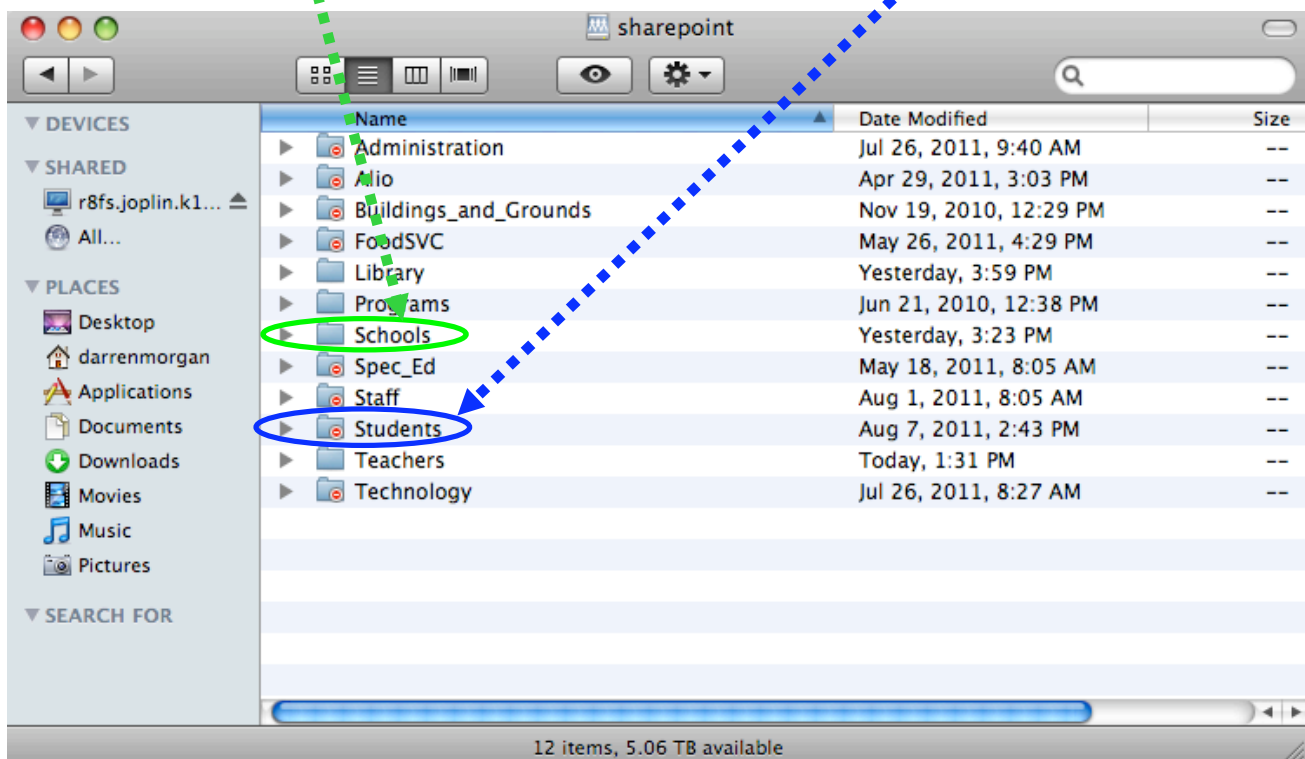
STEP 2: Double click on the icon to open "Sharepoint," which is the school server.


Why use the server/sharepoint?
1. This server is backed up everyday
2. Teachers and students have storage here
3. Dead battery/absent computer...no problem!

STEP 3: Students will need to utilize both the "Schools" folder and the "Students" folder.
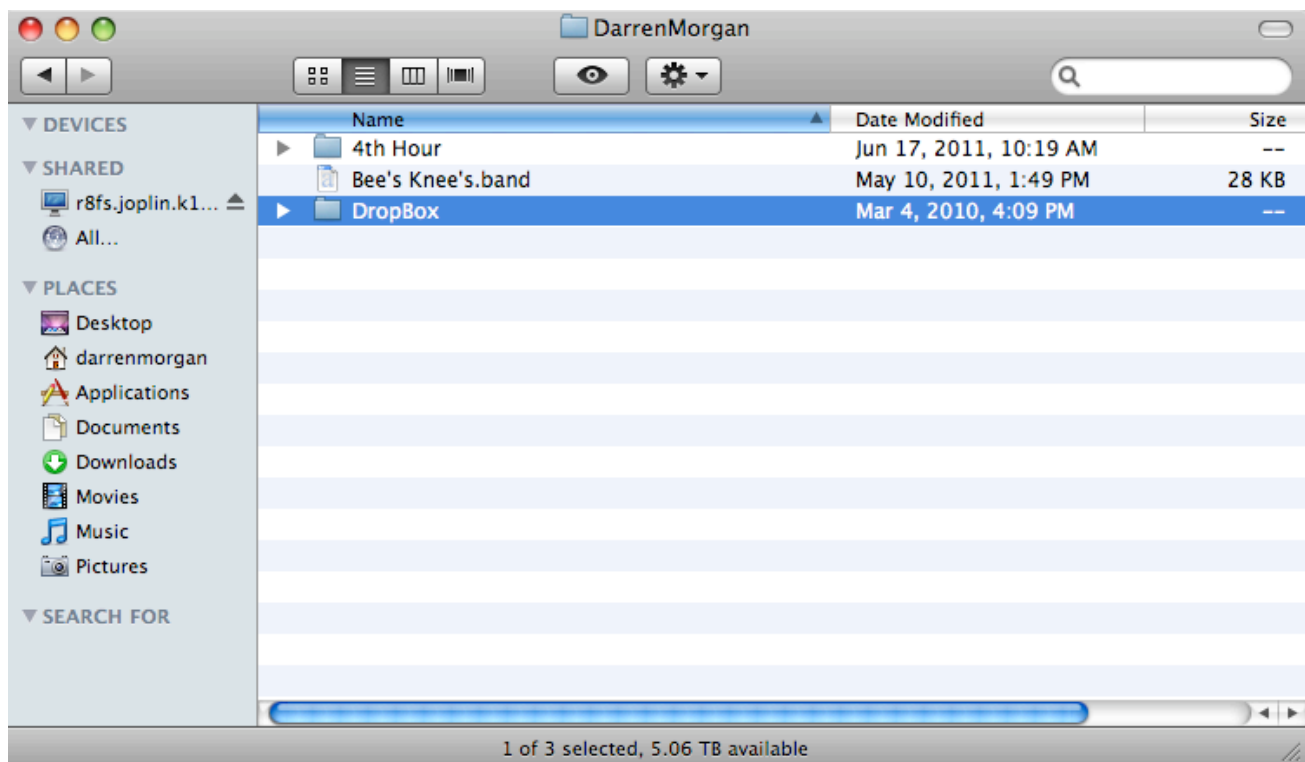
STEP 4: When using the "Schools" folder, students can turn in assignments and share work with their peers. Select the "JHS" folder or "Ftech" folder (Franklin Tech.) to find the appropriate teacher/class folder.landantaylor
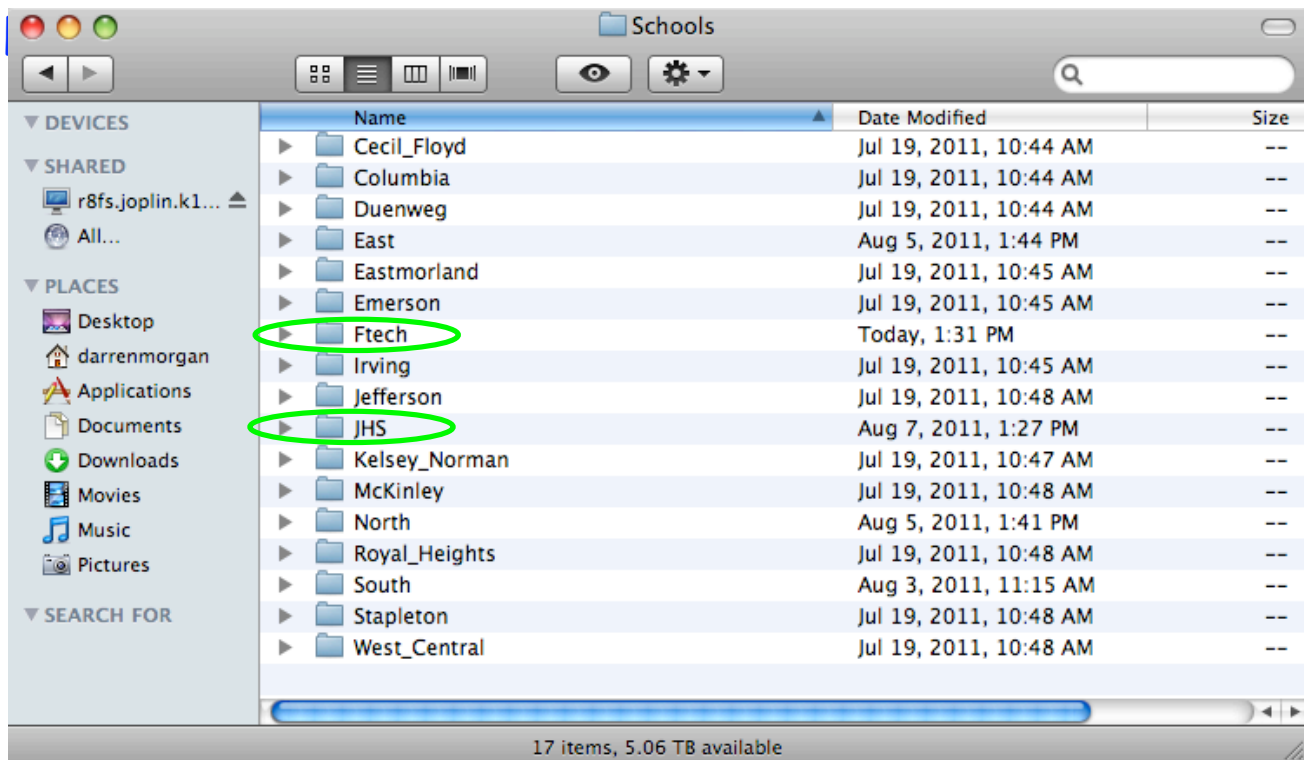
STEP 5: Once in the appropriate school folder, you will want to select the teacher's name based on the class you want to save under.
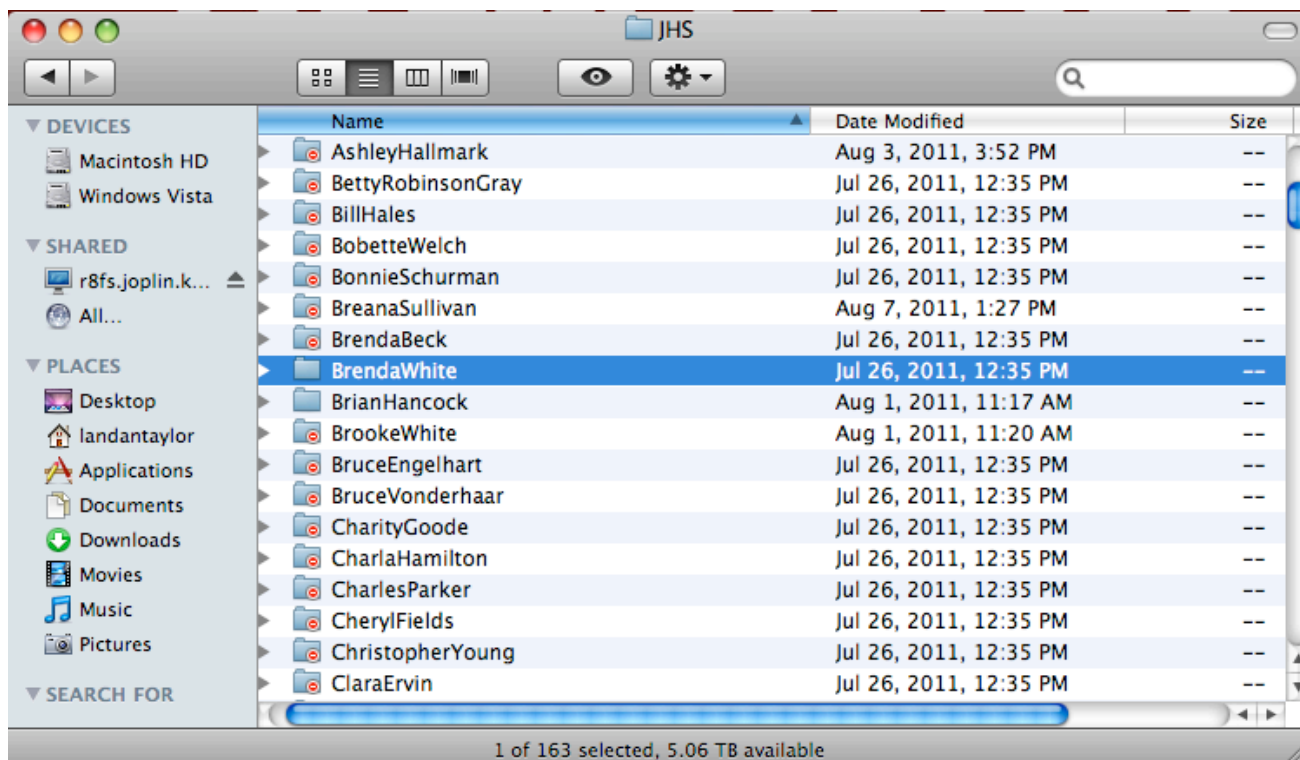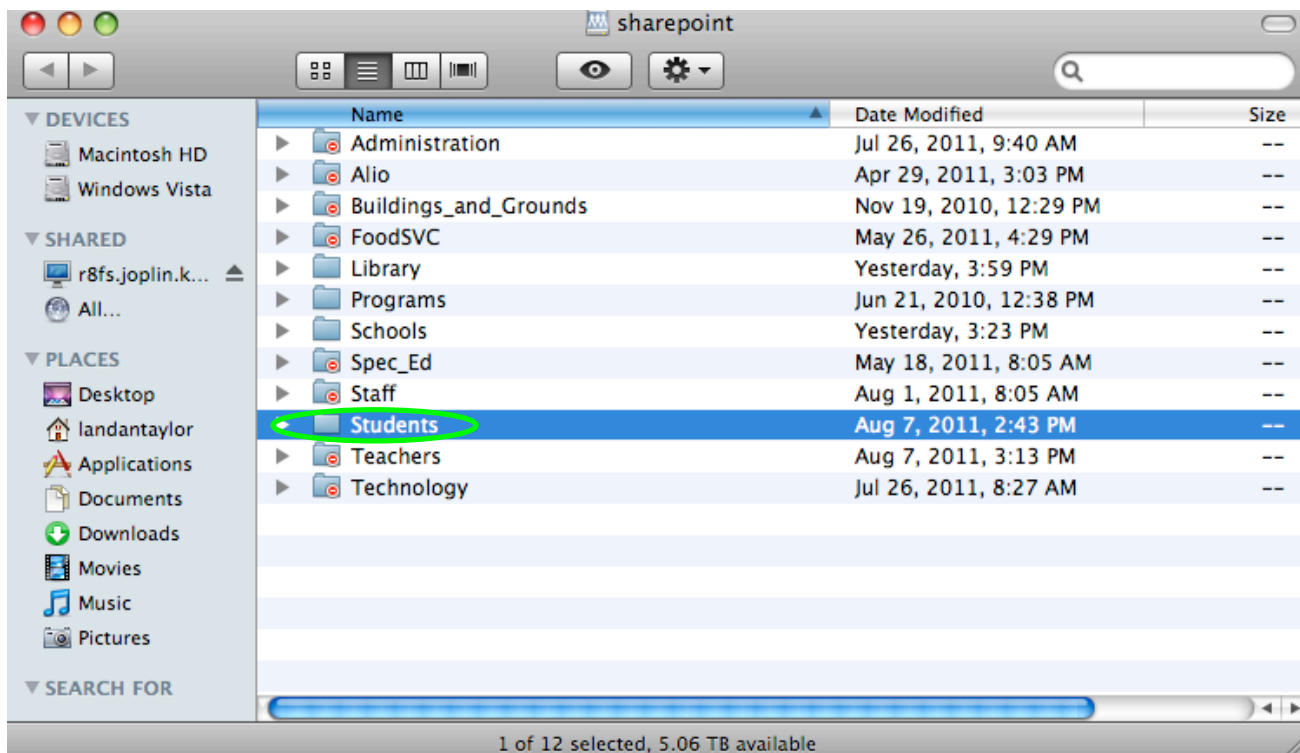
STEP 6: To turn in an assignment, you will want to select "DropBox." This allows the teacher to retrieve your work, but does not allow others to see it.
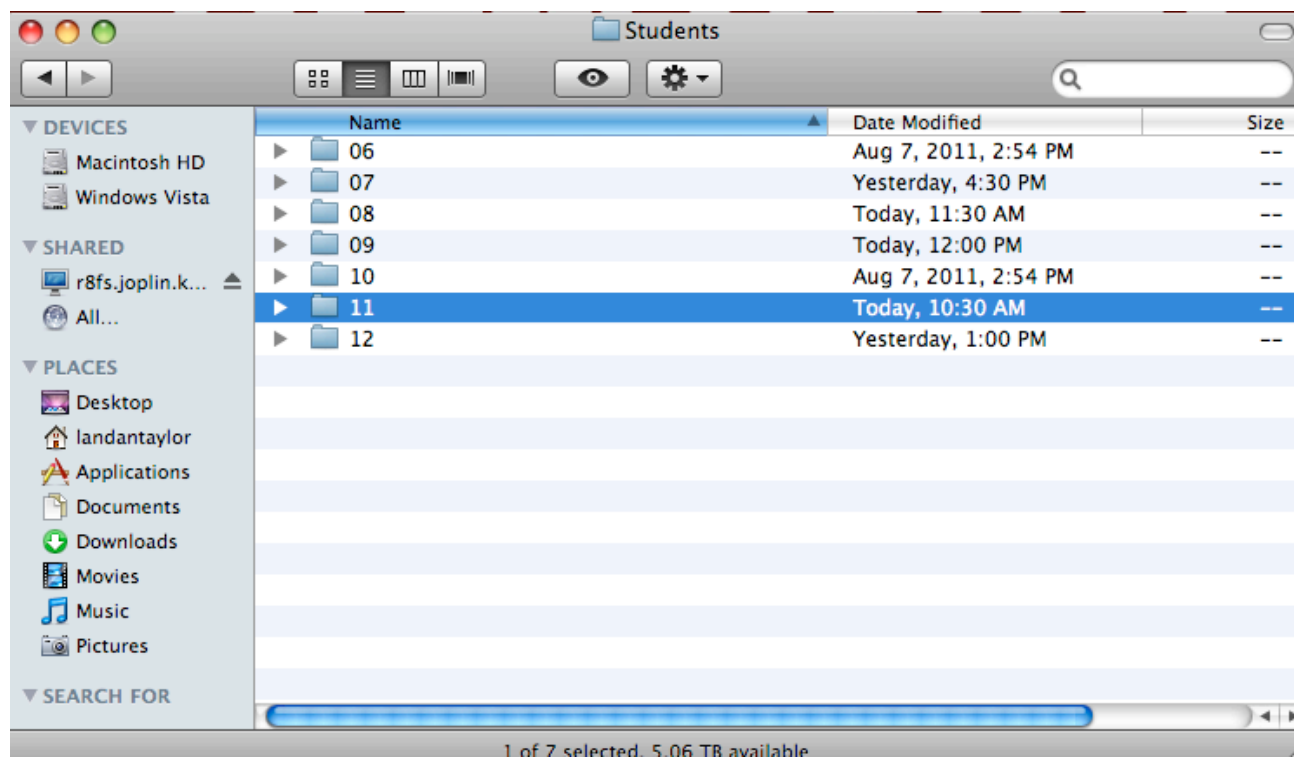
STEP 7: You may also place/save your work in the teacher's folder (outside of the DropBox), so that you can share that work among classmates.
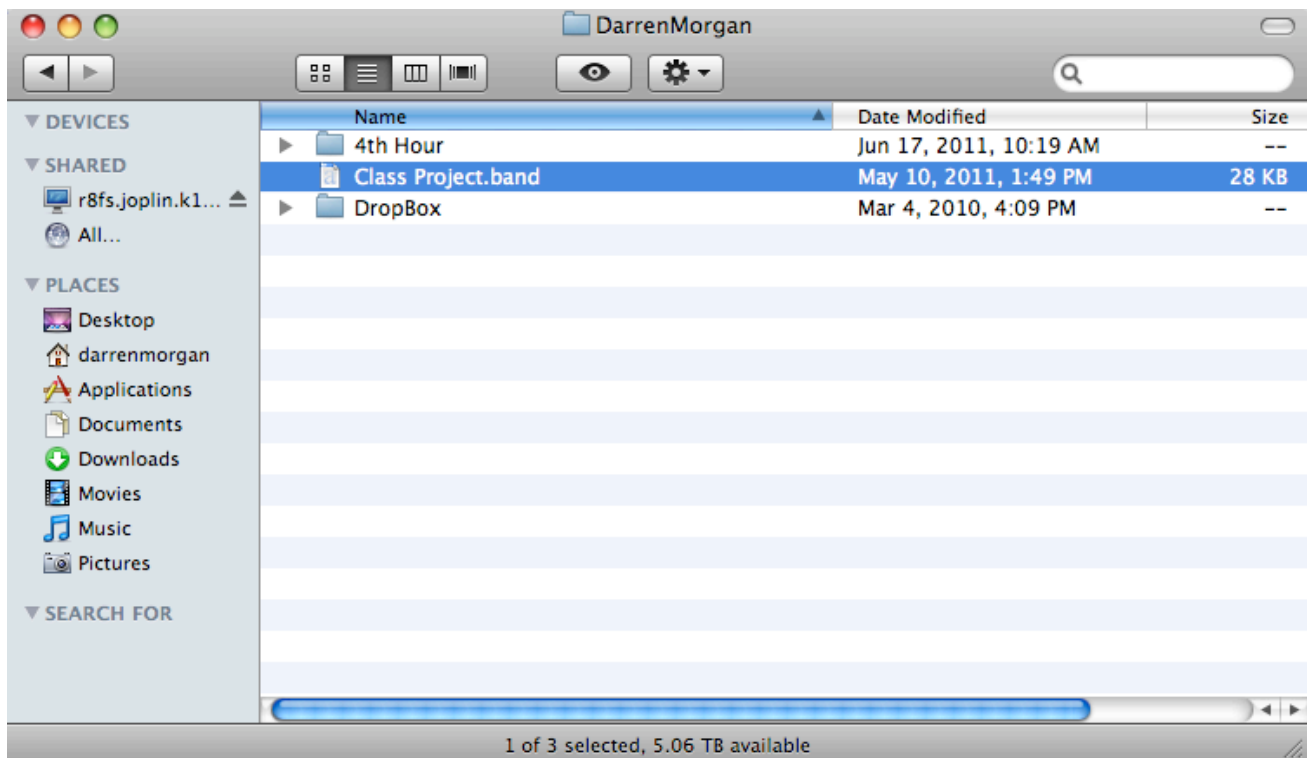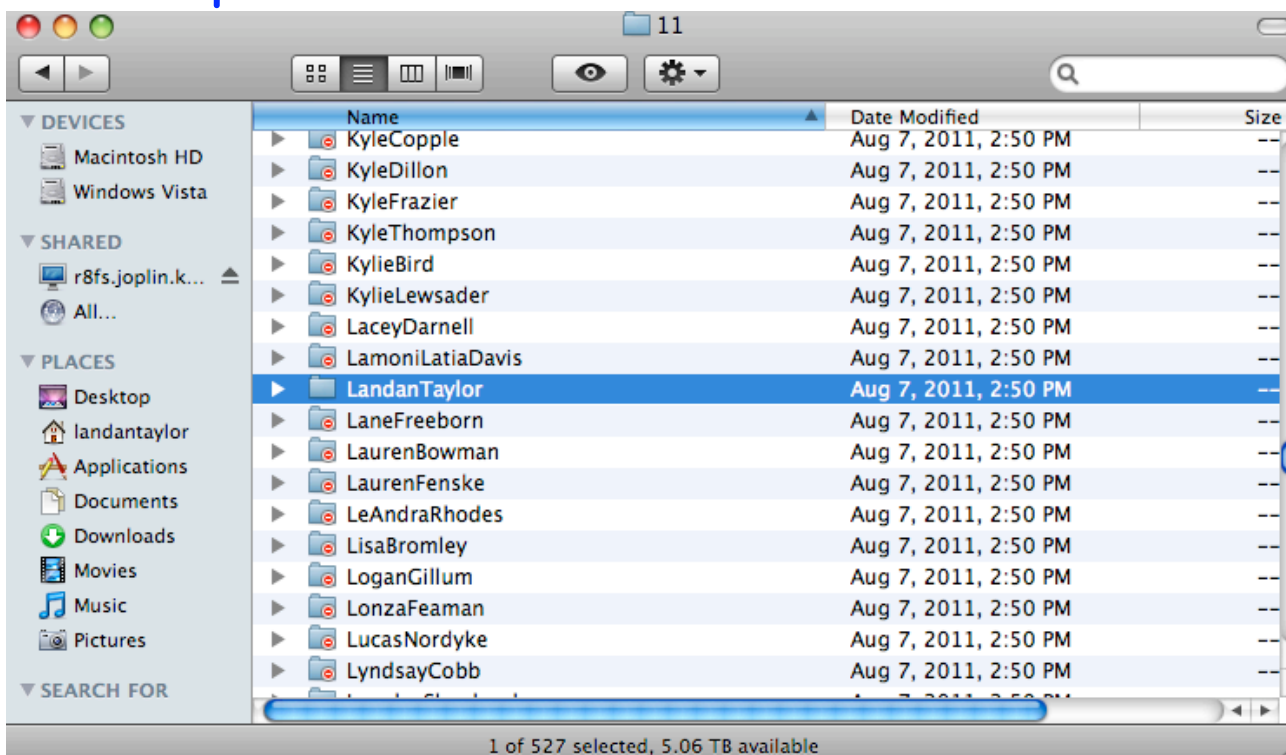
STEP 8: When using the "Students" folder, students can store/back up their files.
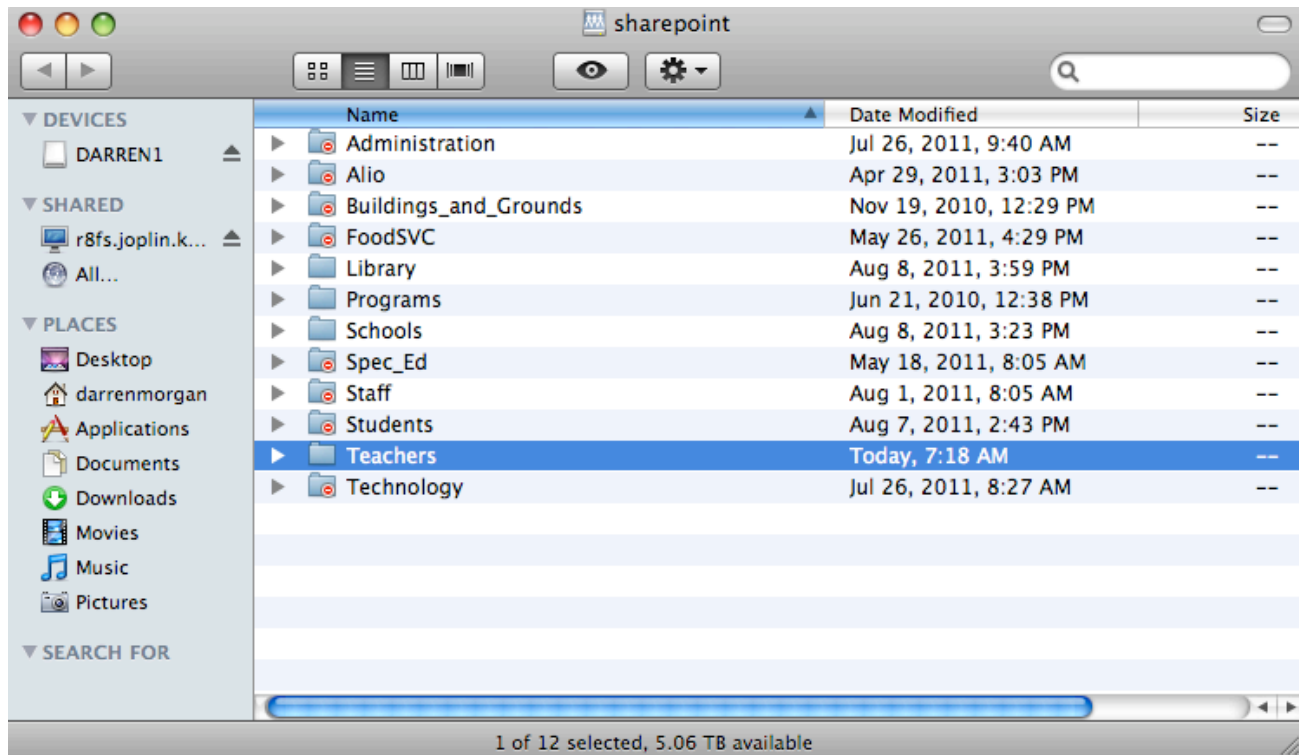
STEP 9: Once in the "students" folder, you need to select your appropriate grade level.

STEP 10: Find your name, and this will allow you to save your work in server land. You are so special!

STEP 11 (For Teachers Only): If you want to access your personal folder for server space, then select the "Teachers" folder.

STEP 12: Find your name to access your folder.