
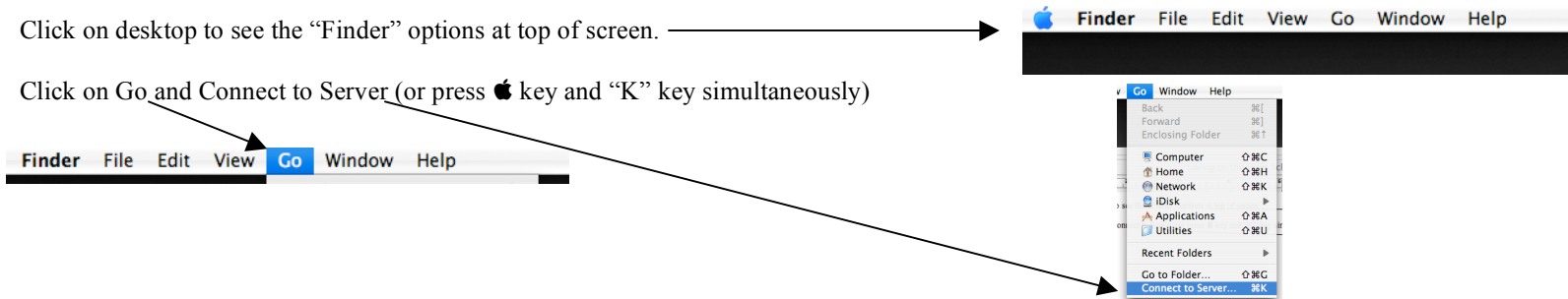


## Saving to the Middle School Student Server

1. Click on desktop to see the “Finder” options at top of screen.
2. Click on Go and Connect to Server (or press  key and “K” key simultaneously)



3. Each middle school class (e.g., sixth, seventh, and eighth grade) has their own server based on their graduating year.

6<sup>th</sup> Grade Students: Use “**basd2014**” as your “Server Address”  
 7<sup>th</sup> Grade Students: Use “**basd2013**” as your “Server Address”  
 8<sup>th</sup> Grade Students: Use “**basd2012**” as your “Server Address”

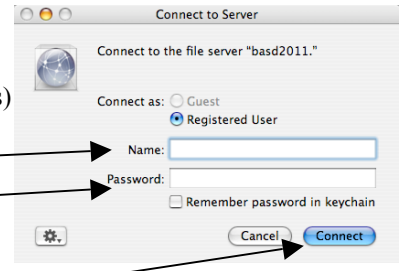


4. Click on 

**\*Note:** If this procedure fails, try typing in beth.k12.pa.us behind graduating year (e.g., basd2012.beth.k12.pa.us)

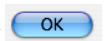
5. Students should now see a window asking for a name and password.

**Name:** Their 7-digit student ID number.  
**Password:** All students will receive passwords from their homeroom teacher.

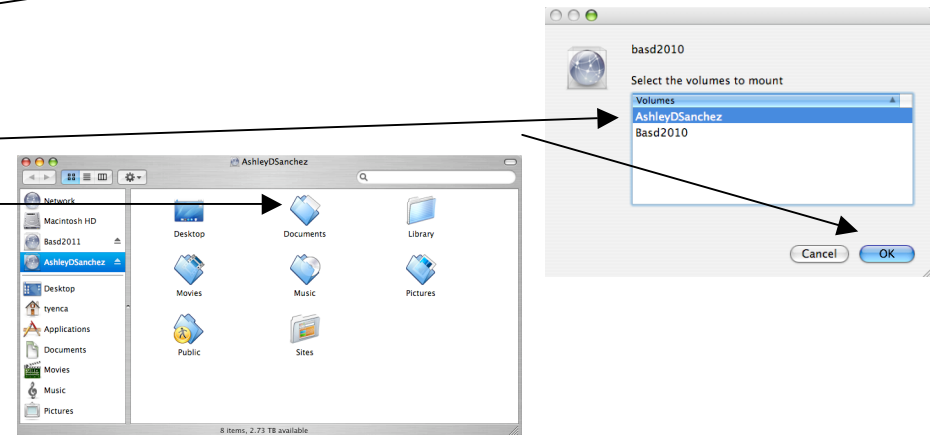


**\*Note:** 7<sup>th</sup> and 8<sup>th</sup> grade students that attended one of the four BASD middle schools should know their password. Their password should be identical to the one issued to them in 6<sup>th</sup>, and or 7<sup>th</sup> grade.

6. Click on 

7. Click  (student should see his/her name highlighted)

8. All students **must** save work to their **Documents** folder



**\* Save first to your laptop before baking up to the server**