Logging in to the Macintosh Class Server

You will use the Macintosh Class Server to access course materials and to submit your finished work. Accessing the server is simple, just use the following steps.

1. Go to the Apple Menu and select “Chooser” (fig. 1)

2. When the Chooser opens, click on “Appleshare” and select the “Macintosh Classroom Server” from the list window on the right. (fig. 2)

3. You will next see a login window. Use your course number as both the user name and the password. Make sure to keep all type in lower case. (fig. 3)

4. Next, you will see a list of folders that are available to you. This list will typically consist of a folder with your course number and another folder entitled “Extra Fonts”. Click once on the folder that you wish to access (but DO NOT click the check-box next to its name). (fig. 4)

5. The folder that you selected will now appear on the desktop. (fig. 5) If you selected your class folder, its contents will look something like figure 6.